



PARKS AND RECREATION COMMITTEE

Chair: Nora Brophy
Vice Chair: Tracy Mitchell
Secretary: Doug Bowman
Treasurer: Cindy Hunter
Shery Cassidy
Dena O'Malley
Francisco Sierra
Sue Anne Reichard
Jill Ata
Council Liaison: Mandy David

Agenda

Agenda

June 15, 2023
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 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. THE MEETING IS CALLED TO ORDER BY THE CHAIR

2. OPEN FORUM / PUBLIC COMMENT (3-Minute Limit)

3. OLD BUSINESS

a. Events

- i. 21st Annual Orlando Health Run Among the Lakes - Saturday, October 14, 2023
 1. Sponsorships
 2. Marketing
 3. Awards
 4. Volunteers

- ii. Halloween Costume Parade & Hayride - Saturday, October 28, 2023

- iii. PetFest - Saturday, February 24, 2024

b. Tennis

- i. Report from Tennis Subcommittee
 1. Report on Peter Hall with USTA's Serve Tennis (Doug Bowman to report)

- ii. Tennis Social
 1. Date
 2. Sponsor?

- iii. Tennis / Tennis Pro Complaints
 1. Adding more signage to courts with WPD non-emergency number (Sue Ann Reichard to report)
 2. Change regulations with regard to tennis pros? (Attachment)

- iv. Pickleball
 1. Pickleball intro event - Saturday, June 17th

v. Tennis Summer Camps

1. Week 1 - June 5 - June 8; 9:00am - 11:30am
2. Week 2 - June 12 - June 15; 9:00am - 11:30am
3. Week 3 - June 19 - June 22; 9:00am - 11:30am
4. Week 4 - June 26 - June 29; 9:00am - 11:30am

vi. Tennis Leagues

1. We have a request from a resident who is starting a new USTA team with 5 Windermere residents. This team would like to reserve the Main Street Courts Thursdays from 6:00pm - 7:30pm for the remainder of the year.
2. Currently, the Main Street Courts are booked Monday evenings from 7:00pm - 9:00pm and the Rec Center Courts are used Wednesday mornings 9:00am - 11:00am (need clarification on if weekly or just for matches)
3. Current Tennis League regs (Attachment)
4. Should there be a limit on how many leagues can reserve courts?

c. Parks

i. Windermere Recreation Center

1. Pickleball noise & parking study deferred

ii. Review Park Walkthrough

iii. Lake Down Park

1. Town looking into changes to mitigate problems/privatize the park
2. ETA for dock repairs

iv. Palmer Park

1. Fixes to small kids playground
 - 1a. *Handicapped walkway & ramp ETA - need what from P&R?*
 - 1b. *Replace bouncy walking pods - Jill Ata is looking into new equipment*
2. ETA on shade & swings
 - 2a. *Swing & teeter-totter installed 5/1/2023*
 - 2b. *ETA on shade structure (Attachment)*

v. Town Square Park

1. Purchase soccer goal to place in field along Forest Street? (Sue Ann to report)

d. Financial

4. NEW BUSINESS

a. Minutes

i. May 11, 2023 Parks & Recreation Committee meeting minutes (Attachment - Committee Option)

b. Liaison Reports

i. Town Council - Council Member Mandy David

ii. Town Staff - Public Works Director Tonya Elliott-Moore

5. NEXT MEETING DATE

a. Thursday, July 13, 2023 - 5:00pm

i. June minutes & July agenda items due to Diane by 3pm on Thursday, July 6.

6. ADJOURN



614 MAIN ST. WINDERMERE, FL 34786
OFFICE: (407) 876-2563 FAX: (407) 876-0103

TENNIS MEMBER PASS

- 1) Property owners and residents of the Town of Windermere may be Tennis Members. Tennis Members and their guests may use the Town tennis courts, but only for recreational play.
- 2) A Town property owner or Town resident is a Tennis Member only if he, she or his or her family has a current annual tennis court use pass. A per-family tennis court use pass fee in an amount to be set annually by resolution of the Town Council will be paid directly to the Town. Unless and until new fees are established by resolution of the Town Council, the tennis court use pass fee shall be **\$25.00**. The passes shall be renewable each year by a date set by resolution of the Town Council. Unless and until the Town Council adopts a resolution changing the renewal date, tennis court use passes shall be renewable on or before **October 1**.
- 3) The gates to the tennis courts will be locked and a key will be issued with each pass. Replacement keys are available for \$5.00 each. ***Tennis Members are responsible for locking the tennis court gate after use.***
- 4) The following court rules will apply: (i) tennis shoes only, **no black soles**, will be worn while on the courts; (ii) shirts must be worn at all times; (iii) no glass containers or alcoholic beverages allowed on the courts; (iv) no animals, skating, bicycles, skateboards, roller blades etc. on the courts; (v) players are limited one hour if other players are waiting or a maximum of two hours; (vi) a guest must play with a Tennis Member; (vii) a Tennis Member and his or her guest may play on only one court at a time; and (viii) the last Tennis Member exiting the courts must lock the gate to secure the courts.
- 5) **League play is addressed separately in the Town of Windermere League Play Regulation and Agreement.**
- 6) A Tennis Member may have an outside professional coach for individual lessons, provided the above regulations are observed; one Tennis Member per court. The rule of first come, first served, will be observed by all Tennis Members. A Tennis Member cannot reserve a court for their individual tennis lesson. A professional coach must be a Tennis Member to coach a person that is not a property owner or resident of the Town.

TENNIS COURT USE PASSES AND KEYS ARE FOR THE USE OF WINDERMERE RESIDENTS ONLY, AND MAY NOT BE COPIED OR LOANED. VIOLATION OF THE RULES WILL RESULT IN THE FOLLOWING:

PLEASE READ AND INITIAL EACH STATEMENT

____ **VIOLATION 1:** Should a **non-member** of an applicant's household be in possession of the **applicant's** key and/or pass to the tennis courts without prior authorization of the Town, such key and/or pass will be confiscated and the applicant's household will not be eligible for renewal for 1 year from the date of the offense.

____ **VIOLATION 2:** Should a **non-member** of the applicant's household be in possession of **the applicant's** key or pass to the tennis courts without prior authorization of the Town for a second time, such key and/or pass will be confiscated and the applicant's household will not be eligible for renewal for 2 years from the date of the offense.

____ **VIOLATION 3:** Should a **non-member of the applicant's household** possess a forged, counterfeit or duplicate key and/or pass, **the key and/or pass will be confiscated as well as the applicant's key and pass. Furthermore,** that applicant's household will be precluded from obtaining a pass for 2 years from the date of offense, **and the** non-resident will be trespassed from the tennis courts for a period of 1 year.

____ Additionally, any person violating the rules set forth above **may** be punished by a fine not to exceed \$200.00.



614 MAIN ST. WINDERMERE, FL 34786
OFFICE: (407) 876-2563 FAX: (407) 876-0103

PLEASE COMPLETE THE FOLLOWING INFORMATION

NAME: _____

ADDRESS: _____ WINDERMERE, FL 34786

EMAIL: _____ PRIMARY PHONE: _____

BY SIGNING BELOW, YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS SET FORTH ABOVE, AND YOU CONSENT TO PROVIDE PROOF OF RESIDENCY AND YOUR CURRENT TENNIS COURT USE PASS SHOULD YOU BE ASKED BY WINDERMERE STAFF WHILE USING THE TOWN TENNIS COURTS.

SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY TOWN STAFF

TP # _____ ISSUED BY EMPLOYEE / DATE: _____

RESIDENCY VERIFIED: Yes No

\$25 TENNIS COURT USE FEE: _____



Town of Windermere Tennis League Play Regulations
For the October 1, 2022 - September 30, 2023
Fiscal Year

1. All requests must be submitted in writing to the Town of Windermere Administration office 45 days prior to event for the approval of the Parks and Recreation Committee.
2. An administration fee of \$25.00 per season is due along with a complete roster with named captain, co-captain, and players. Include contact information, name, address and phone number of each player. The administration fee is due in addition to court fees.
3. The Town of Windermere will then reserve Town Courts based on the following:
 - A. At least one resident tennis member per court (2 court maximum).
 - B. The Town of Windermere Administration office will reserve the courts requested once the Parks and Recreation Committee has approved and may have the right of refusal.
 - C. The Town of Windermere will charge \$4.00 per hour per court reserved.
 - D. The Town of Windermere has received requested dates for League play 45 days in advance.
 - E. The fee will be due to the Town of Windermere two (2) weeks prior to scheduled league play.
 - F. Check or money order for the total will be accepted for league play on Town of Windermere courts
4. Resident tennis member requesting league play has read and agrees to all the above regulations.

Signature: _____ Date _____
Tennis member or team captain

Invoice 2060



Shade America, Inc.
3604 Harbor Drive
Saint Augustine, FL 32084
US
(904)217-0516
sholton.shadeamerica@outlook.com
http://www.shadeamerica.com

BILL TO

Sue Ann Reichard
Town of Windermere
614 Main Street
Windermere, FL 34786
P.O.#: 10541

Table with 3 columns: DATE (06/07/2023), PLEASE PAY (\$13,265.00), DUE DATE (06/07/2023)

Table with 4 columns: DESCRIPTION, QTY, RATE, AMOUNT. Row 1: Deposit, 1, 13,265.00, 13,265.00. Description: 50% Deposit Due On: Supply and Installation of a 35' x 35' x 12'H 4-Post Hip Design with Powder Coated Posts and Frame. Balance Due Upon Completion = \$13,265.00

TOTAL DUE \$13,265.00

THANK YOU.

Town of Windermere
Parks and Recreation Committee

Meeting Minutes

May 11, 2023

Members Present: Doug Bowman, Tracy Mitchell, Pacho Sierra, Jill Ata, Dena O'Malley, Sue Anne Reichard

Others Present: Mandy David

Guests: Tracy M, Officer Mark Wilson

Call to Order: The meeting was called to order by Dena O'Malley based on a quorum present to conduct business.

Business Agenda

Open Forum

A. No public attended for open forum comments.

Old Business/Items

Parks & Events Updates

A. 21st Annual Run Among the Lakes – Dena walked the committee through a 2022 advertisement recap of the RATL ad placements and costs.

B. 2023 Halloween Costume Parade & Hayride – Event chairperson Tracy Mitchell indicated she has already started making initial plans and developing new ideas for this year's event.

C. 2024 Petfest – The committee discussed the initial date of February 24, 2024 for the event and possibly moving the February Food truck event to February 16th. Many agreed to check and see if moving the date up is acceptable. Committee persons made a motion, seconded and unanimously approved this idea if this is acceptable to the Town.

D. Tennis – The committee discussed the idea of a Fall adult tennis social. This was last done at WRC prior to the pandemic. A resident tennis member could bring 1 non-

resident tennis guest with them at no cost to tennis members and their guests. The committee discussed doing this on the Wednesday nights of October 4th, November 1st and December 6th. A motion was made, seconded and approved to host 3 sessions at a cost not to exceed \$500 in total for all sessions with MG Tennis providing the tennis instructors. Doug indicated he would send a note to Diane Edwards to get in the Fall town newsletter for this.

The ClubSpark company tennis software was discussed and the basics of the technology. The system has compatible software that combines online booking capabilities that also send a code that works in unison with the court locks. Doug mentioned that he met with Peter Hall, a rep for the company and the system would run around \$6k depending upon how many gates we need. The committee asked to schedule another meeting to review the system, and Doug will coordinate with Dena.

Officer Mike Wilson, in charge of community affairs for the Town walked the committee through some of his parks management experiences and the protocols he follows to maintain order. Officer Wilson also covered his engagement with issues at the tennis facilities. All of the committee members thanked him for his service to the Town and maintaining order in the Town's recreational space

MG Tennis requested use of 2 WRC courts for its annual Summer Kid's Tennis Camp that is well attended by beginner and intermediate kids in town. These will start on June 5th at 9 am to 11:30 am Monday – Thursdays in 4 consecutive weeks. The committee discussed and a motion was made, seconded and unanimously approved.

E. Pickleball – Tracy mentioned she is checking on nets for Main Street Court 1 with Varsity Courts. She noted that the paddleholders are \$65 and National Pickleball Day is on August 8th. The committee also approved a "Pickleball & Pints" event TBD at Main Street one evening coming up.

F. Parks (Lake Down Park) – The town is working with FEMA on getting quotes for repair. The dock stays at 18 inches In other parks discussion, Officer Wilson mentioned that Big Cypress Park is being monitored for trespassers. There have been some complaints about the general public accessing the lake illegally from this area.

Palmer Park – Jill gave her recommendations for removal of the initial section for safety. She referenced an area of the park to redo including her recommendation for replacement equipment for a big kids area. She cited some desirable equipment including a climbing structure, balance beam and small zipline.

Town Square Park – Sue Anne agreed to get a new quote for a commercial soccer goal that could be attached to the ground for security. She can have this ready for the next meeting.

New Business/Items

A. Meeting Minutes – A motion was made and seconded to approve the April 13, 2023 meeting minutes as amended.

B. Liaison Mandy David – Council Member David made a brief comment about items being left in the parks to be possessed by the Police Department.

C. Adjournment – The meeting was adjourned at approximately 6:38 p.m.

The next regular meeting is scheduled for Thursday, June 8th at 5:00 p.m. in Town Hall.