



CITY OF MOUNT DORA

Leisure Services
900 N. Donnelly St.
Mount Dora, FL 32757
352-735-7183
Fax: 352-735-3681
E-mail: parksandrec@cityofmoundora.com

**PARKS AND RECREATION
ADVISORY BOARD MEETING
City Hall Board Room, 510 N. Baker Street, Mount Dora, FL 32757
October 18, 2021 at 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
 - A. September 20, 2021 Meeting Minutes
- IV. Public Comment
- V. Presentations
- VI. Action Items
- VII. Resolutions
- VIII. Ordinances
- IX. Discussion Items
- X. City Staff
 - A. Sunshine Law Memorandum
 - B. Parks and Recreation Update
 - C. Cultural and Special Events Update
- XI. Communications and Reports
 - A. Advisory Board Reappointments
 - B. Board Member Wendy Appleby
 - C. Board Member Kate Barnard

- D. Board Member Derrick Campbell
- E. Board Member Rick Cooper
- F. Board Member William Larkin
- G. Board Member Alternate Don Stuart
- H. Board Member Alternate Marsha Blum
- I. Vice-chair Amy Fortenberry
- J. Chair Mark Woerner

XII. Future Meeting Dates

- A. 2022 Parks and Recreation Advisory Board Meeting Dates
- B. November 15, 2021, 5:30 p.m.
- C. December 20, 2021, 5:30 p.m.

XIII. Adjournment

NOTICE: Please note that, for purposes of Section 286.011, Florida Statutes, two or more members of the City Council may be present at this meeting, and this meeting may be considered a City Council meeting.

NOTICE: If any person decides to appeal any decisions at this meeting with respect to any matter considered, such person may need a record of these proceedings. For such purpose, a person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

NOTICE: In accordance with the Americans With Disabilities Act of 1990, persons needing special accommodations to participate in this proceeding should contact Jennifer Schwarz no later than seven (7) days prior to the proceedings. (352) 735-7183 ext. 1605. for assistance. If hearing impaired, telephone the Florida Relay Service numbers (800) 955-8771 (TDD) or (800) 955-8770 (Voice) for assistance.

If you have any comments or question regarding the contents of this agenda packet, please call Jennifer Schwarz at (352) 735-7183 ext. 1605.



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DATE: October 18, 2021

TO: Parks and Recreation Advisory Board Members

FROM: Amy Jewell, Leisure Services Director

SUBJECT: September 20, 2021 Meeting Minutes

Introduction:

This is a request for the Parks and Recreation Advisory Board to approve meeting minutes.

Discussion:

Administrative staff prepare minutes and present them to the Advisory Board as an opportunity to make suggestions or corrections prior to final approval.

Budget Impact:

N/A

Strategic Impact:

N/A

Recommendation

Advisory Board approve minutes as transcribed.

Attachment(s):

1. PRAB Minutes 09-20-21_ADA

Prepared by: Jeanann Hand, Administrative Coordinator
Reviewed by: Troy Shonk, Leisure Services Administrator
Amy Jewell, Leisure Services Director

Approved - 10/6/2021
Final Approval - 10/7/2021



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**PARKS AND RECREATION
ADVISORY BOARD MEETING
City Hall Boardroom, 510 N. Baker Street, Mount Dora, FL 32757
September 20, 2021 at 5:30 p.m.**

MINUTES

PRESENT: Wendy Appleby, Marsha Blum (Alternate), Rick Cooper, Amy Fortenberry, William Larkin, Don Stuart (Alternate), Mark Woerner

ABSENT: Kate Barnard, Derrick Campbell

CITY STAFF: Christopher Carson – Cultural and Special Events Manager, Jeanann Hand – Leisure Services Administrative Coordinator, Amy Jewell – Director of Leisure Services, Cathy Lunday – W.T. Bland Library Manager, Jen Schwarz - Leisure Services Operations Manager, Troy Shonk – Leisure Services Manager

I. Call to Order

Ms. Fortenberry called the meeting to order at 5:30 p.m.

II. Roll Call

III. Approval of Minutes

A. June 21, 2021 Parks and Recreation Advisory Board Minutes

MOTION by Mr. Larkin, SECONDED by Mr. Cooper to approve the minutes from June 21, 2021, contingent upon striking the mention of a Parks and Recreation Master Plan reference to Summerview Park as a location for pickleball courts.

AYE: Appleby, Blum, Cooper, Fortenberry, Larkin, Stuart, Woerner

NAY: None

MOTION CARRIED 7-0.

B. August 19, 2021 Parks and Recreation Advisory Board-Northeast CRA Advisory Committee Joint Meeting Minutes

MOTION by Ms. Appleby, SECONDED by Mr. Larkin to approve the minutes from August 19, 2021.

AYE: Appleby, Blum, Cooper, Fortenberry, Larkin, Stuart, Woerner

NAY: None

MOTION CARRIED 7-0.

IV. Public Comment

V. Presentations

VI. Action Items

A. Forest School Preserve FRDAP Grant Acceptance

Ms. Lunday delivered a brief introduction to current library facilities and activities. She spoke of the existing demand for programming that could be offered by the proposed Forest School Preserve. Library circulation patterns indicate a vibrant interest in environmental subject matter.

The area being considered for this project is public land with a greenbelt designation; a preserve is one of its approved uses. The goal is a safe, natural, environment for passive activities such as story time for groups of children. An existing one-mile trail in the park is already widely used; additional trails would be designed with the intention to avoid proximity to homes and the lift station.

Ms. Lunday played a video with examples of Forest School parks in action, demonstrating their intention to blend with existing natural environments, and their lack of disturbance to their locations.

The City has been awarded a \$50,000.00 grant for this project from the Florida Department of Environmental Protection, and is now seeking the Board's support for acceptance of the grant. The grant acceptance will go before City Council on September 21, 2021. In addition to the programming, benefits of this project include improving existing trails, adding a rustic pavilion close to the library, and installing wayfinding signage.

Ms. Lunday confirmed the area is entirely City land. Mr. Cooper questioned adding a pavilion, when one already exists at the Butterfly Garden. Ms. Lunday told him it would be used for activities to take place within the forest environment. It would also accommodate more children than the existing pavilion does.

Ms. Lunday explained added lighting would only be street-side and neither the lighting nor the security cameras mentioned in the grant application would affect the preserve environment or the homes nearby. The need to meet a deadline for grant acceptance has not yet provided much time for public input. Mr. Cooper asked about pink marking tape

and flags currently in the preserve. City staff confirmed it was not put there by the City or with their knowledge.

Ms. Lunday informed funds had been designated for a trail assessment and an environmental impact study should this grant be accepted. Mr. Cooper inquired about trail maintenance. Mr. Shonk responded the additional labor mentioned at prior meetings had not yet been activated and that the City continued to work toward better management of maintenance issues.

Mr. Cooper expressed concern about the City prioritizing Forest School Preserve when the Northeast community is underserved. Ms. Lunday responded any spending in addition to the grant would come from Library Impact Fees and not funds that would alternatively be spent on projects for the Northeast.

At this point, the Board is merely being asked to support the acceptance of the grant, which is a preliminary stage for this project.

Ms. Blum expressed support for the grant acceptance, but concern for the location of restrooms and other features that may interfere with the environment. Ms. Lunday responded that restrooms are no longer an element of the plan. Trails will be non-motorized and a bike rack will remain outside of the preserve. The pavilion design will maintain the forest character of the project.

Ms. Blum related that the dog park pavilions attract loitering and litter. She would like the name to be “Preserve” rather than “Park.” Ms. Lunday agreed and said it would be called “Preserve.”

When Mr. Woerner asked about parking, Ms. Lunday informed permeable parking street-side would serve both the Forest School Preserve and the library, and maintain environmental integrity.

Mr. Woerner had done research and not found deed restrictions on the property.

Ms. Fortenberry said her main concern was impact on the nearby homes.

The item was opened for public comment.

Judy Smathers, 414 Forest Road, has lived near the preserve for nearly 50 years. She expressed support for the purpose of the project, but concern regarding the pavilion and the watershed. The retention pond had been built by the county to relieve residential flooding. The pond is maintained by the City, and the City must keep in mind the importance of its function.

Ms. Smathers had been part of a successful referendum in the 1980s to keep the property a natural preserve. She wishes to see it remain so. She asked the City improve its communication with residents.

Bill Johnson, 415 Forest Road, related the history of the property. The City was going to sell it to a developer in the 1980s but he, his wife, and their neighbors worked to protect its status. He wishes to participate in the conversations regarding the progress of this project. He said they are interested in preserving the park. He is glad the preserve is not being used for housing.

Mary Johnson, 415 Forest Road, inquired about a concrete trail shown in the video, and whether modifications to bring existing trails up to ADA accessibility are necessary. Ms. Lunday said a 1/8-1/16 mile paved area close to the road may or may not be built. Existing trails are not required to be upgraded to ADA standards.

Ms. Johnson mentioned they are also worried about the watershed. The Johnsons have lived on Forest Road for 44 years and have seen flooding.

She expressed concern about visitors parking on Suzanne Drive. She does not want to see trees cut down for this project. She agreed with Mr. Stuart that there are a lot of unanswered questions and she is uncomfortable with being in limbo.

Steve Shank, 306 Forest Road, is a neighbor of Ms. Smathers and Ms. Johnson. His back yard is adjacent to the 12-acre conservation area. He values the quietude of his property and does not want it disrupted by a nature trail.

Mr. Shank suggested the environmental study and/or City Council opinion may affect whether this project moves forward. He mentioned the preserve is home to nesting bald eagles and protected tortoises. He has lived there for 22 years. He sees no need to build additional trails in what is supposed to be a preserve. He also questioned the building of a pavilion when one already exists in the Butterfly Garden.

He is not comfortable with plans for on-street parking. He fears it would bring about unfavorable conditions similar to those that occur in his neighborhood during Mount Dora Christian Academy football games. He would like more people to look into the interests of the residents who are dubious about this project.

Kate Johnson, 312 Forest Road, is hesitant about support for a new pavilion. She appreciates her neighbors' vigilance to keep the area a nature preserve. However, she sees potential benefits from the project as well, including providing activities for younger children. She is optimistic about the Forest School Preserve project cleaning up the proposed area, which she sees as not secure at the moment. She will not walk the existing trail without a weapon because she does not feel safe there.

Robert Oliva, 2025 Suzanne Drive, believes security is an issue in the preserve as it exists currently. He fears a pavilion will attract loitering. He feels the City must keep security in mind as a permanent element of the project.

Ozell Ward, 318 East Jackson Avenue, finds the educational programming of the project a positive factor. He would like the children of the Northeast community to have occasions to interact with nature, which they do not have at the moment. He believes the Forest School Preserve project would be beneficial to the town, but agrees safety must be addressed.

Ms. Fortenberry suggested there are other areas of the library property that could be used for the same purposes intended by the Forest School Preserve. Ms. Lunday pointed out the areas mentioned by Ms. Fortenberry are not forest. Parking would ideally be by the Jackson Avenue entrance. The library staff that manages use of the Simpson Farm House and the Butterfly Garden would manage public use of the Forest School Preserve.

Ms. Lunday explained that a story time with only 15 children requires a pavilion that could accommodate at least 30 people because children are usually accompanied by adults.

Ms. Appleby suggested neighbors who hear gunshots call the non-emergency police number.

Mr. Stuart questioned the City's communication efforts and expressed lack of confidence in its ability to maintain the Forest School Preserve. He feels the green space must be saved because it is so limited.

The grant needs to be accepted within the next few weeks.

Mr. Larkin would like the neighborhood to have heavy involvement in the development of the project.

Ms. Appleby asked what opportunities for input would be available after accepting the grant. Ms. Lunday explained the Library Advisory Board will have additional instances for input, as will the Parks and Recreation Advisory Board and City Council.

Mr. Stuart would like more time to learn about the project. Ms. Jewell said there will be more information provided as it progresses, but voting at this meeting about grant acceptance is necessary. There will be future opportunities to halt the project and refuse the funding.

Ms. Lunday said the Library Advisory Board feels the grant is crucial to the project. The grant does not require a match, so the City is not obligated to spend more than the \$50,000.00 provided by the grant.

Hilda Oliva, 2025 Suzanne Drive, asked where the rest of the money, in addition to the grant, would come from.

MOTION by Mr. Woerner, SECONDED by Mr. Larkin to advise City Council to approve acceptance of the FRDAP Grant for the Forest School Preserve.

AYE: Appleby, Blum, Larkin, Woerner

NAY: Cooper, Fortenberry, Stuart

MOTION CARRIED 4-3.

Mr. Larkin's and Ms. Appleby's votes in favor were accompanied by comments that they wish to see active community involvement in the planning of this project.

Mr. Stuart left the meeting at 6:57 p.m.

B. Pickleball Courts at Summerview Park

Mr. Shonk reviewed the project for Board members. The City has met with the construction company and the City's project manager, and has agreed to work with Evergreen Construction, in concert with NIDY Sports Construction.

The cost listed in the documentation provided in the agenda packet is an estimate. A fundraising opportunity may also be imminent. At this meeting, Board members are being asked to approve the spending of \$7,100.00 for pre-construction services with Evergreen Construction.

Mr. Cooper asked about the City waiving the permit fee. Mr. Shonk said waiving the fee is not an option. Mr. Shonk confirmed for Ms. Fortenberry that the plan is for six courts. Lighting may be included.

MOTION by Mr. Larkin, SECONDED by Mr. Cooper advising City Council to approve the spending of \$7,100.00 on pre-construction services with Evergreen Construction for pickleball courts at Summerview Park.

AYE: Appleby, Blum, Cooper, Fortenberry, Larkin, Woerner

NAY: None

MOTION CARRIED 6-0.

VII. Resolutions

VIII. Ordinances

IX. Discussion Items

A. Community Center Public Meeting Update

Mr. Shonk informed members about the success of the public meeting that took place on September 16th. The meeting was well attended. Comment cards were collected and community feedback was provided. More information will be supplied by GAI and brought to the Board for their review.

Ms. Jewell had been hearing concerns about the removal of the dog park. She assured the community that no amenity, especially the dog park, would be removed without a better option provided in its place. The community will not lose its dog park.

Mr. Shonk explained the public meeting open house format was meant to be more inviting for comment than a formal meeting.

X. City Staff

A. Cultural and Special Events Update

Mr. Carson informed members about additions to the Special Events schedule. Plaid in the Park was rained out in September, but would return in October. There will be a Hobie Wave Runner Regatta at Simpson Cove on October 16th and 17th.

XI. Adjournment

Mr. Larkin left the meeting at 7:11 p.m., at which point the meeting was adjourned due to loss of quorum.

Mr. Mark Woerner
Chairperson

Mr. Troy Shonk
Leisure Services Manager



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DATE: October 18, 2021

TO: Parks and Recreation Advisory Board Members

FROM: Amy Jewell, Leisure Services Director

SUBJECT: Sunshine Law Memorandum

Introduction:

This is a reminder to City advisory board members about compliance with Sunshine Law.

Discussion:

Interim City Manager Charles F. Revell has requested the reading into record of the attached memo created by City Attorney Sherry Sutphen regarding specific behaviors pertaining to Sunshine Law.

Budget Impact:

N/A

Strategic Impact:

N/A

Recommendation

Board members comply with the requirements set forth in the attached document.

Attachment(s):

1. Memo.Charles Revell.NextDoor.SGS

Prepared by: Jeanann Hand, Administrative Coordinator
Reviewed by: Troy Shonk, Leisure Services Administrator
Amy Jewell, Leisure Services Director

Approved - 10/5/2021
Final Approval - 10/7/2021

MICHAEL J. ROPER
MICHAEL H. BOWLING
JOSEPH D. TESSITORE
DALE A. SCOTT
CHRISTOPHER R. FAY
CINDY A. TOWNSEND
ANNA E. ENGELMAN
SHERRY G. SUTPHEN †
DAVID B. BLESSING
FRANK M. MARI
DEREK J. ANGELL *



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& Local Government
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Lawyer

MEMORANDUM

TO: Charles Revell, Interim City Manager
FROM: Sherry G. Sutphen, County Attorney
DATE: September 20, 2021
RE: Sunshine Law – Advisory Committees

It has come to my attention that there are Members of various City Advisory Committees who have been using the Nextdoor App to post positions, opinions and/or attempt to explain what the individual believes to be the facts of a particular matter. Unfortunately, use of the Nextdoor App is no different than other forms of social media. As you know, we traditionally caution Members against use of all social media platforms, especially related to matters which have the potential to come before the Board upon which the individual sits as a Member. I will be reminding those Advisory Board Members at each of the meetings which I regularly attend. As for the Board Meetings that I do not normally attend, please inform each of the Department Directors to remind those Board Members of the dangers of violating the Sunshine Law through use of social media platforms. Thanks!



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DATE: October 18, 2021

TO: Parks and Recreation Advisory Board Members

FROM: Amy Jewell, Leisure Services Director

SUBJECT: Parks and Recreation Update

Introduction:

This is an opportunity for City staff to provide an update on Parks and Recreation activity in the City.

Discussion:

City staff will update Board members on:

- Phase 2 of the Lincoln Pool renovation
- Cauley Lott Park renovation
- Triangle Elementary Joint Use Park

Budget Impact:

N/A

Strategic Impact:

N/A

Recommendation

N/A

Attachment(s):

Prepared by: Jeanann Hand, Administrative Coordinator
Reviewed by: Troy Shonk, Leisure Services Administrator

Approved - 10/13/2021



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DATE: October 18, 2021

TO: Parks and Recreation Advisory Board Members

FROM: Amy Jewell, Leisure Services Director

SUBJECT: Cultural and Special Events Update

Introduction:

This is an opportunity for City staff to present a regular Cultural and Special Events update.

Discussion:

N/A

Budget Impact:

N/A

Strategic Impact:

N/A

Recommendation

N/A

Attachment(s):

Prepared by: Jeanann Hand, Administrative Coordinator
Reviewed by: carsonc carsonc, Special Events Coordinator
Troy Shonk, Leisure Services Administrator
Amy Jewell, Leisure Services Director

Approved - 10/13/2021
Approved - 10/13/2021
Final Approval - 10/14/2021



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DATE: October 18, 2021

TO: Parks and Recreation Advisory Board Members

FROM: Amy Jewell, Leisure Services Director

SUBJECT: Advisory Board Reappointments

Introduction:

This is an opportunity to discuss 2022 Parks and Recreation Advisory Board reappointments.

Discussion:

The following Advisory Board members' terms expire on December 31, 2021:

- Amy Fortenberry - Mayor
- Wendy Appleby - District 1
- Mark Woerner - District 4
- Don Stuart - Alternate

If you are interested in being reappointed, please let City staff know so that they can provide you with a template letter to send to your Council member.

Budget Impact:

N/A

Strategic Impact:

N/A

Recommendation

Advisory Board members reach out to City staff regarding reappointment if applicable, and provide feedback on alternate membership.

Attachment(s):

Prepared by: Jeanann Hand, Administrative Coordinator
Reviewed by: Troy Shonk, Leisure Services Administrator
Amy Jewell, Leisure Services Director

Approved - 10/5/2021
Final Approval - 10/7/2021



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DATE: October 18, 2021

TO: Parks and Recreation Advisory Board Members

FROM: Amy Jewell, Leisure Services Director

SUBJECT: 2022 Parks and Recreation Advisory Board Meeting Dates

Introduction:

This is an opportunity for the Parks and Recreation Advisory Board to review meeting dates for 2022 and reschedule meetings as needed.

Discussion:

The Parks and Recreation Advisory Board meets in the City Hall Board Room at 5:30 p.m. on the third Monday of every month, except for months during which those days are holidays.

In January and February 2022, the third Mondays are national holidays, so the meetings are scheduled for the following Thursdays.

The resulting meeting schedule is as follows:

- Thursday, January 20, 2022, 5:30 p.m.
- Thursday, February 24, 2022, 5:30 p.m.
- Monday, March 21, 2022, 5:30 p.m.
- Monday, April 18, 2022, 5:30 p.m.
- Monday, May 16, 2022, 5:30 p.m.
- Monday, June 20, 2022, 5:30 p.m.
- Monday, July 18, 2022, 5:30 p.m.
- Monday, August 15, 2022, 5:30 p.m.
- Monday, September 19, 2022, 5:30 p.m.
- Monday, October 17, 2022, 5:30 p.m.
- Monday, November 21, 2022, 5:30 p.m.
- Monday, December 19, 2022, 5:30 p.m.

Budget Impact:

N/A

Strategic Impact:

Advisory Board meetings are scheduled in advance and posted publicly to ensure notice and participation.

Recommendation

Advisory Board members suggest any dates that may need to be rescheduled or canceled.

Attachment(s):

Prepared by: Jeanann Hand, Administrative Coordinator
Reviewed by: Amy Jewell, Leisure Services Director
Troy Shonk, Leisure Services Administrator

Approved - 10/11/2021
Final Approval - 10/13/2021