



**CITY OF
MOUNT
DORA**

**Parks and Recreation
900 N. Donnelly St.
Mount Dora, FL 32757
352-735-7183
Fax: 352-735-3681
E-mail: parksandrec@cityofmountdora.com**

**PARKS AND RECREATION
ADVISORY BOARD MEETING
City Hall Board Room, 510 N. Baker Street, Mount Dora, FL 32757
May 20, 2024 at 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
 - A. March 18, 2024 Meeting Minutes
- IV. Public Comment
- V. Presentations
 - A. Mount Dora Community Resource & Recreation Center
- 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 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

XII. Future Meeting Dates

A. Monday, July 15, 2024, 5:30 p.m

B. Monday, September 16, 2024, 5:30 p.m

C. 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@cityofmounddora.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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E-mail: parksandrec@cityofmoundora.com

DATE: May 20, 2024

TO: Parks and Recreation Advisory Board Members

FROM: Troy Shonk, Director of Parks and Recreation

SUBJECT: March 18, 2024 Meeting Minutes

Introduction:

Discussion:

Budget Impact:

Strategic Impact:

Recommendation

Attachment(s):

1. PRAB Minutes 03.18.24

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

Final Approval - 5/16/2024

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



**March 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 March 18, 2024, 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, Chairperson
Suzanne Scheck
William Larkin
Karla Rainer
Marsha Blum, Vice Chairperson (arrived at 5:35pm)

Also Present:

Troy Shonk, Parks & Recreation Director
Jennifer Schwarz, Operations Manager
Christopher Carson, Cultural & Special Events Manager
Gretchen Gomez, Parks & Recreation Admin Coordinator

APPROVAL OF MINUTES

A. November 11, 2023 Meeting Minutes

MOTION TO APPROVE MINUTES BY BOARD MEMBER SCHECK; BOARD MEMBER LARKIN SECONDED THE MOTION. MOTION APPROVED BY A ROLL CALL VOTE.

<i>YES</i>	<i>Chairperson Woerner</i>
	<i>Vice-Chairperson Blum</i>
	<i>Board Member Scheck</i>
	<i>Board Member Larkin</i>
	<i>Board Member Rainer</i>

<i>NO</i>	<i>None</i>
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B. January 18, 2024 Meeting Minutes

MOTION TO APPROVE MINUTES BY BOARD MEMBER LARKIN; BOARD MEMBER SCHECK SECONDED THE MOTION. MOTION APPROVED BY A ROLL CALL VOTE.

<i>YES</i>	<i>Chairperson Woerner</i>
	<i>Vice-Chairperson Blum</i>
	<i>Board Member Scheck</i>
	<i>Board Member Larkin</i>
	<i>Board Member Rainer</i>

<i>NO</i>	<i>None</i>
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PUBLIC COMMENT

PRESENTATIONS

A. Introduction to Parks & Recreation Administrative Coordinator, Gretchen Gomez

- Director Shonk introduced Ms. Gomez as the new Parks & Recreation Administrative Coordinator. Ms. Gomez will report to Jennifer Schwarz, Operations Manager, and will be clerking minutes of the Parks & Recreation Advisory Board Meetings. Ms. Gomez duties include being the administrative support to the Parks & Recreation Department and record keeping in the daily activities of the Department.

ACTION ITEMS

RESOLUTIONS

ORDINANCES

DISCUSSION ITEMS

A. Parks & Recreation Master Plan Update

- Director Shonk went over current projects, future projects, and ideal projects to be determined, and project prioritization.
- Cultural & Special Events Manager, Chris Carson, went over functionality of Special Events at the parks/Community Building and ideal projects to improve parks for Special Events.

CITY STAFF

A. Parks & Recreation Update

- Mr. Shonk went over the Recreation Department roles and responsibilities.
- Spring Break Camp was a success.
- Aquatics, Camps, and Sports are getting ready for summer with camps, swim teams, and sports teams.
- Frank Brown Sports Complex to be opened this week.

B. Cultural and Special Events Update

- Mr. Carson went over Mount Dora Yacht Club 71st Regatta which would be returning this weekend. City of Mount Dora staff to work maintenance and ensure proper presentation.
- Mr. Carson went over the City's first Corn Festival coming up May 24th-25th; discussed vendors, promotion, and entertainment.
- Mr. Carson discussed Freedom on the Waterfront, coming up July 3rd.

COMMUNICATIONS AND REPORTS

A. Board Member Karla Rainer

- Ms. Rainer asked a question regarding a grill at Summerview Park. Mr. Shonk informed her that no portable grills are allowed.
- Ms. Rainer recommended to have an increase usage of Instagram for the City of Mount Dora pages.

B. Board Member Suzanne Scheck

- Ms. Scheck recommended having a clearer display of dates, times, and location of City events in promotional material.

C. Board Member Derrick Campbell

D. Vice-Chairperson Marsha Blum

E. Chairperson Mark Woerner

F. Board Member William Larkin

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 28, 2024, 5:30 p.m.

ADJOURNMENT

MOTION BY BOARD MEMBER LARKIN TO ADJOURN; BOARD MEMBER RAINER SECONDED THE MOTION. MOTION APPROVED BY A UNANIMOUS VOICE VOTE.

There being no further business for discussion, the meeting adjourned at approximately 6:47 P.M.

MARK WOERNER, CHAIRPERSON
City of Mount Dora

GRETCHEN GOMEZ, ADMIN COORDINATOR
City of Mount Dora



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DATE: May 20, 2024

TO: Parks and Recreation Advisory Board Members

FROM: Troy Shonk, Director of Parks and Recreation

SUBJECT: Mount Dora Community Resource & Recreation Center

Introduction:

City staff will provide an update on the Mount Dora Community Resource and Recreation Center

Discussion:

The Parks and Recreation Department staff will provide an update on the status of the Mount Dora Community Resource and Recreation Center

Budget Impact:

Strategic Impact:

Recommendation

Attachment(s):

1. Mount Dora Community Resource & Recreation Center

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

Final Approval - 5/16/2024

CITY OF MOUNT DORA COMMUNITY RESOURCE & RECREATION CENTER PROJECT

May 7th, 2024



Project Overview

The planned building is 31,100 sq. ft. this Community Resource and Recreation Center will include:

1. Computer / Tech Lab (35 stations), entire facility will have free broadband internet access
2. A commercial / teaching kitchen
3. Community meeting flex space (seating for 200 banquet seating, 300 classroom seating)
4. Indoor recreation courts (basketball)
5. Seven (7) Flex-office spaces for telehealth appointments and resource providers
6. Space for educational classes
7. Community conference room
8. Child watch area for parents seeking assistance or training
9. Restrooms and locker rooms for recreation activities
10. Ample parking (including additional ADA parking)

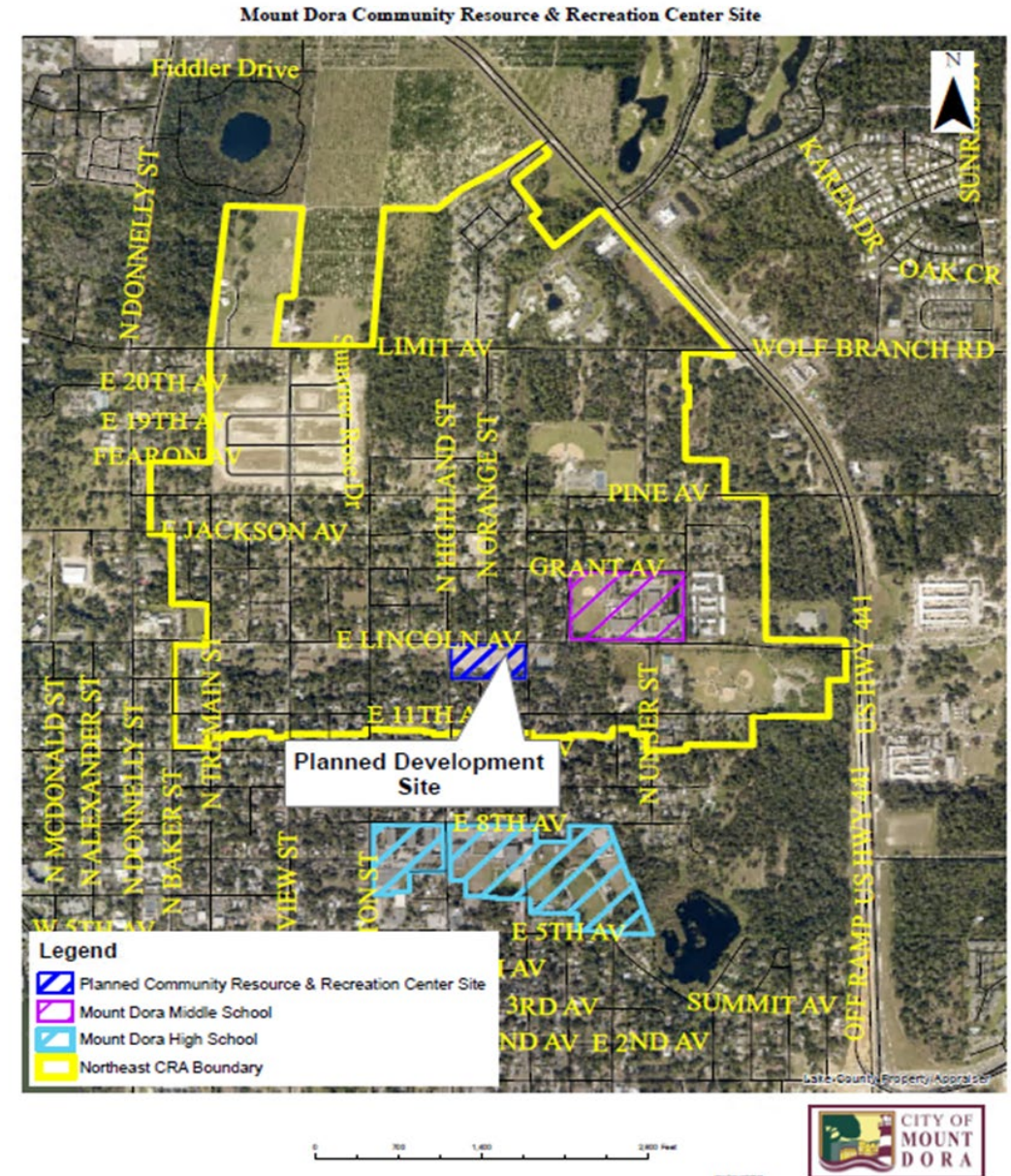
Project Execution

This 31,100 sq. ft. Community Anchor Institution will provide free Gig speed access to residents of Northeast CRA, City of Mount Dora, Northeast Lake County, and Northwest Orange County who utilize this facility, which will facilitate greater use of broadband service by vulnerable populations, including low-income individuals, unemployed individuals, and mature individuals. This facility will serve as a health clinic with free access to telehealth appointments, free dental screenings, free vision screenings, and even basic health screenings through partnerships with community organizations.

The Partners that will provide programming in this Community Anchor Institution include: Lake County Housing & Community Services, Lake County Health Department, Lake Technical College, SBDC at UCF, CareerSource Central Florida, Lake Cares Food Pantry, Habitat for Humanity, Homes in Partnership, Coalition for the Homeless of Central Florida, Lake County Veteran Services, SCORE, Early Learning Coalition, LASER (disaster response), Red Cross, United Way of Lake & Sumter, Lake Community Action Agency, Get Connected Stay Connected (Mentoring & Tutoring Program) Steamroller Studios and potentially many more.

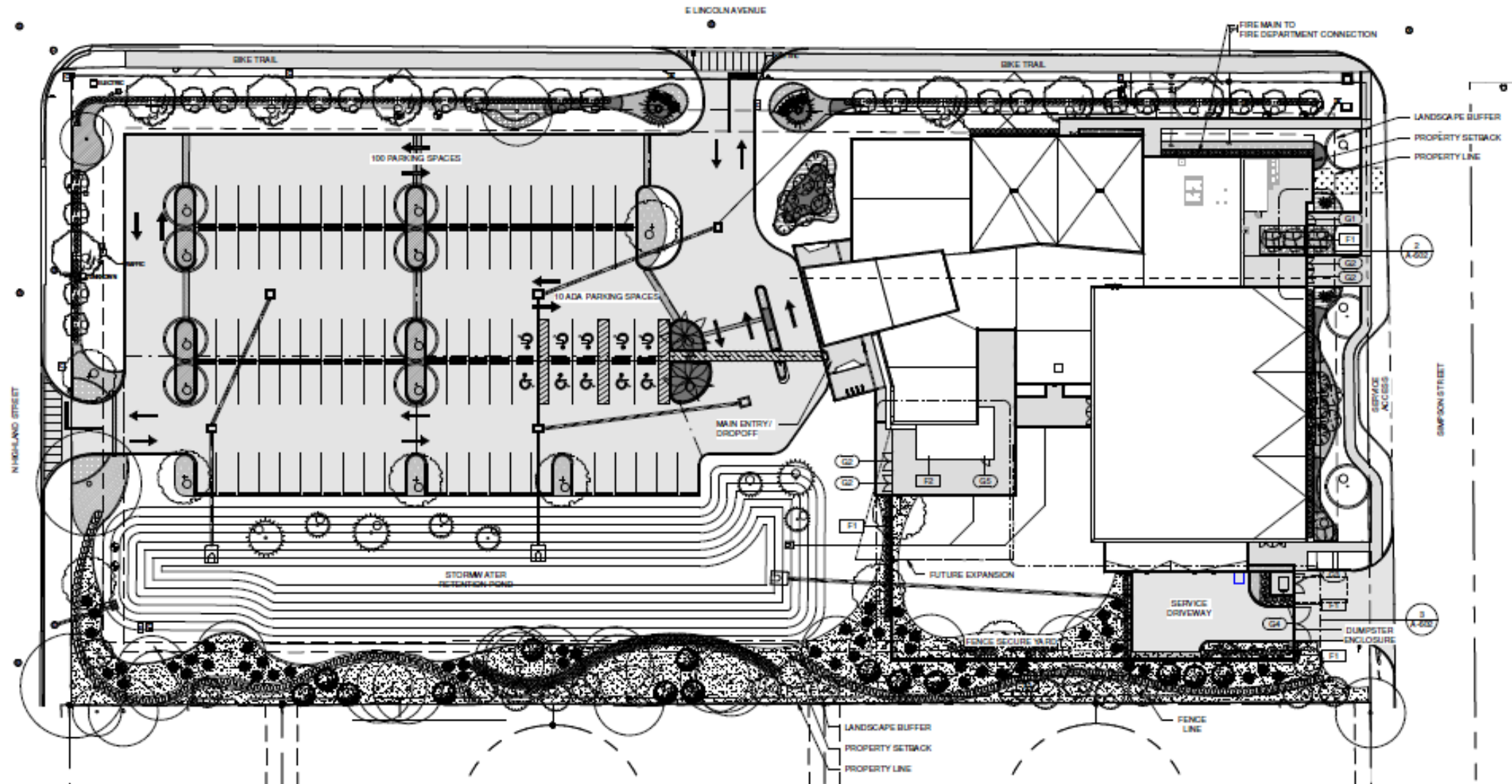
This facility will be constructed on City owned property at the southwest corner of Lincoln Ave. and Simpson St. This property is 4.25 acres.

City Council selected this site via Resolution 2022-12 on February 15, 2022.

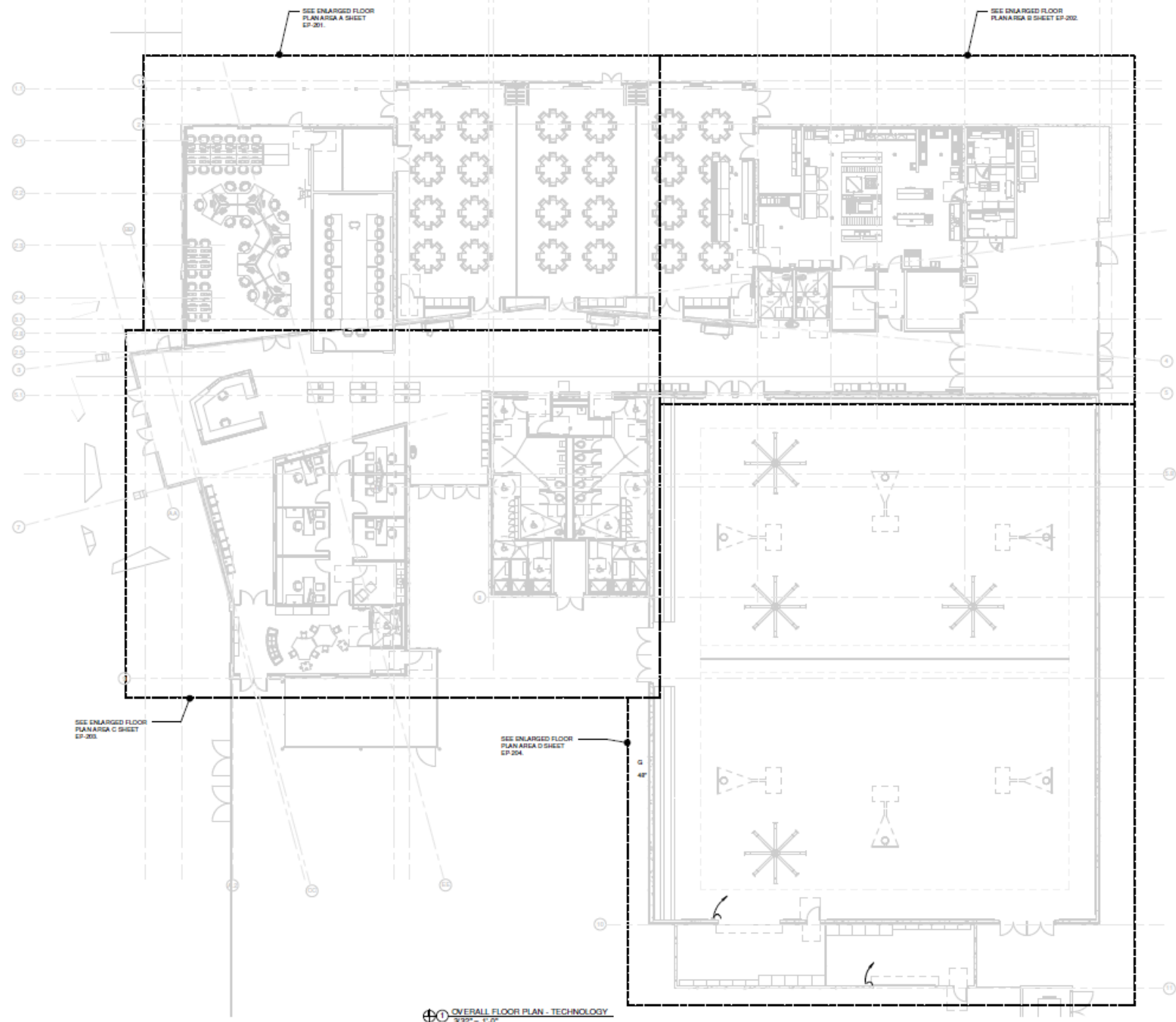


Project Site Plan & Drawings

Site Plan



Floor Plan



















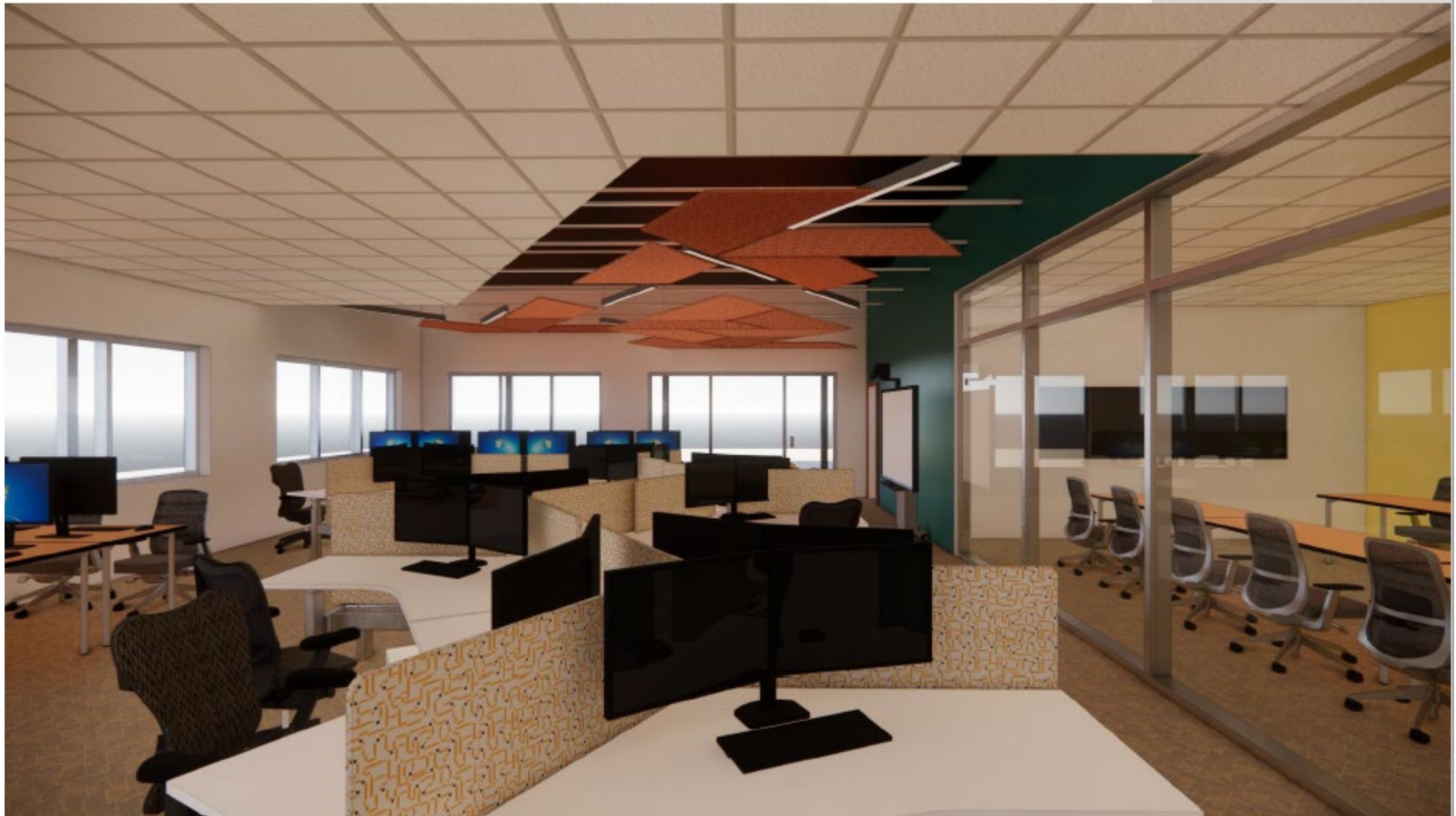


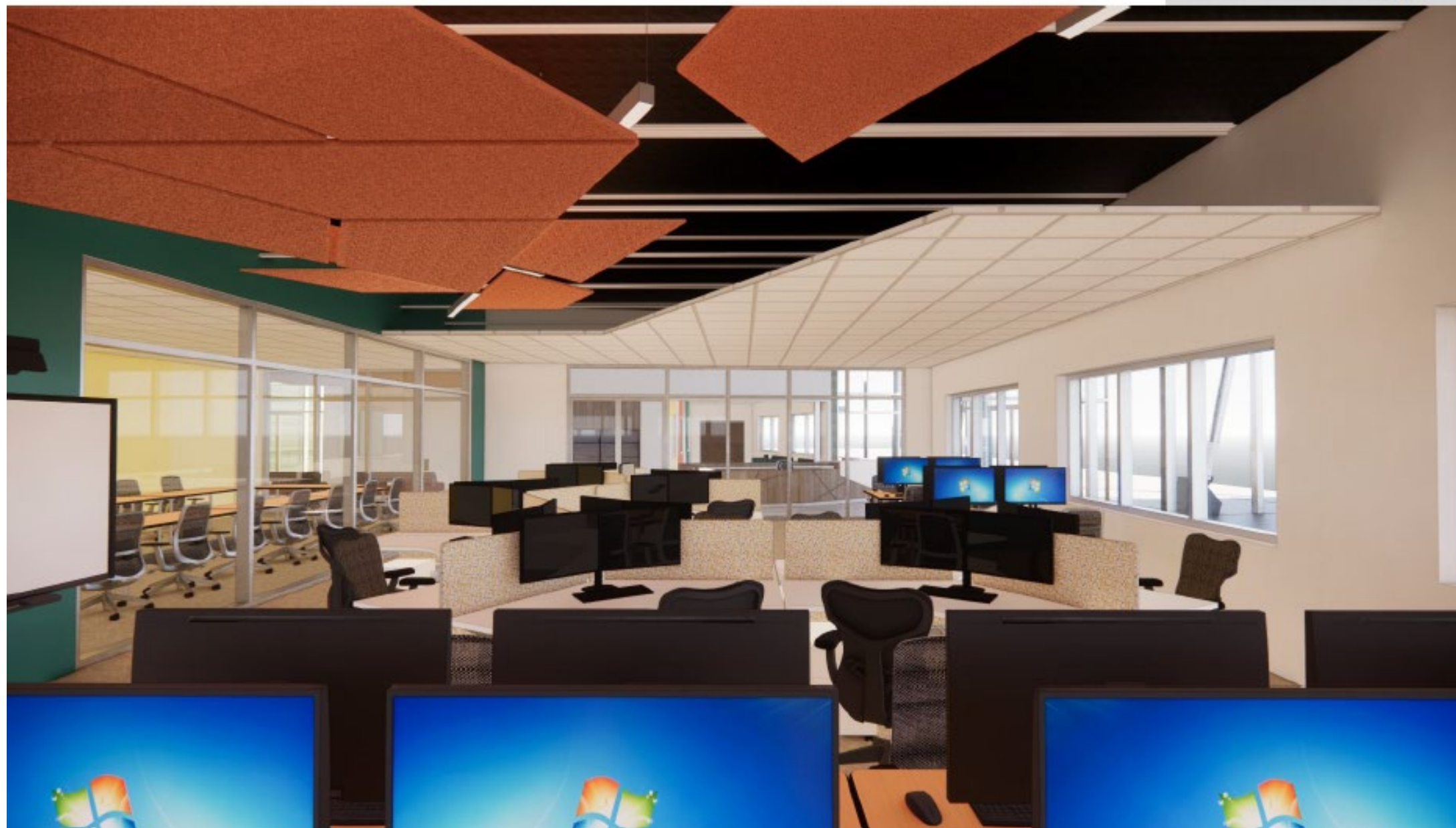






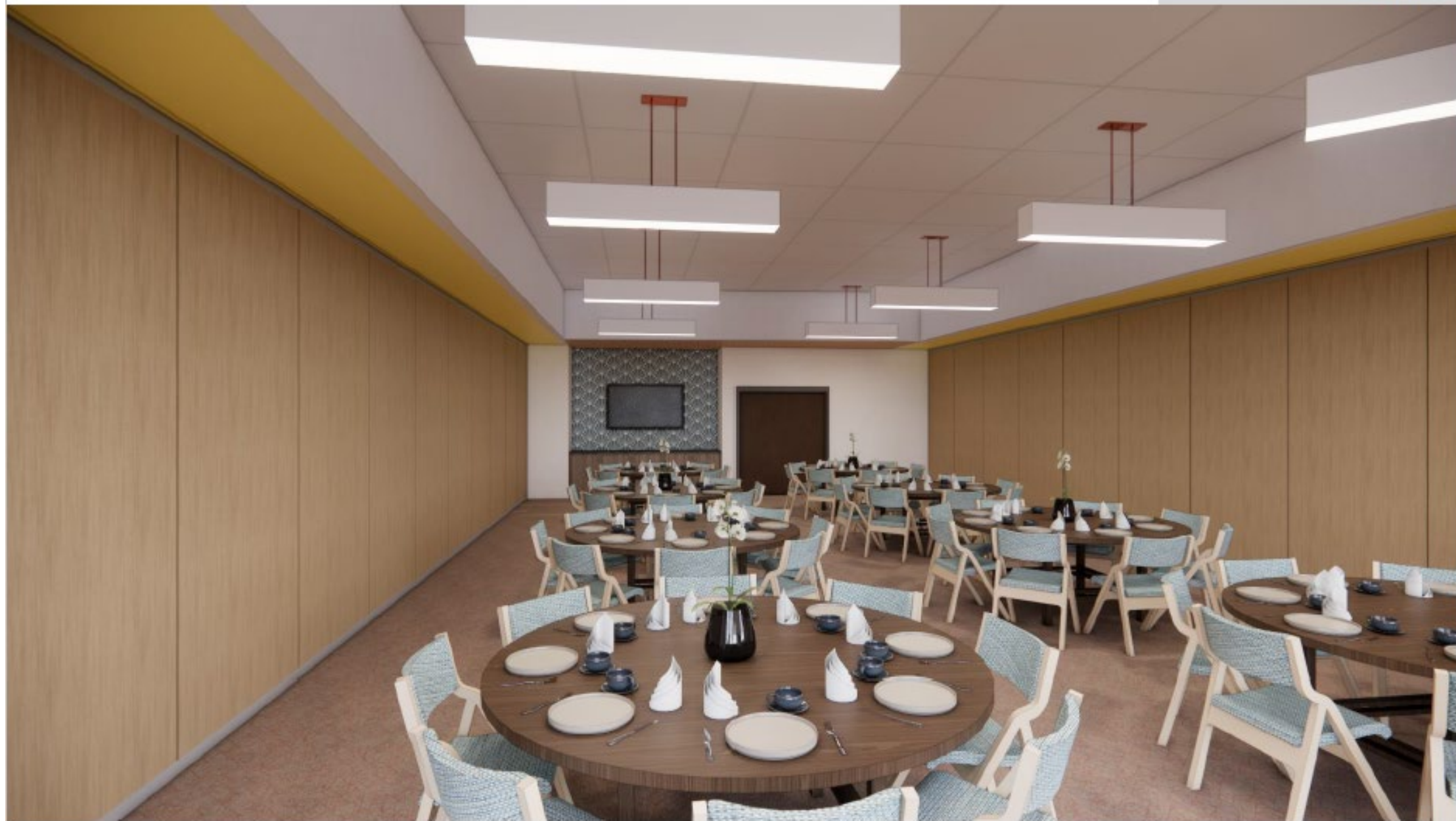


















Next Steps

We have just finished the 100% construction drawings. To move forward with the project two processes will need to happen at the same time.

Process #1: we will need to issue the RFP for a Construction Manager At Risk (CMAR) to give the City a Guaranteed Maximum Price (GMP) to build the facility.

Process #2: engage bond counsel to issue bond debt to cover the construction contract. Debt will be paid with Northeast CRA TIF revenue and backed by the full faith and credit of the City.

We must have the proceeds from the debt in the bank to pay for the construction prior to executing the GMP with the CMAR.



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DATE: May 20, 2024

TO: Parks and Recreation Advisory Board Members

FROM: Troy Shonk, Director of Parks and Recreation

SUBJECT: Parks and Recreation Update

Introduction:

Discussion:

- Gilbert Park playground
- Sunset and Gilbert restrooms
- Donnelly erosion wall
- Summerview basketball courts
- Summer camp
- Swim lessons

Budget Impact:

Strategic Impact:

Recommendation

Attachment(s):

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

Final Approval - 5/16/2024



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DATE: May 20, 2024

TO: Parks and Recreation Advisory Board Members

FROM: Troy Shonk, Director of Parks and Recreation

SUBJECT: Cultural and Special Events Update

Introduction:

Discussion:

- Corn Festival
- Freedom on the Waterfront
- Waterfront Art Walk
- MLK Mural

Budget Impact:

Strategic Impact:

Recommendation

Attachment(s):

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

Final Approval - 5/16/2024

