



**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
January 20, 2022 at 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
 - A. Election of 2022 Chair and Vice-chair
- III. Approval of Minutes
 - A. November 15, 2021 Meeting Minutes
- IV. Public Comment
- V. Presentations
 - A. Annual Ethics Review
- VI. Action Items
- VII. Resolutions
- VIII. Ordinances
- IX. Discussion Items
- X. City Staff
 - A. Parks and Recreation Update
 - B. Cultural and Special Events Update
- XI. Communications and Reports
 - A. Board Member Kate Barnard
 - B. Board Member Derrick Campbell

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

XII. Future Meeting Dates

- A. Thursday, February 24, 2022, 5:30 p.m.
- B. March 21, 2022, 5:30 p.m.
- C. April 18, 2022, 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: January 20, 2022

TO: Parks and Recreation Advisory Board Members

FROM: Amy Jewell, Leisure Services Director

SUBJECT: Election of 2022 Chair and Vice-chair

Introduction:

According to the bylaws of the Parks and Recreation Advisory Board, the board shall annually select from among its membership a chairperson and a vice-chairperson. This annual selection shall occur at the regularly scheduled January meeting. Election of officers shall be conducted as the first order of business at the meeting of the Election.

Discussion:

For the nomination of officers, the board shall consider the following procedure:

Current Chair will call the meeting to order and, after roll call, he/she will open the floor for nominations.

The Chair recognizes the member making the nomination:

“__(name)__, would you please state your name for the record and your nomination?”

Member:

“My name is __(name)__ and I would like to nominate __(name)__ for __(position)__.”

Chair asks the nominee if they consent to the nomination.

If nominee gives their consent, the Chair announces:

“__(name)__ has been nominated for the position of __(position)__. Are there any further nominations?”

Continue until there are no other nominations.

If there is only one nomination, the Chair declares the nominations closed.

“May I have a second motion to nominate __(name)__ as the new __(position)__?”

“Any discussion?”

“All those in favor/opposed?”

Motion carried. Passes/Fails.

If there are multiple nominations, the Chair will take a vote on each nomination in the order they were made.

After tallying the ayes and nays the Chair will announce the nominee that received the majority of the votes.

“_(name)_ has received the majority of the votes. May I have a motion and a second to accept the results of the vote?”

“Any discussion?”

“All those in favor/opposed?”

Motion carried by a voice vote of ____ to ____.

Passes/Fails.

The new Chairperson takes over the meeting at this point.

Budget Impact:

N/A

Strategic Impact:

N/A

Recommendation

Board members elect their 2022 Chair and Vice-Chair.

Attachment(s):

1. Attachment #1 - Parks and Recreation Advisory Board Bylaws
2. Attachment #2 - Boards and Commissions Bylaws

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

Approved - 12/27/2021
Final Approval - 1/3/2022

ATTACHMENT #1

PART VIII. - BOARDS AND COMMISSIONS

SUBPART 3. - PARK AND RECREATION BOARD

Sec. 2.1390. - Created.

There is created and established a park and recreation board which shall aid the city council in such matters relating to parks and recreation as the council may from time to time request.

(Code 1969, § 2-91)

Sec. 2.1400. - Membership and terms.

- (a) Members of the park and recreation board shall be residents of the city. The park and recreation board shall consist of seven regular members and two alternate members to sit in the absence of a regular member who shall be appointed by city council. After the initial board, the terms of office for members of the park and recreation board shall be two years, unless sooner by the council.
- (b) Unexcused absence from three regular park and recreation board meetings during any calendar year by a park and recreation board member shall be considered a forfeiture of that member's seat on the board.

(Code 1969, § 2-92; Ord. No. 687, § 2, 2-4-97; Ord. No. 2009-07, §§ 2, 3, 4-7-09; Ord. No. 2011-14, § 2, 9-6-11)

Sec. 2.1410. - Rules.

The park and recreation board may adopt such rules it deems necessary to carry out this subpart. However, the following rules shall apply to the park and recreation board:

- (1) *Meetings.* The park and recreation board shall hold one regularly scheduled meeting every other month or as required. Special meetings may be called by the chairman, when necessary.
- (2) *Voting.* Four members of the park and recreation board shall constitute a quorum. Action of the park and recreation board shall be by majority vote.
- (3) *Officers.* The park and recreation board shall annually select from among its membership a chairman and a vice-chairman. This annual selection shall occur at the regularly scheduled January meeting.

(Code 1969, § 2-93; Ord. No. 2011-14, § 3, 9-6-11)

Sec. 2.1420. - Duties.

In addition to any other assignment which may be requested by the council from time to time, the park and recreation board shall have the duty to:

- (1) Study and make recommendations concerning the development and use of all parks, parkways, playgrounds, and other recreational facilities of the city.
- (2) Study and recommend reasonable rules in connection with the use of all parks, parkways, playgrounds and other recreational facilities of the city.
- (3) Study and recommend the establishment, change and modification of reasonable rates and charges for the use of any of the city recreational facilities, both as to resident and nonresident users.

- (4) Survey the need for improving existing recreational facilities and recommend new and future parks, playgrounds and recreational facilities for the purpose of meeting the needs of the public for adequate and sufficient recreational opportunities.

(Code 1969, § 2-94)

Secs 2.1430—2.1490. - Reserved.

ATTACHMENT #2

PART VIII. - BOARDS AND COMMISSIONS

SUBPART 1. - GENERALLY

Sec. 2.1210. - Appointments.

Notwithstanding any other section of this Code to the contrary, whenever an appointment to a board established by or having authority under the city council is required to be made by the governing body, the term "governing body" shall be construed to mean the mayor and the city council, and all appointments shall be made by the city council.

(Code 1969, § 2-78; Ord. No. 594, § 1, 4-7-92; Ord. No. 2009-07, § 3, 4-7-09)

Sec. 2.1220. - Appointee removal.

Notwithstanding any other section of this Code to the contrary, board members appointed by city council, shall serve at the pleasure of the council and may be removed at any time by the council when, in its sole and absolute discretion, removal is necessary. Further, for boards meeting monthly, the absence from more than three regular board meetings during any calendar year by a board member appointed by city council shall be considered a forfeiture of that member's seat on the board. For boards meeting quarterly, the absence from more than two consecutive regular board meetings during any calendar year by a board member appointed by city council shall be considered a forfeiture of that member's seat on the board. In that event city council, shall appoint a new member to fill the unexpired term of the forfeiting member.

(Code 1969, § 2-79; Ord. No. 594, § 1, 4-7-92; Ord. No. 599, § 1, 7-7-92; Ord. No. 2009-07, § 3, 4-7-09)

Secs. 2.1230—2.1280. - Reserved.



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DATE: January 20, 2022

TO: Parks and Recreation Advisory Board Members

FROM: Amy Jewell, Leisure Services Director

SUBJECT: November 15, 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 11-15-21_ADA

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

Approved - 12/27/2021
Final Approval - 1/3/2022



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**PARKS AND RECREATION
ADVISORY BOARD MEETING
City Hall Boardroom, 510 N. Baker Street, Mount Dora, FL 32757
November 15, 2021 at 5:30 p.m.**

MINUTES

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

ABSENT: None

CITY STAFF: Christopher Carson – Cultural and Special Events Coordinator, Jeanann Hand – Leisure Services Administrative Coordinator, Amy Jewell – Director of Leisure Services, Shonk – Leisure Services Manager

I. Call to Order

Mr. Woerner called the meeting to order at 5:30 p.m.

II. Roll Call

III. Approval of Minutes

A. October 18, 2021 Parks and Recreation Advisory Board Minutes

MOTION by Mr. Larkin, SECONDED by Ms. Appleby to approve the minutes from October 18, 2021.

AYE: Appleby, Barnard, Campbell, Cooper, Fortenberry, Larkin, Woerner

NAY: None

MOTION CARRIED 7-0.

IV. Public Comment

V. Presentations

VI. Action Items

A. Approval of 60% Design and Construction Documents and Application for the African American Cultural and Historical Grant for the Renovation of Cauley Lott Park

Mr. Shonk presented the 60% documents for the renovation of Cauley Lott Park and reviewed the project up until this point. The project was scheduled in the zero to two-year time frame according to the Parks and Recreation Master Plan. The site plan had previously been presented to the Parks and Recreation Advisory Board and the North East CRA Advisory Board. The renovation has already been awarded an LWCF matching grant for \$200,000.00, with board support and Council approval. The site plan at this point implements revisions suggested during both boards' feedback after viewing earlier drafts. Mr. Shonk listed the features required to be renovated in order to remain compliant with the conditions for the LWCF grant and expounded upon the further elements proposed to be included in the project. The current plan exceeds the project budget by approximately \$500,000.00. City staff involved in the renovation met several times to determine what could be cut in order to reduce cost, but had not yet arrived at a satisfactory conclusion.

City staff was recently made aware of the African American Cultural and Historical Grant, the funding from which could eliminate the City's need to cut anything from the project. Because of the historical nature of Cauley Lott Park and the surrounding area, this project is perceived to be a strong candidate for the grant award.

If the project does not receive the grant award, it is possible the basketball court covering requested by the community could be installed at a later date.

Features in the plan were discussed by board members. The walking trail through the park has a standard paved surface and connects the amenities throughout the park. The trail no longer goes around the retention pond. The initial site plan was created after GAI Community Solutions Group, who created the plan, gathered feedback at the African American Heritage Festival in 2019. The ninja playground was a feature chosen by the community. The park is approximately two-and-one-half acres in size. Pricing variations between GAI and Evergreen Construction may be due to more accurate pricing by one than the other, or to differing categorizations in price listing definitions. There is adequate time to properly apply for the grant. Some site plan pages are marked as "under review" because documents are still at 60%. All City parks maintain inspection and maintenance logs.

MOTION by Mr. Stuart, SECONDED by Mr. Campbell to approve the 60% Design and Construction Documents and the Application for the African American Cultural and Historical Grant for the Renovation of Cauley Lott Park.

AYE: Appleby, Barnard, Campbell, Cooper, Fortenberry, Larkin, Woerner

NAY: None

MOTION CARRIED 7-0.

B. Approval of 60% Design and Construction Documents for Phase II of the Lincoln Avenue Pool Renovation

Mr. Shonk presented the 60% documents for Phase II of the Lincoln Avenue Pool renovation and reviewed the project up until this point, including Phase I, which was comprised of pool resurfacing, pump replacement, and ADA repairs. The project was scheduled to occur in the zero to two-year time frame according to the Parks and Recreation Master Plan. Both the board and City Council supported the City moving forward with Phase II at this time.

Phase II was budgeted at one point six million dollars. The project cost is now at \$600,000. Phase II includes renovation of the locker rooms, adding an overhang for purposes of shade, shelter, lounging, and providing an environment for enjoying concessions; and installing a splash pad to replace the defunct kiddie pool. The overhang was not part of the plan in April of 2021. The splash pad and overhang were not initially included because of budget concerns. The City since found that those elements are available within budget. It is likely non-slip coating will also be included, as well as shading for the splash pad. Ms. Fortenberry expressed support for the non-slip coating. The added elements may increase the cost currently presented by CPH Engineering, but would not put the project over budget.

MOTION by Ms. Barnard, SECONDED by Ms. Appleby to approve the 60% Design and Construction Documents for the Lincoln Avenue Pool Renovation Phase II.

AYE: Appleby, Barnard, Campbell, Cooper, Fortenberry, Larkin, Woerner

NAY: None

MOTION CARRIED 7-0.

C. Approval of 60% Design and Construction Documents for the Triangle Elementary Joint-use Playground

Mr. Shonk reminded the board about the history and proposed elements of this project. As with the two projects previously discussed at this meeting, board members were already well-informed about much of what had taken place up until this point. City staff would be meeting with representatives from the Lake County School District and Triangle Elementary later during the week. The county is contributing the land for this project. The county retains ownership of the land, but the City is free to use it as park space when school is not in session. Exercise equipment is part of the site plan. The park offers green space and walking space. The playground is in dire need of renovation. GAI has been

the contractor for the design, but Evergreen will most likely be contracted to renovate the playground and construct the rest of the joint-use park.

Mr. Campbell reverted to discussion of the Cauley Lott Park renovation, expressing concern regarding the availability of the park for the African American Heritage Festival in 2022.

The survey to gather neighborhood feedback for the Triangle Joint-use Park was distributed at the end of 2020. Board members expressed interest in a partnership between Mount Dora High School and the City. Such a partnership may be possible in the future, but the City's more immediate plans involve goals mentioned in the Parks and Recreation Master Plan. The Triangle Elementary project is filling a level of service gap identified in the Master Plan. The Triangle joint-use project may be the first of more projects in concert with the school district.

Ms. Fortenberry mentioned the area's need for a rubberized running track, similar to the one described in discussions regarding the proposed new recreation center. Mr. Campbell mentioned families avoid sending students to Mount Dora High School because of the school's inferior athletic amenities. Mr. Larkin would like to see partnerships with the high school. The topic could be further discussed later in the meeting.

MOTION by Mr. Campbell, SECONDED by Ms. Fortenberry to approve the 60% Design and Construction Documents for the Triangle Elementary Joint-use Playground.

AYE: Appleby, Barnard, Campbell, Cooper, Fortenberry, Larkin, Woerner

NAY: None

MOTION CARRIED 7-0.

D. Approval of 60% Design and Construction Documents for the Canoe and Kayak Launch at Palm Island Park

Prior to the start of the meeting, Mr. Shonk distributed to board members the concept plan for the project, which had not been available at the time the agenda packet was sent to board members. Mr. Shonk reviewed the details of the project and presented the Faden Construction cost estimate of \$220,000.00. The project budget is \$300,000.00, with \$240,000.00 of that amount being funded by an RTP grant and the remaining \$60,000.00 funded by the City as their grant match. The renovation of one of the pavilions at the site will be covered by the grant as it is part of a planned kayak wash station. The City would like to renovate the remaining two pavilions as well, and upgrade them to ADA accessibility.

In response to the board's concern expressed at a prior meeting regarding parking availability at the site, Mr. Shonk directed their attention to two parking spaces that had

recently been added. A dumpster was relocated in order to make room for the additional parking. At least four more spaces will be added as part of this project. Examining the site created opportunities to improve the area. As a result, a new crosswalk was installed by Public Works to enhance pedestrian safety. There will be two parking spaces dedicated to temporary kayak/canoe loading and unloading.

Mr. Shonk had researched and visited comparable areas with facilities similar to the plan for this one, and found that this project's current parking plans will suffice generously for those who will use this and surrounding amenities. He also used the gathered information to make informed choices regarding fixtures, especially regarding sustainability.

The site will have an eight-foot-wide walking trail replacing the sidewalks, and two kayak launches, one of which will be ADA accessible. The additional two pavilions are priced out separately from the \$220,000.00 cost estimate. It is currently within the project's budget to renovate two pavilions. Funding would need to be identified to renovate the third. The pavilions will need to remain within the project footprint to be covered by RTP grant funds. Mr. Shonk explained the process by which the ADA kayak launch functions to allow for use by those with limited range of motion. Discussion remains ongoing about the renovation and future use of the Boy Scout Building. Traffic and parking will be strategically managed during events that bring heavy visitation to the waterfront. The area will be cleaned up to have a more visually impressive appearance. Parking rules will be enforced by the police department. Parking must remain in its planned location to meet grant requirements. New parking would include six regular spaces and two kayak drop-off spaces.

MOTION by Ms. Barnard, SECONDED by Mr. Campbell to approve the 60% Design and Construction Documents for the Canoe and Kayak Launch at Palm Island Park.

AYE: Appleby, Barnard, Campbell, Cooper, Woerner

NAY: Fortenberry, Larkin

MOTION CARRIED 5-2.

VII. Resolutions

A. Resolution No. 2021-123, City Facility Naming Policy

This policy had recently been approved by City Council and was being presented to the board for their viewing. The policy separates the regulation of facility and park naming from the policy that regulates the naming of streets, and allows the City to accept donor funds for naming rights for parks and facilities. Parks and facilities can be named after persons significant to the City of Mount Dora, or in honor of donors. Corporations are excluded from attaining naming rights, but it is possible for any portion of the policy to be waived with City Council approval.

VIII. Ordinances

IX. Discussion Items

X. City Staff

A. Cultural and Special Events Update

Mr. Carson informed board members about the Plant and Garden Fair that had just occurred in Donnelly Park. A number of holiday events are imminent. The City's Christmas lights will be illuminated at a time close to Thanksgiving Day, but no formal Light Up Mount Dora event will take place this year. During the 2019 occurrence of the event, the saturation of visitors within a concentrated area and period of time generated cause for concern. The City is exploring ways for some form of the event to take place in the coming years without compromise to public safety. Several board members expressed disbelief regarding the reasoning for the event's cancellation this year. Staff assured board members the decision had been made based upon official public safety advice, stakeholder feedback, and careful consideration.

XI. Communications and Reports

A. Board Member Wendy Appleby

Ms. Appleby commented on the condition of the boat docks, which had suffered recent damage to rubber bumper areas. The feature currently looks unattractive. She will send photos to Mr. Shonk.

Ms. Appleby also mentioned a downed tree branch on a walking path in Gilbert Park. She suggested relocating some Gilbert Park benches which are seeing little use due to tree branch obstruction.

B. Board Member Kate Barnard

Ms. Barnard spoke about an event closing Alexander Street from 3-9 p.m. on the upcoming Saturday. She reported that affected restaurants and merchants are not pleased with the impact the street closing will have on their businesses.

C. Board Member Marsha Blum

Ms. Blum wished all a Happy Thanksgiving.

D. Board Member Derrick Campbell

Mr. Campbell commented favorably on the activity of the board and the department.

E. Board Member Rick Cooper

F. Board Member William Larkin

G. Board Member Alternate Don Stuart

Mr. Stuart expressed doubt regarding his return to the board.

H. Vice-Chair Amy Fortenberry

I. Chair Mark Woerner

XII. Future Meeting Dates

A. Thursday, January 20, 2022, 5:30 p.m.

B. Thursday, February 24, 2022, 5:30 p.m.

C. Monday, March 21, 2022, 5:30 p.m.

XIII. Adjournment

MOTION by Mr. Campbell, SECONDED by Ms. Barnard to adjourn the meeting.

MOTION CARRIED 7-0.

Meeting adjourned at 6:53 p.m.

Mr. Mark Woerner
Chairperson

Mr. Troy Shonk
Leisure Services Manager



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DATE: January 20, 2022

TO: Parks and Recreation Advisory Board Members

FROM: Amy Jewell, Leisure Services Director

SUBJECT: Annual Ethics Review

Introduction:

Florida's Government-in-the-Sunshine Law was enacted in 1967. Sunshine Law statutes establish a basic right of access to most meetings of boards, commissions and other governing bodies of state and local governmental agencies or authorities. Each year, the advisory board reviews the basics of Sunshine law and other regulations related to their service as members of the board.

Discussion:

Florida's Government-in-the-Sunshine law provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. The Sunshine law requires that 1) meetings of boards or commissions must be open to the public; 2) reasonable notice of such meetings must be given, and 3) minutes of the meeting must be taken.

At this time, Mount Dora City Attorney Sherry Sutphen will give a brief overview of Sunshine Law, conflicts of interest, and other matters relating to their service on the board.

Budget Impact:

N/A

Strategic Impact:

N/A

Recommendation Board members consider throughout their terms of service on the Parks and Recreation Advisory Board the information shared by Ms. Sutphen.

Attachment(s):

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

Approved - 1/4/2022
Final Approval - 1/6/2022



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DATE: January 20, 2022

TO: Parks and Recreation Advisory Board Members

FROM: Amy Jewell, Leisure Services Director

SUBJECT: Parks and Recreation Update

Introduction:

N/A

Discussion:

Leisure Services Manager Troy Shonk will report on various Parks and Recreation activities.

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
Amy Jewell, Leisure Services Director

Approved - 1/12/2022
Final Approval - 1/13/2022



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DATE: January 20, 2022

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:

Cultural and Special Events Manager Chris Carson will be updating members about events taking place in February, 2022.

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 - 1/7/2022
Approved - 1/12/2022
Final Approval - 1/13/2022