



TOWN OF PONCE INLET
PARKS, RECREATION AND TREE ADVISORY BOARD
REGULAR MEETING MINUTES
NOVEMBER 3, 2015

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

2. PLEDGE OF ALLEGIANCE: Chairperson Shaffer led attendees in the Pledge of Allegiance.

3. ROLL CALL & DETERMINATION OF QUORUM:

<i>Board members present:</i>	<i>Board members absent:</i>
Ms. Conklin	Ms. Albinson
Mr. Shaffer	Ms. Bell
Mr. Smith	Mr. Higelin

A quorum was established with four members present.

Staff members present:

Ms. Zengotita, Parks/Rec and Museum Educator
Mr. Gunter, General Manager of Public Works
Ms. Hunt, Board Secretary

4. ADOPTION OF AGENDA: Ms. Magrady made the motion to adopt the agenda as presented and Mr. Smith seconded the motion. The motion was APPROVED by consensus, 4-0.

5. APPROVAL OF MINUTES:

a. October 6, 2015 – Ms. Conklin made the motion to approve the minutes of the October 6, 2015 meeting as presented and Chairperson Shaffer seconded the motion. The motion was APPROVED by consensus, 4-0.

6. NEW BUSINESS:

a. Report of Staff - Ms. Zengotita referred to the Parks Assessment Report contained in the agenda packet. She asked the Board if it had any comments or questions; there were none. Ms. Zengotita provided a brief report on the Halloween Party, stating that there were over 125 children in attendance and that all feedback has been positive. She then provided a report of upcoming events:

- the Bird Watch Walk has been re-scheduled to November 12th at 8AM in the Ponce Preserve;
- the Night Sky tour, presented by the Museum of Arts and Sciences (MOAS) is scheduled for November 13th at 5:30PM in the Ponce Preserve;
- *Shape Up! Ponce Inlet*, hosted by Cherise's Heavenly Fitness is being held on November 7th, 14th and 28th at 8:30AM in Davies Lighthouse Park;
- Veterans Day memorial service will be held on November 11th at 10AM at the Veterans Memorial in Davies Lighthouse Park;

- 48 - Lecture Series – “the Keepers We Share: Ponce Inlet Lighthouse and St.
49 Augustine Lighthouse” will be held on November 18th at 10:30AM in the Council
50 Chambers;
51 - Christmas Party will be held on December 4th at a time and location yet to
52 be determined;
53 - the 7th Annual Christmas Parade will be held on December 5th starting at
54 noon;
55 - A Very Merry Old Fashion Christmas will be held on December 12th from
56 1:00PM to 4:00PM at the Ponce Inlet Historical Museum;
57 - The Lyonia Preserve is co-hosting a Home-school event on January 13th from
58 10AM to 12:30PM, in the Ponce Preserve; and
59 - Timucuan Oaks grand opening is scheduled for January 30th, 2016 at
60 10:30AM; light refreshments will be served at the Community Center after the
61 ceremony.

62
63 Mr. Gunter reported that Public Works staff is in the process of replacing benches
64 throughout the Town; and that Public Works will be working placing dirt on the trails in
65 the Ponce Preserve over the next few weeks.

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67 *b. Discussion of parks, recreational activities, and tree needs – suggestions for*
68 *the Town Council Goals Workshop, January 2016* – Ms. Zengotita stated the Council
69 will be holding its bi-annual Goals Setting Workshop on January 8, 2016. She
70 referenced the staff report dated October 16, 2015, wherein she provided a list of six
71 staff-identified items for the Board’s consideration and ranking of importance; she also
72 requested the Board provide additional items if needed.

73
74 The Board reviewed the list of items and added “Land Acquisition for Future Park
75 Expansion”.

76
77 Chairperson Shaffer opened for Board comments. He asked if staff is considering re-
78 surfacing of the boardwalk in the Ponce Preserve. Mr. Gunter said he is looking to do
79 that in the next budget year (2016/2017). Chairperson Shaffer asked if the boardwalk
80 would last that long, and asked when the boardwalk was built. Mr. Gunter said it was
81 built in 2007 and it will last until next year. He added that the County has been
82 replacing its wooden walkovers and boardwalks with Trex® because it is more durable
83 and requires less maintenance, so he is looking into costs for this material.

84
85 Chairperson Shaffer asked when the tennis court was last refinished. Mr. Gunter said it
86 has been at least eight years.

87
88 Chairperson Shaffer asked if the skate park is in decent shape. Mr. Gunter said yes,
89 but we can't compete with the larger cities. Chairperson Shafer then asked how often it
90 is used. Ms. Zengotita said she has conducted surveys, which show that this park is
91 used in many different ways – as a skate park, a playground, a basketball court, a
92 tennis court, and a Pickleball court. She noted that some of the equipment is in need of
93 replacement and that staff’s focus has been on maintaining the existing equipment.
94 She added that staff is open to hearing all recommendations. Chairperson Shaffer

95 noted that swings are popular with kids of all ages and he would like to see more added
96 in each park. Mr. Smith concurred, adding that you rarely see an empty swing in a park.
97

98 Mr. Smith expressed his concerns with wanting to create a handicap-friendly trail in the
99 Ponce Preserve. He stated that there are specific requirements when working with ADA
100 (American's with Disabilities Act) and the Town might experience unintended
101 consequences. Ms. Zengotita said she will discuss with Mr. Bailey, the Chief Building
102 Official to determine what the requirements and thresholds are.
103

104 Chairperson Shaffer asked how long the walkway will be for the Wilbur Bay Wetlands.
105 Mr. Gunter said it will extend just past the edge of the Mangroves. Chairperson Shaffer
106 then asked what type of material is being planned for the kayak launch/dock. Mr.
107 Gunter and Ms. Zengotita stated it was unknown at this time. Chairperson Shaffer
108 suggests using a plastic-type of material instead of wood, to prevent damage to the
109 kayaks and canoes.
110

111 Mr. Smith reiterated he would like to see the Town consider purchasing more land for a
112 future park expansion project, noting that land is not infinite.
113

114 Ms. Zengotita reviewed each item individually, to obtain a consensus on whether the
115 item is to make the list that will be forwarded to the Town Manager and Town Council:
116

117 *Item #1 – Pollard Park: review the purpose and use, town's only athletic park,*
118 *create a plan to upgrade and/or replace current facilities; add new amenities.*
119 Consensus was reached to **include** this item on the list; 4-0.
120

121 *Item #2 – Davies Park: upgrade/replace playground equipment.* Consensus was
122 reached to **include** this item on the list; 4-0.
123

124 *Item #3 – Happy Tails Dog Park: thin tree canopy to allow natural sunlight to*
125 *reduce insect concerns.* Consensus was reached to **include** this item on the list; 4-0.
126

127 *Item #4 – All Parks: expand and continue to create recreational amenities and*
128 *educational programs for residents and guests.* Consensus was reached to **include**
129 this item on the list; 4-0.
130

131 *Item #5 – Ponce Preserve: consider options to make the trails more handicap*
132 *accessible, bicycle appropriate, and dog friendly.* Consensus was reached to **not**
133 **include** this item on the list; 4-0.
134

135 *Item #6 – Wilbur Bay Wetlands: design and construct an elevated walkway with*
136 *a kayak launch/floating dock to protect the marshlands and mangroves.* Consensus
137 was reached to **include** this item on the list; 4-0.
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139 *Item #7 – Land Acquisition for Future Park Expansion:* Consensus was reached
140 to **include** this item on the list; 4-0.
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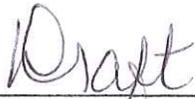
142 7. **OLD BUSINESS:** *None*
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144 8. **PUBLIC PARTICIPATION:** *None*
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146 9. **BOARD DISCUSSION:** Mr. Smith noted that his daughter [Gracie] won the title
147 of Miss Teen Florida, she will be available to help at this year's Christmas party on
148 December 4th, and is participating in the parade on December 5th. Ms. Zengotita asked
149 Mr. Smith if he could put her in contact with the volunteer coordinator at Warner, as she
150 needs volunteers. Mr. Smith agreed and noted that the students need the volunteer
151 hours.

152
153 a. *Next meeting date: December 1, 2015.*
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155 10. **ADJOURNMENT** - With no further business to discuss, Chairperson Shaffer
156 requested a motion to adjourn. Ms. Conklin made the motion to adjourn and Mr. Smith
157 seconded the motion. The motion was APPROVED by consensus, 4-0. The meeting
158 was adjourned at 6:33 pm.

159 Respectfully submitted,
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163 _____
164 Peg Hunt, Board Secretary