



WINDERMERE PARKS & RECREATION COMMITTEE
April 11, 2019 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 9, 2019 (Nora & Lesha)
 - ii. 18th Annual UMC Run Among the Lakes Saturday, April 13, 2019
 1. Parking
 2. Set Up
 3. Event
 - iii. Halloween Costume Parade and Hayride Saturday, October 26, 2019 (Doug)
 - b. **Tennis**
 - i. Main St. Courts
 1. Update on fencing project
 - ii. Windermere Recreation Center
 - iii. Locking gates at tennis courts – becoming critical
 - iv. Approve Marcello summer camp ads/banners (attached)
 - c. **FRDAP**
 - i. Fernwood Park (2018)- \$50,000 – funds received at October Council Meeting; Scott to update on RFQ process
 - ii. Central Park (2018)- \$50,000 - funds received at October Council Meeting; Scott to update on RFQ process
 - d. **Parks**
 - i. Review final plans from IDG – being submitted to Council 1/8
 1. Lake Bessie & Lake Down path – need to find another material for pathways – crushed limestone?
 - ii. Lake Down Fishing Pier

- Clear out lakefront around current fishing pier
- Add split rail fence at end of 4th St with RR ties to designate approved parking spots – let Scott know position
- Replace old pathway with decomposed granite
- Scott to get bids on fencing, parking, pathway
- Bid from Faden approved by Town Council (\$29,560)

e. All Parks (General Discussion)

i. Lakefront Cleanup (SB to Update)

3. **NEW BUSINESS**

a. MINUTES

i. Approval March Meeting Minutes (Attached-Committee Option)

b. Consideration of Tracy Mitchell as new committee member

c. GENERAL ITEMS FOR CONSIDERATION

i. Review new bylaws

Doug to present possible new bylaws (attached)

d. Liaison Reports

i. Councilman McKinley

ii. Robert Smith

iii. Scott Brown

4. NEXT MEETING DATE – Thursday, May 9

5. ADJOURNMENT

Release & Emergency Treatment Form

I, the undersigning jointly and severally hereby do intent to be legally bound and do hereby release. For myself and the named above, waive a release right and claims for damages which I may have or which I herein accrue to me against

M.G. Tennis Shop Inc., it's staff, employees or volunteers for any injuries or illnesses which may be sustained or suffered by me in consideration with our association with the facility or program therewith.

I also herewith authorize treatment by a qualified and licensed medical doctor in the event of a medical emergency which, in the option of the attending physician, may endanger my life, cause disfigurement, or physical impairment, or undue discomfort if delayed. This is granted only after reasonable effort has been made to contact me.

Signature _____

Date _____

Windermere Recreation Center

11465 Park Avenue,
Windermere, FL 32786

Please register online at:

www.mgtennis.com/windermere-tennis



Windermere Tennis Summer Camp 2019



MGT
TENNIS
mgtennis.com

Sign up Form

have a ball!

This summer at our courts learning or improving your skills while making tennis your sport of a lifetime.

Windermere Tennis Summer Camp

Windermere Recreation Center
11465 Park Ave, Windermere, FL

4 SUMMER SESSIONS

Monday thru Thursday
9:00 am - 11:30 am
Session 1 - June 3-6
Session 2 - June 10-13
Session 3 - June 17-20
Session 4 - June 24-27

Summer Camp

Welcome to the 2019 Windermere Tennis Summer Camp at the Windermere Recreation Center. The goal of our camp is to provide students with an opportunity to learn, improve and enjoy the lifetime sport of tennis while participating in a fun and outgoing group environment.

Daily activities will give focus on:

- Hand/eye coordination
- Racquet control
- Footwork
- Basic strokes of tennis
- Court awareness
- Game objectives and basic rules

Ages

6 - 13 years old

Cost

\$185.00 per session

Child's Name: _____

Parent's Name: _____

Address: _____

City, Zip: _____

Phone : _____

Cell: _____

Cell Phone Carrier: _____

Email: _____

Birthday: ____/____/____ Age: _____

Session 1:	_____
Session 2:	_____
Session 3:	_____
Session 4:	_____

For questions or further information please contact Damon Ponzie at 407-758-2286 or email

Kpointetennis@gmail.com

To register visit us at: www.mgtennis.com/windermere-tennis

**Town of Windermere
Parks and Recreation Committee
Proposed Meeting Minutes
March 28, 2019**

Members Present: Doug Bowman, Nora Brophy, Sherry Cassidy, Donna Steele, Frank Krens, Lesha Miller

Others Present: Scott Brown, Bob McKinley

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

Open Forum: No guests were present for comments

Business Agenda

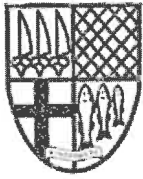
Old Business/Events

- A. Lake Down Fishing Pier – Nora noted the main item of business for the meeting which is the Lake Down pier approval. The proposal from Faden Builders is for \$29,560 and proposed to be made of Trex material. She also noted that the footprint from this proposed to the new pier would not change. After some discussion, the proposal was approved unanimously.

It was also noted that the late Bill Criswell's family was interested in dedicating a bench in his honor. The committee agreed in all respects to support that action in any way possible.

New Business

- A. Approval of New Member – Lesha Miller was reclassified as a voting member of the committee
- B. Minutes Approval – Meeting minutes from March 14th were approved as submitted
- C. Tennis Courts – Scott Brown noted that the Main Street tennis court parking area will be under construction the week of April 8th, but residents could park nearby if needed
- D. Adjournment – The meeting was adjourned at approximately 6:00 p.m. The next regular meeting is scheduled for Thursday, April 11th at 5:00 p.m. in Town Hall.



Town of Windermere
 P. O. Drawer 669
 614 Main Street
 Windermere, FL 34786

COMMITTEE APPLICATION FORM

1. Name: Tracy Mitchell Home Phone: 407 595 0196
 2. Home Address: 104 W. 2nd Ave Windermere
 3. Business: Realtor, Premier Properties Business Phone: 407 595 0196
 4. Business Address: 7521 W. Sand Lake Rd Orl, FL 32819
 5. Email: mitchrt@aol.com

6. Brief Summary of Education and Experience: Cardiovascular ultrasound degree. Served on P&R for 4 yrs. Town resident for 17 yrs.

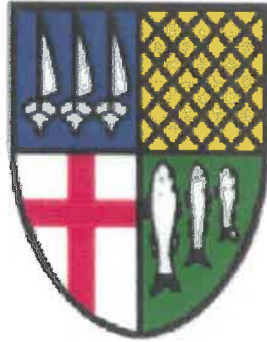
(Chair 1yr)

- 7. Are you a U.S. Citizen? Yes No
- 8. Are you a registered voter? Yes No
- 9. Resident of the Town for 6 Months or longer? Yes No
- 10. Do you hold public office? Yes No
- 11. Are you employed by the Town? Yes No
- 12. Do you now serve on a Town Board or Committee? Yes No

13. Indicate which Board(s) or Committee(s) you are interested in:
 Code Enforcement Board Development Review Board
 Downtown Business Committee Elder's Committee
 Historical Preservation Committee Long Range Planning Committee
 Parks and Recreation Committee Traffic Committee
 Tree Board Committee

14. Why do you think you are qualified to serve on this board? Served 4 yrs prior. Love this town. Support our parks as a main priority to what makes Windermere what it is.

*FINANCIAL DISCLOSURE FORMS MAY BE REQUIRED FOLLOWING APPOINTMENT
 Signature: Tracy Mitchell Date: 4/9/19
 Note: If you have any questions, please call the Town Clerk at (407) 876-2563 ext. 23.



TOWN OF WINDERMERE
PARKS & RECREATION COMMITTEE
BYLAWS

Article 1: Name

The name of the Committee shall be the Town of Windermere Parks and Recreation Committee hereinafter referred to as “THE Committee”.

Article 2: Authority

The Committee derives its authority from the Town of Windermere Town Council and Town of Windermere Ordinances and Regulations. Nothing in these bylaws is intended to conflict with either of the aforementioned authorities.

Article 3: Place of Business

The principal place of business of The Committee shall be at the Town of Windermere hereinafter referred to as “Town”. The mailing address of The Committee shall be the same as the Town currently; 614 Main St. Windermere, FL 34786.

Article 4: Purpose and Mission:

The Committee shall act as advisors to Town Council and Staff on such matters of the Town as may be brought to the Committee. The purpose of the Committee is to make recommendations to the Council on a wide range of recreational services to the Town.

The purpose and mission of The Committee is as follows: “The Windermere Parks & Recreation Committee is a group of residents committed to fostering and promoting recreational services in the town, planning organized events and ensuring that the town park facilities are well maintained to the benefit of town residents.”

Article 5: Duties and Functions Relative to Purpose and Mission.

The Committee shall have the following duties and perform the following essential functions:

- Schedule and attend meetings to support the goals of this committee
- Plan and conduct special events and educational training as required
- Attend county, state and national events to keep apprised of activities and laws concerning recreation
- Advise Town Staff and Town Council of any concerns or issues that might arise
- Solicit support from County, State, National and Private Sources including grants or other sources of funding

Article 6: Real Property Interests

The Committee is not authorized to hold real property in the name of the Town, whether by gift or purchase.

Article 7: Finances

Section 1: The Committee may locate local funding sources such as grants to offset the use of public monies received from the Town to fund the Committee's operational, special project, and event expenses;

Section 2: The Committee will follow the Town's purchasing policies and coordinate with the Town's Finance Department for Committee Expenditures approved by Council.

Section 3: Funds shall be disbursed by The Committee upon majority vote.

Section 4: The Committee Chairman may spend up to \$1,000 for emergency purposes only with approval from the Town Manager or his/her designee and shall bring the expenditure to The Committee for approval at the next Committee meeting.

Article 8: Membership

Section 1: Membership to The Committee will be restricted to a maximum of 7 voting members or otherwise established by The Committee with Town Council approval. The committee shall also have the right to appoint ad hoc committee non-voting members to support the committee as needed in its necessary functional capacity. These ad hoc non-voting members do not need to be approved by the Town Council and may or may not be part of a sub-committee as mentioned in Article 13.

Section 2: All Members shall be current residents and have resided within the Town limits of Windermere for a minimum of 3 years to be eligible to sit on the Committee.

Section 3: All applications will be reviewed by The Committee when there is a vacancy and shall vote on the application. If the application receives a majority vote, The Committee will recommend the appointment to the Town Council. Town Council shall have the final approval of The Committee members.

Section 4: Any member may resign from membership in The Committee upon giving written notice to The Committee Chairperson.

Section 5: Each Committee Member shall be entitled to one vote on each matter submitted to a vote of the members.

Section 6: The terms of the initial members shall be staggered so that approximately 2 members serve a 3 year term, 2 members serve a 2-year term, and the remaining members shall serve a 1 year term. All appointments thereafter shall be for 3 year terms. There is no limit on the number of terms a member may serve, however, the Committee must by majority vote submit said members name and any supporting comments to the Town Council for approval. All terms begin in January.

Section 7: Any member who has three consecutive unexcused absences shall be considered as having resigned from The Committee. Said members may reapply by submitting an application.

Section 8: One member of the Town Council shall be appointed by the Town Council to act as The Committee Liaison. The Liaison shall act as an ex parte member with no voting authority but shall be included in all discussions and have the ability to add agenda items to meetings for discussion.

Article 9: Membership Meetings

Section 1: Meetings should be scheduled once a month for regularly scheduled meetings and at any time and place as may be designated in the notice of said meeting, upon the call of the Chairman, or by at least 4 active members of the Committee. Meetings may be cancelled at the direction of the Town Manager or the Committee Chairman and notice of the cancelation shall be emailed to the members and posted on the Town's website. There is no requirement for a minimum number of meetings in a year.

Section 2: Notice and agendas of regularly scheduled meetings shall be provided to the Town staff and posted on the Towns website one week prior to the meeting date. All Committee members will be noticed of the meetings.

Section 3: Notice and agendas of special called meetings shall be provided to the Town staff and posted on the Towns website a minimum of 72 hours prior to the meeting.

Section 4: A majority of the voting members shall constitute a quorum for the transaction of business at all meetings of the membership. If a quorum is not present or represented at any meeting of the membership, no normal business may be transacted and the meeting shall be for informational purpose only and may be adjourned until a later date. If the adjournment is for more than 30 days, a notice of the adjournment shall be given to each member.

Section 5: All meetings shall be open to the public and accessible.

Article 10: Voting

When a quorum is present at any meeting, the vote of a majority of active members present in person shall decide any questions brought before such meetings.

Article 11: Conduct of Meetings

Section 1: All membership meetings shall be held in accordance with Roberts Rules of Order.

Section 2: All agenda items shall be identified by title or subject matter both on the written notice of each meeting and prior consideration at any meeting. All requests for items to be included on the agenda shall be filed with the Chairman on or before 5 p.m. the day prior to the Chairman submitting the agenda to Town staff for posting. Anything received after the deadline will be placed upon the next available meeting of the Committee.

Section 3: In all cases, opportunity for public comment shall be made for each agenda item and prior to all votes by the Committee. Public comment shall be limited to a time limit as prescribed by the Committee.

Article 12: Conflict of Interest

No member of the Committee shall introduce, speak on, or vote on any actionable item in which that member has a personal or pecuniary interest, direct or indirect. All such members may recuse themselves from the vote and speak to the item as a nonvoting member of the public.

Article 13: Subcommittees

Section 1: The Committee may designate or appoint one or more ad hoc or standing subcommittees. The designation and appointment of any such subcommittees and the delegation thereto of authority shall not operate to relieve the Committee of any responsibility imposed upon them by these bylaws or regulations of the Town.

Section 2: Each subcommittee chairperson shall be appointed annually by the Chairman.

Article 14: Officers

Section 1: The officers of the Committee shall be elected annually at the first meeting of each year from and by the members of the Committee and shall consist of a Chairman, Vice Chairman, Secretary, and such other officers as may be deemed necessary.

Section 2: Except as hereinafter provided, the officers of the Committee shall each have such powers and duties as generally pertains to their respective offices, as well as those that from time to time may be conferred by the membership or the Town Council.

- A. Chairman: The Chairman shall preside over all meetings. In the event the Chairman is not present, the Vice Chairman will preside over the meeting. The term of the Chairman shall be for one year and no more than 3 consecutive terms.
- B. Vice Chairman: The Vice Chairman shall have such duties and responsibilities as the Chairman when the Chairman is absent or unable to perform his/her duties. The term of the Vice Chairman shall be for one year and no more than 3 consecutive terms.
- C. Secretary: The Secretary shall record and maintain in good order Minutes of all meetings and all records and correspondence of the Committee. The term of the Secretary shall be for one year and no more than 3 consecutive terms.
- D. Temporary Officers: In case of the absence or disability of any officer of the Committee and of any person authorized to act in their place during such periods of absence or disability, the Chairman may from time to time delegate the powers and duties of such officer to any other officer or any other member.

Article 15: Amendments

The membership of the Committee shall have the power to alter, amend, or repeal the bylaws or adopt new bylaws by vote of two thirds of the full membership at any duly called meeting. Notice of intent to amend the bylaws shall be required prior to vote.

Hereby voted and adopted by two-thirds vote of the full membership this ____ day of ____, 2019.

Chairman, Parks & Recreation Committee

Attest:

Secretary, Parks & Recreation Committee

Vice-Chair, Parks & Recreation Committee