



120 E. Pomelo Street  
Lake Alfred, FL 33850-2135

**CITY OF LAKE ALFRED**

Ph.: (863) 291-5270  
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**AGENDA**

**PARKS AND RECREATION BOARD  
CITY COMMISSION CHAMBERS  
CITY HALL**

**JANUARY 14, 2014**

**6:00 P.M.**

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**CALL TO ORDER: CHAIRPERSON BECKY ROACH**

**INVOCATION**

**PLEDGE OF ALLEGIANCE: CHAIRPERSON BECKY ROACH**

**ROLL CALL: PARKS AND RECREATION ADMINISTRATIVE ASSISTANT ANAELI QUINONES**

**APPROVAL OF THE MINUTES: NOVEMBER 19, 2013**

**NEW BUSINESS**

- 1) NOMINATE AND APPOINT A CHAIRPERSON AND VICE CHAIRPERSON FOR THE PARKS AND RECREATION BOARD FOR 2014.**
- 2) REVIEW AND APPROVE THE UPCOMING MEETING SCHEDULE FOR 2014.**
- 3) REVIEW AND APPROVE THE 2014 RECREATION CALENDAR.**
- 4) DISCUSSION ON THE STATUS OF LAKE SWOOPE PARK PAVILION.**
- 5) DISCUSSION ON THE CITIZEN ADVISORY BOARD TRAINING.**

**ADJOURN**

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**MINUTES**  
**PARKS AND RECREATION BOARD**  
**CITY COMMISSION CHAMBERS**  
**CITY HALL**  
**TUESDAY, NOVEMBER 19, 2013**  
**6:30 P.M.**

**Call to Order and Invocation:** Chairperson Becky Roach

**Pledge of Allegiance:** Chairperson Becky Roach

**Roll Call:** Those in attendance were Chairperson Becky Roach, Board Member David Fawcett, Board Member William Stroupe, and Board Member Gary Johnson.

Also in attendance were Parks and Recreation Manager Jeff Tillman and City Clerk Linda Bourgeois.

Members not in attendance were Board Member Tom Bryan and Yvonne Thornton.

**APPROVAL OF THE MINUTES: SEPTEMBER 17, 2013**

**Board Member Johnson** made a motion to approve the minutes of September 17, 2013 Parks and Recreation meeting; seconded by **Board Member Fawcett** and motion was approved by unanimous voice call vote.

**NEW BUSINESS**

**1) DISCUSSION OF VACANT PARKS AND RECREATION BOARD MEMBER POSITION REPLACING DOROTHY JOHNSON**

**Chairperson Roach** asked if there were any volunteers that had submitted an application for consideration.

**Parks and Recreation Manager Tillman** explained that Dorothy Johnson had submitted her resignation from the Board and said at this time the City is actively seeking to fill the position with another volunteer. He went on to say as soon as a volunteer applies, the application will be taken to the City Commission for consideration of appointment for that individual to the Parks and Recreation Board.

Without any further discussion, Chairperson Roach read the next business item into record.

**2) UPDATES ON CURRENT AND UPCOMING EVENTS AND PROGRAMS**

**Parks and Recreation Manager Tillman** provided an update of the recent events since the last meeting in September. The Grillin and Chillin event in October was fairly well attended. The weather was great and the City made approximately \$800.00. That is a little less revenue than

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last year but it was more so as a result of less vendor participation. Next year the City will look for additional ways to generate more barbeque teams to participate in the event. He explained there may have been a reduced amount of competitors this year due to the economy and an increase in the price of meat. A lot of the guys that participate do the barbeque competitions as a side hobby. He went on to share about the recent Veterans Day Celebration at Gardner Park on November 11, 2013. He said it was very well attended with Congressman Daniel Webster in attendance and Chief Warrant Officer Robert Moran. He continued and said there are a lot of upcoming events such as the Christmas parade and Santa's calling. He shared the Christmas parade route has been changed this year. The route will start at Mackay Boulevard and continue on to Gardner Park via north Highway 17/92. Santa's calling will be held this year on December 19, 2013 and volunteers will be calling children, posing as Santa, to ask what they would like for Christmas. He continued and said on January 11, 2013, the Bluegrass Festival will be held at the Mackay Gardens and Lakeside Preserve. He shared this coming weekend the City will also be hosting an Astronomy night and encouraged attendance. He concluded by saying there are a lot of events during this time of year and it is a busy time for the Parks and Recreation department.

**Parks and Recreation Manager Tillman** requested to add another discussion item to the agenda.

A consensus was given from the Board Members present.

### **3) LAKE SWOOPE PAVILION UPDATE**

**Parks and Recreation Manager Tillman** distributed material displaying the approved pavilion model, the MESA. He went on to say last night at the City Commission meeting, the City Commission had approved for the construction and installation of a new pavilion.

**Chairperson Roach** inquired if the pavilion would be placed at the Central Park of Lake Alfred.

**Parks and Recreation Manager Tillman** replied no and explained the pavilion will be placed at Lake Swoope Park, in the Fruitland Park area, replacing an existing pavilion destroyed by the hurricanes of 2004. He explained the existing concrete picnic tables will be removed and the ground area will be leveled out. This will then provide ample space for the installation of the new pavilion further away from the road.

**Chairperson Roach** asked if the City intends to place new picnic tables under the pavilion as well.

**Parks and Recreation Manager Tillman** said yes. The bid did not include the picnic tables. The City will provide new picnic tables and possibly replace the small grills near the pavilion.

**Board Member Johnson** shared about the location of the park and provided directions on how to get there.

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**Parks and Recreation Manager Tillman** said the proposed pavilion is a steel framed structure with a metal roof for durability. This will be a nice pavilion for the citizens residing within that area of our community.

**Board Member Stroupe** asked about the size of the pavilion.

**Parks and Recreation Manager Tillman** replied 20' x 20'.

**Chairperson Roach** asked if the park had frequent visitors and if it was well utilized from the local neighborhoods.

**Parks and Recreation Manager Tillman** responded yes and said it is frequently occupied and with a new pavilion it should increase the usage of the park.

A discussion ensued about the existing restrooms onsite and vandalism being a potential issue in that particular location.

**Board Member Stroupe** asked if the pavilion would be available for reservations.

**Parks and Recreation Manager Tillman** said he would find out if the pavilion would be added to the list of rental facilities and if so, the rental fee will be brought back to the Board for consideration and approval. Currently there is not a fee required for usage.

**Board Member Fawcett** asked about the City resources for the new traffic pattern during the upcoming Christmas parade.

**Parks and Recreation Manager Tillman** replied that the Police Department, Public Works Department, and the Parks and Recreation Department will all be on duty that night. All roads and intersections will be staffed with City personnel on both sides of the road to direct traffic and ensure the safety of our citizens.

**Board Member Fawcett** questioned where the northbound traffic would be diverted.

**Parks and Recreation Manager Tillman** said the traffic will be directed / detoured down Mackay Boulevard to Glencruiten and then on to Highway 17/92. He went on to say the southbound traffic will continue without any interruptions. The parade will start at 6:30 p.m. and the City estimates the road will be closed for approximately one hour.

A discussion ensued about recent auto accidents in the City and the motorists that continue to turn down the wrong way on the one pair.

**Chairperson Roach** said it sounds like everything is going smoothly and you are doing a wonderful job Jeff. She said "I commend you on that." She asked if anyone else had any questions or comments.

There were none.

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**Parks and Recreation Manager Tillman** said he had one more announcement. At the next meeting he will be bringing forth the 2014 meeting schedule for approval and he asked if the Board was happy with Tuesday's meeting night or would they like to consider another night for the meetings.

A discussion ensued and it was agreed to leave the meetings on the third Tuesday of every other month beginning in January.

**Parks and Recreation Manager Tillman** then asked if the time of the meeting should remain the same.

A discussion occurred about the time and it was agreed to move the meeting time up to 6:00 p.m. instead of 6:30 p.m.

**Parks and Recreation Manager Tillman** said there would be a scheduling conflict with the City Commission meeting that was moved to Tuesday, January 21, 2013.

After a brief discussion, it was agreed to have the January 2014 Parks and Recreation Board meeting on the second Tuesday in January instead of the third Tuesday. The next meeting was approved for January 14, 2014 at 6:00 p.m.

Without any further discussion, **Chairperson Roach** made a motion to adjourn the meeting. The motion was seconded by **Board Member Stroupe** and the motion passed unanimously.

The meeting was adjourned at 6:51 p.m.

Respectfully submitted,

Linda Bourgeois, M.M.C.,  
City Clerk

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**New Business No. 1            NOMINATE AND APPOINT A CHAIRPERSON AND VICE  
   CHAIRPERSON FOR THE PARKS AND RECREATION BOARD  
   FOR 2014.**

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**ISSUE:** The board will nominate and appoint a new Chairperson and Vice Chairperson for 2014.

**ATTACHMENT(S):**

**ANALYSIS:** Every year on or about November 1<sup>st</sup> a new Chairperson and Vice Chairperson must be elected to serve for one year. The board will make nominations and elect a new Chairperson and Vice Chairperson for 2014.

**STAFF RECOMMENDATION:**

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**New Business No. 2**

**REVIEW AND APPROVE THE UPCOMING MEETING  
SCHEDULE FOR 2014.**

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**ISSUE:** The board will consider approval of the proposed meeting schedule for 2014.

**ATTACHMENT(S):**

**ANALYSIS:** In the past the board has been meeting every other month or as needed. The City Staff would like to recommend that the board continue this pattern for 2014. The proposed schedule that we are looking for these meetings are as follows:

January 14 <sup>th</sup> , 2014	6:00 p.m.
March 18 <sup>th</sup> , 2014	6:00 p.m.
May 20 <sup>th</sup> , 2014	6:00 p.m.
July 15 <sup>th</sup> , 2014	6:00 p.m.
September 16 <sup>th</sup> , 2014	6:00 p.m.
November 18 <sup>th</sup> , 2014	6:00 p.m.

**STAFF RECOMMENDATION:** Approval for the meeting schedule for 2014.

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**New Business No. 3**

**REVIEW AND APPROVE THE 2014 RECREATION  
CALENDAR.**

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**ISSUE:** The board will consider approval of the proposed recreation calendar for 2014.

**ATTACHMENT(S):** Calendar of Events for 2014

**ANALYSIS:** The calendar of recreation events for the year of 2014 will be presented to the board. It will show current and future events until January of 2015.

**STAFF RECOMMENDATION:** Approval for the calendar of events schedule for 2014.

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**New Business No. 4**

**DISCUSSION ON THE STATUS OF LAKE SWOOPE  
PARK PAVILION.**

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**ISSUE:** The board will have a discussion on the status of Lake Swoope Park Pavilion.

**ATTACHMENT(S):**

**ANALYSIS:** Parks and Recreation Manager Jeff Tillman will discuss the updates on the construction of the pavilion at Lake Swoope Park.

**STAFF RECOMMENDATION:**

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**New Business No. 5**

**DISCUSSION ON THE CITIZEN ADVISORY BOARD  
MEETING.**

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**ISSUE:** The board will have a discussion on the Citizen Advisory Board Training taking place next month.

**ATTACHMENT(S):** Meeting Flyer

**ANALYSIS:** Parks and Recreation Manager Jeff Tillman will discuss the Citizen Advisory Board Training taking place on February 26, 2014 at 6:00 pm at City Hall.

**STAFF RECOMMENDATION:**

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