



**WINDERMERE PARKS & RECREATION COMMITTEE**  
**August 12, 2021 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
      1. Saturday, March 5, 2022
    - ii. 19th Annual UMC Run Among the Lakes
      1. Race date October 16, 2021
      2. Report Nora
    - iii. Halloween Costume Parade and Hayride Saturday, October 30, 2021
  - b. Tennis
    - i. Tennis
      1. Report from Tennis Subcommittee (Doug, Tracy, Sherry, Dena)
      2. Self locking gates – report from Tonya/Dena
      3. Main St courts resurfacing – date? 10/18?
  - c. Parks
    1. WRC
      - Playground Equipment
        - Proposal from Swartz to TC for approval in September
      - Pickleball –
        - Quote from Varsity Courts – waiting for new quote
        - Nidy Sports - \$51,550 updated quote (includes fencing and gates)
        - Sport Surfaces - \$39,600
      - Kayak Launcher –
      - Kayak/Canoe storage – 15 feet long X 6 feet deep X 7 feet tall – 18 canoes
      - Paver Walkway to Tennis Courts –
        - Expense approved – report from Tonya on installation date
      - Front Entrance

2. Fernwood and Lake Bessie Parks –

- On hold until stormwater repairs are complete – probably early 2022

d. P&R Website – Dena Reports

3. NEW BUSINESS

a. MINUTES

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

b. Liaison Reports

- i. Mandy David
- ii. Tonya Elliott-Moore

4. NEXT MEETING DATE – Thursday September 9, 2021

5. ADJOURN

**Town of Windermere**  
**Parks and Recreation Committee**  
**Proposed Meeting Minutes**

**July 8, 2021**

**Members Present:** Doug Bowman, Nora Brophy, Tracy Mitchell, Dena O'Malley, Cindy Hunter, Leshia Miller

**Others Present:** Tonya Elliott-Moore, Robert Smith, Bill Martini

**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. 20th Annual UMC Run Among the Lakes – Nora indicated that Liz Andert has been helping with volunteer advertising needs for the October 16<sup>th</sup> event. The event is up to 198 participants and sponsors are continuing to sign-up.
- B. Halloween Costume Parade & Hayride – Nora noted that Event Chairperson Tracy Mitchell is working on planning for the October 30<sup>th</sup> event
- C. Tennis Updates – Doug noted that 25 kids had participated in the 4 summer camp sessions. Tonya presented a key fob system idea that could assist with the non-resident play issue. The cost estimate is around \$8500 for each key fob entry plus the cost for each fob. Additional ideas included an estimated cost for cameras of around \$18k. Nora asked for this to go to the 4 member subcommittee for discussion before the next meeting.

### **Parks Updates**

- D. Windermere Rec Center – There was some discussion around the proposed playground equipment south of the park walkway. Town Manager Smith indicated that the issue is the septic tank and more locational analysis needs to be conducted. Also reference "P&R meeting notes" submitted by Robert for the meeting.
- E. WRC Paver Walkway to Tennis Courts – This was approved and seconded as a \$3217.50 expense from PR funds. Tonya noted that a requisition would be released on July 9<sup>th</sup>.
- F. WRC Pickleball – Doug presented the Pickleball survey results. There were 113 respondents, a 40% response rate from tennis members, and 86% of survey respondents were very or

somewhat interested in using courts. Town Manager Smith noted that he did need to have a PDCS evaluation of the stormwater runoff in the park and as a place for storm staging.

During this discussion, Town Manager Smith mentioned that any procurement activity must require 3 quotes at the same point and any work over \$10k require approval from Town Council (referencing the “P&R Notes” added to the bottom of these July 8<sup>th</sup> minutes). He also noted that any major park impact attracting park guests would require a neighborhood notification.

Doug finally noted that during the discussion with Nidy Sports on the Pickleball courts, Nidy strongly discouraged putting down the plexi-cushion surface because the base of the WRC tennis courts were so old. Nidy contracted with the USTA Center for plexi-cushion so they are the expert on this topic. Town resident Karen Fay had asked for this research at the June meeting.

- G. P&R Website – The committee discussed turning over the content of the PR website to Diane Edwards. The committee agreed to turn this over to Diane, but assist during the process.

The committee also asked to continue to review better permanent signage for the parks. Doug mentioned that the laminated rules at the tennis courts need to be re-posted.

## **New Business**

- A. Lake Street & Fernwood Park Incidents – Bill Martini asked the committee to review the feasibility of “privatizing” Lake Down and Lake Street parks. Discussion ensued around the problems happening in the park and the disturbance of adjacent neighbors. The committee voted 6-0 to schedule a Town Council discussion and public workshop to incorporate resident input and PR ideas to mitigate and phase in some fresh issues to mitigate some of the existing problems. Reference “P&R meeting notes” below submitted by Robert Smith for the meeting for a list of ideas and process on this issue.
- B. Fernwood Park Name Change Resolution – Town Manager Smith asked for a recommendation from the committee to change the designation of “Fernwood Park” to the “Fernwood Park Boat Ramp”. Discussion followed around this designation proposal. The committee voted 5-1 to make this recommendation to the Town Council. Town Manager Smith mentioned this would be brought before the Town Council and for a public workshop for input. Reference “P&R meeting Notes” below for protocol and process involved.
- C. Minutes Approval – Meeting minutes from the July PR meeting was approved and seconded.

- D. Liaison Reports – Tonya announced that a new dock ladder had been installed at the WRC pier (Lake Crescent). Town Manager Smith also confirmed to Doug that he wanted the “P&R Meeting Notes” to be added to the bottom of the July meeting minutes
- E. Adjournment – The meeting was adjourned at approximately 6:00 p.m.

The next regular meeting is scheduled for Thursday, August 12th at 5:00 p.m. in Town Hall.

## **P&R Meeting Notes for July 8th Meeting Inclusion**

**(Submitted by Robert Smith)**

### · Procurement Policy:

- o 3 Quotes required

§ “No Quotes” Count. As long as you give them apples to apples and a time limit

- o Staff Assistance to take over. You just let us know what you want and we have vendor contacts. You volunteer enough and we can get quotes pretty easy.

- o Need to have all 3 at time of vote.

### · Public Input:

- o Any major CIP project requires Public Notification (doorhangers 500’) and Public Notice on Social Media. At least one Public Workshop (Non-TC meeting). I usually have at least 2 a month.

### · WRC Playground Equipment

- o Need vote with all 3 quotes in hand

- o Need to set up public meeting with residents (Robert)

- o Will moderate Public Input (Robert)

- o Then take to TC

- o Issue is the location: Septic System for Equipment

- o If approved will budget in FY 21/22

· Run Among Lakes: OCSO approved event but still waiting to see if we get enough but should be ok. (Chief)

· Pickleball: Feedback to Consider: Paint one court for Pickleball and use this pilot project to see how it is received prior to spending enormous amounts of money. (113 respondents). If received well then proceed. If looking to add courts, need to do procurement, public meeting, etc. Also need to work with Brad Cornelius and PDCS on permitting and planning issues (taking parking, stormwater, etc. that was previously approved) Staff can assist with costs, permitting, planning etc.

· Fernwood Park: Change from Public Park to Boat Ramp

o Just need to pass Resolution

o Will need to hold TC Workshop

o If designated as a boat ramp only then can enforce parking passes and explore use of additional gate at entrance of Fernwood

o No parking on weekends to be place on ROW on Forest and 7th. Can't do resident parking only on ROW due to enforcement issues. Town Manger discretion on parking (landscapers, parties, etc..). Also can open up for events: hurricanes, boat parades, fireworks, ...

o Tonya can give update on Camera System being installed.

· Lake St/Lake Down Park: Change from Public to Private (Resident Only)

o Just need Resolution

o Will need to hold TC Workshop

o If designated private the following will need to occur

§ Fence and gate installed: Tonya getting quotes

§ Will look to install key fob system (card reader) However, there are issues with this system and the maintenance: Tonya getting quotes

§ Will need to give each household a free key fob (this is not like tennis courts or boat pass)

§ Town would need to pay back all FRDAP funds received plus interest. \$112,500+  
Estimate between \$130-140k

§ Enforcement: How to enforce? Or is this more for deterrence?

- If a resident is there how many guests? Issue, one teenager can have 20 friends...
  - How do residents prove they are a resident while at park? Kids usually swimming and no ID
  - How to enforce 30' from swimming area (Problem is that there is not a designated swimming area and if we designate does this create more of a problem)
  - Does this create more public perception issues of Police vs Public.
- o Tonya will provide update on new camera systems at both locations