

# ADOPTED

## MARION OAKS MUNICIPAL SERVICES ADVISORY BOARD FOR RECREATION SERVICES AND FACILITIES

Tuesday, January 14, 2025

9:30 AM

### ROLL CALL:

#### ***Board Members***

Kathleen Martin - Chairperson

Alice Mitchell

Bobby Whipple

Joanne Coast

Muriel "Mim" Chappell-Eber

#### ***Marion County Marion Oaks MS Representatives***

Director - MS/Assessment, Chad Wicker

Marion Oaks Community Center Manager, David Pierce

Marion Oaks Facilities Trades Supervisor, Charles Aman

Marion Oaks Recreation Specialist, Kari Coates

PT Recreation Leader, Haleigh Morgan

General Public: See Sign In-Sheet

Chairperson Kathleen Martin called the meeting to order at 9:33 AM.

David Pierce – Community Center Manager welcomed Mim Eber as our newest Board member.

Chairperson Kathleen Martin requested everyone rise for the Pledge of Allegiance.

Board member Bobby Whipple revisited concerns he had with staff. After some discussion, Community Center Manager David Pierce recommended to Mr. Whipple for future reference, that any staff concerns be brought to his attention to find a resolution.

### **VOTE ON ACCEPTANCE OF MINUTES:**

Chairperson Kathleen Martin presented and made the motion that the August 13, 2024 draft of minutes be adopted. The motion was seconded by Bobby Whipple and approved by all.

### **REPORTS:**

#### **RECREATION SPECIALIST – Kari Coates**

##### **August – September 2024**

##### **Weekly Classes**

The following classes continue to be offered as part of the Recreation Center Membership:

- 15 exercise classes
- Two Spanish classes
- Pickleball lessons with Marilyn and Jose twice a week
- Two in-house pool tournaments
- Mobile Health Dept Bus twice a month (we are their largest enrolled site)

##### **Van Trips**

- There were 7 van trips and 2 motor coach trips

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## **REPORT - RECREATION SPECIALIST – Cont'd August – September 2024**

### **The following activities/events were offered to the public:**

- Two Stop Tobacco Classes
- Back to School Expo - 205 attended
- Health Fair - 200 plus attended
- Back to School Glow Party- 47 children and their families were registered
- Hispanic Heritage Event – 150 attended. This will be an annual event.
- Clown Day with Janis Brennan – 44 children and adults participated

### **Special and other Activities**

- Ten additional specialty activities were offered
- School Supply Drive – 1,397 individual pieces of school supplies donated
- Eye Glasses – 135 donated
- Ink Cartridges – 80 recycled
- Food Pantry Collection/Our Savior Lutheran Church – 550 plus items donated
- Luau Dinner – 38 attended
- Burger Dinner – 25 attended

## **October – December 2024**

### **Van Trips**

- There were 12 van trips and 2 motor coach trips

### **The following activities/events were offered to the public:**

- Community Yard Sale - 300 plus foot traffic/over 80 vendors
- Plant Swap - 70-80 attendees
- BOOtastic – 496 trick or treaters/1,400 foot traffic/35 stations/17 volunteers
- Grinch Party with staff member Victor Adams 38 attendees
- Holiday Extravaganza/900 – 1,000 attendees

### **Special and other Activities**

- 13 additional specialty activities were offered
- Pizza Party – 32 attended
- Thanksgiving Luncheon – 49 attended
- Christmas Luncheon – 61 attended
- Eye Glasses – 78 donated
- Ink Cartridges – 45 recycled
- Food Pantry Collection/Our Savior Lutheran Church – 275 items donated
- Operation Shoebox Candy Cane Drive – 190 donated

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## **REPORTS - RECREATION SPECIALIST – Cont'd** **August – September 2024**

### **Upcoming Events**

- January 21<sup>st</sup> – Seminar: Getting your Affairs in order
- Dave's Hiking Trips and Weekly Van and Motor Coach Trips
- January 28<sup>th</sup> – Cooking Classes
- February 14<sup>th</sup> – Valentine's Day Luncheon
- February 25<sup>th</sup> – Health Fair
- February 27<sup>th</sup> – Community Dinner/Chili Cookoff
- March 1<sup>st</sup> – Community Yard Sale

One of our Holiday Extravaganza vendors kindly donated all her craft supplies as she is no longer able to continue crafting and needless to say we will not be purchasing craft supplies any time soon, as it was a sizeable donation. We want to thank Ms. Laura Padilla, a Marion Oaks resident for her generosity.

### **RECREATION LEADER – Haleigh Morgan**

#### **Dog Park**

- October 2024 – the Dog Park held a Halloween costume contest.
- November 2024 – Coffee with a Cookie
- December 2024 – Photos with Santa

#### **Upcoming Events**

- Kisses and Treats Event on February 14<sup>th</sup> from 2-3pm for dogs to have their photos taken and coffee and snacks for the adults.

#### **Oaks Tiny Tots (toddlers 4 and under)**

- Halloween Party was held. Over 43 toddlers and 40 adults attended.
- Holiday Party was held with over 44 toddlers attending.
- New Years Noon Party was held with a balloon drop which was fun and exciting for the children
- February 13<sup>th</sup>, we will be celebrating Valentine's Day and the children will be handing out valentines

**Holiday Decorating Party** – was held to assist in decorating the complex. We want to thank all the staff and volunteers that helped with that.

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## REPORTS - RECREATION LEADER – Cont'd

### Walking Trips

- Silver Springs State Park
- Ocala Recharge Park
- February 5<sup>th</sup> - we will be going to Rainbow Springs

### Kayaking Trip

- Is scheduled for January 22<sup>nd</sup>

### Shuffleboard

- Tuesdays at 8 am

### Upcoming Events/Programs

- Spring Break - Youth Mario Kart Video Game Tournament
- Adults/Super Smash Bros. Video Tournament
- Summer Camp 2025 will be June 16<sup>th</sup>- 20<sup>th</sup>, ages 10-15  
Planned activities: ziplining, tubing down Rainbow River and several other aquatic activities.

## FACILITIES TRADES SUPERVISOR – Charles Aman

- **Vehicle and Equipment Maintenance**  
Right now the crew is going through and doing maintenance on all the vehicles and equipment
- **Tennis Court**  
The finishing touches are being put on the tennis courts, including the fence. Lines still need to be painted
- **Pressure Washing**  
All the buildings are going to be pressure-washed and windows cleaned
- **A/C Units**  
Four Units needed repairs. One had an electrical disconnect, which was the library unit. The cost to repair that was \$500. The second unit was in building A. The outside filters had to be cut out and replaced. The cost for that was \$300. The third unit was in the Annex Building where the server board needed to be replaced. It's on order and the cost of that was \$650. Also, the Annex Building needed a blower replaced.
- **Treadmill Repairs**  
We are waiting on new belts for one treadmill, the other treadmill has already been repaired.
- **Dog Park**  
The panel box has to be replaced as it is very old. We are waiting for a quote for that right now.

## COMMUNITY CENTER MANAGER – David Pierce

David announced to all that we will no longer be known as the MSTU Department. The name has been changed to the Municipal Services Department.

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## REPORTS - COMMUNITY CENTER MANAGER – Cont'd

- **Dog Park**

The Dog Park has been very well-received. At any hour of the day the park is being utilized and the residents have been doing an outstanding job picking up after their pets. Whenever we do have a recreation program at the park, we get a very good response and residents are looking for more to get involved in.

- **Staff Updates**

Eva Sanders has been selected to take the position of full-time Recreation Leader. This position has been vacant since David Menzie retired and Nikko was promoted to Lead Custodian. We welcome Eva Sanders and wish her the best. She was unable to attend the meeting this morning as she was in orientation.

- **Community Center Roof**

Both buildings are having their roofs replaced. The lowest bid came in at \$269,975 and the project was awarded to Big D Roofing Contractors. Because of the dollar amount, it has to go in front of the Board of County Commissioners on January 21<sup>st</sup> for official approval. Once it gets approved, hopefully in early February work will start on the roofs.

We have spoken with the contractors and they will try to minimize interruptions for the residents that are renting space. It might be unsightly from the outside, but the inside should not be affected.

- **Walking Trail Repavement**

In our budget this year the walking trail is slated to be repaved. That has gone out to bid and the lowest bid came in at \$59,060 from Superior Asphalt. That will also need to go before the Board of County Commissioners for approval on January 21<sup>st</sup>. Once approved, the work on that should begin shortly after.

Advisory Board Member Alice Mitchell had asked if we could reconnect the walking trail behind the tennis courts. We have had people come out to determine if this was feasible and unfortunately it is not, since the asphalt that remains behind the tennis courts is going to be removed and then graded so that water can flow down into the retention pond.

- **Tractor**

As it was slated this year in our budget we purchased a new tractor. The new tractor is bigger and has a backhoe attachment, which will allow us to get more use out of it. The cost for the new tractor was \$333,975 and we were able to purchase that through a state contract that Chip was able to get information on for us, which saved \$7,280.

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## REPORTS - COMMUNITY CENTER MANAGER – Cont'd

- **Annex Patio**

We are looking at adding a patio in the front and sides of the Annex Building to expand our footprint. In the evenings the rooms in the Recreation Center are all being used and we are hoping that with a patio we will be able to offer outside space for our programs. We met with an engineer and he will let us know if its feasible. If we have to add a water retention area then more than likely we will not be going forward with the project because it will be cost-prohibitive.

- **Tennis Courts Relocation**

The new concrete pad for the relocated tennis courts has been completed and the cost for that was \$50,150. The staff is working on getting things set up for the tennis courts now, after which staff can work on the expansion of the pickleball courts.

David wanted to acknowledge Project Coordinator, Pete Hodges from the main MS Office. Pete has been a tremendous asset to us. You can call Pete up and he's here the next day. He does a lot of behind the scenes work and is a blessing to have. We are not very knowledgeable when it comes to asphalt and concrete but it is Pete's forte and he meets with engineers and takes on the project from doing the scope of work for it, to the point that it is ready for bid and everything in between – including speaking with contractors.

- **Financial Information**

Our pre-budget workshop for 2025-2026 needs to be re-scheduled as there was some conflict with the original date. David reminded the Board that If anyone has anything new they want to see on the grounds the request should be brought to him prior to the workshop so he can do any necessary cost analysis. He also reminded the Board that when we don't earmark new projects at our pre-budget workshop, its almost impossible to have it added to our budget when it starts in October. Provided in each Board member's folders are copies of last year's 2023-2024 closing expense report breaking down line items and percentages of what we actually used and a copy of our expense audit trail and where we stand right now. Board members will also find in their folders a breakdown of rental income last year which generated \$87,000. \$2,000 plus was generated for organization fees and \$1,300 for faxing and copying, totaling almost \$91,000. Our Annex Building has over 3,200 members at this point, generating about \$112,000. These costs are very important to us since it allows us to offset some of our operating expenses and keep our millage rate at 1.02% where it has been since the year 2004.

Chairperson Kathy Martin let staff know that we are all appreciated for the work we do.

## RESCHEDULING OF PRE-BUDGET WORKSHOP

After some discussion, a date of February 19, 2025 at 9:30 a.m. in the Annex Building was set for the Pre-budget Workshop. Florence Charbonneau – President of the Civic Association was invited to attend.

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## GENERAL PUBLIC COMMENTS

Henry Munoz asked if the Community Center Auditorium would be getting wifi. David Pierce responded by stating that the County IT Department did look into that at the previous MSTU Director's request and he was told it might be costly. David never did get any solid numbers and promised he would meet with our current MS Director, Chad Wicker to see if we can get IT out here to give us a quote. He will email all to keep them informed.

## NEXT ADVISORY BOARD MEETING

Board member Joanne Coast commented on what a great job the Community Center is doing. Discussion ensued. David Pierce also commended the staff, specifically the recreation staff. Discussion ensued.

Kathy Martin reminded the Board that our next meeting is April 8th, at 9:30 a.m. and asked for a motion to adjourn. A motion was made by Joanne Coast and seconded by Alice Mitchell.

Meeting was adjourned at 10:28 a.m.

Minutes Submitted by Marlene Perez Maldonado

Kathleen Martin  
Chairperson, Kathleen Martin

4-8-25  
Date