ADOPTED

MARION OAKS MSTU ADVISORY BOARD
FOR RECREATION SERVICES AND FACILITIES
Tuesday, June 11, 2019

ROLL CALL:
Board Members
Alice Mitchell-Chairperson
Carole LaMotte
Douglas Kerr
Kathleen Martin – Vice Chairperson
Bobby Whipple

Marion County Marion Oaks MSTU Representatives – All Present
MSTU/Assessments Director, Shawn A. Hubbuck
Marion Oaks Community Center Manager: David Pierce
Marion Oaks Recreation Coordinator: Kari Coates
Staff Assistant III: Marlene Maldonado

General Public: See Sign In-Sheet

Chairperson Alice Mitchell called the meeting to order at 9:32 AM.
Chairperson Alice Mitchell requested everyone rise for the Pledge of Allegiance.

VOTE ON ACCEPTANCE OF MINUTES:
Chairperson Alice Mitchell presented the May 14, 2019 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 COORDINATOR REPORT
Kari Coates reported the following:

- **Summer Play**
  It’s been a great Summer so far. Youth have been busy with activities and have even painted some new ceiling tiles.

- **McDonalds**
  We have teamed up with our local McDonalds on CR 484 to offer a “McDonald Day” with games, gift cards and happy meals for just $4.00.

- **Dominos**
  Dominos will be holding a Domino’s Community Night where our staff will be behind the counter and serving the community. As soon as the date is available we will advise the public and our board members.

- **June 14th Flag Day Ceremony**
  We invite everyone to attend this event as we honor our flag.

- **July 17th – Talent Show**
  All residents are invited to perform their talent on stage at the Auditorium. We have also invited all the groups and organizations to participate as this would be a great way to promote their organizations. This talent show is for all ages.
Over the next few months we will continue with family and youth activities while school is out for the Summer. We will be offering our Go Fishing Day, Ice Cream Float Day, Go Skate Day, and Hot Dog Day. We have also started promoting our larger events – two community yard sales, BOOtastic, Holiday Extravaganza, Hispanic Heritage Dance, Thanksgiving and Christmas Luncheons.

COMMUNITY CENTER MANAGER REPORT

STAFFING: David Pierce reported that Nicholas Torino has been selected to fill our vacant full-time Recreation II position. Human Resources has completed his background screening. Nicholas is a high school soccer coach, karate instructor, and certified personal trainer. His start date is Monday, June 17, 2019.

PROJECTS:
Splash Pad Update
The splash pad construction is a couple of weeks behind the projected completion date due to weather, and waiting on equipment. The concrete is being poured this morning and we are hopeful for opening the last weekend in June. The Project Coordinator, Pete Hodges is pushing the contractor to move along as fast as possible. We also plan to keep the Splash Pad open on the 4th of July even though our buildings are closed for that holiday.

MAINTENANCE: Now that the rainy season is here, staff has started mowing on an every five day schedule. ASI completed our annual fire extinguisher and certification for the Annex Building on May 17th, and the cost was $320.00. On May 22nd, Bellevue Heating and Air repaired one of our annex air conditioning units. The blower motor had to be replaced at a cost of $803.87. On June 3rd, The Sheriff Department’s air conditioning stopped working. Staff was able to replace the fan motor starter. The cost for the part was $265.76 from Trane Supply.

INCIDENTS: Since youth have been out of school we have had a few minor issues (paper towel dispensers, garbage cans, graffiti).

Recently a male resident has made contact looking to have his trespass rescinded that was issued back in April 2010. His request was denied due to the nature of why he was trespassed. I gave him the option to attend any future advisory board meetings if he wanted to challenge my decision. At this time he has declined.

OTHER: Staff has been handling most of the rental cleanings for the last three months. The cleaning company we had under contract – 2-H has been very inconsistent and it was determined that the Staff would do a better job. We have had a savings of $1,974 up to this point.

MISCELLANEOUS: As the Board is aware of, we recently had our basketball and tennis courts resurfaced. Since then, the rain has caused a hazing on our basketball courts. Rich McLean, Project Specialist has already been in touch with the contractor and they will be out in a couple of weeks to redo the basketball courts. They will be stripping the clear coat off and re-painting the courts.
The Civic Association has invited the Marion County Emergency Response Team to their meeting to talk about Hurricane preparedness. This is a great opportunity for residents to learn about preparing for the upcoming hurricane season.

OLD BUSINESS: None

NEW BUSINESS


   Board Member, Douglas Kerr suggested increasing the Sheriff Department and Library leases to $6.50 a square foot, pointing out that even at this rate we still have a loss, but not as drastic as it is now. David Pierce gave some background information regarding the lease agreements with the Sheriff's Office and the Library. The leases have been in effect since 2004 - fifteen years, and the lease agreements have never been changed. Douglas Kerr was concerned about any lease agreement going more than 2 years.

   The Sheriff's Department pays $3,600 per year to utilize 1,068 square feet. That equates to $3.37 a square foot, which includes the electric and the maintenance that's done inside that building.

   The library pays $5,460 per year to utilize 1,516 square feet. That equates to $3.60 per square foot which includes the electric, the maintenance, and the custodial work. Once a week the custodian goes in and takes care of the floors.

   There is a substantial amount of money being lost on both of these agreements. Each one of these offices have their own dedicated Air conditioning Unit and we've already replaced the Unit in the library in 2010, and that cost alone was $14,210. Also, in February of 2016 our Board approved to put new tile and new carpeting in the library. That cost was $8,172. The totals for these two improvements/repairs are over $22,000 and that does not include electricity being used for the computers and changing ballasts at least three times a year at a cost of $100 each.

   The same goes for the Sheriff's Department. They have 24 hour access to our building and come and go all night, and utilize our facilities.

After meeting with Shawn Hubbuck, Director – MSTU we determined the average square footage cost for this area is between $10 and $15 a square foot.

The lease agreement that we currently hold with Senior Services places a value of $12.50 a square foot indicating that even Senior Services values it much higher than our current rate. David Pierce suggested we go up to $6 a square foot even though we would be losing money at $6 a square foot and Board Member Douglas Kerr recommended $6.50 a square foot and re-iterated that we are still losing a lot of money, but we have to take into consideration that we need the Sheriff's Office and the Library.
David Pierce suggested leases be reviewed at least every three years and Douglas Kerr recommended we change it to every two years. David Pierce concurred with the recommendation of two years to review, since the electric used by the library and Sheriff’s Department, consecutively is $1,932 per year and $1,500 per year. We are operating at a negative of between $5-6,000 per year, not taking maintenance into account. Both of these departments have a stronger budget than we have and we’re not in a position to lose money. Discussion ensued.

Douglas Kerr reiterated his recommendation to The Board to raise the lease to $6.50 per square foot with a two year lease and asked that the Board vote on it. Discussion ensued. The question was raised whether or not The Deed Restriction/Civic Association was aware we were discussing their lease, to which Shawn Hubbuck-Director, MSTU responded saying he has had formal discussions with Richard Dennison, President of the Civic Association regarding liability insurance requirements and Mr. Dennison is aware that we are having this discussion. Discussion ensued regarding Bingo and David Pierce informed The Board that Bingo is a separate organization run by the Civic Association, and they pay a $500 per year organization fee.

At the bottom of the page that was given to The Board, there are details on what the Deed Restrictions pays. They utilize a 170 square foot office, and their annual estimated electric is $180 per year. It is hard to estimate Senior Services’ use of electricity, but they are currently using 590 square feet and they use the building Monday thru Friday until 2:00 pm.

Douglas Kerr recommended to the Board Members that we not change the lease agreement on these two organizations, since they provide a service to the community. David Pierce concurred and advised The Board that Marion County Senior Services feeds up to 30 people per day and Deed Restrictions does quite a bit for the Community as well. Discussion ensued.

Board Members Carole LaMotte and Kathleen Martin were reminded that they would have to abstain from any voting on the Library as they are members of the organization, “Friends of the Library”, but can comment if they wish. Discussion ensued with Kathleen Martin commenting that the Marion Oaks Library is always in danger of closing down, and Carole LaMotte stating that the Library budget is very tight in general, and that doubling the rental fee would be prohibitive for them. David Pierce shared some more history with the Board stating that both the library and sheriffs department were not designed to be here permanently; it was to have been a temporary situation for them. The first priority The Board has is to the residents that are paying into the assessments and we cannot continue to justify these leases. A good example is the Sheriff’s Office will be needing a new air conditioning unit soon, the Unit is 15 years old and the average lifespan of a commercial unit is between 15 and 20 years. When it comes time to replace the unit we will be spending another $12,000 for a unit that is solely used by the Sheriff’s Department.

The amount of rentals that we can utilize out of the library and the sheriff’s offices would more than triple what we’re taking in for our proposed rent, as these areas are big enough for parties, etc. If you want to compare it to our bldg. A, we generate between $28,000 – $35,000 a year alone just for building A. If you cut that space in half, comparing it to the Sheriffs and Library spaces, we could generate between $10-15,000 a year in rentals.
Alice Mitchel inquired if there was any possibility of them sharing in any improvements that need to be made, or in the maintenance? David Pierce suggested a better solution would be to put in the lease that there would be no upgrades made in the future and anything they would want to be upgraded would have to be on them. David pointed out that five years ago we had more cash reserves than we do right now and the Board made a good decision making these upgrades, but going forward we can no longer make any improvements. This doesn’t include small upgrades such as painting, but for example if in five years they wanted to change the tile and carpeting again, that’s something they would have to bring to the Board and if approved they would have to incur the costs for improvement.

**Sheriff’s Department Lease Agreement**
A motion was made by Douglas Kerr to increase the square footage rental to the Sheriff’s Department to $6.50 per square foot, and seconded by Alice Mitchell. Approved by all.

**Library Lease Agreement**
A motion was made by Douglas Kerr to increase the square footage rental to the Library to $6.50 per square foot, and seconded by Alice Mitchell. Approved by all with Carole LaMotte and Kathleen Martin abstaining from voting due to conflict of interest.

**Marion Oaks Civic Association Deed Restrictions**
Alice Mitchel asked the Board if they are still in favor of charging “0” rent to the Civic Association, to which Board Member Bobby Whipple asked if rather than charging them, can they contribute to something else, for example the sand in the playground, etc. Discussion ensued.

Shawn Hubbuck, informed the Board that there is a terminology “in like kind services”, so that instead of paying a rent they could actually do some in kind service, for example maintaining the flower beds around the main building, etc. It should be something that would be of benefit to the community and could be written into their lease. Alice Mitchell likes the idea, but is not sure this would be an option since most of the members of these organizations are elderly.

David Pierce commented that the two entities, the Civic Association and Senior Services already provide in-kind like services to the community and warrants any rent be waived. He also believes that the lease for the Civic Association should be reviewed every year. Discussion ensued regarding Deltona Corp and Deed Restrictions.

**Marion Oaks Civic Association/Deed Restrictions, Marion County Senior Services Lease Agreements**
A motion was made by Douglas Kerr to allow rental fees be waived for the Marion Oaks Civic Association/Deed Restrictions and the Marion County Senior Services for one year with the lease to be reviewed every year, seconded by Bobby Whipple all approved.

Shawn Hubbuck reiterated for the record the following: The Civic Association and Senior Services will have a rental agreement for one year with a waiver on rental fees. As far as the Library and Sheriff’s Department; for the record they are being charged a discounted rate and not at the full market value because they do provide a service.
2. Designate parking space for Veteran/Combat wounded
David Pierce reported that prior to last month's advisory board meeting he had a gentleman approach him about wanting a designated parking area for wounded warriors or veterans in general, stating that some public buildings have these designated spots. A few samples of signs have been placed in board members file folders. The samples were reviewed by the Board. David recommended a spot right next to the deed restriction spot, and another right next to the handicapped parking closer to the library at the community center. Discussion ensued. Resident Douglas Rebillot commented that the School Board replaces handicapped spots and convert it to a Purple Heart recipient spot. More discussion ensued.

A motion was made by Douglas Kerr to put one sign at this building and one sign for the community center for disabled veterans, seconded by Kathleen Martin all approved.

Shawn Hubbuck reported that a wounded warrior sign is out in front of the County Administrative offices and that that sign may have been donated by MOJO's Restaurant. Douglas Rebillot noted that all of the signs at the schools have been sponsored. Individuals or organizations can sponsor them. More discussion ensued regarding the signs.

Alice Mitchell made the motion to use the sign - reserve combat wounded, motion seconded by Bobby Whipple. Carol LaMotte was opposed to the motion and voiced that she would like to consider using the sign for just Veterans and it shouldn't matter if they were wounded in combat or not. Discussion ensued. Carol LaMotte rescinded her opposition, all approved.

Alice Mitchell reminded everyone that we will not be meeting in July.

PUBLIC COMMENT: none

NEXT ADVISORY BOARD MEETING
Our next meeting is scheduled for August 13, 2019 at 9:30 a.m.

Alice Mitchell asked the Board for a motion to adjourn, motion was made by Douglas Kerr and seconded by Carole LaMotte. Approved by all.

Meeting was adjourned at 10:30 AM.
Minutes Submitted by Marlene Maldonado

[Signature]
Chairperson Alice Mitchell