

## TOWN OF WINDERMERE

### Town Council Meeting Minutes (Hybrid Meeting)

January 12, 2021

#### CALL TO ORDER:

Present were Mayor Jim O'Brien, Council Members Bill Martini, Bob McKinley, Andy Williams, Chris Sapp, and Liz Andert. Town Manager Robert Smith, Attorney Heather Ramos, Police Chief Dave Ogden, and Town Clerk Dorothy Burkhalter were also present. Public Works Interim Director Travis Mathias was present via Zoom.

Mayor O'Brien called the meeting to order at 6:01pm and stated all Council members were present.

Mayor O'Brien led everyone in the Pledge of Allegiance. He then gave the invocation.

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

Mayor O'Brien opened the floor to the public. Ms. Brandi Haines of 835 Oakdale Street introduced herself. She then questioned if there were any updates on the Bessie project. Manager Smith explained that only one response to the RFQ was received and will be before the Town Council in February.

Mayor O'Brien thanked everyone and commented on the groundbreaking. He then stated that the Agenda needed to be amended to add proposed Resolution 2021-01. Manager Smith explained that the Resolution is needed to delegate signature authority to the Town Manager for Federal Grant agreement. Member Sapp made a motion to amend the agenda to include proposed Resolution 2021-01. Member Williams seconded the motion. Roll call vote was as follows: Andert – aye, Sapp – aye, Williams – aye, McKinley – aye, and Martini – aye. Motion carried 5-0.

#### 2. SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS

#### 3. TIMED ITEMS AND PUBLIC HEARING:

#### 4. CONSENT AGENDA

##### a. 2021 Vote Processing Equipment Use Agreement and Election Services Contract

Mayor O'Brien introduced this item. Member Martini made a motion to approve the contract as presented. Member McKinley seconded the motion. Roll call vote was as follows: Martini – aye, McKinley – aye, Williams – aye, Sapp – aye, and Andert – aye. Motion carried 5-0.

#### 5. NEW BUSINESS

##### a. MINUTES

##### i. Town Council Meeting Minutes December 8, 2020

Member McKinley made a motion to approve the minutes as presented. Member Andert seconded the motion. Roll call vote was as follows: Andert – aye, Sapp – aye, Williams – aye, McKinley – aye, and Martini – aye. Motion carried 5-0.

##### b. RESOLUTIONS/ORDINANCES FOR APPROVAL/FIRST READING

##### c. APPOINTMENTS

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#### i. WAY Committee Appointment – Ella Brinkerhoff

Member Andert made a motion to appoint Ella Brinkerhoff to the WAY Committee. Member McKinley seconded the motion. Roll call vote was as follows: Martini – aye, McKinley – aye, Williams – aye, Sapp – aye, and Andert – aye. Motion carried 5-0.

#### d. CONTRACTS & AGREEMENTS

##### i. **Town of Windermere and H.J. High Construction Company Guaranteed Maximum Price (GMP) Contract for New Town Facilities \$4,768,662. (Attachments-John Fitzgibbon to Present-Staff Recommends Approval)**

Mayor O'Brien introduced this item. Manager Smith explained that HJ High was selected through a competitive process. He then commented on the cost increases/upgrades. Manager Smith stated that he has worked with the Finance Department and there is a possibility that the Pavement Management Plan will need to be placed on hold. He then commented that there are no other concerns. Member McKinley made a motion to approve. Member Martini seconded the motion. Member Sapp stated that he appreciates the work that Mr. Fitzgibbon, Mr. Withers, and Manager Smith have done regarding the pricing. Mayor O'Brien commented on concerns of having the pavement management plan in place prior to the hurricane season if possible. Some discussion followed. Roll call vote was as follows: Martini – aye, McKinley – aye, Williams – aye, Sapp – aye, and Andert – aye. Motion carried 5-0.

##### 1. **Town of Windermere and H.J. High Construction Company Guaranteed Maximum Price (GMP) Contract Add Alt for New Public Works Shop Facilities \$395,862. (Attachments-John Fitzgibbon to Present-Staff Recommends Approval)**

Mayor O'Brien introduced this item. Manager Smith explained that in the original costs, ADG did not factor in the Public Works facilities. He stated that there will be two separate agreements. Mayor O'Brien questioned the construction schedule. Manager Smith commented the same as the Administration facilities. Member McKinley made a motion to approve the Public Works Facilities. Member Andert seconded the motion. Roll call vote was as follows: Andert – aye, Sapp – aye, Williams – aye, McKinley – aye, and Martini – aye. Motion carried 5-0.

##### ii. **Manhour and Fee Estimate-Orange County Utilities (OCU) Water Main Improvements-West Second Avenue- Michael Galura Engineering: \$20,020.00 (Attachments-Staff Recommends Approval)**

Mayor O'Brien introduced this item. Manager Smith stated that there had been some changes which increases the design cost. Mayor O'Brien questioned if fire hydrants are included. Manager Smith stated yes. Member McKinley made a motion to approve the improvements and cost. Member Sapp seconded the motion. Roll call vote was as follows: Martini – aye, McKinley – aye, Williams – aye, Sapp – aye, and Andert – aye. Motion carried 5-0.

#### e. FINANCIAL

##### i. **Resolution 2021-01 – Delegating Signature Authority**

Mayor O'Brien introduced this item. He then read the title of proposed Resolution 2021-01 for the record. Member McKinley stated that the signature authorization is for previously approved projects. Member McKinley made a motion to approve Resolution 2021-01. Member Andert seconded the motion.

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Roll call vote was as follows: Andert – aye, Sapp – aye, Williams – aye, McKinley – aye, and Martini – aye. Motion carried 5-0.

**6. MAYOR & COUNCIL LIAISON REPORTS:**

Mayor O'Brien commented on the new facilities ground breaking. Member Andert reminded everyone to pick up their trees this Saturday 9:00am-2:00pm. Member McKinley reported on the Elders Committee and the upcoming luncheon delivery. Mayor O'Brien stated that vaccine information to the elders would be beneficial. Member Martini reported that the DRB did not meet. He then commented on the upcoming Wine and Dine event at the Pines. Member Sapp stated that the Long-Range Planning Committee is in need of projects/ideas.

**7. STAFF REPORTS:**

**a. TOWN MANAGER ROBERT SMITH** – Mr. Smith wished all Happy New Year. He then commented on his upcoming evaluation which will be before the Town Council in March. Mr. Smith then reported on the upcoming Q & A and Council Workshop. Some discussion followed.

**b. TOWN ATTORNEY HEATHER RAMOS** – No report.


**c. POLICE CHIEF DAVE OGDEN** – Chief Ogden reported on the department being short staffed and the upcoming Appreciation event.


**d. PUBLIC WORKS FOREMAN TRAVIS MATHIAS** – No report.

**e. TOWN CLERK DOROTHY BURKHALTER** – Ms. Burkhalter reported on the upcoming Elections and candidates' night.

**8. ADJOURN:**

Mayor O'Brien adjourned the meeting at 6:29pm.

  
Dorothy Burkhalter, MMC, FCRM  
Town Clerk

  
Jim O'Brien, Mayor