



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

REGULAR MEETING MINUTES

June 5, 2023

4
5
6
7 **1. CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Pursuant to proper notice,
8 Chairperson Bell called the meeting to Order at 5:30 PM in the Council Chambers, located at 4300
9 S. Atlantic Avenue, Ponce Inlet, Florida and led the attendees in the Pledge of Allegiance.

10
11 **2. ROLL CALL & DETERMINATION OF QUORUM:** A quorum was established with
12 five members and one alternate present.

13
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. Bell, Seat 5 - Chairperson
20 Ms. Kessler, Alternate Seat 1

21
22 Staff members present:

23 Ms. French, Cultural Services Manager
24 Mr. Griffith, Public Works Manager
25 Ms. Stewart, Assistant Deputy Clerk
26 Ms. LaGreca, Museum Educator

27
28 **3. ADOPTION OF AGENDA:** Chair Bell asked if there were changes; there were none.

29
30 Ms. Finch moved to adopt the agenda as presented; seconded by Ms. Keese. The motion PASSED
31 by consensus, 5-0.

32
33 **4. APPROVAL OF MINUTES:**

34
35 **A. March 6, 2023** – Chair Bell asked if there were any changes; there were none.

36
37 Ms. Finch moved to approve the March 6, 2023, meeting minutes as presented; seconded by Ms.
38 Keese. The motion PASSED by consensus, 5-0.

39
40 **5. REPORT OF STAFF:**

41
42 **A. Cultural Services Update** – Ms. French provided the following update: 1) the
43 Town has held 20 programs from January through May 2023 including three special events with

44 over 600 attendees within those programs and events; 2) there are nine upcoming events scheduled
45 for June through August which are presented in the handout; 3) staff has begun planning for the
46 Town's 60th Anniversary event to be held in September; and 4) the footers for the Pollard Park
47 pickleball court shade structures are being finished today and the last section will be the roof
48 installation.

49
50 **B. Public Works Update** – Mr. Griffith provided the following update: 1) the Town
51 is recovering from the hurricanes and staff continues to make repairs as needed; 2) the Ponce
52 Preserve Dune Walkover staircase is almost completed; the handrails need to be installed; 3) he is
53 working with the Cultural Services Manager on next year's budget; and 4) staff continues to
54 maintain the Town's parks. Ms. LaBarre asked if the pumps are working as we are now into
55 hurricane season. Mr. Griffith replied yes; the 3" pumps have been reconditioned by Thompson
56 Pump and are in top-notch condition; an order for a 3" pump and a 4" pump has been placed and
57 should be delivered soon. Ms. Keese asked if the Spanish bayonet sticking out of the sidewalk on
58 the north end of the dog park on Peninsula Drive can be removed because it is dangerous. Mr.
59 Griffith replied he will take care of it.

60
61 **6. OLD BUSINESS:** None.

62
63 **7. NEW BUSINESS:**

64
65 **A. Consideration of vegetative plantings at Elbers Park** – Mr. Griffith stated he originally
66 recommended an oak tree but after further review, there is not enough room; his suggestion is to
67 plant shrubbery, sea oats or fountain grass between the bollards. It is a small area and there is
68 currently no irrigation; they must be careful of what type of plants to plant there due to the
69 inundation of the tides. He asked for suggestions. Chair Bell suggested marsh grasses given the
70 possibility of saltwater intrusion. Mr. Shaffer suggested planting bushes such as viburnum; he
71 would also like to see a welcome sign and a "No Boat Trailers" sign. Ms. Finch suggested adding
72 a concrete slab for a fish cleaning station. She also suggested a dog waste bag dispenser. Chair
73 Bell noted that this agenda item is specific to vegetative plantings and asked if these other items
74 could be considered for next year's budget; Ms. French replied yes; it would be a FY 2024/25
75 budget consideration at this point. There may be room in the budget this year for a small item such
76 as a dog waste bag dispenser. Board members continued to discuss vegetative plantings and what
77 would work best; availability will be a consideration as well as something that does not require
78 irrigation. Mr. Griffith stated he will research a fish cleaning station and a dog waste bag dispenser;
79 by foregoing the oak tree, there is room in the budget for some of the suggested items. Mr. Shaffer
80 asked about a welcome sign for the park; Mr. Griffith replied that could be costly. Chair Bell
81 suggested a small, simple plaque to place on one of the pilings. Ms. French stated they would
82 research it. Mr. Shaffer asked about taking funds from the tree budget for a sign. Mr. Griffith
83 replied that two magnolia trees and two elm trees were planted from the tree fund in front of the
84 Police Department. Trees were also replaced at Public Works that were damaged by the hurricanes;
85 he will review the remaining tree fund reserves. Ms. Blair announced she recently met Ms. Anna
86 Copeland, Tree Trust Fund Coordinator for Environmental Management for Volusia County; this
87 is a new position, and she may be someone we can work with for trees; it is for public land but
88 could be an easement. Volusia County is willing to provide trees for canopies if there are places
89 where trees are needed. Mr. Griffith stated he will investigate a fish cleaning station, dog waste

90 bag dispenser, a “No Boat Trailers” sign, possibly a sign for the park, viburnum plants, Dwarf
91 Yaupon Holly, or native marsh plants for between the bollards, depending on availability.

92
93 The Board agreed by consensus for staff to research installing a fish cleaning station; dog waste
94 bag dispenser; “No Boat Trailers” and a Welcome sign; and availability of viburnum plants,
95 Dwarf Yaupon Holly, or native marsh plants for between the bollards; 5-0.

96
97 **B. Consideration of potential improvements for FY 23/24** – Ms. French introduced Ms.
98 Jennifer LaGreca, the Ponce Inlet Historical Museum Educator and Program Coordinator.

99
100 **1. Community Beautification Projects** – Ms. French stated staff is requesting the
101 Board’s recommendations for community beautification project options for consideration by the
102 Town Council in the FY 2023/24 budget. She explained there are two options before the Board;
103 utility box art wraps that were approved in last fiscal year’s budget but had to be cut or postponed
104 until next fiscal year. The art wrap utility boxes representing town highlights costs an estimated
105 \$6,000 for four utility boxes within the Town. The second option is steel, powder-coated butterfly
106 chairs in a variety of colors for adults and children to be placed in town parks; these options are
107 listed in Exhibit 2. The chairs vary in cost and, depending on the size and number of chairs the
108 Board desires, total cost can be between \$1,000 and \$7,800. Ms. LaBarre stated her concern is the
109 chairs would be in a harsh climate and that these items could deteriorate; she asked if there are
110 warranties for either option. Ms. French replied no; other municipalities have installed the art wrap
111 utility boxes, but she is unaware of any warranties. She has researched the butterfly chairs to see
112 if they are safe for playgrounds and it depends on where they are manufactured and powder-coated;
113 some manufacturers’ powder-coatings are recommended to last for up to 30 years. It is not
114 something that can be done in-house. Members discussed maintenance of the butterfly chairs and
115 utility box art wraps and how long they would potentially last. Ms. French stated she will further
116 research the option the Board recommends.

117
118 Chair Bell moved to recommend the utility box art wraps for four locations within the town pending
119 further research on sustainability for consideration to the Town Council for the FY 2023/24
120 budget; the motion was seconded by Vice-Chair Finch. The motion PASSED 5-0, with the
121 following vote: Ms. LaBarre – yes; Ms. Keese – yes; Mr. Shaffer – yes; Vice-Chair Finch - yes;
122 Chairperson Bell.

123
124 **2. Decorating for the Holiday Season** – Ms. French explained that the annual Town
125 tree lighting and visit with Santa moved from the Ponce Inlet Community Center to Pollard Park
126 in 2021. It is a well-attended event that has exceeded both on- and off-site parking availability
127 which limits both attendance and event growth; therefore, staff is considering moving this year’s
128 event to Davies Park. The current budget for this event is \$2,000 which includes craft supplies,
129 light refreshments, activities, and decorations. Decorating for this event is done in-house by Town
130 staff and takes approximately 2.5 weeks to complete. Moving the event to a larger location also
131 means decorating a larger space; therefore, staff has considered professionally decorating Davies
132 Park for the holiday season; she reviewed the decorations which are listed in Exhibit 1. Staff
133 inquired with 11 cities within Volusia County on how they approach decorating for the holiday
134 season; nine of those decorate in-house due to the cost. She reviewed the costs associated with

135 professionally decorating at \$35,000; decorating Davies Park in-house at \$15,000; or decorating
136 Pollard Park in-house at \$5,000. Members discussed the options and agreed the preference is to
137 keep the event at Pollard Park and to decorate in-house.

138
139 Vice Chair Finch moved to recommend continuing the event at Pollard Park and decorate in-
140 house for the holiday season; the motion was seconded by Ms. Keese. The motion PASSED 5-0,
141 with the following vote: Vice Chair Finch – yes; Ms. Keese – yes; Mr. Shaffer – yes; Ms. LaBarre
142 - yes; Chairperson Bel- yes.

143

144 **C. Discussion of potential future improvements on the Town’s athletic courts – Ms.**

145 French explained that two of the four pickleball courts have experienced a higher frequency of
146 closures due to elevated maintenance work performed on the cell tower adjacent to the courts. She
147 reviewed the demand for the Town’s pickleball courts and the potential improvements to
148 accommodate the demand as well as future closures due to cell tower maintenance. Suggestions
149 include: 1) installing a protective cover over the entire current pickleball courts; 2) utilizing the
150 space provided within Pollard Park to add pickleball courts (which may include transforming the
151 current basketball court); and 3) creating a half-court basketball court within Davies Park. Staff is
152 seeking input for future improvements on the provided suggestions or if there are additional
153 recommendations; she noted that none of these projects will be requested in the Town’s budget for
154 FY 2023/24. Ms. Keese asked if the time to reserve the pickleball courts could be earlier. Ms.
155 French replied yes and explained that staff is currently testing a new court reservation system.
156 Chair Bell stated she is against changing the basketball court; Vice Chair Finch agreed. Members
157 discussed the demand for the pickleball courts and the possibility of having “open” court times
158 and how the new reservation system will work. Chair Bell opened public comments.

159

160 Ms. Mary Lou Fillingame, 33 Ocean Way Drive, referred to the open-play pickleball being
161 discussed and stated that when she is playing, they offer for others to play with them; she does not
162 think reservations are a problem and that things could be left as is. She asked about cameras for
163 the pickleball courts. Ms. French explained that is not part of this agenda item, but it has been
164 submitted with the Information Technology (IT) department’s budget and is under consideration.
165 Ms. Fillingame stated she does not think the Town should remove the tennis or basketball courts;
166 she asked if there are any other green areas at Pollard Park that could be used for an additional
167 pickleball court. Ms. French explained it is very restricted; however, there are ideas that maybe
168 one more pickleball court could be added. Mr. Griffith noted that the contract with the cell tower
169 owners is currently under negotiation and that there are structural issues with the tennis courts that
170 will need to be addressed in the near future. Discussion continued regarding the pickleball courts;
171 how open play would be managed, and how the cell tower maintenance affects court closures, and
172 what could be negotiated with the cell tower owners regarding notification of closures.

173

174 The Board agreed by consensus to install protective covers over the pickleball courts; leaving all
175 courts as they are; and potentially bringing this item back to the Board in the future for further
176 discussion; 5-0.

177

178 **8. PUBLIC PARTICIPATION:** Chair Bell noted there was no public present.

179

180 **9. BOARD DISCUSSION:** Chair Bell asked if improvements to Timucuan Oaks Park could
181 be added to next month's agenda. Mr. Griffith replied that the pergola at Timucuan Oaks Park will
182 be reconstructed; a permit will be required. He has contacted an engineer and is awaiting a
183 proposal; the town has recovered \$16,000 from insurance for the pergola but he does not know yet
184 the cost to rebuild it. Chair Bell asked if that insurance money had to be spent on the exact
185 replacement of the pergola; her conversations with residents have been that they would prefer to
186 see other improvements such as additional benches, a paved walkway to the boardwalk that is
187 ADA accessible, butterfly plants and more shade trees. Mr. Griffith replied he would discuss it
188 with the Town Manager. Ms. French stated she will research any restrictions for FEMA funds and
189 discuss with Mr. Griffith and the Town Manager on potential improvements.

190
191 **10. ADJOURNMENT:** The meeting was adjourned at 7:11 p.m.

192
193 Prepared and submitted by:

194

195 *Debbie Stewart*

196 Debbie Stewart, Assistant Deputy Clerk

197 Attachment(s): None