



**WINDERMERE PARKS & RECREATION COMMITTEE**  
**July 11, 2019 AGENDA**

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*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, 2019 (Nora & Lesha)
    - ii. 18th Annual UMC Run Among the Lakes Saturday, April 4, 2019
    - iii. Halloween Costume Parade and Hayride Saturday, October 26, 2019 (Doug)
  - b. Tennis
    - i. Main St. Courts
    - ii. Windermere Recreation Center
    - iii. Locking gates at tennis courts – becoming critical
  - c. Parks
    - i. CIP
      1. Central Park – Scott getting bids on park improvements
      2. Fernwood Park – Clearing out of underbrush completed. Need to determine which trees to remove & get bids.
      3. Park Among The Lakes – Scott has ordered 2 picnic tables & trash can
      4. Lake Down
        - Merge Lake Down Parks into one park?
        - Clear out lakefront around current fishing pier – completed
        - Scott to get price on removing invasive trees
        - Add split rail fence at end of 4th St with RR ties to designate approved parking spots – Scott getting bids
        - Replace old pathway with decomposed granite/crushed limestone
        - Clear out east side of 5<sup>th</sup> Street dock to enlarge swim area
    - ii. Review & modify final plans from IDG for Lake Bessie & Lake Down pathways -
      1. – need to find another material for pathways – crushed limestone?

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

**i. Lakefront Cleanup (SB to Update)**

**3. NEW BUSINESS**

**a. MINUTES**

**i. Approval June Meeting Minutes (Attached-Committee Option)**

**b. GENERAL ITEMS FOR CONSIDERATION**

**i. Review new bylaws**

Doug to present possible new bylaws (attached)

**c. Liaison Reports**

**i. Councilman McKinley**

**ii. Robert Smith**

**iii. Scott Brown**

**4. NEXT MEETING DATE – Thursday, August 8**

**5. ADJOURNMENT**

**Town of Windermere  
Parks and Recreation Committee  
Proposed Meeting Minutes  
June 11, 2019**

**Members Present:** Nora Brophy, Lesha Miller, Tracy Mitchell, Frank Krens

**Others Present:** Scott Brown, Bob McKinley

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

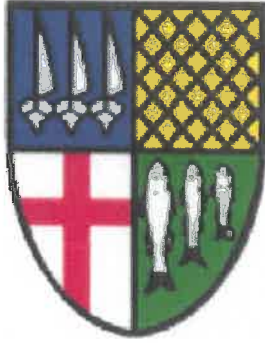
**Open Forum:** No guests were present for comments

**Business Agenda**

1. Open Forum-No comments
2. Old business
  - a. Events- No updates
  - b. Tennis- No updates
  - c. Parks Updates

CIP Plans

    1. Central Park- Scott, no pricing yet. Getting prices for water fountain
    2. Fernwood Park- \$7100 for clearing from 1st bid. Waiting on other bids. Lesha made motion to spend \$10k on clearing of fern wood Park. Frank 2ns all votes yes
    3. Park Among The Lakes – Scott indicated parking is fine, still getting quotes on pic tables. Lesha motion for 5k for tables all votes yes.
    4. Lake Down- looking into merging parks. Scott would check with Dorothy on how it was set up. Fencing, dock and parking, Scott scheduled for walk thru with contractor and Nora following Tuesday.
      - A. IDG for lake Bessie and Lake Down pathways- Need more information on what type of material we can use. Possibly limestone.
3. New Business
  - a. Minutes approved from May
  - b. No additional general updates



**TOWN OF WINDERMERE**  
***PARKS & RECREATION COMMITTEE***  
**BYLAWS**

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***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.

***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 **1** year to be eligible to sit on the Committee **as a voting member.**

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 **present** shall be entitled to one vote on each matter submitted to a vote of the members. **Proxy votes are not allowed.**

Section 6: All appointments thereafter shall be for **1 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 **as needed. Special meetings may be called by the Chairperson or by a majority of the Committee.** Meetings may be cancelled at the direction of the Town Manager or the Committee Chairperson and notice of the cancelation shall be emailed to the members and posted on the Town's website.

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 Chairperson on or before 5 p.m. the day prior to the Chairperson 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 to address agenda items shall be made. 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, or vote on any actionable item in which that member has a personal or financial interest, direct or indirect. All such members shall recuse themselves from the vote.

### ***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 Chairperson.

### ***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 Chairperson, Vice Chairperson, 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. Chairperson: The Chairperson shall preside over all meetings. In the event the Chairperson is not present, the Vice Chairperson will preside over the meeting.
- B. Vice Chairperson: The Vice Chairperson shall have such duties and responsibilities as the Chairperson when the Chairperson is absent or unable to perform his/her duties.
- C. Secretary: The Secretary shall record and maintain in good order Minutes of all meetings and all records and correspondence of the Committee.

- 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 Chairperson 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.

\_\_\_\_\_  
Chairperson, Parks & Recreation Committee

Attest:

\_\_\_\_\_  
Secretary, Parks & Recreation Committee

\_\_\_\_\_  
Vice-Chair, Parks & Recreation Committee