



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

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

**Date: May 17, 2023
Time: 6:30 p.m.
Meeting No. 2023-0517**

1. CALL TO ORDER

The meeting was called to order by Parks and Recreation Director Wayne Tobey at 6:33 p.m.

2. PRESENT UPON ROLL CALL

Kenneth Forbes
Randy Johnson
Steven LaMay
Benjamin Nazario
Joel VanHemel
Robens Decius, Alternate

Also present: Parks and Recreation Director Wayne Tobey, Parks and Recreation Assistant Director Danielle DeBarros, Parks and Recreation Superintendent Janet Hull, Administrative Assistant Heath Gordon, Deputy City Attorney Kathy Mehaffey, 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

Mr. Tobey stated that no advanced public comments were received for the meeting, and no one was present to speak.

4. OATH OF OFFICE

City Clerk Joseph J. 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.

6. OVERVIEW OF FLORIDA'S SUNSHINE LAW, PUBLIC RECORDS LAW, ETHICS LAWS, AND COCONUT CREEK'S LOBBYIST REGISTRATION REQUIREMENTS.

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:

Parks and Recreation Advisory Board Minutes

May 17, 2023

Page 2

- Social Media;
- Voting Conflicts of Interest – Section 112.3143, Florida Statutes;
- Nepotism – Section 112.3135, Florida Statutes;
- Code of Ethics for Public Officers and Employees – Section 112.313, Florida Statutes;
- Lobbying and Lobbyists;
- Sunshine Law – Section 286.011 Florida Statutes;
- Public Records Law – Chapter 119, 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.

7. OVERVIEW OF BOARD MISSION, GUIDELINES, AND 2023-2024 OBJECTIVES.

Mr. Tobey provided an overview of the Parks and Recreation Advisory Board role, including communication and responsibilities.

8. ELECTION OF CHAIR AND VICE CHAIR

Board Member Steven LaMay nominated Kenneth Forbes as Chair, seconded by Board Member Joel VanHemel. With no further nominations from the floor, Mr. Forbes was seated as Chair.

Board Member Randy Johnson nominated Joel VanHemel as Vice Chair, seconded by Board Member Steven LaMay. With no further nominations from the floor, Mr. VanHemel was seated as Vice Chair.

9. APPROVAL OF MINUTES

A MOTION APPROVING THE MINUTES FROM PREVIOUS PARKS AND RECREATION ADVISORY BOARD MEETING(S) (2022-0118).

MOTION: VanHemel/LaMay – To approve the Minutes of the January 18, 2023, meeting as presented.

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

AGENDA ITEMS

10. PARKS AND RECREATION MASTER PLAN UPDATE

Mr. Tobey shared an update on the Parks and Recreation Master Plan. He stated that Lakewood Park was completed and encouraged Board members to visit the park. He briefly reviewed the park amenities. Mr. Tobey stated Coco Point Park was at approximately eighty percent (80%) completion. Continuing, he shared that Donaldson Park and Sunshine Drive Park were in the construction plan phase, with plans expected to move to the Building Department at the end of May. He stated approval for Lakeside

Park was expected to be on the June 8 City Commission agenda, and plans for Oak Trails Park were on hold pending funding.

11. NAMING OF THE COMMUNITY CENTER UPSTAIRS WALL

Mr. Tobey explained that there was a wall located upstairs at the Community Center that was used to highlight events and activities throughout the year. He stated staff wanted to name the wall as a way to direct people to it and had suggested that the name be “Cultural and Awareness Wall.” He asked for direction from the Board regarding the naming.

Vice Chair VanHemel made a motion, seconded by Chair Forbes, that the upstairs wall at the Community Center be named the Cultural and Awareness Wall.

MOTION: VanHemel/Forbes – To approve naming the wall in the Community Center the “Cultural and Awareness Wall.”

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

12. RECREATION AND ATHLETIC PROGRAMS UPDATE

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

- Youth theater production of Little Mermaid Junior;
- National Parks and Recreation Month in July;
- Partnership with Friendship Journey;
- New Parks and Recreation survey program;
- City becoming an AARP Age-Friendly Community;
- Summer Camp;
- Youth boys’ basketball league;
- Pickleball league;
- Youth volleyball league;
- Youth flag football and cheerleading leagues; and
- Girls’ basketball league.

13. CREEK FIT UPDATE

Ms. Hull discussed Creek Fit updates, including:

- Addition of new polar heart rate monitoring classes in both the Creek Fit North and South locations;
- Fitness membership count;
- New Schwinn spin bikes to replace the old bikes at Creek Fit North;
- A new fitness center floor and weight equipment were scheduled for Fiscal Year 2024;
- Family Health and Fitness Day; and
- Senior Health and Fitness.

14. PARKS UPDATE

Ms. Hull provided additional parks updates as follows:

- Little League Baseball Jamboree would be held on June 3;
- A new shade structure was added to the splash pad at the Recreation Complex;
- The playground pour-in-play surface repair began in May;
- Event for Coco Point Park with Niagara Bottling Company would be held in June;
- Donaldson Park playground was ninety percent (90%) complete and was being prepared for the pour-in-play surface and fencing;
- Gerber east and west soccer fields and the Sabal Pines west field were closed for sod replacement;
- Sabal Pines field lights were scheduled to be replaced, but the field would remain operational during replacement;
- Community Center Pickleball court updates; and
- Community Center half-court basketball courts update.

15. SPECIAL EVENTS UPDATE

Ms. Hull provided an update on special events, including:

- The next Homegrown Concert was scheduled for May 19 at the Community Center;
- The Touch-a-Truck event was scheduled for May 20;
- Memorial Day Celebration was scheduled for May 29 at Veterans Park;
- Senior Vendor Expo was scheduled for June 2 at the Community Center;
- Fluffy's Foodie Food Truck Friday continues on the second Friday of each month; and
- The City would be hosting the Juneteenth Freedom Day Celebration on June 16.

16. COMMUNICATIONS AND REPORTS

There were no communications or reports from the Board or Staff.

17. SET DATE OF NEXT MEETING

The next meeting was tentatively scheduled for Wednesday, September 20, 2023.

18. ADJOURNMENT

The meeting was adjourned at 8:10 p.m.

Joseph J. Kavanagh, MMC
City Clerk

Date