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CITY OF LAKE ALFRED

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AGENDA

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

MARCH 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: PARKS AND RECREATION ADMINISTRATIVE ASSISTANT ANAELI QUINONES

APPROVAL OF THE MINUTES: JANUARY 21, 2016

NEW BUSINESS

- 1) UPDATED CHANGE FOR SEPTEMBER MEETING DATE.**
- 2) DISCUSSION AND APPROVAL FOR RAISING THE SECURITY DEPOSIT AT MACKAY GARDENS.**
- 3) DISCUSSION AND APPROVAL OF MAKING ADDITIONS TO THE RULES AND REGULATIONS FOR RESERVATIONS OF THE MACKAY HOUSE.**
- 4) REVIEW OF CAPITAL PLAN.**
- 5) UPDATES ON CURRENT AND UPCOMING EVENTS AND PROGRAMS.**

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LAKE ALFRED PARKS & RECREATION BOARD
MARCH 17, 2016

MINUTES
PARKS AND RECREATION BOARD
CITY COMMISSION CHAMBERS
CITY HALL
THURSDAY, JANUARY 21, 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, and Board Member Yvonne Thornton.

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

Member not in attendance were Board Members Becky Roach and Tom Bryan.

APPROVAL OF THE MINUTES: SEPTEMBER 15, 2015

Chairperson Johnson asked to make a motion to approve the minutes for September 21, 2015; **Board Member Fawcett** made the motion, seconded by **Vice Chairperson Jones** and motion was approved by unanimous voice call vote.

NEW BUSINESS

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

Chairperson Johnson opened the floor for **Parks and Recreation Manager Weed** to speak. **Parks and Recreation Manager Weed** said we are still currently seeking someone to fill that position so he encouraged the members that if they know of anyone that might be interested to let them know. **Board Member Thornton** mentioned she had discussed it with Pamela Pearce and that she is interested. **Parks and Recreation Manager Weed** then stated that she needs to submit an application to the City Clerk and then to be reviewed by the City Commission.

Chairperson Johnson moved on to the next business.

2) NOMINATE AND APPOINT A CHAIRPERSON AND VICE CHAIRPERSON FOR 2016.

Chairperson Johnson asked if he should let Vice Chairperson Jones be the one to deal with this business item since he is currently the Chairperson or if it should be Parks and Recreation Manager Weed. **Parks and Recreation Manager Weed** said it should be fine that he spoke to the City Clerk earlier in the day and that the same Chairperson and Vice Chairperson can be

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kept the same. He asked if anyone else would like to step into the positions that was fine too. He stated that only one motion was needed for both. **Chairperson Johnson** asked to make a motion to keep the Chair and Vice Chair the same. **Board Member Thornton** made that motion and it was seconded by **Board Member Fawcett**. Motion was approved by unanimous call vote.

Chairperson Johnson moved on to the next business.

3) REVIEW AND APPROVE THE UPCOMING MEETING SCHEDULE FOR 2016.

Parks and Recreation Manager Weed spoke about the past board meetings being every two months, on the third Tuesday of the month. Originally, it was recommended to move it to Thursday because Board Member Roach could not do it on Tuesday anymore. He also discussed how Board Members Fawcett and Bryan have to be at the Lions Club Meeting on Thursdays at 6:30 pm. Thinking that Thursday would be a good day to move the meetings to since there are no other meetings before this meeting and that was the original proposal for why this would be done. He explained how the other board meetings that were before, would sometimes go over and it would feel rushed, this way there would be no conflict. He went on to say that he had originally proposed Thursday but that also the second or fourth Monday of the month would work as well, as there are no City Commission Meetings on those days. Also added another option of moving it to 6:30 pm on Tuesday, but that would still interfere with Board Member Roach. **Board Member Fawcett** said that if Board Member Roach could make it on Thursday night that he could make it work. **Board Member Thornton** also said that Thursday night works better for her too. **Parks and Recreation Manager Weed** said that he talked to the City Clerk and that they do not think that there are any bylaws or that this is something that is written as a set day like the City Commission Meetings are. He also said that if the Board Approves it for Thursday then it can be put into action. He stated a motion needed to be made based on the dates that were already listed on the business order. **Vice Chairperson Jones** made the motion to accept the proposed meeting schedule for 2016, and it was seconded by **Board Member Thornton**. Motion was approved by unanimous call vote.

Chairperson Johnson moved on to the next business.

4) REVIEW AND APPROVE THE 2016 RECREATION CALENDAR.

Chairperson Johnson mentioned the list of dates that was attached to the business order and handed the floor over to Parks and Recreation Manager Weed. **Parks and Recreation Manager Weed** stated that this item would have been done in the November meeting but there was no quorum then. He went over the items listed such as Bluegrass and BBQ Bash, Little League Baseball, Easter Egg Hunt, Heritage Day Celebration that will be held in the fall. Spoke about the Boat Races in April that will be hosted by the Lions Club, July Fourth as well and events going on at Mackay. Said that the Christmas Parade is a tentative date because we always do it along with the Winter Haven Christmas Parade and in looking at calendar, it looked like it was too early in the month. The Board will be updated as we get correct dates. **Chairperson Johnson** said a motion was needed. **Board Member Fawcett** made the motion to accept the calendar as it was written, seconded by **Board Member Thornton**. Motion was approved by unanimous call vote. **Board Member Fawcett** mentioned real quick that the Lions Club will be holding an all day Bingo, on the 13th of February (Saturday) so that the Little

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League can schedule around that if it will be on that date as well. **Parks and Recreation Manager Weed** stated that last year they held their jamboree on the 21st or the 22nd but that it was good to know.

Chairperson Johnson asked if there were any other questions or comments and moved on to the next business.

5) UPDATES ON CURRENT AND UPCOMING EVENTS AND PROGRAMS.

Parks and Recreation Manager Weed mentioned that the first burn has been done at Mackay and that was in October and it went really well. Another was made after that but it did not do as well as the first one. Spoke about last year's events such as the Good Ole' Days in November and how good it turned out. Also talked about the Bluegrass and BBQ Bash, how it was the first time that both events had been combined in one and it was a success. He acknowledged Board Member Fawcett for his help during that event with counting money with City Staff in the rain that night. He informed the Board that around \$18,000 worth of food was sold that night and the City takes 20 % out of that, so all together the City made around \$4,000.00. He explained the 20% from food, the donations that also were made, and the 50/50 raffles that took place as well. With that event, we had really good exposure from the Ledger, and there were no other events taking place in any of the surrounding cities which set us apart. Touched base on the Christmas Parade and how well it went. Will keep in touch with Auburndale Parks and Recreation so that next year we can advertise to more of the participants from the other city parades to bring our numbers to the 40-45 mark. Mentioned Summer Recreation that will be coming up and how we are already working on the new list of field trips, and getting the word out there for new counselors. It will be held at the Lions Club if they are still willing to let us that facility to hold it there. He complimented the Lions Club on how good it is looking in there from when the City Employee Christmas Party took place. Spoke about July 4th, Great American Cleanup, etc. He also mentioned the Parliamentary Procedure Meeting taking place in Haines City this month and this is open to the members if they would like to attend. **Chairperson Johnson** a motion needed to be made to adjourn.

Vice Chairperson Jones made the motion to adjourn, seconded by **Board Member Thornton**.

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 UPDATED CHANGE FOR SEPTEMBER MEETING DATE.

ISSUE: Meeting date for the month of September needs to be changed.

ATTACHMENT(S): None

ANALYSIS: There was an error in the dates chosen for the Parks and Recreation Board Meeting for the month of September 2016. It was stated in the last meeting that this would take place on Thursday September 22nd. This is the fourth Thursday of the month. The Board Meetings take place on the third Thursday of the month, making this change now to be on September 15 instead.

STAFF RECOMMENDATION: There's no action that needs to be taken with this item, just a reminder update.

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New Business No. 2

DISCUSSION AND APPROVAL FOR RAISING THE SECURITY DEPOSIT AT MACKAY GARDENS.

ISSUE: The Board will discuss and approve raising the security deposit at the Mackay Gardens and Lakeside Preserve.

ATTACHMENT(S): None

ANALYSIS: Currently, the security deposit at the Mackay House is \$300.00 for any rental that takes place. The City Staff suggests raising this deposit to \$500.00 to be consistent with the surrounding cities as we still have very affordable rental prices.

STAFF RECOMMENDATION: Approval of raising the security deposit for rentals at Mackay House.

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New Business No. 3

**DISCUSSION AND APPROVAL OF MAKING
ADDITIONS TO THE RULES AND REGULATIONS FOR
RESERVATIONS OF THE MACKAY HOUSE.**

ISSUE: The Board will consider approval of the proposed additions to the Rules and Regulations of renting the Mackay House.

ATTACHMENT(S): Current Rules and Regulations.

ANALYSIS: As the Mackay House is getting more rentals, there are more parties that are bringing in tents and dance floors to the property for their event. City Staff suggests not allowing the size of the dance floor to be larger than 16 by 16 so that it is easier to take down and not kill the grass on the garden lawn. City Staff also suggests not allowing the use of food trucks when renting out the Mackay House as this can bring more damage to the grounds with having multiple vehicles in the garden, going over everything that is being restored. City Staff would like to also add to the Rules and Regulations that once the venue is rented for a specific date, if the date needs to be changed, there will not be any charge for doing so the first time. But if another change is made to the date after it has already been changed, there will be a subsequent charge of \$20 for each occurrence.

STAFF RECOMMENDATION: Approval for the proposed additions to the Rules and Regulations for the Mackay House.

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New Business No. 4

REVIEW OF CAPITAL PLAN.

ISSUE: The Board will review the Capital Plan for the Parks and Recreation Department.

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ATTACHMENT(S): None

ANALYSIS: Parks and Recreation Manager will give a brief review of the capital plan for the current year and what is being done.

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

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New Business No. 5 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, current events, Summer Recreation, July 4th, 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.