



Parks & Recreation Advisory Board

Regular Meeting

Agenda

December 18, 2024 @ 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/meetings/ and include virtual meeting instructions.

assistance & appeals

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"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. Approve the minutes of November 20, 2024
 - 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 - 4. Action Items**
 - 5. Non-Action Items**
 - a. Parks and Recreation Advisory Board Planning Session 45m
 - 6. Staff Updates**
 - a. Program and Events Update 5m
 - 7. Board Comments**
 - 8. Upcoming Agenda Items**
 - 9. Adjournment**



Parks & Recreation Advisory Board

agenda item 2.a

item type

Consent Agenda

meeting date

December 18, 2024

prepared by

Laura Halsey, Recreation Coordinator

approved by**subject**

Approve the minutes of November 20, 2024

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

1. PRAB Minutes 11.20.24



Parks & Recreation Advisory Board Regular Meeting Minutes

November 20, 2024 at 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Leah J. Bonich, Thomas Sims, Ellen Wolfson, Lawrence Lyman, Lisa Tinker Marsh, Anne Mooney, Ginny Enestad (online)

Absent

Staff Present

Parks and Recreation Director Jason Seeley, Assistant Director Mike McCosker, Recreation Coordinator Laura Halsey and Recreation Coordinator Denise Eaton.

1. Call to Order

2. Consent Agenda

- a. Approve the minutes of September 18, 2024

Mrs. Leah Bonich put forward motion to approve minutes from September 18, 2024
Ms. Lisa Tinker Marsh made a motion to approve minutes and agenda. Mr. Thomas Sims 2nd approval agenda and minutes All approved, none opposed.

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

Mrs. Gigi Papa of 1440 Hibiscus Ave, wanted to talk about the Peace Day in the Park event that was approved in June. Asks city not to approve these types of political events. She attended the September 21, 2024 event and witnessed a lot of political views. Also witnessed vehicles on property that potentially damaged park property and tax payers money. She asks not to approve these events moving forward as the taxpayers do not want political rallies.

Some advisory boards asked for input on the topic of fee waivers. Mrs. Papa believes this was not the correct way this should be handled. She also made her discontent known how she does not believe the city commission members should not have their opinions verbalized on topics the advisory board will speak on before anything comes to the table.

Mr. Lawrence Lyman asked about the shirts at the Peace and Justice event if they were staff or attendees. Gigi responded they were workers.

Mrs. Leah Bonich asked Jason if he had gotten word of damage on the lawn. Jason did say some. Then he was asked about the other vendors at the event. Mr Seeley explained how the League of voters, who are supposed to be non-partisan, were there but did not know they would be in attendance prior. Peace in Justice does this as a recognition for the United Nations Peace day. Moving forward, we can have conversations with events that not only does the event have to be non-partisan, but their vendors should also be and not lean on a particular political side.

4. Action Items

a. Fee Waiver Policy

Mr. Seeley shows the slides for the fee waiver policy procedure information. He explained he took the information from this board and took it all into consideration while preparing the document.

Mrs. Bonich asks about the criteria to be considered as a city event for fee waiver. Mr. Seely explained how he believes getting rid of the 50% and 100% fee waiver process.

Mrs. Leah Bonnich believes looking at it as 3 different items

35% WP nonprofit 501c3

25% non WP nonprofit 501c3

City sponsored events - getting rid of 50% and 100% applications

Mr. Sims puts forward a motion to approve 35% WP non-profit 501c3 and 25% non WP non-profit 501c3

Mrs. Ellen Wolfson 2nds motion

All approved

Mrs. Bonnich asks about the criteria as written or if we need to change it. She asks, does the board want to make a financial need to approve as a city community event?

Mr. Seeley speaks about making financial needs as part of the criteria and asks how to prove that.

Mr. Lyman believes we should not make community events a financial requirement, and leave the list as is.

Mr. Sims makes motion to not have a yearly event list

Mrs. Anne Mooney 2nds motion

Went to motion

Not approved

Most Board members agree 501c3 needs to be added to events.

Board discusses what the criteria should be.

Tom motions only events shall be on event list unless:

- sponsored by 501c3
- no fee by participant or attendee
- open to public
- significant to a significant cross section in the city to the citizens

Puts motion that fee waiver criteria should include:

- - sponsored by 501c3
- no fee by participant or attendee
- open to public
- significant to a significant cross section in the city to the citizens

Mrs. Bonnich is not comfortable approving events until the groups have the opportunity to speak, such as Chamber of Commerce events and all groups on the list. Board wants to invite previous fee waiver events to come in January to have them have a copy of the new criteria.

Mrs. Marsh asked if it provides a service to the citizens, what scale you would use for the criteria? Mr. Sims and Mrs. Bonnich both said it would be subjective.

Mr. Seeley responds that it is focused on the wide range of the community and not just a sliver.

The organizations need to submit fee waiver requests by June 30, 2025 for the 2025/2026 fiscal year.

Mrs Bonnich puts motion that the criteria for the city events list are exempt from rental fees associated with the park or venue, still require support for services and event staff.

- 501c3 requirement
- support services
- open to public
- no fee for participants or entry, not vendor fee

Roll call.

Motion passed. All approved.

Mrs. Bonnich requests Mr. Seeley to invite all organizations on the City Events List to come speak at the January meeting if they believe, based on new criteria, will affect their waivers they have received in the past and speak on the potential need.

5. Non-Action Items

6. Staff Updates

a. Project Update

Mr. Seeley updated the board on some projects being done around the city.

Active projects:

- On the corner of Denning and Morse, MLK Unity Corner, the statue of Dr King with hard scape to create a monument. The dedication ceremony is scheduled to be on 12/15/24.
- 7 Oaks on track for significant completion by January 5, 2025. February 5, 2025, will be the dedication ceremony and grand opening.
- Got a preview of the new MLK playground with a contractor. Unveiling that to the public in January for public input. April and May have another meeting for a final look based on feedback.
- WP Pines ADA restroom renovations are almost complete.
- Mead Botanical Garden walking path accessibility with ADA sidewalk from greenhouse to restrooms completion by April 2025.
- Geo thermal is being installed at the Community Center swimming pool. Once installed, the cost is self-sufficient. Long term fix.
- WP9 rain shelter on hole 4 golf course. Commission request. In the 1st quarter of the calendar year, along with a second fountain.
- Big Reno on Foundation Golf view terrace.

Projects about to go active:

- Blue Dolphin competition pool will be handled by a 3rd party starting in January.
- Mead lighting upgrade this year with utilities. Replacing decorative light poles throughout the property. 1st possibly 2nd quarter
- Starting West Meadow restroom in January 2025. Supposed to be done by September 2025
- WP 9 maintenance facility will start in March 2025. We will use the old maintenance shed at the cemetery as a palm columbarium.
- Getting double basketball with 6 hoops 2 half courts, 1 full court, 4 pickle ball courts w/lights. Spring 2025
- Rebuilding the clay courts at the WP tennis courts. Trying to have the project start in the summer of 2025.

b. Upcoming Events

Mr. Seeley, went over the December event list including Christmas in the Park, Winter on the Ave, Pancake with Santa and Christmas parade to name a few. The city will post Santa visits on social after Thanksgiving.

A community group approached a tree farm property proposal to turn into a community playground. They had a meeting with immediate residents.

Working on The Winter Park history tour to have digitized to have a QR code at the locations throughout the tour.

Doing some updating on Park Ave - lights, irrigation. Working with a company that specializes in street scapes and urban planning.

Would like to have December as a time we can see what each board member is on the board to try to accomplish while in term on the board.

7. Board Comments

8. Upcoming Agenda Items

9. Adjournment

Approved by the Board on
/s/ Denise Eaton, Recreation Coordinator

Regular Meeting of the Parks & Recreation Advisory Board
November 20, 2024
Page 6 of 6
ATTEST:



Parks & Recreation Advisory Board

agenda item 5.a

item type

Non-Action Items

meeting date

December 18, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Parks and Recreation Advisory Board Planning Session

motion | recommendation

NA

background

Allow an opportunity for board members and staff to discuss the departments' current strategic plan, projects, and goals and for current members to provide direction moving forward. Additionally, the session will be used to review the overall scope of the department and learn what areas particular board members have a specific interest in discussing or reviewing in more detail.

The Parks and Recreation Department Strategic Planning presentation from the Commission Strategic Planning session from Spring 2024 and an updated Strategic Action Plan for 2024 have been provided to assist in preparing board members for discussion.

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

1. SAP 2024 Dec Update
2. Strategic Planning Session 2024

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	In Progress
Develop new KPI's for department that better capture performance	Daus/Seeley	May 2024	Completed
Udate current participant feedback/survey process	McCosker/Clarke	September 2024	Completed
Update Recreation Programming Plan	Daus/McCosker	September 2024	In Progress
Establsih citeria for sun-settting programs	Daus/McCosker	September 2024	Completed
Update Program Delivery Matrix	Daus/Seeley	September 2024	Completed
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	Completed
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	Delayed (Winter 2025)
Conduct utilization analysis for major venues - WPEC, WPFM, WPCC, WPGCC	Seeley/McCosker	June 2024	Completed
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	Completed
Replacement of Showalter Stadium Lighting	McCosker/Clarke	August 2024	Completed
Rebuild Cady Way playing courts (tennis/pickleball)	McCosker/Clarke	September 2024	Completed
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	Delayed; resume spring 25

Improve drainage issue at Ward Baseball Field 7	Daus/Nye	August 2024	Awaiting Public Works pipe install to be complete
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Parks

Action	Lead	Completion by	Status
Install updated mini park, streetscape improvement, and lake lookout signage	Daus	June 2024	In Progress
Significant completion of Seven Oaks Park construction	Seeley	December 2024	Completed
Complete install of Mead pavillion	Seeley/Nye	January 2024	Completed
Complete install of Mead Accessibility Loop	Seeley/Nye	August 2024	Completed
Complete construction and install of Founders bust ar Shady Park	Seeley/CRA	May 2024	Completed
Complete constrction and install of Unity corner ar MLK	Seeley/CRA	September 2024	In Progress; Completion 2.15.25
Significant completion of MLK Community Playground	Seeley/CRA	December 2024	In Progress; Completion expected Summer 25
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, 1 of 2 completed w second location underway
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	December 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; 60% Construction Plans Complete

Operational

Action	Lead	Completion by	Status
Annual review of all operational policies and staff manuals of each of the 12 divisions	Seeley/Daus/McCoser	September 2024	In Progress. Est completion Spring 25
Update agency succession plan	Seeley/Daus	September 2024	Completed
Provide customer service training to all front line staff	McCoser/Clarke	August 2024	In Progress
Provide first aid and cpr trainignn to all staff	Daus	May 2024	Completed May 24; In Progress for spring 25
Develop scope for Master Plan solicitation	Seeley	December 2024	Not Started
Upgrade Thorguard Lightning Detection system	McCoser	July 2024	Completed
Conduct annual review of all CAPRA accreditation documents and processes	Seeley/Daus/McCoser	September 2024	Completed



Parks and Recreation Master Plan

Background: P/R Dept last conducted a master planning process in 2008 w a 10 year focus; In 2018 an ‘administrative update’ was internally conducted as mainly a means of maintaining our accreditation status.

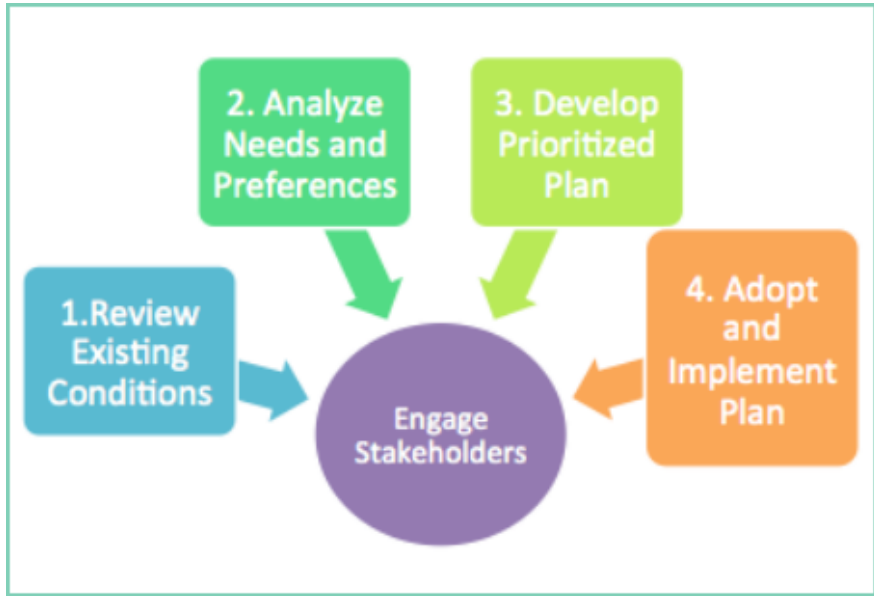
Purpose: Provides the opportunity to re-imagine the Vision and goals of the department and to establish a shared set of community needs and priorities. NorthStar

Process:



PRMP Continued

Timeline:



RFQ/P Issued for Consultant – Spring 2025

Consultant Selection – Spring 2025

Public Input – Summer/Fall 2025

Phase 1 – System-wide Plan Complete – Early 2026

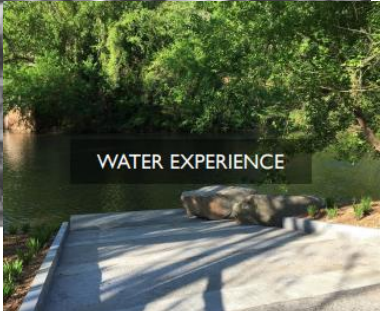
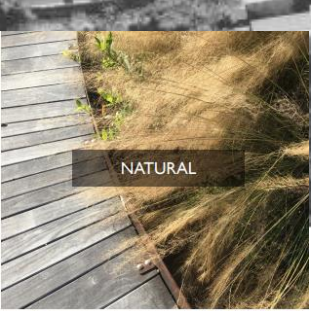
Phase 2 – Site Specific Planning – TBD

Budget

Staff anticipates a cost of between 150k-2000k for system wide MP and additional cost dependent on # and scope of site specific plans developed.

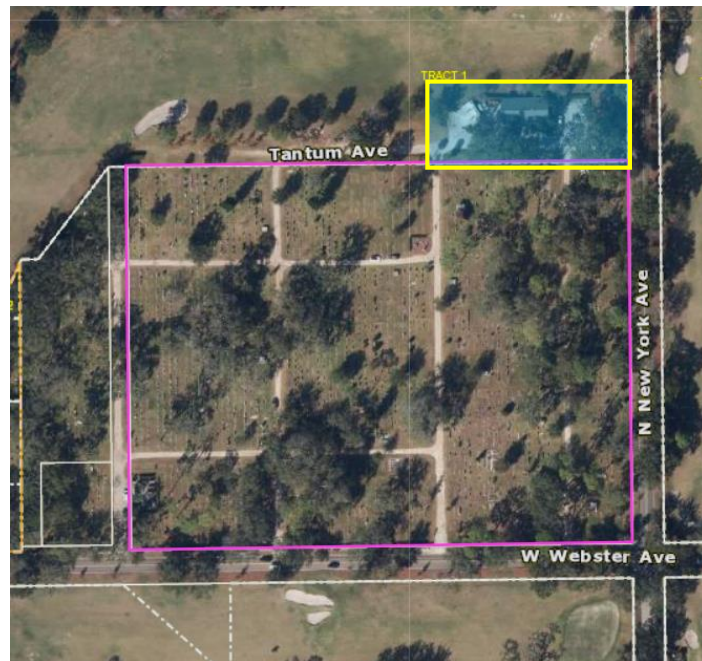
Park Specific Projects

Howell Branch Preserve Improvements



Palm Cemetery - Indoor Columbarium and Burial Garden

- Creates needed burial locations for future use
- Construction Funded via Cemetery Perpetual Fund
- Creates long term revenue for continued long term maintenance of upwards of \$5m (each niche currently \$2650)



Winter Park Sports Complex *(Ward, Showalter, Cady Way)*

1. Passive park space improvements (WPHF Grant)
2. M/P Field rebuild A1,A2
3. Rebuild baseball diamonds
4. Concession Stand Renovation
5. St. Andrews Parking Lot Addition
6. Turf installation, track, scoreboard, Locker Room Renovation
7. SportTurf practice field and convert softball to m/p field

1. Rebuild Tennis/PB Courts
2. Field 7 outfield drainage and off field detention
3. Ward Pavilion
4. Stadium Lighting Replacement

1. Playground Replacement
2. Athletic Division Customer Service/Staff Offices/WPHS Ticket Booth



Completed Improvements

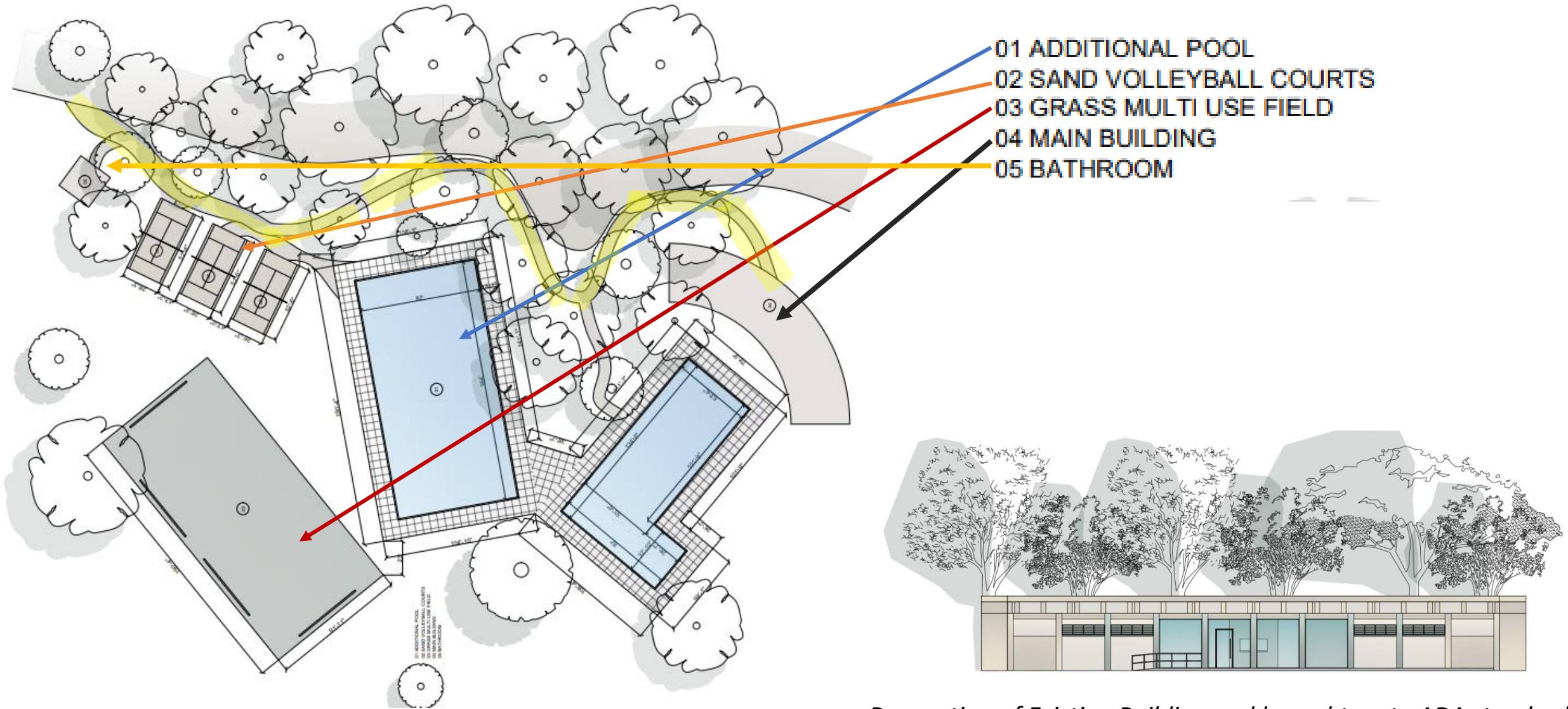
Scheduled or In progress

Proposed Blue Dolphins Project

Future Need

Property of Interest

Blue Dolphin's Proposed Cady Way Improvements





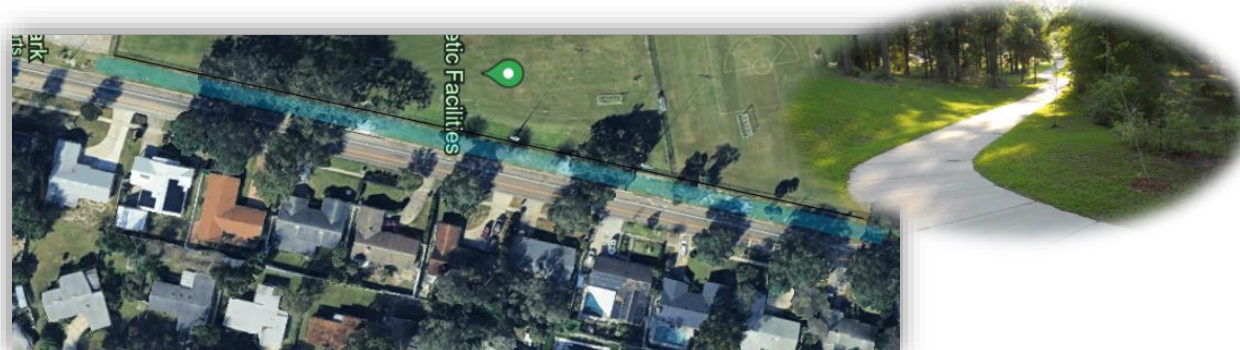
Existing Bike Lane



Existing Pedestrian Pathway



New Pedestrian Pathway



Winter Park Sports Complex

(Ward, Showalter, Cady Way) - **Connectivity**

Cady Way Court and Pickleball Facts

Pickleball Popularity and Statistical Info

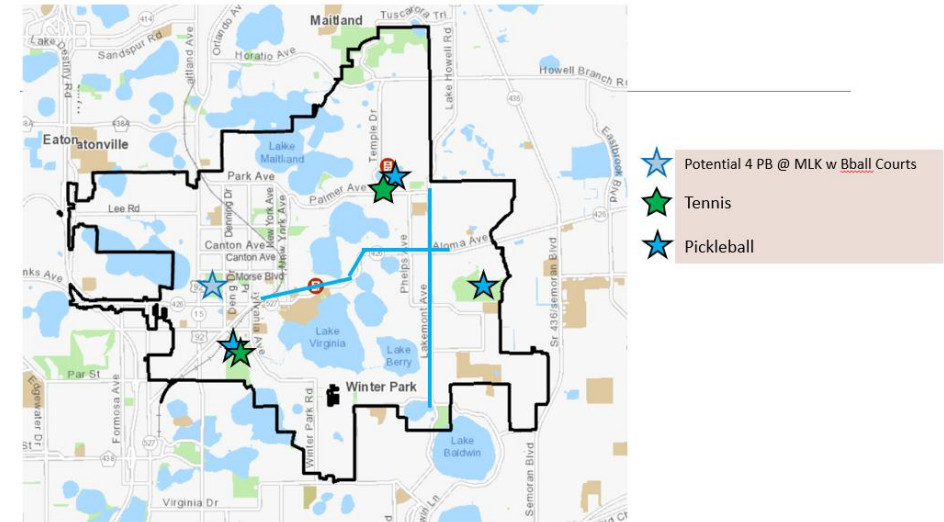
Key Pickleball Stats for 2024



S.No.	Year	Growth Rate (%)
1	2019	4.8%
2	2020	21.4%
3	2021	14.8%
4	2022	85.7%

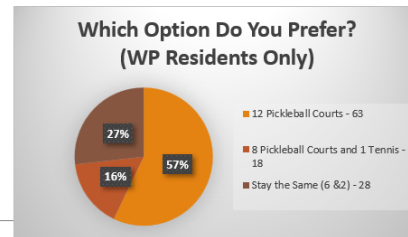
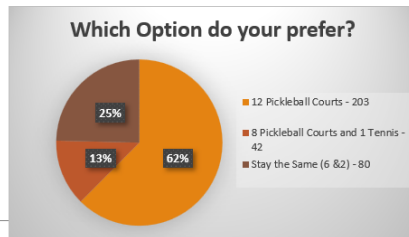
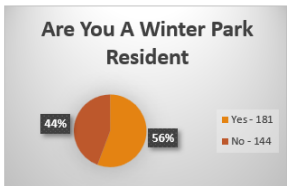
- Total Number of Pickleball Players According to the 2023 APP Tour's Pickleball Participation Report, there are **36.5 million pickleball players** in the United States
- In the USA, Pickleball had a growth rate of **158.6% for the last three-year period (2020-22)**
- Fastest-growing sport** in the US for the last three years (2020, 2021, and 2022)
- In the last three years (2020-22), tennis saw a growth of **33%**
- The average age of pickleball players in 2021 is **38.1 years**, down from 41 years in 2020
- 33% of the core players** are over 65 years of age.
- 27.8% of players are in the age bracket 18-34, which is the highest among all the age groups
- Around **1.2 million pickleball players** are college graduates.

Court Distribution



Cady Way Tennis/PB Poll

Poll participants were asked a question regarding their residency status. The upper left graph is the results based on the participants response. The bottom graph on the left were the results once staff verified. The results in the graph below on the left provides results including all participants and the right graph when only considering the responses from Winter Park residents.



From Wednesday April 3rd through Friday April 12th an online poll was made available that allowed the participant to provide feedback on the number of tennis courts and pickleballs to be built as part of the court rebuild. Signs with a QR code that accessed the poll were posted at the courts and a link was provided on the Cady Way Park webpage.

Pickleball And Tennis Court Comps

Municipality	Population	# of Pickleball Courts	# of Tennis Courts
Winter Park	29k	6 lights 2 no lighs 1 @ tennis center fee based (9)	8 hard/8 soft at wptc -fee based & 5 open use (21)
Winter Garden	38k	10 with lights	2
Oviedo	40k	5 (no net provided)	8
Casselberry	38k	1 (no lights)	4
Lake Mary	17k	0	7
Maitland	19k	4 courts only 3 nights/week 530-930	8
Winter Springs	38k	14 courts just opened this week non residents pay fee	8

Completed

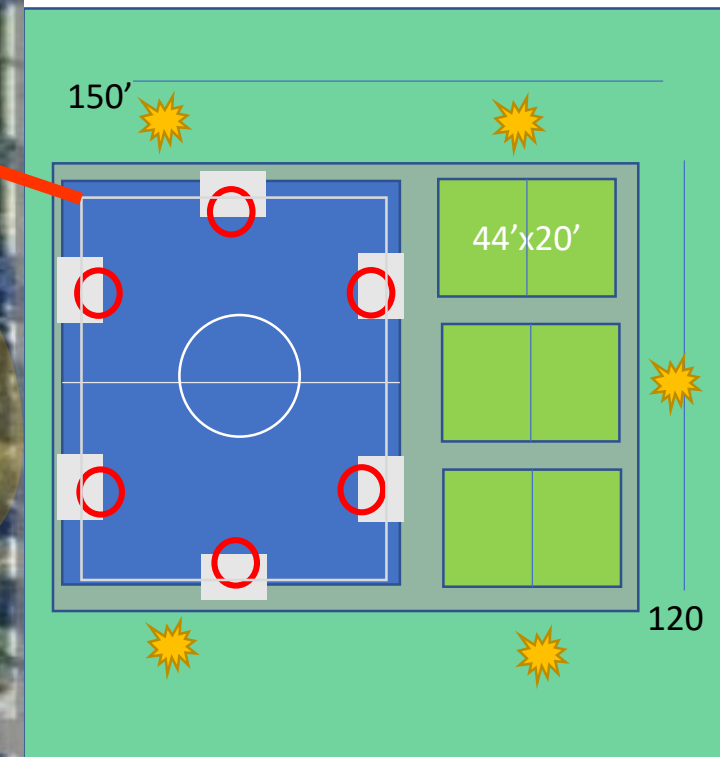
Upcoming Project

In Progress/Scheduled

Unplanned

Dr. MLK, Jr. Park

1. Unity Corner – Fall 24
2. MLK Playground/Spray play – Spring 25
3. Basketball Court – Winter 25
4. Parking Lot Extension – Spring 25
5. Restroom/Parking Lot Playground – Fall 25
6. Sidewalks/Landscape/Shorelines – Winter 25-26
7. Lake Rose Improvements - TBD
8. Leaning Garden – Summer 25



Other Areas for Potential Improvements

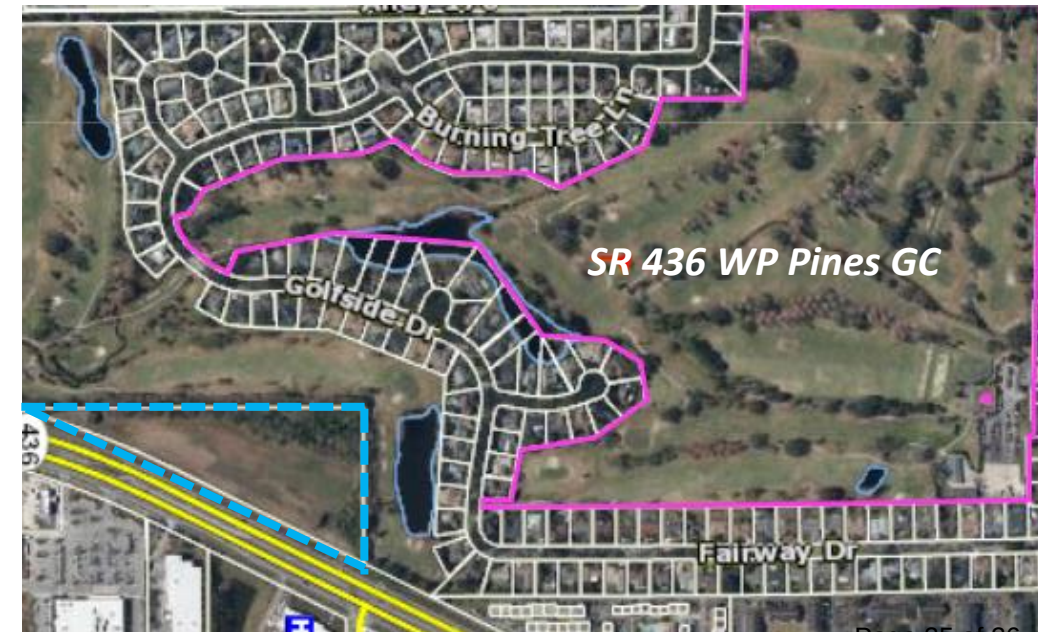
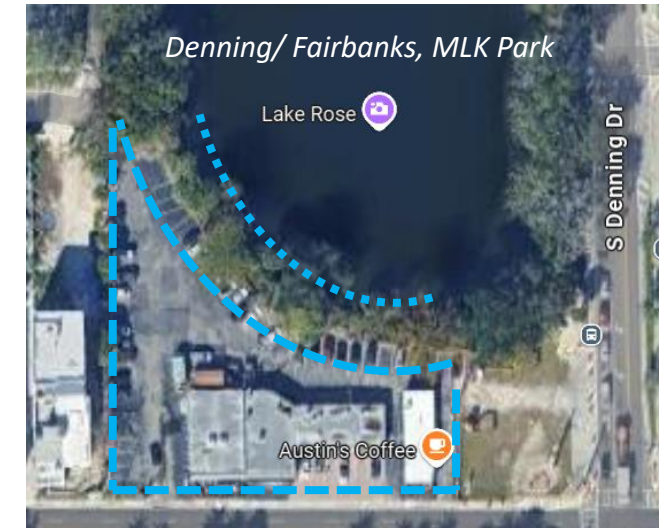
Strategic Property Acquisition

Park Improvements

Lake Baldwin Park – Better use of beach, accessibility, safer conditions for smaller dogs, maintenance improvements

Kraft Azalea Restroom – small, due for update

West Meadow – Connectivity and Improved turf quality





Parks & Recreation Advisory Board

agenda item 6.a

item type

Staff Updates

meeting date

December 18, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Program and Events Update

motion | recommendation

NA

background

Update members regarding significant department programs or events for coming month.

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

None