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CITY OF LAKE ALFRED

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AGENDA

PARKS AND RECREATION BOARD CITY COMMISSION CHAMBERS CITY HALL

MAY 20, 2014

6:00 P.M.

CALL TO ORDER: CHAIRPERSON GARY JOHNSON

INVOCATION

PLEDGE OF ALLEGIANCE: CHAIRPERSON GARY JOHNSON

ROLL CALL: PARKS AND RECREATION ADMINISTRATIVE ASSISTANT ANAELI QUINONES

APPROVAL OF THE MINUTES: MARCH 18, 2014

NEW BUSINESS

- 1) REVIEW AND APPROVE THE DIFFERENT PRICING CATEGORIES AND ENTITIES FOR THE LAKE ALFRED RENTAL FACILITIES.**

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.

AGENDA
LAKE ALFRED PARKS & RECREATION BOARD
MAY 20, 2014

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

Call to Order: Vice Chairperson Gary Johnson

Invocation: Board Member Michael Jones

Pledge of Allegiance: Vice Chairperson Gary Johnson

Roll Call: Those in attendance were, Vice Chairperson Gary Johnson, Board Member David Fawcett, Board Member William Stroupe, Board Member Yvonne Thornton, Board Member Tom Bryan (6:05pm), and new Board Member Michael Jones.

Also in attendance were Parks and Recreation Manager Jeff Tillman and Administrative Assistant Anaeli Quinones.

Member not in attendance was Chairperson Becky Roach.

APPROVAL OF THE MINUTES: NOVEMBER 19, 2013

Board Member Fawcett made a motion to approve the minutes of November 19, 2013 Parks and Recreation meeting; seconded by **Board Member Stroupe** and motion was approved by unanimous voice call vote.

NEW BUSINESS

1) INTRODUCTION AND WELCOME OF NEW BOARD MEMBER MICHAEL JONES.

Parks and Recreation Manager Tillman introduced and welcomed new Board Member Michael E. Jones to the Board and explained that he was filling the position that was left by Dorothy Johnson and his term will expire in 2016 and asked everyone to welcome him.

Everyone welcomed Member Jones and he asked to be called Mike Jones instead of Michael E. Jones. Everyone agreed to call him Mike Jones.

Without any further discussion, **Parks and Recreation Manager Jeff Tillman** read the next business item into record.

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2) NOMINATE AND APPOINT A CHAIRPERSON AND VICE CHAIRPERSON FOR THE PARKS AND RECREATION BOARD FOR 2014.

Board Member Yvonne Thornton made a motion to nominate Vice Chairperson Gary Johnson to be the new Chairperson; seconded by **Board Member Stroupe** and motion was approved by unanimous voice call vote. **Vice Chairperson Johnson** called for the nomination of Vice Chairperson, and **Board Member Stroupe** made the motion to nominate Mike Jones; seconded by **Board Member Thornton**. Board Member Jones asked what would entail because he said this was his first meeting and did not even know everyone's names yet. **Parks and Recreation Manager Tillman** explained it would be conducting meeting items if the Chairperson were not to attend and to go by the agenda. Motion was approved unanimously by voice call vote. **Parks and Recreation Manager Tillman** asked **Board Member Jones** if he accepted, and he did accept.

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

3) REVIEW AND APPROVE THE UPCOMING MEETING SCHEDULE FOR 2014.

Parks and Recreation Manager Tillman discussed the proposed meeting dates that were attached to the agenda and mentioned each individual date. These dates always fall on the third Tuesday every two months. He also informed about the consistency of having the time at 6:00 p.m. instead of 6:30 p.m. He also explained about the City Commission Meeting sometimes being bumped from a holiday on a Monday to a Tuesday Meeting, so the Parks and Recreation Board Meeting would have to get bumped as well but plenty of time notice would be given if that were to happen.

Chairperson Johnson inquired about making the motion to approve the dates based on the schedule already set.

Board Member Fawcett made a motion to approve the meeting dates for the 2014 calendar year and the new time change to 6:00 p.m.; seconded by **Board Member Bryan**. Motion was approved unanimously by voice call vote.

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

4) REVIEW AND APPROVE THE 2014 RECREATION CALENDAR.

Parks and Recreation Manager Tillman discussed the events coming up and said he would bring them up again as more events get added or taken away with details given as well. He went over the attached list of events that are taking place starting with March. He also talked about the free guided nature tours at Mackay that will happen every month as long as the tour guide is available to do them. He talked about the upcoming events for this weekend such as Astronomy Night and Community Cleanup in coordination through the Lovin' LA event with the First Baptist Church. He invited all the Board Members to this event for support and volunteer.

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He also mentioned the Library's upcoming event with author Johnathan Rand coming to speak on April 2nd, and it being free to the public. He mentioned it would be a great opportunity for anyone with children to come out and see Mr. Rand. He went over all the listed events on the calendar and stated that approval was needed for them. He asked if there were any questions or comments on the calendar.

Board Member Fawcett asked about taking care of the music and DJ for the July 4th event.

Parks and Recreation Manager Tillman replied that details can be worked out as long as we know that such event will take place.

Board Member Fawcett mentioned the car show and the bass tournament happening for that event.

Parks and Recreation Manager Tillman said last year was one of the best Fourth of July events he's seen since he has been here due to the coordination of the local vendors and parties. He's looking forward to doing that one again.

Board Member Jones asked about one of the items listed on the recreation calendar which was the monthly LA Downtown Showplace.

Parks and Recreation Manager Tillman said that needs to be removed because it was something that was on there from last year's calendar and this year they are not being held. He also added the Veterans' Day Memorial event that took place last November here in Lake Alfred and went on to discuss how it will be held in Auburndale this year because both cities are sharing resources; therefore taking turns each year. He stated it was very well attended last year, and a good event for the City of Lake Alfred to add.

Chairperson Johnson inquired about making the motion to approve the recreation calendar minus the Downtown Showplace that was listed.

Board Member Bryan made a motion to approve the calendar of events; seconded by **Vice Chairperson Jones**. Motion was approved unanimously by voice call vote.

Without any further discussion, **Parks and Recreation Manager Jeff Tillman** read the next business item into record.

5) DISCUSSION ON THE STATUS OF LAKE SWOOPE PARK PAVILION.

Parks and Recreation Manager Tillman started to discuss the construction of the new pavilion at Lake Swoope Park and wanted to show pictures of it on the screen but it was not working. He offered to show the pictures after the meeting so everyone could see the pavilion. He explained that it was a 20 x 20 metal pavilion so it is very heavy duty and built to hurricane regulations. He said that a new concrete slab was poured, new picnic tables were added and a new trash receptacle as well. These are made out of recycled plastic and we will see how they make out

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over time. He asked the Board Members to take a ride down to Fruitland Park and take a look at the new pavilion.

Board Member Thornton thanked Parks and Recreation Manager Tillman because she said it is very nice and it was needed.

Chairperson Johnson also said that it was very nice. He said he rode his bike by there and saw little children using the park and the pavilion.

Parks and Recreation Manager Tillman wanted to show the updated photos of the Mackay House since it has been pressure washed and painted. He said it is a big improvement for the Mackay House since he has been here and it is very noticeable as soon as you drive up. He also mentioned the new fencing put in down at the Mackay property to hide the dumpster that was out in the open to the public. He also added the Parks and Recreation Department had a lot of time spent on the landscape renovations of the Police and Fire Departments. He also has pictures of that to show. He said that in the winter time is when all these projects are allowed to be caught up with. He talked about the two capital improvement projects that he has coming up this year, which are football field scoreboard at Central Park and the resurfacing of the basketball court by the Highlands Center. He will continue to update the Board as those take place.

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

6) SET RENTAL FEE FOR RESERVING THE LAKE SWOOPE PARK PAVILION.

Chairperson Johnson asked Parks and Recreation Manager if he had anything to say about that item.

Parks and Recreation Manager Tillman went over the analysis listed about the procedure of rental of the pavilions that we have currently. He explained that right now the pavilions are pretty much on a first come first serve basis, so if anyone wanted to rent them out, they can for the fee of \$50.00 plus tax and this way they do not have to be at the park at 5:00 a.m. to ensure that it is not taken. When the pavilions are reserved, a sign goes up to ensure that nobody takes the pavilion other than the party reserving it. He mentioned that at Lake Swoope Park he would need to add some sort of reserved sign for when it does get rented out. He is trying to make it consistent with all the other pavilions since they do get rented out a lot. It gives people the opportunity to plan in advance and not have to invite the whole family to the park to then find out that it is already being used and not available if that person does not rent it. He said it is at the pleasure of the Board to set that fee for the Lake Swoope Park pavilion.

Chairperson Johnson asked if anyone had anything to say about the fee. He moved for a motion to set the fee and approve it for the Lake Swoope Park pavilion rental.

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Board Member Stroupe made the motion to set and approve the fee for the rental of the pavilion at Lake Swoope Park; seconded by **Vice Chairperson Jones**. Motion was approved unanimously by voice call vote.

Board Member Thornton asked if it was for all the pavilions or just the one at Lake Swoope.

Parks and Recreation Manager Tillman replied that all the other pavilions already have the established fee of \$50.00 but because this is a new pavilion it would make it consistent with all the other ones.

Chairperson Johnson questioned about the gazebo at Twin Lakes Park being \$50.00.

Parks and Recreation Manager Tillman mentioned each pavilion by each park and the gazebo at Twin Lakes are all \$50.00 plus tax. It keeps it all consistent even though public does not have to rent them to use them.

Chairperson Johnson asked about the form that is attached which is the form to fill out for the rental of the pavilion.

Parks and Recreation Manager Tillman said it is the same type of form to fill out for the other pavilions along with the rules and regulations, with the only change being the name of the pavilion on top of the page. It keeps it consistent with the other rental forms.

Board Member Stroupe asked if there are any stipulations in regards to having 200 or 300 people in a park. He inquired if they could just come in to a park and have a gathering by just showing up. He asked where do we stand on that.

Parks and Recreation Manager Tillman answered about having an issue this past weekend in Central Park where a very large group of people showed up to the park. He said if it is unorganized they are required to let the City know and in that case they did not let the City know, so we can go and shut it down.

Board Member Stroupe asked if there was any cleanup that had to be involved. There were none.

Parks and Recreation Manager Tillman said that the Parks and Recreation guys along with himself spent all day on Monday cleaning up for this event that was not scheduled.

A discussion occurred about the event that happened in Central Park where it is something that has been happening in other cities as well and the trick is finding about the event before it happens so we can take the proper precautions.

Without any further discussion, **Chairperson Johnson** asked if anyone else had anything to say.

Board Member Stroupe made a motion to adjourn the meeting.

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

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Anaeli Quinones
Parks and Recreation Administrative Assistant

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New Business No. 1 REVIEW AND APPROVE THE DIFFERENT PRICING CATEGORIES AND ENTITIES FOR THE LAKE ALFRED RENTAL FACILITIES.

ISSUE: The Parks and Recreation Board will review and consider approval of a new rate structure for different types of entities to rent facilities in Lake Alfred.

ATTACHMENT(S):

- Proposed facility rental fees sheet

ANALYSIS: City staff has reviewed our current policies on rental pricing for different types of organizations. Staff felt it may be necessary to establish a written policy that would classify entities into separate categories based upon their particular type of organization. Staff is proposing three (3) different categories to consider:

- Category I refers to a Resident, Business or Commercial Entity.
- Category II refers to a Lake Alfred based Non-Profit Entity (includes civic groups, public education agencies, religious organizations) or City Employee.
- Category III refers to City Sponsored or Co-Sponsored Entity.

If approved, Category I entities would be charged the rental fees that are currently established for facilities. Category II entities would be charged a rate of 50% of the established rental fee for facilities and would not be charged any fees for the rental of pavilions or gazebos. Category III represents a City Sponsored or Co-Sponsor Entity, which will not require a rental fee to be paid.

STAFF RECOMMENDATION: Approval of the proposed entity categories and rental facility rates.

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