1: Consent Agenda
   a. Minutes Approval 2.27.2019
   b. Disinterment Policy Resolution Amendment
   c. Track Shack Central Park Events

2: Action Items
   a. Adaptive Cycling Program Proposal
      Proposal to implement an Adaptive Cycling Program at Lake Baldwin Park
   b. Approval of Grant Application for Extension of Wetland Boardwalk-Mead Gardens
      Staff is seeking approval of the application process to apply for a grant to extend the wetland board walk in Mead Garden.

3: Discussion

4: New Business

5: Staff Report
   • Parks Projects/Landscaping Update
   • Recreation/Family Fun Update
     • Easter Egg Hunt
     • Dinner on the Ave
     • Senior Prom
     • Run for the Trees & CFHWB Grand Opening
     • Flicks on the Fairway
   • Golf Course Update
     • Mid Year Financial Update
     • Renovation Update
6: **Adjourn**

Appeals and Assistance

"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.
Agenda Item Summary

Minutes Approval 2.27.2019 -

Summary:

Background:

<table>
<thead>
<tr>
<th>ATTACHMENTS:</th>
<th>Description</th>
<th>Upload Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0227.19 Board Minutes</td>
<td>4/17/2019</td>
<td>Cover Memo</td>
</tr>
</tbody>
</table>
Chairman Carl Creasman called the meeting to order at 5:30 p.m. at the Winter Park Community Center in conference room D.

Advisory Board Members present: Carl Creasman, Julio de Arcos, Chris Morrison, Brian Furey, Renee Maloney, Taylor Sacha, Bradley Doster

Staff present: Jason Seeley, Ron Moore, Tim Egan, Cathleen Daus, Stanford Locke, Kesha Thompson

Advisory Board Members absent: Trish Teague

Staff absent:

Guests:

Consent Agenda:

a) Approval of Minutes November 28, 2019
b) Philharmonic Events-Central Park

Carl Creasman gained consensus from the board to approve the consent agenda.

Action Item

a) Azalea Lane Playground Upgrades & Site Improvements

Cathleen Daus presented a Power Point presentation with upgrades to the Azalea Lane playground, lighting, landscaping as well as some updated storage sheds for the Tennis Center. The board has recommended working with forestry to have more trees added for shade to the playground.

Bradley Doster made a motion to approve the upgrades to the Azalea Lane playground and surrounds areas as presented; seconded by Taylor Sacha. The motion passes unanimously.

New Business

Melissa Geller, and Ava Remoll from Glenridge Middle School informed the board of their recent community service project to give Marvin Smiley Park a makeover, by laying mulch and planting plants that are bee friendly.
Staff Report

- **Geothermal-Cady Way Pool**
  Symbiont Service Corp was awarded the contract for the Geothermal Pool Heater at Cady Way Pool at the Commission Meeting on 2/25.
- **Park Projects, Family Fun and Recreation**
- **Mead Garden Update**

**Next Meeting – March 27 2019 @ 5:30 p.m., Parks & Recreation, Community Center conference room D.**

The meeting adjourned at 6:02pm

*Kesha Thompson*

Kesha Thompson
Recording Secretary
Agenda Item Summary

Disinterment Policy Resolution Amendment -

Summary:

Background:

<table>
<thead>
<tr>
<th>ATTACHMENTS:</th>
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<tbody>
<tr>
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<td>Upload Date</td>
<td>Type</td>
</tr>
<tr>
<td>Disinterment Resolution</td>
<td>4/17/2019</td>
<td>Cover Memo</td>
</tr>
</tbody>
</table>
RESOLUTION NO. ___

A RESOLUTION OF THE CITY COMMISSION OF WINTER PARK, FLORIDA; AMENDING THE CITY OF WINTER PARK PALM AND PINEYWOOD CEMETERIES RULES AND STANDARDS WITH RESPECT TO THE CITY’S DISINTERMENT POLICY; PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

WHEREAS, the City’s cemetery policies are laid out in that certain document entitled the City of Winter Park Palm and Pineywood Cemeteries Rules and Standards (the “Cemetery Policies”); and

WHEREAS, the City has adopted a policy governing disinterment of individuals buried in the City’s cemeteries (the “Disinterment Policy”), which is incorporated into and made part of the Cemetery Policies; and

WHEREAS, the current Disinterment Policy contains a provision requiring a court order before a disinterment may be performed; and

WHEREAS, the City finds that there are many situations where it is preferable not to require a court order for a disinterment; and

WHEREAS, the City finds that it is in the best interests of the residents of Winter Park and the general public that the Disinterment Policy be amended as provided in this Resolution and that such amended policy be incorporated into the Cemetery Policies.

IT IS HEREBY RESOLVED BY THE CITY COMMISSION OF WINTER PARK, FLORIDA, AS FOLLOWS:

1. Recitals. The foregoing recitals are hereby verified as true and correct and are adopted as a material part of this Resolution.

2. Disinterment Policy Amendment. The City’s Disinterment Policy shall be amended as follows (words that are stricken out are deletions; words that are underlined are additions; provisions not referenced are not being modified).

GENERAL

Before a disinterment may take place, all requirements under this policy and Rule 69K-6.007 of the Florida Administrative Code must be met. The City of Winter Park requires a court order for disinterment along with requirements stated in Rule 69K-6.007 of the Florida Administrative Code.

REQUIREMENTS

1. Funeral Director (FD) is required to show his current license in writing identify all permits he/she has (and attach and incorporate these permits to his or her written statement), and the FD must attest that these are all required permits.
2. Written authorization from the individual OR individuals who own the burial rights for the City cemetery space from which the remains are to be removed.

3. Written authorization from the person who would be legally authorized to bury the remains in the first instance. If this is the widow/widower a certified copy of an order admitting to probate a will that confers such authority and the FD must certify in writing that in his/her professional opinion the person is so authorized.

4. The City may in its sole discretion require an order from a court with appropriate jurisdiction, as determined by the City, before allowing or performing a disinterment. A court order by a judge in Orange County, Florida with appropriate jurisdiction over the matter calling for the disinterment or allowing it. Alternatively, if the applicant for disinterment can establish that the court issuing the order has jurisdiction of the estate of the decedent, then a certified copy of a court order from a judge with jurisdiction but located outside of Orange County, Florida can be used in satisfaction of this requirement.

5. A copy of all of the above documentation must be submitted in triplicate and delivered to the Assistant Director of Parks and Recreation responsible for Cemeteries. Copies will be forwarded to the City Attorney and Deputy Chief of Police for review and before approval is granted.

**FEES**

Disinterment is subject to fees according to the current city of Winter Park Fee Schedule.

I have read and understand all of the Rules and Regulations. I agree to abide by all of the above and those on preceding pages.

___________________________  ____________________________
Signed                                      Date

*Should there be sufficient proof that a foreign court had jurisdiction over the estate of the decedent and the applicant provides a certified copy of the foreign judgment, Florida Law provides detailing procedures by which a foreign judgment may be domesticated in Florida and the city of Winter Park reserves the right to request an Orange County judge to order that the foreign judgment will have full force and effect. This process shall be submitted to the City of Winter Park Attorney for review prior to any action.*

3. **Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Resolution is, for any reason, determined invalid, void, voidable, unenforceable, or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining Resolution unless the purpose of this Resolution is frustrated thereby.

4. **Conflicts.** In the event of a conflict or conflicts between this Resolution and any other Resolution or policy of the City of Winter Park, this Resolution controls to the extent of the conflict.

5. **Effective Date.** This Resolution shall take effect immediately upon adoption.
ADOPTED this ____ day of __________, 2019, by the Winter Park City Commission.

APPROVED:
WINTER PARK CITY COMMISSION

By: _______________________________
    Steve Leary, Mayor

ATTESTED:

_______________________________
Cynthia Bonham, City Clerk

_______________________________
Date

S:\AKA\CLIENTS\Winter Park\General W600-26000\Cemetery Issues\Resolution re. disinterment policy amendment 03-14-2019.docx
## Agenda Item Summary

### Track Shack Central Park Events -

#### Summary:

#### Background:

**ATTACHMENTS:**

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<tr>
<th>Description</th>
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<tr>
<td>Watermelon 5k</td>
<td>4/17/2019</td>
<td>Cover Memo</td>
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<td>Winter Park Road Race</td>
<td>4/17/2019</td>
<td>Cover Memo</td>
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<tr>
<td>Park Ave 5k</td>
<td>4/17/2019</td>
<td>Cover Memo</td>
</tr>
<tr>
<td>July 4th Celebration</td>
<td>5/16/2019</td>
<td>Cover Memo</td>
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<tr>
<td>5K Run for Haiti</td>
<td>5/16/2019</td>
<td>Cover Memo</td>
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<tr>
<td>DogFest</td>
<td>5/16/2019</td>
<td>Cover Memo</td>
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<td>Easter Sunrise Mass 2020</td>
<td>5/16/2019</td>
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<tr>
<td>Easter Sunrise Mass 2021</td>
<td>5/16/2019</td>
<td>Cover Memo</td>
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City of Winter Park Facility Contract

Receipt # 513111
Payment Date: 03/28/19
Household: 11235

Athletics Division
Recreation/Athletics Division
721 West New England Avenue
Winter Park FL 32789
Phone: (407)599-3397
Visit us on the Web at: www.cityofwinterpark.org

Track Shack Events
Hm Ph: (407)896-1160
1013 Montana St
Orlando FL 32803
jon@trackshack.com

Reservation Details: Central Park, Central Park South
Address: 251 S. Park Ave., Winter Park, FL, 32789
Reserv. Contact: Track Shack Events
Phone Number: (407)896-1160
Reserv. Number: 23356
Status: Firm
Purpose: Watermelon 5K
Anticipated Count: 4000

Date(s) And Times       New Fees  Total Fees  New Paid  Total Paid  Amount Due
Sat 07/04/2020 3:00A to 12:00P  2,928.75  2,928.75  0.00  0.00  2,928.75

Processed on 03/28/19 @ 9:13A by xsolomon
Total New Fees 2,750.00
Discount Applied 0.00
Total New Taxes 178.75
Total Due 2,928.75

Total Fees Paid 0.00
Total Taxes Paid 0.00
Total Paid 0.00
Balance From Receipt 2,928.75

Household Balance Information
Overall Household Credit Balance Available 0.00
Overall Household Balance Due 11,426.25
Winter Park Parks and Recreation hereby grants permission Track Shack Events to use the facilities as outlined subject to the terms and conditions of the agreement herein and attached hereto all of which form part of this agreement. By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities. By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

Signature_______________________________________    Date Signed:_________________________              Track Shack Events

Events 1013 Montana St
City of Winter Park Facility Contract

Receipt # 513108
Payment Date: 03/28/19
Household: 11235

Athletics Division
Recreation/Athletics Division
721 West New England Avenue
Winter Park FL 32789
Phone: (407)599-3397
Visit us on the Web at: www.cityofwinterpark.org

Track Shack Events
1013 Montana St
Orlando FL 32803
jon@trackshack.com

Reservation Details: Central Park, Central Park North
Address: 251 S. Park Ave., Winter Park, FL, 32789
Reserv. Contact: Track Shack Events
Phone Number: (407)896-1160
Reserv. Number: 23355
Status: Firm
Purpose: Winter Park Road Race
Anticipated Count: 4000

Date(s) And Times                New Fees  Total Fees  New Paid  Total Paid  Amount Due
Sat 03/07/2020 3:00A to 12:00P  2,928.75  2,928.75  0.00  0.00  2,928.75

Processed on 03/28/19 @ 9:12A by xsolomon

| Total New Fees       | 2,750.00 |
| Discount Applied     | 0.00     |
| Total New Taxes      | 178.75   |

Total Due 2,928.75

| Total Fees Paid      | 0.00     |
| Total Taxes Paid     | 0.00     |

Total Paid 0.00

Balance From Receipt  2,928.75

Household Balance Information
Overall Household Credit Balance Available 0.00
Overall Household Balance Due 8,497.50
Winter Park Parks and Recreation hereby grants permission Track Shack Events to use the facilities as outlined subject to the terms and conditions of the agreement herein and attached hereto all of which form part of this agreement. By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities. By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

Signature_______________________________________ Date Signed:_________________________ Track Shack Events

Events 1013 Montana St
**Reservation Details: Central Park, Central Park North**

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<th>New Paid</th>
<th>Total Paid</th>
<th>Amount Due</th>
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<td>2,928.75</td>
<td>0.00</td>
<td>0.00</td>
<td>2,928.75</td>
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Processed on 03/28/19 @ 9:10A by xsolomon

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<tr>
<th>Description</th>
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<td>Discount Applied</td>
<td>0.00</td>
</tr>
<tr>
<td>Total New Taxes</td>
<td>178.75</td>
</tr>
<tr>
<td><strong>Total Due</strong></td>
<td>2,928.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Total Fees Paid</td>
<td>0.00</td>
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<tr>
<td>Total Taxes Paid</td>
<td>0.00</td>
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<tr>
<td><strong>Total Paid</strong></td>
<td>0.00</td>
</tr>
<tr>
<td>Balance From Receipt</td>
<td>2,928.75</td>
</tr>
</tbody>
</table>

**Household Balance Information**

- Overall Household Credit Balance Available: 0.00
- Overall Household Balance Due: 5,568.75
Winter Park Parks and Recreation hereby grants permission Track Shack Events to use the facilities as outlined subject to the terms and conditions of the agreement herein and attached hereto all of which form part of this agreement. By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities. By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

Signature_______________________________________ Date Signed:_________________________ Track Shack Events 1013 Montana St
**CITY OF WINTER PARK**  
**PARKS AND RECREATION DEPARTMENT**  
**PARK USE APPLICATION**

<table>
<thead>
<tr>
<th>Park Requested:</th>
<th>Central Park</th>
<th>Email: <a href="mailto:jmiller@cityofwinterpark.org">jmiller@cityofwinterpark.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name:</td>
<td>Johnny Miller City of Winter Park</td>
<td></td>
</tr>
<tr>
<td>Contact Name:</td>
<td>Johnny Miller</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>401 S Park Ave</td>
<td></td>
</tr>
<tr>
<td>Work Phone:</td>
<td>407-599-3463</td>
<td>Home Phone:</td>
</tr>
<tr>
<td>Organization Status:</td>
<td>Profit: ☐</td>
<td>Registered Non-Profit: ☑</td>
</tr>
<tr>
<td>Tax Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Event Date:</td>
<td>July 4 2019</td>
<td>Second Choice:</td>
</tr>
<tr>
<td>Event Time:</td>
<td>9:00 - 1:30</td>
<td>Set up time: 8:00 am</td>
</tr>
<tr>
<td>Are dates/times flexible?</td>
<td>NO</td>
<td>Alternate Dates:</td>
</tr>
<tr>
<td>Type of Event:</td>
<td>City of WP July 4th Celebration</td>
<td>Is this a Fundraiser?</td>
</tr>
<tr>
<td>Describe Event in Detail:</td>
<td>Annual event</td>
<td></td>
</tr>
<tr>
<td>(Attach detailed outline)</td>
<td>north central park</td>
<td></td>
</tr>
<tr>
<td>Area of Park Requested:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage?</td>
<td>yes</td>
<td>List Electricity Requirements?</td>
</tr>
<tr>
<td>Expected size of Crowd:</td>
<td>6000+</td>
<td>Estimated Parking Requirements?</td>
</tr>
<tr>
<td>Will there be amplified music?</td>
<td>YES</td>
<td>Voice</td>
</tr>
<tr>
<td>Amplified Voices:</td>
<td>yes</td>
<td>Hours:</td>
</tr>
<tr>
<td>Are you proposing tents?</td>
<td>YES</td>
<td>If Yes, type: 10x10</td>
</tr>
<tr>
<td><em><strong>The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.</strong></em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the consumption of alcoholic beverages requested?</td>
<td>NO</td>
<td>If yes, will it be sold?</td>
</tr>
<tr>
<td>Are you proposing to sell anything?</td>
<td>NO</td>
<td>T-shirts?</td>
</tr>
<tr>
<td>Other (describe):</td>
<td></td>
<td>NO</td>
</tr>
<tr>
<td>Are you proposing food sales?</td>
<td>YES</td>
<td>If Yes, type: Give away FREE hot dogs, watermelon, water frog</td>
</tr>
<tr>
<td>Describe in detail:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will there be displays?</td>
<td>NO</td>
<td>If Yes, type:</td>
</tr>
<tr>
<td>Are banners/signs requested?</td>
<td>ON STAGE</td>
<td>If Yes, type:</td>
</tr>
<tr>
<td>Describe banners/signs in detail:</td>
<td>What will they say and how many:</td>
<td></td>
</tr>
</tbody>
</table>

Please note that the display banners and signs severely limited and subject to zoning and park regulations.

| Will there be booths: | NO | If Yes, type: |
| Describe booth contents and numbers in detail: | |
| What Sanitation Facilities are planned? | PORT-A-LETS |
| Central Park has no restrooms. The City of Winter Park requires two port-a-lets per 500 people if no food or drink is on site. If there is food and/or drink on site, two port-a-lets per 125 people are required. The City does not provide port-a-lets. |

| What Clean up Arrangements will be made? | CITY STAFF |
| Have you held this event in the past? | YES | Where? CENTRAL PARK |
| Size of Crowd at previous event? | 6000 | Date of Last Event? 2018 |
| Name and Phone Number of Location official at Last Event: | |

How will event be advertised/marketed? Through Communications Dept.

How many event staff members will you provide, describe duties: 10-12

The City of Winter Park charges a fee for Park use; see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required. By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, actions, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City. By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

1/7/2019

**TYPED NAME INDICATES SIGNATURE**

DATE

For Office Use Only: Parks and Recreation Board Agenda Date (if needed)  
Dep Cr #: Parks and Recreation Board Approval: If Yes, list conditions of approval if any:  
Deposit Rec #: Rental Fee Receipt #:  
Dep Date: Check Number:  
Refunded: Date Paid:  
Retained: Comments:  
Date Ref/Ret: STAFF SIGNATURE: DATE:
CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION

Park Requested: Mead Garden
Organization Name: St. Margaret Mary Church
Contact Name: Scott Lindeman
Address: 526 N. Park Avenue, Winter Park, FL 32789
Work Phone: 407-628-1324
Organization Status: Non-Profit: Yes
Tax Number: 85-8012672690C2
Proposed Event Date: 11/9/19
Event Time: 7:00 am.
Are dates/times flexible? No
Type of Event: 5K Run/Walk
Describe Event in Detail: 5K run/walk to benefit missionary work in Haiti

Area of Park Requested: Picnic Shelter
Stage? No
Expected size of Crowd: 400
Will there be amplified music? Yes
Amplified Voices? Yes
Are you proposing tents? No
Are you proposing to sell anything? No
Are you proposing food sales? No
Are you proposing to sell alcohol? No
Will there be displays? Yes
Are banners/signs requested? Yes

Other (describe):

List Electricity Requirements? None
Estimated Parking Requirements? 200
Hours: 7-9 am.
Hours: 7-9 am.

Please note that the display banners and signs are limited and subject to zoning and park regulations.

What Sanitation Facilities are planned? 2 portable toilets
Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.

What Clean up Arrangements will be made? Organization will dispose of any waste and refuse
Have you held this event in the past? Yes
Size of Crowd at previous event: 400
Date of Last Event:
Name and Phone Number of location official at Last Event: Justine Leashy, 407-677-5449
How will event be advertised/marketed? Fliers & Emails to Church Members, YMCA, running clubs, school
How many event staff members will you provide, describe duties: There will be 15-20 staff members.

They will check in runners, time runners and clean up.

The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.

By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City.

By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

Scott Lindeman
4/2/19

For Office Use Only:
Dep Ck #
Deposit Rec #
Dep Date:
Refunded:
Retained:
Date Ref/Ret:

Parks and Recreation Board Agenda Date (if needed)

Parks and Recreation Board Approval: If Yes, list conditions of approval if any:

Rental Fee Receipt #: Check Number:
Comments: Date Paid

STAFF SIGNATURE: DATE
CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION

Park Requested: Central Park
Organization Name: Canine Companions for Independence
Contact Name: Yuelemie Ware
Address: 8150 Cleconna Oconee Road
Work Phone: 407-522-3308
Home Phone: Cell Phone: 813-375-2459
Organization Status: Profit: [ ] Registered Non-Profit: [ ]
If so, what type? [ ]
Tax Number: 94-2494324
Proposed Event Date: March 14, 2020
Second Choice:
Type of Event: Fundraiser and festival with dogs
Are dates/times flexible? Yes
Alternate Dates: May 16, 2020
Type of Event: Fundraiser and festival with dogs
Is this a fundraiser? Yes
Describe Event in Detail: DogFest is a dog-friendly and family friendly event to promote and raise funds for Canine Companions.

Area of Park Requested:
Stage:
Expected size of crowd: 300-400
Will there be amplified music? Yes
If Yes, type: Popular Music
Amplified Voices: Yes
If Yes, type: Announcements/Speakers
Are you proposing tents? Yes
If Yes, type: 10x10
Other (describe):
Participating vendors only
Are you proposing food sales? Yes
If Yes, type: Food trucks
Describe in detail: We normally invite 2-3 food truck vendors but can also promote surrounding restaurants
Will there be displays? Yes
If Yes, type: Canine Companions Blow up dogs
Are banners/signs requested? Yes
If Yes, type: Vinyl 4x6
Describe banners/signs in detail: What will they say and how many:
Portalets will be provided
What Sanitation Facilities are planned?
Volunteer and staff
Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on the site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.
Have you held this event in the past? Yes
Size of Crowd at previous event: 300 to 400
Date of Last Event: November 3, 2018
Name and Phone Number of location official at Last Event:
Lake Concord Park - Casselberry
How will event be advertised/marketed? Radios, TV, Paper ads, Website, Social Media, Newsletters
How many event staff members will you provide, describe duties:
5 Staff and 30 volunteers

5 Staff and 30 volunteers

The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required. By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City.

By signing below, the Client acknowledges receipt and understanding of facility rules and regulations on a separate sheet.

Typed Name: INDICATES SIGNATURE
DATE: 3/10/19

For CRRC Use Only:
Parks and Recreation Board Agenda Date (if needed)
Dep CK #: 
Deposit Rec #: 
Dep Date: 
Refunded: 
Comments: 
Rental Fee Receipt #: 
Check Number: 
Date Paid: 
STAFF SIGNATURE: 
DATE: 

Agenda Packet Page 20
CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION

Park Requested: Central Park
Organization Name: St. Margaret Mary Church
Contact Name: Andrea Cavaire
Address: 526 N Park Ave
Work Phone: 407-647-3392 Home Phone: Cell Phone: 407-739-3698
Organization Status: Profit: No Registered Non-Profit: Yes If so, what type?: religious
Tax Number:

Proposed Event Date: April 12, 2020
Second Choice: Easter Sunrise Service Is this a Fundraiser?: No

Event Time: 6:30 am Set up time 4:30 am Break Down Time:
Are dates/times flexible?: No Alternate Dates:
Type of Event: Easter Sunrise Mass in the Park

Describe Event in Detail:
(Attach detailed outline)
Area of Park Requested: Main Stage
Stage?: yes List Electricity Requirements?: outlets none

Estimated Parking Requirements?:
Will there be amplified music?: limited If Yes, type:
Amplified Voices?: limited If Yes, type:
Are you proposing tents?: no If Yes, type:

***The use of tent stakes is strictly prohibited. Tents must be secured with weights.
Is the consumption of alcoholic beverages requested?: no If yes, will it be sold?
Are you proposing to sell anything?: no T-shirts?: Posters?:
Other (describe):
Are you proposing food sales?: no If Yes, type:
Describe in detail:
Will there be displays?: no If Yes, type:
Are banners/signs requested?: yes If Yes, type:
Describe banners/signs in detail. What will they say and how many:

Please note that the display banners and signs severely limited and subject to zoning and park regulations.

Will there be booths?: no If Yes, type:
Describe booth contents and numbers in detail:
What Sanitation Facilities are planned?: we will rent portable facilities

Central Park has no restrooms. The City of Winter Park requires two portapotties per 300 people if no food or drink is on
site. If there is food and/or drink on site, two portapotties per 125 people are required. The City does not provide portapotties.

What Clean up Arrangements will be made?: we will take care of everything

Have you held this event in the past?: yes Where?: same
Size of Crowd at previous event?: 400 Date of Last Event?: 4/21/19
Name and Phone Number of location official at Last Event:
How will event be advertised/marketed?: church bulletin
How many event staff members will you provide, describe duties:

20

The City of Winter Park charges a fee for Park use. See fee schedule. Further, a deposit equal to the fee is
required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.
"By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and
all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities,
except due to the sole negligence of the City." By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

Andrea Cavaire 04/22/19
TYPED NAME INDICATES SIGNATURE DATE

Fee Office Use Only: Parks and Recreation Board Agenda Date (if needed)
Dep Ck #: Parks and Recreation Board Approval: If Yes, list conditions of approval if any:
Deposit Rec #: Rental Fee Receipt #: Check Number: Date Paid
Dep Date: Refunded:
Refunded:
Retained:
Date Refd/Retained:
STAFF SIGNATURE DATE
CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION

Park Requested: Central Park
Organization Name: St. Margaret Mary Church
Contact Name: Andrea Cavalere
Address: 526 N Park Ave
Work Phone: 407-647-3392
Cell Phone: 407-739-3698

Organization Status: Registered Non-Profit: 

Proposed Event Date: 04/04/21
Event Time: 6:30 am
Are dates/times flexible? no
Type of Event: Easter Sunrise Service
Alternate Dates: Easter Sunrise Mass

Area of Park Requested:

Main Stage:

<table>
<thead>
<tr>
<th>Stage</th>
<th>List Electricity Requirements?</th>
<th>Estimated Parking Requirements?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>stage electric outlets</td>
<td>none</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will there be amplified music?</th>
<th>limited</th>
<th>If Yes, type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amplified Voices:</td>
<td>limited</td>
<td>If Yes, type:</td>
</tr>
<tr>
<td>Are you proposing tents?</td>
<td>no</td>
<td>If Yes, type:</td>
</tr>
</tbody>
</table>

***The use of tent stakes is strictly prohibited. Tents must be secured with weights.

<table>
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<td></td>
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<td>If Yes, type:</td>
</tr>
<tr>
<td>Describe banners/signs in detail: What will they say and how many:</td>
<td></td>
<td></td>
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</tbody>
</table>

Please note that the display banners and signs are severely limited and subject to zoning and park regulations.

Will there be booths: |

|Describe booth contents and numbers in detail: | we will rent portable facilities |

What Sanitation Facilities are planned:

Central Park has no restrooms. The City of Winter Park requires two port-a-potties per 300 people if no food or drink is on
site. If there is food and/or drink on site, two port-a-potties per 125 people are required. The City does not provide port-a-potties.

What Clean up Arrangements will be made:

we will take care of everything

Have you held this event in the past? yes
Size of Crowd at previous event: 400
Date of Last Event: 4/21/19
Name and Phone Number of location official at Last Event: Andrea Cavalere 407-647-3392
Name and phone number of location official for this event: 

How will event be advertised/marketed: church bulletin

How many event staff members will you provide, describe duties: 20

The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is
required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.

By execution hereof, undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any

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Andrea Cavalere

4/23/19

TYPED NAME INDICATES SIGNATURE

DATE

For Office Use Only:
Parks and Recreation Board Agenda Date (if needed) 
Parks and Recreation Board Approval: 
If Yes, list conditions of approval if any:

Rental Fee Receipt #: Check Number: Date Paid:
Comments:

STAFF SIGNATURE: DATE:
Agenda Item Summary

Adaptive Cycling Program Proposal - Proposal to implement an Adaptive Cycling Program at Lake Baldwin Park

Summary:

Background:

ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Upload Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal</td>
<td>4/22/2019</td>
<td>Cover Memo</td>
</tr>
</tbody>
</table>
ADAPTIVE CYCLING PROGRAM PROPOSAL

Presented by the Greater Orlando Spinal Cord Injury Network

Andrea Cooper, M.S. LRT/CTRS
Robert Melia, MPH
Scott Porter, Achilles International Chapter President
AGENDA

- Who we are
- Background
- Objectives/Outcomes
- Project Outline
- Timeline
- Winter Park partnership
The Greater Orlando Spinal Cord Injury Network (GOSCIN) is a non-profit 501(c)(3) chapter under the United Spinal Association. Our mission for over 30 years has been to serve the needs of individuals with spinal cord injuries in employment, adaptive sports, recreation, social functions, networking, outreach, injury prevention, and peer mentoring for individuals in the community.
This project is designed to serve the Spinal Cord Injury (SCI) population and other individuals with paralysis in order to improve access to adaptive recreation within the community.

After discharge, individuals report a lack of adaptive recreation and leisure programs as one of their barriers while integrating back into their community.

Because of this, these populations are more likely to develop secondary health conditions, such as diabetes, heart disease, or wounds caused by inactivity.
PROJECT OBJECTIVES

- Promote health and wellness
- Increase social opportunities
- Improve self-esteem
- Improve overall health related quality of life
- Reduce transportation barriers
- Hold organized weekly group adaptive cycling rides
- Host quarterly adaptive cycling clinics
  - Allowing newly injured community members to trial various handcycles, and learn about cycling safety within the community
PROJECT SOURCING

- 12’ x 20’ pre-constructed steel frame storage shed
  - House adaptive bikes belonging to Achilles International and community members
  - Space for 19 adaptive bikes
- Maintenance station
- Miscellaneous repair equipment
WHY BALDWIN PARK TRAIL?

- Ground breaking project for Central Florida: First adaptive cycling program for the area
- Central Orlando location
- 2.4 mile (4K) circular trail
- Accessible parking
- Shaded area
- Away from heavy traffic areas
Lake Baldwin
12 FT X 20 FT STEEL SHED
# Bungalow Shed Specs

<table>
<thead>
<tr>
<th><strong>Sizes Available</strong></th>
<th>6', 8', 10', 12', 14' widths – Lengths to 40'</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Truss System</strong></td>
<td>Manufactured 2' X 4' trusses-press plates, hurricane straps, approximate 24' center</td>
</tr>
<tr>
<td><strong>Skids/Floor Joists</strong></td>
<td>Standard = 76&quot; on 6', 8', 10' wide; 84&quot; on 12 &amp; 14' wide; *10' wide can be raised to 84&quot; for garage doors or higher sidewall entry door. 6' and 8' wide cannot be raised. *84 is maximum sidewall height on 10', 12' and 14' wide buildings.</td>
</tr>
<tr>
<td><strong>Side Wall Height</strong></td>
<td>Standard 4&quot; X 4&quot; pressure treated skids. 2&quot; X 6&quot; pressure treated floor joist attached to skids with Simpson Hurricane Fastening Systems, approx. 24&quot; centers or 16&quot; centers.</td>
</tr>
<tr>
<td><strong>Decking</strong></td>
<td>3/4&quot; tongue &amp; groove Sturdi Floor (treated) or 3/4&quot; tongue &amp; groove Advantech Decking (option on Advantech of gray acrylic deck paint)</td>
</tr>
<tr>
<td><strong>Siding</strong></td>
<td>24&quot; lap siding-aluminum-baked-enamel finish</td>
</tr>
<tr>
<td><strong>Options</strong></td>
<td>Variety of entry doors, garage doors, windows, vents, ramps and electrical package available.</td>
</tr>
<tr>
<td><strong>Wind Load</strong></td>
<td>180 mph as calculated by Florida Standard Building Code ASCE7-98 3 second gusts</td>
</tr>
<tr>
<td><strong>Floor Load</strong></td>
<td>75 lbs. per square foot; optional 125 lbs. per square foot.</td>
</tr>
<tr>
<td><strong>State Approval</strong></td>
<td>Florida State Approved and inspected; insignia and data plate in each building; deemed to comply with state and local construction requirements. Florida Statute 553.37(3)(5)</td>
</tr>
<tr>
<td><strong>Permits</strong></td>
<td>Local municipalities require permits; Superior Sheds guides the homeowner through the process. We make it easy.</td>
</tr>
<tr>
<td><strong>Engineered Drawings</strong></td>
<td>Copies of State Certified drawings and Florida Approval letter provided upon purchase.</td>
</tr>
<tr>
<td><strong>Colors</strong></td>
<td>See current color chart</td>
</tr>
</tbody>
</table>
TYPES OF ADAPTIVE BICYCLES

Recumbent Bicycle

Recreational Handcycle

Racing Handcycle
**TIMELINE**

Christopher Reeves Foundation Grant  
Submitted March 2019

Notice of grant award  
June 2019

12 months to complete project

Ideal completion date  
Spring-Summer 2020
GOSCIN AND WINTER PARK PARTNERSHIP

**GOSCIN**
- Shed, bike maintenance equipment, and security through grant funding source
- Insurance
  - Achilles International liability insurance
  - GOSCIN pursuing insurance on shed and miscellaneous items
- State Permit
- Inspections

**City of Winter Park**
- Land prep
- Concrete slab *TBD*
- Inspections?
QUESTIONS?

Andrea Cooper
Andrea.Cooper@OrlandoHealth.com
321-843-4917

Robert Melia
Robert.Melia@OrlandoHealth.com

Scott Porter
SCI@scottporter.info
Agenda Item Summary

Approval of Grant Application for Extension of Wetland Boardwalk-Mead Gardens - Staff is seeking approval of the application process to apply for a grant to extend the wetland board walk in Mead Garden.

Summary:

Background:

<table>
<thead>
<tr>
<th>ATTACHMENTS:</th>
<th>Description</th>
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<tbody>
<tr>
<td>Memo</td>
<td></td>
<td>4/22/2019</td>
<td>Cover Memo</td>
</tr>
</tbody>
</table>
Kesha,

Please put the following item on the agenda for next week’s meeting:

RTP grant application for extension of the wetland boardwalk at Mead Botanical Garden.

We would like to have Parks Board support, for the project but does not have to include a monetary commitment (something along the lines of being in favor of the project and supporting it within our current budgetary means).

Background: Anna Pepper, is a local engineer who is pursuing a Masters Degree in the field of environmental management. One of her current class requirements is to develop and submit a grant application related environmental management. She has worked with Parks staff and Mead Botanical Garden to choose and develop a grant request for expanding the boardwalk at the Mead Garden wetland. Grant amounts range up to $500K with a minimum of 20% local match. Most grants are smaller and you get more points by upping the match (a $250,000.00 grant would have a match of $50,000.00 (20%) to $100,000.00 (40%). The project has received support from our partners Mead Botanical Garden, Inc.

Jason, the class schedule is driving the timeline, so we would like to make sure it gets on this month’s agenda. Please call me to discuss if you have any questions or concerns. I will prepare a handout packet for the meeting.

Thanks!

Tim