

REGULAR MEETING
TOWN OF LAKE PLACID RECREATION COMMITTEE
WEDNESDAY JANUARY 9, 2013 6:00 P.M.

Vice Chairman Todd Moore called the regular meeting of the Lake Placid Recreation Committee to order on Wednesday January 9, 2013 at 6:00 PM at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present.

ROLL CALL:

Vice Chairman Todd Moore
Laura Teal
Jennifer Koukos

Town Clerk Arlene Tuck
Town Public Works Director John Komasa

ABSENT:

Andy Russell
Lynn Resendiz
Mike Waldron – Council Liaison

CONSENT AGENDA:

- A. Approval of agenda
- B. Approval of minutes of Nov. 7, 2012 meeting

Mrs. Koukos made a motion the consent agenda be approved; motion seconded by Mrs. Teal. On roll call, motion carried unanimously.

NEW BUSINESS:

- A. Review of Ordinance 643 – Mrs. Tuck stated the Mayor thought it would be a good idea to review Ordinance 643 (Recreation Ordinance) being as we have several new members, however, being as only three members were present, the Committee decided to wait until the next meeting to review the Ordinance.

(Mr. Komasa stated he had to leave at this time because his crew was repairing lights on Interlake Boulevard.)

- B. Election of Chairman and Vice Chairman – being as the Chairman (Jon Million) resigned at the December meeting, a new election was held. Mrs. Teal made a motion Mr. Moore be elected the Chairman and Mrs. Koukos be elected the Vice Chairman; motion seconded by Mrs. Koukos. On roll call, motion carried unanimously.

- C. Review of any Candidates for open position on Committee – Mrs. Tuck stated she had advertised the position, but received no resumes. Mrs. Teal stated she had a possible candidate, but he had not committed yet.
- D. Any New Business – Mrs. Tuck informed the Committee, being as they only meet quarterly, this would be her last meeting as she is retiring March 31, 2013.

DISCUSSION ITEMS:

- A. Review Profit & Loss statement – Mrs. Koukos had several questions concerning the revenue from user fees, park fees and electric fees. She also had some questions concerning some of the expenses. Mrs. Tuck stated she would look into it and email the Committee a response concerning their questions,
- B. Electrical Use – Mr. Moore asked about several bills contained in the Recreation budget for Town Hall electric. Mrs. Tuck stated she would also check on this bill and send them a response. The Committee stated they would like to see Mr. Komasa go back to sending the monthly bills and report to them as he did several months ago.
- C. Scheduling of Fields – The Committee felt they could help with this and stated they would get more involved.
- D. User Fees from Travel Teams – Mr. Moore stated the Committee needed to work on this because some of the traveling teams were using the fields, turning on the lights and not paying.
- E. County Rec. Board – Are they taking any applications for projects? Mrs. Teal, the Town's voting representative, stated they did not have a meeting in December but she did not know of any projects. Mr. Moore stated Mr. Harris (a volunteer at the field) had suggested he would like to renovate the batting cages. Mr. Moore stated Mr. Harris felt it would be around \$6,000.00 that they would need. Mr. Moore stated some of the parents were willing to put up ½ of the cost. Mrs. Teal gave Mr. Moore the application to apply for funds from RPAC. She reminded Mr. Moore he would have to fill out the application, have Mr. Komasa review it, have the Recreation Committee review it and then have Council approve it. Mr. Moore stated he would work on it.

OLD BUSINESS:

- A. Dan Andrews – Review Triathlon event for April – Mr. Moore asked if Mr. Andrews was still involved with the Triathlon he spoke to the Committee about several months ago. Mrs. Tuck stated she had not heard from Mr. Andrews and she knew he had not paid for the use of the park.
- B. Park Employee – Mrs. Teal stated she had been to the Lake June Ballfield Complex and she found it in need of a lot of work. She stated she has been told by one of the parents that they caught the gentleman the Town has working out there sleeping on the job. Mr. Moore stated he was also not happy with the condition of the ballfields. He stated the grass is dead and the bathrooms need cleaning. Mrs. Teal stated the Town should be

made aware of the situation and the employee replaced by someone who can do the job.
Mr. Moore stated he would talk to Mr. Komasa.

Mrs. Teal made a motion the meeting adjourn; Mrs. Koukos seconded the motion. Chairman Moore hearing no objections, declared the meeting adjourned at 8:00 PM.

SPECIAL MEETING
LAKE PLACID RECREATON COMMITTEE
WEDNESDAY FEBRUARY 27, 2013 6:00 PM

Chairman Todd Moore called the special meeting of the Lake Placid Recreation Committee to order on Wednesday February 27, 2013 at 6:00 PM at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present.

ROLL CALL:

Chairman Todd Moore
Andy Russell
Laura Teal

Town Public Works Director John Komasa
Town Administrator Phil Williams

ABSENT:

Lynn Resendiz
Jennifer Koukos
Town Clerk Arlene Tuck
Town Council Liaison to Recreation Mike Waldron

CONSENT AGENDA:

- A. Approval of Agenda

Mr. Russell made a motion to accept the agenda as presented; motion seconded by Mrs. Teal. On roll call, motion carried unanimously.

NEW BUSINESS:

- A. Update on new member for Board – A resume was presented from Cassandra Grassman asking to be appointed to the Lake Placid Recreation Committee. Mr. Russell made a motion to recommend to the Lake Placid Town Council that they appoint Mrs. Grassman as a member of the Lake Placid Recreation Committee; motion seconded by Mrs. Teal. On roll call, motion carried unanimously.
- B. Baseball request for RPAC – Mr. Randy Harris was present and stated the Lake Placid Youth Baseball League would like to request that the Lake Placid Recreation Committee recommend to the Town Council that an application be submitted to the Highlands County RPAC group. This application would entail the construction of a roof over the batting cage. The estimated expense would be approximately \$18,500.00. Mr. Russell made a motion to recommend to the Lake Placid Town Council that they send in an

application to the Highlands County RPAC Committee asking for approval of the project; motion seconded by Mrs. Teal. On roll call, motion carried unanimously.

- C. Input on sports league use agreement – The Committee reviewed an Agreement that was presented to them by Mr. Komasa requiring leagues to sign an agreement with the Town to use the fields. No action was taken at this time.

Mr. Russell made a motion the meeting adjourn; Mrs. Teal seconded the motion. Chairman Moore, hearing no objections, declared the meeting adjourned at 7:40 PM.

REGULAR MEETING
TOWN OF LAKE PLACID RECREATION COMMITTEE
WEDNESDAY APRIL 10, 2013 6:00 P.M.

Chairman Todd Moore called the regular meeting of the Lake Placid Recreation Committee to order on Wednesday April 10, 2013 at 6:04 PM at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present.

ROLL CALL:

Chairman Todd Moore
Vice Chairman Jennifer Koukos
Andy Russell
Laura Teal
Cassandra Grassman

Public Works Director John Komasa
Deputy Town Clerk Vickie Bollinger

ABSENT:

SWEARING IN: Cassandra Grassman
Deputy Clerk swore in Ms. Grassman.

CONSENT AGENDA:

- A. Approval of agenda
- B. Approval of minutes of January 9, 2013 and February 27, 2013 meetings

Mr. Russell made a motion that the consent agenda be approved; motion seconded by Ms. Teal. On roll call, motion carried unanimously.

DISCUSSION:

- A. Review P/L – Director Komasa responded to questions, stating the council removed the requirement for electrical reimbursement and no additional revenues will be received; user fees are now being recorded correctly; capital budget amounts are incorrect but actual expenditures are for a mower, one-half of a tractor, pump that had been hit by lightening, and other smaller items; septic tank lids had to be repaired and the tanks pumped.
- B. Update on Candidates for the Recreation Commission – Deputy Clerk reported that Edgar Vazquez had sent an email and each Commissioner had a copy. Mr. Vazquez was present and introduced himself. The Commission commended him on his work with the soccer leagues and discussed: the condition of the soccer fields and the certificate of

insurance required from all leagues using the Town's facilities. It was agreed that more needs to be done to ensure the Town has all the certificates of insurance. Mr. Russell made a motion that the Commission recommend Mr. Vazquez be appointed to the Recreation Commission; seconded by Ms. Teal. On roll call, motion carried unanimously.

- C. Triathlon Update – Director Komasa reported that this will be held as scheduled on Saturday from 7 am to 2 pm. All fees were paid and plans are in place. Mr. Moore stated the event will be for kids only and will not include swimming as the lake water is too cold.
- D. Electrical Use – Mr. Moore stated everything has been taken care of; costs and usage are down.
- E. Bee Issue at Lake June (Routine Inspection of Grounds) – Director Komasa said the bees have been removed or killed. He said routine checks are being made to prevent a recurrence. At the suggestion of the Commission, Mr. Komasa will contact the owner of the nearby groves to discuss the concerns and possible solutions.
- F. Town Website – Recreation Part is Outdated – It was reported that Town Administrator Phil Williams is working on a new website for the entire town. The Commission suggested the calendar should not show the details for each league, but should show each league's season with a link to the specific organization for that league. They recommended not using the current site, but start over by putting basic information on the site and then add.
- G. Field Scheduling – The Commission discussed that reservations are needed, especially during busy times, in order to play on the fields; users are now paying and expect the field to be available at their reserved time; someone needs to be available to resolve conflicts; a schedule should be posted; organizations are good at coordinating with each other; and that lots of communication is needed.
In response to questions, Director Komasa, stated that he would follow-up with Town Council and Administrator Williams about having Attorney Harris meet with the Commission to discuss the Recreation Commission responsibilities with new members and discuss any other legal issues the Commission may have.
- H. Review of Ordinance 643 – The Commission agreed to table this discussion until the next meeting.

COMMISSION

Ms. Koukos asked about the user agreement and background checks for those involved with the youth leagues. The Commission and Director Komasa discussed: the cost of the background check; who pays the cost of the check; who decides if someone passed; what criteria are being used to determine who passes or doesn't; whether current background checks are adequate; possible league rules; and Commissioners do not want the responsibility or liability for the background checks

Mr. Russell made a motion to take this matter to the Town Council for guidance and direction about background checks, including how the background checks should be done, by whom, and who is liable; seconded by Ms. Koukos. On roll call, Commissioners Moore, Russell, Koukos, and Grassman voted yes; Commissioner Teal voted no. Motion carried 4-1.

Commissioners expressed a desire to have more communication and input from the Town Council. Leagues have different rules; one league's bylaws state that the municipal rules should be followed. Director Komasa will submit this request for the Town Council's next agenda. The Commission discussed paying for the background checks with user fees, but agreed the user fees should be kept for capital improvements. The Commission acknowledged that there has to be someone to enforce the rules regarding user fees, reservations, background checks, and submittal of the certification of liability insurance.

Director Komasa announced RPAC will meet next week Thursday at 2 pm and the proposed pitching area will be discussed.

Mr. Russell made a motion to adjourn the meeting; Mrs. Koukos seconded the motion. Chairman Moore hearing no objection, declared the meeting adjourned at 7:53 PM.

**REGULAR MEETING
TOWN OF LAKE PLACID RECREATION COMMISSION
WEDNESDAY JULY 10, 2013 6:00 P.M.**

Chairman Todd Moore called the regular meeting of the Lake Placid Recreation Commission to order on Wednesday July 10, 2013 at 6:00 PM at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present.

ROLL CALL:

Chairman Todd Moore
Vice Chairman Jennifer Koukos
Andy Russell
Laura Teal
Cassandra Grassman
Edgar Vasquez (called after swearing in)

Public Works Director John Komasa
Town Clerk L McQueen Small
Youth Baseball President Randy Harris

SWEARING IN: Edgar Vazquez
Clerk swore in Mr. Vazquez.

CONSENT AGENDA:

- A. Approval of agenda
- B. Approval of minutes April 10, 2013 meeting

Motion – Moved by Commissioner Teal, seconded by Commissioner Russell, to approve the consent agenda and the minutes for the April 10, 2013 meeting. Roll call vote: Unanimous approval.

REPORTS:

- A. Update on background checks: Commissioner Teal provided Director Komasa with a copy of the Jessica Lunsford Act (JLA) Relating to High Risk Offenders. Director Komasa provided the Commission with some background on the JLA. The JLA is recognized by the Florida Department of Education and the Highlands County School Board and used in relation to the background checks required by State law. The Commission then discussed:
 - how to use the JLA as a guideline for the Leagues use in locating Coaches;
 - the need to review the agreements with the Leagues to include the fact that the background checks will be in accordance with JLA;
 - the advisability of not excluding any of the groups from the rule;
 - what latitude, if any, would be acceptable;
 - the need to include an appeal process;
 - who has the liability if a problem did occur;
 - the fact that the Leagues bear the financial burden;
 - the application of the rule to people with prolonged supervision of the children, not the incidental help from parents;
 - understanding that 100% of the scenarios cannot be covered but due diligence is shown

Motion – Moved by Commissioner Russell, seconded by Commissioner Vazquez, that the Recreation Commission suggest to Town Council the use of the Jessica Lunsford Act as a model, with an appeals process included, to require local Leagues to do fingerprinted background checks to protect our children at public facilities. Roll call vote: Unanimous approval.

B. Update on Batting Cages:

The Interlocal Agreement was signed. Youth Baseball President Harris had the building plans for the contractors. The bid will go out in time to be opened by the next Council meeting so the Council can approve the bids. The Baseball League is holding 50% of the cost and will deliver the money to the Town when needed.

C. Director Komasa informed the Commission of information requested by Town Administrator Williams who was unable to attend the meeting:

Town Administrator Williams requested a copy of all the written rules and policies promulgated by the Recreation Commission to help establish their policies on histories. Director Komasa researched and found the Recreation Code of Ethics and Code of Conduct written in 2002 and believes that is the only document.

The Town Administrator would like new pictures of the Commission members to put on the website.

D. Town Recreation calendar:

Chair Moore has entered all the known dates for the various leagues into the calendar. It is anticipated the calendar will be a tool for people to see the availability of the field, as well as the schedule for the various games to include the High School's football games. Eventually there will be links to all the Leagues. Commission Members will review the Recreation webpage and make suggestions for modifying the content.

E. Septic System at Lake June Field:

Chair Moore passed on an inquiry made to him by Danny Sasson, President of the Youth Football League if there had been any recent issues with the septic system. Director Komasa stated it had recently been pumped, but no ongoing problems. It was felt that with the increased activity, the kids might be stuffing inappropriate things in the toilets. There was then discussion about how to oversee this situation. It was also discussed that the rope around the septic tank had rotted and needed to be replaced; Director Komasa stated new rope would be put up as soon as possible.

F. Soccer Discussion:

Commissioner Vazquez inquired if there would be a fee for the Soccer Tournament scheduled on July 22nd. Director Komasa will e-mail the necessary information to Commissioner Vazquez. It was also stated that the Youth Football League President was in favor of the soccer league using the field and the concession stand.

G. Dugout Repairs:

Youth Baseball President Harris requested discussion concerning the need for maintenance to the dugouts. Director Komasa stated the repairs were in the budget for next fiscal year and the repairs will be done within the year. When questioned, Director Komasa stated the Capital Fund was used for new assets, and this would be a repair.

Chair Moore, hearing no objections, declared the meeting adjourned at 7:05 pm.

