

Apalachicola Parks and Recreation Committee  
Meeting Minutes  
Thursday, April 15, 2021

**Attendees:**

**Members (7/7)**

Elinor Mount-Simmons, presiding  
Diane Brewer  
Delores Croom (Alternate)  
Faye Gibson (Alternate), secretary  
Donna Ingle  
Torben Madson  
Mark Milliken

**Guests**

Commissioner Despina George  
Ashley Edwards, Director of  
Tallahassee Parks, Recreation  
Neighborhoods (via Zoom)

**I. Call to order**

Elinor Mount-Simmons called to order the regular meeting of the Apalachicola Parks and Recreation committee at 5:30 pm on Thursday, April 15, 2021 at the Apalachicola Margaret Key Memorial Library.

**II. Approval of minutes from last meeting**

Faye Gibson circulated the minutes from March 18, 2021. Mark Milliken moved they be accepted, Torben Madson seconded, and the motion passed unanimously.

**III. Business matters**

**A. Old Business**

1. Adopt-A-Park

Elinor Mount-Simmons corrected paperwork that was being distributed by the city. They now have corrected forms and should be placing a notice on the webpage soon. Mark Milliken suggested we create a large (24" x 36" or more) poster of the city map with the parks highlighted to help citizens and groups wishing to adopt a park identify each park's location. Donna Ingle volunteered to help put one into city hall. Diane Brewer volunteered to contact Oyster radio requesting some public service announcements on the program as well.

2. Citizen recognition plan

Elinor Mount-Simmons suggested this matter be tabled until she can request additional clarification from city manager Travis Wade.

3. Park Plan

The park plan was also moved to next month's agenda after some active discussion of ideas for encouraging recreational use of the parks. Some ideas discussed for 2022 or beyond were to plan a May Day celebration, a city-wide Easter egg hunt, a regional bike ride, a regional 5K or 10K, a scavenger hunt that would take citizens to each of the park to redeem clues. It was agreed that further discussion and additional volunteers might be needed to coordinate events.

4. Clarification of City/State lease agreements

Faye Gibson reported that the State has requested acknowledgment of their role as lessee for the Chapman Botanical Gardens, Veteran's Memorial Park and their

ownership of ¾ of Gorrie Square. There was some discussion but the committee agreed that clear communication of the roles of both the city and the state is important.

## **B. New business**

### **1. Friends of Tallahassee Parks**

Ashley Edwards, director of Tallahassee Parks, Recreation and Neighborhood department, joined our meeting via Zoom to discuss the 501-C-3 non-profit Friends of the Park that citizens set up in 1981 to offer assistance to the Tallahassee Parks and Recreation department. Tallahassee's program has no paid professional staff but operates with a 21 member board of directors and a financial oversight committee. The foundation operates as a pass-through enabling groups and citizens to make tax-deductible contributions that benefit city parks. The money donated is supplemental to enhance the parks.

The department's director is the treasurer of the organization which has independent banking accounts with two check-signer process. The foundation is designated as a direct support organization - wording that is significant for insurance purposes.

The foundation generates revenue by adding a surcharge to memorial trees and benches that are donated as well as holding an annual Jingle Bell Run in December. Items purchased by the foundation are turned over to the city inventory. The foundation does not hold property.

In Tallahassee, the foundation was created when staff identified the need and staff organized the citizens for the board. With help from the city attorney and citizens in the legal and accounting professions, the group was incorporated and by-laws were established. They hold a once-a-year meeting which meets the minimum required by law and at that meeting they vote on how to spend undesignated funds. The majority of their revenue, however, comes in with a spending designation and therefore does not require a board decision.

### **2. Water tower removal from Madison Square**

Diane Brewer informed the committee that the water tower has been removed from Madison Square. Elinor was in the area and made a video of part of the removal.

### **3. City work yard (5<sup>th</sup> Street)**

Diane Brewer reported that she intends to approach the CRA to request funding for a structural assessment of the old pumping station on 5<sup>th</sup> street.

## **IV. Announcements**

There were no announcements

## **V. Elinor Mount-Simmons adjourned the meeting at 6:48 pm**

Elinor Mount-Simmons adjourned the meeting at 6:48 pm.

Minutes submitted by: Faye Gibson, secretary