



TOWN OF PONCE INLET  
**PARKS, RECREATION AND TREE ADVISORY  
BOARD**

**REGULAR MEETING MINUTES**

February 2, 2016

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7 **1. CALL TO ORDER:** Pursuant to proper notice, Chairman Shaffer called the  
8 meeting to order at 6:00pm in the Council Chambers located at 4300 S. Atlantic Ave.,  
9 Ponce Inlet, FL.

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11 **2. PLEDGE OF ALLEGIANCE:** Chairman Shaffer led attendees in the Pledge of  
12 Allegiance.

13  
14 **3. ROLL CALL & DETERMINATION OF QUORUM:**

15 *Board members present:* *Board members absent:*  
16 Ms. Bell None  
17 Mr. Higelin  
18 Ms. Magrady  
19 Mr. Shaffer  
20 Mr. Smith

21  
22 *A quorum was established with five members present.*

23  
24 **Staff members present:**

25 Ms. Doster, Planner 1  
26 Mr. Gunter, General Manager of Public Works  
27 Ms. Hunt, Board Secretary  
28 Ms. Richard, Development Review Clerk  
29 Ms. Zengotita, Parks/Rec and Museum Educator

30  
31 *a. Oath of Office – Ms. Magrady accepted and signed the Oath of Office.*

32  
33 *b. Election of Chairman – Mr. Smith moved to elect Mr. Shaffer as Chairman of*  
34 *the Parks, Recreation & Tree Advisory Board, seconded by Ms. Bell. There were no*  
35 *other nominations. This motion PASSED 5-0, by consensus.*

36  
37 *c. Election of Vice-Chairman – Ms. Bell moved to elect Mr. Smith as Vice-*  
38 *Chairman of the Parks, Recreation & Tree Advisory Board, seconded by Chairman*  
39 *Shaffer. There were no other nominations. This motion PASSED 5-0, by consensus.*

40  
41 **4. ADOPTION OF AGENDA:** Ms. Zengotita requested that agenda item #6C,  
42 *Sunshine Law training* be removed due to a scheduling conflict; and noted that the  
43 training will occur at the March 1, 2016 meeting. Ms. Bell moved to adopt the agenda  
44 as amended, seconded by Vice-Chairman Smith. This motion PASSED 5-0, by  
45 consensus.

47 **5. APPROVAL OF MINUTES:**

48 a. *November 3, 2015 – Ms. Zengotita requested the minutes be amended to*  
49 *reflect that Ms. Magrady was present at the meeting. Vice-Chairman Smith moved to*  
50 *approve the November 3, 2015 minutes as amended, seconded by Ms. Magrady. This*  
51 *motion PASSED 5-0, by consensus.*

52

53 **6. NEW BUSINESS:**

54 a. *Report of Staff - Ms. Zengotita introduced Stephanie Doster, Planner 1 to the*  
55 *Board and welcomed her to staff. She then referred to the Parks Assessment Report*  
56 *contained in the agenda packet, and asked if there were any questions or comments;*  
57 *there were none. Ms. Zengotita then provided a report on the Timucuan Oaks Grand*  
58 *Opening, held on Saturday, January 30<sup>th</sup> where over 60 guests attended and that all*  
59 *feedback has been positive. She noted that the Pollard Park is closed intermittently*  
60 *while construction on the cell tower continues.*

61

62 She also noted that the Council accepted all of this Board's recommended goals for  
63 2016/2017, with the exception of land acquisition; and reminded board members to  
64 think about items they would like to put on the budget wish list.

65

66 Mr. Gunter provided a review of Stormwater Do's & Don'ts:

- 67 - Don't put any trash or debris of any type near or over a stormwater drainage
- 68 area or grate;
- 69 - Don't put chemicals in or near a stormwater opening;
- 70 - Do use care when using fertilizer so as to not allow it to run-off into a
- 71 stormwater area.
- 72 - Do report any issues with stormwater drains to the Public Works Department.

73

74 He noted that during the last cleanup, 1,539 volunteers removed over 7,500 pounds of  
75 debris from the area waterways. He reminded the public that information regarding the  
76 Town's stormwater regulations and maintenance and fertilizer and chemical use is  
77 available on the Town's website on the Public Works information page or at the Public  
78 Works Administrative office, 4875 S. Peninsula Dr from 8:00am to 4:30pm, weekdays.

79

80 b. *Tree Removal Application, 119 Beach Street – Ms. Richard reviewed the*  
81 *revised staff report dated January 13, 2016 (attached) and noted that the applicant has*  
82 *made every effort to re-position the building and site elements to minimize removal of*  
83 *trees. She noted that Paul Roxenberg, property owner, is present, as well as Eric Olsen*  
84 *of Olsen Custom Homes (contractor).*

85

86 Mr. Roxenberg introduced himself to the Board and reiterated Ms. Richard's  
87 assessment and said he bought the lot because of the beautiful trees and will do all he  
88 can to keep as many as possible. He expressed concern about a trio-clump of Oak  
89 trees and said he will have to remove at least one of them, as the clump is in the way of  
90 the driveway and where he will have to store his boat. Mr. Higelin asked how close the  
91 trees are to each other. Mr. Roxenberg said 1 to 1½ feet. Mr. Higelin commented that  
92 it would be better for the other trees if the one is removed, because the others will  
93 thrive. Ms. Bell asked what the regulations are regarding boat storage. Ms. Richard

94 explained that the area Mr. Roxenberg is referring to, is the only place he can store his  
95 boat and be in compliance with the Code. Mr. Higelin asked Mr. Roxenberg how big his  
96 boat is. Mr. Roxenberg stated that with the trailer and tongue, about 35 or 38 feet long.  
97

98 Chairman Shaffer asked for further Board comments; hearing none, he closed board  
99 comment and opened public comment. Hearing no requests, he closed public  
100 comment.  
101

102 Mr. Higelin moved to approve the tree removal request as presented for 119 Beach  
103 Street, seconded by Chairman Shaffer. This motion PASSED 4-1, show-of-hands vote,  
104 with Ms. Magrady dissenting.  
105

106 c. Tennis Court Rentals by “for profit” entities – Ms. Zengotita reviewed the staff  
107 report dated January 4, 2016. She noted that staff is requesting a recommendation to  
108 Town Council whether or not it supports renting the tennis courts to “for profit” entities,  
109 and if so, indicate if a contract, a business license, and/or liability insurance, etc. is  
110 required. She noted that there is currently an online court reservation system for  
111 residents. Mr. Smith asked who would keep track of participants signing up to take  
112 lessons from the instructor if the Board chose to recommend that the rental fee be  
113 based on a percent of the revenues split between the Town and the instructor, how  
114 would staff be able to verify the number of people in the class and where would the  
115 revenue go. Ms. Zengotita replied that other cities rely on the instructor to report  
116 registration and that Parks Board may make a recommendation to Council to ear-mark  
117 the funds. Ms. Bell commented that we only have one tennis court and if there were  
118 multiple rentals throughout the day that could prevent the general public from being able  
119 to use or reserve the court. Ms. Bell noted that South Daytona has several tennis  
120 courts available, and that renting-out its court(s) would not have the same impact as  
121 renting-out the Town’s only court. She asked if there is any demand for court rentals.  
122 Ms. Zengotita replied that the Town has been approached by only one individual thus  
123 far.  
124

125 Chairman Shaffer asked if staff could prepare a report showing court usage times in  
126 order to compare peak vs non-peak court usage. He added that this will help determine  
127 any possible infringements on resident use. Mr. Higelin suggested limiting rental times  
128 to one hour.  
129

130 Ms. Bell requested staff talk to the instructor (requestor) about the details of the request,  
131 including the length of reservation time, etc. Ms. Bell agreed that the time should be  
132 limited to one hour and that paperwork should be required for rentals.  
133

134 The Board agreed that a contract should be required for rentals and should include the  
135 following requirements: proof of liability insurance coverage, proof of a business tax  
136 receipt, submit to a criminal background check, require participants to complete a  
137 waiver, and charge a fee for use of the court.  
138

139 Vice-Chair Smith stated that staff should decide how it will handle fee collection and  
140 recommended speaking with other cities about their collection policies. Ms. Bell said

141 regardless of how the contract is written, the Town should be able to get out of it without  
142 penalty. Mr. Higelin asked about the Harbour Village courts, stating that he thought the  
143 Town and Harbour Village had an agreement that all residents could use their courts.

144  
145 Ms. Zengotita said that staff will look into that and noted that the Eastwinds  
146 Condominium COA prohibits the rentals or use of their courts by anyone other than the  
147 condo owners and condo residents. Mr. Gunter stated he would speak with Harbour  
148 Village to find out about its policy. Chairman Shaffer closed board comment and asked  
149 for public comments; hearing none, he closed public comments.

150  
151 It was the consensus of the Board to request staff report back at its next meeting;  
152 1. the requestor's level of interest and rental needs;  
153 2. a data summary of the use of the tennis court based on the reservations  
154 website; and  
155 3. where in the budget the rental revenues generated would go.

156  
157 d. Spring 2016 Programming – Ms. Zengotita referred to her staff report  
158 containing the calendar of upcoming events in the Ponce Preserve:  
159 - Feb. 19<sup>th</sup> – Winter Night Sky Tour, 6pm to 8pm;  
160 - March 5<sup>th</sup> – Ponce Inlet's Earth Day Celebration, 10am to 2pm;  
161 - March 19<sup>th</sup> – ECHO Rangers – March over the Marsh at 11am to 12pm;  
162 - March 25<sup>th</sup> – Bird Watch Walk, 8am to 9am;  
163 - April 8<sup>th</sup> – Native American Presence in Ponce Preserve, 10am to 11am;  
164 - April 22<sup>nd</sup> – Tour of Ponce Preserve's Native Plants, 11am – 12pm  
165 - May 14<sup>th</sup> – Beach Cleanup with ECHO Rangers, 11am to 12pm

166  
167 Chairman Shaffer opened board comment, seeing none, he closed board comment and  
168 requested public comments; seeing none, he closed public comments.

169  
170 It was the consensus of the board to accept the 2016 Parks Programming.

171  
172 **7. OLD BUSINESS:** *None*  
173  
174 **8. PUBLIC PARTICIPATION:** *None*  
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176 **9. BOARD DISCUSSION:** Chairman Shaffer and Vice-Chairman Smith offered  
177 kudos to Ms. Zengotita and all those responsible for the wonderful Christmas party.  
178 They said the event was well-organized and all feedback has been positive.

179  
180 Chairman Shaffer recommended mulch for the trail leading to the boardwalk in  
181 Timucuan Oaks Garden as the walkway is becoming dirty. The board asked if benches  
182 would be installed along the boardwalk. Ms. Zengotita said that can be an item for  
183 budget discussion.

184  
185 Ms. Bell noted that there are no recycling or trash bins in Timucuan Oaks Garden, only  
186 a dog receptacle along the front and asked if recycling and trash cans can be installed.  
187 She also noted that the fountain water is splashing out of the fountain, wasting water,

188 and asked if the fountain could be adjusted to eliminate the water waste. Mr. Gunter  
189 said he would look into these concerns. Chairman Shaffer commented that the park was  
190 very well constructed and it looks very nice.

191  
192 Mr. Higelin asked if lights can be put on the basketball court. He said only one light  
193 would be needed on each end, enough to light-up the court would be nice because  
194 many residents play into the darkness. Ms. Zengotita stated that staff will research the  
195 cost of the lights for the Board to review during budget time. He then asked about the  
196 Dog Park suggestion box. Ms. Zengotita said the boxes were removed due to  
197 inclement weather and staff has received numerous comments which have helped to  
198 provide direction for future plans.

199  
200 Mr. Higelin asked if there's been any discussion about putting a cutting board in Elber's  
201 Park stating he witnesses fisherman cutting fish on the bench, which is ruining it. Ms.  
202 Zengotita stated that no improvements are scheduled for that park at this time.

203  
204 **10. ADJOURNMENT** – the meeting was adjourned at 6:51 pm.

205  
206 Respectfully submitted,

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208  
209 \_\_\_\_\_  
210 Peg Hunt, Town Board Secretary