



**Town of Southwest Ranches
Parks, Recreation, Forestry and Natural Resources
Advisory Board Meeting Agenda**

Tuesday
October 12, 2021
7:00 pm

Town Hall
13400 Griffin Road
Southwest Ranches, FL 33330

Board Members

Chris Brownlow, Dena Butler, Lana Eichel,
Debra Goff-Rose, Debbie Green, Wendi Halberg,
Sheryl Melson, Laurie Morse

Council Liaison

Gary Jablonski

Staff Liaison

December Lauretano-Haines

Emeritus

MaryGay Chaples, Aster Knight

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. AGENDA AS FOLLOWS

D. NEW BUSINESS:

- Adopt Town of Southwest Ranches Recreation, Forestry and Natural Resources Advisory Board Meeting Minutes for September 2021.

E. OLD BUSINESS:

F. Discussion: Existing Park Reservation policies

- Follow up/Maintenance report attached for the Board's review and discussion.

G. AGENDA PREP FOR NEXT MEETING

H. BOARD MEMBER COMMENTS

I. Chairperson's quote of the month:

"Do what you can, with what you have, where you are."—President Theodore Roosevelt

J. STAFF COMMENTS

K. HOA/PUBLIC COMMENTS

L. ADJOURNMENT



**Town of Southwest Ranches
Parks, Recreation, Forestry and Natural Resources Advisory Board
Minutes**

September 14, 2021
7:00 pm

Town Hall
13400 Griffin Road
Southwest Ranches, FL 33330

Board Members

Chris Brownlow, Dena Butler,
Debra Goff-Rose, Debbie Green, Wendi Halberg, Sheryl Melson,
Laurie Morse

Council Liaison

Gary Jablonski

Staff Liaison

December Lauretano-Haines

Members present:

Chris Brownlow
Dena Butler
Wendi Halberg
Laurie Morse
Sheryl Melson
Debra Goff-Rose

Staff present:

December Lauretano-Haines

Council present:

Gary Jablonski
Mayor Steve Breitzkreuz
Jim Allbritton
Bob Hartmann

RFNRAB Members absent:

Debbie Green

Call to order at 7:00 PM.

The members present reviewed the minutes of the June 2021 meeting.

Wendi Halberg motioned to approve the minutes of the June 2021 meeting. Debra Goff-Rose seconded and the motion passed unanimously.

The Chair and staff briefed the members present regarding use of the equestrian park by certain groups for daily meetings, and staff also briefed the Board regarding multiple user requests that do not conform to current Reserve Use Policies. Copies of policies for Sunshine Ranches Equestrian Park, Country Estates Fishing Hole Park and Rolling Oaks Park Barn facility were provided to all Board members for review and potential recommendation to Council for future amendment to alleviate issues of noncompliance.

Suggestions arising out of the conversation included: posting of reservation schedules on bulletin Boards, or electronic schedules.

Staff visited the Farmers Market at Plantation Volunteer Park. Members present discussed the potential for incorporating this feature in Southwest Ranches. Because the market is regular on weekends at Plantation and Tamarac, perhaps a regular Friday event could be arranged? Staff will look into it.

The member present discussed the artefacts salvaged from Circle S. Councilmember Allbritton is concerned that these will not weather well left out in the open. He suggested using the racing posts in the parking area at Town Hall. The Board discussed potentially using the Saddle cabinet as a display piece indoors. Staff will present the ideas to the Administrator for permission and direction.

The SRHA has some funds available and have discussed providing assistance to the Town for projects at the equestrian park. Staff mentioned large and smaller projects that might be considered, depending on the budget the SRHA would like to spend. These include refreshing the railroad ties, improvement to the grass parking areas, or removal and cleanup of the old earthen mounting block area.

There being no further business to discuss, the meeting adjourned at 8:55 pm.



**Town of Southwest Ranches
Recreation, Forestry and Natural Resources Advisory Board
Follow up/Maintenance Report**

Tuesday
October 12, 2021

Board Members

Chris Brownlow, Dena Butler, Debra Goff-Rose, Debbie Green,
Wendi Halberg, Sheryl Melson, Laurie Morse

Emeritus

MaryGay Chaples, Aster Knight

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FOUNDERS' TRAILSIDE PARK

This park is open for passive use.

- ✓ **Mural Wall:** The wall is prepped and ready for painting.

EQUESTRIAN PARK

- ✓ **Playground upgrade:** Replacement of worn playground components is in progress. Thorough cleaning and hardware replenishment is also scheduled.
- ✓ **User groups/Reservation Policies:** Following up from last month's discussion, staff has placed some reservation information on the web calendar. Staff has consulted with 31 other municipalities and has identified the process we are following is the most common among all park departments in Broward. (See attached spreadsheet) User groups who host regular daily/weekly meetings outside of compliance have been notified to stay prepared to shift their location within the park should a paid reservation be confirmed. If the Board sees fit to alter the existing policies, attention should remain on whether it is still deemed necessary to limit the number of allowable reservations per week at a certain facility.

CALUSA CORNERS

Park is open for passive use.

- ✓ **2022 Planting improvements:** A project to add native plantings on the site was approved in the PROS budget for fiscal year 2022. Additionally, staff is seeking grant funding to assist in making this a substantial planting project. The project is designed to tie the activity areas with natural areas, enhance the beauty and usability of the site as well as to form a more comprehensive nature trail experience for users.

SOUTHWEST MEADOWS SANCTUARY and 5-ACRE TOWN-OWNED PARCEL

- ✓ **Events:** The parks foundation is working on its fact-finding to adapt this site for a new annual fundraising event.
- ✓ **Historical Home/Donated Artefacts:** Staff has had help from Council to determine the condition of the artefacts as well as the building itself. Many bees are present and both the building and the saddle cabinet are in a process of deterioration. This may influence whether further investment should be made. More information is needed. Staff has requested the assistance of bee experts to address this issue, necessary in order to be able to assess the facilities further.

ROLLING OAKS PARK

- ✓ **Trail access:** This improvement is in progress and will soon be completed..
- ✓ **Fitness Trail upgrade:** Awaiting delivery of replacement components. Other repairs will be made when parts are in hand.
- ✓ **Wetlands upgrade:** Improvement of wetlands and maintenance is planned to be completed this fiscal year.

COUNTRY ESTATES PARK

Park is open for passive use. Requests for reservations are now being accepted for June.

- ✓ **Playground upgrade:** Replacement of worn playground signs is complete. Additional cleaning and replacement of worn hardware is scheduled.
- ✓ **Entrance Feature Call for entries:** Call for entries appeared in the September and October issues of *the Southwest Rancher*, and will also be in the November issue. Deadline for entries is November 15. No calls or requests for information have yet been received.
- ✓ **Ballfield Improvement:** Work to improve the surface of this amenity is in planning. Concerns around misuse of the field for unauthorized vehicular destruction are foremost in mind as staff plans for improvements.

FRONTIER TRAILS PARK

This park is open for passive use.

	1. Do you have staff on site at parks?	2. How are reservation requests managed?	3. What is the procedure for reserving a pavilion or meeting space at your parks?	4. Is there any way for residents to see available dates for amenities for themselves or do they have to call the department?	5. How do you handle multiple requests for a particular date?
1. Broward County 2. Coconut Creek 3. Cooper City 4. Coral Springs 5. Dania Beach	We have staff at Bamford Sports Complex/Pine Island Park and Park Rangers that patrol unstaffed parks and facilities throughout the day. Park Rangers check in shelter rentals and open unstaffed facilities for programming and rentals.	All of our reservation and program registrations are completed through RecTrac/WebTrac. Staff at the Pine Island Multipurpose Center handle facility rentals and programs at staffed and unstaffed community centers.	We are in the process of moving some of our reservation systems to WebTrac to be completed on-line. We have a Clerk Typist who handles all of our shelter and pavilion rentals. Currently this employee completes the reservation process over the phone and e-mails the contract for signature.	Currently they have to call in to request a date. We are working to having our calendar visible through WebTrac to show availability.	Reservations are handled on a first come/first serve basis. We do not hold a venue until the deposit is paid.
6. Davie 7. Deerfield Beach	Staff is only on-site for indoor space reservations. For outdoor areas, staff would only be on-site if it's their scheduled work day. Unless if it's an event use, then staff would most likely be on-site.	Indoor – in person at each facility via facility use form. At time of reservation complete payment is required. Outdoor – pavilions are reserved at any facility that take reservations. We have a select few pavilions we're offering on-line reservation. Plan is to have all pavilions on-line by end of year. Fields – we have dedicated staff that managers athletic field use. Request form is submitted to verify availability, once verified insurance is submitted for approval then reservation is made.	Answered in 2	At the present time no, coming soon.	Other than fields permits which is a longer process due to insurance approval, other space rental is first to pay reserves the date.
8. Fort Lauderdale 9. Hallandale Beach 10. Hillsboro Beach 11. Hollywood 12. Lauderdale By the Sea 13. Lauderdale Lakes 14. Lauderdale 15. Lazy Lake	Most of the time, if not we have PD monitor	Calling or email our dept	We have a calendar through Rec Desks that give all the information, fees, rules, permits, and availability	To make the final reservation, they must call the office, provide proof of residency, collect payment to receive permit	First to pay, receives permit.
16. Lighthouse Point 17. Margate 18. Miramar 19. North Lauderdale	Staff is not on site at our parks. a. Staff arrive at the field for Field Rentals to open the gates and staff returns to lock the gates. b. We have a Park Rover that travel to each park throughout the City.	Requests are on a first come first serve basis. a. The Recreation Manager handles all Building Facilities Rentals reservations. b. The Athletic Coordinator handles all field rental reservations. c. The Administration office staff handles all pavilion rental reservations.	The customers will come in to our Administration Office, provide necessary documents, pay necessary fees and reserve the facility. If they would like to see the facility a staff member will meet them at the facility. Reservations are only open to residents. The resident must come in and show proof of residency and pay at the time of the reservation. Through the RecTrac system, they electronically sign our rules and regulations which is also printed on their receipt.	Currently, The resident must call and speak with a staff member in order to reserve any of our city facilities. No, they have to call the department	First Come, First Served with Payment. We only book a facility, once a person has fully reserved by paying(rental fees and deposits). We can have multiple field reservation on the same date, as long as field space can accommodate. We have set times available for reservations....they can either pick from 9 am – 1 pm or from 2 – 6 pm.
20. Oakland Park	Yes – Park Rangers	Through our RecTrac system			
21. Parkland 22. Pembroke Park	At certain parks but not all.	We manage reservation request through our three main neighborhood park facilities.	As of right now it's in person with registration forms, payment, etc... We are currently transitioning to a new recreation software called CivicRec.	As of right now they have to call or come in but with the launch of CivicRec happening this fall they will have online access to view availability.	First come first serve.
23. Pembroke Pines 24. Plantation 25. Pompano 31. Sea Ranch Lakes 32. Southwest Ranches	Yes, at least all of the ones with reservable amenities.	I have an admin employee who handles the office side, and provides all necessary information to the staff in the park.	Loaded question, but generally you would need to finalize the reservation either online or in person at least 2 weeks out, including providing all necessary proof of residency and required payment. Let me know if there is something specific you're looking for and I'd be happy to help!	Only for pavilion rentals, which can now be done online. Everything else you'd have to call us.	First come first served to make the final reservation either in person or online.
26. Sunrise 27. Tamarac 28. West Park	NO, but we do have rangers that check on the parks.	Through the RecDesk system.	Pavilions can be reserved online through RecDesk. Community Center rooms must be reserved in person (staff inputs it into the RecDesk system).	You can see availability on RecDesk.	First to reserve/request in person, first served.
29. Weston 30. Wilton Manors					