

Long Range Planning Committee

Chair: Roger Gatlin

John Fitzgibbon

George Roat

George Dubois

Ed Bordelon

Lloyd Woosley

Molly Rose

Council Liaison: Bill Martini

Agenda

Agenda

April 25, 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 testimony and evidence upon which the appeal is to be based.

AGENDA

- THE MEETING IS CALLED TO ORDER BY THE CHAIRMAN
- 1. OPEN FORUM/PUBLIC COMMENT (3 Minute Limit):
- 2. Approval of Minutes March 28, 2019 (Attached-Board Option)
- 3. Discussion Items:
 - a. Location for flashing crosswalk
 - b. Updates on Cut thru study
 - c. Update on Town Facilities plans
 - d. Update on RR Right-of -Way
 - e. Updates on ongoing projects
- 4. ADJOURN

LRP 3/28/19 Meeting Minutes

Those in Attendance:

Chair: Roger Gatlin
John Fitzgibbon
George Roat
Molly Rose
Council Member: Bob McKinley
Council Member: Bill Martini

Meeting Called together at 6:15 pm

Open Public forum:

1/24/19 Meeting Minutes were approved with correction to the spelling of Liz Andert's name.

Discussion Items:

Lloyd Woosley application was reviewed. Motion was made by John Fitzgibbon to accept the applicant and it was 2nd by Molly Rose. Item will be on TC 4/9/19 agenda for approval by council.

Cut Through Traffic:

Bob McKinney updated LRP on Chief Ogden's report to TC. Town is working with Orange County to come up with a regional solution to the traffic issues.

Motion by George Roat and 2nd by Molly Rose:

LRP shall present to TC on 4/9/19 to place a diversion barrier diagonally at 8th/Oakdale plus one to close off Bessie/7th, and add a barrier at Ridgewood/Lake with appropriate regulatory signage. Test it with Bobs Barricades. Let residents know it is temporary and that this is a quality of life issue and not only traffic, but to assist in crime and safety control as well.

Windermere Pavilion:

John Fitzgibbon gave an update. Exploratory Sub committee has determined program, estimate size and estimated cost at \$450k-\$500k. DBC and Rotary have recommended tear down community room. Hunton Bradly is going to provide a site plan and rendering of the Windermere Pavilion pro bono. These drawings will be used to raise funds.

Meeting was adjourned at 7:25 pm.

We are six weeks into “Dusty Roads Part Deux” and I wanted to provide a quick overview:

1. Two additional speed surveys were conducted
2. Magnolia St./3rd Ave. (north and south bound) speed survey ran from 3/7-3/15
 - a. Total vehicles 1771
 - b. 85% of vehicles are driving 19mph or slower
 - c. 158 vehicles were driving 21-25mph
 - d. 26 vehicles were driving 26-30mph
 - e. 1 vehicle was driving 31-35mph
 - f. 1 vehicle was driving 39mph
3. Oakdale St./8th Ave. (north and south bound) speed survey ran from 3/26-4/2
 - a. Total vehicles 1354
 - b. 85% of vehicles are driving 18mph or slower
 - c. 67 vehicles were driving 21-25mph
 - d. 12 vehicles were driving 26-30mph
 - e. 4 vehicles were driving 31-35mph
 - f. 2 vehicles were driving 36-38mph
4. Highest speed stopped by an officer over the last five weeks was 35mph
5. We continue to use marked and unmarked vehicles
6. Officer Czornog reported he stopped an Uber Eats delivery driver who advised his gps routed him to the dirt roads as a faster travel time.
7. During week three, we received a complaint from a resident who advised he felt a traffic app must be rerouting drivers from Main St. down 7th Ave. and turning left on Oakdale St. to get to 6th Ave. because he was counting an average of 4-6 cars every ten minutes. The resident also advised no one stops at the stop signs or obeys the speed limits. The resident further advises they have had a lot of police presence during 8-9am which he feels is great for slowing people down and wants to know what more can be done to include more police presence if possible.
8. Week four was spring break and schools were out so no traffic details were performed based on prior traffic studies showing high traffic times to be when school is in session only.
9. During week six, we received a complaint from a resident in the Oakdale St. and 12th Ave. area who advised “traffic was insane” and at 5pm over a ten-minute period they observed five cars go “SO fast down our road”. The resident further advised they observed multiple cars going 40-50mph around the corner. The traffic study performed on Oakdale St. during this week shows two vehicles were driving 36-38mph with 85% traveling at 18mph or slower.
10. Officers have conducted 24 total details over the four active weeks for a total of 74 traffic stops.

Officers have reported very little traffic using Ridgewood Drive during the evening detail

RAILROAD RIGHT OF WAY SWAP DISCUSSION/WORKSHOP

April 8, 2019

The Town entered into an agreement to purchase a majority of the railroad right of way for \$250,000 from the Ken Ward and DP Lyn Trust. This has been one of the goals directed to the Town Manager since 2011. The contract included language about the old Ward Homestead and the Railroad property they owned across Dirt Main. The Town would get 10th Ave and the property they owned to the north of that parcel. To acquire the Southern portion of that property the Town would then have 3 years to negotiate a potential swap with the property owners south of 7th Ave to 12th to discuss with each the concept and proposed linear park/multimodal path/stormwater. This would fall in line with the 2015 KHA Multi Modal Study



Town of Windermere
RAILROAD RIGHT OF WAY

gi consultants
BH
 BELLOMO
 HERBERT
 A 194 COMPANY
 4215 South Street, Suite 700
 Columbia, SC 29204
 803.733.8800



- Town of Windermere Boundary
- Church (0.83 AC)
- Iron Wood Tract (2.59 AC)
- Lynn D P Trust (2.26 AC)
- CCPS (Acquisition) (0.14 AC)
- CCPS (Remainder) (5.39 AC)
- Private Owner (2.86 AC)
- Dan Naylor's Charge County Property Appraiser's Office
- Term of Windermere (1.09 AC)



GRAY ROBINSON
ATTORNEYS AT LAW

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KAY PARK
LORRAINE
MORNING
NORFOLK
OWENSON
TALLAHASSEE
TALPA
WEST PALM BEACH

MEMORANDUM

TO: Robert Smith, Town Manager
FROM: Gray Robinson, P.A.
DATE: March 7, 2018
SUBJECT: The Purchase of Railroad Right-of-Way

Summary of the Purchase: The owners of approximately 5.592 acres of railroad right-of-way extending from 12th Avenue to Windermere Road have agreed to sell the right-of-way to the Town for \$250,000.00.

We have prepared a standard vacant land contract for the purchase which includes the following:

- Maps of the railroad right-of-way parcels.
- A statement that when a trail system or linear park is constructed on the property the name of the park will honor the Ward family.
- Addendum A -- general legal description and list of the parcels to be sold to the Town.
- Addendum B -- standard representations and warranties of the Seller.
- Addendum C -- contingency for the Town's vacation of a portion of right-of-way adjacent to the Ward's property within three years from the date of closing, the effect of which will be to add approximately 20 feet of property to the Ward's main parcel of property.

Suggested Motion: I make a motion to approve the purchase of the 4- 5.592 acres of railroad right-of-way extending from 12th Avenue to Windermere Road for the purchase price of \$250,000.00, to authorize Robert Smith to finalize the vacant land contract and addenda and sign the contract, and to authorize Robert Smith to take all other actions necessary to complete and close the purchase of the railroad right-of-way parcels, and if appropriate, to initiate the process of vacating right-of-way on Dirt Main as is contemplated in Addendum C.

During the lengthy closing of the RR ROW, the Ward sons decided that they would not retain their families homestead and sell it. We discussed the potential swap with the subsequent buyers after we learned about the impending sale. About a few weeks ago we got word that the subsequent purchasers wanted to initiate the swap prior to their closing which is on or before April 19th. We then worked to accommodate this since the area where the swap would occur would not initially negatively impact that area (10th Ave Directly). Once this was placed on the agenda we had several residents voice concerns and a workshop was set and letters were requested to go out to those that would be impacted. This in essence reduced the time frame of discussing and educating everyone about the project from 3 years to 2 weeks. Once the Town closed on the RR ROW the intent was as follows:

- Create Concepts and discuss concepts with residents. Include renderings, layouts, etc
- Work with Residents one on one on actual impacts to their properties and how the Town would work with them on those impacts (Utilities, Landscape, Well, Septic, Etc) This would include our engineers and land planners. Tow would work on and absorb costs of any relocates and easements.
- After understanding all of the issues and impacts have another layout and concept to demonstrate how the transfer would occur and work out final details
- Work on individual agreements, easements, etc.
- Take to Town Council.

This ordinance only addresses the one property. There is no immediate need for the other swaps since the only area being impacted is 10th Ave. We are not looking for a yes or no on April 8th or 9th from the other residents. Attached is the ordinance, rendering of what the area would look like if the proposed swap would take place for this property and what the roadway would look like. In addition, I have included renderings of what the linear park may look like.

Some concerns have been as follows:

- If approved the home will be 5' from the ROW.
- This will create precedent
- The Town is looking at swaps to 4 lane Main St.
- Utility Conflicts
- Timing

ADDENDUM "C"

Contingency Concerning Parcel No. 17-23-28-9336-00-680

The portion of Parcel 17-23-28-9336-00-680 (the "Parcel"), which is currently owned by the Susan Ward Estate, is being sold to Buyer expressly dependent or contingent upon the vacation of certain right-of-way to be governed by separate agreement whereby Buyer shall vacate and dedicate a strip of land of approximately 20 feet in width immediately adjacent to and abutting the Parcel to the Susan Ward Estate. The portion of the Parcel subject to this Contract shall revert back to the Susan Ward Estate if such vacation does not occur within three (3) years from the date of closing of this Contract.

What is the Town Looking to Do?



- Establish a multi modal, contiguous stormwater system, linear park that would run from 12th/Chase - Windermere Rd/Main -6th to the Grove
- Connecting Civic, Commercial, Education, Residential and Recreation Facilities.
- Town would need at least 30' to complete what it needs.
- New established Dirt Main Row would be 16' which is the minimum the LDC would allow for a residential road.
- Residents would get 25' of contiguous property
- Town would pay for utility relocates & other reasonable requests.

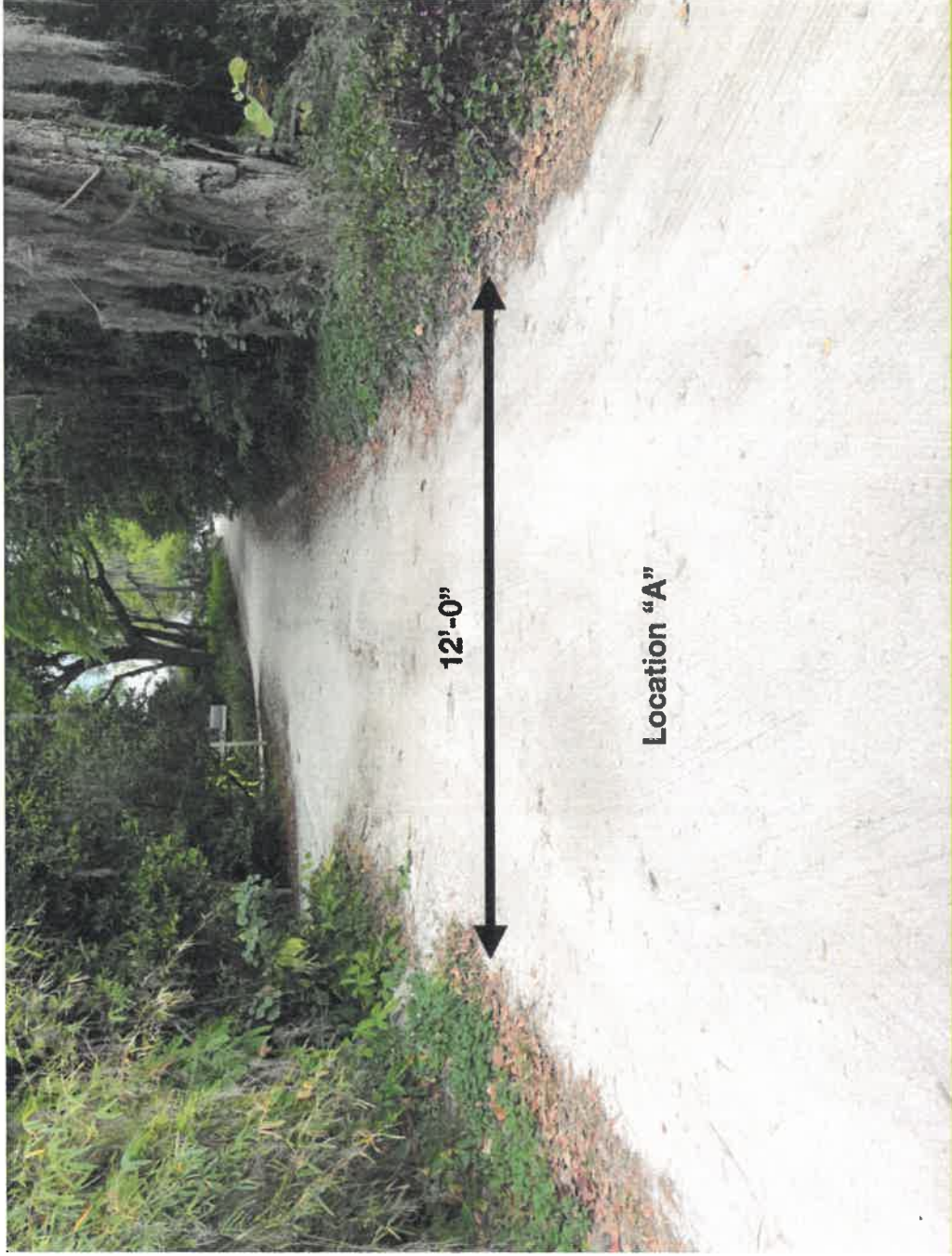


Town of Windermere
RR-ROW concept plan

254 **14. Complete Agreement; Persons Bound:** This contract is the entire agreement between Seller and Buyer.
255 Except for brokerage agreements, no prior or present agreements will bind Seller, Buyer, or Broker
256 unless incorporated into this contract. Modifications of this contract will not be binding unless in writing, signed
257 or initialed, and delivered by the party to be bound. Electronic signatures will be acceptable and binding. This
258 contract, signatures, initials, documents referenced in this contract, counterparts, and written modifications
259 communicated electronically or on paper will be acceptable for all purposes, including delivery, and will be
260 binding. Handwritten or typewritten terms inserted in or attached to this contract prevail over preprinted terms. If
261 any provision of this contract is or becomes invalid or unenforceable, all remaining provisions will continue to be
262 fully effective. Seller and Buyer will use diligence and good faith in performing all obligations under this contract.
263 This contract will not be recorded in any public record. The terms "Seller," "Buyer," and "Broker" may be singular
264 or plural. This contract is binding on the heirs, administrators, executors, personal representatives, and assigns, if
265 permitted, of Seller, Buyer, and Broker.

266 **15. Default and Dispute Resolution:** This contract will be construed under Florida law. This Paragraph will survive
267 closing or termination of this contract.
268 (a) Seller Default: If Seller fails, neglects, or refuses to perform Seller's obligations under this contract, Buyer
269 may elect to receive a return of Buyer's deposit(s) without thereby waiving any action for damages resulting
270 from Seller's breach and may seek to recover such damages or seek specific performance. Seller will also
271 be liable for the full amount of the brokerage fee.

Buyer () and Seller () acknowledge receipt of a copy of this page, which is 5 of 7 pages.
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11'-0"

Location "B"







10'-0"

Magnolia St





If this lot is approved it will create precedent for others since it will be 5' from ROW

- Here is the approximate distances for those 5 ft or less:
 - 928 Main – Approx. 3.5 ft
 - 1028 Main – Approx. 4 ft
 - 1036 Main – Approx. 5 ft
- Here are the properties where it is less than 25 feet but more than 5 feet:
 - 824 Main – Approx. 8 ft
 - 920 Main – Approx. 8 ft
 - 1012 Main – Approx. 18 ft
- Out of the 13 parcels that will be in the discussion for swaps, 6 are already encroaching the ROW beyond what the existing set back is.

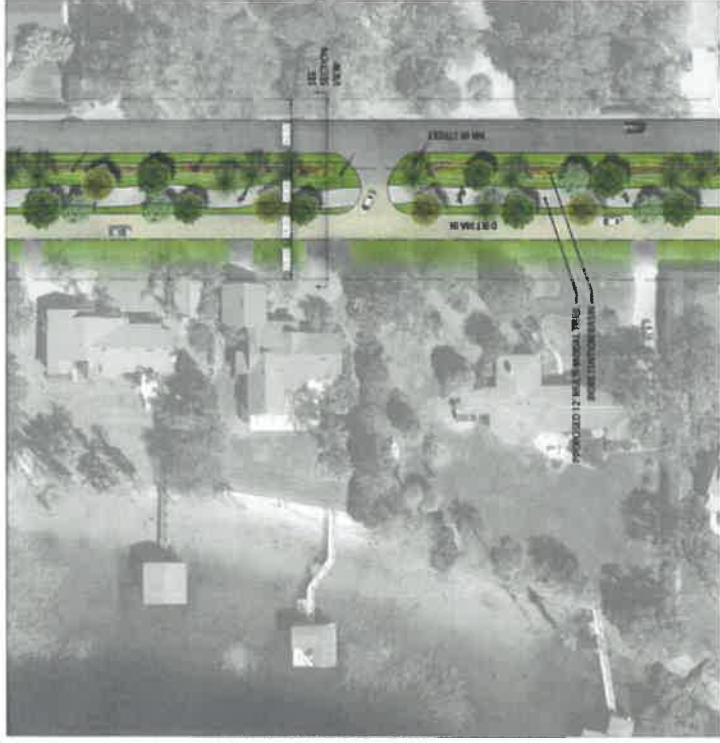






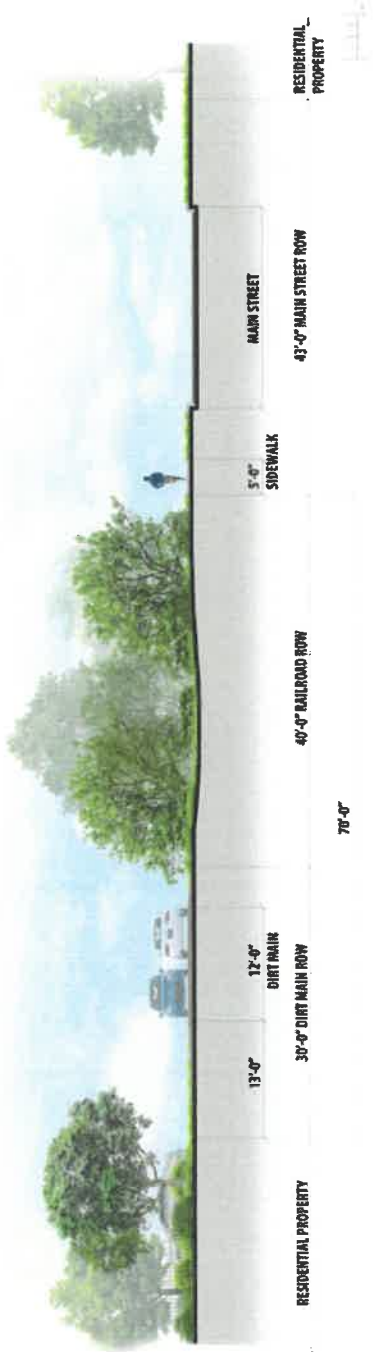


EXISTING CONDITION

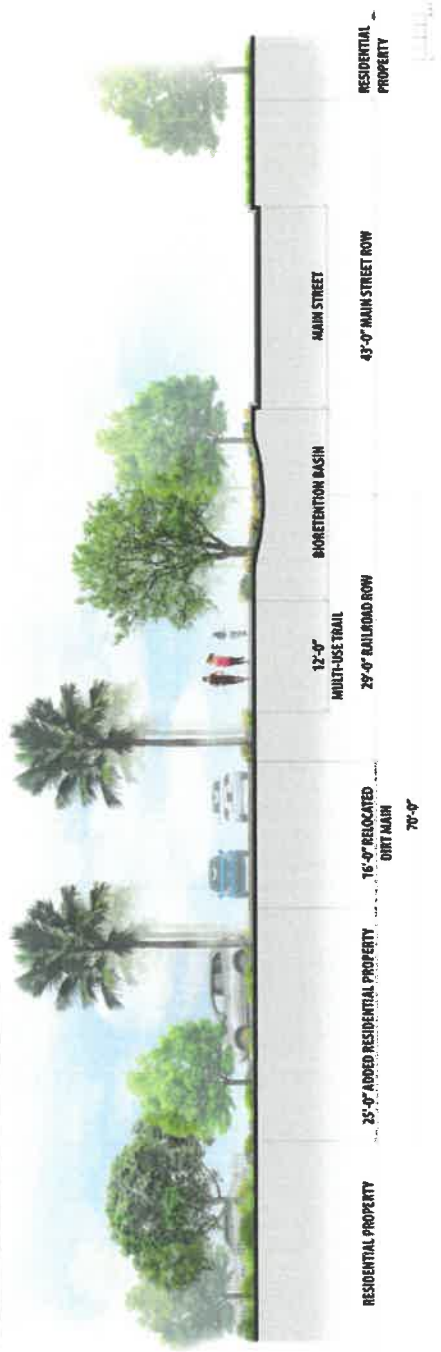


CONCEPTUAL DIRT MAIN ROW SWAP

EXISTING CONDITION



CONCEPTUAL DIRT MAIN ROW SWAP



- How much will it Cost?
 - Project Cost: \$3 million Looking
 - Replace septic drain field 30k
 - Replace well With pump, etc 20k
 - Replace septic system 30K
 - 12' sidewalk per mile @ \$150 LF - 792K
 - 8' wide sidewalk per mile @ \$110 LF - 580K
 - Landscaping: TBD
 - Grading/Swales: TBD
 - Sodding: TBD
- How will the Town Pay for this?
 - FRDAP Grants
 - Federal/State Grants
 - Town General Fund
 - Water Management District
 - DEP
 - Most grants depending on phasing and cost are 50/50 grants
 - This project will be planned for within the current tax rate.

- When will this Start?
 - TBD. Should the 10th Ave Swap occur we would work on that location now due to the impending construction. For the others, we would work with each individual parcel to determine their wishes and future development needs and cost.
- Do we need the multi modal south of 7th?
 - The 2015 KHA Plan calls out for a sidewalk which may be sufficient
 - Need crossing from SE to SW for golf carts.
 - TC to determine if they want that traffic on a multi modal pathway or Dirt Road
- What materials is dirt Main going to be?
 - Dirt or another pervious material? Dirt or other similar materials we have used in other locations that is pervious but again would be discussed with the residents.
- Will new 16' dirt Main be sufficient to allow a car/truck to be parallel parked and a trash truck to still get through? A lot of the lawn companies part a truck and trailer along this road.
 - Yes, as you can see from the renderings the ROW would allow two cars to pass which would allow for someone to park on the ROW. The dirt road now is between 10-12' which has been sufficient and we have not head of any issues.

PROJECTS UPDATE MEETING APRIL 2019

- **Stormwater Projects:**
- **NPDES (National Pollutant Discharge Elimination System):** *The NPDES permit program addresses water pollution by regulating point sources that discharge pollutants to waters of the United States.* Since the Town discharges into the lakes we are required to maintain this permit. 10/18: MBG addressed additional comments for NOI and Annual Report. Per conversation with Jason Maron, response to audit is complete. Awaiting completeness and acceptance letter. Issuance of NOI, Cycle 4 pending. MBG will distribute forms to be used for compliance (i.e., fleet maintenance, erosion/sedimentation control, etc.). Community project scheduled for Saturday, November 3rd (clean-up on lakefront, etc.) per Scott Brown. Final reading for ordinance scheduled for November 13th TC meeting. TM to coordinate with Da'Shanta and Diane on distributing Stormwater pamphlets with Boat Ramp Keys. TM reached out to BC and PDCS as well. Town received additional comments for NOI from Jason Maron. MG to address and resubmit. Comments are minor – MG to try to have responses by next week. MG to work on additional stormwater related brochures for rack in front of receptionist desk. MG coordinate with Diane on Gazette articles and number of Gazettes' issued. MG to provide Town with public education brochures for front magazine rack. Mike had DEP public notice published in February 10, Sunday edition of Orlando Sentinel. Inquiries to be made to Jason Maron, FDEP. Expecting NOI to be issued this month. MG contacted Jason Maron, DEP, for status of pending NOI. Received violation by residential builder. Coordinate with Dianne on Gazette on stormwater related articles. 4/11 **Awaiting Notice of Public Petition to be published in Orlando Sentinel (to be published this Saturday). Once published, need to forward proof of publication to Jason Maron, FDEP.**
- **Orange County LMS:** Orange County Local Mitigation Strategy (LMS) is comprised of the County and other governmental jurisdiction within it to plan and prepare for natural disasters. These projects are funded by FEMA. FEMA has dedicated \$15 million to the County to fund various projects. TOW has submitted 7 projects for funding including W Second Ave. This is a 25% match program. The process takes about 2 years. 10/18: MBG ask Jason Taylor for status. MG to review comments for 5 HMGP projects from DEM (Douglas Galvan) and address within 15-days for 5 projects. MG to resubmit by DEM timeline. MG resubmitted revised Pre-Disaster application for funding of Preliminary Engineering for West Second Avenue. Geotechnical and Surveying services were not eligible because the services were performed before the Hurricane Irma disaster declaration. Awaiting word on technical review of HMGP applications. Update on Hurricane Irma HMGP applications (contact Douglas Galvan on status update). 4/11 **LMS Working Group Meeting scheduled for later in May (May 22nd). Windermere Projects still in funding category**
- **SFWMD Cooperative Funding Grant (FIRST/FOREST):** Grant awarded to TOW to address flooding within the Basin. 10/18: MBG awaiting all cancelled checks to prepare reimbursement form to SFWMD (Nestor Garrido). No further complaints on the project. Town is monitoring system for condition and adjust as needed per TC directive. Vacuuming service RFP sent out by SB. Bid opening November 8th at 3:00 pm at Town Hall. MG to still look at possibility of covering grates on roadway. MG submitted initial request for reimbursement. SFWMD responded and needs unique Town invoice number to process request. Debbie Wilson provided MG with unique Town invoice number. MG resubmitted invoice to Nestor Garrido. Town received

\$175,000 reimbursement from the SFWMD. Project Complete. MG to review alternatives to grates in lieu of Mack Concrete's recommendation to cut inlet top and precast top with manhole frame and cover. Potential filter per JF – test site. Further evaluate grates on First Avenue on whether to cap or maintain. 4/11 **MG to apply for PAAP DAC Recovery funding from DEM. Approximately \$31,000 requested for DAC funding.**

- **RR ROW (Sidewalks, Multi Modal Path, RR ROW):** Town Council approved the purchase of the Ward/DP Lynn interests in the Railroad ROW. Once acquired the Town would be able to use the property for various projects: multi modal, stormwater, and landscaping) This would also allow for possible property swaps with those that own the RR Row so the TOW would have a continuous corridor from 12th/chase to Windermere Rd. 10/18 November 1st advertising period. TM working on negotiations for property swap. Conceptual design will commence once the property agreement is finalized. SB is coordinating with the Rubio's on property donation adjacent to Lake Down-Lake Butler canal. Still waiting on Wards. Awaiting on closing on property swap with the Town. Expect closing in April. Next agenda for resolution to vacate 20' on Dirt Main and provide it for the property owner (Ward). TM negotiating with property owner adjacent to Lake Down canal. 4/11 **The closing is next week. TM providing information to closing agent. Workshop held Monday night. TC Approved swap and vacation Tuesday.**
- **Dirt Road Issues:** With the dirt roads come perpetual maintenance issues. Staff try to identify and repair areas of concern or create liability. 10/18 Projects by priority: (1) Park Avenue, (2) Butler Street, (3) Bessie Street, and (4) Bayshore Drive - November TC approval for construction. Proposal for easement agreement for Bayshore Drive improvement (MBG to solicit surveyor). These will be broken out per project below. Public forum needed for project with selective pavement included. All paving projects will require Town Council approval. TM to coordinate with staff on determining strategic funding of projects. Park Avenue project has been approved to proceed with design (KHA). Need to develop long-term plan to address pedestrian traffic. KHA to talk to Town about cut-thru traffic this month. 4/11 **Nothing further. General maintenance.**
- **Second Ave:** Town Council approved the widening and stormwater projects for West Second Ave. Staff met with public and have a conceptual design. Staff waiting on Orange County LMS response for funding before design can be brought back to residents and TC for Approval. 10/18. No change. Awaiting Notice of Funding from FEMA/DEM from Hurricane Irma. MG to address comments from DEM (Douglas Galvin) regarding project costs. MG addressed with Douglas Galvan. MG to coordinate with Douglas Galvan, DEM, on project status. **No Change. MG e-mailed Douglas Galvan – no response to date.**
- **Downtown Lighting Project:** The Town of Windermere recently changed from halogen to LED lights. We are now working on getting additional lights in areas but looking to work with Duke on process/need/cost. In addition, we are working with various companies looking to locate small cell towers on our existing lighting. 10/18 Crown Castle considering 5G cell towers in Windermere. No applications received by Brad Cornelius (BC) as of yet. Working on application process. SB talked to Mike Smith, Duke Energy, for light/pole installation and permitting. TM needs application, cost estimate and clarification on policy. Major corridors (Biscayne – 12th Avenue to Windermere Road) and residential areas (Top Hats) for lighting envelope. 4/11 **No response from Mike Smith on SB's e-mails. Continue to follow-up with Duke**

Energy on street lighting. Looking at photometric plan for Main and 6th. BC and TM to meet with another small cell firm within the next few weeks.

- **Signage:** TOW looking for consistent signage within Town. Part of Branding Revitalization. Street signs have been installed along major roadways. Now focusing on interior signage to make sure they are correct type, meet specs and are justified and enforceable. 10/18: SB to look into Parking Directional Signage when 5th/Forest is complete. Town Entrance Signage placed on hold. SB to look at parking directional signage. Parking directional sign ordered by SB. SB to meet with contractor on parking signs and public parking signs. Keep 10-ton weight limit for bridge over canal. SB to order sign for 10-ton limit. Parking signs are expected to be received this week. New speed limit signs installed by SB. 4/11 **Look at installing DO NOT BLOCK INTERSECTION signs at intersections. SB to look to add in next round of regulatory signs. Most signs have been maintained by PW. Some signs may need to be replaced due to age. SB to monitor. Also looking at flashing stop ahead signs for Windermere Rd/Main**
- **Town Facility Update:** TC approved new facilities and to work on building in existing location. The funding would require a vote which should happen in March 2019. 10/18: ADG and Steven Withers working on the facility. Final drafts in November and public outreach in January in preparation for March 2019. Conceptual plans ready by November 27th TC workshop. Stephen Withers working with ADG on conceptual plan. TM to meet with public on Tuesday's and Thursdays in January. Public forums scheduled for February. TC to review wording on referendum. Workshops continuing. Location seem to be getting a consensus from various committees. Referendum to be conducted in March. Next presentation on Tuesday at Rotary Club. Referendum for Town Facility passed. TM to meet regarding logistics of the implementation of the Town Facilities. Selection of Architect/review of concepts. RFQ for consultant selection and RFP for construction (sealed bids). 4/11 **Meetings with ADG and stakeholders. Working on RFQ for Construction Management At-Risk. To be advertised for responses from consultants with Construction Management capabilities (particularly for vertical construction). TM has met with 2/3 of renters. After last one schedule will be released.**
- **Fernwood Park FRDAP Grant:** \$50,000 Awarded for Fernwood Park improvements. 10/18 **SB working on RFP for Park Improvements for Fernwood. Project will match IDG approved plans. All contracts have been signed and waiting work from Andy Easton. All contracts signed. SB getting surveys done for site. Have not received Notice to Proceed. Awaiting boundary survey which is required per FRDAP. All commitment documents submitted to FDEP. Title search kicked back by FDRP (prepared by Gray-Robinson). Awaiting Notice to Proceed from FDEP. Notice of Commencement received from FDEP. 5-year CIP list to be built (SB to coordinate). TM requested items to be put on March/April TC agenda. 4/11 **Got Notice of Commencement. Come up with priority list for capital projects. SB to work with P&R on RFP and timeline for improvements.****
- **Central Park FRDAP Grant:** \$50,000 Awarded for Central Park improvements. 10/18 SB working on RFP for Park Improvements for Central Park. Project will match IDG approved plans. All contracts have been signed and waiting work from Andy Easton. SB getting surveys for site. Title search kicked back by FDRP (prepared by Gray-Robinson). Awaiting Notice to Proceed from FDEP. 4/11 **Got Notice of Commencement. Come up with priority list for capital projects. SB to work with P&R on RFP and timeline for improvements.**

- **Cross Walk Improvements:** W&D has funded two cross walk improvements. First one on Second/Main and the next on 6th/Magnolia. 10/18 Two additional locations – 6th Avenue east of Ridgewood, and Main Street near Estancia. Funded one cross-walk. Location to be determined. Consideration for cross-walk locations: 1) 6th Avenue near Ridgewood Drive; 2) Main Street near Estancia. LRP to make recommendation and present to TC for approval. LRP has reviewed and approved Johnson Park crossing (east of Ridgewood), to be presented to TC for approval. More usage and higher volume of traffic. 4/11 **Cross-walk improvements completed. Look at an additional cross-walk based on availability of funding. LRP to make recommendations at next meeting**
- **1887 Schoolhouse:** HPB and Tree Board have worked on the planning and implementation of repairing and improving the grounds and structures. Currently HPB is looking at making sure the building is sound prior to making additional improvements. SB sent out various requests for contractors and engineers to look at to no avail. In addition, SB was able to get a vendor to take care of the grove area to make sure it is well maintained and healthy. 10/18. Approved to replace citrus trees that have died and contract with maintenance firm. HPB to make decision on structure analysis. Working with Amanda Black on search for architect. HPB still searching for tree/grove maintenance. 4/11 **Architectural evaluation approved by TC.**
- **The Willows Roadway:** The HOA Roadway Milling and Resurfacing was approved in FY 18/19 Budget. Will begin process once we receive FEMA money (Condition of TC). Design will include apron on Windermere Rd as well as sidewalk extension to Windermere Rd/Main with cross walk at that location. 10/18 Awaiting on FEMA money. MG and TM to meet to see where we are at with design and added scope for sidewalk, apron and crosswalks. Awaiting reimbursement from FEMA for debris cleanup. MG submitted supplementary proposal for crosswalk and sidewalk improvements to be included with the Willows milling and resurfacing improvements. Comments received from FEMA regarding waste disposal reimbursement request. State has approved, awaiting checks. MG to send Willows plans to SB and JF. MG to send IPO for external sidewalks. TM met with FEMA. Project is now in State's hand as far as releasing the reimbursement funding. MG received comments from SB and JF on plans to be addressed as part of final bid documents. MG expects survey from PEC this week to begin design of sidewalk ramps at the Willows and at the intersection of Maguire Road and Windermere Road. TM still awaiting FEMA reimbursements from Hurricane Irma. PAC/DAC – administrative costs for Hurricane Irma (\$31,000). 4/11 **PRELIMINARY sidewalk plan issued to SB and JF for review. Schedule date for Invitation to Bid (ITB) per TM. MG to finalize plans and Project Manual. SB to look at advanced warning beacons on Maguire Road at Windermere Road (to be done separate from Willows construction contract).**
- **Street Sweeping:** Best Management Practice (BMP) under the stormwater NPDES program. 10/18 Ongoing. MG has article to send to TM, SB and JF. 4/11 **Ongoing.**
- **Vacuum-Truck Services** – Cleaning of stormwater structures and storm pipes. Bid awarded by Town to Waste Services Group at January TC meeting. Started on 8th and Bessie Street to Magnolia. Log of linear footage of pipe cleaning and volume of debris collected. Completed in 1-1/2 days. Scheduled for 12th Avenue and Oakdale Street stormwater project. MG to provide SB with copy of recorded drainage easements for the storm sewer system in the back of the homes. Next project is west 8th and Forest Street. Plan is to initially clean the entire system with

a future target of bi-annual cleaning of systems. SB to receive cleaning logs from WSG for documentation for NPDES measurable goals. Provide measurable goals for NPDES reporting. 4/11 Done with cleaning 12th and Oakdale Street. Moving nest to west 8th Avenue drainage system for cleaning.

- **Lakefront Maintenance:** TOW to control invasive species along lakefront that is under Town jurisdiction. 10/18: Awaiting Orange County for permits. Once received, invasive plants to be removed by selected contractor. Awaiting Orange County permits. To start in January. Received OC permits. All permits now received. Start herbicide spraying. Pond by Windermere Elementary also maintained. Aquatic Systems has been onsite for a couple of months. SB coordinating with David Hansen, Orange County Environmental Protection Division, regarding limits of herbicide application. Information on cleaning Town's social media pages. Ongoing. Monthly treatment (15 locations). 4/11 Vegetation cleared at Windermere Rec Center pond.
- **Town Hall:** PW to inventory entire Town hall for improvements and repairs. 10/18: TM asking for long term needs of Town Hall – full assessment (i.e., lighting, kitchen, audio-video, etc.). SB contacted Landmark Construction for proposal. SB spoke with Landmark for numbers for quote. SB to contact Landmark Construction. SB talking to other contractors regarding quotes. SB requested proposal from Edmundson. 4/11 SB has meeting with general contractor to give him some prices. SB to have porch fixed prior to 4/20
- **Water Utility Master Plan:** TC approved master plan for water utilities for entire TOW. 10/18 - TM to issue RFQ for water master plan (entire Town). TM spoke with Wade-Trim on structure of RFQ. WT to meet with Orange County Utilities (OCU) regarding what OCU will need for RFQ. RFQ to be issued today on Town Website and DemandStar. Wade-Trim, KHA and CPH are the three consultants short listed for study. SB, JF and MG to review their proposals and select consultant for study. Oral presentations conducted on 3/17/19 (Wade-Trim, KHA). Consultant selection pending. Selection of consultant will be on TC agenda for approval. SB to issue ranking of consultants. Scheduled for April TC meeting. 4/11 Awarded to Wad-Trim at April 9th TC meeting. WT to schedule kick-off meeting (SB, JF, MG to attend). Tentative schedule of 12-months to complete study. TM to consider lobbyist (2020-2021 FY, approximately \$60,000 for lobbyist) to assist in securing funding for implementing plan.
- **Cut-Through traffic:** Town Council approved KHA to do study on cut thru traffic and determine where traffic originates. 10/18 Town Council Workshop on 10/30 Schedule follow-up meeting with KHA. KHA to conduct TC Workshop scheduled on 1/22/19. Includes evaluation of continuous right turn southbound from Main Street to Chase Road. Await recommendations. Presentation by KHA at February TC meeting Tuesday night. Work with OC on county level on Windermere Road/Main Street roundabout and Main Street northbound to Chase Road with exclusive right-turn lane to relieve traffic congestion. Brought to TC Tuesday night. Police to continue with 90-day study – compile data and further evaluate with KHA study. TM asked Brad Cornelius for an urban planning study – possibly RFQ.
- **Park Ave Stormwater Project:** TOW received complaints about standing water and flooding on south Park Ave across from School. Town put on notice of possible legal action. KHA, PW, and Staff working on solutions. 10/18: SB met with KHA to review and provide answers. MG and JF to review with SB (possible French Drain system). TM to approve KHA IPO for Design and Survey. Project 1 on list of CIP projects for FY 18/19 KHA (Mike Woodward) to proceed on

design for project. SB and JF reviewed KHA plans and provide comments. Once completed, TC will issue project for bid. Notifications to be done by JF and SB for residents to be affected by construction. Coordinating with Orange County Utilities. OCU (Christina Crosby) has approved scope and fee for the relocation of their utility relocation as part of the drainage improvements. KHA to conduct design for utility relocation. Target Bid in April, construction in June. 4/11 **90% design complete. OCU water main to be relocated. OCU will work with KHA to design relocate within the prescribed Town timeline.**

- **Bayshore Drive:** Flooding issues identified by residents. PW and Staff working to correct. Priority 4 on CIP for FY 18/19. 10/18: MG to provide quote for survey of easement. Staff to work on design. MG solicited proposal from PEC (\$650 for each easement, 2-easements). TM approved. MG will initiate go-ahead for legal description and sketches. MG to forward PEC approval page to TM for execution. SB to coordinate on easement agreements with two property owners. MG to check on easement with PEC. Legal descriptions and sketches completed and submitted to Town. Easement agreements being prepared by Gray-Robinson (TM to execute). MG to complete plans (comments provided by SB) and submit exemption request to SFWMD. MG completing plans – will apply for SFWMD exemption upon completion of plans. One of two easement agreements signed. 4/11 **MG to submit permit exemption once drainage easements are recorded. Once received, project will be solicited for bid.**
- **Multi-Modal bridge over Lake Down/Lake Butler canal:** 10/18: TC approved design and 3-year construction costs. Awaiting general funds for design and construction. Estimate design in April 2019. On hold, address in April. 4/11 **On hold.**
- **Sidewalk improvements/repairs (maintenance budget) outside of multi-modal project.** 10/18: TC approved budget. PW to inventory sidewalks and prioritize for repairs. SB to inventory after first of the New Year. Await till February for inventory, work to be done after school is out for summer. No change. SB to inventory existing sidewalks, which will establish the funding needs to improve sidewalks. 4/11 **SB met with sidewalk contractor on project in front of Johnson Park.**
- **6th Ave Sidewalk:** 10/18: Design to be brought to TC in November for approval. Design was approved for KHA. TM to await on when to start the project. 4/11 **On hold.**
- **Bessie Street Stormwater Improvements:** #3 priority on Stormwater improvements. Continuous maintenance issues and flooding. 10/18: MG to provide scopes. SB provide scopes to TM. 4/11 **On Hold until Engineering firm selected**
- **Butler Street Stormwater Improvements:** #2 Priority on Stormwater improvements: Continuous maintenance issues and flooding. 10/18: MG to provide scopes. SB provide scopes to TM. 4/11 **On Hold until Engineering firm selected**
- **Marina Bay Stormwater Pond:** 10/18: Standing Water. MG to investigate standing water issue, provide recommendation to Staff and determine any repairs needed. MG to investigate methods and permitability of pond modifications. MG and JF observed constant flow of water into the pond from the Marina Bay drainage systems. The constant flow of water is causing the pond bottom to be wet. There is an existing weep hole in the downstream control structure that does drain, but is overwhelmed by the amount of water entering pond. MG to prepare a report to TM to document observations. TM to schedule a meeting with HOA once report is received. Andi Reyes no longer with SFWMD. MG to contact Mark Daron, Regulatory

Professional, to get a decision to partially restore under drain system that was removed for the project. Once Mark Daron provides a decision, then MG will coordinate with TM, SB and JF on the next step for rectifying pond system. Town would pay for cost, not under MSBU. MG to have design and exemption request to SFWMD by end of the month. Per MG conversation with Mark Daron, the underdrain can be reconstructed under a maintenance exemption. He would issue the maintenance exemption since the pond is being restored to its original and permitted function. MG completing plans and will submit PRELIMINARY to SB and JF for final review. MG to prepare cost estimate for improvements. 4/11 **MG to coordinate with Mark Andy of SFWMD on permit exemption (maintenance) for underdrain improvements.**

- **Town Hall Landscaping.** Evaluate Town landscaping to determine where improvements could be done. SB to get minimum 3 bids for landscaping services. Bids have been received – Bid received from Dobson – slated for April TC meeting (pending approval by DBC). 4/11 **Approved Tuesday night by TC (not to exceed \$27,500 - DBC project). Demo scheduled for the week of the 26th of April.**
- **Event Signage.** SB getting quotes. 4/11 **SB received quotes – continue to monitor (only for major events).**
- **Cal Palmer Building.** SB/TM to address building needs. Hardening floors, filling in gaps, blinds/window coverings. 4/11 **PW cleaning building – working with Andy Williams and Molly Rose (Windermere Wine and Dine).**
- **Event Stage.** Windermere Pavilion – JF coordinating with DBC on site plan. Received two proposals for outdoor pavilion preliminary design (site plan and concept drawing). 4/11 **Presented to TC at April meeting.**
- **Website.** TM getting quotes. Payment issue resolved. 4/11 **Mapping and Coding work ongoing.**

Acronyms

ADG: Architect Design Group

BC: Brad Cornelius, Wade-Trim

CIP: Capital Improvement Project

CE: Code Enforcement

DBC: Downtown Business Committee

DEM: Division of Emergency Management (State of Florida)

EPA: Environmental Protection Agency (Federal)

FEMA: Federal Emergency Management Agency (Federal)

FDEP: Florida Department of Environmental Protection (State of Florida)

FDOT: Florida Department of Transportation (State of Florida)

FRDAP: Florida Recreation Development Assistance Program (FDEP)

HMGP: Hazard Mitigation Grant Program (FEMA/Florida DEM)

IDG: Innovative Design Group

JF: John Fitzgibbon

KHA: Kimley Horn and Associates

LMS: Local Mitigation Strategy (Orange County Office of Emergency Management)

MG: Mike Galura

NOI: Notice of Intent

NPDES: National Pollutant Discharge Elimination System (EPA/FDEP)

PW: Public Works Department

PDCS: Town permitting company

RFP: Request for Proposals

RFQ: Request for Qualifications

RR: Railroad

ROW: Right-of-Way

SB: Scott Brown

SFWMD: South Florida Water Management District

SW: Stormwater

TC: Town Council

TM: Town Manager (Robert Smith)

TOW: Town of Windermere

WT – Wade-Trim