

# ADOPTED

## MARION OAKS MSTU ADVISORY BOARD FOR RECREATION SERVICES AND FACILITIES Tuesday, January 11, 2022

### ROLL CALL:

#### ***Board Members***

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

#### ***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 9:35 AM.

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

### **VOTE ON ACCEPTANCE OF MINUTES:**

Chairperson Alice Mitchell presented the October 12, 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**

- **Health Fair – October 13th**  
The Fair was well attended and the vendors were very pleased.
- **Van Trips**  
Included in our van trips was the Land Bridge and The Appleton Museum with a private tour. We also had two separate World Equestrian trips, Mount Dora with a trolley tour, Micanopy with a private tour, The Florida Horse Park Christmas Lights, Ivy House Restaurant, Riley House for the production of The Nut Cracker, and Deck the Halls with Buddy Holly and Friends. All of these were sold out trips.
- **Thanksgiving and Christmas Luncheons**  
The Thanksgiving Luncheon was attended by 50 people, and the Christmas Luncheon was attended by 30 people.
- **Jr. NBA with Gerard, and Soccer with Bob**  
Both employees are great coaches and take their time to teaching children the basics. We are very pleased with what they have done with those programs and expect them to grow in 2022.
- **Special Events – Bootastic held on October 29th**  
We had a turnout of approximately 800 youth. There were 57 stations, and the music was provided by staff member Victor Adams who did an outstanding job. Jeff White from Rainbow Lakes Estates put together a video of the event for us, and it can be viewed at the front lobby in the Recreation Center. It is an excellent video.

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## RECREATION SPECIALIST REPORT – cont'd

- **Wrestling Event – November 6th**  
This was very well attended and the promoter was pleased and will be reaching out to Trish to host another event.
- **Light Up Marion Oaks – December 3rd**  
This was our second year and the feedback we received from the event was very positive. This year we promoted sponsorships with Christmas Trees. We put an 8 ½ X 11 laminated sign up on the trees with the sponsor name on it, and the money collected was used to purchase lights. We had seven sponsors. Steve and Jill Ellis provided transportation in a “model T” to bring Santa and Mrs. Claus to the event, and Santa and Mrs. Claus turned on the lights. Pete Hodges was our staff member who was Santa and Sherri Sloan was our Mrs. Claus. Members of the Marion Oaks Jeep Club were there to do the countdown for the lights, and Victor was the DJ and did a fantastic job. We also had food trucks, and the event was well-attended.
- **Holiday Extravaganza – December 4th**  
We were very pleased with the turnout. The Sunrise Elementary Dance Group returned this year after three years of not performing at our event. We had vendors inside and outside, and Pete and Sherri again played Mr. & Mrs. Claus and Victor was the D.J. and also played “the Grinch”. As always, Victor did a great job and staff member Marilyn also did a great job playing an elf. We had 78 vendors for this event.
- **December 5<sup>th</sup> – Marion Civic Chorus**  
This was a free Christmas concert starting at 3 pm. Unfortunately, public participation was minimal this year.
- **Membership**  
Membership continues to grow.
- **January – March Programs**  
We are planning a seed swap to exchange seeds on January 29<sup>th</sup>. Our health fair will take place on February 8<sup>th</sup>, and our Valentine’s Day Brunch will be taking place on February 14<sup>th</sup>. Tickets are \$10. March 14 -18<sup>th</sup>, we will be offering a Spring Break Camp. We plan on finalizing details this week and advertising by the end of the week. We also have smaller programs that will take place monthly and daily.
- **Van Trips**  
Van trips will resume as soon as the van is out of maintenance.

Overall, for the year 2021 our staff did well adapting to changes and we are proud of what we were able to accomplish.

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## **COMMUNITY CENTER MANAGER REPORT – David Pierce**

**BUDGET:** We have our pre-budget workshop next month. It's imperative that if anyone wants any new projects entered into the budget that it be submitted at the workshop. Folders have been provided to the board members with our five year plan and the things that have been discussed. The five year plan works as a guideline so that we have some sort of a direction for the next five years. Every one of the items, with the exception of maintenance projects, goes before our Board before we purchase anything. There are many factors that go into play for our five year plan, starting with how healthy our budget is.

Right now we are still waiting to find out where we think our millage will come in for next year, and whether we have to raise it. Our Director Alan Jones should have some information for us at the pre-budget workshop. It is imperative that if The Board wants something specific, to let us know so that we can discuss it at that budget workshop and get the dollars into the upcoming budget. Right now with the County, if there's a capital item over \$2,000 and it hasn't been discussed at a pre-budget workshop, the County Administrator will not permit us to buy it. Everything must be put in the budget prior. Some of the items being discussed for this upcoming budget, are a dog park over at the ball park, and an expansion of our pickleball courts. These requests have come from the residents. There is also \$8,000 there for playground improvement, which includes the possibility of adding a slide for the older children, per Alice Mitchell's suggestion.

The pool players also requested that our pool tables be replaced so you'll see that there's money in there to replace at least one pool table. If there is anything else the Board would like to suggest, please get us the numbers, and we will figure out the scope of the work and any associated costs. Kari had a great idea of adding a gazebo. Possibly putting a gazebo for wedding pictures and a place for the parents to hang out while their kids are in the splash pad. It would be nice to hear from everybody and see what they would like to see us become in the next five years.

**STAFFING UPDATES:** We are fully staffed at this time. The only staffing change since we last met in October is that our full time Recreation Leader Jose Marrero has requested to decrease his hours from 40 hrs per week to 30 hrs per week. His normal schedule will be from 2:30 pm to 8:30 pm in the recreation building. He is too good of an employee to let go for that ten hours. He does a very good job here and it seems to be working out very, very well. As far as my staff is concerned, I am very proud of our staff. Kari is the best event planner in Marion County, also Chip and the maintenance guys are unbelievable, also Marlene and Trish and we have been able to keep our core staff for several years now, unlike the other community centers. Bobby Whipple commented that it all starts at the top with David Pierce, to which Dave responded that we provide a good environment.

Board member Joanne Coast asked if we are able to utilize those ten hours elsewhere, to which David Pierce replied that we have a part time employee that we are trying to move from part time status to full time status. Just as an FYI, when we reduce employee hours, that money stays in our budget. It is not like the rest of the County where the money goes back, we keep that money.

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## COMMUNITY CENTER MANAGER REPORT – cont'd:

**MAINTENANCE:** Our staff has been focusing on power washing the buildings, sidewalks and picnic areas and have performed all the maintenance on our vehicles. We don't normally take our vehicles to the Fleet Department for yearly maintenance – our staff person, Thomas Wilcox checks the brakes, fluids, oil, etc and makes sure everything is up to date and we save money that way. Our next focus will be to work on some interior painting that is needed, power washing the annex building, floor stripping in the annex building, and a lot of sidewalk repair. Next month we will be replacing the cracked sidewalks.

Mid-State Electric was here last week replacing all of our standard lighting with LED lighting. To date we have spent \$5,805. Last week they replaced six more poles at a cost of \$2,475. All that's left for the lighting now are the basketball courts, two lights in front of the parking lot and the tennis courts, and then everything would have been changed over to LED lighting. You'll notice wherever the lights have been changed, it is much brighter. The LED lights are more efficient and economical, and down the road we will be saving quite a bit of money.

**Bounce House:** At our last meeting it was mentioned that we ordered a bounce house, and that has come in. The cost was \$2,295. You will be seeing more collaboration between the MSTU Community Centers since we each agreed to buy some kind of bounce house equipment so that whenever we have events, we will be able to borrow each others bounce houses and have three bounce houses available for our events.

Board member Bobby Whipple inquired which community center did not allow guests, to which David Pierce replied that Rainbow Lakes Estates does not allow guests. Discussion ensued about organizing a van trip to all the community centers once our van is available. This was something board member Bobby Whipple had suggested at a previous meeting.

**Job Fair:** This Thursday Marion County is having a job fair in building A from 4pm – 7pm. We are fully staffed so we do not plan on participating. Sherri Sloan of the MSTU General Services will be there, as well as other departments. If anyone knows anyone in need of a job with Marion County, please let them know the Job Fair is this Thursday – 4pm to 7pm. They will actually do the interview there, and will make selections there. If selected they may be able to start as soon as Monday – that's how fast it works when you go to these job fairs. Marion County has about 140 positions available throughout the County and they have good benefits.

**INCIDENTS:** We had a gentleman that was on the grounds that was very dangerous according to the Sheriff's Department and we were told not to come in contact with him. We also had a fight between some youth that got out of control and the parents got involved and had to go to The Sheriff's Department. Also, last week at the ball park somebody vandalized the fencing, breaking some of it and we removed it. All in all, this is not much activity for the last three months and things have been running smoothly.

**Pickleball:** Pickleball has been growing and Thomas has formed the Southwest Pickleball Club and it has taken off, which is why we would like to expand the pickleball courts. There are actually people waiting to play and we just don't have enough courts.

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## **COMMUNITY CENTER MANAGER REPORT – cont'd:**

Board member Bobby Whipple asked about the shuffle board court and why there is never anyone playing on that court. Kari Coates responded by stating that there is no one that wants to play. She tries every year and we just don't get any interest in it. Kari has some good ideas kicking around to try to see how we can utilize that space. Bobby Whipple will try to round up some people to participate. Once he has people interested he will let Kari know. Discussion ensued.

This morning we will be holding our advisory board election for a new chairperson. Alice Mitchell has been our chairperson since she was elected on August 13, 2013, and has held that office longer than anyone. She replaced Betty Allen. David Pierce wanted to impress at the meeting that Alice has always represented us in the most positive light. She has never had her own agenda, and is always looking for what the Community wants. Looking around the grounds, the splash pad was approved under Alice, and we got some things approved here that years ago we would never have gotten approval for our youth. This board is very youth- geared now. Alice has always gotten a lot accomplished here, and she has put a big burden on the next chairperson to be elected as there are high standards to live up to. We want to thank her, we've gotten a lot accomplished here thanks to Alice Mitchell.

Alice thanked Dave, stating that she loves Marion Oaks and the facilities and we have incredible staff, and it's been a pleasure. She plans to continue serving on the Board until her term is up.

David Pierce suggested since Alan Jones, MSTU Director has not made it to the meeting yet that the Board review the policies & procedures to see if there is something that was missed with the previous suggested changes. We will then be voting on the policies and procedures manual today.

## **OLD BUSINESS: Final Approval of Updated Policies and Procedures**

The Board proceeded to review the Policy and Procedure manual. The following recommendations were made:

Page 9 – G. to be changed to "Persons who are ill are not permitted to use the MSTU/MSD aquatic facilities".

Chairperson Alice Mitchell requested a motion be made to accept the policies and procedures with the changes and suggestions made today. A motion was made by Joanne Cost and seconded by Kathleen Martin. Approved by all.

Page 10 – E. to be changed to "No unauthorized vehicles shall be driven or parked on the grass areas".  
Page 11 – S. commas to be deleted after "factors, such as," to read "factors such as crowds, lack of sufficient ...."

A motion was made by Joanne Cost to accept the policies and procedures with the additional changes and suggestions as noted and seconded by Kathleen Martin. Approved by all.

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## **OLD BUSINESS – cont'd:**

Alan Jones, MSTU Director – stated he will make the changes suggested and move those forward. Rainbow Lakes Estates has already voted to accept the policies and procedures and tonight Silver Spring Shores should do the same. Once it is run by The Legal Department, it will then go to The Board of County Commissioners for signature.

## **NEW BUSINESS: Advisory Board Officer Election (Chairperson, Vice Chairperson)**

Alice Mitchell has been on the Board for eight years and five months as the chairperson and it is time for Ms. Mitchell to resign as chair person. Ms. Mitchell plans to be on the board for the rest of her tenure. Ms. Mitchell would like to nominate our vice chair person Kathleen Martin to be the new chair person. Motion seconded by Joanne Coast. Motion approved by all.

Ms. Mitchell asked if anyone would like to nominate a vice chairperson. Bobby Whipple nominated Joanne Coast, to which she declined. Joanne Coast nominated Carole LaMotte, to which she declined. As it is not required, and we only meet four times a year the vice chairperson nomination will be tabled.


## **NEXT ADVISORY BOARD MEETING**

Our next meeting will be February 8<sup>th</sup> at 9:30 a.m. for our pre-budget workshop.

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

Meeting was adjourned at 10:46 a.m.

Minutes Submitted by Marlene Maldonado



Chairperson, Alice Mitchell



Date