



AGENDA
PARKS & RECREATION ADVISORY BOARD
CITY OF PORT ORANGE

Meeting Date: Tuesday, July 21, 2020
Type of Meeting: Regular

Time: 5:15 PM
Location: Dorothy L. Hukill City Center Annex
Conference Room
1395 Dunlawton Avenue

A. CALL TO ORDER

1. Roll Call

B. DISCUSSION/ACTION

2. Consideration of Minutes - January 21, 2020
3. Progress of Renovation Projects
4. Gamble Place Update
5. Letter to Foundation Donors
6. Bob Ford Trail Designation for Riverwalk

C. PARKS & RECREATION DIRECTOR'S REPORT

D. PUBLIC COMMENTS

E. BOARD COMMENTS

F. NEXT MEETING DATE

7. Next Meeting Date: October 20, 2020
8. Items for Next Agenda

G. ADJOURNMENT

NOTICES – PURSUANT TO SECTION 286.0105 OF THE FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE PARKS & RECREATION ADVISORY BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT THIS PUBLIC MEETING OR HEARING, SUCH PERSON WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT, FOR SUCH PURPOSE, SUCH PERSON MAY NEED TO ENSURE THAT A



Parks & Recreation Advisory Board Meeting

Tuesday, July 21, 2020

Page 2 of 3

VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE CITY DOES NOT PREPARE OR PROVIDE SUCH A RECORD.

FOR SPECIAL ACCOMMODATIONS, PLEASE NOTIFY THE CITY CLERK'S OFFICE (PHONE: 386-506-5563) AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING OR HEARING DATE.



HELP FOR THE HEARING IMPAIRED IS AVAILABLE THROUGH THE ASSISTIVE LISTENING SYSTEM RECEIVERS CAN BE OBTAINED FROM THE CITY CLERKS' OFFICE.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129, TELEPHONE NUMBER 386-506-5563, CITYCLERK@PORT-ORANGE.ORG, AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING OR HEARING DATE. IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 7-1-1 or 1-800-955-8771.

UPON REQUEST BY A QUALIFIED INDIVIDUAL WITH A DISABILITY, THIS DOCUMENT WILL BE MADE AVAILABLE IN AN ALTERNATE FORMAT. IF YOU NEED TO REQUEST THIS DOCUMENT IN AN ALTERNATE FORMAT, PLEASE CONTACT THE CITY CLERK WHOSE CONTACT INFORMATION IS PROVIDED ABOVE.

PUBLIC PARTICIPATION INSTRUCTIONS

Due to the Novel Coronavirus Disease 2019 (COVID-19) and Federal, State, County, and the City's Declarations of State of Emergency, and City of Port Orange Executive Order 9, the City of Port Orange will be calling meetings only when necessary, and conducting public meetings using communications media technology until the Local State of Emergency has concluded. Those wishing to attend meetings are encouraged to join the meeting through electronic means.

The July 21, 2020 Parks and Recreation Advisory Board meeting will be conducted physically in the Large Conference room at the Dorothy L. Hukill Annex, 1395 Dunlawton Ave with an opportunity to participate virtually. Access in the Large Conference room will be limited in order to comply with the safety instructions relating to COVID-19.

To view and/or participate in the Parks and Recreation Advisory Board meeting on July 21, 2020, which begins at 5:15 p.m., you have the following additional options:

1. Provide public comment prior to the meeting:

You may provide written comments no less than 3 hours prior to the meeting time by emailing City Clerk Robin Fenwick at cityclerk@port-orange.org, regular mail at 1000 City Center Circle, Port Orange, FL 32129, or place it in the Drop Box at the front door of City Hall. Please include your full name, city of residence, and comments by the deadline and your comments will be read into the record. There is also a form located on the City's website at: www.port-orange.org/publiccomments which can be submitted electronically. Time limits will be enforced so written comments must be limited to no more than 3 minutes.

2. Watch the meeting online and provide public comment during the meeting:

Request to Speak instructions:

To request to attend virtually and speak during the meeting, you must complete the Request to Speak form prior to the start of the meeting to be placed on a list. You may access the form by visiting www.port-orange.org/publiccomments. You must fill out all required information for the form to be submitted. Forms are

Parks & Recreation Advisory Board Meeting

Tuesday, July 21, 2020

Page **3** of **3**

due to the City Clerk no later than 24 hours prior to the meeting date/time. Once the form is received, the meeting link and instructions will be provided to you via email.

For additional information or for special assistance prior to the meeting, please contact Robin Fenwick, City Clerk, cityclerk@port-orange.org or (386) 506-5563.

PARKS AND RECREATION ADVISORY BOARD
REGULAR MEETING
DOROTHY L. HUKILL CITY CENTER ANNEX
1395 DUNLAWTON AVENUE
PORT ORANGE, FLORIDA
JANUARY 21, 2020 AT 5:15 P.M.

The Parks & Recreation Advisory Board was called to order by Vice Chairman Bobby Ball at 5:15 p.m.

Present: Bobby Ball
Maria Mills-Benat
Julie Day
James Richard Jr
Patricia Barraco

Absent: Michael Navarra (excused)
Mark Bowling (unexcused)
John Cameron (unexcused)

Also Present: Susan Lovallo, Park and Recreation Director
Ruth Thayne, Administrative Assistant

B. ELECTION OF OFFICERS

Motion was made by Member Mills-Benat to nominate Member Bowling for Chairman pending his acceptance and Seconded by Member Richard. Motion carried unanimously by voice vote.

Motion was made by Member Maria Mills-Benat to nominate Member Ball for Vice Chairman and Seconded by Member Richard. Member Ball accepted the nomination. Motion carried unanimously by voice vote.

C. DISCUSSION/ACTION

2. Consideration of Minutes - July 16, 2019

Motion was made by Member Mills-Benat to approve the minutes from July 16, 2019 as presented and Seconded by Member Day. Motion carried unanimously by voice vote.

3. Consideration of Minutes - August 6, 2019

Motion was made by Member Mills-Benat to approve the minutes from August 6, 2019 as presented and Seconded by Member Day. Motion carried unanimously by voice vote.

4. Discussion on RFP for Russell Property

Susan Lovallo, Parks and Recreation Director, stated that the City has implemented a new ERP system, Workday, recently and it has consumed the majority of staff's time and energy and so a new Request for Proposals (RFP) has not been placed on the Russell Property at this time.

However, the City did team up with the Boy Scouts troop # 436 for a tentative partnership. They will be going out to the property and cleaning up some of the land and in return they will get to use it as a campsite. In addition, Matthew Jones, City Attorney, has recently been promoted to that position and needs to be brought up to speed on the agreement and determine what he is comfortable with allowing out there.

5. Update on Foundation

Ms. Lovallo informed the Board Jack Wiles, former Board member, reached out to her and has been unsuccessful in getting people interested in a foundation and does not see a reason to continue with attempting to create one. Mr. Wiles recommendation is to ask the donors if they want their money returned or to if they want to donate that money into the recreation scholarship fund.

Member Barraco inquired as to putting information on the City website to get people to join the Foundation. Ms. Lovallo stated the issue is not that people do not want to help, but that it seems no one wants to take ownership by putting it into their name and then being responsible for it.

Vice Chairman Ball asked for the amount that is in the account. Ms. Lovallo stated the amount in total is \$1701.00 with donations from various donors. Vice Chairman Ball clarified it would be an individual that would need to get it incorporated and there are legal costs involved that would need to be addressed with the City Attorney's office.

Member Mills-Benat is okay no longer attempting to creating a foundation but would like to see the money go within the City.

The Board agreed to putting the money into the scholarship program but recognized they need to consult the donors first.

Member Barraco made a motion to draft a letter to the foundation donors to ask if they want their money returned or if they want to donate that money into the recreation scholarship fund and Seconded by Member Mills-Benat. Motion carried unanimously by voice vote.

6. Gamble Place Update

Jake Johansson, City Manager, was unable to attend this meeting to provide an update. Ms. Lovallo will ask him to attend the next meeting.

Member Mills-Benat asked if there is a way to have the property forcibly cleaned up. Ms. Lovallo responded that the city does not own the property, its only connection is that it has put money into it.

Ms. Lovallo stated that the City was in a use agreement with the museum. The city maintained the property and the museum ran the tours in the building. Jointly the City applied for an ECHO grant Volusia funds and if the museum were to close its doors, the City may have to pay back those Echo funds. The property is currently open to the public with the museum only open on certain days.

Member Richard asked if the property is deteriorating. Member Mills-Benat stated it needs a lot of clean up.

Robert Reinhausen, citizen, informed the Board that they do yearly audits on the museum to make sure that they are maintaining the property. He will get the phone number to the City Clerk's office to provide to the board for information on the audit.

7. Discussion on Parks Partners

Ms. Lovallo said that at a previous meeting the board decided to make a recommendation to Council to raise the fees for the Parks Partners. She asked the board if they wanted to continue raising the fees for the Parks Partners or if they are happy where it's at right now.

James Richard Jr. stated that it has not been quite a year since the fees were raised. Discussion ensued about the schedule of how those fees would be raise. Member Mills-Benat would like to see the fees left alone.

Ms. Lovallo informed the Board that the fees were raised approximately in August and that the fees went into effect in October. Vice Chairman Ball asked if any partners were lost due to the fee raise. Ms. Lovallo stated that yes, due to the fees, we did lose a few partners; the Adult Football and the Soccer club. Vice Chair Ball asked if they could craft a new agreement with them. Ms. Lovallo said no.

Member Patricia Barraco asked if there is an increase in children enrollment. Ms. Lovallo stated that there were 125 more enrollments this year for soccer. Staff expects an increase in enrollment because of the building activity in the city and believes there is a need for partners.

Staff has spoken with the partners and they have taken on some of the maintenance responsibilities now. Some other cities just rent the parks out.

Member Barraco asked if the Russell Property is good for parks to use. Ms. Lovallo said that it is not big enough to use because it is linear. Vice Chairman Ball asked if there are opportunities to knock on doors for funds or land. Ms. Lovallo responded yes, but it will take time.

Motion was made by Member Mill-Benat to leave the fees as is until next January and Seconded by Vice Chairman Ball. Motion carried unanimously by voice vote.

Discussion was held regarding a workshop prior to budget time in order to secure funds for more Parks and Recreation items. Ms. Lovallo believes that the Spring would a good time, possibly in March or April. The Board would like to set a Special meeting for March and then a potential joint Workshop in April with City Council.

8. 2020 Proposed Meeting Dates

The Board agreed to keep the meeting schedule as is with a special meeting in March and a potential joint workshop with Council at the scheduled April meeting.

D. PARKS & RECREATION DIRECTOR'S REPORT

Ms. Lovallo informed the Board that Dorene Mary Moorehouse, previous Board member, passed away last week. She was a regular for the Adult Activity Center. Vice Chairman Ball asked if it is appropriate to request a Proclamation for Dorene Mary Moorehouse. Ms. Lovallo will investigate it.

Ms. Lovallo also updated the Board about the current renovation projects in the City. The Lakeside Center is closed, and they will be starting a new HVAC renovation on February 3, 2020. It will take about 60 days and probably be closed during Spring Expo. The Rec Center design is moving towards completion and she will provide an update at the next meeting.

Ms. Lovallo also stated there is a project to replace the playground equipment at Airport Park. The playground is slowly being redone and the City is applying for a Volusia EHCO grant and will know in March whether we received said grant.

E. PUBLIC COMMENTS

There were none.

F. BOARD COMMENTS

There were none.

G. NEXT MEETING DATE

9. Next Meeting Date: April 21, 2020

10. Items for Next Agenda
Letter to Foundation Donors
Progress of Renovation Projects
Gamble Place Update

H. ADJOURNMENT – 6:10pm

Chairman Mark Bowling