



**CITY OF CLEWISTON**  
**115 West Ventura Avenue**  
**Clewiston, Florida 33440**

**PARKS, RECREATION & LEISURE SERVICES**  
**ADVISORY BOARD MEETING AGENDA**

**Thursday, January 15, 2026 – 4:00 p.m.**

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**Call meeting to order**

**Prayer and Pledge of Allegiance**

**Additions/Deletions/Changes and Approval of the Agenda**

**Public Comments** – At this time, any person will be allowed to speak.

**Regular Agenda:**

- 1. Department Reports, Program Plans & Project Updates – Director of Recreation & Leisure Services, Jeanie Orozco**
  - a. Resolution No. 2025-85 update**
- 2. Board member comments/questions/future meeting discussion topics**
- 3. Next Meeting: February 19, 2026, Regular Meeting 4:00 pm at City Hall**

**Adjournment**

The City of Clewiston is an equal opportunity provider and employer.

City Hall is wheelchair accessible and accessible parking spaces are available. Accommodation requests or interpretive services must be made 48 hours prior to the meeting. Please contact the City Clerk's office at (863) 983-1484, extension 104, or FAX (863) 983-4055 for information or assistance.

If a person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting, the person will need a record of the proceedings, and that, for such purpose, the person may need to ensure a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

I, the undersigned authority, hereby certify that the foregoing Notice of Meeting of the City Commission of the City of Clewiston is a true and correct copy of said Notice and that I have posted a true and correct copy on the city's official website at [www.clewiston-fl.gov](http://www.clewiston-fl.gov), a location convenient and readily accessible to the general public at all times.

*Fransheska Berrios*

Fransheska Berrios, City Clerk

**CITY OF CLEWISTON**

**RESOLUTION NO. 2025-85**

**A RESOLUTION OF THE CITY OF CLEWISTON OF THE OF CLEWISTON, FLORIDA, APPROVING THE SUGARLAND PARK RESERVATION APPLICATION/PARK FEES FOR FIELD USE.**

**WHEREAS**, the city of Clewiston implements the Sugarland Park Reservation application to include Park Fees for Field use.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF CLEWISTON, FLORIDA, THAT:**

**SECTION 1:** The attached Sugarland Park Application/Park Fees for field use is hereby approved.

**SECTION 2:** This Resolution shall become effective upon its adoption.

Commissioner \_\_\_\_\_ offered the foregoing resolution.  
Commissioner \_\_\_\_\_ seconded the motion, and upon being put to a vote, the vote was as follows:

	<u><b>Aye</b></u>	<u><b>Nay</b></u>	<u><b>Absent</b></u>
JAMES PITTMAN, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HILLARY HYSLOPE, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BARBARA EDMONDS, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MALI GARDNER, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JASON WILLIAMS, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PASSED AND APPROVED** by the City Commission of the City of Clewiston on this **15<sup>th</sup>** day of **December** 2025.

**ATTEST:**

**CITY OF CLEWISTON, FLORIDA**

\_\_\_\_\_  
Fransheska Berrios, City Clerk

\_\_\_\_\_  
James Pittman, Mayor

**(MUNICIPAL SEAL)**

**APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY**

**By:** \_\_\_\_\_  
Kaylee Tuck, City Attorney



**CITY OF CLEWISTON**  
115 West Ventura Avenue  
Clewiston, Florida 33440

**PARKS, RECREATION & LEISURE SERVICES**  
**ADVISORY BOARD MEETING MINUTES**

**Thursday, November 20, 2025 – 4:00 p.m.**

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**Meeting Called to Order:**

Chair McDuffie called the meeting to order at 4:00 p.m.

**Pledge of Allegiance and Prayer:**

Vice Chair Duffy offered the invocation & led the Pledge of Allegiance.

**Board Members:** Chair McDuffie, Vice Chair Duffy, Board Member Foote

**Absent:** Board Member Stone and Board Member Redish

**Staff Present:** Parks and Recreation Director Orozco, Parks and Recreation Assistant Jayden Gomez and City Clerk Berrios

**Additions/Deletions/Changes and Approval of the Agenda:** None

**Public Comments:**

- Kevin McCarthy 1011 Ponce de Leon Ave. expressed his concerns about AYSO being unexpectedly charged fees for painting/lining fields. He noted that after reviewing the city charter and ordinances, no authority for such fees was found. Mr. McCarthy stated that under Chapter 116 Florida Statutes, only the city commission can levy fees, and any fee currently assessed to AYSO is illegal until commission approval. Mr. McCarthy requested the board to research the matter and find out whether fees are authorized. Mr. McCarthy asked that any proposed fees be recommended to the commission well in advance of league seasons, so leagues have time to adjust fee schedules. He notes leagues have already collected signups and fees, and sudden in-season charges create financial hardship. Mr. McCarthy recommends establishing and documenting field use priorities and schedules (e.g., high school priorities, league priorities, travel teams) and submitting them to the commission for adoption, referencing past practices (1995–2001) when he served as a Recreation Commissioner.
- Norma Valasquez mentioned that she is concerned about how they will have to change the AYSO registration fees and the financial impact that it will have on participants. Ms. Valasquez mentioned that the AYSO has 300 registered players;

current registration fee is \$95 (up from historical ~\$65). She is asking for clarification so the AYSO board can explain any fee changes to parents and secure sponsorships if required.

- The Board Members acknowledged the concerns and stated they never discussed fees.
- Parks and Recreation Director Orozco explained the fee components and related practices for high school fields; and clarified that the city is not charging labor or machine costs; only paint is charged. The machine costs \$11,000/year. Mrs. Orozco noted similar practice with high school Cougar football: charging only for paint, not labor and they have been paying for paint since last year.
- Board Members will collect facts and have the Chair attend the next commission meeting with Parks and Recreation Director Orozco to present findings for formalization.
- Parks and Recreation Director Orozco will provide existing fee structure documentation for all leagues for board review and clarify that the fees are only for painting used to line fields no labor cost is included in the fees.
- Mr. McCarthy agreed with the board members and plans to inform the mayor of his concerns in the meantime.

**1. Approval of Meeting Minutes for September.**

Motion to approve September 18, 2025, meeting minutes.

**Board Member Duffy and seconded by Board Member Foote.  
The vote was unanimous.**

**2. Department Reports, Program Plans & Project Updates – Director of Recreation & Leisure Services, Jeanie Orozco**

- *Director of Recreation & Leisure Services Orozco* updated the board on the activities for October and November and updated them with upcoming events for the city. Operational staffing and maintenance challenges and is implementing chargers per City Manager Williams' direction and she noted the lack of clear policies for use of the fields.
- *Director of Recreation & Leisure Services Orozco* will draft a contract between the city and AYSO covering services (painting), schedules, durability expectations, safety standards, lighting protocols, and billing processes. She will develop and submit a written field usage priority and scheduling policy for commission adoption, including documented protocols for field closures and daytime shifts.
- The board members agreed to have a park and recreation board member attend the next city commission meeting along with Parks and Recreation Director Orozco to address the concerns addressed at today's meeting.

### 3. Board member comments:

- **Chair McDuffie:** Chair McDuffie said she will attend the next commission meeting, and she wants the city to grow and prosper.
- **Vice Chair Duffy:** Vice Chair Duffy recommended to the Parks and Recreation Director Orozco gather historical data to show how costs have increased over time. He noted that the proposed fees are relatively modest compared to the overall price increases in other communities and having this information would provide helpful context.

*Parks and Recreation Director Orozco* also mentioned that approximately 10 lights are out; nighttime play is unsafe and contracting replacements requires a lift and significant cost beyond \$50,000; quotes for redoing lighting estimated at \$245,000 to \$300,000. The city seeks a balanced approach: while maintenance is provided, major costs should not fall entirely on the city that's why proposing to set a fee structure.

- **Board Member Foote:** None
- **Board Member Redish:** Absent
- **Board Member Stone:** Absent

### 4. Next Meeting: December 18, 2025, Regular Meeting at 4:00 pm

**Chair McDuffie the meeting was adjourned at 4:45pm**

Minutes Approved on \_\_\_\_\_

\_\_\_\_\_  
Fransheska Berrios, CMC  
City Clerk

\_\_\_\_\_  
Melissa McDuffe  
Chair

# CITY OF CLEWISTON PARKS & RECREATION DEPARTMENT



## SUGARLAND PARK FIELD RESERVATION

### Organization Information (Please print all information)

Organization Name

Address

City/State/Zip

Contact Person

Phone Number

Fax Number

Description of Facility	Date Time *Attach schedule, if available
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<b>Fees</b> (ALL payments are due at time of booking. Make check payable to the City of Clewiston) <b>*Rental fee can be waived for local non-profits (501c3) only by the City Commission</b>	<b>*Rental - \$1,000 for season</b>	\$ _____
	Utility fees – Billed monthly per cycle	\$ _____
	Sales Tax 7%	\$ _____
	Subtotal	\$ _____
	\$500 Security Deposit (Refundable, can be applied to final utility fee)	\$ _____
	<b>TOTAL</b>	\$ _____

Team Insurance: ☐ Yes ☐ No

Attach copy of Certificate of Insurance to this form.

All field use is by permit only unless an exception is made by the Director of Recreation & Leisure Services. Coaches are responsible for leaving fields, dugouts, and spectators' areas clean. Extra field maintenance for any play, tournament, or special event is considered a "billable" event. It is the responsibility of the user group to maintain a clean and safe concession. The Director of Recreation & Leisure Services is to be notified of all accidents/incidents requiring medical attention. Athletic fields can be used only when field conditions are deemed safe and when use will not create conditions which may cause damage to the fields. If field conditions change during the permit period, the Director of Recreation & Leisure Services reserves the right to close the fields. Security deposit is fully refundable upon cancellation or no damage to the fields.

### AGREEMENT OF UNDERSTANDING

I understand the rules and policies of the City of Clewiston and agree to abide by the stated guidelines. I understand any non-compliance may result in the revocation of existing permits, the loss of permits in the future, and loss of security deposit. I also understand non-compliance may result in the revocation of field privileges and/or a fee assessment for damages.

Signature of Organization Representative

Organization

Date

Director of Recreation & Leisure Services

1 | Page

Phone (863-983-1492) ext. 704 | Email:jeanie.orocho@clewiston-fl.gov | 110 W. Osceola Ave, Clewiston, FL 33440

Revised December 2025

# CITY OF CLEWISTON PARKS & RECREATION DEPARTMENT



## SUGARLAND PARK FIELD RESERVATION

### Field Playability, Rules and Regulations

The Park Personnel will decide if the field is playable. This person will use common sense and good judgment in the decision to play. The soil must be firm and free of obstacles that could cause personal injury or field damage before play begins. Water can be broom-dried to remove puddles from infield to expedite play.

- All persons, if given permission to use a field, will abide by all and any directives from the City of Clewiston & Parks and Recreation Personnel.
- All teams and individuals given permission to use a field assume all responsibilities in regards to injury and/or accident and all liabilities, as per insurance requirements listed on Page 1 & 3.
- Permits must be kept with team while using field at all times.
- Teams and individuals given permission to use a field must use the field assigned.
- No exchanging of field permits with another team or individual is allowed.

### Rain-outs Rescheduling Procedures

If you are rained out on a given night, you must contact Parks & Recreation Department within 24 hours or the next business day in order to receive a rain-date. A failure to contact this office within the allotted time will result in forfeiture of the rain-date. Rain dates will be scheduled on the same day of the week and the same time period, as your regularly scheduled play dates, unless a mutually agreed upon time and date is reserved. It will be added to your schedules accordingly. All attempts to schedule your rain-date for the earliest possible time will be made.

### Parking

All parking must be in designated areas. No vehicles are permitted to park on grassy areas, behind backstops or along the side of fields. Any vehicle parked illegally will be tagged and/or towed at the discretion of the City Police Department.

*By signing below, I agree to comply with the above stated rules and regulations concerning the use of the Ball Park Fields.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



CITY OF CLEWISTON PARKS & RECREATION DEPARTMENT



SUGARLAND PARK FIELD RESERVATION

**HOLD HARMLESS AGREEMENT**

(Please type or print)

BETWEEN THE CITY OF CLEWISTON, FLORIDA AND \_\_\_\_\_  
(Applicant)

WITNESSETH:

1. In consideration of permission to use the public facility described below on the \_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_, the application does hereby covenant and agree to save and hold the City of Clewiston, its agents, servants and employees harmless from any and all liabilities of costs arising out of the described premises by the applicant, the applicant's invitees or other persons.
2. The facilities will be used for the following purpose and no other \_\_\_\_\_.  
Number of persons expected to attend: \_\_\_\_\_
3. The applicant is: (check one) \_\_\_\_\_ An Individual \_\_\_\_\_ Non-profit Organization  
\_\_\_\_\_ A Profit Organization \_\_\_\_\_ Other (describe) \_\_\_\_\_.

If applicant is an Association or Corporation, the undersigned certifies that the execution of the HOLD HARMLESS AGREEMENT has been duly authorized.

4. The applicant acknowledges that the permission to utilize the facilities is limited to the portion of the premises herein described (if applicable) and the permission to use the facility is valid only for the activity herein described. Notwithstanding the foregoing, however, this HOLD HARMLESS AGREEMENT shall be applicable to any claim asserted against the City of Clewiston or any loss incurred arising out of the applicant's activity whether or not the same extends beyond the permitted type or locale of activity or occurs on a different date out of the applicant's activity whether or not the same extends beyond the permitted type or locale of activity or occurs on a different date than specified. The applicant further HOLDS HARMLESS, the City of Clewiston and its agents, from all liability or costs arising from any interaction or contact between the applicant and other applicants/activities taking place on municipal property, or arising from adjoining private property.
5. The applicant specifically agrees that this Indemnification and Hold Harmless Agreement shall include the responsibility to provide legal defense for the City of Clewiston for any suit arising out of the applicant's use of premises, and that should the applicant or the applicant's insurance carrier fail or refuse to provide such a defense, the applicant will reimburse the City of Clewiston for any costs incurred by it for any person or organization acting on its behalf.

CITY OF CLEWISTON PARKS & RECREATION DEPARTMENT



SUGARLAND PARK FIELD RESERVATION

6. The undersigned is authorized to execute this HOLD HARMLESS AGREEMENT as the binding act of the applicant.

X \_\_\_\_\_  
Signature of Applicant Date

X \_\_\_\_\_  
Signature of Witness Date

If you (the applicant) are a Corporation, Association or Company carrying Insurance, please complete the information below. The applicant has furnished the Certificate of Insurance described below as an additional inducement for the permission to use of the premises.

NAME OF INSURANCE CARRIER: \_\_\_\_\_

CERTIFICATE NUMBER: \_\_\_\_\_

LIMITS OF LIABILITY: Property Damage \_\_\_\_\_

Public Liability \_\_\_\_\_

A true copy of the Certificate of Insurance is attached. NOTE: Requires \$1,000,000 per loss liability insurance for Special Events, subject to review and approval by the City of Clewiston. The following additional documents form a part of the agreement:

✓ **Rental Application Forms**

# CITY OF CLEWISTON PARKS & RECREATION DEPARTMENT



## SUGARLAND PARK FIELD RESERVATION

### Organization Information (Please print all information)

Organization Name \_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Description of Facility	Date Time *Attach schedule, if available
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<b>Fees</b>  (ALL payments are due at time of booking. Make check payable to the City of Clewiston)	Rental - \$100 per day/per field	\$ _____
	Light Fee - \$25 per hour	\$ _____
	Maintenance Fee - \$50 per day	\$ _____
	Sales Tax 7%	\$ _____
	Subtotal	\$ _____
	\$50 Security Deposit (Refundable)	\$ _____
	<b>TOTAL</b>	\$ _____

Team Insurance: ☐ Yes ☐ No      Attach copy of Certificate of Insurance to this form.

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Signature of Organization Representative \_\_\_\_\_

Organization \_\_\_\_\_

Date \_\_\_\_\_

Director of Recreation & Leisure Services \_\_\_\_\_

CITY OF CLEWISTON PARKS & RECREATION DEPARTMENT



SUGARLAND PARK FIELD RESERVATION

6. The undersigned is authorized to execute this HOLD HARMLESS AGREEMENT as the binding act of the applicant.

X \_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

X \_\_\_\_\_

Signature of Witness

\_\_\_\_\_

Date

If you (the applicant) are a Corporation, Association or Company carrying Insurance, please complete the information below. The applicant has furnished the Certificate of Insurance described below as an additional inducement for the permission to use of the premises.

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LIMITS OF LIABILITY: Property Damage \_\_\_\_\_

Public Liability \_\_\_\_\_

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