



Agenda

Agenda

Long Range Planning Committee

Chair: Roger Gatlin

Vice Chair: John Fitzgibbon

Secretary/Treasurer: George Dubois

Ed Bordelon

George Roat

Molly Rose

Lloyd Woosley

Council Liaison: Chris Sapp

June 25, 2020

**MEETING TO BE HELD VIRTUALLY
ON ZOOM**

Join Zoom Meeting

<https://zoom.us/j/98521774325?pwd=RHJXUEp3RTBxdG5xWHhKRIZDL0xPZz09>

Meeting ID: 985 2177 4325

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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

1. **THE MEETING IS CALLED TO ORDER BY THE CHAIRMAN**
2. **OPEN FORUM/PUBLIC COMMENT (3 Minute Limit):**
 - a. Should you request Public Comment prior to the meeting please email Robert Smith at rsmith@town.windermere.fl.us
 - b. Public Comment will be open during the meeting: Please post you name, address and topic you wish to speak about within ZOOM chat box.
3. **Approval of Minutes**
 - a. Long Range Planning Committee Meeting March 26, 2020 Minutes (Attached)
4. **Discussion Items:**
 - a. Entrance Signage
 - i. Draft RFQ review for a company to assist LRP
 - b. Ward Trail Multiuse Trail Feasibility Study (Attached Report-Board Discretion)
 - c. Updates on ongoing projects (Project Meeting Notes Attached)
5. **ADJOURN**

LRP Minutes 3-26-2020

Members in attendance:

Chair: Roger Gatlin
John Fitzgibbon
George Roat
George Dubois
Council Liaison: Chris Sapp

Meeting called to order at 6:20 pm

Motion to approve the minutes from LRP meeting 10-22-2019
Motion approved 4-0

Discussion regarding Town signage:

It was the consensus of the committee that Event signage and Entry signage for the Town should be consistent and in keeping with the theme of the Town.
In order to achieve this properly we may need to enlist the service of a full service sign company.

Motion by John Fitzgibbon, to recommend the T.C. propose a RFQ for full service sign companies that can provide: design services, installation and ongoing maintenance of necessary Town signage.
Second: George Dubois
Motion approved 4-0

Discussion regarding site plan of Town temporary facilities:

After a review of the plan provided to the committee, George Dubois made a Motion to approve the plan as submitted, George Roat Second.
Motion approved 4-0

Discussion regarding the Tree Mitigation plan proposed for the Town Permanent Facilities

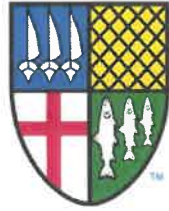
Committee reviewed current proposed tree mitigation plan along with additional proposed tree removals, George Dubois made a Motion that the plan be approved including the additional removals proposed, George Roat Second.
Motion approved 4-0

Discussion regarding Proposed Windermere Pavilion:

Committee was provided with two roof concepts for consideration, George Roat made a motion to proceed with the full roof shown in option 2, George Dubois Second.
Motion approved 4-0

Meeting Adjourned at 7:50 pm

THE TOWN OF
Windermere



TOWN OF WINDERMERE

REQUEST FOR QUALIFICATIONS
For
GENERAL OUTDOOR AND INFORMATIONAL
MUNICIPAL SIGNAGE SERVICES

RFQ #2020-01

DUE: XXXX XX, 2020
3:00 P.M.

Deliver or mail responses to:
Scott A Brown, Public Works Director
Town of Windermere
614 Main Street
Windermere, FL 34786

**REQUEST FOR QUALIFICATIONS (RFQ)
for**

GENERAL OUTDOOR AND INFORMATIONAL MUNICIPAL SIGNAGE SERVICES

Overview

The Town of Windermere is soliciting Statements of Qualifications (SOQ) from firms that can demonstrate they have the resources, experience and qualifications to provide GENERAL OUTDOOR AND INFORMATIONAL MUNICIPAL SIGNAGE SERVICES and other Town signage needs.

SBE/MBE Participation

Please note that the Town encourages the participation of small business enterprises (SBEs) and/or minority business enterprises (MBEs) in this procurement.

Term

Upon acceptance of the terms by both the Respondent and the Town, the Town intends to enter into a Three (3) year contract term to begin on the effective date. Extensions may be mutually agreed upon prior to the expiration of the original term, incorporating the same rates, terms and conditions as the original agreement.

Submittal Requirements

Respondents desiring to submit a SOQ, as described in the scope of services, shall submit three (3) original unbound and one (1) digital copy (USB) of their proposal no later than:

**3:00 p.m. on XXXX XX, 2020 at the following location:
614 Main Street, Windermere, Florida 34786**

Offers by telephone or electronically shall not be accepted. Also, proposers are instructed NOT to fax their proposal. Faxed proposals shall be rejected as non-responsive regardless of where the fax is received.

Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your proposal is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

It is the sole responsibility of the bidder to ensure that his or her proposal reaches the Town. The time and date for receipt of proposals will be strictly observed. Any proposals received after the submittal deadline will be deemed non-responsive and returned to the Respondent unopened.

Questions/Inquiries

The Town will accept inquiries or questions regarding the contents of this RFQ until one (1) week prior to the submittal deadline. Answers to questions will be addressed through addenda and issued no later than four (4) days prior to the submittal deadline. If the Town is unable to provide answers in a timely manner, the submittal deadline may be extended as necessary.

Inquiries and Questions should be directed to the following contact:

Scott A Brown, Public Works Director – sbrown@town.windermere.fl.us

Minimum Qualifications

The Respondent must demonstrate the following:

1. Experience working with and designing non-regulatory traffic signage for a municipal government, HOAs or commercial centers comparable in size to the Town.
2. Experience and have the proper equipment and team of professionals capable of providing the required services in an efficient manner in the best interest of the Town.
3. Knowledge of Federal, State and Local rules, regulations and guidelines pertaining to the proper development of signage, permitting and placement in the road rights of ways.
4. Proven experience and knowledge of the design, construction, installations, on-going maintenance and/or daily/weekly changing displays for general permanently mounted and/or temporary signage found advertising local events, wayfinding, municipal buildings, directional, informative and or other general signage.

Proposal Format

The Proposal should be limited to no more than 10 pages (exclusive of required forms) and address the following criteria in an organized, easily identifiable manner:

1. **Cover Letter** – Provide a cover letter that includes the following: Primary Firm Name, Statement of Qualifications (SOQ) for the Design Engineering Services, Construction Administration Services, Construction Management Services, why the Respondent believes they are uniquely qualified to provide the requested services, and contact information for the Respondent's primary point of contact (s) as well as other employees or sub-consultants that will provide services under this RFQ.
2. **Qualifications** – Provide evidence that the firm meets the minimum qualifications required by this RFQ and include a minimum of 3 references from clients whom the Respondent has provided similar services in the past 5 years. Please include the name of the client, contact information, contract term and value, and the amount of services provided. References from Florida clients are preferable.
3. **Services Understanding and Approach** – Provide an understanding of the solicited services and the Respondent's approach to providing these services.
4. **Form of Contract** – The form of the Contract to be used by the Town is attached hereto as Attachment A along with Exhibits A – C. The Respondent must include a statement that it has reviewed Attachment A and Exhibits A – C and agrees to be bound by the terms and conditions. The contract terms and conditions in Attachment A and Exhibits A – C are not negotiable.
5. **Complete and submit with the Proposal the following forms:**
 - a. Employee List – Exhibit C to Attachment A
 - b. Drug Free Workplace Certification – Attachment B
 - c. Equal Employment Opportunity Certification – Attachment C

- d. Non-Collusion Oath – Attachment D
- e. Good Faith Affidavit – Attachment E

Presentations

Presentations from the top-ranked respondents may be requested at the Town’s discretion if the Town is unable to determine an awardee based on proposal alone.

Terms and Conditions

The Town reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the Town, or to award a contract to the next most qualified proposer if the successful offer fails to execute a contract within (10) days of approval by the Town.

The Town reserves the right to request clarification of information submitted and to request additional information of one or more Respondents.

Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of thirty (30) days, to provide to the Town the services set forth in this RFQ, or until one or more of the Respondents have been awarded.

Costs of preparation of a response to this request for proposals are solely those of the proposer. The Town assumes no responsibility for any such costs incurred by the proposer. The proposer also agrees that the Town bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

The Firm awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion of the contract resulting from this RFQ. The Town shall have access to all records, documents and information collected and/or maintained by others in the course of the administration of the agreement. This information shall be made accessible at the awardees place of business to the Town, for purposes of inspection, reproduction and audit without restriction.

Attachments and Exhibits:

Attachment A – Contract Agreement for GENERAL OUTDOOR AND INFORMATIONAL MUNICIPAL SIGNAGE SERVICES

- **Exhibit A to Attachment A – Respondent’s Response to the RFQ**
- **Exhibit B to Attachment A – Scope of Services**
- **Exhibit C to Attachment A – Employee List**

Attachment B -- Drug Free Workplace Certification

Attachment C – Equal Employment Opportunity Certification

Attachment D – Non-Collusion Oath

Attachment E – Good Faith Affidavit

ATTACHMENT A

CONTRACT AGREEMENT

**RFQ 2020-01 GENERAL OUTDOOR AND INFORMATIONAL MUNICIPAL SIGNAGE
SERVICES**

EXHIBIT A TO ATTACHMENT A

CONTRACTOR'S RESPONSE

**RFQ 2020-01 GENERAL OUTDOOR AND INFORMATIONAL MUNICIPAL SIGNAGE
SERVICES**

EXHIBIT B TO ATTACHMENT A

SCOPE OF SERVICES

EXHIBIT C TO ATTACHMENT A

EMPLOYEE LIST

ATTACHMENT B
DRUG FREE WORKPLACE CERTIFICATION

ATTACHMENT C

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

ATTACHMENT D

NON-COLLISION OATH

ATTACHMENT E

GOOD FAITH AFFIDAVIT



DRAFT REPORT



Ward Trail

Multiuse Trail Feasibility Study



June 2020

Kimley»»Horn



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Appendices

- Appendix A: Drainage Conditions Information**
- Appendix B: Environmental Conditions Information**
- Appendix C: Proposed Alignment Plan Sheets**
- Appendix D: Public Workshop Meeting Materials**

1.0 INTRODUCTION

The Town of Windermere is studying the feasibility of constructing a ±0.6-mile paved multiuse trail located along Dirt Main Street and Lake Butler Boulevard between North Drive and Park Avenue.

This report identifies the existing conditions, opportunities, typical sections, drainage conditions, existing natural and human environment resources, project recommendations, and an opinion of probable construction costs. The study area is shown on **Exhibit 1**.



Exhibit 1: Study Area

2.0 PROCESS

The assessment of existing conditions was multi-disciplinary, including analyses of drainage impacts and permitting, a review of design elements, public involvement and stakeholder coordination, landscaping conditions and opportunities, connections to other systems, and an environmental analysis.

The feasibility study began with a desktop assessment of known conditions, followed by on-site reviews and stakeholder coordination. Once the existing conditions and trail objectives were understood, the project team developed conceptual plans and typical section graphics that were shared with staff, stakeholders, and the public to obtain input. Concept plans were then finalized based on comments, and an engineer's opinion of probable construction costs was developed. This process is show graphically on **Exhibit 2**.

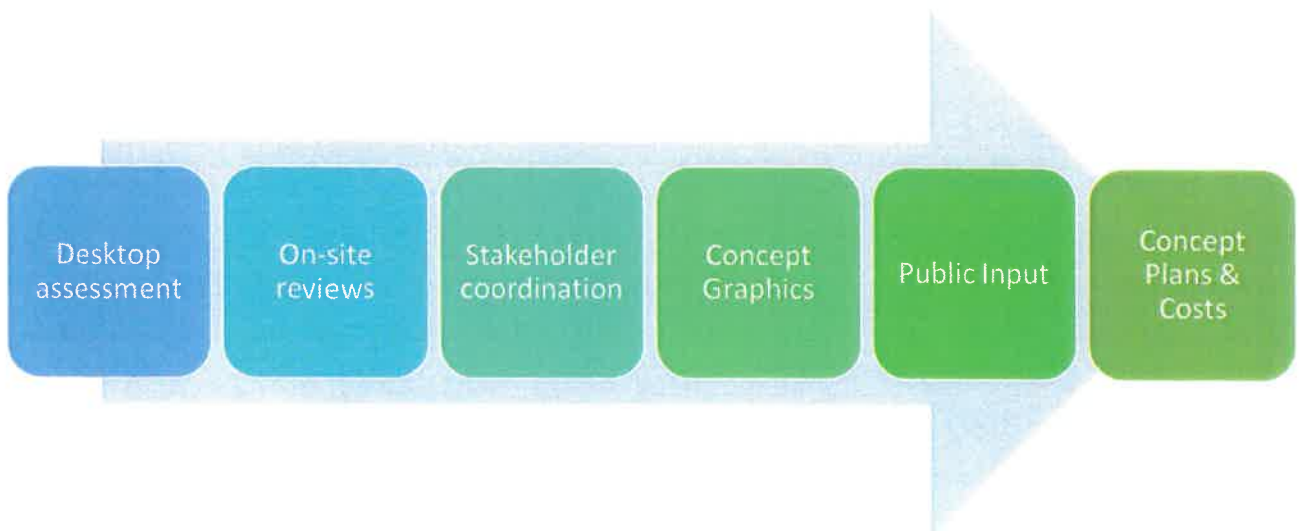


Exhibit 2: Feasibility Study Process

Background data was collected from the Town, from the Orange County Property Appraisers website, from aerial photography, and from previous projects within and near the study area. Roadway edge-of-pavement elevations along Main Street were surveyed to determine whether it is feasible to convert to curb-and-gutter.

The drainage assessment includes identification of basins, outfalls, potential impacts, and identification of opportunities to improve water quality.

The assessment of natural and human environmental features within the study area includes the review of several habitat, species, historic, and resource databases.

3.0 SITE VISITS

A field reconnaissance of environmental features was conducted on February 20, 2020. A site visit was conducted March 23, 2020 with roadway design, drainage design, landscape architecture and trail planning staff, to observe visible constraints and opportunities. The potential alignment for the trail includes several different existing typical sections:

SOUTHERN LIMIT TO CANAL

This portion of the trail is shown in photographs on **Exhibits 3 and 4**.

- This section is relatively open, with increasing separation from Main Street as the alignment heads northbound.
- While traveling northbound, the ridge/berm of the old railroad increases in elevation.
- There is a ditch of varying width and depth between the old railroad berm and Main Street.
- There are existing trees of varying size, quality, and location. There are no alignments that could completely avoid impacts to trees, though mitigation measures are possible in most locations.
- The southernmost portion (between 1st Avenue and North Drive) is not owned by the Town and is therefore not included in this analysis.
- Visible utilities consist of overhead electric, fiber optic communication, water, and drainage facilities (as described in the drainage section).



Exhibit 3: Southern Portion, Looking Northbound



Exhibit 4: Southern Portion of Trail, Looking Northbound Near Canal

CANAL TO 400' SOUTH OF LAKE BUTLER BOULEVARD

- This section is difficult to review in the field due to dense vegetation, as shown on **Exhibit 5**.
- The general typical section is characterized by a surface water ditch adjacent to Lake Butler Boulevard, then a raised wooded section that's approximately 15' wide, that slopes more gradually down to the east, followed by a cleared area of varying widths adjacent to Main Street.
- The wooded portion is relatively dense for an urban area.
- The surface water is described further in the environmental section of this report, but it is not considered a protected waterway or wetland. The edges of the canal and surface water are, however, within the FEMA floodplain.



Exhibit 5: Heavily Wooded Portion of Trail, Looking North along S. Lake Butler Boulevard

400' SOUTH OF LAKE BUTLER BOULEVARD TO LAKE BUTLER BOULEVARD

- As the route approaches Lake Butler Boulevard, the elevation of the berm decreases, and the vegetation becomes significantly less dense, as shown on **Exhibit 6**.
- This short section is relatively open and relatively flat and is likely the least challenging portion of the trail from a design perspective.
- There are likely opportunities to add significant landscaping along this portion.



Exhibit 6: Open Section, Looking South from Lake Butler Boulevard

LAKE BUTLER BOULEVARD TO PARK AVENUE

- This section has an existing 5' wide concrete sidewalk, as shown on **Exhibit 7**.
- The trail should likely follow the general path of the sidewalk.



Exhibit 7: Existing Sidewalk, looking North from Lake Butler Boulevard

4.0 EXISTING CONDITIONS

4.1 DRAINAGE CONDITIONS

Additional Drainage information is provided in **Appendix A**. A summary of conditions is provided below.

DRAIANGE OUTFALLS

The ultimate outfall of the project is the canal located between Lake Butler and Lake Down at STA. 119+50. There are three drainage outfalls located within project limits. Outfall 1 is a storm sewer system, consisting of a ditch bottom inlet (DBI) and pipes, located south of the canal and outfalls into the canal. Outfall 2 is a surface water (SW) ditch located north of the canal, that also outfalls into the canal. Outfall 3 is a roadside ditch located on Lake Butler Lane.

BASINS

1-foot contours were obtained from Orange County GIS to further help determine the existing drainage basins within our project limits. Maine Street / Maguire Road is in crown for a majority of the project length, therefore the drainage boundary is the centerline of the roadway. Runoff from the western half of Maine Street / Maguire Road sheet flows and collects in linear roadside ditches because no curbs are present within project limits.

Basin 1, located south of the outfall to East 4th Avenue, drains north through a series of roadside ditches and side drains until it reaches a DBI located adjacent to the pedestrian ramp for the canal crossing. The water then outfalls through a pipe directly into the canal. The client identified that water does not reach this inlet and is ponding in a low point in the roadway at the north end of Dirt Main Street.

Basin 2, located north of the canal, drains south through a SW ditch. Three DBIs, located near the outfall, drain to the adjacent ditch along Lake Butler Boulevard, which then outfalls directly to the canal.

Basin 3, located between Park Avenue and Lake Butler Boulevard, outfalls to a small roadside ditch near STA. 134+00 that then travel west on Lake Butler Boulevard, and eventually outfalls into Lake Butler.

4.2 ENVIRONMENTAL CONDITIONS

Additional Environmental information is provided in **Appendix B**. A summary of conditions is provided below.

ENVIRONMENTAL RESOURCES

The project limits were visually screened for the presence of wetlands as defined in the *Corps of Engineers Wetlands Delineation Manual, Technical Report Y-87-1* and Chapter 62-340, Florida Administrative Code. The results of the field reconnaissance and NWI database research indicated that there are no wetlands and one surface water in the study area.

Field verification with the South Florida Water Management District (SFWMD) and the US Army Corps of Engineers (USACE) should be conducted during the project development phase of the project to confirm surface water limits.

FLOODPLAINS

FEMA FIRMs available from the FEMA website (<https://www.fema.gov/>) were reviewed to determine if the project area is located within a flood zone. According to FEMA FIRM Panel 12095C0220F, the study area is outside the 100-year flood zone (Zone X), with the exception of the area on and immediately adjacent to the canal that falls within Flood Zone AE.

PROTECTED SPECIES

No listed species were observed during field reconnaissance. Additionally, the FWC does not indicate any documented observations of state protected species within the study area.

Other species observed included the red-bellied woodpecker (*Melanerpes carolinus*), osprey (*Pandion haliaetus*), red-shouldered hawk (*Buteo lineatus*), brown pelican (*Pelecanus occidentalis*), marsh rabbit (*Sylvilagus palustris*), green anole (*Anolis carolinensis*), and limpkin (*Aramus guarauna*).

Both the USFWS report and the FNAI report listed several federal and state listed plants species as potentially occurring within the study area. However, no listed plant species were observed during field reconnaissance and there is marginal habitat for listed plant species within the study area. No further action should be required for listed plant species.

CONTAMINATION

As of March 17, 2020, the FDEP does not list any potential contamination sites within 500 feet from the project study area.

5.0 POTENTIAL IMPROVEMENTS

5.1 ADJACENT IMPROVEMENT

Dirt Main Street is in the design process to be paved due to chronic flooding problems. The paving project will include installation of curb and gutter along the eastern edge of Dirt Main Street, which is immediately adjacent to the study area for this trail project.

5.2 ANTICIPATED TYPICAL SECTIONS

The typical section of the trail changes based on variations in the existing study area. The trail moves east or west, and to higher or lower elevations largely following the existing land. In the southern portion of the trail, looking north, from left to right: the roadway edge is followed by a landscaping buffer area, then the 10' wide trail, then a drainage swale adjacent to Main Street. It is assumed that regrading of the existing berm will be sufficient and 6' thick concrete pavement is proposed for the trail. The various typical sections are shown on **Exhibit 8 and Exhibit 9**.

Various decorative features, handrails, signs, striping, and other features can be added as necessary or desired.

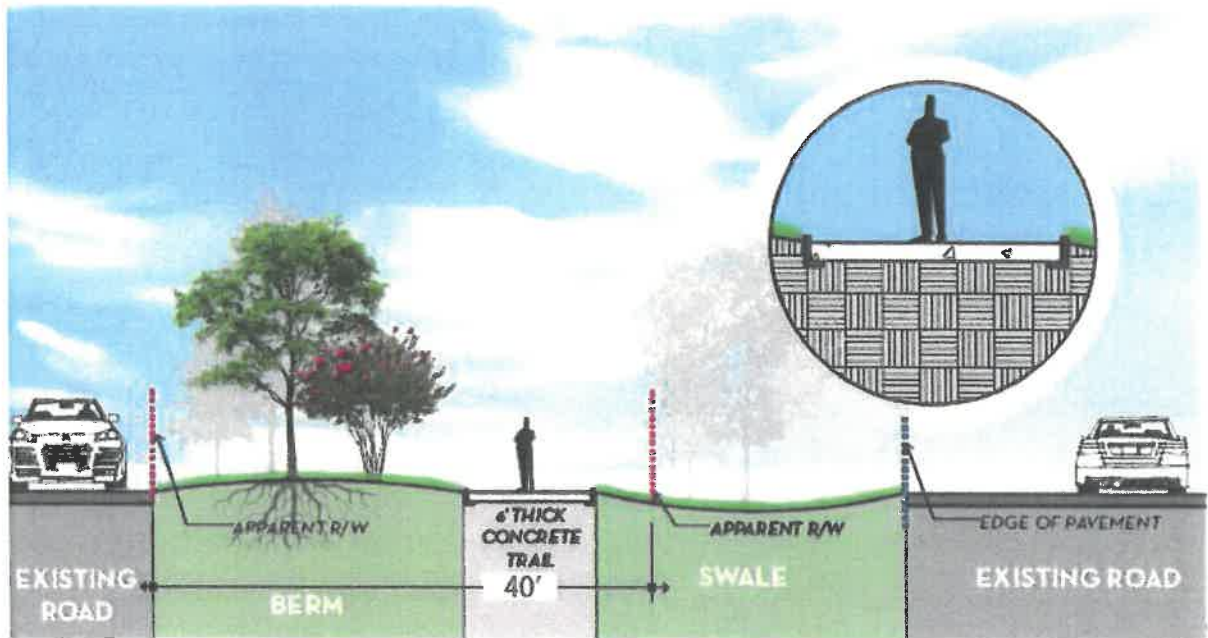


Exhibit 8: At-Grade Trail for Low-Elevation Areas

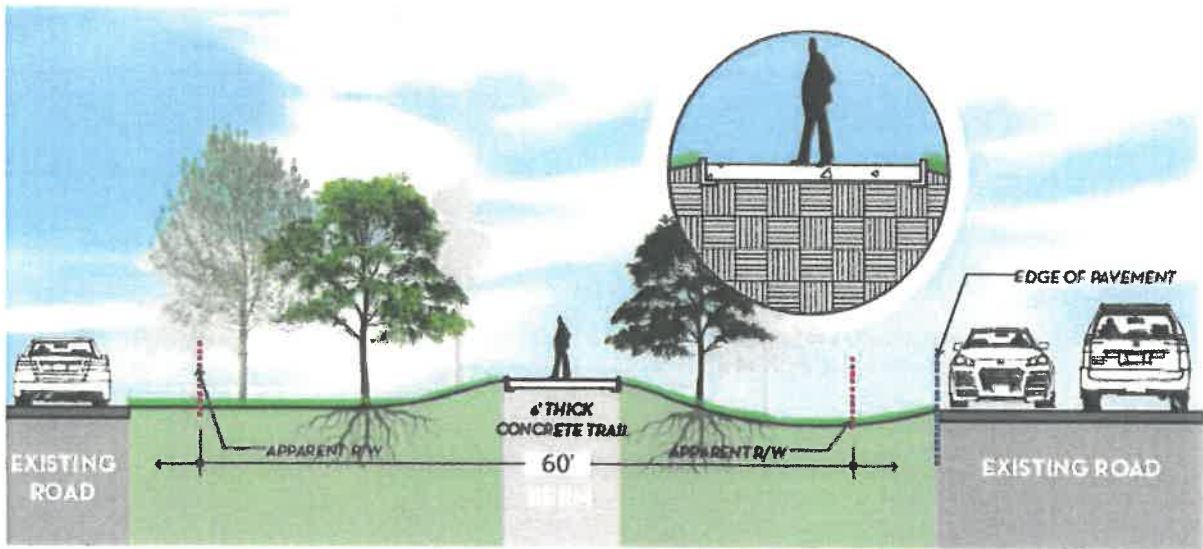


Exhibit 9: At-Grade Trail through Existing Trees, on Medium/High Berms

5.2 ANTICIPATED ALIGNMENT

Plan sheets showing the proposed alignment are provided in **Appendix C**. Note that the alignment was developed prior to obtaining survey. The design phase, which will begin with a topographical survey, will be used to fine-tune the alignment consistent with the overall goals for the trail. Similarly, a tree survey, by an arborist, should be conducted to determine the tree species and tree quality when considering which tree mitigation strategy should be used.

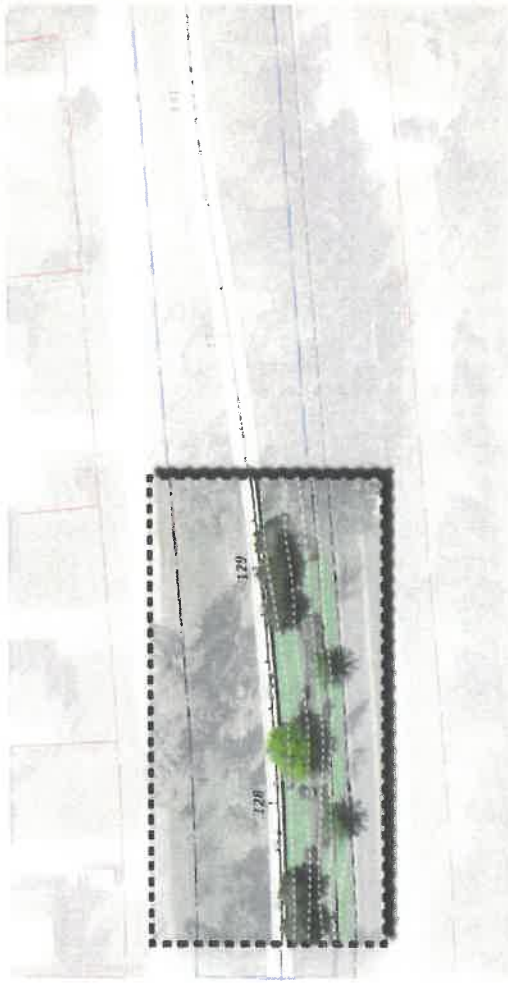
The portion of the trail immediately north of the canal is shown aligned to the eastern portion of the existing berm to avoid impacts to the floodplain. The alignment should be adjusted based on topographical survey to ensure that it does not impact the floodplain. If the berm is narrow in certain areas (this will not be known until the survey is complete), additional embankment on the east side may be appropriate and handrails may be needed to provide protection from dropoff hazards.

5.3 PROPOSED MATERIALS

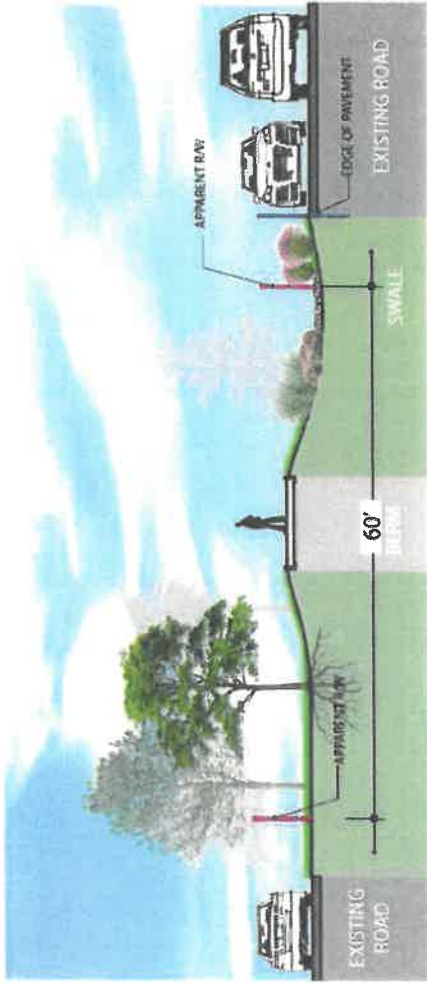
The trail is proposed to be constructed using concrete due to the known properties, relative constructability, design life, and maintenance benefits when compared with asphalt. The proposed thickness is 6" to provide additional durability, compared to typical 4" thick concrete sidewalk.

5.4 LANDSCAPING

The landscaping elements included in this analysis assume that the trail will not be irrigated. Plantings were selected based on their ability to thrive in Central Florida without irrigation (after a period of establishment). Two tiers of landscape enhancements were considered, one that is primarily shrubs, and one that combines trees and shrubs. Landscaping plans with example images and anticipated costs are shown on **Exhibits 10 and 11**.



PLAN VIEW: STATION 127+40 TO STATION 129+40



SECTION: SHRUBS ENHANCEMENT



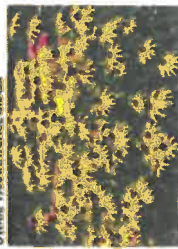
SAND CORD GRASS



PINK MUHLY



DWARF FAKAHATCHEE GRASSES



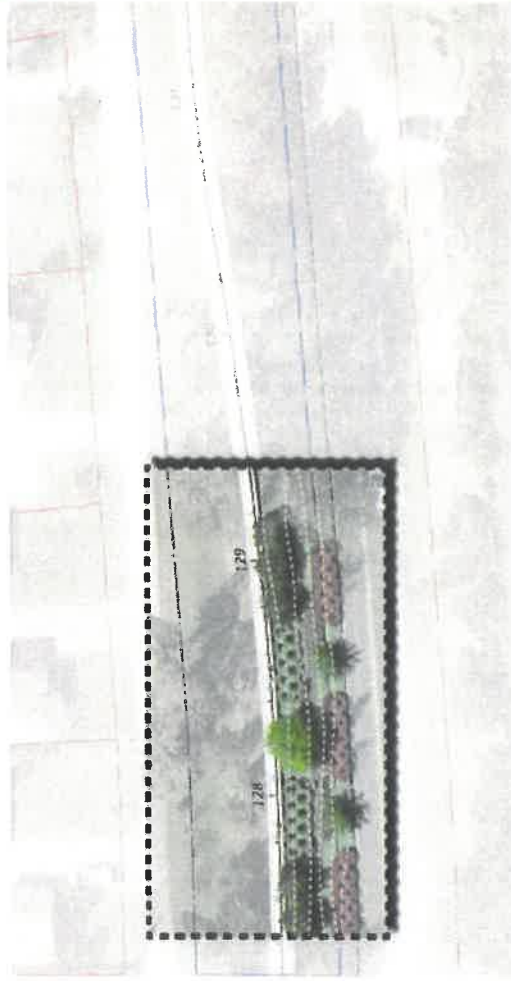
BLACK EYE SUSAN



PRECEDENT IMAGE

LANDSCAPE ENHANCEMENT
SHRUBS ENHANCEMENT: +/- \$7,500

Exhibit 10: Landscape Enhancement - Shrubs



PLAN VIEW: STATION 127+40 TO STATION 129+40



SECTION: TREES AND SHRUBS ENHANCEMENT



CRAPE MYRTLE



BOTTLEBRUSH TREE



OAK TREE



CRAPE MYRTLE



PRECEDENT IMAGE

LANDSCAPE ENHANCEMENT
 SHRUBS ENHANCEMENT: +/- \$7,500
 TREE ENHANCEMENT: +/- \$38,500
 TOTAL: +/- \$46,000

Exhibit 11: Landscape Enhancement – Shrubs and Trees

5.5 WATER QUALITY IMPROVEMENTS

The project has two primary areas that can be used to add water quality enhancements – the area south of the canal, and the area south of Lake Butler Boulevard. Both areas are flat enough that regrading can create swales that can be planted as rain gardens to remove pollutants to improve water quality. Additionally, best management practices can be used to avoid direct discharge into the canal.

5.6 OPINION OF PROBABLE CONSTRUCTION COSTS

An Engineers Opinion of Probable Construction Costs (EOPC) was developed to better understand the likely project costs. Note that the costs for replacing the pedestrian bridge are not included in the cost estimate since the bridge is to be designed and fabricated by a specialty bridge company.

The resulting EOPC is shown in **Table 1**. Note that landscaping costs were assumed to include shrubs and trees. The number of trees and size of trees will significantly affect the cost. These costs assume 64 trees at \$1,000 per tree.

Table 1: Engineers Opinion of Probable Costs

ITEM NO.	UNITS	QUANTITY	ITEM DESCRIPTION	UNIT COST	FACTOR	TOTAL
ROADWAY						
110-1-1	AC	1.80	CLEARING & GRUBBING	\$10,348.06	1.25	\$23,283.14
110-4-10	SY	481	REMOVAL OF EXISTING CONCRETE	\$20.01	1.25	\$12,021.01
120-6	CY	2848	EMBANKMENT	\$8.63	1.25	\$30,724.40
522-2	SY	3795	CONCRETE SIDEWALK AND DRIVEWAYS, 6"	\$58.04	1.25	\$275,290.98
570-1-2	SY	5127	PERFORMANCE TURF, SOD	\$2.67	1.25	\$17,110.25
ROADWAY SUB-TOTAL						\$358,429.77
DRAINAGE						
400-1-2	CY	2.64	CONCRETE CLASS I, ENDWALLS	\$1,788.03	1.25	\$5,900.50
425-1-201	EA	2	INLETS, CURB, TYPE 9, <10'	\$5,477.50	1.25	\$13,693.75
425-2-41	EA	2.0	MANHOLES, P-7, <10'	\$5,819.75	1.25	\$14,549.38
430-174-118	LF	50	PIPE CULVERT, OPTIONAL MATERIAL, ROUND,	\$79.36	1.25	\$4,960.00
430-175-124	LF	300	PIPE CULVERT, OPTIONAL MATERIAL, ROUND,	\$91.22	1.25	\$34,207.50
430-984-125	EA	2	MITERED END SECTION, OPTIONAL ROUND,	\$1,374.37	1.25	\$3,435.93
524-1-19	SY	15	CONC DITCH PAVT, 3", REINFORCED	\$64.83	1.25	\$1,215.56
570-1-2	SY	220	PERFORMANCE TURF, SOD	\$2.66	1.25	\$731.50
571-1-11	SY	100	PLASTIC EROSION MAT, TURF REINFORCED	\$4.26	1.25	\$532.50
DRAINAGE SUB-TOTAL						\$79,226.61
LANDSCAPING (OPTIONAL)						
N/A	LS	1	SHRUB AND TREE ENHANCEMENT	\$71,500.00	\$1.00	\$71,500.00
LANDSCAPING SUB-TOTAL						\$71,500.00
PROJECT SUBTOTAL						\$509,156.38
MISCELLANEOUS						
101-1	LS	1	MOBILIZATION (10%)	\$50,915.64	1.00	\$50,915.64
102-1	DA	1	MAINTENANCE OF TRAFFIC (10% OF COST AMOUNT) (EXCLUDING TEMPORARY PAVEMENT)	\$50,915.64	1.00	\$50,915.64
		1	CONTINGENCY (15%)	\$76,373.46	1.00	\$76,373.46
PROJECT GRAND TOTAL						\$687,361.11

THESE ITEM AVERAGE UNIT COSTS VALUES WERE OBTAINED FROM THE FDOT ESTIMATES OFFICE WEBSITE UNDER THE ITEM AVERAGE UNIT COSTS FOR STATEWIDE SEPTEMBER 1, 2019 – FEBRUARY 29, 2020.

NOTE:

THE ENGINEER HAS NO CONTROL OVER THE COST OF LABOR, MATERIAL, EQUIPMENT, OR OVER THE CONTRACTOR'S METHODS OF DETERMINING PRICES OR OVER COMPETITIVE BIDDING OR MARKET CONDITIONS. OPINIONS OF PROBABLE COSTS PROVIDED HEREIN ARE BASED ON THE INFORMATION KNOWN TO THE ENGINEER AT THIS TIME AND REPRESENT ONLY THE ENGINEER'S JUDGMENT AS A DESIGN PROFESSIONAL FAMILIAR WITH THE CONSTRUCTION INDUSTRY. THE ENGINEER CANNOT AND DOES NOT GUARANTEE THAT PROPOSALS, BIDS, OR ACTUAL CONSTRUCTION COSTS WILL NOT VARY FROM ITS OPINIONS OF PROBABLE COSTS.

6.0 POTENTIAL IMPACT OF IMPROVEMENTS

6.1 ANTICIPATED IMPACTS

The project is not anticipated to add capacity to the roadway, affect planned community growth, land use patterns, or growth rates. The project will create a linear amenity by turning an existing natural area into a trail that can be used by the community.

6.2 ANTICIPATED ENVIRONMENTAL IMPACTS

A portion of the proposed trail alignment intersects with a surface water canal that provides a hydrological connection from Lake Butler to Lake Down. A pedestrian bridge is currently in place over the canal. Assuming the proposed trail is in the same general location as the existing pedestrian bridge, no significant disruption to the current water environment is anticipated.

Drainage improvements are included due to the minor increase in impervious area associated with the recreational trail. Additionally, a Stormwater Pollution Prevention Plan (SWPPP) should be developed and included in the plans, including efforts for sediment erosion control. Compliance with all SFWMD Best Management Practices (BMPs) and the FDOT *Standard Specifications for Road and Bridge Construction* will be implemented to reduce or eliminate discharges that affect water quality.

6.3 ANTICIPATED IMPACTS TO SPECIES

One (1) eagle nest is within a 1-mile range of the site, but not within a 600-foot buffer; therefore, the project is anticipated to have no negative impacts on the bald eagle.

No further action should be required regarding other species.

Although no gopher tortoises were observed during field reconnaissance, surveys for the Florida gopher tortoise are recommended to be conducted during the design phase to ensure no species are present within the proposed project footprint.

Portions of the study area meet the three criteria listed by the USFWS for potential sand skink habitat: county, soil type, and elevation. Potential habitat is primarily located at the start and end of the proposed trail and is surrounded by intensive development. Therefore, it is recommended to consult with the USFWS to determine eligibility for a reduced or eliminated skink survey prior to the start of construction related activities.

6.4 ANTICIPATED IMPACTS TO DRAINAGE

The proposed paving of Dirt Main Street and the proposed 10' wide trail will combine to require additional improvements to drainage collection and treatment. As such, roadside ditches will be realigned and graded to collect all runoff and convey it to existing outfalls. Existing drainage facilities will likewise be upgraded.

6.5 ANTICIPATED IMPACTS TO WATER QUALITY

The proposed trail design does not require attenuation or treatment since the trail does not exceed 14 feet in width and is not anticipated to impact any wetlands or surface waters within project limits. Therefore, the trail is exempt from permitting. A coordination meeting with the South Florida Water Management District (SFWMD) will be held to discuss these criteria. As described previously, opportunity sites along the trail are anticipated to enhance water quality.

7.0 PUBLIC INVOLVEMENT

7.1 STAKEHOLDER WORKSHOPS

A stakeholder workshop was held DATE, 2020, with representatives including Town management, public works staff, Town Council representation, a tree board representative, and a Parks & Recreation representative. The meeting summary is provided in **Appendix D**.

The workshop discussed project constraints, goals, objectives, concerns, and opportunities. Several guiding principles were determined during the meeting, as described below:

- The trail should be approximately 10' wide. A wider trail may encourage higher bike-riding speeds, which are not desired in this community.
- Material should be concrete for improved durability, constructability, and maintenance.
- The trail should mender, rather than being as straight as possible. The curves should be gradual and comfortable to create a more inviting experience.
- Water quality improvements should be considered.
- Golf carts should be allowed on the pedestrian bridge, but not on the rest of the trail.
- The path should be approximately 10' wide.
- Pedestrian scale lighting should be considered.

7.2 PUBLIC WORKSHOP

A public workshop was held at Town Hall on June/July/August? ##, 2020 to present the anticipated alignment and trail features. Meeting materials are provided in **Appendix D**.

7.3 COMMENT SUMMARY

To be completed after the meeting is held

8.0 PERMITTING

An Environmental Resource Permit from SFWMD will be required for activities related to stormwater management, floodplain compensation, and activities located on or adjacent to the canal. A USACE Section 404 permit may be required for potential minor impacts to the canal, however eligibility for a Nationwide Permit is likely. A National Pollutant Discharge Elimination System (NPDES) permit will be required from FDEP and the contractor will be responsible for obtaining it prior to construction.

Per the Code of Ordinances for Orange County, Sec. 15-283(a), a tree removal permit is required from the zoning manager to remove any protected trees on site greater than eight (8) inches diameter at breast height (DBH). What constitutes a protected tree is defined in Sec. 15-283(a).

Per the Code of Ordinances for Orange County, Sec. 15-376, as wetlands are present on-site (edges of Lake Butler), a Conservation Area Determination (CAD) will be required prior to development. This will require an application to be submitted to the Orange County Environmental Protection Division (EPD). EPD will then visit the site and upon completion of field verification by EPD, a Class Determination Letter will be sent to the applicant. If wetlands will be impacted by the project, a Conservation Area Impact (CAI) permit will be required from the Orange County EPD.

APPENDIX A
Drainage Conditions Information



Windermere Ward Trail

DRAINAGE MEMO

Prepared For:



Kimley»»Horn

April 2020



Project Summary

Introduction

The Town of Windermere requests a concept plan for a multi-use path to run adjacent to Main Street / Maguire Road from North Drive to approximately Park Avenue, located in Orange County, Florida. The project proposes an 10-foot wide multi-use path, landscape buffer, and a conveyance system along the western side of Main Street / Maguire Road. This drainage report will document alternatives, provide recommended solution(s), and sketches that will assist in the scoping of design and permitting of the overall improvement. A project location map is located in **Appendix A**.

Existing Conditions

A field review took place on March 12, 2020 to inventory existing drainage structures and identify drainage basins and flow patterns. There is a canal that is the ultimate outfall of the project that is located between Lake Butler and Lake Down at STA. 119+50.

Outfalls

There are three drainage outfalls located within project limits. Outfall 1 is a storm sewer system, consisting of a ditch bottom inlet (DBI) and pipes, located south of the canal and outfalls into the canal. Outfall 2 is a surface water (SW) ditch located north of the canal, that also outfalls into the canal. Outfall 3 is a roadside ditch located on Lake Butler Lane.

Basins

1-foot contours were obtained from Orange County GIS to further help determine the existing drainage basins within our project limits. Maine Street / Maguire Road is in crown for a majority of the project length, therefore the drainage boundary is the centerline of the roadway. Runoff from the western half of Maine Street / Maguire Road sheet flows and collects in linear roadside ditches because no curbs are present within project limits.

Basin 1, located south of the outfall to East 4th Avenue, drains north through a series of roadside ditches and side drains until it reaches a DBI located adjacent to the pedestrian ramp for the canal crossing. The water then outfalls through a pipe directly into the canal. The client identified that water does not reach this inlet and is ponding in a low point in the roadway at the north end of Dirt Main Street.

Basin 2, located north of the canal, drains south through a SW ditch. Three DBIs, located near the outfall, drain to the adjacent ditch along Lake Butler Boulevard, which then outfalls directly to the canal.

Basin 3, located between Park Avenue and Lake Butler Boulevard, outfalls to a small roadside ditch near STA. 134+00 that then travel west on Lake Butler Boulevard, and eventually outfalls into Lake Butler.

A pre-development basin map with existing drainage structures can be found in **Appendix B**.

Proposed Conditions

A roadway improvement project will convert Dirt Main Street to a curbed section within basin 1. This project also proposes to add additional impervious surface by the addition of the 10-foot wide multi-use path. Due to these improvements, roadside ditches will be re-aligned and graded to collect all runoff and convey it to the existing outfalls.

Additionally, the existing inlet in basin 1 will be converted to a manhole. A proposed drainage inlet will be placed at the low point in the roadway at the end of Lake Butler Boulevard and will connect back to the existing system to reduce the ponding at the low point in the roadway.

A proposed drainage structures map can be found in **Appendix C**.

Floodplain Impacts

A portion of basin 2 is located in the FEMA Floodplain Zone X and has a defined floodplain elevation of 100.7. The proposed trail shall remain on the berm and avoid any impacts to the floodplain. Any impacts that cannot be avoided will require a pre-post volumetric comparison of the area showing insignificant impact to storage. The FEMA FIRMette Map can be found in **Appendix D**.

Water Quality Criteria

The proposed trail design does not require attenuation or treatment since the trail does not exceed 14 feet in width and is not anticipated to impact any wetlands or surface waters within project limits. Therefore, the trail is exempt from permitting. A coordination meeting with the South Florida Water Management District (SFWMD) will be held to discuss these criteria.

Water Quality Opportunities

The water quality in Lake Butler has diminished due to silt deposits from the unpaved road washouts near the lake. The washouts have resulted in rising stages and loss of storage volume in the lake. One way this issue can be improved by pre-treating the roadway runoff with ditch blocks prior to runoff entering the lake.

Appendices

Appendix A: Project Location Map

Appendix B: Pre-Development Basin Map

Appendix C: Proposed Drainage Structures Map

Appendix D: FEMA FIRMette Map

Appendix A: Project Location Map



Appendix B: Pre-Development Basin Map



BEGIN PROJECT
STA. 100+16.61

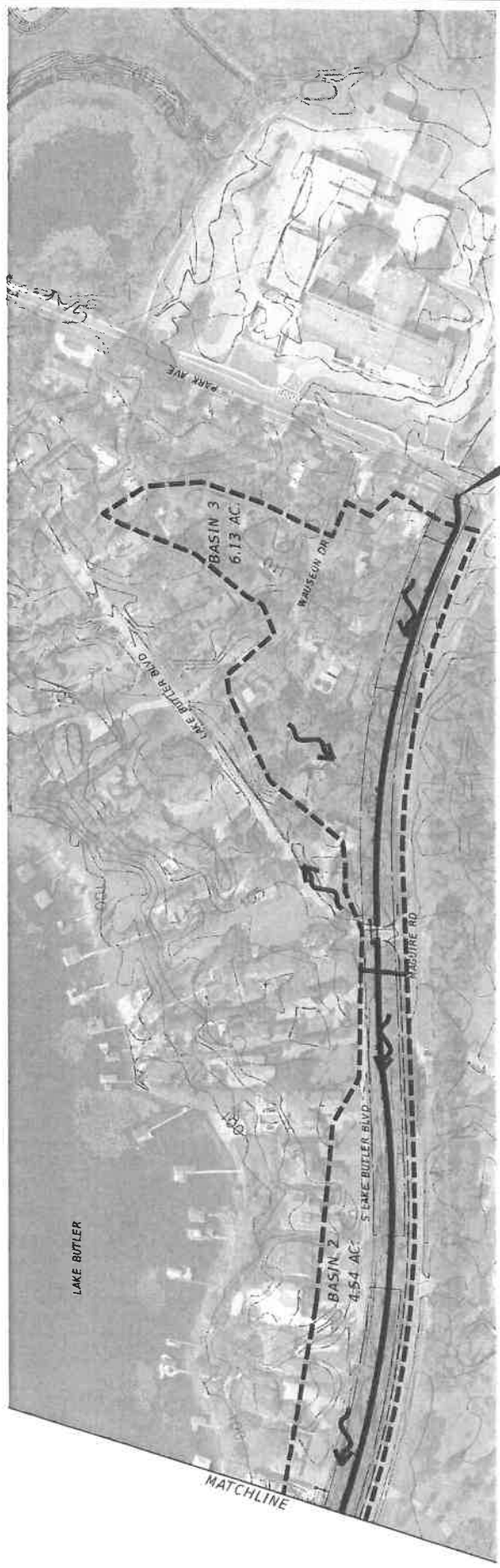
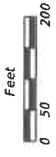
REVISIONS		DESCRIPTION	SHEET NO.
NO.	DATE		

Kimley-Horn
Professional Engineer
Victor H. Gallo, P.E.
P.E. License No. 75592
189 S Grange Avenue, Suite 1000
Windsor, Colorado 80551
4/17/2010 10:25:55 AM 06/04/08

TOWN OF WINDERMERE

DRAINAGE MAP (01)

c:\pwworking\kimley-horn\project\cogresson\mst\448\DWG\FR01.dwg



END PROJECT
STA. 1417+98.42

SHEET
NO.

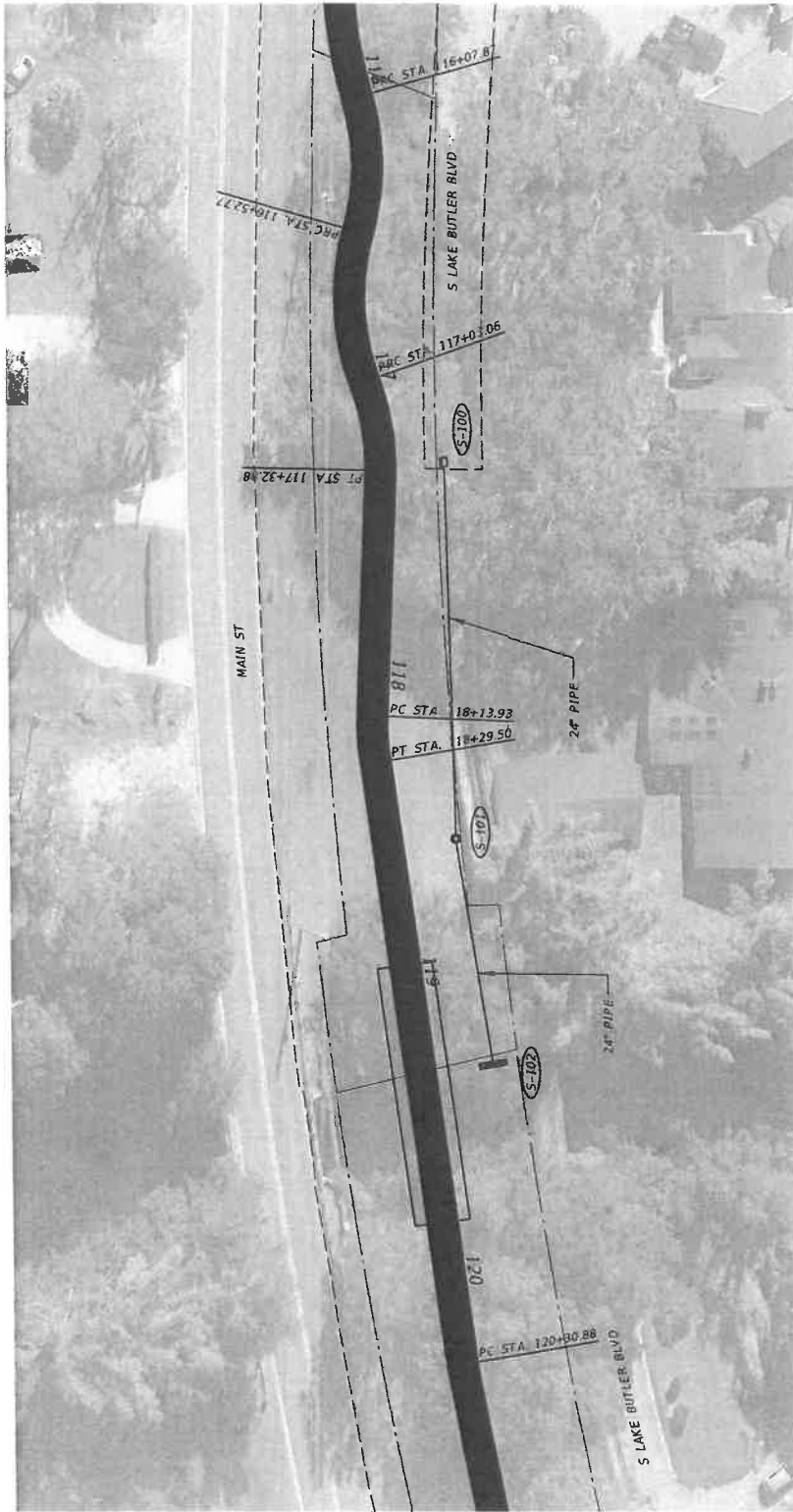
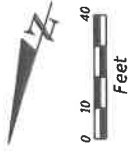
DRAINAGE MAP (01)

**TOWN OF
WINDERMERE**

Kimley-Horn
 R. Kimley-Horn, Inc.
 Victor H. Gatto, P.E.
 P.E. License No. 75592
 189 S Orange Avenue, Suite 1000
 Orlando, FL 32801

REVISIONS	DATE	DESCRIPTION

Appendix C: Proposed Drainage Structures Map



S-100
 STA. 117+40.00 (20.30' LT)
 TYPE 9 CURB INLET
 (CAST-IN-PLACE)
 INDEX NO. 425-024
 EOP EL. 102.00
 FL. 99.80

S-101
 STA. 118+65.00 (22.50' LT)
 MANHOLE
 INDEX NO. 425-001
 RIM EL. 103.00
 FL. 99.60

S-102
 STA. 119+42.00 (24.10' LT)
 ENDWALL
 INDEX NO. 430-030
 FL. 99.40

S-107
S-108

DATE		REVISIONS		DESCRIPTION	DATE	DESCRIPTION

Kimley-Horn
 Engineers, Inc.
 189 S Orange Avenue, Suite 1000
 Orange, Florida 32801

**TOWN OF
 WINDERMERE**

PROPOSED DRAINAGE

SHEET NO.

Appendix D: FEMA FIRMette Map

National Flood Hazard Layer FIRMette



28°30'31.88"N
81°32'38.40"W



USGS: The National Map, Orthoimagery, Data refreshed April, 2019.

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

<p>SPECIAL FLOOD HAZARD AREAS</p> <ul style="list-style-type: none"> Without Base Flood Elevation (BFE) Zone A, V, A99 With BFE or Depth Zone AE, AO, AH, VE, AR Regulatory Floodway 	<p>OTHER AREAS OF FLOOD HAZARD</p> <ul style="list-style-type: none"> 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X Future Conditions 1% Annual Chance Flood Hazard Zone X Area with Reduced Flood Risk due to Levee, See Notes, Zone X Area with Flood Risk due to Levee Zone D 	<p>OTHER AREAS</p> <ul style="list-style-type: none"> Area of Minimal Flood Hazard Zone X Effective LOMRs Area of Undetermined Flood Hazard Zone D 	<p>GENERAL STRUCTURES</p> <ul style="list-style-type: none"> Channel, Culvert, or Storm Sewer Levee, Dike, or Floodwall 	<p>OTHER FEATURES</p> <ul style="list-style-type: none"> Cross Sections with 1% Annual Chance Water Surface Elevation Coastal Transect Base Flood Elevation Line (BFE) Limit of Study Jurisdiction Boundary Coastal Transect Baseline Profile Baseline Hydrographic Feature 	<p>MAP PANELS</p> <ul style="list-style-type: none"> Digital Data Available No Digital Data Available Unmapped
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The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 3/25/2020 at 7:12:51 AM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

APPENDIX B
Environmental Conditions Information



Town of Windermere Multiuse Trail Feasibility Study Natural and Human Environment Screening

April 2020

Kimley»»Horn

Contents

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INTRODUCTION

The Town of Windermere is studying the feasibility of constructing a 0.5 ± mile paved multiuse trail located near the eastern side of Lake Butler from North Drive to Lake Butler Boulevard.

This report identifies existing natural and human environment resources within the study area and describes the anticipated impacts to these resources. For purposes of this study, the study area has been defined as the area within 150 feet of the proposed multiuse trail.

METHODOLOGY

The assessment of natural and human environmental features within the study area included the review of the following data and documents:

- Historical aerial photography from the Florida Department of Transportation (FDOT) Aerial Photo Look-up System and Publication of Archival Library and Museum Materials
- Habitat and species-specific information obtained from the US Fish and Wildlife Service (USFWS), the Florida Fish and Wildlife Conservation Commission (FWC), Florida Fish and Wildlife Research Institute, Florida Geographic Data Library (FGDL), and the Florida Natural Areas Inventory (FNAI)
- The US Geological Survey 7.5-Minute Quadrangle maps (see **Figure 1—USGS Quadrangle Map**)
- The USFWS National Wetland Inventory (NWI) maps
- The Federal Emergency Management Agency's (FEMA) Flood Insurance Rate Maps (FIRM)
- USFWS *Information for Planning and Consultation (IPaC) Trust Resources Report* included in **Appendix A**
- FNAI Unofficial Data Report for the study area included in **Appendix B**
- Florida Department of State – Division of Historical Resources Report in **Appendix C**
- Florida Department of Environmental Protection (FDEP) Map Direct Contamination Location Map

In addition to the review of databases and other resources, field reconnaissance was conducted on February 20, 2020.

EXISTING LAND USE PATTERNS

EXISTING RESOURCES

The project study area is urban and essentially built out. The land uses identified within the study area using the Florida Land Use, Cover, and Forms Classification System (FLUCFCS) (see **Figure 2 — FLUCFCS Map**) include the following:

- Fixed single family units
- Educational facility
- Pine flatwoods
- Channelized waterways – canals

ANTICIPATED IMPACTS

The project is not anticipated to have any notable impacts to traffic or community function, being that the project area is small and will be contained in an area that is already unused by the surrounding neighborhoods.

The project is not anticipated to add capacity to the roadway, affect planned community growth, land use patterns, or growth rates. It will simply be turning an existing natural area into a trail that can be used by the nearby communities.

WETLANDS AND SURFACE WATERS

EXISTING RESOURCES

Kimley-Horn and Associates staff conducted field reconnaissance on February 20, 2020 and reviewed NWI mapping of the project vicinity. The project limits were visually screened for the presence of wetlands as defined in the *Corps of Engineers Wetlands Delineation Manual, Technical Report Y-87-1* and Chapter 62-340, Florida Administrative Code. The results of the field reconnaissance and NWI database research indicated that there are no wetlands and one surface water in the study area. The canal connecting Lake Butler and Lake Down (surface water) was the only jurisdictional feature identified in the study area (see **Figure 3—NWI Wetlands and Surface Waters Map**). The canal exhibits limited wetland vegetation along its banks. Wetland species were observed within the project site, especially on the north side; this included sword fern (*Polystichum munitum*), wild taro (*Colocasia esculenta*), red maple (*Acer rubrum*), Carolina willow (*Salix caroliniana*), dollarweed (*Hydrocotyle umbellata*), dayflower (*Commelina communis*), primrose willow (*Ludwigia peruviana*), and cypress (*Taxodium distichum*). The south side of the project area contains a bamboo (*Bambusoideae spp.*) seawall. Field verification with the South Florida Water Management District (SFWMD) and the US Army Corps of Engineers (USACE) should be conducted during the project development phase of the project to confirm surface water limits.

ANTICIPATED IMPACTS

A portion of the existing trail intersects with a surface water canal that provides a hydrological connection from Lake Butler to Lake Down, but a pedestrian bridge is currently in place there. Assuming the proposed trail is in the same general location as the existing trail, no significant disruption to the current water environment is anticipated.

Drainage improvements may be required due to a minor increase in impervious area associated with the recreational trail. Additionally, a Stormwater Pollution Prevention Plan (SWPPP) should be developed and included in the plans, including efforts for sediment erosion control. Compliance with all SFWMD Best Management Practices (BMPs) and the FDOT *Standard Specifications for Road and Bridge Construction* will be implemented reduce or eliminate discharges that affect water quality.

FLOODPLAIN ENCROACHMENT

EXISTING RESOURCES

FEMA FIRMs available from the FEMA website (<https://www.fema.gov/>) were reviewed to determine if the project area is located within a flood zone. According to FEMA FIRM Panel 12095C0220F, the study area is outside the 100-year flood zone (Zone X), with the exception of the area on and immediately adjacent to the canal that falls within Flood Zone AE. (**Figure 4—FEMA FIRM Map**).

ANTICIPATED IMPACTS

A flood analysis may be required to determine potential floodplain compensation if impacts to the floodplain are proposed. Additionally, a Conditional Letter of Map Revision from FEMA may be required dependent on the proposed activities within Zone AE for the construction of the trail.

PROTECTED SPECIES

EXISTING RESOURCES

Field reconnaissance was conducted to determine if listed species or their habitats were present within the study area. No listed species were observed during field reconnaissance. Other species observed included the red-bellied woodpecker (*Melanerpes carolinus*), osprey (*Pandion haliaetus*), red-shouldered hawk (*Buteo lineatus*), brown pelican (*Pelecanus occidentalis*), marsh rabbit (*Sylvilagus palustris*), green anole (*Anolis carolinensis*), and limpkin (*Aramus guarauna*).

The USFWS *IPaC Trust Resources Report* listed eighteen (18) threatened, endangered, or candidate species (**Table 1**) in Orange County (**Appendix A—USFWS Information for Planning and Consultation Trust Resources Report**). The project area also falls within three (3) USFWS Wood Stork Core Foraging Areas (CFA).

Additionally, a FNAI report (see **Appendix B—FNAI Report**) created on March 18, 2020 identified seventeen (17) species protected by the State of Florida with potential to occur within the study area (**Table 1**). However, the FNAI report did not indicate any documented instances of these protected species within the study area. Additionally, the FWC does not indicate any documented observations of state protected species within the study area (see **Figure 5—Listed Species Map**).

Both the USFWS report and the FNAI report listed several federal and state listed plants species as potentially occurring within the study area. However, no listed plant species were observed during field reconnaissance and there is marginal habitat for listed plant species within the study area. No further action should be required for listed plant species.

Table 1. Protected Species within the Study Area

Common Name	Scientific Name	Status	Habitat Present
Florida Black Bear*	<i>Ursus americanus floridanus</i>	Protected	Marginal
Bald Eagle**	<i>Haliaeetus leucocephalus</i>	Protected	Yes
Florida Burrowing Owl	<i>Athene cunicularia floridana</i>	ST	Marginal
Florida Sandhill Crane	<i>Grus canadensis pratensis</i>	ST	Marginal
Red-cockaded Woodpecker	<i>Picoides borealis</i>	FE	No
Everglade Snail Kite	<i>Rostrhamus sociabilis plumbeus</i>	FE	Marginal
Florida Scrub-jay	<i>Aphelocoma coerulescens</i>	FT	No
Wood Stork	<i>Mycteria americana</i>	FT	Marginal
Gopher Tortoise	<i>Gopherus polyphemus</i>	C	Yes
Eastern Indigo Snake	<i>Drymarchon corais couperi</i>	FT	Yes
Florida Pine Snake	<i>Pituophis melanoleucus mugitus</i>	ST	No
Bluetail Mole Skink	<i>Eumeces egregius lividus</i>	FT	Marginal
Sand Skink	<i>Neoseps reynoldsi</i>	FE	Marginal
Notes: FE = Federally Endangered, FT = Federally Threatened, C = Candidate Species SE = State Endangered, ST = State Threatened *The Florida black bear is protected under Chapter 68A-4.009, Florida Administrative Code, the Florida Black Bear Conservation Plan. ** The bald eagle is protected under the Bald and Golden Eagle Protection Act.			

ANTICIPATED IMPACTS

One (1) eagle nest is within a 1-mile range of the site, but not within a 600-foot buffer; therefore, the project is anticipated to have no negative impacts on the bald eagle.

The study area is located within the Central Bear Management Unit (BMU) and FWC reports that bears are “frequent” in this area. Although impacts to bear habitat will be minimal, consistent with the June 2012 FWC Black Bear Management Plan, garbage and food debris will need to be properly removed from the

construction site daily to eliminate possible sources of food that could encourage and attract bears. Nuisance bears will need to be reported to the FWC at the Wildlife Alert Hotline at 1-888-404-3922.

Potential habitat for the Florida burrowing owl exists within the study area, however observations are rare within Orange County. Additionally, no burrowing owls were observed during field reconnaissance. No further action should be required regarding this species.

No Florida sandhill cranes were observed during field reconnaissance. Although the edges of Lake Butler could provide suitable nesting habitat for the sandhill crane, no potential nesting habitat will be impacted by this project. Therefore, no further action should be required regarding this species.

No habitat for the red-cockaded woodpecker exists within the study area (old growth pine), therefore no further action should be required regarding this species.

No Everglade snail kites were observed during field reconnaissance. Although the edges of Lake Butler could provide suitable nesting habitat for the Everglade snail kite, no potential nesting habitat will be impacted by this project. Therefore, no further action should be required regarding this species.

No habitat for the Florida scrub-jay exists within the study area (xeric oak or pine flatwoods), therefore no further action should be required regarding this species.

Suitable foraging habitat exists along the canal for the wood stork and the project is located within three wood stork CFAs. Mitigation for lost wood stork foraging habitat is only required if impacts exceed 0.50 acres. This project will likely not impact more than 0.50 acres therefore no further action should be required regarding this species.

Although so gopher tortoises were observed during field reconnaissance, surveys for the Florida gopher tortoise are recommended to be conducted during the design phase to ensure no species are present within the proposed project footprint.

According to the *Eastern Indigo Snake Programmatic Effect Determination Key (South Florida) (August 2017)*, if the project will impact less than 25 acres of suitable eastern indigo snake habitat, has no known gopher tortoise burrows, and can be conditioned for use of the *USFWS Standard Protection Measures for the Eastern Indigo Snake (August 2013)*, the project may affect, but is not likely to adversely affect the eastern indigo snake.

No habitat for the Florida pine snake exists within the study area, therefore no further action should be required regarding this species.

Portions of the study area meet the three criteria listed by the USFWS for potential sand skink habitat: county, soil type, and elevation. Potential habitat is primarily located at the start and end of the proposed trail and is surrounded by intensive development. Therefore, it is recommended to consult with the USFWS to determine eligibility for a reduced or eliminated skink survey prior to the start of construction related activities.

HISTORIC AND ARCHAEOLOGICAL RESOURCES

EXISTING RESOURCES

Kimley-Horn requested an inquiry from the Department of State, State Historic Preservation Officer (SHPO) Division of Historical Resources Florida Master Site File (FMSF) regarding the presence of known historical or archaeological findings on the proposed project areas or in the immediate vicinity to determine if additional studies will be required. SHPO found there to be 6 structures within a 0.25-mile buffer of the project area.

ANTICIPATED IMPACTS

No structures documented within the study area have been evaluated by SHPO and therefore their eligibility for listing with the National Register of Historic Places (NRHP) has not been determined. A Cultural Resources Assessment Survey may be required during the design phase of this project.

CONTAMINATION

EXISTING RESOURCES

A preliminary evaluation of the project area was conducted to identify potentially contaminated sites that may be impacted by the proposed project. This analysis included a desktop review of the FDEP Direct Contamination Locator Map and readily available documents from FDEP's OCULUS database. As of March 17, 2020, the FDEP does not list any potential contamination sites within 500 feet from the project study area.

ANTICIPATED IMPACTS

A Phase I Site Assessment may be required to be performed during the design phase of the project to field verify any new or undocumented potential contamination sites. Based on the findings of the Phase I Site Assessment and the proposed construction limits, a Phase II Site Assessment may be required for the project but is not anticipated.

PERMITTING

An Environmental Resource Permit from SFWMD will be required for activities related to stormwater management, floodplain compensation, and activities located on or adjacent to the canal. A USACE Section 404 permit may be required for potential minor impacts to the canal, however eligibility for a Nationwide Permit is likely. A National Pollutant Discharge Elimination System (NPDES) permit will be required from FDEP and the contractor will be responsible for obtaining it prior to construction.

Per the Code of Ordinances for Orange County, Sec. 15-283(a), a tree removal permit is required from the zoning manager to remove any protected trees on site greater than eight (8) inches diameter at breast height (DBH). What constitutes a protected tree is defined in Sec. 15-283(a).

Per the Code of Ordinances for Orange County, Sec. 15-376, as wetlands are present on-site (edges of Lake Butler), a Conservation Area Determination (CAD) will be required prior to development. This will require an application to be submitted to the Orange County Environmental Protection Division (EPD).

EPD will then visit the site and upon completion of field verification by EPD, a Class Determination Letter will be sent to the applicant. If wetlands will be impacted by the project, a Conservation Area Impact (CAI) permit will be required from the Orange County EPD.

LIST OF FIGURES

1. US Geological Survey (USGS) Quadrangle Map
2. Florida Land Use, Cover, and Forms Classification System Map
3. National Wetlands Inventory (NWI) Wetlands and Surface Waters Map
4. Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) Map
5. Listed Species Map

LIST OF APPENDICES

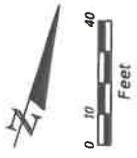
- A. US Fish and Wildlife Service Information for Planning and Consultation Trust Resources Report
- B. Florida Natural Area Inventory Report
- C. Florida Department of State – Division of Historical Resources Report

Appendix A— US Fish and Wildlife Service Report

Appendix B—Florida Natural Areas Inventory Report

Appendix C— Florida Department of State – Division of Historical Resources Report

APPENDIX C
Proposed Alignment Plan Sheets



TOWN R/W — — — — —
 PRIVATE R/W - - - - -



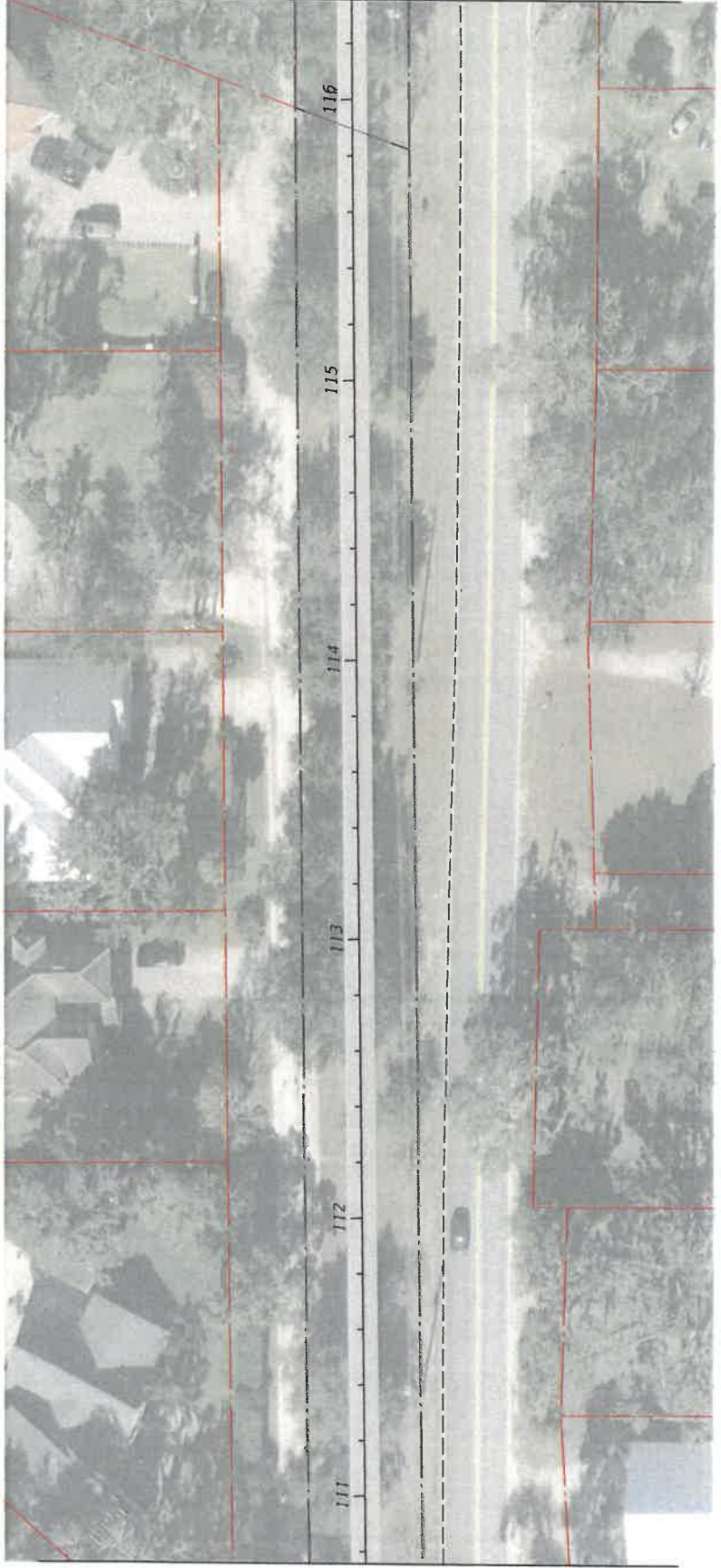
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				1

Kimley»Horn
 Registry No. 696
 Michael R. Woodward, P.E.
 P.E. License No. 70009
 189 S. Orange Ave., Suite 1000
 Orlando, FL 32801

TOWN OF WINDERMERE

WARD TRAIL POTENTIAL ALIGNMENT



MATCH LINE SHEET 1

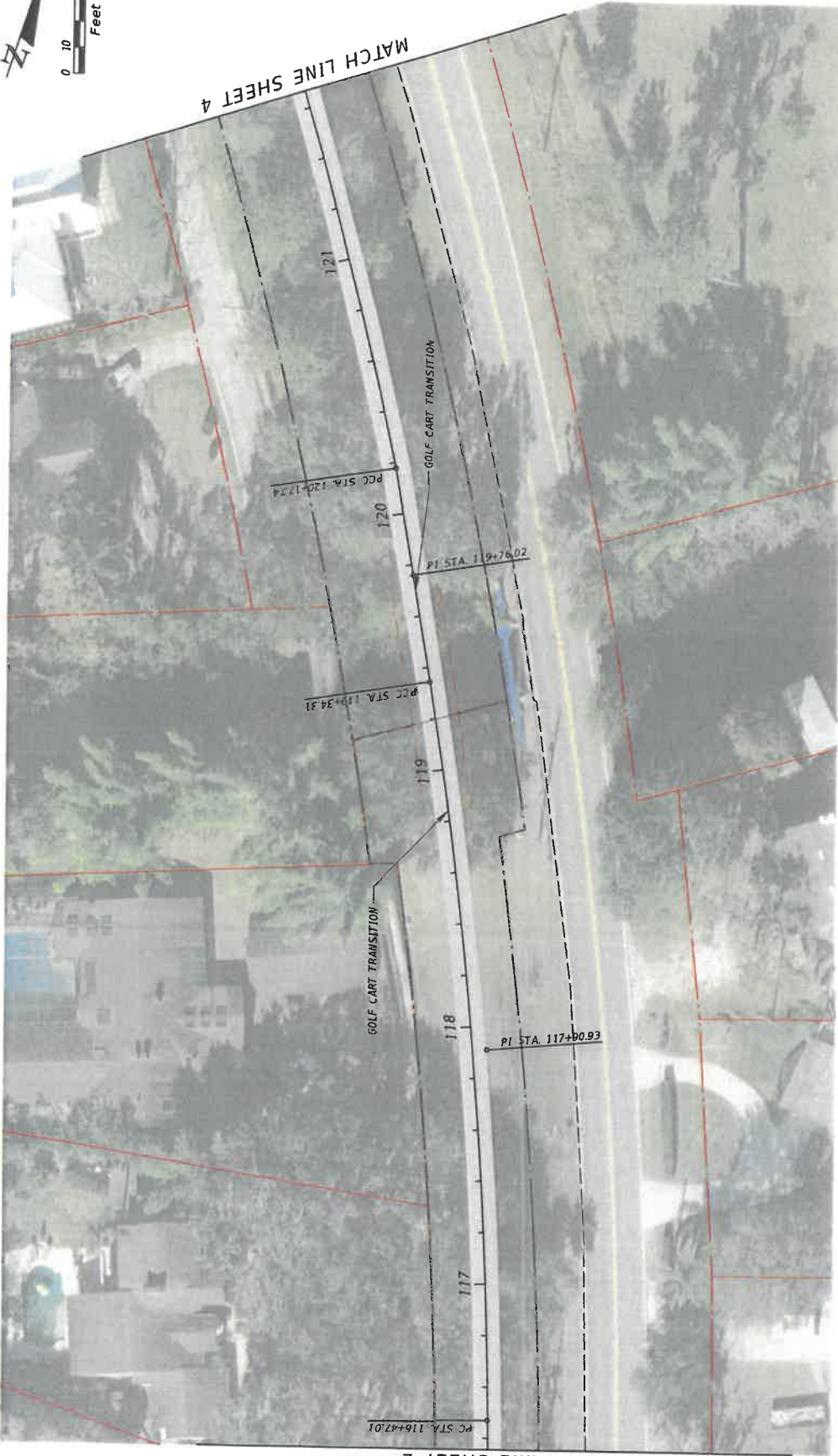
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DATE	DESCRIPTION	NO.	
		2	

Kimley-Horn
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 Nicholas J. Kimley, P.E.
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**TOWN OF
WINDERMERE**

**WARD TRAIL
POTENTIAL ALIGNMENT**



TOWN R/W —
PRIVATE R/W —

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TOWN OF WINDERMERE							
Kimley-Horn <small>Registry No. 696 Michael R. Woodward, P.E. 189 S Orange Avenue, Suite 1000 Orlando, FL 32801</small>						3	

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PRIVATE R/W —



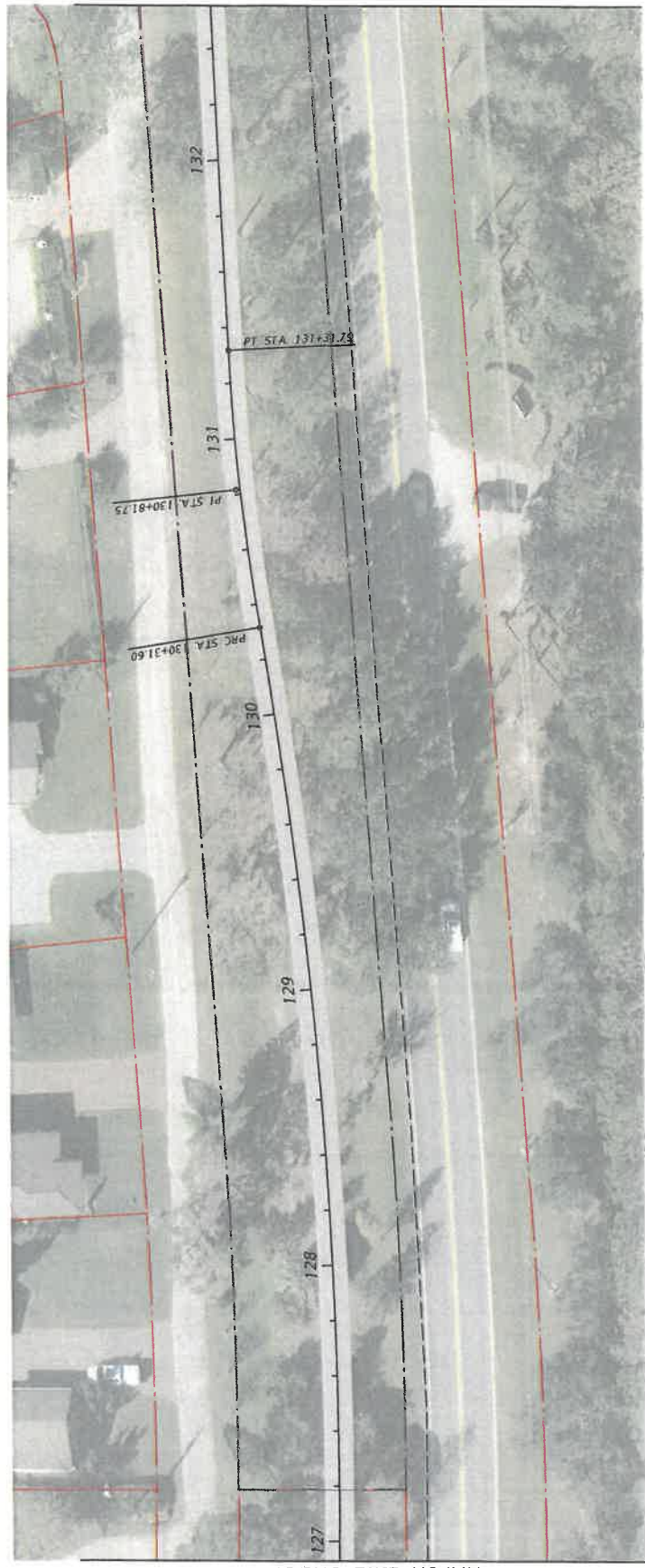
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WARD TRAIL
POTENTIAL ALIGNMENT

TOWN OF
WINDERMERE

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REVISIONS	
DATE	DESCRIPTION



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MATCH LINE SHEET 4

REVISIONS		SHEET NO.	
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**WARD TRAIL
POTENTIAL ALIGNMENT**

**TOWN OF
WINDERMERE**

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TOWN R/W
PRIVATE R/W



REVISIONS	
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Kimley-Horn
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**TOWN OF
WINDERMERE**

**WARD TRAIL
POTENTIAL ALIGNMENT**

SHEET NO.
6



TOWN R/W

PRIVATE R/W

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REVISIONS	
DATE	DESCRIPTION

Kimley»Horn
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 Orlando, FL 32801

**TOWN OF
 WINDERMERE**

**WARD TRAIL
 POTENTIAL ALIGNMENT**

SHEET
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7

APPENDIX D

Stakeholder Workshop Meeting Summary
Public Workshop Meeting Materials



Town of Windermere
614 Main Street
Windermere, FL 34786

Meeting Summary
Ward Trail
Stakeholder Kickoff Meeting
February 21, 2020

Attendance List

Name	Organization
Mike Woodward	Kimley-Horn
Maile Spang	Kimley-Horn
Scott Brown	Town of Windermere
Robert Smith	Town of Windermere
John Fitzgibbon	Town of Windermere / LRP
Susan Carter	Tree Board
Nora Brophy	Parks & Rec
Roger Gatlin	Chair - LRP
Chris Sapp	Town Council / Streets & Roads

Project Background

This portion of the project is in Phase 1, with multiple future phases anticipated, including connecting to Ocoee and the West Orange Trail. This kickoff meeting was held to solicit stakeholder input prior to preparing concepts and developing meeting materials for upcoming charettes. The project limits are from North Drive to Park Avenue in Windermere.

Water Quality Discussion

The project will evaluate the ability to provide curb and gutter along Main Street parallel to the project. The feature will help improve water retention and water quality. The group advised Kimley-Horn to move forward with the drainage analysis to determine the proper treatment for water quality along the route.

Landscaping / Typical Section Features

- The intent of the path is not for high speed road bikers, but more leisurely riding and walking to and from Town.
- The path will be winding/meandering by nature of avoiding impacts to trees and also creating a pleasant aesthetic.
- The group discussed the use of golf carts on the path. The consensus was that the golf carts should only be allowed on the canal bridge. Departing the bridge, golf carts will be directed to either Lake Butler Boulevard or Old Main Street, likely via signage and bollards.
- There was some discussion on having exercise facilities along the path. The Town recently installed similar facilities in Central Park, adjacent to Main Street. There is question as to whether additional exercise facilities will be beneficial since they are so close to the existing facilities.
- The stakeholders all agreed that the placement of benches is necessary, but the spacing of these is to be determined. Two benches along the path will need to be dedicated to the Rubio and Sorensen Families. There is no need for additional structures or shelters near the benches. It was recommended to include space for future benches, to be constructed later. Benches should be located at key opportunity sites where they will be well used. Note – benches should be offset to avoid creating a conflict with trail users.
- The Town may have a list of trees/plants that the Town recommends for different situations. Along the path low maintenance trees that are native to the area are preferred.
- Landscaping items shall be passive, with some benches, trees and an overall “green and peaceful” feel.
- Public Works is working on putting out an RFQ for a Landscape Architecture group with Arborist experience. They will likely be involved in this process, at some point near the end of the concept phase or prior to design.

Environmental Issues

An environmental analysis will take place along the corridor. The town currently has a plan to upgrade water supply pipes. Scott to send the plans to Mike (sent via email 2/21).

Geometric Design

The agreed upon typical section (if asphalt) is generally a 10’ wide shared path with 6” ribbon curb on either side. There was a discussion on the type of pavement to be used. Asphalt tends to be favored by runners and anyone traveling with small wheels. Concrete is preferable from a maintenance perspective. There was a discussion regarding the use of a dirt path or pervious pavement. The Town has had issues with pervious pavement. A dirt path is not feasible due to constructability at a narrow width, maintenance, water quality, and lack of utility (it is difficult for wheels).

Lighting

The trail should include pedestrian scale lighting along the corridor. Lighting should not be bothersome to residents along the path. A photometric study may be needed to determine the spacing of lights.

Potential Funding Sources

Safe Routes to Schools, FRDAP, Wine & Dine, West Orange Healthcare, Orange County Sales Tax referendum.

Next Steps

The next steps include research, site visits, and concept development. Concepts and materials for the charette are to be ready by end of March for an April meeting.

PROJECTS UPDATE MEETING JUNE 2020

For previous updates on each item please refer to May 2020 minutes

Attendees:

- Scott Brown, Public Works Director
- John Fitzgibbon, Town of Windermere
- Nora White, Town of Windermere
- Chris Sapp, Councilman Liaison
- Mike Woodward, Kimley-Horn Associates, **Not in attendance**
- Hao Chou, Kimley-Horn Associates
- Mike Galura, Michael Galura Engineering Consultants

1. **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. 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. Proof of Publication for Public Petition from Orlando Sentinel forwarded to Jason Maron, FDEP. Issuance of NOI Cycle 4 pending (permit issued May 3, 2019). KH to pick up NPDES tasks from MG based on KHA being selected as Town Continuing Consultant. KHA will prepare NPDES brochure and in-house training schedule. MG to send SOP's to HC for NPDES compliance. HC to prepare brochure for stormwater related subjects. Articles to also be published in quarterly Gazette. Violations being documented. HC to prepare stormwater related articles for the quarterly Gazette. Training is will also be initiated (late March and before Memorial Day for Town employees). Subject will range from illicit discharge to stormwater and sediment control. HC preparing for FDEP audit. Jason Maron, FDEP, to be in Town 10/24 to review Town NPDES program. KHA will be working on Gazette article for next publication. SB to provide deadline for submittal. Monthly sweeping and documentation will continue. Two (2) violations noted by JF and coordinated with BC of Wade-Trim. KHA working on Illicit Discharge power-point presentation, scheduled for March/April 2020. Draft of presentation to be provide to TM and SB in November. SB and KHA attended FDEP audit. SB and KHA to continue to coordinate with NPDES staff to provide documentation and forms. Supply KHA with street sweeping and vacuum truck quantities. Submitted article for

Gazette. First training in March to include documentation forms. SB spoke to EnviroServices to map drainage infrastructure. HC coordinating with SB on street sweeping and drainage structure debris quantities. March training HC. KHA and SB addressing FDEP questions noted in their Ph II MS4 Cycle 4 Year 1 Focused Audit Report. Reply to be completed by March 2, 2020. ON schedule. Moving forward with Town stormwater inventory via CCTV all systems (to set the control point), GPS and building mapping system for recording, reporting and monitoring current and future needs/cleanings, etc. This will be a team effort through KHA, Enviro Waste Services and SB. Debris removals being recorded via HC. 2/3: HC provided MG with quantities for street sweeping. MG to include with STAR report to DEP. SB to provide estimate to TM for decanting of dewatering. SB to also work with Vacuum trucks to identify GPS locations and quantities per GPS location to monitor any issues. Article has been submitted for Gazette. KHA and SB has responded to FDEP questions on focused audit. Vacuum truck services have completed GPS and CCTV work at 12th Street and Oakdale. KHA and SB to work on how to get this information into GIS. Potential dates for training in April. Training slides sent to SB for approval (slides approved). Training session to be scheduled. First set of inlets from truck vac for inventory. Proposal to incorporate vacuum information. **Tentative training to be conducted in July-August. Two sessions: 1) Public Works and 2) Police Department. SB to coordinate with Chief on scheduling training. HC to submit projected budget impacts for next FY. Gazette articles submitted. Vac trucks working on drainage structure inventory.**

2. **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). LMS Working Group Meeting scheduled for later in May (May 22nd). Jason Taylor encouraged the submittal of applications for Tier 3 projects under Hurricane Michael disaster declaration. JT feels that there will be substantial money available due to rural and smaller communities in the Panhandle not being able to provide matching funding sources for HMGP applications. MG to notify JT of budget change for West Second Avenue for Preliminary Engineering. KHA to work on Hurricane Michael applications (due August). MG to continue on Hurricane Irma tasks. MG to address comments from Mitchell Plummer, Engineering Specialist, Mitigation Bureau, Florida Division of Emergency Management by 07/12/2019. These projects are:

- 4337-693: 3rd Avenue and Magnolia Street Drainage Improvements;
- 4337-694: 6th Avenue and Butler Street Drainage Improvements; and
- 4337-695: 9th Avenue/10th Avenue and Oakdale Street Drainage Improvements
- 4337-697: West Second Avenue TM executed agreement and it was sent back to DEM for their execution and authorization to proceed with the Phase I design services.

DEM is reviewing the technical/engineering aspects of these projects for eligibility, feasibility and cost-effectiveness.

MG to attend LMS meeting on Wednesday August 21st at Orange County OEC (10:00 am). MG mentioned money may be available under Tier 3 funding for Hurricane Michael. Town to consider projects.

MG is to submit an HMGP for the Lake Down retaining wall under Hurricane Michael. Project will only be eligible under Tier 3 money. Applications considered by the State (DEM) is on a first come, first serve basis.

MG continuing to prepare HMGP application for the Lake Down retaining wall improvements under Hurricane Michael. MG to e-mail DEM engineers for application status for Hurricane Irma. MG re-submitted Lake Down Wall Improvement project to Daniel Negron, P.E., Orange County Public Works, for consideration by the Planning Committee for endorsement.

Initial approval for West Second Avenue Phase I Design with funded budget of \$80,000. After Phase I is complete then Phase II for Construction will begin. Estimated total cost is \$900,000 for both phases. Still waiting to hear back on other 3 projects.

Administration change at the Orange County LMS. Jason Taylor no longer LMS Manager.

Executed contract. Waiting on FEMA to sign. MG to revise scope and TM to work on title search for end of Second Avenue and easement. Public workshops will be included again. 18 months since last meeting. 2/3 MG prepared first quarterly report to Douglas Galvan, DEM (September-December 2019). Final design for West Second Ave to be on TC agenda for February 2020 meeting. MG emailed LMS and received RAI for two projects. MG to respond by /10 deadline.

MG submitted FEMA-4399-DR-FL HMGP application for Lake Down Retaining Wall to Kathleen Marshall, FDEM, Mitigation Bureau, on February 25, 2020. Project will be considered for Tier 3 funding under Hurricane Michael.

MG address environmental comments from DEM regarding applications 4337-693 (3rd Avenue and Magnolia Street) and 4337-694 (6th Avenue and Butler Street). The comments were from Kayla Born, FDEM. Two projects were considered ineligible for HMGP funding by the FDEM. These projects are 4337-695 (9th/10th Avenue and Oakdale Street) and 4337-696 (9th Avenue and East Boulevard Regional Stormwater Pond). RS mentioned infrastructure stimulus package may have money available for CIP's.

Received notification from DEM (Douglas Galvan) that Project 4338-443-R (693) 3rd Avenue and Magnolia Street Drainage – Phase I (Design and Permitting) has been approved for funding under the Hazard Mitigation Grant Program (HMGP). The Project Total Cost under Phase I: \$72,500; Federal Share: \$54,375; Local Share: \$18,125. The contract with DEM will be forthcoming for the Town's execution.

Reimbursement Request No. 1 processed by the DEM. Additional information submitted to Claudia Purser, DEM regarding 9th/10th and Oakdale and 9th/East Boulevard Regional Stormwater Pond. MG to follow up with Claudia on status of additional information. MG to prepare and submit quarterly report and Reimbursement Request No. 2 by the first week in July.

- FIRST Avenue and FOREST Street Drainage Improvements:** 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. MG to apply for DAC Recovery funding from DEM. \$31,564.07 is requested for DAC funding. MG to work to submit next week. DAC application submitted to Amanda Campen, Florida DEM, Bureau Chief of Recovery, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32301 on July 1st, 2019. MG to follow up on submittal. KHA to review drainage system and provide Induvial Project Order (IPO) for recommendations and possible upgrades. Data collection for project fix. MG provided topographic information to SB per resident request. Project completed; reimbursement received. KHA to address additional concerns regarding project improvements. IPO released to KHA on analyzing alternatives to maintain stormwater within the Town right-of-way. HC to provide summary to TM. Draft Report to be submitted to TM and SB by Monday 10/7. KH submitted draft report to TM and SB. TM and SB have reviewed and have no comments. KH to submit final report with opinions of probable construction costs. HC reviewed DRAFT report which will be revised and submitted to SB for review. TC meeting on 12/18 for discussion of the report. Final report submitted by HC to TM and SB. Workshop with TC scheduled for January 28th (KHA to present). TC to review scope of concept design. KHA completed and presented study to TC during January workshop. Recommend adding 24" connector to existing culverts on Forest to assist with high demand discharge events and high-water conditions, as we have been seeing for several years. Further provided alternative road options, dirt and porous for considerations. Also provided recommendation to alleviate private lot drainage via property owners providing drainage easements to place a culvert system in to discharge their private lot drainage. March 4th: March 10th presentation to TC on recommendation for improvements to First Avenue and Forest Street drainage improvements. David Hansen mentioned the OC has a project the Town may wish to explore relative to establishing swales or berms on both Town and Residential properties with appropriate landscaping. TM and David to coordinate with Councilmember Andert for more info and see if we can incorporate in the Butler, Bessie and Forest projects. KHA will prepare three IPOs for March Town Council agenda. KHA to review survey files previously provided by MG. KHA to include septic drain fields in project survey. Schedule kick-off meeting – TC approved one CIP – upgrade and include equalizer pipes and swale details. IPO expanded to include topographic survey in private property. Rain event monitored by KHA. First field visit conducted as well as kick-off meeting. **KHA completed field visits and prepared drainage maps to prepare conceptual construction plans. PEC Surveying and Mapping conducting survey work. KHA to present to TC in July (tentative). Rain events to be continued to be monitored. Meeting to property owners before TC meeting. MG to coordinate with HC on modeling of W. Second Avenue as part of the First Avenue and Forest Drainage Improvements.**

4. **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 form 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. The closing is next week. TM providing information to closing agent. Workshop held Monday night. TC approved property swap. TM to talk to residents on Lake Butler Boulevard for swap/purchase of RR property. SB still talking to Rubio's, updating TM on status. TM looking for funding sources for project (FRDAP, etc.). Rubio's agreed to donate land pursuant to conditions to be addressed by the Town. To be on July TC meeting. TM sent documents to Sorenson. SB to discuss contract with Rubio's. Heather to draft agreement for Rubio's. TM – after property acquisition, review multi-modal concept plan with Wade-Trim or KHA. SB working on funding opportunities to design project. To be named Windermere-Ward trail (prototype name – provisional). SB still negotiating with Rubio's – language in agreement for disclosure statement. Gray-Robinson to prepare agreement language for the Rubio's to approve. Memorial plaque to be provided as part of the agreement. No change. SB continuing to coordinate with the Rubio's regarding donation of railroad right-of-way property. Sorenson property in closing stage. Anticipated completion by December 2019. Scott spoke Rubio and will continue to coordinate with Rubio for their review and signature. TM to work with both KH and Wade Trim on survey, concepts and design from North to Park Ave. Rubio property donation completed. Phase I will be from Park Avenue to North Avenue. Funding to be applied through the MPO TAC. KHA working on scope for Concept Design. TM received scope and under review for approval at January TC meeting. KHA moving forward with the concept design phase. Project added to OC tax increase project list for possible funding source as part of a regional trail. 2/3 IPO approved at January TC meeting. Windermere WD looking to help fund portion of the project. LRP needs to select stake-holder to represent at coordination meeting with various boards. TM to schedule first stakeholder meeting in February. Meeting occurred in February. Direction was given to KHA on look and feel of walk way. KHA and SB have a site visit scheduled in March. After the field visit, KHA will prepare draft concept for TC workshop. MW presented preliminary alignment for multi-modal path and concept plan for typical sections. The alignment is a curvilinear alignment with a 10-foot width in an elevated section along the top of the existing berm. Discussion regarding public meeting – pending on when a public meeting can be held. **KHA to amend plans to remove elevated path. TC workshop to be scheduled by SB/HC. Present to LRP/TB in July prior to TC meeting workshop in the end of July for conceptual approval. IPO to be prepared for final design upon approval by TC of conceptual plan. TM to secure some initial funding for the project (without pedestrian bridge). Information to be ready by 6/12 for TB meeting on 6/18. Review plan with LRP on 6/25. Property on 10th Avenue, alignment to be adjusted.**

5. **W. Second Ave Roadway and Drainage Improvements:** 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. Applications under technical review – fiscal review complete. Continue to fill in edge of pavement. None. MG addressed RFI's from DEM Environmental Reviewer regarding project limits (project limits in latitude/longitude format). No change. MG to request status of HMGP application review. Still waiting on LMS contract. TM to coordinate design approval and workshops. TM executed Phase I agreement and sent back to DEM for approval and authorization to proceed. Total authorization is \$79,400 (75% Federal, 25% local share). Awaiting on executed contract with DEM for authorization for Notice to Proceed. Need

easement and title search to be conducted to verify existing rights-of-way/easements. Also, more public hearings to be scheduled. 2/3 Coordinate with Gray-Robinson on title search for "right-of-way" for stormwater outfall to Wauseon Bay/Lake Butler. TM – pave Old Main from 2nd Avenue to Canal (IPO by KHA). TM emailed GR. MG submitted 4th Quarter report to FDEM in compliance with the executed contract conditions. Next quarterly report to be submitted by April 15, 2020. MG to coordinate with Gray-Robinson regarding title search for existing right-of-way bisecting West Second Avenue for stormwater management outfall to Lake Butler/Wauseon Bay. MG to coordinate with Diane Edwards on reserving Town Hall for 2 public forums (east of Pine Street/west of Pine Street). MG to coordinate with Wade-Trim regarding the existing 2" water main on West Second Avenue for upgrading per the water master plan. RS and MG to also meet with cul-se-sac owners regarding the Town taking over the cul-de-sac if agreed on with owners, including the securing of outfall easement to Lake Butler/Wauseon Bay. Title search by Gray-Robinson revealed that no rights-of-ways or drainage easements exist where originally mapped by the Orange County Property Appraiser. Their maps were updated to reflect no right-of-way or drainage easements. A public forum is to be scheduled (pending on pandemic lockdown) to solicit drainage easement(s) from residents. Mike Galura will coordinate with Scott Brown, Hao Chou and John Fitzgibbon on PRELIMINARY drainage design. TM to schedule a Town Hall Meeting for specific residents regarding the outfall easements at the middle of the project and at the end of the project (cul-de-sac). June may be the tentative month for a face-to-face public forum. MG to re-print presentation boards for public forum. MG to also coordinate with WT on relocation and re-construction of existing water main as part of roadway improvements. **MG to have updated presentation boards prepared for public forum. 2nd quarter report due first week in July. MG to coordinate with SB, JF and HC on design plans and calculations. Three meetings: 1) East of Pine Street residents; 2) West of Pine Street residents; 3) Cul-De-Sac residents.**

6. **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 co-located 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 FDEM 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. No response from Mike Smith on SB's e-mails. Continue to follow-up with Duke Energy on street lighting. Send e-mail to Debbie Clements. SB met with Mike Smith last week. Look at photo metrics for area north of canal where it is currently not lighted. Still waiting on Duke Energy on photo metrics. SB waiting on Mike Smith. No change. New liaison with Duke. SB has received monthly cost from Duke for lighting from Parkridge Gotha to North. Duke to provide construction cost estimate for what Town is responsible for. Anticipated receipt from Duke in 60 days. Possible item at the Feb 2020 Board Meeting. Mike Smith to provide costs for lighting based on concept drawings. Mike Smith provided cost to SB. From Parkridge-Gotha Road to Lake Down-Butler Canal, it would cost \$240,000 during the day and \$280,000 for night work (Construction and MOT). 2/3 Need flood

lighting for Windermere Wine & Dine. Nothing further at this time. Lighting may be incorporated into the multi modal pathway project. No new updates. On hold, awaiting stimulus money. TM to meet with Duke regarding franchise agreements and whether additional lighting can be provided to the Town. **SB video-conferenced with Duke Energy. Discussions on MOT during the day by working within the existing right-of-way. SB directed Duke on their phasing plan and updated costs for each phase. SB spoke with Duke contractor on line alignments. Duke to return with options and associated costs. Town tentative funding in FY 2022.**

7. **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. 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. SB awaiting quotes for flashing beacons. DO NOT BLOCK INTERSECTION signage to be included in next FY budget. Re-visit event signage – coordinate with LRP. No change – Advanced warning “Stop Ahead” beacons have been ordered and will be installed at approach to Windermere Road on Maguire Road. Beacons on hold due to backorder at manufacturer. PW to continue to maintain sidewalks. Posts were received but were damaged and were return. LRP tabled entry and event signage for next meeting. Footers laid for the 2 beacons. Start upgrading regulatory signs. Main and First pedestrian signage – LRP to prioritize. LRP prioritized First and Main. New signs and decorative posts have been ordered to replace existing from Parkridge Gotha to downtown. New signs and decorative signs completed. Upgraded all regulatory signs from Parkridge-Gotha to downtown. Working on first reading for Ordinance for right-turn only and fine amounts for violations. Radar trailer purchased by PW (can be used for educational purposes). New and regulatory signs have been completed. 2/3 Take pictures of new pedestrian cross-walks and post on Town website (Windermere Rd and Main). Order signage for southeast quadrant. New no right-turn signs at six locations and speed humps have been installed on Ridgewood. CS suggested that flags be temporarily placed on new signs, a temporary info board from PD could be used, and to put down traffic counters. SB will get with PD on these items. KHA to look at providing past traffic counts. There was a discussion on how to get this information reported to Waze and Google Maps. LRP made recommendation for RFW w/sign company to design, construct and operate Town Facilities event and gateway signs. PD monitoring, will get count when traffic patterns return to normalcy. Hold off on internal signs. Park Avenue signs to be updated. CS to set up LRP meeting – schedule workshop in August-September. **SB put signs on bridge. Park Avenue signage ready to go (SB spoke with contractor). Resolve issue with property owner and WT on signage.**
8. **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). 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 still negotiating with ADG. Awaiting on schedule for TM to issue Gantt chart. TM to prepare RFQ for Third Party Construction Management At-Risk. ADG contract to next TC meeting. Construction Management At-Risk services to likely be approved in July/August TC meeting. CMAR submittals being reviewed by selection committee (Stephen Withers, John Fitzgibbons, Scott Brown) for short list. ADG to go to July TC. Last public hearing completed. Concept plan to be adopted at August 13th TC meeting (Option 1). Once accepted, project will proceed with final design. CMAR shortlisted (three firms) and oral presentation this week. Once firm is selected, will be approved at September TC meeting. TC at August special meeting approved Town staff to begin negation with HJ High on CMAR contract. Council agenda for CMAR. ADG to do topographic and tree survey. Once completed, will meet with Town to discuss. Coordinating meeting with all parties. A kickoff meeting was held with ADG, HJ High and stakeholders. They are waiting on survey and geotechnical services to be completed. They are to provide Town with schedule. Phase I contract has been approved. KH to provide TM with IPO for 6th Ave roundabout analysis. KHA to request roundabout plans. MG to provide to Town and KHA. Closed on the loan. 2nd report received on how to deal with trees during construction. Specific updates and milestones to be provided to TC. Scheduled for approval at TC on March 11th. Arborist report received. TB has the report for review. Workshop scheduled for end of April. Schematic design has been received for the permanent facilities. This has been reviewed and sent back. Meeting to occur with architect/contractor for baseline budget. TC workshop anticipated in April. JF working with Stephen Withers and Town Staff on Design Development package with ADG. Working with ADG and CMAR thru DD phase. TM said to tentatively schedule on 4th Tuesday in April, depending on lockdown to provide update review with TC. CS asked about the roundabout. MW said that traffic counts were taken before lockdown. KHA going through concepts regarding the relation of the roundabout configuration with the final Town Facilities site and will provide to JF for site plan review for the Permanent Facilities. (see below for updates for the New (permanent) Facility and the Temporary Facility updates).

9. **New Facility:** Awaiting preliminary DD budget numbers from HJ High. Coordination with MW regarding impact to roundabout from new facility construction. JF to coordinate with ADG for modifications and scope on 6th Ave including ingress-egress to the library. This was not part of the original budget and will be priced separately for Robert to determine budget parameters. Maintenance Bldg. will be priced separately since it was not included in the original scope. The arborist was on site Friday May 2nd to perform air spading the trees that are to remain. The report will indicate tree root pruning plans. Determination was made that no special foundations will be required based on proposed building foundations and existing tree root extent. JF working on AIA102 form for GMP for review in July with HJ High. Early demo and foundation packages plan to be submitted in August for pricing and contracting. Demo tentatively to be completed 8/1. Meetings this week with design teams. JF to send current

design schedule to Robert for TC. JF/ADG to present update to TC by 7/28 (workshop). Any TC directions can be approved at August meeting. Two workshops to be conducted per TM.

10. **Temporary Facility Update:** Approved KHA for the temporary facilities site plan (including survey). Preliminary arborist report received. Finance to be including in all meetings. 2/3 Finalized temporary facilities schematics (501 Forest Street). Will need to take site plan to DRB for approval (Brad Cornelius). DRB scheduled for February 18th. Present to TC February 11th. Scheduled for approval at TC on March 11th. Temporary facilities site plan has been reviewed and approved by LRP, DRB and Tree Board. Pending final approval from TC in April. JF needs to meet with residents. JF received pricing and it looks to be within budget. Final temporary site plan provided by KHA and under review by Wade-Trim. JF working with HJ High on breakdown of cost for temporary facility to submit to TC on 4/28 virtual town council meeting for approval. Timing for relocation and prep for demolition is currently under review. Temporary facilities approved by TC. Minor landscaping to be provided during the duration of temporary facility. JF sent TC draft of contracting format for review – to also be sent to Heather Ramos (Gray-Robinson) for her review. Construction to begin in June (tentative) per JF. Construction estimated to be 30-days. TM to coordinate with staff and PD regarding the move to the temporary facilities. **Change order with HJH approved. JF working on Final trailer layouts – including lease agreement for Town and will general liability on trailers with Nora. JF to coordinate with KHA on site plan to be submitted for permits (BC). Phone services to be worked directly with CenturyLink. JF to coordinate with Town and Clinton on servers. TM to meet with adjacent property owners 6/3.**
11. **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. Got Notice of Commencement. Come up with priority list for capital projects. PR to have a CIP list for SB. Central and Fernwood to be priority for FRDAP. SB has received cost estimates for drinking water fountains and butterfly garden. Dock quotes to be solicited by SB. Shoreline clearing will be in next FY budget. SB awaiting prices to remove invasive species from vendors. Dobson has removed invasive species in upland areas. Trees will also need to be removed. Aquatics company will continue to treat vegetation in waters. FWC and Orange County EPD permits have been amended. Invasive species being removed. Boardwalk concept pending based on removal of additional vegetation along projected alignment. SB stated approximate ETA for design is 6-months. Took down some large invasive trees. SB met with PR on footprint for trail and walkway. Obligation for boat ramp repair. Deadline to complete in 14 months under FRDAP conditions. Contractor is developing draft footprint and estimated cost for the boardwalk. Contractor provided SB with quote for the design, engineering and permitting of elevated nature walk. Nature trail in design phase by Contractor. Final concept drawings completed. Moving into construction plans and scope of work. 2/3 Final concept prepared including elevated nature trail. Sent to PR for review. Concept in design. FRDAP schedule through April 2021. TM and David Hansen to coordinate on driveway within the park. Partnership with OC, FWC and TOW. Need to stabilize the driveway and launch**

area. David Hansen to help guide Town through OC permitting and variances. Video conference with SFWMD – will require a permit for the boardwalk. Meeting with Orange County EPD – 2 permits required including tree survey and wetland delineation. Draft concept prepared, beginning preparation of construction plans. 4-6-months estimated for design. FRDAP grant deadline April 2021. 5K run has been postponed, but not canceled. SB working with OC EPD on wetland delineation. Surveyors are picking up wetland flagging. Also virtually met with SFWMD on permit submittal. FRDAP forms sent to TM for execution. **TM coordinating with FDEP regarding parking configuration. SB said that the SFWMD is requesting an individual permit for the boardwalk due to encroachments to Sovereign submerged lands. P&R to address at 6/11 meeting. May need to withdraw application.**

12. **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. SB getting quotes on drinking fountain and Frisbee golf baskets. SB expects quotes this month. Also getting quotes on exercise stations and drinking water fountain. SB waiting on final quotes for exercise stations. Will need to coordinate with OCU on connection for water fountains. PR recommended wood as opposed to metal exercise equipment. Still waiting on final quotes. Coordinating with OC Utilities for meter for drinking fountain. PR recommended metal as opposed to wood. Exercise equipment and drinking fountain (including water meter hookup) to be considered for TC agenda. Repairs completed on split rail fences and walking trail. SB expects Central Park improvements to be completed within the next couple of months. Include maintenance schedules from exercise equipment. Exercise equipment has been ordered. SB is coordinating to have the water meter installed for the drinking fountain. Exercise equipment installed. Awaiting OC for water meter installation for drinking fountain. OC completed water meter installation. Exercise equipment completed. OC meter account set up and active. Awaiting meter to be activated. Signage has been ordered, awaiting receipt of signs to be installed. TB to secure a landscape architect (with certified arborist) for tree mitigation plan. Signage installed. Met with Andy Eason (grants manager) to review, take photos, and go over close out documents. Finalizing Limitation of Use agreement to be recorded with OC, As Builts, expense records and final documents. 2/3 Close-out phase initiated. Determining what is required for the close-out document. Tree Board to focus on site for tree plantings. SB met with grant manager to close out. Grill has been purchased which was the last item to upgrade picnic area. Central Park completed. Walk-through conducted by SB and Andy Easton. **Project is completed -**
13. **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. Cross-walk improvements completed. Look at an additional cross-walk based on availability of funding. LRP made 2 recommendations – 1) Estancia; 2) First Avenue and Main Street. Retrofit existing cross-walks. LRP recommendations made. Awaiting funding. No change. Waiting on Windermere W&D funds. No change. No Change. Awaiting on Windermere Wine & Dine. Crosswalk on

Windermere Road and Main should be completed soon. 2/3 Windermere W&D agreed to fund new cross-walk at 1st Avenue and Main Street. On TC agenda for 2/11. Windermere Road and Maguire Road has been completed. TC approved RRFB at Main Street and 1st Ave. Footers have been poured. Awaiting deliveries for RRFB's. RRFB's completed at Main Street and 1st Avenue and operational. **Nothing additional.**

14. **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. Architectural evaluation approved by TC. Based on architectural evaluation, HPB will generate a CIP. Architectural evaluation awaiting. The architect has conducted initial condition of schoolhouse. Architect to return to review the condition of the schoolhouse. Architect has returned several times to continue to evaluate. Architect sent in plans to Town for review. SB to be liaison for Eagle Scout project. HPB working with architect and on future CIP. HPB creating scope of work based on architect's evaluation. HPB still having open discussions regarding the architect concept. HPB meets 1/8/20. HPB discussing options for materials to use and style of final look. 2/3 HPB still having discussions. To keep status on National Historic Register, HPB will need to maintain the same architectural look. HPB had conference call with SHPPO about signage and marker. **No changes.**
15. **Street Sweeping:** Best Management Practice (BMP) under the stormwater NPDES program. 10/18 Ongoing. MG has article to send to TM, SB and JF. Ongoing. HC to consider street sweeping article for Gazette. No change. Ongoing. KH to prepare article in Winter Gazette about street sweeping. Due date is 11/22. MG to get street sweeping quantities from SB and determine TN (Total Nitrogen) and TP (Total Phosphorous) and submit the removals to DEP under their STAR program (State Annual Report). HC to provide MG with quantities. MG to submit as part of STAR to the FDEP doe pollutant load reduction reporting. 2/3 MG received quantities from HC. Will combine with NPDES section. Ongoing. SB and KHA submitted street sweeping volumes to FDEP. **KHA and USA Services documenting quantities. Continuing to document.**
16. **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. Done with cleaning 12th and Oakdale Street. Moving next to west 8th Avenue drainage system for cleaning. TM to coordinate with SB on availability of funding for continuing work. Working on funding. Continuing the cleaning of stormwater/drainage structures. Plan to conduct bi-annually. SB to provide budget amount to TM. Completed west 8th Avenue and

currently working on Lake Street. Targeting North Oakdale (north of 1st Avenue). Completed North Oakdale including First Avenue stormwater pond. Next is Johnson Park pond then Ridgewood ponds. Completed. SB will continue working with vacuum trucks for other projects. Completed main drainage basins. Biannual treatment of all infrastructure and also CCTV of infrastructure. Structures will also be GPS's for inventory. SB to draft release on dewatering so there is no confusion as to what is being placed in stormwater ponds. Will also get costs on transport. 2/3 Completed cleaning of all stormwater systems, including Main street and its associated detention chambers. Crews returning this week to begin return cleaning off the dirt roads, as well as to start GPS and CCTV all systems to record current conditions and control points moving forward with an overall inventory of the Town's stormwater system. Will combine with NPDES section. 12th Street and Oakdale vacuum, GPS and CCTV services have been completed. 12th and Oakdale completed. Videoing process. SB working with KHA on GIS for inventory. **GIS being prepared for drainage infrastructure mapping.**

17. **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). Vegetation cleared at Windermere Rec Center pond. Ongoing. SB to assess Windermere Rec Center pond on water recovery – check lake levels for comparison. Spraying is on a monthly basis on lakeshore and in the parks. Continuing on monthly basis. On Lake Down, 5 cypress trees planted and sent documentation to OCEPD to close out the complaint. Ongoing. SB received quotes to clean up the lakeshore (vegetation removal and tree removal). Continue to construct elevated boardwalk for nature trail. 2/3 DH discussed possibly funding "backyard BMP's" (swales, rain gardens, planting, etc.). **Ongoing. SB to provide TM with budget numbers.**
18. **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. SB has meeting with general contractor to give him some prices. Ongoing for quotes. Need all fixed assets identified and provided to NW (for insurance purposes). W&D to consider helping with Town Hall fix. No Change. TM needs to complete inventory. W&D want to invest in Town Hall including: roof; kitchen; etc. Working on pricing with contractor over the next 60 days. W&D has interest in TH improvements. SB has requested scope of work and cost from HB & Associates for TH improvements. SB to meet with CPWG to do a complete evaluation of Town Hall (both interior and exterior), subsurface to roof including electrical, HVAC, sound and lighting, foundations, etc. 2/3 Met twice with cpwg as well as their co-consultant MLD Architects. MLD has an extensive history with historic buildings and are familiar with the State Historic Preservation Office (SHIPO) requirements aka Secretary of Interior. Some opportunities for grants may be possible for the historic portions of the work. SB met CPWG to provide a cost to evaluate Town Hall. MLB architects to also provide review of historical elements of Town Hall. SB to look at mid-end of March for scope of work. Will need RFQ. Contractor just send SB scope of work and cost. SB is reviewing. **On Hold.**

19. **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. Awarded to Wade-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. June Technical Advisory Committee (TAC) meeting for project. Awaiting follow up schedule from Wade-Trim. TAC meeting with Wade-Trim (meeting in July). Presentation at September TC meeting. Web conference call between WT, Town and OC Utilities to be scheduled by SB regarding the water utility master plan on September 19th. Additional workshop with TC on September 23rd to be conducted to provide update and information on project status. October 22nd TC workshop with Wade-Trim to provide status of project. Scheduled for completion in March 2020. Presentation was completed on 10/20. OCU to provide flow information. Scheduled completion in March 2020. Ongoing. Coordinating with Orange County Utilities. WT requesting meter readings on hydrants for more accurate data. WT to provide update on coordination with Orange County. Confirm some flows and reevaluate fire hydrants (Orange County). 2/3 Final flows and calculations have been completed. JF and SB meeting with WT to review drawings and design. Preliminary plans sent to Angie Brewer to review for possible funding sources. Goal to have TAC meeting mid-March with outcome moving toward TC in April. TC workshop in March. Final TAC meeting on 3/10 at 2pm. Workshop pending. Monitoring infrastructure package to see if funding is available. MG to coordinate with SB on 2nd Avenue water main improvements (6") WT to provide status update to TC regarding water main improvements. **Awaiting final report. Presentation by W-T at last TC meeting. MG to coordinate on W. 2nd Avenue. Discussion on funding opportunities.**
20. **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. Workshop in May, included in budget analysis by TM. Workshop planned this month. CS – Update from PD. Number of travel counts received from KHA. Data evaluated and will be discussed again at July TC meeting. TM had meeting for ideas for cut-thru traffic. TM has meeting with County Administrator. To be discussed at September 23rd TC workshop. LRP took no action on cut-thru IPO's. Work on cut-thru traffic plan for Ridgewood Drive. LRP will look at Oakdale Street improvements. TM to schedule workshop for LRP recommendation for SE Quadrant. LRP made second recommendation for SE quadrant and Ridgewood Drive. No right turns on Ridgewood Drive and Lee Street (at certain times). LRP recommending to table the Ridgewood

Drive one-way ordinance indefinitely and move forward with requesting revised traffic engineering study for time limitation no right-turn only on 6th Avenue at Ridgewood Drive and Lee Street. SE quadrant discussion at a later date depending on effectiveness of no-right turn signage at Ridgewood Drive and Lee Street. MW to review plan before 12/18 TC meeting. OC has requested projects from the Town. 2/3 TM working with Winter Garden, Ocoee and Oakland: West Orange Transportation Alliance (WOTA). TM worked with staff and KHA and submitted projects list to Ocoee and will submit to OC on 2/4. TM meeting with OC Staff about 1 cent sales tax. WOTA to meet on Friday. TM to update TC on Feb 11. New no right turns signs at six locations and speed humps have been installed on Ridgewood. CS suggested that flags be temporarily placed on new signs, a temporary info board from PD could be used, and to put down traffic counters. SB will get with PD on these items. KHA to look at providing past traffic counts. There was a discussion on how to get this information reported to Waze and Google Maps. **Monitor right-turn issues.**

21. 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. 90% design complete. OCU water main to be relocated. OCU will work with KHA to design relocate within the prescribed Town timeline. SB to upload the bid set plans on DemandStar and Town website. OCU has hired KHA for water main relocation improvements. Need agreement between Town and OCU on reimbursement for water main labor and materials for project. No bids received. SB to look at options for constructing the project. Quote received from Barracuda (lowest quote received). HC to request qualifications. Additional quotes received and to be evaluated. Project to be presented to August TC. HC to discuss with contractor lane closures. On TC agenda for approval. Contract with OCU to be signed by TC. Barracuda to initiate construction on October 1st, 2019. Shop drawings reviewed by KHA and approved 10/4. AT&T permit review completed on 10/3. Contractor to start construction on 11/06. 60% of sidewalk demolished, water DIP exposed to determine size of tapping sleeve. Dog house structure shop drawing approved by KHA for installation by Barracuda. Project delayed by OC. Barracuda to request a change order for the bonding of the entire project. Original was to bond only for the utility improvements (per Orange County Utilities). 2/3 Project moving forward, slow progress, as expected, due to conflicts with existing underground utilities and water taps. Bacterial testing scheduled for this week. Positive outcome will result in moving forward with removal of existing conflicting water line and begin stormwater system. Ongoing. Contractor submitted changed order for restraining existing 12" water line. KHA has forward this change order for OCU review/approval. Contractor will be laying storm pipes on evening/night shifts. Bacteriological tests completed and FDEP clearances submitted to OCU for signature (Christina Crosby). Once received and approved by FDEP, water main will be operational. Expecting to complete stormwater by the next 2 weeks. Includes removal of existing water

main. Clearances approved by FDEP. Remove old water mains and proceed with completion of stormwater improvements. **Revised storm box by Barracuda. Asset Management spreadsheet submitted to OC and approved by OC. To be completed by JF and HC by July 20th!**

22. **Sidewalk improvements/repairs (maintenance budget) outside of multi-modal project:** 10/18: TC at 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. SB met with sidewalk contractor on project in front of Johnson Park. Contractor to begin sidewalk improvements on Summit and Highland. SB working on sidewalk list. Work in the Manors. Priorities to be established by next month. Sidewalk Repair Inventory prepared and completed by JF/SB. Based on sidewalks that need corrective action to be compliant with ADA. Survey presented in 8 sections with linear footage for each section for sidewalk repair/improvement. Planned for 2-year capital improvement plan. TM to update CIP based on JF inventory. Awaiting QES update on pavement management plan. SB – met with contractor. Manors will be first location to be addressed then Park Avenue. **SB and JF to work on prioritization in developing a sidewalk CIP.** CS requested a written CIP for each sidewalk improvement project in order to appraise citizens of project status. SB and JF completed priority map. SB & JF to provide CIP with year and cost. SB has a CIP for review of projected costs over a 5-year period (CIP attached to these minutes). Currently working in the Manors with approximately 75% complete of root-damaged sidewalks and other sidewalks in disrepair (i.e., trip hazards, cracking, etc.). Contractor working at Manors on repairs, removing cracked panels and trip hazards. 2/3 Manors repairs completed, as well as portions on north side of Park Avenue between the Manors and Marquises Court. No new updates. Budgeted money spent for FY. Last project completed for Town Hall. **TM needs second year estimated CIP costs of sidewalk improvements.**
23. **Bessie Street Stormwater Improvements:** #2 priority on Stormwater improvements. Continuous maintenance issues and flooding. 10/18: MG to provide scopes. SB provide scopes to TM. On Hold. Awaiting HMGP application review. IPO to be presented at August TC. To be on August 27th special meeting agenda. TC provided direction to revise IPO scope for September 10th agenda. TM to review revised IPO from KHA. KH to contact OC representative responsible for lake water quality testing. KH to provide responses to IPO comments. Awaiting to complete responses to resident concerns by KHA. TM to review revised. 2/3 IPO revised as requested and moving forward. IPO has been approved. SB and KHA to have kickoff meeting in March. IPO approved by TC. Kickoff meeting conducted between SB and KHA. Design survey and geotechnical services underway. 4/22 field review by KHA. Surveyor to complete this week and move on to Butler Street. **KHA received topographic survey. HC working with SB on typical sections. End of June, preliminary concepts to the Town (SB, TM, CS). HC to schedule meeting.**
24. **Butler Street Stormwater Improvements:** #3 Priority on Stormwater improvements: Continuous maintenance issues and flooding. 10/18: MG to provide scopes. SB provide scopes to TM. On Hold. Awaiting HMGP application review. IPO to be presented at August TC. To be on August 27th special meeting agenda. TC provided direction to revise IPO scope for September 10th agenda. TM to review revised IPO from KHA. KH to contact OC representative responsible for lake water quality testing. KH to provide responses to IPO comments. Awaiting to complete responses to resident concerns by KHA. Awaiting to complete

responses to resident concerns by KHA. 2/3 IPO revised as requested and moving forward. IPO has been approved. SB and KHA to have kickoff meeting in March. IPO approved by TC. Kickoff meeting conducted between SB and KHA. Design survey and geotechnical services underway. Wetlands delineated in Fernwood Park. Design survey to be completed this week and field reviews by KHA forthcoming. **KHA received topographic survey. HC working with SB on typical sections. End of June, preliminary concepts to the Town (SB, TM, CS). HC to schedule meeting.**

25. **Windermere Pavilion:** – JF coordinating with DBC on site plan. Received two proposals for outdoor pavilion preliminary design (site plan and concept drawing). Presented to TC at April meeting. Meeting on Thursday. JF to follow up with Hunton-Brady. Review rough draft of rendering. Subcommittee revisions to concept plan provided by HB. Meeting scheduled for review on 9/11 at 10:00 am. Hunt-Brady to complete final plan and renderings. JF received updated version of renderings and will distribute to committee. JF awaiting on sketch of interpretation of drop-down roof version of rendering. Providing comments to H-B to complete final plan. One minor comment on the pavilion elevation, addressed by H-B. Expected cost to be between \$400K and \$500K. 2/3 To be run through LRP prior to TC meeting. TC/CS to provide direction moving forward. Received preliminary plans, TC wants to go through DRB and conduct a workshop. CS has been coordinating with BC at Wade-Trim for their review. JF to send information to CS. CS to schedule with TM to discuss pavilion status. Workshop to be scheduled for May 19th. JF sent package to CS. **DRB approved preliminary plans. Next step is to present to TC in June**
26. **Website:** TM getting quotes. Payment issue resolved. TM to add additional items to website. Beta test completed. Work out final details. Beta test to be sent out. TM to ask Diane for update. Beta test to be sent out (CS). CS to provide notes to Diane. No change. Looking at mid-October launch of new website. Ongoing. Anticipated implementation by January 1st. TM continuing to work with vendor. Need meeting with Chatter Buzz due to hosting issues on existing URL. 2/3: TM and Staff working with Chatterbuzz and other software firms to incorporate into new site. **Ongoing. App released.**
27. **Dirt Main (Rose Property):** Road water not flowing. Stormwater solutions pending (contingent on railroad right-of-way property swap). PW to address. Possible use of Town-owned property north of 10th Avenue for stormwater use. On-going. **Ongoing.**
28. **Pavement Management Plan:** SB working with four (4) professional engineering companies to develop a scope of work and costing for the Town's PMP. The survey/study will evaluate the existing roadway system conditions and provide future recommendations for paving and longevity. SB received no response. **Received proposal from QES on budget (\$60,000). On hold for this FY.**
29. **RFQ for Tree Board:** Master services agreement to be prepared by SB. **Waiting for input from TB.**
30. **RFQ for Sign Company:** CS working with LRP (i.e. gateway signs, etc.) and get SB input. **SB and CS to coordinate before going to LRP. Prepare a draft and send to LRP.**

Acronyms

ADG: Architect Design Group
BC: Brad Cornelius, Wade-Trim
CIP: Capital Improvement Project
CE: Code Enforcement
CS: Chris Sapp, Town Council Liaison
CP: Claudia Purser, Florida DEM
DAC: Direct Administrative Cost
DBC: Downtown Business Committee
DEM: Division of Emergency Management (State of Florida)
DG: Douglas Galvan, Florida DEM
DH: David Hansen, Orange County Environmental Protection Division (EPD)
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)
H-B: Hunton-Brady Architects.
HC: Hao Chau (Kimley-Horn and Associates)
HJH: HJ High
HR: Heather Ramos (Gray-Robinson)
HMGP: Hazard Mitigation Grant Program (FEMA/Florida DEM)
IDG: Innovative Design Group
JF: John Fitzgibbon, Town of Windermere
KHA: Kimley-Horn and Associates
LA: Liz Ardent, Town Council Member
LAS: Legacy Arborist Services
LMS: Local Mitigation Strategy (Orange County Office of Emergency Management)
MG: Mike Galura (Michael Galura Engineering Consultants)
MPO: Metropolitan Planning Organization
MW: Mike Woodward (Kimley-Horn and Associates)
NOI: Notice of Intent
NPDES: National Pollutant Discharge Elimination System (EPA/FDEP)
NW: Nora White, Town of Windermere
PA: Public Assistance
PD: Police Department
PMP: Pavement Management Plan
PW: Public Works Department
PDCS: Town Permitting Consultant
RFP: Request for Proposals
RFQ: Request for Qualifications
RR: Railroad
ROW: Right-of-Way
SB: Scott Brown, Town of Windermere
SFWMD: South Florida Water Management District
STAR: State Annual Reporting (DEP)
SW: Stormwater
TAC: Transportation Advisory Committee.
TB: Tree Board
TC: Town Council
TM: Town Manager (Robert Smith)
TOW: Town of Windermere
WBC – Windermere Baptist Church
WT – Wade-Trim