



**MEETING MINUTES**  
**SESSION OF THE PARKS & RECREATION ADVISORY BOARD**  
**CITY OF KISSIMMEE**  
**CITY HALL, COMMISSION CHAMBERS**  
**101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054**  
**WEDNESDAY, APRIL 12, 2023 AT 6:00 PM**

- 1. MEETING CALLED TO ORDER** **Members Present:** Board Member M. Hannan Khan, Board Chair Edward Kilroy, Board Member Robin Wright, Board Member Vanessa Alvarez, Board Member Seewdat "David" Anderson, Board Member Albert Dorsey  
**Staff Present:** Parks and Recreation Assistant Director Matt Libby, Office Manager Andrea Campbell, Events & Venues Manager Kayla Rogers and Assistant City Attorney Curtis McGehee  
**Members Absent:** Board Member Guillermo (Bill) Hansen, Board Member Roy Oddo

Board Chair Edward Kilroy called the meeting to order at 6:03pm.

**2. MINUTES**

- 2.A** Approval of the meeting minutes from December 14, 2022 and February 8, 2023.  
Board Chair Edward Kilroy noted that he would like to approve the meeting minutes from December 14th and February 8th separately.

Board Member Vanessa Alvarez made a motion to approve the December 14th meeting minutes.  
Board Member Hannan Khan seconded the motion.

AYE: Board Member M. Hannan Khan, Board Chair Edward Kilroy, Board Member Robin Wright, Board Member Vanessa Alvarez, Board Member Seewdat "David" Anderson, Board Member Albert Dorsey  
NAY: None

Motion to 6 - 0.

Board Member Vanessa Alvarez made a motion to approve the February 8th, 2023 meeting minutes. Board Member Albert Dorsey seconded the motion.

AYE: Board Member M. Hannan Khan, Board Chair Edward Kilroy, Board Member Robin Wright, Board Member Vanessa Alvarez, Board Member Seewdat "David" Anderson, Board Member Albert Dorsey  
NAY: None

Motion to 6 - 0.

- 3. HEAR AUDIENCE** No one was present in the audience.

**4. DISCUSSION**

- 4.A** Directors Report

Board Chair Edward Kilroy introduced the Assistant City Attorney Curtis McGehee who will be at all future meetings as a resource to the board.

Parks and Recreation Assistant Director Matt Libby reported on the upcoming events as well as two upcoming park volunteer opportunities if any board members would like to attend. Matt will send the sign up links if you would like to preregister or to invite others to join. Board Chair Edward Kilroy asked if there were any updates on Lancaster Ranch Park and Assistant Director Matt Libby explained that the Mitigation Credit Agreements are in and going to the Commission for approval.

Board Member Hannan Khan asked if there were any updates on the Berlinsky Community House, Assistant Director Matt Libby explained that there will be another structural inspection completed to move forward and determine next steps to be certain of a rebuild or reconstruction process.

## 5. NEW BUSINESS

### 5.A Annual Amount for Fee Waivers for 2022/2023 Fiscal Year Events

Board Chair Edward Kilroy explained that a vote for clarification of awarded amounts of 2022/2023 Fee Waivers was needed due to quorum issues and just a precaution for clarity.

Board Member Albert Dorsey made a motion to accept the awarded amounts as presented for 2022/2023 Fee Waivers (Exhibit A) . Board Member Vanessa Alvarez seconded the motion.

AYE: Board Member M. Hannan Khan, Board Chair Edward Kilroy, Board Member Robin Wright, Board Member Vanessa Alvarez, Board Member Seewdat "David" Anderson, Board Member Albert Dorsey

NAY: None

Motion to 6 - 0.

### 5.B Community Benefit Grant

Two Community Benefit Grants were submitted for review and award.

Team Kareem, Drowning Prevention Awareness - This group was awarded a Fee Waiver Grant in the past but has since decided that they did not want to accept the Fee Waiver and has applied for the Community Benefit Grant instead. Each board member voted for the amount each would like to propose to give and those amounts were entered in the spreadsheet (Exhibit B) and their average was for \$2,500.

Board members Albert Dorsey and Robin Wright simultaneously made a motion to award Team Kareem \$2,500. Board Member Vanessa Alvarez seconded the motion.

AYE: Board Member M. Hannan Khan, Board Chair Edward Kilroy, Board Member Robin Wright, Board Member Vanessa Alvarez, Board Member Seewdat "David" Anderson, Board Member Albert Dorsey

NAY: None

Motion to 6 - 0.

Fostering Quality Education - The group is eligible for the grant and will provide supplies and books for students to further their education. They did receive a Community Benefit Grant last year in the amount of \$2,000. Each board member voted for the amount each would like to propose to give and those amounts were entered in the spreadsheet (Exhibit B) and their average was for \$2,333.

Board Member Vanessa Alvarez made a motion to award Fostering Quality Education \$2,333. Board Member David Anderson seconded the motion.

AYE: Board Member M. Hannan Khan, Board Chair Edward Kilroy, Board Member Robin Wright, Board Member Vanessa Alvarez, Board Member Seewdat "David" Anderson, Board Member Albert Dorsey

NAY: None

Motion to 6 - 0.

### 5.C 2022/23 Vote of Parks and Recreation Advisory Board Officers

Board Chair Edward Kilroy explained that due to the amount of meetings left this year we should just keep things the way they are and move forward in October.

Board member Robin Wright made a motion to nominate Ed Kilroy as the Chair and Vanessa Alvarez as the Vice Chair. Board member Hannan Khan seconded the motion.

AYE: Board Member M. Hannan Khan, Board Chair Edward Kilroy, Board Member Robin Wright, Board Member Vanessa Alvarez, Board Member Seewdat "David" Anderson, Board Member Albert Dorsey  
NAY: None

Motion to 6 - 0.

5.D Board Attendance and Term Renewals

Parks and Recreation Assistant Director Matt Libby reiterated and clarified the criteria for the Parks and Recreation Advisory Board attendance policy. The policy says that a board member is considered resigned if 3 consecutive meetings are missed (no regard to a calendar year) and/or removed if three (or 50%) of meetings in a year. If either of these instances occur you will be removed from the board by the City Commission. If you have extenuating circumstances, you may write a letter on your behalf to the Commission with your request to stay on the board.

Board Member Robin Wright thanked the Board and the City Commission for allowing them to stay on after their Hurricane Ian displacement.

6. **HEAR CHAIRMAN AND BOARD MEMBERS** Nothing from the Board.

7. **ADJOURNMENT**

There being no further business to come before the Parks and Recreation Advisory Board, Board Chair Edward Kilroy adjourned the meeting at 6:35pm.

  
Board Chair

ATTEST:

  
Board Secretary

# EXHIBIT A

## 2022/2023 Fee Grant Request Period III, Events occurring June 1, 2023- September 30, 2023

| <i>EVENT</i>                  | <i>Requested Date</i> | <i>21-22 Amount</i> | <i>Requested Amount</i> | <i>Year of award / Sunset year</i> | <i>Est. City Expenses</i> | <i>AWARDED</i> | <i>SCORE</i> | <i>Ed</i> | <i>Roy</i> | <i>Hannan</i> | <i>David</i> | <i>Guillermo</i> | <i>Total</i> |
|-------------------------------|-----------------------|---------------------|-------------------------|------------------------------------|---------------------------|----------------|--------------|-----------|------------|---------------|--------------|------------------|--------------|
| Team Kareem                   | 6/10/2023             | N/A *               | \$3,000                 | 3                                  | \$1,260                   | \$0            | 80           | 70        | 90         | 90            | 90           | 60               | 400          |
|                               |                       |                     |                         |                                    |                           |                |              |           |            |               |              |                  |              |
| CAFA Awards Banquet           | 8/6/2023              | \$1,296             | \$3,000                 | 2                                  | \$1,485                   | \$1,039.50     | 87           | 85        | 85         | 90            | 95           | 80               | 435          |
|                               |                       |                     |                         |                                    |                           |                |              |           |            |               |              |                  |              |
| Jurassic Jungle               | 8/11-8/20/2023        | \$2,100             | \$3,000                 | 2                                  | \$19,765                  | \$2,100.00     | 86           | 90        | 95         | 85            | 90           | 70               | 430          |
|                               |                       |                     |                         |                                    |                           |                |              |           |            |               |              |                  |              |
| Puerto Rican Parade/Festival  | 9/9/2023              | \$2,400             | \$3,000                 | 3                                  | \$14,091                  | \$1,500        | 87.8         | 89        | 90         | 100           | 85           | 75               | 439          |
|                               |                       |                     |                         |                                    |                           |                |              |           |            |               |              |                  |              |
| Osceola Youth & Family Summit | 9/23/2023             | \$3,000             | \$3,000                 | 2                                  | \$3,551                   | \$2,400        | 90           | 95        | 90         | 100           | 90           | 75               | 450          |
|                               |                       |                     |                         |                                    |                           |                |              |           |            |               |              |                  |              |
| Opportunity Center Gala       | 9/23/2023             | N/A                 | \$3,000                 | 1                                  | \$2,140                   | \$1,712        | 76           | 70        | 90         | 80            | 85           | 55               | 380          |
|                               |                       |                     |                         |                                    |                           |                |              |           |            |               |              |                  |              |
|                               |                       |                     |                         |                                    |                           |                |              |           |            |               |              |                  |              |
|                               |                       |                     |                         |                                    |                           | \$8,751.50     |              |           |            |               |              |                  |              |

\*removed application

\* Team Kareem  
\$1,420 (2019)  
\$2,700 (2020)

This applicant opted to apply for the Community Benefit Grant

Total amount awarded for Period 1 October 2022-January 2023  
Total amount awarded for Period 2 February 2023 - May 2023  
Total amount awarded for Period 3 June 2023 - September 2023

\$22,739.88  
\$20,621.80  
\$8,751.50

Grand Total FY 2022/23

**\$52,113.18**

# EXHIBIT B

## 2022/2023 Community Benefit Grant

| <i>EVENT</i>                                | <i>Award Date</i> | <i>Requested Amount</i> | <i>AWARDED</i> | <i>Ed</i> | <i>AL</i> | <i>Robin</i> | <i>Hannan</i> | <i>Guillermo</i> | <i>Roy</i> | <i>David</i> | <i>Hamza</i> | <i>Vanessa</i> | <i>Total</i> |
|---------------------------------------------|-------------------|-------------------------|----------------|-----------|-----------|--------------|---------------|------------------|------------|--------------|--------------|----------------|--------------|
| Fund for Hope                               | 10/12/2022        | \$2,500                 | \$2,100        | 2000      |           |              | 2000          |                  | 2000       | 2500         |              | 2000           | 10500        |
| American Youth Football Regionals - 7U      | 10/12/2022        | \$2,500                 | \$2,000        | 2000      |           |              | 2000          |                  | 2000       | 2000         |              | 2000           | 10000        |
| MERGE (Women Encouraging Women)             | 2/8/2023          | \$2,500                 | \$2,000        | 1500      |           |              | 2000          | 2500             |            | 2000         |              |                | 8000         |
| Drowning Prevention Awareness (Team Kareem) | 4/12/2023         | \$2,500                 | \$2,500        | 2500      | 2500      | 2500         | 2500          |                  |            | 2500         |              | 2500           | 15000        |
| Fostering Quality Education                 | 4/12/2023         | \$2,500                 | \$2,333        | 2000      | 2500      | 2500         | 2000          |                  |            | 2500         |              | 2500           | 14000        |
| Fostering Hope for All                      | 6/14/2023         | \$2,500                 | \$2,463        | 2200      | 2500      | 2500         | 2500          |                  | 2500       | 2500         | 2500         | 2500           | 19700        |
| Kingdom Kids Families Support               | 6/14/2023         | \$2,500                 | \$2,450        | 2300      | 2500      | 2400         | 2500          |                  | 2500       | 2400         | 2500         | 2500           | 19600        |
| Fore our Kids Golf Tournament               | 6/14/2023         | \$2,500                 | \$2,400        | 2200      | 2500      | 2400         | 2500          |                  | 2500       | 2500         | 2100         | 2500           | 19200        |
|                                             |                   |                         |                |           |           |              |               |                  |            |              |              |                | 0            |
|                                             |                   |                         |                |           |           |              |               |                  |            |              |              |                | 0            |
|                                             |                   |                         |                |           |           |              |               |                  |            |              |              |                | 0            |
|                                             |                   |                         |                |           |           |              |               |                  |            |              |              |                | 0            |
|                                             |                   |                         |                |           |           |              |               |                  |            |              |              |                | 0            |
|                                             |                   |                         |                |           |           |              |               |                  |            |              |              |                | 0            |
|                                             |                   |                         |                |           |           |              |               |                  |            |              |              |                | 0            |
|                                             |                   |                         |                |           |           |              |               |                  |            |              |              |                | 0            |

\$20,000      \$18,245.50