



**CITY OF[™]
MOUNT
D O R A**

**Parks and Recreation
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
March 18, 2024 at 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
 - A. November 11, 2023 Meeting Minutes
 - B. January 18, 2024 Meeting Minutes
- IV. Public Comment
- V. Presentations
- VI. Action Items
- VII. Resolutions
- VIII. Ordinances
- IX. Discussion Items
 - A. Parks & Recreation Master Plan Update
- X. City Staff
 - A. Parks and Recreation Update
 - B. Cultural and Special Events Update
- XI. Communications and Reports
 - A. Board Member Karla Rainer
 - B. Board Member Suzanne Scheck
 - C. Board Member Derrick Campbell
 - D. Vice-Chair Marsha Blum

- E. Chair Mark Woerner
- F. Board Member William Larkin
- G. Board Member Elizabeth Bourassa

XII. Future Meeting Dates

- A. Monday, May 20, 2024, 5:30 p.m
- B. Monday, July 15, 2024, 5:30 p.m
- C. Monday, September 16, 2024, 5:30 p.m
- D. Monday, November 18, 2024, 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 (“ADA”) and Florida Statutes, Section 286.26, persons with disabilities needing a reasonable accommodation to participate in a public hearing or meeting should contact the City of Mount Dora’s ADA Coordinator at least 48 hours prior to the proceeding. The ADA Coordinator may be contacted by phone at 352-735-7126, ext. 1111, or by email at clerk@cityofmoundora.com.

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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Fax: 352-735-3681
E-mail: parksandrec@cityofmoundora.com

DATE: March 18, 2024

TO: Parks and Recreation Advisory Board Members

FROM: Troy Shonk, Director of Parks and Recreation

SUBJECT: November 11, 2023 Meeting Minutes

Introduction:

Discussion:

Budget Impact:

Strategic Impact:

Recommendation

Attachment(s):

1. PRAB Minutes 11-20-23

Prepared by: Jennifer Schwarz, Operations Manager
Reviewed by: Troy Shonk, Parks & Recreation Director

Final Approval - 3/6/2024

ATTACHMENT #1

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



**November 20, 2023
City Hall
510 N. Baker St.
Mount Dora, FL 32757**

CALL TO ORDER

Having been duly advertised as required by law, Chairperson Woerner called to order the November 20, 2023, regular meeting of the Parks & Recreation Advisory Board at 5:30 P.M. in the City Hall Council Chambers.

ROLL CALL

Members Present:

Mark Woerner
Elizabeth Bourassa
Derrick Campbell
Marsha Blum
Amy Fortenberry

Also Present:

Troy Shonk, Parks & Recreation Director
Christopher Carson, Cultural & Special Events Manager
Jennifer Schwarz, Operations Manager
Brittany Haller, Communications Coordinator

APPROVAL OF MINUTES

A. July 17, 2023 Meeting Minutes

- a. Chairperson Woerner presented a correction to be made switching the title "Commissioner" to either "Mr." or "Ms." as usual throughout the minutes.

MOTION TO CORRECT BY BOARD MEMBER BLUM; BOARD MEMBER BOURASSA SECONDED THE MOTION. MOTION APPROVED BY A ROLL CALL VOTE.

*YES Board Member Bourassa
Board Member Campbell
Board Member Blum
Vice-Chairperson Fortenberry
Chairperson Woerner*

NO None

- b. Board Member Bourassa presented a correction to her statement (page 2; Ordinance Update; fourth paragraph) which should say, "Commissioner Bourassa inquired if there are any situations where an individual could sell alcohol with a permit without it being a city event."

MOTION TO CORRECT BY BOARD MEMBER BOURASSA; BOARD MEMBER BLUM SECONDED THE MOTION. MOTION APPROVED BY A ROLL CALL VOTE.

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YES *Board Member Bourassa*
Board Member Campbell
Board Member Blum
Vice-Chairperson Fortenberry
Chairperson Woerner

NO *None*

MOTION TO APPROVE MINUTES WITH REVISIONS BY BOARD MEMBER BOURASSA; BOARD MEMBER BLUM SECONDED THE MOTION. MOTION APPROVED BY A ROLL CALL VOTE.

YES *Board Member Bourassa*
Board Member Campbell
Board Member Blum
Vice-Chairperson Fortenberry
Chairperson Woerner

NO *None*

B. August 21, 2023 Special Meeting Minutes

MOTION TO APPROVE BY BOARD MEMBER BLUM; BOARD MEMBER BOURASSA SECONDED THE MOTION. MOTION APPROVED BY A ROLL CALL VOTE.

YES *Board Member Bourassa*
Board Member Campbell
Board Member Blum
Vice-Chairperson Fortenberry
Chairperson Woerner

NO *None*

Vice-Chairperson Fortenberry requested the cancellation of the September meeting be added to the record. It was cancelled due to lack of quorum. After discussion, it was determined that clarification on the proper protocol regarding meeting cancellation would be addressed by the City Clerk at the January meeting.

PUBLIC COMMENT

PRESENTATIONS

Introduction of Communication Coordinator, Brittany Haller

Director Shonk introduced Ms. Haller as having a Recreation background and having promotion and branding skills that will be an asset to the city. Ms. Haller reports to Ms. Sommer (Director of Economic Development & Public Information) and is responsible for social media, promotional materials, and marketing. She has created a number of videos highlighting the city already. Ms. Haller stated she is “here to make the city look good and to make sure the city knows what we are doing”. She is glad to be a part of the team.

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ACTION ITEMS

RESOLUTIONS

ORDINANCES

DISCUSSION ITEMS

A. Parks & Recreation Board Member Terms

Parks & Recreation Director, Troy Shonk, stated that four members of the board are up for reappointment in January and requested that anyone that does not want to serve again to let him know. He stated that the board member appointments are the city council's purview.

CITY STAFF

A. Parks & Recreation Update

Director Shonk shared that since after care is no longer running, several staff members have been pivoting into new roles. Megan Mathews, Youth and Family Supervisor, is still running camps and can actually hold more camps. Since Round Lake Charter is not following the Lake County Schools Calendar, there are more days where care is required. Ms. Mathews and her Recreation Lead have also added new programming. Stephen Fasnacht has pivoted into outdoor recreation and helping Chris Carson, Cultural and Special Events Manager, with special events.

- Summerview Park- pickleball courts are now complete and in the permitting stage. The ribbon cutting is Wednesday, November 22 at 9:00am. Board Member Fortenberry inquired if these courts could be reserved. Director Shonk indicated that they would be open play only at this time. Director Shonk also stated that the Donnelly Park pickleball courts are in the plans to be renovated and stated taking the necessary steps to fix the erosion issue which begins at the road is the first step in the process and is being addressed.
- Summerview Park- playground will be completed this week. Mulch is to be added by Park staff and the red spinner has been moved to correct location.
- Kayaking- kayak rental provided by Rent.Fun. The kayaks have already been seen on the lake. This is an additional form of revenue for Parks & Recreation.
- Frank Brown renovation will go to council soon. The plan is to renovate the fields, add shade, and update irrigation to keep up with requirements.
- Archery- interest is higher than ever. An additional 5th target was purchased to meet demand and there is a waitlist for the class.
- Sports- numbers are through the roof for all sports. Over 200 kids for flag football and basketball is sold out.
- Ms. Mathews has been organizing Craft Night Out programs for families and adults and has Victoria, Recreation Lead, working on a journaling class. During these programs, a childcare program is offered at the same time so parents can participate.
- AAU- The city has signed up and registered for AAU which allows them to go through Mount Dora Community Trust for funding of items. With this addition,

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there is a swim program for all ages from swim lessons to recreational swim to AAU. AAU is for elementary and middle school ages.

B. Cultural and Special Events Update

Mr. Chris Carson highlighted the upcoming events

- Light Up Mount Dora – November 25 – attendance is expected to surpass pre-Covid numbers. Hush opening on Wednesday for the residents. Roads will be closed again this year to allow for larger crowds. 50-60k expected. Fireworks and drones will be showcased at 8:15PM.
- Christmas Walk- December 1
- Christmas Parade- organized by the Lions Club- December 2
- Holiday Symphony with the Stetson Orchestra. This is a free concert being televised from Mount Dora by Channel 6 on December 2.
- Boat Parade- December 2.
- Snow in the Park- bigger and better in a new location, Elizabeth Evans Park.

Christmas lights will be on at least through the Art Festival. Ms. Fortenberry asked how the Pitmasters and Pourers event went. Director Shonk reported a \$20k profit which is unheard of for an inaugural event. Director Shonk also shared that Mr. Carson was just named the Employee of the Year. Congratulations were given.

COMMUNICATIONS AND REPORTS

A. Board Member Elizabeth Bourassa

B. Board Member Derrick Campbell

B. Board Member Marsha Blum

Requested an update on the Cauley Lott concern that was raised earlier in the summer. Director Shonk gave an update that the lights were changed to shut off at an earlier time and more police patrols are being made. Since these changes were made, there have been no more complaints.

D. Board Member William Larkin

E. Board Member Suzanne Scheck

F. Vice-Chairperson Amy Fortenberry

G. Chairperson Mark Woerner

FUTURE MEETING DATES

A. Thursday, January 18, 2023, 5:30 P.M., Regular Session

ADJOURNMENT

MOTION BY VICE-CHAIRPERSON FORTENBERRY TO ADJOURN; BOARD MEMBER CAMPBELL SECONDED THE MOTION. MOTION APPROVED BY A UNANIMOUS VOICE

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VOTE.

There being no further business for discussion, the meeting adjourned at approximately 6:28 P.M.

MARK WOERNER, CHAIRPERSON
City of Mount Dora

JENNIFER SCHWARZ, OPERATIONS MANAGER
City of Mount Dora



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DATE: March 18, 2024

TO: Parks and Recreation Advisory Board Members

FROM: Troy Shonk, Director of Parks and Recreation

SUBJECT: January 18, 2024 Meeting Minutes

Introduction:

Discussion:

Budget Impact:

Strategic Impact:

Recommendation

Attachment(s):

1. PRAB Minutes 01-18-24

Prepared by: Jennifer Schwarz, Operations Manager
Reviewed by: Jennifer Schwarz, Operations Manager

Final Approval - 3/11/2024

ATTACHMENT #1

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



**January 18, 2024
City Hall
510 N. Baker St.
Mount Dora, FL 32757**

CALL TO ORDER

Having been duly advertised as required by law, Chairperson Woerner called to order the January 18, 2024, regular meeting of the Parks & Recreation Advisory Board at 5:33 P.M. in the City Hall Council Chambers.

NEW MEMBER

Chairperson Woerner introduced and welcomed new board member, Karla Rainer. She has lived in Mount Dora with her husband for 9 years and is familiar with Parks & Recreation as her children participate in the sports and camp programs.

ROLL CALL

Members Present:

Mark Woerner, Chairperson
Elizabeth Bourassa
Marsha Blum, Vice Chairperson
Suzanne Scheck
Karla Rainer
Derrick Campbell (5:45 P.M.)

Also Present:

Troy Shonk, Parks & Recreation Director
Jennifer Schwarz, Operations Manager
Andrew Hand, Attorney - Shepard, Smith, Kohlmyer & Hand

Election of 2024 Chair and Vice Chair:

MOTION BY BOARD MEMBER BLUM, SECONDED BY BOARD MEMBER SCHECK TO NOMINATE MARK WOERNER FOR BOARD CHAIRPERSON. MOTION APPROVED BY ROLL CALL VOTE.

*YES Chairperson Woerner
Vice-Chairperson Blum
Board Member Bourassa
Board Member Scheck
Board Member Rainer*

NO None

MOTION BY CHAIRPERSON WOERNER, SECONDED BY BOARD MEMBER SCHECK TO NOMINATE MARSHA BLUM FOR BOARD VICE CHAIRPERSON. MOTION APPROVED BY ROLL CALL VOTE.

*YES Chairperson Woerner
Vice-Chairperson Blum
Board Member Bourassa
Board Member Scheck
Board Member Rainer*

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NO None

APPROVAL OF MINUTES

PUBLIC COMMENT

PRESENTATIONS

A. Annual Ethics Review

Attorney Andrew J. Hand of Shepard, Smith, Kohlmyer & Hand reviewed and discussed Sunshine Law, Robert's Rule, and other ethical subjects with the board.

ACTION ITEMS

RESOLUTIONS

ORDINANCES

DISCUSSION ITEMS

CITY STAFF

A. Parks & Recreation Update

- Frank Brown Park renovations was approved by City Council.
- Summerview Park pickleball courts and playground completed, basketball court to be added later this year.
- Gilbert Park Playground Phase 2 going to City Council in February.
- Recreation & Resource Center breaking ground later this year.
- Mr. Shonk shared the roles and responsibilities of Aquatics, Camps, & Sports.

B. Cultural & Special Events Update

- Mr. Shonk shared updates on the upcoming Scottish Highland Festival which is expected to be bigger and better than ever. There will be a Friday night event this year and a Jamie Kennedy comedy performance.
- Art Festival is coming up in February.

COMMUNICATIONS AND REPORTS

A. Board Member Karla Rainer

B. Board Member Suzanne Scheck

Ms. Scheck shared that a resident was interested in adding exercise equipment to Palm

ATTACHMENT #1

Island Boardwalk. Mr. Shonk shared that this type of equipment is found at Summerview Park. Ms. Scheck suggested combining the City Bicycle Festival with the other bicycle event.

C. Board Member Derrick Campbell

D. Vice Chairperson Marsha Blum

E. Chairperson Mark Woerner

F. Board Member William Larkin

G. Board Member Elizabeth Bourassa

Ms. Bourassa shared that this is her last meeting as she has received a promotion and will be relocating this month.

FUTURE MEETING DATES

A. Monday, March 18, 2024, 5:30 P.M., Regular Session

B. Monday, May 20, 2024, 5:30 P.M., Regular Session

C. Monday, July 15, 2024, 5:30 P.M., Regular Session

D. Monday, September 16, 2024, 5:30 P.M., Regular Session

E. Monday, November 18, 2024, 5:30 P.M., Regular Session

ADJOURNMENT

MOTION BY VICE CHAIRPERSON BLUM TO ADJOURN; BOARD MEMBER CAMPBELL SECONDED THE MOTION. MOTION APPROVED BY A UNANIMOUS VOICE VOTE.

There being no further business for discussion, the meeting adjourned at approximately 6:54 P.M.

MARK WOERNER, CHAIRPERSON
City of Mount Dora

JENNIFER SCHWARZ, OPERATIONS MANAGER
City of Mount Dora



CITY OF MOUNT DORA

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DATE: March 18, 2024

TO: Parks and Recreation Advisory Board Members

FROM: Troy Shonk, Director of Parks and Recreation

SUBJECT: Parks & Recreation Master Plan Update

Introduction:

Parks & Recreation Master Plan Update

Discussion:

A staff update of the Parks & Recreation Master plan status as well as possible Capital Improvement Projects (CIP). This update will include current CIP's and projected CIP's for next year. Attached is the original-suggested plan. The needs of our parks have changed since the adoption of this plan. We will discuss what those needs have become.

Budget Impact:

Strategic Impact:

Recommendation

Attachment(s):

1. Master Plan Topic

Prepared by: Jennifer Schwarz, Operations Manager
Reviewed by: Troy Shonk, Parks & Recreation Director

Final Approval - 3/6/2024

3.6 Short-term Project Prioritization

To aid in the implementation of capital improvements in the short-term, the relevant Master Plan recommendations have been prioritized following an approach developed with consideration of both analytical and practical elements. The resulting prioritization schedule balances the potential impact of improvements with project costs to assist the City in efficiently addressing existing issues related to park quality, safety, and equity.

Park-Specific Recommendations

Recommended short-term improvements to each individual park property and/or facility have been prioritized based on consideration of multiple factors:

- Current Park Score
- Potential to achieve park equity standards (i.e. improve an existing poorly-served area or extend service to an unserved area)
- Relevant planned expenditures in the City's approved budget and/or CIP
- Project Cost

0-2 Years – \$1,770,000

- Lake Franklin Park
- Lillie Park
- Mount Dora Golf Club
- Stein Park
- Lincoln Avenue Community Park & Pool
- Cauley Lott Park

2-3 Years – \$1,445,500

- Forest Park (Trail)
- Simpson Farm House
- Sunset Park
- Sylvan Park
- Ruthie Watson Park
- Serenity Park
- Waite Property
- Palm Island Park
- Gilbert Park
- Chautauqua Park
- Donnelly Park
- Elizabeth Evans Park
- W.T. Bland Public Library
- Simpson Cove (Boat Launch)

3-4 Years – \$1,300,500

- Martin Luther King Center
- Community Building
- Mount Dora Mountain Bike Trails
- Grantham Point (Lighthouse)
- Mount Dora Dog Park
- Pinecrest Park
- Blair Park
- 4th Avenue City Docks
- Forres Playground
- Nature Park

New Projects

Short-term Master Plan recommendations that are not tied to a specific Leisure Services Department park or facility have been prioritized in a similar fashion, however since many of these projects are not directly related to existing parks or facilities, a current Park Score was not factored.

0-2 Years – \$650,000

- Misc. Design Services
- Trails Master Plan
- New Park Land Acquisition*
- Update Security Camera System

2-3 Years – \$33,333

- Improve Marketing
- Art Master Plan

3-4 Years – \$15,100,000

- New Community Center – construction
- Lake Dora Waterfront

*Active acquisition in deficient areas



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DATE: March 18, 2024

TO: Parks and Recreation Advisory Board Members

FROM: Troy Shonk, Director of Parks and Recreation

SUBJECT: Parks and Recreation Update

Introduction:

Staff update on Parks & Recreation items.

Discussion:

Budget Impact:

Strategic Impact:

Recommendation

Attachment(s):

Prepared by: Jennifer Schwarz, Operations Manager
Reviewed by: Troy Shonk, Parks & Recreation Director

Final Approval - 3/6/2024



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DATE: March 18, 2024

TO: Parks and Recreation Advisory Board Members

FROM: Troy Shonk, Director of Parks and Recreation

SUBJECT: Cultural and Special Events Update

Introduction:

Discussion:

Budget Impact:

Strategic Impact:

Recommendation

Attachment(s):

Prepared by: Jennifer Schwarz, Operations Manager
Reviewed by: Troy Shonk, Parks & Recreation Director

Final Approval - 3/6/2024