

# Parks and Recreation Advisory Board



**February 28, 2018 at 5:30 PM**  
Winter Park Community Center  
721 West New England Avenue / Winter Park,  
Florida

## **1: Consent Agenda**

- a. **Approval of Minutes-January 17, 2018**

## **2: Action Items**

- a. **Showalter Stadium Scoreboard Advertisement Fees**
- b. **Proposed Tennis Operations**

## **3: Discussion**

## **4: New Business**

## **5: Staff Report**

- **Connectivity Mapping**
- **Golf Course Update**
- **Mead Gardens Update**

## **6: Adjourn**

Appeals and Assistance

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"If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105)

"Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-599-3277) at least 48 hours in advance of the meeting."

# Meeting Protocol

The protocol described below is used to conduct an orderly meeting of the Parks and Recreation Advisory Board. It is the Chair's option to follow or deviate from these guidelines during any meeting of the Board.

- Agenda item is brought up by Chair;
- Chair recognizes the staff for department input;
- Staff will present the item and state department recommendation if appropriate;
- The staff or Board Chair may recognize the individual or group requesting the action and present the opportunity to address the Board and present the details of their request. This presentation should be brief (3-5 minutes)
- The Chair will recognize the Board members and provide an opportunity for questions from the item sponsor or department staff;
- The Chair will entertain any motion from the Board regarding the agenda item;
- Once the item has been motioned and received a second, the Chair will ask if there is any public comment about the issue. (Public comment comes before the Board discusses the motion.) Public comment will be held to 3 minutes each;
- The public comments are closed by the Chair once all citizens who wish to speak have been given an opportunity;
- The Chair will recognize the Board members for discussion of the motion. Any Board member may address a question to the sponsor, to the department staff or to a citizen if appropriate;
- Once there is no further discussion, or if the Question has been called (debated and voted affirmative), then the Chair will request the Board moves to a vote.

**PARKS AND RECREATION  
ADVISORY BOARD  
January 17, 2018**

The meeting was called to order by Chairman Carl Creasman at 5:30 p.m. at the Winter Park Community Center in conference room D.

Advisory Board Members present:

Chairman Carl Creasman  
Vice Chair Julio de Arcos  
Trish Teague  
Addison Lanpher  
Renee Maloney  
Taylor Sacha

Staff present:

Assistant Director Ron Moore  
Parks & Rec Manager Jason Seeley  
Business Operations Manager Leif Bouffard  
Recording Secretary Kesha Jones  
Lieutenant Stanford Locke- WPPD  
Assistant City Manager Michelle Neuner

Advisory Board Members absent:

Brad Doster

Staff absent:

Guests:

**Consent Agenda:**

- a) Approval of Minutes November 29, 2017
- b) Open Space Business Permit Application
- c) Cemetery Rules and Regulations

**Carl Creasman gained consensus from the board on approval of the consent agenda.**

**Action Items:**

- a) **Tennis Center Business Model**

Staff addressed the board for approval of a business model to renovate the hard courts and to evaluate with best business practices for the reopening of the Tennis Center in the fall. Several residents and tennis patrons addressed the concern of access to the soft courts and operational hours during the renovation. Patrons also addressed concern with continuing the youth programming that is currently at the Tennis Center.

**Motion made by Trish Teague to approve the tennis center business model presented by staff seconded by Taylor Sacha. The motion carried unanimously with a 5-0 vote.**

**Discussion:**

**New Business:**

**Staff Report:**

- **Department Reorganization**

Assistant City Manager Michelle Neuner presented the changes of the departmental reorganization and some of the new and exciting changes and positions this would bring to the city.

- **Christmas Update**

The City will be planning a real Christmas tree in Central Park on Friday January 19, 2018

- **Golf Course Update**

Members Scramble January 20, 2018  
Book Signing and Meet and Greet February 10, 2018

- **Mead Garden Update**

Camilla Show is January 20, 2018  
New front Gate will be installed next week  
Replacing the benches in the Amphitheater  
Duck Derby is coming up

**Next Meeting – February 28, 2018 @ 5:30 p.m., Parks & Recreation, Community Center conference room D.**

The meeting adjourned at 6:22pm.

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Kesha Jones  
Recording Secretary



## Agenda Item Summary

### Showalter Stadium Scoreboard Advertisement Fees -

#### **Summary:**

Staff is seeking approval of recommending to reduce the fees for the Showalter Stadium Panel Advertisement. Due to some capital projects that needs to be implemented, such as upgrading the locker rooms to open face lockers, upgrading the public restrooms, upgrading the stadium lights, establishing some reserved stadium seating and to expand the size of the locker room area and showers. Once these projects are completed we can then appeal to larger events which will then provide exposure to the score board advertising panels.

#### **Background:**

##### ATTACHMENTS:

Description	Upload Date	Type
Scoreboard Panel Advertising Application	2/22/2018	Cover Memo



# Showalter Stadium

## Scoreboard Panel Advertising Application

\*Please print clearly if not typed. Complete all fields.  
Email: recreation@cityofwinterpark.org Fax: 407-599-3454  
Mail to: 721 W. New England Ave. Winter Park, FL 32789

Application Request Date \_\_\_\_\_

Business/Individual Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Requested Panel

- |                          |                                   |                                  |
|--------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> | Large Panel Advertising (4.5'x5') | <b>\$8,000</b> / year (1 Year)   |
| <input type="checkbox"/> | Large Panel Advertising (4.5'x5') | <b>\$10,000</b> / year (2 Years) |
| <input type="checkbox"/> | Small Panel Advertisement (3'x4') | <b>\$5,000</b> / year (1 Year)   |
| <input type="checkbox"/> | Small Panel Advertisement (3'x4') | <b>\$7,500</b> / year (2 Years)  |

By signing below, applicant acknowledges that this application does not reserve a panel at Showalter Stadium nor constitute a contract between the applicant and the City of Winter Park. After the Parks Recreation Department has received this form, and based upon panel availability and other considerations, an Advertising Agreement may be sent to the contact listed above. Panel rental will not be confirmed unless and until an Advertising Agreement is approved and executed by the applicant and City and payment is received by the City.

All advertisements are subject to approval by the City and are subject to certain requirements and restrictions as described in the Advertising Agreement.

\_\_\_\_\_  
Advertisement representative signature

\_\_\_\_\_  
Date

# Scoreboard Panels

## Large Panel Advertising\*

- 4.5' x 5' full-color advertisement
- 3-minute max video screen advertisement during all video use
- Professional graphic design services

## Small Panel Advertisement\*

- 3' x 4' full-color panel advertisement
- 3-minute max video screen advertisement during all video use
- Professional graphic design services





Agenda Item Summary

Proposed Tennis Operations -

**Summary:**

**Background:**