

1. Discussion Objective:

Work Session Date: April 22, 2013

To discuss various topics with the members of the Cultural and Environmental Learning Center Advisory Board (CELCAB)

2. Submitter of Information:

☐ Council
☒ Town Staff - Parks and Recreation Director
☐ Town Attorney

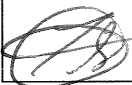
3. Estimated Time for this item:

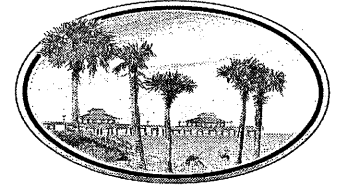
2 hours

5. Background: During the March 28, 2013 monthly meeting, a motion was unanimously supported by the Board for Chairperson Barbara Hill to request a meeting with Town Council on a variety of subjects. Those subjects were presented to Town Clerk Michelle Mayher on April 18 and include:

- Duties and responsibilities of CELCAB as an advisory board to Council
- Communication between Council, staff and CELCAB
- Project Updates
- 216 Connecticut Street
- VIVA 500 educational conference –planning and funding
- Grants
- Professional ongoing archeological services-their role and future funding
- Long range planning for Mound House and Seven Seas
- Possible merger of “Friends of the Mound House” with Town

A memorandum and a series of background documents have been compiled for Town Council review.

Town Manager	Town Attorney	Finance Director	Public Works Director	Community Development Director	Parks & Recreation Director	Town Clerk
					Patti Evans 4.18.2013	



Town of Fort Myers Beach

Memorandum

To: Mayor and Town Council
Thru: Terry Stewart, Town Manager
From: Patti Evans, Director Parks and Recreation
Date: April 18, 2013
Re: Council/CELCAB Joint Meeting

In preparation for the Town Council's upcoming joint meeting with CELCAB, I have prepared a series of background informational pages for your use. Where I have been able to identify written documents, they are included. Additionally, I have spoken with my fellow department heads to provide additional timely material herein.

CELCAB Duties: CELCAB began questioning their duties during their November 17, 2011 Board meeting as related to the re-organization of the Cultural Resources Department. Ordinance 98-9 (attachments 1-3) establishes the functions, powers, and duties of the Advisory Board. However, the functions of the Board did change following the subsequent merger of Cultural Resources into the Parks and Recreation Department in 2011. Their duties became less "administrative" in nature. However, the Ordinance was not amended to reflect Board duties as related to the newly established Parks and Recreation Department Head administrative responsibilities.

Communication: Prior to each monthly meeting, the staff liaison and the Parks and Recreation Director work with the Chair to develop an agenda. The Board member packet includes: previous meeting draft minutes; verbal Council Member report; verbal Staff Liaison report; verbal Parks and Recreation Director Report; an occasional verbal "special report" from another staff member or guest; written monthly financial report including donations, revenues, expenditures and year to date figures; written Cultural Resources Manager Report; written Town Council's Mound House CIP Update; and, any and all necessary back-up documents for Old and New Business agenda items. Additionally, staff has offered to conduct on-site training (regarding the size and placement of signage at the Mound House) and a Board Orientation (already conducted with BORCAB). The signage overview was refused. There was expressed interest in the orientation. However, this program has not been discussed further. There is a tremendous amount of communication and interaction with the CELCAB members who serve as Mound House volunteers on a weekly basis.

Projects Update: As noted above, the Council Mound House CIP Update is shared monthly with the Board. When the Board has requested specific information related to construction, I have deferred to the appropriate department head for information. Public Works Director Cathie Lewis has attended

several meetings over the past year to provide up-to-date construction details. On several occasions Town Manager Terry Stewart has made a presentation and taken questions from the Board.

216 Connecticut Street: Community Development Director Walter Fluegel invites CELCAB to consider identifying the types of improvements that the Board would like to see on the lot and presenting that information to him. In turn, he will have his staff compare the request to current zoning regulations. He anticipates landscape improvements to be a viable option.

VIVA 500: Internally, our department has been working together to identify current and future programming that meets the VIVA 500 criteria: "to highlight the 500 years of historic people, places and events in present-day Florida since the arrival of Juan Ponce de Leon in 1513". Cultural Resources staff has already developed several programs and have placed them on the statewide VIVA 500 website. Our Town has been given permission to use the VIVA 500 logo as well. Conducting an educational conference is a relatively new assignment from the Mayor and Council that is supported by the Town Manager and staff. While funding is not available in the current budget, we anticipate funding approval in the 2013-2014 Budget. Additionally, it would be staff's responsibility to identify and apply for other potential funding sources such as grants, scholarships and donations. Finally, staff believes we have substantial contacts within the Florida and Southeastern Archeological, Educational and Historical Professions that could greatly aid us in the conference planning endeavor.

Grant Procurement and Management: Is the responsibility of the Parks and Recreation Director. At this time, we are actively managing those grants already in place. We have not sought additional grant funding except that of TDC since early 2012. The Director could be aided by a contractual professional grant writer pending a funding structure.

Archeological Professional Services: On February 11, 2013 I was provided the Draft Outline of Services for our Ongoing Archeological Services from Southeastern Archeological Research, Inc. (attachments 4-7). The major focal points of the draft were presented to CELCAB on February 28th as part of the Cultural Resources Manager's Monthly Report (attachments 8-10). CELCAB members were invited to view the entire document in the Mound House Office. I just received the complete cost estimates from SEARCH, Inc. on April 17, 2013. It will be my responsibility to bring our Priorities List, the expenses and the available funding into a workable service provision agreement. Any additional work added, would have an additional fee attached.

Long Range Planning for Mound House and Seven Seas: Is the responsibility of the Parks and Recreation Director. CELCAB Policies and Procedures establish such responsibility to this Board as well.

"Friends" Partnership: During the September, October and November 2011 Regular Monthly CELCAB meetings (attachments 11-19) the Mound House Membership Program and the possibility of "dual" membership or "merger" between Friends and the Mound House were discussed. The Friends have been instrumental in financially supporting the Mound House. Their special event planning and fundraising capabilities have played a key role to continued community support and necessary volunteer recruitment. Independence as a non-profit entity is important for fundraising purposes. A Mound House Membership Program will be important to the sustainability of the Mound House over the years. How these two memberships complement one another or how they might merge into one, is being questioned. A membership and benefits study was conducted by Mound House staff in 2011. This research (attachments 20-23) was presented to CELCAB for discussion purposes. Completion of this work was postponed until such a time as we were nearer construction completion.

In closing, I trust this information will be beneficial in preparation for this meeting. My staff and I remain available to provide any additional documents of which you feel necessary.

ORDINANCE No. 98- 9

AN ORDINANCE ESTABLISHING THE FORT MYERS BEACH CULTURAL AND ENVIRONMENTAL LEARNING CENTER ADVISORY BOARD, PROVIDING AUTHORITY; BOARD ESTABLISHED; COMPOSITION AND APPOINTMENT; QUALIFICATIONS OF MEMBERS; PURPOSE AND SCOPE; MEMBER'S TERM AND VACANCIES; FORFEITURE OF OFFICE; COMPENSATION OF MEMBERS; ELECTION OF OFFICERS; DUTIES OF OFFICERS; CLERK; RULE AND PROCEDURES; EMPLOYMENT OF STAFF AND EXPERTS; REIMBURSED EXPENSES; SUPERVISION OF STAFF; FUNCTIONS, POWERS AND DUTIES; COOPERATION WITH CELCAB; SEVERABILITY AND EFFECTIVE DATE.

IT IS HEREBY ORDAINED BY THE TOWN OF FORT MYERS BEACH AS FOLLOWS:

SECTION 1. Authority. This Ordinance is enacted pursuant to the provisions of Chapter 95-494, Laws of Florida, Chapter 166, Florida Statutes, and other applicable provisions of law.

SECTION 2. Agency Established. A town agency to be known as the Town of Fort Myers Beach "Cultural and Environmental Learning Center Advisory Board" is hereby established.

SECTION 3. Composition and appointment. The CELCAB shall consist of twelve (12) members appointed by the Town Council.

SECTION 4. Qualifications of members. No members of the CELCAB shall be salaried officials of the town.

SECTION 5. Purpose and scope. The broad objectives of CELCAB are to further the welfare of the citizens of the town by helping to manage and promote the cultural, historical and environmental learning center located on the Mound House property.

SECTION 6. Member's term and vacancies. The term of office of a member of the CELCAB shall be one year or until a successor has been appointed and has qualified. Appointments shall be made annually at the first meeting of the council in January. Vacancies in the CELCAB shall, within thirty days, be filled by the council for the remainder of the term created by such vacancy.

SECTION 7. Forfeiture of office. A CELCAB member shall forfeit office if the member:

- a. Lacks at any time during the term of office any qualification for the office prescribed by town ordinance or state law;
- b. Violates any standard of conduct or code of ethics established by law for public officials; or

c. Is absent from three (3) consecutive regular CELCAB meetings without being excused by the CELCAB.

SECTION 8. Compensation of members. The members of the CELCAB shall serve without compensation.

SECTION 9. Election of officers. The CELCAB shall each year at the first meeting of the newly appointed members elect one of its members as Presiding Officer and elect an alternate.

SECTION 10. Duties of officers. It shall be the duty of the Presiding Officer to preside over all meetings of the CELCAB. In the absence of the Presiding Officer, the alternate may preside.

SECTION 11. Clerk. The town manager or a designee shall be the clerk of the CELCAB. It shall be the duty of the clerk to keep a record of all proceedings of the CELCAB, transmit its recommendations when directed by the Presiding Officer, maintain an updated complete file of all its proceedings in the town hall, and perform such other duties as are usually performed by the clerk of a deliberative body.

SECTION 12. Rule and procedures. The CELCAB shall meet at least quarterly or more frequently at regular intervals to be determined by it, and at such other times as the Presiding Officer or it may determine. It shall adopt rules for the transaction of its business. The rules may be amended from time to time, but only upon notice to all members that said proposed amendments shall be acted upon at a specified meeting. A majority vote of the CELCAB shall be required for the approval of the proposed amendment. It shall keep a properly indexed record of its resolutions, transactions, findings and determinations, which record shall be a public record. All meetings of the CELCAB shall be public meetings.

SECTION 13. Employment of staff and experts. The CELCAB may, subject to the approval of the town council and within the financial limitations set by appropriations made or other funds available, recommend the town manager employ such experts, consultants, technicians and staff as may be deemed necessary to carry out the functions of the CELCAB.

SECTION 14. Reimbursed expenses. CELCAB members may be reimbursed for expenses as are necessary to conduct the work of the agency from funds appropriated by the town council.

SECTION 15. Supervision of staff. Staff personnel of the CELCAB shall be under the day-to-day supervision of the town manager.

SECTION 16. Functions, powers and duties. The functions, powers and duties of the CELCAB shall be, in general to advise the Town Council:

- a. In the management, operation, and maintenance of the Mound House property in an efficient and satisfactory manner.

- b. Submit to Town Council a proposed operating budget and a proposed capital budget setting forth in detail an estimated profit-and-loss statement for the next four quarterly periods including a schedule of revenues. Each such budget shall also include a detailed management and marketing plan.
- c. Perform any other duties which lawfully may be assigned to it by resolution of the town council, such as, but not limited to, the review, holding of public hearings and making recommendations to the town, on regulations, codes and other documents, as may be necessary to promote the public safety.

SECTION 17. Cooperation with CELCAB. Each officer and employee of the town is hereby directed to give all reasonable aid, cooperation and information to the CELCAB or to the authorized assistants of such agency when so requested.

SECTION 18. Severability. If any one of the provisions of this ordinance should be held contrary to any express provision of law or contrary to the policy of express law, although not expressly prohibited, or against public policy, or shall for any reason whatsoever be held invalid, then such provision shall be null and void and shall be deemed separate from the remaining provisions of this ordinance , and in no way affect the validity of all other provisions of this ordinance.

SECTION 19. Effective Date. This ordinance shall become effective immediately upon its adoption.

The foregoing ordinance was enacted by the Town Council upon a motion by Council Member Murphy and seconded by Council Member Hughes and, upon being put to a vote, the result was as follows:

Anita T. Cereceda	<u>aye</u>
Daniel Hughes	<u>aye</u>
John Mulholland	<u>aye</u>
Garr Reynolds	<u>aye</u>
Ray Murphy	<u>aye</u>

DULY PASSED AND ENACTED this 5th day of October, 1998.

ATTEST:

By:

Marsha Segal-George
Marsha Segal-George, Town Clerk

Approved as to form by:

Richard V.S. Roosa
Richard V.S. Roosa, Town Attorney

TOWN OF FORT MYERS BEACH

By:

Anita T. Cereceda
Anita T. Cereceda, Mayor

DRAFT Outline of Services
For incorporation as Exhibit A – Scope of Professional Services
Ongoing Archaeological Services, RFQ-12-13-PR

1) Meetings

- a) **GOAL:** Provide professional expertise and communicate with special interest groups and the Town Council regarding the project
- b) 1 meeting with CELCAB (tentatively March 28)
- c) 1 public meeting before Town Council

DELIVERABLES: Attendance at meetings

TASKS INCLUDED: Attend public meetings

PERSONNEL: Project Team members

2) Policies and Procedures Manual

- a) **GOAL:** Provide the Town of Fort Myers Beach with a “best practices manual” that specifies policies and procedures to follow regarding cultural resources management (fieldwork and collections/documents management).
- b) Include cultural resources legislation relevant to Mound House
 - 1. Federal – NHPA, NAGPRA, 36CFR Part 79
 - 2. State – Chapters 267, 872
 - 3. Local – if any
 - 4. When is each of these levels active, what types of projects
- c) Include unexpected discoveries plan
 - 1. Human remains
 - 2. Midden material, features
 - 3. Isolated artifacts
- d) Include general procedures & Points of Contact
 - 1. General procedures to follow (in field, in lab)
 - 2. Points of Contact
- e) Monitoring information
 - 1. Certified cultural resources monitors
 - 2. What projects can be monitored by staff, which need cultural resource professionals
- f) Documentation procedures
 - 1. GPS, photograph, basic recordation form
 - 2. Databases, collections forms (e.g. loan form, chain of custody)
- g) Lab procedures
 - 1. Cataloging system
 - 2. Existing museum cataloging programs? Past Perfect?
 - 3. Develop system in Access
 - 4. Accessioning policies
 - 5. Paperwork storage, accessioning, cataloging
 - 6. Conservation, stabilization of perishable artifacts, documents
- h) Storage policies
 - 1. Evaluate current artifact and documents storage

2. Develop policies and accessioning system so that storage locations are known and can be found
3. Ensure climate controlled environment
4. Recommend appropriate materials for storage (acid-free, etc.)
5. Recommendations for de-accessioning
- i) Policies regarding human remains and mortuary-related artifacts
 1. Relevant legislation
 2. Ethical responsibilities
- j) Policies regarding research by visiting professionals/students
 1. Research application, justification, funding, etc.
 2. Collection loan policies, visiting researchers, etc.
 3. Ensure return of materials

DELIVERABLES: Policies and Procedures Manual (5 hardcopies; 1 PDF copy on CD)

TASKS INCLUDED: prepare technical report (manual); provide consultation; assess artifact protection; troubleshooting; communication with local, state, federal organizations/individuals; conduct cultural resource inventory.

PERSONNEL: Project Team members plus Debra Wells, Laboratory Director; Tonia Deetz-Rock, Conservation Director; Tom Connors, Certified Archivist; Jennifer Salo, Technical Editor.

3) Emergency Management Plan

- a) **GOAL:** Assist with the completion of the draft Emergency Management Plan so that it includes emergency procedures relating to collections (artifacts and documents) management and protection, and museum exhibits.
- b) Review Emergency Management Plan
- c) Develop a plan for collections and exhibits that includes:
 - 1) Preventative Measures
 - 2) Standard Operating Procedures
 - 3) Emergency Checklist
- d) Incorporate and finalize Emergency Management Plan so that it coincides with the Policies and Procedures Manual (visually and organizationally)

DELIVERABLES: contributions to the Emergency Management Plan; final Emergency Management Plan (5 hardcopies; 1 PDF copy on CD)

TASKS INCLUDED: prepare technical report (plan; to match with the Policies and Procedures Manual); troubleshooting; communication with local, state, federal organizations/individuals.

PERSONNEL: Project Team members plus Debra Wells, Laboratory Director; Tonia Deetz-Rock, Conservation Director; Tom Connors, Certified Archivist; Jennifer Salo, Technical Editor.

4) Museum Exhibit Development

- a) **GOAL:** Assist with the completion of the site museum.
 1. Conduct background and database review, historical and archaeological
 2. Create an historic context for basis of museum exhibits
 3. Update and create additional draft text for museum exhibits, including outdoor panels
 4. Review conceptual plans for displays and provide input regarding overall design
 5. Provide consultation for design enhancement (as appropriate), materials, and content

6. Provide text and graphic design for indoor information panels, museum signage, artifact display/ID tags
7. Create staged areas/rooms (e.g. 1921 room)
8. Develop digital learning tools (kiosk software)
9. Provide text and graphic design for outdoor information panel series
10. Provide a cohesive design strategy for various museum elements (museum exhibits, research library, outdoor panels/walkway, etc.)
11. Provide recommendations regarding house restoration
12. Fabrication and installation of all design elements (panels, exhibit cases, kiosks, etc.)
- b) Additional Options Available (will remove from scope if options are not wanted)
 1. Updated Mound House Brochure, Poster, Advertising Media, other print media
 2. Mound House website development/assistance
 3. Interactive games, photo gallery, virtual tour for incorporation into kiosks
 4. Soundscapes for museum exhibits
 5. Security cameras for exhibits

DELIVERABLES: Historical and archaeological overview; design strategy and updates, text and graphic design for exhibits (panels, exhibit cases, etc.), 1921 staged room, kiosk/digital media development, fabrication and installation of exhibit elements (panels, exhibit cases, staged areas, kiosks)

TASKS INCLUDED: prepare technical report (historical and archaeological overview and text/graphic design for displays); provide consultation; troubleshooting; communication with local, state, federal organizations/individuals; provide literature and data base review.

PERSONNEL: Project Team members plus John Cullinane, AIA; Debra Wells, Laboratory Director; Tonia Deetz-Rock, Conservation Director; Tom Connors, Certified Archivist; Jennifer Salo, Technical Editor.

5) Walk-in Exhibit

- a) **GOAL:** Assist with stabilization efforts relating to archaeology and preservation for the walk-in exhibit
- b) Conduct damage assessment of walk-in exhibit
 1. Flooding damage
 2. Wall integrity
 3. Mold, mildew issues and concerns
- c) Provide recommendations
 1. Pool excavation area
 2. Possible fill in, use synthetic material to recreate excavation units
- d) Coordinate with engineers regarding exhibit stabilization
 1. Flooding, well points, pump system
 2. Stabilization of exposed midden walls
 3. Rainfall percolation
- e) Monitoring of ground disturbance associated with implementation of engineering solutions
- f) Recommend measures to mitigate adverse effect to archaeological site from implementation of engineering or other solutions, if necessary

DELIVERABLES: Monitoring report, written recommendations

TASKS INCLUDED: prepare technical report (monitoring report, recommendations); assess display; provide consultation; troubleshooting; communication with local, state, federal organizations/individuals; mitigation planning; construction monitoring.

PERSONNEL: Project Team members plus additional SEARCH personnel, as needed.

6) Miscellaneous Services

- a) **GOAL:** Provide miscellaneous consultation and field work services as specified below.
- b) Conduct small scale testing, mitigation, monitoring of ground disturbing activities related to on-site improvements
- c) Assist with NRHP nomination process
- d) Troubleshoot any problems that arise during the course of the project and provide recommendations for rectifying the problems

DELIVERABLES: excavation or monitoring reports

TASKS INCLUDED: prepare technical reports; provide consultation; troubleshooting; site test/evaluation/data recovery; assist with NRHP process; construction monitoring.

PERSONNEL: Project Team members plus additional SEARCH personnel, as needed.

PROJECT TEAM MEMBERS:

Bob Austin, Project Manager, Archaeology
Matt Betz, Project Archaeologist
Emily Powlen, Project Manager, Public Interpretation
Meg Gaillard, Sr. Public Interpretation Specialist
Corey Batchelor, Graphic Designer
Nick Linville, Historian

Manager's Report to CELCAB for February 28, 2013

Submitted by Regan McBride

Capital Improvements Projects

- 1) Public Works: (Cathie Lewis, Public Works Director will attend the March 28th CELCAB meeting to give an update on capital improvement projects)
 - a) *Kayak Shed Construction*-Construction is ongoing.
 - b) *House Restoration*- Cathie Lewis will provide a report to CELCAB on March 28th.
 - c) *Observation Deck*- Construction documents are being prepared to ready the project for bidding.
 - d) *Shell Mound Exhibit Structural Assessment*- Staff are currently negotiating a contract with a structural engineer.
 - e) *Pathway Lighting*-Solar lighting has been chosen by Town staff for illumination of pathways at Mound House. This work will be included in the house restoration project. According to email correspondence with Cathie Lewis, solar lighting "may be higher in cost than standard lighting. The reason for solar has to do with flood plain requirements, nothing more."
- 2) Cultural Resources:
 - a) *Newton Park Signage*- Community Development staff have been asked to review the previous determination on the entry sign as designed by Synergy Design Group and confirm whether or not it is possible to have the sign installed as designed. According to a memo from 2011 between Town staff, the sign is not in compliance with the Town's sign ordinance and is classified as a structure. A copy of the above mentioned memo has been included with this report.
 - b) *Shell Mound Exhibit*- Staff are working with Softrim, the Town's IT contractor for the installation of the final version of the video and synchronization of lighting. An initial review of the project has been completed. Softrim is expected to return for the installation of the video.
 - c) *Kayak Equipment and Tours*- New kayak equipment has been ordered and will be available for tours once the building is complete.
 - d) *Museum*- SEARCH, Inc. will serve as a consultant through the process for research, content development, and oversight of fabrication and installation. SEARCH staff will be attending an upcoming CELCAB meeting.
 - e) *Bocce Courts*-Parks and Recreation Director with the assistance of Public Works staff will complete the bocce court improvements as a Town staff project. The project is expected to begin the week of February 25th.

Educational Programming

- 1) January Participation:
 - a) Volunteer Hours: 189.5
 - b) Mound House Visitors: 420
 - c) Newton Beach Walk Visitors: 82
 - d) Mound House Donations: \$988.21

2) Volunteers:

- a) Manager and Director met with volunteers on February 11th to discuss improvements to the training program. Opportunities will be available for new volunteers as well as current volunteers interested in ongoing training. Staff are also updating the Mound House volunteer training manual to include new programming and volunteer opportunities.
- b) Volunteers participated in a Beach Walk led by Parke Lewis on February 15.
- c) A new volunteer orientation is scheduled for March 8th. This training session will take place at Newton Park at 10am and will be led by Brent Newman.

3) Kayak Tours:

- a) The schedule of tours for the remainder of 2013 has been distributed with this report. Tours are scheduled to begin March 22nd. The new programming includes classes for children and adults with a variety of skill levels.

4) Newton Park Beach Explorers:

- a) Staff have created a new environmental program for Newton Park called Beach Explorers which is intended for children ages 6-12. The program description is included with this report.

5) February Tours/Special Events/Rentals:

- a) Strandview Condo Association rented Seven Seas for their annual board meeting on January 28.
- b) St. Ann School of Naples' 3rd and 4th graders visited Mound House on February 15.
- c) Parke Lewis and a volunteer are attending the Edison Day of Discovery at the Imaginarium on February 23.
- d) *Upcoming Dates*
 - i) Noonan Academy is bringing their 3rd and 4th graders for a visit of Mound House March 1.
 - ii) Staff will represent Mound House at Pineland during Calusa Heritage Day on March 9th.
 - iii) Manager along with other Parks and Recreation staff will visit the Collier County Museum for the Old Florida Festival on March 10th.

Grants and Reporting

1) Division of Cultural Affairs, Cultural Facilities:

- a) \$445,000 to fund the final phase of restoration of the William H. Case home and the installation of the museum
- b) The first interim report covering the period of July 1, 2012 to December 31, 2012 was submitted to the Division. The next interim report is due July 31, 2013.

2) Division of Historic Resources, Special Categories:

- a) The Town is currently ranked 19 of 23 applications and we will not know any more until June 2013. The total request for this application is \$333,614.

3) Florida Communities Trust:

- a) The Newton Park Annual Stewardship report has been submitted.
- b) The Mound House Annual Stewardship report is due April 30, 2013.

Other Cultural Resources Activities

- 1) The development of an Emergency Preparedness Plan and a Policies and Procedures Manual will be task priorities of SEARCH, Inc. Upon the completion of these documents, staff will begin reviewing the Mound House Management Plan.
- 2) Staff met with the SEARCH, Inc. project team at Mound House on February 6th. Their full technical proposal is available from the Mound House office. The list of key personnel and each of their qualifications has been included with this report. SEARCH staff are in the process of writing a work plan to address priorities set by the Town Manager. These include:
 - a) a policies and procedures manual for cultural resource management
 - b) an emergency management plan for Mound House
 - c) museum exhibit development
 - d) assistance with stabilization efforts related to archaeology and preservation of the shell mound exhibit
- 3) Since the January CELCAB meeting, a second dog clean up station has been installed at Mound House. There are now two stations at Mound House, one by the dock and one by the parking lot. Additional signs have been ordered for Mound House and Newton Park to inform visitors of the need to control, leash and pick up after their dogs.

MINUTES
FORT MYERS BEACH
Cultural and Environmental Learning Center
Advisory Board

REGULAR MEETING

Town Hall – Council Chambers
2523 Estero Boulevard
Fort Myers Beach, FL 33931

Thursday, September 22, 2011

I. CALL TO ORDER

Meeting was called to order at 3:11 PM by Temporary Chairperson Ceel Spuhler. Other members present:

Betty Simpson-excused
Barbara Hill-excused
Carrie Hill-excused
Barbara Keene
Cherie Smith
Lorrie Wolf-arrived at 3:22

Consultant: Bill Grace
Staff present: Brent Newman

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT ON AGENDA ITEMS

No comments.

IV. APPROVAL OF MINUTES OF AUGUST 25, 2011

It was noted that there were not enough members present for a quorum and therefore there could be no vote. Minutes will be approved at the next meeting. There were no corrections to be noted.

Since Ms. Wolf's late arrival created a quorum, this was revisited and a vote took place.

Motion: Ms. Keene moved to accept the minutes of August 2011.

Seconded by (no second);

Vote: Motion passed 4-0.

V. MOUND HOUSE & NEWTON PARK RATE SCHEDULES

Mr. Newman referred to the information packets to compare the Mound House rates with some of the other similar area attractions. Other facilities are charging one rate, regardless of the type of event, and the rates they are in line with CELCAB's suggestions.

There was some discussion about the rates and what others offer for similar events and a comment was made that the Council thought the rates for weddings were too high.

Mr. Grace opined that the price should be in line with surrounding facilities and mentioned the wear and tear on the grounds of historical properties as a significant issue. Ms. Spuhler said that their property is unique and they should charge accordingly. The group did discuss school groups and the fact that locals do not pay, while other facilities have prices for local groups and a different price for out-of-area groups. Mr. Newman reminded that Ms. Schober had discussed rentals of Newton Park and the parking plans for such being exclusive use of the entire parking lot with exclusive property rental; if the renter does not rent the entire property, they would only be given the use of 8 parking spots.

Motion: Ms. ??? moved that an exclusive rental of the Newton property entitles the renter to exclusive use of all available parking spaces.

Seconded by Ms. Smith;

Vote: Motion passed 4-0.

Motion: Ms. Moved to accept the Mound House and Newton Park rate schedules as presented.

Seconded by Ms. Keene;

Vote: Motion passed 4-0.

VI. MOUND HOUSE MEMBERSHIP PROGRAM

Mr. Richard Newman provided some research information from some other facilities similar to this Mound House regarding memberships. Mission St. San Luis has a similar set up with the "friends" 501c3 organization structure but Richard Newman was not able to obtain the documentation for that.

Mr. Grace commented on the way things were run some other organizations he has been involved with and said they raised money by selling items in the gift shops, had fundraisers, applied for grants, etc. Mr. Richard Newman added that the "Friends" group actually runs the gift shop and applies for the grants themselves at Mission St. San Luis. They agreed that all of the state parks have some staff assigned to overseeing volunteers and none of them have dual memberships or any of those conflicts conflicting things. Discussion ensued regarding the ways other organizations handle their 501c3 structures, etc.

A suggestion was made that there be a letter of agreement between the Town and the Friends with the Friends having a mission statement reflecting back to the letter. Mr. Grace said that there currently exists a letter like that. Ms. Spuhler suggested that this subject be addressed at the next full meeting. Mr. Richard Newman added that things need to be "ironed out" between the Mound House and the Friends of the Mound House in terms of their relationship, including under what parameters they can interact. This would eliminate the need for separate memberships to the Friends organization and/or to the Mound House itself. Discussion took place about a possible workshop between the

FRIENDS DISCUSSION

FRIENDS DISCUSSION

FRIENDS DISCUSSION

Friends and CELCAB. This will be added to the next agenda.

VII. CULTURAL RESOURCES UPDATE

Mr. Richard Newman reported that yoga and beach walks have continued at Newton Park. By the 30th of the month, the shell mound film will be ready for final production and installation. The exterior of the exhibit has been painted and they are starting to encapsulate parts of the Case house.

Richard Newman said that Becky Warner has been working on the signs and this should be done very soon. He said that the Visitor's Convention Bureau visited the site and they were impressed and eager to work with the promotions.

Ms. Spuhler commented on some "new business." She had a discussion with the mayor regarding recognizing Ms. Schober for her service and dedication. She has not heard back from him on this and suggested a motion.

Motion: Ms. Spuhler moved that CELCAB ask Council to consider, recognize and acknowledge the contribution that Ms. Schober has brought to the Town. The nine years of dedication to the Mound House and its history with all the education to school groups and tours deserves our thanks. Her efforts have obtained over \$3 million dollars in grants, and this recognition should take place at the Sept. 26, 2011 Council meeting.

Seconded by Ms. Smith;

Vote: Motion passed 4-0.

Motion: Ms. Spruhler moved that any consulting work needed for the Mound House or the archeological dig be referred to Theresa Schober.

Seconded by Ms. Wolf;

Discussion took place about the need to have Ms. Schober's knowledge and expertise for any future plans since she has extensive experience ~~here~~ and knowledge of the site.

Vote: Motion passed 4-0.

VIII. COMMITTEE MEMBER ITEMS

Nothing to report.

IX. ADJOURNMENT

Meeting adjourned at 4:17 PM. Next meeting is October 27, 2011.

Adopted October 27, 2011 with/without changes. Motion by Ceal Spuhler
(DATE)

Vote: 5-0 Signature: Ceal Spuhler
2nd Cheryl P. Smith

MINUTES
FORT MYERS BEACH
Cultural and Environmental Learning Center
Advisory Board

REGULAR MEETING

Town Hall – Council Chambers
2523 Estero Boulevard
Fort Myers Beach, FL 33931

Thursday, October 27, 2011

I. CALL TO ORDER

Meeting was called to order at 11:20 AM by Temporary Chairperson Barbara Hill. Other members present:

Betty Simpson-excused
Carrie Hill
Cherie Smith
Lorrie Wolf-excused
Marty Weslow
Ceel Spuhler

Consultant: Bill Grace

Staff present: Brent Newman

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT ON AGENDA ITEMS

No comments.

IV. APPROVAL OF MINUTES OF SEPTEMBER 22, 2011

Motion: Ms. Spuhler moved to accept the minutes of August 2011.

Seconded by Ms. C. Hill;

Vote: Motion passed 5-0.

V. ELECTION OF CHAIR AND VICE-CHAIR

Motion: Ms. Smith moved to elect Barbara Hill as Chairperson.

Seconded by Ms. Spuhler;

Vote: Motion passed 5-0.

Motion: Ms. Hill moved to elect Ceel Spuhler as Chairperson.

Ms. Spuhler declined and suggested allowing new members to run. Barbara Hill rejected this and requested an experienced Vice Chair as it was her first

experience as Chairperson. Motion stands.

Seconded by Ms. Hill;

Vote: Motion passed 5-0.

New Chair-Barbara Hill; new Vice Chair-Ceel Spuhler.

V FRIENDS AND CELCAB MERGING

Ms. Hill reported ~~that this issue has been approved by Council and the Friends had a meeting last week and feel~~ that it is time for this discussion to take place, on whether CELCAB and the Friends of the Mound House should merge into a singular entity.

Mr. Grace explained that CELCAB is the actual group that reports to the Council and that the Friends is a private, non-profit group that supports the Mound House; therefore, he doesn't believe there should be a merger. He points out that if a person wants to join the Friends, they can write a check but it's up to the Town to determine who sits on CELCAB, and what their purpose is. More discussion took place here surrounding the redundancy in having these two organizations existing currently.

Mr. Newman passed out a management plan from 1999 for the Cultural and Environmental Center that he discovered in his files. He pointed out that this plan, while not binding or official, had suggested having a nonprofit take over the center's administrative duties and Ms. B. Hill agreed that the Town had originally planned that a non-profit organization could be developed to take over operations or administration of the site. ~~this be some type of a museum type.~~

Mr. Grace asked what the end result of the "merger" is to be. Ms. B. Hill replied "one 501c3 for the purpose of oversight of the operations and programs as stipulated in our management plan, which was approved in 1999." Mr. Grace said this was brought up before and turned down but Ms. Hill insisted that they bring this up again for review and discussion as a plan to raise funding for the project without all of the restrictions and duplications produced by the 2 separate groups. She continued that one plan could be changing the name of the Friends 501c3, to something like the Mound House, Inc. as the management board, and having the current "Friends" group serve as a committee under this board specifically for raising funds, providing the opportunity for donations to go to a non-profit organization. Ms. Hill read from the 1999 plan, which was accepted by CELCAB then, specifically "*a non-profit foundation will be established to take over the management of the center and raise funds for its operations and programs. Prior to entering into any management agreement or lease for the management of the center, the signed agreement between the Town of FMB and the non-profit foundation will be forwarded to the FL Communities Trust for its review and approval.*" Carrie Hill asked when this will be presented to the Council, either before or after the election. Cherie Smith also wondered what their relationship with the Town would be if the change was made. More discussion ensued. The group decided that this should be brought forward by the first of the new year.

Ms. Spuhler stated that she feels the top priority for action should be addressing the

2nded motion

parking issues with the property. Mr. Newman suggested they draw something up to present to Council highlighting the importance of solving this problem.

address

Ms. Spuhler moved that CELCAB recommend that the procedure to again submit an application to rezone the parking lot at 116 Connecticut St. since there is not adequate parking available at the Mound House site. There was a consensus among the members that this be done.

VII. STAFF REPORT

Mr. Newman reported that the open house was a success and the volunteer training program started today. He invited members to come to the meetings and will provide them with schedules.

Some members attended a Halloween event at Santini Plaza and had an information table set up. The first school tour will start tomorrow and Saturday will be an outdoors day at Lover's Key.

VIII. COMMITTEE MEMBER ITEMS

Ms. Spuhler reported that the Friends are having a luncheon at Diamondhead on Dec. 8 which will be a fashion show with staff and Council members serving as models. She read the information letter to the members (see document).

Ms. B. Hill referred to the proclamation regarding Ms. Schober and asked for comments, etc. from members.

Motion: Carrie Hill moved to accept the proclamation to present to Ms. Schober.

Seconded by Ms. Smith;

Vote: Motion passed 5-0.

IX. ADJOURNMENT

Motion: Ms. Spuhler moved to adjourn.

Seconded by Carrie Hill;

Vote: Motion passed 5-0.

Meeting adjourned at ??? 12:40 PM. Next meeting is to be announced.

Adopted _____ with/without changes. Motion by B. Simpson
(DATE) 2nd - L. Wolf

Vote: 7-0 Signature: *[Signature]*
Lanie Wolf

- End of document

MINUTES
FORT MYERS BEACH
Cultural and Environmental Learning Center
Advisory Board

REGULAR MEETING

Town Hall – Council Chambers
2523 Estero Boulevard
Fort Myers Beach, FL 33931

Thursday, November 17, 2011

I. CALL TO ORDER

Meeting was called to order at 3:05 PM by Chairperson Barbara Hill. Other members present:

Betty Simpson
Carrie Hill
Cherie Smith
Lorrie Wolf
Marty Weslow
Ceel Spuhler

Consultant: Bill Grace
Staff present: Brent Newman

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT ON AGENDA ITEMS

No comments.

IV. APPROVAL OF MINUTES OF OCTOBER 27, 2011

Motion: Ms. Simpson moved to accept the minutes of October 2011, with minor changes.

Seconded by Ms. Wolf;

Vote: Motion passed 7-0.

V. FRIENDS AND CELCAB MERGING

Ms. Hill reported that there was a meeting with the Friends today and but she opined that the issue of CELCAB and Friends of Mound House merging be tabled until the 2 new executive director and manager staff people have an opportunity to be part of the process. Mr. Newman said that the executive director should be hired within the next few weeks and there will be a manager to handle all Parks and Rec issues. Ms. Hill said that she understood that there is a Parks and Rec Director position and then a Cultural Resources Manager position. Mr. Grace said that was not the information he had and Mr. Newman agreed that the description on the Town website is more towards a recreation position

MERGER

MERGER

rather than a cultural position. The members discussed their disappointment with this decision to have more concentration on the recreational facilities and not as much concern with the cultural facilities. Ms. Hill asked what the new role would be then of the advisory board if they no longer have someone to work with who would oversee all of the Mound House activities. Mr. Newman could not answer that but did hand out an information sheet with the committee's original duties and responsibilities.

VI. STAFF REPORT

Mr. Newman reported that he presented Ms. Spuhler's motion regarding parking to Mr. Stewart but he didn't have a response yet.

The mural project is moving forward and Newman invited the members to stop in and look at the progress. He said that the volunteer training is continuing and doing well.

Ms. Hill asked about school tours and Newman said that this is a slow ~~the~~ time of year for school tours ~~is the slowing this down, as is the lead abatement project.~~ Some discussion ensued about removal of lead from the property and when the property can be open.

Ms. Spuhler suggested that CELCAB have a list of timelines for projects that they are charged with keeping the Council advised about so that they can stay on top of the progress. If this was possible, she feels that CELCAB could also help staff in relieving the some of their burden.

A question was raised about replacing the picnic tables, which were described as "splintery." Mr. Newman will check into this.

Ms. Simpson asked if there was a way to encourage their Council liaison to come and participate in the meetings. Ms. Smith said that she wants to request that he come to the meetings so they can ask questions. Ms. Simpson said that she understands that some tikis are going to be put in at the new park and she was commented that CELCAB had asked for a tiki at the Newton property but it wasn't approved. She said that this request should be added to their "list" of things they want to have.

VII. COMMITTEE MEMBER ITEMS

Ms. Spuhler said that they are having a fashion show on Dec. 8 and the tickets are \$45.00 \$35.00 each, with a meal. An article should be in the Tropicana soon about the Mound House. (NOTE: AN AUDIO PROBLEM WITH MS. SPUHLER'S MICROPHONE HAS BEEN EVIDENT THROUGHOUT THE MEETING.)

VIII. ADJOURNMENT

The next scheduled meeting is December 22 but Mr. Newman asked if they would agree to postpone that for the holidays and to give the new staff members time to catch up. Some discussion took place about revenue streams for the cultural resources in town compared to those from Bay Oaks.

Motion: Ms. ??? Weslow moved to hold the next meeting on January 26, 2012.

Seconded by Ms. Weslow Hill;

Vote: Motion passed 7-0.

Ms. Simpson wondered, if the new director wanted to do so, could CELCAB be available to meet with him before January to get acquainted.

Motion: Ms. Weslow moved to adjourn.

Seconded by Carrie Hill;

Vote: Motion passed 7-0.

Meeting adjourned at 3:55 PM. Next meeting is to be announced.

Adopted 12/15/11 (DATE) with/without changes. Motion by Betty Simpson
2nd: Carol Spuhler

Vote: 4-0 Signature: Betty Simpson
2nd: Carol Spuhler

- End of document

Randell Research Center

Apply Online

Friends of the RRC

Individual \$30/Student \$15

Newsletter 4 times a year

Family \$50

Newsletter 4 times a year

advance notice of events

10% discount on children's programs

Contributer \$100-499

Newsletter 4 times a year

honor role listing in newsletter

advance notice of events

10% discount on children's programs

20% discount on RRC publications and merchandise

Sponser \$500-999

Newsletter 4 times a year

honor role listing in newsletter

advance notice of events

10% discount on children's programs

20% discount on RRC publications and merchandise

invitation to Director's Tour and Reception

Suporter \$1000-4999

Newsletter 4 times a year

honor role listing in newsletter

advance notice of events

10% discount on children's programs

20% discount on RRC publications and merchandise

invitation to Director's Tour and Reception

listing on donor plaque

Sustaining Members \$5000-19999, Benefactors

\$20000-99999, Patrons \$100000+

Newsletter 4 times a year

honor role listing in newsletter

advanced notice of events

10% discount on children's programs

20% discount on RRC publications and merchandise

invitation to Director's Tour and Reception

listing on donor plaque

complimentary RRC publications

special briefings from Director

Burroughs Home

Apply Online

Uncommon Friends Foundation

Individual \$50

recognition on website

discounted events

20% off Uncommon Friends and Burroughs merchandise

1 person free admission

monthly events

Family \$100

discounts and invitations for 2

recognition on website

20% off merchandise

monthly events

Corporate \$500

discounts and invitations for 5

recognition on website

preferred seating option

monthly events

free admission to Burroughs for 10

20% off merchandise

10% off Burrough rental

decal

Character Education Sponser \$1000

all of corporate membership

sponsorship of UFF teacher training

free admission to Burroughs for 20

Bailey-Mathews Shell Museum

Apply Online

Periwinkle \$50

1 free year-round pass to Bailey-Mathews
invitation on field trips & museum activities
guest passes
Shell Museum news letter
Museum Library use
10% discount in Museum Store

Wentletrap \$70

2 free year-round passes
invitations on field trips & museum activities
guest passes
Shell Museum news letter
Museum Library use
10% discount in Museum Store

Golden Olive \$100

4 free year-round passes
invitations on field trips & museum activities
guest passes
Shell Museum news letter
Museum Library use
10% store discount

Lion's Paw \$250

5 free year-round passes
invitations on field trips & museum activities
guest passes
Shell Museum news letter
Museum Library use
10% store discount

Junonia \$500

6 free year-round passes
invitations on field trips & museum activities
guest passes
Shell Museum news letter
Museum Library use
10% store discount

Angle Wing \$1000+

Gift
8 free year-round passes
invitations on field trips & museum activities
guest passes
Shell Museum news letter
Museum Library use
10% store discount

Corkscrew Swamp Sanctuary

Apply Online

Friends of Corkscrew

Bunting \$30

unlimited pass
Discover Corkscrew program registration discount
annual news letter
gift

Kite \$50

2 unlimited passes
Discover Corkscrew program registration discount
annual news letter
gift

Wood Stork \$100

unlimited passes for you and 1 family member and friend
discover Corkscrew program registration discount
annual news letter
gift

Falcon \$500

unlimited passes for you, 1 family member, and friends
invitations to special events
discover Corkscrew program registration discount
annual news letter
gift

Barred Owl \$1000

unlimited passes for you, family, and friends
invitations to special events
discover Corkscrew program registration discount
annual news letter
gift

Koreshan State Historic Site

Apply at Park

Annual Passes

Individual \$60

free admission to Koreshan for year
free admission to all state parks for 1 year

Family \$120 (up to 8 people in a group)

free admission to Koreshan for year
free admission to all state parks for year

Imaginarium

Apply Online

Individual \$55

Free 1 year unlimited admission to Imaginarium and partner museums (list of partner museums on website)
10% discount on Museum Store Merchandise
discounts on educational programs and birthdays
invitations to openings and special events
subscription to Imaginarium e-news letter & special Member updates

Family \$75 (2 adults & up to 4 children)

2 adults & up to 4 children free unlimited admissions to Imaginarium & partner museums (list of partner museums on website)
10% discount on Museum Store Merchandise
discounts on educational programs and birthdays
invitations to openings and special events
subscription to Imaginarium e-news letter & special Member updates

Extended Family \$100 (4 adults & up to 6 children)

4 adults & up to 6 children free unlimited admissions to Imaginarium & partner museums (list of partner museums on website)
10% discount on Museum Store Merchandise
discounts on educational programs and birthdays
invitations to openings and special events
subscription to Imaginarium e-news letter & special Member updates

Helping Hands \$250 (4 adults & 6 children)

4 adults & up to 6 children free unlimited admissions to Imaginarium & partner museums (list of partner museums on website)
10% discount on Museum Store Merchandise
discounts on educational programs and birthdays
invitations to openings and special events
subscription to Imaginarium e-news letter & special Member updates
8x8 brick paver in Palm Plaza near Imaginarium entrance

Ding Darling

Apply Online

"Ding" Darling Wildlife Society

Donation of \$25 or more

car decal
10% "Ding" Darling Bookstore discount
10% Tarpon Bay Explorers rental and tour discount
voting privileges and participation opportunities

SWFL Museum of History

Apply Online

\$45

admits 2 adults & 4 children for 1 year, unlimited
10% off Escorted Day Trips
50% off Downtown Walking Tours
20% off Store merchandise
free museum admission for 1 year

Sanibel Historical Village & Museum

Apply Online

Individual \$25

free year long admission
quarterly newsletter

Family \$50+

free admission
quarterly newsletter
10% discount at Village Gift Shop

Cape Coral Historical Museum

Apply at Museum

Single \$15

newsletter
program invitations

Family \$20

newsletter
program invitations

Corporate \$500 (every 3 years)

plaque hung in museum

Museum of the Islands

Apply at Museum

Individual \$10

vote at meeting
newsletter
1 person free admission for year

Family \$15

any family member may come with you for a year
vote in meetings
newsletter

Club \$25

mention in newsletter

Corporation/Sustaining Member \$50

mention in newsletter

Lifetime Member \$100

newsletter
vote in meetings
may come to the museum free for life

Edison Estates

Apply Online

Individual Membership \$55

1 Adult Unlimited Edison Estates Admission
1 Adult Admission to Edison & Ford Holiday Nights
1 Admission to "Behind the Scenes" Tour
10% discount for Gift, Garden, and Cottage Shops
Discounted Admissions Passes for events & guests
Invitation to "Member Celebration"
Listing in annual Progress Report
participating member of American Horticulture Society
participating member of Time Travelers

Dual Membership \$75

2 Adult Unlimited Edison Estates Admission
Admission for 2 Adult & Children to Edison & Ford Holiday Nights
2 Admissions to "Behind the Scenes" Tour
10% discount to Gift, Garden, and Cottage Shops
Discounted Admissions Passes for events & guests
Invitation to "Member Celebration"
Listing in annual Progress Report
Participating member of American Horticulture Society
participating member of Time Travelers

Family Membership \$85

10% discount to Gift, Garden, and Cottage Shops
Discounted Admissions Passes for events & guests
Invitation to "Member Celebration"
Listing in annual Progress Report
Participating member of American Horticulture Society
participating member of Time Travelers
2 Adults & Children (under 18) Unlimited eStates Admissions
2 Adults & Children (under 18) to Edison & Ford Holiday Nights
Family Admissions to "Behind the Scenes" Tour

Extended Family \$175

4 adults & children unlimited Estates admission
4 adults & children to Edison & Ford Holiday Nights
4 adults & children to "Behind the Scenes"
Participating member of National Association of Reciprocating Museums
10% discount to Gift, Garden, and Cottage shops
discounted admissions passes for events & guests
invitation to member celebration
listing in annual Progress Report
participating member of American Horticulture Society
participating member of Time Travelers

Contributer \$250

10% shops discount
discounted admissions passes for events & guests
invitation to Member Celebration
listing in annual Progress Report
participating member of American Horticulture Society
participating member of Time Travelers
Participating member of National Association of Reciprocating Museums
4 adults & children unlimited Estates admission
4 adults & children to Edison & Ford Holiday Nights
4 adults & children to "Behind the Scenes"
invitation to annual "After Hours Cocktail"

Patron \$500

5% off Rentals at Estates
10% shops discount
discounted admissions passes for events & guests
invitation to Member Celebration
listing in annual Progress Report
participating member of American Horticulture Society
participating member of Time Travelers
Participating member of National Association of Reciprocating Museums
4 adults & children unlimited Estates admission
4 adults & children to Edison & Ford Holiday Nights
4 adults & children to "Behind the Scenes"
invitation to annual "After Hours Cocktail"

Benefactor \$1000

10% off Rentals at Estates
10% shops discount
discounted admissions passes for events & guests
invitation to Member Celebration
listing in annual Progress Report
participating member of American Horticulture Society
participating member of Time Travelers
participating member of National Association of Reciprocating Museums
4 adults & children unlimited Estates admission
4 adults & children to Edison & Ford Holiday Nights
4 adults & children to "Behind the Scenes"
invitation to annual "After Hours Cocktail"

Donor \$2500

one-time 50% off daytime rental of Caretakers House
1 private scheduled tour with President & CEO
10% off Rentals
10% shops discount
discounted admissions passes for events and guests
invitation to Member Celebration
listing in annual Progress Report
participating member of American Horticulture Society
participating member of Time Travelers
participating member of National Association of Reciprocating Museums
4 adults & children unlimited states admission
4 adults & children to Edison & Ford Holiday Nights
4 adults & children to "Behind the Scenes"
invitation to annual "After Hours Cocktail"