



**PARKS AND RECREATION COMMITTEE**

***Agenda***

**Chair: Nora Brophy  
Vice Chair: Lesha Miller  
Secretary: Doug Bowman  
Treasurer: Cindy Hunter  
Shery Cassidy  
Tracy Mitchell  
Dena OMalley  
Council Liaison: Mandy David**

***Agenda***

**April 14, 2022  
5:00 PM**

**COMMUNITY CONFERENCE ROOM**

**614 MAIN STREET - BUILDING 100  
WINDERMERE, FL 34786**

**PLEASE TURN OFF ALL CELL PHONES AND PAGERS**

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceedings should contact the Office of the Clerk at least 48 hours beforehand at (407) 876-2563.

Pursuant to Resolution No. 2005-12 adopted on December 13, 2005, the following Civility Code shall govern all proceedings before the Town of Windermere Parks and Recreation Committee:

1. All electronic devices, including cell phones and pagers, shall be either turned off or otherwise silenced.
2. Prolonged conversation shall be conducted outside Council meeting hall.
3. Whistling, heckling, gesturing, loud conversations, or other disruptive behavior is prohibited.
4. Only those individuals who have signed the speaker list and/or/who have been recognized by the Mayor (or Chair) may address comments to the Council.
5. Comments at public hearings shall be limited to the subject being considered by the Council
6. Comments at Open Forums shall be directed to Town issues.
7. All public comments shall avoid personal attacks and abusive language
8. No person attending a Parks and Recreation Committee meeting is to harass, annoy, or otherwise disturb any other person in the room.

Any member of the public whose behavior is disruptive and violates the Town of Windermere Civility Code is subject to removal from the Parks and Recreation Committee meeting by an officer and such other actions as may be appropriate. PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.0105: Any person who desires to appeal any decision at this meeting will need a record of this proceeding. For this, such person may need to ensure that a verbatim record of such proceeding is made which includes the

## 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. 21st Annual UMC Run Among the Lakes: Saturday, October 15, 2022
  - 1. Need to start planning for this event - team members?
  
- ii. Halloween Costume Parade & Hayride: Saturday, October 29, 2022
  
- iii. PetFest: Saturday, March 5, 2022
  
- iv. Event Management

#### **b. Tennis**

- i. Report from Tennis Committee

#### **c. Parks**

- i. WRC
  - 1. Playground installation - complete
  - 2. Fencing
  - 3. Pickleball - noise & parking
  - 4. Ant control
  - 5. Windscreens
  
- ii. Review park walkthrough

#### **d. Membership**

- i. Increase Committee size to 9?

ii. Elect Officers

1. Chair
2. Vice Chair
3. Secretary
4. Treasurer

**3. NEW BUSINESS**

**a. Minutes**

- i. March 17, 2022 Meeting Minutes (Attached - Committee Option)

**b. Liaison Reports**

- i. Council Member Mandy David
- ii. Public Works Director, Tonya Elliott-Moore

**4. NEXT MEETING DATE: Thursday, May 12, 2022**

**5. ADJOURN**

**Town of Windermere  
Parks and Recreation Committee  
Proposed Meeting Minutes  
March 17, 2022**

**Members Present:** Cindy Hunter, Dena O’Malley, Doug Bowman, Shery Cassidy

**Attempted Attendance:** Lesha Miller

**Others Present:** Tonya Elliott-Moore

**Call to Order:** The meeting was called to order by Secretary Doug Bowman based on a quorum present to conduct business.

**Business Agenda**

**Old Business/Items**

**Parks & Events Updates**

- A. Windermere PetFest – Attendees agreed that PetFest 2022 was a huge success. Cindy indicated that the event made a profit with the new sponsorship focus. Doug gave special kudos for Nora, Cindy and Dena for their special efforts for this event. Based on an email that circulated, Tonya noted that Brian had been paid his 8 hours for working PetFest. The committee also asked that all participants develop their own “follow up notes” for the next meeting, and for purposes of continuous event improvement.
- B. Tennis – Doug thanked Dena for her work on the new court windscreens and to Tonya’s team for getting these installed. Dena noted that all windscreens at the Main Street courts had been installed. Dena asked permission to get windscreen quotes for WRC, and the committee concurred.

Doug indicated that the new proposed ordinance restricting commercial activities in the park may bind residents from hiring their own instructors. Tonya noted that the new ordinance would in fact not do that as the Town Manager has the ability to enforce the commercial policy as necessary. In advance of this, the committee felt it would be appropriate for Doug to approach Marcelo and attempt to propose a simple agreement between parties for the evening kid’s program and summer kid’s tennis camps. The committee also agreed that signage for the new commercial restrictions should be considered in appropriate park areas including the WRC pavilion.

Discussion also ensued about sanctioning town activities using the parks and thus collecting commission. Several pros/cons were discussed about doing that in an organized way, and if the effort to do this would be worth the revenue involved. No formal decisions or recommendations were made on this issue.

- C. Parks – For WRC, Tonya had received a quote for nice powder coated fencing in the new playground area. She noted that she had to visit with Robert about whether this is in budget. If yes, this could be ordered as soon as April. Tonya also mentioned that the swings are painted, and she will post a reason for the delay with the cordoned playground equipment.

Tonya indicated that she is getting PR quotes for the budgeting process. One item was redoing the volleyball court at WRC which will cost \$35k. She also has other quotes she is gathering for the process. Finally, Tonya noted that professional ant control applications had been made at WRC.

- D. Membership – Dena noted that she has 2 potential others for Committee voting membership. Pros/cons were discussed about increasing the size to 9 voting members. It was noted that increasing the size would require Town Council approval (Bylaws Section 8). It was mentioned that from Section 8 Ad Hoc non-voting members can always be added and do not need to be approved by the Town Council, and may or may not be part of a sub-subcommittee. No formal action was taken on this matter.

The committee had extended discussion on the requirements to run some of the large events including the 5K Run and Petfest. Committee members shared opinions if the volume of work should potentially entail hiring an outsourced part-time Logistics or Events Coordinator out of event proceeds. No action was taken after this discussion.

- E. Parks Survey – The committee thanked Tonya for her help on the proposed parks survey. Tonya mentioned that she is checking back with the UF Professor on this item.

### **New Business/Items**

- A. Meeting Minutes – A motion was made and seconded to approve the February 10, 2022 meeting minutes.
- B. Public Works, Tonya Elliott-Moore – Tonya noted again that she is maintaining lists of items for budgetary quotes related to parks and recreation. She stressed the need for the committee to develop their own strategic planning in relation to events, parks and various responsibilities of the committee. These would align appropriately in various buckets, but would contribute to the parks/rec vision as a whole.
- C. Adjournment – The meeting was adjourned at approximately 6:00 p.m.

The next regular meeting is scheduled for Thursday, April 14th at 5:00 p.m. in Town Hall.