



## **PARKS AND RECREATION COMMITTEE**

***Agenda***

**Chair: Nora Brophy  
Vice Chair: Tracy Mitchell  
Secretary: Tracy McLaughlin  
Treasurer: Dena O'Malley  
Francisco Sierra  
Sue Anne Reichard  
Jill Ata  
Stephen Dimino  
Council Liaison: Mandy David**

***Agenda***

**December 14, 2023  
5:00 PM**

**TOWN HALL  
520 MAIN STREET  
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. DOUG BOWMAN**

- a. TC has approved renaming of courts for Doug Bowman

### **3. OLD BUSINESS**

#### **a. Events**

#### **i. 21st Annual UMC Run Among the Lakes Saturday, October 5, 2024**

- 1. Financial Report
- 2. Need to purchase sound system for all events – speakers and microphones
- 3. Merchandise sales guru? Report from Jill

#### **ii. Halloween Costume Parade and Hayride Saturday, October 28, 2023**

#### **iii. PetFest, Saturday, February 24, 2024**

- 1. Sponsors?
- 2. Food trucks sold out
- 3. Vendor spots selling well
- 4. T shirts?

#### **b. Tennis**

#### **i. Report from Tennis Committee**

#### **ii. Tennis Social**

- 1. Date
- 2. Sponsor?

#### **c. Parks**

#### **1. WRC**

- Pickleball – noise & parking study deferred

## **2. Lake Down Park**

- TOW will install fencing (as per Fernwood) along Lake Street and at 4th.
- I requested TOW look at adding an auto gate (exactly as we have at Fernwood) at 4th & Magnolia so residents only can park there. This would also alleviate the parking issues for the three houses on that street.

## **3. Palmer Park**

- Fixes to small kids' playground
  - i. Handicapped walkway & ramp – Ramp received; waiting on installation
  - ii. Zip line for big kids play area - \$26,718.64 – ETA?
    1. PW needs to remove old climbing structure
  - iii. Playset to replace existing small kids playset - \$42K – ETA?
    1. PW needs to remove old playset
  - iv. Shade Structure
  - v. Installed!

## **4. Town Hall – Score! Soccer goal installed and getting lots of use!**

## **5. Park signage - Signs:**

- Sue Anne/Tracy – need to consolidate and update our signage at the courts
- Adding more signage to courts with PD number – SueAnn
- Asked Dorothy about signage requirements – will follow up

## **6. Workshop to discuss future park renovations scheduled for 1/17/24.**

## **d. Financial**

- Working on final new financials with Dena and Tara

## **4. NEW BUSINESS**

### **a. Minutes**

- i. September 14th Meeting Minutes
- ii. November 09th Meeting Minutes

### **b. Liaison Reports**

- i. Mandy David

**ii. Tonya Elliott-Moore**

**c. Next Meeting Date**

**i. Thursday, January 11, 2024**

**5. ADJOURN**

**Town of Windermere  
Parks and Recreation Committee  
Proposed Meeting Minutes  
September 14, 2023  
5:00pm**

Members present: Nora Brophy, Dena O'Malley, Jill Ata, Tracy Mitchell, Sue Ann Reichard, Francisco Sierra, Tracy McLaughlin

Town Council Liaison: Mandy David

Public Works Director: Tonya Elliott-Moore

1. Call to Order: The meeting was called to order by Nora Brophy based on a quorum present to conduct business.

2. Event Updates:

- A. Halloween Costume Parade and Hayride - scheduled for Saturday October 28, 2023

Nora shared examples of tokens and a spreadsheet that will be used to help keep track of hayride groups.

Tracy Mitchell will bring a speaker with a microphone to announce groups.

Dena has been in contact with a vendor that will deliver and set up the bounce house for approximately \$200 (over 50% discount). She is also contacting two additional potential sponsors: BurgerFi and a local preschool.

Time frame for volunteers will be 8:30 to 11:30am.

- B. Windermere Run Among the Lakes (RATL) - scheduled for Saturday October 14, 2023

Discussion took place about marketing and volunteer needs. To date we have 701 runners signed up, very close to the same number of registrations this time last year. Nora provided information on the number of volunteers signed up (22) and gaps that need to be filled.

Tracy Mitchell will secure a parking official, who will also help with the kid's race.

Dena has a plan for one water station and is working on a plan for the other water station.

Sue Ann updated the group with prizes that are being made, small wooden surf boards with sponsors on the back. She presented an example of the decorative wooden license plate.

We have bananas and water for the food table. Considerations for other food items and quantity adjustments based on previous consumption were discussed, including bagels and cream cheese from Panera. Tracy McLaughlin will price out cliff bars as one alternative option.

Francisco will assist with merchandise sales at 7am on race day.

Postcards and posters for RATL have been printed and Dena coordinated distribution, assigning different locations to each member available to help.

Nora reports that video and photography are lined up for RATL.

### 3. Park Updates

Nora provided information about docks that are in the process of being repaired.

Tonya reports that residents will now have 24 hour access to Fernwood with their code.

Jill provided Palmer Park playground updates, including pictures of and descriptions of each (zipline for big kids area and playset replacement for small kid's area). In order to get permits, ramps and bumpers are needed.

Dena made a motion to set aside \$28,000 for the zipline at Palmer Park. Nora and Tracy Mitchell seconded the motion. The committee voted 6-0 in favor of the motion.

Dena made a motion to set aside \$45,000 for the playset at Palmer Park. Pacho seconded the motion. The committee voted 6-0 in favor of the motion.

Deposit was paid for the shade structure and it will be installed in October.

Goal post was purchased and will arrive in a few weeks (9/16), plans were discussed for installation by Travis Mathias with public works.

### 4. Financial

Dena attended a budget workshop and met with Robert. She provided an overview of the current numbers and explanation of the CIP fund.

### 5. New members Tracy McLaughlin and Steve Dimino. Application pending for Jeanne-Marie Olache.

Adjournment: The meeting was adjourned at approximately 6:46pm.



**Town of Windermere  
Parks and Recreation Committee  
Proposed Meeting Minutes  
November 9, 2023  
5:00pm**

Members present: Nora Brophy, Dena O'Malley, Jill Ata, Tracy Mitchell, Sue Ann Reichard, Stephen Dimino, Tracy McLaughlin

Public Works Operations Manager: Travis Mathias

Applicant: Jeanne-Marie Olache

1. Call to Order: The meeting was called to order by Nora Brophy based on a quorum present to conduct business.
2. Doug Bowman - waiting on Town Council to discuss and hopefully approve naming Windermere Recreation Center tennis courts as Bowman Courts.
3. Sue Ann Reichard made a motion to spend \$250 on a gift card for Diane as a farewell gift. Tracy Mitchell seconded the motion. All in favor to approve the motion.
4. Events

A: 21st Annual Run Among The Lakes Saturday October 14, 2023 was a success. Finances are still being finalized. The proposed date for next year's race is October 5, 2024. We are waiting on confirmation from Fred with Sommer Sports. Two areas we need to work on are sound system improvements and TOW merchandise sales. Jill will look into merchandise ordering and sales location.

B: Halloween Costume Parade and Hayride Saturday October 28, 2023 was an amazing event. Treasure Hunt was a success. Jill suggested adding a temporary tattoo station for kids next year. Communication for hay rides would be improved with sound system upgrades. The members will look into outdoor sound system upgrade estimates for the next meeting, as this would enhance all of our events.

C: Pet Fest will be Saturday February 24, 2024. Nora reports that the vendor letters and food truck letters went out. Nora will print the sponsor list and draft their letters.

5. Tennis: Looking into having a social sometime in January.



## 6. Parks

- A. Windermere Recreation Center (WRC): Pickleball is very popular at the Main Street location and the committee discussed expansion to WRC. Tracy Mitchell will get an estimate for having another court painted with lines. The committee discussed location options, pros, and cons. The committee will review the park development plan in an upcoming meeting and possibly have a workshop for future park renovations. Nora will reach out to Jim to consider a joint effort for pickleball development.  
Travis reports that the WRC women's bathroom toilet handle has had to be replaced several times. It keeps breaking, possibly due to the force of using feet to flush the toilet.
  - B. Lake Down: Dock repairs are complete. TOW to install fencing (as per Fernwood) along Lake Street and at 4th. Nora suggested TOW consider adding a gate, identical to Fernwood gate, at 4th and Magnolia so residents only can park there. This would alleviate the parking issues for the three houses on that street.
  - C. Palmer Park: The zipline for big kids play area (approx \$27K) and the playset to replace the existing small kids play set (\$42K) were both approved in a unanimous vote by the committee in the last meeting. The concrete handicapped walkway was poured and the ramp was received. The ramp is supposed to be installed 11/10/2023. The old rusted out set will need to be removed and disposed of. The shade structure installation was pushed back again to mid-November. The deposit was paid but the final balance will not be paid until the shade structure is installed. Nora noted that there is an oak tree that is too close to the swing set and it will need to be moved.
  - D. Town Hall: The soccer goal was delivered and will be installed next week.
- 7. Financial: Dena provided financial reports. We will utilize CIP funds for the playground.
  - 8. New Business: Sue Anne made a motion to approve the application for Jeanne Marie Olache. Tracy seconded the motion. All in favor for approval of Jeanne Marie's application. Nora made a motion to approve the September meeting minutes and Dena seconded the motion. All in favor of approval.

The meeting was adjourned at 6:19pm. The next meeting will be December 14th at 5pm.

