



CITY OFTM
MOUNT
D O R A

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

**PARKS AND RECREATION
ADVISORY BOARD MEETING
City Hall Board Room, 510 N. Baker Street, Mount Dora, FL 32757
November 21, 2022 at 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
 - A. October 17, 2022 Meeting Minutes
- IV. Public Comment
- V. Presentations
- VI. Action Items
 - A. Review and Approve, Scope of Work and Guaranteed Maximum Price (GMP) for CMAR Services - Charles Edgerton Memorial Fountain (Faden Builders, Inc.)
- VII. Resolutions
- VIII. Ordinances
- IX. Discussion Items
- X. City Staff
 - A. Parks and Recreation Update
 - B. Cultural and Special Events Update
 - C. Board Member Reappointments & Alternates : Review **Ordinance No. 2022-26**, Amending City of Mount Dora Code of Ordinances, Chapter 2, Article VIII, Boards and Commissions, Division 1, Generally

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. Vice-chair Amy Fortenberry
- H. Chair Mark Woerner

XII. Future Meeting Dates

- A. Thursday, January 12, 2023, 5:30 p.m.
- B. Thursday, February 23, 2023, 5:30 p.m.
- C. 2023 Meeting Dates

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: November 21, 2022

TO: Parks and Recreation Advisory Board Members

FROM: Troy Shonk, Director of Parks and Recreation

SUBJECT: October 17, 2022 Meeting Minutes

Introduction:

This is an opportunity for the Parks and Recreation Advisory Board members to approve meeting minutes.

Discussion:

N/A

Budget Impact:

N/A

Strategic Impact:

N/A

Recommendation Board members approve meeting minutes.

Attachment(s):

1. PRAB Minutes.10.17.2022.ADA

Prepared by: Jeanann Hand, Interim City Clerk
Reviewed by: Jennifer Schwarz, Administrative Assistant
Troy Shonk, Parks & Recreation Director

Approved - 11/16/2022
Final Approval - 11/16/2022

**CITY OF
MOUNT DORA, FLORIDA
PARKS AND RECREATION
ADVISORY BOARD MINUTES**



October 17, 2022

Call to Order

Having been duly advertised as required by law, Parks and Recreation Advisory Board Chairperson Mark Woerner called the meeting to order at 5:30 p.m. in the Mount Dora Council Chambers.

Roll Call

Members Present

Suzanne Scheck, District 1
Rick Cooper, At Large
William Larkin, District 5
Vice-chair Amy Fortenberry,
Mayoral Appointee
Chairperson Mark Woerner, District 4
Marsha Blum, Alternate

Also Present

Troy Shonk, Director of Parks and Recreation
Jen Schwarz, Operations Manager
Chris Carson, Cultural and Special Events Manager

Members Not Present

Derrick Campbell, District 2
Kate Barnard, District 3

Approval of Minutes

A. July 18, 2022 Meeting Minutes

MOTION BY MS. FORTENBERRY TO APPROVE THE JULY 18, 2022 MEETING MINUTES; MR. LARKIN SECONDED THE MOTION. MOTION APPROVED BY A UNANIMOUS VOICE VOTE.

City Staff

A. Parks and Recreation Update

Mr. Shonk explained the name change for the department, which is now identified as the Parks and Recreation Department, and his new role as Director of Parks and Recreation. He reviewed the status of current projects and programs, including Winter Break Camp, Aquatics, adult kickball, youth sports and parks construction and renovation projects, including Cauley Lott Park, Triangle Elementary, the Lincoln Pool, kayak launch, mountain bike trail, Summerview Park, Donnelly Park pickleball courts, Lincoln Park tennis courts, and the Edgerton Fountain.

B. Cultural and Special Events Update

Cultural and Special Events Manager Chris Carson reported on the fountain to be installed at Elizabeth Evans Park, plans for Light Up Mount Dora, and for other planned holiday events.

Communications and Reports

A. Board Member Kate Barnard

Not present.

B. Board Member Alternate Marsha Blum

No report.

C. Board Member Derrick Campbell

Not present.

D. Board Member Rick Cooper

Mr. Cooper asked about electric carriages. Mr. Carson informed regarding the status of their operation.

E. Vice-chair Amy Fortenberry

No report.

F. Board Member William Larkin

Mr. Larkin spoke about the kayak launch and the board's vote.

- G. Board Member Suzanne Scheck
Ms. Scheck remarked upon an odor at the boat ramp and plans for public art.
- H. Chair Mark Woerner
No report.
- I. Alternate Marsha Blum
No report.

Future Meeting Dates

- A. Monday, November 21, 2022, 5:30 p.m.
- B. Monday, December 19, 2022, 5:30 p.m.
MOTION BY MS. SCHECK TO CANCEL DECEMBER 19, 2022 PARKS AND RECREATION ADVISORY BOARD MEETING; MR. LARKIN SECONDED THE MOTION. MOTION APPROVED BY A UNANIMOUS VOICE VOTE.
- C. Thursday, January 19, 2023, 5:30 p.m.

Adjournment

MOTION BY MS. FORTENBERRY TO ADJOURN; MOTION SECONDED BY MR. LARKIN. MOTION APPROVED BY A UNANIMOUS VOICE VOTE.

There being no further business to discuss, the meeting adjourned at approximately 6:11 P.M.

MARK WOERNER
Chairperson

JEANANN HAND
Interim City Clerk

JEN SCHWARZ
Operations Manager



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DATE: November 21, 2022

TO: Parks and Recreation Advisory Board Members

FROM: Troy Shonk, Director of Parks and Recreation

SUBJECT: Review and Approve, Scope of Work and Guaranteed Maximum Price (GMP) for CMAR Services - Charles Edgerton Memorial Fountain (Faden Builders, Inc.)

Introduction:

The Charles Edgerton Memorial Fountain is located in Donnelly Park.

Discussion:

The Charles Edgerton Memorial Fountain is located in Donnelly Park. There is a Charles Edgerton Memorial Fountain Endowment Fund established through the Mount Dora Community Trust to provide income for the maintenance of the fountain.

A scope of work proposal and GMP was provided by CMAR, Faden Builders, Inc. for fountain renovations and included as Attachment #1.

Budget Impact:

The total GMP for the Charles Edgerton Memorial Fountain Renovations is \$36,805.91 with a possible \$5,541.17 currently available from the endowment fund through the Mount Dora Community Trust. The remaining balance of \$31,264.74 would be funded from the general fund CM contingency and expensed from the capital account 310-5555-580-61.01-PK2319.

Strategic Impact:

This item satisfies Objective 2.3 of the City of Mount Dora's Strategic Plan: Develop a parks and recreation system guided by the principles of the Parks and Recreation Master Plan.

Recommendation Board members review and approve the Scope of Work and Guaranteed Maximum Price (GMP) for CMAR Services - Charles Edgerton Memorial Fountain (Faden Builders, Inc.).

Attachment(s):

1. Edgerton Fountain CMAR Proposal_22-587

Prepared by: Jennifer Schwarz, Administrative Assistant
Reviewed by: Troy Shonk, Parks & Recreation Director
Aneta Barton, Budget Director

Approved - 11/16/2022
Final Approval - 11/16/2022

ATTACHMENT #1



11/9/2022

Faden Proposal No. 22-587_v3

Chet Cramer
Construction Project Manager
City of Mount Dora
510 N Baker Street
Mount Dora, Florida 32757

RE: Edgerton Fountain at Donnelly Park

Thank you for requesting a proposal for the renovation of the Edgerton Fountain at Donnelly Park. Based on our assessment along with City staff regarding the condition of the fountain we recommend the following scope of work:

Exhibit A: Scope of Work

1. General Conditions
 - a. Project Management and Supervision
 - b. Mobilization/Demobilization
2. Site/Prep
 - a. Temporary fence
 - b. Site clean-up
3. Fountain Exterior Renovation Scope
 - a. Remove the existing tile around the exterior perimeter of the fountain, prep surface for new tile, supply and install new matt tile and grout exterior. Pool tile allowance of up to \$15.00 per sqft is included.
 - b. Grind out existing grout in-between fountain coping pieces, clean and install new grout for coping.
 - c. Apply sealer to copings.

Base scope total: \$ 20,765.98

4. Fountain Interior Renovation Scope
 - a. Drain fountain onsite.
 - b. Acid wash the interior tile and bottom surface, remove existing grout from tile and install new grout. (Secure existing drain covers and add a round cover for the missing drain cover).
 - c. Pressure wash, caulk and paint vertical wall and interior of the upper fountain bowl area (one solid color at each).
 - d. Refill fountain using available hose bibb onsite.

Base scope plus interior renovation scope: \$ 30,089.18

5. Fountain Maintenance Scope
 - a. Remove existing fountain pump and suction plumbing inside the vault area and replace with a 3HP variable speed pump with new plumbing and valves on the suction side and a new FullFlo backwash valve on the return/filter side of the pump.
 - b. Correct existing chlorinator plumbing.
 - c. Install two (2) new struts on the existing vault lid.
 - d. Install new LED light bulbs in the existing fixtures where they are burned out – only bulb replacement is included and not fixture replacement due to water intrusion or other problems.

Total for all work: \$36,195.91

ATTACHMENT #1



Qualifications and Exclusions:

1. Work to be completed 1st shift, M-F, no overtime is included.
2. The scope is limited to the items listed above in Exhibit A. Other added scope items will require a change order.
3. Sample tiles will be provided for owner selection.
4. Fountain lighting fixtures are excluded.
5. Concrete sidewalks are existing to remain and are excluded from scope.
6. Electrical and Plumbing are excluded.

Exhibit B: Price/GMP Breakdown

1. General Conditions	\$ 9,128.70
2. Site/Prep	\$ 2,408.69
3. Fountain Renovation Scope	\$ 17,350.00
Subtotal	\$ 28,887.39
General Liability Insurance	\$ 375.54
Contingency (10%)	\$ 2,888.74
Contractor's Fee	\$ 4,044.24
Permit Fee	excluded
Performance and Payment Bond	excluded
Gross Maximum Price (GMP):	\$ 36,195.91

Alternate Options:

- | | |
|--|----------------|
| 1. Upgrade outside perimeter tile to glass
(increase tile allowance to \$20/sqft) | Add: \$ 610.00 |
|--|----------------|

The prices included in this proposal are valid for 30 days per our material vendors due to steady material price increases.

Exhibit C: Schedule

Proposed duration schedule:

- 4 weeks for material selection and procurement
- 3 workdays for mobilization and setup
- 20 workdays for fountain rehab
- 2 workdays for final clean and demobilization

Project Management Information System (PMIS) will not be required for this project.

ATTACHMENT #1



Exhibit D: Construction Team

Owner's Representative: Chet Cramer (City of Mount Dora)
Construction Manager: Todd Faden (Faden Builders)

Exhibit E: Construction Manager's Staff

Principal: Todd Faden
Project Manager: Philip Rapalje
Site Superintendent: Rob Bennett
Staff Accountant: Helen Johnson
Safety Director: Jes Pedersen
Administrative Assistant: Nicole Rakes

Exhibit F: Proposed Sub-Contractors

Wiseman Pools
Rubio's Painting

Please feel free to contact me with any questions. We look forward to working with you.

Best regards,

A handwritten signature in blue ink that reads "PHILIP RAPALJE".

Philip Rapalje
Faden Builders, Inc.



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DATE: November 21, 2022

TO: Parks and Recreation Advisory Board Members

FROM: Troy Shonk, Director of Parks and Recreation

SUBJECT: Parks and Recreation Update

Introduction:

Discussion:

- Programs update.
- Projects update.
- Structure and changes.

Budget Impact:

Strategic Impact:

Recommendation

Attachment(s):

Prepared by: Jeanann Hand, Interim City Clerk
Reviewed by: Troy Shonk, Parks & Recreation Director

Final Approval - 11/16/2022



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DATE: November 21, 2022

TO: Parks and Recreation Advisory Board Members

FROM: Troy Shonk, Director of Parks and Recreation

SUBJECT: Cultural and Special Events Update

Introduction:

This is an opportunity for staff to update Board members regarding Cultural and Special Events activities.

Discussion:

- Light Up Mount Dora
- Snow in the Park
- Uptown Christmas
- Christmas Parade
- New Year's Eve
- 1/2 Marathon
- Build A Float & Soap Box Derby - Matt Cady, Adult Medicine of Lake County

Budget Impact:

Strategic Impact:

Recommendation

Attachment(s):

Prepared by: Jennifer Schwarz, Administrative Assistant
Reviewed by: carsonc carsonc, Special Events Manager
Troy Shonk, Parks & Recreation Director

Approved - 11/16/2022
Final Approval - 11/17/2022



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DATE: November 21, 2022

TO: Parks and Recreation Advisory Board Members

FROM: Troy Shonk, Director of Parks and Recreation

SUBJECT: Board Member Reappointments & Alternates : Review
Ordinance No. 2022-26, Amending City of Mount Dora Code of Ordinances, Chapter 2, Article VIII, Boards and Commissions, Division 1, Generally

Introduction:

Board member reappointment & alternate position discussion and review **Ordinance No. 2022-26**, Amending City of Mount Dora Code of Ordinances, Chapter 2, Article VIII, Boards and Commissions, Division 1, Generally.

Discussion:

On July 5, 2022, councilmembers agreed upon certain membership standards that would apply to all boards and commissions created by City Council appointment as described in the City's Code of Ordinances. Ordinance No. 2022-26 is the first step in formally establishing this uniformity regarding board and commission membership, revising Chapter 2, Article VIII, Division 1, in the City's Code of Ordinances, which contains general information applicable to all city-appointed boards and commissions.

Ordinance No. 2022-26 adds standards regarding:

- term length,
- a limit upon attendance by communication media technology (allowed three times for each member during each term with authorization for additional allowances possible at the sole discretion of the city manager),
- the prohibition against serving simultaneously on multiple boards, and
- the requirement for annual training for board and commission members.

Ordinance 2022-26 will be followed by additional ordinances and resolutions addressing revisions to those documents specific to particular boards and commissions.

Budget Impact:

There is no budget impact for this item.

Strategic Impact:

Uniform membership standards for City-appointed boards and commissions demonstrate principles consistent with all elements of the City's strategic plan.

Recommendation Board members to review Ordinance No. 2022-26.

Attachment(s):

1. Ordinance No. 2022-26 Revising Boards and Commissions Generally.SGS

Prepared by: Jennifer Schwarz, Administrative Assistant

Reviewed by: Troy Shonk, Parks & Recreation Director

Final Approval - 11/16/2022

ORDINANCE NO.: 2022-26

AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO BOARDS AND COMMISSIONS; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR AMENDMENTS TO CHAPTER 2, ARTICLE VIII, BOARDS AND COMMISSIONS, DIVISION 1, GENERALLY; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR CODIFICATION, SCRIVENER'S ERRORS AND THE ADJUSTMENT OF PRONOUNS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes, Chapter 166, confers upon a municipality the proprietary powers to enable it to conduct municipal government and perform municipal services designed to promote the public health, safety and general welfare of its citizens, when not expressly prohibited by law; and

WHEREAS, consistent with City of Mount Dora Charter, Section 9, the City may create and/or empanel voluntary boards and committees as it deems necessary and appropriate to carry out the functions and services of the City; and

WHEREAS, from time to time the City of Mount Dora provides updates and amendments to voluntary boards and committees which it creates and/or empanels; and

WHEREAS, the City of Mount Dora Code of Ordinances, Chapter 2, Article VIII, Division 1, sets forth general provisions applicable to all voluntary boards and committees created by the City; and

WHEREAS, the City of Mount Dora has determined that it is appropriate to update and revise the City of Mount Dora Code of Ordinances, Chapter 2, Article VIII, Boards and Commissions, Division 1, Generally, as set forth herein, in order to advance a legitimate public purpose and promote and protect the health, safety and welfare of the citizens of the City of Mount Dora.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF MOUNT DORA, FLORIDA:

SECTION 1. LEGISLATIVE FINDINGS AND INTENT. The City of Mount Dora has complied with all requirements and procedures of the Florida law in processing this Ordinance. The above recitals are hereby adopted.

SECTION 2. AMENDING CHAPTER 2, ARTICLE VIII, BOARDS AND COMMISSIONS, DIVISION 1, GENERALLY.

Note: Underlined words constitute additions to existing text, ~~striketrough~~ constitutes deletions from existing text and asterisks (***) indicate omitted parts which are intended to remain unchanged.

Section 2.235. - Membership and Terms, is hereby created as follows:

Sec. 2-235. – Membership and terms.

- (a) The Term of a member shall be two (2) years in length.
- (b) Meeting attendance by communication media technology is limited to three (3) times each Term for each member. Authorization for additional attendance through communications media technology may be given in the sole discretion of the city manager.
- (c) Members may not serve simultaneously on more than one (1) City volunteer board.
- (d) All members will be required to complete annual training as deemed necessary and appropriate by the City.

SECTION 3. IMPLEMENTING ADMINISTRATIVE ACTIONS. The City Manager is hereby authorized and directed to take such actions as are deemed necessary and appropriate in order to implement the provisions of this Ordinance. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

SECTION 4. SAVINGS CLAUSE. All prior actions of the City pertaining to membership and terms of City of Mount Dora boards and commissions, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Ordinance.

SECTION 5. CODIFICATION; SCRIVENER'S ERRORS.

A. Sections in this Ordinance shall be codified in the City of Mount Dora Code of Ordinances and the sections, divisions and provisions of this Ordinance may be renumbered or re-lettered as deemed appropriate by the codifier of the City of Mount Dora Code of Ordinances.

B. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Clerk and City Attorney, may be corrected with the endorsement of the City Manager, or designee, without the need for a public hearing.

SECTION 6. CONFLICTS. It is the intent to the City to repeal the language of any and all ordinances and/or resolutions related to the creation and membership of City of Mount Dora boards and/or commissions which are in effect on the effective date of this ordinance and which are in conflict with the requirements set forth in Section 2 of this Ordinance. While official action will be taken to revise the language of all such ordinances and resolutions which are in conflict herewith, to the extent of such a conflict on the effective date of this Ordinance, the language of this Ordinance shall prevail.

SECTION 7. SEVERABILITY. If any Section or portion of a Section of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Ordinance.

SECTION 8. EFFECTIVE DATE. This Ordinance shall become effective immediately upon its passage and adoption.

FIRST READING: October 18, 2022

SECOND READING: _____

PASSED AND ADOPTED this ____ day of _____ 2022.

CRISSY STILE
MAYOR of the City of Mount Dora, Florida

ATTEST:

Jeanann Hand, Interim City Clerk

For the use and reliance of City of Mount Dora only.
Approved as to form and legality.

Sherry G. Sutphen, City Attorney