

**TOWN OF BAY HARBOR ISLANDS
MORRIS N. BROAD COMMUNITY CENTER
1175 95TH STREET
BAY HARBOR ISLANDS, FL 33154**

PARKS AND RECREATION COMMITTEE

MEETING AGENDA

**October 21, 2025
7:00 PM**

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF MINUTES:

1. Approval of the September 10, 2025 Parks and Recreation Committee Meeting Minutes.

OLD BUSINESS:

NEW BUSINESS:

2. Review budget for Parks and Recreation 2026
3. Begin discussion of budget recommendations for new equipment and renovations
4. Hold a meet-and-greet session with the new Parks and Recreation Director, and review proposals for upcoming social events, orchid projects, unlimited yoga, and additional recreational activities submitted by members
5. Providing an update regarding the renovation underway at the 92nd Street dog park, with a projected completion in two weeks
6. Review preliminary results of the recent survey
7. Define content for publication in the Parks and Recreation newsletter
8. Establish the calendar of Parks and Recreation committee meetings for 2026

ADJOURNMENT:

** Please be aware that certain "New Business" items on this agenda may be taken out of turn, that is prior to "Old Business", to accommodate members of the public attending this meeting for "New Business."*

Parks and Recreation Committee Minutes – Bay Harbor Islands

Meeting Overview

The Parks and Recreation Committee convened on September 10th for a scheduled meeting. Members in attendance included **Amarilys Gott, Alex Rangel, Linda Zilber, Mariana Mitroga, and Tomas Von Hauswirth.**

Preparation for Council Presentation

The committee identified key subjects to be addressed during the first Council meeting on September 11th. The topics selected for presentation were as follows:

- Communicating the committee's values and mission
- Proposal for implementation and distribution of the approved community survey through various channels, including the newsletter, QR code, and the official website
- Outlining plans for park improvements
- Exploring rooftop facilities as a means to create additional public recreational spaces

Budget Review and Future Planning

The committee will examine the Parks Impact Fee and formulate recommendations at the next meeting about how the funds might be allocated, including possible renovations or the purchase of new equipment. This discussion forms a key part of the 2026 budget planning.

Committee Updates

A new Parks and Recreation Director is set to begin on September 29th, 2025. This new town employee will act as the liaison between the committee and the town, assisting in the proposal of new activities, social events, and facility renovations.

The subsequent Parks & Recreation Committee meeting is planned for the week of October 21st. There is also a suggestion to pre-schedule all committee meetings for 2026, either monthly or quarterly, to improve planning and attendance.

Agenda Proposal for Upcoming Meetings

- Review budget for Parks and Recreation 2026
- Begin discussion of budget recommendations for new equipment and renovations
- Hold a meet-and-greet session with the new Parks and Recreation Director, and review proposals for upcoming social events, orchid projects, unlimited yoga, and additional recreational activities submitted by members
- Providing an update regarding the renovation underway at the 92nd Street dog park, with a projected completion in two weeks
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Sec. 15-2. The parks and recreation committee.

The parks and recreation committee is charged with advising the town council upon issues involving the development and renovation of parks and recreational facilities that provide the Town of Bay Harbor Islands residents with opportunities for education, recreation, leisure and cultural development. The committee will accomplish this mission through long-range planning and policy formation based upon monitoring public need and usage of park and recreational facilities for recommendation to the town council.

- (a) *Members.* The membership of the parks and recreation committee shall be five members, and two additional members may be appointed by the town council to serve as alternates. Alternates may attend committee meetings in order to establish a quorum and, thereafter, participate in the discussion and vote on the matters presented. Alternates shall not vote or participate in discussion if a quorum is present without the alternate(s).
 - (1) All appointments shall be residents of the town for a minimum of six months or shall demonstrate an ownership interest for a minimum of six months in a business located in the town for a minimum of six months.
- (b) *Terms.* Members and alternates of the parks and recreation committee shall be appointed to serve two-year terms. To be considered for reappointment, all members and alternates must reapply at the end of their term.
- (c) *Appointments.* All candidates are required to complete the town's advisory board/committee application. Both new candidates and current members seeking reappointment must submit the necessary documentation. Along with the completed application and evidence of their residency. The members and alternates of the parks and recreations shall be appointed by resolution by the town council. All documents must be emailed to the town clerk before the deadline. The town council shall appoint five board members and two alternate by the majority vote of the council present at the meeting. In order for a candidate to be appointed to the parks and recreation committee, the candidate must meet the membership requirement and must be approved by at least five town council members. To act in an advisory capacity to the town council.
- (d) *Vacancies.* The town clerk shall issue a public notice regarding any vacancies on the parks and recreation committee. In the event that a parks and recreations committee member resigns, fails to meet the residency requirement, is removed in accordance with subsection (e), or is otherwise unable to fulfill their duties, the vacancy shall be filled by one of the alternates to complete the remaining term. The town council shall appoint an alternate to serve as a member by a majority vote of the council members present at the meeting.
- (e) *Removal of members.* The town council, upon the vote of at least five council members, may remove any parks and recreation committee member, with or without cause, at any time.
- (f) *Meetings.* The committee shall meet at least quarterly. The chairperson shall have the right to call meetings more often. The town clerk shall advise the town council if a committee has not met at least once a quarter, at which time, the town council shall take a vote as to whether to dissolve the committee.
 - (1) During the organizational meeting of the committee each year, the membership shall elect a committee member to serve as chairperson. The committee may also elect a secretary and a vice chairperson to preside in the absence of the chairperson.
 - (2) No item may be discussed for longer than 45 minutes absent a successful without a motion to extend the time for discussion time, which shall be done only in increments not to exceed 15 minutes.

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- (3) Meetings of the parks and recreations committee shall conclude by 10:00 p.m., provided that any item which has begun to be heard by the board before 10:00 p.m. shall be allowed to proceed until there is a board vote on the item (subject to the 45-minute limit established above). Any unfinished business shall be deferred to the next meeting.
 - (4) There is a two-minute time limit for each speaker during public comments.
 - (g) *Notice of meetings.* The town clerk shall be responsible for providing public notice of all parks and recreation committee meetings.
 - (h) *Quorum.* The presence of a majority of the committee members shall constitute a quorum. If a quorum is not present, the meeting shall not take place and no discussions, presentations, or exchange amongst committee members shall occur.
 - (i) *Attendance.* Committee members who are absent three or more times during a 12-month period shall be subject to removal by the town council. The committee staff liaison shall notify the town clerk when a member is absent more than three times in a 12-month period. The town clerk shall notify the town council of such absence and the council shall decide if replacement is necessary and a vacancy exists.
 - (j) *Compensation.* Committee members shall serve without compensation and shall not be reimbursed for travel, mileage, or per diem expenses.
 - (k) *Staff liaison.* The town manager shall designate a staff member to serve as a liaison to the committee. The liaison shall attend committee meetings and provide staff support.
 - (l) *Agenda.* The staff liaison, in consultation with the chairperson, shall prepare an agenda for each committee meeting. The agenda shall be submitted to the town clerk for posting as required by Resolution No. 1050 referenced above.
 - (m) *Committee reports.* The chairperson or his/her designee shall submit a written report to the town clerk, that shall set forth the committee's recommendations to the town council. The contents of the report shall be approved by the committee prior to the submission to the town clerk and the committee's presentation of the report to the town council, through its representative, at a publicly held meeting.
 - (n) *Rules of procedures.* The committee may adopt its own order of business and rules of procedure governing its meetings, and adverse not inconsistent with the provisions set forth herein. Such rules and procedures shall be filed with the town clerk. The committee shall comply with all requirements of Chapter 119 (Public Records) and 286 (Sunshine Law), of the Florida Statutes, together with the Town Code of Ordinances.

(Ord. No. 1105, § 2(Exh. A), 9-12-2024)



**PARKS AND RECREATION COMMITTEE MEETING DATES
2026 MEETING DATES**

**Second Tuesday of the Month
*(except for the months of July and December)**

Deadline for Items to Be entered	Committee Meeting Dates
Friday, December 26, 2025	Tuesday, January 13, 2026
Friday, March 27, 2026	** Tuesday, April 14, 2026
Friday, July 24, 2026	Tuesday, August 11, 2026
Friday, September 25, 2026	Tuesday, October 13, 2026

**** Passover – April 1 – 9, 2026**