



CULTURAL SERVICES, HISTORIC PRESERVATION, & TREE ADVISORY BOARD AGENDA

MONDAY

April 7, 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.**
 3. **ADOPTION OF AGENDA.**
 4. **APPROVAL OF THE MINUTES:**
 - A. March 3, 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:** *None.*
 7. **NEW BUSINESS:**
 - A. Discussion – Building a “Rainbow Bridge” within Ponce’s Happy Tails Dog Park.
 8. **PUBLIC PARTICIPATION.**
 9. **BOARD/STAFF DISCUSSION.**
 10. **ADJOURNMENT.**
- Next Meeting: Monday, May 5, 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: April 7, 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 March 3, 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

March 3, 2025

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

2. ROLL CALL & DETERMINATION OF QUORUM: A quorum was established with all members present.

Board members present:

- Ms. LaBarre, Seat 1
- Ms. Keese, Seat 2; Vice-Chair
- Mr. Shaffer, Seat 3
- Ms. Finch, Seat 4; Chair
- Ms. Bell, Seat 5
- Ms. Canny, Alternate Seat 1

Staff members present:

- Ms. Alex, Cultural Services Manager
- Ms. Gjessing, Assistant Deputy Clerk
- Mr. Wargo, Public Works Director

A. Oaths of Office – Ms. Gjessing administered the Oath of Office to Ms. Kimberly Canny.

3. ADOPTION OF AGENDA: Chair Finch asked if there were any changes to the agenda; there were none.

Vice-Chair Keese moved to approve the agenda as presented; seconded by Ms. LaBarre. The motion PASSED by consensus, 5-0.

4. APPROVAL OF MINUTES:

A. January 6, 2025 – Chair Finch asked if there were any changes; there were none.

Ms. Bell moved to approve the January 6, 2025 meeting minutes as presented; seconded by Mr. Shaffer. The motion PASSED by consensus, 5-0.

5. REPORT OF STAFF:

A. Cultural Services Update – Ms. Alex welcomed Ms. Canny to the Cultural Services Board. Ms. Alex informed everyone that at the February 20, 2025 Town Council meeting, the Council requested the Board review a resident’s proposal for a “Rainbow Bridge” to be installed in Town which

47 will be presented at a later meeting. Also, in coordination with Ms. Barbara Davis, the Cultural Services
48 Department released Air Potato beetles in Ponce Preserve; she explained how this release mitigates
49 invasive vines. Ms. Alex stated there is an event or program every week through the month of May.
50 Notable programs include “Ponce Preserves the Planet,” which is the Town’s annual Earth Day event,
51 and the Easter event, which will be on April 19. Chair Finch commended the department on consistently
52 having engaging events.

53
54 **B. Public Works Update** – Mr. Wargo stated the Ponce Preserve boardwalk is anticipated
55 to be open to the public by the end of the next week and provided an update to the Town’s Museum
56 boardwalk restoration. The Timucuan Oaks Garden boardwalk and boat ramp pilings need to be
57 repaired and replaced, and this project is estimated to be put out for bid soon. Mr. Wargo noted repairs
58 to be made at the playgrounds in Timothy Pollard Memorial Park; he is waiting to receive a quote from
59 the manufacturer to determine estimated repair costs. He explained there has been a joint effort between
60 Public Works and Cultural Services to regularly inspect each park. There was a brief discussion
61 regarding the use of park shade sails at the pickleball courts.

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63 **6. OLD BUSINESS:**

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65 **A. Continued discussion – Marker for William “Cocoa Bill” Williams.** – Ms. Alex
66 explained the background of the discussion of the proposed historic marker for William “Cocoa Bill”
67 Williams. She provided an update on the proposed verbiage and estimated cost and requested the
68 Board’s input on a recommendation for the final verbiage and budget consideration. Ms. Bell
69 commented on the tuxedo Mr. Williams was buried in and explained how this impacted the proposed
70 verbiage drafted by Ms. Tara Lamb. There was a brief discussion regarding the grammar of the marker’s
71 verbiage. The final consensus was for the verbiage to read “As a beloved member of Ponce Park, Cocoa
72 Bill was buried in a full tuxedo, donated by one of the citizens.” Chair Finch opened public participation
73 – hearing none, public participation was closed.

74
75 The Board recommended to accept the verbiage as amended and to forward this item to the Town
76 Council for FY 25/26 budget consideration; 5-0, consensus.

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78 **B. Continued discussion – Proposed budget items for FY 25/26.** – Ms. Alex explained
79 how the items being presented have been researched per the Board’s preliminary budget suggestions
80 as discussed during the January 6, 2025 regularly scheduled meeting.

81
82 **1. Item 1 – Town Playground Assessment** – Ms. Alex explained after a recent assessment
83 was conducted of all the Town’s playground equipment, it was determined that several repairs are
84 needed within the current and upcoming fiscal year. Staff has developed a priority list of repairs and
85 researched the Board’s suggestions for additional fencing to be installed at Timothy Pollard Memorial
86 Park. This item is being estimated at approximately \$10,000 for design and installation to be consistent
87 with other fencing within the park; staff does not recommend the installation of a gate at this park. Ms.
88 Alex elaborated on the design of the fence.

89
90 The Board recommended adding additional fencing around the large playground at Timothy Pollard
91 Memorial Park and to forward this recommendation to the Town Council for FY 25/26 budget
92 consideration; 5-0, consensus.

93
94 **2. Item 2 – Exterior improvements to Kay & Ayres Davies Lighthouse Park restroom**
95 **and storage facilities** – Ms. Alex provided a brief history on the previous discussion surrounding

96 exterior improvements for the Kay & Ayres Davies Lighthouse Park restroom and storage facilities.
97 Staff recommends including the exterior painting of the facilities in the next fiscal year budget, and
98 future discussion will be held regarding a community art project. Mr. Shaffer questioned whether there
99 were cracks in the façades that could lead to the higher cost estimate; Mr. Wargo noted the areas of the
100 facilities to be addressed prior to painting. A brief discussion ensued regarding options for exterior
101 improvements, paint colors, and a potential mural. The Board discussed painting the facilities blue and
102 addressing murals later.

103
104 The Board recommended the facilities be painted and to forward this recommendation to the Town
105 Council for FY 25/26 budget consideration; 5-0, consensus.
106

107 **3. Item 3 – New additional elements in decorating for the holiday season** – Previous
108 discussions surrounding this item resulted in staff research on hiring an outside consultant to decorate
109 the Town for the holidays. A brief discussion followed regarding the areas to be decorated, using an
110 artificial tree versus a real tree, decorations impacted by poor weather conditions, and more. The
111 approximate cost to hire a consultant decorator is \$10,000; this was compared to the estimated in-house
112 cost of \$13,500. Mr. Wargo provided further information on the decision to review an outside
113 consultant’s services. The Board requested clarification on who would provide the decorations and
114 where they would be stored; Mr. Wargo stated the consultant would provide and store the decorations
115 to be used.

116
117 The Board recommended hiring a consultant decorator for the holiday season and to forward this
118 recommendation to the Town Council for FY 25/26 budget consideration; 5-0, consensus.
119

120 **4. Item 4 – Resurfacing all athletic courts at Timothy Pollard Memorial Park** – Ms.
121 Alex informed the Board that while reviewing the costs associated with resurfacing all athletic courts,
122 the costs have proven to be significantly higher than expected. Staff therefore proposes to resurface the
123 courts over a multi-year schedule according to priority. The only court to be considered for FY 25/26
124 would be the tennis courts. A brief discussion ensued regarding deterioration which was observed at
125 the tennis courts; Ms. Alex clarified the Town would not delay repairs regarding safety.

126
127 The Board recommended resurfacing the athletic courts over a multi-year schedule and to forward the
128 resurfacing of the tennis courts to the Town Council for FY 25/26 budget consideration; 5-0, consensus.
129

130 **5. Item 5 – Elbers Sunset Park, Wilbur Bay Wetlands, and Historical Museum**
131 **improvements** – Ms. Alex explained the Board previously asked staff to research additional signage
132 and native plantings around Elbers Sunset Park, Wilbur Bay Wetlands, and the Ponce Inlet Historical
133 Museum. She provided information on the improvements already made and the Town’s goal of
134 positively impacting the ecosystem; she stated staff does not recommend additional work be completed
135 at Wilbur Bay Wetlands, to minimize the Town’s ecological footprint in this area. Chair Finch asked if
136 the plantings could be completed a little at a time versus completing them all at once. The Board
137 continued to discuss the signage around Town and the plantings around the Historical Museum.

138
139 The Board recommended this item NOT be forwarded to the Town Council for FY 25/26 budget
140 consideration; 5-0, consensus
141

142 **6. Item 6 – Kayak staging area at the Jesse Linzy Boat Ramp** – Ms. Alex informed the
143 Board that at the regularly scheduled Town Council meeting on February 20, 2025, Mr. Tom Rutledge

144 presented the Council with an idea regarding a kayak staging area at the Jesse Linzy Boat Ramp. A
145 brief discussion ensued related to Mr. Rutledge's presentation. As this Board has reviewed this item
146 before, the Council requested staff to present the Board's findings alongside Mr. Rutledge's proposal
147 at a later meeting. Ms. Alex clarified no consensus was needed as this item was purely informational.
148 The Board discussed the newly enacted parking fees enforced by Volusia County as well as what they
149 had previously discussed regarding this item.

150

151 **7. NEW BUSINESS:** *None.*

152

153 **8. PUBLIC PARTICIPATION:** There was no public participation.

154

155 **9. BOARD/STAFF DISCUSSION:** Chair Finch proposed the idea of changing the Cultural
156 Services Board meeting start time from 5:30 p.m. to 10:00 a.m.

157

158 *The Board recommended staff review the procedure regarding modifications to the Cultural Services*
159 *Board by-laws for the meeting start time; 5-0, consensus*

160

161 **10. ADJOURNMENT:** The meeting was adjourned at 6:27 p.m.

162

163 Prepared and submitted by:

164

165 *Draft*

166 Stephanie Gjessing, Assistant Deputy Clerk

167

168 Attachment(s): None.



Meeting Date: April 7, 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: April 7, 2025

Agenda Item: 7-A

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

Topic: Discussion – Building a “Rainbow Bridge” within Ponce’s Happy Tails Dog Park.

Summary: At the February 20, 2025 Town Council meeting, a resident proposed the installation of a “Rainbow Bridge” and accompanying sign posted with a Rainbow Bridge poem within Ponce’s Happy Tails Dog Park. 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 installation of a Rainbow Bridge within Ponce’s Happy Tails Dog Park, including regulations for memorial items.

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: March 19, 2025
 Subject: Discussion - Building a "Rainbow Bridge" within Ponce's Happy Tails Dog Park

MEETING DATE: April 7, 2025

At the February 20, 2025, Town Council meeting, resident Debbie Darino proposed the installation of a "Rainbow Bridge" and a sign posted with an accompanying Rainbow Bridge poem within Ponce's Happy Tails Dog Park. Rainbow Bridges are structures that have been installed in other public spaces around the country to serve as a memorial for beloved pets that have passed. These structures provide a dedicated space for pet owners to memorialize their pets by hanging collars and leashes as a tribute. **Exhibits 1 and 2** are pictures of a Rainbow Bridge and a sign with the poem located on a trail system in Lake Lure, North Carolina.

The proposed bridge is estimated to be eight feet in length by four feet in width with water-resistant wood treated to ensure durability and minimal maintenance. **Exhibit 3** is Ms. Darino's proposed location within the dog park. In Staff's assessment, this placement will not interfere with the regular activities of people and dogs visiting the park. Ms. Darino has secured a donation from a local construction company to cover the full cost of building the bridge. Ponce Inlet Public Works would be responsible for periodic inspections and upkeep, with an anticipated budget of \$250 for the first year. Future maintenance costs will be adjusted accordingly based on the design and materials used.

For the installation of this bridge to be considered, staff recommends rules for the bridge, which would be posted at the park. The rules would state that only leashes and collars may be hung, whereas no stuffed animals or other personal items would be permitted. Items must be securely attached to prevent littering. The Town reserves the right to remove damaged or deteriorating items at any time. Staff recommends that memorial items be hung on a separate board placed higher on a fence to prevent choking hazards, as this is within an active dog park.

Staff requests the Board provide its recommendation to Town Council on the installation of a Rainbow Bridge within Ponce's Happy Tails Dog Park, including regulations for memorial items.

Exhibits

1. Pictures of Lake Lure Rainbow Bridge with pawprints
2. Proposed sign: Rainbow Bridge poem
3. Proposed location of Rainbow Bridge within Ponce's Happy Tails Dog Park

Exhibit 1

Pictures of Lake Lure Rainbow Bridge, North Carolina

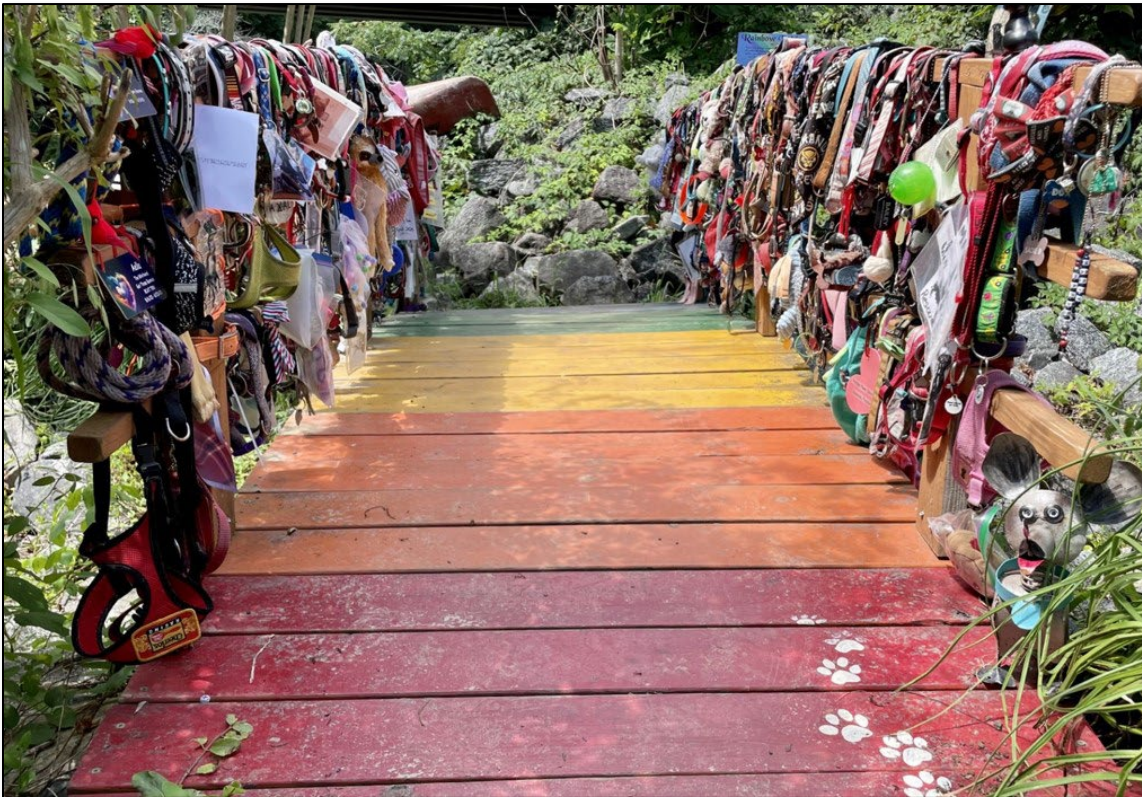


Exhibit 2

Proposed sign: Rainbow Bridge poem



Exhibit 3

Proposed location of Rainbow Bridge within Ponce's Happy Tails Dog Park

