

THE TOWN OF
Windermere



MAYOR AND COUNCIL OF THE TOWN OF WINDERMERE

Mayor Gary Bruhn

Council Members

Jim O'Brien

Robert McKinley

Richard Montgomery

Andy Williams

Chris Sapp

Agenda

Agenda

January 8, 2019

6:00 PM

WINDERMERE TOWN HALL

520 MAIN STREET

WINDERMERE, FL 34786

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceeding should contact the Office of the Town Clerk at least 48 hours beforehand at (407) 876-2563

Pursuant to Resolution No. 2005-12 adopted on December 13, 2005, the following Civility Code shall govern all proceedings before the Town of Windermere Town Council:

1. All electronic devices, including cell phones and pagers, shall be either turned off or otherwise silenced.
2. Prolonged conversations shall be conducted outside Council meeting hall.
3. Whistling, heckling, gesturing, loud conversations, or other disruptive behavior is prohibited.
4. Only those individuals who have signed the speaker list and/or who have been recognized by the Mayor (or Chair) may address comments to the Council.
5. Comments at public hearings shall be limited to the subject being considered by the Council.
6. Comments at Open Forums shall be directed to Town issues.
7. All public comments shall avoid personal attacks and abusive language.
8. No person attending a Town Council meeting is to harass, annoy, or otherwise disturb any other person in the room.

Any member of the public whose behavior is disruptive and violates the Town of Windermere Civility Code is subject to removal from the Town Council meeting by an officer and such other actions as may be appropriate. **PLEASE NOTE:** IN ACCORDANCE WITH F.S. 286.0105: Any person who desires to appeal any decision at this meeting will need a record of this proceeding. For this, such person may need to ensure that a verbatim record of such proceeding is made which includes the

AGENDA

- THE MEETING IS CALLED TO ORDER BY THE MAYOR
- FLAG SALUTE
- INVOCATION

1. OPEN FORUM/PUBLIC COMMENT (3 Minute Limit)

2. SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS

- a. Joan Foglia 11-year Tree Board Volunteer Recognition

3. TIMED ITEMS AND PUBLIC HEARING

- a. Resolution 2019-01: Town Facilities Borrowing Referendum

A RESOLUTION OF TOWN COUNCIL FOR THE TOWN OF WINDERMERE, FLORIDA, REGARDING POTENTIAL DEBT FOR A NEW POLICE HEADQUARTERS, PUBLIC WORKS FACILITY, AND ADMINISTRATIVE OFFICES; CALLING A REFERENDUM TO BE HELD ON MARCH 12, 2019, ON WHETHER TO APPROVE DEBT IN EXCESS OF 12.5% OF THE TOWN BUDGET, AS REQUIRED BY SECTION 11.12 OF THE TOWN CHARTER, TO FINANCE THE PROPOSED TOWN FACILITIES; PROVIDING THE BALLOT TITLE AND BALLOT SUMMARY FOR THE REFERENDUM; DECLARING THE INTENT TO REIMBURSE THE TOWN WITH BORROWING PROCEEDS FOR PROJECT EXPENDITURES INCURRED PRIOR TO THE BORROWING.

4. CONSENT AGENDA:

- a. 2019 Vote Processing Equipment Use Agreement and Elections Services Contract for Municipal Elections (Attachment-Staff Recommends Approval)
- b. Windermere St. Patrick's Day Festival Sponsored by Windermere Police Department Foundation Inc. Insurance Coverage (Attachment-Board Option)

5. NEW BUSINESS

- a. MINUTES

i. Town Council Meeting Minutes December 11, 2018 (Attached-Staff Recommends Approval)

6. OTHER ITEMS FOR CONSIDERATION

- a. IDG Landscape Architectural Services – Remaining Parks (5) Final Design Plans (Attachments-P&R & Tree Board Recommend Approval)
- b. Pumpout Services for Cleaning Stormwater Boxes and Drainage Structures (Attachments-Staff Recommends Enviro Waste Service Group)

7. MAYOR & COUNCIL LIAISON REPORTS

- a. MAYOR GARY BRUHN
- b. COUNCILMAN O'BRIEN
- c. COUNCILMAN MCKINLEY
- d. COUNCILMAN MONTGOMERY

- e. COUNCILMAN WILLIAMS
- f. COUNCILMAN SAPP

8. STAFF REPORTS

- a. TOWN MANAGER ROBERT SMITH
 - i. Town Manager Evaluations
- b. TOWN ATTORNEY TOM WILKES
- c. POLICE CHIEF DAVE OGDEN
- d. PUBLIC WORKS DIRECTOR SCOTT BROWN

9. ADJOURN

-
- **REPORTS: NO ACTION REQUIRED**
 - **FILED ITEMS**
 - **IMPORTANT DATES**
 - **January 10th – Garden Club General Meeting**
 - **January 11th -Farmer’s Market**
 - **January 15th -DRB**
 - **January 16th Willows HOA Meeting**
 - **January 17th- WTB**
 - **January 18th -Farmer’s Market**
 - **January 17-19th: Treebute and Tree Climbing Competition/Arbor Day Event**
 - **January 21st Rotary Club (Evening)**
 - **January 21st: Town Offices Closes MLK Day**
 - **January 22nd - Town Council Workshop**
 - **January 24th-P&R**
 - **January 24th-LRP**
 - **January 25th -Food Truck Night/Farmer’s Market**
 - **January 26th: Windermere Wine & Dine**
 - **January 29th Rotary Club**
 - **January 30th-HPB**

 - **February 1st- Farmer’s Market**
 - **February 5th Rotary Club**
 - **February 5th- Elder’s Luncheon**
 - **February 5th- Code Enforcement**
 - **February 6th- DBC**
 - **February 7th- FTFM Selection Committee**
 - **February 7th: Town Facilities Public Meeting**
 - **February 8th- Farmer’s Market**

- **February 12th Rotary Club**
- **February 12th – Town Council Meeting**
- **February 14th- Garden Club General Meeting**
- **February 15th- Farmer’s Market**
- **February 17th- Ultraman**
- **February 19th – DRB**
- **February 20th – Willows HOA Meeting**
- **February 21st WTB**
- **February 22nd - Food Truck Night (Anniversary)/ Farmer’s Market**
- **February 25th – Rotary Club (Evening)**
- **February 26th- Town Facilities Public Meeting**
- **February 27th- HPB**
- **February 28th - LRP**
- **February 28th- P&R**

- **March 1st- Farmer’s Market**
- **March 2nd -3rd Art Affair Event**
- **March 5th- Rotary Club**
- **March 5th- Code Enforcement**
- **March 7th - Garden Club Board/General Meeting**
- **March 7th- FTFM Selection Committee**
- **March 8th- Farmer’s Market**
- **March 9th- Pet Fest Event**
- **March 12th- Elections**
- **March 13th- Rotary Club (CANCELLED)**
- **March 12th- Town Council Meeting**
- **March 13th -14th- Garden Club Crazy Card Party**
- **March 15th -Farmer’s Market**
- **March 16th- St. Patrick Day Event PD**
- **March 19th DRB**
- **March 20th- Willows HOA Meeting**
- **March 21st - WTB**
- **March 23rd- Food Truck Night/ Farmer’s Market**
- **Match 25th- Rotary Club (Evening)**
- **March 26th- Town Council Workshop**
- **March 27th- HPB**
- **March 28th- P&R**
- **March 28th- LRP**
- **March 29th- Farmer’s Market**

RESOLUTION 2019-01

A RESOLUTION OF TOWN COUNCIL FOR THE TOWN OF WINDERMERE, FLORIDA, REGARDING POTENTIAL DEBT FOR A NEW POLICE HEADQUARTERS, PUBLIC WORKS FACILITY, AND ADMINISTRATIVE OFFICES; CALLING A REFERENDUM TO BE HELD ON MARCH 12, 2019, ON WHETHER TO APPROVE DEBT IN EXCESS OF 12.5% OF THE TOWN BUDGET, AS REQUIRED BY SECTION 11.12 OF THE TOWN CHARTER, TO FINANCE THE PROPOSED TOWN FACILITIES; PROVIDING THE BALLOT TITLE AND BALLOT SUMMARY FOR THE REFERENDUM; DECLARING THE INTENT TO REIMBURSE THE TOWN WITH BORROWING PROCEEDS FOR PROJECT EXPENDITURES INCURRED PRIOR TO THE BORROWING.

Whereas, in 2015 a study prepared for the Town of Windermere concluded that the Town's current administrative facilities are entirely inadequate with respect to size and functionality, do not meet electrical-, mechanical-, and plumbing-code requirements, have insufficient stormwater drainage, and do not meet Americans with Disabilities Act requirements and regulations.

Whereas, the Town of Windermere then retained Architects Design Group (the "Firm"), which prepared a report with two design options for a town-facilities project including Option 1, an "H" shaped building, and Option 2, a "T" shaped building, along with the proposed location and costs for each option. A copy of the report is attached hereto as **Attachment A**.

Whereas, the cost for Option 1 is \$5,126,495 and for Option 2 is \$5,206,739.

Whereas, on December 11, 2018, the Town Council reviewed the Firm's report, the recommendation from the Town's Long Range Planning Committee, and input from the residents, then unanimously decided (a) to ask the Town's voters whether they approve funding the needed town facilities with Town debt, up to but not exceeding \$5,200,000, and (b) to present both Options 1 and 2 to the residents for consideration and input at public outreach meetings.

Whereas, on December 11, 2018, the Town Council also expressed its intent that the borrowing by the Town, if approved by the voters, must not grant the lenders or bondholders the right to ever compel the Town to increase property taxes or otherwise result in the Town Council being forced to raise the millage rate to repay the debt.

Whereas, Section 11.12 of the Town's Charter provides that "The Town shall incur no non-emergency debt beyond twelve and one-half percent (12.5%) of the general operating budget unless the incurrence of such debt is approved by a majority vote of the citizens." Under Section 11.12 of the Town Charter, a borrowing of \$5,200,000 would first require referendum approval.

Whereas, the Town Council has publicly met, deliberated, and discussed the town facilities project and now desires to submit the question to a vote of the electorate at a referendum to be held at the Town's general election on March 12, 2019.

Now Therefore, Be It Resolved by the Town Council of the Town of Windermere, Florida:

Section 1. Town Council Findings. The Town Council finds that the proposed new facilities – a new headquarters for the Windermere Police Department, a new facility for the Town's Public Works Department, and offices for the Town's administration – can and should be funded by the Town incurring debt, whether in the form of a bank loan, an issuance of bonds, or other means of borrowing, but *if and only if* the following occurs:

- a) The borrowing is approved by a majority of the Town electors voting in the referendum to be held as required by Section 2;
- b) The principal amount of the borrowing is not to exceed \$5,200,000;
- c) The principal and interest on the debt can and will be paid with Town revenues other than property taxes;
- d) The lenders or the bondholders will never have the right, legally, to compel the Town to increase property taxes to pay the debt;
- e) The Town Council will not be forced, financially, to increase property taxes to pay the debt;
- f) The debt, both principal and interest, will be repaid in full no later than 30 years after it is incurred;
- g) If and when the borrowing occurs, all proceeds of the loan or bond issuance (net of borrowing costs and reserve funds) shall be deposited in a construction fund or account separate and apart from all other Town funds and accounts, and used only to pay the costs of design, permitting, and construction of the new facilities; and
- h) Upon completion of the project, all funds (if any) remaining in the construction fund or account shall be used to pay principal and interest or otherwise to retire the debt.

Section 2. The Referendum. The Town Council hereby calls a referendum at the Town's general election on March 12, 2019, to determine whether the borrowing for the Town facilities project will be approved by a majority of votes cast in such election. All qualified electors of the Town of Windermere shall be entitled and permitted to vote in the referendum. The referendum election shall be held and conducted in the manner prescribed by law for all elections. The Town Council authorizes the cost of the election (if any) to be paid from the general funds of the Town.

Section 3. Ballot Question. The ballot title and ballot summary for the referendum shall be as follows:

WHETHER TO INCUR TOWN DEBT FOR NEW POLICE HEADQUARTERS, PUBLIC WORKS FACILITY, AND TOWN OFFICES

Shall the Town of Windermere borrow up to (but not exceeding) \$5,200,000 for construction of a new police headquarters, a public works facility, and administrative offices? Property taxes legally cannot and will not be pledged to pay the debt. Repayment will be secured only with Town revenues other than property taxes, and the debt must be paid in full within 30 years.

Yes – for the debt _____
No – against the debt _____

Section 4. Translation of the Ballot Question. Upon approval of this Resolution, the Town Manager or his designee shall have the ballot question translated into Spanish as required by the Orange County Supervisor of Elections.

Section 5. Intent to Reimburse. If and only if the borrowing is approved at referendum, the Town Council intends that the Town be reimbursed from the proceeds of the borrowing for costs incurred by the Town prior to the borrowing for purposes relating to the Town facilities project. Pending reimbursement, and subject to Town Council approval, the Town expects to use funds on deposit in the Town’s general fund or other appropriate fund or account to pay such project costs if and when they arise prior to incurring the debt. With respect to the construction of the proposed Town facilities, this Resolution 2019-01 is intended to constitute a “declaration of official intent” within the meaning of Section 1.150-2 of the Income Tax Regulations.

Section 6. Notice. The Town Manager or his designee is hereby authorized and directed to advertise the referendum election and to take all appropriate actions necessary to carry out the provisions of this Resolution.

Resolved this 8th day of January, 2019.

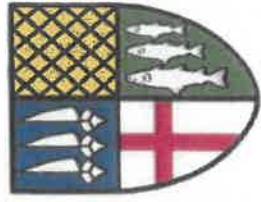
TOWN OF WINDERMERE, FLORIDA
By: Town Council

By: _____
Gary Bruhn, Mayor

Attest:

Dorothy Burkhalter, MMC, FCRM
Town Clerk

Attachment A



TOWN OF WINDERMERE



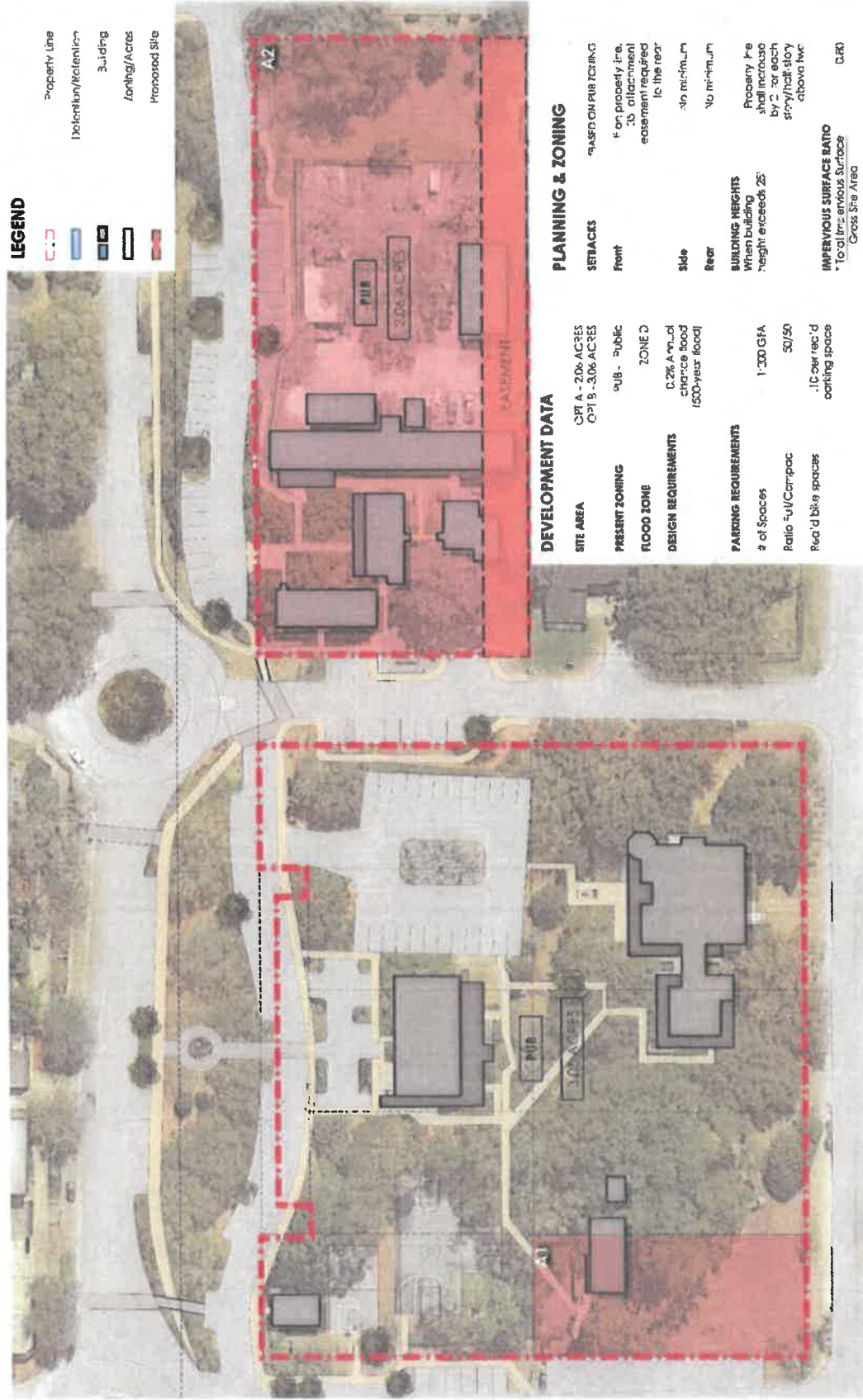
WINDERMERE TOWN FACILITIES

- Project Information
- Existing Site Analysis
- Masterplan Options
- Building Design Options
- Development Criteria and Opinions of Probable Cost

GENERAL INFORMATION

- **The Windermere Municipal Complex:**
 - Town Hall (Town Manager, Clerk, Finance & HR)
 - Police Department
 - Public Works Department

SELECTED SITE:



LEGEND

- Property Line
- Setback/Retainment
- Building
- Zoning/Acres
- Proposed Site

DEVELOPMENT DATA

SITE AREA	3.0 ACRES
PRESENT ZONING	Pub - Public
FLOOD ZONE	ZONE D
DESIGN REQUIREMENTS	0.28 A ² /A ² of driveway flood (500-year flood)
PARKING REQUIREMENTS	1:300 GFA
# of Spaces	50/50
Ratio $\frac{A}{W} / \frac{C}{Carpac}$	10 car req'd parking spaces

PLANNING & ZONING

SETBACKS	BASED ON PUB ZONING
Front	5' on property line, 30' attachment easement required 10' to rear
Side	5' to minimum, 10' to maximum
Rear	10' to minimum, 30' to maximum
BUILDING HEIGHTS	Property line shall increase by 2' for each story/level story above 1st
IMPERVIOUS SURFACE RATIO	0.28
* Total Imp. Surface / Gross Site Area	

OPTIONS A1 & A2: DOWNTOWN SITE - WINDERMERE, FL.
ARCHITECTS DESIGN GROUP

SITE EVALUATION



DEVELOPMENT CRITERIA

- Facility Development Cost Assumptions:
 - Hardened Town Admin/PD Facility = \$300/SF (\$285)
 - Connector Entry = \$225/SF
 - Sally Port = \$100/SF (\$195)
 - Central Energy Plant (allowance) = \$250,00
 - Site Development Costs (allowance) = \$150,000/acre

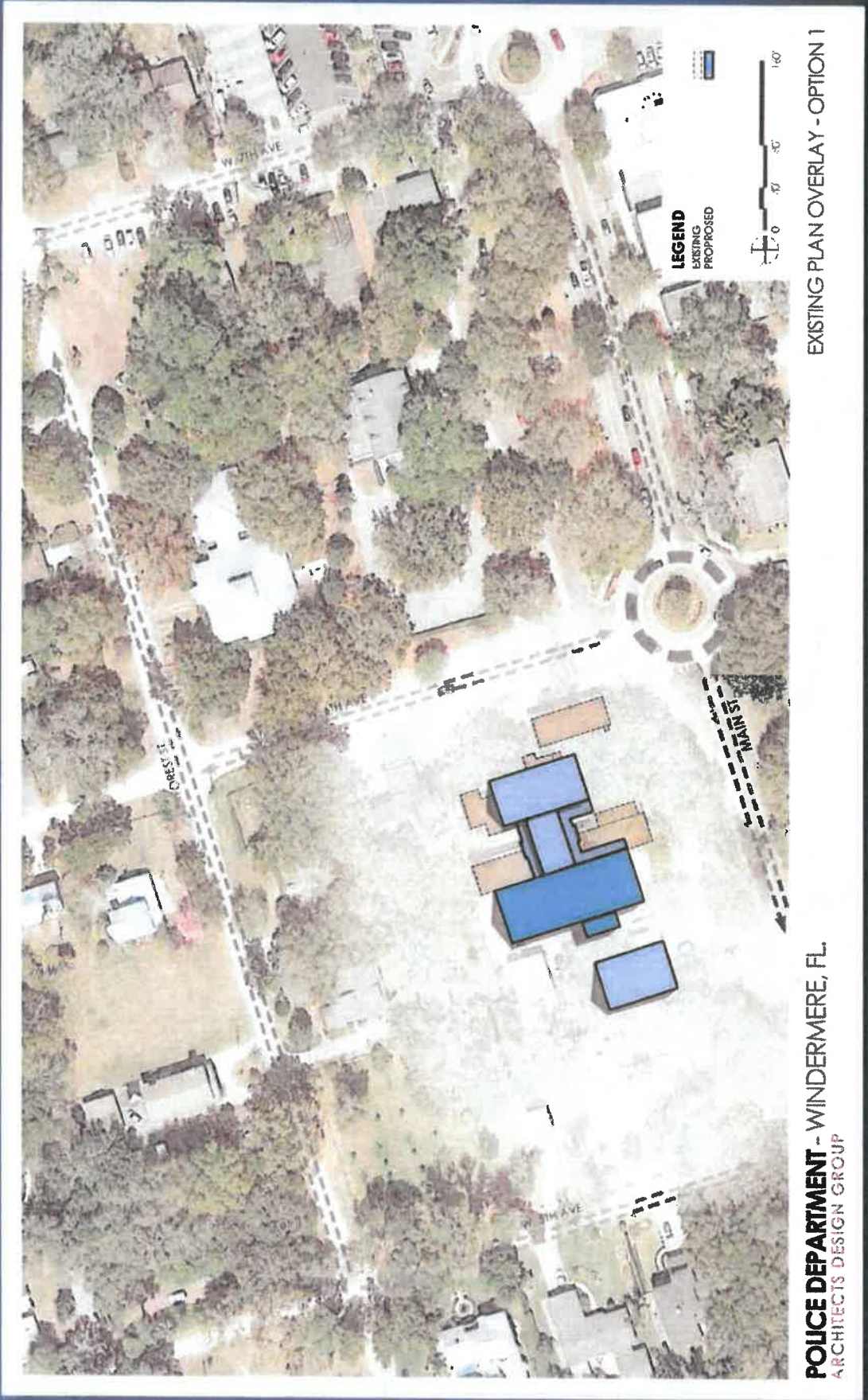
DEVELOPMENT CRITERIA

- Facility Development Cost Assumptions (cont.):
 - New Surface Parking = \$1,800/Parking Space
 - Other Allowances:
 - Technology = \$30/SF
 - FF&E = \$25/SF
 - Demolition of Existing Buildings = \$30/SF (\$60)

SITE DEVELOPMENT: OPTION 1

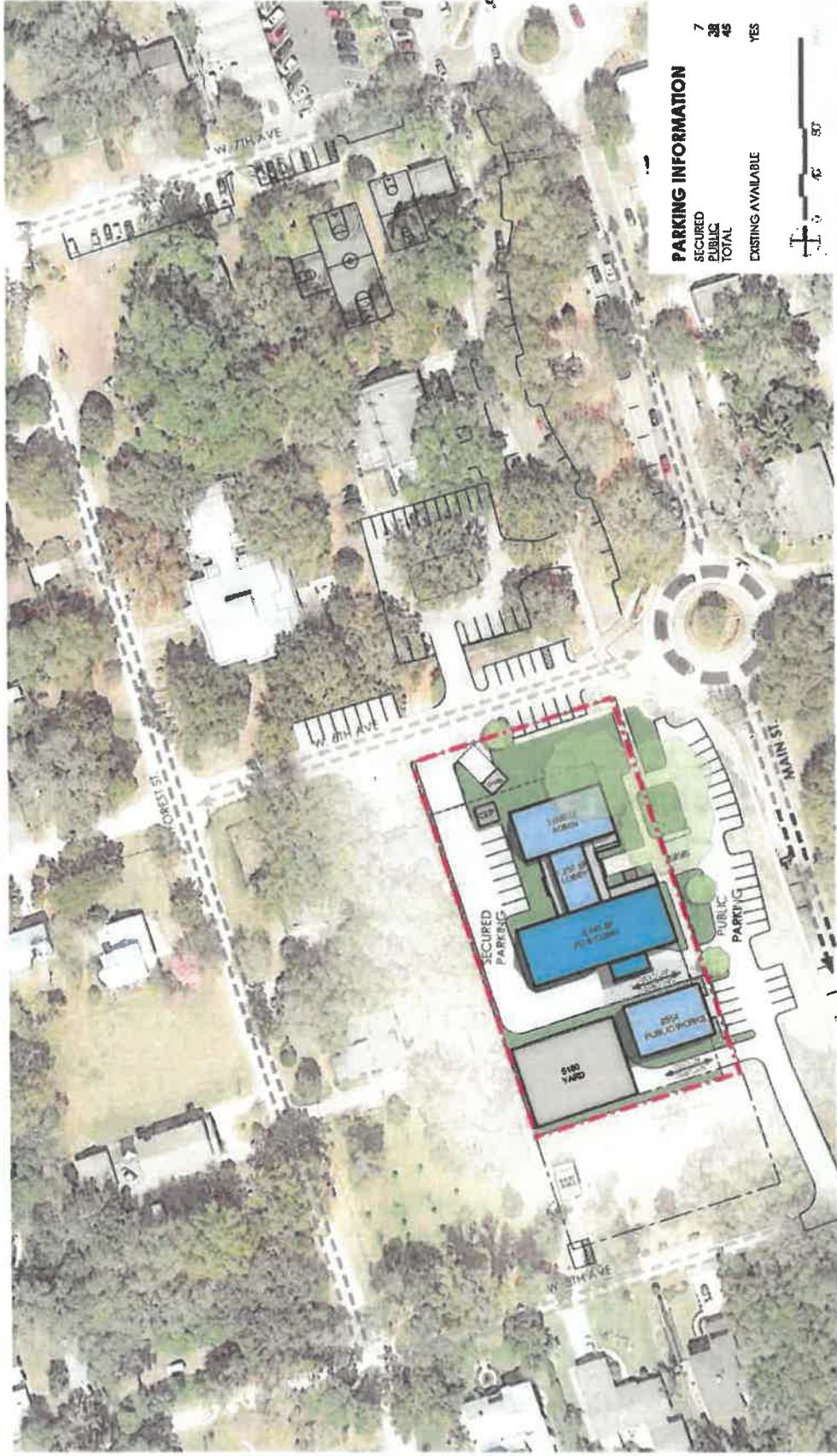
- Option 1: (“H” Shape)
 - New 1-story Town Administration (2,808sf) / Police Facility (4,520sf) with Connector Lobby (1,175sf)
 - New 1-story Public Works Facility (2,554sf)

BUILDING LOCATION PLAN: OPTION 1



POLICE DEPARTMENT - WINDERMERE, FL.
ARCHITECTS DESIGN GROUP

MASTERPLAN: OPTION 1



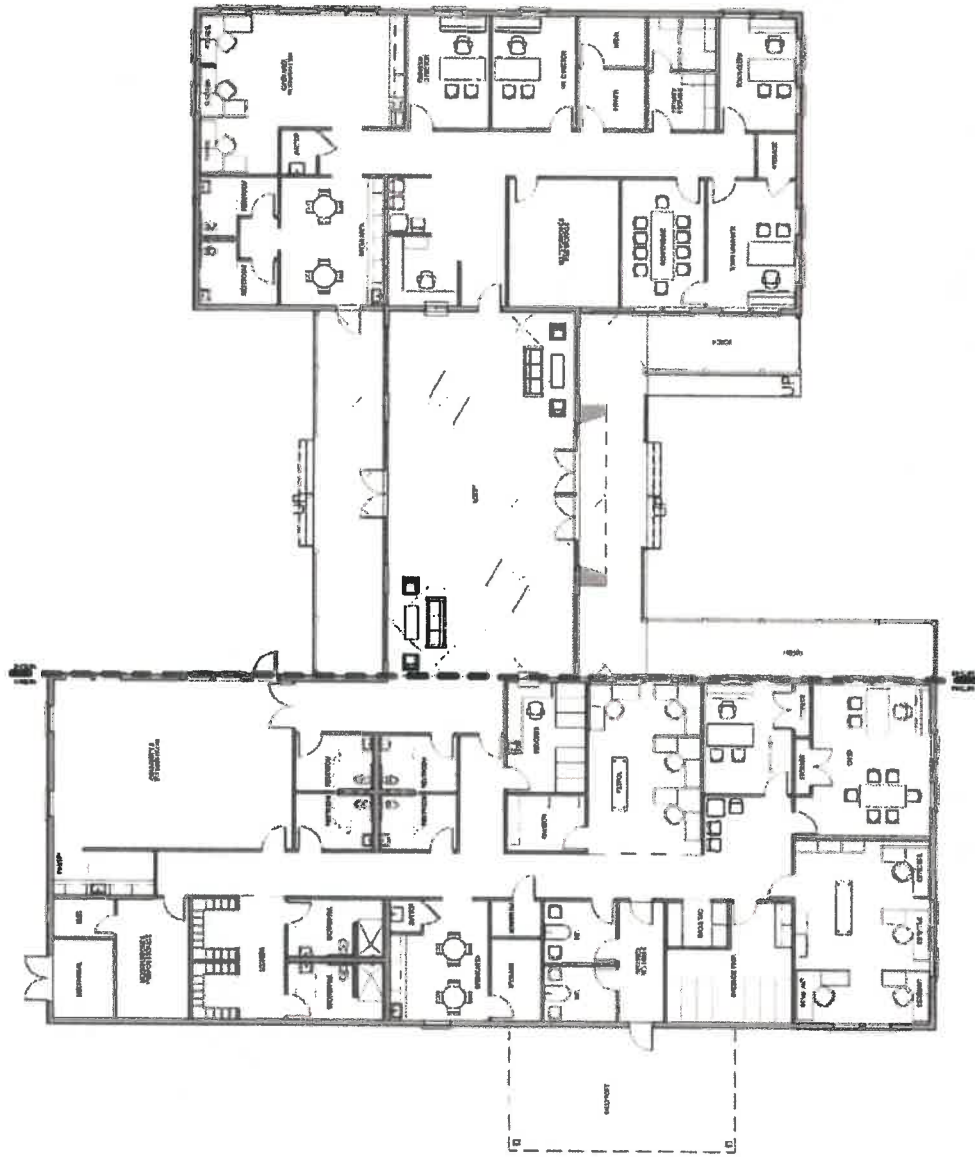
PARKING INFORMATION

SECURED	7
PUBLIC	38
TOTAL	45
EXISTING AVAILABLE	YES

POLICE DEPARTMENT - WINDERMERE, FL.
 ARCHITECTS DESIGN GROUP

MASTERPLAN - OPTION 1

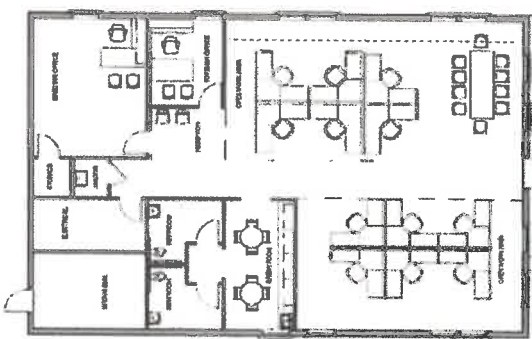
BUILDING FLOOR PLANS: OPTION 1



Town Administration

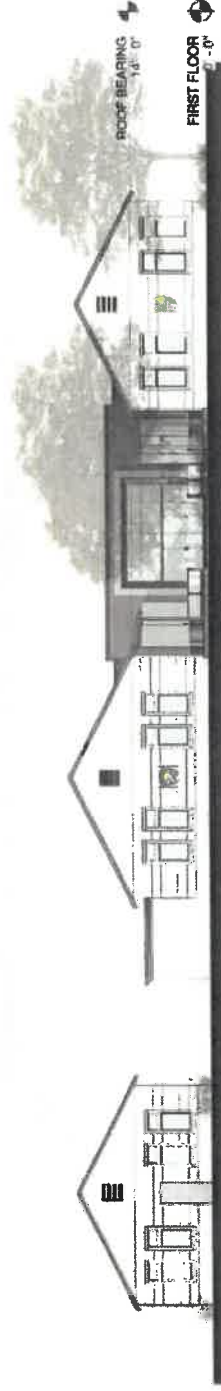
Connector Lobby

Police Department

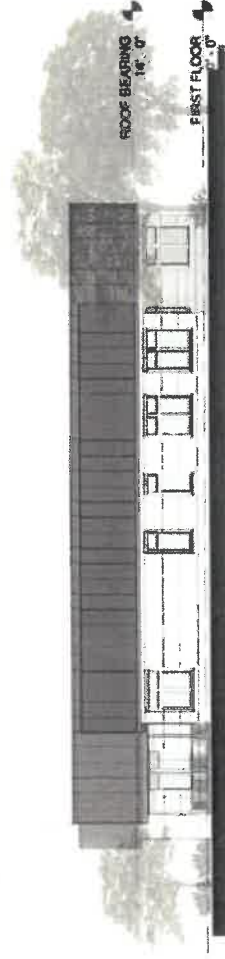


Public Works

BUILDING ELEVATIONS: OPTION 1

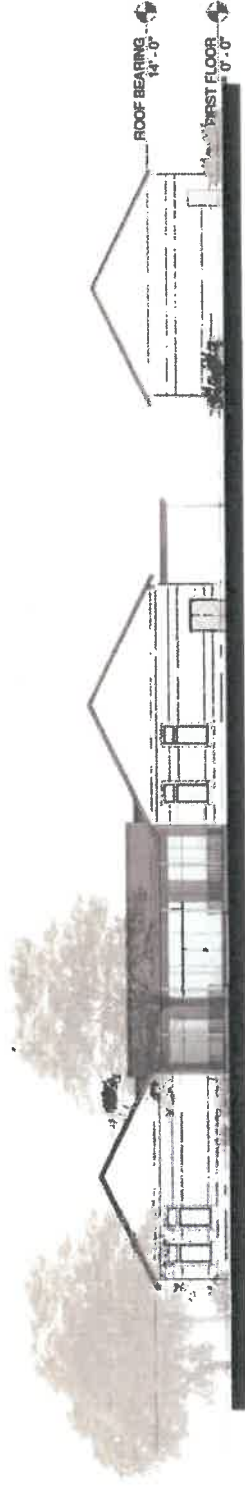


Front Elevation

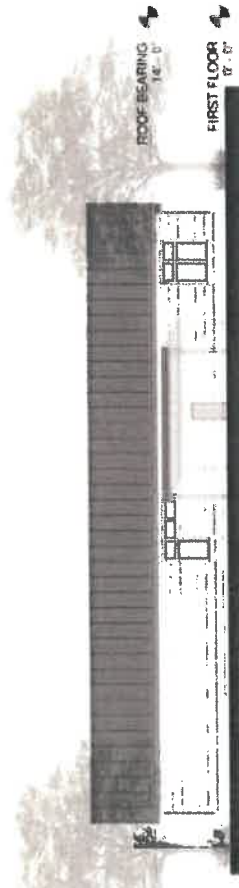


Side Elevation

BUILDING ELEVATIONS: OPTION 1



Rear Elevation



Side Elevation

RENDERING: OPTION 1



RENDERING: OPTION 1



RENDERING: OPTION 1



OPINION OF PROBABLE COST: OPTION 1

Option 1: Downtown Property:

1. Building and Site Construction Hard Costs:

1.1	Town Administration Facility (2,808sf @ \$300/sf)	\$ 842,400.00
1.2	Police Department Facility (4,520sf @ \$300/sf)	\$ 1,356,000.00
1.3	Connector Entry (1,175sf @ \$225/sf)	\$ 264,375.00
1.4	Police Sally Port (420sf @ \$100/sf)	\$ 42,000.00
1.5	Public Works Facility (2,554sf @ \$250/sf)	\$ 638,500.00
1.6	Central Energy Plant (allowance)	\$ 250,000.00
1.7	Surface Parking for Admin/PD/Pub. Works (36 spaces @ \$1,800/space)	\$ 64,800.00
1.8	Site Development Costs (1.55 acres @ 150,000/acre)	\$ 232,500.00
1.9	Building/Site Construction Subtotal	\$ 3,690,575.00

This would provide for a "standard" type of facility that would be within the range of materials and systems considered appropriate for a Municipal Law Enforcement Facility.

2. Allowances:

2.1	Demolition of Existing Structures (8,352sf @ \$30/sf)	\$ 250,560.00
2.2	Town Admin/Police Facility Technology (7,328sf @ \$30/sf)	\$ 219,840.00
2.3	Town Admin/Police Facility FF&E (7,328sf @ \$25/sf)	\$ 183,200.00
2.4	Public Works Department Facility Technology (2,554sf @ \$30/sf)	\$ 76,620.00
2.5	Public Works Department Facility FF&E (2,554sf @ \$25/sf)	\$ 63,850.00
2.8	Land Acquisition Cost	N/A
2.9	Rezoning Costs	N/A
2.10	Allowances Subtotal	\$ 794,070.00

3. A/E Reimbursable Expense Allowance

		\$ 14,000.00
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4. Professional Fees:

4.1	A/E Professional Fees - Basic Services (\$4,484,645 @ 12%)	\$ 538,157.00
4.2	Specialty Consultant Fees (\$4,484,645 @ 2%)	\$ 89,693.00
4.3	Professional Fees Subtotal	\$ 627,850.00

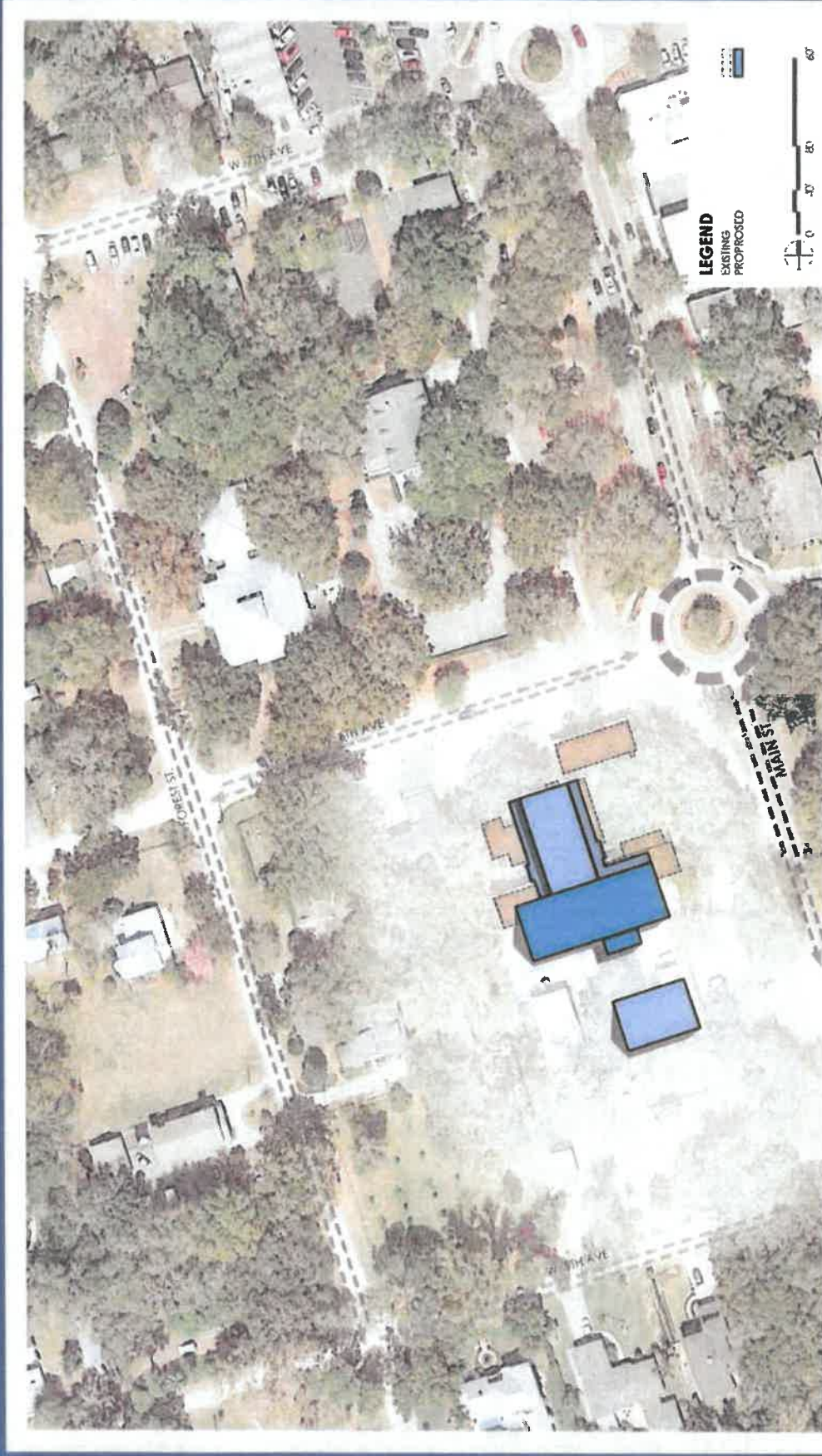
5. Total/Estimated Development Cost - Option 1:

		\$ 5,126,495.00
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SITE DEVELOPMENT: OPTION 2

- Option 2: (“T”-Shape)
 - New 1-story Town Administration (3,751sf) / Police Facility (4,520sf)
 - New 1-story Public Works Facility (2,554sf)

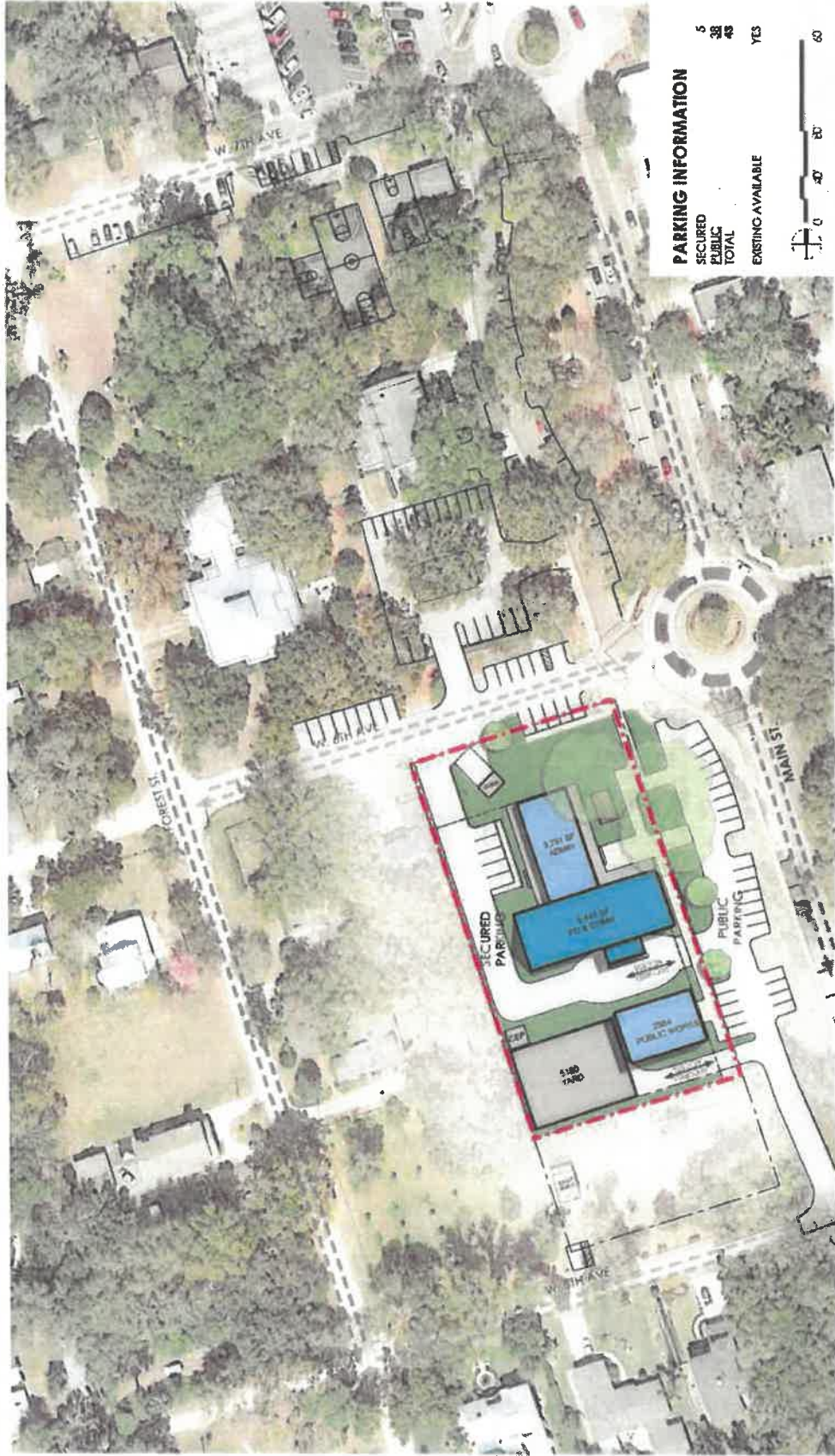
BUILDING LOCATION PLAN: OPTION 2



POLICE DEPARTMENT - WINDERMERE, FL.
ARCHITECTS DESIGN GROUP

EXISTING PLAN OVERLAY - OPTION 2

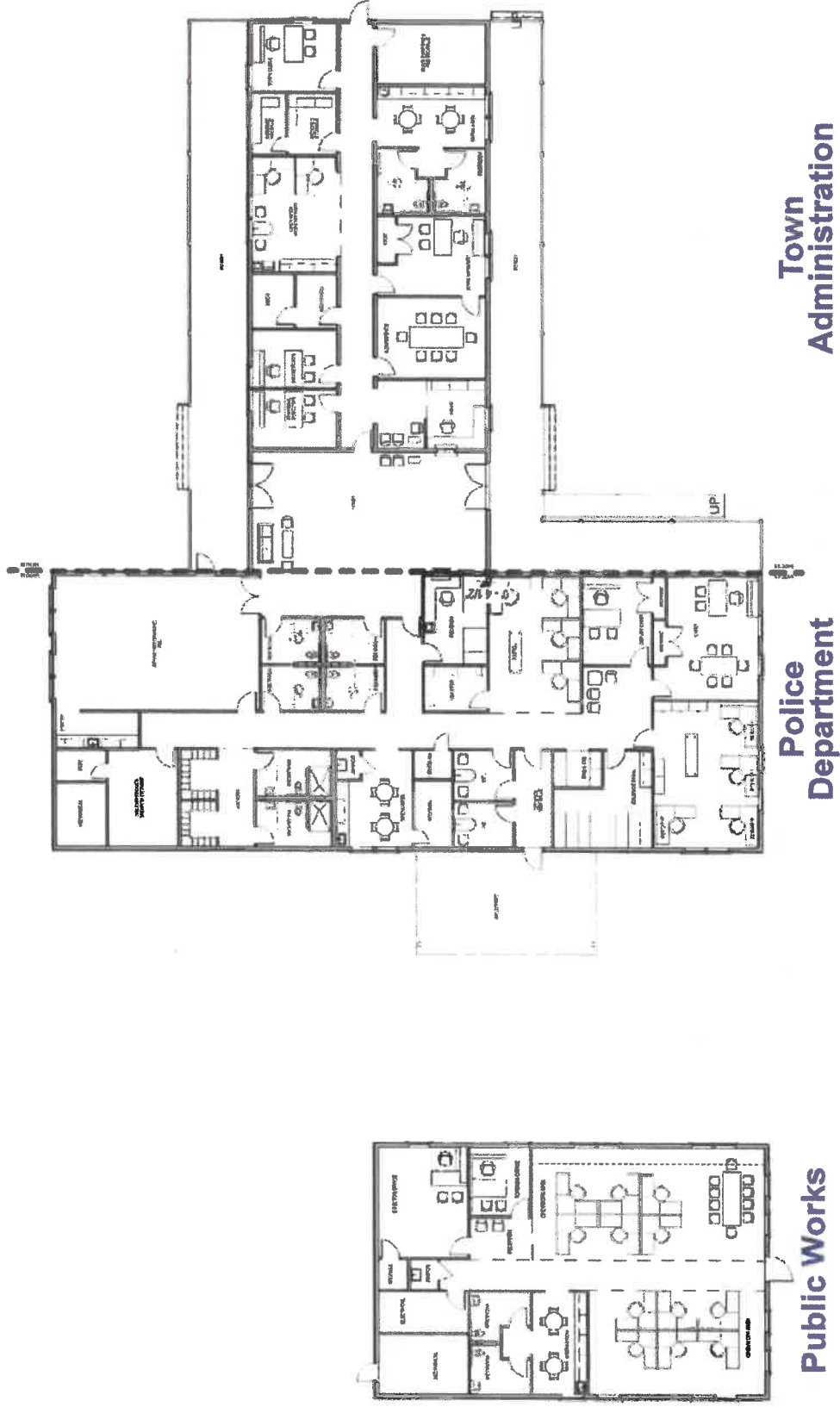
MASTERPLAN: OPTION 2



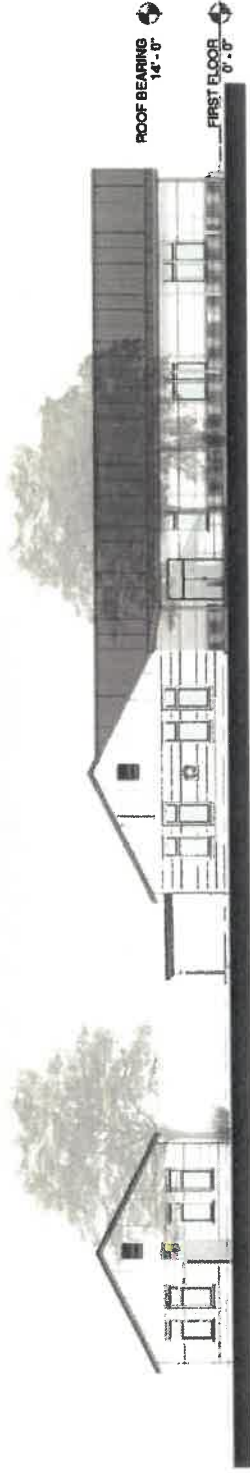
POLICE DEPARTMENT - WINDERMERE, FL
 ARCHITECTS DESIGN GROUP

MASTERPLAN - OPTION 2

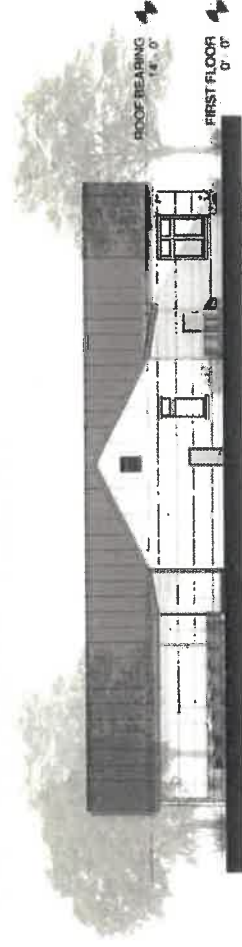
BUILDING FLOOR PLANS: OPTION 2



BUILDING ELEVATIONS: OPTION 2

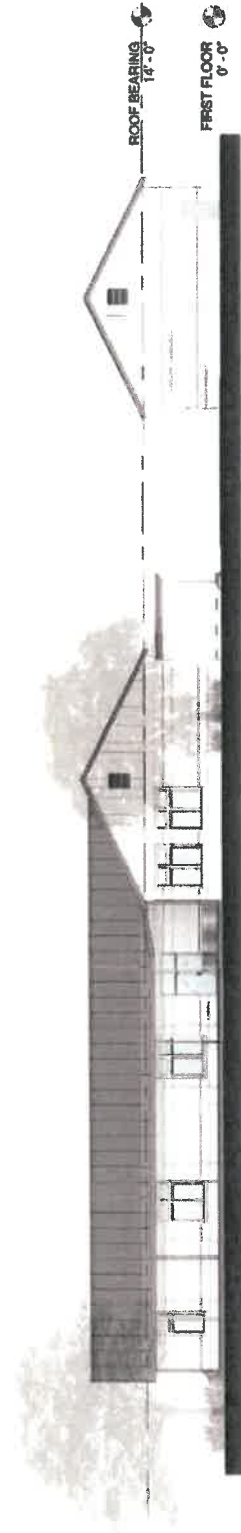


Side Elevation

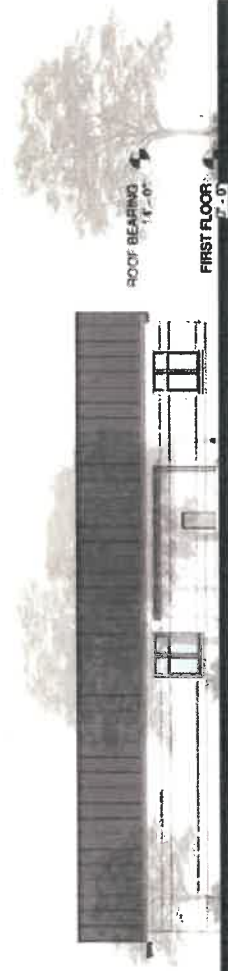


Front Elevation

BUILDING ELEVATIONS: OPTION 2



Side Elevation



Rear Elevation

RENDERING: OPTION 2



RENDERING: OPTION 2



RENDERING: OPTION 2



OPINION OF PROBABLE COST: OPTION 2

Option 2: Downtown Property:

1. Building and Site Construction Hard Costs:

1.1	Town Administration Facility (3,751sf @ \$300/sf)	\$ 1,125,300.00
1.2	Police Department Facility (4,520sf @ \$300/sf)	\$ 1,356,000.00
1.3	Police Sally Port (420sf @ \$100/sf)	\$ 42,000.00
1.4	Public Works Facility (2,554sf @ \$250/sf)	\$ 638,500.00
1.5	Central Energy Plant (allowance)	\$ 250,000.00
1.6	Surface Parking for Admin/PD/Pub. Works (36 spaces @ \$1,800/space)	\$ 64,800.00
1.7	Site Development Costs (1.55 acres @ 150,000/acre)	\$ 232,500.00
1.8	Building/Site Construction Subtotal	\$ 3,709,100.00

This would provide for a "standard" type of facility that would be within the range of materials and systems considered appropriate for a Municipal Law Enforcement Facility.

2. Allowances:

2.1	Demolition of Existing Structures (8,352sf @ \$30/sf)	\$ 250,560.00
2.2	Town Admin/Police Facility Technology (8,271sf @ \$30/sf)	\$ 248,130.00
2.3	Town Admin/Police Facility FF&E (8,271sf @ \$25/sf)	\$ 206,775.00
2.4	Public Works Department Facility Technology (2,554sf @ \$30/sf)	\$ 76,620.00
2.5	Public Works Department Facility FF&E (2,554sf @ \$25/sf)	\$ 63,850.00
2.6	Land Acquisition Cost	N/A
2.7	Rezoning Costs	N/A
2.8	Allowances Subtotal	\$ 845,935.00

3. A/E Reimbursable Expense Allowance..... \$ 14,000.00

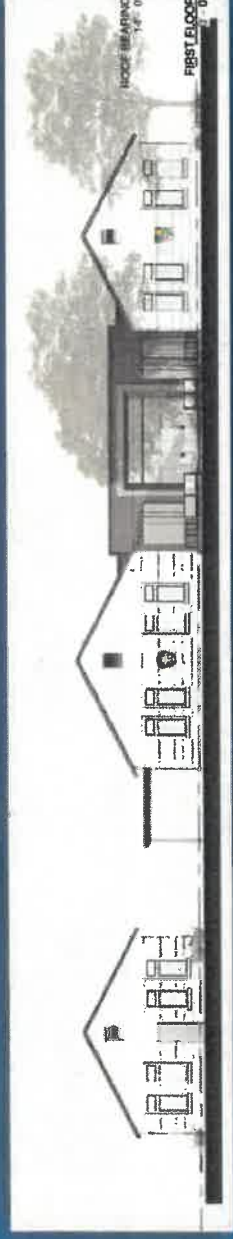
4. Professional Fees:

4.1	A/E Professional Fees – Basic Services (\$4,555,035 @ 12%)	\$ 546,604.00
4.2	Specialty Consultant Fees (\$4,555,035 @ 2%)	\$ 91,100.00
4.3	Professional Fees Subtotal	\$ 637,704.00

5. Total/Estimated Development Cost – Option 2:..... \$ 5,206,739.00

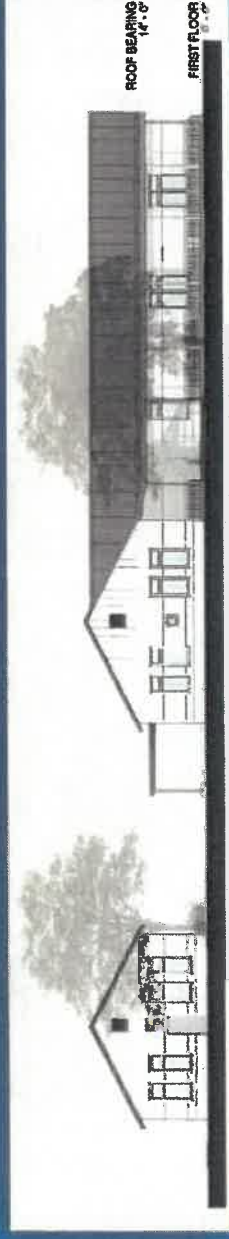
COST COMPARISON:

- The Windermere Town Complex:**



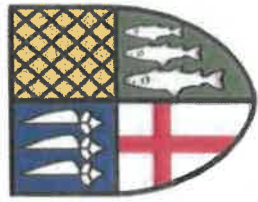
Option 1 – “H” Shaped Building:

Size: 11,477 sq. ft. Cost: \$ 5,126,495.00



Option 2 – “T” Shaped Building:

Size: 11,245 sq. ft. Cost: \$ 5,206,739.00



Architects Design Group

TOWN OF WINDERMERE





**2019
VOTE PROCESSING EQUIPMENT
USE AGREEMENT AND
ELECTIONS SERVICES CONTRACT
FOR MUNICIPAL ELECTIONS**

This Vote Processing Equipment Use Agreement and Elections Services Contract (hereinafter referred to as the "Agreement") is hereby entered into by and between the **Orange County Supervisor of Elections Office**, (hereinafter referred to as "SOE") and the **Town of Windermere, Orange County, Florida**, (hereinafter referred to as "MUNICIPALITY").

RECITALS:

WHEREAS, pursuant to Section 101.34, Florida Statutes, SOE is the legal custodian of certified vote processing equipment owned by Orange County, Florida and is hereby charged with the responsibility for custody and maintenance of said equipment; and,

WHEREAS, MUNICIPALITY desires, or is otherwise statutorily obligated, to conduct an election that requires the use of vote processing equipment to count ballots; and,

WHEREAS, All vote processing equipment requires specially trained and knowledgeable individuals to program, operate and maintain said equipment; and,

WHEREAS, The Orange County Board of County Commissioners has authorized SOE to provide any necessary terms and conditions for the use of such voting equipment; and,

WHEREAS, SOE can provide the necessary personnel to program, operate and maintain said equipment; and,

WHEREAS, MUNICIPALITY hereby acknowledges full responsibility for any and all applicable requirements under the Florida Election Code and any provisions of the city charter or municipal ordinances which may not be addressed or included in this agreement.

NOW, THEREFORE, in consideration of the premises and of the mutual promises, terms and conditions stated herein SOE and MUNICIPALITY agree as follows:

SECTION 1. Recitals. The above recitals are true and correct and incorporated herein.

SECTION 2. Agreement. SOE shall provide to MUNICIPALITY such necessary vote processing equipment and services according to the terms and conditions stated in this Agreement, for the purposes of conducting a General Election to be held on Tuesday, March 12, 2019, along with the necessary equipment and services to facilitate any early voting sites and polling places as may be necessary and agreed upon by the parties.

SECTION 3. Operation and Programming Services.

DS200 For each election, MUNICIPALITY shall pay SOE One Hundred Fifty Dollars (\$150.00) for the program and maintenance of any DS200 tabulator and Seventy-five Dollars (\$75.00) for each additional tabulator that is identically programmed. For Early Voting, MUNICIPALITY shall pay SOE Seventy-five Dollars (\$75.00) for the program, maintenance and operation of each DS200 tabulator that is identically programmed and operated as the DS200 tabulators that are programmed for Election Day.

M650 For each election, MUNICIPALITY shall pay SOE Two Hundred Dollars (\$200.00) for the program, maintenance and operation of any M650 high-speed ballot counting equipment. Such fee shall include up to four (4) hours of processing time, election set-up and coordination, programming of high-speed ballot counting equipment and processing of envelopes through the automatic envelope openers. For each additional hour needed to provide the services described in this paragraph, MUNICIPALITY shall pay SOE Fifty Dollars (\$50.00) per hour.

Epoll Books For each election, MUNICIPALITY shall pay SOE Seventy-five Dollars (\$75.00) for data base set-up and maintenance of each precinct tablet set-up, which includes 2 Epoll Books and 1 Help Desk tablet per precinct. Additional check in tablets will be charged at Seventy-five Dollars (\$75.00) each.

Repairs For any election, all maintenance, repairs or other troubleshooting services for vote processing equipment, including any processors or tablets, will be performed exclusively by SOE and such services are included in all stated charges. However, SOE does reserve the right to seek reimbursement from MUNICIPALITY for any repairs or maintenance caused by any negligent or unauthorized acts by any employee or representative of MUNICIPALITY.

SECTION 4. Additional Early Voting Services for Off-Site Locations For Non-Ballot-on-Demand Method

Tablets For each early voting site other than the Office of the SOE, MUNICIPALITY shall pay SOE Three Hundred and Seventy-Five Dollars (\$375.00) for the program and operation of two check-in stations. Such service fee includes the downloading or uploading of any necessary data. These charges are per election.

Printers For each early voting site other than the Office of the SOE, MUNICIPALITY shall pay SOE One Hundred and Seventy-Five Dollars (\$175.00) for the programming, configuration and set-up of any connected printer. These charges are per election.

Delivery For each early voting site other than the Office of the SOE,

MUNICIPALITY shall pay SOE Two Hundred Dollars (\$200.00) for the delivery, set-up and/or pick-up of any early voting equipment. These charges are per election.

SECTION 5. Other Election Charges.

Supplies For each election, MUNICIPALITY shall pay SOE for consumable precinct supplies at a rate of One Hundred Fifty Dollars (\$150.00) for each precinct and each Early Voting site. SOE will arrange pick up of precinct supplies no later than the day after the election. MUNICIPALITY shall also identify and provide a secure place for precinct clerk(s) to return supplies and voted and unvoted ballots on election night.

PAPER PL/PR For each election, MUNICIPALITY shall pay SOE the actual costs incurred to produce, print and bind Poll Lists/Precinct Registers ("PL/PR"), including any paper or delivery costs. SOE shall have sole discretion in selecting a third party vendor to perform the requisite printing and binding services.

Communication For each election, MUNICIPALITY shall pay SOE for any actual costs incurred by SOE from a third party telecommunications provider for the set-up, activation, use and deactivation of any telephone or wireless internet lines which in the SOE's sole discretion are necessitated at any voting site. MUNICIPALITY shall also pay SOE for the cost incurred for paying Poll Workers for use of personal cell phones as needed for Election Day communication. Selection of the third party telecommunications providers shall be at the preference of SOE.

Indexes For any Street Indexes ordered or required, MUNICIPALITY shall pay SOE Nine Dollars (\$9.00) as a set-up services fee plus Twenty-five Cents (\$.25) for each printed page.

Vote by Mail ballots For each election, MUNICIPALITY shall pay SOE One Dollar with Seventy-five Cents (\$1.75) for each Vote by Mail ballot request processed plus actual postage costs. MUNICIPALITY shall also pay SOE Ten Cents (\$.10) for each Vote by Mail ballot signature verified.

MUNICIPALITY may choose to pay return postage for Vote by Mail ballots at the actual cost incurred.

Early Voting MUNICIPALITY shall reimburse SOE for any overtime hours by SOE staff due to weekend hours for Early Voting locations including any hours accrued by SOE staff at the Offices of SOE. SOE may elect to evenly apportion the costs for early voting overtime hours among various municipalities, if appropriate, but in no event shall SOE be obligated to apportion such costs. SOE shall insure that experienced SOE personnel staff each Early Voting site, in accordance with Florida law.

2019 ELECTIONS AGREEMENT

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Notices For each election, MUNICIPALITY shall pay SOE Twenty-five Cents (\$.25) for each Notice of Election that is mailed to each eligible voter plus actual postage costs.

Fee Schedule For each election, MUNICIPALITY shall pay SOE for any other goods or services not specifically provided for in this Agreement but that may be described or listed in the latest Municipal Fee Schedule as distributed to MUNICIPALITY. MUNICIPALITY agrees that the Municipal Fee Schedule and the prices contained therein are subject to change.

Other For each election and upon proper notice to MUNICIPALITY, MUNICIPALITY shall pay SOE for any other election services not contemplated herein which may be needed to conduct an orderly election.

SECTION 6. Term. For each election, the terms of this Agreement begins with ballot layout and concludes when ballots have been processed, election results have been certified, all vote processing equipment has been returned to the SOE's warehouse and an audit, if applicable, has been completed. In the event of an election contest or challenge, SOE agrees to cooperate in providing any public records which the SOE maintains or otherwise controls.

SECTION 7. Applicable Requirements of Florida's Election Code. MUNICIPALITY shall properly call the election in accordance with any Florida Statutes, applicable charter provisions or city ordinances. MUNICIPALITY agrees that the Municipal Clerk is responsible for the conduct of the city's elections and for insuring compliance with all applicable Florida Statutes, including the Florida Election Code and any municipal charter provisions and ordinances. Any obligations or duties not set forth in this Agreement shall be the sole responsibility of MUNICIPALITY.

SECTION 8. Notice and Advertisement of Elections. MUNICIPALITY shall prepare and arrange for publication of all legal advertising required by state and federal statutes, city charter & city ordinances. MUNICIPALITY agrees that all advertisements of elections conducted in Orange County shall be published in both English and Spanish and that MUNICIPALITY shall be responsible for the accurate and complete translation of any such notices. SOE shall, if available, provide samples of required advertising upon request.

SECTION 9. Qualifying of Candidates. MUNICIPALITY may provide qualifying packets to candidates. MUNICIPALITY shall accept and process all qualifying papers and fees. For audio ballots, MUNICIPALITY shall collect pronunciation guides from candidates at the time of qualifying and shall submit them to SOE at the close of qualifying.

If petitions are part of qualifying process, MUNICIPALITY shall pay to SOE ten (10) cents per name checked to verify any signatures on qualifying petitions. SOE agrees to verify any signatures for any qualifying petitions submitted by MUNICIPALITY.

In no event shall SOE issue any recommendations or make any legal determinations as to the qualifications or eligibility of any candidate for municipal office.

SECTION 10. Printing of Ballots and Ballot Services. MUNICIPALITY shall place an order for a sufficient quantity of Election Day ballots with a third party printer as selected exclusively by SOE. MUNICIPALITY shall provide prompt payment to the third party printer for the cost of any printed ballots or election materials. MUNICIPALITY shall also pay SOE a per ballot fee for each Vote by Mail and Early Voting ballot printed.

MUNICIPALITY shall furnish, immediately upon the conclusion of the qualifying period, all ballot information in English and Spanish including the name the name of the candidates as they are to appear on the ballot; the name of the Municipality; the name of the election; the title of office and/or referendum title; explanation; and questions.

SOE agrees to provide the layout of the ballot(s) based on the information furnished by MUNICIPALITY and deliver ballot layout to the approved printer. MUNICIPALITY will place ballot order with printer. Both SOE and MUNICIPALITY must sign off on ballot proof(s).

Once test ballots are received from the printer, SOE will test all vote processing equipment in accordance with the standards established by the Florida Division of Elections and any applicable Florida Statutes. Upon receipt of the printed ballots from the printer SOE shall receive, securely store and account for all ballots until disbursed to Early Voting locations or to poll clerks. SOE shall also control and limit all access to unvoted ballots while in the possession of SOE.

2019 ELECTIONS AGREEMENT

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SECTION 11.

Poll Workers. SOE will select poll workers from a group of experienced poll workers. SOE will assign back-up poll workers to be available on Election morning. SOE will train all poll workers in accordance with the Florida Election Code and other guidelines, procedures or regulations as followed or adopted for the conduct of elections in Orange County. Clerk for MUNICIPALITY, or a representative, shall be in attendance for poll worker training sessions, at minimum the Poll Clerk training. SOE shall distribute all necessary supplies and ballots at poll worker training sessions. MUNICIPALITY shall pay poll workers directly for their services at pay rates previously established by SOE.

SOE will select and train early voting staff. SOE will pay early voting staff directly for their services. MUNICIPALITY will be billed for any overtime charges incurred due to Early Voting.

SECTION 12.

Selection of Polling Places and Early Voting Sites. SOE shall approve any Polling Place(s) and Early Voting site(s) intended for use of as a voting location. Each location shall meet necessary ADA requirements. MUNICIPALITY shall conduct an onsite inspection of all polling places, including any early voting locations used other than the Office of SOE, and confirm that such locations are accessible to disabled and elderly voters. SOE reserves the right to select a suitable alternative if any proposed site fails to meet with SOE approval. MUNICIPALITY shall provide a list of proposed polling places and early voting sites no later than thirty-five (35) days prior to the date of the election. MUNICIPALITY shall pay any rental fees or usage fees directly to the polling place.

MUNICIPALITY shall notify SOE in writing if any tables or chairs will be required. Note that each polling place must, as determined by SOE, provide a minimum number of tables and chairs. MUNICIPALITY shall pay any rental fees incurred by SOE for tables and chairs.

SECTION 13.

Sample Ballots. SOE shall layout, check and deliver sample ballot layout to a third party vendor for distribution to registered voters. MUNICIPALITY shall review the sample ballots and confirm the accuracy of the election date, office, candidate names, polling place and all other information contained therein. SOE shall coordinate the mailing of the sample ballots to all registered voters in the municipality prior to the election including accurate polling place information. MUNICIPALITY shall reimburse SOE for all costs incurred in producing and mailing sample ballots.

SECTION 14.

Vote by Mail Ballots. MUNICIPALITY shall refer all requests for Vote by Mail ballots to SOE. Unless MUNICIPALITY or the Clerk for MUNICIPALITY provides written directions to the contrary, SOE agrees to accept all requests for Vote by Mail ballots by telephone, mail, or in person. SOE also agrees to mail Vote by Mail & overseas ballots as requested by registered voters, receive and securely store any voted Vote by Mail ballots, verify the signatures on any returned voted Vote by Mail ballot certificates and to account for all Vote by Mail ballots.

MUNICIPALITY shall provide adequate staff assistance for the opening and handling of Vote by Mail ballots during the counting process and shall coordinate a date for the opening and counting of such Vote by Mail ballots with SOE.

- SECTION 15. Transportation of Elections Equipment and Supplies. SOE will be responsible for delivery and pick up of any voting equipment. One day prior to Election Day, voting equipment will be delivered by SOE, or a third party representative of SOE. One day after Election Day, voting equipment will be picked up by SOE, or a third party representative of SOE. MUNICIPALITY shall reimburse SOE, for any and all costs incurred for equipment delivery and pickup. SOE shall have full discretion and authority to hire and employ any outside third parties to assist with or perform delivery and pick-up of voting equipment. **MUNICIPALITY IS NOT PERMITTED TO DELIVER ANY ELECTION EQUIPMENT.**
- SECTION 16. Location and Storage of Voting Equipment. All voting equipment shall be stored, maintained and located in a well-protected, secure, temperature-controlled and indoor room or facility. Once the voting equipment is delivered to a voting site or early voting site, no equipment shall be relocated without the prior written approval of SOE.
- SECTION 17. Canvassing of Election Results. MUNICIPALITY shall schedule and coordinate the date on which the municipal canvassing board is to assemble to canvass the results of the election. If applicable, MUNICIPALITY shall coordinate for the use of SOE facilities to conduct the canvassing board activities. MUNICIPALITY shall notice and advertise, as needed, the dates of any canvassing board meetings. MUNICIPALITY shall convene the canvassing board to determine which voted Vote by Mail ballots are to be tabulated. MUNICIPALITY shall provide for collection of results from each precinct(s).
- SECTION 18. Audits. MUNICIPALITY shall provide necessary personnel to conduct the audit as prescribed by law. MUNICIPALITY agrees to pay SOE for any additional costs as may be necessary, including overtime expenses, for conducting the audit.
- SECTION 19. Post-Election Records Retention. SOE shall process affirmation forms and sort, inventory and pack all election materials for pick up by the Municipal Clerk for retention and disposition. MUNICIPALITY shall store or cause to be stored all necessary election records and ballots until expiration of retention period as prescribed by applicable Florida Statutes and rules.

SECTION 20. Voter History. MUNICIPALITY and SOE will make mutually acceptable arrangements for recording voter history. The date selected for undertaking this activity may occur subsequent to the conclusion of all election dates and outside of the terms of this agreement but both parties agree to work toward recording voter history in a timely manner.

SECTION 21. Other Necessary Costs. Any additional costs or fees that may be incurred by SOE in compliance with the Florida Election Code and as a direct result of either any Election, if necessary, that are not specified in this contract shall be paid for by MUNICIPALITY at rates and fees as established by SOE. Examples of such additional costs or reimbursements include, but are not limited to, the following:

- A. Recounts – Any expenditure for conducting a recount, including any overtime expenses for reprogramming voting equipment, and other expenses as may be necessary to conduct a recount; and,
- B. Attorney's Fees and Costs - Actual attorney's fees and costs incurred by SOE for research on any election related matter shall be invoiced by SOE for reimbursement by MUNICIPALITY.

SECTION 22. Hold Harmless Covenant. MUNICIPALITY shall at all times hereafter indemnify, hold harmless and, at SOE's option, defend or pay for an attorney selected by SOE to defend SOE, its officers, agents, and employees against any and all claims, damages, injuries, losses, liabilities, and expenditures of any kind, including attorney fees, court costs, and expenses, arising out of or resulting from any or all acts of omission or commission of or by the MUNICIPALITY, its officers, agents, or employees, with respect to any election conducted pursuant to this Agreement. MUNICIPALITY also agrees to indemnify SOE against any administrative challenges, civil suits, or other legal challenges or appeals that may arise, including all attorney's fees and costs, from the contest of election results or the validation of any candidate qualifications.

Parties recognize that SOE is a state agency or subdivision as defined in Section 768.28, Florida Statutes and that nothing herein is intended to serve as a waiver of sovereign immunity by SOE for acts or omissions to which sovereign immunity applies. Furthermore, nothing herein shall be construed as consent by SOE, as a state agency or subdivision of the State of Florida, to be sued by third parties in any matter arising out of any contract.

SECTION 23. Entirety and Amendments. The Agreement embodies the entire agreement between SOE and MUNICIPALITY and supersedes all prior agreements and understandings relating to the conduct of elections. No modification, amendment or alteration to this Agreement shall be effective or binding unless submitted in writing and executed by duly authorized representatives of both SOE and MUNICIPALITY.

SECTION 24. Effective Date. The Effective Date of this Agreement shall be the latest date of execution by duly authorized representatives of SOE and MUNICIPALITY as shown on the signature page hereto.

Please initial in the appropriate columns	YES	NO
MUNICIPALITY will pay return postage for Vote by Mail ballots		
MUNICIPALITY gives SOE permission to begin processing Vote by Mail ballots prior to Election evening		
MUNICIPALITY will use 2018 SOE Canvassing Criteria		

IN WITNESS WHEREOF, we, the undersigned, do hereby state that we have the authority to bind and obligate as promised herein, SOE and MUNICIPALITY for purposes of executing this Agreement on the dates set forth below.

Signature

Bill Cowles

Name (Printed or Typed)

Orange County Supervisor of Elections

Title

Date

Witness Signature

Witness Name (Printed or Typed)

Signature

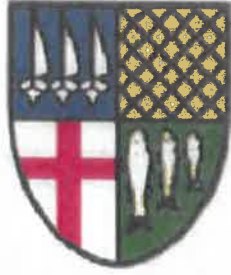
Name (Printed or Typed)

Title

Date

Witness Signature

Witness Name (Printed or Typed)



**TOWN OF WINDERMERE
EXECUTIVE SUMMARY**

SUBJECT: Windermere St. Patrick's Day Festival Sponsored by Windermere Police
Department Foundation Inc. Insurance Coverage

REQUESTED ACTION: Councilman O'Brien Item-Board Option

Work Session (Report Only)
 Regular Meeting

DATE OF MEETING: 1/8/19
 Special Meeting

CONTRACT: N/A
Effective Date: _____
Managing Division / Dept: _____

Vendor/Entity: _____
Termination Date: _____

BUDGET IMPACT: NA

Annual
 Capital
 N/A

FUNDING SOURCE: _____

EXPENDITURE ACCOUNT: _____

HISTORY/FACTS/ISSUES:

Mayor & Council,

Councilman O'Brien sits on the Windermere Police Department Foundation Inc Board as an Officer. AS you now, on March 22nd, 2014, The Town of Windermere Family lost a son, a brother, and a hero when Officer Robert "Robbie" German was killed in the line of duty. The entire community came together during this tragic time and truly demonstrated why the Town of Windermere and Central Florida is such a great place to work, live, and raise a family. From the various memorials, blue ribbon campaigns, and outpouring of support, the Town came together and honored our fallen hero.

The Windermere Police Department Foundation, Inc. was established and gained 501C(3) in the wake of this tragedy. The mission is to support, encourage, and benefit the citizens served by the Windermere Police Department, the employees and families of the Windermere Police Department, and the Central Florida community. The Foundation will also seek innovative ways to improve the quality of life of the citizens served by the Windermere Police Department and the Central Florida community, through advancements in safety and crime reduction, all with the goal of enhancing services within the area.

The 2nd Annual Windermere St. Patrick's Day Celebration will be held on March 16, 2019 in Downtown Windermere 520 Main St from 4-8pm. This event will hopefully accomplish two goals, celebrate Robbie's life and raise money to help support his family and fellow officers. We hope that you will help support our efforts since this is both a fundraising event and memorial for Officer German. We would respectfully request allowing this event to fall under the Town of Windermere Insurance as a Town Sponsored Event.

Thank you for your consideration.

WINDERMERE

ST. PATRICK'S DAY

CELEBRATION

SATURDAY • MARCH 16 • 2019 FROM 4-8 • MAIN ST.

ALL PROCEEDS BENEFIT THE

ICE COLD BEER

LIVE MUSIC

BOUNCE HOUSES

FOOD TRUCKS

PARTY GAMES

WINDERMERE POLICE FOUNDATION

DURING THE CELEBRATION
E.O.W. CEREMONY HONORING FALLEN
OFFICER ROBERT "ROBBIE" GERMAN
E.O.W. 3-22-14

Kim Parrella

TOWN OF WINDERMERE

Town Council Meeting Minutes

December 11, 2018

CALL TO ORDER:

Present were Mayor Gary Bruhn, Council Members Richard Montgomery, Jim O'Brien, Bob McKinley, Chris Sapp and Andy Williams. Town Attorney Heather Ramos, Town Manager Robert Smith, Police Chief Dave Ogden, Public Works Director Scott Brown, and Town Clerk Dorothy Burkhalter were also present.

Mayor Bruhn called the Council meeting to order at 6:00 pm and determined that a quorum was present.

1. OPEN FORUM/PUBLIC COMMENT:

Mayor Bruhn opened the floor to the public. First to speak was Mr. Edward Bowman of 6862 Round Lake Road, Mt. Dora, FL. Mr. Bowman explained that due to a personal experience, he is trying to get his bill passed into law regarding accountability for health care facilities in the State. He stated that he will be walking to Tallahassee beginning January 5, 2019 to bring awareness to this bill. Mayor Bruhn wished Mr. Bowman well in his endeavor and stated that had he known he was going to be present, he would have had a proclamation ready for him. Next signed in was David Sharpe of 1027 Oakdale Street. He deferred until agenda item 6(a) is discussed. Mrs. Theresa Schretzmann-Myers of 2713 Tyron Place introduced herself. She stated she is opposed to demolishing the existing 1916 Schoolhouse (Administration office and Police Department). Mrs. Schretzmann-Myers then commented that the building should be restored. She then stated that the cost of the new building is too high. Mrs. Schretzmann-Myers further stated that grants and federal funding should be acquired to cover the cost. Ms. Nora Brophy of 426 Magnolia Street introduced herself. She stated she is in favor of option 1. Ms. Brophy then stated that her concern is where the money will come from to fund this project. Mayor Bruhn asked Ms. Brophy if she will be staying for the meeting as this item is scheduled for discussion later in the meeting. Ms. Brophy stated she would stay. There were no further comments from the public.

2. SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS:

a. Nora White 5 Year Service Award

Manager Smith presented Nora White, Finance Director, with her five-year service award. He then commented on her work responsibilities and performance.

b. Holiday Social Volunteer Recognition

Mayor Bruhn turned the floor over to Council member Bob McKinley. Member McKinley recognized and thanked the Holiday Hoopla committee members for their dedication to the event. Recognized were; Co-Chairs Bonny Pötz-Elder and Heather Churchill Voorhees, Committee Members Amy Diederich, Vanessa Kunkel, Michal Rossi, Lily Siviglia, Colleen Williams, and Christine Yonge. He stated that this is the first year that this committee handled the annual event. Member McKinley commented that it was a successful event and many attended. He stated that the committee will handle the event for next year.

3. TIMED ITEMS AND PUBLIC HEARING:

i. ORDINANCE 2018-09: Right of Way Use Agreement Streamline

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES TO MODIFY CHAPTER 32 – STREETS, SIDEWALKS AND OTHER RIGHT-OF-WAYS AND AMENDING ARTICLE VI, DIVISION 6, OF THE TOWN'S LAND DEVELOPMENT CODE TO ALLOW FOR ADMINISTRATIVE APPROVAL BY THE TOWN MANAGER OR HIS DESIGNEE OF PERMITS PERTAINING TO USE OF THE TOWN'S RIGHT-OF-WAY; PROVIDING FOR REPEAL OF ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH TO THE EXTENT OF SUCH CONFLICT; PROVIDING FOR SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

TOWN OF WINDERMERE

Town Council Meeting Minutes

December 11, 2018

Mayor Bruhn closed the Town Council meeting at 6:19pm and opened the Public Hearing regarding proposed Ordinance 2018-09. He then read the title of proposed Ordinance 2018-09 for the record. Mayor Bruhn stated that this has been a priority for the West Orange Chamber to bring compliance with State law. He also recognized Stina Duva for her leadership on this initiative. There being no public comments, Mayor Bruhn closed the Public Hearing at 6:20 and reconvened the Town Council meeting. Member McKinley made a motion to approve Ordinance 2018-09. Member Montgomery seconded that motion. Roll call vote was as follows: Montgomery – yes, O’Brien – yes, McKinley – yes, Sapp – yes, and Williams – yes. Motion carried 5-0.

ii. ORDINANCE 2018-10: Dog Friendly Dining

ORDINANCE NO. 2018-10

AN ORDINANCE BY THE TOWN OF WINDERMERE, FLORIDA, AMENDING THE TOWN OF WINDERMERE LAND DEVELOPMENT CODE; TO CREATE A NEW SECTION ARTICLE VI, SECTION 6.07.07 – DOG-FRIENDLY DINING; ESTABLISHING A LOCAL EXEMPTION TO THE FOOD AND DRUG ADMINISTRATION'S FOOD CODE ADOPTED BY THE FLORIDA DIVISION OF HOTELS AND RESTAURANTS FOR DOGS IN DESIGNATED OUTDOOR PORTIONS OF PUBLIC FOOD SERVICE ESTABLISHMENTS; PROVIDING FOR REPEAL OF ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH TO THE EXTENT OF SUCH CONFLICT; PROVIDING FOR SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

Mayor Bruhn closed the Town Council meeting at 6:21pm and opened the Public Hearing regarding proposed Ordinance 2018-10. He then read the title of proposed Ordinance 2018-10 for the record. There being no public comments, Mayor Bruhn closed the Public Hearing at 6:23 and reconvened the Town Council meeting. Member McKinley made a motion to approve Ordinance 2018-09. Member O’Brien seconded that motion. Member Montgomery questioned how someone would know if it’s a dangerous dog or has been registered as one? Mayor Bruhn stated that the Town has adopted the Orange County Animal Control Ordinance which will be enforced. After some discussion was made, roll call vote was as follows: Williams – yes, Sapp – yes, McKinley – yes, O’Brien – yes, and Montgomery – yes. Motion carried 5-0.

4. CONSENT AGENDA:

Town Square Improvements Sub-Committee

Mayor Bruhn introduced this item. Member Sapp made a motion to approve the Town Square Improvements Sub-Committee. Member Williams second the motion. Roll call vote was as follows: Montgomery – yes, O’Brien – yes, McKinley – yes, Sapp – yes, and Williams – yes. Motion carried 5-0.

5. NEW BUSINESS:

a. MINUTES:

- i. Town Council Meeting Minutes – November 13, 2018**
- ii. Town Council Workshop Meeting – December 3, 2018**

Mayor Bruhn introduced the meeting minutes for approval. Member O’Brien made a motion to approve the minutes as presented. Member Montgomery seconded the motion. Roll call vote was as follows: Montgomery – yes, O’Brien – yes, McKinley – yes, Sapp – yes, and Williams – yes. Motion carried 5-0.

6. OTHER ITEMS FOR CONSIDERATION

a. Town Facility Design Concepts

TOWN OF WINDERMERE

Town Council Meeting Minutes

December 11, 2018

Mayor Bruhn introduced this item. Manager Smith reviewed past Town Council discussion regarding the proposed facilities. He then stated that the Long-Range Planning Committee had met and has selected Option 1, not to exceed \$5.2 million, and had concerns regarding septic and sensitive trees. Manager Smith also stated that the Public Works area can be reconfigured which will save in costs. He then commented on possible funding avenues. Manager Smith turned the floor over to Mr. Withers. Mr. Withers gave a brief history and then reviewed options 1 and 2 of the proposed project. He then commented on costs and options. The presentation concluded at 6:54pm. Discussion began. Mayor Bruhn opened the floor to the public. First to speak was Mr. David Sharpe of 1027 Oakdale Street. Mr. Sharpe questioned A1. Manager Smith explained that the location of A1 was where the community room currently sits. Mr. Sharpe then commented on the size of the lobby in Option 1. He stated that if the lobby is reduced it may help with septic by allowing the building to be pulled closer in together. Manager Smith explained that the size can be worked on. Mayor Bruhn stated that the Town Manager needed a recommendation on either Option 1 or Option 2, and give the authorization to work towards the March referendum. Member Sapp stated that as a Liaison to the Committees, he has requested their input regarding the facilities. He commented that three were in favor of Option 1 and one didn't care from the DBC. And, from the Tree Board, one chose Option 1, Theresa Myers comments are known and the others had no comment. Member McKinley commented on his concerns with moving too quickly without more input from the residents, current loans, future water plan, and funding. Manager Smith stated that the concept and amounts are needed to present to the residents. Member O'Brien commented that the Communication Services Tax covers the Main Street project. He stated that this will be paid for in 2024. Financing and costs were discussed. Member Montgomery made a motion to be consistent with the Long-Range Planning Committee by going with Option one with a budget set at \$5.2 million. Member O'Brien seconded the motion. Discussion was made. Member Sapp stated he would like something in the motion to reflect that the millage rate will not be increased due to this project. Mayor Bruhn stated that the direction can be forwarded to staff for the referendum. Manager Smith stated that the Town Council will need to approve the language for the referendum. He then commented that in the future, taxes may be needed to be increased for other reasons than for this project. Mayor Bruhn commented that it could be said that if this is a 30-year loan, does that mean that my taxes will not be raised for 30 years. Further discussion followed regarding, accurate information, funding, transparency, ballot wording, and the proposed facility. Member Montgomery modified his motion to state to move forward with the recommendation from the Long-Range Planning Committee for option 1, leaving us the ability to make any final decisions based on public input but we'll move forward with looking for the need of \$5.2 million in a referendum. Member O'Brien was friendly to the modification. Discussion followed. Roll call vote was as follows: Williams – yes, Sapp – yes, McKinley – yes, O'Brien – yes, and Montgomery – yes. Motion carried 5-0. Mrs. Myers stated that the Town needed to utilize the existing Hard Pine into the new building.

7. MAYOR & COUNCIL LIAISON REPORTS

- a. **COUNCIL MEMBER ANDY WILLIAMS** – Mr. Williams – no report.
- b. **COUNCIL MEMBER CHRIS SAPP** – Mr. Sapp reported that the DBC has forwarded the pavilion idea to the LRP, Cal Palmer outdoor clean-up with HPB, and no report for the Tree Board.
- c. **COUNCIL MEMBER BOB MCKINLEY**– Mr. McKinley reported on the Holiday Hoopla, the Elder Luncheon, February 5th next Elder Luncheon, Butler Chain Advisory Committee meeting, and moving of Parks and Recreation meetings to the 2nd Thursday of the month.
- d. **COUNCIL MEMBER JIM O'BRIEN** – Mr. O'Brien reported that the DRB did not meet, thanked all with the Holiday Hoopla, WPD Foundation meeting, and upcoming St. Patty's Day event.
- e. **COUNCIL MEMBER RICHARD MONTGOMERY** – Mr. Montgomery reported on the past LRP Committee meetings, the Pavilion concept, the Traffic Diversion Study Workshop, ROW endeavor and property swap.
- f. **MAYOR GARY BRUHN** – Mayor Bruhn reported the West Orang Chamber ribbon cutting, luncheon with Representative Thompson, Swear-In of Sheriff and County Mayor, Metro Plan Meeting and opening of Candidate Qualifying.

TOWN OF WINDERMERE

Town Council Meeting Minutes

December 11, 2018

8. STAFF REPORTS:

a. TOWN MANAGER ROBERT SMITH – Mr. Smith reported on the FEMA reimbursement process, the Willows resurfacing project, Legislation Delegation meeting, conversation with Commissioner VanDerley, RRROW update, January 21, 2019 Kimley Horn Workshop, Windermere Wine and Dine, and the Mayor's Celebration.

b. TOWN ATTORNEY HEATHER RAMOS – No report.

c. POLICE CHIEF DAVE OGDEN – Chief Ogden reported on past and upcoming events, meetings and training. Member Sapp questioned if the speed limit signs had been installed on Oakdale. Director Brown stated that when the Police Department completes their detail in that area, he will look into it.

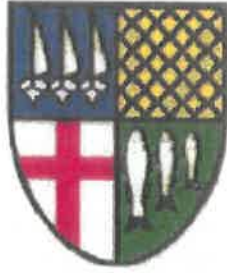
d. PUBLIC WORKS DIRECTOR SCOTT BROWN – Mr. Brown reported on the Chase Road Guardrail, upcoming and past events, staff training, and still has an opening for a Public Works employee. Member Sapp questioned the drainage clean-outs. Director Brown stated that he is reviewing the submittals and will have information in January for the Council.

9. ADJOURN:

Mayor Bruhn adjourned the meeting at 7:42pm.

Dorothy Burkhalter, Town Clerk

Gary Bruhn, Mayor



**TOWN OF WINDERMERE
EXECUTIVE SUMMARY**

SUBJECT: IDG Landscape Architectural Services – Remaining Parks (5) Final Design Plans

REQUESTED ACTION: Staff Recommends Approval

Work Session (Report Only) **DATE OF MEETING:** 01/08/2019
 Regular Meeting Special Meeting

CONTRACT: N/A **Vendor/Entity:** Innovations Design Group Inc
Effective Date: 01/09/2019 **Termination Date:** Upon Final Plan Approval
Managing Division / Dept: Public Works

BUDGET IMPACT: TBD
 Annual **FUNDING SOURCE:** Parks & Recreation CIP/Tree Mitigation Trust Fund
 Capital **EXPENDITURE ACCOUNT:** 001 5193 000 9671 – Parks & Rec CIP
 N/A 001 5191 000 7543 - Tree Mitigation Fund

HISTORY/BACKGROUND/RECOMMENDATIONS:

History

Mayor & Council,

On January 10, 2017, the Town Council approved awarding RFP 2016-03 Landscape Architectural Services to Innovations Design Group. These services encompassed the landscape design of 7 parks:

- Palmer Park
- Windermere Recreation Center
- Fernwood Park
- Lake Down Park
- Central Park
- Park Among the Lakes (aka Main Street Park)
- Lake Bessie

Background

As the overall project of developing plans for 7 Parks is time consuming and needs time to focus on details, as well as the pending two FRDAP grants, the Parks & Recreation Committee reviewed the plans in groups in lieu of an entire package. For this, R&R Committee and Staff approval recommendation, the Town Council approved the final design plans for Central and Fernwood Parks at the August 14, 2018 meeting.

At this time, the five (5) remaining parks (as noted below) have been completed.

Recommendation

The five remaining Parks, e.g., Lake Bessie, Lake Down, Palmer, Park Among the Lakes and Windermere Recreation Center have been reviewed by the Parks and Recreation Committee and the Tree Board. Staff recommends approval.

LAKE BESSIE PARK

PARCEL ID: 17-23-28-9336-10-014

PARK IMPROVEMENT PACKAGE IN ACCORDANCE WITH RFP #2016-03

TOWN OF WINDERMERE, FLORIDA

NOVEMBER 15, 2018



LOCATION MAP

LANDSCAPE ARCHITECTURE AND AREA DEVELOPMENT PACKAGE

INDEX OF DRAWINGS

L-0.01	KEY SHEET	L-4.20	LANDSCAPE SPECIFICATION
L-1.01	HARDSCAPE PLAN	L-4.21	LANDSCAPE SPECIFICATION
L-1.02	HARDSCAPE PLAN	L-7.01	HARDSCAPE DETAILS
L-1.03	HARDSCAPE PLAN	L-7.02	SITE FURNISHING DETAILS
L-1.04	HARDSCAPE PLAN	L-7.10	SITE FURNISHING & HARDSCAPE SPECIFICATIONS
L-1.05	MATERIALS SCHEDULE		
L-3.01	HARDSCAPE LAYOUT PLAN		
L-3.02	HARDSCAPE LAYOUT PLAN		
L-3.03	HARDSCAPE LAYOUT PLAN		
L-3.04	HARDSCAPE LAYOUT PLAN		
L-4.01	LANDSCAPE PLAN		
L-4.02	LANDSCAPE PLAN		
L-4.03	LANDSCAPE PLAN		
L-4.04	LANDSCAPE PLAN		
L-4.05	PLANT SCHEDULE		
L-4.10	PLANTING DETAILS		

Designed by:

INNOVATIONS CONSULTANTS
 10000 WINDERMERE BLVD, SUITE 200
 WINDERMERE, FLORIDA 34786
 Phone: (407) 591-1100
 Fax: (407) 591-1101
 Email: info@innovationsdesign.com



Lake Bessie Park
 Town of Windermere, Florida

COVER SHEET

Sheet	Date	Description	By

Project: 17-23-28-9336-10-014
 Drawing No: 17-23-28-9336-10-014-COVER
 Project Name: LAKE BESSIE PARK
 Project No: 17-23-28-9336-10-014
 Date: 11/15/18
 Designer: J. V. H.
 Project Manager: J. V. H.
 Project No: 17-23-28-9336-10-014
 Project Name: LAKE BESSIE PARK
 Project No: 17-23-28-9336-10-014

Sheet Number
Bidding Documents
L-0.00

Designed by:



Lake Bessie Park
Town of Windermere, Florida

KEY PLAN

Rev.	Date	Description	By
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Scale: See Plan
 Drawn By: JH
 Checked By: JH
 Approved By: JH
 Innovations Design Group, Inc.

Sheet Number:
 Bidding Documents
 L-0.01



Designed By:



INNOVATIONS GROUP

11111 South Orange Avenue, Suite 100
 Orange Park, Florida 32067
 Phone: 321.974.1111
 Fax: 321.974.1112
 Email: info@innovationsgroup.com

Consultants:



Lake Bessie Park
 Town of Windermere, Florida

HARDSCAPE PLAN

Date	Description	By

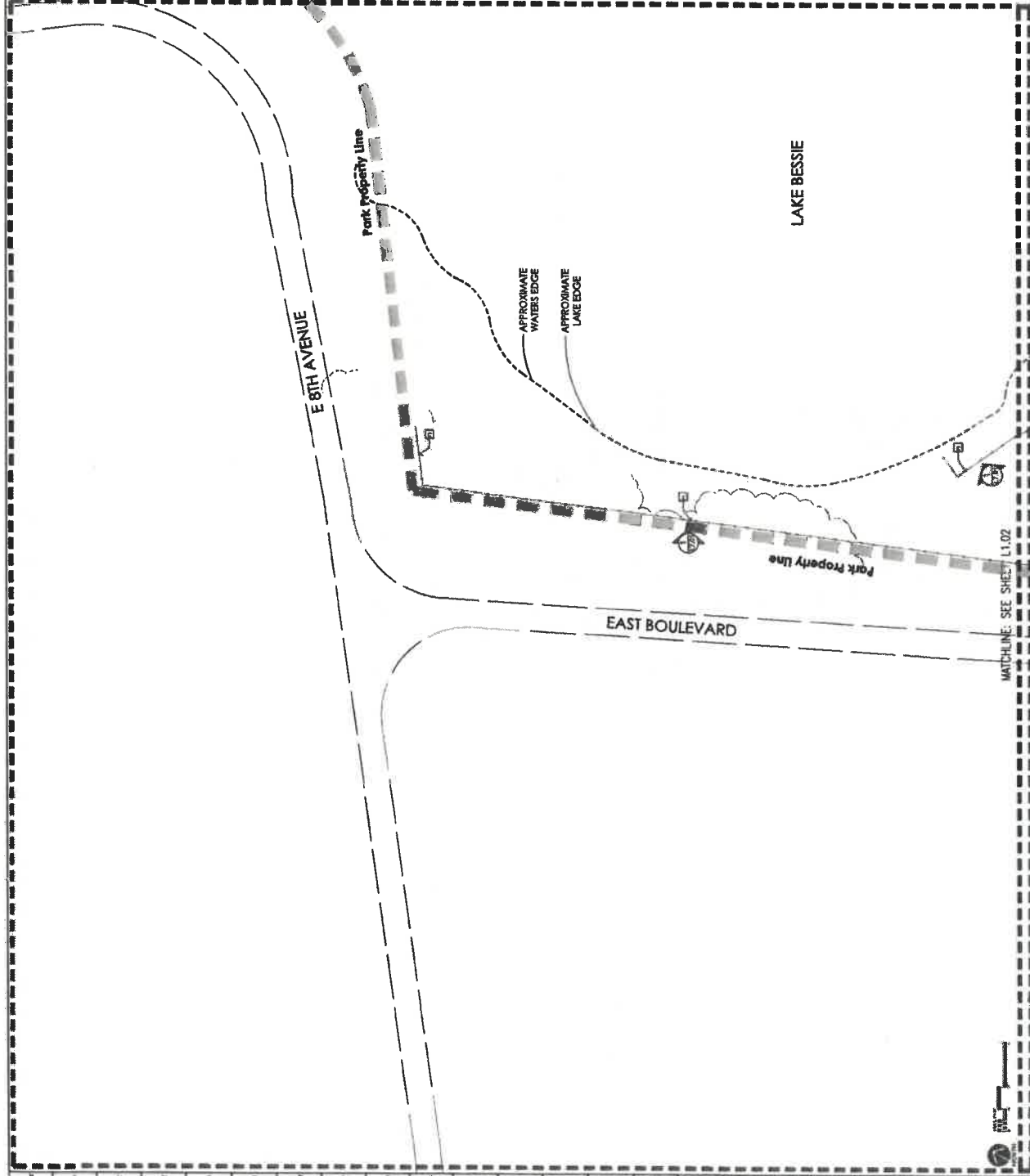
Scale: See Plan
 Drawn By: VJ
 Checked By: VJ
 Approved By: EB
 Project No: 17006
 © Innovative Design Group, Inc.

Sheet Number
L-1.01

- FINISH SCHEDULE LEGEND**
 MATERIALS TO BE PROVIDED FOR COMPLETE MATERIAL SCHEDULE
- PAVING / FILL-WORK
 - Decomposed Granite
 - Concrete Ribbon Cure
 - Gravel Parking
 - FENCE
 - Split Rail Fencing
 - STRUCTURES
 - Perkins
 - MISCELLANEOUS ITEMS
 - Plastic Table
 - Waste Receptacle

- SHEET NOTES**
- EXPANSION JOINTS TO BE PROVIDED IN CONCRETE AT A MINIMUM EVERY 10 FEET.
 - ALL DIMENSIONS TAKEN FROM FACE UNLESS NOTED OTHERWISE ON PLANS.
 - ALL EXPANSION JOINTS TO BE ADJUSTED TO BE IN ALIGNMENT WITH ADJACENT CONCRETE.

- SHEET SYMBOLS**
- SYMBOL EXPANSION JOINT LOCATION
 - PLING PLANTING AREA












Lake Bessie Park
 Town of Windermere, Florida
 HARDSCAPE PLAN

Date:	Drawn/Revised By:

Scale: See Plan
 Drawn By: VH
 Approved By: SB
 Project No: 17006
 Innovations Design Group, Inc.

Sheet Number:
L-1.02
 Bidding Documents


FINISH SCHEDULE LEGEND
 NOTE: REFER TO SHEET L1.01 FOR COMPLETE MATERIAL SCHEDULE

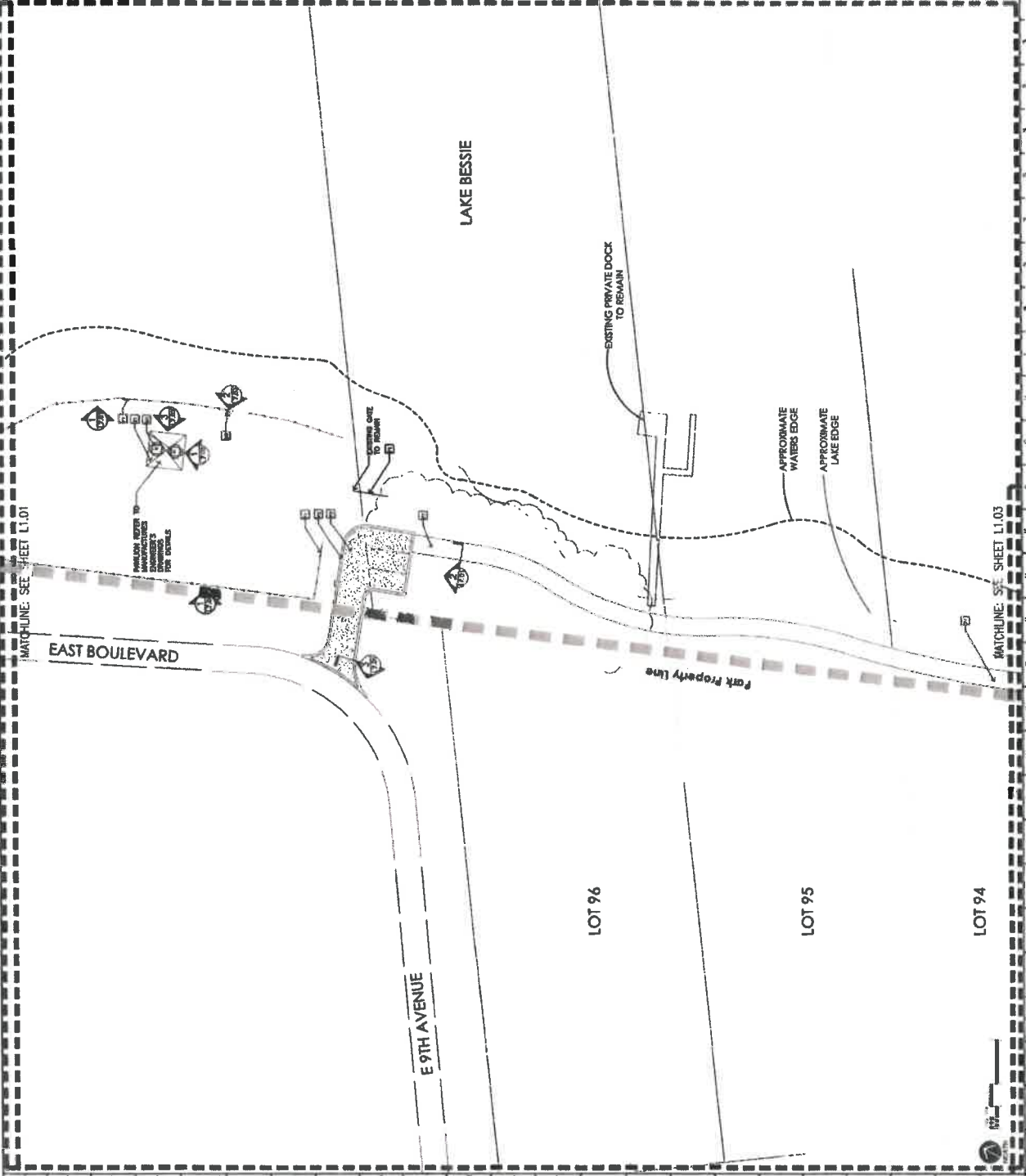
- PAVING / FLAG-WORK**
-  Decompressed Granite
 -  Concrete Ribbon Curb
 -  Grass Paving
- FENCE**
-  Split Rail Fencing
- STRUCTURES**
-  Perforated Cast Stone
- MISCELLANEOUS ITEMS**
-  Metal Posts
 -  Metal Bumpouts

SHEET NOTES

1. EXPANSION JOINTS TO BE PROVIDED AT THE END OF EACH COURSE OF PAVING AT A DISTANCE OF 20'-0" ON CENTER.
2. ALL MATERIALS TO BE USED SHALL BE OF THE BEST QUALITY AVAILABLE AND SHALL BE APPROVED BY THE TOWN ENGINEER.
3. ALL MATERIALS TO BE USED SHALL BE OF THE BEST QUALITY AVAILABLE AND SHALL BE APPROVED BY THE TOWN ENGINEER.
4. ALL MATERIALS TO BE USED SHALL BE OF THE BEST QUALITY AVAILABLE AND SHALL BE APPROVED BY THE TOWN ENGINEER.
5. ALL MATERIALS TO BE USED SHALL BE OF THE BEST QUALITY AVAILABLE AND SHALL BE APPROVED BY THE TOWN ENGINEER.

SHEET SYMBOLS

-  EXPANSION JOINT
-  LOCATION
-  PLANTING AREA



Designed By:



INNOVATIONS DESIGN GROUP

3475 Southpark Lane, Suite 100, Charlotte, NC 28216
 (704) 547-1100
 www.innovationsdesign.com

Consultants:



Lake Bessie Park
 Town of Windermere, Florida

HARDSCAPE PLAN

No.	Date	Description	By

Date: 11/14/17
 Drawn By: VH
 Approved By: B9
 Scale: Site Plan
 Designated Per: VH
 Project No: 17006
 Innovations Design Group, Inc.

Sheet Number:
L-1.03
 Bidding Documents
 Sheet

FINISH SCHEDULE LEGEND

NOTE: REFER TO SHEET L-1.02 FOR COMPLETE MATERIAL SCHEDULE

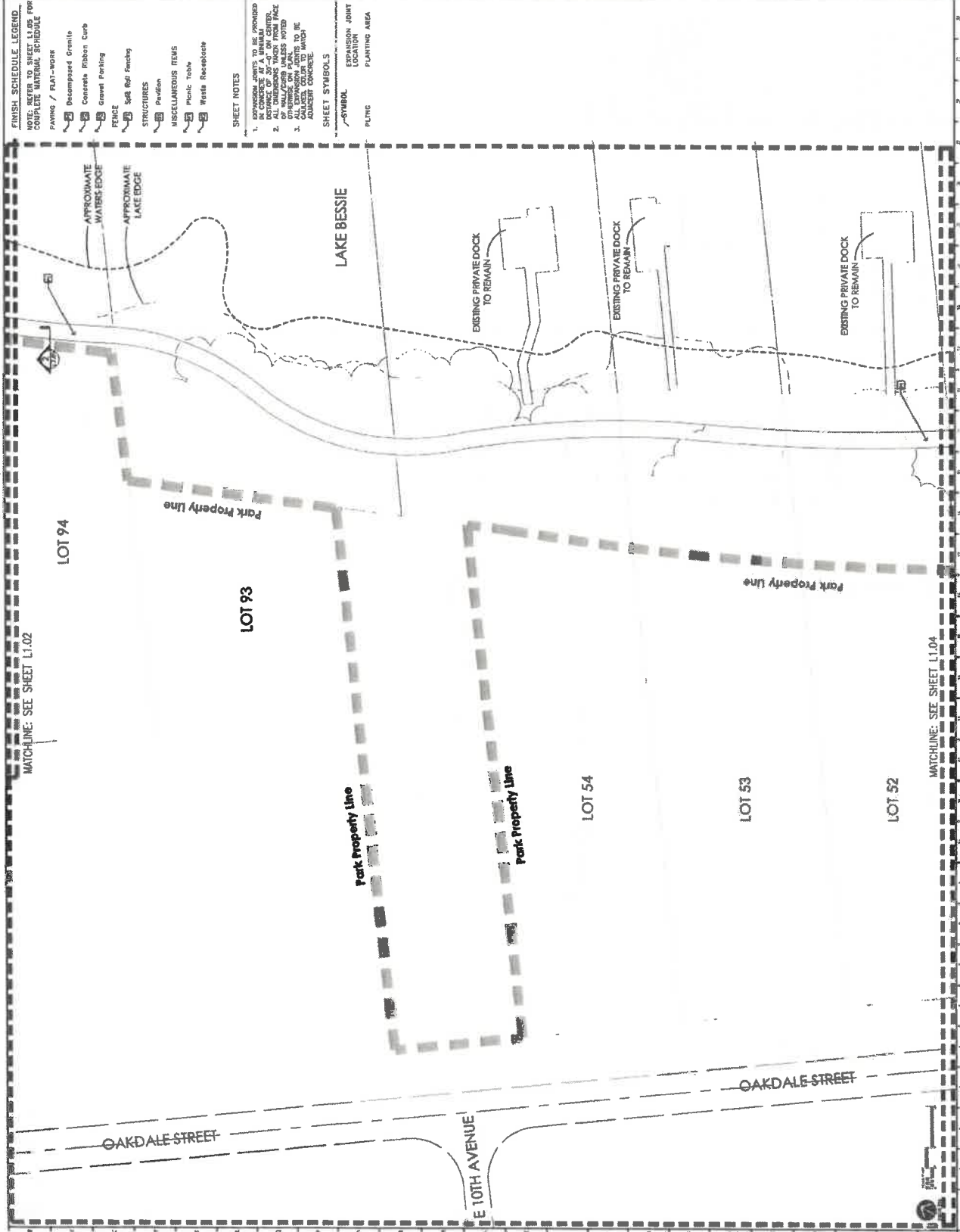
- PAVING / PAI-WORK
- Decomposed Granite
 - Concrete Ribbed Curb
 - Gravel Parking
- FINISH
- Self-Rel. Finishing
- STRUCTURES
- Patios
- UNUSUAL ITEMS
- Picnic Table
 - Waste Receptacle

SHEET NOTES

1. APPROXIMATE LINES TO BE PROVIDED AT DISTANCE OF 30'-0" ON CENTER.
2. ALL DIMENSIONS VACUUM FROM FACE UNLESS NOTED OTHERWISE ON PLAN.
3. CALLS TO BE MADE TO THE ADJACENT PROPERTY OWNER TO VERIFY ADJACENT CONCRETE.

SHEET SYMBOLS

SYMBOL
 EXPANSION JOINT
 PLING
 PAINTING AREA



Designed By:



INNOVATIONS
DESIGN GROUP, INC.

11111 WINDERMERE PARKWAY, SUITE 200
WINDERMERE, FLORIDA 33496

Consultant:



Town of Windermere, Florida

Lake Bessie Park
Town of Windermere, Florida

HARDSCAPE PLAN

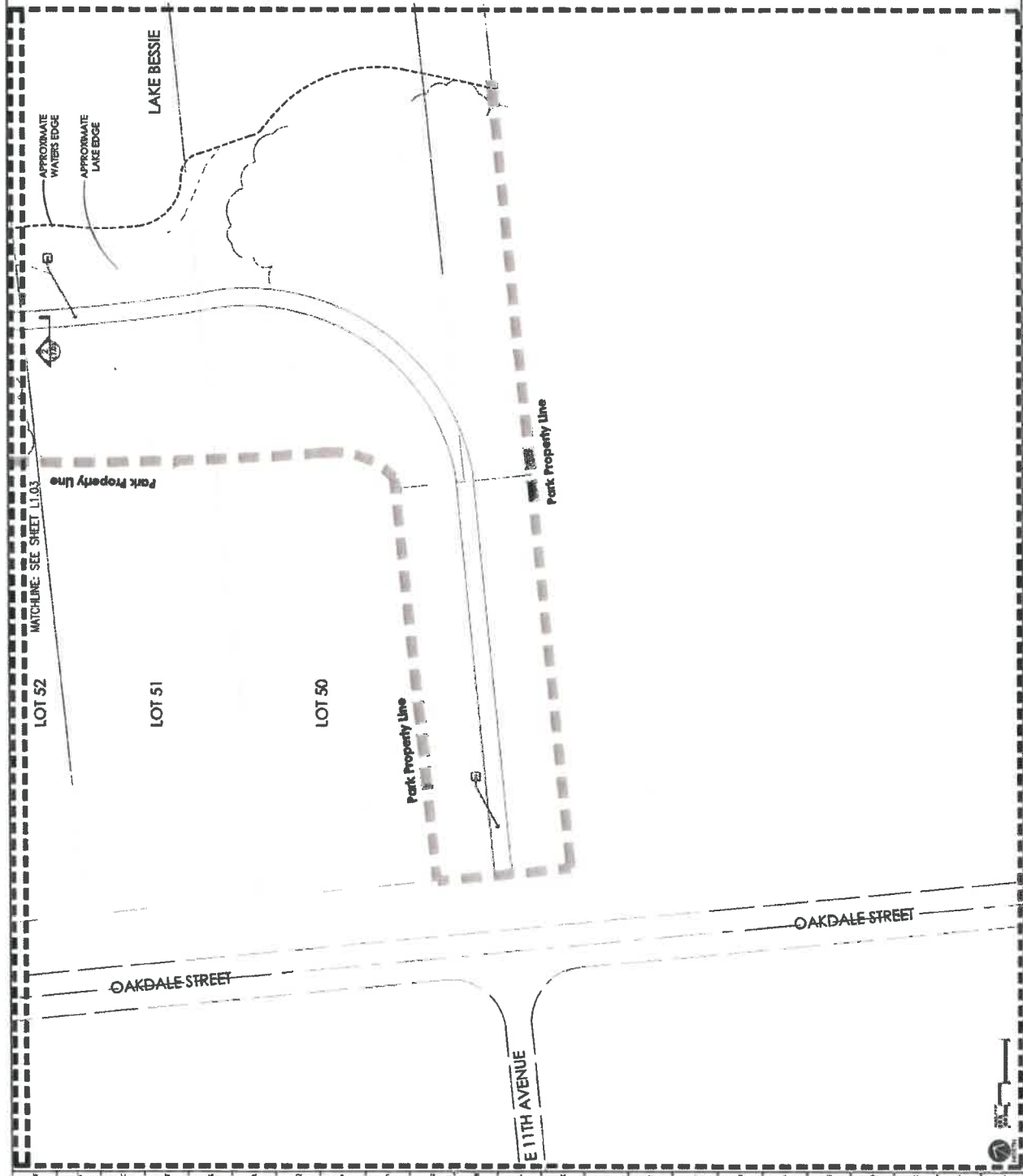
Date	Drawn/Rev.	By

Project: 11/16/18
 Drawn By: VH
 Approved By: SB
 Date: 11/16/18
 Product No: 17004
 Innovations Design Group, Inc.

Sheet Number:
L-1.04

Bidding Documents

- FINISH SCHEDULE LEGEND**
 NOTE: REFER TO SHEET L1.03 FOR COMPLETE MATERIAL SCHEDULE
- Decomposed Granite
 - Concrete Ribbed Curb
 - Gravel Parking
 - Fencing
 - Split Rail Fencing
 - STRUCTURES**
 - Pavilions
 - MISCELLANEOUS ITEMS**
 - Public Tables
 - Waste receptacles
- SHEET NOTES**
1. APPROXIMATE LOT LINES PROVIDED FOR REFERENCE ONLY. THE ACTUAL DISTANCE OF 30'-0" ON CENTER OF ALL LOTS SHALL BE VERIFIED BY THE FIELD SURVEYOR. ANY DISCREPANCY IN LOT LINES TO BE CALIBERED AGAINST THE SURVEYOR'S RECORD DRAWING.
- SHEET SYMBOLS**
- DIVISION JOINT
 - PLANTING AREA



Designed By:



1400 W. WINDERMERE AVENUE, SUITE 100
WINDERMERE, FLORIDA 33486
www.innovationslandscape.com

Copyright:



Lake Bessie Park
Town of Windermere, Florida

HARDSCAPE LAYOUT PLAN

Date	Checked	Drawn

Date: 11/16/19
Drawn By: M
Approved By: M
Checked By: M
Project No: 17005
Client: Town of Windermere, Florida

Sheet Number
L-3.01
Bidding Documents

SHEET SYMBOLS

NOTE: REFER TO SHEET L-0.01 FOR COMPLETE ADDITIONAL NOTES

CENTERLINE



DIMENSION

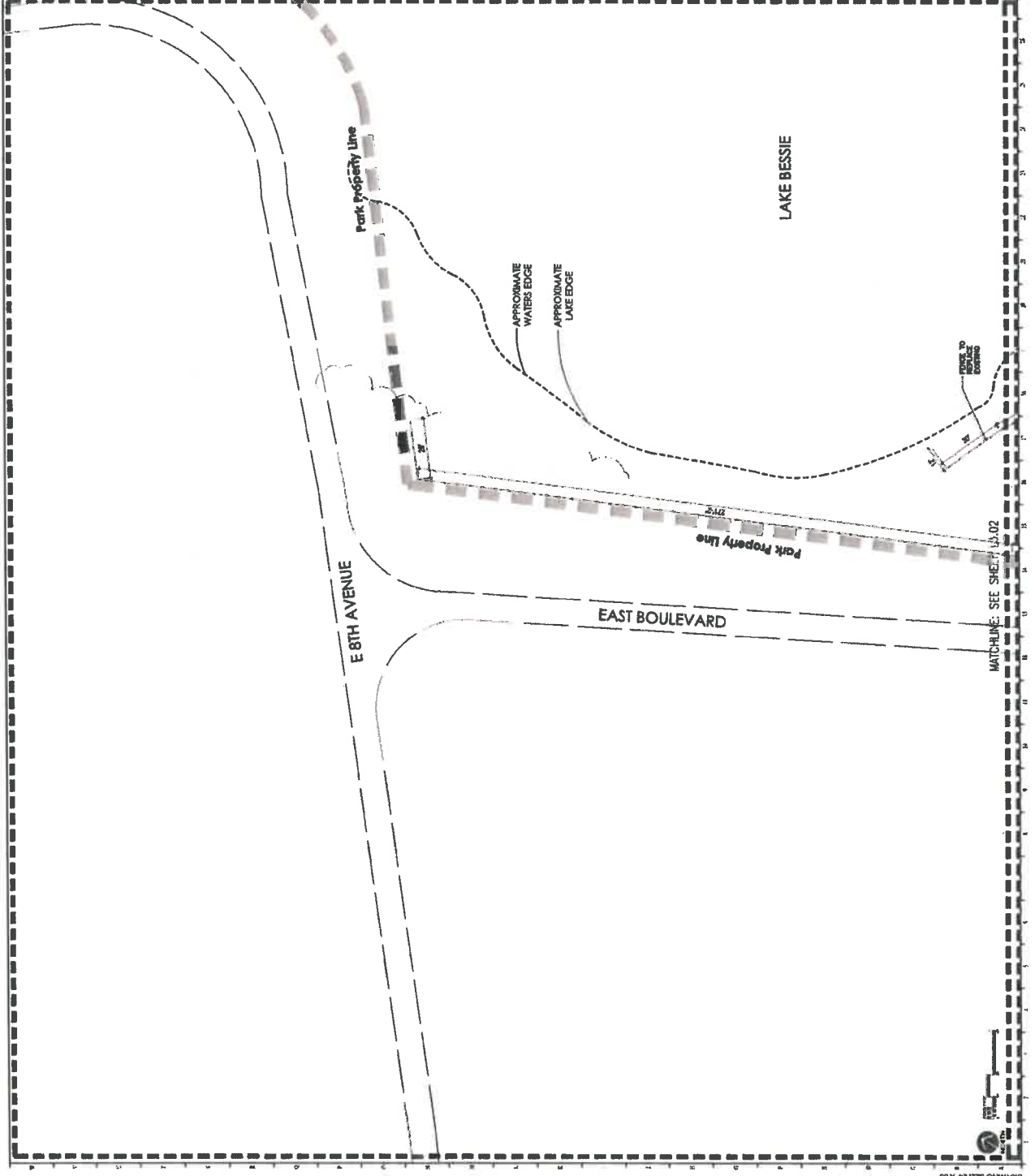


FINISH DIMENSION



SHEET NOTES

1. FINISH DIMENSIONS SHALL BE TO THE FACE OF WALL, FACE OF CURB OR TO THE CENTERLINE OF ROAD, UNLESS NOTED OTHERWISE ON DRAWING.
2. CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS PRIOR TO FABRICATION / INSTALLATION.



Designed By:



CONSULTANTS IN LANDSCAPE ARCHITECTURE
 11000 N.W. 11th Street, Suite 100
 Fort Lauderdale, FL 33304
 Phone: (954) 576-1111
 Fax: (954) 576-1112
 Email: info@innovationsca.com



Lake Bessie Park
 Town of Windermere, Florida

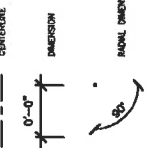
HARDSCAPE LAYOUT PLAN

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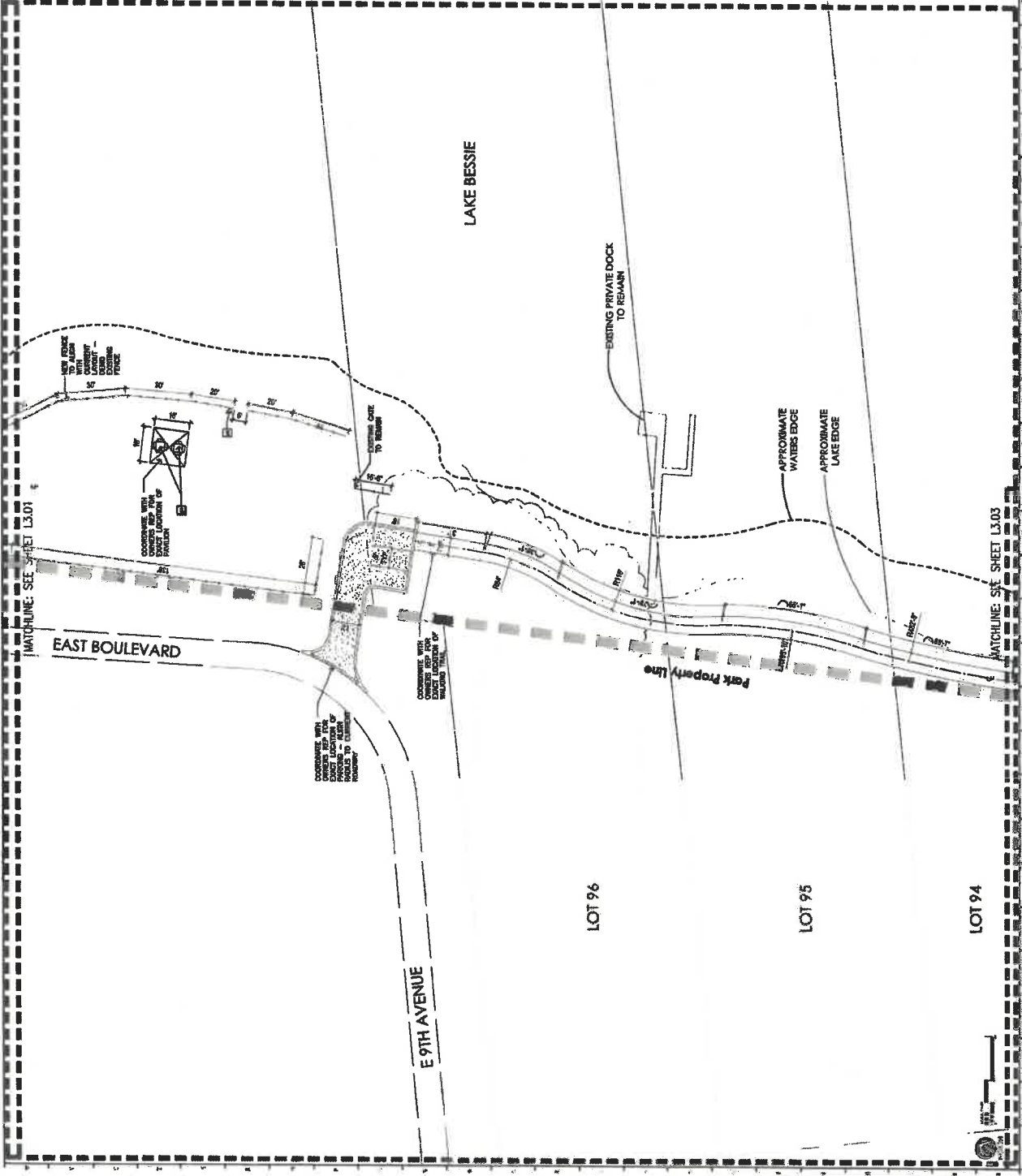
Scale: See Plan
 Drawn By: JH
 Approved By: RB
 Project No: 17006
 Innovations Design Group, Inc.

Sheet:
 Bidding Documents
 L-3.02
 Sheet Number:

SHEET SYMBOLS
 ALL DIMENSIONS TO CENTER UNLESS NOTED OTHERWISE
 DIMENSIONS TO FACE UNLESS NOTED OTHERWISE
 DIMENSIONS TO EDGE OF WALK UNLESS NOTED OTHERWISE ON PLAN
 DIMENSIONS TO FIELD VERIFY PERMANENT INSTALLATION



SHEET NOTES
 1. ALL DIMENSIONS TAKEN FROM CENTERLINE UNLESS NOTED OTHERWISE ON PLAN
 2. CONTRACTOR TO FIELD VERIFY PERMANENT INSTALLATION





INNOVATIONS, Inc.
 1500 West 11th Street, Suite 100
 Flagstaff, Arizona 86001
 (908) 822-1100
 www.innovationsinc.com

05/11/2017



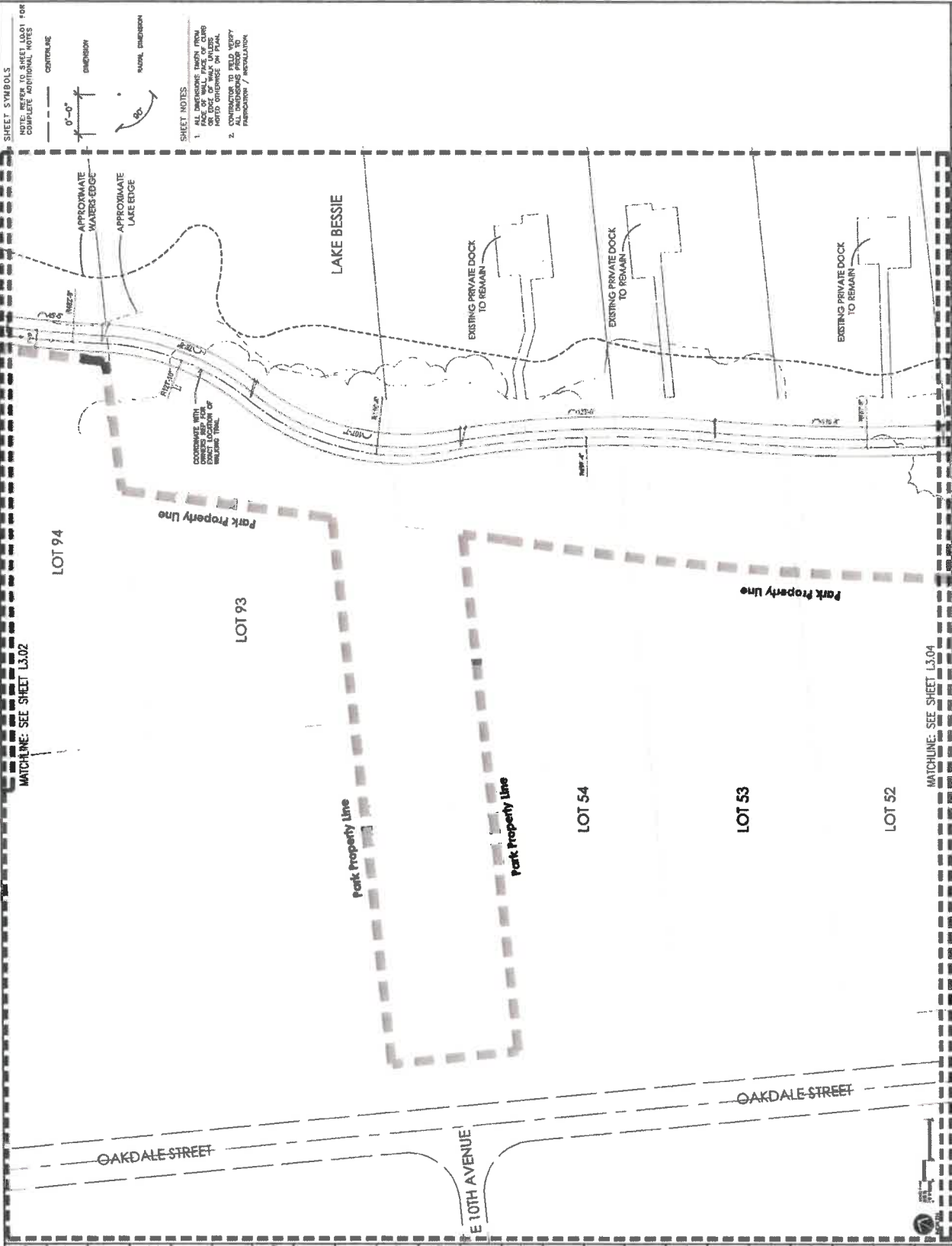
Lake Bessie Park
 Town of Windermere, Florida

HARDSCAPE LAYOUT PLAN

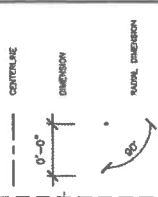
No.	Change	Description	Date

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 Project No: 17005
 Approved By: [Signature]
 Date: 05/11/2017
 Prepared By: [Signature]
 Date: 05/11/2017
 Checked By: [Signature]
 Date: 05/11/2017
 Title Block

Sheet Number:
 L-3.103
 Bidding Documents



SHEET SYMBOLS
 NOTE: REFER TO SHEET L3.01 FOR COMPLETE ADDITIONAL NOTES



SHEET NOTES
 1. ALL DIMENSIONS UNLESS NOTED OTHERWISE ARE TO FACE OF WALL, FACE OF CURB OR CENTERLINE OF ROAD, UNLESS NOTED OTHERWISE IN PLAN.
 2. CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION / INSTALLATION.

Designed by:



INNOVATIONS DESIGN GROUP

www.innovationsdesign.com
305.422.1111

Confidential



Lake Bessie Park
Town of Windermere, Florida

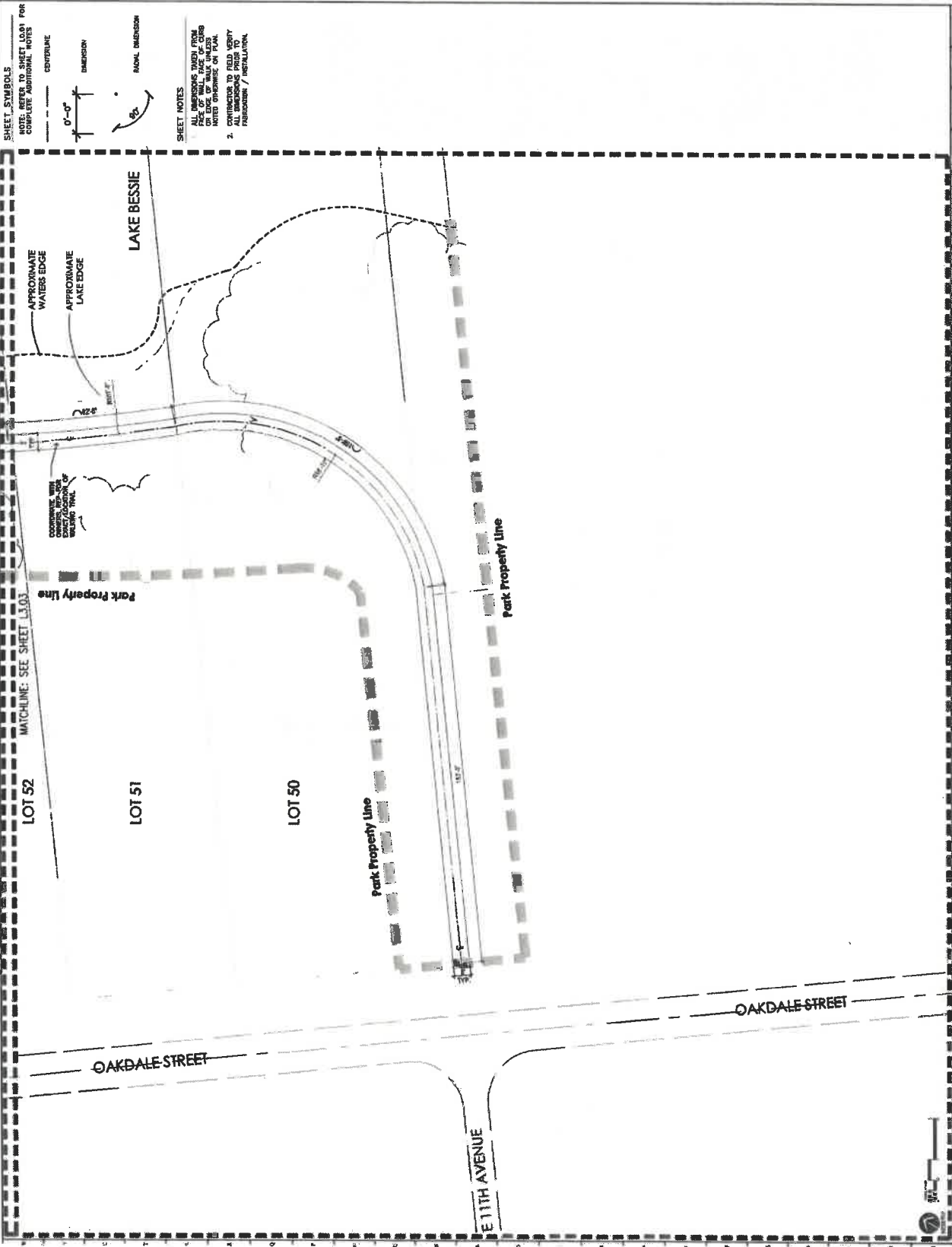
HARDSCAPE LAYOUT PLAN

Date	Drawn	Checked	By

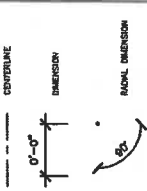
Date: 11/18/18	Scale: See Plan
Drawn by: VJ	Designed by: VJ
Approved by: SB	Project No: 17003
	Client: City of Windermere
	Company: Innovations Design Group, Inc.

Sheet Number
L-3.04

Bidding Documents

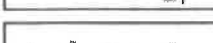


SHEET SYMBOLS
SEE SHEET L-3.01 FOR COMPLETE ADDITIONAL NOTES



SHEET NOTES
1. ALL DIMENSIONS UNLESS NOTED OTHERWISE ARE TO FACE OF WALL UNLESS NOTED OTHERWISE OR TO FACE UNLESS NOTED OTHERWISE.
2. ALL DIMENSIONS SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO FABRICATION / INSTALLATION.

Designed By:



INNOVATIONS
CONSULTANTS

CONSULTANT:
... ..
... ..



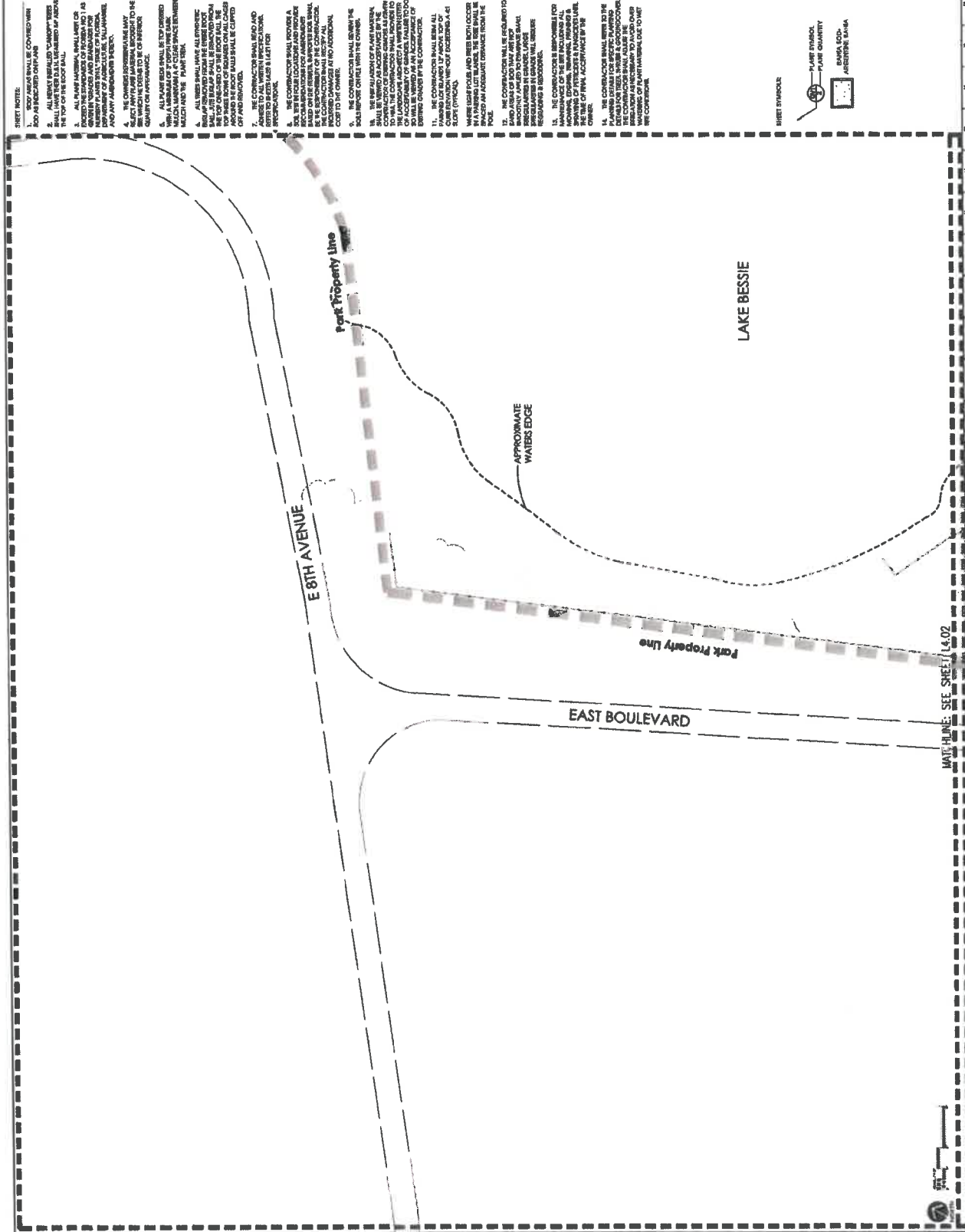
LANDSCAPE PLAN

Lake Bessie Park Town of Wyndermere, Florida

Date:	Design:	Revised:

Date: 11/15/13 Scale: See Plan
Drawn By: VJI Designed By: VJI
Approved By: SB
Checked By: VJI
Project: Not 17000
City: Wyndermere
Client: Wyndermere Design Group, Inc.

Sheet Number:
L-4.01



- STREET NOTES:**
- 1. ROOF AREAS SHALL BE COVERED WITH 200# FIBERGLASS CURBS.
 - 2. ALL PLANT MATERIAL SHALL BE DELIVERED TO THE SITE WITHIN 60 DAYS OF THE START DATE. PLANT MATERIAL SHALL HAVE THEIR DATE LABELLED AS ABOVE THE TOP OF THE ROOT BALL.
 - 3. ALL PLANT MATERIAL SHALL HAVE OR BE PROVIDED WITH A PLANT TAG WITH THE FOLIAGE TYPE, COMMON NAME, GROWER NAME, AND BRAND NAME FOR THE PLANT. PLANT TAGS SHOULD BE ATTACHED TO ALL PLANT MATERIAL TO BE DELIVERED TO THE SITE.
 - 4. THE CONTRACTOR SHALL MAINTAIN ALL PLANT MATERIAL IN GOOD HEALTH THROUGHOUT THE PROJECT. PLANT MATERIAL WHICH IS DAMAGED OR WHICH DIES SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE TO MEET THE ORIGINAL SPECIFICATIONS.
 - 5. ALL PLANT BEDS SHALL BE 12" DEEP AND SHALL BE COVERED WITH 2" OF CLEAN WASH SAND. A 4" CLEAR SPACE BETWEEN PLANT BEDS SHALL BE MAINTAINED THROUGHOUT THE PROJECT.
 - 6. ALL PLANT BEDS SHALL BE MAINTAINED THROUGHOUT THE PROJECT. PLANT MATERIAL SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE TO MEET THE ORIGINAL SPECIFICATIONS.
 - 7. THE CONTRACTOR SHALL MAINTAIN THE PLANT BEDS THROUGHOUT THE PROJECT.
 - 8. THE CONTRACTOR SHALL PROVIDE A 4" CLEAR SPACE BETWEEN PLANT BEDS. PLANT MATERIAL SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE TO MEET THE ORIGINAL SPECIFICATIONS.
 - 9. THE CONTRACTOR SHALL MAINTAIN THE PLANT BEDS THROUGHOUT THE PROJECT.
 - 10. THE CONTRACTOR SHALL MAINTAIN THE PLANT BEDS THROUGHOUT THE PROJECT.
 - 11. THE CONTRACTOR SHALL MAINTAIN ALL PLANT MATERIAL THROUGHOUT THE PROJECT.
 - 12. THE CONTRACTOR SHALL MAINTAIN ALL PLANT MATERIAL THROUGHOUT THE PROJECT.
 - 13. THE CONTRACTOR SHALL MAINTAIN ALL PLANT MATERIAL THROUGHOUT THE PROJECT.
 - 14. THE CONTRACTOR SHALL MAINTAIN ALL PLANT MATERIAL THROUGHOUT THE PROJECT.
 - 15. THE CONTRACTOR SHALL MAINTAIN ALL PLANT MATERIAL THROUGHOUT THE PROJECT.
 - 16. THE CONTRACTOR SHALL MAINTAIN ALL PLANT MATERIAL THROUGHOUT THE PROJECT.
 - 17. THE CONTRACTOR SHALL MAINTAIN ALL PLANT MATERIAL THROUGHOUT THE PROJECT.
 - 18. THE CONTRACTOR SHALL MAINTAIN ALL PLANT MATERIAL THROUGHOUT THE PROJECT.
 - 19. THE CONTRACTOR SHALL MAINTAIN ALL PLANT MATERIAL THROUGHOUT THE PROJECT.
 - 20. THE CONTRACTOR SHALL MAINTAIN ALL PLANT MATERIAL THROUGHOUT THE PROJECT.

DATE: 11/15/13
DRAWN BY: VJI
DESIGNED BY: VJI
APPROVED BY: SB
CHECKED BY: VJI
PROJECT: NOT 17000
CITY: WYNDERMERE
CLIENT: WYNDERMERE DESIGN GROUP, INC.

SHEET NUMBER:
L-4.01

LAKE BESSIE

APPROXIMATE WATER EDGE

E 8TH AVENUE

EAST BOULEVARD

MATERIAL: SEE SHEET L-4.02

Sheet Number
 Bidding Documents
 L-4.02

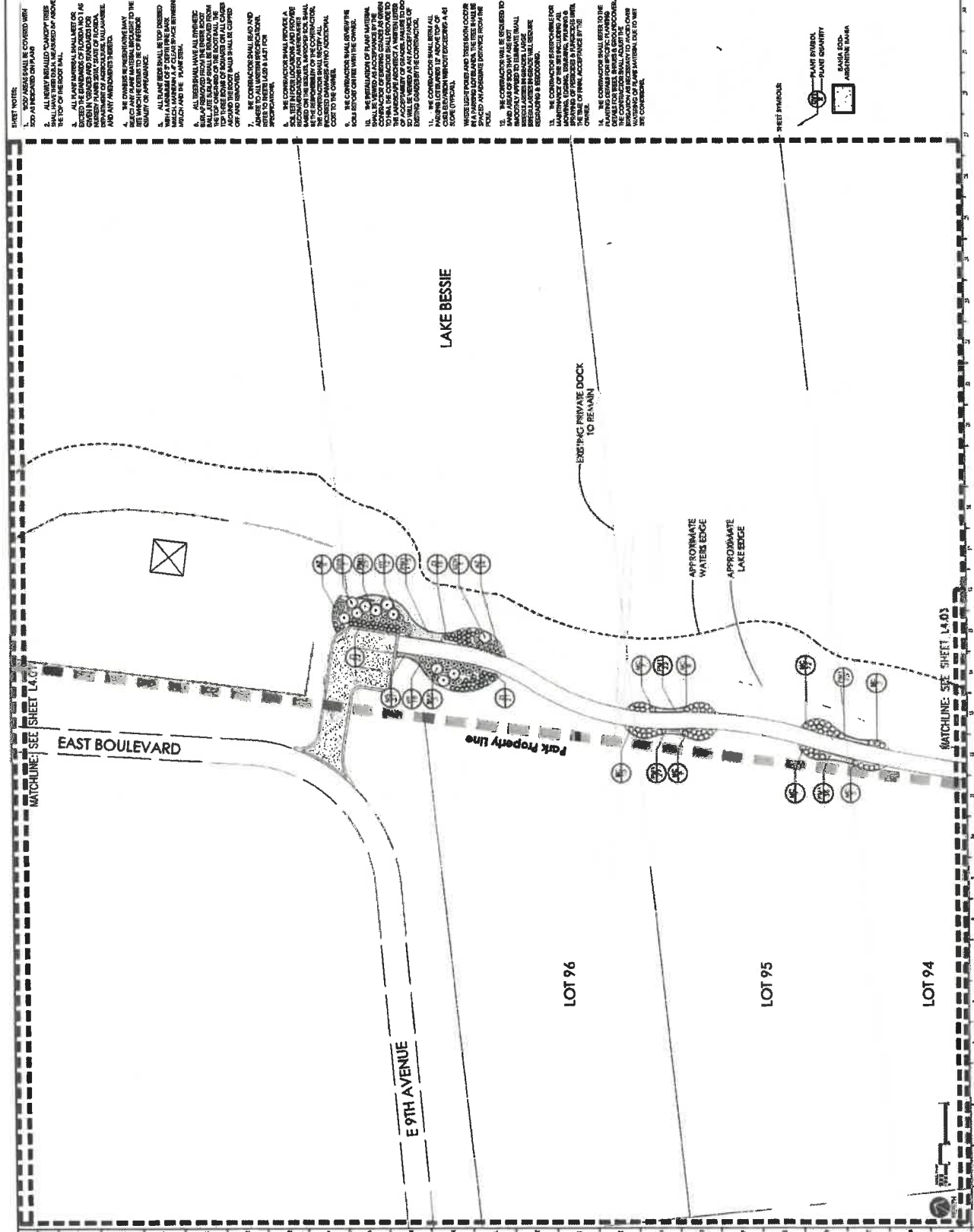
Sheet Title
 Lake Bessie Park
 Prepared By: TLR
 Project No: 17004
 Date: 02/25/2017
 Design Group: Landscape

No.	Quantity	Description	Unit

Landscape Plan
 Town of Windermere, Florida
 Lake Bessie Park



Innovations in Landscape
 CONSULTANTS
 3000 E. Lake Nona Blvd., Suite 100
 Lake Nona, FL 32157
 Phone: 407-273-0100
 Fax: 407-273-0101
 www.innovationsinlandscape.com



PLANT QUANTITY
 PLANT SPECIES
 PLANTING DATA

- SHEET NOTES:**
- ALL PLANTING SHALL BE COVERED WITH 200 ANTI-CRACK HYPALAS.
 - ALL NEW INSTALLED CONCRETE TREES SHALL HAVE THE DATA MARKED AS ABOVE TO TOP OF THE ROOT BALL.
 - ALL PLANTING SHALL BE AS SPECIFIED IN THE LANDSCAPE AND IAS CRIB IN VARIOUS AND STANDARDS FOR THE STATE OF FLORIDA AND THE DEPARTMENT OF AGRICULTURE, FORESTRY AND NATURAL RESOURCES.
 - THE OWNER REPRESENTATIVE MAY BE REQUESTED TO BE OF PRESENCE AT THE TIME OF PLANTING TO VERIFY THE QUALITY OF PLANTING.
 - ALL PLANTING SHALL BE INSTALLED WITH A CLEAR SPACE BETWEEN PLANTS OF THE SAME TYPE AND SPECIES.
 - ALL PLANTING SHALL BE INSTALLED WITH A CLEAR SPACE BETWEEN PLANTS OF THE SAME TYPE AND SPECIES.
 - THE CONTRACTOR SHALL READ AND ADHERE TO ALL LAWN SPECIFICATIONS AND RECOMMENDATIONS.
 - THE CONTRACTOR SHALL PROVIDE A WRITTEN REPORT TO THE OWNER WITHIN 14 DAYS OF THE COMPLETION OF PLANTING. THE CONTRACTOR SHALL REPLY ALL COMMENTS AND CONCERNS WITHIN 7 DAYS OF RECEIVING THEM. THE CONTRACTOR SHALL REPLY ALL COMMENTS AND CONCERNS WITHIN 7 DAYS OF RECEIVING THEM. THE CONTRACTOR SHALL REPLY ALL COMMENTS AND CONCERNS WITHIN 7 DAYS OF RECEIVING THEM.
 - THE CONTRACTOR SHALL REVIEW THE SOIL REPORT WITH THE OWNER.
 - THE INSTALLATION OF PLANT MATERIAL SHALL BE IN ACCORDANCE WITH THE CONTRACTOR OF FLORIDA CODES AND ORDINANCES. THE CONTRACTOR SHALL PROVIDE A WRITTEN LETTER TO THE OWNER WITHIN 14 DAYS OF RECEIVING THE SOIL REPORT AND ACCEPTANCE OF THE EXISTING CONDITIONS BY THE CONTRACTOR.
 - THE CONTRACTOR SHALL BURN ALL EXISTING LIGHT FIXTURES AND REPAIR LIGHT FIXTURES TO THE ORIGINAL MANUFACTURER'S SPECIFICATIONS AND REPAIR THE SPACES AND ADJUSTMENTS FROM THE NOTES.
 - THE CONTRACTOR SHALL BE OBLIGATED TO MAINTAIN ACCESS TO ALL UTILITIES AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS, REGULATIONS AND ORDINANCES REGARDING THE WORK.
 - THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION AND MAINTENANCE OF ALL EXISTING UTILITIES, INCLUDING BUT NOT LIMITED TO WATER, GAS, ELECTRIC, AND TELEPHONE LINES. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND ACCORDANCES FROM THE CITY OF WINDERMERE.
 - THE CONTRACTOR SHALL REFER TO THE DETAIL FOR TREE SURVIVAL AND PROTECTION. THE CONTRACTOR SHALL PROVIDE A WRITTEN REPORT AS NECESSARY TO AVOID COVERING UP ANY DAMAGE TO UTILITIES OR EXISTING LIGHT FIXTURES DUE TO THE WORK.

Designed By:
INNOVATIONS
CONSULTANTS



CONSULTANTS
CORPORATE

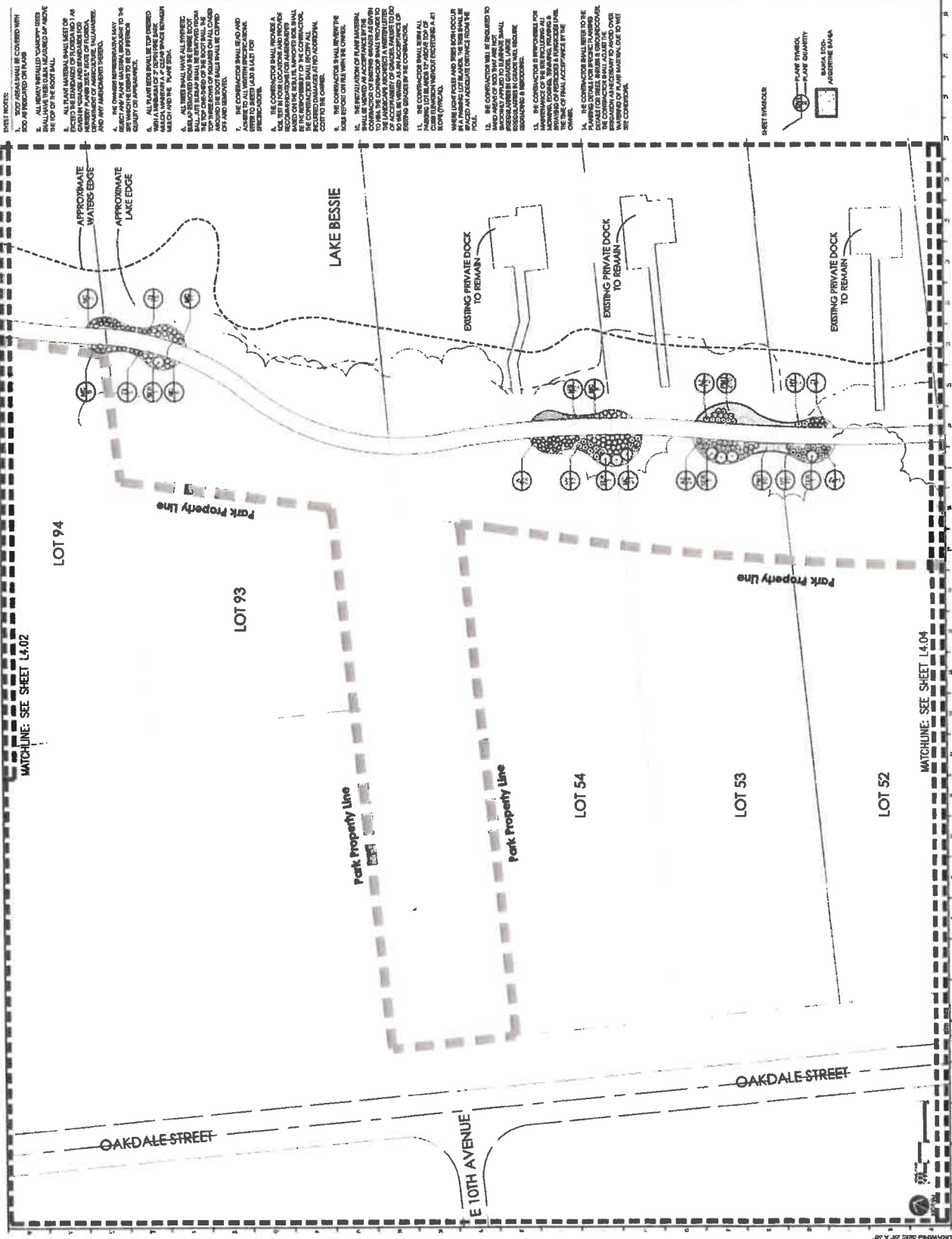


Lake Bessie Park
Town of Windermere, Florida
LANDSCAPE PLAN

Rev.	Date	Description	By:

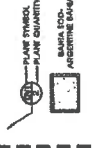
Date: 11/14/10
Scale: See Plan
Drawn By: VJ
Designed By: VJ
Approved By: SB
Project No: 17005
Innovations Design Group, Inc.

Sheet Number:
Bidding Documents
L-4.03



- SHEET NOTES:
1. ALL NEWLY INSTALLED "CANOPY" TREES SHALL BE 100% BRED WITH 50% AIRPOTTED OR TUBED.
 2. ALL NEWLY INSTALLED "CANOPY" TREES SHALL HAVE THEIR TRUNKS LEANED UP IN AN ARC TO THE TRUNKS SHALL BE 10% OF THE TOTAL HEIGHT OF THE TREE.
 3. THE TREE SHALL BE 10% OF THE TOTAL HEIGHT OF THE TREE AND SHALL BE 10% OF THE TOTAL HEIGHT OF THE TREE.
 4. THE TREE SHALL BE 10% OF THE TOTAL HEIGHT OF THE TREE AND SHALL BE 10% OF THE TOTAL HEIGHT OF THE TREE.
 5. THE TREE SHALL BE 10% OF THE TOTAL HEIGHT OF THE TREE AND SHALL BE 10% OF THE TOTAL HEIGHT OF THE TREE.
 6. ALL PLANTINGS SHALL BE 100% BRED WITH 50% AIRPOTTED OR TUBED.
 7. ALL PLANTINGS SHALL BE 100% BRED WITH 50% AIRPOTTED OR TUBED.
 8. ALL PLANTINGS SHALL BE 100% BRED WITH 50% AIRPOTTED OR TUBED.
 9. ALL PLANTINGS SHALL BE 100% BRED WITH 50% AIRPOTTED OR TUBED.
 10. ALL PLANTINGS SHALL BE 100% BRED WITH 50% AIRPOTTED OR TUBED.
 11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.
 12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.
 13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.
 14. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.

SHEET SYMBOLS



Designed By:



1700 Lakeside Blvd. Suite 100
Lakewood, CO 80027
Tel: 303.973.8800
Fax: 303.973.8801
www.innovationsconsultants.com

Consultants:



Lake Bessie Park
Town of Windermere, Polk Co.

LANDSCAPE PLAN

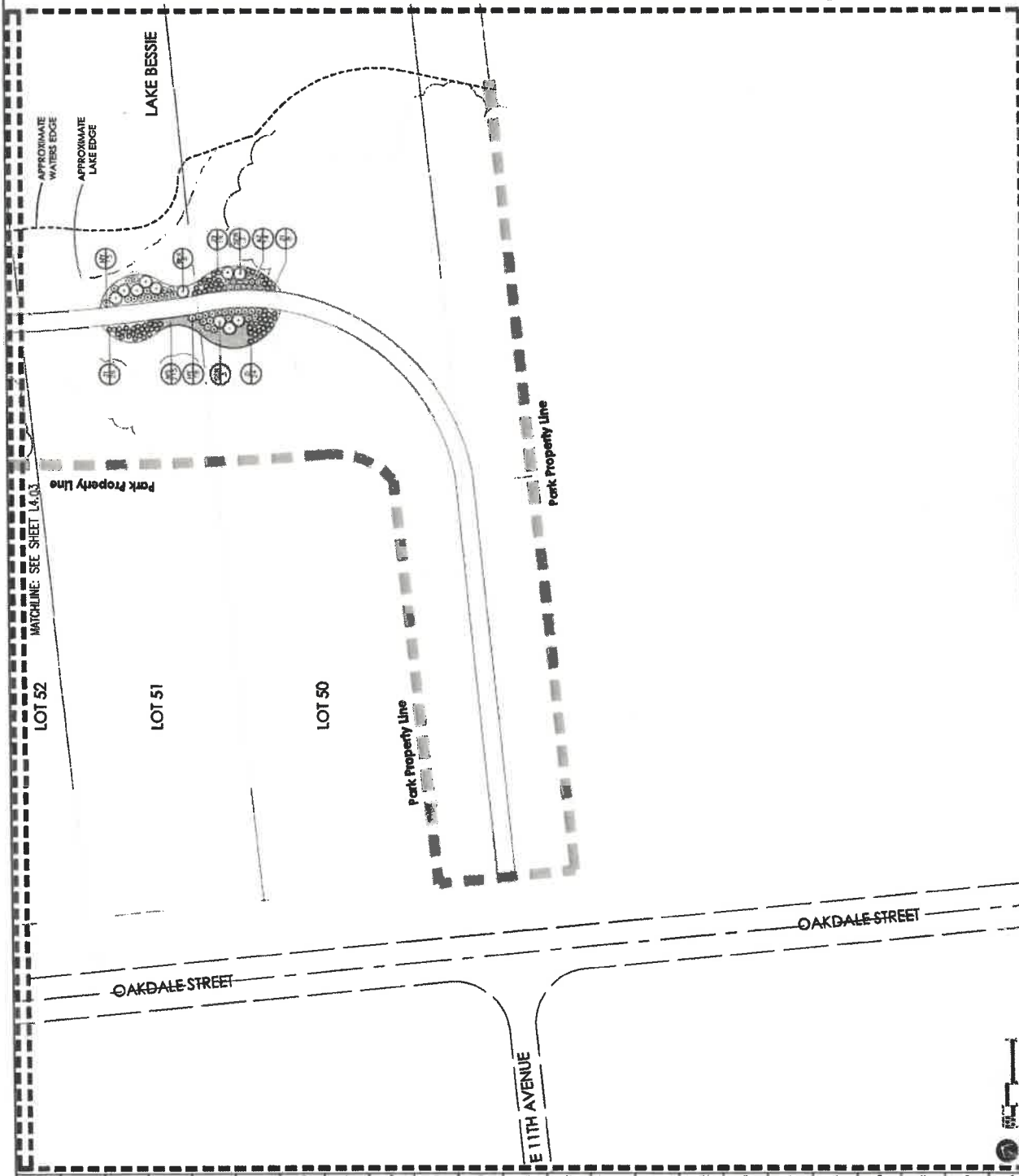
Date	Drawn	Checked	Revised
11/11/10			
11/11/10			
11/11/10			
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Owner: 1700 Lakeside Blvd. Suite 100, Lakewood, CO 80027	Contract No: 10-001
Project No: 1700 Lakeside Blvd. Suite 100, Lakewood, CO 80027	Project No: 1700 Lakeside Blvd. Suite 100, Lakewood, CO 80027
Contractor: Innovations Consultants, Inc.	Contractor: Innovations Consultants, Inc.


Sheet Number:	L-4.04
Bidding Documents:	

SHEET NOTES:

1. 100% ASPHALT SHALL BE COVERED WITH 200# ASPHALT CHIPPINGS.
2. ALL PLANT MATERIAL SHALL BE PLANTED AT THE TOP OF THE ROOT BALL.
3. ALL PLANT MATERIAL SHALL BE PLANTED AT THE TOP OF THE ROOT BALL.
4. ALL PLANT MATERIAL SHALL BE PLANTED AT THE TOP OF THE ROOT BALL.
5. ALL PLANT MATERIAL SHALL BE PLANTED AT THE TOP OF THE ROOT BALL.
6. ALL PLANT MATERIAL SHALL BE PLANTED AT THE TOP OF THE ROOT BALL.
7. THE CONTRACTOR SHALL READ AND UNDERSTAND ALL SPECIFICATIONS AND REQUIREMENTS FOR ALL MATERIALS AND METHODS TO BE USED IN THE CONSTRUCTION OF THIS PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF WINDERMERE AND THE POLK COUNTY HEALTH DEPARTMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF WINDERMERE AND THE POLK COUNTY HEALTH DEPARTMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF WINDERMERE AND THE POLK COUNTY HEALTH DEPARTMENT.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF WINDERMERE AND THE POLK COUNTY HEALTH DEPARTMENT.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF WINDERMERE AND THE POLK COUNTY HEALTH DEPARTMENT.
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18. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF WINDERMERE AND THE POLK COUNTY HEALTH DEPARTMENT.
19. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF WINDERMERE AND THE POLK COUNTY HEALTH DEPARTMENT.
20. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF WINDERMERE AND THE POLK COUNTY HEALTH DEPARTMENT.




Developed By:



INNOVATIONS CONSULTANTS

1100 West 11th Street, Suite 100
Tampa, Florida 33606
Phone: (813) 288-8800
Fax: (813) 288-8801
www.innovationsconsultants.com



Lake Bessie Park

PLANT SCHEDULE

Drawn	Checked	Description	By:
✓	✓		
✓	✓		
✓	✓		
✓	✓		
✓	✓		

Date: 11/15/19
 Drawn By: JH
 Approved By: JH
 Project No: 17006
 Scale: See Plan
 Designed By: VJH
 Project No: 17006
 Innovations Design Group, Inc.

Sheet Number:
L-4.05

- SHEET NOTES:**
- ALL NEWLY INSTALLED PLANT SHALL BE COVERED WITH AND PROTECTED WITH PLANT PROTECTANT UNTIL PLANT IS IN FULL GROWTH.
 - ALL NEWLY INSTALLED PLANT SHALL BE COVERED WITH PLANT PROTECTANT UNTIL PLANT IS IN FULL GROWTH. THE TOP OF THE FOOT SHALL BE PROTECTED WITH PLANT PROTECTANT UNTIL PLANT IS IN FULL GROWTH. THE SIDE OF THE FOOT SHALL BE PROTECTED WITH PLANT PROTECTANT UNTIL PLANT IS IN FULL GROWTH.
 - THE CONTRACTOR SHALL MAINTAIN ALL EXISTING PLANT WHICH IS TO REMAIN THROUGHOUT THE CONSTRUCTION PERIOD. ALL PLANT TO BE REMOVED SHALL BE REMOVED FROM THE PROJECT SITE. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING PLANT WHICH IS TO REMAIN THROUGHOUT THE CONSTRUCTION PERIOD.
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PLANT SCHEDULE CONTINUED

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PLANTING DETAILS

Lake Bessie Park

Town of Windermere, Florida

Date:	Description:	By:

SHRUB NOTES:

1. SOIL AREA SHALL BE COVERED WITH 2" OF MULCH OR EQUIVALENT.
2. ALL PLANT MATERIAL SHALL BE PLANTED WITH A MINIMUM OF 2" OF SOIL ABOVE THE ROOT BALL.
3. ALL PLANT MATERIAL SHALL BE PLANTED WITH A MINIMUM OF 2" OF SOIL ABOVE THE ROOT BALL.
4. ALL PLANT MATERIAL SHALL BE PLANTED WITH A MINIMUM OF 2" OF SOIL ABOVE THE ROOT BALL.
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10. ALL PLANT MATERIAL SHALL BE PLANTED WITH A MINIMUM OF 2" OF SOIL ABOVE THE ROOT BALL.

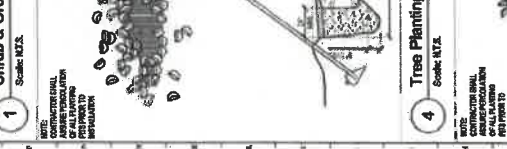
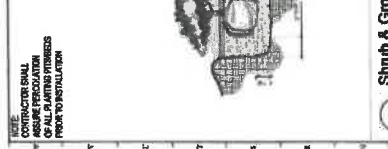
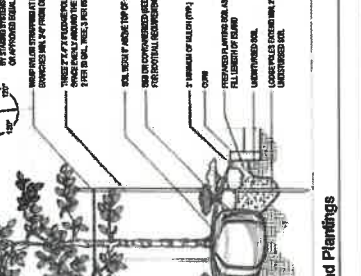
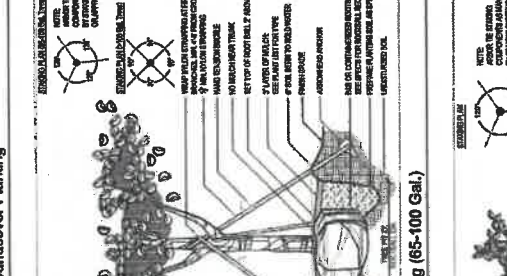
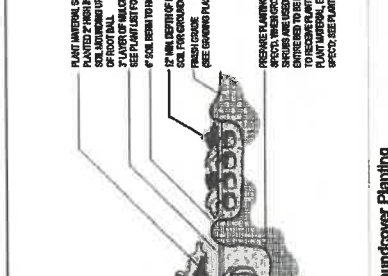
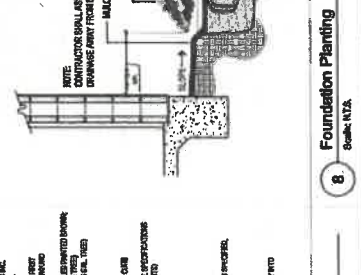
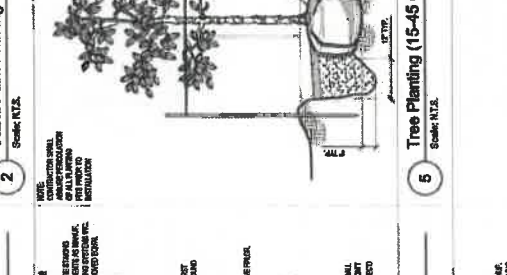
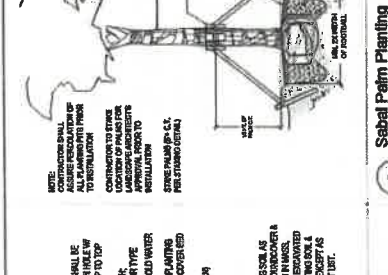
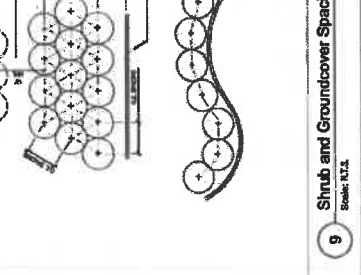
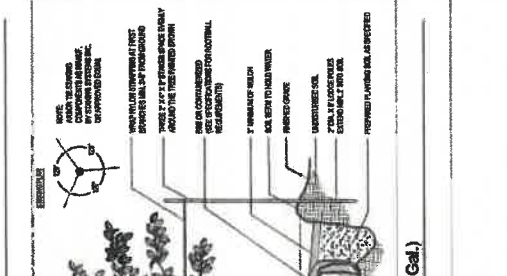
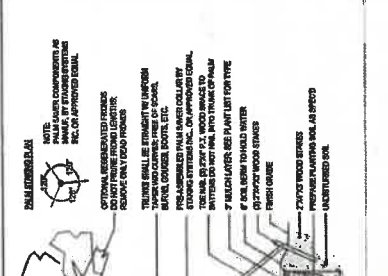
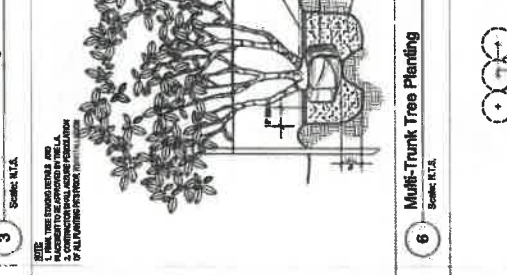
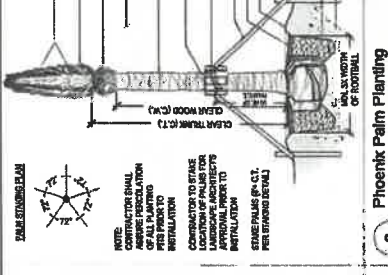
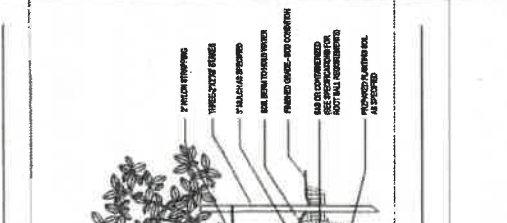


PHOENIX PALM PLANTING

Scale: N.T.S.

NOTE:

1. CONTRACTOR SHALL ASSURE PROPER LOCATION OF PALMS FOR PROPER GROWTH AND DEVELOPMENT.
2. CONTRACTOR SHALL ASSURE PROPER LOCATION OF PALMS FOR PROPER GROWTH AND DEVELOPMENT.
3. CONTRACTOR SHALL ASSURE PROPER LOCATION OF PALMS FOR PROPER GROWTH AND DEVELOPMENT.





Lake Bessie Park Town of Windermere, Florida

LANDSCAPE SPECIFICATIONS

Date:	Description:	By:

Scale: 1/8" = 1'-0"
Drawn By: JH
Checked By: JH
Approved By: JH
Date: 11/1/2020

Sheet Number:
L-4.21
Bidding Documents

<p>3.07 FERTILIZER</p> <p>A. Each tree and shrub shall be fertilized by placing the manufacturer's recommended amount around the base of the tree before planting.</p> <p>3.08 STAKES, CHAINS AND BRACING</p> <p>A. Staking or bracing of trees shall be done immediately after they are installed. Each plant and shrub shall be supported by a stake or brace. Stakes or braces shall be made of 1/2" x 1/2" x 10' long untreated wood and shall be at least 6" from the trunk of the tree. Stakes or braces shall be placed at the discretion of the Contractor.</p> <p>B. Stakes or braces shall be placed at the discretion of the Contractor.</p> <p>C. Stakes or braces shall be placed at the discretion of the Contractor.</p> <p>D. Stakes or braces shall be placed at the discretion of the Contractor.</p> <p>E. Stakes or braces shall be placed at the discretion of the Contractor.</p> <p>F. Stakes or braces shall be placed at the discretion of the Contractor.</p> <p>G. Stakes or braces shall be placed at the discretion of the Contractor.</p> <p>H. Stakes or braces shall be placed at the discretion of the Contractor.</p> <p>I. Stakes or braces shall be placed at the discretion of the Contractor.</p> <p>J. Stakes or braces shall be placed at the discretion of the Contractor.</p> <p>K. Stakes or braces shall be placed at the discretion of the Contractor.</p> <p>L. Stakes or braces shall be placed at the discretion of the Contractor.</p> <p>M. Stakes or braces shall be placed at the discretion of the Contractor.</p> <p>N. Stakes or braces shall be placed at the discretion of the Contractor.</p> <p>O. Stakes or braces shall be placed at the discretion of the Contractor.</p> <p>P. Stakes or braces shall be placed at the discretion of the Contractor.</p> <p>3.09 BRACING</p> <p>A. Immediately after planting operations are completed, all trees to be staked, braced, and chains and bracing shall be installed on the trees. Stakes or braces shall be placed at the discretion of the Contractor.</p> <p>3.10 PRUNING</p> <p>A. Each tree and shrub shall be pruned to maintain a well-developed structure to promote the desired appearance of the plant and to the extent of the tree in the landscape design. Pruning shall be done with clean, sharp hand pruners or power pruners. All pruning shall be done in accordance with the Florida Department of Agriculture and Consumer Services (FDACS) guidelines for pruning trees and shrubs.</p> <p>3.11 MULCHING</p> <p>A. Taking the nature of the soil, water and wind conditions and to uniformly and properly protect the trees and shrubs, all mulches shall be applied to the base of the trees and shrubs. The mulch shall be applied in a layer 2 to 3 inches deep and shall be made of organic material such as pine needles, wood chips, or bark. The mulch shall be applied in a layer 2 to 3 inches deep and shall be made of organic material such as pine needles, wood chips, or bark. The mulch shall be applied in a layer 2 to 3 inches deep and shall be made of organic material such as pine needles, wood chips, or bark.</p> <p>3.12 IRRIGATION SYSTEM</p> <p>A. All items suitable for the site shall be installed by the Contractor's construction staff and be inspected and accepted by the Owner.</p> <p>3.13 GUARANTEED PERIOD</p> <p>A. There shall be a guarantee period of 1 year for trees and shrubs installed and 3 months for plants. This guarantee shall be provided by the Contractor. The Contractor shall be responsible for the maintenance of the plants during the guarantee period. The Contractor shall be responsible for the maintenance of the plants during the guarantee period. The Contractor shall be responsible for the maintenance of the plants during the guarantee period.</p> <p>3.14 CONSTRUCTION RESPONSIBILITY AFTER ACCEPTANCE</p> <p>A. The Contractor shall be responsible for the maintenance of the plants during the guarantee period. The Contractor shall be responsible for the maintenance of the plants during the guarantee period. The Contractor shall be responsible for the maintenance of the plants during the guarantee period.</p> <p>3.15 ACCEPTANCE AND REJECTION OF PLANT MATERIAL</p> <p>A. At the expiration of the guarantee period, an inspection of the plantings will be made by the Owner. The Owner shall be responsible for the maintenance of the plants during the guarantee period. The Contractor shall be responsible for the maintenance of the plants during the guarantee period. The Contractor shall be responsible for the maintenance of the plants during the guarantee period.</p>	<p>3.21 SUBSTITUTIONS</p> <p>A. The use of substitute materials in this project shall be approved by the Owner in writing before the start of work. The Contractor shall be responsible for the maintenance of the plants during the guarantee period. The Contractor shall be responsible for the maintenance of the plants during the guarantee period. The Contractor shall be responsible for the maintenance of the plants during the guarantee period.</p> <p>3.22 PROTECTION OF EXISTING UTILITIES</p> <p>A. The Contractor shall be responsible for the protection of all existing utilities. The Contractor shall be responsible for the protection of all existing utilities. The Contractor shall be responsible for the protection of all existing utilities.</p> <p>3.23 PROTECTION OF EXISTING PLANTS</p> <p>A. The Contractor shall be responsible for the protection of all existing plants. The Contractor shall be responsible for the protection of all existing plants. The Contractor shall be responsible for the protection of all existing plants.</p> <p>3.24 SITE PREPARATION</p> <p>A. The Contractor shall be responsible for the site preparation. The Contractor shall be responsible for the site preparation. The Contractor shall be responsible for the site preparation.</p> <p>3.25 CONSTRUCTION OF PLANTING BEDS</p> <p>A. The Contractor shall be responsible for the construction of planting beds. The Contractor shall be responsible for the construction of planting beds. The Contractor shall be responsible for the construction of planting beds.</p>
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Designed By:

INNOVATIONS CONSULTANTS, INC.
 14100 WOODBINE BLVD SUITE 200
 TAMPA, FL 33613
 TEL: 813-973-1111
 FAX: 813-973-1112
 WWW.INNOVATIONSCONSULTANTS.COM



Lake Bessie Park
 Town of Windermere, Florida

SITE FURNISHING DETAILS

Sheet	Code	Description	Rev.

Scale: See Plan
 Date: 11/18/19
 Drawn By: VH
 Approved By: SB
 Project No: 17006
 Innovations Design Group, Inc.

Sheet Number:
L-7.02
 Bidding Documents

NOTE: DIMENSIONS ARE FOR PERMITTED PAVILION ONLY. DIMENSIONS SHALL BE PROVIDED BY MANUFACTURER.

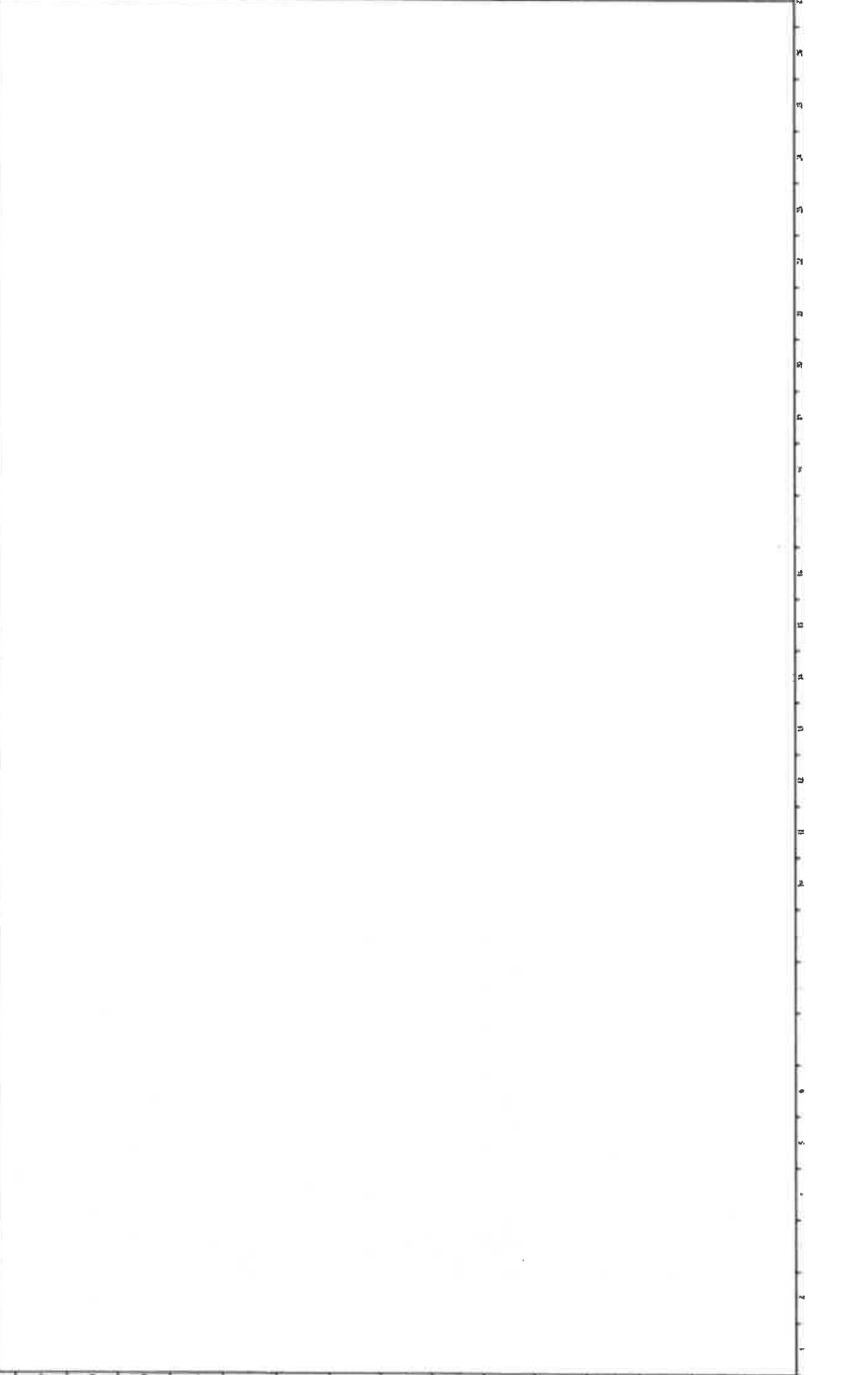
NOTE: COLOR AND STONE WRAP ON COLUMNS TO MATCH EXISTING PAVILIONS. OWNER'S REP TO VERIFY PRIOR TO INSTALL.



1 PICNIC TABLE
 SCALE: NTS

2 WASTE RECEPTAC
 SCALE: NTS

3 PAVILION
 SCALE: NTS



LAKE DOWN PARK

PARCEL ID: 17-23-28-9336-00-000

PARK IMPROVEMENT PACKAGE IN ACCORDANCE WITH RFP #2016-03

TOWN OF WINDERMERE, FLORIDA

OCTOBER 26, 2018



LOCATION MAP

LANDSCAPE ARCHITECTURE AND AREA DEVELOPMENT PACKAGE

INDEX OF DRAWINGS

- L-0.01 KEY SHEET
- L-0.02 HARDSCAPE INDEX
- L-1.01 HARDSCAPE PLAN
- L-1.02 HARDSCAPE PLAN
- L-1.03 HARDSCAPE PLAN
- L-1.05 MATERIALS SCHEDULE
- L-3.01 HARDSCAPE LAYOUT PLAN
- L-3.02 HARDSCAPE LAYOUT PLAN
- L-3.03 HARDSCAPE LAYOUT PLAN
- L-7.01 HARDSCAPE DETAILS

Designed By:



CONSULTANTS
INNOVATIONS CONSULTANTS

Consultants



Lake Down Park
Town of Windermere, Florida

COVER SHEET

Rev	Date	Description	By

Date: 10/26/18	Scale: See Plan
Drawn By: JH	Designed By: VJ
Approved By: JB	Project No: 17006
©Innovations Design Group, Inc.	

Sheet Number:
L-0.00

Bidding
Documents

Designed By:
INNOVATIONS
 CONSULTANTS

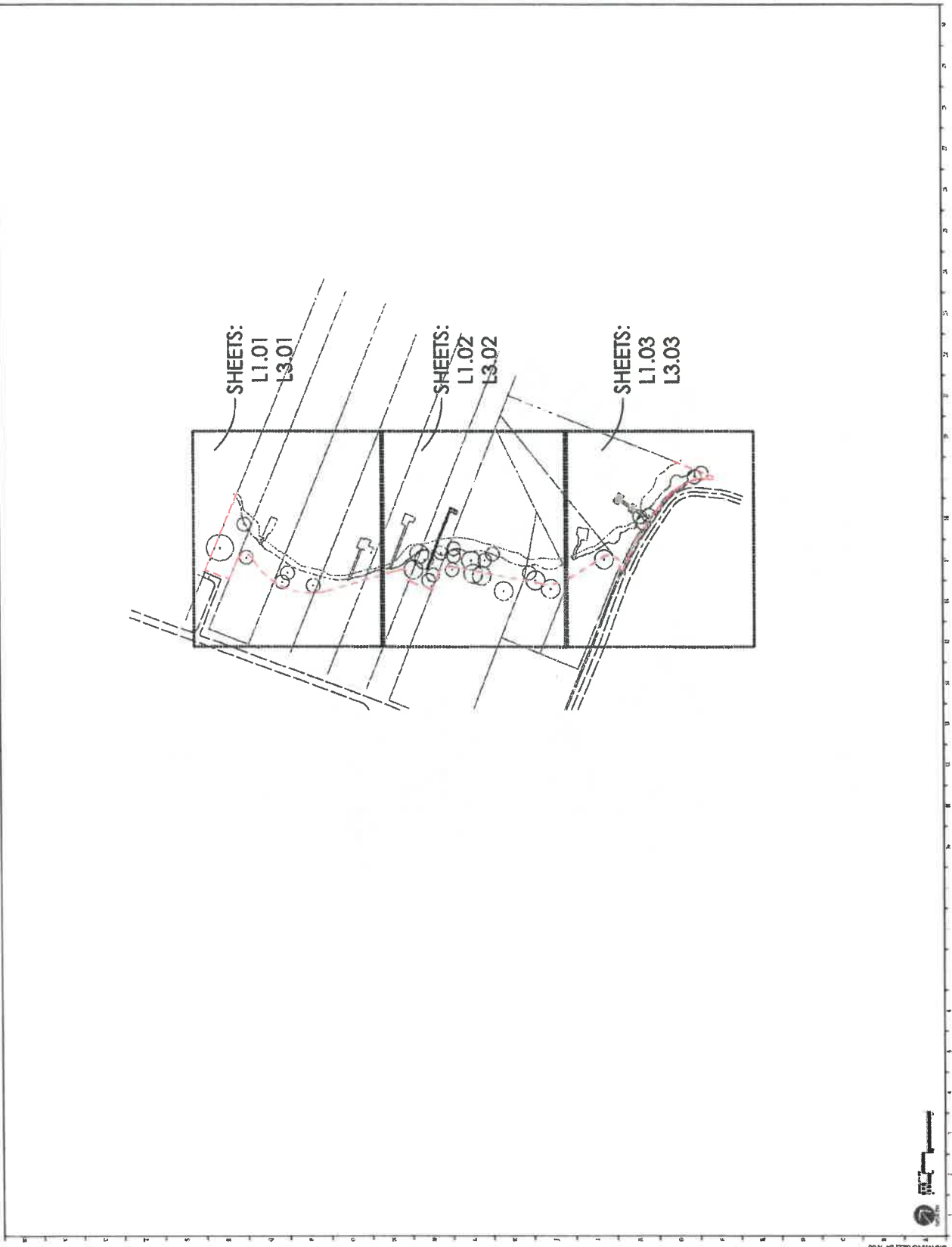


Lake Down Park
 Town of Windermere, Florida

No.	Revisions	Description	By:

Date: 10/24/13
 Drawn By: VAI
 Approved By: SB
 Project No: 17005
 Environmental Design Group, Inc.

Sheet Title:
Bidding Documents
 Sheet Number:
L-001



Designed By:

INNOVATIONS
DESIGN GROUP, INC.

1100 S. WINDERMERE AVENUE, SUITE 100
WINDERMERE, FL 33486
TEL: 407.943.1100 FAX: 407.943.1101
WWW.INNOVATIONSDESIGN.COM

Consultants:



Lake Down Park
Town of Windermere, Florida

HARDSCAPE PLAN

Rev	Date	Description	By	Chk
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Scale: 1/8" = 1'-0"

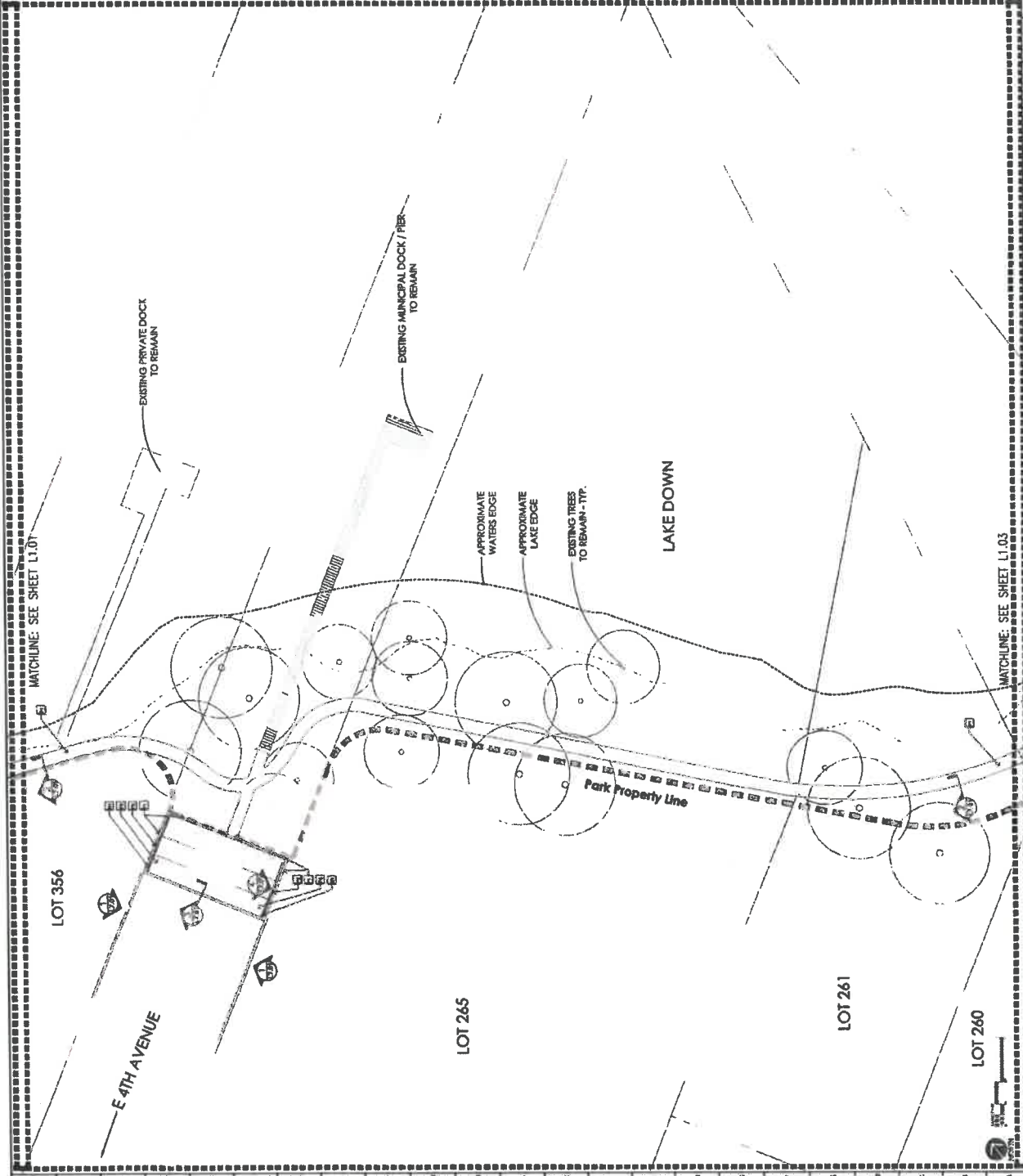
Project: Lake Down Park
Drawing No: 1100-01-01
Approved By: [Signature]
Date: 11/10/11

Sheet:
Bidding Documents
L-1.02

- FINISH SCHEDULE LEGEND**
NOTE: REFER TO SHEET L1.03 FOR COMPLETE MATERIAL SCHEDULE
- PAVING / FLAT-WORK
 - Decomposed Granite
 - Concrete Ribbon Curb
 - Gravel Parking
 - FENCE
 - Split Rail Fencing
 - MISCELLANEOUS ITEMS
 - R.R. Tree

- SHEET NOTES**
- CONSTRUCTION SHALL BE PROVIDED IN ACCORDANCE WITH THE PROVIDED DETAILS AT A 30'-0" ON CENTER DISTANCE OF 30'-0" ON CENTER.
 - ALL EXISTING UTILITIES SHOWN ON THIS SHEET ARE TO REMAIN UNLESS NOTED OTHERWISE.
 - ALL EXISTING UTILITIES TO BE REMOVED SHALL BE IDENTIFIED BY A RED DASHED LINE TO MATCH THE EXISTING CONTOUR.

- SHEET SYMBOLS**
- EXPANSION JOINT
 - LOCATION
 - PLANTING AREA





Designed By

INNOVATIONS

Consultants



Lake Down Park
Town of Windermere, Florida

HARDSCAPE PLAN

Date:	Description:	By:

Drawn: 10/29/18	Scale: See Plan
Drawn By: VN	Designed By: VN
Approved By: SB	Project No: 17006
Company: Innovations Design Group, Inc.	

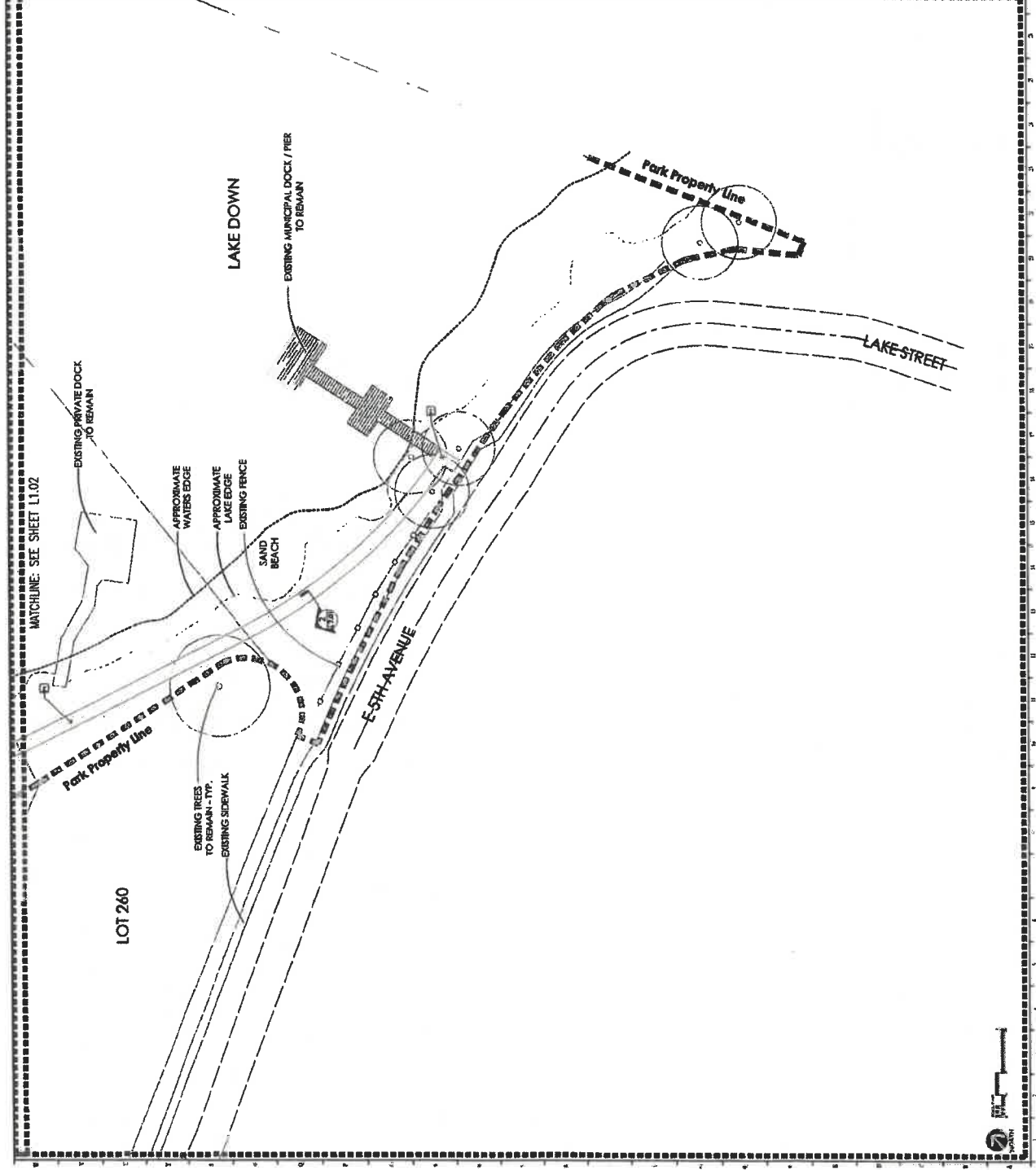
Sheet Number:
L-1.03

Bidding Documents

- FINISH SCHEDULE LEGEND FOR COMPLETE MATERIAL SCHEDULE**
- PAVING / FLAT-ROCK
 - Decomposed Granite
 - Concrete Ribbon Curb
 - Gravel Parking
 - FRANCE
 - SPR Roll Fencing
 - MISCELLANEOUS ITEMS
 - R.R. Tree

- SHEET NOTES**
1. EXPANSION JOINTS TO BE PROVIDED AT 20' ON CENTER.
 2. ALL IMPROVEMENTS TRADITION FROM FACE OF EXISTING PAVING.
 3. ALL NEW CONCRETE TO MATCH ADJACENT CONCRETE.

- SHEET SYMBOLS**
- SYMBOL EXPANSION JOINT LOCATION
 - PLTNG PLANTING AREA



Designed By:

INNOVATIONS CONSULTANTS, INC.
A COMMUNITY DESIGN GROUP

CONSULTANTS



Lake Down Park
Town of Windermere, Florida

HARDSCAPE LAYOUT PLAN

No.	DATE	DESCRIPTION	BY

Scale: See Plan
 Drawn By: VJ
 Approved By: JB
 Date: 10/20/18
 Project No: 17004-LP-13.00
 Firm: Innovations Design Group, Inc.

Sheet Number: **L-3.01**

Bidding Documents

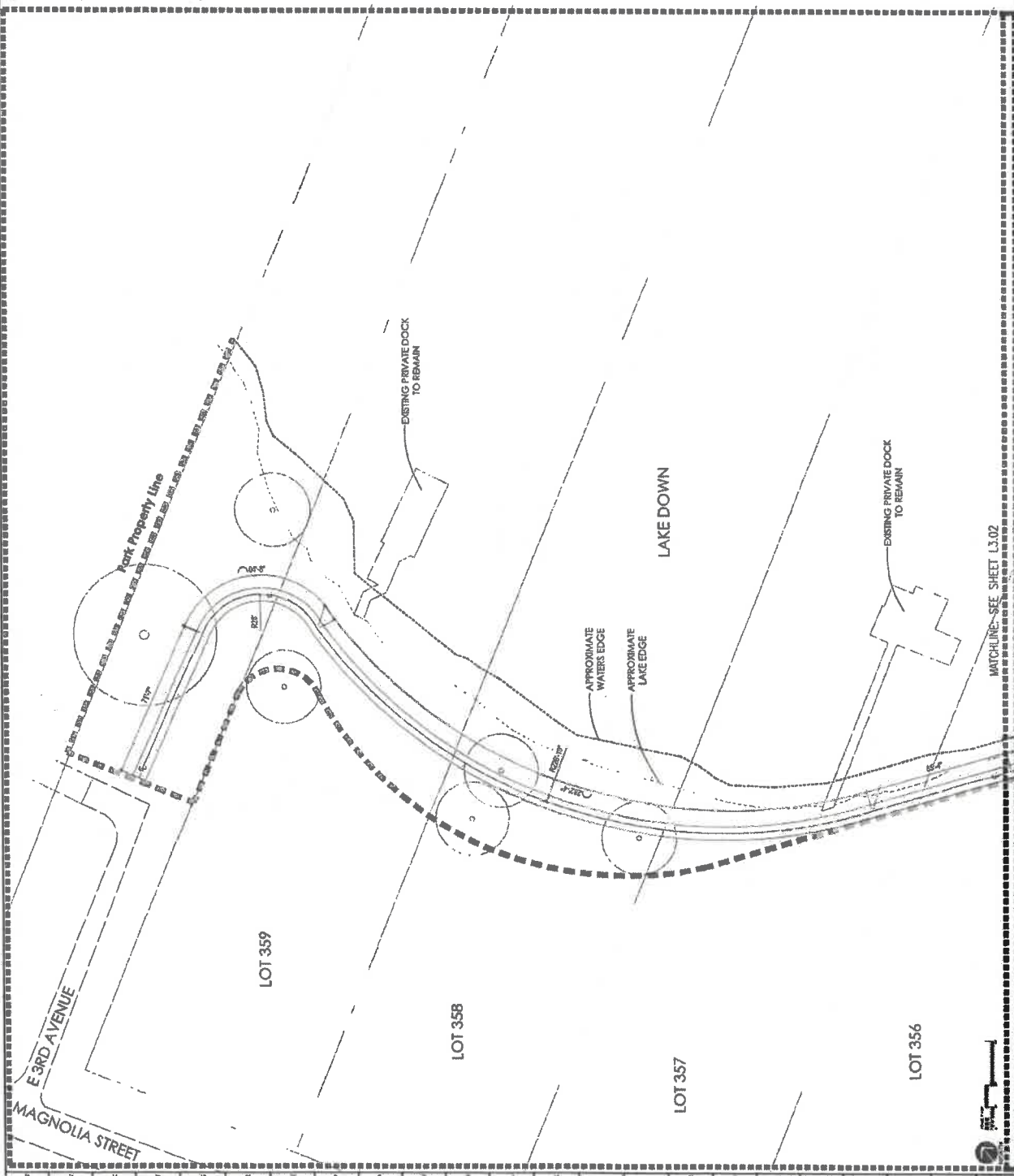
SHEET SYMBOLS
 NOTE: REFER TO SHEET L001 FOR COMPLETE ADDITIONAL NOTES

CENTRELINE

DIMENSION

ROOF DIMENSION

SHEET NOTES
 1. CONTRACTOR SHALL VERIFY ALL DIMENSIONS OF ALL MATERIALS NOTED OTHERWISE ON PLAN.
 2. CONTRACTOR TO FIELD VERIFY ALL MATERIALS AND METHODS OF CONSTRUCTION / INSTALLATION.



Designed by:

INNOVATIONS
IN LANDSCAPE ARCHITECTURE, INC.
1100 WINDERMERE PARK DRIVE
WINDERMERE, FLORIDA 34786
TEL: 813-255-1100
WWW.INNOVATIONSINC.COM

Consultants:



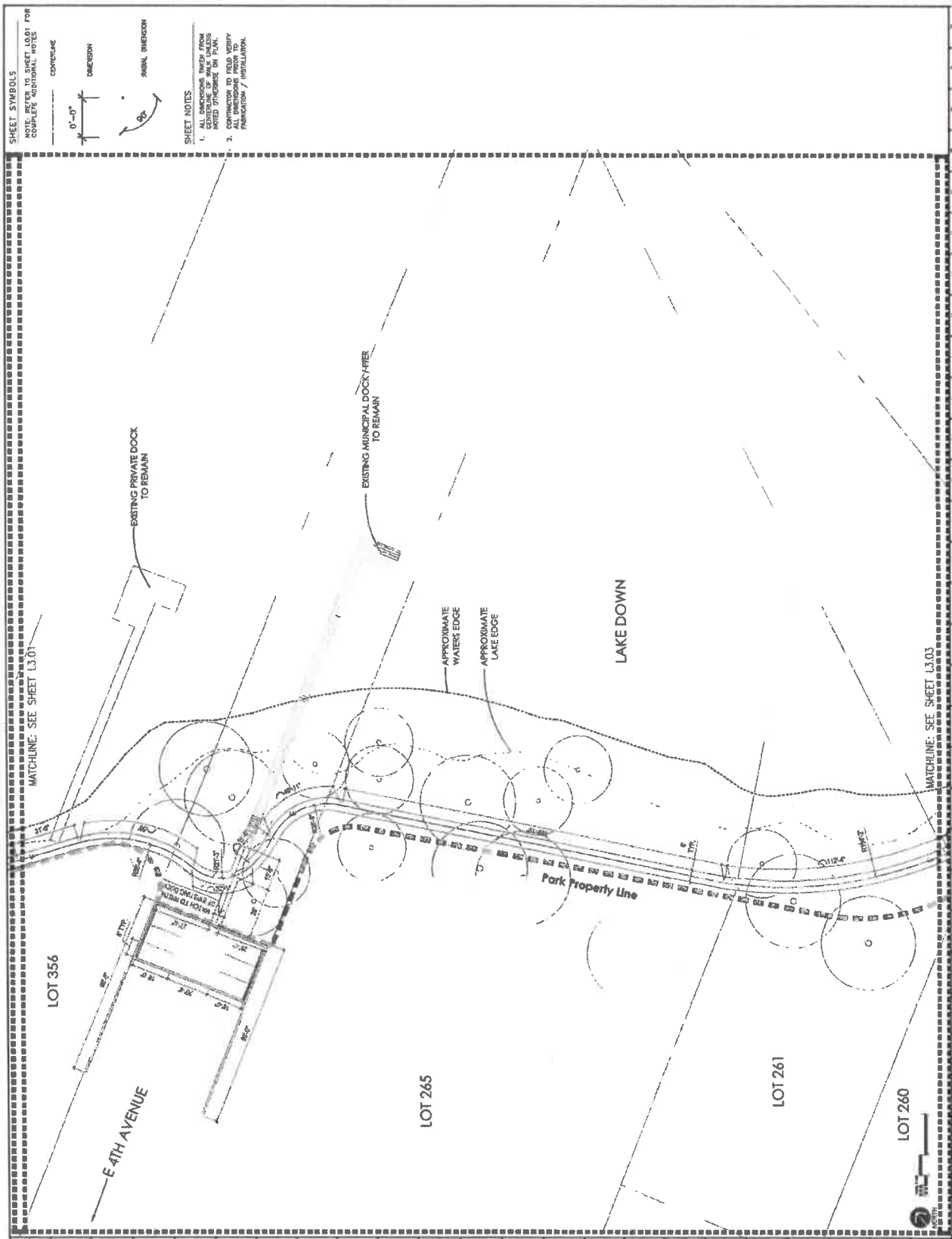
Lake Down Park
Town of Windermere, Florida


HARDSCAPE LAYOUT PLAN

Date	Drawn	Checked	By

Sheet:
Bidding Documents
L-3.02

Sheet Number:



Designed By

 INNOVATIONS CONSULTANTS
 10000 WINDERMERE AVENUE, SUITE 100
 WINDERMERE, FLORIDA 33494
 PHONE: (407) 941-1111
 FAX: (407) 941-1112
 WWW.INNOVATIONS-CONSULTANTS.COM



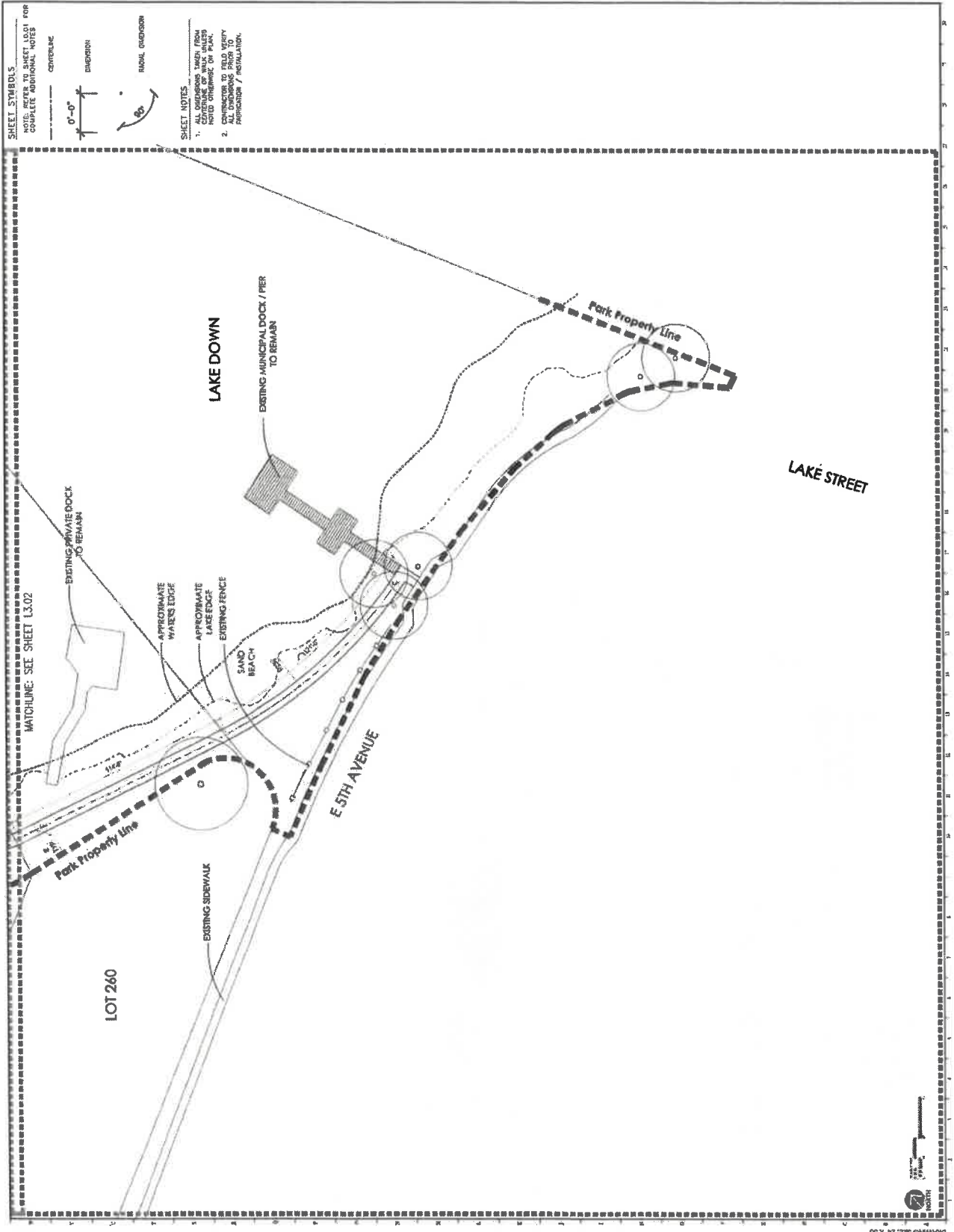
Lake Down Park
 Town of Windermere, Florida

HARDSCAPE LAYOUT PLAN

Rev	Date	Description	By

Issue: 10/24/18
 Design: Steve Dyer
 Drawn: JTC, MJC
 Approved By: [Signature]
 Project No: 17005-LP-13.03
 Client: Town of Windermere, Florida

Sheet Number:
L-3.03
 Bidding Documents



SHEET SYMBOLS
 NOTE: REFER TO SHEET L001 FOR COMPLETE ADDITIONAL NOTES

CENTERLINE
 0'-0"

DEPRESSION

RIMLINE DIMENSION

SHEET NOTES
 ALL DIMENSIONS TAKEN FROM CENTERLINE OF WALK UNLESS NOTED OTHERWISE ON PLAN.
 ALL DIMENSIONS SHALL BE TO CENTERLINE / INSTALLATION.

PARK AMONG THE LAKES

PLAT OF WINDERMERE G/36

LOTS 370, 371 & 378 THROUGH 381

TOWN OF WINDERMERE, FLORIDA

PARK IMPROVEMENT PACKAGE IN ACCORDANCE WITH RFP #2016-03
OCTOBER 26, 2018



LOCATION MAP

**LANDSCAPE ARCHITECTURE AND
 AREA DEVELOPMENT PACKAGE**

INDEX OF DRAWINGS

- L-0.01 KEY SHEET
- L-1.01 HARDSCAPE PLAN
- L-1.05 MATERIALS SCHEDULE
- L-3.01 HARDSCAPE LAYOUT PLAN
- L-7.01 HARDSCAPE DETAILS
- L-7.02 SITE FURNISHING DETAILS
- L-7.10 SITE FURNISHING & HARDSCAPE SPECIFICATIONS

Designed By:
 **INNOVATIONS**
 IN DESIGN, INC.
 CONSULTANTS



**Park Among
 The Lakes**
 Town of Windermere, Florida

COVER SHEET

Rev.	Date	Description	By

Client: TOWN/18	Scale: See Plan
Drawn By: VH	Designed By: VH
Approved By: SB	Project No: 17006
Innovative Design Group, Inc.	

Sheet Number:	L-0.00
Bidding Documents	

Designed by:



INNOVATIONS
IN DESIGN

12345 Main Street, Suite 100
Arlington, VA 22202
Tel: 703-555-1234
www.innovationsindesign.com

Consultants:



**Park Among
The Lakes**
Town of Windermere, Florida

KEY PLAN

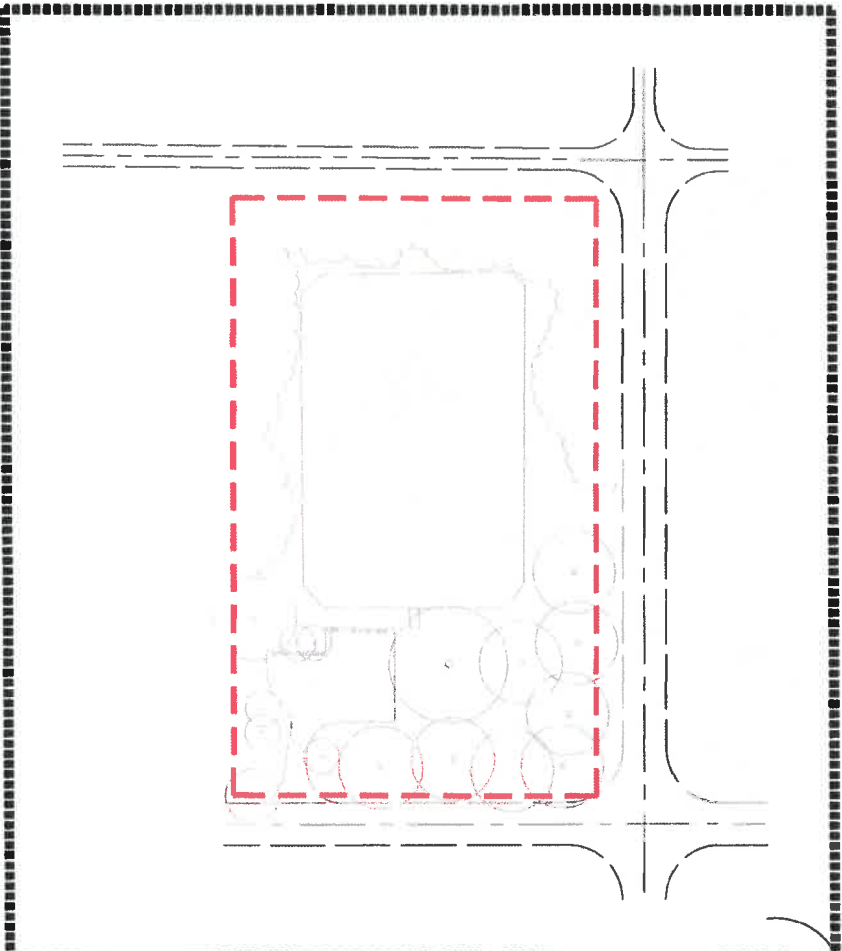
No.	Desc.	By:

Date: 10/26/18	Issue: Issue Plan
Drawn By: VJ	Designed By: VJ
Approved By: SP	Project No: 17006
© Innovations Design Group, Inc.	

Sheet Number:

Bidding Documents

L-0.01



SHEETS:
L1.01
L3.01



Designed By:



Consultant:



Park Among The Lakes

Town of Windermere, Florida

HARDSCAPE PLAN

Date	Drawn	Description	By

Date: 10/29/18
 Scale: Site Plan
 Drawn By: VJ
 Designed By: VJ
 Approved By: SB
 Project No: 17008
 Innovations Design Group, Inc.

Sheet
 Bidding Documents
 L-101
 Sheet Number

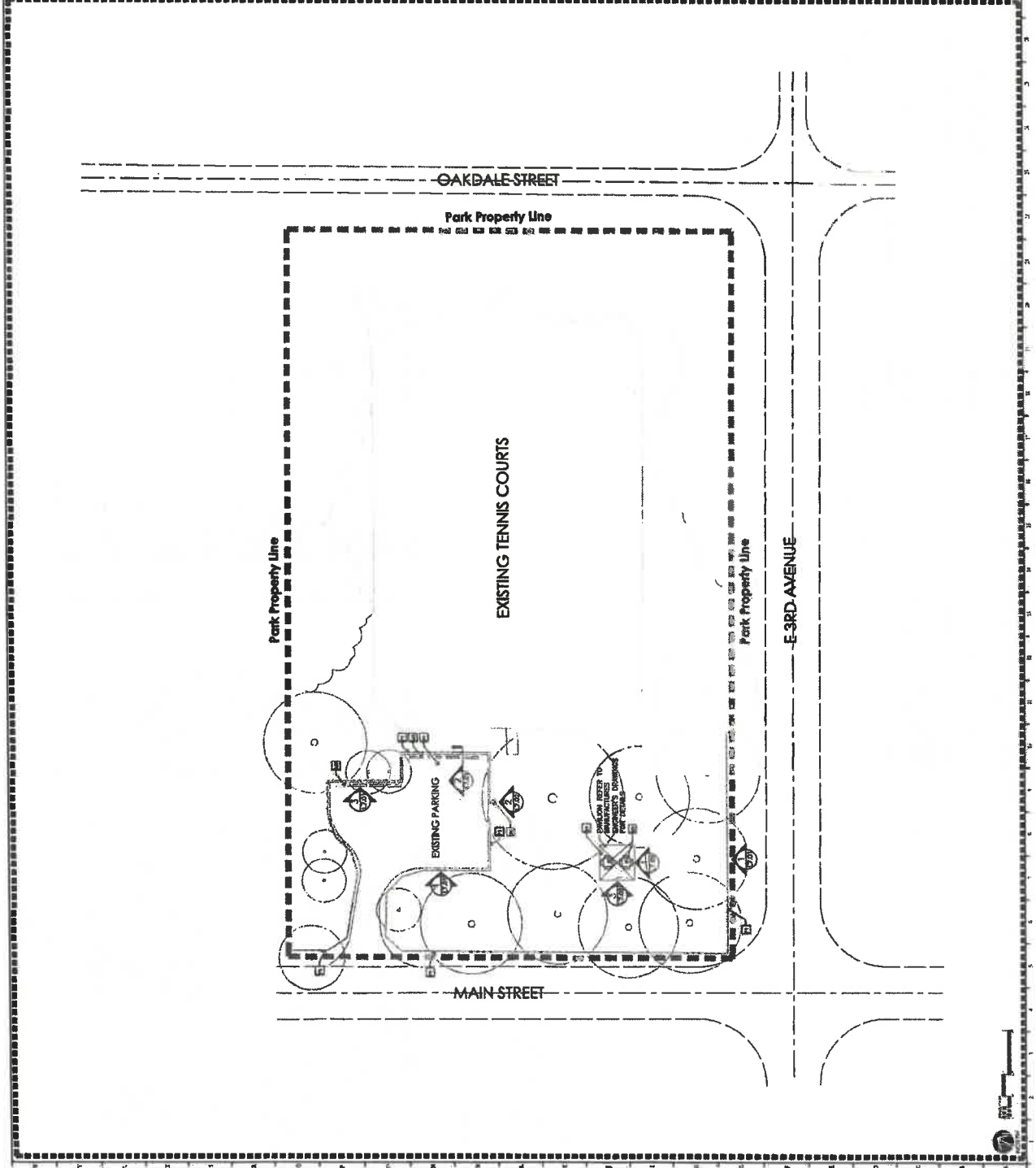
- FINISH SCHEDULE LEGEND**
 SEE LISTED MATERIALS FOR COMPLETE MATERIAL SCHEDULE
- PERFECTED SOFT ROAD FINISHING
 - STRUCTURES
 - MISCELLANEOUS ITEMS
 - PAVING
 - CRACKS
 - CONCRETE

SHEET NOTES

- EXPANSION JOINTS TO BE PROVIDED AT 10' ON CENTER.
- ALL CONCRETE TO BE 3000 PSI ON CENTER.
- CONCRETE TO BE 3000 PSI ON CENTER.
- CONCRETE TO BE 3000 PSI ON CENTER.
- CONCRETE TO BE 3000 PSI ON CENTER.

SHEET SYMBOLS

- SYMBOL
- EXPANSION JOINT LOCATION
- PLANTING AREA



Designed By:



Park Among
The Lakes
Town of Windermere, Florida

HARDSCAPE LAYOUT PLAN

Rev	Date	Description	By
1			
2			
3			
4			
5			
6			
7			

Order: 1026478
Scale: See Plan
Drawing No: 141
Drawing Date: 07/14/14
Drawing By: SS
Project No: 1026478
©Innovations Design Group, Inc.

Sheet Number:
L-3.01

Bidding
Documents

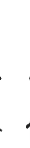
SHEET SYMBOLS

NOTE: REFER TO SHEET L0-01 FOR COMPLETE ADDITIONAL NOTES

CENTERSLINE



CURBLINE

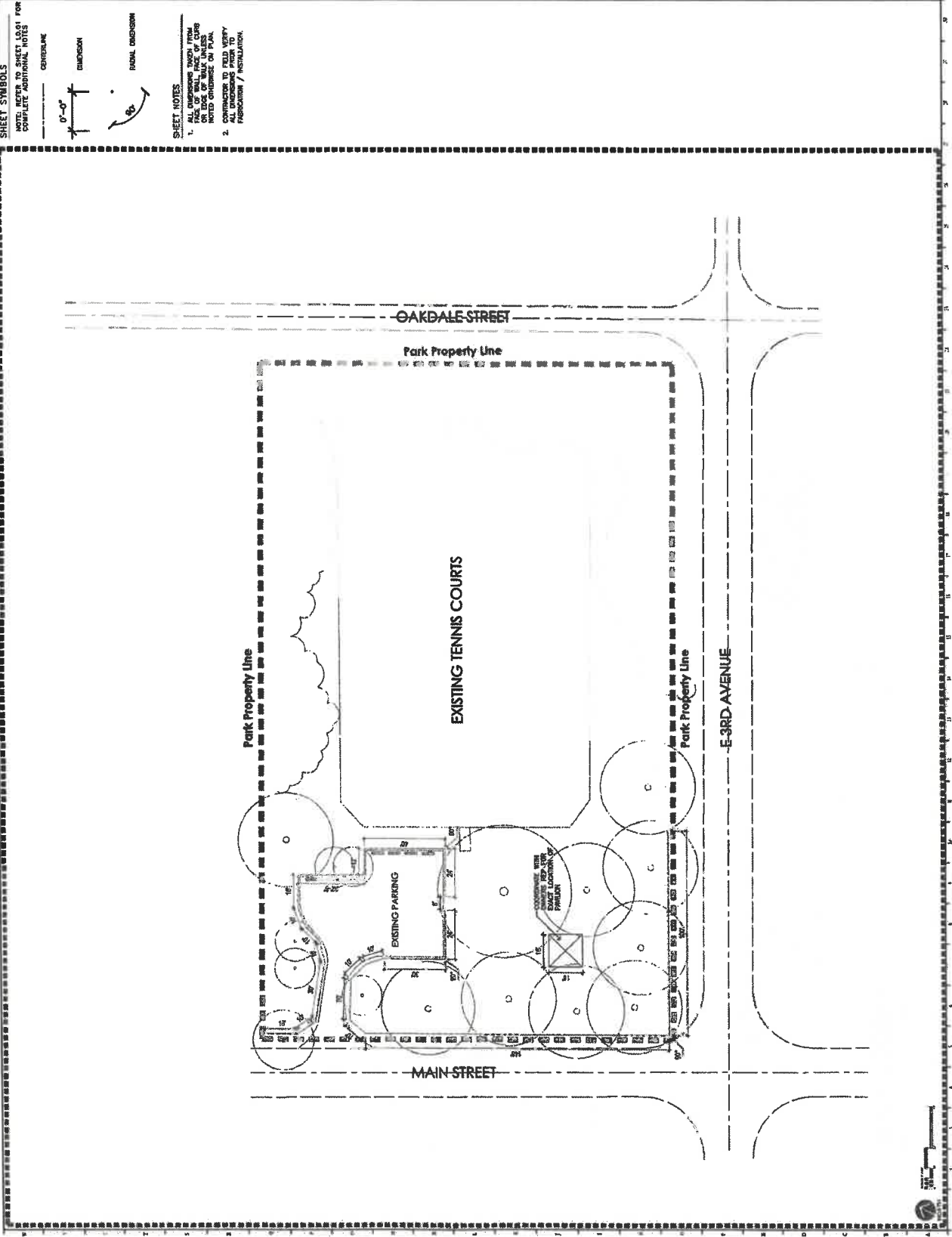


ROAD DIMENSION



SHEET NOTES

1. CONTRACTOR SHALL VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION. ALL DIMENSIONS SHALL BE TO FACE UNLESS OTHERWISE NOTED OTHERWISE ON PLAN.
2. CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION / INSTALLATION.





1 PICNIC TABLE
SCALE: NTS



2 WASTE RECEPTICAL
SCALE: NTS



3 PAVILION
SCALE: NTS

NOTE:
ALL ENGINEERING DETAILS
SHOWN ON THIS SHEET
SHALL BE PROVIDED BY
MANUFACTURER.

COLOR AND STONE WORK
SHALL BE PROVIDED BY
EXISTING PAVILIONS
OWNER'S REP TO
APPROVE PRIOR TO
INSTALL

Designed By:

INNOVATIONS DESIGN GROUP, INC.
110 W. UNIVERSITY BLVD. SUITE 200
MARIETTA, GA 30066
770.428.0000
www.innovationsdesign.com



**Park Among
The Lakes**
Town of Windermere, Florida

SITE FURNISHING DETAILS

Date	Revised	Description	By

Date: 11/24/18	Scale: See Plan
Drawn By: JH	Designed By: JH
Approved By: RB	Project No: 17006
Innovations Design Group, Inc.	

Sheet Number:
L-7.02

Bidding Documents



Park Among The Lakes Town of Windermere, Florida

SITE FURNISHING & HARDSCAPE SPECIFICATIONS

DATE	DESCRIPTION	BY

Scale: See Plan
 Drawn By: WH
 Approved By: ES
 Project No.: 17008
 Innovations Design Group, Inc.
 2000 South Orange Avenue, Suite 200
 Orlando, Florida 32801
 Phone: 407.241.1234
 Fax: 407.241.1235
 Email: info@innovationsdesign.com

Sheet Number
L-7.10
 Bidding Documents

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- THE SPECIFICATIONS - 1**
- SECTION 12000 - THE HARDWARE**
- PART 1 - COVERS**
- 1.1. MANHOLE
 - A. Man hole frames and covers shall be cast iron.
 - B. Man hole covers shall be cast iron with a raised surface.
 - C. Man hole frames shall be cast iron with a raised surface.
 - D. Man hole covers shall be cast iron with a raised surface.
 - E. Man hole frames shall be cast iron with a raised surface.
 - F. Man hole covers shall be cast iron with a raised surface.
- 1.2. MANHOLE
- A. Man hole frames and covers shall be cast iron.
 - B. Man hole covers shall be cast iron with a raised surface.
 - C. Man hole frames shall be cast iron with a raised surface.
 - D. Man hole covers shall be cast iron with a raised surface.
 - E. Man hole frames shall be cast iron with a raised surface.
 - F. Man hole covers shall be cast iron with a raised surface.
- PART 2 - FENCES**
- 2.1. FENCE
 - A. Fences shall be constructed of galvanized steel pipe with vinyl coating.
 - B. Fences shall be constructed of galvanized steel pipe with vinyl coating.
 - C. Fences shall be constructed of galvanized steel pipe with vinyl coating.
 - D. Fences shall be constructed of galvanized steel pipe with vinyl coating.
 - E. Fences shall be constructed of galvanized steel pipe with vinyl coating.
 - F. Fences shall be constructed of galvanized steel pipe with vinyl coating.
- 2.2. FENCE
- A. Fences shall be constructed of galvanized steel pipe with vinyl coating.
 - B. Fences shall be constructed of galvanized steel pipe with vinyl coating.
 - C. Fences shall be constructed of galvanized steel pipe with vinyl coating.
 - D. Fences shall be constructed of galvanized steel pipe with vinyl coating.
 - E. Fences shall be constructed of galvanized steel pipe with vinyl coating.
 - F. Fences shall be constructed of galvanized steel pipe with vinyl coating.
- PART 3 - LIGHTING**
- 3.1. LIGHTING
 - A. Lighting fixtures shall be cast iron with a raised surface.
 - B. Lighting fixtures shall be cast iron with a raised surface.
 - C. Lighting fixtures shall be cast iron with a raised surface.
 - D. Lighting fixtures shall be cast iron with a raised surface.
 - E. Lighting fixtures shall be cast iron with a raised surface.
 - F. Lighting fixtures shall be cast iron with a raised surface.
- 3.2. LIGHTING
- A. Lighting fixtures shall be cast iron with a raised surface.
 - B. Lighting fixtures shall be cast iron with a raised surface.
 - C. Lighting fixtures shall be cast iron with a raised surface.
 - D. Lighting fixtures shall be cast iron with a raised surface.
 - E. Lighting fixtures shall be cast iron with a raised surface.
 - F. Lighting fixtures shall be cast iron with a raised surface.
- PART 4 - SIGNAGE**
- 4.1. SIGNAGE
 - A. Signage shall be constructed of aluminum.
 - B. Signage shall be constructed of aluminum.
 - C. Signage shall be constructed of aluminum.
 - D. Signage shall be constructed of aluminum.
 - E. Signage shall be constructed of aluminum.
 - F. Signage shall be constructed of aluminum.
- 4.2. SIGNAGE
- A. Signage shall be constructed of aluminum.
 - B. Signage shall be constructed of aluminum.
 - C. Signage shall be constructed of aluminum.
 - D. Signage shall be constructed of aluminum.
 - E. Signage shall be constructed of aluminum.
 - F. Signage shall be constructed of aluminum.

PALMER PARK

PLAT OF WINDERMERE G/36

BLK F

TOWN OF WINDERMERE, FLORIDA

PARK IMPROVEMENT PACKAGE IN ACCORDANCE WITH RFP #2016-03

OCTOBER 26, 2018



LOCATION MAP

LANDSCAPE ARCHITECTURE AND AREA DEVELOPMENT PACKAGE

INDEX OF DRAWINGS

- L-0.01 KEY SHEET
- L-1.01 HARDSCAPE PLAN
- L-1.05 MATERIALS SCHEDULE
- L-3.01 HARDSCAPE LAYOUT PLAN
- L-7.01 HARDSCAPE DETAILS
- L-7.02 SITE FURNISHING DETAILS
- L-7.10 SITE FURNISHING & HARDSCAPE SPECIFICATIONS

Palmer Park
Town of Windermere, Florida

COVER SHEET

Designed By:



INNOVATIONS CONSULTANTS
CONSULTANTS
11000 WINDERMERE BLVD, SUITE 100
WINDERMERE, FLORIDA 34786




No.	Date	Description	By

Scale: 1/8"=1'-0"	Scale: Landscape Plan
Drawn By: VJ	Designed By: VJ
Approved By: SB	Project No: 17006
Innovations Design Group, Inc.	

Sheet Number	L-0.00
Bidding Documents	

Designed by:



**INNOVATIONS
IN CONSULTING**
CONSULTANTS



Palmer Park
Town of Windermere, Florida

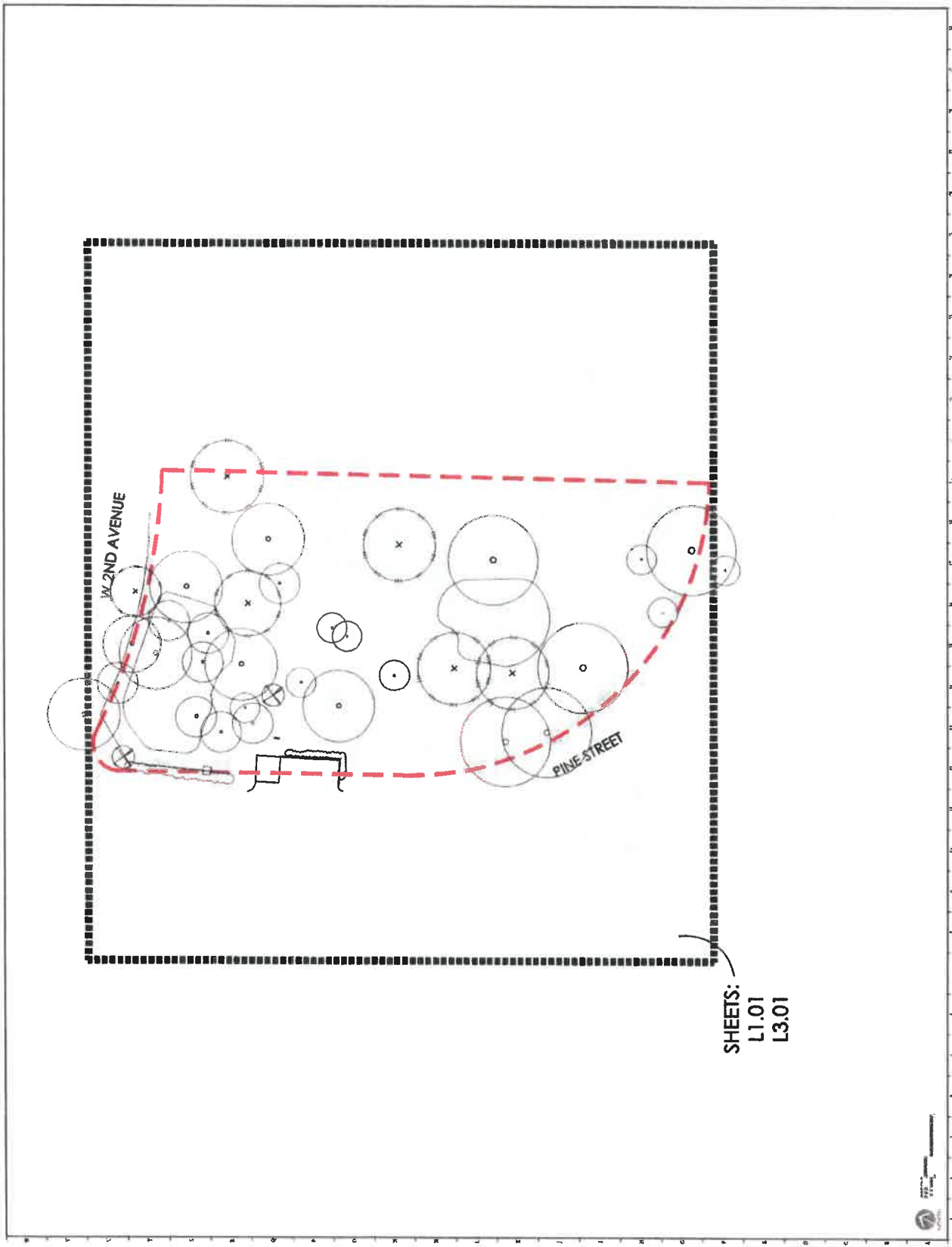
KEY PLAN

Sheet	Code	Description	Rev.

Code: 10/26/08
 Project No: 08-01
 Drawing No: 08-01-01
 Client: Town of Windermere
 Designer: [Name]
 Checker: [Name]
 Date: 10/26/08

Sheet Number:
L-0.01

Bidding Documents



SHEETS:
L1.01
L3.01

Sheet Number:
L-3.01

Bidding Documents

Section:

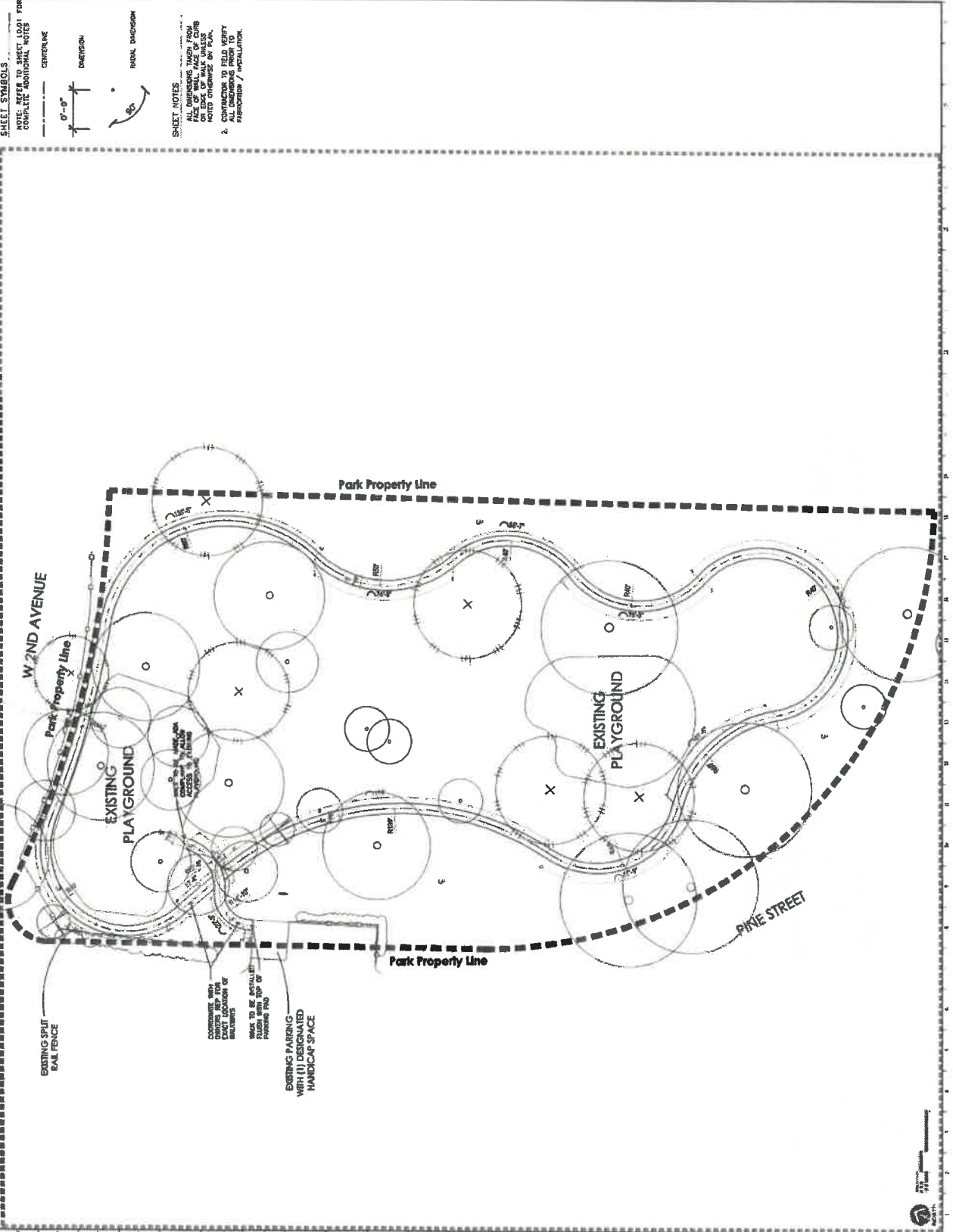
Scale: See Plan
 Date: 10/24/18
 Drawn By: JH
 Approved By: SB
 Project No: 17005
 Client: Windermere Design Group, Inc.

Date	By	Description


Palmer Park
 Town of Windermere, Florida
HARDSCAPE LAYOUT PLAN



Designed By:
INNOVATIONS
 CONSULTANTS
 14101 WINDERMERE PARKWAY, SUITE 100
 WINDERMERE, FLORIDA 34786
 PH: 407.599.9900
 WWW.INNOVATIONSCONSULTANTS.COM



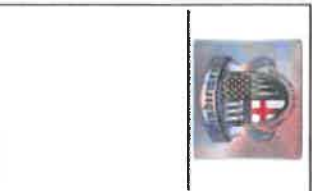
Designed By:



INNOVATIONS
IN CONSTRUCTION

CONSTRUCTION & DESIGN • CONSTRUCTION • DESIGN

Consultant:



Palmer Park
Town of Windermere, Florida

SITE FURNISHING & HARDSCAPE
SPECIFICATIONS

Rev.	Date	Description	By:

Scale: 1/8" = 1'-0"

Drawn By: VN

Approved By: [Signature]

Project No: 17000

Client: [Name]

Sheet Number:
L-7.10

Bidding Documents

Section	Description
SECTION 02.10.13 CONCRETE, FINISH	
PART 1 - GENERAL	
1.01 SUMMARY	
A. Section Includes	
1. Finish concrete work and related items necessary to complete the work	
2. Related work to be shown on drawings	
3. Related work to be shown on drawings	
4. Related work to be shown on drawings	
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WINDERMERE RECREATION CENTER

TRACT 'A' BUTLER BAY, UNIT ONE
 PLAT BOOK 11, PAGES 92-94
 TOWN OF WINDERMERE, FLORIDA

PARK IMPROVEMENT PACKAGE IN ACCORDANCE WITH RFP #2016-03
 OCTOBER 26, 2018



LOCATION MAP

LANDSCAPE ARCHITECTURE AND
 AREA DEVELOPMENT PACKAGE

INDEX OF DRAWINGS

- L-0.01 KEY SHEET
- L-0.02 HARDSCAPE INDEX
- L-1.01 HARDSCAPE PLAN
- L-1.02 HARDSCAPE PLAN
- L-1.05 MATERIALS SCHEDULE
- L-3.01 HARDSCAPE LAYOUT PLAN
- L-3.02 HARDSCAPE LAYOUT PLAN
- L-4.01 LANDSCAPE PLAN
- L-4.02 LANDSCAPE PLAN
- L-4.03 LANDSCAPE PLAN - ENLARGEMENT
- L-4.05 PLANT SCHEDULE
- L-4.10 PLANTING DETAILS
- L-4.20 LANDSCAPE SPECIFICATION
- L-4.21 LANDSCAPE SPECIFICATION
- L-7.01 HARDSCAPE DETAILS
- L-7.02 SITE FURNISHING DETAILS
- L-7.10 SITE FURNISHING & HARDSCAPE SPECIFICATIONS

Designed By:



INNOVATIONS
 CONSULTANTS
 CONSULTANTS



Windermere
 Recreation Center
 Town of Windermere, Florida

COVER SHEET

Date	Drawn	Checked	Scale	Rev.

Date: 10/26/18
 Drawn By: M1
 Approved By: SB
 Innovations Design Group, Inc.

Scale: See Plan
 Developed By: VJ
 Project No: 17006
 Project Name: Windermere Recreation Center
 Sheet Number:
L-0.00
 Bidding Documents

Developed By:



INNOVATIONS
IN DESIGN GROUP, INC.
CONSULTANTS



**Windermere
Recreation Center**
Town of Windermere, Florida

KEY PLAN

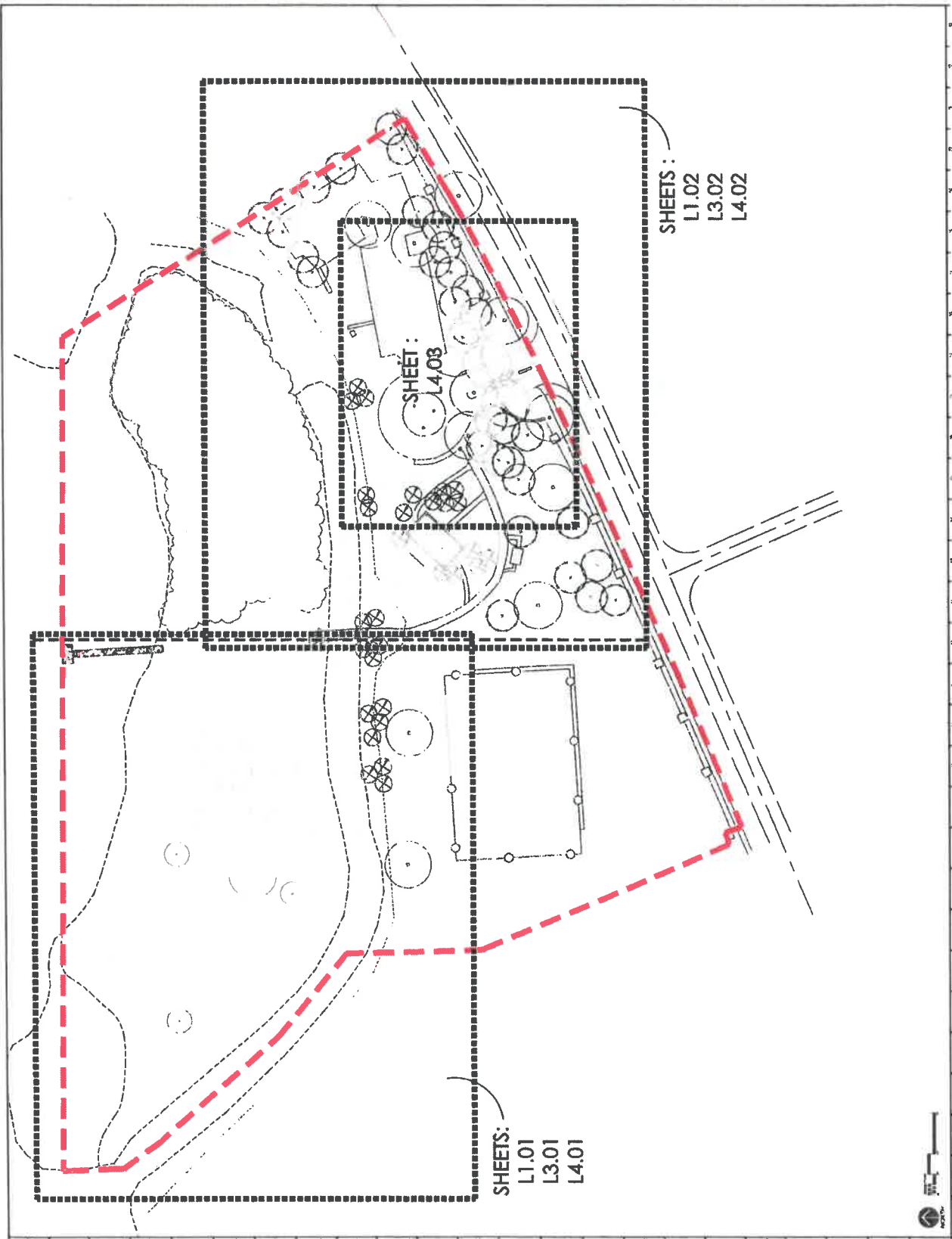
Date:	Description:	By:

Date: 1/27/18
 Drawn By: VJ
 Approved By: SB
 (Innovations Design Group, Inc.)

Scale: See Plan
 Designed By: VJ
 Project No: 17006
 (Innovations Design Group, Inc.)

Sheet Number:
L-0.01

Bidding Documents



SHEET:
L4.08

SHEETS:
L1.02
L3.02
L4.02

SHEETS:
L1.01
L3.01
L4.01



DESIGNED BY:

 INNOVATIONS SITEWORK, INC.
 CONSULTANTS



DATE: 01/25/11
 DRAWN BY: JF
 DESIGNED BY: VLT
 PROJECT NO: 11000-000
 PROJECT NAME: WINDERMERE RECREATION CENTER
 SHEET NO: L-1.02



WINDERMERE
 RECREATION CENTER
 TOWN OF WINDERMERE, FLORIDA
 HARDSCAPE PLAN

Date	Description	By

Date	Description	By

Date	Description	By

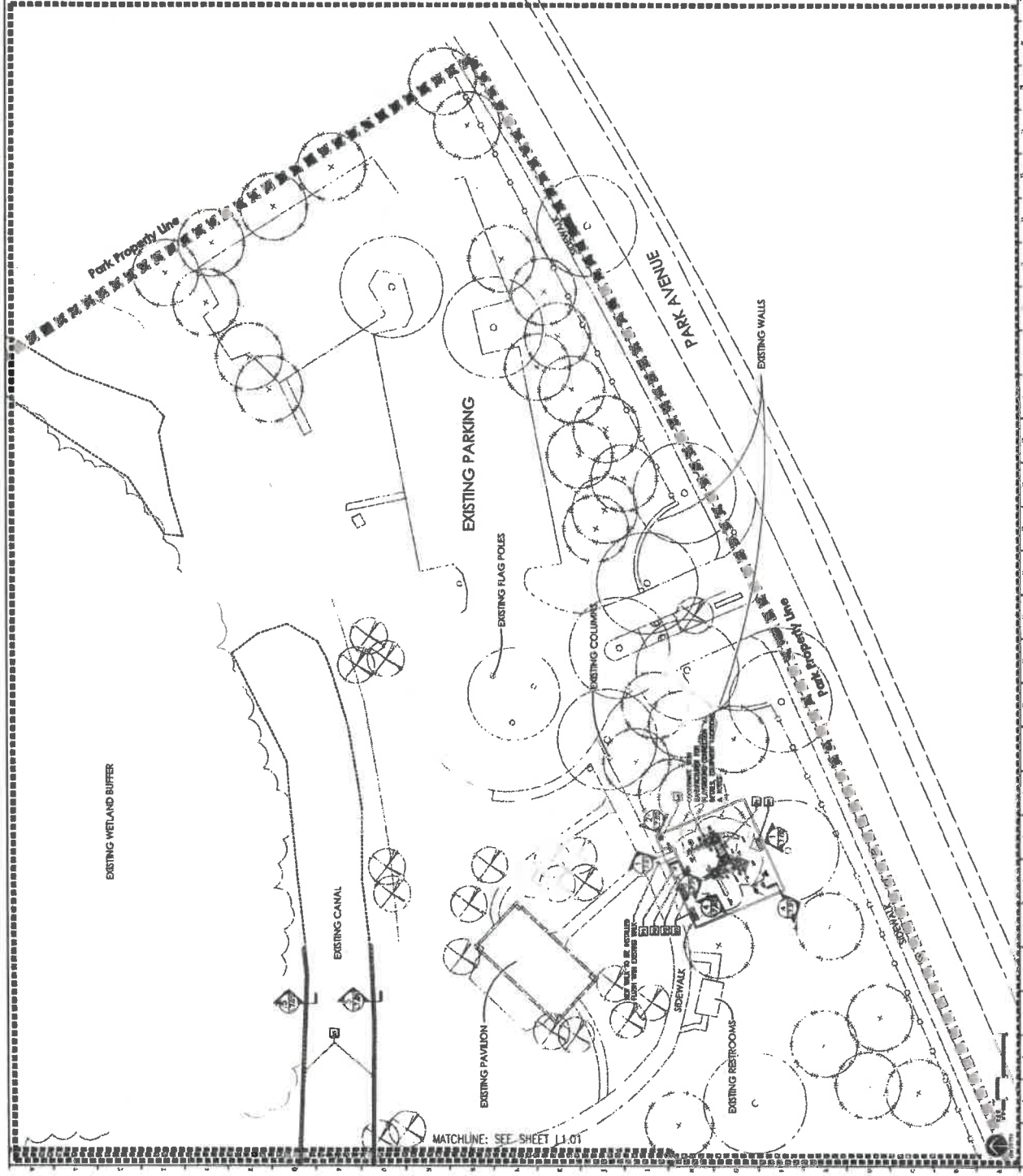
Scale: See Plan
 Drawn By: JF
 Designed By: VLT
 Project No: 11000-000
 Project Name: Windermere Recreation Center
 Sheet No: L-1.02

FINISH SCHEDULE LEGEND
 COMPLETE MATERIAL SCHEDULE FOR COMPLETE MATERIAL SCHEDULE

- PAVING / FLAT-WORK
- 4" Thick Concrete Walk/Alas
- Scrubby Surfaces
- Treated Timber
- WALLS / COLUMNS
- Rip Rap Bed
- STRUCTURES
- Playground Equipment
- Kiosk Launch - Posing
- MISCELLANEOUS ITEMS
- Park Bench
- Waste Receptacle

SHEET NOTES
 1. EXPANSION JOINTS TO BE PROVIDED AT 30'-0" ON CENTER.
 2. ALL CONCRETES 1800 PSI FROM FACE.
 3. ALL CONCRETES TO BE FINISHED WITH BROOM OR OTHER FINISH AS NOTED OTHERWISE ON PLAN.
 4. ALL FINISHES TO BE CALLED, COLOR TO MATCH FINISHES ISOLATED THEREAS. ALL FINISHES SHALL BE INSTALLED ACCORDING TO MANUFACTURER'S RECOMMENDATIONS.

SHEET SYMBOLS
 EXPANSION JOINT
 LOCKING JOINT
 PLANTING AREA



MATCHLINE: SEE SHEET L1.01



Windermere Recreation Center

Town of Windermere, Florida

Item	Drawn By:	Rev
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Date:	10/24/18	Scale:	See Plan
Drawn By:	VM	Designed By:	VM
Approved By:	SB	Project No.:	17005
Prepared by: CHERRYWOOD DESIGN GROUP, INC. 11005 WINDERMERE BOULEVARD, SUITE 100, WINDERMERE, FLORIDA 34786 TEL: 407-591-1100 FAX: 407-591-1101 WWW.CHERRYWOODDESIGN.COM			
Sheet	Sheet Number		L-1.05

Tag	Material	Color	Finish / Pattern	Model / Style	Dimensions	Manufacturer / Supplier	Contact Information	Notes	Detail
F1	Concrete Walk/Chair	Neutral Gray	Medium Beige Finish	N/A	4" Thick	By Contractor	N/A	See General Notes	147.00 & 247.00
F2	Safety Surface	Neutral	None	FRM Engineered Wood Deck	10' Minimum Depth	By Contractor	www.fiber.com	Install per manufacturer's specifications	310.00
F3	Playground Deck	Neutral	N/A	Treated Timber	8" x 8"	By Contractor	N/A	N/A	417.00
W1	Site Sign	Neutral	N/A	Unfinished	42.0 Min. - 25.0 Max / 20.0 (20.0)	By Contractor	N/A	Install per FDOT Standard Spec 2009 Amendment Systems for Signs (2008 Edition)	517.00
S1	Playground Equipment	Painted Steel	N/A	Play/Phone Design 2009, Phase 2.6	42" x 58" Minimum Area Req.	Landscape Structures	www.landscape.com	Install per manufacturer's specifications	497.00
S2	Signage	Neutral	Aluminum & Rydabuck	Keyed Launch Floating Deck	20' x 30'	The Deck Division	www.deckdivision.com	Structural design provided by contractor	517.00
M1	Paint	Cherry Slip	Recycled Plastic	Model 16 - Horizontal Collection	6 FL	Victor Stanley	www.victorstany.com	Install per manufacturer's specifications	148.00
M2	Waste Receptacle	Black	None	44-1713BL w/ Recycled Lid	36" dia - 35" x 38"	U Line	www.uline.com	Install per manufacturer's specifications	247.00

CONSTRUCTION NOTES

- All dimensions are taken from center of wall, face of curb, or centerline of pipe unless otherwise noted. All dimensions are to be finished unless otherwise noted.
- All forms and placement of pours, placements and waste shall be inspected and approved by the owner's representative prior to pouring (give a min. of 48 hrs. notice).
- For site grading and drainage, see site engineer's plan.
- Contractor shall verify location of all services and subsurface utilities prior to construction.
- These notes shall be used in conjunction with the plans and any discrepancies shall be brought to the attention of the owner's representative.
- Contractor must check all dimensions, leveling conditions and site conditions prior to construction. Contractor shall be notified immediately of any discrepancies or possible deficiencies.
- Do not utilize liquid or cementitious materials on the structure. All R.R. in the field that obstructs or interferes with the construction of the structure shall be removed. Such obstructions or differences shall be brought to the attention of the owner's representative immediately. The contractor shall be responsible for all materials, methods, and equipment used in the construction of the structure.
- Conditions not specifically shown shall be constructed either to the outside for the respective materials.
- The drawings and specifications represent the finished structure. All bracing, temporary supports, shoring, etc. is the sole responsibility of the contractor. The contractor shall be responsible for the safety of all workers and equipment. Inspection of construction methods and for safety conditions at the work site, these shall not be construed as conditions and details interpretations.
- Contractor shall coordinate with utility and adjacent property owners for construction of the structure.
- All construction and workmanship shall conform to the current uniform and Florida Building Code.
- All references to "gray" concrete shall mean natural concrete with no color additive.
- All concrete walls shall not exceed a slope of 1:50, and cross slopes shall be 1:50. All concrete shall be finished with a broom finish. All concrete shall be finished with a broom finish.
- All handrails shall not exceed a slope of 1:12. All handrails shall be finished with a broom finish.
- Site furnishings shall be installed per manufacturer's recommendations, or as shown on the drawings. All site furnishings shall be installed in accordance with the drawings and specifications. The contractor shall be responsible for the safety of all workers and equipment.
- The contractor shall coordinate with utility and adjacent property owners for construction of the structure. The contractor shall verify the location of all services and subsurface utilities prior to construction.
- Refer to site engineer's drawings for roadway pavement details, curb, sidewalks, etc. at site engineer's/landscaping information and landscape ramp details shall be based thereon. See callings will not be acceptable.

CONSTRUCTION ABBREVIATIONS

AD	ADDITIONAL	ADDITIONAL WITH RESOURCES ACT
AL	ALUMINUM	ALUMINUM
AN	ANCHOR	ANCHOR
AS	ASBESTOS	ASBESTOS
AT	AT	AT
BA	BALANCE	BALANCE
BE	BELT	BELT
BL	BLOCK	BLOCK
BO	BOARDS	BOARDS
BR	BROWN	BROWN
BU	BUTTON	BUTTON
CA	CALLER	CALLER
CB	COVER	COVER
CC	CONCRETE	CONCRETE
CD	CONCRETE	CONCRETE
CE	CEMENT	CEMENT
CF	CONCRETE	CONCRETE
CG	CONCRETE	CONCRETE
CH	CHANGING	CHANGING
CI	CORNER	CORNER
CJ	CORNER	CORNER
CK	CORNER	CORNER
CL	CORNER	CORNER
CM	CORNER	CORNER
CO	CORNER	CORNER
CP	CORNER	CORNER
CQ	CORNER	CORNER
CR	CORNER	CORNER
CS	CORNER	CORNER
CT	CORNER	CORNER
CU	CORNER	CORNER
CV	CORNER	CORNER
CW	CORNER	CORNER
CX	CORNER	CORNER
CY	CORNER	CORNER
CZ	CORNER	CORNER
DA	DRAWING	DRAWING
DB	DRAWING	DRAWING
DC	DRAWING	DRAWING
DD	DRAWING	DRAWING
DE	DRAWING	DRAWING
DF	DRAWING	DRAWING
DG	DRAWING	DRAWING
DH	DRAWING	DRAWING
DI	DRAWING	DRAWING
DJ	DRAWING	DRAWING
DK	DRAWING	DRAWING
DL	DRAWING	DRAWING
DM	DRAWING	DRAWING
DN	DRAWING	DRAWING
DO	DRAWING	DRAWING
DP	DRAWING	DRAWING
DQ	DRAWING	DRAWING
DR	DRAWING	DRAWING
DS	DRAWING	DRAWING
DT	DRAWING	DRAWING
DU	DRAWING	DRAWING
DV	DRAWING	DRAWING
DW	DRAWING	DRAWING
DX	DRAWING	DRAWING
DY	DRAWING	DRAWING
DZ	DRAWING	DRAWING
EA	ELECTRIC	ELECTRIC
EB	ELECTRIC	ELECTRIC
EC	ELECTRIC	ELECTRIC
ED	ELECTRIC	ELECTRIC
EE	ELECTRIC	ELECTRIC
EF	ELECTRIC	ELECTRIC
EG	ELECTRIC	ELECTRIC
EH	ELECTRIC	ELECTRIC
EI	ELECTRIC	ELECTRIC
EJ	ELECTRIC	ELECTRIC
EK	ELECTRIC	ELECTRIC
EL	ELECTRIC	ELECTRIC
EM	ELECTRIC	ELECTRIC
EN	ELECTRIC	ELECTRIC
EO	ELECTRIC	ELECTRIC
EP	ELECTRIC	ELECTRIC
EQ	ELECTRIC	ELECTRIC
ER	ELECTRIC	ELECTRIC
ES	ELECTRIC	ELECTRIC
ET	ELECTRIC	ELECTRIC
EU	ELECTRIC	ELECTRIC
EV	ELECTRIC	ELECTRIC
EW	ELECTRIC	ELECTRIC
EX	ELECTRIC	ELECTRIC
EY	ELECTRIC	ELECTRIC
EZ	ELECTRIC	ELECTRIC
FA	FLOOR	FLOOR
FB	FLOOR	FLOOR
FC	FLOOR	FLOOR
FD	FLOOR	FLOOR
FE	FLOOR	FLOOR
FF	FLOOR	FLOOR
FG	FLOOR	FLOOR
FH	FLOOR	FLOOR
FI	FLOOR	FLOOR
FJ	FLOOR	FLOOR
FK	FLOOR	FLOOR
FL	FLOOR	FLOOR
FM	FLOOR	FLOOR
FN	FLOOR	FLOOR
FO	FLOOR	FLOOR
FP	FLOOR	FLOOR
FQ	FLOOR	FLOOR
FR	FLOOR	FLOOR
FS	FLOOR	FLOOR
FT	FLOOR	FLOOR
FU	FLOOR	FLOOR
FV	FLOOR	FLOOR
FW	FLOOR	FLOOR
FX	FLOOR	FLOOR
FY	FLOOR	FLOOR
FZ	FLOOR	FLOOR
GA	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GB	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GC	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GD	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GE	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GF	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GG	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GH	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GI	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GJ	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GK	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GL	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GM	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GN	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GO	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GP	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GQ	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GR	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GS	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GT	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GU	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GV	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GW	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GX	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GY	GENERAL CONTRACTOR	GENERAL CONTRACTOR
GZ	GENERAL CONTRACTOR	GENERAL CONTRACTOR

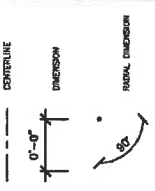


GENERAL NOTES

- Refer to site engineer's drawings for roadway pavement details, curb, sidewalks, etc. at site engineer's/landscaping information and landscape ramp details shall be based thereon. See callings will not be acceptable.

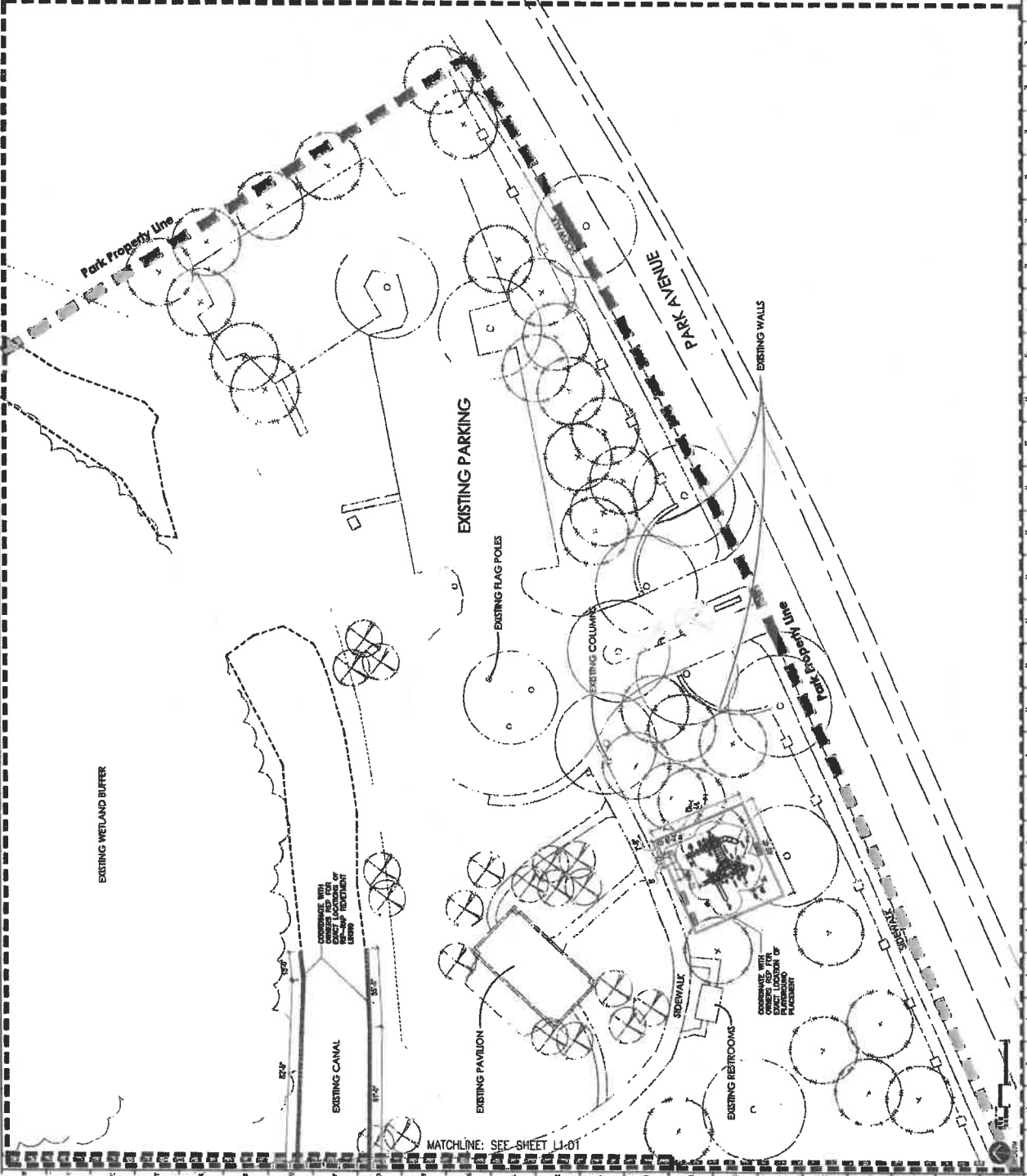
SHEET SYMBOLS

NOTE: REFER TO SHEET L01 FOR COMPLETE ADDITIONAL NOTES



SHEET NOTES

1. ALL DIMENSIONS TAKEN FROM CENTERLINE UNLESS NOTED OTHERWISE ON PLAN.
2. ALL DIMENSIONS TAKEN FROM EXISTING CENTERLINE UNLESS NOTED OTHERWISE ON PLAN.



Designed by:

INNOVATIONS
DESIGN GROUP, INC.
CONSULTANTS



Windermere Recreation Center
Town of Windermere, Florida
HARDSCAPE LAYOUT PLAN

Date	Drawn	Checked	Reviewed

Scale: See Plan
Drawn By: JH
Approved By: JH
Project No: 17004

Sheet Number:
L-3.02
Bidding Documents

Designed By:



Consultants:

1101 S. ...
 ...
 ...



Windermere Town of Windermere, Florida Recreation Center SITE FURNISHING DETAILS

Date	Issue	Description	By

Scale: See Plan
 Drawn By: VJ
 Designed By: VJ
 Approved By: BR
 Project No: 17001
 © Innovation Design Group, Inc.

Sheet Number:
L-7.02
 Bidding Documents



PARK BENCH
SCALE: 1/2" = 1'-0"

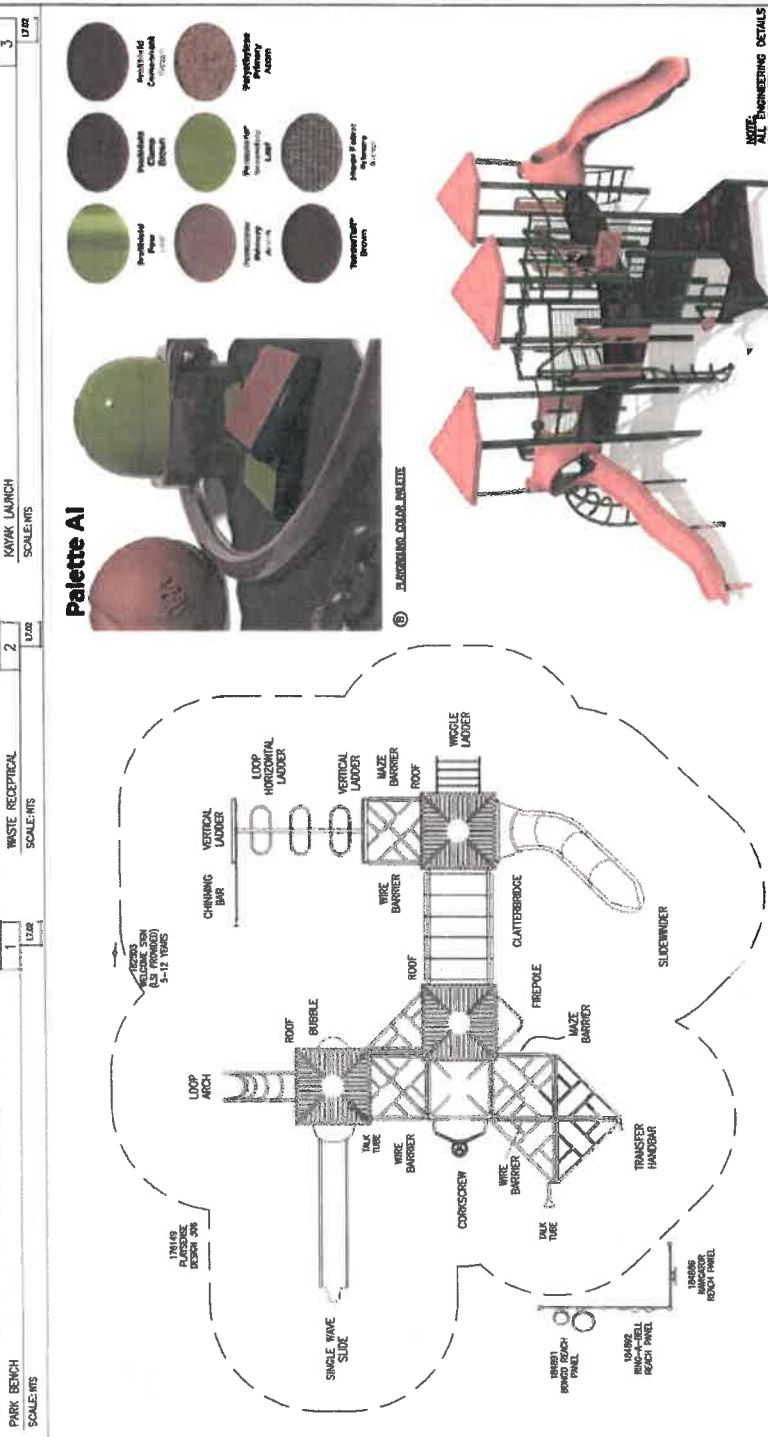


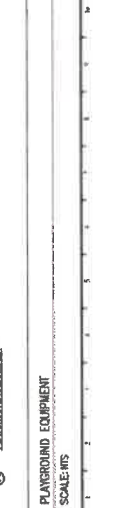
WASTE RECEPTACLE
SCALE: 1/2" = 1'-0"



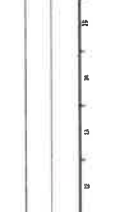
KAYAK LAUNCH
SCALE: 1/2" = 1'-0"

NOTE: ALL ENGINEERING DETAILS FOR FURNISHING OF PARK LAUNCH SHALL BE PROVIDED BY MANUFACTURER.






PARK BENCH
SCALE: 1/2" = 1'-0"

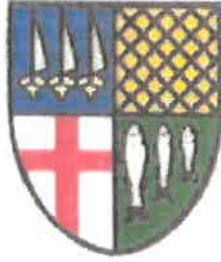


WASTE RECEPTACLE
SCALE: 1/2" = 1'-0"



KAYAK LAUNCH
SCALE: 1/2" = 1'-0"

NOTE: ALL ENGINEERING DETAILS FOR FURNISHING OF PARK LAUNCH SHALL BE PROVIDED BY MANUFACTURER.



**TOWN OF WINDERMERE
EXECUTIVE SUMMARY**

SUBJECT: Pumpout Services for Cleaning Stormwater Boxes and Drainage Structures

REQUESTED ACTION: Staff Recommends Approval

- Work Session (Report Only)
- Regular Meeting

DATE OF MEETING: January 08, 2019

Special Meeting

CONTRACT: N/A

Effective Date: 01/08/2019

Managing Division / Dept:

Vendor/Entity:

Termination Date:

Public Works

01/09/2024

BUDGET IMPACT: TBD By Event

- Annual
- Capital
- N/A

FUNDING SOURCE:

EXPENDITURE ACCOUNT:

Stormwater Fee

004 5380 000 733

HISTORY/BACKGROUND/RECOMMENDATIONS:

Mayor & Council,

History

Windermere, as with all Counties and Cities in Florida experiences severe weather events - from localized to wide spread. These weather events can bring with them large amounts of rainfall. Even though 2018 did not bring a major storm event, the Central Florida area experienced rainfall numbers higher than in recent years, although it is not uncommon for Florida to experience these rainfall events on a normal or daily basis.

Background

Windermere has a roadway system made up mostly of dirt roads with open grated stormwater boxes. The nature of the stormwater boxes is two-fold. One for capturing and directing road water runoff, and two, for water quality. When the Town experiences rainfall events, these roadways erode and washout causing an unsafe condition as well as the dirt and other debris runs into the stormwater boxes. Under these conditions the boxes require a higher level of on-going maintenance to keep them clear of sediment and debris that would cause them to not function as needed and to also keep them NPDES compliant.

Furthermore, when an event is declared as a State or National disaster, State and Federal funds may be applied for to reimburse local agencies for a percentage of their cost for pre-storm preparation and/or post-storm cleanup and/or repair to their infrastructure, including stormwater systems. In order to apply for the funds, accurate tracking and itemized documentation of the time, amount and cost incurred is imperative. Having a vendor that is experienced in the specific task and coordination is parallel in bringing the Town back to pre-event conditions and in streamlining the reimbursement process. Proper procurement procedures and policies must be followed for the acquisition of these services.

At this time, the Town does not have a contractor to provide these services for either an on-going long-term maintenance term or emergency response.

Recommendation

Bids were solicited thru RFP #2018-05 Pumpout Services for Cleaning Stormwater Boxes and Drainage Structures via DemandStar and the Town website. Seven (7) vendors submitted qualified bids (see the attached breakdown for contractor response):

As noted from the seven (7) contractor responses, they are all well qualified in the pumpout and Vac truck services described in the biding documents. They also have long-term experience in these services as a result of nature events. The responses also indicate that the costing from each bidder varies greatly against each respondent.

For this, Staff recommends that the Town contracts with Enviro Waste Services Group, Inc as they have the reasonable costing, and the equipment and manpower the Town requires. They also have the experience and resources to respond to emergency events. The company is under a Certified General Contractor, with no noted complaints with the State of Florida Department of Business and Professional Regulations and provides these same services to many other governmental agencies throughout the State of Florida, with an office in the Orlando area.

