

# Parks and Recreation Advisory Board

**September 27, 2017 at 5:30 PM**

Winter Park Community Center  
721 West New England Avenue / Winter Park,  
Florida



## **1: Consent Agenda**

- a. **Minutes Approval- August 30, 2017**
- b. **Athletic Field Use & Booking Guidelines**

## **2: Action Items**

## **3: Discussion**

## **4: New Business**

## **5: Staff Report**

- **Howell Branch Property**
- **Hurricane Irma Update**
- **Mead Garden Update**
- **Golf Course 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  
August 30, 2017  
5:30pm**

**The meeting was called to order by Chairman Carl Creasman at 5:35 p.m. at the Winter Park Community Center in conference room D.**

Advisory Board Members present:

Chairman Carl Creasman  
Vice Chair Julio de Arcos  
Tish Teague  
Renee Maloney

Staff present:

Assistant Director Ron Moore  
Parks & Rec Manager Jason Seeley  
Business Manager- Leif Bouffard  
Recording Secretary Kesha Jones  
Sargent Stanford Locke– WPPD

Advisory Board Members absent:

Taylor Sacha  
Bradley Doster  
Addison Lanpher

Staff absent:

Guests:

Susan Scofield- Winter Park Historical Association  
Cynthia Hasenau- Mead Botanical Gardens Inc.

**Consent Agenda:**

- a) **Approval of Minutes- May 24, 2017**
- b) **Dog Gone It Agility Events-Cady Way**

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

**Action Items:**

- a) **Proposed Parks and Recreation Fees**

Proposed fees were presented to the board seeking approval; board member Trish Teague suggested a fee for non-profit planned events/tournaments be established for the Winter Park Golf Course. Staff informed the board of an existing fee the Parks Department has for the buildings, and ballfields that offer a 30% discount to non-profit organizations.

**Motion made by Trish Teague to approve proposed fees as presented with a recommendation to add a fee for a 30% discount for non-profit tournaments/planned events at the Winter Park Golf Course. The motion carried unanimously with a 4-0 vote.**

**b) Winter Park Historical Association Lease Agreement**

Winter Park Historical Association is seeking approval for a lease agreement to continue to utilize the space at the Winter Park Farmers' Market commencing on September 1, 2017 and ending March 31, 2020. Chairman Carl Creasman noted a correction in the dates on the second page of the contract; that correction has been made.

**Motion made by Julio de Arcos to approved the lease agreement as presented; seconded by Renee Maloney. The motion carried unanimously with a 4-0 vote.**

**c) Orlando Magic Ticket Tree Event-Central Park**

The Orlando Magic will hold an event in Central Park Saturday September 16, 2016. Participants will be required to Instagram/Tweet and picture using a Winter Park hashtag to secure a place in line to grab an envelope out of the ticket tree that will hold two tickets to random magic games.

**Motion made by Julio de Arcos to approve the Orlando Magic Ticket Tree as presented; seconded by Trish Teague. The motion carried unanimously with a 4-0 vote.**

**d) Scoreboard Advertising Agreement & Application**

Staff presented the application/agreement for potential advertising opportunity on the score board at Showalter Field.

**Motion made by Renee Maloney to approve the application/agreement as presented; seconded by Trish Teague. The motion carried unanimously with a 4-0 vote.**

**Discussion**

**New Business**

- Vice Chair Julio de Arcos inquired about potential funding for a band shell to replace the stage located in Central Park. Assistant City Manager Michelle Neuner explained that the City Commission is currently reviewing the Parks Master Plan as a whole and once a decision is made on the direction of the master plan, suggestions may be presented considering the deed restrictions, and rules for Central Park.

### **Staff Report**

- Staff gave an update on the current Parks Department and recent revisions.
- The CRA Advisory Board is currently reviewing and suggesting revisions to the proposed MLK Master Plan
- Staff gave an update on the MLK Maintenance Agreement, beginning 9/5, and contracted maintenance to the athletic fields at MLK Park.
- Staff gave an update on the use agreement for Lakemont and Brookshire to be used as additional recreation space.
- Staff gave an update on the Golf Course revenues, and use
- Cindy Hasenau gave the board on upcoming events in Mead Gardens
- Staff gave a report on the successful Solar Eclipse event held in Central Park Rose Garden
- Sidewalk Art Chalk Event is coming in Central Park

**Next Meeting – September 27, 2017 @ 5:30 p.m., Parks & Recreation, Community Center conference room D.**

The meeting adjourned at 6:33pm.

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Kesha Jones  
Recording Secretary



## 2018 Multi-Purpose Field Use Policy and Procedures

### Field Use Application Dates:

#### Winter/Spring Season (January – June)

**Priority Users** – Application Submittal Period September 14th – October 7<sup>th</sup>

**Open Application (Non-Priority Users)** – October 22<sup>nd</sup>

#### Summer/Fall Season (July – December)

**Priority Users** – Application Submittal Period by April 24<sup>th</sup> – May 7<sup>th</sup>

**Open Application (Non-Priority Users)** - May 22<sup>nd</sup>

#### State, Regional, or National Tournaments

Tournaments or other field events that have significant numbers of participants coming from outside of the Greater Orlando and Central Florida area may submit a request up to one calendar year in advance of the event date. Tournament organizer will need to complete a tournament application and submit it to the Parks and Recreation Department for review. Please allow up to 10 businesses days from date of application submittal for approval.

### Application and Booking Process

The Parks and Recreation Department books fields on a season to season basis with two seasons occurring each year. The application periods for each season are listed in the previous section. Priority User is defined below. Applications are available on-line at [www.cityofwinterpark.org/fieldrental.org](http://www.cityofwinterpark.org/fieldrental.org) Or you can pick one up from our main office at 721 W New England Avenue inside the Winter Park Community Center.

Applications will need to be completed and submitted by the application deadline posted above to the Parks and Recreation Department by email, fax, or in person. **Priority Users** submitting an application will receive contract and payment instruction within two weeks of the closing of the priority use deadline. Standard or 'Open' applications will received a contract within 48 hours of submitting request.

Applications for in season bookings will be accepted on a first come, first served basis dependent upon availability. Application must be submitted no later than (2) business days prior to the rental date.

Applications will not be accepted if the requestor's organization has an outstanding balance.

Once you receive a contract from the Parks and Recreation Department you will 10 business days to complete the following:

- 1.) Submit valid proof of liability insurance
- 2.) Sign contract
- 3.) Pay 100% of all fees

## **Priority User Definition**

Priority User is defined as Youth Athletic Leagues and Organizations that have a WP residency rate of over 60% and Non Profit status. All participants must be 17 years of age or under in order for an organization or team to be eligible for Priority User status. Proof of non-profit status and rosters must be submitted prior to application deadline. If a current roster for the upcoming season is not available a roster from the previous season may be used with the Parks and Recreation Director's approval.

## **Prime Time Booking Requests**

In order to best manage the limited amount of fields and practice time available for all of user groups during Prime Time the Parks and Recreation Department reserves the right to adjust start and finish time of field request in order to best utilize our limited number of fields. Prime Time is defined as Monday-Thursday 5:00 PM to 9:00 PM.

***Example: Team A requests a practice slot of 6p-8p on a Wednesday evening, but we have another team that needs space as well. In this situation we would require team A to take a 5:00p -7:00p or 7:00p – 9:00p with Team B getting whichever timeslot not chosen by Team A.***

## **Liability Insurance**

The Parks and Recreation Department requires all field users to carry liability insurance in the minimum amount of \$1,000,000 general liability per incident and \$3,000,000 aggregate. Insurance certificate must list the City of Winter Park as an additionally insured party. If insurance for an individual team is being provided by an umbrella organization the organization is required to list the individual teams on their insurance certificate.

## **Background Checks**

In order to ensure the safety and security of the youth athletics participants at our facilities we require all youth organizations renting fields to provide proof that all coaches have been recently background screened through F.D.L.E. Background check documentation must be submitted 48 hours prior to first booking. Failure to submit background check documentation will result in cancelation of booking and loss of payment.

## **Field Maintenance Closures**

The date ranges below indicate our field maintenance closures. During this time no play will be scheduled on the fields. Additionally, the Parks and Recreation Department enforces a cap on the number of hours a field can be booked each season in order to prevent severe damage to the turf and ensure reasonable field conditions. Once a specific field reaches its maximum number of booking hours the City reserves the right to suspend future bookings and/or re-locate secured bookings until proper rest and maintenance can be completed. The City also reserves the right to suspend play on fields if conditions/wear creates unsafe conditions for users.

### **MLK Park Athletic Fields**

March 20<sup>th</sup> – April 7<sup>th</sup>

July 17<sup>th</sup> – August 27<sup>th</sup>

November 20<sup>th</sup> – December 10<sup>th</sup>

### **Ward and Showalter Athletic Fields**

April 10<sup>th</sup>-May 1<sup>st</sup>

June 5<sup>th</sup> – July 16<sup>th</sup>

December 11<sup>th</sup> – January 2<sup>nd</sup>

## **Field Types and Restrictions**

The City of Winter Park has designated fields for both high and low impact sports, as well as fields that are reserved solely for games and tournaments.

### **High Impact Fields**

Our high impact sports fields are reserved for the following types of play. Due to the type of play on our high impact practice fields conditions can vary greatly throughout the year. Teams may be required to rotate goal areas in order to minimize turf damage from repetitive use (goal areas). We allow games to book on our HI practice fields, but game conditions are not guaranteed. The following sports are considered High Impact:

- Adult Soccer Cross Play (Limit of two fields per standard field)
- Lacrosse (grades 7 and up limit of two fields per standard field)
- Rugby (Limit of two fields per standard field)
- Adult Flag Football (Limit of two fields per standard field)
- Youth Tackle Football Practices
- Youth Flag Football, Lacrosse, Soccer, or any other athletic event requesting more than two cross play fields per standard field with no more than 3 fields allowed on a standard field.



### **Low Impact Fields**

Our low impact fields are reserved for the following types of play. We allow games to book on our LI practice fields, but game conditions are not guaranteed. The following sports are considered Low Impact:

- Youth Lacrosse (Grades 6 and under and no more than two fields per standard field)
- Adult Soccer (No cross-play)
- Adult Flag Football (No cross-play)
- Youth Soccer (no more than 2 small side fields per standard field)
- Youth Flag Football ( no more than 2 small side fields per standard field)
- Youth Tackle Football (Games Only)

### **Spectator Area on Cross-Play Fields**

League are required to restrict spectators to designated areas to avoid damage of playing surface from chairs, tents, etc. Failure to police such action can result in void of contract and forfeit of future facility use.

### **Adult Athletic Programs**

The City of Winter Park limits the amount of field space allotted to adult athletic program to ensure that our youth residents have adequate field conditions and availability. The following guidelines are applied to adult bookings:

- No more than 25% of prime time booking hours (Monday – Thursday 5p-9p and Sat/Sun 8a-4p) can be rented for the purpose of adult recreation
- Adult sports are limited to designated fields
- Maximum of two modified field full size field

The Parks and Recreation Department reserves the right to make exceptions to the above guidelines. Adult programs with a Winter Park residency rate of 75% or more may request an exemption through the Parks and Recreation Department.

# Howell Branch Ecology Trail

## Conceptual Master Plan

The Howell Branch Ecology Trail Project is intended to provide high quality, nature based recreational and educational experiences to the residents of Winter Park and Maitland and visitors to the area. The trail will include three major components that are described below. The attached exhibits provide a visual depiction of the proposed trail and project phasing.


- **Ecological restoration** will begin concurrently with Phase I of the trail system development. Restoration will involve the cleanup of any debris/refuse on the property, implantation of a control program for exotic vines and other invasive plants and the reforestation of hurricane and vine damaged areas using native, wetland trees.
- **Trail system** design will provide several nested loops that will incorporate at grade trails and elevated boardwalks to accommodate pedestrian and bicycle traffic. There will also be a canoe/kayak launch that provide paddlers access to almost a mile of a natural, meandering creek. The goals of the trail system are to provide neighborhood connections, access to and information about a variety of natural Florida ecosystems and allow users to select a trail distance that fits their needs.
- **Environmental education program** components will focus on wetland ecology, water quality and pollution prevention topics and will include interpretive signs that can be periodically changed to allow a broader range of topics to be presented. Signs will be installed as each trail phase is developed.




# Trail System Plan

## Legend

### Symbols

Trail/boardwalk 

Canoe trail 

Overlook/  
Educational Signs 

### Color designation

Phase I

Phase II

Phase III

Existing/underway





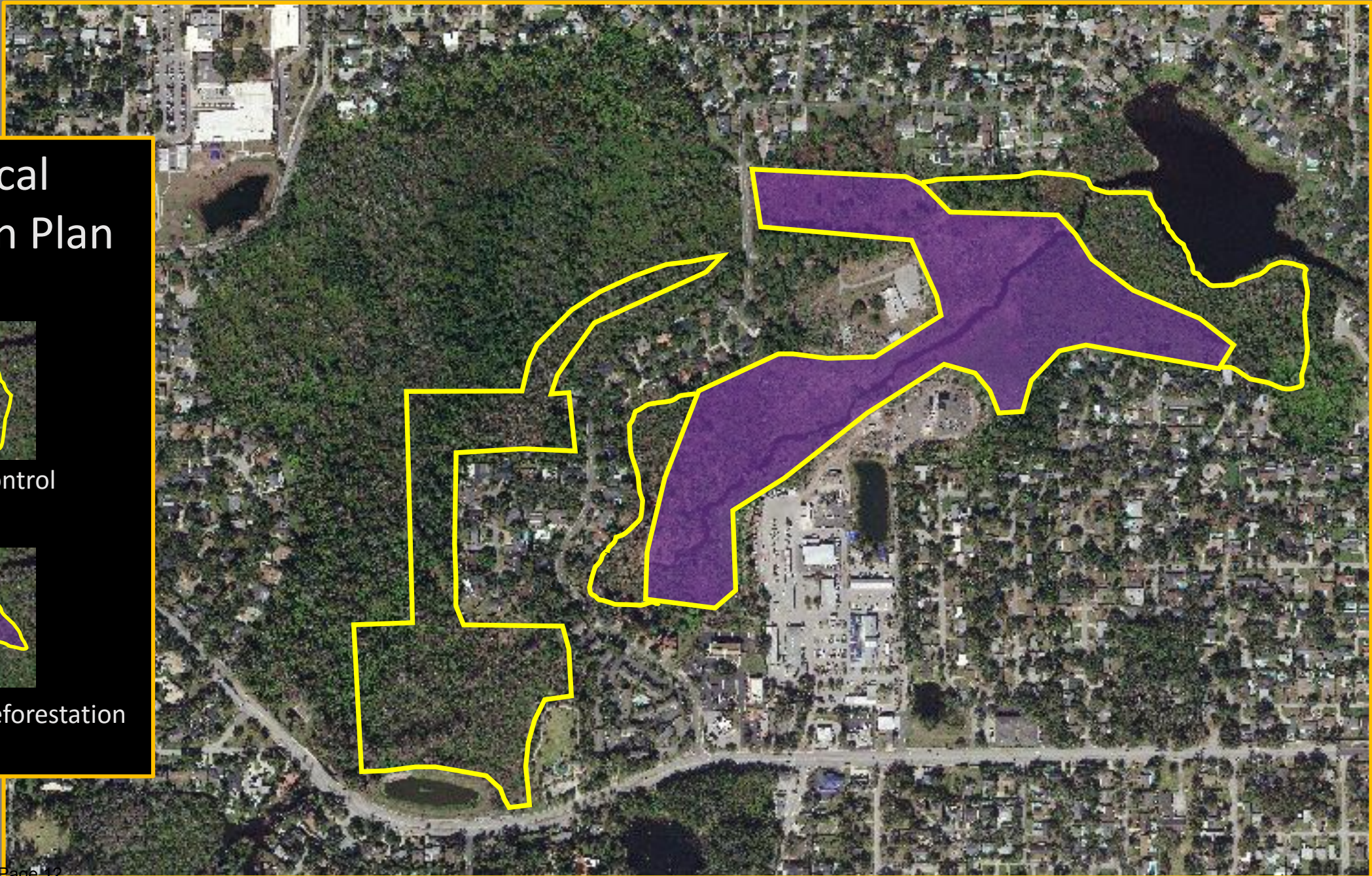
# Ecological Restoration Plan



Exotic vine control



Exotics control & Reforestation





# Environmental Educational Program

Focused on

## Ecology and Pollution Prevention

6

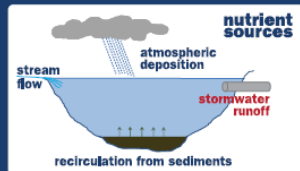
## eutrophication

The role of nitrogen & phosphorus in lake degradation

### eu • troph • i • ca • tion

/yōō, trāfī'kāSHen/  
process of nutrient (nitrogen and phosphorus) enrichment in a lake or other body of water, frequently due to runoff from the land, which causes increased biological productivity – in the extreme, causing dense plant growth which can result in the loss of fish and other biota due to lack of oxygen.

Essentially an aging process, eutrophication occurs naturally over a very long period of time. Activities related to urbanization of the watershed can greatly increase the rate at which nutrient enrichment occurs. This accelerated aging of a lake is referred to as cultural eutrophication.

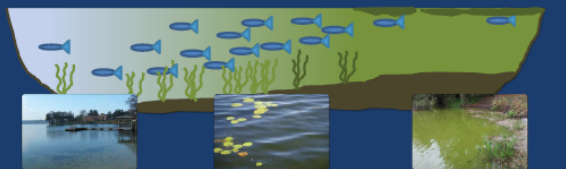


**Trophic state** is a measure of a lake's biological productivity (the total amount of plants and animals in the lake). As nutrient levels increase from natural or manmade sources, lakes progress to higher trophic states.

**oligotrophic** lakes are characterized by very clear water. They contain relatively few plants and animals but typically have high diversity, a sign of ecological health. They are often popular for swimming and other watersports.

**mesotrophic** lakes have somewhat higher nutrient levels resulting in water that is less clear. Fish and wildlife numbers increase and diversity is typically still good. Some accumulation of organic muck will be present. These lakes are suitable for watersports and often popular for fishing due to the increased productivity.

**eutrophic** lakes typically have poor water quality due to high levels of algae in the water column and a significant buildup of organic muck. The abundance of plants and animals increases but diversity is typically low, indicating poor ecological health. Lakes with excessive nutrients are known as **hypereutrophic**. Biological diversity is very low and frequent fish kills are likely due to extensive algae growth and oxygen depletion.



good water quality

fair water quality

poor water quality

**P<sup>3</sup> Pointless Personal Pollution** is avoidable and can be eliminated through awareness with little or no cost and minimal changes in our daily activities.

this trail made possible  
by a partnership  
between

ROLLINS

more info at  
[cityofwinterpark.org/lakes](http://cityofwinterpark.org/lakes)



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## fish & wildlife

the Winter Park Chain of Lakes is home to a diverse assemblage of animal life

### macro-invertebrates

The huge variety of organisms including crustaceans, insects and mollusks live that in, on or near the bottom of our lakes are collectively known as **benthic macro-invertebrates**.



### reptiles

The largest reptile found here is the American alligator (*Alligator mississippiensis*). It shares our lakes with numerous species of turtles and snakes, including the red-bellied cooter (*Pseudemys nelsoni*).



### fish

Approximately 56 species of fish are found here, ranging in stature from the tiny and seldom-seen least killifish (*Heterandria formosa*) to the world-renowned largemouth bass (*Micropterus salmoides*).



### mammals

While the usually secretive river otter (*Lutra canadensis*) is the only highly aquatic mammal to make its home on our waterways, there are numerous animals that associate strongly with shorelines.



Mornings and evenings you may glimpse a marsh rabbit (*Sylvilagus palustris*) feeding near areas of dense vegetation, and an early morning stroll along the shoreline may reveal evidence of the nocturnal foraging of a raccoon (*Procyon lotor*).

marsh rabbit

### amphibians

True to their name, many amphibians like frogs and toads, utilize both terrestrial and aquatic habitats. The southern toad (*Bufo terrestris*) lives on land, but lays its eggs in lakes and ponds, which hatch into tadpoles (aquatic larval stage). The tadpoles then develop into adults and return to land.



### birds

The great blue heron (*Ardea herodias*) is one of the many water dependent bird species that live and feed around our lakes. Winter Park is also home to a bird rookery that includes nests of common egrets (*Ardea alba*).



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