



WINDERMERE PARKS & RECREATION COMMITTEE
December 12, 2019 AGENDA

In order to maintain a 1 hour 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)
- 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. Look at designs for medals/shirts/posters
 - Medals, posters done
 - Working on shirts, awards
 - Saving \$2,400 by not working with Somer Sports on this
 3. Run SignUp Symposium in January
 - Nora would like to attend – cost \$180
- iii. Halloween Costume Parade and Hayride Saturday, October 26, 2019 (Doug)

b. Tennis

- i. Tennis Report – Doug
 1. Adult Tennis Night – Event was great – about 14 attendees on a cold night
 - Make this monthly for at least 3-4 months?
 - Cost is \$150/event
 - i. Do we charge for event or keep it free

c. Parks

i. CIP

1. Central Park – Scott getting bids on park improvements
 - Water Fountain
 - i. Waiting for water meter installation – 6-8 weeks
 - Exercise Equipment & Frisbee Golf Station –
 - i. Has been installed – looks great!
2. Fernwood Park – Clearing out of underbrush & trees completed. Spraying and removal at waterline is ongoing.
 - Scott update on drawings for boardwalk
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 - Frank**

ii. Review & modify final plans from IDG for Lake Bessie & Lake Down pathways -

- 1. Tabled for near future**

d. All Parks (General Discussion)

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 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 January 9, 2020

5. ADJOURNMENT

RunSignup Winter Symposium

Mon January 13 - Tue January 14, 2020

Orlando, FL, US 32822 [Directions](#)



SCHEDULE OVERVIEW

Monday, January 13 2020

8:00am-9:00am: Registration and Breakfast*

9:00am-5:00pm: Education Sessions and Technology Demo Room: Sessions are organized as 3 intersecting tracks for timers, race directors, and nonprofits, with attendees picking and choosing what they'd like to attend.

7:00pm-10:00pm: Marketplace Dinner (on-site)

**Registration will also be available for a short time on Sunday.*

Tuesday, January 14 2020

6:15am: Morning Run (optional)

7:00am: Technology Demo Room Opens

8:00am-8:30am: Breakfast

8:30am-5:00pm: Educational Sessions, including 3 tracks (you must select one for the entire day):

- *RaceDay Timer Certification*, with a full certification program for Timers in RaceDay Scoring and RaceJoy
- *RaceDay Timer Advanced Certification*, with advanced certification in RaceDay Scoring and RaceJoy, as well as a certification on other RaceDay tools. Timers must be previously certified to attend the Advanced Certification
- *RunSignup/GiveSignup sessions* geared towards race directors and nonprofits. There will be two sessions available at each time slot, and attendees on this track can choose between the sessions at each slot.

5:00pm-7:00pm: Closing Happy Hour

If you are attending either certification on Tuesday, you must stay until 5:00pm to complete the program (Happy Hour is encouraged, but optional). Attendees on the race director/nonprofit track will have content until 5:00pm as well, but can depart early as needed since there is no formal certification.



**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.

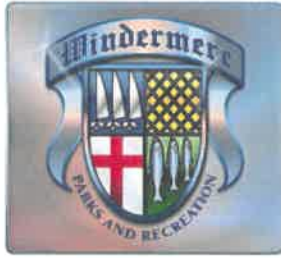
1. OPEN FORUM/PUBLIC COMMENT –

- 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.

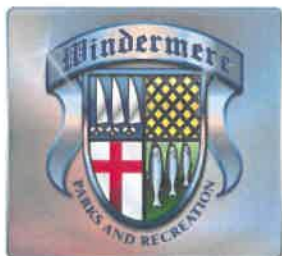
c. Parks

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.