



Parks & Recreation Advisory Board Regular Meeting

Agenda

February 16, 2022 @ 5:30 pm

Virtual

welcome

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

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"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.

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1. **Call to Order**
 2. **Consent Agenda**
 - a. Minutes Approval- January 19, 2 minutes
 3. **Staff Updates**
 - a. Staff Updates 15 minutes
 - General Project Update- Jason Seeley, Director P&R
 - Programming and Events Update- Cathleen Daus, Asst. Director P&R
 - MLK & Shady Park Update- Jason Seeley, Director P&R
 4. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 5. **Non-Action Items**
 - a. Progress Point Follow Up Presentation and Q/A with ACi/Land Design (presentation provided by ACi/LD) 20 minutes
 - b. Business Unit Cost Recovery - Financial Overview of Dept by Division/Business Unit 10 minutes
 - c. Commission Approved Fee Waiver List- Discussion & Suggested Action 10 minutes
 - d. Playground Assessment- Overview and Assessment of City Playgrounds 10 minutes
 6. **Action Items**
 - a. Cady Way Tennis Contractor Policy 10 minutes
 7. **Board Comments**
 8. **Adjournment**



Parks & Recreation Advisory Board

agenda item

item type	Consent Agenda	meeting date	February 16, 2022
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Minutes Approval- January 19,

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[0119.22 Minutes.docx.pdf](#)



Parks & Recreation Advisory Board Minutes

January 19, 2022 at 5:30p.m.

Virtual Meeting
Winter Park, Florida

Board Members Present

Michael Perelman, Kelly Price, Krystal Dawkins, Annemarie Smith, Shannon Sarkarati, Jennifer Adams

Call to Order

Meeting Called to order by Chairman Perelman at 5:30 pm

Consent Agenda

a. December 15, 2021 Minutes Approval

Chairman Perelman would like the December minutes to reflect that no funds were agreed upon for the Unity Corner at MLK Park

Motion made by Kelly Price to approve the consent agenda, seconded by Krystal Dawkins. Motion carried unanimously.

Staff Updates

- **Howell Branch Preserve Project Update- Troy Attaway, Public Work**
Troy Attaway presented the board with an update and timeline on the Howell Branch Preserve wetland. A schematic design will be available possibly mid-April or the beginning of May. Troy also mentioned the two residential lots that were purchased to be used as possible trail heads.
- **Event Center Update- Alex Pate, Event Center Manager**
Alex provided the board with statistical data on the events held at the Event Center to date, as well as future bookings. The Communications Dept is currently replacing conceptual pictures with actual photos of events, and a virtual tour of the facility. Parking has not been an issue, staff coordinates with the Library of events.
- **General CIP Update- Jason Seeley, Parks & Rec Director**
Staff provided the board with an update on current, and future CIP projects. The tennis courts and pickleball courts at Phelps are scheduled to open on Jan 24th, the pavilion at Showalter Stadiums is scheduled to be complete by mid-February prior to the Winter Park Roar event. The parking lot at Ward park is approximately 95% finished with the baseball windscreen to be installed in the next two weeks. The ADA restroom building is still under construction; the ADA parking lot is still awaiting permits.

Conceptual designs for Dinky Dock will be presented to the board mid to late February/early March. Shady Park design will be presented to the CRA board on Feb 9th. The battery-operated equipment is currently ordered and just waiting on availability from the company.

- **Programming/Events Update- Cathleen Daus, Parks & Rec Asst. Director**
The holiday toy drive was successful; almost 1000 toys were distributed at the annual toy drive. The Kwanza and Unity Heritage Festival events were very attended. The Trees for Peace event will be held at Phelps Park on Feb 8th

Board members suggested a map of the parks and location are included in the Play Plan.

- **MLK/Shady Park/Phelps Park Update- Jason Seeley, Parks & Rec Director**
Dix Hite is working on a 30% drawing and will schedule community meeting related to playground and spray play options at MLK Park. Staff will inform board members of those meetings. Unity Corner concept is scheduled to be presented to the CRA Board on Feb 9. The new air quality building is complete. There has not been any direction in allocation of additional parking for the Event Center at MLK park.

Last correspondence with Miracle Recreation suggested the playground should be installed in April, staff will update the board if that time line changes. The log piece that is scheduled to be replaced by Kompan will be removed once the new piece is in place tentatively scheduled for March

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

Non-Action Items

a. Progress Point Update

Staff provided a planting pallet with a variety of plants, trees, and colorful shrubs; board members would like to see the planting plan concept once it is complete from Land Design. Tree D will remain in the design and staff will monitor the tree's progress. Staff also provided some samples from Land Design of interactive splash pads; board members would like to see a wider variety and cost associated with interactive fountains/spray play.

b. Mini Park Improvements- Annmarie Smith

Staff met with Annmarie, Steven Patagus, and Emily Bader to discuss the mini park initiative. Jay Blanchard mini park and Orwin Manor mini park were the two parks that were selected to introduce the initiative. The current plans will include small plantings to increase awareness of native planting, pollinator gardens, and to approve habitat. Steven Patagus is working on a design plan that will be presented to the board once available. One of the goals is for the project to be an educational component, to encourage residents living near mini parks to invest in the maintenance of possible neighborhood mini parks.

Board members suggested to get kids, involved in maintaining and learning about native plants.

c. Youth Council/Advisory Group Discussion

Jennifer Adams, provided the board with some general concepts of a youth advisory council. The program model will be presented to the Parks Board for discussion/input February. Chairman Perelman suggested specific projects for the board. Suggestions include 10-12 members, middle school/high school age students

Action Items

a. Cady Way/Phelps Park Tennis Rules & Regulations

Staff is seeking approval of the revised rules and standards for the Tennis Courts at Phelps and Cady Way and the contractors that are currently utilizing those courts. Chairman Perelman suggested no business will be ran at either court after the contract of current professionals are expired. After discussion it is suggested that the Tennis Professionals that are currently utilizing the courts for private lessons are limited to specific days and hours.

Staff will revise the policy to include the suggestions from the board and bring that back to the board for approval.

Christine Williams, 1570 Woodland Ave spoke to in favor of Todd teaching tennis lessons at Phelps Park.

b. Winter Park Art Festival - Poster Unveiling Event Fee Waiver Request

Laura Fogleman Winter Park Art Festival Committee is requesting an additional 50% fee waiver for the poster unveiling party at the Winter Park Event Center. Staff recommends approval. After discussion

Motion made by Michael Perelman to approve the additional 50% fee waiver for the February poster unveiling party at the Event Center; seconded by Krystal Dawkins motion passed unanimously.

Board Comments

Jennifer Adams asked about the conceptual plan for Dinky Dock; those plans should be available for the March PRAB meeting. Jennifer also inquired about the batting cage availability at Ward. One cage remains open unless it's closed due to inclement weather; it is also suggested that the fields that are closed provide signage of the fields that are open.

Adjournment

Motion made by Michael Perelman to adjourn the meeting at 7:27pm seconded by Shannon Sarkarati Motion carried unanimously

Minutes approved by the board on:
/s/ Kesha Thompson



Parks & Recreation Advisory Board

agenda item

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prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Staff Updates

item list

- General Project Update- Jason Seeley, Director P&R
- Programming and Events Update- Cathleen Daus, Asst. Director P&R
- MLK & Shady Park Update- Jason Seeley, Director P&R

motion / recommendation

background

alternatives / other considerations

fiscal impact



Parks & Recreation Advisory Board

agenda item

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subject

Progress Point Follow Up Presentation and Q/A with ACi/Land Design (presentation provided by ACi/LD)

motion / recommendation

background

alternatives / other considerations

fiscal impact



Parks & Recreation Advisory Board

agenda item

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prepared by	Kesha Thompson	approved by	
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subject

Business Unit Cost Recovery - Financial Overview of Dept by Division/Business Unit

motion / recommendation

background

alternatives / other considerations

fiscal impact



Parks & Recreation Advisory Board

agenda item

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subject

Commission Approved Fee Waiver List- Discussion & Suggested Action

motion / recommendation

background

alternatives / other considerations

fiscal impact



Parks & Recreation Advisory Board

agenda item

item type	Non-Action Items	meeting date	February 16, 2022
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subject

Playground Assessment- Overview and Assessment of City Playgrounds

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[PRAB Playground Inventory Final.pdf](#)

Azalea Lane Playground



Accommodates: 2-12 year old

Features:

- 2 slides
- Multiple climbing structures
- Wobble bridge
- Small child features: music instruments, train, animal rockers
- Swings: 1 ADA, 3 child, 2 infant, 1 tire, 1 adult/child expression swing

Concerns/Issues:

- Residents want more shade

Built: 2019



Cady Way Playground



Accommodates:

Features:

- 1 slide
- Overhead Track slide
- Climbing structures
- Swings: 1 ADA, 2 child, 1 infant

Concerns/Issues:

Built: 2010, Kaboom Grant



Community Center Playground



Accommodates: 5-12 year old

Features:

- 2 slides
- Climbing structure rock wall
- Overhead climbing bars
- Mini shade structures

Concerns/Issues:

- none

Built: 2011



Howell Branch Preserve



Accommodates: 2-12 year old

Features:

- 3 slides
- Large rock climbing structures
- Mini shade structures
- 2 sets of overhead climbing bars

Concerns/Issues:

- Residents want more shade

Built: 2008



Lake Baldwin Playground



Accommodates: 5-12 year old

Features:

- 1 slides
- 2 large climbing structures
- Swings: 1 infant, 1 child, 1 ADA

Concerns/Issues:

- none

Built: 2012, Kaboom Grant



MLK Community Playground



Accommodates: 2-12 year old

Features:

- 2 slides
- Swings: 1 ADA, 4 child, 2 infant, 1 tire, 1 adult/child expression swing

Concerns/Issues:

- Rotting wood-structural concerns
- No real play development features

Built: 1987, Renovated July 2016



Orwin Manor Playground



Accommodates: 2-5 year old

Features:

- 3 slides
- Swings: 1 child, 1 infant,

Concerns/Issues:

- none

Built: 1994, renovated approximately 2010



Phelps Playground



Accommodates: 2-12 year old

Features:

- 5 slides
- Climbing structures rock wall
- Wobble bridge
- 2 play houses
- Swings: 4 child, 1 ADA rope basket, 1 adult/child expression swing

Concerns/Issues:

- Residents wanted additional fitness climbing features. To be added this year

Built: 2021



Ward Park Playground



Accommodates: 2-12 year old Features:

- Wheel chair ramp accessibility
- 2 slides
- 1 over head track slide
- Elaborate climbing
- Swings: 1 ADA, 2 child, 1 infant, 1 tire



Concerns/Issues:

- Age of equipment

Built: 2003, Kaboom Grant, renovated in 2012





Parks & Recreation Advisory Board

agenda item

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prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Cady Way Tennis Contractor Policy

motion / recommendation

Staff recommends approval

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Cady Way and Phelps Tennis Court Rules and Standards 2.11.2022.pdf](#)



Rules & Standards

TENNIS INSTRUCTION CADY WAY PARK AND PHELPS PARK

Parks & Recreation Advisory Board >
Parks & Recreation Advisory Board >

APPROVED 8.28.2019
APPROVED

1. Hours:

- A. Phelps Park is open from 8 am until dusk.
- B. Cady Way
 - a. Monday - Friday 8 a.m. - 10 p.m.
 - b. Saturday - Sunday 8 a.m.- 8 p.m.

2. Amenities:

- A. Cady Way Park features two hard tennis courts and 6 Pickleball Courts with lighting
- B. Phelps Park features three hard tennis courts and two pickleball courts without lighting.

3. General:

- A. Tennis / Pickleball Instructors shall only teach between the times of 12pm - 5 pm Monday to Friday at Cady Way and Phelps Park (tennis or Pickleball)
- B. Instruction will only be allowed on Court 1 during the designated times.

4. Rules for Instructors:

- A. All Tennis Instructors must register with the Parks and Recreation Department. All instructors must sign a teaching contract
- B. All professional teaching staff shall possess a membership from the United States Professional Tennis Association with a minimum membership rating of Professional 3, with an (NTRP) of not less than 4.0 playing ability. All instructors teaching youth athletes will be required to complete a level 2 background check through the city (at instructors' cost)
- C. All registered professionals must obtain their certificates within six (6) months of the execution of their contract. Failure to do so will result in the termination of the instructor's ability to give lessons at the City facilities.
- D. Phelps Park and Cady Way Park will only allow one contractor per month to teach at each location.



Rules & Standards

TENNIS INSTRUCTION CADY WAY PARK AND PHELPS PARK

- E. Tennis court availability will be based on a first-come, first-serve basis leaving at the other courts for public use.
- F. During lessons, Instructors must display a "reserved" sign that the instructor will provide.
- G. All tournaments must be approved 60 days in advance (and such notice will be publicly posted).
- H. Use of courts for lessons, clinics, or camps without the approval of the Parks and Recreation Department and a signed contract will result in the termination of the instructor's ability to give lessons. This violation will carry a one-year termination period.
- I. Storage will not be provided for the instructor's equipment.

5. Fees:

- A. Each Tennis Instructor will be responsible for a \$150 per month rental fee once the city approves them for work at the location.
- B. Instructors shall charge no less than a minimum hourly rate of \$40 and no more than a maximum hourly rate of \$95, whether as a single or clinic lesson.
- C. All monthly payments are due to the Parks and Recreation Administration Office or Tennis Center no later than the 5th day of each month for the next month's permit.