AMENDED AGENDA
PARKS AND RECREATION ADVISORY COMMITTEE
REGULAR MEETING
DECEMBER 8, 2020
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

4.1 November 10th Minutes

4.2 November 24th Sub-Committee Minutes

5. PUBLIC COMMENT

6. PRESENTATION

6.1 Perpetual Care Fund and Parks & Recreation Impact Fees

7. DISCUSSION ITEMS

7.1 New Member Packet Process

7.2 Process for Naming City Facilities

7.3 Comprehensive Plan: Goal 6 - Recreation and Open Space Element (Process and Vision)

8. STAFF REPORT

9. OTHER BUSINESS

9.1 Approval of the Revised By-Laws

10. ADJOURNMENT

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at 904-310-3115 or TTY/TDD 711 (for the hearing or speech impaired).

DRAFT

The Parks and Recreation Advisory Committee of the City of Fernandina Beach Florida, met on Tuesday, November 10, 2020 at 5:00 pm. Present were Member Bartelt, Member Ross, Member Pugh, Member Roberts, Member Norris, Member LaJoux, Member Kegler

1. Call to Order: Faith Ross called the meeting to order at 5:00pm

2. Roll Call

3. Pledge of Allegiance

4. Approval of Minutes
   Member Pugh made a motion to approve the October minutes. Motion seconded by Member Bartelt. Motion passed being all ayes.

5. Public Comment
   The following individuals spoke; Mike Lednovich, 1586 Canopy Drive and
   Chip Ross, 210 N. 3rd Street

6. Election of Vice-Chairperson
   Member Bartelt made a motion that Member Pugh be designated as the Vice-Chair. Member Ross seconded the motion. Motion passed being all ayes.

7. Discussion
   1. Date for subcommittee new member's packet meeting
   The date selected for the subcommittee meeting was November 23, 2020. Scott will follow up to see if the City Hall Conference Room is available.
   2. Cemetery Finances
   Chair Ross asked for clarification on Cemetery expense. There was a discussion about how to make the cemetery profitability and raising the level of maintenance in the cemetery. Member Pugh asked for an update on the Columbarium. Scott gave the group an update. Scott is working with Sal to come up with a business and marketing plan to present to PRAC. Member Bartelt suggested a columbarium that does not require so much space, a more compact design. Commissioner Ross suggested that someone work to designate the cemetery as a Historic Preservation site through the state of Florida, which would qualify the cemetery to receive state and national grants.
   3. Impact Fees
   Member Pugh brought to the attention that we do not charge impact fees on commercial construction. There was a discussion.

8. Presentation
   Heroes Grove Design Update, Margaret Kirkland with Amelia Tree Conservancy, and Arthur Herman, conceptual plan designer
   Members expressed concern about the dedication being so specific, by naming individual volunteers. There was a discussion about the conceptual plan. Member LaJoux made a motion that this project be approved as proposed with a large boulder, a plaque possibly of good dimension for the text and that text be written such that this grove honors all volunteers and that it includes the website of the donor Amelia Tree Conservancy. And that the plaque shall be very simple and should not name any

persons other than the donor, Amelia Tree Conservancy. Motion seconded by Member Roberts. Motion passed being all ayes.

9. Other Business

1. Comprehensive Plan Update to include: a. work flow for the comp rewrite b. Coastal Element c. Themes or agree upon visions for Parks and Recreation

Chair Ross addressed the Comp plan and how to handle the re-write. Asked members to work on themes for the comp plan. Member Bartelt would like to have the comp plan on the next PRAC meeting agenda.

2. Dune Plan (Planning Board Subcommittee)

3. Update on Waterfront Park

Member Pugh asked for an update on the waterfront park, as it relates to the Parks and Recreation Advisory Committee. Commissioner Lednovich gave an update on community survey responses and the status of the project. He suggested that any board comments be sent to the City Manager.

4. Annual Report of PRAC to City Commission

After a discussion, it was decided that a subcommittee meet to develop the annual presentation. The suggested date is January 7, at 1:00p. Scott will email the confirmed date and location to the board, once confirmed.

5. Facility Update

Scott gave an update on facilities. Asked for support on putting into motion a hiatus on the current bench program until an inventory can be taken. This will be discussed at a later date.

Member Pugh recommended that the committee be a part of creating the process to rename parks and buildings. Commissioner Lednovich stated that there is no process and the CM is not working on this policy. Member Bartelt made a motion to make a recommendation to the City Commission that the City Commission adopt a moratorium on naming of City facilities until the Parks and Recreation Advisory Committee can make a recommendation on process and policies.

Adjournment

Meeting adjourned by Chair Ross at 6:35p

DRAFT

The Sub-Committee of the Parks and Recreation Advisory Committee of the City of Fernandina Beach Florida, met on Monday, November 23, 2020 at 2:00 pm. Present were Chair Ross, Vice-Chair Pugh, Member Roberts, Member Norris, Member LaJoux

1. Call to Order: Chair Ross called the meeting to order at 2:00pm

2. Roll Call

3. Procedure for Naming City Facilities
   The members discussed creating a policy for renaming City facilities. Chair Ross provided procedures used by other municipalities. Discussed were the following: Resolution versus Ordinance; Rather an informal system was already in place and if that should be changed; if individuals are being memorialized, are they required to be a City resident, if so, for how long; are they considered if still living, if deceased, how long should they be deceased before being considered; if an individual makes a financial contribution to a facility, should they be honored by having a facility named in their memory; what is the amount of the contribution for this consideration.
   The members decided that the Fort Pierce format for the naming of facilities would be their blueprint. Chair Ross will submit questions to Nan, to send to the Committee Members for review, replies and additional questions to be discussed at the next Sub-Committee meeting.

4. Develop a New Member Packet
   The members had a discussion about what should be included in the New Members packet. Items to be included are: By-Laws, Master Plan (with recent amendments), Comprehensive Plan, the last 10 approved Committee minutes, the 5 year Capital Plan with supporting documents if available, the evaluation by Dr. Barth. Nan will send out the evaluation to the members. Also suggested were links to all this information be placed on the City's website, under the Department's heading. The committee also suggested a "Welcome Letter" that would consist of Sunshine Law information, the Committee's advisory capacity, funding, absence policy, and term limits. Nan will provide that information to the current Committee Memebers. Nan will also provide the Committee with the resolution that addresses board/committee term limits. The Sub-Committee inquired about virtual meetings, Nan will follow up on if this is permitted.

5. Discussion About By-Laws
   Chair Ross will send out the new language for the By-Laws, as a result of the City Commission passing Resolution 2020-153. The additional language would include the resolution's wording that changes the Committee's standing, expands the role of the Committee, and changes the term limits for the Committee Members.

6. Adjournment
   Meeting adjourned by Chair Ross at 3:20p