



## **Parks & Recreation Advisory Board Meeting**

**March 14, 2024 at 6:00 PM  
Howey-in the-Hills Town Hall  
101 N. Palm Ave.,  
Howey-in-the-Hills, FL 34737**

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### MINUTES

#### CALL TO ORDER AND ROLL CALL

Board Chair Jim Steele called the Parks and Recreation Board Meeting to order at 06:02 p.m.

#### **BOARD MEMBERS PRESENT:**

Joshua Husemann, Board Member | Mary Arnold, Board Member | Jim Steele, Board Chair

#### **BOARD MEMBERS ABSENT:**

Staci Mauro, Board Member | Vicki Steele, Board Secretary

#### **STAFF PRESENT:**

Morgan Cates, Public Works Director | John Brock, Town Clerk | Brianna Pino, Public Works Administrative Assistant

**Motion made by Board Member Husemann to move up New Business items 6 and 7 prior to Old Business; seconded by Board Member Arnold. Motion approved unanimously by voice vote.**

#### **Voting**

**Yea:** Board Member Husemann, Board Member Arnold, Board Chair Steele

**Nay:** None

#### APPROVAL OF MINUTES

1. Consideration and Approval of the February 8<sup>th</sup>, 2024, Parks & Recreation Advisory Board Meeting Minutes.

**Motion made by Board Member Arnold to approve of the 02/08/2024 Parks and Recreation Meeting; seconded by Board Member Husemann. Motion approved unanimously by voice vote.**

#### **Voting**

**Yea:** Board Member Husemann, Board Member Arnold, Board Chair Steele

**Nay:** None

## **NEW BUSINESS**

### **6. Discussion: Sunshine Laws, Ethics, Public Record Laws Training**

Town Clerk, John Brock gave a presentation on Sunshine Laws, Ethics, and Public Record Laws Training.

### **7. Discussion: The Town Code of Core Values for Civility and Ethics**

Town Clerk, John Brock gave a presentation on the Town Code of Core Values for Civility and Ethics. All Board Members in attendance signed the Town Code of Core Values and Ethics Attestation Statement.

## **OLD BUSINESS**

### **2. Discussion: Parks Assessment**

Board Member Husemann stated that Central Park looked in good standing.

Board Member Arnold stated that Sara Maude looked in good standing and clean.

Board Chair Steele gave his assessment of Blevins/Patriot Park, advised that the park looked good.

### **3. Discussion: Staff Parks Update**

Public Works Director, Morgan Cates, advised that his staff cleaned the sidewalks on Central Park. Mr. Cates stated that additional cleaning was done in the other parks.

Mr. Cates stated that the grass at the Cemetery was being maintained.

### **4. Discussion: Pine Park Update**

Public Works Director, Morgan Cates, stated the sidewalk was still in the process of being installed.

### **5. Discussion: Sara Maude Mason Nature Preserve Boardwalk RFP Update**

Public Works Director, Morgan Cates, advised that the RFP was completed. There was a total of 8 proposals. Mr. Cates advised that the prices ranged from \$298,742 to \$1,444,307. The Town selected the second lowest bid of \$375,000.

Mr. Cates advised that the Town has about \$300k in Impact fees—where the money for the boardwalk would be taken out of. Mr. Cates advised that the Town Council approved of using all the Impact Fees for the boardwalk. Additionally, the Town Council agreed to take out a loan that would cover the remaining fees for the boardwalk.

Mr. Cates advised that the contract had been sent to the Town's legal team for review.

## **NEW BUSINESS**

### **8. Discussion: Parks Impact Fee Update**

Public Works Director, Morgan Cates advised that due to the boardwalk, the Town would not have any remaining funds in Impact Fees until the next fiscal year.

Board Chair Steele asked about Pine Park. Mr. Cates confirmed that the driveway for Pine Park would be completed. Additionally, Mr. Cates advised that his staff would go in and take down trees.

**BOARD COMMENTS**

None

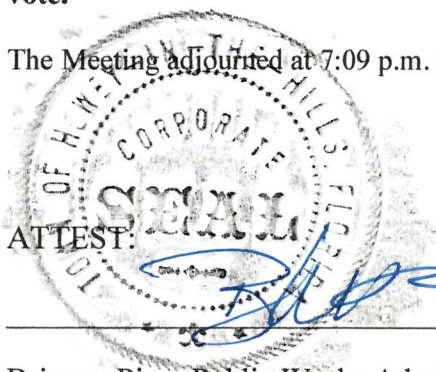
**PUBLIC COMMENTS**

None


**ADJOURNMENT**

**There being no further business to discuss, a motion was made by Board Member Arnold to adjourn the meeting; Board Member Husemann seconded the motion. Motion was approved unanimously by voice vote.**

The Meeting adjourned at 7:09 p.m. | **Attendees: 6**



ATTEST:

  
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Board Chair Joshua Husemann

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Brianna Pino, Public Works Administrative Assistant