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CITY OF LAKE ALFRED

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AGENDA

PARKS AND RECREATION BOARD CITY COMMISSION CHAMBERS CITY HALL

JULY 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: PARKS AND RECREATION ADMINISTRATIVE ASSISTANT ANAELI QUINONES

APPROVAL OF THE MINUTES: MAY 19, 2016

NEW BUSINESS

- 1) **UPDATE ON NUMBER OF BOARD MEMBERS FOR PARKS AND RECREATION BOARD.**
- 2) **UPDATES ON CURRENT AND UPCOMING EVENTS AND PROGRAMS.**

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LAKE ALFRED PARKS & RECREATION BOARD
JULY 21, 2016

MINUTES
PARKS AND RECREATION BOARD
CITY COMMISSION CHAMBERS
CITY HALL
THURSDAY, MAY 19, 2016
6:00 P.M.

Call to Order: Vice Chairperson Mike Jones
Invocation: Vice Chairperson Mike Jones
Pledge of Allegiance: Vice Chairperson Mike Jones

Roll Call: Those in attendance were, 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.

Member not in attendance were Chairperson Gary Johnson and Board Member Tom Bryan.

APPROVAL OF THE MINUTES: JANUARY 21, 2016

Vice Chairperson Jones asked to make a motion to approve the minutes for January 21, 2016; **Board Member Fawcett** made the motion, seconded by **Board Member Thornton** and motion was approved by unanimous voice call vote.

NEW BUSINESS

1) UPDATED CHANGE FOR SEPTEMBER MEETING DATE.

Vice Chairperson Jones opened the floor for **Parks and Recreation Director Weed** to speak. **Parks and Recreation Director Weed** said we made a mistake for the meeting date in September; that it was set for the fourth week (September 22nd) of that month when it is supposed to be on the third week (September 15), so it needs to be moved and corrected. **Vice Chairperson Jones** asked to make a motion to make the change of the correct date; **Board Member Roach** made the motion, seconded by **Board Member Fawcett** and motion was approved by unanimous voice call vote.

Parks and Recreation Director Weed moved on to the next business.

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

Parks and Recreation Director Weed started by saying there has been discussion about raising the deposit at Mackay Gardens since there have been a lot of issues recently. This

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would be another means to deter since there is nobody on site to make sure that nobody sticks nails on the walls or the arbor like they do. If there is no staff present, the renters will try to get away with stuff. Another thing we require is to have a police officer present if there will be alcohol for the wedding reception. That is one of the biggest concerns; when you have people drinking and enjoying themselves too much that is when things happen. When the officer is present, that deters any mischief from happening. If the deposit is raised a bit higher, we will in accordance with a lot of the neighboring cities and their facilities because you want the charges to be the same or consistent across the board and not too far off from each other. This will be another way to show patrons that we are glad that they are renting our facilities but also be mindful of how they treat the place. He mentioned a few examples of the rentals and their deposits at the other cities. These were all pretty comparable in size to Mackay and they would be the same across the board. **Vice Chairperson Jones** asked for any other discussion. **Board Member Thornton** had an unrelated question. She asked if we do an insurance deposit of any kind or if they bring any type of insurance when they rent the property. **Parks and Recreation Director Weed** answered that we do not, that he did not know if other facilities do. **Board Member Roach** said they do, that there is a \$100.00 deposit that is contingent just for that insurance. Then there is a deposit just for the rental alone. That insurance is a guarantee of different things happening; maybe this is something that we can look into. **Parks and Recreation Director Weed** said if it is some kind of structural damage, we are covered through our insurance. He also said that this could be something to look into as it is still a growing process for Mackay, and he mentioned an example of Bok Tower taking 20 years to develop what they have today. He thinks the main thing since there have not been major accidents, would be to insure that our patrons are cleaning up after themselves, that they are not going to have alcohol if they do not hire the police officer, and that they will not make holes on the wall, in which there was one time there was a hole in the wall and the repair was only about a \$100.00 so this would cover. With this, we deter potential problems. A lot of times bride and groom rent the place or mom and bride and a lot of times the word does not travel all the way down to their guests. But with a \$500 deposit, they may want to make sure everyone in their party knows about taking the trash out, not taking tables and chairs outside, no alcohol if there will be no police, etc. **Vice Chairperson Jones** asked if there were any other questions. There were none.

Vice Chairperson Jones asked to make a motion to raise the deposit at Mackay Gardens and Lakeside Preserve from \$300.00 to \$500.00. **Board Member Roach** made that motion and it was seconded by **Board Member Thornton**. Motion was approved by unanimous voice call vote.

Parks and Recreation Director Weed moved on to the next business.

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

Parks and Recreation Director Weed explained how in the past, people have had huge stages or homemade stages for the receptions at Mackay and it has been a real problem. We want to encourage the patrons to use staging floors because we know it is hard to dance on the grass alone. But there have been a few instances where the floors have been so big and hard to bring apart since they do not take them down on the same day. A good size that will be allowed is 16 feet by 16 feet. Another thing we want to add on there are the use of food trucks not being

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allowed. That is something that we need to implement even though it is not something that goes with the venue for weddings, but we do have had people ask about having them. It is hard to have them because then they park on the grass, or on top of a valve and we need to eliminate as much traffic as we can behind the house, and it is also a safety issue with kids running around and a truck backing up to leave, etc. The final change that we want to add to the rules and regulations is a \$20.00 service charge for changing the rental date once it has been booked. We have been gracious enough where we want to work with people and we have changed it for them. But we have also gotten the ones that want to cancel and after they cancel they want their reservation reinstated. He explained how in utility billing there is a service fee that is charged to the snow birds for examples for having their meters off for a length of time because they are not there. This way if they want to change their date, more than once, they will pay the service fee. **Board Member Thornton** finds that very cheap. She thought it would be \$50.00. **Parks and Recreation Director Weed** said that it has not happened a lot, and that maybe it can be made into \$50.00 now instead of the \$20.00. **Board Member Roach** also stated that she would do \$50.00 instead and it would still be reasonable. **Parks and Recreation Director Weed** suggested that we could make that change, that only an amendment would need to be made to the \$20.00 service charge item that is on the agenda and a motion would need to be made as well. So it would go as follows: the patron gets to change the date for free the first time, and then any changes after that one would incur the \$50.00 service charge. **Vice Chairperson Jones** noticed that it said only "16 by 16" and it needs to include "feet" so it is understood, and also asked about it just being a dance floor or stage. **Parks and Recreation Director Weed** clarified that dance floor would be correct to have on there. Board Member Thornton inquired if they are damaging the property, if the City can provide a homemade stage or podium for them to use and charge them a fee. **Parks and Recreation Director Weed** explained that right now there is no room to store anything like that and also it would mean that we would have to set it up or they would have to set it up themselves, and a lot of times when you have something like that, the individuals will damage it by setting it up incorrectly, etc. With a limited crew right now, there is no time to do something like that or even put a tent up because if we had our tent that would generate a lot of money, but manpower is the key. We are still growing, and it will come to the Mackay Master Plan that is implemented. Right now, we just want to stay away from large homemade dance floors. **Vice Chairperson Jones** asked if there were any other discussion or questions.

There were none.

Vice Chairperson Jones asked to make a motion to approve the changes made to the reservation policy with the addition of adding the \$50.00 service fee instead of the \$20.00 to the changes made to rental dates after the first occurrence. **Board Member Fawcett** made the motion, seconded by **Board Member Roach** and motion was approved by unanimous voice call vote.

Parks and Recreation Director Weed moved on to the next business.

4) REVIEW OF CAPITAL PLAN.

Parks and Recreation Director Weed mentioned that this item is not one for voting, just a discussion item and he wanted to go over it at the last meeting but there were not enough members to have a quorum. He explained that he wants the Board Members input before it gets approved. This is the approved capitol plan for the upcoming fiscal year 2016/2017. The Parks

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and Recreation Master Plan ties into this as well. Looking for a company just like years ago to envision the future of Lake Alfred parks. \$30,000 were set aside to pick a company and be able to work with them at Lions Park and how it can be shaped, what amenities can be offered? We will need input from the citizens and the board, we know it cannot happen overnight and it will not be just the company coming in to say we need this and we need that. The Plan will also cover Central Park. There is still limited room there, so do we combine all of the facilities with those at Downtown? How do we do this? There are many options. We have been working with Bill Bissett on Mackay as far as the gardens go, but maybe we can have him take a look at this as well. He gave an example of a lady that came to Mackay and wanted to do a brick patio for her wedding because it would look nice. And it would look nice but how can you do that while maintaining the historic feel of the property without adding something new there? These are things that we will be able to get help with through this. He also stated that we have a vehicle replacement, the oldest truck in the fleet, a 1999 F-150 with over 100,000 miles, air condition is shut and it is in bad shape. There is also a line item with capitol money for Mackay, which is for the different features that are there that we want to work on, such as the front entrance. There is also a dock repair and replacement; we started this past year to get the docks fixed. At Lions we have a dock that is underwater, and we do not know what we will do about it. This is all for the upcoming fiscal year. We already put in what will be in the 5-year plan. **Board Member Thornton** said she appreciates the improvements done at Central and asked if Central will be included again in that Master Plan because they need more improvements. **Parks and Recreation Director Weed** answered by saying that we are waiting on this Parks and Recreation Master Plan. Once they come through and really draw everything out and get a clear vision because we do not want to just come in and put stuff down without doing it the right way and with grants if possible. It will be a slow process and we have to keep adding it to it every year. **Vice Chairperson Jones** asked if the outside company that we are outsourcing will come to the Parks and Recreation Board for feedback from the members. **Parks and Recreation Director Weed** said that he is sure that there will have to be some kind of public forums for them and a Parks and Recreation Board would be good because you cannot leave anybody out, as we need input from everyone and it is his job to work with them to get it all implemented.

Parks and Recreation Director Weed asked if there were any other questions and moved on to the next business.

5) UPDATES ON CURRENT AND UPCOMING EVENTS AND PROGRAMS.

Parks and Recreation Director Weed mentioned that the astronomy night at Mackay was very successful with about 30 people in attendance, since last time we only had about 15. The next one will be in July. Summer Camp is going good, we have about 26 kids signed up so far. He thinks will be able to get to at least 50 kids since we max out at 60. July 4th will be at Lions Park with the bass tournament, car show, food, live music and the Lions Club is going to host the Little Ms. Firecracker Pageant. Advertisement for that will be coming out soon and will be placed all over downtown and the newspaper. We also have a new events coordinator, Judy Schelfo. She's helping out with different things especially with July 4th and the Good Ole' Days Celebration coming after that. He asked if there were any other questions. There were none.

Vice Chairperson Jones asked if there were any comments or remarks. **Board Member Roach** said she appreciated the presentation. **Vice Chairperson Jones** thanked **Parks and**

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Recreation Director Weed for everything that he does because it does a lot of difference in the city.

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

The meeting was adjourned at 6:37 p.m.

Respectfully submitted,



Anaeli Quinones
Parks and Recreation Administrative Assistant

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New Business No. 1

**UPDATE ON NUMBER OF BOARD MEMBERS FOR
PARKS AND RECREATION BOARD.**

ISSUE: The number of board members for the Parks and Recreation Board will be reduced.

ATTACHMENT(S): None.

ANALYSIS: With Mr. Stroupe's vacant seat, and currently having Mr. Tom Bryan's seat be vacant as well, City staff is suggesting to the City Manager and the City Commission into making the change of just having five (5) members to the Parks and Recreation Board. This will bring having a quorum with at least three (3) board members.

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

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New Business No. 2 UPDATES ON CURRENT AND UPCOMING EVENTS AND PROGRAMS.

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

ATTACHMENT(S): None.

ANALYSIS: Parks and Recreation Director 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.