



PARKS AND RECREATION COMMITTEE

Chair: Dena O'Malley

Vice Chair: Sue Ann Reichard

Secretary: Tracy McLaughlin

Jill Ata

Stephen Dimino

Jeanne Marie Olache

Christine Samek-Yonge

Council Liaison: Mandy David

Public Works Director: Tonya

Elliott-Moore

Agenda

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December 12, 2024

5:30 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

1. THE MEETING IS CALLED TO ORDER BY THE CHAIR

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

3. OLD BUSINESS

a. Doug Bowman

i. Town Council approved renaming of courts for Doug Bowman - plaque to be ordered.

ii. Schedule with TOW to confirm date - January 25, 2025 at 9am

iii. Invitations

iv. Refreshments

b. Legacy Bench Program

i. Overview

ii. Website Improvements

iii. Access to form

iv. Review and approve plaques

v. Plan dedication announcements for 4th Thursday

c. Events

i. 23rd Annual Run Among the Lakes

1. Review the scope of work to be sent out for bids

2. Announce Date

ii. Halloween Costume Parade and Hayride 2025 - date announcement, the same day as Beer Fest 2025

d. Tennis

i. Report from Tennis Committee

- 1. Cleaning Schedule and Maintenance**
- 2. Main Street - downtown needs**
- 3. Windermere Rec Center needs**

ii. Review policy for court reservations

e. Parks

i. Lake Street Park - Park Among The Lakes - signage update

ii. Central Park

- 1. Centennial Walkway updates**
- 2. Swing heights need adjustment**

iii. Lake Down Park

- 1. Swing replacement**

iv. Palmer Park

- 1. Fixes to small kids' playground for safety compliance**
- 2. Discuss swing height**
- 3. Big kid equipment options**
- 4. Soccer goal placement**

v. WRC - needs mulch refresh

vi. Park signage - to be looked at in 2025

vii. Swing Benches - replacement in Lake Street, Lake Down and Palmer

4. NEW BUSINESS

a. Minutes

i. Parks & Recreation Minutes November 21, 2024 (Attachments)

b. Tracy Mitchell - celebration for 20+ years of service

c. Pet Fest - Hiatus 2025

d. Holiday Hoopla - \$500 donation

e. Financial

f. Liaison Reports

i. Mandy David

ii. Tonya Elliott-Moore

5. OTHER ITEMS FOR CONSIDERATION

a. Next Meeting Date

6. ADJOURN

Town of Windermere
Parks and Recreation Committee
Meeting Minutes
November 21, 2024 5:30pm

Members present: Dena O'Malley, Sue Ann Reichard, Jill Ata, Tracy McLaughlin, Jeanne Marie Olache, Christine Samek-Yonge, Stephen Dimino

Public Works Director: Tonya Elliott-Moore

Parks and Recreation Associate: Beth Kornowski

1. Call to Order: The meeting was called to order at 5:37pm by Dena O'Malley based on a quorum present to conduct business.
2. Open Forum/Public Comment (3 minute limit): Tiffany Pantozzi of 419 W 1st Ave Windermere, FL 34786 introduced herself and stated she was interested in joining the Parks and Recreation committee.
3. Actionable items to vote on:
 - a. Christine Samek-Yonge made a motion to approve September 12, 2024 meeting minutes. Jill seconded the motion. All voted in favor to approve the motion.
4. Updates:
 - a. The P&R October 2024 regular monthly meeting was canceled due to Hurricane Milton.
 - b. The celebration for Tracy Mitchell will be postponed as she is unavailable on November 21, 2024.
 - c. Tonya shared town administrative staff changes which have affected committee business including finance/purchasing and agenda publishing. Disregard the Tree Board meeting minutes included with the P & R committee agenda. Reach out to Tonya directly for event purchasing questions.
5. Doug Bowman: Town Council approved naming Windermere Recreation Center tennis courts Bowman Courts. Tracy Mitchell was planning a community tennis event to honor Doug on Saturday January 25, 2025 at 9am. At this time, there are no additional updates.

6. Adopt A Bench Centennial Program: Dena and Jill researched the locations for 12 legacy benches that the committee will sell for \$2500 each. Each purchase will include a metal bench on a concrete slab with a metal plaque. The committee reviewed material samples and discussed marketing details, including gazette article/story and participation with Holiday Hoopla. Tracy McLaughlin made a motion to approve the legacy bench project (Adopt A Bench Centennial Program). Jeanne Marie seconded the motion. All voted in favor to approve the motion. Tonya will be working with Rep Services Inc on this project.
7. Tennis: Ongoing maintenance items reviewed, including regular scheduled surface cleaning, weed control, pest control, trash cans, and sprinkler adjustments. Wind screens will need to be replaced now that hurricane season is ending. Tennis court light repairs needed, assessment in progress per Tonya.
8. Parks:
 - Windermere Rec Center - mulch refresh
 - Palmer Park - move soccer goals, swing height adjustments, small kids' playground safety compliance adjustments, big kid equipment
 - Central Park - Centennial Walkway Project in progress per Tonya with proposal to spend \$72,000 for this upgrade using Flexi Pave material
 - Lake Street Park Among The Lakes - signage update, swing bench replacement
 - Lake Down - swing bench replacement
9. Event Updates:
 - A. Halloween Costume Parade and Hayride took place on October 26, 2024 and was a success. Sue Ann Reichard made a motion to set the date for next year's event on Saturday, October 25, 2025. Steve Dimino seconded the motion. All voted in favor to approve the motion.
 - B. PetFest will have a hiatus for 2025.
 - C. 22nd Annual Run Among The Lakes was held on Saturday October 5, 2024 and was a success. Jill Ata made a motion to begin planning next year's event on October 11, 2025. Christine Samek-Yonge seconded the motion. All voted in favor to approve the motion.

10. New Business:

- a. Liaison Report from Tonya Elliott-Moore. All repairs noted above are underway. Beth Kornowski will assist with follow up.
- b. Potential sponsorship opportunities
- c. Upcoming meeting dates: December P&R monthly meeting will be December 12, 2025 at 5:30pm

The meeting was adjourned at 7:12pm.