

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**

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**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**

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

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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**

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

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**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

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**2.) Discussion of the Meeting Schedule**

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**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.

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**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.







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**4.) 2022 Annual Report**

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**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 60<sup>th</sup> 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 31<sup>st</sup> - 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