



City of Marco Island Florida

51 Bald Eagle Drive
Marco Island, Florida
cityofmarcoisland.com

Meeting Minutes - Final

Parks and Recreation Advisory Committee

Chair: Carlos Portu

Vice-Chair: Allyson Richards

*Members: Adrian Conner, Dawn Kuhn,
Ron Rutledge, Dolores Siegel, David Shagott*

City Staff: Daniel Smith, Samantha Malloy, Heather Reed

Tuesday, May 19, 2020

3:30 PM

Community Room

(1) CALL TO ORDER

Chair Portu called the meeting to order at 3:30 p.m.

(2) ROLL CALL

Present: 7 - Member Rutledge, Vice-Chair Richards, Member Siegel, Member Kuhn, Member Shagott, Member Conner and Chair Portu

(3) PLEDGE OF ALLEGIANCE

Led by Chair Portu.

(4) APPROVAL OF THE AGENDA

Chair Portu in noting the agenda, received no comment from the members, and indicated passage of the Agenda.

(5) APPROVAL OF THE MINUTES

[ID 20-782](#) PRAC Draft Minutes February 18, 2020

Chair Portu in noting the approval of the February Minutes, received no comment from the members, and indicated passage of the February Minutes.

(6) STAFF COMMUNICATIONS

a. May 2020 PRAC Report

[ID 20-847](#) May 2020 PRAC Report

Member Kuhn requested an update on the restroom renovation at the Racquet Center. Samantha Malloy, Manager of Parks, Recreation and Culture reported the restrooms are to be completed within the next few weeks and the building remains closed due to COVID-19.

Chair Portu requested an update on the status of park facilities and programming. Mrs. Malloy briefly explained the closure of buildings and bathrooms until Phase Two. Staff is

preparing for summer camp and will be including safety and social distancing measures if given the approval to move forward. Director of Community Affairs, Dan Smith further explained park staff is keeping watch to safely open, and is attempting to obtain the necessary supplies that are currently in high demand. Chair Portu offered the assistance and support of the committee.

Member Richards gave praise for the new improvement at Leigh Plummer Park. Chair Portu questioned the status of the parking lot for Leigh Plummer Park. Mr. Smith stated how various projects are currently underway and additional projects will be examined when possible.

Member Shaggot questioned if the Racquet Center part-time position was only available for summer, of which Mrs. Malloy responded the position is available permanently.

(7) PRESENTATIONS

None.

(8) OLD BUSINESS

a. Food Spice Garden Update - Vice Chair Richards

Member Richards stated no new updates due to the cancellation of Arbor day and will follow up with all vendors on the donation of the trees.

b. PRAC Foundation 501(c)(3)

Chair Portu requested guidance from City Staff on the next step to start the PRAC Foundation 501(c)(3).

c. Shade Structures

Chair Portu added the topic of 'Shade Structures' to the agenda and requested an update from Member Connor.

Member Connor briefly stated the bids for the shade structure have been included in the proposed budget, and she will provide a presentation to PRAC prior to City Council. Location areas include the tot lot swings, tot lot play area, and the main swing set. Samantha Malloy, Manager of Parks, Recreation and Culture indicated shade structures were included in the budget proposal to City Council.

d. Jane Hitler Park

Member Kuhn, adding to the agenda, inquired about the aesthetic and maintenance at Jane Hitler Park. Mrs. Malloy stated mulch had been put in and she would follow up with staff to implement additional improvements.

e. Youth Council

Member Richards provided an update on the Youth Council membership, activities, and planning for future meetings.

(9) PUBLIC COMMENT

Ms. Jean Rowles, a co-founder of the Island Theater Company, spoke of the creative activities performed

for the community. Ms. Rowles presented an idea of organizing a theater production for the community at Veterans' Community Park and invited committee members to partner.

Mrs. Malloy answered the committee's questions and concerns regarding the department's special events and programs.

(10) VETERANS' COMMUNITY PARK

Director of Community Affairs Dan Smith informed the Committee Members that City staff received the approval to secure the Construction Manager at Risk with the sixty percent plan. The design phase has been implemented which includes new features for the restroom at Veterans' Community Park. The timeline is still current with groundbreaking in year 2021. Special event details are also being examined.

(11) NEW BUSINESS

a. Committee Resolution for PRAC Approval

[ID 20-783](#)

Resolution - Creating the Parks & Recreation Committee (PRAC) to make recommendations to City Council

MOTION by Member Kuhn, seconded by Vice-Chair Richards, that the Resolution – Creating the Parks & Recreation Committee (PRAC) to make recommendations to City Council, be Approved. MOTION CARRIED BY THE FOLLOWING VOTE:

Yes: 7 - Member Rutledge, Vice-Chair Richards, Member Siegel, Member Kuhn, Member Shagott, Member Conner and Chair Portu

b. PRAC Mission Statement

[ID 20-830](#)

Creating the Parks & Recreation Advisory Committee (PRAC) Mission Statement

MOTION by Vice-Chair Richards, seconded by Member Rutledge, to approve creating the Parks and Recreation Advisory Committee Mission Statement. MOTION CARRIED BY THE FOLLOWING VOTE:

Yes: 7 - Member Rutledge, Vice-Chair Richards, Member Siegel, Member Kuhn, Member Shagott, Member Conner and Chair Portu

c. FY20 PRAC Budget Discussion

Chair Portu presented a recap of budget requests that were submitted for the next fiscal year. Mr. Smith stated the comprehensive plan is starting with a consultant in place and will help drive the budget. The two-phase project will provide the Parks and Recreation Master Plan.

Member Kuhn questioned the status of a full-time employee at the Racquet Center. Mrs. Malloy replied she is looking into ways to acquire a full-time Senior Park Attendant at the Racquet Center.

Mr. Smith stated staff is researching a way to obtain a portable hand washing station for the Racquet Center while the building is closed due to construction.

(12) COMMITTEE COMMUNICATIONS

*Member Connor requested other Committee members relay their ideas for future budget requests.
Member Kuhn expressed her interest in obtaining shade structures. Chair Portu explained he is interested in obtaining additional parkland, tree cover, and plantings.*

(13) ADJOURNMENT

There being no further business, the meeting adjourned at 4:53 p.m.

PREPARED BY:

Heather Reed, Administrative Assistant