



120 E. Pomelo Street  
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## CITY OF LAKE ALFRED

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### AGENDA

PARKS AND RECREATION BOARD  
CITY COMMISSION CHAMBERS  
CITY HALL

NOVEMBER 19, 2020

**6:00 P.M.**

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CALL TO ORDER: CHAIRPERSON RON SCHELFO

INVOCATION: CHAIRPERSON RON SCHELFO

PLEDGE OF ALLEGIANCE: CHAIRPERSON RON SCHELFO

ROLL CALL: PARKS AND RECREATION ADMINISTRATIVE ASSISTANT ANAELI QUINONES

ANNOUNCEMENTS: DIRECTOR ANNOUNCEMENTS

RECOGNITION OF CITIZENS: ITEMS THAT ARE NOT ON THE AGENDA

APPROVAL OF THE MINUTES: SEPTEMBER 17, 2020

### NEW BUSINESS

- 1) REVIEW AND APPROVE THE 2021 RECREATION CALENDAR.
- 2) NOMINATE AND APPOINT A CHAIRPERSON AND VICE CHAIRPERSON FOR 2021.
- 3) OVERVIEW OF PARKS PROJECTS AND PARKS UPDATES.

RECOGNITION OF CITIZENS: (PLEASE LIMIT YOUR COMMENTS TO 5 MINUTES.)

ADJOURN

**AGENDA**  
**LAKE ALFRED PARKS & RECREATION BOARD**  
**NOVEMBER 19, 2020**

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**MINUTES**  
**PARKS AND RECREATION BOARD**  
**CITY COMMISSION CHAMBERS**  
**CITY HALL**  
**THURSDAY, SEPTEMBER 17, 2020**  
**6:00 P.M.**

**Call to Order:** Chairperson Ron Schelfo

**Invocation:** Chairperson Ron Schelfo

**Pledge of Allegiance:** Chairperson Ron Schelfo

**Roll Call:** Those in attendance were Chairperson Ron Schelfo, Vice Chairperson David Fawcett, Board Member Mac Fuller, Board Member Sheilan Runnels, and Board Member Dean Jones.

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

Meeting began at 6:00pm.

**Parks and Recreation Director Weed** welcomed the new Board Members and covered the announcements. He talked about the Fall Cruise-In that is coming up on October 17th. He talked about the Bass Tournament Fundraiser for the VFW Post 4289 on November 7<sup>th</sup> at Lake Shipp Boat Ramp and Veterans Day being hosted by the City this year, as we take turns with the City of Auburndale every other year to host this holiday, which will be on November 11<sup>th</sup> at the Veterans Memorial. He also spoke about the interest that we are trying to gauge for participants in the Christmas parade this year, as we do not want to cancel too soon like the other adjacent cities have done. Currently we only have 6 people that submitted applications and 6 others that want to participate. We have until the end of the month to see how many people are interested. There were no more announcements.

**Chairperson Schelfo** announced the recognition of citizens. Seeing no one, meeting moved on to the approval of minutes.

**APPROVAL OF THE MINUTES: NOVEMBER 21, 2019**

**Chairperson Schelfo** asked to make a motion to approve the minutes for November 21, 2019; **Vice Chairperson Fawcett** made the motion, seconded by **Board Member Fuller** and motion was approved by unanimous voice call vote.

**Chairperson Schelfo** moved on to the next item on the agenda.

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**LAKE ALFRED PARKS & RECREATION BOARD**  
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**NEW BUSINESS**

**1) DISCUSSION AND APPROVAL OF CENTRAL PARK IMPROVEMENT PLAN  
PHASE ONE.**

**Parks and Recreation Director Weed** explained the process for applying for the FRDAP Grant which allows us to receive up to \$200,000.00 from the State to fund certain approved projects in the City, in this case, Phase One for Central Park; which consists of building a new football field and parking. He went through what is currently there and the history of it. He mentioned all the things that have been put in from score board to different types of grass. With the new parking, it will help with school traffic and pick-up/ drop-off area for the kids. He showed the slideshow that explained the improvement plan for the park. Football field needs attention and the parking as well, as there used to be a school by the roundabout. GAI drew out the plans to implement the changes that are needed to complete the park in phases. Two baseball fields can also be accommodated, concession stand, and storage. He kept going thru the presentation as well as saying that there's room for a mini t-ball field. With the FRDAP grant, the City can stretch out the money put aside for this type of project even further with the other parks throughout the City. He suggested to the Board Members to check out the parks that have been updated to the level of quality we want such as Lake Echo Terrace Community Park, and the Highlands Center Community Park. He kept going through the slideshow explaining where the money from the State would go and where the money from the City would go. He also went through the short term projects that have already been completed such as the Lake Haines boat ramp and docks. **Chairperson Schelfo** said that the City is allotting money every year for projects like this but because of the virus situation he wanted to confirm if that would change. **Parks and Recreation Director Weed** said that even though the City took a hit due to the virus, it did not affect the capital plans. FRDAP is funded every other year so hopefully this year we will be funded. He then presented Phases 2, 3 and 4 of the improvement plans for the park. He explained why this project is important. He asked if there were any questions. **Board Member Fuller** asked if there are any lights. **Parks and Recreation Director Weed** stated there will be lighting, water fountains, benches, bleachers, etc. **Board Member Runnels** inquired if the playground shown would stay. **Parks and Recreation Director Weed** said that one might be incorporated as there is not one there now. **Board Member Runnels** asked where the mini t-ball would be. **Parks and Recreation Director Weed** answered by Cummings and Glencruiten. **Chairperson Schelfo** asked Parks and Recreation Director Weed to explain a bit of the master plan that took place to incorporate all of the improvements throughout the parks. **Parks and Recreation Director Weed** explained the master plan took place between 2017 and 2018 covering all the parks and all the different meetings that took place to incorporate it. The City has copies of it and he can get each board member a copy so they can have it. **Board Member Fuller** wanted clarification on dog parks in the City. **Parks and Recreation Director Weed** said there are none currently, but Lions Park will be a great spot for one once the different phases for each park are completed. **Board Member Runnels** inquired about time frame. **Parks and Recreation Director Weed** said that it would be within a year and he will start submitting bids for it in October.

**Chairperson Schelfo** asked to make a motion to approve business item #1. **Board Member Runnels** made the motion, seconded by **Board Member Fuller**. Motion was approved by unanimous voice call vote.

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**LAKE ALFRED PARKS & RECREATION BOARD**  
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**Chairperson Schelfo** moved on to the next item on the agenda.

**2) DISCUSSION AND APPROVAL OF THE LAKE ALFRED CHRISTMAS PARADE FOR FDOT APPLICATION.**

**Chairperson Schelfo** mentioned how much people love the parade and the activities that we have with it but that maybe this year we may have to adjust a bit due to the pandemic. **Board Member Jones** also mentioned that she has heard a lot of people are upset because of all the cities canceling their parades. **Parks and Recreation Director Weed** went through the analysis explaining Business #2 with the parade route being the same route as the past few years. He talked about the process of how lineup is set at Central Park, lighting, etc and all the different activities such as snow, tree lighting, and meet and greet with Santa Claus after the parade at Gardner Park. **Chairperson Schelfo** suggested eliminating Santa Clause because of the virus. **Parks and Recreation Director Weed** stated that if the City is able to do the parade with enough participation that would be one of the key factors. Emails with applications for the parade were sent out to past participants and they have until the end of the month to let us know if they will be participating. At that time, the City will decide if the parade will be cancelled or not. **Board Member Runnels** suggested that if there is not enough participation, to not allow it to be less than what it has been before, but equal or more than so that people are not disappointed. **Parks and Recreation Director Weed** said that every year it has gotten a little bigger and it has worked well. He talked about the length of the parade and the route and how a lot of people do the Winter Haven parade the night before and then ours. He explained how Santa Claus rides on the parade and the different vehicles he has ridden on before, and the different Santas that we have had in the past as well. **Board Member Jones** inquired about social media blast about the parade. **Parks and Recreation Director Weed** answered that we do, as well as post it on the City marquee and get a copy of the list from the Bartow Chamber and Auburndale Chamber. **Board Member Jones** also asked about targeting businesses. **Parks and Recreation Director Weed** answered yes and also private organizations, youth groups, etc.

**Vice Chairperson Fawcett** made a motion to approve business item #2, and it was seconded by **Board Member Fuller**. Motion was approved by unanimous voice call vote.

**Chairperson Schelfo** moved on to the recognition of citizens again. Seeing no one, meeting moved on to make a motion to adjourn. **Board Member Fuller** made motion to adjourn. It was seconded by **Board Member Jones**.

Meeting was adjourned by unanimous voice call vote.

The meeting was adjourned at 6:36 p.m.

Respectfully submitted,

Anaeli Quinones  
Parks and Recreation Administrative Assistant

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**LAKE ALFRED PARKS & RECREATION BOARD**  
**NOVEMBER 19, 2020**

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**New Business No. 1                      REVIEW AND APPROVE THE 2021 RECREATION CALENDAR.**

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**ISSUE:** Approval of the proposed recreation calendar for 2021.

**ATTACHMENT(S): "EXHIBIT A"** Proposed Recreation Calendar for 2021.

**ANALYSIS:** Staff has updated the calendar of recreational events for the year of 2021. The calendar lists events on a month to month basis for both reoccurring events such as Mackay Master Gardening classes; as well as special and yearly events like the Bluegrass Bash and Christmas parade. Some dates have not yet been determined and can be subject to change given that they are also tentative.

**STAFF RECOMMENDATION:** Approval for the attached calendar of events for 2021.

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**LAKE ALFRED PARKS & RECREATION BOARD**  
**NOVEMBER 19, 2020**

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**New Business No. 2                      NOMINATE AND APPOINT A CHAIRPERSON AND VICE  
    CHAIRPERSON FOR 2021.**

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**ISSUE:** The Board will nominate and appoint a new Chairperson and Vice Chairperson for 2021.

**ATTACHMENT(S):** None.

**ANALYSIS:** During the November meeting a new Chairperson and Vice Chairperson must be elected to serve for one year per the Code of Ordinances. The Board will make nominations and elect a new Chairperson and Vice Chairperson for 2021.

**STAFF RECOMMENDATION:** No recommendation. This is up to the discretion of the Parks and Recreation Board.

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**New Business No. 3                      OVERVIEW OF PARKS PROJECTS AND PARKS UPDATES.**

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**ISSUE:** The Board will get an overview from Parks and Recreation Director Weed on the current and upcoming projects, events, and programs.

**ATTACHMENT(S):** None.

**ANALYSIS:** Parks and Recreation Director Richard Weed will give an update on the Parks Department's current projects, events, and programs as well as any updates on upcoming projects and events.

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

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**EXHIBIT A**



## Recreation Calendar for 2021 – reminder these are tentative dates

### **January 2021**

- Master Gardener Workshop at Mackay – virtual
- Bluegrass Bash at Lions Park
- Parks and Recreation Board Meeting

### **February 2021**

- None

### **March 2021**

- Master Gardener Workshop at Mackay – virtual
- FBCLA Giant Yard Sale
- Lovin' LA Community Workday
- Parks and Recreation Board Meeting

### **April 2021**

- Library Spring Cleaning (closed for 3 days)
- Easter Egg Hunt at Lions Park (Lions Club)
- Community Sunrise Service
- Spring Car Show

### **May 2021**

- Football Registration Begins
- Summer Recreation Signups Begin
- Parks and Recreation Board Meeting

### **June 2021**

- Summer Recreation Begins at LA Elementary School
- Football Practice Begins

### **July 2021**

- Summer Recreation Ends
- Master Gardener Workshop at Mackay – virtual
- Parks and Recreation Board Meeting

### **August 2021**

- Library Back to School Bash

### **September 2021**

- Master Gardener Workshop at Mackay – virtual
- Parks and Recreation Board Meeting

### **October 2021**

- Library Halloween Event
- Fall Car Show

### **November 2021**

- Master Gardener Workshop at Mackay – virtual
- Annual Race for Liberty 5K
- Veterans Day Celebration
- Parks and Recreation Board Meeting

### **December 2021**

- Christmas Parade & Christmas Tree Lighting
- Santa's Calling