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CITY OF LAKE ALFRED

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AGENDA

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

JANUARY 27, 2015

6:00 P.M.

CALL TO ORDER: CHAIRPERSON GARY JOHNSON

INVOCATION: VICE CHAIRPERSON MIKE JONES

PLEDGE OF ALLEGIANCE: CHAIRPERSON GARY JOHNSON

ROLL CALL: PARKS AND RECREATION ADMINISTRATIVE ASSISTANT ANAELI QUINONES

APPROVAL OF THE MINUTES: NOVEMBER 18, 2014

NEW BUSINESS

- 1) NOMINATE AND APPOINT A CHAIRPERSON AND VICE CHAIRPERSON FOR THE PARKS AND RECREATION BOARD FOR 2015.**
- 2) REVIEW AND APPROVE THE 2015 RECREATION CALENDAR.**
- 3) DISCUSSION OF THE INCREASE OF RENTAL RATE FOR MACKAY GARDENS AND LAKESIDE PRESERVE.**
- 4) UPDATES ON UPCOMING EVENTS AND PROGRAMS.**

ADJOURN

Any person who decides to appeal any recommendation of the Parks and Recreation Board with respect to any matter considered at this meeting will need a record of the proceedings, and for such purposes, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities needing special accommodations to participate in this proceeding should contact the Parks and Recreation office no later than five days prior to the proceedings at (863) 291-5272.

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LAKE ALFRED PARKS & RECREATION BOARD
JANUARY 27, 2015

MINUTES
PARKS AND RECREATION BOARD
CITY COMMISSION CHAMBERS
CITY HALL
TUESDAY, NOVEMBER 18, 2014
6:00 P.M.

Call to Order: Chairperson Gary Johnson
Invocation: Vice Chairperson Michael Jones
Pledge of Allegiance: Chairperson Gary Johnson

Roll Call: Those in attendance were, Chairperson Gary Johnson, Vice Chairperson Michael Jones, Board Member David Fawcett, Board Member Yvonne Thornton, and Board Member Becky Roach.

Also in attendance were new Parks and Recreation Manager Richard Weed and Administrative Assistant Anaeli Quinones.

Member not in attendance was Tom Bryan.

APPROVAL OF THE MINUTES: MAY 20TH, 2014

Board Member Roach made a motion to approve the minutes of May 20th, 2014 Parks and Recreation meeting; seconded by **Board Member Thornton** and motion was approved by unanimous voice call vote.

NEW BUSINESS

5) DISCUSSION OF VACANT PARKS AND RECREATION BOARD MEMBER POSITION REPLACING WILLIAM STROUPE.

Parks and Recreation Manager Weed stated that there are no applications at this time. He talked to Ron Schelfo about it and that he might apply but he has not heard anything from him. He hopes he comes before the commission meeting so he can get on board soon.

Board Member Fawcett said that Mr. Schelfo was interested in doing it.

Parks and Recreation Manager Weed said that he has the parks and recreation experience so he would make a great addition to the board.

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2) REVIEW AND APPROVE THE UPCOMING MEETING SCHEDULE FOR 2015.

Board Member Roach asked if the dates were all on Tuesday.

Chairperson Johnson confirmed that they are all Tuesday meetings.

Parks and Recreation Manager Weed stated that we are trying to keep it consistent with the current schedule, even though we missed the last one due to the transition of new manager coming in.

Chairperson Johnson asked if anyone had any other questions about this item and if they were happy with the dates presented. The meeting schedule motion was passed by unanimous call vote.

3) REVIEW AND DISCUSS APPROVAL OF ADDING ANOTHER RENTAL AGREEMENT OF BALL FIELD RENTALS.

Parks and Recreation Manager Weed explained how the current rental agreement works, which is pretty simple, not specific to football or baseball. It gives a schedule of the fees and deposit and how right now we are not charging fees for either Little League Baseball or Football. He stated that what we want to do is specify an application for these two entities and eliminate the fees for them because we have not been charging them fees. He stated that we are the only city that does not charge fees for such entities. Haines City charges \$10.00 per child and it has to be paid by the child. Auburndale and Winter Haven charge \$4.00 per child. These fees that other cities charge pay for a maintenance crew for their fields. The City of Lake Alfred does not have a crew that stays on the baseball fields. He made an example how in Auburndale there is a specific person that works doing just that and how our City cannot afford to do that so we want to keep it the same without charging baseball or football leagues; because they are putting in a lot of work in the facilities provided. He continued explaining how the new agreement would look adding a lock-in term of two (2) years so they do not come in every year to fill out an agreement. The other new stipulation would be to have the City of Lake Alfred listed as an additional insured city on their insurance. Special events is also now requiring that the city has to be listed as an additional insured entity, and we want to make that uniform across the board. He brought up an incident that happened back in 2013 where a little boy fell off the stands at Little League Baseball and because we were not listed as an additional insured, they could go after Little League Baseball and they can come after us as well. With being on their insurance policy, it will eliminate all liability on our part and they can only go after Little League's Baseball Insurance. And that would be for the Football League as well.

Board Member Thornton asked if the two hour rental duration that is on current application would apply to the Little League Football Team.

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Parks and Recreation Manager Weed answered that is what is being taken out, along with the fees for the application for Little League since it is not being done now. He explained the new application process for those entities and what will happen with the current agreement with those fees, which will be for the other fields at Central Park for any softball teams that want to practice and they would be charged a deposit for the use of the lights and the field.

Chairperson Johnson asked if the highlighted items on the proposed agreement (numbers 4, 5, and 6) would be the new parts of the document.

Parks and Recreation Manager Weed said they were the new parts of the document. And he also said that other items that are on the current application will be added to the new application, such as damages done to the facilities that they could be charged a fine, to be responsible on the city's part. Even though no problems like that have come up because Little League takes really good care of the concession stand.

Chairperson Johnson asked to approve the new rental agreement wording and adding the City of Lake Alfred as an insured entity on their insurance.

Vice Chairperson Jones asked if there were any conflicts of not knowing set times and dates for the little leagues being there.

Parks and Recreation Manager Weed stated that there has not been an issue with double bookings between Little League Baseball and Football.

Vice Chairperson Jones asked if an outside entity wanted to use the field, is there a current schedule that the City has for when the Little Leagues would be at the fields.

Parks and Recreation Manager Weed said that the City does get a schedule and that is how the City also knows when to come in and take care of the facilities.

Chairperson Johnson questioned if anyone else wanted to say anything, and if everyone was in favor of the proposed new rental agreements.

Motion was passed by unanimous call vote.

4) REVIEW AND DISCUSS APPROVAL OF ADDING CLAUSE TO RENTAL AGREEMENT ABOUT SECURITY DEPOSIT.

Parks and Recreation Manager Weed explained that currently the clause is verbally told to the renter, and brought up an issue that occurred a few weeks back where a lady thought that by paying in cash for her deposit that she would receive it back in cash right away. Any time we take any payment it gets deposited into the City account and then after their event takes place,

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and the inspection gets done, and nothing is out of order, the City will issue a check. The situation with the lady was taken care of, but as a precaution, we would like to add it to the agreement so there are no bigger issues later on because it is stated on the contract.

Chairperson Johnson asked if anyone else wanted to say anything, and if everyone was in favor of adding new clause to rental agreement.

Everyone was in favor. Motion was passed by unanimous call vote.

5) UPDATES ON CURRENT AND UPCOMING EVENTS AND PROGRAMS.

Parks and Recreation Manager Weed talked about the past events that the Parks and Recreation Department has had, such as Summer Recreation at the Lions Club, which turned out very well. He mentioned the Christmas Parade that will be coming up very soon as well as the Christmas Employee Dinner and how all the board members have been invited to attend. He encouraged the board members to RSVP if interested in going to the dinner party. The Bluegrass Bash will take place on January 10th, 2015 at Mackay from 11:00 am until 9:00 pm. He has been working with Joey Foley for this event which will also be made into the City's Centennial Celebration Debut. A new logo will be displayed for the centennial for the City. He said that next year in November, the City is thinking about combining both the Grillin' and Chillin' and the Bluegrass Bash into one event at the Lions Park and taking Bluegrass completely away from Mackay since there have been concerns brought up about the habitats there being affected by foot traffic and parking. The BBQ teams think this is a great idea because it will draw more people and more teams to participate.

Board Member Fawcett asked if this would take place on a Saturday as it usually is.

Parks and Recreation Manager Weed answered yes.

Board Member Fawcett asked to be given plenty of notice to be able to cancel Bingo at the Lions Club.

Parks and Recreation Manager Weed agreed. He also asked if anyone had any questions.

Board Member Roach asked about the rules and regulations for renting the Mackay, where it talks about canceling the event four (4) months prior to the event. She inquired about using discretion when canceling due to something coming up such as a death in the family or something else that may occur, even if it falls two (2) months prior.

Parks and Recreation Manager Weed answered by saying that we do use discretion and also stated that our policy is more lenient than a lot of other places. He explained about his own rental situation for his upcoming wedding, how that policy is a lot different than ours.

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Chairperson Johnson asked to make a motion to adjourn.

Vice Chairperson Jones made the motion to adjourn.

The motion was seconded by **Board Member Roach** and the motion passed unanimously.

The meeting was adjourned at 6:19 p.m.

Respectfully submitted,

Anaeli Quinones
Parks and Recreation Administrative Assistant

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New Business No. 1 **NOMINATE AND APPOINT A CHAIRPERSON AND VICE CHAIRPERSON FOR THE PARKS AND RECREATION BOARD FOR 2015.**

ISSUE: The board will nominate and appoint a new Chairperson and Vice Chairperson for 2015.

ATTACHMENT(S): None

ANALYSIS: Every year on or about November 1st 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 2015.

STAFF RECOMMENDATION:

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New Business No. 2 REVIEW AND APPROVE THE 2015 RECREATION CALENDAR.

ISSUE: The board will consider approval of the proposed recreation calendar for 2015.

ATTACHMENT(S): None.

ANALYSIS: The calendar of recreation events for the year of 2015 will be presented to the board. It will show current and future events until January of 2016.

STAFF RECOMMENDATION: Approval for the calendar of events schedule for 2015.

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**New Business No. 3 DISCUSSION OF THE INCREASE OF RENTAL RATE FOR
MACKAY GARDENS AND LAKESIDE PRESERVE.**

ISSUE: The board will consider approval of the proposed increase of rental rate for the Mackay Gardens and Lakeside Preserve.

ATTACHMENT(S): None

ANALYSIS: The City staff feels that the rental rate for the Mackay Gardens and Lakeside Preserve should be increased to be consistent with the other venues around the area. The City staff suggests the rate should be increased to \$800.00 plus tax for Saturday and Sunday rentals only, leaving the weekday rentals to remain the same at \$400.00 plus tax. This would still be making it more affordable than the other venues. Also, as another incentive to have more rentals during the off peak season, which are the summer months, the City staff suggests having a discount on the rental rates. Such discount could be \$550.00 plus tax for Saturday and Sunday rentals; still leaving the weekday rentals to remain the same at \$400.00 plus tax.

STAFF RECOMMENDATION: Approval of the proposed rental rate increase.

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New Business No. 4 UPDATES ON UPCOMING EVENTS AND PROGRAMS.

ISSUE: The board will get an update from the Parks and Recreation Manager Richard Weed on the current and upcoming events and programs.

ATTACHMENT(S): None.

ANALYSIS: Parks and Recreation Manager Richard Weed will give an update on the City's upcoming events and programs such as Heritage Day, Summer Recreation, etc. as well as any new plans for the Mackay Gardens and Lakeside Preserve.

STAFF RECOMMENDATION: There's no action that needs to be taken with this item.

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