



TOWN OF PALM BEACH

Recreation Advisory Commission

MEETING MINUTES OF THE RECREATION ADVISORY COMMISSION HELD VIRTUALLY ON WEDNESDAY, JUNE 3, 2020

I. CALL TO ORDER AND ROLL

The Recreation Advisory Commission Meeting was called to order on June 3, 2020 at 9:11 a.m., via Virtual - Go To Meeting Webinar. All commissioners were present.

Chair Coniglio welcomed everyone and went over instructions on how the meeting was going to run virtually.

II. PLEDGE OF ALLEGIANCE

Chair Coniglio led the Pledge of Allegiance.

III. ORGANIZATIONAL ITEMS

Michelle Pallante- Board Secretary

Nicholas Coniglio- Chairperson

A. Announcement of Commission Chairperson

Michelle Pallante, Board Secretary, congratulated Nicholas Coniglio for being re-appointed Chairperson of the Recreation Advisory Commission.

Chairperson Coniglio, congratulated Carolyn on her one year mark with the Town and Recreation Center. He also congratulated Carolyn, Mark and the entire Recreation team for this past year as a facility and all the staffs' hard work with everything that has been going on with the pandemic.

B. Announcement of Vice Chairperson

Ms. Pallante; congratulated Amy Bahl for being re-appointed Vice Chairperson of the Recreation Advisory Commission.

IV. APPROVAL OF AGENDA

Motion was made by Commissioner Wytrzes and was seconded by Commissioner Pressly to approve the Agenda. On call for a vote, the motion passed unanimously.

V. APPROVAL OF MARCH 4, 2020 MEETING MINUTES

Pamela McIver - Commissioner

1 **Motion was made by Commissioner Woodfield and was seconded by Commissioner**
2 **Schonwald-Vila to approve the minutes. On call for a vote, the motion passed**
3 **unanimously.**

4
5 Commissioner McIver mentioned including action steps for minutes which would assist
6 commissioners in meeting recall.

7
8 **ACTION: Ms. Stone said she would have action steps included in the minutes moving**
9 **forward.**

10
11 **VI. ANNUAL COMMISSION ORIENTATION**

12 *Carolyn Stone - Director of Business Development and Operations*
13 *Pamela McIver - Commissioner*

14
15 Carolyn Stone, Director of Business Development and Operations, went over Sunshine
16 Laws and commission orientation. Ms. Stone stated that the Sunshine Laws include
17 emails, and that two or more commissioners are not permitted to discuss a topic that
18 could be brought before the board. Meetings are generally held in September,
19 November, January, March and May. Currently there's a meeting scheduled for Sept.
20 2nd which was suggested to be pushed to Sept. 10th, 2020.

21
22 **Motion was made by Chair Coniglio and was seconded by Commissioner Pressly to**
23 **approve the Sept. 10th meeting date. On call for a vote, the motion passed unanimously.**

24
25 Ms. McIver asked about calling in for meetings in the fall. What is the town's position
26 on virtual meetings?

27
28 **ACTION: Ms. Stone stated Town Council is looking into continuing virtual meetings**
29 **and that the State of Florida must grant permission to do so.**

30
31 **VII. STAFF REPORT**

32 *Rod Gardiner - Assistant Director of Recreation*
33 *Mark Bresnahan - Business Development and Operations Manager*
34 *Tony Chateauvert - Golf Manager & Head Professional*

35
36 Rod Gardiner, Assistant Director of Recreation, mentioned that shortly after the
37 meeting in March, the Recreation Center closed. The end of the winter session was
38 March 13. Seaview Park closed as well. Staff came back once allowed. During the
39 closedown, regular maintenance still occurred, so the courts and park are in great shape,
40 including Phipps Park. Single play for tennis started back up on May 1st. About two
41 and a half weeks later doubles play was allowed back. Mr. Gardiner stated that this has
42 been the busiest May by far in his twenty-plus years. The tennis Pros have been very
43 busy as well.

44
45 Mark Bresnahan, Business Development and Operations Manager, stated that the
46 Mandel Recreation Center closed due to COVID 19 on March 13 to classes and the
47 afterschool program. The last day the center was open was March 17. The Center held

1 its first election on March 17, it went smoothly, and the Mandel Recreation Center
2 will host two more elections during this calendar year. We were able to re-open the
3 fitness center on May 18th with extreme caution. Mr. Bresnahan stated that it was
4 well thought out and that planning started the day the fitness center closed. Mr.
5 Bresnahan stated that flyers are posted everywhere, in and around the facility about
6 social distancing, masks, proper handwashing, with CDC guidelines. To use the
7 fitness center is by appointment only, three users at a time for a 1 hour and 15-minute
8 time block. Cleaning occurs between each appointment for 15 minutes. Currently,
9 afternoons are more open than mornings. In the Mandel Recreation Center, the
10 cleaning crew is doing a deep cleaning at night and staff during the day. He also
11 stated that we're investigating opening up the Smith Fieldhouse June 8 by
12 reservations only. He explained that the center curtain would be dropped, one side
13 would be for basketball with the other side would be for pickleball. It would be
14 advertised as a summer rate for June. Bookings would be in one-hour time blocks
15 with 15 minutes in between to sanitize touchpoints. In regards to summer camp, Mr.
16 Bresnahan said a decision will be made to either cancel or just postpone until the
17 week of July 5, by June 22, and will only happen in a safe manner for attendees.
18 We've been in contact with other municipalities for best practices, and how they are
19 holding camp. Staff is considering having a new waiver just for COVID and breaking
20 up the summer camp groups in a 1:9 ratio with more staff to help with this. Mr.
21 Bresnahan encouraged the commissioners and public to register online to receive the
22 Rec-Connect, which currently gets sent out 2-3 times a week. There's added videos of
23 fitness center staff, boredom busters for all ages, and more. As a whole, we've had an
24 increase with social media for Instagram and Facebook and hope this continues
25 through summer.

26
27 Tony Chateauvert, Golf Manager & Head Professional, stated that the report stands as
28 written. Mr. Chateauvert said they are taking the COVID-19 guidelines seriously. The
29 course was maintained during the downtime and is in magnificent condition. Since
30 reopening, rounds opened up at a 17% increase, and merchandise sales at 14% over
31 previous May. Payments are now almost all online, and traffic flow inside the shop is
32 minimal.

33 34 **VIII. COMMENTS OF RECREATION ADVISORY COMMISSIONERS**

35 *Mark Bresnahan - Program Development and Operations Manager*

36 *Rod Gardiner - Assistant Director of Recreation*
37

38 Chairperson Coniglio spoke about summer camp and that he's hopeful we'll have one.
39 Said it would be nice for families. He asked about playground use, said it's a huge
40 touchpoint but again would be nice for families as well. He mentioned that the Rec-
41 Connect has been incredible. The "boredom busters" are a nice feature. Our social
42 media presence ramp-up will hopefully attract more people. Lastly, he talked about golf
43 and said he's sure it looks incredible out on the course.

44
45 Commissioner Pressly commended the staff on reopening. He stated that the limitation
46 in the fitness center on time slots available for working out should be increased if
47 possible and if not, rates should be adjusted since more people can't access it. He

1 suggested maybe spreading the equipment around more for social distancing. He was
2 also curious as to when the playground would be re-opening.

3
4 ACTION: Mr. Bresnahan stated that we are looking into safely opening up the facility
5 and we will look into increasing occupancy of the Fitness Center in various ways, such
6 as possibly relocating equipment.

7
8 Ms. Stone added that the playground usage is a county order and shall remain closed
9 until the order is lifted. How to properly clean the playground after usage is being
10 researched.

11
12 Mr. Gardiner, stated that we've contacted the installer and manufacturer of the
13 playground on the proper cleaning techniques; for the playground once we get
14 approval to reopen.

15
16 Commissioner Woodfield echoed Commissioner Pressly for fitness center concerns.
17 She stated that it was her first time this morning using the facility and a morning time
18 wasn't available. Also asked if classes at 6 am would be possible in the future.

19
20 Mr. Bresnahan stated we will be able to expand spots to four people by the end of the
21 week. In regards to classes, we'll offer as soon as available. There's a new manager in
22 the fitness center, Stephanie Bogdan, recently from the Breakers. She's also managed
23 group fitness classes and facilities in New York. Early morning classes will be looked
24 into.

25
26 Commissioner Wyrzes thanked the staff for the meeting during these times. She's
27 thankful for doubles play at tennis. Mentioned the courts have been packed and lots
28 of fun. Ms. Wyrzes had a question about the open alternate position and why it
29 hasn't been advertised yet.

30
31 Ms. Stone answered saying we do have an alternate position open. The process is for
32 the Town Clerk to post it. It takes about 60 days to post it, accept applications and
33 then go to Town Council. Ms. Stone said we thought it was best not to advertise it
34 during the pandemic since there's too much going on.

35
36 ACTION: It is anticipated that advertising for the open RAC alternate position will
37 take place in the fall.

38
39 Commissioner Harris stated that we're very fortunate to have the staff that we have
40 and be able to open up back like we have. He also said that the "Boredom Busters" in
41 the Rec-Connects are phenomenal.

42
43 Commissioner McIver reiterated everyone's comments on how orderly and
44 professionally we've been doing business considering the circumstances. She asked

1 Mark about the thermometers and taking temperatures of patrons entering the facility.
2 She stated she knows there are issues but she likes the idea of it. She stated we need
3 to have some caution with a possible second wave and that temperatures checks could
4 be that.

5
6 Mr. Bresnahan answered that yes, we are have discussed taking people's temps when
7 they come in but haven't come to a consensus, and are noting what other agencies are
8 doing and that the fitness center staff gets checked every day.

9
10 Commissioner Schonwald-Vila thanked Carolyn, Mark, Rod and everyone on staff on
11 the phenomenal job we've been doing considering the circumstances. She stated that
12 she's looking forward to the day that we're able to save credit card numbers on file
13 and overall updating systems for payment processing.

14
15 **ACTION:** Ms. Stone mentioned golf has transitioned well into increasing online
16 payments and being more touchless; and that we are looking to do this for Tennis and
17 the Mandel Recreation Center.

18
19 Chairperson Coniglio mentioned that he loves that comments from commissioners
20 were moved to after staff reports and thanked us for moving it on the agenda.

21
22 **IX. COMMUNICATION FROM CITIZENS**

23 *Michael Leiderman – Citizen*

24
25 Michael Leiderman, - 2295 S. Ocean Blvd, Palm Beach – Had a question about the
26 open Alternate Recreation Advisory Commission Member opening, which was
27 answered during comments from the Recreation Advisory Commissioners.

28
29 **X. OLD BUSINESS**

30
31 **A. None**

32
33 **XI. NEW BUSINESS**

34
35 **A. FY2021 Proposed Fee Schedules**

36 *Carolyn Stone - Director Business Development and Operations*

37 *Rod Gardiner - Assistant Director of Recreation*

38
39 Ms. Stone, presented the FY2021 proposed fee schedules starting with tennis referencing
40 the packet that was sent last week to the Commissioners. She stated that we are not
41 recommending increasing fees this year in tennis since we had an increase last year. For
42 the Mandel Recreation Center, we're recommending leaving the rental fees as is, noting
43 that we only had ten weeks of programming in the Mandel and we only had limited time
44 for inquiries for rentals. As a result of this, we feel that the fees we're currently charging

1 will be good. For the Fitness Center, we're keeping fees the same, except for the monthly
2 and daily passes. These will be going up slightly. Golf as a whole will have a 2% increase
3 across greens fees.

4
5 Commissioner McIver had a question about the fees for tennis specifically the non-resident
6 rates being much higher than residents. She asked if there's any thought of lowering the
7 rates for non-residents.

8
9 Ms. Stone mentioned that we did take a look at the fees, and that we are ahead on revenues.
10 With non-residents fees the way they are, we were able to have more court availability for
11 residents.

12
13 **ACTION: We are expanding the drop-in summer special rate to Phipps Ocean Park Tennis**
14 **Center for the 11:00am-12:30 pm time slot. It will be offered at its traditional place and**
15 **time, Seaview Park Tennis Center – 12:30-5:00 pm, sometime this summer.**

16
17 Mr. Gardiner did mention we did have a lot of feedback from residents about court
18 availability is better. He also mentioned we do offer two options for people. One a 12 play
19 pass, which is buy 12 get the 13th play free or a seasonal pass which is valid for 6 months
20 from purchase date. Traditionally from 12:30-5 pm at Seaview, there's a summer rate.
21 Since this June we've been busy we'll implement the summer rate in July for this year.

22
23 Mr. Bresnahan mentioned for June they'll be discounted rates for pickleball \$25/res. and
24 \$32/ non-resident for an hour time block in the Smith Family Fieldhouse. We'll also have
25 rates of \$20/ hour res. \$25 non-res. for half-court basketball.

26
27 Commissioner Harris asked about the 12 play passes for golf and that he doesn't see it
28 advertised online. He mentioned we could potentially make a big profit on them.

29
30 **ACTION: Mr. Chateauvert said we would look into more prominently promoting the play**
31 **passes on the website.**

32
33 Commissioner McIver asked if we've done any advertising in the Shiny Sheet lately and if
34 we haven't we should put together a big story, to let everyone know we're open and have
35 discount rates and so on.

36
37 Commissioner Pressly asked about rental fees in connection with the recreation center. Has
38 the staff ever given thought to rent out the playground or field?

39
40 **ACTION: Mr. Bresnahan mentioned that rental of the playground/field have been under**
41 **discussion and we will be revamping the rental policies for this coming year.**

Commissioner Woodfield asked about the Fitness Center increase proposal and why only the monthly and daily prices are changing. Wonder if the reason is because we didn't correctly price them in the beginning.

Mr. Bresnahan said that a number of folks are utilizing the daily fee instead of getting a pass, and doing so two, three and even four times a week. So, the evidence was the price was set a little too low in the beginning. As a result, a proposed higher fee the daily fee and monthly fees

Motion was made by Commissioner Pressly and was seconded by Commissioner Wyrzes to approve the FY2021 Proposed Fee Schedules. On call for a vote, the motion passed unanimously.

XII. ANY OTHER MATTERS

None

XIII. ADJOURNMENT

Chair Coniglio asked for a motion to adjourn the meeting.

Motion was made by Commissioner Woodfield and seconded by Commissioner Pressly to adjourn the meeting. On call of a vote, the motion passed unanimously.

The Recreation Advisory Commission meeting adjourned at 10:31 am.

APPROVED:

Chair

ATTEST:

Michelle Pallante, Board Secretary

Date