



**Meeting Date:** December 15, 2016

**Agenda Item:** 7-D

## Report to Town Council

**Topic:** Consideration of appointments to the Parks, Recreation and Tree Advisory Board

**Recommended Motion:** Due to the multiple reappointments within this item, Council should first determine whether to do this via one motion or multiple motions. Of course, Council is free to move any of these individuals around into any open board seat of their choosing within the motion.

Approval / denial of the reappointment of Brian Smith to Seat #1 and Stacey Bell to Seat #3 of the Parks, Recreation and Tree Advisory Board for a three-year term with an expiration date of December 31, 2019.

**Summary:** Please see attached staff report.

**Requested by:** Ms. Hunt, Board Secretary

**Approved by:** Ms. Witt, Town Manager



## MEMORANDUM

### Town of Ponce Inlet, Town Manager Department

*The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.*

To: Jeaneen Witt, Town Manager  
From: Peg Hunt, Administrative Assistant/Board Secretary  
Date: December 1, 2016  
Subject: Consideration of Appointments to the Parks, Rec & Tree Board

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**MEETING DATE:** December 15, 2016

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The Parks, Recreation & Tree Advisory Board consists of five (5) Regular members and two (2) Alternate seats. Both Alternate seats have been vacant for over a year, with no applicants or residents expressing interest. All Board vacancies are posted on the Town's website, in the Town Hall kiosk, and announced at various meetings throughout the year. As of today's date, there are no applications for (new) board membership.

On December 31, 2016, the terms for Seat #1 (held by Brian Smith) and Seat #3 (held by Stacey Bell), expire. These seats are three-year terms, with a new expiration date of 12/31/2019. Mr. Smith and Ms. Bell have each expressed their desire to continue serving on this Board.

For your reference, staff has provided the 2016 Annual Boardmember Meeting Attendance Record, depicting each board member's meeting attendance. The two Alternate seats (#1 & #2) remain vacant, with new terms expiring on December 31, 2017. Staff will continue to advertise for the vacant positions as per the Town's policy.

Thank you for your considerations.

  
\_\_\_\_\_  
Peg Hunt, Board Secretary

December 1, 2016  
Date

Attachment(s):

1. Emails from each member requesting re-appointment
2. 2016 Board member attendance matrix

/ph

**Hunt, Peg**

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**From:** BRIAN SMITH [OXMANOR@msn.com]  
**Sent:** Tuesday, November 08, 2016 8:11 AM  
**To:** Hunt, Peg  
**Subject:** Reappointment to Parks, Recreation and Tree Advisory Board

November 8th, 2016

To Whom It May Concern.

I would like to be considered for reappointment to the Town of Ponce Inlet Parks, Recreation and Tree Advisory board.

I am currently serving on the board and would like to continue in this capacity.

Respectfully,

Brian T. Smith  
13 Mar Azul N  
Ponce Inlet, FL 32127  
847-736-5262 cell  
Semper Fi

## Hunt, Peg

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**From:** Stacey P [stacperfetto@gmail.com]  
**Sent:** Wednesday, November 02, 2016 5:47 PM  
**To:** Hunt, Peg  
**Subject:** Parks Advisory Board

Hello,

Please take this e-mail as my official request to serve another term on the Parks, Recreation and Tree Advisory Board. If you need anything else, let me know!

Thanks,  
Stacey Bell

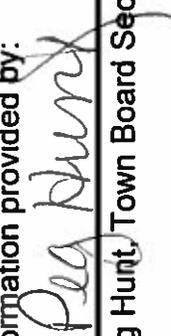


TOWN OF PONCE INLET  
**PARKS, RECREATION & TREE ADVISORY BOARD**  
**MEMBER ATTENDANCE LOG – 2016**

NAME	Rolling Year Ends	January	February	March	April	May	June	July	August	September	October	November	December	Number of Meetings	Total Absences
Smith, Brian Vice-Chairperson	4/2017		P	P	A					P	A	P			2
Magrady, Jane	11/2017		P	P	P					P	P	A			1
Bell, Stacey	4/2017	C <sup>1</sup>	P	P	A	C <sup>1</sup>	C <sup>1</sup>	C <sup>1</sup>	C <sup>1</sup>	P	P	P	C <sup>1</sup>	6	1
Rene Higelin	10/2017		P	P	P					P	A	P			1
Shaffer, Leslie Chairperson	N/A		P	P	P					P	P	P			0
Alternate seat #1 <b>Vacant</b>		Vacancies are continuously posted on the Town's website and in the kiosk at Town Hall.													
Alternate seat #2 <b>Vacant</b>															

**Legend:** P – Present    A – Absent    LOA – Leave of Absence (requires TC approval)    C<sup>1</sup> = No agenda items for consideration    C<sup>2</sup> = No quorum established

Notes: N/A

Information provided by:  
  
 Peg Hunt, Town Board Secretary

**REMOVAL FROM OFFICE, VACANCIES:** If a Board member has either three consecutive absences from regular meetings or five absences within one rolling year from regular meetings, that member shall be automatically removed from the Board, per Resolution 2013-02.