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CITY OF LAKE ALFRED

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AGENDA

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

JANUARY 19, 2017

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 17, 2016

NEW BUSINESS

- 1) NOMINATE AND APPOINT A CHAIRPERSON AND VICE CHAIRPERSON FOR 2017.**
- 2) REVIEW AND APPROVE THE 2017 RECREATION CALENDAR.**
- 3) DISCUSS AND APPROVE THE TAKING OF MEETING MINUTES.**
- 4) UPDATES ON CURRENT AND UPCOMING EVENTS AND PROGRAMS.**

ADJOURN

AGENDA
LAKE ALFRED PARKS & RECREATION BOARD
JANUARY 19, 2017

MINUTES
PARKS AND RECREATION BOARD
CITY COMMISSION CHAMBERS
CITY HALL
THURSDAY, NOVEMBER 17, 2016
6:00 P.M.

Call to Order: Chairperson Gary Johnson

Invocation: Vice Chairperson Mike Jones

Pledge of Allegiance: Chairperson Gary Johnson

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

Also in attendance were Parks and Recreation Director Richard Weed and Administrative Assistant Anaëli Quinones.

APPROVAL OF THE MINUTES: SEPTEMBER 15, 2016

Chairperson Johnson asked to make a motion to approve the minutes for September 15, 2016; **Board Member Fawcett** made the motion, seconded by **Board Member Thornton** and motion was approved by unanimous voice call vote.

NEW BUSINESS

1) REVIEW AND APPROVE THE UPCOMING MEETING SCHEDULE FOR 2017.

Chairperson Johnson opened the floor for **Parks and Recreation Director Weed** to speak. **Parks and Recreation Director Weed** asked them to look over the dates listed to be able to approve them. **Board Member Roach** asked if all the dates listed were Thursday. Indeed they are. **Parks and Recreation Director Weed** said that he would like to continue the schedule as it is as long as it does not conflict with other meetings. **Chairperson Johnson** asked if there would be another meeting on January 19, 2017 for the city. **Parks and Recreation Director Weed** answered that there should not be another meeting but said he we would double check with Val because of the Board of Adjustments meeting earlier in the day. Then a correction could be made if need be. **Chairperson Johnson** asked if anyone else had any discussion to be made. There was none.

Chairperson Johnson asked to make a motion for the approval of the upcoming 2017 meeting schedule. **Vice Chairperson Jones** made the motion, seconded by **Board Member Roach**. Motion was approved by unanimous voice call vote.

Chairperson Johnson moved on to the next business.

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2) UPDATE ON HUGHES BUILDING FOR PARKS AND RECREATION DEPARTMENT.

Parks and Recreation Director Weed talked about the department getting a brand new facility for the maintenance equipment. Currently, his team is based out of Public Works and as both Public Works and Parks and Recreation grows, the space is getting crowded. Also, with three part-time men coming in to help out with both departments the need for a bigger location is desperate. This was part of a land swap with the University of Florida that was done to give them grove property and the City received the Hughes Building and the Buchanan Building. The Hughes Building is in the process of getting a new office setup (strictly for when the internet is down at Mackay, Anaeli or himself can use there), or for his crew leader, Jason to conduct some business there if need be. It will also have a new break room, a whole shop set up where all the trucks and trailers can be parked. It will be a nice place when it is done. The Parks and Recreation office will still be at Mackay, but this will be a backup office in the Hughes building which is also needed. There is some extra space and have been working with the Friends of the Library, if they need extra space or need to move the bookstore to this building, it is there. This is in another room, that if not, can be made into an extra storage room. New a/c units are also being put in for the office, break room, and the storage room. Once all that is done, we will be ready to move in. When it is complete a ceremony might take place, and notices will be sent out to Board Members so they can attend and see the new Parks and Recreation Maintenance Shed.

Chairperson Johnson asked if there were any questions. There were none. He moved on to the next business.

3) UPDATES ON CURRENT AND UPCOMING EVENTS AND PROGRAMS.

Parks and Recreation Director Weed stated that this is the busiest time of the year, next to summer recreation. He spoke about the Good Ole' Days event and how good it was, with a great turnout with the hotdogs, chips, milkshakes, and sodas for just \$2.00. There is no money made on that event, it is just something done for the community and everyone can afford to come to it. He mentioned the upcoming events: Christmas parade taking place on December 3, 2016, with a total number of participants currently of 35. He explained it would end at Gardner Park, and that there would be a live performance by the First Baptist Choir, and the snow as well. Also coming up is the Santa's Calling where we take the applications to the elementary schools and the children put what they want for Christmas, and between a few workers calls are made to the children. The employee Christmas party is also coming up on December 16, 2016 at 6:00pm and notifications will be sent out so the Board Members can attend. It will take place at the Lions Club and it will be catered by The Catering Company, out of Winter Haven. And last but not least, on January 14, 2017, the biggest event of the year, the Bluegrass and BBQ Bash at Lions Park from 11:00am until 9:00pm. New bands this year, awesome bbq, and Gary's with the beer garden. It has been advertised for a while so a bigger crowd than last year is expected. The time is really busy currently, with building the Christmas Tree for Gardner Park, and the float for the Commissioners to ride on for the parade.

Chairperson Johnson asked if there were any comments or remarks. He also asked for a motion to adjourn. **Vice Chairperson Jones** made the motion, seconded by **Board Member Thornton**.

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The meeting was adjourned at 6:15 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 2017.**

ISSUE: The Board will nominate and appoint a new Chairperson and Vice Chairperson for 2017.

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 2017.

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

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New Business No. 2 REVIEW AND APPROVE THE 2017 RECREATION CALENDAR.

ISSUE: The Board will consider approval of the proposed recreation calendar for 2017.

ATTACHMENT(S): Recreation Calendar.

ANALYSIS: The calendar of recreation events for the year of 2017 will be presented to the board. It will show current and future events until January of 2018.

STAFF RECOMMENDATION: Approval for the calendar of events schedule for 2016.

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New Business No. 3 DISCUSS AND APPROVE THE TAKING OF MEETING MINUTES.

ISSUE: The Board will consider approval of the taking of the minutes for the meetings.

ATTACHMENT(S): None

ANALYSIS: Currently, the minutes taken for the meetings are being done almost verbatim, word for word. City Staff recommends moving to taking action minutes instead, which is just minutes that record the actions and / or votes taken during the meeting without having to write the exact words that are said.

STAFF RECOMMENDATION: Approval of the taking of minutes for the board meetings.

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New Business No. 4 UPDATES ON CURRENT AND 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 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.