



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

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

**Date: May 21, 2025
Time: 6:30 p.m.
Meeting No. 2025-0521**

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
Michael Madigan
Benjamin Nazario Vega
Joel VanHemel
Gayle Daniel, 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, Government Affairs Manager Bernadette Hughes, and City Clerk Joseph J. Kavanagh.

Mr. Tobey noted that the meeting was being conducted live with a quorum physically present and explained the procedures for the meeting.

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

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Government Affairs Manager Bernadette Hughes presented the City's Vision 2030 Strategic Plan. She shared the City's Vision Statement, Mission, and Values. She discussed how the plan addresses long-term strategic planning for the City's parks and recreation programming. She shared the associated website for more information and invited the Board members to contact her with any questions.

7. OVERVIEW OF BOARD MISSION, GUIDELINES, 2025-2026 OBJECTIVES

Mr. Tobey provided a brief overview of the Board mission, functions, schedule, guidelines, and 2025-2026 objectives.

8. ELECTION OF CHAIR AND VICE CHAIR

Board Member Kenneth Forbes nominated Michael Guardino as Chair, seconded by Board Member Joel VanHemel. There being no further nominations, Michael Guardino was seated as Chair.

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

APPROVAL OF MINUTES

9. A MOTION APPROVING THE MINUTES FROM PREVIOUS PARKS AND RECREATION ADVISORY BOARD MEETING(S). (2025-0115)

MOTION: VanHemel/Forbes – To approve the Minutes of the January 15, 2025, Parks and Recreation Advisory Board Meeting.

Upon roll call, the Motion passed.

AGENDA ITEMS

10. 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 Moana Junior;
- National Parks and Recreation Month in July;
- Sustainability lecture series;
- Summer Day Camp;
- Men's Adult Basketball Leagues;
- Girls' Basketball;
- Indoor Volleyball;
- Boys' Basketball League;
- Flag Football League; and
- Adult Special Needs Bowling League.

11. CREEK FIT UPDATE

Ms. Hull provided an update on Creek Fit, as follows:

- Fitness membership count;
- Equipment and flooring replacement at Creek Fit North;
- National Senior Health and Fitness Day;
- Family Health and Fitness Day; and
- Specialty holiday exercise classes.

12. PARKS UPDATE

Ms. Hull provided an update on City Parks, including:

- Resurfacing of tennis, pickleball, and racquetball courts at Windmill Park and Winston Park;
- Re-sodding of east and west fields at George S. Gerber Memorial Park; and
- New perimeter fence, scoreboards, and replacement lights at Sabal Pines Park.

13. SPECIAL EVENTS UPDATE

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

- Memorial Day Ceremony at Veterans Park;
- Senior Vendor Expo;
- Juneteenth Freedom Day Celebration;
- Hot Rods and Hot Dogs Car Show; and
- Groove and Grub concert series.

14. COMMUNICATION AND REPORTS

Parks and Recreation Assistant Director Danielle DeBarros commented that the City makes every effort to maximize funding assistance with capital improvement projects by applying for grants. She shared a brief status update on grants awarded, as follows:

- Lakeside Park - \$200,000 – Land and Water Conservation Program;
- Oak Trails Park - \$1.3 million – Florida Communities Trust Parks and Open Space Florida Forever Grant Program; and
- Sunshine Drive Park - \$315,000 – Florida Department of Commerce.

Mr. Tobey provided a brief update on Parks and Recreation Master Plan Projects, including Sunshine Drive Park and Donaldson Park improvements. He stated the Oak Trails Park expansion plans were at ninety-five percent (95%) completion and the bid for construction was anticipated to open in late summer.

Ms. DeBarros shared details of additional collaborative projects in the City, noting that the Parks and Recreation Department worked hand in hand with the Public Works Department to oversee contractors. She advised that projects included the Recreation Complex ADA-

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accessible playground, which was currently under construction and would be the first all-inclusive playground in the City, as well as interior and exterior door replacements and new light poles at the Recreation Complex. She stated a new sound system was being installed at the Community Center, along with new scoreboards and shot clocks in the gymnasium.

Mr. Tobey added that a new playground was being installed at George S. Gerber Memorial Park with a Fluffy airplane theme.

Board Member Gayle Daniel asked for more details about the grants awarded. Mr. Tobey and Ms. DeBarros explained.

Board Member Michael Madigan asked where to find information on the Parks and Recreation Department initiatives throughout the City. Ms. DeBarros directed him to the City website.

15. SET DATE OF NEXT MEETING

The next meeting of the Parks and Recreation Advisory Board was tentatively scheduled for Wednesday, September 17, 2025.

16. ADJOURNMENT

The meeting was adjourned at 7:03 p.m.

Joseph J. Kavanagh, MMC
City Clerk

Date