



# Parks & Recreation Advisory Board Regular Meeting

## Agenda

**April 21, 2021 @ 5:30 pm**

Virtual

### welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at [cityofwinterpark.org/bpm](http://cityofwinterpark.org/bpm) and include virtual meeting instructions.

### assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed 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).

### please note

Times are projected and subject to change.

- 
1. **Call to Order**
  2. **Consent Agenda**
    - a. Minutes Approval- February 17, 2021 5
  3. **Staff Updates**
    - a. Mead Botanical Garden Virtual Tour Discussion 30
    - b. Staff Updates 25
      - Project Update- Update on completed and in-Progress projects
      - Recreation Update- Staff update, programming, events and activities
      - Landscaping & Park Maintenance Update - staff update regarding current and upcoming maintenance work within in the City.
      - Board Appointments
      - Golf Advisory Board
      - Farmers' Market - vendor and guest survey (May)
  4. **Citizen Comments**
  5. **Action Items**
  6. **Board Comments**
  7. **Adjournment**



Parks & Recreation  
Advisory Board  
Regular Meeting

# agenda item

item type	Consent Agenda	meeting date	April 21, 2021
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

## subject

Minutes Approval- February 17, 2021

## motion / recommendation

## background

## alternatives / other considerations

## fiscal impact

## ATTACHMENTS:

[0217.21 Minutes.pdf](#)



## Parks & Recreation Minutes

February 17, 2021 5:30pm

Virtual

### Present

Chris Morrison, Jennifer Adams, Michael Perelman, Frank Baker, Brian Furey, Drew Nasrallah

### Absent

Kelly Price

### Meeting called to order Consent Agenda

#### Approval Minutes- January 20, 2021

#### Approval of Parks & Recreation Department Mission Statement

#### Approval of Donation of Memorials Policy & Procedures

Motion made by Frank Baker to approve consent agenda; seconded by Frank Baker. Motion carried unanimously.

### Action Items

#### A. Central Park Event Request- Support our Scholars

Susan Johnson, of Support our Scholars gave a brief description of the event, and the purpose of the event. *After discussion motion made by Jennifer Adams to approve Support our Scholars seconded by Michael Perelman; motion passed unanimously.*

#### B. Phelps Park Pickleball Conversion Revision

Staff informed the board of the concern of residents on losing a tennis court for the pickleball court conversion that was previously approved, Christine Williams, 1570 Woodland Ave, addressed the board on behalf of the surrounding residents. Staff presented a proposed plan to add two pickleball courts and leave the current four tennis courts. Board members suggested a fence with windscreen installed between the two sets of courts. *After further discussion motion made by Drew Nasrallah to approve the pickleball conversion revision at Phelps Park as presented; seconded by Brian Furey. Motion passed unanimously.*

#### C. Periodic Review & Approval of Parks & Recreation Policies

- a. MLK Park Rules & Regulations**
- b. Ward Park Rules & Regulations**
- c. Lake Baldwin Park Rules & Regulations**
- d. Dinky Dock Park Rules & Regulations**
- e. Cemetery Rules & Regulations**

Policies that needed to be acknowledged and reviewed by the Parks Board prior to re-accreditation; after discussion motion made by Michael Perelman to acknowledge the review of the Rules & Regulations with the recommended changes of clear park name headings, and policies reviewed and reformatted going forward; seconded by Brian Furey. Motion passed unanimously.

## **Discussion**

- **Saturday Market Location Update**

Staff and Board members discussed the current plan regarding placement of the Saturday Market in the West Meadow with location returning to the Winter Park Farmers' Market to be reviewed after summer.

## **Staff Report**

### **Parks Landscaping Maintenance Update**

Parks Maintenance division will be working on the Phelps park playground demo, also installation of equipment on Loch Lomond. The landscaping division will be working on trail improvements. Forestry will be revising the watering program of the newly planted city's trees, and reevaluating the removal and replacement of trees to determine if there is any savings. Lakes Division is working on a tri-party agreement on Lake Sue.

### **Recreation Programming Update**

Cathleen Daus gave an update on the programming at the Community Center, and Family Fun Events. The department is undergoing re-accreditation certification.

## **New Business**

## **Citizen Comments**

## **Adjourn**

Motion made by Drew Nasrallah to adjourn the meeting at 6:55pm; seconded by Brian Furey. Motion carried unanimously.

Next Meeting March 17, 2021 5:30pm

Kesha Thompson

Kesha Thompson  
Recording Secretary



Parks & Recreation  
Advisory Board  
Regular Meeting

# agenda item

item type	Staff Updates	meeting date	April 21, 2021
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

## subject

Mead Botanical Garden Virtual Tour Discussion

## motion / recommendation

## background

## alternatives / other considerations

## fiscal impact

## ATTACHMENTS:

[Mead Cap Imp 21-22.pdf](#)

## ATTACHMENTS:

[Mead Parking.pdf](#)

## ATTACHMENTS:

[Mead ADA Path.pdf](#)

## Mead Botanical Gardens

### 2021-2022 Approved Capital Improvements

#### Outdoor Lighting - \$40,000

**Projected Start: February 2021 – Projected Completion: June 2021**

Mead Botanical Garden has traditionally been a predominantly day time use venue. Over the last few years this had changed as MBG Inc increases events, programming, and rentals at the various park/garden venues. Lighting improvements would include parking area lighting upgrades, pathway lighting along core of park, and additional lighting additions for Grove and amphitheater areas.

- Hardware – Additional Pole Lights, Bollard Lighting - \$30,000
- Installation - \$10,000 labor cost



*Amphitheater*



*Grove Stage Area*

#### Parking Lot Improvements - \$250,000

**Projected Start: July 2021 – Projected Completion: October 2021**

Current driveway and parking lot is in need of resurfacing, drainage improvements, and accessibility improvements. MBG Inc would also like to relocate the 'natural' parking area adjacent to the Legacy garden to the south side of the access road adjacent to picnic pavilion.

- Resurfacing- \$145,000 (Pervious Pavers @ 10,000 square feet)
- Curb Corrections and Additions - \$25,000
- Drainage Corrections - \$75,000
- Rehabilitation of abandoned natural parking area - \$5,000





*Relocation of 'natural' lot*



*Current 'natural' lot*



*Parking Lot Current Conditions*

### **Pathway Improvements - \$95,000**

**Projected Start: July 2021 – Projected Completion: October 2021 (this could also be done in phases)**

Mead Gardens currently lacks a formal walking trail through the core of the grounds. This request would allow for an ADA friendly pathway that would provide guests to easily move through the core of the park connecting all main areas (major gardens, Grove, Amphitheater, Azalea Lodge, and Public Restrooms).

- ADA “main loop” Decomposed Granite (2500 LF @ \$38/lf)





***Walking Paths Current Conditions (not a complete loop or ADA friendly)***

### **Azalea Lodge Addition – \$100,000**

**Projected Start: July 2021 – Projected Completion: October 2021**

MBG Inc has made significant improvements to the structure formerly referred to as the Winter Park Garden Club now known as the Azalea Lodge. The facility lacks ADA restrooms and the current Bride and Groom area located adjacent to the stage and lodge is no longer functional due to moisture damage related to age and location of the structure.

This addition to the Azalea Lodge would solve both issues by providing ADA restrooms for event use as well as reestablishing a dressing space for Bride and Groom.

- Changing Rooms/ADA Restrooms



***Exterior Current Changing Rooms***



*Interior Changing Rooms Current Conditions*



*Azalea Lodge Exterior*

### **Caretaker House Conversion - \$15,000**

**Project Start: March 2021 – Project Completion: June 2021**

The Parks and Recreation Department and City have gone away from having City staff live on site at our Parks. The caretaker home at the front of the park has been vacant for a number of years. MBG Inc would like to repurpose the small structure at the entry of the park to function as a Welcome Center/Information Booth for guests to the park/gardens.

While minor aesthetic improvements have been made since being vacated by the City staff person residing at the location, additional improvements would need to be made in order for the structure to serve as a public space from both an ADA and Building Code perspective.

- Additional Door - \$5,000
- ADA/accessibility improvements - \$6,000
- General Improvements - \$4,000



*Exterior Caretakers House*



*Interior Caretakers House*

**Summary Timeline of Projects:**

**Mead Outdoor Lighting - \$40,000**

*Projected Start: February 2021 – Projected Completion: June 2021*

**Mead Caretaker House Conversion - \$15,000**

*Project Start: March 2021 – Project Completion: June 2021*

**Mead Parking Lot Improvements - \$250,000**

*Projected Start: July 2021 – Projected Completion: October 2021*

**Mead Pathway Improvements - \$95,000**

*Projected Start: October 2021 – Projected Completion: March 2021 (this could also be done in phases in effort to work around Mead event schedule)*

**Azalea Lodge Addition – \$100,000**

*Projected Start: July 2021 – Projected Completion: October 2021 (dependent on if work can be done without major impact to already scheduled rentals)*

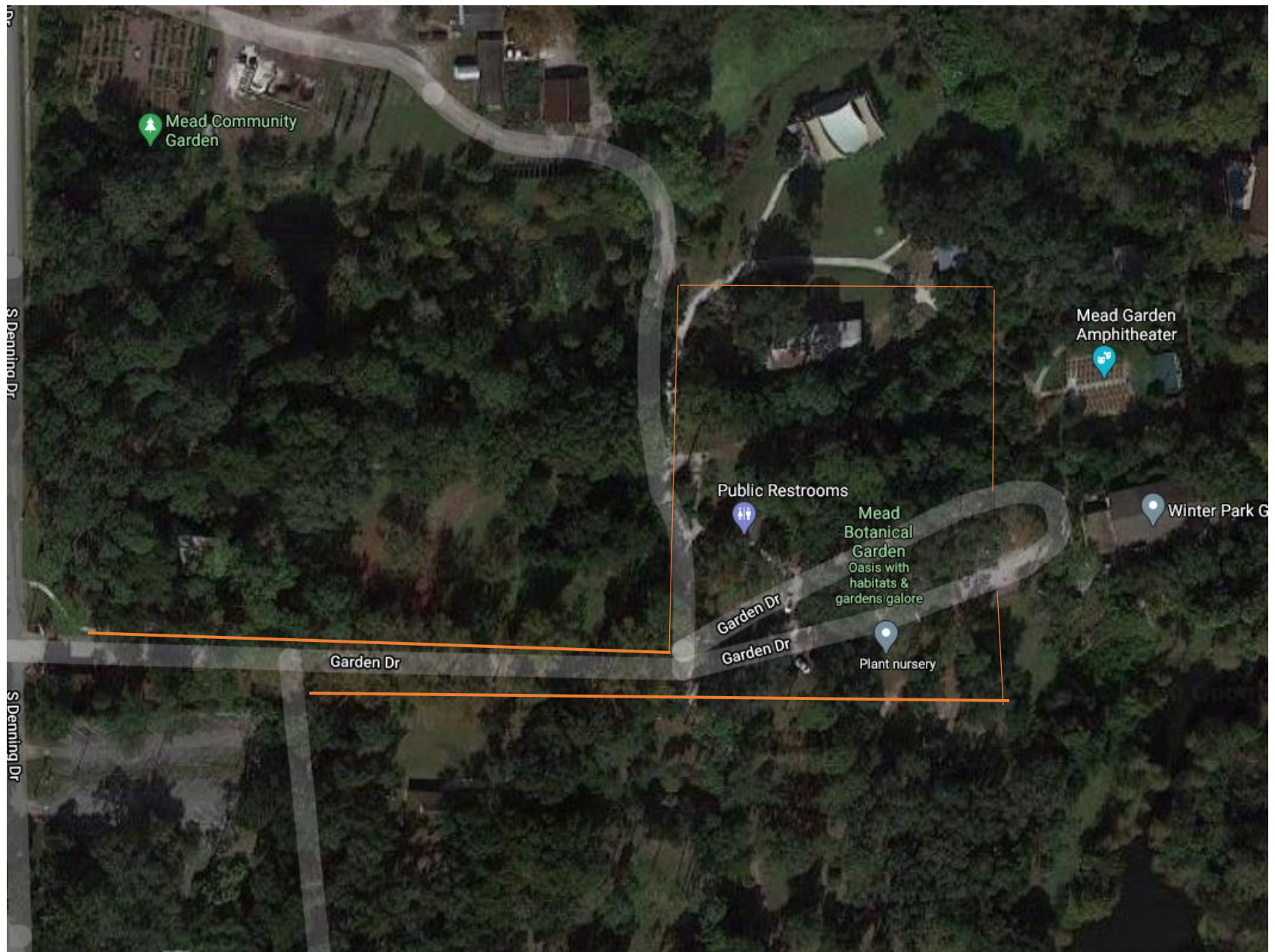
**Total Projected Cost for All Projects: \$500,000**



## Mead Botanical Gardens – Parking Improvements









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