

Minutes

Call to Order

Chair Tammie Levenda called the meeting to order.

Roll Call

Board Members:

☒ Tammie Levenda, Chair
☒ Patti Roberts, Vice Chair
☐ Susan Conti
☒ Michael Leeks
☒ John Wagner via telephone conference

Alternate Board Member:

☒ Deborah DiCosimo, Secretary

City Staff:

☐ City Manager Kyle Riefler
☒ Community Services Administrator Aaron Glanz

1. Approval of the Agenda.

MOTION was made by Deborah DiCosimo and seconded by Michael Leeks to approve the Agenda.

Motion passed unanimously.

2. Approval of the August 24, 2023, Park and Recreation Board Meeting Minutes.

MOTION was made by Michael Leeks and seconded by Patti Roberts to approve the Minutes.

Motion passed unanimously.

3. Citizen Comments.

N/A

4. Inventory of Belleair Beach Logo Merchandise. (Board Member Patti Roberts)

QUANTITY	ITEM	PRICE
7	Plush Beach Towels	\$25
8	Plush Hand Towels	\$10
5	License Plate Holders	\$12
6	BB Logo Stickers	\$02
1	Sling Bags	\$20
2	Baseball Caps - Khaki	\$15
3	Baseball Caps - Gray	\$15
4	Welcome to BB New Resident Gift Bags	\$Varies
4	BB Coffee Mugs	\$05
4	New Residents have received bags last month	

We are considering adding new products to the above list for Holiday Gifts, such as kitchen towels, holiday BB ornaments, etc. More powder blue or pink girl hats might be worth ordering.

5. Discussion of Halloween Event Details and Volunteer Recruitment.

- The Pets and Pals Halloween Event on October 28, 2023 will be cancelled in the event of rain. It cannot be held indoors.
- It has been confirmed that Mayor Dave Gattis and his wife Wendy Gattis will join us for the Belleair Beach Pets and Pals Halloween event. The event, will be held at the circle behind the Belleair Beach Community Center between the hours off **10:00 AM – 12:00 PM**. Contestant registration and participation will be cut off at **10:30 AM**. The City will be providing dog treats and water bowls for the Pets and Halloween treat bags for the Pals. Water and cupcakes will also be available to all.
- This year we will not have a “trunk or treat” and cars do not need to be decorated. Volunteers helping should come dressed in costume. Park & Rec volunteer members should arrive by **9:00 AM**. **Judges should arrive by 9:50 AM**. Please reach out to neighbors and friends to help publicize this event.

- Five tables and two tents will be used and needs to be brought outside the morning of the event. There will be two judging table under two tents, a registration/sign-in table to receive numbers to participate, a community table which would contain Halloween treats and a first aid kit, a hydration table for water and cupcakes, and a BBCF Foundation table manned by Jewels Chandler. Dog bowls will be placed around the circle, near the grass. Tammie Levenda will not be here for this event. Patti Roberts is in charge, she will also be at the community table. John Wagner will be handling the hydration station and picking up donuts which will be ordered and paid for by Aaron. Deborah DiCosimo will be responsible for the prize money (envelopes to be read carefully at distribution), and floating photographer. Michael Leeks will help with photography. Pat & Rich will work the registration table. Frank and Margie still pending. Tammie to help in advance with treat bags, ordering items and getting everything set and ready to go for event. P&R to come in day prior for set up. Judges are: Kimberly Haggerty, Darlene Grey and Molly Love Schumel.

6. Discussion of General Information for the Health & Wellness Fair and Vendor Updates.

- Correct time of event is: 10:30 AM – 1:30 PM (3 hours, instead of 4).
- Volunteers may start arriving at 9:30 AM.
- Set up can take place anywhere from 9:30 AM - 10:30 AM for vendors, if they wish.
- Are parking passes needed?
- \$25 registration fee per vendor. We will be accepting cash and checks (preferred) or credit cards.
- Patti Gentry to distribute the Health and Wellness Letter to Board members.

7. Review Inventory of Welcome Bag Contents, and Update from Board Members on Inventory Requests.

QUANTITY	ITEMS	PROVIDERS
	Bags	B.B.
	Stickers	B.B.
	Towel	B.B.
	Towel	B.B.
	License Plate Holder	B.B.
Approx 30	Pilates Handouts	Club Pilates - Largo

- Board members were asked to help obtain additional items from their favorite stores, restaurants and other frequented locations and events for giveaway items for Welcome Bags. John to speak to Shettle vision next month.

8. Discussion of Beach Clean-up Point Person Each Month.

- To-Do list for the Lead Person
- Review Schedule for Monthly Lead Person.

BEACH CLEAN-UP INSTRUCTIONS LEAD PERSON TO DO LIST		
	TASK/LOCATION/TIME	CHECK
1.	Friday before clean up: <ul style="list-style-type: none"> • Set up time to meet Aaron at City Hall and bring a cooler with you. • Pick up Publix receipt from Aaron for donuts, water, ice and the two needed forms (sign-in sheet and waiver form) for beach clean-up. • Pick up first aid kit and all cleaning supplies from Aaron such as gloves (medium and extra-large), garbage bags and hand sanitizer, etc. • Pick up parking passes from city hall kitchen. 	
2.	7:30 AM Saturday morning: <ul style="list-style-type: none"> • Pick up donuts and other pre ordered items at Publix. • Place water and ice in cooler. 	
3.	7:50AM Saturday morning: <ul style="list-style-type: none"> • Arrive at 19th Street beach access to set up (volunteers may already be waiting). • Bring a small table, table cloth and napkins with you. • Set out sign-in forms and waiver forms. 	
4.	Participants: <ul style="list-style-type: none"> • Each participant must sign a waiver and a sign-in sheet on clipboard. • Provide participants with gloves. And garbage bags (usually two people share a garbage bag.) 	
5.	Parking: <ul style="list-style-type: none"> • Parking passes are available and are absolutely necessary for non Belleair Beach residents. (Cars without a Belleair Beach parking sticker or parking pass will be ticketed.) • Please remember to have all parking passes returned to you at the end of beach cleanup IMPORTANT). 	
6.	Before departing for clean-up: <ul style="list-style-type: none"> • Take photos of volunteers before group heads off. 	

7.	8:00 AM to 9:00 AM: <ul style="list-style-type: none"> The participants go in both directions to clean up beach. 	
8.	8:50 AM: <ul style="list-style-type: none"> Head back to parking lot to set up for group photos, cold water and donuts. Have hand sanitizer available. 	
9.	Return Items: <ul style="list-style-type: none"> Return whatever necessary items back to city hall the following week. If you have back to back months, please keep the items such as cooler, table, and table cloth available for the following month. 	
10.	Thank you everyone for coming! <ul style="list-style-type: none"> Please email pictures to Patti Gentry. Turn all signed forms into Aaron. Return Parking Passes 	

BEACH CLEAN-UP LEAD PERSON SCHEDULE	
DATE & TIME	NAME
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
Saturday, December 2, 2023 8:00 AM - 9:00 PM	SUSAN
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

9. Other Business.

- Deborah DiCosimo asked Aaron for an update on purchasing shade coverage for behind City Hall. No new developments have taken place, other than our first quote/bid.
- Deborah DiCosimo formally resigns as Secretary from the Park & Recreation Board. She will remain on the Board as an Alternate member. She promises to help the next Secretary with the template and style for minutes. P&R Board Secretary works directly with Patti Gentry.
- All correspondence amongst board members must be sent to Patti Gentry first. Due to the Sunshine Laws, board members cannot communicate with each other for P&R related issues or concerns. Patti Gentry is responsible for forwarding board letters, minutes and information to all board members. Everything must go through Patti Gentry first and then Patti will forward as necessary.
- Michael Leeks volunteered to step up as the new P&R Board Secretary.
- A vote was put forth to elect Michael Leeks into office as Secretary.

MOTION was made by Patti Roberts and seconded by Tammie Levenda to elect Michael Leeks into office as Secretary.

Motion passed unanimously.

10. Next Meeting Date and Time.

OCTOBER 12, 2023 at 2:30 PM

MOTION was made by Deborah DiCosimo and seconded by Michael Leeks to approve our next meeting date and time.

Motion passed unanimously.

ADJOURN

MOTION was made by Tammie Levenda and seconded by Deborah DiCosimo to adjourn at 3:30 PM.

Motion passed unanimously.

Minutes Prepared by: Deborah DiCosimo, Secretary

10.12.23

Date Approved

APPROVED: 

Tammie Levenda, Chair

ATTEST: 

Deborah DiCosimo, Secretary

MICHAEL LEEKE, son D. DiCosimo