



## **MINUTES**

**FORT MYERS BEACH TOWN COUNCIL  
TOWN HALL – COUNCIL CHAMBERS  
2523 ESTERO BOULEVARD  
FORT MYERS BEACH, FLORIDA 33931**

### **JOINT WORKSESSION TOWN COUNCIL / BAY OAKS RECREATIONAL CAMPUS ADVISORY BOARD**

**Monday February 16, 2011**

**9:00 AM**

**I. CALL TO ORDER**

Mayor Kiker called the meeting to order at 9:02 a.m. Present with Mayor Kiker, Vice Mayor Raymond, Council members List, Mandel and Babcock, Town Manager Terry Stewart and Town Clerk Michelle Mayher. Members of BORCAB present Becky Bodnar, Rick Loughrey, Myra Miller, Tom Mizwa, Betty Simpson, Rose Spole, with member Tom Myers absent.

**II. PLEDGE OF ALLEGIANCE**

All stood to recite the Pledge of Allegiance

Betty Simpson began the meeting by thanking Council for the opportunity to discuss their concerns and noted one of the first items the committee addressed was the development of a logo. BORCAB is also working on their policies and procedures manual.

**III. IMPLEMENTATION OF BORCAB RECOMMENDATIONS**

Rick Loughrey advised Council that they had been working on their procedures manual for quite some time and had released Chapter One to Cathie Lewis 3 months ago. Mr. Loughrey specifically addressed dress code issues, indicating they would like this to be dealt with as soon as possible and to have the manual approved chapter by chapter. Mr. Loughrey indicated the importance of creating an operations manual,

noting they were into a year and a half and there was still no operations manual, so there was no training for the employees. He continued to stress the need for the drafts to be approved as soon as they were submitted or approve the county manual immediately so while the new manual was being written there would be guidelines.

Mr. Loughrey addressed the issue of the signs and banners that were approved by Council in the past, but they were still without a visual identification that the town actually owns Bay Oaks. The delay in purchasing the van was then brought up, followed by the lack of service to the teen program, the lights on the field not being shut off at night, a dress code for the employees, and lack of advertising/marketing,

Town Manager Stewart stated that this was the first time that he had heard about any of these issues, and had not been contacted by anyone on the committee regarding these issues. This was the first that he heard that the advisory board was working on a policies and procedures manual for Town employees, stating that is a matter for staff, not an advisory board. Mr. Stewart voiced his concern that the issues raised should have come to him or his staff not to Council, indicating it was a total shock to him.

Public Works Director Cathie Lewis and Nicole Olsen, Recreation Director joined the meeting.

Mayor Kiker advised the committee of the policies and procedures manual already developed by the Council. Councilmember List reminded all of the correct order or process in dealing with issues, making sure it was taken to Mr. Stewart not directly to a staff member.

Mr. Stewart advised Council that the banners for Bay Oaks were in the purchasing stage, that there had been a delay with the county regarding the right of way and where the poles could be placed. The van also was in the purchasing stage.

Discussion continued concerning the proper avenues for information to be communicated between staff, the committee and Council.

Council Member Mandel indicated this year was certainly a learning experience and asked to hear the rest of the committee's hot topics so he could categorize the operational issues.

Mayor Kiker addressed the committee making sure that they worked through the staff; Mr. Stewart provided the committee with the Council's policies and procedures.

Becky Bodnar questioned the difference between the policies and procedures

for the committee itself and for the operation of Bay Oaks; Mayor Kiker advised they should not be working on one for the operation of Bay Oaks as that was a function of staff.

Council Member Babcock advised the committee's own policies and procedures manual did not need Council approval, only legal review.

Town Manager Stewart indicated he would be happy to work with the committee regarding an operational policies and procedures manual however it would need to come through his office first.

Rick Loughrey indicated he had looked into covered bleachers as well as a way to address foul balls with nets on the ball field. Estimates for covered bleachers ranged from \$16,000 to \$28,150 and for foul ball nets alone without the needed poles came to \$6,000.

Vice Mayor Raymond stated it was a great wish list however next year the money situation would be worse, so all items needed to be prioritized and run through the town manager.

Tom Mizwa addressed attention to the disrepair of the shade canopy by the main pool, wire repair for the PA system, and repair or replacement of the handicap chair lift.

Cathie Lewis indicated that the handicap chair was not something that was required, however, the town was working on the problem and getting prices and solutions for the problem adding there was money in the budget for the chair.

Mr. Mizwa discussed the need for marketing, promotion and an action plan which would generate revenue for Bay Oaks. Council Member Babcock suggested the board look to some of the other committees, such as MRTF for the development and distribution of pamphlets and possibly working along with the other committees in distribution and education.

Becky Bodnar spoke regarding staffing for the senior program, B.O.S.S. with 174 members, providing Council with the January patron counts for all activities. Ms. Bodnar then suggested the need for a gym divider at \$15,000 to allow more than one activity at a time, and addressed the need for part time and full time directors.

Myra Miller addressed needs in the kitchen and asked what the community wanted Bay Oaks to be.

Council Member Mandel indicated the need for 3 things. For the board to work with the Town Manager and staff regarding operation, the need for a marketing plan and possibly a major fundraising event.

Mayor Kiker felt there were issues that needed to be dealt with within the budget as opposed to charity events. Mr. Stewart reminded everyone of the budget constraints and a previous decision that had been made to attempt to run the program with part time personnel.

Ms. Miller asked if Council wanted the board to work toward a 5 year plan and a long term vision for Bay Oaks; Mayor Kiker agreed with that process.

Tom Mizwa stated that they were already in the process of creating a Fundraising Organization for Bay Oaks.

Rae Sprole spoke regarding the teen programs, one of which would be a skate park, however there were issues regarding insurance. Ms. Sprole discussed the fitness room, the need for more space and additional equipment.

Mr. Mizwa asked what kind of facility Bay Oaks wanted to be, expressed a need for that information before a marketing plan could be put together. Conversation continued regarding the real identity of Bay Oaks.

***Meeting Adjourned at 10:55 a.m.***

Adopted \_\_\_\_\_ With/Without changes. Motion by \_\_\_\_\_

Vote: \_\_\_\_\_

\_\_\_\_\_  
Michelle D. Mayher, Town Clerk

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