

TOWN OF WINDERMERE

Town Council Meeting Minutes (1st Virtual Meeting Covid-19)

April 28, 2020

CALL TO ORDER:

Present were Mayor Jim O'Brien, Council Members Bill Martini, Bob McKinley, Andy Williams, Chris Sapp, and Liz Andert. 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 O'Brien called the meeting to order at 6:00pm and stated all Council members were present.

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

Mayor O'Brien stated that Ms. Brandi Haines of 835 Oakdale has signed in and has deferred to comment later on the agenda.

2. SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS

By consensus of the Town Council, these items were deferred until after the contract and facilities discussion.

a. FY 19/20 Mid-Year Budget Analysis Report

b. 1 Cent Sales Tax Initiative Discussion

3. NEW BUSINESS

a. Swear in of Mayor and Town Council Members

- i. Mayor Jim O'Brien
- ii. Councilman Chris Sapp
- iii. Councilman Andy Williams

Manager Smith administered the Oath of Office to Mayor Jim O'Brien, who will be serving his first two-year term. Mayor O'Brien then administered the Oath of Office to Council member Chris Sapp, who will be serving his second two-year term. He then administered the Oath of Office to Council member Andy Williams, who will be serving his second two-year term.

b. Minutes

i. Town Council Meeting Minutes March 10, 2020

Member McKinley made a motion to approve the March 10, 2020 Town Council meeting minutes as presented. Member Sapp second the motion. Roll call vote was as follows: Andert – aye, Sapp – aye, Williams – aye, McKinley – aye, and Martini – aye. Motion carried 5-0.

c. Contracts & Agreements

i. Waste Pro Contract Extension

Manager Smith explained that due to Covid-19, the RFP for waste and recycling services would not be done this year. He stated that he would like to continue with Waste Pro for an additional year.

TOWN OF WINDERMERE

Town Council Meeting Minutes (1st Virtual Meeting Covid-19)

April 28, 2020

Manager Smith also stated that he would negotiate with Waste Pro on pricing. He commented that an RFP would be done the following year. Discussion was made regarding recycling, information to residents, programs for children and costs. Member McKinley made a motion to approve the one-year extension. Member Martini seconded the motion. Roll call vote was as follows: Martini – aye, McKinley – aye, Williams – aye, Sapp – aye, and Andert – aye. Motion carried 5-0.

d. Financial

i. Temporary Town Facilities Set Up/Tear Down: Not to Exceed \$280,000.00

Mayor O'Brien introduced this item and turned the floor over to Mr. John Fitzgibbon. Mr. Fitzgibbon gave a recap on the facilities project. He commented on the set-up, tear down, restoring of the area for the temporary facilities, and insurance coverage. Manager Smith commented on the financial split over this year and next year's budget. He then commented on the addition of the rent and the minimal impact to the budget. Member McKinley made a motion to approve the not to exceed \$280,000.00. Member Williams seconded the motion. Mayor O'Brien stated that he would like the residents within the area notified. Manager Smith commented that the monthly rental cost of \$6,838.00 needed to be approved as well. Member McKinley amended his motion to a not to exceed amount of \$290,000.00. Member Williams was friendly to the amendment. Roll call vote was as follows: Andert – aye, Sapp – aye, Williams – aye, McKinley – aye, and Martini – aye. Motion carried 5-0.

e. Other items for consideration

i. Permanent Town Facilities Design Development Update

Mayor O'Brien introduced this item. Manager Smith stated that John Fitzgibbon, Rodney McManus, Sami Gerwick and Stephen Withers were all present to speak on this item. Mr. Fitzgibbon gave an update on the permanent Town Facilities designs and phases. He then turned the floor over to Mr. McManus. Mr. McManus reviewed the master and floor plans for the new facilities. Manager Smith shared comments he has received regarding the 1887 Schoolhouse, the secured reception area, and the skewed administration design. He then stated that Ms. Brandi Haines would like to speak on this item. Mayor O'Brien opened the floor to the Council. Discussion was made regarding a rear access door in community meeting area, septic locates, dumpster/trash locations, Kimley Horn approval for roundabout, the reception area, and the security of the reception area. Mr. Withers commented on the need for community information, items, and furniture that will be needed in the lobby area. Mr. Fitzgibbon stated that the lobby area needed to be considered as a "front porch". Mayor O'Brien opened the floor to the public. Ms. Brandi Haines of 835 Oakdale Street introduced herself. She requested the number of trees that needed to be removed, questioned the driveway entrance change and its effect on parking and trees, commented on the front/back porch with rocking chairs, questioned dimensions of the concrete in front of the building, questioned the effects of sidewalk near the roundabout, commented on "buzzing" in of residents on the administration side, commented on no seating areas in the lobby, and questioned if the lobby will have a 24/7 access. Manager Smith stated that the lobby will not be open 24/7. He then commented on seating, tree removal and replanting, Library parking, and the sidewalk near roundabout. Mayor O'Brien stated that this was an informational item. Member Sapp stated that the Tree Board recommended the removal of 9 total trees per the advice of a tree arborists. He then questioned the possibility on placing rocking chairs outside on the porch. Some discussion was made. General consensus of the Town Council was to move forward with the plans.

c. FY 19/20 Mid-Year Budget Analysis Report

TOWN OF WINDERMERE

**Town Council Meeting Minutes
(1st Virtual Meeting Covid-19)**

April 28, 2020

Mayor O'Brien turned the floor over to Manager Smith. Manager Smith gave a presentation of the mid-year budget, revenues and expenditures.

d. 1 Cent Sales Tax Initiative Discussion

Mayor O'Brien turned the floor over to Manager Smith. Manager Smith stated that due to the current pandemic, Mayor Demings is withdrawing the push for the 1 cent sales tax initiative.

4. MAYOR & COUNCIL LIAISON REPORTS:

Mayor O'Brien stated that he appreciates the staff for everything they have done for the Town during this pandemic. He then commented on the current situation. Member Andert reported that the WAYS Committee will be meeting next week.

7. STAFF REPORTS:

a. TOWN MANAGER ROBERT SMITH – Mr. Smith reported on the current pandemic, virtual meetings, re-opening of the State, Easter Egg event, and future events. He then thanked everyone for the leadership and assistance that has been shown with the pandemic at the local level.

b. TOWN ATTORNEY HEATHER RAMOS – No report.

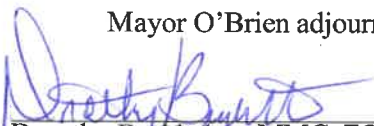
c. POLICE CHIEF DAVE OGDEN – Chief Ogden reported on a water leak on Main Street.


d. PUBLIC WORKS DIRECTOR SCOTT BROWN – Director Brown reported that Public Works is working on hurricane preparedness, sidewalk repairs, new plantings, and the pedestrian crossing at 1st Avenue and Main Street has been installed. Mayor O'Brien commented on an issue with the no skid material between sidewalk and the road that are popping up. Director Brown stated he would look into it.

e. TOWN CLERK DOROTHY BURKHALTER – No report.

8. ADJOURN:

Mayor O'Brien adjourned the meeting at 8:15pm.


Dorothy Burkhalter, MMC, FCRM
Town Clerk

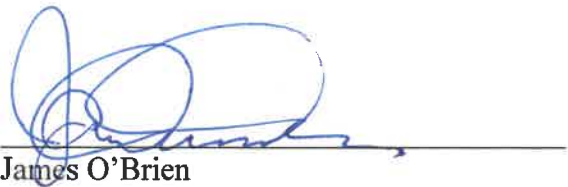

Jim O'Brien, Mayor

OATH OF OFFICE

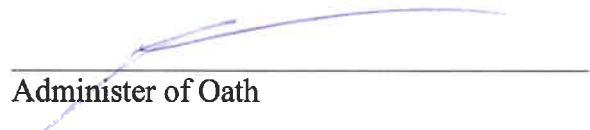
April 28, 2020

I, **James O'Brien**, solemnly swear or affirm that I will support the Constitution of the United States and will obey the laws of the State of Florida; that I will, in all respects, observe the provisions of the Charter and Ordinance of the Town of Windermere and will faithfully discharge the duties of Mayor.

Term: First Two-year 2020 – 2022



James O'Brien

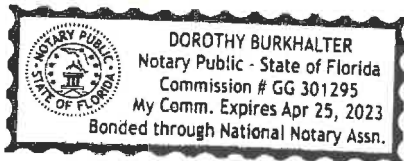


Administer of Oath

Sworn and subscribed before me this 28th of April 2020



Notary Public



OATH OF OFFICE

April 28, 2020

I, **Chris Sapp**, solemnly swear or affirm that I will support the Constitution of the United States and will obey the laws of the State of Florida; that I will, in all respects, observe the provisions of the Charter and Ordinance of the Town of Windermere and will faithfully discharge the duties of Council Member.

Term: Second two-year 2020 - 2022



Chris Sapp

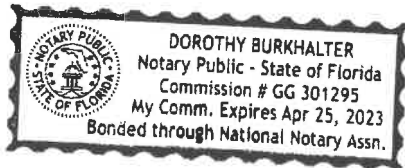


Administer of Oath

Sworn and subscribed before me this 28th of April 2020



Notary Public



OATH OF OFFICE

April 28, 2020

I, **Loren “Andy” Williams**, solemnly swear or affirm that I will support the Constitution of the United States and will obey the laws of the State of Florida; that I will, in all respects, observe the provisions of the Charter and Ordinance of the Town of Windermere and will faithfully discharge the duties of Council Member.

Term: Second two-year 2020 - 2022

Loren “Andy” Williams

Administer of Oath

Sworn and subscribed before me this 28th of April 2020

Notary Public

