

# Parks & Recreation Advisory Board



**May 22, 2013 at 5:00 pm**

WP Community Center • Oak Room  
721 W. New England Ave • Winter Park, Florida

## **1. Consent Agenda**

- a. **Approval of Minutes – March 27, 2013 Meeting**

## **2. Action Items**

- b. **Howell Branch Preserve Retention Area Conceptual Plan**
- c. **Request to revise the Mead Botanical Garden Lease Agreement**
- d. **Food Truck Policy (Operation & Location)**
- e. **July as Parks and Recreation month**

## **3. New Business**

- f. **Outstanding Service Award – Claire Sorg**

## **4. Staff Report**

- g. **Retiring Cemeteries Manager – Norman Brown**
- h. **Rollins College Crummer School Master's Degree Marketing Program**
- i. **Parks & Recreation Advisory Board Appointments**

## **5. adjourn**

**Next Meeting – June 26, 2013 @5:00 p.m., Winter Park Community Center**

## appeals & 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."

**PARKS AND RECREATION  
ADVISORY BOARD MEETING  
March 27, 2013**

**The meeting was called to order by Chairman Blair Culpepper at 5:00 p.m. at the Winter Park Community Center in conference room D.**

Advisory Board Members present:

Chairman Blair Culpepper  
Vice Chairman Woody Woodall  
Marni Spence  
Michael Palumbo  
Julio de Arcos

Staff present:

Director John Holland  
Assistant Director Ronald Moore  
Lieutenant Randy Durkee – WPPD  
Recording Secretary Nancy McLean

Advisory Board Members absent:

Janet Atkins  
Fred Jones  
Joel Roberts

Staff absent:

Assistant Director Brenda Moody  
Assistant Director Chuck Trice

Guests:

Janet Matos, Alana Leaptrot and Elizabeth McCarthy, Floating Lantern representatives, Samuel Roberts, CFO/Roberts & Roberts Group of Companies, Bud Oliver, YMCA Executive Director, Carla Lubet, Friends of Fleet Peebles Park and Nancy Shutts, 2010 Brandywine Drive

**Consent Agenda:**

- a) Approval of Minutes – February 27, 2013

**Motion made by Marni Spence to approve Consent Agenda Item ‘a’; seconded by Michael Palumbo. The motion carried unanimously with a 5-0 vote. Janet Atkins, Fred Jones and Joel Roberts were absent.**

**Action Items:**

- b) Floating Lantern Memorial – Fleet Peebles Park

Janet Matos, Alana Leaptrot and Elizabeth McCarthy, Floating Lantern representatives requested permission from the Advisory Board to host a special lantern floating memorial at Fleet Peebles Park on July 27th, 2013. Following the eastern Asian tradition of placing message-carrying lanterns afloat to honor lost loved ones, they intend to create an event dedicated to the memories of departed canine companions. This event will be a collective experience where families and friends will come together to support one-another.

Mr. Holland stated that the first 100 feet (from the shoreline) of the lake belongs to Winter Park and the rest belongs to the City of Orlando. He stated that they would need to have approval from the City of Orlando area and the Winter Park Lakes Department.

**Motion made by Marni Spence to approve the event with the caveat that they have approval from the City of Orlando and the Winter Park Lakes Department; seconded by Julio de Arcos. The motion carried unanimously with a 5-0 vote. Janet Atkins, Fred Jones and Joel Roberts were absent.**

c) CAP Foundation – Central Park

Samuel Roberts, CFO/Roberts & Roberts Group of Companies stated that the Caribbean American Passport Foundation (CAP) will be hosting the world renowned Third World band during their 40th Anniversary tour and they will be visiting Orlando. The Third World 40th Anniversary tour is being presented under the theme of 'Reggae and Culture up Close'. The live open-air concert is being planned for October 5<sup>th</sup>, 2013 in Winter Park at the Central Park location. This event will be free to the public and will feature the music and the culture of the Caribbean American community.

This event is intended to utilize these reggae icons to not just showcase the Caribbean-American culture and style, but also to provide a platform to showcase Sun Rail System and their station in Winter Park. This event is being planned and implemented in conjunction with the local Sun Rail marketing firm as a possible showcase event for Sun Rail systems. They intend to utilize the legendary Third World band to bring the local community into an up-close and personal experience with Sun Rail.

Mr. Holland stated that the train station will be under full construction during the October time frame and there is a major safety concern with people being in and around the tracks. He stated that Sun Rail would not want anyone close to the tracks, especially during an event. Ms. Spence stated she would like Mr. Roberts to return with some kind of confirmation from Sun Rail stating that the CAP Foundation is working with them.

**Motion made by Blair Culpepper to table this item until Mr. Roberts can return with confirmation from SunRail; seconded by Marni Spence. The motion carried unanimously with a 5-0 vote. Janet Atkins, Fred Jones and Joel Roberts were absent.**

d) Cady Way Pool Contract

Mr. Holland explained that this is a renewal of an existing Cady Way Pool contract that the YMCA has had with the City for the past six years. Bud Oliver, YMCA Executive Director gave background information on the contract and commented on the 2013 proposed fee increase for the YMCA at the Cady Way Pool Complex.

**Motion made by Marni Spence to approve the Cady Way Pool contract and to adopt the 2013 fee increase; seconded by Julio de Arcos. The motion carried unanimously with a 5-0 vote. Janet Atkins, Fred Jones and Joel Roberts were absent.**

e) Farmer's Market Policy

Mr. Holland stated that this is an amendment to the existing Farmers' Market vendor's contract. This amendment clarifies that should a vendor sell their business it does not necessarily guarantee a continued space at the Saturday Farmer's Market. Discussion ensued about the merits of the amendment.

**Motion made by Woody Woodall to approve the amended Farmers' Market Vendors contract; seconded by Michael Palumbo. The motion carried unanimously with a 5-0 vote. Janet Atkins, Fred Jones and Joel Roberts were absent.**

**New Business:**

**Staff Report:**

f) Mead Garden Pond

Mr. Holland stated that the City has leased the Mead Garden property to Mead Garden Botanical, Inc and they will be doing some renovations/selective clearing on the small pond south of the Mead Garden Club.

g) Shady Park Pavilion

Mr. Holland informed the board that the parks department will be moving forward with the design and will be going out for bids on the pavilion.

**Non Agenda Items**

1. Mr. Holland commented that the 59<sup>th</sup> Annual Easter Egg Hunt will be held on March 30, 2013 at 10:00 a.m. at the West Meadow.
2. Mr. Holland provided the board with the Parks Plan booklet. He commented that Assistant Director Brenda Moody created the spring and summer issue and it is online. The Advisory Board recommended that the City Commission send out the Play Plan to Winter Park residents because it may generate additional revenue for the City.
3. Mr. Holland commented that City policy is to review the fee schedule twice each year to determine that fees are adequate to cover the City's costs, and that appropriate fees are in place for the services the City provides. He stated that adjustments have been made and gave a brief overview of the proposed fee schedule.

**Motion made by Michael Palumbo to approve the proposed fee schedule; seconded by Woody Woodall. The motion carried unanimously with a 5-0 vote. Janet Atkins, Fred Jones and Joel Roberts were absent.**

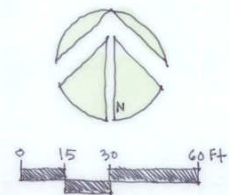
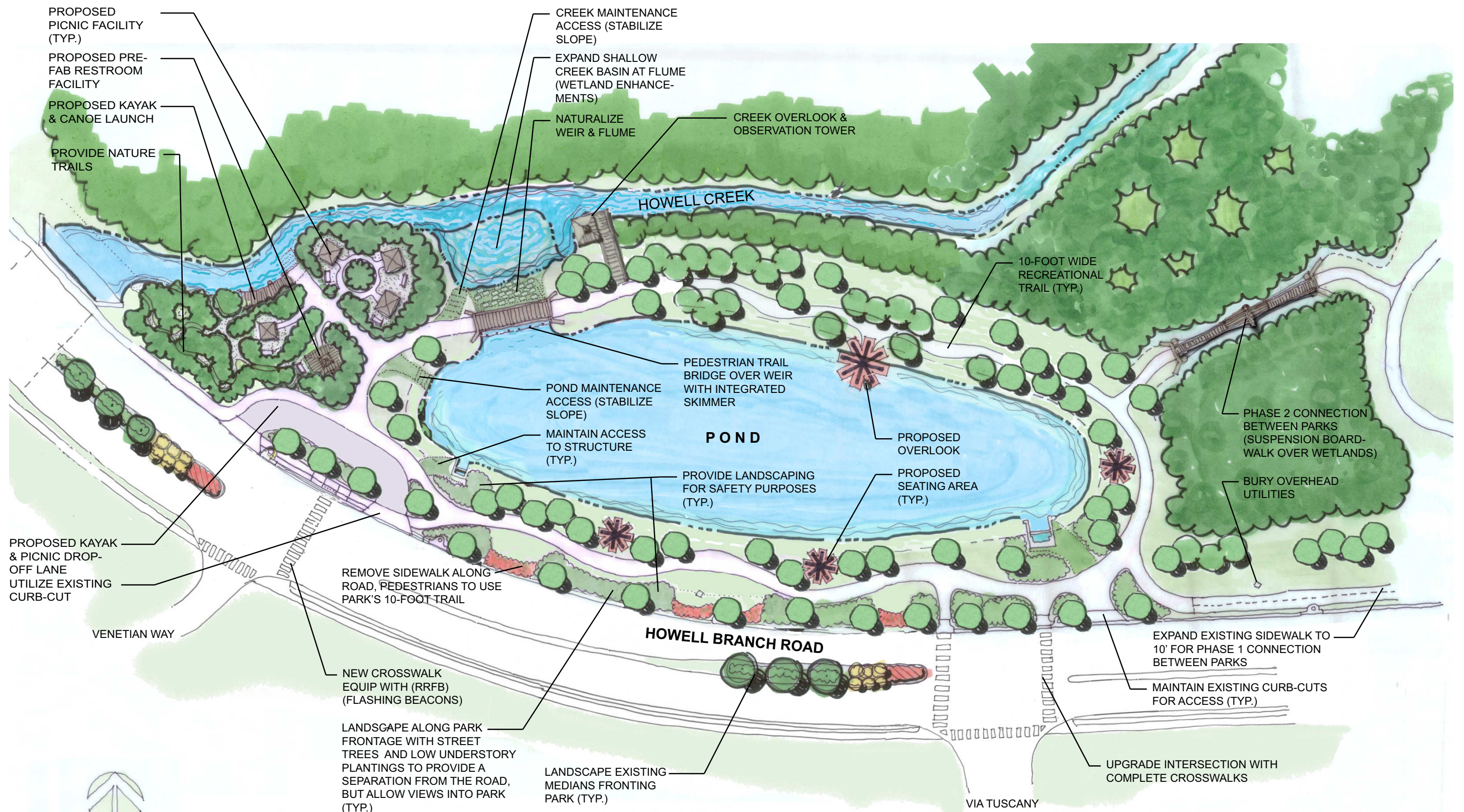
**Next Meeting – April 24, 2013 @ 5:00 p.m., Parks & Recreation, Community Center conference room.**

The meeting adjourned at 6:15 p.m.

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Nancy McLean  
Recording Secretary





**PREFERRED CONCEPT**  
MAY 2013





## Mead Botanical Garden

Challenge the intellect,  
engage the imagination and  
celebrate the human spirit  
through experiences with  
nature and a full spectrum of  
sciences and the cultural arts.

May 2, 2013

Mr. John Holland  
Director, Parks and Recreation  
City of Winter Park  
401 S. Park Ave.  
Winter Park, FL 32789

Dear John,

Per our recent conversation, Mead Botanical Garden Inc. requests that the City revise the length and terms of the existing lease of Mead Botanical Garden to a 50 year term, similar to leases held by other non-profit groups that lease City property.

The purpose of this request is to enable MBG Inc. to qualify for substantial grant funding opportunities associated with improving and/or building new facilities at Mead Botanical Garden. These grants are in keeping with MBG Inc.'s purpose of revitalizing and enhancing Mead Botanical Garden for the citizens of Winter Park and other visitors.

Now that we are in a position to apply for facility-related grants, we have discovered that these grants often require an applicant to have a lengthier lease term than we currently hold. For example, the Florida Cultural Facilities Grant requires at least 10 years to remain on the applicant's lease when funds are awarded. MBG Inc.'s existing lease prohibits us from qualifying for this grant. This grant has a potential award of up to \$1.5 million for a multi-phased project and \$500,000 for a single phase project.

Another example is the Orange County Cultural Facilities grant which requires 7 years to remain on a lease at the time of award. This grant gives successful applicants between \$25,000 and \$250,000 per year and up to \$1.5 million over 5 consecutive years. MBG Inc.'s lease provides a short window of qualification for a single award from this grant and prohibits us from ever qualifying for the 5-year award.

With this in mind, we request that the terms of MBG Inc.'s lease in section 1.01 be revised to read that the Landlord hereby leases the Premises to Tenant for a term of 50 years. The terms of the lease that allow either party to terminate the lease at any time for any reason by giving 180 days' written notice would remain unchanged.

This simple revision of terms could open the doors to substantial funding and exciting project opportunities at Mead Botanical Garden. Thank you for facilitating this request.

Sincerely,

*Cynthia Hasenau*

Cynthia Hasenau  
Executive Director

PO Box 1227, Winter Park, FL 32790 [www.meadgarden.org](http://www.meadgarden.org) 1300 S. Denning Dr., Winter Park, FL 32789

Mead Botanical Garden, Inc. is a non-profit 501(c)(3) organization.

A copy of the official registration (#CH36315) and financial information may be obtained from the Division of Consumer Services by calling toll-free 800-435-7352 within the State of Florida. Registration does not imply endorsement, approval or recommendation by the State.

Proposed amendment to the City of Winter Park Parks Open Space Business Permit Policy:

Concessionaires:

INTENT SECTION: Strike sentence: "Specifically ineligible are businesses such as concessionaires and other sales organizations."

Insert new section:

**SALES BUSINESSES AND CONCESSIONAIRES:**

- A. Parks Open Space Business Permits MAY be issued for sale of concession items such as food and drink as deemed appropriate for a particular property or event.
  - a. Potential concessionaires must provide proof of compliance with all state and local Department of Health regulations and meet all guidelines pertaining to the preparation and service of food and drink. Additional temporary food permit guidelines are in place by Winter Park Parks and Recreation, Code Enforcement, Fire Department and Building Department.
  - b. Potential concessionaires must comply with all physical regulations as they relate to the service of said food and drink such as fire resistant tenting, hand wash sinks, proper refrigeration, proper food temperatures and the like.
  - c. All potential concessionaires are subject to periodic spontaneous inspection of sales area if approved for sales.
- B. Concessionaires will be divided into the following categories for sales:
  - a. Prepackaged commercially available non-alcoholic beverages, snacks such as candy, chips, muffins and the like as regulated by the Florida Department of Agriculture and Consumer Services.
  - b. Prepared food of any sort that requires cooking or sales of foods as defined by the Department of Florida Department of Business and Professional Regulations and which include but are not limited to the sale of foods that require refrigeration such as sandwiches, meats, etc.
- C. Fees
  - a. Category a:
    - i. \$25 per sales day per sales station.
    - ii. \$50 per week (three day limit) per sales station
    - iii. \$120 per month (12 day limit) per sales station
  - b. Category b:
    - i. \$50 per sales day per sales station.
    - ii. \$100 per week (three sales day limit) per sales station
    - iii. \$300 per month (12 sales day limit) per sales station