



Parks & Recreation Advisory Board Regular Meeting

Agenda

January 19, 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.

-
1. **Call to Order**
 2. **Consent Agenda**
 - a. [Approval of Minutes-December 15 2021](#) 2 minutes
 3. **Staff Updates**
 - a. [Staff Updates](#) 15 minutes
 - Howell Branch Preserve Project Update-Public Works
 - Event Center Update- Alex Pate, Recreation Superintendent (Event Center Manager)
 - General Project Update- Jason Seeley, Parks & Rec Director
 - Programming & Events Update- Cathleen Daus, Asst. Director
 - MLK/Shady Park/Phelps Park Update- Jason Seeley, Parks & Rec Director
 4. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 5. **Non-Action Items**
 - a. [Progress Point Update](#) 15 minutes
 - b. [Mini Park Improvements- Native Pollinator Garden Project- Annmarie Smith](#) 10 minutes
 - c. [Youth Council/Advisory Group Discussion- Jennifer Adams](#) 10 minutes
 6. **Action Items**
 - a. [Cady Way/Phelps Park Tennis Rules & Regulations](#) 5 minutes
 - b. [Winter Park Art Festival - Poster Unveiling Event Fee Waiver Request](#) 10 minutes
 7. **Board Comments**
 8. **Adjournment**



Parks & Recreation Advisory Board

agenda item

item type	Consent Agenda	meeting date	January 19, 2022
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Approval of Minutes-December 15 2021

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[1215.21 Minutes.pdf](#)



Parks & Recreation Advisory Board Minutes

December 15 2021 at 5:30p.m.

Virtual Meeting
Winter Park, Florida

Board Members Present

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

Call to Order

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

Consent Agenda

a. October 20, 2021 Minutes Approval

Motion made by Frank Baker to approve the consent agenda, seconded by Shannon Sarkarati. Motion carried unanimously.

Staff Updates

a. FY 21 Project Update/FY22 Project Update/ARPA Funded Initiatives

FY22 spreadsheet has been updated to reflect the current projects from FY21 that will be finished in the first quarter of this fiscal year, and future projects. Projects that should be complete by the first of the year are Pickleball Courts/tennis courts at Phelps, ward parking lot. Mead ADA restrooms are still under construction. The Winter Park Housing Authority playground replacement and basketball court was approved and staff is moving forward with the purchase of the playground. B/O equipment transition projected to be complete by the second quarter the year with the exception of the Golf Course Maintenance. Transportation is working on the parking lot design/concept at Dinky Dock.

b. MLK Update

Dix Hite is working on the 30% plan that will incorporate the Unity corner. The Unity corner concept was approved by the CRA Advisory Board on 12/9 and projected to present to the CRA Board on 1/26. The air quality building demo is complete and new building is fully functional.

Upcoming holiday events, Battle of the Bands in Central Park. 20th Unity Heritage Festival January 16th and 17th in Shady Park. The toy distribution event will be held at the Community Center on December 20th.

Street parking on Harper St. for events at the event center has to be addressed. Staff will update the board on the events currently reserved at the Event Center

Non-Action Items

a. Progress Point Presentation & Discussion- presented by ACi/Land Design

Staff presented a power point on the proposed phase 1 of Progress Point. Kristin Sweatland of Land Design answered questions. Progress Point should hopefully give some relief to Central Park, and activate the parks when needed. Trees will be installed by mid-January. Re-grading, Palmetto redesigning should begin in January. After discussion with representatives, staff and board members; recommendations/questions are:

- Tree diversity including native trees, immature trees
- What would the parking lot reduction impact be if only tree C is removed?
- provide the board with some samples of subtle “interactive water feature”
- inviting color, shade and seating capability in the trellis
- fountain that ties into the city and pulls the fountain together (Emily fountain good example)
- signage that enhances the connectivity to other areas of the park instead of just Mead Gardens

b. Forestry Presentation, Josh Nye, Superintendent of Urban Forestry

- Developed a method using I Tree Canopy to analyze the canopy to get a baseline of the tree canopy. According to the data, the canopy in 2012 was 37.2 and in 2019 canopy coverage was 33.1. Residential property development and the increase in “grey space” development contributes to loss of tree canopy. Tree Equity Score, is a map that covers the US that uses a range of data to identify different levels of canopy coverage in different demographics. Staff plans to launch the Community Canopy program; the Arbor Day Foundation provides the entire info structure, residents are able to go onto a website view their property, select a tree, plant and confirm planting of the tree that data is then available to staff.

c. Strategic & Long-Term Planning Update- Moved to January meeting

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

Board Comments

Chairman Perelman inquired about the quality of the lakes at Martin Luther King Park.

Adjournment

Motion made by Michael Perelman to adjourn the meeting at 7:37pm seconded by Kelly Price. Motion carried unanimously

Minutes approved the board on January 19, 2022
/s/ Kesha Thompson



Parks & Recreation Advisory Board

agenda item

item type	Staff Updates	meeting date	January 19, 2022
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Staff Updates

item list

- Howell Branch Preserve Project Update-Public Works
- Event Center Update- Alex Pate, Recreation Superintendent (Event Center Manager)
- General Project Update- Jason Seeley, Parks & Rec Director
- Programming & Events Update- Cathleen Daus, Asst. Director
- MLK/Shady Park/Phelps Park Update- Jason Seeley, Parks & Rec Director

motion / recommendation

background

alternatives / other considerations

fiscal impact



Parks & Recreation Advisory Board

agenda item

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Progress Point Update

motion / recommendation

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Parks & Recreation Advisory Board

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subject

Mini Park Improvements- Native Pollinator Garden Project- Annmarie Smith

motion / recommendation

background

alternatives / other considerations

fiscal impact



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subject

Youth Council/Advisory Group Discussion- Jennifer Adams

motion / recommendation

background

alternatives / other considerations

fiscal impact



Parks & Recreation Advisory Board

agenda item

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subject

Cady Way/Phelps Park Tennis Rules & Regulations

motion / recommendation

Staff Recommends Approval

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Cady Way and Phelps Tennis Court Rules and Standards 1.6.2022.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. No Contractors or small business shall teach at Cady Way (tennis or Pickleball)
- B. Phelps parks will allow tennis instruction to take place on only one court at a time. (Court 1)

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. No paid instruction will take place at Cady Way.
- E. Phelps Park will only allow one contractor per month to teach at the park.



Rules & Standards

TENNIS INSTRUCTION CADY WAY PARK AND PHELPS PARK

- F. Tennis court availability will be based on a first-come, first-serve besides leaving at least two courts for public use.
- G. During lessons, Instructors must display a "reserved" sign that the instructor will provide.
- H. All tournaments must be approved 60 days in advance (and such notice will be publicly posted).
- I. 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.
- J. 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.



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Winter Park Art Festival - Poster Unveiling Event Fee Waiver Request

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