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CITY OF LAKE ALFRED

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AGENDA

PARKS AND RECREATION BOARD CITY COMMISSION CHAMBERS CITY HALL

NOVEMBER 7, 2023

6:00 P.M.

CALL TO ORDER: CHAIRPERSON SHEILAN RUNNELS

INVOCATION: CHAIRPERSON SHEILAN RUNNELS

PLEDGE OF ALLEGIANCE: CHAIRPERSON SHEILAN RUNNELS

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: JULY 11, 2023

NEW BUSINESS

- 1) **NOMINATE AND APPOINT A CHAIRPERSON AND VICE CHAIRPERSON FOR 2024.**
- 2) **FALL FIRE FEST RECAP.**
- 3) **RECREATION SOFTWARE.**
- 4) **VETERAN'S DAY EVENT.**
- 5) **CHRISTMAS PARADE EVENT.**
- 6) **STAFFING UPDATE.**

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

ADJOURN

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MINUTES
PARKS AND RECREATION BOARD
CITY COMMISSION CHAMBERS
CITY HALL
TUESDAY, JULY 11, 2023
6:00 P.M.

Call to Order: Vice Chair Dean Jones

Invocation: Board Member Don Widener

Pledge of Allegiance: Vice Chair Dean Jones

Roll Call: Those in attendance were Vice Chair Dean Jones, Board Member Ron Long, Board Member David Fawcett, and Board Member Don Widener.

Also in attendance were Parks Director Emily Deal, and Administrative Assistant Anaeli Quinones.

Meeting began at 6:00pm.

Parks Director Deal shared a few announcements. She talked about the back-to-school bash at the library, and the car show taking place at Lions Park.

Vice Chair Jones announced the recognition of citizens. As a citizen she asked about the driveway area off of Twin Lakes because it is not easy to drive thru it.

Parks Director Deal said that the Public Works Department used to clear that area, but it is not city property, so they have stopped clearing it.

Vice Chair Jones clarified that it is a pavement area.

Parks Director Deal said she will check it out.

Vice Chair Jones moved on to the approval of minutes.

APPROVAL OF THE MINUTES: MAY 2, 2023

Board Member Widener made a motion to approve the minutes for May 2, 2023; seconded by **Board Member Long** and motion was approved by unanimous voice call vote.

Vice Chair Jones moved on to the next item on the agenda.

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NEW BUSINESS

1.) ADA Compliance Team Meeting July 13th.

Parks Director Deal said that the ADA Team would meet on July 13th to discuss all the projects that are going on with all the repairs that have to be done, such as sidewalks, etc. and what would need to be a priority on the list. The team members have been ranking the items based on ADA priority and then entered into a transition plan that will be worked on. These will not be new projects, but old ones that need fixing, such as cracks in the sidewalk, etc.

Board Member Long inquired about the one being done at the Albertus Maultsby Community Center (AMCC), previously known as the Highland Center, and **Parks Director Deal** said it is on the list.

Parks Director Deal moved on to the next item on the agenda.

2.) Recreation Software.

Parks Director Deal went over the analysis of this item.

Vice Chair Jones asked about being able to go online and reserving locations that way.

Parks Director Deal explained different options, such as only being able to look online at what is available and still having to come in person to reserve it based on the location. This way we ensure there are no double bookings taking place.

Parks Director Deal moved on to the next item on the agenda.

3.) Staffing Update.

Parks Director Deal talked about the Parks Superintendent new hire, Cory. He started a few weeks ago and is doing a great job. The Parks crew is working really hard to get things done with how busy this season is.

She also spoke about the two new part-time staff at the library that started last week and they are a great addition to the team.

Parks Director Deal moved on to the next item on the agenda.

4.) Fall Festival Road Closure.

Parks Director Deal shared that this would be for an almost new event because we are combining events that have happened previously. She explained that October being fire

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prevention month, she was approached by the Fire Chief to do something for fire prevention. We looked at the dates to be able to do something and October 28th works best because it would be a fall festival, with it being close to Halloween. We are wanting to do the road closures of the downtown area close to heritage festival closure so the fire open house can take place, activities on the tennis courts, etc. We would like the streets to be closed between 2pm and 9pm for the event to be held from 3pm until 8pm.

Vice Chair Jones called for a vote on this item.

Board Member Long made a motion to approve the street closure, seconded by **Board Member Fawcett** and motion was approved by unanimous voice call vote.

Parks Director Deal moved on to the next item on the agenda.

5.) Christmas Parade Road Closure.

Parks Director Deal talked about updates and the approval to close the road for the Christmas parade. The route will stay the same as it has. Some things might be added at the end of the parade, but the parade route will stay the same.

Vice Chair Jones called for a vote on this item.

Board Member Fawcett made a motion to approve the street closure, seconded by **Board Member Long** and motion was approved by unanimous voice call vote.

Board Member Widener asked about the state requirement being done close to the parade last year, and **Parks Director Deal** said that this meeting is for that. Now that this Board has approved it, the minutes will be submitted to the Fire and Police Departments and then DOT.

Vice Chair Jones mentioned another recognition of citizens. Seeing none, **Board Member Long** asked about the walking trails that are being put in on the other side of the canal, just down from the Mackay Gardens and Lakeside Preserve. He asked about the progress and timeline for it is as well as the precautions because of the wildlife.

Parks Director Deal answered by saying there was no progress on that specific trail. She explained that Mayor Daley has reached out to the State about possibly adding the bridge and Mackay House on the historic registry, but that they were wanting to do the entire property and that would limit us to be able to do any kind of upgrades to the House or property.

Board Member Long inquired about the progress of the Central Park Project and the facilities timeline.

Parks Director Deal explained that Public Works has already started working on the circle drive and it should be done within the next ten weeks, and the bid got approved at the Commission Meeting last night for the on-street parking that will be angled. The bid to move the basketball courts has also been approved, and they will be moving to that circle drive. She also mentioned

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the bid that got approved at the Mackay Gardens for brick pavers, which will replace the gravel out front.

Board Member Long asked about the use of the football fields since it was discussed during the last meeting.

Parks Director Deal said there are a couple of groups using the fields and that there are some that are currently using it before school starts. Hopefully we will be able to put them into our new recreation software.

Board Member Widener asked about Cummings Street being used for angled parking.

Parks Director Deal said yes that there should be around 100-110 parking spaces for the park all around when it is finished.

Board Member Widener asked about more parking on the basketball court area when it is moved to the new spot.

Parks Director Deal explained that the current will be torn down once the new one is built. She said that the old one will become a multipurpose field with green space so it can be used for soccer practice, or football practice, drills, etc.

Board Member Widener inquired about the staging process for the Christmas parade since it has been done at Central Park the past few years.

Parks Director Deal said it will not affect the staging process. The paving will be done before Christmas comes around, and maybe the tearing down of the basketball court will be taking place but it will not affect the staging.

Board Member Fawcett mentioned the work that is being done at Growers and asked about the City moving onto that property.

Parks Director Deal explained that she has not seen it come to the Commission yet for approval of purchase. The City Manager is really excited about acquiring this property as it will be a good spot to add to Lions Park.

Vice Chair Jones asked about directional signs for Lions Park because people were asking about it being closed since there are no visible signs stating that it is open.

Parks Director Deal added it to her list as she had not heard about that before. Hoping that with the acquisition of the Growers property it will add more visibility to the park as well as more events there.

Board Member Widener suggested maybe adding stakes on the ground or orange paint to make the gate entrances more noticeable to people using the park.

Vice Chair Jones mentioned that she sees on social media a lot of people looking for small children's playgrounds. She inquired about plans for anything like that.

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Parks Director Deal said that there will be a part of the shaded area under the big tree at Central Park that will be for that.

There was some discussion about the Master Plan maps not showing the playground.

Board Member Fawcett mentioned the Saturday Market at the Lions Park this upcoming weekend as well as the craft show that the Lions Club is hosting.

Board Member Long suggested maybe having some signage for the Lions Club to make people aware that it is a public facility and not a private one.

Parks Director Deal said that is a conversation to be had with the Lions Club since we do not take care of that facility.

Board Member Fawcett mentioned the different things that are offered to the public.

There was some discussion about the topic.

Parks Director Deal asked if there were any other questions. There were none.

Board Member Widener made the motion to adjourn the meeting, seconded by **Board Member Long**. Motion was approved by unanimous voice call vote.

The meeting was adjourned at 6:27pm.

Respectfully submitted,

Anaeli Quinones
Parks and Recreation Administrative Assistant

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**New Business No. 1 NOMINATE AND APPOINT A CHAIRPERSON AND VICE
 CHAIRPERSON FOR 2024.**

ISSUE: The Board will nominate and appoint a new Chairperson and Vice Chairperson for 2024.

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 2024.

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

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New Business No. 2 FALL FIRE FEST RECAP.

ISSUE: The Board will get an update from Parks Director Emily Deal on the Fall Fire Festival.

ATTACHMENT(S): None.

ANALYSIS: We had a great time at the first ever Fire Fall Fest. We had an estimated 500 people in attendance. It was a great family fun event. We had lots of kid's activities, bounce house, and a tour of the fire station and fire truck. We already scheduled the next year's Fire event for Oct. 19, 2024.

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

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New Business No. 3 RECREATION SOFTWARE.

ISSUE: The Board will get an update from Parks Director Emily Deal on the recreation software.

ATTACHMENT(S): None.

ANALYSIS: We worked with the finance department and have signed a contract with EZ facility and are currently doing training meetings with them to implement by January 2024.

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

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New Business No. 4 VETERAN'S DAY EVENT.

ISSUE: The Board will get an update from Parks Director Emily Deal on the upcoming Veterans Day event.

ATTACHMENT(S): None.

ANALYSIS: We invite you all to join us for Veteran's Day event at Gardner Park on Sat. Nov. 11 starting at 11 a.m. This event rotates yearly with Auburndale and this year will be in Lake Alfred. We hope you can make it out.

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

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New Business No. 5 CHRISTMAS PARADE EVENT.

ISSUE: The Board will get an update from Parks Director Emily Deal on the upcoming Christmas Parade event.

ATTACHMENT(S): None.

ANALYSIS: The Christmas Parade will be Saturday, Dec. 9. We hope you can join us for this event as well. We are actively working on the city floats as well as some activities that will take place at the tree lighting at Gardner Park.

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

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New Business No. 6 STAFFING UPDATE.

ISSUE: The Board will get an update from Parks Director Emily Deal on staffing.

ATTACHMENT(S): None.

ANALYSIS: We have interviews next week regarding two positions. One new full time staff member to be added to our Parks Crew. The second position is a part time reclassification to a custodial position to clean the park bathrooms during the weekdays and do more cleaning during the week at our rental facilities.

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