

**PARKS & RECREATION ADVISORY BOARD  
MINUTES OF REGULAR MEETING  
THURSDAY, AUGUST 18, 2016**

**Present:** Helen Marchese, Vice-Chair; Andrew Sias; Maureen Coble; Walter Dunn; Staff Liaison Sandy Pfundheller, Parks & Recreation Manager; Sarasota County Liaison Ed Exner; and Recording Secretary Goodman.

**Absent:** Victor Boyd, Chair and Joan Morgan.

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**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL**

The Regular Meeting of the Parks & Recreation Advisory Board was called to order at 6:35 p.m. in Committee/Training Room 244 by Vice-Chair Helen Marchese followed by roll call.

The Pledge of Allegiance was led by the Board.

**I. CHAIR ANNOUNCEMENTS**

There were no chair announcements.

**II. PUBLIC COMMENTS**

There was no public comment.

**III. APPROVAL OF PARKS & RECREATION ADVISORY BOARD MEETING MINUTES: JULY 21, 2016.**

*Walter Dunn moved to approve the July 21, 2016 Parks & Recreation Advisory Board Meeting Minutes as presented; seconded by Maureen Coble. The motion carried unanimously.*

**IV. POINSETTIA FESTIVAL & PARADE – ROBIN CARMICHAEL**

General Services Director Robin Carmichael provided an overview and reported that during the Commission Budget Workshop on July 28, 2016 a discussion was held regarding the Tree Lighting & Poinsettia Festival and Parade events. Director Carmichael requested input from the Board on what information would be needed for the Board to assist in gathering public input regarding the events. A portion of the minutes from the July 28, 2016 Commission Workshop Meeting regarding the Poinsettia Parade and Festival was distributed along with the 2014 media release from Community Outreach Manager Erin Bryce.

Discussion ensued regarding: 1) a history of the Festival, Tree Lighting and Parade was provided; 2) it was suggested that the methodology for information gathering on what the community preferences are regarding the Poinsettia festivities could be developing a survey for community input; focus group meetings, or a staff presentation of the history and rationale of the changes to the Poinsettia festivities; 3) it was noted that there were problems with parking for those attending the 2015 Parade; 4) public, staff, vendor and police input on holding the Festival and Parade as 2 separate events was requested; 5) the possibility of extending the arrival time for those in the parade lining up; 6) addressing a question, General Services Director Carmichael noted that in 2013 all the City's major events were organized under an Incident Command with the Fire Marshal as the Incident Commander and representatives from Public Works; Fire Rescue; North Port Police Department; Parks & Recreation; and Community Outreach participating. Several meetings are held prior to the event for the planning with a follow up session being held to discuss an analysis of the event including what changes might best serve the staff and public; 7) it was suggested that an easily accessible area be designated for the parade participants to deconstruct their floats; 8) it was suggested that a meeting be held prior to the parade for participants to obtain their parade entry number and instructions regarding the staging area, parade route and deconstruction area; 9) it was suggested that a parade traditionally has been the mechanism to stimulate attention to the other upcoming events. The example provided was that of the Rose Bowl Parade prior to the Rose Bowl and Macy's

Thanksgiving Day Parade as the start of the Christmas season; and 10) announcement of the winners to be announced at the end of the parade.

General Services Director Carmichael agreed to provide a PowerPoint presentation with a Poinsettia festivities overview, copies of the 2015 Poinsettia Festivities Incident Report and invite Fire Marshal Smith-Higbie and a representative from the North Port Police Department to make a presentation and be available for questions at a future meeting.

**V. CITY AND COUNTY PARKS & RECREATION PROGRAM/PROJECT UPDATES**

**a. Sarasota County Athletics – Ed Exner**

Sarasota County Liaison Ed Exner provided the following Sarasota County updates including: 1) Alligator Warning signs are in the process of being installed at all parks with water accessibility with the first signs installed at Atwater Community Park; 2) the tree canopy at Atwater Community Park have been trimmed in the parking area and the playing fields have been renovated in anticipation of the Youth Athletic opening seasons; 3) the staff at Atwater Community Park received a Cleanliness Star for the cleanest park in Sarasota County; 4) Narramore Sports Complex soccer fields 1 and 3 and the softball field have received sod work and top dressed to prepare for the upcoming season; 5) the George Mullen Activity Center football season has started; 6) a new Supervisor, Manny Lopez, has started in the Sarasota Athletic Department South Section; 7) on September 6, 2016 a new staff maintenance employee will begin work at Atwater Community Park; 8) the interview process is ongoing for a new Reservation Office Manager; and 9) City and County staff is researching a location for the North Port Huskies Football to finish their season.

**b. City Parks & Recreation Activities, Events & Services – Sandy Pfundheller**

Staff Liaison Sandy Pfundheller, Parks & Recreation Manager provided the following Activities, Events and Services updates including: 1) the quarterly inspection at the Myakkahatchee Creek Environmental Park was held and on August 3, 2016. 2) Ms. Pfundheller provided a presentation to the Community Economic Development Advisory Board regarding the Parks and Recreation Division, park locations and programs; concerns were expressed regarding the need for expanded initiatives promoting North Port parks, programs and activities; 2) a meeting was held with Sarasota County staff regarding the Community Gardens at Warm Mineral Springs. An Interlocal Agreement is being developed between Sarasota County and the City of North Port for use of the property housing the Community Gardens and interest in developing additional Community Gardens in the City of North Port is being explored; 3) “Rec On Wheels” was held at Blue Ridge Park on August 17, 2016; 4) a used Sneakers Program is ongoing in collaboration with Florida Recreation and Park Association and “Gotsneakers” to collect used sneakers at the George Mullen Activity Center and the Morgan Family Community Center for staff to deliver to the Florida Recreation and Park Association Conference in Orlando, Florida; 6) registration is open for the co-ed softball league; 7) applications are available for businesses to secure booths on the “Candy Corn Trail” at the “Trick or Treat at City Hall” event which will be held on October 28, 2016; 7) the City of North Port Parks & Recreation Division is partnering with Awaken Church who will be recruiting other churches and non-profits to participate in a “Trunk or Treat” on the front green at City Hall in tandem with “Trick or Treat at City Hall”; 8) a “T-Rec Fun Day” will be held August 22, 2016 at the George Mullen Activity Center; 9) “Fit Teen University” will be held on August 23, 2016 at the Morgan Family Community Center; 10) the “Mother and Son Sports Night” will be held on September 16, 2016 at the Morgan Family Community Center; and 1) Myakkahatchee Creek Connector Bridge Ribbon Cutting Ceremony/Celebration is scheduled for September 17, 2016 at 10:00 a.m.

**c. Play Day Proclamation & Activities**

Play Day is scheduled for September 21, 2016 and will include “drop in programs” and open gym activities offered at no charge including table tennis, pickle ball, arts and crafts, free skate park, and “Smash Club” for High School students. The Play Day Proclamation will be presented at the September 1, 2016 Commission Special Recognition Meeting.

**d. City Parks & Recreation Project Updates**

### **1. Myakkahatchee Creek Greenway/Trail**

An agreement has been reached with the developer for funding of the Myakkahatchee Greenway/Trail with an anticipated date for Commission review in October, 2016.

### **2. Butler Park Multi-purpose Fields**

A contract for the Butler Park Multi-purpose Fields renovation will likely go before the Commission in October, 2016 for approval.

### **3. Park Improvements**

The invasive species removal will be scheduled, depending on weather conditions, for the pond at the Morgan Family Community Center.

### **VI. DISCUSSION REGARDING KAYAK/CANOE RENTAL OPPORTUNITIES FOR BLUEWAYS**

Ms. Pfundheller requested suggestions on how to offer kayak/canoe rental opportunities for the North Port Blueways. Suggestions could include a Request for Proposal (RFP) process for businesses to offer rental opportunities. The location that was determined to best fit this type of business was Dallas White Park with a certain percentage of the revenue being designated to the City. A draft of a RFP was provided.

It was mentioned that Sarasota County offers the purchase of a medallion to adhere to kayak/canoes which can then be offered for rental.

Members were requested to review the material provided and offer ideas and suggestions at the next meeting.

### **VII. STATUS OF LETTER RECOMMENDING A JOINT MEETING WITH SARASOTA COUNTY BOCC REGARDING AN AQUATIC FACILITY IN NORTH PORT**

Ms. Pfundheller reported that a Joint Meeting with the North Port City Commission and Sarasota County Board of County Commissioners is scheduled for September 12, 2016 at 1:00 p.m. with the location to be determined. One of the topics on the Agenda is the North Port Pool.

### **VIII. DISCUSSION REGARDING BOUNDLESS PLAYGROUND OPPORTUNITIES & LOCATION**

Boundless Playground opportunities were included in the Fiscal Year 2016/2017 Parks & Recreation Capital Improvements Budget. Ms. Pfundheller distributed a list of Parks which included the parks that do and do not have playgrounds and the acreage for each park. Parks that could not accommodate a Boundless Playground include the Canine Club, the Linear Park and, due to lack of space, the Narramore & Atwater Sports Complex.

Subsequent to a suggestion of the Garden of the Five Senses as a location for a Boundless Playground, Ms. Pfundheller noted that the invitation for the grand opening of the Garden of the Five Senses mentions the park meeting the needs of those with physical and mental disabilities in the description.

Discussion ensued regarding: 1) the demographics of those utilizing the Garden of the Five Senses; 2) acreage available at the Garden of the Five Senses potentially enabling a back entrance and parking; and 3) parks to eliminate for the development of a Boundless Playground due to size, available space or location was reviewed.

*It was the consensus of the Parks & Recreation Advisory Board to recommend the Garden of the Five Senses as the location for the development of a Boundless Playground.*

Members were requested to review materials previously provided and research the type of playground equipment to include in the development of a Boundless Playground.

## **IX. STATUS OF 2016 ADVISORY BOARD GOALS**

### **a. Consideration of Community Health & Wellness Fair**

Vice-Chair Marchese reported that the Senior Center is holding a Health Fair in October, 2016 and distributed examples used to develop and schedule a Health Fair including: 1) an example flyer announcing and promoting the Health Fair; 2) a Vendor Form for those vendors participating in the Health Fair; and 3) contact list for volunteers and vendors participating in the Health Fair.

Subsequent to distributing his business card, Recreation Program Coordinator Jonathan Wheatley, assigned to assist in scheduling a Health & Wellness Fair (Health Fair), requested information from the Board regarding a date, time and location for the Health Fair. It was noted that members previously agreed to hold the Health Fair in January, 2016.

Discussion ensued regarding: 1) the proposed date for the Public Works Road-E-O in January, 2017; 2) methodology for promoting a Health Fair; 3) scheduled activities at the Morgan Family Community Center and George Mullen Activity Center in January; and 4) possible costs for vendor booths at the Health Fair.

Mr. Wheatley noted that in January, 2016, the Morgan Family Community Center has basketball games scheduled on Saturdays which could present a parking problems and that the George Mullen Activity Center might prove a better location.

***Maureen Coble moved to schedule a Health & Wellness Fair at the George Mullen Activity Center the third or fourth Saturday in January, 2017 so as not to conflict with the scheduled Public Works Road-E-O; seconded by Walter Dunn. The motion carried unanimously.***

Discussion continued regarding: 1) time frame for scheduling a Health & Wellness Fair (Health Fair); 2) if the vendor is a not-for profit organization and informational only there is not charge for a table/booth and if the vendor is selling merchandise, there is a cost involved; 3) possibility of vendors providing door prizes and the methodology for door prize giveaways; 4) Parks & Recreation fee schedule for vendors including: a) if under 1,000 attendees the cost is \$25.00 for a merchandise table/booth and \$50.00 for a food vendor; 5) promoting healthy eating habits through healthy/organic food vendors; 6) set up time and staff support; 7) health vendors providing free health screenings and participation of health providers; 8) methodology of organizing vendor table/booths participating in the Health Fair; and 9) type of health providers to recruit for the Health Fair.

***Maureen Coble moved to schedule the Health & Wellness Fair from 10:00 a.m. to 1:00 p.m. on the date yet to be determined; seconded by Helen Marchese. The motion carried unanimously.***

### **b. Review of Social Media and Outreach Efforts to Enhance Community Awareness of Parks & Recreation**

Subsequent to reporting that she met with Erin Bryce, Community Outreach Manager, Ms. Pfundheller distributed a report which will be provided to members at each monthly meeting reflecting the current Social Media statistics. Advertisements and articles published in the North Port Magazines were distributed including: 1) "Get Playful" advertising; 2) published article on Playful City"; 3) article on Highland Ridge Park as part of a series on a different park each month; and 4) the "Freedom Festival advertisement.

### **c. Review of Tribute Program FY 16 donations**

Currently, there have been 15 memorial pavers purchased, 2 memorial benches and 2 memorial trees. Members were requested to provide ideas and suggestion on how to promote the Tribute Program.

### **d. Review of Adopt-A-Park FY 16 Volunteer Workdays**

There have been 17 volunteer workdays at the adopted parks. There have been 6 parks adopted and 2 groups which have adopted Oaks Park. Input from the cleanup volunteers reflects the parks as being clean and free of debris.

Members were asked to promote the Tribute and Adopt-A-Park programs.

**e. Volunteer Efforts for Upcoming Events**

Ms. Pfundheller encouraged members to participate in volunteer efforts for the following events: 1) the "Mother and Son Sports Night" to be held at the Morgan Family Community Center on September 16, 2016 at 6:30 p.m.; 2) "Play Day" scheduled for September 21, 2016; 3) "Sweetheart Ball" scheduled for October 21, 2016 from 7:00 p.m. to 9:00 p.m. at the Morgan Family Community Center; and 4) "Trick or Treat at City Hall on October 28, 2016.

**X. PUBLIC COMMENT**

There was no public comment.

**XI. MEMBER REPORTS**

There were no member reports.

**XII. AGENDA ITEMS FOR NEXT MEETING: SEPTEMBER 15, 2016 @6:30 P.M.**

Agenda items for the September 15, 2016 Parks & Recreation Advisory Board meeting will include: 1) Discussion Regarding Kayak/Canoe Rental Opportunities for Blueways; 2) Update on the September 12, 2016 Joint Meeting with North Port City Commission and the Sarasota County BOCC Regarding an Aquatic Facility in North Port; 3) Discussion Regarding Boundless Playground Opportunities & Location; 4) Consideration of Community Health & Wellness Fair; 5) Review of Social Media and Outreach Efforts to Enhance Community Awareness of Parks & Recreation; 6) Volunteer Efforts for Upcoming Events; and Marina Park expansion opportunity.

**XIII. ADJOURNMENT**

*Maureen Coble moved to adjourn the August 18, 2016 Parks & Recreation Advisory Board Regular Meeting; seconded by Walter Dunn. The motion carried unanimously.*

The August 18, 2016 Parks & Recreation Advisory Board meeting adjourned at 8:09 p.m.

*Helen Marchese For*  
*Victor Boyd*  
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VICTOR BOYD,  
CHAIR

Minutes were approved at the Regular Meeting  
of the Parks & Recreation Advisory Board this  
15<sup>th</sup> day of Sept., 2016.

