



**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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**January 9, 2025**  
**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

**THE MEETING IS CALLED TO ORDER BY THE CHAIR**

**1. OPEN FORUM / PUBLIC COMMENT (3 Minute Limit)**

**2. OLD BUSINESS**

**a. LEGACY BENCH PROGRAM**

**i. Plan dedication, announcements, and locations**

**b. DOUG BOWMAN - Court dedication scheduled for January 25, 2025, at 9:00 am**

**i. Review program**

**ii. Decorations**

**iii. Invites/RSVPs**

**iv. Refreshments**

**v. Audio**

**c. EVENTS**

**i. 23rd Annual Run Among the Lakes Saturday, October 11, 2025**

**1. Discuss Race Management and OH new Title Sponsor contract**

**ii. Halloween Costume Parade and Hayride Saturday, October 25, 2025**

**d. TENNIS**

**i. Report from Tennis Committee**

**1. Cleaning schedule and maintenance**

**2. Main Street Downtown needs**

**3. Windermere Rec Center needs**

**4. Windscreen - update**

**ii. Review policy for court reservations**

**e. PARKS**

**i. Lake Street Park - Park Among the Lakes - signage update**

**ii. Central Park**

**1. Centennial Walkway (plus path from cars to pavilion) - March 2025 start date**

**iii. Lake Down Park**

**1. Swing replacement**

**iv. Palmer Park**

**1. Fixes to small kids' playground for safety compliance and swing height**

**2. Big kid equipment options**

**v. WRC**

**3. NEW BUSINESS**

**a. MINUTES (Attachments)**

**i. Minutes from December 12th meeting - to be approved.**

**b. COMMITTEE APPLICATION (Attachments)**

**i. Tiffany Pantozzi**

**ii. Jennifer Widga-Kirby**

**c. EVENTS**

**i. Consider the event "Music Among The Lakes"**

**ii. Pet Fest – Hiatus 2025**

**d. Financial**

**f. Liaison Reports**

**i. Mandy David**

**ii. Tonya Elliott-Moore**

#### **4. OTHER ITEMS FOR CONSIDERATION**

- a. Next P&R Meeting February 12, 2025

#### **5. ADJOURN**

Town of Windermere  
Parks and Recreation Committee  
Meeting Minutes  
December 12, 2024, 5:30pm

Members present: Dena O'Malley, Sue Ann Reichard, Tracy McLaughlin, Jeanne-Marie Olache, Kelley Duell

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): Tracy Mitchell and Gary Lobo in attendance to discuss the court dedication in memory of Doug Bowman. Committee to work on invitations, programs, audio, decorations, and refreshments.
3. The chair requested to change the agenda order, moving actionable items to start of meeting:
  - a. Sue Ann Reichard made a motion to approve the November 21, 2024, meeting minutes. Jeanne-Marie Olache seconded the motion. All voted in favor to approve the motion.
  - b. Sue Ann Reichard made a motion to donate \$500 to our town's Holiday Hoopla event. Tracy McLaughlin seconded the motion. All voted in favor to approve the motion.
  - c. Tracy McLaughlin made a motion to spend up to \$2,000 for the Doug Bowman court dedication. Sue Ann Reichard seconded the motion. All voted in favor to approve the motion.
4. Update: Tracy Mitchell's celebration was unable to take place in November as planned. We the committee will tentatively reschedule for January 9<sup>th</sup> after the next meeting. Tracy Mitchell will check her calendar and confirm with Sue Ann.
5. 2024 Finance Report presented by Dena O'Malley. Attachment provided.
6. Adopt A Bench Centennial Program:  
Plaques were reviewed and approved by the committee, future and current bench sales noted, advertisements underway, discussion of locations, materials and logistics completed.

7. Event Updates:

A. Halloween Costume Parade and Hayride will take place on October 25, 2025.

B. PetFest will have a hiatus for 2025.

C. The 23rd Annual Run Among The Lakes will be held on Saturday October 11, 2025.

Dena discussed the Orlando Health Title Sponsor contract. Tonya will proceed with race management RFP.

8. Tennis:

Ongoing maintenance items reviewed: regular scheduled surface cleaning, weed control, pest control, trash cans, lights, and sprinkler adjustments. Wind screens will need to be replaced now that hurricane season is ending. Dena suggested committee members & volunteers meet to assist with screen hanging process.

9. Parks:

- Windermere Rec Center - mulch refresh and water fountain
- Palmer Park - move soccer goals, swing height adjustments, small kids' playground safety compliance adjustments, big kid equipment scope and budget will be reviewed
- Central Park - Centennial Walkway Project scheduled to begin March 10, 2025
- Lake Street: Park Among The Lakes - signage update, swing bench replacement  
Lake Down - swing bench replacement

10. New Business:

- Liaison Report from Tonya Elliott-Moore. All repairs noted above are underway. Beth Kornowski will assist with follow up.
- Two new member applications received and will be reviewed.
- Next P&R committee regular meeting will be **January 9, 2025, at 5:30pm** and Doug Bowman Dedication on **January 25, 2025 from 9-11 am**.

The meeting was adjourned at 6:57pm.

MAYOR  
JIM O'BRIEN



TOWN MANAGER  
ROBERT SMITH

CLERK  
DOROTHY BURKHALTER

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

## COMMITTEE MEMBER APPLICATION FORM

1. Name: Tiffany Pantorzi Phone: 407 866 8555

2. Home Address: 419 W 1st Ave Windermere Windermere, FL 34786

3. Business: 407 866 8555 Business Phone: \_\_\_\_\_

4. Business Address: \_\_\_\_\_

5. Email: Tiffany @ TiffanyPantorzi.com

6. Brief Summary of Education and Experience:

Bachelor Degree in Business

Built and sold personal business

Owner of highly successful Real Estate business across the state

Parent of two year old child of Florida

7. Are you a U.S. Citizen? Yes  No

8. Are you a registered voter? Yes  No

9. Resident of the Town for 6 Months or longer? Yes  No

10. Do you hold public office? Yes  No

11. Are you employed by the Town? Yes  No

12. Do you now serve on a Town Board or Committee? Yes  No

13. Indicate which Board(s) or Committee(s) you are interested in:

- Code Enforcement Board
- Development Review Board
- Downtown Business Committee
- Elders Committee
- Historical Preservation Committee
- Long Range Planning Committee
- Parks and Recreation Committee
- Windermere Tree Board

14. Why do you think you are qualified to serve on this board?

my educational and professional background can provide great value to the board and the town from a management, development, resources and business perspective. Also as a local parent I care about building a strong community and keeping our town maintained and beautiful.

**\*FINANCIAL DISCLOSURE FORMS MAY BE REQUIRED FOLLOWING APPOINTMENT**

Signature: [Handwritten Signature] Date: 11/19/24  
Note: If you have any questions, please call the Town Clerk at (407) 876-2563 ext. 5323



Town of Windermere  
 P. O. Drawer 669  
 614 Main Street  
 Windermere, FL 34786

**COMMITTEE APPLICATION FORM**

1. Name: JENNIFER WIDGA-KIRBY Home Phone: 407.758.4778

2. Home Address: 2508 CARTER GROVE CIRCLE Windermere

3. Business: KIRBY CONSULTING LLC Business Phone: SAME AS ABOVE

4. Business Address: SAME

5. Email: jen12wk@gmail.com

6. Brief Summary of Education and Experience:  
BS MARKETING-UNIVERSITY OF NEBRASKA, MARKETING  
DIRECTOR FOR MARGARITAVILLE @ UNIVERSAL ORLANDO

- 7. Are you a U.S. Citizen? Yes  No
- 8. Are you a registered voter? Yes  No
- 9. Resident of the Town for 6 Months or longer? Yes  No
- 10. Do you hold public office? Yes  No
- 11. Are you employed by the Town? Yes  No
- 12. Do you now serve on a Town Board or Committee? Yes  No

13. Indicate which Board(s) or Committee(s) you are interested in:
- |  |  |
|--|--|
| Code Enforcement Board <input type="checkbox"/>                    | Development Review Board <input type="checkbox"/>      |
| Downtown Business Committee <input type="checkbox"/>               | Elder's Committee <input type="checkbox"/>             |
| Historical Preservation Committee <input type="checkbox"/>         | Long Range Planning Committee <input type="checkbox"/> |
| Parks and Recreation Committee <input checked="" type="checkbox"/> | Traffic Committee <input type="checkbox"/>             |
| Tree Board Committee <input type="checkbox"/>                      |  |

14. Why do you think you are qualified to serve on this board? I HAVE EXTENSIVE EXPERIENCE IN PROJECT MANAGEMENT/DEVELOPMENT AND

\*FINANCIAL DISCLOSURE FORMS MAY BE REQUIRED FOLLOWING APPOINTMENT  
 Signature: [Signature] Date: 12.12.24

Note: If you have any questions, please call the Town Clerk at (407) 876-2563 ext. 23.

ENJOY COLLABORATING WITH OTHERS TO ACCOMPLISH SPECIFIC INITIATIVES.