

THE TOWN OF  
**Windermere**



**MAYOR AND COUNCIL OF THE TOWN OF WINDERMERE**

**Mayor Jim O'Brien**

**Council Members**

**Andy Williams**

**Tony Davit**

**Mandy David**

**Tom Stroup**

***Agenda***

***Agenda***

**November 14, 2023**

**6:00 PM**

**WINDERMERE TOWN HALL**

**520 MAIN STREET**

**WINDERMERE, FL 34786**

**JOIN ZOOM MEETING (COPY/PASTE INTO BROWSER): [HTTPS:// ZOOM.US/](https://zoom.us/)**

**MEETING ID: 827 5940 1220**

**PASSCODE: 107547**

**ONE TAP MOBILE: +1-305-224-1968 // 82759401220#**

**PLEASE TURN OFF ALL CELL PHONES AND PAGERS**

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceedings should contact the Office of the 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 conversation shall be conducted outside Council meeting hall.
3. Whistling, heckling, gesturing, loud conversations, or other disruptive behavior is prohibited.
4. Only those individuals who have signed the speaker list and/or/who have been recognized by the Mayor (or Chair) may address comments to the Council.
5. Comments at public hearings shall be limited to the subject being considered by the Council
6. Comments at Open Forums shall be directed to Town issues.
7. All public comments shall avoid personal attacks and abusive language
8. No person attending a Town Council meeting is to harass, annoy, or otherwise disturb any other person in the room.

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

## **AGENDA**

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

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

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

### **3. TIMED ITEMS & PUBLIC HEARING**

### **4. NEW BUSINESS**

#### **a. Minutes**

i. October 10, 2023 Town Council Meeting Minutes (Attachment – Staff Recommends Approval)

ii. October 24, 2023 Town Council Virtual Workshop Minutes (Attachment – Staff Recommends Approval)

#### **b. Ordinances / Resolutions for Approval / First Reading**

i. Resolution 2023-08 Adopting a Vision Zero Policy (Attachment)

#### **c. Financial**

**d. Appointments**

i. Historic Preservation Board – Frank Krens (Attachment – HPB Recommends Approval)

**e. Contracts**

i. Mike Galura Engineering Consultants – Task Order No. 39 – W 2nd Avenue Roadway Drainage Improvements in the amount of \$46,510 (Attachment – Staff Recommends Approval)

**f. Other Items for Consideration**

i. Vacant Town Council Seat (Attachment)

ii. Naming the Tennis Courts at Windermere Recreation Center as Bowman Courts (Attachment – Staff Recommends Approval)

**5. MAYOR & COUNCIL LIAISON REPORTS**

**a. Mayor O'Brien**

**b. Council Member Williams**

**c. Council Member David**

**d. Council Member Davit**

**e. Council Member Stroup**

**6. STAFF REPORTS**

**a. Town Manager Robert Smith**

**b. Town Attorney Heather Ramos**

**c. Police Chief Dave Ogden**

**d. Public Works Director Tonya Elliott-Moore**

**e. Clerk Dorothy Burkhalter**

## **7. ADJOURN**

- **REPORTS**

- **OTHER ITEMS**

- i. November Projects Meeting Notes (Attachment)

**TOWN OF WINDERMERE**

**Town Council Meeting Minutes**

**October 10, 2023**

**CALL TO ORDER:**

Present were Mayor Jim O'Brien, Town Council Members Tom Stroup, Andy Williams, Tony Davit, and Molly Rose. Town Manager Robert Smith, Attorney Heather Ramos, Public Works Director Tonya Elliott-Moore, Police Chief Dave Ogden, and Town Clerk Dorothy Burkhalter. Council Member Mandy David was absent.

Mayor O'Brien called the meeting to order at 6:00pm and stated that a quorum was present. He then led everyone in the Pledge of Allegiance.

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

Mayor O'Brien opened the floor to the public. Mr. Tony Clark of 108 Forest Street spoke in opposition to variance request Z23-09. Ms. Nora Brophy of 426 Magnolia Street introduced herself. She then commented on the upcoming Run Among the Lakes. Ms. Brophy then commented on the need to purchase new park equipment that needs the Town Council's approval.

**2. SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS**

**a. Proclamation – 2023 Week of the Family**

Mayor O'Brien read and proclaimed November 4th – 11th as Week of the Family in the Town of Windermere. He then presented the Proclamation to the representatives from the Week of the Family.

**3. TIMED ITEMS AND PUBLIC HEARING**

**ORDINANCE NO. 2023-04**

**AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO THE OPERATION OF GOLF CARTS ON PUBLIC ROADS OR STREETS IN THE TOWN; PROVIDING FINDINGS; AMENDING ARTICLE III IN CHAPTER 20 OF THE TOWN'S CODE OF ORDINANCES ENTITLED "GOLF CARTS" BY REQUIRING THAT A PERSON OPERATING A GOLF CART ON DESIGNATED TOWN ROADS OR STREETS POSSESS A VALID LEARNER'S DRIVER LICENSE OR VALID DRIVER LICENSE; PROVIDING FOR SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.**

Mayor O'Brien introduced Ordinance No 2023-04. He then read the title of proposed Ordinance 2023-04 for the record. Mayor O'Brien closed the Town Council meeting at 6:12pm and opened the Public Hearing regarding proposed Ordinance 2023-04. Manager Smith commented on valid driver's licenses/IDs, parking in rights of ways, and other changes that will be brought back to amend the original Ordinance. Member Stroup commented on the sidewalk width. There being no comments from the public, Mayor O'Brien closed the Public Hearing at 6:15pm and reconvened the Town Council meeting. Member Stroup commented that he is for the Ordinance, but has concerns with the bridge/road. Member Davit was concerned with "at discretion" and enforcement for the Police Department. Chief Ogden stated that he would work with the Town Manager and the Town Attorney regarding enforcement. Discussion followed regarding the multi-modal pathway, designation of pathways, and governance with HOAs. Manager Smith stated that those items can be addressed at a later date with a Resolution. Member Davit made a motion to approve Ordinance 2023-04 as presented with a caveat that the discussed items will be addressed at a later date. Member Rose seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, Davit – aye, and Rose – aye. Motion carried 4-0.

TOWN OF WINDERMERE

Town Council Meeting Minutes

October 10, 2023

4. OLD BUSINESS:

5. NEW BUSINESS:

a. Minutes

- i. August 22, 2023 – Town Council Workshop Minutes: Town Hall Renovations & Events
- ii. September 6, 2023 – Tentative Budget Hearing Minutes
- iii. September 11, 2023 – Tentative Budget Hearing Rescheduled Minutes
- iv. September 12, 2023 – Town Council Minutes
- v. September 18, 2023 – Final Budget Hearing Minutes

Member Davit made a motion to approve all minutes as submitted. Member Williams seconded the motion. Roll call vote was as follows: Rose – aye, Davit – aye, Williams – aye, and Stroup – aye. Motion carried 4-0.

b. Consent Items

i. 2024 SOE Election Contract

Mayor O'Brien introduced this item. Member Rose made a motion to approve the election contract. Member Williams seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, Davit – aye, and Rose – aye. Motion carried 4-0.

ii. Z23-09 – Ryka, LLC – Eric Powell – 212 W 1<sup>st</sup> Avenue – Variance to allow Expansion of a Non-conforming Side Setback

Mayor O'Brien introduced this item. He then turned the floor over to Mr. Brad Cornelius. Mr. Cornelius reviewed the proposed variance request. He explained that the variance request is to allow the expansion of an existing non-conforming side setback on the east side by adding a second floor. Mr. Cornelius stated that all other setbacks and requirements will be met. He further stated that notices were mailed out, receiving four in favor and five in disapproval. Mr. Cornelius reported on the easement access for 212 W 1<sup>st</sup> Avenue, and with this approval, 212 W 1<sup>st</sup> would have its own driveway. Mr. Cornelius stated that the DRB has recommended approval with two conditions. One, that the easement be eliminated, and two, an enhanced septic system be installed. Mr. Cornelius explained that the septic condition is a requirement within the Town of Windermere. Mayor O'Brien questioned if the wall would increase or decrease. Mr. Cornelius stated that it would remain the same. He explained that the proposed top floor would align with the existing bottom floor. Some discussion followed regarding setbacks, alignments of walls, second story addition, the existing non-conforming lot, the vertical wall, and the access easement. Mr. Eric Powell, owner of 212 W 1<sup>st</sup> Avenue introduced himself. He then described the hardship of the land easement and access to their property and with emergencies. Discussion followed regarding the proposed non-conforming addition, and it was questioned if this was a primary residence. Member Rose made a motion to deny the variance request. Member Davit seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, Davit – aye, and Rose – aye. Motion carried 4-0.

c. Ordinances/Resolutions for Approval/First Reading

d. Financial

i. Rostan Solutions, LLC – Hurricane Ian FEMA Reimbursement

Mayor O'Brien introduced this item. Public Works Director Elliott-Moore explained that the additional request was to get through the final processes of Hurricane Ian. She then stated that their work is reimbursable. Member Rose made a motion to approve the contract with Rostan for an additional

TOWN OF WINDERMERE

Town Council Meeting Minutes

October 10, 2023

\$40,000.00. Member Davit seconded the motion. Roll call vote was as follows: Rose – aye, Davit – aye, Williams – aye, and Stroup – aye. Motion carried 4-0.

**ii. IPO #134 Kimley-Horn – Windermere Ward Trail Mandated Cultural Assessment**

Mayor O'Brien introduced this item. He then turned the floor over to Director Elliott-Moore. Director Elliott-Moore stated that she and Mr. Mike Woodward from Kimley-Horn have requested to have the mandated Cultural Assessment waived. She then turned the floor over to Mr. Woodward. Mr. Woodward explained that a Historical Architect will make digs in the area to ensure there are no historical artifacts in the ground/area. Mayor O'Brien questioned the timing. Mr. Woodward commented a couple of months. After some discussion was made, Member Rose made a motion to approve IPO #134 as presented. Member Williams seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, Davit – aye, and Rose – aye.

**e. ~~Appointments~~**

**f. Contracts**

**i. Palmer Park Playground Equipment – Game Time**

Mayor O'Brien introduced this item. He then stated that Ms. Brophy with the Parks and Recreation Committee had previously discussed this item. Member Davit made a motion to approve the park equipment. Member Rose seconded the motion. Director Elliott-Moore stated that this item was placed on Demand Star and no responses were received. Roll call vote was as follows: Rose – aye, Davit – aye, Williams – aye, and Stroup – aye. Motion carried 4-0.

**g. Other Items for Consideration**

**i. FDEM Grant 4337-297-A – W 2<sup>nd</sup> Avenue**

Mayor O'Brien introduced this item. He then turned the floor over to Mr. Mike Galura. Mr. Galura commented on the grant from FEMA regarding Hurricane Irma in 2017. He explained that during that hurricane, deficiencies arose. Mr. Galura stated that approval to execute the contract is needed. Mayor O'Brien questioned if this project would tie into the others that have been done. Mr. Galura stated "yes." Member Rose questioned the cost. Mr. Galura explained that the project is \$2.5 million with a cost share of Federal 75% and the Town at 25%. Some discussion followed. Member Davit made a motion to approve the FDEM Grant 433-297-A. Member Rose seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, Davit – aye, and Rose – aye.

**ii. Old Main Street Realignment - 9<sup>th</sup> & 10<sup>th</sup> Avenue Drainage Improvements – 45% Plans**

Mayor O'Brien introduced this item. He then turned the floor over to Mr. John Fitzgibbon. Mr. Fitzgibbon stated that this was an update for the 45% plans with an approval to move to the 90%. Member Davit questioned if any significant changes had been made. Mr. Fitzgibbon stated "no." Minimal discussion was made. Member Davit made a motion to approve the 45% plans and to move forward to the 90% plans. Member Williams seconded the motion. Roll call vote was as follows: Rose – aye, Davit – aye, Williams – aye, and Stroup – aye. Motion carried 4-0.

TOWN OF WINDERMERE

Town Council Meeting Minutes

October 10, 2023

6. MAYOR & COUNCIL LIAISON REPORTS:

Mayor O'Brien thanked everyone who assisted with the Robbie German Memorial Event – Windermere Fall Festival. He stated it was well attended. He then opened the floor to the Council Members. Member Rose thanked everyone for their service to the Town. She then stated that she would be resigning, effective at the end of this meeting. Member Williams reported on the upcoming Elder Luncheon and the Olympia High School Homecoming Parade. Member Stroup stated that Mr. Gregg Anderson was voted as the Chair for the Long-Range Planning Committee. Member Davit reported on the Historic Preservation Board. He stated that American flags have been purchased for the historic buildings in town, and that the flags have the number of stars for the year it was built.

7. STAFF REPORTS:

a. **TOWN MANAGER ROBERT SMITH** – Manager Smith thanked all for their assistance with the WPD Foundation event. He then reported on past and upcoming events and meetings.

b. **TOWN ATTORNEY HEATHER RAMOS** – Attorney Ramos reported on the boathouse litigation regarding upcoming depositions of the Mayor and Town Council.

c. **CHIEF DAVE OGDEN** – Chief Ogden reported on transitioning in positions, hiring process, photo retakes, and additional training events.

d. **PUBLIC WORKS DIRECTOR TONYA ELLIOTT-MOORE** – Director Elliott-Moore reported on wash out repairs, a water line break, stop sign replacements, road work/repairs, line of sight clean-ups, the re-key of tennis courts, and a draft Stormwater Master Plan workshop on November 6<sup>th</sup>.

e. **TOWN CLERK DOROTHY BURKHALTER** – Clerk Burkhalter reported on the March 19, 2024 Elections.

Mr. Cornelius gave an update on the 500 Block project.

8. **ADJOURN:**

Mayor O'Brien adjourned the meeting at 7:30pm.

\_\_\_\_\_  
Dorothy Burkhalter, MMC, FCRM  
Town Clerk

\_\_\_\_\_  
Jim O'Brien, Mayor



# TOWN OF WINDERMERE

## Virtual Town Council Workshop Chaine du Lac Annexation

October 24, 2023

### PRESENT:

Mayor Jim O'Brien, Council Members Andy Williams, Mandy David, and Tony Davit were present. Also present were Town Manager Robert Smith, Police Chief Dave Ogden, Public Works Director Tonya Elliott-Moore, Town Planner Brad Cornelius, and Town Clerk Dorothy Burkhalter.

Mayor O'Brien called the public information session to order at 6:05pm.

#### 1. OPEN FORUM/PUBLIC COMMENT

No public comments were made.

#### 2. ANNEXATION OF CHAINE DU LAC

- a. Presentation
- b. Discussion

Mayor O'Brien gave an introduction for the workshop. He then turned the floor over to Manager Smith. Manager Smith commented on the proposed annexation. He then turned the floor over to Planner Mr. Brad Cornelius. Mr. Cornelius gave a presentation and information regarding annexation, types of annexations, the process, Florida Statutes regarding annexations, Comp Plan and Zoning changes, and a timeline for the annexation process. Manager Smith reported that there would be minimal impacts to Administration. He commented on past annexation interests from Chaine du Lac, fire and police services, politics, and financial impacts. Chief Ogden gave a biography of his career in Law Enforcement that has led him to the Chief of Police in Windermere. He then commented on patrolling/coverage to the area, response times, and the benefits of being within the Towns limits for the first responders. Mayor O'Brien opened the floor to the Council members. First to speak was Member Davit. Member Davit questioned the maintenance of the roadways, lights, stormwater, etc. Manager Smith stated that the HOA would be responsible. He then stated that should there be an issue, the Town could handle what needed to be done and then assess the residents in the subdivision through a MSBU. Member David commented on concerns on the proposed area for annexation with regards to being elected to the Town Council and sitting on Committee's/Boards. She then questioned the time requirements for newly annexed to run for elected positions. Manager Smith stated that one would need to live in the town for one year. Member Stroup questioned the referendum. Manager Smith explained the need and process for a referendum. Member Williams requested clarification that once annexed, newly annexed could become members of non-elected committee's and boards. Manager Smith stated "correct". Member Williams then questioned if there is an existing eastern portion of Chaine du Lac that is "covered by the County"? Manager Smith stated that he was unsure, but an Annexation Agreement would cover the concern. Mr. Cornelius confirmed all property is within the HOA. There being no further questions from the Council, Mayor O'Brien opened the floor to the public. The first to speak was Mr. and Mrs. Tom Ross of 12608 Park Avenue. Mrs. Ross stated that she and her husband were the first residents in subdivision 34 years ago. Mr. Ross commented on concerns with the correct numbers of lots and homes. He stated that there are 44 lots with a few homes built over two lots. Manager Smith explained that 52 homesites would be in the annexation with approximately 2.2 electors in each, calculating to the 108. Mr. Cornelius explained that the area of proposed annexation is more than just the HOA. Discussion followed regarding solid waste pick-up, hurricane debris pick-up, stormwater assessments and possible credits, credit for roadways and sidewalks (none), cost benefit analysis, police response times and coverage. Mayor O'Brien asked the Council for a consensus to move forward with the annexation. He stated that all agreed to move forward.

#### 3. MAYOR AND TOWN COUNCIL LIAISON REPORTS:

Mayor O'Brien opened the floor for reports. Member David reminded all of the upcoming Halloween parade and event. Mayor O'Brien thanked all for attending and participating in the Bunk Bed - Build.

#### 4. STAFF REPORTS:

- a. **Town Manager Robert Smith** – Manager Smith reported on the upcoming Food Truck event, and the Audit.

TOWN OF WINDERMERE

Virtual Town Council Workshop  
Chaine du Lac Annexation

October 24, 2023

- b. **Town Attorney Heather Ramos** – Not present.
- c. **Police Chief Dave Ogden** – Chief Ogden thanked all for their assistance with the past Bunk Bed Build. He then reported on the recovery of the person who had a medical issue at the Run Among the Lakes.
- d. **Public Works Director Tonya Elliott-Moore** – Director Elliott-Moore commented on the continued work with Rostan regarding the FEMA reimbursements and Hurricane Ian.
- e. **Town Clerk Dorothy Burkhalter** – No report.

Mr. Cornelius gave an update on the 500-block project.

5. **ADJOURN:**

Mayor O'Brien adjourned the workshop at 7:03pm

---

Dorothy Burkhalter, MMC, FCRM  
Town Clerk

---

Jim O'Brien, Mayor

DRAFT

01:18:45 iPhone (8): Mayor & Mr. Smith, iPhone 8 is me, Gloria Groome,  
416 E. 6th Ave. I missed the place where I enter my name in Zoom. Plz forgive my  
error.

01:24:12 Jim OBrien: Reacted to "Mayor & Mr. Smith, I..." with 👍

01:27:16 iPhone (8): Reacted to "Mayor & Mr. Smith, I..." with 👍

01:45:56 iPhone (8): Removed a 👍 reaction from "Mayor & Mr. Smith, I..."

01:45:58 iPhone (8): Reacted to "Mayor & Mr. Smith, I..." with 👍

01:45:59 iPhone (8): Removed a 👍 reaction from "Mayor & Mr. Smith, I..."

01:46:01 iPhone (8): Reacted to "Mayor & Mr. Smith, I..." with 👍

01:46:02 iPhone (8): Removed a 👍 reaction from "Mayor & Mr. Smith, I..."

**TOWN OF WINDERMERE  
EXECUTIVE SUMMARY**

**SUBJECT:** Adopt Resolution 2023-08 – Vision Zero Policy

**REQUESTED ACTION:** Decision

Work Session (Report Only)      **DATE OF MEETING:** November 14, 2023  
 Regular Meeting                               Special Meeting

**CONTRACT:**  N/A    Vendor/Entity: \_\_\_\_\_  
Effective Date: \_\_\_\_\_    Termination Date: \_\_\_\_\_  
Managing Division / Dept: Town Manager

**BUDGET IMPACT:** N/A  
 Annual                              **FUNDING SOURCE:** \_\_\_\_\_  
 Capital                              **EXPENDITURE ACCOUNT:** \_\_\_\_\_  
 N/A

---

**HISTORY/FACTS/ISSUES:**

All municipalities wishing to obtain grants for roadway projects under the Safe Streets and Roads for All program must first draft a Comprehensive Safety Action Plan before being able to obtain implementation grant funding. The Town had started the process to receive grant funds for this Safety Action Plan. However, Metro Plan Orlando gained grant funding and decided to provide a Safety Action Plan for each municipal entity within the Metro Plan Region as part of their commitment to the Vision Zero program. This generous act will provide the Town with what is needed to then proceed forward with applying for implementation funds for roadway and safety enhancements to Town roadways.

As part of the process one of the items required of the participating municipalities is adoption of a Vision Zero resolution. The Vision Zero program was implemented by Metro Plan as the Orlando-Kissimmee-Sanford MSA has ranked as one of the most dangerous metropolitan areas for pedestrians in the country. The program seeks to eliminate all traffic fatalities and severe injuries, while increasing safe, healthy, and equitable mobility for all.

This resolution is to state that the Town supports and adopts the Vision Zero goal of eliminating traffic deaths and severe injuries by 2050 and will seek to build a Vision Zero/Complete Streets Plan to begin to ensure the safety of our pedestrians, cyclists and road users of all ages and abilities. Metro Plan has engaged Kittleson & Associates, Inc. to work with each municipal entity to create a Comprehensive Safety Action Plan for the Town. This process will include a community outreach component. The first step of the process is to adopt Resolution 2023-08 Vision Zero Policy.

**Resolution 2023-08**  
*of the*  
**Town Council**  
*for the*  
**Town of Windermere, Florida**  
*establishing*  
**ADOPTING A VISION ZERO POLICY**

**WHEREAS**, the State of Florida is one of the most dangerous states for pedestrians, consistently ranking high on the Pedestrian Danger Index by Smart Growth America, with the metro area of Orlando-Kissimmee-Sanford, Florida ranking as one of the most dangerous metropolitan areas for pedestrians in the country; and

**WHEREAS**, Town of Windermere, is responsible for the operation and maintenance of the continuing transportation planning process designed to prepare and adopt transportation plans and programs; and

**WHEREAS**, fatal and severe crashes are preventable, and death and severe injury are not an acceptable cost for using our public roadway system; and

**WHEREAS**, roadways have historically been designed to prioritize vehicle throughput at high speeds to the detriment of health and safety; and

**WHEREAS**, vehicle speeds and lack of safe facilities for people walking and biking have been identified as major causes of traffic fatalities; and

**WHEREAS**, communities of color, low-income communities, youth, and seniors are disproportionately impacted by traffic fatalities; and

**WHEREAS**, pedestrians and bicyclists are the most vulnerable road users and

**WHEREAS**, measures to make Town of Windermere streets safer for all road users, particularly those who are most physically vulnerable, such as seniors, youth, and people with disabilities, will further encourage people of all ages and abilities to walk, bike and take transit; and

**WHEREAS**, it is critical for Town of Windermere to develop a Vision Zero plan to build complete streets and begin to ensure the safety of our pedestrians, cyclists and road users of all ages and abilities;

**WHEREAS**, Vision Zero is a data-driven strategy to eliminate all traffic fatalities and severe injuries, while increasing safe, healthy, equitable mobility for all; and

**WHEREAS**, Vision Zero is founded on a Safe System approach that recognizes that people will make mistakes and roadway systems and policies should be designed to protect them through redundancies and shared responsibilities; and

**WHEREAS**, there are over 50 Vision Zero jurisdictions in the United States, which is expected to increase significantly in the coming years; and

**WHEREAS**, the U. S. Department of Transportation has adopted the Safe System approach; and

**WHEREAS**, the Florida Department of Transportation has adopted a Target Zero Initiative; and

**WHEREAS**, Vision Zero should create opportunities to invite meaningful input from the community, including residents that are disproportionately burdened by traffic collisions, and historically have been underserved;

**NOW THEREFORE, BE IT RESOVED** by the Town of Windermere Town Council adopts the Vision Zero goal of eliminating traffic deaths and severe injuries by 2050. The Town Council adopts Vision Zero as the policy for road and traffic safety in Town of Windermere and makes this part of this Resolution effective immediately.

**BE IT RESOLVED THAT** Town of Windermere will develop a Vision Zero Action Plan following the passage of this resolution.

*Resolved this 14th day of NOVEMBER, 2023*

**TOWN OF WINDERMERE, FLORIDA**

By: Town Council

By: \_\_\_\_\_  
Jim O'Brien, Mayor

Attest:

\_\_\_\_\_  
Dorothy Burkhalter, MMC, FCRM  
Town Clerk



**General Planning Consultant (GPC)  
Task Work Order for Professional Services**

---

**Each Task Work Order shall include:**

- Scope of Services
  - Proposal Outline, Cost, and Schedule
  - Purchase Order
- 

**Consultant**

Kittelson & Associates, Inc.  
225 East Robinson Street, Suite 450  
Orlando, Florida 32801

**Project Manager**

Jorge Barrios  
(407) 373 - 1123  
JBarrios@kittelson.com

---

**Date:** 10/03/2023

**Task Work Order:** KAI-2408

---

**Town of Windermere - Vision Zero Safety Action Plan Support**

**Purpose:**

To provide MetroPlan Orlando and local government staff with support in the development of the Town of Windermere's Vision Zero Safety Action Plan.

**Services:**

The consultant will provide the services and deliverables described in the attached scope, schedule, and fee/staff hour estimate.

---

**Cost Summary:**

Lump sum \$70,984.00

---

**DBE Participation:**

None.

---

**MPO Staffing:**

- Principal: Alex Trauger
  - GPC Program Manager: Taylor Laurent
  - Task Manager: Sarah Larsen
- 

**Finance and Budget**

- **Fund Type:** SS4A
- **UPWP Task:** 170
- **Task Completed by:** June 30, 2024

## Town of Windermere – Vision Zero Action Plan

---

### Task 1 – General Project Management and Task Force Meetings

MetroPlan Orlando and staff from the Town of Windermere will work with a Kittelson & Associates, Inc. (Consultant) to finalize a work plan and schedule to complete the Comprehensive Safety Action Plan. Expectations for the project's scope of work, goals, schedule, and communication channels will be established at the kick-off meeting.

Task 1 will also include all work related to project management: invoices, progress reports, and periodic check-ins. Bi-weekly virtual check-ins with the project team will be held to provide updates on work activities, deliverables, and upcoming engagement.

#### Task 1 Deliverables:

- Materials for and attendance at kick-off meeting
- Ongoing project management, consisting of organization oversight of scope, schedule adherence, and quality control.
- Bi-weekly virtual project check-ins between Consultant and Town staff and periodic virtual check-in meetings with MetroPlan Orlando staff to update on project progress and help inform the Regional Plan.
- Consolidated PDF of meeting materials including:
  - Agenda
  - Meeting summary (attendees, key discussion points, and action items)
  - Meeting materials (presentations, handouts)
- Monthly invoices and progress reports

### Task 2 – Vision Zero Working Group

While the structure and composition of the Regional Task Force and County-level Steering Committee will ensure participation from different community organizations and other interested parties, the Consultant will work with the Town of Windermere to organize an internal Working Group, which could include but is not limited to staff participation from: Planning, Public Works, Administration, Communications, Fire/EMS, and Law Enforcement. Working Group membership can be broadened at the discretion of the Town.

A membership roster will be established by Town staff, and meeting dates will be set by the Consultant at the outset of the project for the Plan's development to help maintain project momentum and schedule. At plan completion and adoption, the implementation and monitoring role of the Working Group will be established through the MetroPlan Orlando progress tracking (see Task 7).

For the Town plan, a streamlined working group and four (4) in-person working group meetings, building on materials prepared for the regional effort, which are expected to include.

1. Project kick-off: Vision Zero and Safe Systems Overview, Scope and Schedule Overview, Public Engagement Strategies, Preliminary Crash Data
2. Community Crash Profiles, High Injury Network, Crash Hot Spots by Mode
3. Policy Assessment/Engineering Countermeasures/Non-Engineering Countermeasures
4. Priority List of projects based on crash data and equity factors

#### Task 2 Deliverables:

- Preparation, execution of, facilitation, documentation, and follow-up associated with up to four (4) Town-level Vision Zero Task Force Meetings during the Plan's development.
- Consolidated PDF of meeting materials including:
  - Agenda



- Meeting summary (attendees, key discussion points, and action items)
- Meeting materials (presentations, handouts)
- Memo on process to maintain Task Force momentum after project completion.

## **Task 3 – Public Engagement and Collaboration**

### **Task 3. 1 – Develop Project Brand**

Based largely on the brand materials developed from the regional effort, the Consultant will develop Vision Zero brand elements to better reflect the Town’s branding.

### **Task 3. 2 – Stakeholder Engagement Plan**

Using the stakeholder engagement plan prepared for the regional effort as a guide, the Consultant will prepare the Town’s own specific plan reflecting the community’s needs and existing communication channels.

### **Task 3. 3 – Stakeholder Engagement Activities and Vision Zero Educational Campaign**

Based on the outcome of the Town stakeholder engagement plan, focused local in-person and on-line engagement would occur. This scope includes a combination of two (2) in-person pop-up type events and on-line engagement, pivoting from the regional effort. Additional opportunities for Town of Windermere residents to learn about the project will be available through other activities being organized by nearby cities.

#### **Task 3 Deliverables:**

- Application of regional project branding to the Town of Windermere
- Application of regional public engagement plan to develop local strategy
- Content/information for website
- Application of engagement materials developed at regional level
- Conduct outreach to local community groups and stakeholders, with a focus on underserved communities/disadvantaged populations (can be a combination of on-line/in-person with potential strategies identified at the regional level for economies of scale), taking advantage of events organized by local jurisdictions
- Collaborate with MetroPlan Orlando, other local agencies, county and FDOT

## **Task 4 – Refine High Injury Network**

The Regional Plan will include developing the framework for identification of High Injury Networks (HIN) and developing collision profiles. This will provide consistency in analysis across the region and reduce the level of effort required for each local action plan. The Consultant will be provided access to the collision database developed as a part of the regional plan.

### **Task 4. 1 – Collision and Contextual Database Development**

A detailed database will be prepared as part of the Regional Plan. In this task, information specific to the Town of Windermere and their local roadways will be added by the Consultant to the database, as needed. As local data is added, it will be provided back to MetroPlan Orlando to develop a more robust regional database. This task includes incorporating additional contextual data that the Town may have not already reflected in the regional database.

### **Task 4. 2 – High Injury Network Identification**

The framework for the HIN identification will be developed as a part of the regional plan. Based on this preliminary network identification, a focused review at the local level is required to incorporate public feedback and other local information.

### **Task 4. 3 – Collision Profiles**

The Consultant will reference the collision profiles developed for the regional plan to build upon for a local collision profile assessment. The Consultant will build upon preliminary collision profiles provided by MetroPlan Orlando with

additional local data. This approach will help provide ideas on what countermeasures could be effective at a given site, based on specific collision characteristics.

#### **Task 4 Deliverables:**

- Local collision database in GIS format, enhanced with contextual data
- Identification of crash patterns, rates, and trends at the local level, building on a MetroPlan Orlando template provided
- Maps and graphics visually summarizing findings from collision landscape analysis
- Multi-modal High Injury Network map
- Summary of the location(s), severity, contributing factors and types of crashes
- Summary of focused and systemic issues related to roadway characteristics, land use, and/or other factors indicative of increased crash risk
- Up to ten collision profiles that define key factors associated with fatal and severe injuries

## **Task 5 – Policy Review**

### **Task 5. 1 – Review Existing Local Policies and Guidelines**

The Consultant will review and document existing local transportation and land use policies, plans, guidelines, and standards that could be a barrier to reaching Target zero, and identify opportunities to integrate data, contents, and recommendations into the Action Plan. This review would focus on local initiatives and documents based on guidance prepared by MetroPlan Orlando. It is expected that the Town of Windermere might flag specific documents and sections for review to streamline efforts. A summary of each document with recommendations for policy changes will be referenced in the Action Plan.

### **Task 5. 2 – Vision Zero Resolution**

Using the sample Vision Zero resolution, the Consultant will work with the Town to develop a draft Vision Zero resolution noting the timeframe and commitment to reduce traffic deaths and fatalities to zero.

### **Task 5. 3 – Establish Action Plan Vision, Goals and Objectives**

A key part of establishing Vision Zero is adopting the Safe System approach across the entire transportation system. The Safe System approach shifts responsibilities away from individual road users and approaches safety from multiple angles, incorporating street designs that promotes safe speeds, accounts for potential human error, and includes education and enforcement efforts.

Based on the findings in Task 4, input from public engagement in Task 3, and review and discussion of Task 5.1, the Consultant will establish Action Plan Vision, Goals and Objectives in collaboration with the Town’s Vision Zero Task Force, building on the vision, goals and objectives established at the regional and county level.

#### **Task 5 Deliverables:**

- Review of transportation and local land use policies, plans, guidelines, and standards that could be a barrier to reaching zero
- Draft Vision Zero Resolution
- Vision, Goals, and Objectives documented in a memorandum

## **Task 6 – Identify and Prioritize Projects and Strategies**

### **Task 6. 1 – Project Prioritization Criteria**

Referencing the criteria used at the regional and county level, the Consultant and the Vision Zero Working Group will develop a set of criteria that will inform prioritization for safety projects and strategies. The prioritization approach will integrate equity analysis to assess the impacts of proposed projects and strategies, give higher priority to underserved and disadvantaged areas, and give higher priority to projects that would benefit vulnerable roadway users (people outside of vehicles).

## Task 6.2 – Identify Specific Projects

Based on analysis in Task 4, community input in Task 3, the equity analysis noted above, and feedback from the working group, specific roadway and intersection improvements will be identified at a high level for further review. It is envisioned that some projects may already be programmed, and some new projects will be identified.

A list of approximately 10 projects will be provided to MetroPlan Orlando for inclusion in a regional database. While concept plans will not be prepared as part of this scope of work, it is envisioned that potential projects would be described in sufficient detail, including noting the potential for a lane repurposing, lane narrowing, addition of marked and controlled crossings, sidewalk improvements, bicycle facility improvements, target speed reduction, signal timing/phasing changes and other specific strategies, to advance to implementation funding. Planning-level cost estimates—using FDOT long-range estimation (LRE) methods such as cost per mile—will be developed for each project to inform prioritization decisions.

## Task 6.3 – Prioritized Work Plan for Projects, Programs and Strategies

Using the prioritization method and criteria developed in subtask 6.1 and the proposed projects, programs, and strategies for implementation in subtask 6.2, the Consultant will develop a prioritized work plan. The work plan will organize the proposed implementation activities by priority and identify near-, mid- and long-term actions to advance those priorities towards implementation. The work plan will include responsible parties, key partners, and time frames for actions.

### Task 6 Deliverables:

- Equity Analysis and Prioritization Method
- Proposed Projects, Programs and Strategies for Implementation
- Work Plan with:
  - Prioritized Projects, Programs and Strategies
  - Near-, Mid-, and Long- Term Implementation Actions

## Task 7 – Progress Tracking

MetroPlan Orlando will lead progress tracking for the region.

## Task 8 – Comprehensive Safety Action Plan Document

The Consultant will develop a Comprehensive Safety Action Plan based on the findings from work conducted under previous tasks. The Action Plan will establish collision trends, with a focus on impacts to underserved communities, and incorporate public engagement feedback. The Action Plan will also include project selection, performance evaluation and progress monitoring strategies.

An initial draft will be presented to the Vision Zero Working Group for feedback. The consolidated feedback will be incorporated in a final draft that will be presented to the Town's elected officials before the Action Plan is finalized.

It is anticipated that the Action Plan will contain or reference the following components:

- Vision Zero Resolution
- Describe study approach, including Vision Zero task force
- Results of the safety analysis, including HIN and crash profiles
- Description of public engagement activities that occurred as a part of plan development, what was heard, and how it was incorporated into the plan
- Policy assessment and how policies will be updated, as appropriate, to further the goals of Vision Zero
- Identification of strategies and projects, including prioritization and timeframe for implementation
- Plan to measure progress of the plan over time (reference Regional Plan)

### Task 8 Deliverables:

- Draft Comprehensive Vision Zero Action Plan for Working Group Review

- Draft Final Comprehensive Vision Zero Action Plan for Elected Official Review and Adoption
- Final Comprehensive Vision Zero Action Plan

## Products

For each of the deliverables noted above, the Consultant would submit a draft and respond to one consolidated set of comments. For the Draft and Final Plans, we would respond to up to two rounds of editorial comments. For all draft documents, the draft schedule provides for at least two weeks of review time for the appropriate Town and MetroPlan Orlando staff. To the extent practical, subsequent submittals will be provided in track changes to facilitate subsequent reviews. Final native files for all deliverables will be delivered at the completion of the project including, but not limited to, GIS, CAD, excel, word, PowerPoint, etc. in addition to PDFs documents.

Final PDF deliverables developed by the Consultant as part of this project that are to be published on the MetroPlan Orlando or County/City websites will be designed and developed for accessibility and will pass the Adobe Acrobat PDF Accessibility Checker review upon delivery of the final document to MetroPlan Orlando. PDF documents must not contain any “Failed” checks when the Adobe Accessibility Checker is run. The “Needs Manual Check” alerts must be minimized and those which remain must be justifiable.

## Quality Assurance / Quality Control (QA/QC)

The Consultant will designate appropriate senior staff to conduct QA/QC reviews of work products.

## MPO and Municipality Responsibility

The MPO and Town shall make available to the Consultant, upon request, any data available in the MPO/City's files pertaining to the work to be performed under this Task. MPO staff and/or members of the Town's Task Force will review submittals, provide comments, and, where applicable, provide approval for any suggestions made by the Consultant for completing the Town's Vision Zero Action Plan.

## Schedule

All tasks to be completed by June 30, 2024, an anticipated 9-month timeline. See schedule (Exhibit A) below for proposed task by task milestones and deliverables.

## Fee

The services described above in this Task Work Order will be accomplished for a total lump sum fee of \$70,984. See Exhibit B for detailed staff-hour estimate and expenses.

As defined in the GPC Contract Agreement, all invoices received by the MetroPlan Orlando are payable within thirty (30) days from receipt, provided they have first been approved by the MetroPlan Orlando, and the MetroPlan Orlando representatives have accepted the Work. Invoicing shall be submitted monthly within 21 days of month end and on a percentage of completion basis by Tasks.

# Exhibit A: Schedule

|  |   | Year '23 |       |       |       |      |       |       |       |      |      |       |       | Year '24 |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|--|---|----------|-------|-------|-------|------|-------|-------|-------|------|------|-------|-------|----------|-----|------|------|------|-----|-----|------|------|-----|-----|------|------|------|-----|------|------|------|-----|------|------|------|------|-----|------|------|------|--|
|  |   | Oct      |       |       | Nov   |      |       | Dec   |       |      | Jan  |       |       | Feb      |     |      | Mar  |      |     | Apr |      |      | May |     |      | Jun  |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|  |   | 10/6     | 10/13 | 10/20 | 10/27 | 11/3 | 11/10 | 11/17 | 11/24 | 12/1 | 12/8 | 12/15 | 12/22 | 12/29    | 1/5 | 1/12 | 1/19 | 1/26 | 2/2 | 2/9 | 2/16 | 2/23 | 3/1 | 3/8 | 3/15 | 3/22 | 3/29 | 4/5 | 4/12 | 4/19 | 4/26 | 5/3 | 5/10 | 5/17 | 5/24 | 5/31 | 6/7 | 6/14 | 6/21 | 6/28 |  |
| # Task   | Subtask   |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
| 1 General Project Management and Task Force Meetings | Develop work plan and schedule                    |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|  | Facilitate kickoff meeting with MetroPlan Orlando |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|  | Participate in biweekly check-ins                 |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|  | Monthly progress reports and invoicing            |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
| 2 Vision Zero Working Group                          | Establish Vision Zero Working Group               |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|  | Facilitate up to four working group meetings      |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|  | Prepare and deliver consolidated PDFs             |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
| 3 Public Engagement and Collaboration                | Develop project brand                             |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|  | Develop stakeholder engagement plan               |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|  | Up to two (2) pop-up events                       |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|  | Online survey                                     |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
| 4 Refine High Injury Network                         | Contextualize and localize crash database         |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|  | Identify high injury network                      |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|  | Refine up to 10 collision profiles                |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|  | Develop maps and graphics                         |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
| 5 Policy Review                                      | Review existing local policies and guidelines     |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|  | Draft and refine Vision Zero resolution           |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|  | Establish and document action plan                |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
| 6 Identify and Prioritize Projects and Strategies    | Localize project prioritization criteria          |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|  | Identify specific projects                        |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|  | Develop prioritized work plan                     |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
| 7 Progress Tracking                                  | (To be completed regionally by MetroPlan Orlando) |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
| 8 Comprehensive Safety Action Plan Document          | Draft document                                    |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|  | Draft final document for official adoption        |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |
|  | Final document                                    |          |       |       |       |      |       |       |       |      |      |       |       |          |     |      |      |      |     |     |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |      |     |      |      |      |  |

| Legend |                   |
|--------|-------------------|
| ○      | Draft deliverable |
| ●      | Final deliverable |
| Ⓢ      | Monthly check-in  |

## Exhibit B: Fee

| Task  | Notes   | Staff | Cunningham,<br>Ryan | Barrios,<br>Jorge | Senior E/P | Engineer/<br>Planner | Senior<br>Technician | SUBTASK/<br>TASK HOURS | SUBTASK/<br>TASK COST |
|---|---|-------|---------------------|-------------------|------------|----------------------|----------------------|------------------------|-----------------------|
|   |   |       | RJC                 | JVB               | SL3        | SL2                  | GFX                  |                        |                       |
| <b>001 General Project Management and Task Force Meetings</b> |   |       |                     |                   |            |                      |                      |                        |                       |
|   | Develop work plan and schedule                          |       |                     | 1                 | 4          |                      |                      | 5                      | \$1,075               |
|   | Facilitate kickoff meeting with MetroPlan Orlando       |       | 1                   | 1                 | 2          |                      |                      | 4                      | \$912                 |
|   | Participate in biweekly check-ins                       |       |                     |                   | 12         |                      |                      | 12                     | \$2,544               |
|   | Monthly progress reports and invoicing                  |       |                     |                   | 10         |                      |                      | 10                     | \$2,120               |
|   | Reimbursable Expense                                    |       |                     |                   |            |                      |                      |                        | \$0                   |
|   | Task #001 - Subtotal                                    |       | 1                   | 2                 | 28         | 0                    | 0                    | 31                     | \$6,651               |
| <b>002 Vision Zero Working Group</b>                          |   |       |                     |                   |            |                      |                      |                        |                       |
|   | Establish Vision Zero Working Group                     |       |                     |                   | 2          |                      |                      | 2                      | \$424                 |
|   | Facilitate up to four working group meetings            |       | 1                   | 8                 | 12         |                      |                      | 21                     | \$4,621               |
|   | Prepare and deliver consolidated PDFs                   |       |                     | 2                 | 6          |                      |                      | 8                      | \$1,726               |
|   | Reimbursable Expense                                    |       |                     |                   |            |                      |                      |                        | \$0                   |
|   | Task #002 - Subtotal                                    |       | 1                   | 10                | 20         | 0                    | 0                    | 31                     | \$6,771               |
| <b>003 Public Engagement and Collaboration</b>                |   |       |                     |                   |            |                      |                      |                        |                       |
|   | Develop project brand                                   |       |                     |                   | 1          |                      | 4                    | 5                      | \$812                 |
|   | Develop stakeholder engagement plan                     |       |                     |                   | 2          | 4                    |                      | 6                      | \$1,036               |
|   | Up to two (2) pop-up events                             |       |                     |                   | 16         | 16                   | 8                    | 40                     | \$7,040               |
|   | Online survey   |       |                     | 1                 | 2          | 8                    |                      | 11                     | \$1,875               |
|   | Reimbursable Expense                                    |       |                     |                   |            |                      |                      |                        | \$0                   |
|   | Task #003 - Subtotal                                    |       | 0                   | 1                 | 21         | 28                   | 12                   | 62                     | \$10,763              |
| <b>004 Refine High Injury Network</b>                         |   |       |                     |                   |            |                      |                      |                        |                       |
|   | Contextualize and localize crash database               |       |                     | 1                 | 4          | 8                    |                      | 13                     | \$2,299               |
|   | Identify high injury network                            |       | 1                   | 2                 | 4          | 2                    |                      | 9                      | \$1,869               |
|   | Refine up to 10 collision profiles                      |       |                     | 2                 | 8          | 20                   |                      | 30                     | \$5,210               |
|   | Develop maps and graphics                               |       | 1                   | 1                 | 4          | 12                   | 4                    | 22                     | \$3,772               |
|   | Reimbursable Expense                                    |       |                     |                   |            |                      |                      |                        | \$0                   |
|   | Task #004 - Subtotal                                    |       | 2                   | 6                 | 20         | 42                   | 4                    | 74                     | \$13,150              |
| <b>005 Policy Review</b>                                      |   |       |                     |                   |            |                      |                      |                        |                       |
|   | Review existing local policies and guidelines           |       |                     |                   | 2          | 8                    |                      | 10                     | \$1,648               |
|   | Draft and refine Vision Zero resolution                 |       | 1                   | 1                 | 4          |                      |                      | 6                      | \$1,336               |
|   | Establish and document action plan                      |       | 1                   | 8                 | 16         | 12                   |                      | 37                     | \$7,305               |
|   | Reimbursable Expense                                    |       |                     |                   |            |                      |                      |                        | \$0                   |
|   | Task #005 - Subtotal                                    |       | 2                   | 9                 | 22         | 20                   | 0                    | 53                     | \$10,289              |
| <b>006 Identify and Prioritize Projects and Strategies</b>    |   |       |                     |                   |            |                      |                      |                        |                       |
|   | Localize project prioritization criteria                |       |                     | 2                 | 8          |                      |                      | 10                     | \$2,150               |
|   | Identify, describe, and cost estimate specific projects |       |                     | 2                 | 14         | 10                   |                      | 26                     | \$4,952               |
|   | Develop prioritized work plan                           |       | 1                   | 1                 | 8          | 6                    |                      | 16                     | \$3,102               |
|   | Reimbursable Expense                                    |       |                     |                   |            |                      |                      |                        | \$0                   |
|   | Task #006 - Subtotal                                    |       | 1                   | 5                 | 30         | 16                   | 0                    | 52                     | \$10,204              |
| <b>007 Progress Tracking</b>                                  |   |       |                     |                   |            |                      |                      |                        |                       |
|   | (To be completed regionally by MetroPlan Orlando)       |       |                     |                   |            |                      |                      | 0                      | \$0                   |
|   | Reimbursable Expense                                    |       |                     |                   |            |                      |                      |                        | \$0                   |
|   | Task #007 - Subtotal                                    |       | 0                   | 0                 | 0          | 0                    | 0                    | 0                      | \$0                   |
| <b>008 Comprehensive Safety Action Plan Document</b>          |   |       |                     |                   |            |                      |                      |                        |                       |
|   | Draft document  |       | 2                   | 4                 | 16         | 12                   | 8                    | 42                     | \$7,858               |
|   | Draft final document for official adoption              |       |                     | 2                 | 8          | 4                    | 4                    | 18                     | \$3,362               |
|   | Final document  |       | 1                   | 1                 | 4          |                      | 4                    | 10                     | \$1,936               |
|   | Reimbursable Expense                                    |       |                     |                   |            |                      |                      |                        | \$0                   |
|   | Task #008 - Subtotal                                    |       | 3                   | 7                 | 28         | 16                   | 16                   | 70                     | \$13,156              |
| HOURS   |   |       | 10                  | 40                | 169        | 122                  | 32                   | <b>TOTAL HOURS</b>     | <b>TOTAL LABOR</b>    |
| LABOR RATE  |   |       | \$261.00            | \$227.00          | \$212.00   | \$153.00             | \$150.00             |                        |                       |
| LABOR COST  |   |       | \$2,610             | \$9,080           | \$35,828   | \$18,666             | \$4,800              |                        |                       |

**TOTAL REIMBURSABLES**

**\$0**

**TOTAL PROJECT BUDGET**

**\$70,984**

MAYOR  
JIM O'BRIEN

THE TOWN OF  
**Windermere**



TOWN MANAGER  
ROBERT SMITH

CLERK  
DOROTHY BURKHALTER

614 MAIN STREET, WINDERMERE, FL 34786  
OFFICE: (407) 876-2563 FAX: (407) 876-0103

## COMMITTEE MEMBER APPLICATION FORM

1. Name: FRANK KRENS Phone: 407 443-5212  
2. Home Address: 727 FOREST ST Windermere, FL 34786  
3. Business: Retired Business Phone: \_\_\_\_\_  
4. Business Address: \_\_\_\_\_  
5. Email: fkrens@calnet.com @ \_\_\_\_\_  
6. Brief Summary of Education and Experience:  
BS Aerospace Engs 1968 Penn State  
47 years in Aerospace Engs - Navy Lab, Lockheed Martin, Coleman Aerospace  
Town Committees

7. Are you a U.S. Citizen? Yes  No   
8. Are you a registered voter? Yes  No   
9. Resident of the Town for 6 Months or longer? Yes  No   
10. Do you hold public office? Yes  No   
11. Are you employed by the Town? Yes  No   
12. Do you now serve on a Town Board or Committee? Yes  No   
13. Indicate which Board(s) or Committee(s) you are interested in:

Code Enforcement Board  Development Review Board   
Downtown Business Committee  Elders Committee   
Historical Preservation Committee  Long Range Planning Committee   
Parks and Recreation Committee  Windermere Tree Board

14. Why do you think you are qualified to serve on this board?

• Strong Interest, • 44 years as Resident  
• Demonstrated Commitment to Town via Rotary,  
Tree Board, Parks & Rec, Long Range Planning  
committees, Retired, have time  
Currently on Tree Board & LR Planning Bd, plan to continue both.

**\*FINANCIAL DISCLOSURE FORMS MAY BE REQUIRED FOLLOWING APPOINTMENT**

Signature: [Signature] Date: 5/4/2023

Note: If you have any questions, please call the Town Clerk at (407) 876-2563 ext. 5323

**TOWN OF WINDERMERE  
EXECUTIVE SUMMARY**

**SUBJECT:** Approval of Task Order No. 39 Michael Galura Engineering Consultants, West 2<sup>nd</sup> Ave Roadway Drainage Improvements in the amount of \$46,510.

**REQUESTED ACTION:** Approval

Work Session (Report Only)    **DATE OF MEETING:** November 14, 2023  
 Regular Meeting                       Special Meeting

**CONTRACT:**  N/A    Vendor/Entity: Michael Galura Engineering  
Effective Date: \_\_\_\_\_    Termination Date: \_\_\_\_\_  
Managing Division / Dept: Public Works

**BUDGET IMPACT:** \$46,510  
 Annual                      **FUNDING SOURCE:** PW CIP/Stormwater  
 Capital                      **EXPENDITURE ACCOUNT:** Professional Services  
 N/A

---

**HISTORY/FACTS/ISSUES:**

As part of the process for implementing the West 2<sup>nd</sup> Avenue drainage project it is important to retain the Engineer of Record to assist with the bidding services, retainment of a construction contractor, and post design services.

Staff recommends engaging Michael Galura Engineering, the design engineer of records for this purpose in the amount of \$46,510.00. Task Order No. 39 is included for detailed reference.



**TASK ASSIGNMENT NO. 39  
TO THE CONTRACT FOR  
PROFESSIONAL STORMWATER AND ENVIRONMENTAL ENGINEERING SERVICES  
BETWEEN THE TOWN OF WINDERMERE AND  
MGEC/MICHAEL GALURA ENGINEERING CONSULTANTS, LLC  
3222 CORRINE DRIVE, SUITE H, ORLANDO, FLORIDA 32803**

**PROJECT DESCRIPTION: WEST SECOND AVENUE ROADWAY AND DRAINAGE IMPROVEMENTS  
BIDDING SERVICES AND POST-DESIGN SERVICES**

**PROJECT NUMBER: TOW-052**

**I. PURPOSE**

This is the Standard Contract for Professional Stormwater and Environmental Engineering Services between the Town of Windermere (TOWN) and the firm of MGEC/Michael Galura Engineering Consultants, LLC (ENGINEER). The purpose of this Task Assignment is to specify the required services of the Engineer to assist the Town with Bidding Services and procurement of the construction contract, and conduct Post-Design services for the West 2nd Avenue Roadway and Drainage Improvements during construction.

**II. ENGINEER'S SERVICES**

The ENGINEER shall prepare final design documentation for the West Second Avenue Roadway and Drainage Improvements, wholly located within the incorporated limits of the Town of Windermere. The project extends from Main Street west to the terminus of West 2<sup>nd</sup> Avenue at the isthmus point of the platted development (platted at Aladar-on-Lake Butler, circa 1929). The project involves the design of pavement improvements, including drainage improvements to address localized flooding along West 2<sup>nd</sup> Avenue, and to provide water quality treatment prior to discharging to Wauseon Bay. The proposed drainage infrastructure consist of curb and gutter inlets, ditch bottom inlets connected to an exfiltration system that will treat the first flush of rainfall and convey the excess flow to the previously constructed improvements along 1<sup>st</sup> Avenue and Forest Street by the Town of Windermere and ultimately into Wauseon Bay. These previous improvements on 1<sup>st</sup> Avenue and Forest Street were constructed under a cooperative grant from the SFWMD and the Town of Windermere. Pavement cores (GEC) were conducted to determine the integrity of the existing pavement to determine if milling and resurfacing is a viable solution as opposed to full depth pavement reconstruction. Curb and gutter will be provided along the entire length of the project to optimize the conveyance and capture of stormwater runoff by curb inlets. Exceptions will be made to the West 2<sup>nd</sup> Avenue roadway and drainage improvements previously constructed by the Town of Windermere (vicinity of 903 and 915 West 2<sup>nd</sup> Avenue and the intersection of West 2<sup>nd</sup> Avenue and Pine Street). Drainage improvement were previously made at 618 West 2<sup>nd</sup> Avenue (Kirby), but roadway improvement will be conducted through this area of the project, including the addition of drainage infrastructure.

Supporting documentation related to the development of the BIDDING SERVICES and POST-DESIGN SERVICES shall include construction documentation, including plans and bidding documents and specifications (Project Manual).

### **III. SCOPE OF WORK**

The ENGINEER's Scope of Work will include the following tasks:

- A. Task "C" – BIDDING SERVICES. This task includes assisting the Town in the administration of the bidding of the project.
  - 1. Prepare and submit NPDES Notice of Intent (NOI) for Construction Activities;
  - 2. Prepare and assemble ISSUED FOR BID Project Manual;
  - 3. Prepare Engineer's Estimate;
  - 4. Prepare Bid solicitation document (upload to Town website and Demand Star);
  - 5. Conduct and attend Pre-Bid Meeting and provide Meeting Minutes;
  - 6. Address Request for Information (RFI) during the bidding process;
  - 7. Prepare Bid Tabulation and Evaluate Contractor Bids;
  - 8. Evaluate the Low Bidders and conduct review of bid submittals (including interviews with Contractors);
  - 9. Prepare and issue written recommendation for awarding of Bid;
  - 10. Attend Town Council Meeting for Awarding of Bid
  
- B. Task "D" – POST DESIGN SERVICES. These tasks includes conducting and attending the pre-construction meeting, review and approve shop drawings, conduct onsite inspections, prepare and submit documentation for final certification and project closeout.
  - 1. Conduct and attend Pre-construction Meeting;
  - 2. Prepare and issue a written Notice of Commencement to FDEM and SFWMD;
  - 3. Prepare, Assemble and Issue CONFORMED Construction Plans and Project Manual and issue to Contractor;
  - 4. Prepare and provide CADD drawings to the Contractor;

5. Conduct Shop Drawing Review and prepare Shop Drawing Log;
  6. Review and Process Monthly Contractor Pay Requests;
  7. Review and respond Contractor RFI's during construction and prepare RFI Log;
  8. Conduct Plan and Quantity revisions (as needed);
  9. Conduct and document monthly onsite construction progress meetings (assume 18 visits);
  10. Conduct Substantial Completion, prepare Punch List and issue Substantial Completion Certificate;
  11. Conduct Final Completion and issue Final Completion Certificate;
  12. Prepare and submit documentation for final SFWMD As-Built certification and project close-out;
  13. Prepare and Submit NPDES Notice of Termination (NOT) for Construction Activities;
  14. Prepare RECORD DRAWINGS and issue to the Town;
- C. Task "E" – HMGP PHASE II GRANT MANAGEMENT SERVICES. These tasks include assisting the Town in managing the HMGP Grant including: preparation of the Quarterly Reports; preparation of the Quarterly Reimbursement Invoices and Requests; Preparing the Close-Out report to FDEM; conduct a Final Inspection with FDEM; and preparing and submitting the Certified Letter of Completion to FDEM.
1. Prepare Quarterly Reports (assume 6 quarters) to FDEM;
  2. Prepare Quarterly Reimbursement Invoices and Requests (assume 6 quarters) to FDEM;
  3. Prepare and submit a Close-out Report to FDEM;
  4. Conduct a Final Inspection with FDEM. Provide FDEM with signed and sealed RECORD DRAWINGS prior to the Final Inspection;
  5. Prepare and submit a certified Letter of Completion to FDEM.
  6. Transmit all Final Work Products on a flash drive (to Town).

#### **IV. SCHEDULES AND TIME CONSTRAINTS**

Within twelve (12) working days after receiving the Notice to Proceed, the ENGINEER shall provide a schedule and anticipated payment schedule to the TOWN. The expected total time allowed for completing the ENGINEER's services required under this Task Assignment shall be a maximum twenty-four (24) months from the date of the Notice to Proceed.

#### **V. COMPENSATION**

Payment will be in accordance with the Standard Contract for Stormwater and Environmental Engineering Services. Total compensation for all services, related materials, supplies and other items necessary to complete the work as described herein shall be the lump sum of **\$46,510.00**.

IN WITNESS WHEREOF, the parties have made and executed this Agreement, the day and year first above written.

MGEC/Michael Galura Engineering Consultants, LLC

By \_\_\_\_\_ (Seal)  
(Signature)  
Michael B. Galura, P.E.  
President/Principal Engineer

Date \_\_\_\_\_

\_\_\_\_\_  
ATTEST:  
\_\_\_\_\_

---

TECHNICAL PROVISIONS OF CONTRACT AND BUDGETARY REQUIREMENTS  
APPROVED

Town of Windermere

By \_\_\_\_\_  
Town Manager

Date \_\_\_\_\_

\_\_\_\_\_  
ATTEST:

**EXHIBIT "B" - Manhour and Fee Estimate**

**BID SERVICES AND POST-DESIGN SERVICES  
WEST SECOND AVENUE ROADWAY AND DRAINAGE IMPROVEMENTS**

| <b>Task Description<br/>(Effective Date: October 23, 2023)</b>  | <b>Principal<br/>Engineer<br/>(Galura)</b> | <b>Sr. Project<br/>Engineer</b> | <b>Project<br/>Engineer</b> | <b>CADD<br/>Technician</b> | <b>Word<br/>Processor</b> | <b>Task<br/>Hours</b> |
|---|--|---------------------------------|-----------------------------|----------------------------|---------------------------|-----------------------|
| <b>Hourly Rate</b>  | \$50.00                                    | \$0.00                          | \$0.00                      | \$0.00                     | \$0.00                    |                       |
| <b>Task "C" - BIDDING SERVICES</b>  |  |                                 |                             |                            |                           |                       |
| Prepare and Submit NPDES Notice of Intent (NOI) for Construction Activities                           | 4  |                                 |                             |                            |                           | 4                     |
| Prepare and Assemble ISSUED FOR BID Project Manual  | 24   |                                 |                             |                            |                           | 24                    |
| Prepare Engineer's Estimate   | 4  |                                 |                             |                            |                           | 4                     |
| Prepare Bid Solicitation document (to be uploaded to Town website and DemandStar)                     | 4  |                                 |                             |                            |                           | 4                     |
| Conduct and Attend Pre-Bid Meeting and provide Meeting Minutes  | 4  |                                 |                             |                            |                           | 4                     |
| Address Request for Information (RFI) during bidding process  | 8  |                                 |                             |                            |                           | 8                     |
| Prepare Bid Tabulation and Evaluate Contractor Bids   | 4  |                                 |                             |                            |                           | 4                     |
| Evaluate the Low Bidders and conduct review of bid submittals (including interviews with Contractors) | 2  |                                 |                             |                            |                           | 2                     |
| Prepare and issue written recommendation for awarding of Bid  | 4  |                                 |                             |                            |                           | 4                     |
| Attend Town Council Meeting for Awarding of Bid   | 2  |                                 |                             |                            |                           | 2                     |
| <b>Task "D" - POST-DESIGN SERVICES</b>  |  |                                 |                             |                            |                           |                       |
| Conduct and Attend Pre-Construction Meeting   | 3  |                                 |                             |                            |                           | 3                     |
| Prepare and Issue a written Notice of Commencement to FDEM and SFWMD                                  | 2  |                                 |                             |                            |                           | 2                     |
| Prepare, Assemble CONFORMED Construction Plans and Project Manual and issue to Contractor             | 28   |                                 |                             |                            |                           | 28                    |
| Prepare and provide CADD drawings to the Contractor   | 2  |                                 |                             |                            |                           |                       |
| Conduct Shop Drawing Review and prepare Shop Drawing log  | 24   |                                 |                             |                            |                           | 24                    |
| Review and Process Monthly Contractor Pay Requests  | 36   |                                 |                             |                            |                           | 36                    |
| Review and Respond to Contractor RFI's during construction and prepare RFI log                        | 32   |                                 |                             |                            |                           | 32                    |
| Conduct Plan and Quantity Revisions (as needed)   | 24   |                                 |                             |                            |                           | 24                    |
| Conduct and document monthly onsite construction progress meetings (assume 18 visits)                 | 54   |                                 |                             |                            |                           | 54                    |
| Conduct Substantial Completion, Prepare Punch List and Issue Substantial Completion Certificate       | 4  |                                 |                             |                            |                           | 4                     |
| Conduct Final Completion and Issue Final Completion Certificate                                       | 4  |                                 |                             |                            |                           | 4                     |
| Prepare and submit documentation for final SFWMD As-Built certification and project close-out         | 4  |                                 |                             |                            |                           | 4                     |
| Prepare and Submit NPDES Notice of Termination (NOT) for Construction Activities                      | 2  |                                 |                             |                            |                           | 2                     |
| Prepare RECORD DRAWINGS and issue archive files to Town   | 24   |                                 |                             |                            |                           | 24                    |

**EXHIBIT "B" - Manhour and Fee Estimate**

**BID SERVICES AND POST-DESIGN SERVICES  
WEST SECOND AVENUE ROADWAY AND DRAINAGE IMPROVEMENTS**

| <b>Task Description<br/>(Effective Date: October 23, 2023)</b>                    | <b>Principal<br/>Engineer<br/>(Galura)</b> | <b>Sr. Project<br/>Engineer</b> | <b>Project<br/>Engineer</b> | <b>CADD<br/>Technician</b> | <b>Word<br/>Processor</b>      | <b>Task<br/>Hours</b> |                    |
|---|--|---------------------------------|-----------------------------|----------------------------|--------------------------------|-----------------------|--------------------|
| <b>Hourly Rate</b>  | <b>\$50.00</b>                             | <b>\$0.00</b>                   | <b>\$0.00</b>               | <b>\$0.00</b>              | <b>\$0.00</b>                  |                       |                    |
| <b>Task "E" - HMGP PHASE II GRANT MANAGEMENT SERVICES</b>                         |  |                                 |                             |                            |                                |                       |                    |
| Prepare Quarterly Reports (assume 6 quarters) to FDEM                             | 18   |                                 |                             |                            |                                | 18                    |                    |
| Prepare Quarterly Reimbursement Invoices and Requests (assume 6 quarters) to FDEM | 24   |                                 |                             |                            |                                | 24                    |                    |
| Prepare Close-out Report to FDEM  | 10   |                                 |                             |                            |                                | 10                    |                    |
| Conduct Final Inspection with FDEM  | 3  |                                 |                             |                            |                                | 3                     |                    |
| Prepare and submit a certified Letter of Completion to the FDEM                   | 2  |                                 |                             |                            |                                | 2                     |                    |
| Transmit all Final Work Products on a flash drive (to Town).                      | 2  |                                 |                             |                            |                                | 2                     |                    |
| <b>LABOR HOURS</b>  | <b>362</b>                                 | <b>0</b>                        | <b>0</b>                    | <b>0</b>                   | <b>0</b>                       | <b>360</b>            |                    |
| <b>LABOR COSTS</b>  | <b>\$18,100.00</b>                         | <b>\$0.00</b>                   | <b>\$0.00</b>               | <b>\$0.00</b>              | <b>\$0.00</b>                  | <b>\$18,100.00</b>    |                    |
| <b><u>TOTAL NOT TO EXCEED FEE COMPUTATIONS</u></b>                                |  |                                 |                             |                            |                                |                       |                    |
| (1) Labor Costs Times 2.5 Multiplier  |  |                                 |                             |                            | =                              | <b>\$45,250.00</b>    |                    |
| (2) Reimbursable Expenses (copying, mileage, etc.)                                |  |                                 |                             |                            | =                              | <b>\$910.00</b>       |                    |
| (4) Permit Application Fee (FDEP NOI/NOT Permit)                                  |  |                                 |                             |                            | =                              | <b>\$350.00</b>       |                    |
|   |  |                                 |                             |                            | <b>Total Not-to-Exceed Fee</b> | =                     | <b>\$46,510.00</b> |

Filename : c:\My Proposal\Task 31A - West 2nd Avenue Roadway and Drainage Improvements\_Post-Design\Proposal - West 2nd Avenue Roadway and Drainage Improvements\_Post-Design.xls

**TOWN OF WINDERMERE  
EXECUTIVE SUMMARY**

**SUBJECT:** Nomination and Selection to Fill Vacant Town Council Seat

**REQUESTED ACTION:** Decision

Work Session (Report Only)      **DATE OF MEETING:** November 14, 2023  
 Regular Meeting                               Special Meeting

**CONTRACT:**  N/A    Vendor/Entity: \_\_\_\_\_  
Effective Date: \_\_\_\_\_    Termination Date: \_\_\_\_\_  
Managing Division / Dept: Town Manager

**BUDGET IMPACT:** N/A  
 Annual                                      **FUNDING SOURCE:** \_\_\_\_\_  
 Capital                                      **EXPENDITURE ACCOUNT:** \_\_\_\_\_  
 N/A

---

**HISTORY/FACTS/ISSUES:**

During the Town Council Meeting held on October 10, 2023, Council Member Rose officially tendered her resignation from her position. In response, the Town Attorney was tasked with offering guidance and providing clarity regarding the procedure for filling the now-vacant seat.

In line with this mandate, the Town Attorney furnished a memorandum outlining the steps necessary to fill the vacated seat. As stipulated in Section 5.039b) of the Town of Windermere Charter, the responsibility for appointing a qualified candidate to occupy the vacated seat falls under the purview of the Town Council.

At the upcoming meeting scheduled for November 14, 2023, both the Mayor and each Town Council member will have the opportunity to nominate one individual to assume the vacant council seat. The ultimate selection of the candidate for this position will be determined by a majority vote among the Town Council members. Details of this process are outlined in the Town Attorney’s memo dated November 3, 2023 and is included in the agenda packet.



## MEMORANDUM

**TO:** Robert Smith, Town Manager  
**FROM:** GrayRobinson, P.A.  
**DATE:** November 3, 2023  
**SUBJECT:** Process to Fill the Vacant Office of a Town Council Member

---

Effective October 10, 2023, Council Member Rose resigned her position on the Town Council. Section 5.03(b) of the Charter of the Town of Windermere requires the Town Council appoint a qualified resident to fill the vacancy within 45 days after the seat becomes vacant (on or before November 24). The Charter requires that the appointment be made by the affirmative votes of not less than a majority of the remaining members (three). The appointment made by the Town Council will fill the vacancy until the next regular election which is March 19, 2024.

With respect to appointing a qualified resident to fill the vacancy, we recommend an agenda item be added to the November 14, 2023, Town Council meeting for the “Town Council to appoint a qualified resident to fill the vacant council member seat.” At the meeting the Mayor and Town Council members can each nominate one person to fill the vacant council member seat, and the Town Council can then take action as follows to appoint an individual:

- Open the floor for nominations for the council member seat. Nominations are not “motions” and do not require a second.
- All nominations are made before voting begins.
- Each nomination is voted on separately.
- Only “yes” votes are recorded (no one votes “no”).
- Each Council Member must vote “yes” for only one nominee.
- When a nominee receives three votes the process is complete and a new council member is appointed.

For example, the Town Council nominates 3 qualified residents for the vacant council member position: Mr. A, Ms. B, and Mrs. C.

- The voting begins. All Council Members must vote “yes” one time for either Mr. A, Ms. B, and Mrs. C.
- Mr. A gets 2 votes, Ms. B gets 1 vote, and Mrs. C gets 1 vote.
- Ms. B and Mrs. C are eliminated from the process.
- Mr. A proceeds to the next round.
- The voting begins. If Mr. A receives 3 votes, he is then appointed by the Town Council to fill the vacancy. If not, the process can be repeated. In the event of a tie, the Mayor may vote as set forth in Section 6.03 of the Charter.

**TOWN OF WINDERMERE  
EXECUTIVE SUMMARY**

**SUBJECT:** Approve Naming Tennis Courts at Windermere Recreation Center as Bowman Courts

**REQUESTED ACTION:** Decision

Work Session (Report Only)      **DATE OF MEETING:** November 14, 2023  
 Regular Meeting                       Special Meeting

**CONTRACT:**  N/A    Vendor/Entity: \_\_\_\_\_  
Effective Date: \_\_\_\_\_    Termination Date: \_\_\_\_\_  
Managing Division / Dept: Town Manager

**BUDGET IMPACT:** N/A  
 Annual                      **FUNDING SOURCE:** \_\_\_\_\_  
 Capital                      **EXPENDITURE ACCOUNT:** \_\_\_\_\_  
 N/A

---

**HISTORY/FACTS/ISSUES:**

The Parks and Recreation Committee requested that Town Council consider naming the tennis courts at the Windermere Recreation Center after long time resident and tennis supporter Doug Bowman.

At that time Town Council directed staff to conduct a public information meeting about this request and receive direct input from Town Residents. This meeting was held virtually on October 9<sup>th</sup>, 2023 and there was no opposition to this suggestion.

Parks & Recreation recommends approving that the Windermere Recreation Center Tennis Courts be named the Bowman Courts. If approved, staff will work to create and install appropriate signage at the tennis courts.

November Projects Meeting

**Attendees:**

- Robert Smith, Town Manager
- Tonya Elliott-Moore, Public Works Director Town of Windermere
- John Fitzgibbon, Town of Windermere
- Tara Vegel, Finance Director
- Travis Mathias, Town of Windermere - Not in Attendance
- Tony Davit, Town Councilman Liaison
- Chris Davidson, Kimley-Horn Associates
- Michael Galura, MG Engineering
- Mike Woodward, Kimley-Horn Associates - Not in Attendance
- Hao Chau, Kimley-Horn Associates - - Not in Attendance
- Victor Gallo, Kimley-Horn Associates - Not in Attendance

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 3<sup>rd</sup> (clean-up on lakefront, etc.) per Scott Brown. Final reading for ordinance scheduled for November 13<sup>th</sup> 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 12<sup>th</sup> 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. All training material prepared per HC. Year 2 reporting due by June 2021 – may defer training until COVID-19 restrictions are eased. Thursday nights are best for training with PD per TM. HC and SB to coordinate on when the training can be conducted (for all Town Staff). KHA agreement approved at last TC meeting. Inspection for 505 and 1108 Dirt Main sent out by JF (now in compliance) for noncompliance. IPO approved. Documentation continuing for vac truck. Need to schedule 2 training sessions with staff (PD and Public Works). SB suggested a virtual training session. HC to provide copies of training documents and to coordinate with SB on dates of training sessions. Staff training dates scheduled. Training Sessions completed (October 2020). KHA working on standardized violation forms. 12/7/20 - Prepare standard violation forms. MG will send to HC. No reporting to DEP required till next year (Year 2 reporting). 1/6/21 Ongoing. 2/1/21 Additional reports received and filed. 3/1/21 Draft – List for violations to be sent out to the Town for review. 5/3/21 Next report in October-November. HC working on violation forms to TC for review. Violations noted by JF and BC in Rosser Reserve. Violations documented by JF. Training will be taped and added to Power DMS. 6/7/21 NPDES budget provided to TC from HC. TM coordinating with PD to train Officers. 7/12/21 KHA tracking vacuum and street sweeping. MG to coordinate with HC on inventory (see previous e-mail from HC). Training sessions completed. JF reported 2 violations' that have since been resolved. Continue tracking NPDES items. 9/13 Ongoing tracking. Annual report due in November. 10/4 Ongoing tracking. Annual report due in November. 12/6/21 Annual report has been submitted. Received RAI and will respond. 1/10/22 Annual report submitted and approved. 2/14/22 – Ongoing, public outreach via social media, lake cleanup on 2/20. 3/7 Lake cleanup well received. Another lake cleanup scheduled for 3/27. Social media platforms Facebook and Instagram. Town will look to have a clean-up quarterly. TEM provided quantities for NPDES compliance/info. 4/4/22 Submitted Biennial Report and documenting for the annual report. 3/7 and 3/27 lake cleanup conducted by the Town. TEM to document cleanup efforts and quantities to HC. 5/2 NPDES violations noted at 10988 Down Yonder Lane. BC working with owner on resolution of violation. TM Spoke to Brad and issue resolved. JF to note issue on Oakdale 6/6 vacuum and sweeping amounts provided to KHA for reporting purposes. 7/11 Ongoing. HC compiling data from vacuuming and cleaning. 8/1 - Ongoing compiling and documenting. 9/12 Ongoing – Violation 10/10 – Ongoing – violations documentation. 11/7 Ongoing – no violations reported. 12/5 – Ongoing – Hurricane prep emails documented. 2/13 - Ongoing. 3/6 TM reported violation on Lake

Butler Boulevard. HC said he will include in next NPDES reporting cycle. 7/10 – Ongoing. Annual report preparation starts in September. 8/7/23 ongoing 9/11 on going. 10/9 - *Ongoing Brewery, issue with discharge. New vendor hired. 11/6 Asked for 2 week extension, due Nov 16. TEM to provide KHA additional info from hauling services to include in the report.*

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 22<sup>nd</sup>). 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: 3<sup>rd</sup> Avenue and Magnolia Street Drainage Improvements;
- 4337-694: 6<sup>th</sup> Avenue and Butler Street Drainage Improvements; and
- 4337-695: 9<sup>th</sup> Avenue/10<sup>th</sup> 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 21<sup>st</sup> 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 (3<sup>rd</sup> Avenue and Magnolia Street) and 4337-694 (6<sup>th</sup> 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 (9<sup>th</sup>/10<sup>th</sup> Avenue and Oakdale Street) and 4337-696 (9<sup>th</sup> 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) 3<sup>rd</sup> 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 9<sup>th</sup>/10<sup>th</sup> and Oakdale and 9<sup>th</sup>/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.

Second quarter reports sent to TM for his digital signature. Awaiting execution of two new project contracts with DEM.

New quarterly reports forms prepared and executed by the TM for the three (3) Town project – 4337-297-R (West Second Avenue); 4337-443-R (3<sup>rd</sup> Avenue and Magnolia Street); and 4337-449-R (6<sup>th</sup> Avenue and Butler Street) and submitted to Douglas Galvan, FDEM. All contracts executed and quarterly reports submitted. MG submitted an exhibit locating the three projects on a single Location Map to Paola Sullivan, DEM. Attended LMS Working Group meeting last month to discuss LMS projects and any other topics. Discussions on residential safe room funding. Manny Soto (City of Orlando) – Steering Committee chair; Daniel Negron (Orange County Stormwater Management Division) – Planning Committee chair. HC to provide typical section for 7<sup>th</sup> and Butler Street. Workshops and public meetings scheduled in October. Typical will be applied. Contract for three projects pending from DEM (FEMA Project No. 4337-443-R). HC submitted quarterly report for three projects (contract pending). 11/2/20 Contract for three projects pending from DEM. HC submitted quarterly report for three projects (contracts pending). 12/7/20 - TM provided brief discussion regarding CCNA as it relates to procurement of the HMGP grants. TM had discussions with Gray-Robinson. TM to have 2<sup>nd</sup> zoom meeting with Gray-Robinson 12/8/20. 1/6/21 Bessie and Butler has been RFQ. Due on 1/11. 2/1/21 West 2<sup>nd</sup> received first reimbursement for design and proceeding with Bessie and Butler. Bessie/Butler RFQ to be approved at February TC Meeting. MG to contact DG and get confirmation of extensions. 3/1/21 Butler extension received. DEM agreement for Bessie, extension for Bessie. AIA agreements with KHA executed. 9<sup>th</sup> at 10:00 am – 12:00 am. All extensions from FDEM received. 7/12/21 HC and MG working on quarterly requests and reimbursement packages to Doug Galvan, FDEM. RS and TEM to look at other projects under other funding opportunities (September 1<sup>st</sup> deadline) with a minimum of \$2M. 8/9 All reports submitted. 9/13 MG attended LMS meeting. Meeting focused on upcoming update of County's LMS program and any changes that may need to be done. Doug Galvan is leaving and we are waiting on who will be next point of contact. 10/4 New contact is Brianna Nelson. KH and Galura to work on quarterly reports. 12/6/21 Next quarterly report is for period ending on 12/31. KH and Galura to prepare quarterly reports. Designs to be submitted by end of year and bids projected in J7/10 January. Design Reimbursements to be submitted as well for last quarter. 1/10/22 DEM is updating project list and policies and will send to Michael Galura. Mike will send to Town staff. February agenda will ask for Resolution adopting policies and procedures. 2/14/22 Resolution to adopt Orange County LMS presented to February TC. Resolution approved 5-0. MG sent signed copy of resolution to John Mulhall, Orange County LMS Administrator. MG attended quarterly LMS meeting (virtual). FDEM was speaker and provided updates to LMS procedures and other applications. 3/7/22 MG to

touch base with John Mulhall on acknowledgement of approval of resolution. Meeting on 3/8 to go over priorities and future funding. Staff to attend. 4/4 4<sup>th</sup> and Magnolia potential project. MG to ask John Mulhall about getting project on LMS list. 5/2 LMS meeting on May 11<sup>th</sup> at 10:00 am (Microsoft Teams meeting) Tonya or TM to attend. Include Nora on project numbers. Need reimbursables submitted. JF and TEM to submit application for 4<sup>th</sup> and Magnolia project 6/6 May 11<sup>th</sup> meeting was cancelled. Waiting for rescheduled meeting to address any additional projects. 7/11: Awaiting new Meeting. 8/1 - meeting scheduled on 8/10. 9/12 – MG sent forms to TEM on any potentially new projects to be considered for LMS funding (under disaster declaration). 10/10 – Federal disaster declaration expected for Orange County. 11/7 – MG to coordinate with HC on 4<sup>th</sup> and Magnolia future project. 2 other projects to be presented (retaining wall improvements) – 6<sup>th</sup> and Lake Down, 5<sup>th</sup> and Lake. 12/5 – LMS meeting postponed. MG to submit on two structural projects. Third project is 4<sup>th</sup> and Magnolia at Lake Down Park. FEMA will prioritize projects for Hurricane Ian. 1/09 - Waiting to hear back from FEMA. MG to follow up. Potential projects are two wall projects at 5th and Lake and 6th and Boat Ramp and one drainage project at 4th and Magnolia. 2/13 Mike G to prepare forms for seawalls at 6<sup>th</sup> and 5<sup>th</sup> and Hao to draft one for 4<sup>th</sup> and Magnolia. Once drafted need to send to John Mulhall. 3/6 TM asked if the Town needs a member on the LMS planning committee. MG will ask John. 4/3 – Tonya to attend LMS planning committee meetings. 6/5 - Meeting postponed. Offering a session to help /applicants with submittal. Apps submitted by 8/31. 7/10 - all three of TOWN projects on list. 8/7 applications sent along by LMS group to FEMA. 9/11 3 projects submitted for consideration under Ian. 10/9 - Still on list of projects for funding. **11/6 – LMS Next meeting is 11/8. Other jurisdictions projects included.**

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 from 12<sup>th</sup>/chase to Windermere Rd. 10/18 November 1<sup>st</sup> 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 and 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 10<sup>th</sup> Avenue, alignment to be adjusted. TM discussed with LRP and TB to be submitted to TC for conceptual approval of plan at next TC meeting. Coordination with Ocoee, MW provided multi-modal information. Once concept is approved, TM to take to West Orange for funding opportunities (connection to West Orange Trail). TM to request IPO from Mike Woodward, KHA. Work with TB regarding tree selection. Work with residents on type of vegetation to be planted. Include separate Add-Alternative for bridge. Need probable cost for pedestrian bridge. IPO for pedestrian bridge was approved to KHA. CS discussed KHA third party vendor for provider of pedestrian bridge. KHA will serve as liaison for bridge design. Vendors will present options to KHA and the Town for selection of preferred bridge structure. TM and MW working with West Orange Alliance on funding for the project. Pedestrian bridge is separate IPO. Provide multi-modal links. April 2021 funding to be considered by WOA. Meeting regarding pedestrian bridge scheduled for tomorrow. 12/7/20 – TM and MW has been working with West Orange County Health Care alliance regarding interconnectivity and connection between Windermere and Ocoee. NW got closing documents from Gray-Robinson for TM to review and approve. 1/6/21 RW conveyance has been completed. Robert to confirm with Gray Robinson. 2/1/21 RS met with West Orange Health Alliance, they are working on it and will present to board in April. State appropriations also asked for trail. Plans also went to Chamber of Commerce. TM also to reach out to additional private RR ROW owners in the near future. 3/1/21 TC working with MW on concept. Metroplan has large PDE projects and project is unlikely to be funded through this mechanism. Best bet for funding is WO Health Alliance. TM meeting with residents along route for possible interest in property acquisition (1<sup>st</sup> Ave and North). 4/1/21 Submitted to MetroPlan for funding. Set up meeting with West Orange Health Alliance for funding. Property at Second and Dirt Main to be purchased from resident (preliminarily agreed on). Heather Ramos, Gray-Robinson, to prepare agreement. 5/3/21 TM still working on acquiring remaining 4 parcels. Contracts in draft form. TM has two weeks to close deal to move forward with road design. TM updated that Fed \$\$ may be available for pathway. 6/7/21 TM has meeting with Singers June 9<sup>th</sup>. Title searches being conducted on all properties to be acquired for accurate offer and dimensions of taking. TM to have a meeting with West Health Care Alliance this week. July TC may need eminent domain resolution. 7/12/21 TC met with Health Care Alliance. Presentation slated for Health Care District (Ocoee, Winter Garden and Orange County). Discussion on prioritization and distribution of funding. August TC meeting – imminent domain taking powers to the TM. Survey in for Ward Trail. Schedule a walk thru with TEM and JF; and KHA (MW and HC). 8/9 Awaiting from funding from West Health Care Alliance and Feds. Focus on interactivity of trail. Property acquisition to be through imminent domain process (4 of 5 acquired). 9/13 – Massy's requested to exclude hold harmless. TM to meet with Hart. Singers want to close after October 1<sup>st</sup>. Still awaiting responses from Denoyles. TM to reach out to Denoyles again. 10/4 – Harts have signed on. Masseys have updated contact. Working with Singers. Denoyles still waiting for response. We are having neighborhood meeting this month. 12/6/21 Neighborhood meeting has been completed. Gray Robinson still working on closing for 4/5 lots. TM also working with Rose property and King Property for property swaps (10th Ave) 12/16 Public Information Workshop on Ward Tail. West Orange Healthcare Alliance monies to assist in



funding. 1/10/22 Ward Trail, working with Arborist. KH to look at saving trees by minor realignments or protection measures. KH to develop landscape plans for public meeting and then Town Council. February 17<sup>th</sup> meeting for government task force for funding prioritization. 2/14/22 Property swap meeting has been rescheduled due to weather. MW looking to adjust trail alignment based on arborist recommendations. TM has West Orange Alliance meeting on 2/17 3/7 Property swap scheduled for Thursday. MW had walk through and will revise plan as needed. West Orange Alliance has committed money for the project – will be prioritized based on jurisdiction. No funding from State anticipated. 4/4 – Town working with residents on South Main adjacent to Ward property (King and Rose). Securing ROW. HC said plans are done for a portion of the project, awaiting on property swaps. Still working on Denoiles property. 5/2 Acquired property on north between 1<sup>st</sup> and North Drive per TM. Massey property closing soon. TM working and negotiating on 8<sup>th</sup> and Dirt Main property. TEM working with Tree Board on landscape concepts. 6/6 TM indicated additional property swaps pending (112 West 8<sup>th</sup> Avenue & 824 Main St. ). TM meeting with Singers and Denoiles this week and next for purchases. 7/11 90% plans presentation 7/11. TC in August. 4 Property swaps on TC agenda for Tuesday night meeting. 8/1 – 90% plans for Ward Trail will be on August TC agenda. Town has closed on Massey Property. 11/7 no updates to date. 12/5 – Steering Committee looking to fund projects but not until 2025. Working with FDOT D5 for LAP certification and funding. Scheduled for Fiscal Year 2023/24 (July 2023). 1/09 - FDOT to send Town training list for Fiscal Year 2024 (begin July 2023) LAP Certification. 2/13 SAME, plus KH responding to DOT RAI, which mainly revolve around ROW. 3/6 Waiting on LAP certification from FDOT District 5 (expect in July). 4/3 – Town staff to start certification process. 6/5 – waiting on conformation of appropriations, Town to work on LAP Cert. 8/7 Nothing from District 5. 9/11 Singers signed. Sent responses to Sophie at FDOT last week. 10/9 - Tonya spoke with Chris at KH on 9/27. Finishing up documents required by Sofie at FDOT and modifying the bid front ends to have required federal language. Then will send over all to Sofie. CRAS consultant is on TC agenda for approval on 10/9. **11/6 – Construction dates and estimates are due back to Sofie. CRAS approved and once completed will be sent**

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 2<sup>nd</sup> Avenue to Canal (IPO by KHA). TM emailed GR. MG submitted 4<sup>th</sup> 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. 2<sup>nd</sup> 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. MG conducted video conference call with SB and KHA (HC, VG) to discuss peer review comments by KHA. MG to amend plans accordingly. MG to coordinate with WT regarding water main design to be incorporated with the plans. SB and WT coordinating with OCU regarding the water main design. Tentative August 5<sup>th</sup> meeting with OCU. Quarterly report submitted to Doug Galvan by TM. MG prepared and submitted Reimbursement Request No. 2 to Doug Galvan. MG continuing to revise plans per KHA peer review and prepare boards for public forum(s). MG to submit revised computer models to Victor Gallo, KHA. Schedule to have 90% plans completed by September. TM and MG to conduct Zoom meeting with residents on public forum. Three (3) virtual public workshops conducted (East of Pine Street; west of Pine Street; cul-de-sac). Minor comments received that MG will incorporate into the final plans. Expecting more comments. Comments and discussions include avoiding large trees, locations of speed humps, stop signs (at Pine Street), lane widths, curb type etc. Continue public forums with stakeholders on discussions of project design. MG working on quarterly report and time extension request. MG to review side street extensions pursuant to Zoom meeting inquiry by resident(s). MG to only look at double stack on side streets instead of extending Forest Street. MG discussed water main improvements with Mike Demko, Wade-Trim. What was proposed in the Master Water Plan report is to replace 6" water main west of Pine Street to 8". 4" water main to terminus would remain the same size. 8" water main size between Main Street and Pine Street would remain the same. No additional fire hydrants proposed on 2<sup>nd</sup> Avenue pursuant to Master Water Plan. 1/6/21 Mike G will provide update. 2/1/21 MG working on reimbursement #3. Plans sent to Christina Crosby at OCU. RS to reach out to Gray Robinson on 4 property owners at cul-de-sac. 3/1/21 Awaiting PEC on drawing of legal description on Lot 21 from Gray-Robinson title search. HC to send MG copy of OC agreement for the Park Avenue improvements. TM to schedule final round of public input on project. 4/1/21 Conducted additional Public Involvement meetings with Town Residents. Spoke with cul-de-sac residents and will move forward to establish a 20-foot wide right-of-way and Cul-De-Sac radius based new alignment (avoid existing large tree). Upon completion, a legal description and sketches will be prepared and agreements prepared by Heather Ramos, Gray-Robinson. Linear Park R/W purchased for property at 2<sup>nd</sup> Avenue and Dirt Main. Revise roadway alignment to avoid existing large tree at northwest quadrant. MG and HC to coordinate on final roadway alignment. TM to discuss project with Ms. McCarthy (Andrew McCarthy's grandmother) to get concurrence on design. 5/3/21 Gray Robinson and third-party attorney working on agreement with the residents at end of West Second Ave. Should have ready for June meeting. 6/7/21 MG reconfigured the roadway alignment to closely match the existing pavement. The project will be strictly a drainage project with the pavement to be reconstructed to the same dimension. JF and TEM to meet with the residents to get concurrence before preparing the right-of-way agreement (third party). 30% Water Main Improvement plans submitted to Christina Crosby (Orange County Utilities Division). 7/21/21 JF had last meeting on cul-de-sac, get concurrence in writing. MG awaiting concurrence from all residents prior to having PEC prepare legal description and sketches to accompany easement agreement to transfer road right-of-way to Town. MG to check on status of 30% water main plan review from Orange County Utilities

(Christina Crosby). MG to coordinate with HC at intersection of West Second Avenue and Dirt Main on intersection configuration. 8/9 MG met with JF on alignment. MG to revise right-of-way alignment pursuant to field review and discussions. JF to coordinate with HR on draft agreement. Awaiting concurrence with Andrew McCarthy's grandmother. Received initial comments on water main plans from County (Christina Crosby). OC wants plans on 11x17 plan set format (currently on 24x36 plan set format). Meeting with Ed Torres (OC Utilities Division) scheduled later in month. 9/13 – Right-of-way limits for Aladar Replat cul-de-sac finalized between MG, JF and TEM. ROW and temporary construction limits (TCE) submitted to PEC for preparation of legal description and associated sketches. Expect completion by end of week or early next week. Reimbursement request for design fees submitted to Doug Galvan (Reimbursement request No. 3 for invoices through period ending 5/31/2021). 10/4 – Waiting on PEC for final legal & sketch. Robert and John to meet with property owner. KH provided 60% OCU submittal peer review comments. 12/6/21 Michael Galura to provide update. Public Workshop moved until 12/13/21. 1/10/22 Requested and received HMGP grant extension. Submitted 90% plans to Town staff. On TC agenda for 1/11. Then will submit for SFWMD permit. Still waiting on some residents to sign easement agreement. . 2/14/22 SFWMD ERP Application submitted 2/1/22. Proceeding with modifications to Orange County Utilities water main plans (KHA peer review). Preparing reimbursement request to be submitted to FDEM. 3/7 MG issued Response to Comments to SFWMD for ERP. RS and JF working on easement agreements – MG will need for FDEM deliverables. MG to discuss extension with FDEM due to delay from SFWMD review. 4/4/22 MG submitted the Phase I deliverables (less the SFWMD ERP and the FDEP NPR, both which are pending) to Lourdes Vargas on 3/30/22. Mike is working on the quarterly report and reimbursement request. MG to review the OCU peer review comments from KHA and incorporate into 60% submittal to OC. 5/2 MG addressed FDEM comments and submitted per FDEM timeline. Addressed building replacement value issue per OCPA website. TM submitted potable water design to ARPA. JF to send easement agreements to MG. 6/6 MG addressed additional comments from Ed Warren, FDEM. Ed indicated that his engineering review is complete and that he has determined a BCR of 1.3 for the project, indicating that it is eligible for the FEMA funds under Hurricane Irma. He said that additional comments may come from other departments but engineering is complete with their review. MG also submitted the reimbursement request #4 to Lourdes Vargas, FDEM, for review. Lourdes had comments to remove any costs associated with administering the Phase I contract (quarterly reporting, reimbursement requests, etc.). These cost are to be removed from subsequent reimbursement requests. 7/11 MG provided responses to Environmental RFI from Amanda Chin, FDEM. MG also received request from Amanda Chin for a DRAFT of the Public Notice to be published by the Town for the Phase II funding of the project by FEMA. Any public objections during Public Noticing will need to be addressed before funding contract can be issued. POP extension requested to 10/31/22 and submitted (per recommendation by Lourdes Vargas, FDEM) to allow time to address current and future RAI's. 8/1 – Updated POP extension for FDEM review period. Extended to October 2022. Waiting to hear back from FDEM on draft public notice. Reviewing WM plans for consistency with recently approved MUP. Public Notice revised and sent to TEM per Amanda Chinn, FDEM. Public Notice to be published per approved FDEM methods of delivery. MG to provide electronic and hard copy of 100% plans to the Town for observation. Public notice to be published in Orlando Sentinel. 10/10 MG to update plans and submit to TM. Awaiting if any objections to Public Notice (30-day appeal period) has been filed. Any objections to be documented and addressed satisfactorily per FDEM. Provide FDEM with affidavit regarding publication of Public Notice in newspaper of general circulation. 11/6 Awaiting on status of Public Notice (any filed objections). Updating plans, quantities and specifications. 12/5 – Submitted to FDEP information requested for No Permit Required Letter. Public Notice completed with no public comment. 1/09 - Waiting on No Permit Required Letter from FDEP and Period of Performance Extension Date for HMGP Grant. 2/13 received NPR from DEP on this project. Mike is hoping construction can begin in the 3<sup>rd</sup> or 4<sup>th</sup> quarter. 3/6 MG provided update. Revised plans, engineer's estimate, response to comments and FDEP permit

**application to OCU submittal portal.** 4/3 Waiting for FDEM and Orange County approval and agreement. 6/5 Grant funds approved. Using ARPA funds for water lines. Mike to send fees over to TAEM and John to pay these. **7/10 Requested payment of this invoice to OCU on 7/10.** 8/7 Still awaiting the contract. Mike to ask Rashida when we can expect final contract. Working with them on reimbursements. Waiting on OCU on stamped plans. 9/11 W. 2nd Avenue: Awaiting OCU uploading stamped approved plans for downloading (will check with Alex Castro later today). Awaiting your signature for FDEP permit application. Will submit to OCU upon receipt. Working with FDEM on resolution of final reimbursement request - will need to submit a POP extension. 10/9 - Tonya has the agreement on the TC agenda for approval on 10/9. Working with Rashida on issues with invoice 27 and 28 timing, Tonya sent her the required letter explaining the invoices as requested on 9/26. Have Mike G give updates on this from his end. Needs time extension, Mike asked Rashida for what date to extend it to so we can file that. **11/6 - Bid was released 11/3. Bids Due 11/27. Pre Bid Meeting Thursday**

**6. 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 5<sup>th</sup>/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. SB and CS discussed with LRP and they need more information on scope of work. SB should have some notes to CS sometime this week to get a signage company onboard regarding the Town’s brand (beyond regulatory and traffic signage). SB reached out to OCPS for design processes. Looking at capabilities of companies currently contracted with the TOW for design. LRP will make final recommendations to TC. Individual IPO’s for signage discussed. Documentation to be sent to TM for TC agenda. To be done under KHA master services agreement. To be presented as an LRP item. Upgrade 6<sup>th</sup> Avenue. CS to send

summary to LRP. Upgrade 6<sup>th</sup> Avenue. 12/7/20 – CS to send summary to LRP. Upgrades to be completed this week. TM to coordinate with Duke Energy. 1/6/21 Poles getting replaced with new upgrades on 6<sup>th</sup> Avenue. 2/1/21 Poles on 6<sup>th</sup> Avenue completed. John F and Travis have been doing maintenance on all signs. TC approved signage as part of KH master services. 3/1/21 Change guideline on font use to match the Town Facility. 4/1/21 Tonya will check on expenditures for signage for the year. 5/3/21: \$\$ Spent for this FY. Tonya creating signage maintenance plan within road maintenance plan. Will create CIP for remaining areas of Town to create consistent signage. 6/7/21 PW for signage will be budgeted for next FY with exception to emergency signage (alcohol-related signage) and NO RIGHT TURN per TEM. 7/12/21 NO RIGHT TURN signs have been installed. NO MOTORIZED VEHICLES signage to be installed at Lake Down. TC workshop in August to discuss Fernwood transition from a public park to a private boat ramp (Town Residents only). Issues are enforcement of parking at various locations. 8/9 TM to discuss action items with TC. 9/13 – NO PARKING on the weekend signs. To be deferred until ordinance has been approved by TC, 10/4 – Robert working on ordinance. 12/6/21 Robert and Tonya to provide update. Once Fernwood Comp Plan approved, Fernwood would then become boat ramp. Still waiting on Department of Economic Opportunity input. Changes to gate and fencing as well on hold pending DEO review. Once parking ordinance is approved in December, additional signage with ordinance numbers can go up as well. 1/10/22 Staff is reviewing sign language and gate types and operating systems. 2/14 PD, PW and TM met and will be moving gate and installing card reader at Fernwood Park. Will take to TC in March. Also reworking signage to match new ordinances. PW to look at Manors signage 3/7 TEM working on signage 4/4 TEM working on signage for the parks – Alcohol language for all parks. 5/2 TM issued purchase orders for Manors and Marina Bay. Additional signage for Lake Street Park approved – purchase order approved. 6/6 TEM – new signage installed at Fernwood Park and other parks. TEM to work with PD for NO PARKING WEEKEND signs. Signage for Manors and Marina Bay ordered. TEM send MW options on Oakdale road closures for concurrence. 7/11 Oakdale to be discussed in TC meeting. Manors and Marina Bay signage being erected. 8/1 – Signage getting redone and will get installed. . 11/7 Cross-walks painted per TEM. JF to check on street lighting in front of Town Admin. 12/5 – Currently fixing street lighting in front of Town admin. No other updates. 1/09 - No new updates. 2/13 No new updates 3/6: Nothing Further 4/3 No new update. 6/5 – Crosswalk on June TC agenda. 7/10 – crosswalk approved, PO sent to vendor, and equipment has been ordered. 8/7 waiting delivery of crosswalk. 9/11 waiting delivery of crosswalk. 10/9 - awaiting delivery of crosswalk. Tonya will request an update on the ETA. **11/6 – ramps added. Stripping happening this week. Should be installed within the next 2 weeks.**

8. Fernwood Park Improvements: \$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. FRDAP grant application withdrawn. Meeting tonight at 5:00 pm to discuss. Town to conduct a charette for presentation (to be conducted on Zoom). Coordinate with Councilman McKinley on P&R input. No changes. Getting charettes and scheduled for the residents. TM to discuss with Councilman McKinley on opening of Lake Street Park. TM to ask PR to complete and close-out. PR to determine what to do with boardwalk. 11/2/20 PR to determine what to do with boardwalk. 12/7/20 – Pending. 1/6/21 On hold until we get RFQ completed. Travis M. to contact companies and get quotes for dock fix. 2/1/21 JF to get three numbers from separate vendors for dock fix. JF to look into dock inspections checklist and schedule. 3/1/21 TM needs third quote for dock fix pursuant to Town procurement procedures. JF and TrM will review and recommend quote. 3/12/21 TM approved dock replacement. Waiting on schedule from vendor. Once there is a time frame scheduled, TM will post. 4/5/21 Await dock replacement until Butler design completed. TrM spoke with Peter Fleck regarding the dock. No permit required since it is a maintenance activity on existing dock. 5/3/21: Dock fixed. Remaining improvements to be determined at time of Butler Basin design completion. Tonya looking into cameras at dock. 6/7/21 Looking to install security cameras. 7/12/21 Boardwalk to be dealt with after the 100-percent plans for Butler Basin. P&R recommends transitioning park into boat ramp only. TM to work with TC to set up workshop. 8/9 Boat ramp conversion will provide the Town more enforcement powers. TEM awaiting quotes for fencing and gates. Going with wrought iron for structural stability and will not affect stormwater design. 9/13 – Redesignated to boat ramp in October. Continue working with OCEPD if Town can get no wake zone or no motorized water craft at Lake Street and Lake Down. 10/4 – Working with EPD on no wake and on Lake Street and Lake Down Park. 12/6/21 Waiting on Comp plan amendment. Robert to touch base with Orange County EPD on Bird Island Ordinance. 1/10/22 Robert to work with Tonya on signage and gate systems. First reading of comp plan amendment on 1/11 TC meeting and second reading in February. 2/14 PD, PW and TM met and will be moving gate and installing card reader at Fernwood Park. Will take to TC in March. 3/7 Plan on TC agenda. 4/4 Fencing slated for fall 2022. 5/2 All fencing and appurtenances ordered per TEM. Additional request for signage. 6/6 TEM – supplier indicated gates to be received by July. By August anticipate everything to be installed. 7/11 August slated for park improvements. 8/1 – Electric installation will be this week/next week and fence installation in the next couple of weeks. 9/12 Fencing completed, Gate post completed. Issuance of keys for locked gate pending (TEM coordinating). 10/10 Gate locking system to be installed (pending). 11/7 TEM to get with installer regarding access. Fence was fixed due to tree falling. 12/5 – Gate system installed and waiting on instructions from installer. 1/09 - Contractor needs one more USB drop and it is in progress. 2/13 Staff received training on the new access system and drafted a process. Town Attorney reviewed and sent back the acknowledgment forms. A date can be derived for gate closure to allow two weeks of outreach before the gates close. 3/6 TEM waiting on closing gates (coordinate with TM). Diane to publish once finalized. 4/3 Final stages of getting this closed out. 6/5 Gates to

be looked at by contractor on Wednesday, 6/7 due to gate sensor issues. Contactor coming to Install a mag lock so gate can't be pushed open. 7/10 – operating well to date. 8/7 so far all is well. 9/11 – still working well. Removing opening and closing hours based upon TC decision on 9/12. To get risk/insurance company to assess lighting needs if any. 10/9 – hours adjusted to 24/7. 11/6 – vehicle gate key pad was hit at 5k run. Looking to maybe install a protective barrier to prevent this from happening again.

9. Cross Walk Improvements: W&D has funded two cross walk improvements. First one on Second/Main and the next on 6<sup>th</sup>/Magnolia. 10/18 Two additional locations – 6<sup>th</sup> Avenue east of Ridgewood, and Main Street near Estancia. Funded one cross-walk. Location to be determined. Consideration for cross-walk locations: 1) 6<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> Ave. Footers have been poured. Awaiting deliveries for RRFB's. RRFB's completed at Main Street and 1<sup>st</sup> Avenue and operational. Nothing additional. Waiting on W&D. W&D to conduct event in March 2021 for sponsorships. TM to meet with HPB. 12/7/20 - W&D to conduct event in March 2021. 1/6/21 No update. 2/1/21 Ongoing. 3/1/21 - Ongoing. Another tier of cross-walk locations to be reviewed. LRP to have updates. 4/5/21 Taking to LRP. 5/3/21 No LRP in April so taking up in May. 6/7/21 Cross-walks will be discussed at TC meeting. Will be part of proposed share agreement. 7/12/21 Still waiting on monies and property share agreement with the 500 block. 8/9 Considering postponing event due to Covid. Decision to be made in October. 9/13 – Windermere Wine & Dine moved to February 2022. Business as usual in late September. Food truck event to be held in September. 10/4 – Wine and Dine event in February 2022. 12/6/21 Priority of crosswalks established. TM to provide list from LRP: 1. Estancia 2.WRC. 3 9/Main. 1/10/22 LRP made suggestions and Town staff has priorities. 2/14 – Working on grant for additional crosswalk. TM to talk to WW&D regarding funding for crosswalk. JF working on park bench additions by WW&D. TM working with W&D on funding. JF working with W&D on benches, 5/2 TM working with W&D and get on TC agenda. 6/6 TEM got quotes on all cross-walks (average \$20,000 apiece). TM to coordinate with WWD on funds and present to TC in June 7/11 TEM sent purchase order to contractor – delays in receiving materials. 8/1 – Ordered and waiting for install. 9/12 Awaiting cross-walk assembly. 10/10 TEM to provide update. 11/7 Cross-walks being installed this week. 12/5 – Crosswalk has been installed. 1/09 - No new updates. 2/13 Awaiting details on how much Wine and Dine can spend to fund the next cross walk which is Windermere Recreation Center at Park Ave - \$23,900 3/6 Finalizing numbers from WWD. 4/3 John F is working on power. 6/5 - Crosswalk at WRC going on June TC agenda for approval. 7/10 – crosswalk approved, PO sent to vendor, and equipment has been ordered. 8/7 waiting delivery of crosswalk - 10/9 - awaiting delivery of crosswalk. Tonya will request an update on the ETA.

10. 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. Quantities are continuing to be documented. Still documenting on monthly basis. Ongoing. 12/7/20 – Ongoing. 1/6/21 Coming out once a month. Travis to get paperwork and send to Hao. 2/1/21 Ongoing on obtaining reports. 3/1/21 Ongoing with reporting. 4/5/21 Ongoing. 5/3/21 Tonya and Hao to work with vendor on quantities to report for NPDES compliance 6/7/21 Reporting scheduled for every 3<sup>rd</sup> Wednesday for every Month per TEM. 7/12/21 Ongoing. TEM to put together schedule for street sweeping and vacuuming (3<sup>rd</sup> Wednesday of each month) 8/9 TEM has set up regular schedule. 9/13 – Street sweeping to commence every 3<sup>rd</sup> Wednesday of the month. TEM to get latest report from vendor. 10/4 – Ongoing and documenting for NPDES Annual Report. 12/6/21 Ongoing and NPDES Annual Report submitted. 1/10/22 Ongoing and providing information to KH for next NPDES Annual report in two years. They are coming at scheduled times. Need to include in STAR report. 2/14 – Ongoing, services being provided on schedule and data sent to KH. 3/7 Ongoing. 4/4/22 Street sweeping ongoing. 5/2 Ongoing. 6/6 TEM – provide HC with street sweeping quantities. 7/11 Ongoing. 8/1- Ongoing and documenting. 9/12 Street sweeping last week. 10/10 Ongoing and documenting. Post-storm documentation to be sent to KHA. 11/7 Ongoing. TEM sent documentation to HC. 12/5 – Ongoing. 1/09 - Ongoing. 2/13 – Ongoing 3/6 info sent to HC. 6/5 – Ongoing. 8/7 ongoing. 9/11 Still ongoing monthly. **10/9 ongoing – extra sweep was done before Idilia.**

12. Vacuum-Truck Services – Cleaning of stormwater structures and storm pipes. Bid awarded by Town to Waste Services Group at January TC meeting. Started on 8<sup>th</sup> 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 12<sup>th</sup> 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 8<sup>th</sup> 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 12<sup>th</sup> and Oakdale Street. Moving next to west 8<sup>th</sup> 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 8<sup>th</sup> Avenue and currently working on Lake Street. Targeting North Oakdale (north of 1<sup>st</sup> 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. 12<sup>th</sup> Street and Oakdale vacuum, GPS and CCTV services have been completed. 12<sup>th</sup> and Oakdale completed. Videoing process. SB working with KHA on GIS for inventory. GIS being prepared for drainage infrastructure mapping. Continuing GIS mapping of Town's MS4 system. Completed west 8<sup>th</sup> Avenue – working towards First and Forest. Ongoing. Set up for Bi-yearly cleaning. Continuing GIS mapping. Ongoing. Videoing for GIS mapping. Conducting videoing for GIS mapping. TM to present costs for upkeep for Street Sweeping and Vacuum-Truck services. Ongoing. 11/2/20 Conducting videoing for GIS mapping. TM to present costs for upkeep for Street sweeping and vacuum truck services. 12/7/20 - Johnson Park used as discharge location. HC tracking invoicing and debris removal for NPDES reporting (coordinate with TrM). 1/6/21 Ongoing. 2/1/21 Current reports received; HC will



continue to track. JF and TM to request per service invoicing. 3/1/21 Ongoing. 4/5/21 Ongoing. 6/7/21 TEM and HC have been working with the street sweeping vendor on structure inventory. 7/12/21 Ongoing. TEM to put together schedule for street sweeping and vacuuming (3<sup>rd</sup> Wednesday of each month). Solids to be transported offsite. TEM waiting on quote for cleaning of all storm drains. 8/9 TEM to reconsider vacuum-truck vendor services (current vendor un-responsive). 9/13 – Ongoing. Lake management consultant to help coordinate when they come onboard. 10/4 – Ongoing and documenting for NPDES Annual Report. 12/6/21 Ongoing and NPDES Annual Report submitted. Tonya is looking at some options for contracts with other companies for this work. 1/10/22 Tonya met with Shenandoah and they will provide quote for vacuum services. Atlantic pipe has already sent Tonya a quote. Tonya to establish baseline of how often structures need to be cleaned. Need to include in STAR report. 2/14 – New vendor will be contracted with this week. 3/7 Horizon Land Management is new vendor. TEM to send agreements over for execution. 4/4/22 – MG provided TEM with data, completion of missing structures and pipes to be cleaned. 5/2 TEM met with vendor. Ongoing 6/6 TEM discussed difficulty for cleaning structures due to duration when they were last cleaned. 7/11 Ongoing. 8/1 – Ongoing and documenting. Spreadsheet created for schedule and documentation. 9/12 Vendor completed tracking sheet which was forwarded to HC. 10/10 Ongoing and documenting. Post-storm documentation to be sent to KHA. 11/7 Ongoing. TEM sent documentation to HC. 12/5 – Ongoing. 1/09 - Ongoing and will provide vacuum quantities. 2/13 – Ongoing 3/6: Ongoing. Info sent to HC. 6/5 – Ongoing. 7/10 ongoing. 8/7 ongoing. 9/11 Still ongoing based upon developed frequency schedule. **10/9 ongoing**

13. 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. Continuing. Continuing. Ongoing. SB to address wax myrtle growth by Lake Bessie boat ramp. Land alteration permit would be required. Ongoing. TrM to check with vendor (Solitude Lake Management) on cycle of lakefront maintenance. Check on maintenance plan and frequency. 1/6/21 Travis M reached out to vendor to get scheduling. Will follow up again to establish a set schedule. 2/1/21 JF and TM working on permit and is in process of resubmitting. 3/1/21 Received Lake Crescent permit. TrM working on schedule. 4/5/21 Ongoing. 5/3/21 Tonya and Hao to work with vendor on quantities to report for NPDES compliance. Will also TV and GIS lines and structures. All will be cleaned out prior to Storm Season. 6/7/21 Town is using Solitude as their vendor and they have been providing reports to TEM. Considering a lakefront maintenance consultant to assist with planning for lake-front and swale maintenance to keep constant tabs of tasks and maintenance schedule. 7/12/21 Ongoing. RFP going out on 7/23/21. 8/9 RFP committee met last week. Got additional information from respondent (JF to meet with TD to discuss and make recommendation for awarding of bid). 9/13 – Lake management consultant RFP to be included in TC agenda for approval. 10/4 – Aquastem will have onboard meeting this week with Staff. 12/6/21 Amy is working with Solitude Lake Management. Will do a State of the Lakes at January TC meeting. 1/10/22 State of Lakes report at TC 1/11 meeting. Things we need to work on and things that are going well. 2/14 Lakes Consultant is good with services

being provided by Solitude. Consultant will review 50 ft setback 3/7 On going. Lake consultant provided WT with letter per TEM. 4/4/22 Setbacks relative to pool – workshop with TC (Brad Cornelius of WT to conduct workshop) to evaluate what the Town will adopt. 5/2 WT doing presentation to TC for pool setback. DRB recommend not to amend. 6/6 BC discussing with Winter Park on pool setbacks (to eventually be presented to TC). 7/11 Ongoing. Taking ordinance to DRB in near future. 8/1 – Town looking at new vendor and add swale maintenance treatment. Lakefront impact Ordinance Amendment will go to DRB 8/16. TC on 9/13. 9/12 TC in October and November. 10/10 – TEM waiting on proposal. 11/7 TEM – new vendor (AWC) coming onboard. 12/5 – Aquatic Weed Control just finished first treatment and working with Lakes Consultant. 1/09 - Ongoing and providing documentation for review. 2/13 – Ongoing. Orange County reviewing status of permits for Bessie and Lake Down, should hear from them on 2/17 as to if we can modify the existing permit or need to reapply. Staff met with them virtually on 2/10 and in the field on 2/14. 3/6 TEM – new replanting plan (OC to extend permit). Focus on stormwater pond maintenance. 4/3 Ongoing. Resubmitted planting plan to OC EPD. 6/5 – OC EPD agreed to splitting up the replanting's so it can be done in phases. Phase 1 this fiscal year and phase 2 next fiscal year. 7/10...half way thru this years plantings. 8/7 Final area of planting for this is year is along Lake Bessie and is scheduled for Aug 23. 9/11 All three areas for this FY have been completed. Final ones start in October. 10/9 All three areas for this FY have been completed. Final ones start in October. OC EPD asked for a letter and extra permit payment. Tonya to finalize this.

14. 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. SB and JF to get together on AC so TM can submit for the CARES act. JF to conduct thermal scans for various buildings. New toilets, automatic soap dispensers and automatic faucets to be implemented. Scheduled AC replacement for week after next (week of November 16<sup>th</sup>, 2020). 12/7/20 - AC replacement at Town Hall completed per TrM. Awaiting on final invoice and maintenance plan and warranty. 1/6/21 UV lights are installed and inspected. Look at getting roofer out to look at rotted area in the flat roof section. TM and JF to look at temporary fixes. 2/1/21 Minimal maintenance until after Town facilities completed, then will do full repairs. Temporary fixes to roof and porch steps. 3/1/21 Temporary fix on roof completed. Permanent roof replacement is pending. TrM gathering quotes for fixes from roofing vendors. 4/5/21 TrM getting quotes on roofing from prospective vendors. Bids to be presented to TC for consideration. 5/3/21 TC to approve roof fix on 5/11 6/7/21 Budget increased for Town Hall. Inventory required for Town Hall elements. Next FY targeted to implement improvements. The flat roof did get repaired per TEM. 7/12/21 FY 21-22 funding for full assessment of Town Hall (April-May of 2022 for assessment). Continue cosmetic repairs till full assessment. 8/9 Ongoing. 9/13 – Ongoing. Minor fixes and cleanup

continuing. 10/4 – Ramp fixes have been completed. Continuing to monitor and making minor repairs. 12/6/21 Wait for after new facilities are completed and then do an assessment. 1/10/22 Ongoing. 2/14 – AC/heater was previously serviced but Tonya will look into if there is an issue. 3/7 – TEM has new vendor to check AC – coordinate with TM. Look to doing assessment over the summer if funds allow. 4/4/22 Assessment over the summer. 5/2 TEM RFQ for assessment. 6/6 TEM – Draft document completed and RFQ pending. 7/11 RFP submitted – Councilman Williams will be on selection. 8/1 – Received one proposal. Committee will reject proposal and will look at doing study under \$35K and will coordinate with Price architect. 9/12 TEM reached out to Price Architects to help with Town Hall improvements. TEM to receive quotes. 10/10 – JF had meeting with historical architect for proposals. 11/7 – TEM to review proposals. 12/5 – Three quotes obtained and taking to TC on 12/13 to approve working with Mr. Price. 1/09 - Tonya to set up kickoff meeting. 2/13 John and Tonya to review status with Mr. Price and set meeting to include TM. 3/6 Architect to schedule meeting with TM to discuss Town Hall updates (Tom Price). 4/3 Developing preliminary plans based on discussion with Town staff. 6/5 TAEM and John reviewing draft floor plans. Next steps; determine cost estimate, and present to TM before scheduling public input meetings. 7/10 HPB meeting and 1<sup>st</sup> Public Meeting completed. Next public meeting is 8/16. TAEM has reached out to dept of the interior to ensure our plan meets their requirements. 8/7 working to get confirmation from Dept of Interior by the Aug 16 workshop. 9/11 – architect working on updates to add elements that would be needed for Healthy West Orange grant. TM will then take updated site plan to HWO to see if they will agree to fund the Town Hall upgrades with the grant funds. Brad and his Historic expert will assist us with the State Dept of Interior. 10/9 - Awaiting response to SHPO from Arthur on Brad's team. Then take to Healthy West Orange for review. Rotary met with TM to discuss reallocation of funds to Town Hall. Full Rotary to meet in October to finalize decision on reallocating. **11/9 - Need formal refusal by TC for Pavilion. HWO agreeable to funding some portions of the Town Hall project. TM will take to HWO Board.**

16. **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 23<sup>rd</sup> 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 6<sup>th</sup> 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. TM asking OC on 6<sup>th</sup> Avenue and Chase Road round-about road improvements. Conversations ongoing. Ongoing. Ongoing. 12/7/20 – No change. 1/6/21 No change. 2/1/21 RS met with Commissioner Wilson and sent documentation for 12<sup>th</sup> and Chase and 6<sup>th</sup> and Main improvements. 3/1/21 TM to continue discussions with Commissioner Wilson regarding appropriations for the 12<sup>th</sup> and Chase and Main Street improvements. 3/12/21 Meeting was cancelled last minute (again). We will continue to advocate for relief. 4/5/21 Issue with Duke. TM discussed with residents. Re-evaluate when school starts back up in the fall to provide a more realistic scenario. 5/3/21 Tonya created speed bump request process similar to stop sign process (resident initiated). TM met with Forest St residents about Left Turn only sign out of 5<sup>th</sup> Ave parking lot. Left Turn only signs not budgeted by PD. TEM reached out to PD for their vendor and received quote of \$4,500 for portable signage. TM to review and consider. 7/12/21: PW, PD and JF working on several locations identified by residents. Need assessment, evaluation, then determinations as to what if any changes will be made (signage, etc.). 8/9 Ongoing. 9/13 – Ongoing. New portable speed detection sign boards currently on Ridgewood Drive. 10/4 – Ongoing. 12/6/21 Ongoing. 1 cent sales tax initiative to be discussed in mid-December and early January. 1/10/22 Portable speed detection sign moved to First and Forest. Robert had meeting with County on 1 cent tax initiative. Will move forward with initiative in November. Town of Windemere share could be at \$367k a year if passed. 2/14 – Town Staff is working on Oakdale. 1 month info ended on 2/11. TM to review stats with PW and PD. Schedule Public Workshop then to LRP then TC workshop 3/7 TM to review Oakdale data. Speeds within 85%. TM to schedule workshop to discuss with stakeholders. 4/4/22 TM preparing presentation to Oakdale residents for 4/13/22. 5/2 TM – 2 cut-thru traffic meeting with residents. Setting up meeting with LRP then Workshop with TC 6/6 Presentation on 6/14 regarding cut-thru traffic. Proposal is to close access points south of 6<sup>th</sup> Avenue and possibly 12<sup>th</sup>/Chase. 7/11 – To be discussed at TC. 8/1 – Strips, signs and flexible diverters are ready to be installed on 8/18. 9/12 Diverter in place. TEM addressed golf cart access. Positive compliments on diverter. 10/10 – Golf cart resolution for next TC agenda. Also 30-day appeal period pending. 11/7 Take to December TC meeting for review. 12/5 – Diverter is going to be discussed at 12/13 TC Meeting. Public meetings anticipated depending on TC direction. 1/09 - KH is working on proposal for diverter island and will include public workshops. 2/13 Mike W to produce three options for the public meeting, will touch base with Mike once he is back in the office. 3//6 TM sent appropriations request. Waiting on Safety Action Plan. 4/3 – 9<sup>th</sup> Ave and Oakdale workshop on April 6<sup>th</sup>. Get with Heather to update the ordinance – 1<sup>st</sup> reading June TC. Getting costs, need to take to TC once we have costs together. 8/7 HAO sent detail sheet, need to get a schedule form Condor for the pour of the median. 9/11 due to the water line sleeve being done with the diverter we need to get a survey of the invert elevations and stakes for the placement of the median curbing. PEC sent an hourly quote and provided approximate hours on 9/11. TEM authorized them to schedule the work. Condor is on standby for scheduling the work once we get the survey. Town PW staff will be digging and laying the waterline sleeve. Survey estimated at 20 hours of work, about \$3200. 10/9 – change in project manager at Condor (concrete contractor) awaiting their ability to schedule the work. Will coordinate with other concrete projects to make it feasible for the contractor. **11/9 – median poured last week, grading this week. Then landscaped after that.**

**17. 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. Awaiting budget for sidewalk improvement for next fiscal year. Waiting on budget approval for next FY. 6<sup>th</sup> Avenue is priority project. Projects to be advertised for procurement of construction contracts. Portions of 6<sup>th</sup> Avenue replaced between Lee and Ridgewood due to fallen tree. 1/6/21 6<sup>th</sup> Avenue completed. Need to determine which area for repair is next. 2/1/21 Received proposal to extend construction on 6<sup>th</sup> Avenue from Highland to Ridgewood. 3/1/21 Sidewalk improvements on 6<sup>th</sup> Avenue to Ridgewood completed. 4/5/21 JF to coordinate with Tonya regarding implementation of various plans. TM to conduct budget review analysis. 5/3/21 Tonya to work with John on creating new CIP based on need and liability. Checking an area at Willows. 6/7/21 Virtual meeting to discuss sidewalk hazards. Looking to conduct pilot project for sidewalk maintenance company. 7/12/21: New company hired by Town will conduct an assessment of the Town sidewalks, prioritize improvement needs and prepare a CIP list for the Town to use for implementing sidewalk improvements. Vendor is 4-6 weeks out. Will start with 4 pilot projects. 8/9 New sidewalk company on board. TEM – 8/9 locations by Town Hall and Willows to be addressed. 9/13 – Work to be finalized this week in front of Tavistock office on 6<sup>th</sup> Avenue. 10/4 – Working on fixing trip hazards. 12/6/21 Tonya getting per square yard quotes based on sidewalk assessment from last year. 1/10/22 Tonya dealing with OC contractor for sidewalks and is waiting on bid. Anticipated February TC agenda. 2/14 – Sidewalk contractor approved by TC. 3/7 TM to send V3 conceptual sidewalk improvements by KHA (developer to construct sidewalk). 4/4/22 – Mayor received comments from residents. Replace first, then shave sidewalks to meet ADA compliancy. 5/2 TEM met with sidewalk contractor and walked problem areas. 1<sup>st</sup> week of June targeted to begin (contractor to coordinate with JF). 6/6 TEM – quote received and reassess sidewalk improvements with staff. 7/11 Ongoing. Repair sidewalk in front of Admin building. End of July – Start Park Avenue. 8/1 – Completed, vendor is Condor. 9/12 All sidewalk improvements completed for currently FY. 10/10 – TEM working with contractor on next phase of repairs. 11/7 Park Avenue completed, moving to 6<sup>th</sup> Avenue. 12/5 – Sidewalk repair at Park and then 6<sup>th</sup> Avenue. 1/09 - Sidewalk repair to continue on 6<sup>th</sup> Avenue and then Main and Chase. 2/13 Finishing up 6<sup>th</sup>. 3/6 Finishing up 6<sup>th</sup> Avenue (for this fiscal year). Finished sidewalks damaged in Hurricane Ian. TEM waiting on reimbursements once work is completed. TEM given go ahead. 4/3 – Waiting to hear back from FEMA on desktop inspection. Repair apron at WRC and sidewalks on Maguire. 7/10 – 6<sup>th</sup> ave sidewalks to be completed next week. 8/7 Condor to repair final sidewalk areas along 6<sup>th</sup> before school starts. 9/11 sidewalks for this FY are completed. Will begin more repairs in the new FY. **11/9 will coordinate FY 23-24 sidewalks with the 9<sup>th</sup> and Oakdale Diverter as it makes it more feasible for the concrete contractor.**

18. 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 27<sup>th</sup> special meeting agenda. TC provided direction to revise IPO scope for September 10<sup>th</sup> 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. Preliminary concept plans to be presented by KHA at scheduled meeting or review and approval before moving to final design. HC coordinating with SB on concept plan. HC to prepare quarterly report. Concept plan ready next week. Community outreach to be conducted in October. Utility proposal from KHA pending (per Master Water Plan). Include Add Alternatives per TM. 12/7/20 Zoom meeting conducted with stakeholders. JF to meet with homeowners regarding project design concept prepared by KHA. IPO to be presented to TC for approval at December meeting. 1/6/21 RFQ due Monday, 1/11 at 5 pm. 2/1/21 Contract for design award with be on 2/9 TC agenda. 3/1/21 AIA agreements executed. Coordinate with Doug Galvan regarding time extension. Surveying on Bessie has been initiated (PEC). HC to review where additional swales and pipes are needed. Town to contact residents regarding surveying for project. 4/5/21 Survey to begin this week (Oakdale/8<sup>th</sup> and Magnolia Street). May delivery date expected for 45% plans. 3<sup>rd</sup> and Magnolia to be included as part of the project per DEM combination of projects. HC to provide separate IPO for water main improvements. 5/3/21 Survey Crews out later this week. Should have 45% plans by end of May. 6/7/21 Awaiting survey for project. HC working on 3<sup>rd</sup> and Magnolia. Workshops to be considered for both projects by end of June/early July. Public workshop followed by TC workshop after receipt of 45% plans. 7/12/21 Preliminary 45% plans and exhibits submitted to TEM and JF. Comments received and Kimley-Horn is updating for resubmittal this week. Public workshop is scheduled for 7/27. 8/9 45% plans on TC 8/10. VG-water main designs underway. 9/13 Pre-Application meeting with SFWMD scheduled for this month. 90% Plans to be prepared for submission for review in October. Water main schematic submitted to TEM for review (to be submitted to OCU). 10/4 – SFWMD submittal and OCU schematic submittal this month. KH working on final plans. 12/6/21 Public meeting completed. 90% plans completed. TC for approval on 12/14. Final plans by end of year. Respond to RAI this week. Water main plans submitted to OCU this week. 1/10/22 WMD permit received. KH working on draft bid package for submittal to Town and DEM. Water main plans to be resubmittal to OCU this week. 2/14 – Compiling documents for submittal to DEM this week. 3/7 Phase I DEM deliverables submitted for review. 4/4/22 - DDF tables submitted to DEM for review of BCA. 5/2 FDEM issued RAI's responses completed by KHA. TM submitted ARPA costs for potable water designs 6/6 FDEM asking for more data on DDF (Existing conditions). 7/11 – RAI responses submitted. Extension for POP to be submitted to cover RAI responses. 8/1 - POP Extension and all Phase 1 reimbursements submitted. Waiting to hear back from FDEM. 9/12 HC working with FDEM on BCA analysis. 10/10 BCA analysis completed and sent to FDEM for review. 11/7 HC remove scope of work that does not have direct benefit. Plans and cost-estimates to be updated and to be resubmitted to FDEM. HC to request POP extension from FDEM. 12/5 – Reduced scope of work sent to FDEM and currently under review to get BCA ratio to one. Pre-app scheduled with FDEP for No Permit Required Letter. 1/09 - Field meeting scheduled with FDEP and KH responding to No Permit Required Letter RAI from FDEP. 2/13 Victor and Tonya met with FDEP on 2/3. They requested we send full set of plans and permits issued by Water Management District. Those were sent to FDEP on 2/7. Awaiting FDEP determination on wetland impacts. 3/6 HC said Ed Warren, FDEM, updated BCA in favor of the Town. Next step is a public notice and submission of the NPR. 4/3 – KH splitting the plans and submitting to FDEM this week. 6/5 awaiting response from FDEM. 8/7 Sent public info posting to Diane to place on website and send screenshots to Naomi as proof. 9/11 Public Comment period is completed and we received no comments. Sent notice to State letting them know we had no comments. 10/9 – awaiting the State. **11/9 – still in States hands.**

19. 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 27<sup>th</sup> special meeting agenda. TC provided direction to revise IPO scope for September 10<sup>th</sup> 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. Preliminary concept plans to be presented by KHA at scheduled meeting or review and approval before moving to final design. MG to forward HC quarterly reports to be prepared by KHA for the project (HMGP Project # 4337-449-R), Project has been selected for HMGP funding under Hurricane Irma. Concept plan in final review by SB and TM. Concept plan done. Community virtual outreach on 9/16/20 at 6:00 pm. Utility proposal from KHA pending (per Master Water Plan). Include berms and other improvements in Fernwood Park. 12/7/20 - TM and HC met with homeowners. IPO to be presented to TC for approval at December meeting. 1/6/21 RFQ due Monday, 1/11 at 5 pm. 2/1/21 Contract for design award with be on 2/9 TC agenda. 3/1/21 No additional surveying needed. HC moving to 45% plans. HC provided schedule regarding resident discussions on 45% plans. April-May for Butler; June-July for Bessie. On schedule for delivery 45% for this month, including Fernwood Park. May workshops likely for resident feedback. 5/3/21 KHA working on 45% plans. Once ready will present to TC, residents and LRP. 6/7/21 JF to have a meeting with Mr. Clark to clarify the project intent. TC to consider in July. 7/12/21 TC meeting to approve 45% plans at 7/13 TC meeting. Upon approval KHA will proceed with producing final plans and coordinating the water line permitting with Orange County. 9/13 Pre-Application meeting with SFWMD scheduled for this month. Plans to be prepared for submission for review. Submit water main schematic TEM for review (to be submitted to OCU). 10/4 - SFWMD submittal and OCU plans submittal this month. KH working on final plans. 12/6/21 Public meeting completed. 90% plans completed. TC for approval on 12/14. Final plans by end of year. General permit obtained. Water main plans submitted to OCU this week. 1/10/22 KH working on draft bid package for submittal to Town and DEM. Water main plans to be resubmittal to OCU this week. 2/14 - Compiling documents for submittal to DEM this week. 3/7 Phase I DEM deliverables submitted for review. 4/4/22 - DDF tables submitted to DEM. 5/2 FDEM issued RAI's responses completed by KHA. TM submitted ARPA funds for potable water design. 6/6 FDEM asking for more data on DDF (Existing conditions). 7/11 - RAI response submitted. Extension for POP being prepared and to be submitted. 8/1 - POP Extension and all Phase 1 reimbursements submitted. Waiting to hear back from FDEM. 9/12 HC working with FDEM on BCA analysis. Final calcs signed and sealed and submitted to FDEM. 10/10 BCA analysis completed and sent to FDEM for review. 11/7 Butler approved by FDEM. MG to provide HC with template for Public Notice language. 12/5 - Pre-app scheduled with FDEP for No Permit Required Letter. 1/09 - Field meeting scheduled with FDEP and KH responding to No Permit Required RAI from FDEP. 2/13 Victor and Tonya met with FDEP on 2/3. They requested we send full set of plans and permits issued by Water Management District. Those were sent to FDEP on 2/7. Awaiting FDEP determination on wetland impacts. 3/6 NPR to be sent to Amanda Chin, FDEM, per HC. 4/3 - Waiting on FDEM phase 2 agreement. 6/5 awaiting response from FDEM. 8/7 still waiting on FDEM. 9/11 still awaiting the State. 10/9 - awaiting the State. **11/6 - still in States hands.**

20. 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 19<sup>th</sup>. JF sent package to CS. DRB approved preliminary plans. Next step is to present to TC in early August meeting (budget meeting). Discussion on funding options and opportunities. Concept approval. Awaiting funding opportunities from Rotary. Rotary trying to come up with funding plan. No changes. Rotary to have a plan. No change. 1/6/21 No change. 2/1/21 Ongoing. 3/1/21 - On Hold. 4/5/21 On Hold (Town working on other CIP projects). 5/3/21 Funding Opportunity up for approval by TC on 5/11 6/7/21 TM spoke with attorneys and contract is to be approved (pending). 7/12/21: Agreement signed. RFP for Project Management Services should be completed by this Wednesday or Thursday. 8/9 TM awaiting comments. 9/13 – Rotary created their own RFQ (did not use Town's boilerplate). Rotary Received 5 respondents and conducted interviews. JF to be Town's independent reviewer. Rotary selected ZHA as PM for Windermere Pavilion. ZHA recommended for project management for pavilion for Rotary Club of Windermere, LLC. Recommendation to be on TC agenda for approval. 10/4 – RFQ response this Friday. 12/6/21 Robert working on bid process with Rotary. Need to contact Rotary Attorney and JF for status. 1/10/22 Look at using design-build AIA form. Town staff to review RFQ package. 2/14 – Town staff to respond to questions on RFQ package. 3/7 Selection committee to be created (including JF) to review submitted responses to the RFQ. Only 2 respondents. Selection process pending. 4/4/22 Committee has made selection to design-build contractor to be presented to TC on 4/12. Asbestos inspection conducted and report expected next week – do not anticipate any issue. 5/2 Initial review of contract with contractor – no asbestos identified. JF recommended site plan for review by TC. 6/6 Surveyors are out to do a site survey for the pavilion site. Once survey is complete, a demolition plan will be prepared. JF will coordinate with Tree Board based on arborist report. 7/11 Received survey over weekend. Preparing site plan for pre-approval by TC. Once site plan is approved, demolition can proceed. 8/1 – John F is working on getting final budget and conceptual site plan to schedule workshop. Arborist report will be completed. 9/12 JF to meet regarding final design of pavilion. JF to coordinate with Andy before a formal TC workshop is scheduled. 10/10 JF to meet with ZHA regarding demolition permit. 11/7 JF to meet regarding the tagging of trees. To be included for December TC meeting. JF to meet with Hunton-Brady and prepare Executive Summary to TC. 12/5 – JF working with arborist and Tree Board. 45% design submittal to TC in January. 1/09 - January 23rd public information workshop scheduled. 2/13, field review of site held 2/9. Public input from this meeting will be brought back to TC for their decision at a to be determined date. 3/6 Money available for this specific project. TM to coordinate on amending scope of work. Amending site plan, conduct public and TC workshops, etc. Plan has been re-scaled to eliminate concession stand. TM to meet with Rotary Inc 3/7 at 4pm. 4/3 – April 17<sup>th</sup> open forum and end of April TC workshop. 6/5 met with Rotary and Board, willing to reduced size and scope. Presented at June workshop. 8/7 TC placed a hold on the decision on this to see if funding can be used elsewhere. 9/11 Robert to meet shortly with Healthy West Orange to review use of funds on TH project. 10/9 – Some members of Rotary met with TM to discuss reallocation of funds to Town Hall. Full Rotary to meet in October to finalize decision on reallocating. 11/6 – need official denial from TC at 11/14 meeting.



21. **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 10<sup>th</sup> Avenue for stormwater use. On-going. Ongoing. HC submitted proposal to TM and SB for improvements to Dirt Main. SB will work with HC to review possible drainage/road realignment design. HC, CG and SB met on site. Ideas on realigning dirt road. HC to provide scope and fee for engineering services to counter problems. Concerns by residents on stormwater runoff in the area. HC to send scope and fee to SB. Approval of scope – KHA defining drainage basin and preparing concept plan for maintenance work to realign Dirt Main which will address stormwater related issues. 12/7/20 KHA working through their miscellaneous services contract. HC to move forward with dirt road realignment and coordinate with JF regarding location of property corners. 1/6/21 KHA submitted and need to get with property owner. Met with John F in field. KHA to resubmit concept plan addressing John F comments this week. Get property corner surveyed. KHA to coordinate with Duke Energy on distribution pole relocation. 2/1/21 Final concept submitted, KH contacted Duke Energy and they will require 2-3 months for relocation. Bishman surveyed property corners. Arborist report obtained recommending removal of tree. KH to call Duke Energy to start relocation process. Likely to be done in house. 3/1/21 JF met with Tree Board, Enviro-Tree to remove tree. JF awaiting Duke on pole relocation. 4/5/21 HC and JF met with Molly Rose 4/2/21 to discuss options for improving drainage improvements. IPO to be prepared for the proposed drainage improvement including design survey. Relocation of Dirt Main design pending relocation of Duke power pole. Tree's trimmed and removed. 5/3/21 Design in progress 6/7/21 Survey underway. End of June/beginning July for 45% plans to JF and TEM. 7/12/21 KHA coordinating with Duke Energy to have existing power pole relocated in mid-August. Topo survey has been completed. Kimley-Horn is currently working on 45% plans design. Anticipated submittal next month. Survey completed. JF working with Duke to relocate power pole. All staff coordinating with property owner and Wade-Trim. Design in Progress. 8/9 Power pole to be relocated within next 2-weeks (Duke Energy). Once pole is relocated, road realignment can be conducted. Stormwater improvements will likely need to be RFP'd. KHA working on plans. 9/13 – KHA to submit % plans to TEM and JF for review. Duke Energy has relocated power pole. 10/4 – KH has completed plans and John and Tonya will meet with Rose property. 12/6/21 John met with property owner. Rose and King property may be open to property swap. KHA to hold until property swap is confirmed. 1/10/22 Waiting on Rose property and 1036 Main Street property swaps. KHA on hold for plans. Power pole relocation will 4/22 be completed and Town staff can temporarily realign road off of private property. 2/14 – On hold until property swaps have been confirmed. 3/7 On Hold until TM meets with Mr. King. Meeting is this week. 4/4/22 – On hold until property swaps are completed. 5/2 awaiting quotes and working with GR. 6/6 Finalizing documents on acquisitions. 7/11 KHA submitting revised IPO with additional properties. 8/1 – IPO for design at additional properties will be on August TC agenda. 9/12 Topo surveying initiated per HC. 10/10 – Topographic survey completed. Road temporarily shifted. 11/7 HC-topographic survey completed, conducted field review with TEM. Roadway to be realigned and shifted to be within Town R/W. Plans to be prepared and submitted for review. 12/5 – Working on 45% plans for December/January submittal and workshop. 1/09 – 45% plans submitted to Town staff for review. 2/13, Mr. Fleming wants a full-size set of plans to review before meeting with John and Tonya on site. KH preparing these. 3/6 HC provided plots to JF. JF provided plans to Bob Fleming to review. HC to update 45% design based on comments. 4/3 – John F to have meeting with Bob Fleming this week to finalize comments. 6/5 Hao to send John the top plan sheet to review change of increased grass area for neighbor at ward Property. 8/7 KH adjusting flume slightly to accommodate Fleming well. Chris to send finalized draft plans to Mike G for his use in the SLMP. 9/11 schedule public meeting on the 45% plans. Hao sent 45% plans to John on 9/8. Will review with Molly and Bob. 10/9 – 45% plans on TC agenda on 10/10. **11/6 – moving to 90% plans. Need Rose easement and McClellan Easements executed. Awaiting agreements back from the property owners.**

22. **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. RFQ slated for next FY (original PMP prepared by QES). SB working on RFQ – pending. SB working on RFQ – next FY. Selection committee to be determined. RFQ is out (TM, JF and Roger Gatlin on selection committee). 12/7/20 Two respondents on RFQ (QES and PDQ). JF, TM, and Roger Gatlin to be on selection committee). 1/6/21 Robert Smith to look at and discuss pushing out selection to possibly April. 2/1/21 Pushing out to fiscal year 2021/2022. 3/1/21 No change. 4/5/21 RFQ – 2 submittals been received. Move awarding of RFQ till next FY. 5/3/21 Will RFP next FY. Tonya and Councilman Davit to coordinate on drafting scope for RFP 6/7/21 JF to work on RFQ by October of this year. 7/12/21: In FY21/22 Budget. TM, PW, JF and TD to coordinate on drafting scope to advertise in RFP. 8/9 Plan on April FY21/22 for advertisement. 9/13 – On hold until April 2022. 10/4 – On hold until April 2022. 12/6/21 Tonya and staff to work on drafting RFP. 1/10/22 Town staff to review areas that need to be re-paved. Tonya has reached out to contractors to see if they are willing to piggy back contract with other municipalities for this work. Town staff will coordinate with Councilman Davit on rehabilitation options. 2/14 – Town staff working with Middlesex. Waiting to get contract back from them. Councilman Davit and staff has reviewed. 3/7 Middlesex proposal on TC agenda (selective pavement repair). All Main Street/6<sup>th</sup> Avenue, partial Maguire Road. 4/4/22 – Middlesex contract approved. TD asked if the project could be done at night. 5/2 TEM working with PD and Middlesex on paving improvements. Looking at week of 6/5 for paving. 6/6 PMP to be held off till next FY. Middlesex conducting pavement improvements. 7/11 Starting night work on Main Street tonight. RFQ for PMP update scheduled for next FY. 8/1 – Middlesex completed their work. Pavement management Plan RFQ scheduled for September. 9/12 RFQ to be issued in new FY. RFQ to be drafted and reviewed between TEM and JF. 10/10 – JF reviewing proposal by QES. 11/7 On agenda for November 14<sup>th</sup> meeting. 12/5 – Approved by TC on 11/14. 1/09 - Kickoff meeting completed with QES and they are starting work. 2/13, QES was in town to perform the survey work on 2/4. 3/6 QES working on the plan based on new data. 4/3 – Updating with projects from the last 9 years. 7/10 Sending staff to verify and then will send finalized report. 8/7 awaiting final field review and report. 9/11 run the Paver scenarios and are putting together the report. 9/11 consultant is running the Paver scenarios and putting together the report. Should be here shortly. 10/9 – draft plan arrived, QES wants to meet with staff to review the report and/or review any of the roadways and recommendations. Town staff awaiting options for a date to review. **11/6 – meeting to review draft pavement management update with QES on 11/7.**

23. **Downtown Brick Restoration Improvements –** 3/7 JF and TEM to reach out to brick vendors regarding brick pavement repair. JF and TEM to review repair typical section to determine the best solution. 4/4/22 Cathcart looked at the typical sections – JF had brick contractor looked and provide proposal – wait until after school lets out. 5/2: 6<sup>th</sup> and 4<sup>th</sup> Repaired this weekend. 6/6 TM indicated spot on 6<sup>th</sup> Avenue to be addressed. TEM to ask for quote to do the work. 7/11 TEM purchased order for 6<sup>th</sup> Avenue (between new Admin building and Town Hall). 8-1 Waiting for bricks to be prepared. Town staff is following up with World Class Stone and Tile. 9/12 TEM – section by Town Hall and new Admin building completed. 10/10 Look at other improvement areas. 11/7 area outside of administration building completed. 12/5 – Address tripping hazards and remove broken basketball pole. 1/09 - Tripping hazard and broken basketball pole has been addressed. 2/13, Looking to address an additional spot this FY. 3/6 TEM and JF to schedule time and date for work (likely summer) due to volume of traffic. 4/3 – Ongoing. Town staff is identifying areas for work this summer. 7/10 brock area on Main from Allen's Ice Cream to 5<sup>th</sup> Ave roundabout was completed in July. 8/7 Completed for this Fiscal Year. 10-9 - Need to select areas for new FY. **11/6 – all areas repaired. So far holding up well. Will continue to evaluate for new areas to improve.**

24. Paving of Dirt Main – IPO signed by TM. Survey scheduled this week. Survey completed. Horizontal and vertical alignment pending. Address large oak tree on northwest quadrant of 2<sup>nd</sup> and Dirt Main (MG and JF reviewing). 12/7/20 HC provided typical section and alignment. 1/6/21 Field meeting with John F conducted. KHA will address comments and resubmit to John F and Robert Smith next week. 2/1/21 HC to finalize and send exhibits to JF and RS. 3/1/21 HC finalized road and drainage plan, including sidewalk tie-in. 4/5/21 MG to coordinate with HC on roadway alignment. Masee property has been preliminarily acquired (pending agreement). 5/3/21 TM has two weeks to get properties 6/7/21 HC awaiting on property acquisitions. 7/12/21: TM has commitment from 4 of 5 property owners. Will be working with GR and KHA on acquisition and design. HC moving forward with final design of pavement and ribbon curb alignment per acquisition of properties. HC to coordinate with MG at intersection of West Second Avenue. In FY 21/22 budget. TM, PW, JF and TD to coordinate on drafting scope to advertise in RFP. 8/9 JF and TEM walked site with HC and MW to review design. MW to coordinate with MG at intersection of Dirt Main and West Second Avenue. 9/13 - 40% plans to be submitted at end of month. KHA walked site with Town staff. Water main schematic to be submitted to TEM, JF and OCU later this month. 10/4 –Public Meeting on 10/18. 12/6/21 Public meeting completed. TC November meeting approved to go to 90% plans. KHA to complete for staff review by end of January. Water main plans submitted to OCU this week. 1/10/22 KH working on 90% roadway and water main plans. 2/14 – Water main plans submitted to OCU. Finalizing 90% design and will be ready for submittal this month for public meeting. 3/7 HC to provide TM cost for pavement from North Street to the canal. KHA submitted exemption from SFWMD – approval pending. 4/4/22 – HC received SFWMD exemption – HC to provide TM with revised costs. 5/2 KHA to finalize design. 6/6 HC – coordinating with MW on Ward Trail improvements. HC to submit 90% plans – TM to set up workshop. 7/11 On hold for funding (due to HMGP projects). HC to complete plans and set up workshops. 8/1 – Ready to schedule for workshops. 9/12 90% of plans on TC agenda. 10/10 – 90% plans approved by TC. KHA to proceed with 100% plans. 11/7 HC-90% plans approved, HC to sign and seal plans. Project to be constructed in the future. 12/5 – Final plans have been submitted. Shelved until funded for construction. 2/13 - No new updates. 3/6 Waiting on funding. 4/3 – No new updates. Still looking for funding. 7/10 asked Laura at KHA to assist with Funding options for this project. 8/7 Laura is looking for options. Will report back to Town Staff. 9/11 awaiting update from Laura on options. **10/9 - PW team installed a temporary project in-house for the interim.**

25. Pedestrian Bridge – IPO approved by TC 9/8/20. Survey underway. Elevations to be established. Meeting scheduled week of 11/2/2020. First Zoom meeting to be held 12/7/20. 1/6/21 KH sent Town survey results. Workshop in January with Town Council to decide on type of bridge and colors. Then we can move forward with design. 2/1/21 TC selected Bridge Brothers Bowstring 14-foot width, KH working on getting color palates and height. Will be on February TC. RS asked for appropriation from state. 3/1/21 Proceeding with final design (KHA). Target Healthcare Alliance meeting in April to have concept plan. 4/5/21 KHA (Mike Woodward) completing design. 5/3/21 Waiting on completed design 6/7/21 Surveys to be completed by this month per MW. 7/12/21: Surveying complete. Walk thru to be scheduled next week. 8/9 MW coordinate with bridge designers. MW to get a tentative construction schedule to TEM. 9/13 - MW send conceptual plans to TM for review. Town selected Option #2. Town provided feedback on abutments – electing a shorter bridge with concrete walls and decorative facia at the edges of the canal. KHA will provide 60% plans by the end of the week for Town review and walk-through by Town selected arborist. Meeting this month with SFWMD to confirm permit status needs. Bridge design by manufacturer is underway. Construction schedule (after NTP to contractor) is estimated to be 6-months. 10/4 – Eric to provide arborist evaluation and then public meeting will be scheduled. 12/6/21 KH submitted for SFWMD permits. Received trail permit. KH Resubmitted RAI for bridge portion. 1/10/22 WMD permit received. Incorporated with

overall trail design. 2/14 – Potential realignments to avoid trees and will submit this week. TM to meet with West Orange Alliance 2/17 3/7 MW to discuss with TM on public meeting. MW to revise plan. 4/4/22 – MW discussed that the project will be done with the Ward Trail project. 5/2 KHA 90% plans in 2 weeks per MW. Possibly June TC for approval. 6/6 90% plans submitted. TM to schedule workshop. 7/11 MW coordinating with FDOT on funding. Plans to be discussed tonight at workshop. 8/1 – 90% TC on August 9<sup>th</sup>. 9/12 90% plans approved. MW coordinating with FDOT District 5. 10/10 – 90% plans approved by TC. TM coordinating with FDOT on federal funding. MW indicated TB walk-thru pending. 11/7 Town to be LAP certified – MW working with FDOT on certification. DRMP to be used by Town for CEI services. TM and TEM to work on educational element of certification process. 12/5 – Working with FDOT D5 on LAP funding and certification. 1/09 – KH is addressing comments from FDOT and working on required certifications. 2/13 still awaiting LAP training options for TM and PWD. Sent DOT confirmation we will use their CEI contractor. 3/6 Awaiting on LAP certification. KHA responded to FDOT comments. 4/3 Waiting on LAP certification. Final plans will be submitted next week. 6/5 received the schedule from FDOT. Project lockdown scheduled for December. LAP agreements and signed documents to FDOT by Oct 15. Waiting LAP Cert. 7/10 Chris at KHA sending LAP certification memos to DOT on Town Letterhead. TAEM sent Chris the letterhead. 8/7 having to perform a cultural assessment report. 9/11 Mike and Tonya meeting with DOT 9/15 to discuss the timeframes now that the cultural assessment is required. 10/9 -- cultural assessment is required proposal on 10/9 TC agenda for approval. 11/6 responding to Sofie FDOT consultant with a few requests for additional information on CEI services for the project.

26. TM to budget for wastewater report through infrastructure funding (IPO by KHA). Identify types of projects most eligible and pre-requisites. 8/1 – Town Staff will look at funding opportunities with Orange County. 9/12 On hold. 10/10 No change. 11/7 No change. 12/5 – No change. 1/09 - No change. 2/13 TM completed appropriation requests for these projects. TM and PWD have meeting with KH grant liaison on 2/15 to review additional grant options outside of the appropriations. 3/6 Submitted for State appropriations. 6/5 Waiting on State appropriations. No new updates. 7/10 sent initiation and contact paperwork to the state. 8/7 awaiting further instruction from State.

27. Lake Street Park – move to privatize park. TM to discuss with Commissioner Wilson and OCEPD (Liz Johnson) on swimming zones and watercraft exclusion areas. FRDAP grants would need to be returned (TEM to review). 8/1 – Will go back to TC on August 9<sup>th</sup>. Potential returning of FRDAP grant and fence installation with keypad. 9/12 Meeting this afternoon. TEM reached out to FDEP regarding FRDAP. 10/10 Update to be provided by TEM in November to TC. 11/7 Updated to done in December. 12/5 – Presentation in January. 1/09 - Town staff to coordinate with OCEPD. 2/13, look to hold a workshop in March to continue this discussion. 3/6 Workshop with TC in March on ideas. 4/3 – Workshop last week and received input from TC. 6/5 Town staff is gathering information based on input and TC direction. TAEM to put all costs and info together and then a workshop can be scheduled. 7/10 authorize KHA to get the fencing approved through OC. 8/7 KH to move forward with fence determination. 9/11 OC EDP is requiring a Orange County E.P.D. Conservation Area study, which requires HAO to have a survey done to determine the boundary and notate the wetland lines. As we also needed a survey for 9<sup>th</sup> and Oakdale project we had PEC provide us a quote for this we well. 10/9 - David White provided the estimated # of hours and we will authorize him to proceed. Estimating 50 hours, so about \$8,000. 11/6 - KH received survey data and are preparing the permit with OC EPD to see if we can install the fence in this area.

28. Low level lighting at 5<sup>th</sup> and Forest – Town staff looking into it. 2/13 PWD and ENg Con to meet with electrician to price out the lighting. 3/6 TEM to send quotes to TM. 4/3 – One quote received, waiting on two more quotes. 6/5 Looking for more quotes. Then host public meeting. 7/10 got a final quote from Maddox. \$35,300. Complete Service at \$21,391 is the most cost effective. 8/7 Take to TC for approval in September. Will schedule a zoom public

input workshop before Sept TC. **Public meeting held, one resident on the call, no issues with the lighting. TC approved the project on 9/12.** 10/9 - Complete Service has ordered the equipment. Hoping to have all work except bollards done by end of October. John to work with Eric Diller on temp fix for orchestra event if anything gets delayed. **11/6 – awaiting the bollards, once they arrive they will be installed and project will be completed.**

**29. Stormwater Master Plan – Project has been kicked off. MG is coordinating with surveyor and Town staff for inventory. 2/13, SE Surveying 60% done with their work. PW team finalizing two additional swale areas to send to M. Galura. 3/6 MG compiling photo log of structures. MG to finalize swale plan and provide to SESMC for inclusion into the master plan. Will include HOAs and possible inspection timeline requirements. 4/3 – Draft database has been submitted and Tonya is reviewing. 6/5 Mike putting together a survey for public input meetings. Gathering Stormwater utility fee info. 7/10 Mike has done fee analysis on rates. 8/7 Mike is finalizing the CIP (5year projects list) and the 20 year (CDP project list). TAEM to review. 9/11 - Working on Public Forum PowerPoint presentation. Submitted DRAFT of Capital Improvement Program to Tonya - Tonya OK with priority list. Need to discuss CIP cost estimates for concurrence. Submitted Project update to Roberta at OC Attorney's office. 10/9 - Public Presentation draft is done. Looking to have public meeting to review on November 6. **11/6 – Public presentation of the draft master plan on 11/6. After this taking it to TC at the January meeting for acceptance.****

#### Acronyms

ADG: Architect Design Group  
BC: Brad Cornelius (Wade-Trim)  
CIP: Capital Improvement Project  
CE: Code Enforcement  
CS: Chris Sapp, Town Councilman (previous 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)  
FDEM: Florida Division of Emergency Management  
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  
IPO: Individual Project Order  
JF: John Fitzgibbon, Town of Windermere  
KHA: Kimley-Horn and Associates  
LA: Liz Ardent, Town Council Member  
LAP: Local Agency Program  
LAS: Legacy Arborist Services  
LMS: Local Mitigation Strategy (Orange County Office of Emergency Management)  
MD: Mike Demko (Wade Trim)  
MG: Mike Galura (Michael Galura Engineering Consultants)  
MPO: Metropolitan Planning Organization

**MW: Mike Woodward (Kimley-Horn and Associates)**  
**MS4: Municipal Separate Storm Sewer System (USEPA acronym)**  
**NOI: Notice of Intent**  
**NPDES: National Pollutant Discharge Elimination System (EPA/FDEP)**  
**NPR: No Permit Required (under State 404 program, previously USACE jurisdiction)**  
**NW: Nora White, Finance Director, 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**  
**SFWMD: South Florida Water Management District**  
**STAR: State Annual Reporting (DEP)**  
**SW: Stormwater**  
**TAC: Transportation Advisory Committee.**  
**TB: Tree Board**  
**TC: Town Council**  
**USACE: United States Army Corps of Engineers**