

TOWN OF WINDERMERE

Town Council Meeting Minutes

April 9, 2024

**CALL TO ORDER:**

Present were Mayor Jim O'Brien, Town Council Members Tom Stroup, Andy Williams, Mandy David, Tony Davit, and Brandi Haines. Town Manager Robert Smith, Public Works Director Elliott-Moore, Attorney Heather Ramos, Chief Dave Ogden, and Town Clerk Dorothy Burkhalter were also present.

Mayor O'Brien called the meeting to order at 6:04 pm 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 for public comments. The first to speak was Mr. Preston Lewis of 508 W 2<sup>nd</sup> Avenue. Mr. Lewis commented on the Town manager's evaluation, boathouse litigation, the costs, and the process to stop the litigation.

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

**a. Special Presentation: Nora Brophy Volunteer Appreciation Recognition**

Mayor O'Brien introduced this item. Member David read appreciation comments from Mrs. Tracy Mitchell and Mr. Bob McKinley for the record. Mayor O'Brien then presented a plaque of appreciation to Ms. Brophy who volunteered on the Parks and Recreation Committee for many years. Ms. Brophy thanked everyone for the acknowledgement and stated that she is excited to see what the next chapter in her life will hold.

Chief Ogden then introduced Jonathan Cassin, a newly hired Officer for the Town. He then swore in Officer Cassin. Officer Cassin thanked all for the opportunity.

**3. TIMED ITEMS & PUBLIC HEARING**

NONE

**4. OLD BUSINESS**

**a. Minutes**

- i. Town Council Workshop Minutes: February 12, 2024**
- ii. Town Council Client Attorney/Client Session Minutes: February 12, 2024**
- iii. Town Council Workshop: Sunshine Laws and Ethics Minutes February 27, 2024**

Mayor O'Brien introduced this item. Member Davit made a motion to approve all minutes as presented. Member Williams seconded the motion. Roll call vote was as follows: Haines – aye, Davit – aye, David – aye, Williams – aye and Stroup – aye. Motion carried 5-0.

**5. NEW BUSINESS**

**a. Consent Items:**

- i. Interlocal Agreement for Cost Sharing of Aerial Photography Acquisition**

Mayor O'Brien introduced this item. Member Williams made a motion to approve the agreement. Member David seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, David – a ye, Davit – aye, and Haines – aye. Motion carried 5-0.

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

#### c. Appointments

##### i. Town Council Liaison Assignments

Mayor O'Brien introduced this item. He then reviewed the liaison assignments. Member David; Farmers Market/Food Truck committee, Parks and Recreation Committee, TSMO, and Administration/Budget/Finance Department. Member Davit; Historical Preservation Board, MetroPlan Alternate, and Public Works/Parks & Rec Department. Member Haines; Butler Chain of Lakes Advisory Committee, Tree Board, School Advisory Committee Alternate. Member Stroup; Long Range Planning Committee, Elder's Committee, and the Police Department. Member Williams; Development Review Board – aye, Holiday Social, and Centennial Celebration Committee. Mayor O'Brien: West Orange Chamber of Commerce, MetroPlan, and School Advisory Committee. Mr. Chris Sapp will remain West Orange Chamber of Commerce Alternate. All agreed.

#### d. Contracts/Agreements

##### i. KHA IPO#138: Windermere Road and Main Street Roundabout Design \$264,820 funding through State Appropriations.

Mayor O'Brien introduced this item. He then turned the floor over to Manager Smith. Manager Smith commented on the proposed project and funding. He then stated that there will be five public meetings regarding this project. Mayor O'Brien questioned the project timing. Mr. Hoa Chau with Kimley Horn stated that the design could take approximately ten months, and construction twelve months. Member Davit questioned projected construction costs. Mr. Chau stated approximately \$1.9 million. Some discussion followed. Member Williams made a motion to approve IPO 138. Member Davit seconded the motion. Roll call vote was as follows: Haines – aye, Davit – aye, David – aye, Williams – aye and Stroup – aye. Motion carried 5-0.

##### ii. KHA IPO #139: Windermere Wastewater Study \$373,80 Funded through State Appropriations

Mayor O'Brien introduced this item. Manager Smith commented on the funding and proposed project. He also commented on additional funding. Minimal discussion was made. Member Williams made a motion to approve IPO 139. Member David seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, David – aye, Davit – aye, and Haines – aye. Motion carried 5-0.

##### iii. KHA IPO#140: Windermere Potable Water Central Phase Design \$284,640 Funded through State Appropriations

Mayor O'Brien introduced this item. Manager Smith commented on funding that has been awarded through State Appropriations. He then commented on the Central phase, and sub-phases I and II of this project. After minimal discussion was made, Member Davit made a motion to approve IPO 140. Member David seconded the motion. Roll call vote was as follows: Haines – aye, Davit – aye, David – aye, Williams – aye, and Stroup -aye. Motion carried 5-0.

##### iv. Installation of Erosion Control at Lake Street Park and Lake Down Boat Ramp: Horizon Land Management \$50,050.

Mayor O'Brien introduced this item. Director Elliott-Moore explained that due to past storms, erosion control at Lake Street and 6<sup>th</sup> Avenue is needed. She further explained the type of work that will be done. Director Elliott-Moore stated that this was placed on Demand Star for bids. Member Davit asked the timeframe on the major HMGP projects. Director Elliott-Moore stated that this is an HMGP grant like Butler and Bessie, so it could be a couple of years. Member Stroup questioned if this would happen prior to the fencing. Director Elliott-Moore stated that this would be the

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first and another workshop will be held about fencing. Member Davit made a motion to approve Horizon Land Management in the amount of \$50,050.00. Member Williams seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, David – aye, Davit – aye, and Haines – aye. Motion carried 5-0.

**e. Other Items for consideration**

**i. Centennial Crest**

Mayor O'Brien introduced this item. Member Williams made a motion to approve the crest as presented. Member David seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, David -aye, Davit – aye, and Haines – aye. Motion carried 5-0.

**ii. Town Manager Evaluations**

Mayor O'Brien introduced this item. He commented on the reviews and comments made. Mayor O'Brien recommended a five percent pay increase and an additional five-year contract extension. He stated that he will work on the contract and bring it back before the Town Council for approval. Member Williams made a motion to increase the Town Manager's salary by five percent and negotiate a new contract for up to five years. Member David seconded the motion. Roll call vote was as follows: Haines – aye, Davit – aye, David -aye, Williams – aye, and Stroup – aye. Motin carried 5-0.

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

Mayor O'Brien opened the floor to the Council members. Member Williams stated that there will be an Elder's luncheon on April 16<sup>th</sup>. He then advised Member Stroup as he is the new liaison.

**7. STAFF REPORTS:**

**a. TOWN MANAGER ROBERT SMITH** – Manager Smith thanked the Mayor and Town Council for the evaluation and comments. He then reported on upcoming meetings, workshops, Craft Beer Fest, and the One Cent sales tax 2026. Manager Smith gave a brief history of the patriotic horse that was previously located at the United Medical building and owned by Mr. Dizney. He stated that the Martini's are working to have the symbolic horse returned and a location.

**b. TOWN ATTORNEY HEATHER RAMOS** – Attorney Ramos commented on a memo regarding new bills that have been signed by the Governor.

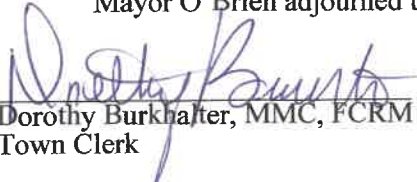
**c. CHIEF DAVE OGDEN** – Chief Ogden reported on new officers, one position open, March 22<sup>nd</sup> event, CADD training, past Chief's luncheon, Autism Awareness Month, Centennial special badges, and DUI Grant.

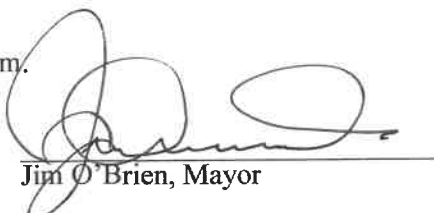
**d. PUBLIC WORKS DIRECTOR ELLIOTT-MOORE** – Director Elliott-Moore reported on a \$7,000.00 reimbursement check from FEMA, and upcoming Boards/Committee's strategic meetings.

**e. TOWN CLERK DOROTHY BURKHALTER** – No report.

**8. ADJOURN:**

Mayor O'Brien adjourned the meeting at 6:53pm.

  
Dorothy Burkhalter, MMC, FCRM  
Town Clerk

  
Jim O'Brien, Mayor

April 8, 2024

Town Council  
Town of Windermere

The Town of Windermere functions because of the dedication of the Town employees and the many volunteers we have.

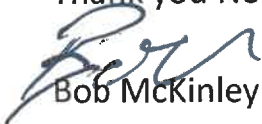
I am pleased that the Town Council has sought to formally recognize one of our most dedicated volunteers, Nora Brophy.

During her many years of service to our Town, Nora has made numerous contributions to the betterment of our community. While serving as Chairperson of the Parks and Recreation Committee, she has either developed or improved several events. Among these are Run Among the Lakes, the Halloween Event and PetFest. All of these programs have gained in popularity because of her effort, vision and leadership. Additionally, she has worked to improve the condition and amenities within our parks.

The Parks and Recreation Committee team is well organized with a group of dedicated volunteers and they will continue to provide a valuable service to our Town.

As for Nora, she will be greatly missed.

Thank you Nora and best wishes for whatever the future holds.

  
Bob McKinley

## Dorothy Burkhalter

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**From:** Dorothy Burkhalter  
**Sent:** Monday, April 15, 2024 10:17 AM  
**To:** Dorothy Burkhalter  
**Subject:** Text from Tracy

**From:** Mandy David <[mdavid@town.windermere.fl.us](mailto:mdavid@town.windermere.fl.us)>  
**Sent:** Wednesday, April 10, 2024 9:47 AM  
**To:** Dorothy Burkhalter <[dburkhalter@town.windermere.fl.us](mailto:dburkhalter@town.windermere.fl.us)>  
**Subject:** Text from Tracy

Good morning,  
This is the text from Tracy that I read last night.

Sorry I couldn't make it. Just want to Thank you Nora for everything you have done for our town. You don't just leave a lasting impression on our Parks and events, you leave a lasting impression on my heart as a dear friend. We will miss you, love ya girl! Tracy

Mandy David

Town Council Member

Town of Windermere  
614 Main Street  
Windermere, FL 34786

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Phone: 407-850-8377



Florida has a very broad Public Records Law. Virtually all written communications to or from State and Local Officials and employees are public records available to the public and media upon request. This means email messages, including your e-mail address and any attachments and information we receive online might be disclosed to any person or media making a public records request. E-mail sent on the Town system will be considered public and will only be withheld from disclosure if deemed confidential or exempt pursuant to State Law. If you are an individual whose information is exempt under 119.071, Florida Statutes, please so indicate in your email or other communication. If you have any questions about the Florida public records law refer to Chapter 119 Florida Statutes.