



# City of Palm Coast

City Hall  
160 Lake Avenue  
Palm Coast, Florida 32137

## Meeting Minutes Leisure Services Advisory Committee

*Chair Mary Giraulo*  
*Committee Member Allen Campbell*  
*Committee Member Bernard Kershner*  
*Committee Member Robert Knapp*  
*Committee Member Donald Kolberg*  
*Committee Member Frank Vignati*  
*Committee Member Jennifer Wright*

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Wednesday, March 8, 2017

6:30 PM

City Hall Community Wing

(2nd Wednesday)

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### AMENDED AGENDA

>Public comment on issues on the agenda or public participation shall be limited to 3 minutes.

>The City of Palm Coast is not responsible for any mechanical failure of recording equipment.

>Other matters of concern not on the agenda may be discussed as determined by Leisure Service Advisory Board.

>If you wish to obtain more information regarding Leisure Services Advisory Board agenda, please contact the City Clerk @ 386-986-3713.

>In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk at 386-986-3713 at least 48 hours prior to the meeting.

>All pagers and cell phones are to remain OFF while the meeting is in session.

#### A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG

*City Clerk Virginia Smith swore in the new members of the Board.*

*Chair Giraulo called the meeting to order at 6:40 p.m.*

#### B. ROLL CALL

*Matt Jackson, Board Secretary called the roll.*

**Present:** 6 - Chair Giraulo, Committee Member Campbell, Committee Member Kershner, Committee Member Knapp, Committee Member Kolberg, and Committee Member Vignati

**Excused:** 1 - Committee Member Wright

C. MINUTES

1 [17-96](#)

MINUTES OF THE LEISURE SERVICE ADVISORY COMMITTEE:

A. January 11, 2017

*Chair Giraulo requested the minutes from the January 11, 2017 meeting be amended to include the Board wants to see more items prefilled on the agenda from staff.*

*There was a motion to approve the minutes as amended, which was seconded. The motion passed unanimously.*

**The Minutes were approved as amended.**

**Approved:** 6 - Chair Giraulo, Committee Member Campbell, Committee Member Kershner, Committee Member Knapp, Committee Member Kolberg, and Committee Member Vignati

**Excused:** 1 - Committee Member Wright

D. OLD BUSINESS

**-Update on the Community Center**

**-Survey data**

**-Programs and Parks**

COMMUNITY CENTER UPDATE

*Mr. Boyer provided a PowerPoint presentation, which is attached to these minutes, on the Community Center renovation project.*

*CM Campbell-Is there more handicap parking? 3 or more additions possibly? Where will the handicap parking spots be?*

*Mr. Boyer- There will be another rendering. But there's planned handicap parking spots currently.*

*CM Kershner- Where will the entrance be?*

*Mr. Boyer- Conveniently shows the entrance on the slide from the PowerPoint.*

*CM Vignati- Kitchen, will there be some type of food service held in the kitchens? Senior citizen meals on wheels etc. Food service for children?*

*Mr. Boyer- That was not something the facility plans on being utilized for. The camps get there lunches from the schools.*

*CM Kolberg- Will there be any outdoor art or outdoor sculpture? Creates an attraction within the community.*

*Mr. Boyer- Bill Butler is working with the Arts Foundation to do something like that.*

*Chair Giraulo- Is there a percentage of any building that is reserved for any kind of art that is heavy duty to where it could not be knocked down or broken? Is there anything in the budget?*

*Mr. Boyer- I can't speak for art but there is some in the budget to go towards branding. Historical Society is doing some for the lobby. There are discussions that are set aside for the art factor.*

CM Knapp-Is the finish date still dated for March of 2018 opening for the new community center?

Mr. Boyer-Yes, March 2018 is when we are planning on getting situated in the new facility with furniture, etc. There is a website where you can go to stay updated with the Community Center renovations. [www.palmcoastgov.com/communitycenter](http://www.palmcoastgov.com/communitycenter)

CM Kershner- Meetings that were taking places at the Community Center, like AARP tax assistance, Driver safety course-where will they be meeting while the renovations are taking place?

Mr. Boyer- AARP tax assistance has found a new location. We are still providing space for the AARP driver safety course and our ongoing reservations at the Frieda Zamba Swimming Pool and utilizing the Community Wing at City Hall for some of our ongoing groups as well.

CM Vignati-We are looking at a new price increase on rental-what will it be?

Mr. Boyer- We haven't decided on a price plan just yet, but we are currently in the midst of deciding what the price increase will be.

#### SURVEY DATA

CM Knapp- Do we have the demographics of who answered the questions? Was social media used for the survey? Who is the web master for the City?

Mr. Boyer- Parks and Recreation is only allowed one social media post a day. It is a City policy. We are actually just now starting to do email blast through our software (emails and newsletter). The Marketing & Communication Division is in charge of the web master.

CM Knapp- Do we have any updates on Holland Park?

Mr. Boyer- The current contractor right now is to be completed by May 31, 2017. The project is currently at 90% completion. There were some damages done from the hurricane and the project got held back.

#### PROGRAMS AND PARKS

CM Kershner- We will try to attend some of the Parks and Rec events and I attended some programs (hands out document of what he thought of the events). I attended ROTC and there were players all over the world. Went to the first day of qualifying games and it was like watching tennis on ESPN. No one knew about the tennis match that was going on. We did not get the word out that we were doing this event. It was a big tennis match, the restaurants/hotels were filled. There was no mention of this in the Observer.

Mr. Boyer- As the event went on the qualifiers of the event, the finals match was live streamed on Facebook. The one thing we have always been told is a lot of people are used to specific information so we try to do general advertisements. The ads are pretty expensive to advertise in the Observer.

CM Kershner- The calendar on the City website, is that real time calendar?

Mr. Boyer-Yes this is a real time calendar for events, sports, and city meetings, BAC and the Parks and Recreation.

CM Kershner- ROTC- Friday was the opening day and Saturday was actual competition and everyone that was there were about related to the players. The participants in the drill were excited as well as the judges. There was no mention any place in palm coast.

Mr. Boyer-This was a high school event in the community so they would be responsible for advertising the event.

*CM Vignati- When you have an event like this there should be alliances to help advertise like the VFW to help get the word out. Both the city and sector should(get the word out).*

*Chair Giraulo - Thrilled with the bird fest. Happy there were a lot of young people interested in learning about nature.*

*CM Kolberg- I volunteered at the bird fest event for the day and loved it. Every vendor was thrilled with the bird fest event. Made money, haven't lost any products and they all seemed very happy and exciting.*

*Chair Giraulo-What is the cultural arts grant deadline, has it passed?*

*Mr. Boyer-It has passed. \$2700 remaining balance. We have one incomplete application we are looking to find some groups to feel out the application. I do have a copy of the last 3 years. The international festival is a great idea and we have a lot of competing national events at town center.*

*Chair Giraulo- Are you looking for new ways to find applicants?*

*Mr. Boyer- Yes we are looking for more ways, there are new vendors coming in... An outside vendor is doing a seafood fest here in Palm Coast, they did one in St. Augustine so we are hoping that this will turn into a community based opportunity.*

*CM Kolberg-What happens to unused funds?*

*Mr. Boyer-They roll over into the general funds for next year for the city's budget. The city's budget starts October 1st.*

*Chair Giraulo - Changing the cultural arts application to make it possible for other applicants to apply. Small groups that are nonprofit it is harder for them to get approved. Possibly make it easier for them to get accepted.*

*Mr. Boyer- We can look into that, committee would need to approve. From the ordinate stand point to see if it is available to motion for change for the cultural arts application.*

*CM Kershner- Will the new applications come up for us to approve?*

*Chair Giraulo -Yes, they are approved annually. (Revised application for the next LSAC meeting)*

*Chair Giraulo -One of the things that was done was some of the bike trails and the city has be diligently working on providing a wide variety of programs and facility's. Outlines the needs of the city and needs of the patrons. PDF download.*

#### **NEW COMMITTEE INTROS**

*CM Kolberg- Community and arts I've seen the growth in the area since he has been here. I love the parks and trails and would like to see the beautification stay.*

*CM Vignati- Sold 2 golf courses and looking for something to do. Interested in the recreation and wants to make sure we are utilizing the facilities and would like to work on alliances.*

*CM Knapp- Alex and his staff has done some great work on getting the woodcarvers placed in space for the project. I love the trails.*

#### **E. NEW BUSINESS**

**F. DISCUSSION BY COMMITTEE OF MATTERS NOT ON THE AGENDA**

**G. PUBLIC PARTICIPATION**

*No Public to participate*

**H. DISCUSSION BY DIRECTOR OF PARKS AND RECREATION OF MATTERS NOT ON THE AGENDA**

*PARKS AND RECREATION DIRECTOR*

*Mr. Boyer- As we are trying to reestablish the council, has been dormant the last few years probably because of the transition the department has been going through. Happy to see a full committee compared to the last meeting. Would like some ideas of projects that the community can get involved in. Taking a list and having the chance to reflect on ideas. The goal is to be an active committee. I have some high goals for this committee. One of the things that we are doing for the new members- want to go to PARKS AND RECREATION not parks and rental. Brainstorming document for the committee to start bridging some gaps. More action within the community as a council. Focus more on the recreational side, programs and community users. How we can better provide more opportunity for the community.*

*Chair Giraulo - Plan a great agenda item. Have it on the agenda so that they are fully prepared. Address evaluation parks and rec master plan. What is the plan after the 10 year master plan? Is there going to be another 10 year or shorter? Excited about the new survey data we have today and survey data we will have for the next meeting.*

*Mr. Boyer- We do plan on a 5 year master plan. Focus more on area specific topics, adult programs, and youth and toddler programs more identifying the whole base of the community. There is a vocal population that the cc should be a senior center, demographically it is a much different perspective. We are working with local groups and maintain the current groups that utilize us and getting there feedback.*

*CM Vegnati- You want us to give you some direction to where we can help you? Do you have a small template?*

*Mr. Boyer- Part of the idea of having members come to events is to get some kind of general community conversation going. LSAC organizing a group to come in.*

*CM Campbell-If we get more involved would we meet more than 6 times a year?*

*Mr. Boyer- Never been a requirement but as you participate in events within palm coast there will be more feedback.*

*A Motion was made and seconded to keep the Leisure Services Advisory Committee (LSAC) meeting once every 2 months unless changed starting at 6:30PM. The motion was adopted by the following vote:*

*CM Kolberg- Is the 5 year plan in house?*

*Mr. Boyer- It is planned by the parks and recreation department.*

**H. ADJOURNMENT**

*The meeting was adjourned at 8:14PM.*

*Respectfully submitted:  
Matt Jackson, Recording Secretary*