

ADOPTED

MARION OAKS MSTU ADVISORY BOARD FOR RECREATION SERVICES AND FACILITIES Tuesday, October 12, 2021

ROLL CALL:

Board Members

Alice Mitchell-Chairperson
Carole LaMotte
Kathleen Martin
Bobby Whipple
Joanne Coast – Excused Absence

Marion County Marion Oaks MSTU Representatives

MSTU/Assessments Director, Alan Jones
Marion Oaks Community Center Manager: David Pierce
Marion Oaks Recreation Specialist: Kari Coates
Staff Assistant III: Marlene Maldonado

General Public: See Sign In-Sheet

Chairperson Alice Mitchell called the meeting to order at 9:33 AM.

Chairperson Alice Mitchell requested everyone rise for the Pledge of Allegiance.

VOTE ON ACCEPTANCE OF MINUTES:

Chairperson Alice Mitchell presented the July 27, 2021 draft of minutes for adoption. A motion was made by Kathleen Martin and seconded by Bobby Whipple to accept the minutes. Approved by all.

RECREATION SPECIALIST REPORT – Kari Coates

- **Car Show and Music in the Park**
This event was held for September and October 2021, and it has been re-named to Music and Wheels and we will be continuing the program for November and December. Our Recreation Leader Bob will be taking over the car show, and Victor will continue to D.J. the event.
- **COVID Vaccines – Health Department**
During the end of July and part of August, the vaccine was offered here at the Recreation and Fitness Center by the Department of Health.
- **Annual Hispanic Heritage Dance**
In September, we held our annual Hispanic Heritage Dance. We had a small turnout and Victor was the DJ. Staff members Bob and Jose helped host the event, and Marlene and I attended as participants. The event was enjoyed by all.
- **Pickleball**
Pickleball is being run by our staff member Thomas Wilcox, and he is doing a great job with it and our numbers are growing.
- **Van Trips**
Over the last few months we have offered several van trips. Some of them include the Florida Museum and Butterfly Garden, Ponce Inlet, the 911 Wall, Micanopy, the World Equestrian Center, and Eaton Beach. We have over a dozen trips planned for the remainder of October, and then following into November and December. Some of the trips are already sold out.

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RECREATION SPECIALIST REPORT – cont'd

- **Van Trips – cont'd:**
We do ask folks who attend our van trips to provide us with feedback using our survey. Our ratings always come back at the high rating of 5. We've seen growth with the popularity of our trips, and have had to offer some of our trips on several different dates to accommodate everyone.
- **October Fall Community Yard Sale**
The Community Yard Sale went well.
- **Outside Instructor Programs**
We are offering Tang Soo Do, Zumba, Karate, Tai Chi, Yoga, Kung Fu, guitar lessons and coming soon, dance classes and personal training. We have brought back our Junior NBA Program and Introduction to Sports, which is what our newest employee Gerard is coaching. The program is growing and he is also offering tennis and is doing very well with all these programs.
- **Annual Health Fair**
The Health Fair takes place tomorrow, Wed., October 13th and we have 20 plus members attending, and will be giving away prizes along with all the vendors offering health information.
- **Bootastic Event**
This event will be taking place on October 29th. It is one of our largest events of the year. We have 36 sponsor stations so far, and we are happy to have this amount considering we lost 8 stations from member organizations who normally participate but are no longer with us as organizations. Our goal is to add another 10 stations before everything is said and done. With the area growth, we expect to surpass our previous record of 1,800 attendees from last year. We are planning for 600 trick or treaters with arm bands being provided to the first 600 children.
- **Thanksgiving Luncheon – November 18th**
Tickets are on sale for \$12. The cost has gone up by \$2 due to the cost of product.
- **Light up Marion Oaks – December 3rd**
This year we have added the opportunity for individuals and businesses to sponsor a tree. Basically, they pay a fee from \$25, \$50 or \$100 and that will determine what size tree will be decorated and we will be putting a sign up on the tree showing who sponsored it.
- **Holiday Extravaganza**
On December 4th we will have our annual holiday extravaganza. All inside spaces have been sold out. We have secured two performances to take place in the auditorium which will attract more attendees for the inside vendors.
- **December 5th – Marion Civic Chorus**
Marion Civic Chorus will be performing in the Auditorium. This will be a free Christmas concert starting at 3 pm. This concert was secured 2 ½ years ago. Donations will be accepted from the public.
- **December 16th – Christmas Luncheon**
Tickets are on sale for \$15. The cost has gone up due to the cost of product.
- **Memberships – End of Fiscal Year**
We had 850 members join the fitness center for the 2020 – 2021 fiscal year.

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COMMUNITY CENTER MANAGER REPORT – David Pierce

STAFFING UPDATES:

We are fully staffed with the exception of the custodian, David Menzie. He has been on several weeks of medical leave and is in touch with us on a regular basis. He is making strides in his recovery and is hoping to fully recover and be back with us soon. Board Chairperson Alice Mitchell asked for some clarification on whether or not David Menzie was due to retire, and David Pierce advised that Mr. Menzie did put in a letter of resignation approximately 6 months ago, but then changed his mind and decided to stay. He stayed for about 3 months before he had to take leave and hopefully will be back soon. We have new staff members Jose Marrero and Bob Beach, both who started July 26th and then Gerard Brinson, who started September 13th.

BUDGET:

Our new fiscal year started October 1st, and at this time of the year we usually have an adopted budget, but the finance department is a little behind, and what we have is a tentative budget. We don't expect any changes, but as soon as we receive the adopted budget, we will make sure the board receives it. There is an increase of about \$6,000 over last year's budget. The most positive thing to look at for this budget is the MSTU recreation assessment that we collect; it has gone up \$178,000 in the last two years due to the influx of the new housing, and new homes that are being built in Marion Oaks. That's very good news for us, since obviously the majority of our budget is the assessment that is collected. Next year's numbers should be significantly higher which is a good thing for our budget. David informed the Board that if anyone has any questions about the budget he is available to discuss it at any time.

MAINTENANCE:

Midstate Electric was out here last week. They just started changing the lighting in Bldgs. A and B from the fluorescent lighting to LED lighting. Over 28 lights have been changed so far and they will be here next week to finish the rest of them. So far the cost is \$2,250. The LED lighting will ensure areas are well-lit, as well as save us money on the electric bill over time.

SAFETY INSPECTION: Every three years the County's Risk Department conducts a safety inspection. An inspection of our buildings and grounds was conducted and we did very well overall. There were no significant safety concerns and any recommendations made by the Risk Department have already been addressed and changed. Chip and Thomas are always on top of everything and do a tremendous job.

SPLASH PAD: We had a very successful year with our splash pad. With the exception of the two days where we had an issue, it was up and running every single week and weekend and got more use this year. Most important – we had no injuries reported. With everything that has been going on in the last two years, the splash pad has given the kids, parents, and grandparents a place to hang out and its been a great addition for our community. We have one more week and the splash pad will officially close on Friday.

INCIDENTS:

On September 19th, I had to have a parent trespassed from our ballpark as he was disrupting the MCYFL Football practice. He was an X-Coach, who had gotten into a dispute with the current coaches. They had asked him to leave and he refused to. He was issued a 30 day trespass as kind of a cooling off period. We have also had issues with ATV's on the ball park grounds. It is almost impossible to catch them even though we have a camera out there. We have asked the Sheriff's Department to keep a closer watch in that area and they have been very cooperative with that.

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COMMUNITY CENTER MANAGER REPORT – cont'd:

Also, if anybody is familiar with TikTok, last month there were tiktok videos encouraging people to vandalize rest rooms and we fell victim to that, where on a nightly basis they ripped the paper towels out of the bathrooms and also defecated on the bathroom floors and put red dye all over everything. Hopefully, that's come and gone.

Reminder: Our budget workshop is scheduled for February 8th. If there is anything that anybody would like to see in next year's budget, please formally present it at the January 11th board meeting. I have spoken with the pool players and they have requested that we get our pool tables re-assessed. There is a question on one of our pool tables and whether it's more practical to fix it or replace it. That would be one thing to bring up. Also, there have been several conversations with residents and board members about the possibility of having a doggie park at the ball field. It is imperative though that if we want to do it, it must be presented at our January meeting so that we can move forward with it; and if it's something the Board thinks is worth taking a look into, when we have our budget workshop in February we can then incorporate it into the funding. If we don't get it in the funding then, it's almost impossible to get anything done. Also, if there is anything else that anybody is looking at, please bring it to the January meeting.

Our gross Rentals for buildings A & B this year was \$77,000. After taxes and returning deposits we still grossed close to \$50,000. We normally average between \$25 - \$40,000. A lot of people decided to rent out the larger room so they could spread out more. Those numbers are just phenomenal and it helps our budget.

OLD BUSINESS: none

NEW BUSINESS: Final Approval of Updated Policies and Procedures

Board member Bobby Whipple inquired about a sentence in the policies and procedures which reads "no guests allowed". David Pierce explained that that was changed in the policies and procedures, we do allow guests, but as all the community centers are merging their policies and procedures into one manual, one of the centers does not allow guests, which is why this sentence was in there. Alan Jones, MSTU Director suggested that it be changed to "no unauthorized guests allowed", that way since we require training, the training would make them an authorized guest. Bobby Whipple asked if an appointment has to be made so they can have their training, to which Kari Coates replied that we would treat them just like any other member. When they come in as a member's guest, we would then have them view the training video. Of course, if they do not plan on using the gym, then it is not necessary for them to view the training video.

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NEW BUSINESS: Final Approval of Updated Policies and Procedures – cont'd

The Board proceeded to review the proposed Policy and Procedure manual, starting with Page 2. Alice Mitchell pointed out that she thought the verbiage was redundant regarding national origin, race and so on and crossed off some of the terminology. Alan Jones advised Ms. Mitchell that the verbiage specifically came from our Legal Department, to which Alice Mitchell then recommended the language not be changed.

Pages 3 – 9 No additional changes, other than to specify sternos may not be used

Page 10 - No additional changes. Asking for distance to be added to signage for smoking areas, which Alan Jones, director will look into to see if there is a better way to word smoking area signs, or a better way to contain the smoking distance from the entrance of buildings.

Page 11 – No additional changes. There is a question regarding the use of the word “debts”. Not sure what this means. Alan Jones will check with the Legal Department. Also, Alan suggested that we not define a crowd so as to give David Pierce and staff the discretion as to when law enforcement should be hired at an event depending on what staff may deem to be risk factors.

Chairperson Alice Mitchell requested a motion be made to accept the policies and procedures with the changes and suggestions that were made today. A motion was made by Carole LaMotte and seconded by Kathleen Martin.

NEXT ADVISORY BOARD MEETING

Our next meeting is scheduled for January 11, 2022 at 9:30 a.m. in the meeting room in Building B.

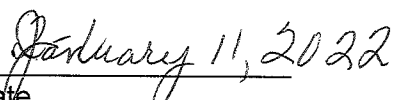
Chairperson Alice Mitchell asked the Board for a motion to adjourn, motion was made by Kathleen Martin and seconded by Bobby Whipple. Approved by all.

Meeting was adjourned at 10:25 a.m.

Minutes Submitted by Marlene Maldonado



Chairperson, Alice Mitchell



Date