

# **PARKS & RECREATION BOARD MEETING**

November 14, 2017

The regular meeting of the Parks & Recreation Advisory Board was called to order at Peace Hall at 7:00am on Tuesday, November 14, 2017. Board Members David Schrader, Carolyn Marlowe, Joy Phillips, Dana Suiters, Elizabeth Giordano, Rob Oman and staff liaison Elaine Smith were in attendance.

The October 10, 2017 minutes were unanimously approved.

## OLD BUSINESS:

- Frances Avenue Water Fountain with Refill Station – It has been confirmed that there will be a water fountain with a water bottle refill station at Frances Avenue Park. Construction in the park is expected to begin soon.
- Renewals for Board Members – Dave, Joy, and Greg are up for renewal in December. You may obtain a renewal application from Judy (City Clerk). \*(Donna will send a reminder to Greg, since he is not at today's meeting.)
- Event Guidelines – Draft (discussion at end)
- Peace Hall Stairs & Hand Rail – The issues have been addressed, but not done yet. Elaine will remind the Facilities Maintenance/Public Works staff about those items and add that a stair is broken and an outside light is out.
- Scare Trails Event – The event went very well; 365 participants. Dana helped us get the Trolley ride that took the groups from the parking area to the Scare Trails and picked them back up. Craig, the driver, was engaging people; asking how they heard about the event and how they enjoyed it; some said through Facebook and the RAC. We may add a few things for next year's event.
- Grey Preserve Project Update – Conceptual drawings were distributed. These are concepts and ideas for the future and have not been seen or approved by City Council: a fire pit, bicycle paths, boardwalks in the treetops, potential future Nature Center, Ranger station, bridge/connection to the Meadows, Observation Tower, Zip-line, Ropes Course, Camp sites. These are just ideas. Construction to open the walkway into the park is expected to begin within the year.
- \*Please join our Facebook page and watch & share the show KC is doing.

## NEW BUSINESS:

- Two (2) Movies in the Suncoast Theatre – We have two extra movies to show by the end of the calendar year (contract with Swank-saves \$). Mayor suggested we partner with Richey Suncoast Theatre; we would staff it and pick the movie to be shown and they would use the opportunity to market the Theatre and sell concessions. They do not have any open dates to do this. KC approached the Hospital to see if they wanted to show a movie at their Tree-Lighting; we will staff it and pick the movie. For the other movie, we will show a short before the main movie on movie night. \*We have some giveaways for upcoming movie nights that will fit into the movie theme: Ninja Turtle Bobble-heads; Ghostbusters characters; Guardians of the Galaxy characters; and Light Sabers for Star Wars.
- 2018 Proposed Event Schedule with Black-out Dates – Draft of Event Calendar for 2018 has been distributed to all Board Members. The calendar gives a plan, but it is a fluid document; meaning things are subject to change. Black-out dates give Sims Park and chance to recover; also, we will try not to have big events at the RAC at the same time as ones are being held at Sims Park. KC has taken some to downtown businesses, and other different departments have them too.
- Winter Concert Schedule – We have booked 3 acts. “Blue Notes” has a huge following; they play Jazz and R & B; they have 13 band members. The other two groups are Tribute bands; the one that did the “Alter Eagles” concert last summer is coming back to do a “Simon & Garfunkel” tribute. The other group is a tribute to “Journey” called “Chain Reaction”. There is a lot of local talent and by having them do these concerts, we hope it will bring people from outside of the area; we encourage them to come early, have dinner, use the hotels, etc.
- One new Item – Orange Lake dredging is supposed to begin very soon. A pipe “walkover” will be put over the sidewalk; another pipe will go over the road 15’ in the air; so the parade and flow of traffic will not be interrupted during the dredging.
- Next month, we will be taking the Holiday Photo, so dress festive. The meeting will be held at Peace Hall at 7am on Tuesday, December 12<sup>th</sup>.

## SPECIAL EVENTS

- Drive-In Movie – November 18<sup>th</sup> If you are going to participate as a judge, please be at Sims by 6pm. There are clipboards with a scoresheet for the judges (You are welcome to come up with your own ideas for awards,(every child will get a first place ribbon); judges will also get a sash

to wear. Photos will be taken, so dress up. The Library has also been invited to judge; they are having the car-making workshops there. \*(What

time is the workshop today? Elaine found out it was from 4:30-6pm). It will be dark during the car show and movie. The Youth Advisory Board will be at Sims Park at 5pm to make the popcorn to deliver water and popcorn to the children at the "Drive-In" (6:30-7pm). They will be dressed as "car hops". The cars must be home-made (not bought). There will be individual photos, as well as group photos. All of the participating children will get a prize too. It is community night to offer concessions; we have Anthony's, Ottaways, and possibly Sugar Darlings offering some treats during the movie.

- Holiday Boat Parade – Dec. 2<sup>nd</sup> at 6pm
- Holiday Street Parade – December 9<sup>th</sup> at 6pm
- Toys for Tots at RAC – set up begins December 15<sup>th</sup>; the event will be held on December 23<sup>rd</sup>. If you would like to help, assistance is needed with marking out UPC codes and sorting out toys during the week prior to the event.
- Winter Festival/Holiday Stroll and Family Movie Night – December 16<sup>th</sup> – There will be Holiday Cards and Children's art work displayed along the River Walk (due to construction/dredging at Orange Lake); Choral Groups will be performing in front of the stage at the Sims Amphitheatre from 6-8pm. Movie Night will follow; there will be a movie short and then "The Grinch" will be shown.

#### OLD BUSINESS (continued)

- Event Guidelines – Draft (distributed to each member & discussion) – Elaine would like to put together some guidelines for big events in the City Parks. The purpose of having the event needs to be defined; and there need to be black-out dates to allow recovery in the park. The draft includes some research on what other cities/towns do and gives some ideas to discuss. All ideas, suggestions, and other input may be emailed to Elaine before the next Advisory Board meeting. Council would like to have guidelines (Currently, we only have a Policy & Procedures manual). Some things to consider: Where can we have Festivals? How many events may be held? Which park may be used? Who can approve or deny an event? What is the purpose of the event? Is it family-friendly? Should there be a restriction on the type of vendors? Should a list of vendors be approved/brought before the Set meeting? How far in advance should the site plan be submitted? Should impact fees be assessed according to the size of the event? Should fees be assessed for water and electricity? Should fees be assessed for service from Fire Department, Police Department, Public Works Department, etc.? Should event organizer be charged fees for loss of revenue from inability to rent

out shelters and Peace Hall during events at Sims Park? Should event organizers have to pay for Peace Hall? What is the maximum # of people expected for event before a "Park & Ride" shuttle service would need to be implemented?

VOX POP

Joy inquired about clarification of Snipe signage and what is permitted. She also inquired how many Parks positions are budgeted and how many are filled.

Next meeting will be held on Tuesday, December 12<sup>th</sup> at 7:00am at Peace Hall.

The meeting was then adjourned at 7:55am.

Respectfully submitted,

*Carolyn Marlowe*

Carolyn Marlowe  
P & R Adv. Bd. Secretary

CM: dcf