

## CITY OF FORT PIERCE

### PARKS ADVISORY COMMITTEE

Regular Meeting - Thursday, June 10, 2021 - 10AM

City Hall Commission Chambers

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **APPROVAL OF MINUTES**

- a. Approval of minutes from the May 13, 2021, meeting.

5. **OLD BUSINESS**

- a. Finalize recommendations to KFPB Advisory Board for the Adopt-a-Park Program.

6. **NEW BUSINESS**

7. **COMMENTS FROM THE PUBLIC**

Any person who wishes to comment on any subject on this Agenda may be heard at this time. Please sign the sign-up sheet in order to speak. Please limit your comments to no more than five (5) minutes, as this section of the Agenda is limited to thirty minutes. The Parks Advisory Committee will not be able to take any official action under “Comments from the Public” section.

8. **BOARD DISCUSSION**

9. **STAFF DISCUSSION**

10. **ADJOURNMENT**

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (772) 467-3065 at least 48 hours prior to the meeting.

**Parks Advisory Committee**

**4. a.**

**Meeting Date:** 06/10/2021

**Re:**

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**SUBJECT:**

Approval of minutes from the May 13, 2021, meeting.

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**Attachments**

Parks Advisory Committee 5.13.2021 - Draft Minutes

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**Form Review**

Form Started By: Kaitlyn Ballard

Started On: 06/03/2021 04:37 PM

Final Approval Date: 06/03/2021

**City of Fort Pierce**  
**Parks Advisory Committee Meeting**  
**May 13, 2021 @ 10:00am**  
**City Hall – Commission Chambers**

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**DRAFT MINUTES**

1. **Call to Order** - The meeting was called to order at 10:16am.

2. **Pledge of Allegiance** - Recited by the Committee.

3. **Roll Call**

Present: Charlene Adair, Mark Arlington, Bob Burdge, Dr. Susan Hamburger, Martha Wright, and Patty Reconco on conference call.

Absent: Ionis Jefferson-Knowles

Staff Present: Kaitlyn Ballard, Mike Reals, and Tanya White

4. **Approval of Minutes from the April 8, 2021, Meeting**

Motion was made by **Charlene Adair**, seconded by **Bob Burdge**, to approve the minutes from the April 8, 2021, meeting with the correction below.

6a. Old Business – The presentation was accepted by the Parks Advisory Committee with a few changes.

All in Favor. **Motion passed.**

5. **Old Business**

a. Update - Coach Fenn Park Reconstruction Project

The permit has been adopted and there were no issues from the Commission. The River Walk Center will be made aware of all of this information as well.

b. Update on Special Use Permit for vendors in City Parks

The permit applications will be housed at the River Walk Center. Staff will verify with Michelle Kubitscheck that the permit forms are ready to be distributed. The committee would like to see this initiative advertised more via press release, social media, and the city's website.

c. Discuss Adopt-a-Park Program and finalize recommendations to KFPB Advisory Board.

The Adopt-a-Park program from Port St. Lucie was reviewed as a guide for the City's Adopt-a-Park Program. Changes to the program include; one adult to every ten kids, same fee structure, 501(c) must provide documentation, must indicate group size and

name, must clean a minimum of four times per year, supplies will be provided to groups, and groups must notify the contact person before cleanup.

6. **New Business**

a. Park Impact Fee

A park impact fee was mentioned by a committee member as a possible source of revenue. Topic to discuss future would be how the money could be spent and which parks could be included in this.

7. **Comments from the Public** – There were no comments from the public.

8. **Board Discussion**

Charlene Adair discussed the need for city Parks to be wheelchair accessible. Discussion included the possibility of committee members visiting city parks, to see which ones are wheelchair accessible. Wheel Chair accessibility was a topic discussed at the previous City Conference Agenda.

9. **Staff Discussion**

There is a local group that would like to donate funds for facility improvements at llouis Park at 1211 Avenue M.

Part of the donation could possibly be used to replace the playset at Jaycee Park at S. Ocean Drive and Melaleuca Drive.

10. **Adjournment** – The meeting was adjourned at 11:26am.

**Parks Advisory Committee**

**5. a.**

**Meeting Date:** 06/10/2021

**Re:**

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**SUBJECT:**

Finalize recommendations to KFPB Advisory Board for the Adopt-a-Park Program.

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**Attachments**

Adopt a Park Draft

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**Form Review**

Form Started By: Kaitlyn Ballard

Started On: 06/03/2021 04:39 PM

Final Approval Date: 06/03/2021

## Adopt-a-Park Program

change

delete

The Adopt-A-Park Program will allow for maintenance and beautification of city parks through litter and debris removal by various persons and groups. The benefits to both the city and the groups involved are a litter-free and more attractive environment and recognition for the adopting groups.



A group of individuals from the community agrees to adopt a specific park or specified location in a larger park to perform debris and litter removal (clean up) at the adopted location at least <sup>4</sup>12 times per year. The Parks and Recreation Department will provide

latex gloves, trash bags and collection of the litter bags after the cleanup. The Department will also erect a recognition sign identifying the group at the park.

The Department has identified specific parks that will be part of the Adopt-A-Park program. Some parks will be excluded from this list as determined by the Department due to safety, economics, logistics, designated undeveloped parks or other issues specific to park properties. Large parks may have specific areas designated for clean-up efforts. A maximum number of groups that can adopt one park may be designated due to size, usage, or other issues specific to a park.

Groups from the community will be invited to participate in the program. Groups must have at least six individuals to be qualified for the program. The group may include both children and adults, with a ratio of at least one adult per ~~6~~ children.

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For-profit groups that are accepted into the Adopt-A-Park program will be charged a \$100 non-refundable program fee to help defray costs. There is no program fee for non-profit groups, school groups, family groups and the like as determined by the Department.

Paul Bertram at

Groups that wish to adopt a park or park location for litter and debris removal purposes should contact the Parks & Recreation Department at 772-878-2277. The program will be coordinated at the direction of the Parks Operations. <sup>Parks + Grounds Division of the Public Works Dept.</sup>  
467-3821

## Group Sign-Up Procedures

An Adopt-a-Park application and agreement will be sent to the group representative. The group should review the program information and decide if they can comply with the requirements. Groups desiring to participate in the Adopt-A-Park program will complete, sign and return the application/agreement.

As per this agreement, the group agrees to adopt a park, or portion thereof, for performing debris and litter removal a minimum of <sup>4</sup>12 times per year. Efforts should be made to schedule one of the clean-ups to coincide with a state or national clean-up day. The group understands that they are to perform debris and litter removal activities only. Any projects involving anything other than this, such as exotic plant removal, must be pre-approved by the <sup>Division</sup>Department upon written request at least one month prior to the date of the proposed clean-up. The group agrees to only allow such persons to participate as are determined by the group to be responsible enough to safely participate in the cleanup activities. Adequate adult supervision must be provided by the group for participating youth younger than 18 years of age.

The group agrees to perform cleanups only during daylight hours and favorable weather conditions unless otherwise requested and approved for evening hours at a lighted facility.

## Adopt-a-Park Sign Policy

A sign will be posted at the entrance to the adopted park, or, at another designated location within the park, as determined by the <sup>Division</sup>Department. The Adopt-A-Park sign may share a signpost with other signs in the park. Signs will state the name of the group and will not be allowed to make political or other statements that may be considered controversial. The <sup>Division</sup>Department shall be solely responsible for final approval of sign designs.

## Clean-up Guidelines

The Parks <sup>Grounds</sup>Division will coordinate the distribution of supplies ~~and paperwork for the clean-up~~ with the group representative. Supplies will include latex gloves, trash bags, trash grippers, volunteer rosters, reporting paperwork, and, as needed, a first aid kit. Volunteer rosters must be completed with basic information, hours worked and initials of each volunteer or participant, and signed by the assigned Supervisor. Completed rosters and clean-up report forms will be submitted to the assigned Supervisor, or may be mailed to the Department within five days of completion of each clean-up date.

~~The group will schedule clean-ups by calling the Parks & Recreation Department at 772-878-2277, and request to speak with the Adopt-A-Park Coordinator. Contact must be made at least three weeks prior to the desired date of the clean-up. Dates may be denied due to special events, other clean-ups scheduled or other issues related to park usage or safety as determined by the Department.~~

Groups agree to have all volunteers sign-in on the Volunteer Roster form prior to participation in the clean-up activity date and report to the assigned Supervisor prior to starting any work. The group will place filled trash bags in a site dumpster, if available, or as directed by the assigned Supervisor.

Division Manager

All members of the group must be familiar with and follow the safety precautions of the Adopt-a-Park program. Hazardous situations or conditions shall be immediately reported to Parks personnel on duty or to the City of Port St. Lucie Police Department by calling 911.

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CITY OF PORT ST. LUCIE PARKS & RECREATION DEPARTMENT  
ADOPT-A-PARK (AAP)  
LITTER REMOVAL PROGRAM APPLICATION

**ORGANIZATION/GROUP LEADER INFORMATION:**

Organization or Group Leader Names: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**PARK ADOPTION INFORMATION:**

Park Requested: \_\_\_\_\_

Alternate Park: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Planned Schedule: \_\_\_\_\_

Approximate Number of Participants: \_\_\_\_\_ Number of Adults: \_\_\_\_\_ Number of Minors: \_\_\_\_\_

**GROUP SIGNS:**

Adopt-A-Park groups are eligible for a sign with their group name in their designated park that they keep clean. If you are interested in a sign for your designated park, it will be posted by our <sup>division</sup> department in a location appropriate for existing conditions. If you **do not** wish to have a sign, please initial here: \_\_\_\_\_

**APPLICANT STATEMENT:**

On behalf of \_\_\_\_\_ (Group), I have read and agree to the procedures for the City of <sup>Fort Pierce's</sup> ~~Port St. Lucie's~~ Adopt-A-Park Litter Removal Program. I understand the hazardous nature of the work that is to be performed and take responsibility for the group's participation in the program. I also agree to notify the City of any changes in the contact information or if a new contact person assumes responsibility for the group. I understand members of my group may be subject to a criminal history background check.

**APPLICANT SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RECOMMENDED:** ( ) APPROVAL ( ) DISAPPROVAL \_\_\_\_\_

Reason for disapproval

Parks & Recreation Director Growth's Manager

Date

**CITY OF PORT ST. LUCIE PARKS & RECREATION DEPARTMENT  
ADOPT-A-PARK LITTER REMOVAL PROGRAM AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ Year 20\_\_\_\_,  
by and between the CITY OF <sup>Fort Pierce</sup> ~~PORT ST. LUCIE~~ herein-after called the "CITY" and \_\_\_\_\_  
\_\_\_\_\_ herein-after called the "GROUP".

**WITNESSETH**

WHEREAS; \_\_\_\_\_ is a part of the  
\_\_\_\_\_ Name of Park or Property Parcel Identification  
<sup>Fort Pierce</sup>  
Park System in ~~Port St. Lucie~~, Florida.

WHEREAS; the CITY is authorized to contract the private sector for the performance of its duties.

WHEREAS; the CITY has encouraged the implementation of an Adopt-A-Park program for the participation of local individuals or organizations in specific litter removal projects.

WHEREAS; the GROUP is agreeable of adopting "removing litter" in the park identified on the application and summarized above in this agreement.

NOW THEREFORE; the parties agree as follows:

**I**

**THE GROUP SHALL:**

- A. Shall receive a safety video and conduct a safety meeting prior to the GROUP's first cleanup. It is the responsibility of the group leader/representatives identified on the application to ensure that each new participant views and fully understands the safety video, program guidelines and obtains signed forms by each participant.
- B. ~~Prior to any litter removal activities, contact the Parks & Recreation Departments' representative at (772) 878-2277 to arrange an appropriate litter removal schedule.~~
- C. Perform litter removal activities in the agreed park identified in this agreement/application a minimum of 12 times per year, equivalent to one time per month. If, within any six month period, our records indicate that there has been no activity from your group, a letter will be sent requiring immediate contact. Failure to do so will prompt the removal of your GROUP's Adopt-A-Park sign and further participation in the program as a specified group.
- D. Contact the Parks & Recreation Department if any special accommodations are required by any GROUP member to safely perform the volunteer activities. The City will make reasonable accommodations as requested by the applicant.
- E. Remove litter during daylight hours and during non-inclement weather conditions only.
- F. Ensure that all participants wear proper clothing and bright colored shirts or safety vests.
- G. Ensure that all participants wear gloves or use proper litter removal tools and trash bags.
- H. Have a working cell phone and a first aid kit on hand.
- I. Only allow such persons to participate as are determined by the GROUP to be responsible enough to safely participate in litter removal activities. Minimum age to participant is 10 years old.
- J. Provide one adult supervisor for every ~~five~~<sup>10</sup> youth ages 10 to 17 years old.
- K. Avoid lifting heavy or dangerous objects. Report dangerous or suspicious items to the Parks & Recreation Department or call 911.
- L. ~~Submit a minimum of 12 litter removal forms annually after each cleanup.~~
- M. Report any accident to the Parks & Recreation Department at (772) 878-2277 or call 911.

**THE PARKS & RECREATION DEPARTMENT SHALL:**

- A. Issue the safety video, safety checklist and other program materials that are provided as part of this program.
- B. Provide a permanent Adopt-A-Park sign as applicable and identified on page one of the application.
- C. Remove trash bags from the park when requested by the GROUP.
- D. Remove large, sharp or hazardous objects that are reported by the GROUP.
- E. Monitor compliance with program terms.

**II**

I, \_\_\_\_\_, on behalf of the GROUP, covenant and agree that we will indemnify and hold harmless the CITY, any maintaining agencies and all of their officers, agents and employees from any claim, loss, damage, cost charges or expense arising out of any act, action, neglect or omission by the GROUP during the performance of this agreement, whether direct or indirect, and whether to any person or property to which the CITY or said parties may be subject, except that neither GROUP nor any of its members shall be liable under provision for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the CITY, any maintaining agencies and all their officers, employees or agents.

**III**

This agreement shall be non-lapsing; however, the CITY or GROUP may terminate this agreement for any reason upon 30 days notice if deemed necessary to either party.

**IV**

This agreement is for litter removal activities only. Any beautification or other improvement project proposed must be pursued by written submittal of the proposal and elements to either party.

IN WITNESS WHEREOF; the parties hereto caused these present to be executed, the day and year first written above. I CERTIFY that I am familiar with the information contained in this agreement and that I possess the authority to execute this agreement on behalf of the GROUP.

NAME OF GROUP: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Printed Name of Group Representative

SIGNATURE: \_\_\_\_\_ DLN: \_\_\_\_\_

Witness by CITY staff: \_\_\_\_\_  
Name Title

CITY OF PORT ST. LUCIE, FLORIDA  
 PARKS & RECREATION DEPARTMENT

BY: \_\_\_\_\_  
Parks & Recreation Department Director Date

City Attorney ??