



WINDERMERE PARKS & RECREATION COMMITTEE
January 9, 2020 AGENDA

In order to maintain a 1hour time schedule, the committee will address the monthly agenda items only unless time remains for New Business discussion at the end. Agenda items should always be submitted in advance for committee consideration.

1. OPEN FORUM/PUBLIC COMMENT (3 Minute Limit):

2. OLD BUSINESS:

a. Events:

i. Windermere Pet Fest Sat. March 7, 2020 (Nora & Lesha)

1. Ads start running 1/16
2. Vendor sign ups under way

ii. 18th Annual UMC Run Among the Lakes Saturday, April 4, 2020

1. Create subcommittee to look at contracting with other event managers
 - Frank
2. Run SignUp Symposium in January
 - Nora and Frank to attend
 - Ads start running 1/16

iii. Halloween Costume Parade and Hayride Saturday, October 26, 2019 (Doug)

b. Tennis

i. Tennis Report – Doug

1. Adult Tennis Night –
 - Events scheduled for 1/15 and 2/19
2. Light out at Main St Courts
3. Update on electrical problem at WRC
4. Resident requested more screens at WRC – cost is prohibitive at \$5K
5. Tennis court resurfacing schedule – suggested to change to every 4-5 years

c. Parks

i. CIP

1. Central Park – Scott getting bids on park improvements
 - Water Fountain has been installed
 - i. Scott to close out FRDAP grant
2. Fernwood Park –
 - Scott update on drawings for boardwalk
 - Update on cleaning out lagoon
3. Park Among The Lakes –
 - Please close in really ugly electrical board
4. Lake Down
 - Look at possibly adding signage showing park map- Scott to get costs/graphics
 - Clear out east side of 5th Street dock to enlarge play area

- **Memorial bench for Bill Criswell donated by Rotary - installed**

- ii. **Review & modify final plans from IDG for Lake Bessie & Lake Down pathways -**
 1. **Tabled for near future**

d. **All Parks (General Discussion)**

- i. **Jennifer Roper can take pictures of all the parks to update web site, Gazette articles, presentation – cost \$200**

Park Walk Through 20191019

Central Park

1. **Powerwash pavilion**
2. **Grind stumps in park – danger to people running through park**
3. **Dead pine tree behind MaryEllen Stones house – need to remove**
4. **Tree leaning on other trees behind MaryEllen Stones house – need to remove before it falls**
5. **Remove queen palms groing into oaks by Oakdale & 5th**
6. **Add benches at 4th Street end of park**
7. **Add pine trees/East Palatka Hollies along fence along Oakdale. Need to replace pines and add screen from parking.**
8. **Add understorey tree(Dogwood) at corner of Oakdale & 5th.**
9. **Need irrigation for tree plantings?**
10. **Determined site of new exercise equipment**

Palmer Park

1. **Chinning Bar missing from playground equipment**
2. **Tether ball missing**
3. **Pressure wash wooden playground equipment and seal the wood**
4. **Dead pine tree near play area**
5. **Drains clogged and standing water in park**

WRC

11. **Repair/resurface floor of pavilion**
12. **Wood rotting on electrical box – replace**
13. **Dead pine tree along walkway to bridge – remove**
14. **Replant trees between tennis courts and pavilion walkway**
15. **Branch touching bathroom facility**
16. **Remove section of railing on dock; add cleats & ladder**
17. **Missing cap on walkway to dock**
18. **Fix volleyball court – add borders and sand. Add weed stop fabric under sand?**
19. **Bathroom flooring – Consider new or different top coating**

Fernwood

6. Add berms/swales at end of roadway near lake
7. Add large oak tree in center of roundabout
8. Add border to roundabout so people don't park there
9. Add hedge along chain link fence (west side)
10. Consider adding gravel in circle driveway area

3. NEW BUSINESS

a. MINUTES

- i. Approval October/November and December Meeting Minutes (Attached-Committee Option)

b. GENERAL ITEMS FOR CONSIDERATION

c. Liaison Reports

- i. Councilman McKinley
- ii. Robert Smith
- iii. Scott Brown

4. NEXT MEETING DATE – Thursday February 13, 2020

5. ADJOURNMENT

Town of Windermere
Parks and Recreation Committee
Proposed Meeting Minutes
October 10, 2019

Members Present: Doug Bowman, Nora Brophy, Sherry Cassidy, Tracy Mitchell, Frank Krens

Others Present: Scott Brown, Bob McKinley

Guests: Bonnie, Heather Churchill

Call to Order: The meeting was called to order by Nora Brophy

Open Forum: No guests were present for comments

Business Agenda

Old Business/Events

- A. Holiday Hoopla – Guests Heather and Bonnie indicated via Bob McKinley that it was advisable easiest to form a planning subcommittee of Parks Rec for the Town Social on December 6th. As official business to do this, the committee voted unanimously to approve the subcommittee. It was also noted that 12 volunteers are needed for the event.
- B. Windermere PetFest – Nora indicated that the 2020 event website is now up, and she is actively looking for volunteers.
- C. 18th Annual UMC Run Among the Lakes – Nora discussed the event and noted that participant sign-ups will be available by late October. Nora also mentioned that the pre-race coordinator work will be bid out via RFP.
- D. Halloween Costume Parade & Hayride – Scott announced that he will provide the hay and that his guys will be available to drive the tractors during the event. He also noted that Dobson Landscaping will provide the trailers. Doug asked for volunteers on Friday, Oct. 25th for bag stuffing and general Town Hall set-up, He noted that Tracy will buy artificial pumpkins for decorations.
- E. Tennis – Doug noted that he had an adult clinic request from Marcelo Gouts on Tuesday mornings from 9:30 to 11:00 am. General discussion about the other tennis events ensued. Doug also mentioned that Marcelo Gouts can provide tennis pros for the proposed December 4th tennis mixer at WRC. This was approved unanimously up to a cost limit of \$120 for pro fees.
- F. CIP Plans – Scott mentioned that the Park Among the Lakes picnic tables had arrived. He also mentioned that the cypress trees for Lake Down Park had been planted and look great. For Lake Down Park, Scott also noted that he is getting a quote for a bench in honor of Bill Criswell.
- G. Parks Walkthrough – The committee agreed to do a Central Park and Palmer Park walkthrough on Saturday afternoon, October 19th.

New Business

- A.** Minutes Approval – Meeting minutes from September 12th were approved as submitted
- B.** Bylaws Review – Doug Bowman noted a few items on the proposed bylaws. Bob McKinley reviewed his suggestions and gave Doug a mark up copy. The committee agreed to table for discussion for the next meeting.
- C.** Liaison Reports – Bob McKinley had no formal report.
- D.** Adjournment – The meeting was adjourned at approximately 6:00 p.m.
The next regular meeting is scheduled for Thursday, November 14th at 5:00 p.m. in Town Hall.



**Town of Windermere
Parks and Recreation Committee**

DRAFT Meeting Minutes

November 14, 2019

Members Present: Chairperson Nora Brophy, Sherry Cassidy, and Frank Krens

Others Present: Scott Brown, Public Works Director; Robert McKinley, Town Council Liaison; Thellie Roper, TOW resident; Annamaye Clonts, TOW resident

Call to Order: Nora Brophy called the meeting to order at 5:00pm. There was not a quorum present.

1. OPEN FORUM/PUBLIC COMMENT –

- a. **Volleyball Court** - Thellie Roper expressed disappointment that the volleyball court at Windermere Recreation Center (WRC) has not been maintained. She recommended that it be reestablished and maintained. Councilman Robert McKinley stated a concern that closeness to the road and likelihood of kids chasing balls into the road posed a safety risk. Chairperson, Nora Brophy stated that a volleyball court is being considered for Fernwood Park. Thellie was permitted to speak beyond the 3-minute limit.
- b. **Fernwood Park** – Annamaye Clonts expressed concern that Fernwood park improvements would lead to expanded and potentially disruptive use especially by youths and non-residents. Robert McKinley and P&R members stated that they share her concerns, that all TOW parks are public and susceptible to mischief, but that issues will be avoided as practical and enforcement by Windermere Police will address those that arise. Frank Krens stated that our parks are intended to be used and that those who live next to the parks may experience inconvenience as a result.

2. OLD BUSINESS:

a. Events

- I. **Windermere Pet Fest Sat. March 7, 2020** - (discussion deferred to later meeting)
- II. **19th Annual UMC Run Among the Lakes Saturday, April 4, 2020**
 1. **Create subcommittee to look at contracting with other event managers** – Frank Krens, Nora Brophy, and Sherry Cassidy agreed to serve on this subcommittee and to set up a time to meet. Sherry stated that TOW residents,



the Tormys (spelling?) have managed similar events and that they are capable. Nora Brophy and Robert McKinley stated that TOW residents are not restricted from bidding the role of event organizer. Nora noted that 125 runners have already signed up via "MailChimp" and that she sees the potential for an expanded event with 1300 runners and substantially higher proceeds.

2. **Look at designs for medals/shirts/posters** – All members present agreed that the initial plans and that the art and medal designs look good.

III. Halloween Costume Parade and Hayride Saturday, October 26, 2019 - (discussion deferred to later meeting when Doug Bowman can be present)

1. **Event was a great success** – estimated 250 to 300 kids
2. **Suggestion to hire magic act next year to replace story time due to noise/crowding** – all members liked this idea.
3. **Lots of volunteers from the Youth Committee – Thank You!** – All members agreed that there were ample volunteers and this worked very well.

b. Tennis

I. Tennis Report (Doug) - (discussion deferred to later meeting)

1. **Adult Tennis Night** – Marcelo would like to have this event Wednesday, Dec 12/4 from 6:30-8:00 PM
2. **List of tennis members uploaded to MailChimp and template created**

Public Works Director, Scott Brown stated that he will have a contractor fix the lights.

c. Parks

i. CIP

1. Central Park – Scott getting bids on park improvements

• **Water Fountain**

- I. **Waiting for water meter installation – 6-8 weeks** – Scott stated that the contractor, Fadden, has all the parts on hand. The pacing item is coordination with the inspector for water meter, which continues to be a cumbersome process. Scott is hopeful that it can be done by Thanksgiving.



- **Exercise Equipment & Frisbee Golf Station –**

I. **Has been ordered – 6-8 weeks for installation** – Scott said that he expects delivery of the equipment the week of November 18.

II. **Committee-marked locations – need to meet with Scott/Swartz prior to installation** - Nora said she would show Scott where the equipment is to go, and Scott said he would mark the positions with spray paint.

2. **Fernwood Park – Clearing out of underbrush & trees completed. Spraying and removal at waterline is ongoing** – all members agreed, excellent accomplishment, the invasive vegetation is dying out. Scott stated the potential to obtain use of a machine that would pull up the decaying vegetation.

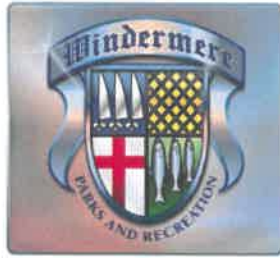
- **Scott update on bids for boardwalk** – Scott stated that he expects to use the same contractor, Fadden, who lowered the Lake Down dock at 4th Avenue, to build the boardwalk. The contractor estimates \$8500 to provide the design, engineering, and permitting through whatever variances are needed.

3. **Park Among the Lakes –**

- **Picnic tables received, need to be installed** – There was discussion about whether the tables should be locked down to prevent theft or improper use. No lockdown is planned.

4. **Lake Down**

- **Split rail fence added to designate parking area** – All agreed that this is well done and looks great.
- **Look at possibly adding signage showing park map** – Scott to get costs/graphics – I don't think we discussed this.
- **Clear out east side of 5th Street dock to enlarge play area** - I don't think we discussed this.
- **Memorial bench for Bill Criswell donated by Rotary** – Frank – Frank stated that the Rotary Board of Directors will vote on November 19, 2019 to approve the design and cost of the bench and a plaque honoring Bill Criswell. The bench will be 5 feet long and made similar to the ones on the dock at WRC. Frank expressed a desire to move the existing plaque honoring Mrs. Criswell from the bench near the 5th Avenue dock to the new bench, along with placement of



the plaque honoring Bill Criswell. Scott said that PW could take care of that.

d. All Parks (General Discussion)

- i. **Park Walkthrough October 19, 2019** – Nora’s notes from the walkthrough were noted and discussed briefly. Scott said that PW would address the issues as time and budget permit.

MINUTES

Approval of October Meeting Minutes was deferred as a quorum was not present

a. GENERAL ITEMS FOR CONSIDERATION

b. Liaison Reports - None

3. NEXT MEETING DATE – December 12, 2019, 5pm

4. NEXT RUN AMONG THE LAKES SUBCOMMITTEE MEETING – not set

5. ADJOURNMENT – With no further business, the meeting was adjourned at approximately 5:45pm.

**Town of Windermere
Parks and Recreation Committee
Proposed Meeting Minutes
December 12, 2019**

Members Present: Doug Bowman, Nora Brophy, Tracy Mitchell, Frank Krens

Others Present: Scott Brown, Bob McKinley

Call to Order: The meeting was called to order by Nora Brophy based on a quorum present to conduct business.

Business Agenda

Old Business/Events

- A. Windermere PetFest – Nora indicated that the Observer will be a sponsor for the 2020 event. Ads for the event will start running in mid-January for the general public to attend.
- B. 19th Annual UMC Run Among the Lakes – The committee approved Frank to attend a Charity Run sign-up symposium in 2020.
- C. Halloween Costume Parade & Hayride – Doug indicated that Town Hall is booked for the event in 2020 (October 31st).
- D. Tennis Updates – Doug noted that 15 participants attended the tennis event in December. The committee agreed that 3rd Wednesdays generally work for a 3 month trial January – March. The committee voted unanimously to approve 3 more tennis sessions during that time for \$150 each or a total of \$450.

Parks Updates

- E. Central Park CIP – Scott indicated that the exercise equipment is in as well as the picnic tables and trash cans. The committee noted that the exercise equipment looks great aesthetically and fits in the park nicely.
- F. Fernwood Park – Scott noted that design and permitting has started and that we were looking at a 4-6 week timeframe. The committee voted unanimously to approve \$7700 for shoreline vegetation removal by the Karina's Lakefront Maintenance company. Other business for the park included a max estimate of \$8500 for Nature Walk design, permitting and Engineering.
- G. Lake Down – Scott noted that he is working on the new FRDAP sign

New Business

- A. Minutes Approval – Meeting minutes from the October and November meetings were NOT approved, but will on the agenda for approval at the January meeting.
- B. Liaison Reports – Bob McKinley filed a brief report with the committee. He noted that the Holiday Hoopla event was great and complimented the

volunteers for the quality of the event. Bob also mentioned that more town merchandise inventory is getting low including caps and visors. Bob also indicated that the DBC is going on hiatus indefinitely. Finally, he mentioned hiring a professional firm to develop an overall tree plan for the Tree Board.

C. Adjournment – The meeting was adjourned at approximately 6:00 p.m.

The next regular meeting is scheduled for Thursday, January 9th at 5:00 p.m. in Town Hall.