

# Parks and Recreation Advisory Board



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

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

## **1: Consent Agenda**

- a. **Minutes Approval-October 24, 2018**
- b. **Wedding-West Meadow**  
Application for West Meadow October Wedding.

## **2: Action Items**

- a. **Little Free Library-MLK Park by Trinity Prep**  
Trinity Prep School's Key Club would like to place a little free library at MLK Park.  
  
They would provide all the necessary supplies to build the structure, and supply the first books, they would also keep up with the maintenance and regular check ups.
- b. **Family & Friend Christmas Event-Mr. Yarbrough**  
Mr. James Yarbrough has a Christmas event for about 30 families in Central Park

## **3: Discussion**

## **4: New Business**

## **5: Staff Report**

- **Recap of Holiday Events**
- **Update for Master Plan Work Session**
- **Update on Baseball Field Usage & WPYB**
- **Mead Garden Update**
- **Park Projects & Landscaping Division 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-October 24, 2018 -

### **Summary:**

### **Background:**

#### ATTACHMENTS:

Description

October 24, 2018 Minutes

Upload Date

10/31/2018

Type

Cover Memo

**PARKS AND RECREATION  
ADVISORY BOARD  
October 24, 2018**

**Chairman Carl Creasman called the meeting to order at 5:31 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  
Taylor Sacha

Staff present:

Jason Seeley  
Ron Moore  
Leif Bouffard  
Jeff Hershone  
Tim Egan  
Kesha Thompson

Advisory Board Members absent:

Trish Teague  
Renee Maloney  
Bradley Doster

Staff absent:

Cathleen Daus

Guests:

**Consent Agenda:**

- a) **Approval of Minutes September 26, 2018**
- b) **Snow in the Park**
- c) **Parade of Bands**
- d) **Tuba Christmas**
- e) **Chanukah on the Park**
- f) **Christmas in the Park**

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

**Action Item:**

- a) **Approve Nov/Dec Meeting Calendar**

**Motion made by Julio de Arcos to keep the November 28, 2018 and January 23, 2019 meetings as scheduled and to cancel the December 26, 2018 meeting; seconded by Brian Furey. Motion carried unanimously**

**Discussion:**

- a) **Department Goals/Board Goals**

Jason Seeley presented the board with some departmental, and board goals for the upcoming fiscal year. Both staff and the board with revisit the goals/priority on a quarterly basis.

### **b) Rollins College Native Landscapes Presentation**

Bruce Stephenson, Ellie Rushing, and Brooke Worthington presented a PowerPoint to the board of the native landscaped areas in the city and educated the board on some of the different species of plants.

### **New Business:**

Kimberly Sheppard-1121 S. Pennsylvania voiced some concerns with activities in Mead Gardens when it is closed and some questions about funding and upkeep of the park. She was asked to contact Jason to discuss the funding and other questions about the maintenance of the park. Sergeant Hershone informed her to call the police at the time any activity in the park after hours so they can respond at that time.

### **Staff Report**

- **Recreation & Family Fun Update**
- **Parks & Landscaping Update**

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

The meeting adjourned at 6:20pm

*Kesha Thompson*

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Kesha Thompson  
Recording Secretary



## Agenda Item Summary

Wedding-West Meadow - Application for West Meadow October Wedding.

### **Summary:**

### **Background:**

#### ATTACHMENTS:

Description

Wedding Application

Upload Date

11/26/2018

Type

Cover Memo

**CITY OF WINTER PARK  
PARKS AND RECREATION DEPARTMENT  
PARK USE APPLICATION**



Park Requested: West Meadow Email: laura.herndon@knights.ucf

Organization Name: \_\_\_\_\_

Contact Name: Laura Herndon

Address: 1391 Palmer Ave, Winter Park, FL 32789

Work Phone: 7273654388 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Organization Status: Profit:  Registered Non-Profit:  If so, what type? \_\_\_\_\_

Tax Number \_\_\_\_\_ Other (specify) \_\_\_\_\_

Proposed Event Date: 10/19/19 Second Choice: \_\_\_\_\_

Event Time: 4:00pm Set up time: 6:00am Break Down Time: 12:00am

Are dates/times flexible? No Alternate Dates: \_\_\_\_\_

Type of Event: Wedding; Cocktail/Reception Is this a Fundraiser? \_\_\_\_\_

Describe Event in Detail: Cocktail Hour outside of tent and wedding reception inside tent on lawn

(Attach detailed outline) TBD

Area of Park Requested: West Meadow

Stage? \_\_\_\_\_ List Electricity Requirements? DJ/Band, Caterer, Tent Lighting/A/C

Expected size of Crowd: 250 Estimated Parking Requirements? \_\_\_\_\_

Will there be amplified music? Yes If Yes, type: DJ/Band Hours: 4:00pm-10:00pm

Amplified Voices: Yes If Yes, type: DJ/Band Hours: 4:00pm-10:00pm

Are you proposing tents: Yes If Yes, type: Clear Tent No

\*\*\*The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.

Is the consumption of alcoholic beverages requested? Yes 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? No 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? Luxury Portable Restroom

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? Vendors will strike at end of event.

Have you held this event in the past? No; Wedding. Where? \_\_\_\_\_

Size of Crowd at previous event? \_\_\_\_\_ Date of Last Event? \_\_\_\_\_

Name and Phone Number of location official at Last Event: \_\_\_\_\_

How will event be advertised/marketed? \_\_\_\_\_

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

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.

Laura Herndon 10/25/2018

TYPED NAME INDICATES SIGNATURE DATE

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For 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 # \_\_\_\_\_

Dep Date: \_\_\_\_\_ Rental Fee Receipt #: \_\_\_\_\_ Check Number: \_\_\_\_\_ Date Paid \_\_\_\_\_

Refunded \_\_\_\_\_ Comments: \_\_\_\_\_

Retained: \_\_\_\_\_

Date Ref/Ret: \_\_\_\_\_ STAFF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# City of Winter Park Facility Contract



**Receipt #** 456116  
**Payment Date:** 11/21/18  
**Household:** 22858

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](http://www.cityofwinterpark.org)

Laura Herndon  
 1391 Palmer Avenue  
 Winter Park FL 32789  
 laura.herndon@knights.ucf.edu

Hm Ph: (727)365-4388

**Reservation Updated: Central Park, Central Park West**

Address: 251 S. Park Ave., Winter Park, FL, 32789  
 Reserv. Contact: **Laura Herndon**  
 Phone Number: **(727)365-4388**  
 Reserv. Number: 22165  
 Status: Firm  
 Purpose: Wedding (4pm-10pm Event Time)  
 Anticipated Count: 250

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Sat 10/19/2019 6:00A to 12:00A	0.00	798.75	0.00	0.00	798.75
<b>Deposit:</b>	0.00	750.00	0.00	0.00	750.00

Processed on 11/21/18 @ 12:05P by xsolomon

Total New Fees	0.00
Discount Applied	0.00
Total New Taxes	0.00
Old Balances Included	1,548.75
<b>Total Due</b>	<b>1,548.75</b>
Total Fees Paid	0.00
Total Taxes Paid	0.00
<b>Total Paid</b>	<b>0.00</b>
Balance From Receipt	1,548.75

**Household Balance Information**

Overall Household Credit Balance Available 0.00  
 Overall Household Balance Due 1,548.75

# City of Winter Park Facility Contract



**Receipt #** 456116  
**Payment Date:** 11/21/2018  
**Household:** 22858

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Winter Park Parks and Recreation hereby grants permission Laura Herndon 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: \_\_\_\_\_ Laura  
Herndon 1391 Palmer Avenue



## Agenda Item Summary

Little Free Library-MLK Park by Trinity Prep -

Trinity Prep School's Key Club would like to place a little free library at MLK Park.

They would provide all the necessary supplies to build the structure, and supply the first books, they would also keep up with the maintenance and regular check ups.

### **Summary:**

### **Background:**



## Agenda Item Summary

Family & Friend Christmas Event-Mr. Yarbrough - Mr. James Yarbrough has a Christmas event for about 30 families in Central Park

### **Summary:**

### **Background:**



Agenda Item Summary

Recap of Holiday Events -

**Summary:**

**Background:**



## Agenda Item Summary

Update for Master Plan Work Session -

### **Summary:**

### **Background:**



## Agenda Item Summary

Update on Baseball Field Usage & WPYB -

### **Summary:**

### **Background:**



Agenda Item Summary

Mead Garden Update -

**Summary:**

**Background:**





## Agenda Item Summary

Park Projects & Landscaping Division Update -

### **Summary:**

### **Background:**