The meeting was called to order at 8:00 a.m.

**Members present:** Leslie O’Shaughnessy, Tom McMacken and Sam Stark

**Staff Members present:** Ronnie Moore, Brenda Moody, Troy Attaway, Jason Seeley, Clarissa Howard and Michelle Neuner

**Others present:** Shawn Shaffer, Executive Director for Winter Park Public Library; Dan McIntosh, President of Library Board of Trustees; and Dori Madison, AXON2/Lure Design

**Administrative items**
Assistant City Manager Michelle Neuner asked for approval of the October 10, 2017 minutes. Tom McMacken moved to approve the minutes as presented; seconded by Sam Stark; motion carried unanimously.

**Informational items**

**a. Branding Presentation – Winter Park Public Library**
Dori Madison distributed a handout and provided an overview of the branding process that is underway for the library which includes an online survey to obtain public input/feedback to help establish a name and logo. The WPPL intends to share this information with the City to allow for a joint decision making, with the final product to be submitted to the City Commission for approval. Ms. Madison mentioned that it would be helpful if the City could contribute to the $10,000 cost for the branding process. Ms. Neuner advised the Task Force that they are able to make recommendations to the City Commission regarding financial decisions/contributions.

**b. Martin Luther King Park Possibilities – Parks and Recreation**
Ms. Neuner summarized that GAI Consulting conducted several stakeholder meetings and charrettes with community members to gather information on what people were interested in having in the park and, created a potential layout which included many options. The master plan development was put on hold, until we learned more about the building layout, the configurations, how the building would integrate into the park, etc.
Parks and Recreation Facilities Manager, Jason Seeley presented two preliminary schematic master plans dated August 7, 2017 and provided an overview of the proposed park layout. Discussion ensued related to creating one big campus environment with synergy between the park, the library and events center. Public interest amenity items relayed to the City include playing fields with possibly an artificial turf, a destination playground, splash pad, fitness trail/lawn, beach volleyball, boardwalk area enhancement, the need to bring the playing fields up to regulation standards, and additional parking. Questions were addressed relating to funding options.

Communications Director Clarissa Howard mentioned that a priority goal of the task force should be to create a master image.

**New Business**

a. Schedule of design reveal – Ms. Moody announced that public unveiling is scheduled for November 1.

b. November 1 public meeting – Ms. Howard advised that the unveiling will be broadcasted live on the City Commission web page and on facebook. It will also be recorded.

The following decisions were made:

- Winter Park Public Library to provide updates at the next few Task Force meetings to keep the members informed
- Public comment – 10 minutes allowed at the beginning of each meeting
- Parks and Recreation department is responsible for developing the business plan for the civic center venue
- The next meeting was scheduled for November 8, 2017 at 8:00 a.m. in the Chapman Room, City Hall, Second Floor

Potential discussion items for the next meeting:

- Set key goals and objectives
- Who will operate the facility/complex

The meeting adjourned at 9:14 a.m.