

CITY OF OAK HILL

PARKS AND RECREATION ADVISORY BOARD

CITY COMMISSION CHAMBERS – CITY HALL

234 South US 1

Oak Hill, FL 32759



AGENDA

September 22, 2026

6 p.m.

A. Roll Call

B. Approval of Minutes

- a. June 17, 2026
- b. July 2, 2026

C. New Member Introductions

- a. Marina Logerfo
- b. Amy Ownby

D. Old Business

- a. Health Expo update
 - i. Request from Aaron Denys regarding sponsorship
- b. Fall Festival update
 - i. Choose movie
- c. Operation Turkey
- d. Christmas Parade
 - i. Update from city staff
- e. Park clean up work days
- f. Teen Nights

E. New Business

- a. Comments and suggestions from new board members
- b. Budget for Fiscal Year 2027 (Oct. 1, 2026 – Sept. 30, 2027)

F. Board Member Comments

G. Citizen Comments

H. Adjournment

Parks & Recreation Advisory Board
Meeting Minutes
June 17, 2026, 6:00 PM
234 U.S. 1, Oak Hill, FL 32759, US

A. Call to Order

a. Roll Call

Vice Chair Brittany Mason called the meeting to order at 6:00 p.m. A quorum was established. Present: Vice Chair Brittany Mason, Board Member Sarah Boyd and Board Member Rachelle Lee. Absent: Chair Roger Page.

B. Events BBQ Bash

Board Member Sarah Boyd presented the current status of sponsorships, vendor participation, and contest entries. Confirmed sponsorships totaled approximately \$1,025.00 in monetary contributions from Oak Hill Hot Rods (\$350), Commissioner Linda Hyatt (\$100), City Attorney Christian Waugh (\$350), and Oak Hill Plants (\$225, entered at the Level 2 vendor rate).

In-kind service sponsorships were also secured from Dykes Services (pressure washing) and Junebug Balloon Bar (balloon décor), each valued at the \$350 sponsorship level. Confirmed paid contest entries included Tim Morton with Big L and the team of JD and Gunner registered but pending payment. Confirmed vendors included New Smyrna Shark Bites Jerky, Wicked Tasty Fried Dough, Farmhouse Cats (no charge), CN Creations (payment pending), The First Baptist Church (no charge), Oak Hill Community Trust and The Oak Hill Garden, the Indian River Lagoon Athletics Club, and Pappas Peanuts and Snow Cones (form pending). A children's lemonade stand was also announced for the event.

The board identified outstanding needs, including additional contest entries, vendors, event signage, sponsorship banners, wristbands for tasting participants, porta-potties (to be paid from donation funds), tables, chairs, and tents. The board discussed sourcing banners and event signs through Amazon, Walgreens, or local vendors such as Klein Yaney Media, with cost-effectiveness cited as the primary consideration. It was noted that sponsorship banners measuring approximately 3 feet by 3 feet would be displayed on the park fence for 90 days following the event.

Judging was confirmed to have four of the required five judges secured, with Danny Robins, Vice Mayor Catigano, Commissioner Carrie Werning and Mike Arman among those committed; recruitment of a fifth judge remained an open action item.

The board also discussed the event layout, parking logistics, and the potential need to restrict traffic on the back road off Dixie via cones. The possibility of a bounce house or water slide activity was raised but not finalized. The board addressed a need for plaques to cover first, second, third, and People's Choice awards, with Vice Chair Mason directed to follow up with Chair Roger Page regarding procurement.

The board further discussed the Sunshine Law implications of board members communicating and collaborating outside of publicly noticed meetings, and the City's representative committed to seeking clarification from the City Attorney regarding the permissibility of such coordination for events already approved by the City Council. The possibility of restructuring the board as a committee to allow greater flexibility was noted as a matter for future Council consideration. The board discussed accepting payment via cash, check, credit card, and through the City's online portal, with the applicable processing fees noted.

C. Citizens Comments

There were no comments.

D. Adjournment

A motion to adjourn was made by Vice Chair Brittany Mason and seconded by Board Member Sarah Boyd. The motion carried unanimously.

Vice Chair Brittany Mason

ATTEST:

Janet Shira, City Manager

Parks & Recreation Advisory Board

Meeting Minutes

July 2, 2026, 6:00 PM
234 S. 1, Oak Hill, FL 32759

A. Roll Call

The Special Meeting of the Parks & Recreation Advisory Board of the City of Oak Hill was called to order at 6:00 p.m. in the City Commission Chambers, 234 South US 1, Oak Hill, FL 32759. Deputy City Clerk Megan Jones conducted the roll call.

Present: Chair Roger Page, Vice Chair Brittany Mason, Board Member Sarah Boyd
Absent: Board Member Rachelle Lee

A quorum was established.

B. Old Business

a. BBQ Bash

The Board reviewed final preparations for the upcoming BBQ Bash event scheduled for Saturday, July 4, 2026. Board Member Sarah Boyd confirmed she would retrieve the remaining event banners from the vendor in Edgewater. Deputy City Clerk Megan Jones reported that total revenues raised to date stood at \$2,025.00, with expenditures of \$1,333.06, yielding a net balance of approximately \$691.94. The Board noted that several purchased items are non-consumable and reusable for future events.

Citizen Krista Vera (770 US 1, Oak Hill) addressed the Board and offered several operational recommendations for the event's volunteer intake table, including the distribution of a printed wish list of needed items, two separate sign-in sheets, one for future volunteer recruitment and one for a Parks and Recreation newsletter, and QR codes linking to the City's social media presence. Ms. Vera also recommended placing donation jars at each vendor station and priming them with visible bills to encourage community contributions. The Board accepted these recommendations and integrated them into the event plan. Ms. Vera confirmed she would organize volunteer coverage in one-hour shifts at the entry table.

The Board discussed the broader community engagement strategy, including the potential for a dedicated Parks and Recreation page on the City website, a Mailchimp-based newsletter, and future small-scale community activities such as organized athletic gatherings. Deputy City Clerk Jones noted that any social media or web presence additions would require coordination with City administration and the City Council.

The BBQ Bash is funded entirely through community sponsorships and donations, with no direct City budget allocation. The event serves as a revenue-generating and

community-building initiative during the 250th anniversary of the United States, providing Oak Hill residents with a free local alternative to high-traffic regional celebrations. The Board intends to track attendance via ticket distribution to establish baseline metrics for future planning.

b. Breast Cancer Screening Event

Vice Chair Mason presented a proposal for Oak Hill's First Annual Health Fair, centered on a partnership with Libby's Legacy, a mobile mammography organization that provides free mammograms to community members at no cost to participants.

Vice Chair Mason reported that an informal community survey yielded approximately 300 to 400 responses from individuals indicating a need for mammogram access. She proposed expanding the event into a comprehensive health fair to include chiropractors, dentists, the health department, regional healthcare providers, and potentially a blood drive, to be held at Burns Science and Technology Charter School, whose administration has indicated willingness to make the gymnasium available at no charge.

Vice Chair Mason stated her personal commitment to leading this initiative and proposed scheduling the event in September or November 2026, avoiding October due to existing awareness saturation.

The Board discussed logistical requirements, including WiFi access, the possibility of Daytona State College's dental program participating, and the inclusion of health-oriented food vendors. The Board affirmed that no liability would fall on the City, as Libby's Legacy carries its own certifications and insurance.

Deputy City Clerk Jones raised the question of venue flexibility in the event the City Commission required use of a City-owned facility, noting that Mary DeWees Park would serve as an alternative. Board Member Sarah Boyd noted that the gymnasium at Burns was originally built to serve the broader Oak Hill community and committed to obtaining further clarification on this point through the Oak Hill Community Trust at an upcoming meeting.

A motion to move forward with the Oak Hill First Annual Health Fair, including a mobile mammography screening in partnership with Libby's Legacy, and to present the proposal to the City Commission at its July 13, 2026 meeting, was made by Board Member Boyd and seconded by Vice Chair Mason. The motion carried 3–0.

Financial Impact & Community Benefit

The proposed Health Fair is structured to impose no direct cost to the City of Oak Hill. The venue at Burns Science and Technology Charter School is available at no charge, and Libby's Legacy provides mammography services at no cost to participants. Supplemental health vendors, including dental and chiropractic providers, are expected to participate on a voluntary or promotional basis. The event is designed as a recurring annual initiative, directly addressing documented gaps in

preventive healthcare access for Oak Hill residents. With nearly 300–400 community members having expressed a need for mammogram access, the event carries a measurable and immediate public health benefit. Oversight will be maintained through the Board's coordination with Libby's Legacy and the City Commission's formal approval process.

c. Back to School Events

The Board discussed participation in the Burns Science and Technology Charter School orientation events scheduled for August 4 and August 7, 2026. Rather than hosting a competing back-to-school event alongside existing community efforts such as those organized by the American Legion, the Board agreed to establish a Parks and Recreation information and collection table at school orientation. The table would serve as a community-facing presence for the Board, allowing members to introduce themselves to families, distribute information about Parks and Recreation initiatives, and collect classroom supply donations for teachers. The Board noted that Cydney Regan is separately coordinating a backpack drive and clarified that the Parks and Recreation effort would focus on classroom consumables rather than student supplies. Vice Chair Mason committed to coordinating with school administration to confirm participation. The Board also briefly discussed the legal feasibility of placing collection boxes at local businesses and directed that the question be referred to the City Attorney.

C. New Business

a. Future Events

The Board discussed and approved a slate of future programming events to be presented to the City Commission for approval. The following events were identified: a Pumpkin Patch and Movie in the Park on October 24, 2026, to be held at the Powell property in potential collaboration with the Oak Hill Community Trust and the FFA chapter at Burns Sci Tech; "Operation Turkey," a Thanksgiving food drive and basket distribution on November 21, 2026, structured as a first-come, first-served drive-through pickup targeting approximately 150 to 200 families, with overflow donations to be directed to community food pantries; and a Christmas Parade community celebration on the second Saturday of December 2026, to be coordinated in conjunction with the existing City parade and potentially featuring vendors, entertainment, and seasonal activities. The Board agreed to pursue annual designations for each of these events where appropriate and to present the full slate to the City Commission on July 13, 2026.

A motion to approve the Back to School supply collection at Burns Science and Technology Charter School on August 4 and August 7, 2026; the Pumpkin Patch and Movie in the Park on October 24, 2026; Operation Turkey on November 21, 2026;

and the Christmas Parade celebration on the second Saturday of December 2026, was made by Board Member Boyd and seconded by Vice Chair Mason. The motion carried 3–0.

b. Volunteers

The Board acknowledged ongoing challenges with volunteer recruitment, particularly given the timing of the BBQ Bash coinciding with Fourth of July weekend and the nation's 250th anniversary. Citizen Krista Vera provided practical recommendations for volunteer engagement, including breaking volunteer commitments into one-hour shifts to lower barriers to participation and outreach through existing customer and vendor relationships. Board Member Boyd noted that Burns Science and Technology Charter School has students seeking volunteer hours and may be a consistent resource. Chair Roger Page identified Spence Yeoman of Saints and Sinners as a prospective volunteer who expressed strong interest in supporting future events. The Board agreed to pursue a running volunteer list, to be maintained digitally and made accessible through the City website, and to use Mailchimp for event notification outreach to interested community members.

D. CITIZENS COMMENTS

E. ADJOURNMENT

There being no further business, a motion to adjourn was made by Chair Roger Page and seconded by Vice Chair Brittany Mason. The meeting was adjourned.

Brittany Mason, Chairwoman

ATTEST:

Janet Shira, City Manager