



**Parks and Recreation
Advisory Board
Approved Minutes
March 5, 2025
Council Chambers
6:30 PM**



I. CALL TO ORDER/ROLL CALL

Chair Andrew Smith called the March 5, 2025, meeting to order at 6:30 p.m. Staff in attendance were Jay Conn, Director, Debbie Zaravelis, Admin Assistant.

Present: 5 - Chair Andrew Smith, Board Member Nathaniel Stember, Board Member Melissa Soto, Board Member Doris Houck, Vice-Chair Mike Thomas

Absent: 0 -

II. PLEDGE OF ALLEGIANCE

III. MINUTES OF PREVIOUS MEETING

1. APPROVE THE MEETING MINUTES OF DECEMBER 4, 2024

A motion was made to approve the December 4, 2024, meeting minutes as presented.

RESULT:	Approve
MOVER:	Board Member Doris Houck
SECONDER:	Vice-Chair Mike Thomas
AYES:	Andrew Smith, Nathaniel Stember, Melissa Soto, Doris Houck, Mike Thomas
NAYS:	None

IV. PUBLIC PERIOD

Chair Andrew Smith opened the Public Period. There being no one who wished to speak, Chair Andrew Smith closed the Public Period.

V. OLD BUSINESS

There were none.

VI. NEW BUSINESS

1. DISCUSSION: REVIEW OF THE FY26 5 YEAR CAPITAL IMPROVEMENT PLAN

Jay Conn gave the board an overview of the comprehensive budget planning and lengthy review process that the City of Maitland goes through each fiscal year (October 1-September 30) which is then adopted by City Council in September. The board was also shown the draft FY26 five-year capital improvement plan which is in compliance with PRAB Constitution to do so on an annual basis.

2. DECISION: ELECTION OF PRAB CHAIR AND VICE-CHAIR FOR 2025

Doris Houck made a motion to keep the current situation of Andrew Smith as Chair. The motion was seconded by Mike Thomas and carried by roll vote.

Mike Thomas made a motion to elect Melissa Soto as Vice Chair. The motion was seconded by Andrew Smith and carried by roll vote.

RESULT:	Approve
MOVER:	Board Member Doris Houck
SECONDER:	Board Member Melissa Soto
AYES:	Andrew Smith, Nathaniel Stember, Melissa Soto, Doris Houck, Mike Thomas
NAYS:	None

VII. OTHER BUSINESS THE BOARD DEEMS ADVISABLE

Jay Conn gave the board an overview of the current projects. Bellamy Park basketball courts and restrooms have been renovated. Lake Avenue Trail rebuild is to be completed in approximately 3 weeks, the Westside Trail has a completion date of January 2026, Sybelia Beach Park restrooms will be refurbished, the Maitland Community Park boardwalk will be widened acceptable for bike and pedestrian travel and should be opened in June, Maitland Community Park Native Plant Restoration project is to keep the invasive plants in check as well as in the wetlands, and the Maitland Ballfield Complex will have some minor improvements.

Events and programs continue: Youth Basketball starting in March, Movies in the Park, Getdown Downtown, and the Maitland Jazz and Blues Festival April 4-5, 2025.

VIII. ADJOURNMENT

There being no further business to come before the Parks and Recreation Advisory Board, the meeting adjourned at 7:30 pm.