

Parks and Recreation Advisory Board



September 25, 2019 at 5:30 PM

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

1: Consent Agenda

- a. **Minutes Approval 8.28.19**

2: Action Items

- a. **Modernique Events & Co- West Meadows**

3: Discussion

- a. **Single Use Products in Municipal Facilities**

Possibility of adopting a policy for single use plastic/polystyrene products in municipal facilities.

4: New Business

- a. **City of Winter Park Welcome Sign- Joe Smirti**

- b. **Holiday Meeting Dates**

Discuss alternatives for November & December meeting dates.

Current Dates are:

November 27, 2019 (Wednesday before Thanksgiving)

December 25, 2019

- c. **PRAB Goals**

Meeting date to discuss goals & five year capital projects.

5: Staff Report

- **Parks Project Update**
- **Recreation & Family Fun Event Updates**

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 8.28.19 -

Summary:

Background:

ATTACHMENTS:

Description

0828.19 Minutes

Upload Date

9/23/2019

Type

Cover Memo

**PARKS AND RECREATION
ADVISORY BOARD
August 28, 2019**

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
Taylor Sacha
Bradley Doster
Brian Furey
Renee Maloney
J Matthew Knight
Chris Morrison

Staff present:

Jason Seeley
Cathleen Daus

Advisory Board Members absent:

Drew Nasrallah

Staff absent:

Kesha Thompson
Ron Moore
Mike McCosker
Tim Egan

Guests:

Consent Agenda:

- a) **Minutes Approval 7.24.2019**
- b) **Mead Botanical Garden Fee Revisions**

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

Action Item

- a) **Updated Cay Way & Phelps Park Tennis Court Rules**

Staff has proposed changes to the current off site tennis courts, from instructors paying a percentage of rentals to a flat rate for use of the courts at Cady Way and Phelps Park, to have a uniform fee policy. Instructors will be required to obtain a level II background check. One court must remain open at all time for public use.

Motion made by Bradley Doster to approve the updated Cady Way and Phelps Park Tennis Court Rules. Seconded by Brian Furey; motion passed unanimously.

- b) **Updated Winter Park Farmers' Market Rules & Regulations**

Updating the rules and standards for the Saturday Market Vendors. One of the biggest changes was the required time at the market to be considered a full time vendor, from twelve absences to five absences per year. Possibly bringing back to the board a new start time from 7am to 8am. The updated policy requires the vendors to obtain liability insurance.

Motion made by Taylor Sacha to approve updated rules and regulations for Saturday Market Vendors. Seconded by Bradley Doster; motion passed unanimously.

Discussion

New Business

Staff Report

- Family Fun/Recreation Update
 - Summer Campy Recap
 - 150 registered camps
 - Fall Event & Programming Update
 - Azalea Lane Playground reopening, Pumpkins and Muchkins, indoor haunted house sponsored by Rollins
- Parks/Projects Update
 - Review status of current projects & FY20 Projects
 - Current and future projects, update on Mead Garden projects and events
 - WPHF Grant
- Orland Weekly Awards
 -

Next Meeting – September 25, 2019 @ 5:30 p.m., Winter Park Community Center.

The meeting adjourned at 6:10pm

Kesha Thompson

Kesha Thompson
Recording Secretary



Agenda Item Summary

Modernique Events & Co- West Meadows -

Summary:

Background:

ATTACHMENTS:

Description

Modernique Events & Co

Upload Date

9/23/2019

Type

Cover Memo

City of Winter Park Facility Contract



Receipt # 589744
Payment Date: 09/20/19
Household: 25139

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

Modernique Events & Co
 15400 Blackbead Street
 Winter Garden FL 34787
info@jagaproductions.com

Hm Ph: (765)717-6460

Reservation Details: Central Park, Central Park West

Address: 251 S. Park Ave., Winter Park, FL, 32789
 Reserv. Contact:
 Phone Number: **(765)717-6460**
 Reserv. Number: 24666
 Status: Firm
 Purpose: White Event
 Anticipated Count: 1400

| <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> |
|---------------------------------|-----------------|-------------------|-----------------|-------------------|-------------------|
| Fri 11/15/2019 12:00P to 11:59P | 3,514.50 | 3,514.50 | 0.00 | 0.00 | 3,514.50 |
| Deposit: | 3,300.00 | 3,300.00 | 0.00 | 0.00 | 3,300.00 |

Processed on 09/20/19 @ 4:34P by XSOLOMON

| | |
|------------------------|-----------------|
| Total New Deposit Fees | 3,300.00 |
| Total New Fees | 3,300.00 |
| Discount Applied | 0.00 |
| Total New Taxes | 214.50 |
| Total Due | 6,814.50 |
| Total Fees Paid | 0.00 |
| Total Taxes Paid | 0.00 |
| Total Paid | 0.00 |
| Balance From Receipt | 6,814.50 |

Household Balance Information

Overall Household Credit Balance Available 0.00
 Overall Household Balance Due 6,814.50

City of Winter Park Facility Contract



Receipt # 589744
Payment Date: 09/20/2019
Household: 25139

Winter Park Parks and Recreation hereby grants permission 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: _____
15400 Blackbead Street

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



Park Requested: Central Park West Meadow Email: info@jagaproductions.com

Organization Name: Modernique Events & Co. * (all public info must use this company name)

Contact Name: Lisa R. Greenwood or Fabienne Alphonse-Reid

Address: 15400 Blackbead Street, Winter Garden, FL 34787

Work Phone: (765) 717-6460 - Lisa Home Phone: (561) 762-8941 (Fat Cell Phone: _____

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

Tax Number: 81-1542569 Other (specify) _____

Proposed Event Date: November 8, 2019 Second Choice: _____

Event Time: 17:00 Set up time: 12:00 Break Down Time: 22:00

Are dates/times flexible? Yes Alternate Dates: November 1, 2019

Type of Event: private event (*) Is this a Fundraiser? No

Describe Event in Detail: pop-up picnic

(Attach detailed outline) (*) Because of the nature of the event, this must be discussed privately with appli

Area of Park Requested: All of Central Park West Meadow

Stage? Yes List Electricity Requirements? lighting, stage, sound, portalets and tent

Expected size of Crowd: 1500-2000 Estimated Parking Requirements? bus drop off/pick up, equipment deliver and staff

Will there be amplified music? Yes If Yes, type: Live and DJ Hours: 17:00 - 22:00

Amplified Voices: Yes If Yes, type: Voiceovers Hours: 17:00 - 22:00

Are you proposing tents: Yes If Yes, type: pole tent No, it will be presold and only delivered on site.

***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? No Posters? No

Other (describe): _____

Are you proposing food sales? No* If Yes, type: Food will be presold/delivery on site; no cooking

Describe in detail? _____

Will there be displays? No If Yes, type: _____

Are banners/signs requested? Yes If Yes, type: Lighted sign with name of event

Describe banners/signs in detail. What will they say and how many: There will only be one sign

"#DEBMCO" or "#DEMORL"

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

Will there be booths: Yes If Yes, type: Photo booths

Describe booth contents and numbers in detail: Not known at this time

What Sanitation Facilities are planned? Portable toilet trailer and portable hand washing station

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? Will contract service providers as indicated by Parks Dept.

Have you held this event in the past? Yes Where? Lake Nona Town Center, Lake Eola and Cranes' Ro

Size of Crowd at previous event? 1400+ Date of Last Event? November 11, 2018

Name and Phone Number of location official at Last Event: Cranes' Roost, Altamonte Springs (407) 571-8000

How will event be advertised/marketed? website, word of mouth - this is an annual event

How many event staff members will you provide, describe duties: more than 100 - host staff, group and table leaders a

Responsibilities vary from logistics, production, legal, financial and guest services

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.

Lisa R. Greenwood 06/21/2019

TYPED NAME INDICATES SIGNATURE DATE

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: _____



Agenda Item Summary

Single Use Products in Municipal Facilities - Possibility of adopting a policy for single use plastic/polystyrene products in municipal facilities.

Summary:

Background:



Agenda Item Summary

Holiday Meeting Dates -

Discuss alternatives for November & December meeting dates.

Current Dates are:

November 27, 2019 (Wednesday before Thanksgiving)

December 25, 2019

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Agenda Item Summary

PRAB Goals - Meeting date to discuss goals & five year capital projects.

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