



Parks & Recreation Advisory Board

Regular Meeting

Agenda

May 15, 2024 @ 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

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please note

Times are projected and subject to change.

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- 1. Call to Order**
 - 2. Consent Agenda**
 - a. Approve the minutes of April 17, 2024
 - 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 - 4. Action Items**
 - a. Mini Park Signage Recommendation 10m
 - 5. Non-Action Items**
 - a. Green Space Mapping 15m
 - 6. Staff Updates**
 - a. Qtr 2/FY 24 - Strategic Action Plan Update and Review 15m
 - b. Denning/Fairbanks Native Planting 5m
 - 7. Board Comments**
 - 8. Upcoming Agenda Items**
 - 9. Adjournment**



Parks & Recreation Advisory Board

agenda item 2.a

item type

Consent Agenda

meeting date

May 15, 2024

prepared by

Laura Halsey, Recreation Coordinator

approved by**subject**

Approve the minutes of April 17, 2024

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

1. PRAB 04.17.24 Minutes DRAFT



Parks & Recreation Advisory Board

Regular Meeting Minutes

April 17, 2024 at 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Craig Russell, Krystal Dawkins, Leah J. Bonich, Shannnon Sarkarati, Robert Bendick

Absent

Michael Dively, Michael Perelman

Staff Present

Director Jason Seeley, Assistant Directors Cathleen Daus and Mike McCosker, Recreation Coordinator Laura Halsey, Family Services Manager John Clarke

1. Call to Order

Meeting was called to order at 5:37pm by Vice Chairperson, Krystal Dawkins

2. Consent Agenda

a. Approve the minutes of March 20, 2024

Motion made by Krystal Dawkins, seconded by Craig Russell, to approve the March 20, 2024 minutes. Motion passes 5-0.

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker

Mark Casey, 1216 Golfside Drive, was given three minutes to speak as Ted Hudspith, 682 Blairshire Circle, and Rob Hopwood, 1688 Cypress Point Lane, conceded their one minute each to Mark Casey. Mr. Casey inquired why Blue Dolphin's pool is going in next to the existing pool and about the removal of mature Oaks. He would like to know why the City is removing one hundred year old trees and if they will be replaced with saplings throughout the City. He also asked for clarification on the city's ownership of said pool. Mr. Seeley reiterated that approval has not been given at this point. Blue Dolphins came to Parks Board to discuss the possibility of a second pool and still has to return with a construction agreement and an operations agreement. As far as the trees, multiple options are being reviewed and they would have to meet mitigation requirements.

4. Action Items

a. Cady Way Court Rebuild Configuration

Mr. Seeley presented a list of three options for the court rebuild. The options consist of:

1. Keep the current configuration of 6 pickleball courts and 2 tennis courts.
2. Add 2 pickleball courts, bringing the total to 8 pickleball courts and 1 tennis court.
3. Go to an all-pickleball facility with 12 pickleball courts.

Mr. Seeley discussed the pickleball courts that are scheduled to open in neighboring communities, which may cause the demand for courts in Winter Park to slow down. He reminded the board that there is always the option to reinstate tennis courts when it's time for resurfacing should the demand shift. He reviewed the fee structure, current operational costs, capital improvements, and reminded the board that those numbers could fluctuate over time based on inflation. Mr. Seeley also mentioned the possibility of installing two smaller courts for pickleball alongside a basketball court at MLK Park.

Ms. Gigi Papa, 1440 Hibiscus Ave, while in favor of the courts, has concerns about parking issues. Especially on weekends when there are multiple events taking place. She would like to ask the staff to take that into consideration.

Ms. Rosemary Culhane, 160 Saddlewood Trail, spoke in favor of 12 pickleball courts without any fees as that inhibits those who are less fortunate. Bringing fees into the equation creates inequity.

Mr. Chris Schafer, 2953 Northwood Blvd, spoke in favor of 12 pickleball courts and believes that the sport is a great community builder.

Mr. Elliot Davin, 3316 Bishop Park Dr, spoke in favor of 12 pickleball courts without any fees.

Mr. Steve Heller, 200 E Reading Way, spoke in favor of 12 pickleball courts without any fees.

Mr. Todd Demetriades, 1951 Laurel Rd., spoke in opposition of increasing the pickleball courts and stated the tennis courts are definitely being used and feels there is a need for additional tennis courts. He asked the board to take that into account and do additional research on tennis court usage before making a decision.

Mr. Brian Mathison, 1922 Taylor Ave, stated he is an avid player of both sports and spoke in favor of keeping both types of courts and opposes removing all of the tennis courts.

Motion made by Craig Russell, seconded by Krystal Dawkins, to keep the current configuration. Motion fails 3-2.

Motion made by Leah Bonich, seconded by Krystal Dawkins, to go with Option 2: 8 pickleball courts and 1 tennis court. Motion passes 4-1 with Craig Russell opposing.

5. Non-Action Items

a. Winter Park's Heritage Market Trail Presentation

Forest Michael presented the proposed plan for the Winter Park Heritage Market Trail

to the board. He discussed fatalities in the corridor where the trail would be and believes adding the trail would remedy the issue.

Peter Gottfried, President of Natural Systems Analysts, Inc., is also a resident. He spoke about the level of safety the proposed trail would provide for those not only living in the area, but those riding their bikes to visit the area.

Mr. Michael stated they are committed to bicycle and pedestrian safety in Winter Park. They have presented to the Transportation board also and ask that the Parks & Recreation Advisory Board provide their support to the City Commission. Mr. Gottfried stated FDOT has the funding for the project if the City commits to do their part. He provided the board members with a copy of their proposed resolution. They will submit the resolution to the City Commission tomorrow, April 18th, 2024.

Ms. Gigi Papa, 1440 Hibiscus Ave, does not feel the comparison of trails was sufficient,

6. Staff Updates

a. Strategic Action Task List Update

Mr. Seeley provided updates to the board on the newly renovated concession stand, the new Mead Gardens pavilion along with the internal loop map near the landscaping building. The picnic tables will be added once the concrete has had ample time to properly cure. Once school is out, the stadium light work will begin. He informed the board about the Thorguard upgrade in Ward and adding Winter Pines Golf Course. The system can be accessed by parents, leagues, etc. for notifications and warnings of lightning or pending storms.

b. Share mini park signage examples for PRAB feedback on design size

In the interest of time, Mr. Seeley requested the park signage be discussed at the next regularly scheduled meeting.

7. Board Comments

8. Upcoming Agenda Items

9. Adjournment

Meeting adjourned at 7:03pm

Approved by the Board on
/s/ Laura Halsey, Recreation Coordinator



Parks & Recreation Advisory Board

agenda item 4.a

item type

Action Items

meeting date

May 15, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Mini Park Signage Recommendation

motion | recommendation

Provide recommendation for mini park signage ;Staff recommendation would be for Mini+Street Scape+Lookout Sign Options Rectangle+Black matte option with City seal and QR code.

background

The City has a handful of mini-park properties, as well as other smaller park properties, that lack signage. Some of these properties are on the smaller side and our standard Parks signage would be out of place if used. Staff has been working with Communications/Graphics team to develop a signage solution that fits the park while also adhering to ADA requirements for signage.

alternatives | other considerations**fiscal impact****attachments**

1. Bonnie Burn Mini Park Sign
2. Mini+Street Scape+Lookout Sign Options circular black tail
3. Mini+Street Scape+Lookout Sign Options Rectangle+Black
4. Mini+Street Scape+Lookout Sign Options Circular



CAPRA Accredited

Bonnie Burn

Mini Park



**Mini Park
cared for by
Parks & Recreation**

CITY OF WINTER PARK

**Lakeside Lookout
cared for by
Parks & Recreation**

CITY OF WINTER PARK

**Street Scape
Enhancement
cared for by
Parks & Recreation**

CITY OF WINTER PARK



Lakeside Lookout
cared for by
Parks & Recreation



Lakeside Lookout cared for by
Parks & Recreation

CITY OF WINTER PARK



Lakeside Lookout cared for by
Parks & Recreation

CITY OF WINTER PARK







Parks & Recreation Advisory Board

agenda item 5.a

item type

Non-Action Items

meeting date

May 15, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Green Space Mapping

motion | recommendation

No action required, discussion and recommendation for edits or additional detail is welcome. Staff will have access to GIS to allow for better viewing of changes.

background

The chair requested that maps reflect changes that resulted from the comprehensive language plan adopted in late 2023.

alternatives | other considerations**fiscal impact****attachments**

None



Parks & Recreation Advisory Board

agenda item 6.a

item type

Staff Updates

meeting date

May 15, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Qtr 2/FY 24 - Strategic Action Plan Update and Review

motion | recommendation

No Action Required

background

As part of the department's strategic plan, staff were tasked with providing an action plan to monitor progress towards specific tasks/actions taken to accomplish initiatives within the strategic plan. Staff has been requested to provide a quarterly update on such.

alternatives | other considerations**fiscal impact****attachments**

1. SAP 2024 May Update

Parks and Recreation Department

2024 Strategic Action Plan

Programming

Action	Lead	Completion by	Status
Develop evaluation processs for partnerships that provides qualitiative and quantatative analysis	McCosker	August 2024	Not Started
Develop new KPI's for department that better capture performance	Daus/Seeley	May 2024	Completed
Udate current paricipant feedback/survey process	McCosker/Clarke	September 2024	Not Started
Update Recreation Programming Plan	Daus/McCosker	September 2024	In Progress
Establsih citeria for sun-settting programs	Daus/McCosker	September 2024	Not Started
Update Program Delivery Matrix	Daus/Seeley	September 2024	Not Started
Complete Community Assessment of programming resources	Daus	October 2024	In Progress
Increase paricipation in SYEP and Jr Couselor programs by 10%	McCosker/Clarke	June 2024	In Progress
Develop and execute resident education on propert tree pruning and planting	Nye	July 2024	In Progress

Facilities and Venues

Action	Lead	Completion by	Status
Evaluation of WP Community Center A/V system	McCosker	May 2024	Completed
Upgrade security camera system at Cady Way Pool	McCosker	May 2024	Completed
Expand client feedback/survey response for facility/venue use by 10%	McCosker	October 2024	Not Started
Conduct utilization analysis for major venues - WPEC, WPFM, WPCC, WPGCC	Seeley/McCosker	June 2024	In Progress
Update ADA transition plan and develop supporting CIP for improvements	Daus	July 2024	In Progress
Review facility/venue maintenance plans and replacement schedules to ensure funding in CIP	Daus/McCosker	May 2024	In Progress
Replacement of Showalter Stadium Lighting	McCosker/Clarke	August 2024	In Progress; Scheduled Summer 2024, Contract w Musco approved 5/8/24
Rebuild Cady Way playing courts (tennis/pickleball)	McCosker/Clarke	September 2024	Awaiting piggyback approval, work to start July
Complete design of Swoope Maintenance Facility	Daus	April 2024	Completed
Installl security netting at Ward A1 and A2 fields	Clarke	February 2024	Completed
Complete hardscape and landscape improvements at Ward Baseball Complex	Seeley	August 2024	Hold until spring season complete
Improve drainage issue at Ward Baseball Field 7	Daus/Nye	August 2024	Hold until spring season complete

Parks

Action	Lead	Completion by	Status
Install updated mini park, streetscape improvement, and lake lookout signage	Daus	June 2024	In Progress
Significant competion of Seven Oaks Park construction	Seeley	December 2024	In Progress
Complete install of Mead pavillion	Seeley/Nye	January 2024	Completed
Complete install of Mead Accessibility Loop	Seeley/Nye	August 2024	In Progress
Complete construction and install of Founders bust ar Shady Park	Seeley/CRA	May 2024	In Progress
Complete constrction and install of Unity corner ar MLK	Seeley/CRA	September 2024	In Progress
Significant completion of MLK Community Playground	Seeley/CRA	December 2024	In Progress
Complete installation of pollinator garden at Blanchard Park	Daus/Nye	June 2024	Completed
Identify locations and construct two Mini Forests or 'wild' spaces	Daus/Nye	June 2024	In Progress, see Denning/Fairbanks Planting Plan
Identify locations and construct one pilot bio-swale	Seeley/Nye	December 2024	Not Started
Evaluate park spaces that may be underutilized under current use and identify potential alternatives	Seeley/Daus	October 2024	Not Started
Develop conceptual plan for improvements to HBP and adjacent stormwater property	Seeley	April 2024	Completed
Work in conjunction with Public Works on design completion for S Denning trail connecting 7 Oaks and Mead Botanical Gardens	Seeley/Nye	December 2024	In Progress

Operational

Action	Lead	Completion by	Status
Annual review of all operational policies and staff manuals of each of the 12 divisions	Seeley/Daus/McCosker	September 2024	Not Started
Update agency succession plan	Seeley/Daus	September 2024	Not Started
Provide customer service training to all front line staff	McCosker/Clarke	August 2024	In Progress
Provide first aid and cpr trainignn to all staff	Daus	May 2024	In Progress
Develop scope for Master Plan solicitation	Seeley	August 2024	Not Started
Upgrade Thorguard Lightning Detection system	McCosker	July 2024	In Progress
Conduct annual review of all CAPRA accreditation documents and processes	Seeley/Daus/McCosker	September 2024	In Progress



Parks & Recreation Advisory Board

agenda item 6.b

item type

Staff Updates

meeting date

May 15, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Denning/Fairbanks Native Planting

motion | recommendation

Na

background

The City purchased the property that was formerly a dry cleaning business a few years ago which allowed for recent addition of the right hand turn lane. During this process the previously planted sod on the property was destroyed. Public Works attempted hydroseeding of the lot which failed. As a result, parks evaluated the property and due to site limitations and unknown long term use the site would make a good location for native planting/'rewilding'. Site does need some ground preparation prior to planting and current expectation is for planting to begin in early June.

alternatives | other considerations**fiscal impact****attachments**

1. Fairbanks_Denning Native Plantings

Fairbanks/Denning



