

**Minutes**

**Call to Order**

Chair Tammie Levenda called the meeting to order.

**Roll Call**

**Board Members:**

Tammie Levenda, Chair  
 Patti Roberts, Vice Chair  
 Michael Leeks, Secretary  
 Susan Conti  
 John Wagner

**Alternate Board Member:**

Deborah DiCosimo

**City Staff:**

City Manager Kyle Riefler  
 Community Services Administrator Aaron Glanz

**1. Approval of the Agenda.**

**MOTION** was made by     P. Roberts     and seconded by  
    J. Wagner     to approve the Agenda.

**Motion passed 5 - 0**

**2. Approval of the September 21, 2023, Park and Recreation Board Meeting Minutes.**

**MOTION** was made by     J. Wagner     and seconded by  
    P. Roberts     to approve the Minutes.

**Motion passed 5 - 0**

**3. Citizen Comments.**

N/A. None Present.

**4. Discussion of Halloween Event Final Details.**

The Annual Pets & Pals Halloween Costume Event will be held on October 28, 2023 from 10:00 a.m. to 12:00 p.m. Board members and judges are requested to report at 9:00 a.m. the day of the event.

Dave & Wendy will serve as Emcees.

Rich & Pat to work the sign-in table.

There are five (5) confirmed judges.

All Parks & Recreation Board Members and Judges are asked to wear costumes.

Deborah will be in charge of prizes.

Deborah & Michael will take pictures throughout the event, including the winners of both categories (Pets & Pals).

John will be in charge of refreshments.

Patti will be in charge of the dog treat basket and water bowls.

Patti will be in charge of music and speaker.

Tammie requested all board members to participate in a pre-event setup work session on Friday, October 27, 2023 at 2:00 p.m.

Kyle will handle bathroom signs, trash bins and clean-up.

If available, a fire truck will be present for the kids.

**5. Discussion on Health and Wellness Fair General Information and Vendor Updates.**

Confirmed the number of vendor participants (26 tables + Coffee in city hall lobby. The registration fees will be \$25.00 each.

Each PRB Member to target five (5) wellness providers.

Confirmations received from Stretch Doctor, Club Pilates and Pearl Dentistry.

Send updated "BB Health & Wellness Fair list to Patti Gentry (City Clerk)

Solicitation letter available by email.

PRB agreed that we only wanted one vendor per wellness specialty.

Discussion on coffee and refreshments. Need enough for approximately 150 people to be served. Michael to contact Panera Bread as potential sponsor for 2-4 Regular & 2-4 Decaffeinated

Other coffee suggestions are Starbucks, Dunkin Donuts and Publix Private Label Brand. John has a contact with Symone (Publix), if necessary. Also, discussed asking for a catering discount if not fully sponsored.

**6. Welcome Bag Updates.**

<b>QUANTITY</b>	<b>ITEMS</b>	<b>PROVIDERS</b>
3	Bags	
	Stickers	B.B.
5	Towel	B.B.
	Towel	B.B.
	License Plate Holder	B.B.
	Pilates Handouts	Club Pilates - Largo

Tammie shared that Blue & Tan beach towels had been ordered and will be embroidered.

The target is enough to create ten (10) welcome bags. Need 20 of each item for future bags.

Discussed Holiday Social Table.

**7. Discussion of Beach Cleanup Point Person Each Month.**

- **November**

<b>BEACH CLEANUP</b>	
<b>DATE &amp; TIME</b>	<b>NAME</b>
Saturday, September 2, 2023 8:00 AM - 9:00 PM	DEBBIE & TAMMIE (CANCELLED)
Saturday, October 7, 2023 8:00 AM - 9:00 PM	JOHN
Saturday, November 4, 2023 8:00 AM - 9:00 PM	SUSAN Canceled due to beach restoration project.
Saturday, December 2, 2023 8:00 AM - 9:00 PM	TAMMIE/DEBBIE
Saturday, January 6, 2024 8:00 AM - 9:00 PM	PATTI
Saturday, February 3, 2024 8:00 AM - 9:00 PM	JOHN
Saturday, March 2, 2024 8:00 AM - 9:00 PM	DEBBIE
Saturday, April 6, 2024 8:00 AM - 9:00 PM	JOHN
Saturday, May 4, 2024 8:00 AM - 9:00 PM	MICHAEL
Saturday, June 1, 2024 8:00 AM - 9:00 PM	MICHAEL
Saturday, July 6, 2024 8:00 AM - 9:00 PM	TAMMIE
Saturday, August 3, 2024 8:00 AM - 9:00 PM	PATTI

**8. Other Business.**

John reminded the Board that the Public Space & Park Surveys need to be conducted twice per year.

Kyle shared that Morgan Park will be painted following completion of the beach restoration project.

- 9. Next Meeting Date and Time.
  - Friday, October 27, 2023, at 2:00pm
  - (Halloween Event Prep Session)
  
- 10. Next Meeting Date and Time.
  - Thursday, November 9, 2023, at 2:30pm

**ADJOURN**

**MOTION** was made by J. Wagner and seconded by P. Roberts to adjourn at 3:06 pm.

**Motion passed 5 - 0**

Minutes Prepared by: Michael Leeks, Secretary

\_\_\_\_\_  
Date Approved

APPROVED: \_\_\_\_\_  
Tammie Levenda, Chair

ATTEST: \_\_\_\_\_  
Michael Leeks, Secretary