



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 June 18, 2025

/s/ Laura Halsey, Recreation Coordinator