

City of Lake Alfred
120 E. Pomelo Street
Lake Alfred, Florida 33850



Phone: (863) 291-5272
Visit: My Lake Alfred.com

**AGENDA
PARKS AND RECREATION BOARD
CITY COMMISSION CHAMBERS
THURSDAY, JANUARY 19, 2023
6:00 P.M.
CITY HALL**

Call to Order: Vice-Chair Sheilan Runnels

Invocation and Pledge of Allegiance – Vice Chair Sheilan Runnels

Roll Call: Anaeli Quinones, Parks and Recreation Administrative Assistant

Announcements: Linda Bourgeois, City Clerk

Recognition of Citizens: Items that are not on the Agenda

Approval of the Minutes: Special Meeting - November 22, 2022

Agenda:

- 1.) Nomination and Appointment of the Chair and Vice Chair
- 2.) Discussion of the Meeting Schedule
- 3.) FY 2023/2024 Community Development Block Grant
- 4.) 2022 Annual Report

Recognition of Citizens: Please Limit Your Comments to 5 Minutes.

Adjourn

**AGENDA
LAKE ALFRED PARKS & RECREATION BOARD
JANUARY 19, 2023**

Approval of Minutes: Parks and Recreation Special Meeting Minutes: November 22, 2022

Attachments:

- Draft Minutes

Analysis: Please review the minutes at your earliest convenience, and if there are any questions, comments, or concerns, please contact City Clerk Linda Bourgeois at (863) 291-5270.

**MINUTES
PARKS AND RECREATION BOARD
SPECIAL MEETING
TUESDAY, NOVEMBER 22, 2022
4:00 PM
CITY HALL**

Call to Order: Vice Chair Sheilan Runnels called the Parks and Recreation Board meeting to order at 4:00 p.m. in the City Commission Chambers located at 120 E. Pomelo Street, Lake Alfred, FL. 33850.

Invocation and Pledge of Allegiance: Vice Chair Runnels provided the invocation and led the Pledge of Allegiance.

Roll Call: City Clerk Linda Bourgeois

On October 13, 2022, Board Member Schelfo resigned and on 11/21/22 the City Commission appointed Don Widener for a term to expire on 12/31/2025.

Board Members in attendance: David Fawcett, Don Widener, Dean Jones-Cain, and Sheilan Runnels. A quorum was present.

Board Member Ronald Long was excused.

Staff in attendance: Parks and Recreation Director Richard Weed and City Clerk Linda Bourgeois.

Director Weed announced the upcoming Christmas Parade on Saturday, December 3, 2022, starting at 6:30 PM from Central Park.

Recognition of Citizens:

Greg Stewart of 310 S. Carolina Avenue asked when the City of Lake Alfred would get a playground like Auburndale and Winter Haven for younger children ages four to six. He said he had to leave Lake Alfred to find age-appropriate playgrounds. He asked about the football field and wanted to know if the Lake Alfred groups played on the field and then asked if the residents could use the football field when not in use by other groups.

Director Weed said the city had a small playground planned for Central Park in the Parks and Recreation Master Plan. He said he would like it to be a larger playground and had researched the pricing and what we were considering installing was \$400,000 - \$500,000 dollars. He shared that Central Park was in the Community Redevelopment Agency area and said with that funding and the potential for grant funds, maybe the city would be able to advance the project. He spoke about the new basketball courts and said the timeline for a new playground was around two years. He addressed the football field usage saying that Lake Alfred groups had a large presence on the fields and the residents were able to use them when others were not on the field.

Hunter McNeer asked about Lions Park being an option and Mr. Stewart said the park was always locked and playgrounds were in disrepair.

A brief discussion ensued regarding the entrances to Lions Park were always open to the public because of openings in the gate, Lions Park was a future project identified in the Parks and Recreation Master Plan, and the Growers Fertilizer Plant acquisition was a component of renovation of that project.

Greg Stewart asked if Lions Park was owned by the Lions Club, and Director Weed said the city owns Lions Park. He asked him to stop by the office tomorrow and said he would show him the Parks and Recreation Master Plan.

Vice Chair Runnels presented the Parks and Recreation Board Meeting minutes for January 20, 2022, for consideration of approval.

Board Member Fawcett made a motion to approve the January 20, 2022, Parks and Recreation Board Meeting minutes as written. The motion was seconded by **Dean Jones-Cain**. The motion was unanimously approved.

Vice Chair Runnels introduced the business item for consideration.

1.) Discussion on the approval of the Lake Alfred Christmas Parade for the Florida Department of Transportation Application.

Director Weed said every year the City of Lake Alfred hosts the Lake Alfred Christmas Parade on the first Saturday of December. The Parade starts at 6:30 PM and runs from the staging area at Central Park to the end point of Gardner Park. This year the Christmas Parade will be held on December 3, 2022, and we will utilize the same route that has been used for the past five years. This route allows for the city to shut down south Lakeshore Way and provide a detour route for traffic.

South Lakeshore Way is a state road and falls under the jurisdiction of the Florida Department of Transportation. The Florida Department of Transportation requires the city of Lake Alfred to apply for a permit to shut down south Lakeshore Way and requires the parade route and all details to be discussed at a public meeting in order to obtain that permit.

As stated above the parade route will start at Central Park at 6:30 PM and runs from Central Park, west on Cummings Street, to south Lakeshore Way, then makes its way to Gardner Park. The parade is approximately one mile in length and takes approximately one hour to complete. This route has been used for the past five years and seems to work very well for the participants and the city.

The detour has been developed by Police Chief Art Bodenheimer and is put in place and manned by the Public Works Department and the Lake Alfred Police Department on the day of the parade. Once the parade is completed all barricades are removed and the traffic may resume as normal. All applications in the past have been approved by the Florida Department of Transportation and there have been no issues with the detour route. There have not been any complaints about the parade route or detour route. The local EMS station is notified as well as the Polk County Sheriff's Department.

He concluded by saying that the staff's recommendation is to approve the parade and detour routes for the Lake Alfred Christmas Parade and authorization to submit with the Florida Department of Transportation application.

Vice Chair Runnels opened the floor to public comments, and seeing no one, she closed the floor to public comments.

Board Member Widener made a motion to approve the Lake Alfred Christmas Parade route and detour as presented by city staff. The motion was seconded by **Dean Jones-Cain**. The motion was unanimously approved.

Recognition of Citizens: There were none.

Without further comments, at 4:13 PM, the Parks and Recreation Board Special Meeting was adjourned.

Respectfully submitted,

Linda Bourgeois, BAS, MMC, ADAC,
City Clerk

**AGENDA
LAKE ALFRED PARKS & RECREATION BOARD
JANUARY 19, 2023**

1.) Nominate and Appoint the Chair and Vice-Chair for 2023

Issue: The Parks and Recreation Board will nominate and appoint a new Chairperson and Vice Chairperson for 2023.

Attachments: Parks and Recreation Code of Ordinances

Analysis: Per section 2-120. Officers: At the first regular meeting after November 1 of each year, the parks and recreation board shall elect a chairman and vice-chairman from its membership. The chairman, or in his absence the vice-chairman, shall preside over all meetings of the board. Officers shall serve terms of one year.

Staff Recommendation: Pleasure of the Parks and Recreation Board

DIVISION 3. PARKS AND RECREATION BOARD

Sec. 2-111. Established.

There is established the Lake Alfred Parks and Recreation Board, which shall advise the city commission on matters regarding recreational activities and use of lands designated as city parks.

(Code 1959, § 1A-20; Ord. No. 831-98, § 1A-20, 2-2-1998)

Sec. 2-112. Composition; appointment, term of members.

Each member of the parks and recreation board shall be an elector of the city who has resided within the city's municipal limits for not less than one full calendar year. For the purposes of this section, reside shall mean the elector maintains his or her primary residential home within the municipal city limits. The membership of the parks and recreation board shall consist of five members and may have up to two alternate members. The members shall be appointed by the city commission, and each member shall serve for a term of three years; except that of the seven members first appointed, two shall serve for a term of one year, two shall serve for a term of two years and three shall serve for a term of three years. The city manager or his designee shall be an ex officio member of the board. All members shall serve until their successors are appointed. Members may be removed without notice and without assignment of cause by a majority of the city commission.

(Code 1959, § 1A-21; Ord. No. 831-98, § 1A-21, 2-2-1998; Ord. No. 1012-02, § 1, 3-4-02; Ord. No. 1364-16, § 2(Exh. B), 4-18-2016; Ord. No. 1366-16, § 1(Exh. A), 9-13-2016)

Sec. 2-113. Duty to organize parks for recreation activities.

The parks and recreation board shall have the duty and responsibility to organize and advise the city commission on the use of city property used for parks and recreation activities.

(Code 1959, § 1A-22; Ord. No. 831-98, § 1A-22, 2-2-1998)

Sec. 2-114. Authority to establish fees, charges for use of municipal recreational facilities.

The parks and recreation board may establish fees or other charges for the use of municipal recreational facilities.

(Code 1959, § 1A-23; Ord. No. 488, § 4, 12-10-1973)

Sec. 2-115. Approval of new construction or major modification; maintenance of facilities to be handled through city manager.

All new construction or major modification to city parks and recreational facilities shall be submitted by the parks and recreation board through the city manager to the city commission for approval. All maintenance of parks

and recreational facilities shall be handled through the city manager, and all coordination of such maintenance to include requests by the board shall be submitted to and handled by the city manager.

(Code 1959, § 1A-24; Ord. No. 488, § 5, 12-10-1973)

Sec. 2-116. Duty to submit plan for use of recreational property.

The parks and recreation board shall submit a plan for the use of all recreational property and other property where the owner has agreed to permit city park and recreation activities, and shall submit such plans to the city commission for their approval.

(Code 1959, § 1A-25; Ord. No. 488, § 6, 12-10-1973)

Sec. 2-117. Board to keep minutes of meetings; meeting facilities, storage of records.

The parks and recreation board shall keep minutes of its meetings and shall receive such assistance from the city manager and his staff as necessary for meeting facilities, administration, storage of records, and the like.

(Code 1959, § 1A-26; Ord. No. 488, § 7, 12-10-1973)

Sec. 2-118. Listing of areas available for park and recreational use and authorized activities.

The parks and recreation board shall keep a current list of all activities authorized within the properties described in section 2-116, and shall provide for the listing of all areas available for park and recreational use, to include their location, acreage, facilities, and equipment.

(Code 1959, § 1A-27; Ord. No. 488, § 8, 12-10-1973)

Sec. 2-119. Parks and recreation capital budget.

The parks and recreation board may review the parks and recreation capital budget and advise the city commission on parks and recreation capital improvements they determine should be removed or included.

(Ord. No. 831-98, § 1A-28, 2-2-1998)

Sec. 2-120. Officers.

At the first regular meeting after November 1 of each year, the parks and recreation board shall elect a chairman and vice-chairman from its membership. The chairman, or in his absence the vice-chairman, shall preside over all meetings of the board. Officers shall serve terms of one year.

(Code 1959, § 1A-29; Ord. No. 831-98, § 1A-29, 2-2-1998)

Sec. 2-121. Annual report.

The recreation director shall prepare an annual report of parks and recreational activities, which shall include plans and recommendations for the coming year, and shall upon parks and recreation board approval of the plan present it to the city manager and the city commission prior to the adoption of the next fiscal year's budget.

(Code 1959, § 1A-29.1; Ord. No. 831-98, § 1A-29.1, 2-2-1998)

**AGENDA
LAKE ALFRED PARKS & RECREATION BOARD
JANUARY 19, 2023**

2.) Discussion of the Meeting Schedule

Issue: The Parks and Recreation Board will discuss the meeting times and schedule for the calendar year 2023.

Attachments

- Meeting Schedule

Analysis: On December 5, 2022, the City Commission adopted the 2023 Public Meeting and Holiday schedule for the City of Lake Alfred.

The Parks and Recreation Board's schedule was adopted as follows:

Thursday, January 19, 2023	6:00 PM
Thursday, March 16, 2023	6:00 PM
Thursday, May 18, 2023	6:00 PM
Thursday, July 20, 2023	6:00 PM
Thursday, September 14, 2023	6:00 PM
Thursday, November 16, 2023	6:00 PM

This is a discussion item to determine if the Parks and Recreation Board desires to remain meeting on Thursdays, every other month at 6:00 PM. There are no provisions in the code referencing the meeting dates and times. No Board By-Laws were located.

Staff Recommendation: Pleasure of the Parks and Recreation Board.

**City of Lake Alfred
2023 Public Meeting Schedule**

January

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Sunday	January 1		Holiday Observed Monday – New Year’s Day
Tuesday	January 10	7:00 pm	City Commission
Thursday	January 12	6:00 pm	Planning and Zoning Board
Monday	January 16		Holiday – Martin Luther King, Jr.
Thursday	January 19	3:00 pm	Code Enforcement Special Magistrate
Thursday	January 19	6:00 pm	Parks & Recreation Board
Tuesday	January 24	7:00 pm	City Commission

February

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	February 6	7:00 pm	City Commission
Thursday	February 9	6:00 pm	Planning and Zoning Board
Thursday	February 16	3:00 pm	Code Enforcement Special Magistrate
Monday	February 20	7:00 pm	City Commission

March

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	March 6	7:00 pm	City Commission
Thursday	March 9	6:00 pm	Planning and Zoning Board
Tuesday	March 14	3:00 pm	General Employees Retirement Board
Tuesday	March 14	4:30 pm	Police/Fire Retirement Board
Thursday	March 16	6:00 pm	Parks and Recreation Board
Monday	March 20	7:00 pm	City Commission
Thursday	March 23	3:00 pm	Code Enforcement Special Magistrate

April

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	April 3	7:00 pm	City Commission
Thursday	April 13	6:00 pm	Planning and Zoning Board
Monday	April 17	7:00 pm	City Commission
Thursday	April 20	3:00 pm	Code Enforcement Special Magistrate

**City of Lake Alfred
2023 Public Meeting Schedule**

May

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	May 1	7:00 pm	City Commission
Thursday	May 11	6:00 pm	Planning and Zoning Board
Monday	May 15	7:00 pm	City Commission
Thursday	May 18	3:00 pm	Code Enforcement Special Magistrate
Thursday	May 18	6:00 pm	Parks and Recreation Board
Monday	May 29		Holiday – Memorial Day

June

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	June 5	7:00 pm	City Commission
Thursday	June 8	6:00 pm	Planning and Zoning Board
Tuesday	June 13	3:00 pm	General Employees Retirement Board
Tuesday	June 13	4:30 pm	Police/Fire Retirement Board
Thursday	June 15	3:00 pm	Code Enforcement Special Magistrate
Monday	June 19		Holiday Observed - Juneteenth
Tuesday	June 20	7:00 pm	City Commission

July

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday and Tuesday	July 3 and July 4		City Offices Closed Monday and Tuesday Holiday – Independence Day
Monday	July 10	7:00 pm	City Commission
Thursday	July 13	6:00 pm	Planning and Zoning Board
Thursday	July 20	3:00 pm	Code Enforcement Special Magistrate
Thursday	July 20	6:00 pm	Parks & Recreation Board
Monday	July 24	7:00 pm	City Commission

August

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	August 7	7:00 pm	City Commission
Thursday	August 10	6:00 pm	Planning and Zoning Board
Thursday	August 17	3:00 pm	Code Enforcement Special Magistrate
Monday	August 21	7:00 pm	City Commission

City of Lake Alfred
2023 Public Meeting Schedule

September

Weekday	Date	Time	Description
Monday	Sept 4		Holiday – Labor Day
TBD	Sept	7:00 pm	City Commission
Thursday	Sept 14	6:00 pm	Planning and Zoning Board
Thursday	Sept 14	6:00 pm	Parks and Recreation Board (Location TBD)
Tuesday	Sept 19	3:00 pm	General Employees Retirement Board
Tuesday	Sept 19	4:30 pm	Police/Fire Retirement Board
TDB	Sept	7:00 pm	City Commission
Thursday	Sept 21	3:00 pm	Code Enforcement Special Magistrate

October

Weekday	Date	Time	Description
Monday	Oct 2	7:00 pm	City Commission
Thursday	Oct 12	6:00 pm	Planning and Zoning Board
Monday	Oct 16	7:00 pm	City Commission
Thursday	Oct 19	3:00 pm	Code Enforcement Special Magistrate

November

Weekday	Date	Time	Description
Monday	Nov 6	7:00 pm	City Commission
Thursday	Nov 09	6:00 pm	Planning and Zoning Board
Saturday	Nov 11		Veterans Day – Holiday Observed Friday
Thursday	Nov 16	3:00 pm	Code Enforcement Special Magistrate
Thursday	Nov 16	6:00 pm	Parks and Recreation Board
Monday	Nov 20	7:00 pm	City Commission
Thur/Friday	Nov 23/24		Holiday – Thanksgiving and Day After

December

Weekday	Date	Time	Description
Monday	Dec 4	7:00 pm	City Commission
Tuesday	Dec 12	3:00 pm	General Employees Retirement Board
Tuesday	Dec 12	4:30 pm	Police/Fire Retirement Board
Thursday	Dec 14	6:00 pm	Planning and Zoning Board
Thursday	Dec 14	3:00 pm	Code Enforcement Special Magistrate
Sun/Mon	Dec 24/25		Observed Monday/Tuesday Holiday – Christmas Eve and Christmas Day

* The Planning and Zoning Board’s meeting times are being discussed at their December meeting and are subject to change at the discretion of the board.

**AGENDA
LAKE ALFRED PARKS & RECREATION BOARD
JANUARY 19, 2023**

3.) FY 2023/2024 Community Development Block Grant

Issue: The Parks and Recreation Board will consider a recommendation for the FY 23-24 Community Development Block Grant (CDBG) application.

Attachments

- Proposed Project and Associated Costs

Analysis: In July 2017, the City Commission approved an agreement with the county to become a sub-recipient of Polk County for Community Development Block Grant funding.

This grant program provides communities with resources to address a wide range of unique community development needs. Each CDBG-funded project must meet one of the three national objectives:

- Benefit low and moderate-income persons
- Prevent or eliminate slums and blights
- Meet other community development needs having a particular urgency

Polk County has requested project proposals from its municipal partners based to be funded by a formula allocation. While the estimated allocation amount is expected the first week in February, typically the city receives approximately \$30,000 annually in CDBG funds.

Staff is proposing to construct new ADA-accessible restrooms at the Highlands Community Center which will increase the City’s level of ADA accessibility for the city residents. The proposed project benefits low and moderate-income persons and meets other community development needs having a particular urgency. The project is estimated to cost approximately \$80,000 and has been identified in the self-evaluation survey report as a critical project and will be incorporated into the City’s ADA transition plan. The additional funding needed to complete the project will be budgeted for in the next fiscal year.

CDBG 5-Year History

FY 18/19	Echo Terrace Community Park Improvements	\$	30,958.44
FY 19/20	New Picnic Pavilion at Lake Swoope Park	\$	25,000.00
FY 20/21	New Sidewalk: Lake Shore Way and East Swoope St.	~	25,000-30,000
FY 21/22	New Sidewalk: Tangerine Ave and Oak St	\$	30,300.00
FY 22/23	Sidewalk Replacement: Lake Swoope Dr	\$	32,350.00

Staff Recommendation: Approval of the recommendation for the ADA Highlands Community Center Restroom Project using the CDBG funding allocation.





**AGENDA
LAKE ALFRED PARKS & RECREATION BOARD
JANUARY 19, 2023**

4.) 2022 Annual Report

Issue: The Parks and Recreation Board will be provided an update on the current projects, programs, and events of 2022 by the City Clerk.

Attachments: Parks and Recreation Annual Report

Analysis:
Sec. 2-121. Annual report.

The recreation director shall prepare an annual report of parks and recreational activities, which shall include plans and recommendations for the coming year, and shall upon parks and recreation board approval of the plan present it to the city manager and the city commission prior to the adoption of the next fiscal year's budget.

Staff Recommendation: None

2022 – Parks and Recreation Annual Report

January

- 1/8/22 - Bluegrass Bash at Lions Park
- 1/20/22 Parks and Recreation Board Meeting

February

- 2/3/22 - Master Gardener Workshop at Mackay (Steps to a Florida-Friendly Landscape)
- Lake Alfred Multi-Cultural Achievement Day
- 2/26/22 Lake Alfred Heritage Festival

March

- 3/12/22 - Lovin' LA Community Workday
- 3/22/22 – Charles B. Warren Book Signing
- 3/31/22 – Ridge Art Reception
- Parks and Recreation Board Meeting - Canceled

April

- Library Spring Cleaning (closed for 3 days)
- 4/7/22 - Master Gardener Workshop at Mackay (Water Conservation Tips)
- 4/8/22 – Spring Fling Dance – Chamber of Commerce
- 4/16/22 - Easter Egg Hunt at Lions Park (Lions Club) & Community Sunrise Service
- 4/16/22 - Spring Car Show

May

- 5/15/22 – Astronomy Night at the Mackay
- Football Registration Begins
- Summer Recreation Sign-ups Begin
- Parks and Recreation Board Meeting – Canceled

June

- 6/2/22 – Master Gardener Workshop at the Mackay (Fun with Pollinators)
- Summer Recreation Begins at LA Elementary School
- Football Practice Begins

July

- Summer Recreation Ends
- 7/25/22 – Library 60th Anniversary – Friends of the Library
- Parks and Recreation Board Meeting – Canceled

August

- 8/4/22 – Master Gardener Workshop at the Mackay (Growing Fruit Trees at Home)
- Library Back to School Bash
- 8/6/22 Family Fun Day

September

- 9/17/22 – Chamber of Commerce Golf Tournament – Chamber of Commerce
- 9/17-23/22 – Constitution Week at the Library (Display)
- Parks and Recreation Board Meeting – Canceled

October

- 10/6/22 - Master Gardener Workshop at the Mackay (No Yawn Lawn)
- 10/17-24/22 – Florida City Government Week at the Library (Display)
- Week of October 31st - Library Halloween Event
- Fall Car Show
- 10/31/22 – Trunk or Treat – Community Participation

November

- 11/11/22 - Veterans Day Celebration (Auburndale)
- 11/22/22 - Parks and Recreation Board Special Meeting

December

- Christmas Parade & Christmas Tree Lighting Ceremony