



Parks & Recreation Advisory Board Regular Meeting

Agenda

June 18, 2025 @ 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 May 21, 2025
 - 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 - 4. Action Items**
 - a. Nominations and Election of Chair and Vice-Chair
 - 5. Non-Action Items**
 - a. Meeting Frequency and Structure
 - 6. Staff Updates**
 - a. Strategic Action Items Update
 - 7. Board Comments**
 - 8. Upcoming Agenda Items**
 - 9. Adjournment**



Parks & Recreation Advisory Board

agenda item 2.a

item type

Consent Agenda

meeting date

June 18, 2025

prepared by

Laura Halsey, Recreation Coordinator

approved by**subject**

Approve the minutes of May 21, 2025

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

1. PRAB 05.21.25 Minutes



Parks & Recreation Advisory Board

Regular Meeting Minutes

May 21, 2025 at 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Leah J. Bonich, Thomas Sims, Ginny Enstad, Lisa Tinker Marsh, Anne Mooney

Absent

Ellen Wolfson, Lawrence Lyman

Staff Present

Parks and Recreation Director Jason Seeley, Assistant Directors Cathleen Daus and Mike McCosker, Recreation Coordinator Laura Halsey

1. Call to Order

Meeting called to order by Chairperson, Leah Bonich, at 5:33pm

2. Consent Agenda

- a. Approve the minutes of April 16, 2025

Motion made by Thomas Sims, seconded by Lisa Tinker Marsh, to approve April 16, 2025, minutes. Motion passes 5-0.

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

Cynthia Hasenau, Mead Gardens CEO, provided a presentation and a brief summary of the controlled burn that took place at Mead Gardens this morning. The process took about 30 minutes not including the breakdown and cleanup. There was a huge amount of communication to the surrounding neighborhoods informing them of the upcoming controlled burn, and she is happy to announce that there not any complaints received. As far as renovations go, they bathrooms have been completed and are now working on the garden within a garden. This will be a multi-year project that includes an ADA pathway for all to enjoy. She would like to invite all the board members to come out and visit the garden.

4. Action Items

- a. Master Plan Scope/Proposal

Cathleen Daus, Parks & Recreation Assistant Director, presented information to the board pertaining to CAPRA Accreditation standards and progress. She also provided a brief overview of the updates made to the 2018 Master Plan. The board inquired about

a budget for the development of the master plan and if it is all-inclusive. While it is all-inclusive for the development of the master plan, any items discussed in the plan that need to be implemented, updated, and or completed are a separate cost and funding must be established for such items. Funding for corrections to the master plan will largely come from capital plans.

Commission priority dictates the order in which projects covered in the master plan are completed. The master plan process gives staff a five-and-ten-year plan along with items to keep on the back burner that fall past the ten-year goal. This allows staff to keep them in mind for planning and funding purposes.

Motion made by Thomas Sims, seconded by Lisa Tinker Marsh, to approve the Master Plan Proposal as presented. Motion passes 5-0.

b. Rollins College contract update - Softball Stadium

Mr. Seeley discussed the Rollins item first as they had representatives in attendance to speak about the item. He provided visual aids showing the renovations in question. The project had been approved previously with the caveat that a new contract with Rollins be obtained and approved.

The original contract was created in the early 2000s and was geared more towards the build-out of the stadium. The new contract would focus on updated terms to reflect where we are on the current contract, and funds being invested by Rollins over the life of the contract.

The board inquired if the Rollins field would be open to the public for use. Mr. Seeley stated that the city does not have the staff to go back and forth to drag the field after each use, so once staff drag the field at the end of the day, the field will be closed. The board also inquired if there is a first come-first serve rule in place and are there any fees for using the field. Rollins has verbiage pertaining to those items in their presentation.

5. Non-Action Items

6. Staff Updates

Mr. Seeley provided updates to the board pertaining to the playground progress and tennis center improvements.

a. Board Member Welcome Connect & Learn

The Connect & Learn will be held on June 7th and the City Clerk has stressed the importance of having board members attend.

7. Board Comments

8. Upcoming Agenda Items

Parks inventory list

9. Adjournment

Meeting adjourned at 6:25pm

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



Parks & Recreation
Advisory Board

agenda item 4.a

item type

Action Items

meeting date

June 18, 2025

prepared by

Laura Halsey, Recreation Coordinator

approved by

subject

Nominations and Election of Chair and Vice-Chair

motion | recommendation

background

alternatives | other considerations

fiscal impact

attachments

None



Parks & Recreation Advisory Board

agenda item 5.a

item type

Non-Action Items

meeting date

June 18, 2025

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Meeting Frequency and Structure

motion | recommendation

Discussion only.

background

At the June 5th Board Orientation, staff assigned to boards as well as board members were made aware that advisory boards are not required to meet monthly. Staff would like to discuss with the members a change in the structure of the PRAB that we would like to consider implementing in Fall 2025.

This is by no means an effort to simply reduce meeting frequency for the sake of fewer meetings. Staff believes that by taking a different approach, we can make better use of our members' valuable time and position the board to more effectively define goals and staff/board achieve these goals.

There would still be a process for both staff and members to add a meeting on a scheduled off month in cases where an item requiring a vote was time-sensitive, or at the request of a board member provided a majority of members support the request.

Staff recommends that, over the course of July through September, PRAB focuses on developing board goals that cover the period of October 2025 to May 2026. During this same period, staff would produce a calendar for the year that identifies the mandatory functions required of the board, such as fee schedule approval, fee waiver-related meetings, and similar tasks. The board's goals and action plan to accomplish these goals, along with the calendar staff provides identifying the mandatory functions of the board would then shape the meeting schedule for October 2025 through May 2026.

In June 2026, the cycle will refresh in conjunction with the onboarding of new members. June through September meetings would focus on board orientation, strategic planning, and the setting of the meeting calendar for October through the following June. This cycle would then

repeat in concert with the on and off of board appointments.

alternatives | other considerations

fiscal impact

attachments

None



Parks & Recreation Advisory Board

agenda item 6.a

item type

Staff Updates

meeting date

June 18, 2025

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Strategic Action Items Update

motion | recommendation

Information Only

background

Strategic Action Items provides the members with the a comprehensive list of projects and work supporting each section of the departments strategic plan each tasks current status.

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

None