



# CULTURAL SERVICES, HISTORIC PRESERVATION, & TREE ADVISORY BOARD AGENDA

MONDAY

March 3, 2025 - 5:30 PM

COUNCIL CHAMBERS

4300 S. ATLANTIC AVENUE, PONCE INLET, FL

**SUNSHINE LAW NOTICE FOR BOARD MEMBERS – Notice is hereby provided that one or more members of the Town Council or other Town Boards may attend and speak at this meeting.**

A complete copy of the materials for this agenda is available at Town Hall.

- 1. CALL TO ORDER & PLEDGE OF ALLEGIANCE.**
- 2. ROLL CALL & DETERMINATION OF QUORUM.**
  - A. Oath of Office
- 3. ADOPTION OF AGENDA.**
- 4. APPROVAL OF THE MINUTES:**
  - A. January 6, 2025
- 5. REPORT OF STAFF:**
  - A. Cultural Services update – *Jackie Alex, Cultural Services Manager*
  - B. Public Works update – *Steven Wargo, Public Works Director*
- 6. OLD BUSINESS:**
  - A. Continued discussion – Marker for William “Cocoa Bill” Williams.
  - B. Continued discussion – Proposed budget items for FY 25/26.
- 7. NEW BUSINESS: *None.***
- 8. PUBLIC PARTICIPATION.**
- 9. BOARD/STAFF DISCUSSION.**
- 10. ADJOURNMENT.**

Next Meeting: Monday, April 7, 2025

*If a person decides to appeal any decision made by the Cultural Services Board with respect to any matter considered at a meeting, they will need a record of the proceedings and to ensure that a verbatim record of the proceedings is made at their own expense. Persons who require accommodation to attend this hearing should contact the Ponce Inlet Town Hall at 236-2150 at least 48 hours prior to the meeting date to request such assistance.*



**Meeting Date:** March 3, 2025

**Agenda Item:** 2-A

## **Report to the Cultural Services, Historic Preservation, and Tree Advisory Board**

**Topic:** Oath of Office

**Summary:** Ms. Canny, Alternate Seat #1

**Requested by:** Ms. Cherbano, Town Clerk  
Ms. Gjessing, Assistant Deputy Clerk

**Approved by:** Mr. Disher, Town Manager



**Meeting Date:** March 3, 2025

**Agenda Item:** 4

## **Report to the Cultural Services, Historic Preservation, and Tree Advisory Board**

**Topic:** Approval of Meeting Minutes

**Summary:**

Staff has prepared the attached set of meeting minutes for the Board's review and approval.

**Suggested Motion/Action:**

Approval of the January 6, 2025 meeting minutes.

**Requested by:**

Ms. Gjessing, Assistant Deputy Clerk

**Reviewed & Authorized by:**

Ms. Alex, Cultural Services Manager

**Approved by:**

Mr. Disher, Town Manager



Town of Ponce Inlet  
**CULTURAL SERVICES, HISTORIC PRESERVATION,  
AND TREE ADVISORY BOARD**

**REGULAR MEETING MINUTES**

**January 6, 2025**

4  
5  
6  
7 **1. CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Pursuant to proper notice, Mr. Shaffer  
8 called the meeting to Order at 5:30 PM in the Council Chambers, located at 4300 S. Atlantic Avenue,  
9 Ponce Inlet, Florida and led the attendees in the Pledge of Allegiance.

10  
11 **2. ROLL CALL & DETERMINATION OF QUORUM:** A quorum was established with three  
12 members present.

13  
14 Board members present:

15 Ms. LaBarre, Seat 1 – Absent  
16 Ms. Keese, Seat 2  
17 Mr. Shaffer, Seat 3  
18 Ms. Finch, Seat 4, – Absent  
19 Ms. Bell, Seat 5

20  
21 Staff members present:

22 Ms. Alex, Cultural Services Manager  
23 Ms. Gjessing, Assistant Deputy Clerk  
24 Attorney Shepard, Town Attorney (via Microsoft Teams)  
25 Mr. Wargo, Public Works Director

26  
27 **A. Oaths of Office** – Ms. Gjessing administered the Oath of Office to Ms. Diane Bell.

28  
29 **B. Election of Chair** – Mr. Shaffer nominated Ms. Finch to serve as Chair; seconded by  
30 Ms. Keese. The motion PASSED by consensus, 3-0.

31  
32 **C. Election of Vice-Chair** – Mr. Shaffer nominated Ms. Keese to serve as Vice-Chair;  
33 seconded by Ms. Bell. The motion PASSED by consensus, 3-0.

34  
35 **3. ADOPTION OF AGENDA:** Vice-Chair Keese asked if there were any changes to the agenda;  
36 there were none.

37  
38 Mr. Shaffer moved to approve the agenda as presented; seconded by Ms. Bell. The motion PASSED by  
39 consensus, 3-0.

40  
41 **4. APPROVAL OF MINUTES:**

42  
43 **A. December 2, 2024** – Vice-Chair Keese asked if there were any changes; there were  
44 none.

46 Mr. Shaffer moved to approve the December 2, 2024 meeting minutes as presented; seconded by Ms.  
47 Bell. The motion PASSED by consensus, 3-0.

48  
49 **5. REPORT OF STAFF:**

50 **A. Cultural Services Update** – Ms. Alex welcomed Ms. Bell to the Cultural Services  
51 Board. Ms. Alex stated 26 programs were offered throughout 2024 and there were approximately 1,300  
52 attendees. All volunteer opportunities will be advertised through the Town’s Facebook page for  
53 upcoming events.

54  
55 **B. Public Works Update** – Mr. Wargo provided an update to the Town’s Museum  
56 restoration; the building has been painted, a new fence will be installed, and quotes have been received  
57 to replace the boardwalk. The Ponce Preserve boardwalk is under construction and projected to be  
58 completed by the end of January 2025. The engineering for work to be completed at Timucuan Oaks  
59 Garden and the boat ramp are complete, and these projects will be put out to bid soon. Mr. Wargo  
60 explained there have been reports of vandalism at the Ponce Preserve tower gazebo; he has received a  
61 contractor’s proposal to refurbish the gazebo, seal the wood, and place a hard clear coat on it to protect  
62 from future defacement. Mr. Shaffer suggested the bathroom doors at Ponce Preserve Park be assessed.

63  
64 **6. OLD BUSINESS:** *None.*

65  
66 **7. NEW BUSINESS:**

67  
68 **A. Annual Board Member Training and Form 8-B review.** – Attorney Shepard provided  
69 a detailed review of voting conflict Form 8-B. He said the form must be completed and filed by any  
70 board member that has a conflict in voting. If unsure about a specific circumstance, he suggested calling  
71 the Commission on Ethics or notifying staff, who can seek legal advice if needed. He explained the  
72 conditions that could warrant a board member having a voting conflict. Attorney Shepard stated when  
73 in doubt, don’t vote; if a board member recuses themselves from a vote, regardless of a verified conflict,  
74 they must provide on the record an explanation for the recusal and file Form 8-B with the Clerk’s office  
75 within 15 days. He then provided the annual board member training, including Florida’s Sunshine Law.  
76 Under the Florida Sunshine Law, board members are prohibited from discussing any matters related to  
77 current or foreseeable board business with other members of the same board outside of a publicly  
78 noticed meeting. Attorney Shepard provided examples of Sunshine Law violations and previous case  
79 studies. He explained ways to exercise caution and encouraged members to avoid any situation which  
80 could potentially provide someone an opportunity to claim a violation occurred.

81  
82 **B. Proposed budget items for FY 25/26.** – Ms. Alex explained the items being proposed  
83 are for preliminary board consideration for the FY 25/26 budget. The intention for this topic is for the  
84 board to provide feedback on items; cost estimates and designs will be reviewed at a later meeting if  
85 the board recommends consideration of a proposal.

86  
87 **1. Item 1 – Cocoa Bill historic marker** – Ms. Alex stated this item is being considered at  
88 roughly \$3,500 and with the board’s recommendation, it will be reviewed for design at a future meeting.

89  
90 Board consensus to propose Item 1 for consideration in the FY 25/26 budget.

91  
92 **2. Item 2 – Pickleball Court Covers** – Ms. Alex stated staff has researched potential  
93 protective coverings over the north pickleball courts at Pollard Park and the costs associated are  
94 approximately \$180,000. Vice-Chair Keese asked if the cell tower company adjacent to the courts has

95 offered to cover the costs; Ms. Alex explained there has not been a confirmed negotiation, but it will  
96 be discussed in the future.

97  
98 Board consensus to propose Item 2 for consideration in the FY 25/26 budget.  
99

100 **3. Item 3 – Exterior improvements to Kay & Ayres Davies Lighthouse Park restroom**  
101 **facilities** – Previous discussions surrounding this item included ideas of re-painting or installing a brick  
102 façade; Ms. Alex stated the funding intended for these improvements was reappropriated at the time of  
103 the original request. A brief discussion was had relating to the difference in materials and how this  
104 would alter the cost and maintenance.

105  
106 The Board recommended staff research materials, costs, and maintenance options, by consensus.  
107

108 **4. Item 4 – Kayak staging area at the Jesse Linzy Boat Ramp** – Ms. Alex explained  
109 previous discussions of this item resulted in the Board recommending staff consider a kayak staging  
110 area, not a kayak launch. She elaborated on the purpose of the staging area versus a launch, and the  
111 Board discussed potential options.

112  
113 The Board recommended staff research a natural kayak launch and a staging area, by consensus.  
114

115 **5. Item 5 – Additional elements in decorating for the holiday season** – Ms. Alex  
116 explained the Board previously recommended staff continue to decorate Pollard Park for the holiday  
117 season and to increase the budget for the Tree Lighting Ceremony. Due to potentially hazardous  
118 environmental conditions, staff recommends consideration of an artificial tree in the future. There was  
119 a brief discussion on the amount of time it takes staff to decorate the park during the holiday season  
120 and events, and options to assist Public Works employees tasked with the decoration.

121  
122 The Board recommended staff research the options of purchasing an artificial Christmas tree and  
123 hiring an outside consultant to decorate the Town, by consensus.  
124

125 **6. Item 6 – Additional fencing at Timothy Pollard Memorial Park** – Ms. Alex stated a  
126 resident requested additional fencing be added at Timothy Pollard Memorial Park to improve safety  
127 around the playground located there. The Board discussed the history of the existing fence and how  
128 additional fencing could better protect children who visit the playground. There was clarification on  
129 the location of the fencing and the potential to add a gate in the open gap along the shared road of the  
130 Park and South Peninsula Drive for extra protection.

131  
132 The Board recommended staff research adding additional fencing at Timothy Pollard Memorial Park  
133 along the parking lots that abut the large playground as well as placing a gate in the open gap along  
134 the shared road of the Park and South Peninsula Drive, by consensus.  
135

136 **7. Item 7 – Elbers Sunset Park and Wilbur Wetlands signage** – Mr. Shaffer mentioned  
137 there is no signage around Elbers Sunset Park and Wilbur Wetlands, indicating they are parks. Mr.  
138 Wargo explained the signage around the park and how it currently designates a recreation area. Mr.  
139 Shaffer suggested adding the parks' names to the signage.

140  
141 The Board recommended staff research adding signage around the Elbers Sunset Park and Wilbur  
142 Wetlands, by consensus.  
143

144           **C. 2025 Meeting Dates.** – Ms. Gjessing listed the Cultural Services Board meeting dates  
145 for the year 2025, noting one date conflict. Town Hall will be closed on September 1, 2025 in  
146 observance of Labor Day, so the Board was asked to consider changing the meeting date to September  
147 8, 2025.

148  
149 *The Board accepted the proposed meeting date change from September 1, 2025 to September 8, 2025,*  
150 *by consensus.*

151  
152 **8. PUBLIC PARTICIPATION:** There was no public participation.

153  
154 **9. BOARD/STAFF DISCUSSION:** There was no further discussion.

155  
156 **10. ADJOURNMENT:** The meeting was adjourned at 6:39 p.m.

157  
158 Prepared and submitted by:

159  
160 *Draft*  
161 Stephanie Gjessing, Assistant Deputy Clerk

162  
163 Attachment(s): None.



**Meeting Date:** March 3, 2025

**Agenda Item:** 5

## **Report to the Cultural Services, Historic Preservation, and Tree Advisory Board**

**Topic:** Report of Staff

- A. Jackie Alex, Cultural Services Manager
- B. Steven Wargo, Public Works Director

**Summary:** Staff will provide reports and updates to programs, projects, and events.

**Requested by:** Ms. Alex, Cultural Services Manager  
Mr. Wargo, Public Works Director

**Approved by:** Mr. Disher, Town Manager





**Meeting Date:** March 3, 2025

**Agenda Item:** 6-A

## **Report to the Cultural Services, Historic Preservation, and Tree Advisory Board**

**Topic:** Continued discussion – Marker for William “Cocoa Bill” Williams.

**Summary:** This item was originally discussed at the December 2, 2024 Cultural Services Board meeting where it was recommended to be brought back for continued discussion on the sign’s verbiage. Please see the attached staff report and supporting documentation for further information.

**Suggested Motion/Action:** Staff requests the Board provide its recommendation to Town Council on the marker’s verbiage and budget consideration for fiscal year 2025/2026.

**Requested by:** Ms. Alex, Cultural Services Manager

**Approved by:** Mr. Disher, Town Manager



## MEMORANDUM

### TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

*The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet residents obtain the greatest value for their tax dollar.*

To: Cultural Services, Historic Preservation, and Tree Advisory Board  
From: Jackie Alex, Cultural Services Manager  
Date: February 14, 2025  
Subject: Continued discussion - Marker for William “Cocoa Bill” Williams

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**MEETING DATE:** March 3, 2025

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At the December 2, 2024, Cultural Services Board meeting, the Board provided input to install a historic marker honoring William “Cocoa Bill” Williams (**Attachment 1**) The Board recommended retaining the location for the marker as presented, selecting the sepia-toned photo, accepting the presented verbiage with the potential for revisions upon further discussion, and presenting this item to the Board during budget considerations for FY 25/26.

This item is being brought back to the Board for the recommended continued discussion on accepting the sign’s verbiage as presented. **Attachment 2** contains feedback provided by Board members as well as from the residents who researched and proposed the verbiage.

Additionally, staff has received a quote for this marker that is higher than staff’s original estimate by \$1,000, bringing the total cost of the marker to \$4,500.

Staff requests the Board provide its recommendation to Town Council on the marker’s verbiage and budget consideration for fiscal year 2025/2026.

#### Attachments

1. Cultural Services Board staff report - December 2, 2024
2. Marker verbiage feedback from Board members and residents



## MEMORANDUM

### TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

*The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet residents obtain the greatest value for their tax dollar.*

To: Cultural Services, Historic Preservation, and Tree Advisory Board  
 From: Jackie Alex, Cultural Services Manager  
 Date: November 25, 2024  
 Subject: Marker for William “Cocoa Bill” Williams

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**MEETING DATE:** December 2, 2024

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This report provides an overview of a request from two Ponce Inlet residents to install a historic marker honoring William “Cocoa Bill” Williams, an African American individual whose contributions significantly shaped the Town. Arriving at Ponce Park in the 1890s, Cocoa Bill was a well-known fishing guide. Elizabeth Hasty, Ponce Park’s original post mistress, and her husband, Nathaniel, employed Cocoa Bill as their groundskeeper. The request aligns with ongoing efforts to honor Black History Month and recognize influential figures who have shaped the Town’s history.

The request for a historic marker honoring Cocoa Bill was submitted by Tara Lamb and Julie Davis, both founding members of Davis House Historic Preservation, Inc., which helped to create the Ponce Inlet Historical Museum. Their efforts continue those that resulted in the creation of the historic marker for Jesse Linzy, which was unveiled at the naming of the Town’s boat ramp in February 2022 (**Exhibit 1**). As the request for this marker did not originate from the direction of Town Council, staff is bringing it before this Board and the public for input.

Ms. Lamb and Ms. Davis have proposed verbiage for the marker in **Exhibit 2**, along with two choices of photo for consideration in **Exhibit 3**. Based on Cocoa Bill’s significance and connection to the Hasty family, staff proposes the location shown in **Exhibits 4-6** near the Hasty Cottage at the Ponce Inlet Historical Museum. This placement would ensure accessibility and visibility to residents and visitors of the museum.

If this marker is considered, staff recommends one that is consistent in design and material to the other historic markers throughout Town. Costs associated with design and installation of the marker are estimated at \$3,500 if the size of the marker is requested to be 2’x2’ like that of Jesse Linzy’s. As this marker is not budgeted, both residents have suggested potential alternative funding sources and are prepared to add that to this discussion.

Cocoa Bill’s contributions reflect values of unity, which staff believes make him a fitting subject for recognition, especially during Black History Month in February. That is when both residents

have requested a ceremony to unveil the marker. If time does not allow for completion of the marker by February, the backup date for the unveiling ceremony would be in May. However, if alternative funding sources cannot be found, staff may need to wait until June during mid-year budget adjustments to confirm if any unspent town funds are available.

Staff requests the input and recommendation from the Board on the marker's verbiage, choice in photo, location, desired landscaping, and funding source.

Exhibits:

1. Jesse Linzy Boat Ramp historic marker
2. Proposed verbiage for Cocoa Bill marker
3. Proposed choices for Cocoa Bill marker photo
4. Proposed historic marker location
5. Proposed historic marker location- viewpoint from Museum entrance sidewalk
6. Proposed historic marker location- overall view of Museum

**Exhibit 1**  
Jesse Linzy Boat Ramp historic marker



## **Exhibit 2**

Proposed verbiage for Cocoa Bill marker

Proposed by Tara Lamb and Julie Davis

Contains 149 words compared to 145 words within Jesse Linzy's marker

### **William "Cocoa Bill" Williams**

Fondly known as Cocoa Bill by the residents of the small fishing hamlet of Ponce Park, Cocoa Bill arrived here around 1893. He served as the loyal handyman to Nathaniel and Elizabeth Hasty for sixteen years. After the Hastys passed away, Cocoa Bill stayed in Ponce Park and worked as a local fishing guide for 23 more years. Tragically on August 28, 1932, at 4:00 am Cocoa Bill was hit and killed by an automobile on South Atlantic Avenue just south of the Daytona Beach city limits. The citizens of Ponce Park were devastated by the loss of their well-loved fishing guide and wanted to ensure he received a proper burial. Due to the Jim Crow era, they had to obtain a special act from the Florida legislature to allow Cocoa Bill to be buried in the Hasty Family Cemetery, dressed in a full tuxedo.

**Exhibit 3**  
Proposed choices for Cocoa Bill markers photo



**Exhibit 4**  
Proposed historic marker location (red square)





**Exhibit 5**

Proposed historic marker location (red square)- viewpoint from Museum entrance sidewalk



**Exhibit 6**

Proposed historic marker location (red square)- overall view of Museum

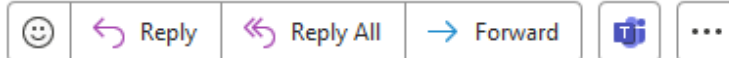


## Re: 12-02-2024 Cultural Services Advisory Board - Agenda Packet



Jair Kessler <jair.kessler@nyu.edu>

To Stephanie Gjessing



Tue 12/3/2024 9:19 AM

Follow up. Completed on Tuesday, December 3, 2024.  
You forwarded this message on 2/21/2025 11:38 AM.

[EXTERNAL: This email was sent from outside of ponce-inlet.org, confirm this is a trusted sender before opening any links or attachments]

Hi Stephanie,

Following yesterday's meeting, could you please send to the Board members, Tara Lamb and Julie Davis my suggestion of an amended text for the Cocoa Bill marker:

I suggest replacing the sentence..... "Tragically on August 28, 1932, at 4:00 am Cocoa Bill was hit and killed by an automobile on South Atlantic Avenue just south of the Daytona Beach limits....." with the following one:

....."Tragically, an automobile of intoxicated teenagers playing chicken with Cocoa Bill on the road, hit and killed him on August 28, 1932 on South Atlantic Avenue just outside the Daytona Beach limits.".....


Thank you for all your hard work and Happy Holidays.

Jair


## Re: 12-02-2024 Cultural Services Advisory Board




elizabeth finch <lfinch@rocketmail.com>

To  Stephanie Gjessing




 Reply

 Reply All

 Forward



Tue 12/3/2024 6:00 PM

 Follow up. Completed on Wednesday, December 4, 2024.  
You replied to this message on 12/4/2024 9:01 AM.

[EXTERNAL: This email was sent from outside of ponce-inlet.org, confirm this is a trusted sender before opening any links or attachments]

Dear Stephanie,

I believe the addition Jair suggested is hearsay. I feel just facts should be on the sign and not open the town up to any problems that hearsay could cause. I am in favor of keeping the verbiage as presented to us at the meeting. It opens up the possibility of people, who are interested, to visit the museum and learn more about Coco Bill. The museum would be the place and time to tell the "stories" of what caused the accident leading to his death.

Thanks,

Liz

Sent from my iPad

## Re: FW: 12-02-2024 Cultural Services Advisory Board



Tara Lamb <tlamb392@gmail.com>

To Stephanie Gjessing



Reply

Reply All

Forward



Tue 12/3/2024 6:05 PM

Follow up. Completed on Wednesday, December 4, 2024.  
You forwarded this message on 12/4/2024 11:18 AM.



[EXTERNAL: This email was sent from outside of ponce-inlet.org, confirm this is a trusted sender before opening any links or attachments]

Good evening,

I am writing in response to the proposed revised text for the Cocoa Bill marker by Jair Kessler. The tale of the intoxicated teenagers playing chicken with Cocoa Bill has been passed down through generations as town folklore, but it is not appropriate to include on an official town sign as there is no factual evidence to support it. The wording on the sign should be based solely on factual information. Town folklore can be shared with museum visitors who are interested in learning more about Cocoa Bill.

Please consider this suggestion when the board convenes for further discussions in the spring.

I have attached Cocoa Bill's death certificate with the factual information concerning his death.

Sincerely,  
Tara Lamb

## Re: 12-02-2024 Cultural Services Advisory Board



DEBBIE KEESE <debbiekeese@att.net>

To Stephanie Gjessing



Reply

Reply All

Forward



Wed 12/4/2024 11:44 AM

Follow up. Completed on Wednesday, December 4, 2024.  
You replied to this message on 12/4/2024 1:29 PM.

[EXTERNAL: This email was sent from outside of ponce-inlet.org, confirm this is a trusted sender before opening any links or attachments]


I agree with Tara.

Debbie


## Re: 12-02-2024 Cultural Services Advisory Board



jdavis219@aol.com

To  Stephanie Gjessing




 Reply

 Reply All

 Forward



Wed 12/4/2024 12:15 PM

 Follow up. Completed on Wednesday, December 4, 2024.  
You replied to this message on 12/4/2024 1:30 PM.

[EXTERNAL: This email was sent from outside of ponce-inlet.org, confirm this is a trusted sender before opening any links or attachments]

Hi Stephanie,

I would absolutely NOT change the wording that Tara Lamb has presented. A lot of thought and research went into the verbiage for the sign for Cocoa Bill. This verbiage is accurate and right off his death certificate. Others speculated what happened when he was hit and killed but there were no witnesses. The wording that Ms. Kessler suggested is totally inappropriate for a town sign.

Julie Davis



**Meeting Date:** March 3, 2025

**Agenda Item:** 6-B

## **Report to the Cultural Services, Historic Preservation, and Tree Advisory Board**

**Topic:** Continued discussion – Proposed budget items for FY 25/26.

**Summary:** The Cultural Services Board originally provided input on budgetary item proposals for fiscal year 2025/26 at its January 6, 2025 meeting. This discussion serves as the Board's final opportunity to provide input on whether to propose these items for next fiscal year.

**Suggested Motion/Action:** Staff requests the Board provide its final input on these proposed ideas and indicate which budget items to recommend to the Town Council for fiscal year 2025/2026.

**Requested by:** Ms. Alex, Cultural Services Manager

**Approved by:** Mr. Disher, Town Manager



## MEMORANDUM

### TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

*The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet residents obtain the greatest value for their tax dollar.*

To: Cultural Services, Historic Preservation, and Tree Advisory Board  
From: Jackie Alex, Cultural Services Manager  
Date: February 20, 2025  
Subject: Continued discussion on proposed budget items for FY 25/26

---

**MEETING DATE:** March 3, 2025

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At the January 6, 2025, Cultural Services Board meeting, the Board provided input on budget proposals from the Cultural Services Department. Below are items researched and listed in order of recommended priority for the upcoming fiscal year. Staff will also assess budgetary items to determine which can be addressed within the current fiscal year. High-priority items will receive immediate consideration, while others may be planned for future funding.

The purpose of this discussion is to serve as the Board's final opportunity to provide input on *whether* to propose these items for next fiscal year, rather than reviewing specific design proposals or cost estimates.

#### **Item #1: Town Playground Assessment**

- A. A recent assessment was conducted of all the Town's playground equipment, and staff is developing a priority list of repairs for this fiscal year and the next.
  - i. Timothy Pollard Memorial Park has the highest degree of deterioration, most notably on the stairs and slide landing of the large playground. For this current fiscal year, the budget for maintenance at this park playground only includes paint. Staff's priority is determining the availability and cost of replacing these items this fiscal year to re-open it to the public. Staff has begun working on an annual playground inspection program with a repair and replacement schedule for all playground facilities.
- B. The Board recommended staff research installing additional fencing at Timothy Pollard Memorial Park.
  - i. Installation of additional fencing around the large playground can enhance safety and define the play area. Staff does not recommend a gate within the existing fence along the shared road of the park, so as to maintain current access and usability of the space.
  - ii. Staff estimates the costs associated with design and installation to be approximately \$10,000, consistent with other fencing within the park.



**Item #2: Exterior improvements to Kay & Ayres Davies Lighthouse Park restroom and storage facilities**

- A. The Board recommended staff research materials, costs, and maintenance options for painting the facilities or installing a brick façade.
- i. Over time, painting requires less frequent upkeep and a lower initial investment, making it a more cost-effective option upfront and with long-term maintenance. As the paint is beginning to fade, staff recommends including painting these facilities in next year's budget proposal and awaiting future discussion on a community art project.
  - ii. Staff estimates the costs associated with painting to be \$8,000, compared to a brick veneer façade with an initial installation cost of approximately \$30,000 and an additional \$5,000 in maintenance every two years.

**Item #3: New additional elements in decorating for the holiday season**

- A. The Board recommended staff research the options of purchasing an artificial tree for the Town's Tree Lighting Ceremony at Pollard Park and hiring an outside consultant to decorate this park and other locations in the Town.
- i. Currently, the town budgets \$5,000 for the Tree Lighting Ceremony, and \$3,000 for holiday decorations throughout Town. Given the recent history of hurricane damage to the two previous live trees used for this ceremony, staff recommends opting for an artificial tree to ensure durability and a reliable holiday display. Originally, a live tree was planted in Pollard Park in 2020 to utilize for the Tree Lighting Ceremony. The live tree sustained damage from hurricanes Ian and Nicole in 2022 and had to be replaced in 2023. This second live tree was then killed by Hurricane Milton 2024 just weeks before the ceremony and was replaced with a 12-foot artificial tree. Most cities across Florida utilize an artificial tree at their Tree Lighting Ceremony, many towering over 20 feet tall.
  - ii. To enhance the current holiday decorations both throughout town and for the Tree Lighting Ceremony, additional elements researched include renting an artificial tree at least 15 feet tall, along with additional lights and decorations throughout town for the season.
  - iii. Staff estimates the costs associated with decorating with the new additional elements using in-house personnel to be \$13,500, including approximately 100 man-hours for setup. This compares to hiring a consultant decorator for approximately \$10,000. The annual cost associated with this item for both in-house and a consultant would vary based on the required replacement of decorations and the consultant's fee that may fluctuate given the economy and demand.
  - iv. Staff recommends this item come back before this Board for recommendation of a subcommittee for feedback on decorating Pollard Park for the Town's Tree Lighting Ceremony.

**Item #4: Resurfacing all athletic courts at Timothy Pollard Memorial Park**

- A. The budget for this current fiscal year includes resurfacing the tennis court; however the cost has turned out to be significantly higher than originally estimated, based on recent quotes. Given other higher priority projects such as the Pollard Park playground, resurfacing the tennis court may be deferred to the next fiscal year. Staff has assessed the condition of all athletic courts within Pollard Park and recommends resurfacing them over a multi-year schedule to distribute costs more effectively.
- i. Below are the estimated costs and staff's proposed schedule:
    - FY 25/26- Tennis courts - \$15,000
    - FY 26/27- Pickleball courts - \$19,000
    - FY 27/28- Basketball courts - \$12,000

**Item #5: Elbers Sunset Park, Wilbur Bay Wetlands, and Historical Museum improvements**

- A. The Board recommended staff research additional signage and native plantings around Elbers Sunset Park, Wilbur Bay Wetlands, and the Ponce Inlet Historical Museum.
- i. Previous discussions have also been centered around planting native plants and additional items to define the Elbers Sunset Park boundaries. Staff has installed decorative perimeter rope on the parking bollards and will be installing signage this fiscal year. Adding native plants to this park as well as the Ponce Inlet Historical Museum would support the Town's goal of positively impacting the ecosystem and promoting the benefits of native plants. As Wilbur Bay Wetlands already has signage, staff does not recommend anything additional, in order to minimize the Town's ecological footprint.
  - ii. Staff estimates the costs associated with planting native plants at Elbers Sunset Park and the Ponce Inlet Historical Museum to be a total of \$5,000.

**Item #6: Kayak staging area at the Jesse Linzy Boat Ramp**

- A. The Board recommended staff research a natural kayak launch and a staging area at the boat ramp.
- i. On the agenda for the February 20<sup>th</sup> Town Council meeting, former Ponce Inlet Mayor and resident Tom Rutledge will present a different proposal on this topic. Staff will provide an update to the Board following that discussion.

Staff requests the Board provide its final input on these proposed ideas and indicate which budget items to recommend to the Town Council for fiscal year 2025/2026.