

**PARKS AND RECREATION
ADVISORY BOARD MEETING
May 22, 2013**

The meeting was called to order by Chairman Blair Culpepper at 5:00 p.m. at the Winter Park Community Center in conference room D.

Advisory Board Members present:

Chairman Blair Culpepper
Vice Chairman Woody Woodall
Janet Atkins
Michael Palumbo
Julio de Arcos

Staff present:

Director John Holland
Assistant Director Ronald Moore
Assistant Director Chuck Trice
Lieutenant Randy Durkee – WPPD
Recording Secretary Nancy McLean

Advisory Board Members absent:

Marni Spence
Joel Roberts
Fred Jones

Staff absent:

Assistant Director Brenda Moody

Guests:

Jon Walls & Barry Wilcox, Miller Legg representatives, Cindy Hasenau, Executive Director Mead Botanical Garden Inc, Claire and Eric Sorg, 2023 Cocos Lane, Keith Gardner, 2230 Cady Way

Consent Agenda:

- a) Approval of Minutes – March 27, 2013

Motion made by Julio de Arcos to approve Consent Agenda Item ‘a’; seconded by Michael Palumbo. The motion carried unanimously with a 5-0 vote. Marni Spence, Joel Roberts and Fred Jones were absent.

Action Items:

- b) Howell Branch Preserve Retention Area Conceptual Plan

John Walls, Miller Legg representative, gave a PowerPoint presentation on the Howell Branch retention pond improvements. He briefly explained the background/history of the project and discussed the Howell Creek regional context, jurisdiction and bicycle paths, existing conditions and site analysis, Howell Branch Preserve Park, the conceptual plan and the next steps. He asked for approval of the conceptual plan to move forward to the City Commission.

Motion made by Woody Woodall to approve the conceptual plan; seconded by Julio de Arcos. The motion carried unanimously with a 5-0 vote. Marni Spence, Joel Roberts and Fred Jones were absent.

c) Request to revise the Mead Botanical Garden Lease Agreement

Executive Director Cindy Hasenau explained that Mead Botanical Garden Inc. requests that the City revise the length and terms of the existing lease of Mead Botanical Garden to a 50 year term, similar to leases held by other non-profit groups that lease City property. She added that the purpose of the request is to enable MBG Inc. to qualify for substantial grant funding opportunities associated with improving and/or building new facilities at Mead Botanical Garden.

Motion made by Woody Woodall to approve the request to revise the Mead Botanical Garden lease agreement; seconded by Janet Atkins. The motion carried unanimously with a 5-0 vote. Marni Spence, Joel Roberts and Fred Jones were absent.

d) Food Truck Policy (Operation & Location)

Assistant Director Ron Moore stated that the Parks and Recreation Department proposed an amendment to the City Parks Open Space Business Permits. He explained that the amendment would allow vendors to set up the sale of concession items at a particular property or event. He also discussed the guidelines and commented that this would generate revenue for the City.

Motion made by Janet Atkins to approve the proposed amendment to the City Parks Open Space Business Permits; seconded by Julio de Arcos. The motion carried unanimously with a 5-0 vote. Marni Spence, Joel Roberts and Fred Jones were absent.

e) July as Parks and Recreation Month

Motion made Julio de Arcos to approve July as Parks and Recreation Month; seconded by Woody Woodall. The motion carried unanimously with a 5-0 vote. Marni Spence, Joel Roberts and Fred Jones were absent.

New Business:

f) Outstanding Service Award – Claire Sorg

Mr. Holland presented Claire Sorg with an award for outstanding achievement in video production and service to the Community.

Staff Report:

1. Mr. Holland stated that Cemeteries Manager Norman Brown is retiring after 40 years of service with the City of Winter Park. There will be a retirement luncheon on June 20th at 11:30 a.m. at the Winter Park Community Center.

2. Mr. Holland explained that the Parks and Recreation Department partnered with the Rollins College Crummer School Master's Degree Marketing Program. The students assisted in finding solutions to meet the increasing challenges of social media, among other suggestions.
3. Mr. Holland commented that Joel Roberts and Michael Palumbo were unanimously re-appointed to the Parks and Recreation Board at the May 13th Commission meeting.

Next Meeting – June 22, 2013 @ 5:00 p.m., Parks & Recreation, Community Center conference room.

The meeting adjourned at 6:00 p.m.

Nancy McLean
Recording Secretary