



Town of Ponce Inlet
**CULTURAL SERVICES, HISTORIC PRESERVATION,
AND TREE ADVISORY BOARD**

REGULAR MEETING MINUTES

March 6, 2023

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7 **1. CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Pursuant to proper notice, Vice-
8 Chairperson Finch called the meeting to Order at 5:32 PM in the Council Chambers, located at
9 4300 S. Atlantic Avenue, Ponce Inlet, Florida and led the attendees in the Pledge of Allegiance.

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11 **2. ROLL CALL & DETERMINATION OF QUORUM:** A quorum was established with
12 five members present; Ms. Bell was absent.

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14 Board members present:

15 Ms. LaBarre, Seat 1
16 Ms. Keese, Seat 2
17 Mr. Shaffer, Seat 3
18 Ms. Finch, Seat 4; Vice-Chairperson
19 Ms. Kessler, Alternate Seat 1
20

21 Staff members present:

22 Ms. French, Cultural Services Manager
23 Mr. Griffith, Public Works Manager
24 Ms. Hunt, Deputy Clerk
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26 **3. ADOPTION OF AGENDA:** Vice-Chair Finch asked if there were changes; there were
27 none.

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29 Mr. Shaffer moved to adopt the agenda as presented; seconded by Ms. LaBarre. The motion
30 PASSED by consensus, 5-0.

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32 **4. APPROVAL OF MINUTES:**

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34 **A. January 9, 2023** – Vice-Chair Finch asked if there were any changes; there were
35 none.

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37 Ms. LaBarre moved to approve the January 9, 2023 meeting minutes as presented; seconded by
38 Mr. Shaffer. The motion PASSED by consensus, 5-0.

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40 **5. REPORT OF STAFF:**

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42 **A. Cultural Services Update** – Ms. French provided the following update: 1) the
43 Kathy Griscom Park Dedication Ceremony was attended by approximately 30 guests and she

44 thanked Ms. LaBarre for her assistance with this event; 2) the department is working diligently on
45 upcoming events; and reported that the Pollard Park shade structures should be installed soon. Ms.
46 Kessler announced that she received a mailing advising of properties available for purchase, and
47 suggested the Town consider it. This led to a brief discussion regarding the (former) Land
48 Acquisition Advisory Committee (LAAC) and Vice-Chair Finch stated that per the Town
49 Attorney, the Committee was dissolved because it had completed its tasks and responsibilities of
50 identifying properties suitable for purchase for Town parks and greenspaces; in addition, if
51 properties are targeted for acquisition, that could negatively affect its value.

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53 **B. Public Works Update** – Mr. Griffith praised the public works staff for their hard
54 work during his absence and provided a summary of tasks and projects completed since the last
55 meeting: the Elbers Rip-Rap project is nearing completion; the Ponce Preserve Dune Walkover
56 will have stairs constructed first – then the ramp project will be completed later this year; there
57 have been electrical and HVAC upgrades at the Museum; the Town-wide irrigation system is being
58 evaluated and may be proposed in next year’s budget; the potable water system is being flushed
59 on a regular basis; Town-owned buildings are being evaluated for paint; and as a result of the
60 hurricanes, this Board will be asked for suggestions to replace the gazebo at Timucuan Oaks
61 Gardens. Ms. Kessler asked where the Hasty Cottage was located - Mr. Griffith stated it is on
62 Beach Street next to the Museum; she then stated that the vegetation along Peninsula Drive, just
63 south of the Police Station needs to be trimmed. Vice-Chair Finch reported that Waste Pro has not
64 been picking-up vegetative debris and that residents need to call in a pick-up request. Mr. Griffith
65 replied that he and Mr. Disher are aware of the issue and are working to rectify the situation. Mr.
66 Shaffer asked who approves the contract with the vendor; Ms. French stated the Town Council
67 approves the contract and the Town Manager signs the contract; she noted that if residents hire a
68 contractor, the contractor is responsible to remove the debris and clean the site.

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70 **6. OLD BUSINESS:** None.

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72 **7. NEW BUSINESS:**

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74 **A. Town’s 60th Anniversary Ideas.** Ms. French stated that this year marks the Town’s
75 60th anniversary and had requested that Boardmembers provide ideas for a 60th Anniversary Party.
76 The members discussed the events of the 50th anniversary and suggested many of those same ideas.
77 Vice-Chair Finch stated that she would provide photos of that day’s events; and it was suggested
78 that there be activities for young and old. The Board member’s suggestions included: games, a
79 dunk tank, bounce house, town-wide scavenger hunt, local restaurants be invited to sell food, a
80 food drive, inviting high school bands to perform, and public safety demonstrations. Ms. French
81 stated she would take this item to the Town Council for funding and approval. Ms. Keese suggested
82 the food drive items be donated to the [Jerry Doliner Food Bank](#) or a local school.

83
84 Vice-Chair Finch opened public comment – hearing none, she closed public comment.

85
86 The Board agreed by consensus to request staff take the list to Town Council for funding and
87 approval of the 60th Anniversary celebration and provide funding; 5-0.

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89 **8. PUBLIC PARTICIPATION:** Vice-Chair Finch noted there was no public present.

91 **9. BOARD DISCUSSION:** Mr. Shaffer suggested the Police Department educate the public
92 on bicycle laws and perform helmet fitting; he asked if the dirt was going to be replaced at Elbers'
93 Park that was removed when the rip-rap was being installed. There was a brief discussion regarding
94 cyclists and their careless driving on Peninsula Drive; Ms. Hunt suggested that residents contact
95 the Police Station directly to report these incidents, because the residents can provide details that
96 staff would not be able to do.

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98 **10. ADJOURNMENT:** The meeting was adjourned at 6:38 p.m.

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100 Prepared and submitted by:

101

102 *Peg Hunt*

103 Peg Hunt, Deputy Clerk

104 Attachment(s): None