

# Parks and Recreation Advisory Board



**March 28, 2018 at 5:30 PM**

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

## **1: Consent Agenda**

- a. **Minutes Approval-Feb 28, 2018**

## **2: Action Items**

## **3: Discussion**

- a. **Master Plan & Survey Update**
- b. **Coordinate a date for Parks Board Goals Setting Work Session**

## **4: New Business**

## **5: Staff Report**

- **Update on Parks & KWPB Mini Park Clean Up Volunteer Program**
- **Family Fun Coordinator Introduction & Presentation of FY 2018 Family Fun Event Schedule**
- **Mead Garden Update**
- **Golf Course Update**
- **Winter Park Senior Program Spotlight Video**

## **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.

**PARKS AND RECREATION  
ADVISORY BOARD  
February 28, 2018**

**The meeting was called to order by Chairman Carl Creasman at 5:32 p.m. at the Winter Park Community Center in conference room D.**

Advisory Board Members present:

Chairman Carl Creasman  
Bradley Doster  
Trish Teague  
Taylor Sacha

Staff present:

Assistant Director Ron Moore  
Assistant Director Jason Seeley  
Planning & Projects Manager Leif Bouffard  
Recording Secretary Kesha Jones  
Lieutenant Stanford Locke- WPPD  
Recreation & Family Services Manager  
Cathleen Daus  
Parks Natural Resources Manager  
Tim Egan

Advisory Board Members absent:

Vice Chair Julio de Arcos  
Addison Lanphear  
Renee Maloney

Staff absent:

Guests:

**Consent Agenda:**

**a) Approval of Minutes January 17, 2018**

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

**Action Items:**

**a) Showalter Stadium Scoreboard Advertisement Fees**

Staff proposed to reduce the scoreboard advertising fees to accommodate the current fees until the facility is upgraded to accommodate larger events. The board recommended to place temporary signs in the advertising spaces as a sample of what their advertisement would look like.

**Motion made by Bradley Doster to approve the reduction on fees for the scoreboard advertising; seconded by Taylor Sacha the motion carried unanimously with a 4-0 vote.**

## **b) Proposed Tennis Operations**

Staff presented the proposed business operations model for the Tennis Center, and the results from several public meetings, and recommendations for the upcoming tennis center. Several residents commented in support of the new tennis center model proposed by staff.

**Motion made by Bradley Doster for the Parks and Recreation Department is recommending a revised operational model that would place maintenance and business operations back in the city's hands and contractor would focus on programming and instruction; seconded by Trish Teague the motion carried unanimously with a 4-0 vote.**

### **Discussion:**

Chairman Carl Creasman suggested a work session to discuss upcoming goals for the Parks Board.

### **New Business:**

#### **Staff Report**

- **Connectivity Mapping:**

Parks Natural Resources Manager Tim Egan, informed the board of the connectivity mapping presentation that was presented to the City Commission

- **Golf Course Update**
- **Mead Garden Update**

The invasive tree removal has started,  
Duck Derby is 3/10/2018

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

The meeting adjourned at 6:40pm

---

Kesha Jones  
Recording Secretary