



AGENDA
GOLF ADVISORY BOARD
CITY OF PORT ORANGE

Meeting Date: Tuesday, June 28, 2016

Time: 5:00 PM

Type of Meeting: Special

Location: 2nd Floor Conference Room
City Hall, 1000 City Center Circle

A. CALL TO ORDER

1. Roll Call

B. DISCUSSION/ACTION

2. Approval of Minutes
3. Amended Rules and Regulations
4. Meeting Calendar
5. Tavern Operating Hours
6. Golf Course Security Issue
7. Golf Course Evaluation Criteria and Form
8. Kemper Sports Report

C. PUBLIC COMMENTS

D. MEMBER COMMENTS

E. NEXT MEETING DATE

F. ADJOURNMENT

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE **GOLF ADVISORY BOARD** WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE OR SHE MAY NEED TO ENSURE AT HIS OR HER OWN EXPENSE FOR THE TAKING AND PREPARATION OF A VERBATIM RECORD OF ALL TESTIMONY AND EVIDENCE OF THE PROCEEDINGS UPON WHICH THE APPEAL IS TO BE BASED. NOTE: IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO 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, WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING DATE; IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 1-800-955-8771.

GOLF COURSE ADVISORY BOARD
2ND FLOOR CONFERENCE ROOM
1000 CITY CENTER CIRCLE
PORT ORANGE, FL
JUNE 14, 2016

A. CALL TO ORDER

The regular meeting of the Golf Course Advisory Board was called to order by Matthew Jones, Deputy City Attorney, at 5:01 p.m.

1. Roll Call

Present: Bob Ford, Councilman/ Board Member
Alan Angelone
John R. Cameron, Jr.
Tony Delmonte
Dennis Flesch
Richard Lee
Jane Taylor

Also Present: Susan Lovallo, Parks & Recreation Director
Matthew Jones, Deputy City Attorney
Robin Fenwick, City Clerk
Kelly McQuillen, Assistant City Clerk

2. Election of Officers

Motion made by Dennis Flesch, seconded by Richard Lee to elect John Cameron as Chair. Motion made by Tony Delmonte, seconded by Alan Angelone to elect Alan Angelone as Chair. Motion passed 5-2 in favor of electing Alan Angelone with Richard Lee and Dennis Flesch voting no by paper ballot vote.

Motion made by Jane Taylor, seconded by Anthony Delmonte to elect John Cameron as Vice Chair. Motion carried unanimously by roll call vote.

B. DISCUSSION/ACTION

3. Duties and Responsibilities of Board Members

Board members reviewed Ordinance No. 2016-4. Richard Lee asked what the terms of each Board Member are according to Sec. 50-109. All term expiration dates were announced by Susan Lovallo, Parks and Recreation Director. Alan Angelone (4/1/19), John Cameron (4/1/17), Tony Delmonte (4/1/19), Dennis Flesch (4/1/17), Richard Lee (4/1/18), Jane Taylor (4/1/19) and Bob Ford (4/1/18).

Ms. Lovallo stated that if the board has issues with the restaurant, The Tavern, then we should allow for a representative from The Tavern will be asked to attend these meetings. The content can be discussed with no adverse action from the board. Chairman Angelone is more than happy talk with them about food service.

Ms. Lovallo will send an invitation to The Tavern to request that a representative attend future advisory meetings and stated Golf Course Management will be at future meetings.

In response to agenda items, Robin Fenwick, City Clerk, stated that the agenda will be posted typically one week prior to the meeting.

3. Rules and Regulations

Board members looked over the rules and regulations.

Motion made by Member Lee, seconded by Member Cameron to approve the rules and regulations. Motion carried by unanimous voice vote.

Member Lee advised that he will not be able to attend all meetings as scheduled.

4. Training

a) Sunshine Law

The board watched a detailed presentation given by Mr. Jones explaining the Sunshine Law.

It was explained that board members can speak with members of staff about agenda items; however, they shall refrain from using staff as a conduit to relay messages. They were also advised that all discussion on golf course related matters need to be discussed at public meetings only.

Mr. Jones explained the Sunshine Law requirements, discussing both civil and criminal penalties and described a general outline of open meetings.

b) Public Records

A description of public records was provided to include any records sent or received by Board members and any form of media that is used to communicate knowledge.

The Board was advised not to ask who is requesting the public records request and to make sure to ask how they can be contacted when the records request is ready.

Mr. Jones explained someone in the league can email Chairman Angelone questions about the golf board. This creates a public record. All members should use their assigned port-orange.org email accounts.

Mr. Jones advised members to forward the emails to cityclerk@port-orange.org and all members were told that the agendas and backup material are posted on the website.

Mr. Jones explained the public records request timeline. He stated that public records requests should be handled in a timely manner.

Mr. Jones stated to be mindful of meeting “sidebars”. Engaging in a sidebar during an official meeting can pose a Sunshine Law violation.

6. Approve Meeting Calendar

Jane Taylor suggested another meeting between now and September 2016 since the board is new and there are many topics to discuss.

It was suggested that a Special Meeting be held on June 28, 2016. It was also suggested that the meeting frequency be changed from quarterly to every other month. It was proposed that the board should hold six (6) meetings a year. Ms. Lovallo will put together a calendar scheduling six (6) meetings a year. The Rules and Regulations will be amended at the next meeting.

Motion made by Member Cameron, seconded by Member Lee to approve the scheduling of a Special Meeting on June 28, 2016. Motion carried by unanimously.

The topic of safety at the course and ownership of safety responsibility was discussed. There is an ongoing issue at the Golf Course. The public can freely enter the course at any time, this includes children. The question was raised whether the City or the Golf Course were responsible for taking measures to tighten security to close the open access to the course.

Ms. Lovallo commented that this was a good example of a question within the Sunshine Law that she could be asked by the board and that she will check to find the answer. She also mentioned that the course is so vast that it is difficult to secure and stated that even if fences were built up around the course, the public will still find a way in.

C. PUBLIC COMMENTS

None

D. MEMBER COMMENTS

Member Lee suggested asking City Council for funding for the Golf Course Advisory Board. He suggested that the City pay the board to play nine (9) holes of golf twice a year.

Chairman Angelone commented that the board needs to make sure they never get accused for any gain and wants to be cautious of what they communicate to City Council.

Member Cameron stated that he would like copies of the Kemper contract and The Tavern Restaurant contract distributed to all board members. He also requested that notices, agendas and minutes are posted at the Golf Course for future meetings.

There was a discussion about the budget and repairing and replacing equipment. Ms. Lovallo explained the City's process in determining when to repair, replace or wait in regards to the equipment.

Member Flesch asked about having a Golfer's Suggestion Box. Ms. Lovallo will ask Kemper about it.

E. ADJOURNMENT: 6:27 pm

Alan Angelone, Chairmain

CITY OF PORT ORANGE, FLORIDA
GOLF COURSE ADVISORY BOARD
AMENDED RULES AND REGULATIONS

I. NAME

This seven-member board shall be known as the “Golf Course Advisory Board of the City of Port Orange, Florida.”

II. OFFICERS AND DUTIES

- A. The officers shall be a Chair and a Vice-Chair. The Secretary of the Board shall be an employee of the City of Port Orange designated by the City Clerk.
- B. The Chairman shall preside at all meetings and hearings of the Board and shall have the duties normally conferred by parliamentary usage of such office.
- C. The Vice-Chair shall act in the absence of the Chair.
- D. The Chair and Vice-Chair shall be voting members of the Board. The Chair and Vice-Chair shall have the privilege of making or seconding motions and discussing all matters before the Board.

III. ELECTION OF OFFICERS

- A. Nomination of officers shall be made by the members and the election shall be held immediately thereafter at the annual organizational meeting held during the Board’s first meeting each calendar year, or as soon as practicable thereafter.
- B. A candidate who receives a majority of the votes cast shall be declared elected and shall serve a term of one (1) year or until a successor takes office.
- C. Vacancies in the office of Chair or Vice-Chair shall be filled immediately by the regular election procedure.

IV. MEETINGS

- A. The Golf Course Advisory Board meetings shall be held on the first Tuesday in even numbered months (February, April, June, August, October, and December) at 5:00 p.m. in the 2nd floor conference room located at 1000 City Center Circle, Port Orange, Florida, or as otherwise agreed upon by the Board.
- B. Special meetings may be called by the Chair upon written notice to the Secretary or by request of at least three (3) members of the Board at a duly called meeting.

- C. Notice of regular meetings and special meetings shall be provided to all Board members at least five (5) days in advance of the meeting. Notice of all meetings shall be provided to the public as required by Florida Law.
- D. Due to no business or whenever there will not be a quorum due to excused absences, the Chair may cancel the regularly scheduled meeting. The Chair shall inform the secretary to send a notice to the other board members and appropriate staff. Said notice shall be sent at least 24 hours prior to the scheduled time of the meeting.
- E. Members shall notify the Secretary of the Board if they cannot attend a meeting. If a member fails to attend two (2) of three (3) consecutive meetings without cause and without prior approval of the Chair, the Board shall declare the members' office vacant.
- F. A quorum of the Board shall consist of four (4) members. An affirmative vote of a majority of those members present shall be necessary to pass any motion or adopt any order.
- G. The Board shall conduct its business in a duly called and noticed meeting as required by Section 286.011, Florida Statutes, the "Sunshine Law."
- H. Parliamentary procedure at Board meetings shall be governed by Robert's Rules of Order latest edition and by the Rules and Regulations contained herein. In the event of a conflict with Parliamentary procedure, the Rules and Regulations shall govern.
- I. Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Golf Course Advisory Board, in accordance with Section 286.0114, Florida Statutes.

V. ORDER OF BUSINESS

- A. Regular meetings of the Board shall be governed by the following order of business:
 - A. **CALL TO ORDER**
 - 1. Roll Call
 - B. **DISCUSSION/ACTION ITEMS**
 - 2. Approval of Minutes
 - 3. Report from Golf Course Management Company
 - C. **PUBLIC COMMENTS**
 - D. **MEMBER COMMENTS**
 - E. **NEXT MEETING DATE**
 - F. **ADJOURNMENT**

The order of business may be suspended or amended at any time by an affirmative vote of a majority of those members present.

VI. MISCELLANEOUS

- A. These Rules and Regulations may be amended during a regular meeting of a special meeting by an affirmative vote of the members present, provided that notice of the proposed amendment is given to the Board along with notice of the meeting.
- B. All notices of meetings shall contain a footnote advising that a record of the hearing is required for any appeal.
- C. All notices of meetings issued by this Board shall include notices to persons with disabilities as follows:

“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the City Clerk for the City of Port Orange, 1000 City Center Circle, Port Orange, FL 32129, telephone number: 386-506-5563 within 2 working days of your receipt of this notice or 5 days prior to the meeting date; if you are hearing or voice impaired, contact the Relay Operator at 1-800-955-8771 (TDD) for information.”
- D. All records of the Board shall be maintained in the office of the City Clerk and shall be open to public examination, inspection, and copying in according with the provisions of Ch. 119, Florida Statutes
- E. If any provision of these rules and regulations or the application thereof to any person or circumstances is held invalid, the invalidity shall not affect the other provisions or applications of these rules and regulations which can be given effect without the invalid provision or application, and to this end the provisions of these rules and regulations are declared severable.

Approved and adopted by the Golf Course Advisory Board at their meeting held on _____ day of June, 2016.

Signature: _____
Printed name: _____
Chair

**CITY OF PORT ORANGE
GOLF ADVISORY BOARD
MEETING SCHEDULE**

All meetings are scheduled for 5:00 p.m. to be held in the 2nd Floor Conference Room; subject to changes made by the Board.

2016:

August 2, 2016
October 4, 2016
December 6, 2016

2017:

February 7, 2017
April 4, 2017
June 6, 2017
August 1, 2017
October 3, 2017
December 5, 2017