



## **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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**Join Zoom Meeting:** <https://us06web.zoom.us/j/85718648393?pwd=UoJSbCekjJhI5MZOAYHrFDNKf2ANyq.1>  
**Meeting ID:** 857 1864 8393 | **Passcode:** 903170

### **AGENDA**

#### **CALL TO ORDER AND ROLL CALL**

#### **APPROVAL OF MINUTES**

- 1.** Consideration and Approval of the February 8, 2024, Parks & Recreation Advisory Board Meeting Minutes.

#### **OLD BUSINESS**

- 2.** Discussion: **Parks Assessment**
- 3.** Discussion: **Staff Parks Update**
- 4.** Discussion: **Pine Park Update**
- 5.** Discussion: **Sara Maude Mason Nature Preserve Boardwalk RFP Update**

#### **NEW BUSINESS**

- 6.** Presentation: **Sunshine Laws, Ethics, Public Record Laws Training**
- 7.** Presentation: **The Town Code of Core Values for Civility and Ethics**
- 8.** Discussion: **Park Impact Fee Update**

#### **BOARD COMMENTS**

#### **PUBLIC COMMENTS**

#### **ADJOURNMENT**

**To Comply with Title II of the Americans with Disabilities Act (ADA):**

Qualified individuals may get assistance through the Florida Relay Service by dialing 7-1-1. Florida Relay is a service provided to residents in the State of Florida who are Deaf, Hard of Hearing, Deaf/Blind, or Speech Disabled that connects them to standard (voice) telephone users. They utilize a wide array of technologies, such as Text Telephone (TTYs) and ASCII, Voice Carry-Over (VCO), Speech to Speech (STS), Relay Conference Captioning (RCC), CapTel, Voice, Hearing Carry-Over (HCO), Video Assisted Speech to Speech (VA-STS) and Enhanced Speech to Speech.

**Howey Town Hall** is inviting you to a scheduled Zoom meeting.

Topic: **Parks & Recreation Advisory Board Meeting**

Time: **Mar 14, 2024 06:00 PM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us06web.zoom.us/j/85718648393?pwd=UoJSbCekjJhI5MZOAYHrFDNKf2ANyq.1>

Meeting ID: 857 1864 8393

Passcode: 903170

Dial by your location

**+1 646 558 8656 US (New York)**

**+1 346 248 7799 US (Houston)**

Meeting ID: 857 1864 8393

Passcode: 903170

Find your local number: <https://us06web.zoom.us/j/85718648393?pwd=UoJSbCekjJhI5MZOAYHrFDNKf2ANyq.1>

Please Note: In accordance with F.S. 286.0105: Any person who desires to appeal any decision or recommendation at this meeting will need a record of the proceedings, and that for such purposes may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based. The Town of Howey-in-the-Hills does not prepare or provide this verbatim record. Note: In accordance with the F.S. 286.26: Persons with disabilities needing assistance to participate in any of these proceedings should contact Town Hall, 101 N. Palm Avenue, Howey-in-the-Hills, FL 34737, (352) 324-2290 at least 48 business hours in advance of the meeting.



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

**February 08, 2024 at 6:00 PM  
Howey-in the-Hills Town Hall  
101 N. Palm Ave.,  
Howey-in-the-Hills, FL 34737**

### 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 | Staci Mauro, Board Member | Vicki Steele, Board Secretary | Jim Steele, Board Chair

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

Mary Arnold, Board Member

#### **STAFF PRESENT:**

Morgan Cates, Public Works Director | Brianna Pino, Public Works Administrative Assistant

#### APPROVAL OF MINUTES

1. Consideration and Approval of the January 11<sup>th</sup>, 2024, Parks & Recreation Advisory Board Meeting Minutes.

**Motion made by Board Member Husemann to approve of the 01/11/2024 Parks and Recreation Meeting minutes with the spelling correction of a word; seconded by Board Member Mauro. Motion approved unanimously by voice vote.**

#### **Voting**

**Yea:** Board Member Husemann, Board Member Mauro, Board Secretary Steele, Board Chair Steele  
**Nay:** None

#### OLD BUSINESS

2. Discussion: **Parks Assessment**

Board Member Husemann gave his park assessment of Central Park. Board Member Husemann stated that weeds would need to be pulled.

Board Member Mauro gave her assessment of Taylor Memorial Cemetery. Board Member Mauro stated that the cemetery looked fine.

Board Chair Steele gave his assessment of Griffin Park. Board Chair Steele commented on the painting of the drinking fountains. Board Chair Steele stated that the drinking fountains looked good. Board Chair Steele stated that the trash cans also looked painted and clean. Board Chair Steele commented on weeds at Griffin Park.

Board Chair Steele gave his assessment of Blevins/Patriot Park. Board Chair Steele stated that there was some debris that he picked up. Board Chair Steele advised that the fixed fence made the park look better. Board Chair Steele stated that the mulching looked good.

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

Public Works Director, Morgan Cates, stated that there was a PO issued for the covered swing set. Mr. Cates contacted Gametime, the company that would provide the swing set, and was waiting for the shipping status. Board Chair Steele asked if the new swing set would include a child swing. Mr. Cates advised that it would.

Mr. Cates advised that the Public Works Department trimmed and removed moss off trees at Blevins Park and at Griffin Park.

Mr. Cates stated that in the upcoming months, he would like to discuss the bump-outs and the Adopt-A-Bump-Out program. Mr. Cates advised that the hedges would be redesigned. Rocks would be added instead of mulch.

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

Public Works Director, Morgan Cates, stated that he did not know if the roundabout would be built or if it would be an intersection. Board Secretary Steele asked why Mr. Cates did not know. Mr. Cates explained that FDOT was in favor of the roundabout, but the developer was not since it would cost more money. Mr. Cates advised that once it was settled, he would have more information.

### 5. Discussion: **Capital Improvement Plan (CIP)**

Public Works Director, Morgan Cates, explained that the Capital Improvement Plan will be discussed at the next Town Council Workshop.

## **NEW BUSINESS**

### 6. Discussion: **Rent.Fun Kayak Rental Service**

Public Works Director, Morgan Cates, advised that he would speak with the Town Council regarding securing the money for the kayak rental in the current year's budget. Board Chair Steele asked if we would be able to use impact fees for this service since the Town would make a profit out of it. Mr. Cates advised that if we would own the product after the end of the contract, we would be able to use impact fees.

Mr. Cates stated that Rent.Fun would advise what the minimum the Town could charge for the service. At the end of the 5-year contract, the Town would recuperate the money spent on the service. Mr. Cates explained that if the Town would then renew for another 5 years, the Town would not have to put money down again. Board Member Mauro asked about the upfront money for the service. Board Chair Steele advised that it would cost \$29,000 upfront.

Mr. Cates advised that prior to this service being presented to the Town Council, a survey would be conducted to inquire how many would be interested in this service.

**7. Discussion: Sara Maude Nature Preserve Boardwalk RFP Update**

Mr. Cates stated that the RFP was completed and was posted on the website so that companies could submit their proposals. Mr. Cates advised that the response had been good. Mr. Cates stated that he had met with a few contractors and had taken them to view the boardwalk.

Mr. Cates advised that multiple areas on the boardwalk had been vandalized. Board Secretary Steele asked how the Town would protect the boardwalk once it was completed. Mr. Cates explained that cameras would be installed.

Mr. Cates advised that the projected cost would be between \$300,000 to \$350,000.

**8. Discussion: Adopt-A-Tree Program**

Public Works Director, Morgan Cates advised that the Public Works Administrative Assistant, Brianna Pino, drafted an Adopt-A-Tree Program. The program was handed out to the Board Members. Public Works Administrative Assistant, Brianna Pino, also created a list of trees that were removed in the Town within the last year.

Mr. Cates asked the Board Members to review the Adopt-A-Tree program and bring any suggestions to the following meeting.

**BOARD COMMENTS**

None

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

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

The Meeting adjourned at 6:55 p.m. | **Attendees: 6**

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Board Chair Jim Steele

ATTEST:

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Brianna Pino, Public Works Administrative Assistant