



**CITY OF COCONUT CREEK  
PARKS AND RECREATION ADVISORY BOARD  
MINUTES**

**Government Center  
4800 West Copans Road  
Coconut Creek, FL 33063**

**Date: May 15, 2024  
Time: 7:00 p.m.  
Meeting No. 2024-0514**

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**1. CALL TO ORDER**

The meeting was called to order by Parks and Recreation Director Wayne Tobey at 6:30 p.m.

**2. PRESENT UPON ROLL CALL**

Kenneth Forbes  
Michael Guardino  
Benjamin Nazario  
Joel VanHemel  
Sheldon Voss  
Theresa Nadassy, Alternate

Also present: Parks and Recreation Director Wayne Tobey, Parks and Recreation Superintendent Janet Hull, Administrative Assistant Heath Gordon, Deputy City Attorney Kathy Mehaffey, Assistant to the City Manager Bernadette Hughes, and City Clerk Joseph J. Kavanagh

Parks and Recreation Director Wayne Tobey noted that the meeting was being conducted live with a quorum physically present.

**3. INPUT FROM THE PUBLIC**

There was no input from the Public.

**4. OATH OF OFFICE**

City Clerk Kavanagh administered the Oath of Office to the members of the Parks and Recreation Advisory Board.

**5. INTRODUCTION OF BOARD MEMBERS AND STAFF**

Staff and Board members introduced themselves in turn.

**PRESENTATIONS**

**6. OVERVIEW OF THE CITY'S VISION 2030 STRATEGIC PLAN, INCLUDING UNITY IN OUR COMMUNITY**

## **Parks and Recreation Advisory Board Minutes**

**May 15, 2024**

**Page 2**

Assistant to the City Manager Bernadette Hughes presented the City's Vision 2030 Strategic Plan. She shared the City's Vision Statement, Mission, and Values. She discussed the City's Unity in our Community programming and associated website.

### **7. OVERVIEW OF FLORIDA'S SUNSHINE LAW, PUBLIC RECORDS LAW, ETHICS LAWS, COCONUT CREEK'S LOBBYIST REGISTRATION REQUIREMENTS, SOCIAL MEDIA, AND PARLIAMENTARY PROCEDURES**

Deputy City Attorney Kathy Mehaffey provided an overview of what it means to be a board member and gave a thorough presentation on the following topics:

- Sunshine Law – Section 286.011 Florida Statutes;
- Public Records Law – Chapter 119, Florida Statutes;
- Social Media;
- Voting Conflicts of Interest – Section 112.3143, Florida Statutes;
- Code of Ethics for Public Officers and Employees – Section 112.313, Florida Statutes;
- Board Basics; and
- Parliamentary Procedure.

Deputy City Attorney Mehaffey answered questions and encouraged the Board members to contact their staff liaison or the Legal Department with any further inquiries.

### **8. OVERVIEW OF BOARD MISSION, GUIDELINES, 2024-2025 OBJECTIVES**

Mr. Tobey provided a brief overview of the Parks and Recreation Advisory Board mission, functions, schedule, guidelines, and 2024-2025 objectives.

### **9. ELECTION OF CHAIR AND VICE CHAIR**

Board Member Kenneth Forbes nominated Joel VanHemel as Chair, seconded by Board Member Benjamin Nazario. With no further nominations, Mr. VanHemel was seated as Chair.

Board Member Kenneth Forbes nominated Benjamin Nazario as Vice Chair, seconded by Board Member Michael Guardino. With no further nominations, Mr. Nazario was seated as Vice Chair.

### **10. APPROVAL OF MINUTES**

A MOTION APPROVING THE MINUTES FROM PREVIOUS PARKS AND RECREATION ADVISORY BOARD MEETING(S) (2024-0117).

**MOTION:** Forbes/Guardino – To approve the Minutes of the January 17, 2024, Parks and Recreation Advisory Board meeting, as presented.

**Upon roll call, the Motion passed by a 5-0 vote.**

## **AGENDA ITEMS**

### **11. PARKS AND RECREATION MASTER PLAN UPDATE**

Mr. Tobey shared a brief update on the four (4) parks being improved as part of the Parks and Recreation Master Plan. He advised that the Donaldson Park and Sunshine Drive Park improvements would be advertised for bids in late June. He stated the City was in receipt of thirty percent (30%) complete drawings for phase one (1) of the Oak Trails Park project, which would be presented to the City Commission on May 23. He noted that once sixty percent (60%) drawings were complete, they would be presented to the Board. He noted phase one (1) of Lakeside Park had gone through the public outreach process and had been designed.

### **12. RECREATION AND ATHLETIC PROGRAMS UPDATE**

Parks and Recreation Superintendent Janet Hull provided an update on recent and upcoming recreation and athletic programs, including:

- Kids to Park Day;
- Youth theater production of Beauty and the Beast;
- National Parks and Recreation Month in July;
- Partnership with Friendship Journey;
- "Never Forget" Culture Series;
- Juneteenth event;
- National American Heritage Month;
- Veteran's Day;
- Summer Camp;
- Special Needs Glow-in-the-Dark Social;
- Senior Center Field Trips;
- Men's Adult Basketball Leagues;
- Girls' Basketball League;
- Youth Indoor Volleyball League;
- Boys' Basketball League Championship games;
- Flag Football League;
- Adult Pickleball Leagues;
- Adult Special Needs Bowling League;
- Creek Fit North renovation updates; and
- Basketball backboard system replacement.

### **13. CREEK FIT UPDATE**

Ms. Hull provided Creek Fit updates, including:

- Fitness membership count;
- Family Health and Fitness Day; and
- Senior Olympics.

## **Parks and Recreation Advisory Board Minutes**

**May 15, 2024**

**Page 4**

### **14. PARKS UPDATE**

Ms. Hull provided updates regarding activities and events at City parks, including:

- Poetry in the Parks series;
- New Special Activity Instructor for Tennis;
- Tennis Academy;
- Little League Baseball Jamboree;
- Girls' Softball Jamboree;
- Cypress Park closure;
- Sabal Pines Park renovation updates; and
- Windmill Park handball courts closure.

### **15. SPECIAL EVENTS UPDATE**

Ms. Hull shared an update of Special Events, as follows:

- Dog Expo would be held on May 18 at Windmill Park;
- Memorial Day ceremony would be held on May 27 at Veterans Park;
- Senior Vendor Expo would be held on June 7 at the Community Center;
- Fluffy's Foodie Food Truck Friday continued on the second and third Friday of the month;
- Juneteenth Freedom Day Celebration would be held on June 15 at City Hall;
- Summer Concert Series would be held on July 6 and August 3 at Sabal Pines Park; and
- Back to School Drive-In would be held on August 10 at the Butterfly Lot.

### **16. COMMUNICATION AND REPORTS**

Mr. Tobey highlighted the recent Spring Yard Sale at the Butterfly Lot and stated staff would look to repeat the event in the future. He shared that a Request for Proposals (RFP) to replace the playground at the Recreation Complex with an ADA compliant playground was being prepared. He stated the project would be funded with a grant received through the Community Development Block Grant (CDBG) program. Mr. Tobey discussed a project at Veterans Park spearheaded by the Public Works Department to install banners, poles, and plaques along the walkway. He stated the goal was to complete the project in October so it would be ready for Veterans Day.

Board members asked questions about the vendor fee for the Spring Yard Sale and replacement of the roof on the shelter at Sabal Pines Park. Mr. Tobey responded as appropriate.

### **17. SET DATE OF NEXT MEETING**

Mr. Voss advised that he would not be available for the September meeting. He inquired as to availability of remote attendance. Mr. Tobey stated he would follow up.

The next meeting of the Parks and Recreation Advisory Board was tentatively scheduled

