

**PARKS AND RECREATION  
ADVISORY BOARD  
April 23, 2014**

**The meeting was called to order by Chairman Blair Culpepper at 1:15 p.m. at the Winter Park Community Center in conference room C.**

Advisory Board Members present:

Chairman Blair Culpepper  
Vice Chairman Woody Woodall  
Janet Atkins  
Michael Palumbo  
Marni Spence  
Fred Jones

Staff present:

Assistant Director Brenda Moody  
Assistant Director Ronald Moore  
Assistant Director Chuck Trice  
Recording Secretary Nancy McLean

Advisory Board Members absent:

Joel Roberts

Staff absent:

Director John Holland

Guests:

Janet Matos and Alana Leaptrot Canine Memorial, Joyce Swain, Habitat for Humanity, Jeanne Sprimont, Jon King and members of the Sidewalk Art Festival and Patrick Chapin, Winter Park Chamber of Commerce

Non Agenda Items:

Mr. Culpepper stated that Lieutenant Randy Durkee is retiring and he will be presented with a plaque.

Mr. Culpepper presented Woody Woodall with an outstanding service award in recognition of service to the Parks and Recreation Advisory Board from 2008 -2014.

**Consent Agenda:**

- a) Approvals of Minutes – March 26, 2014
- b) Radio Disney – Central Park

**Motion made by Janet Atkins to approve consent items; seconded by Michael Palumbo. The motion carried unanimously with a 7-0 vote. Joel Roberts was absent.**

**Action Items:**

- c) 2<sup>nd</sup> Annual Winter Park Canine Memorial – Fleet Peoples Park

Canine Memorial representatives Janet Matos and Alana Leaptrot requested permission to allow the use of the dock area at Fleet Peoples Park on Saturday July 26th, 2014 from 7:00 p.m. to 10:00 p.m. They asked to host their 2<sup>nd</sup> floating lantern memorial at Harbor Park. The evening will conclude with a procession to the dock area of the Fleet Peoples Park, where

participants will watch their lantern float and join hundreds of glowing memorials illuminating the waters of Lake Baldwin. Ms. Leaptrot also requested that the City help promote the event. Assistant Director Brenda Moody commented that she will put them in contact with the Communication Department.

**Motion made by Julio de Arcos to approve the event and pay the rental fee for the park; seconded by Michael Palumbo. The motion carried unanimously with a 7-0 vote. Joel Roberts was absent.**

d) Request for Fee Waiver - Habitat for Humanity (work session item)

Habitat for Humanity representative Joyce Swain requested an annual fee waiver for the use of Azalea Lane Recreation Center for their Homeowner Reunions.

**Motion made by Fred Jones to table the item; seconded by Janet Atkins. The motion carried unanimously with a 7-0 vote. Joel Roberts was absent.**

e) Request for Fee Reduction for Facility – Winter Park Day Nursery

The Winter Park Day Nursery is celebrating its 75 year of service and requested a fee reduction/waiver for the Winter Park Civic Center on October 5<sup>th</sup>, 2014.

**Motion made by Fred Jones to deny the request due to policy; seconded by Janet Atkins. The motion carried unanimously with a 7-0 vote. Joel Roberts was absent.**

f) Rules and Standards for Rate Adjustment

This item will be discussed at another scheduled work session.

g) Policy Review: Civic Center, Community Center (rentals), Famers Market Building and Saturday Market

**Civic Center Rules & Regulations** - Ms. Moody explained that staff will bring forward guidelines for the fee schedule in October regarding rental fees per hour at the Civic Center.

**Saturday Farmers Market** - Fred Jones suggested adding another vendor rule: vendors' need to be set up by 6:30 a.m. and break down by 2:30 p.m. Assistant Director Ronald Moore also recommended that New England Avenue be open at 2:30 p.m. in conjunction with the Farmers Market building being opened.

**Motion made by Fred Jones to accept the policy reviews including the additions to the Saturday Frames Market policy; seconded by Julio de Arcos. The motion carried unanimously with a 7-0 vote. Joel Roberts was absent.**

**New Business:**

Patrick Chapin, Winter Park Chamber of Commerce, gave some suggestions for other criteria to be added in order for fee waivers to be considered by the board. He added that he supports fees not being waived on the weekends.

John King, Sidewalk Art Festival, commented that they like the criteria the board was discussing regarding the rules and standards for rate adjustments and he asked to submit a letter to the board for further recommendations.

**Staff Report:**

Ms. Moody commented that the 60<sup>th</sup> Annual Easter Egg Hunt and the Dinner on the Avenue were very successful. She added that the 35<sup>th</sup> Anniversary of the Saturday Farmers Market is May 17<sup>th</sup> and staff is working towards the 100<sup>th</sup> Anniversary of the Winter Park Country Club in September.

**Next Meeting – May 28, 2014 @ 5:00 p.m., Parks Tour.**

The meeting adjourned at 2:22 p.m.

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Nancy McLean  
Recording Secretary