



**MONTVERDE TOWN COUNCIL
SPECIAL MEETING AND WORKSHOP AGENDA
MARCH 15, 2022 AT 6:30 P.M.**

The Montverde Staff and Council invite you to join the Town Hall meeting in person, on your computer, or by dialing in to listen. You can watch and listen to the meeting from home by following the directions below. (Note: you will not be able to ask any questions during the meeting if you attend by zoom or dialing in). Join the Zoom Meeting by clicking on the link below, copying and pasting the link into your browser, or going directly to zoom on your browser. Once in zoom, enter the Meeting ID and Passcode to be joined to the meeting. You may also call into the meeting by using the call-in number.

<https://us06web.zoom.us/j/83699855762?pwd=cGJ4UDRzdKNUl2J2NIU5b2JYaENnZz09>

Meeting ID: 836 9985 5762

Passcode: 820875

Call in Number: 646-558-8656

TOWN COUNCIL MEMBERS

Joe Wynkoop, Mayor

Jim Ley, Vice Mayor

Billy Bates, Councilmember

Allan Hartle, Councilmember

Judy Smith, Councilmember

STAFF

Paul Larino, Town Manager

Anita Geraci-Carver, Town Attorney

Sean Parks, Town Planner

Lisa Busto, Associate Planner

Sandra Johnson, Town Clerk

DISCLAIMER

This booklet has been prepared for the convenience of the Montverde Town Council In discussing matters before them. Every effort has been made to include all items to be discussed at this Town Council Meeting, however, the Mayor or Council Members may add items, which are not part of this Agenda, or items may be removed from consideration. While it has been the goal to present error-free information, we do not represent that documentation is without errors or omissions.

CALL TO ORDER AND OPENING CEREMONIES

- Pledge of Allegiance
- Invocation
- Roll Call

I. DISCUSSION AND ACTION ITEMS

1. Discussion on Osgood Property.
2. Discussion on asphalt projects.
3. Discussion on water usage forgiveness as policy.
4. Discussion on paving for new homes.
5. Discussion on renaming County Road 455.

6. Discussion on 2022-2023 Budget.
7. Discussion on SRF Funds for wastewater master planning and utilizing ARPA funds for the wastewater master planning.
8. Discussion on Capital Projects and review of current grant funding and impact fees available to the Town of Montverde for Capital Projects.
9. Discussion of development review plan.
10. Approval of Task 1, Wastewater - Authorizing the use of ARPA and SRLF funds (when available) in the amount \$250,000 for a planning study and instructing the Town Manager to increase the budget expenditures through a future budget amendment.
11. Approval of Task 1, Stormwater Quality Improvements - Authorizing the use of DEP funds and general funds in the amount of \$216,000 for engineering and instructing the Town Manager to increase the budget expenditures through a future budget amendment.
12. Discussion on the Town Manager attending the Florida City and County Managers Association annual training conference.

Discussion

II. PUBLIC HEARINGS, ORDINANCES AND RESOLUTIONS

1. **Resolution 2022-07** A Resolution of the Town of Montverde, County of Lake, State of Florida, adopting the Town of Montverde 5-year capital improvement program; providing for an effective date.

III. REMINDERS AND ADJOURNMENT

1. Staff and Mayor reminders or comments.
2. Motion to Adjourn.

The Town Council reserves the right to move any Agenda item to an earlier time during the meeting as its schedule permits, except in the case of the items and appointments that have been advertised in a newspaper for a specific time.

Pursuant to the provisions of Chapter 286 Florida Statutes, Section 286.0105, if a person decides to appeal any decision made by the Town Council with respect to any matter considered at this Council meeting, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record may include the testimony and evidence upon which the appeal is to be based.

Persons with disabilities needed assistance to participate in any of these proceedings should contact Town Hall at (407) 469-2681, 48 business hours in advance of the scheduled meeting.

I. Discussion on Osgood Property

I. Discussion on asphalt projects

I. Discussion on water forgiveness policy

I. Discussion on paving for new homes

**I. Discussion on
renaming County Road
455**

Paul Larino

From: Holcomb, Gregory <GHolcomb@lakecountyfl.gov>
Sent: Friday, February 11, 2022 9:48 AM
To: Paul Larino
Cc: Schneider, Fred
Subject: RE: Road question

Mr. Larino,

Good morning. Based on the request below, there are two options. The first and least affecting to the addresses on the segment of 455 would be to accomplish a honorary designation versus a true name change. This would create signage dedicating a portion of the Roadway to the recipient of the Council's choice. Standardized signage would be erected indicating the dedication. The County has accomplished the same. An example would be what we have done for Wayne Koester. The designation on State Road 44 in Lake County from County Road 439 east to County Road 46A is designated as the "Deputy Wayne Koester Memorial Highway".

The second would be a true Road Name Change. We have a process in our Code to request and accomplish. The segment would have a definitive start and end and the addresses along that segment would be re-addressed with the new name once approved by the Town and County. This would require all the addresses along that segment to change and use the newly designated address. The Post Office would allow for a 6 month time frame of old and new. New signage on the roadway would need to be purchased and erected for the new name. Since 455 is a County Road, the request for change would be brought to the County Commission for approval. Our Code also calls for any use of a common name requiring approval by the County Commission as an exception. The County would handle notification of the addresses along the Road as a request by the Town and a re-addressing fee would need to be collected for the Road and each address changing. We would suggest two notifications, one by the Town for a public meeting to request the name change and a second notification for the County change of address. As a side note, the County would need to keep the route signs and 455 designation throughout as the road is FHWA Hurricane eligible and the route extends through the Town to other areas.

Please let us know which direction the Town would like to pursue and we can get you the process for either or both.



GREGORY A. HOLCOMB

Director/Lake County E9-1-1 Coordinator

PUBLIC SAFETY DEPARTMENT

OFFICE OF PUBLIC SAFETY SUPPORT

9-1-1, Countywide Radio, Emergency Dispatch, Logistics/Fleet

A 20415 Independence Blvd. Groveland, FL 34736

P 352-253-1818 | **F** 352-253-1815

E gholcomb@lakecountyfl.gov | **W** www.lakecountyfl.gov

NOTE: Florida has a very broad public records law.

Your email communications may be subject to public disclosure.

From: Schneider, Fred
Sent: Friday, February 11, 2022 9:02 AM
To: 'Paul Larino' <townmanager@mymontverde.com>
Subject: RE: Road question

Paul: Greg Holcomb Director/Lake County E9-1-1 Coordinator for Public Safety Department, Will contact you with information on the process.

I. Discussion on 2022-2023 Budget

**I. Discussion of SRF
Funds for Wastewater
master planning and
utilizing ARPA funds for
Wastewater master
planning**

**I. Discussion of Capital
Projects and review of
current grant funding and
impact fees**

Town of Montverde Grant Awards for Capital Projects

<u>Grant Name</u>	<u>Purpose</u>	<u>Amount</u>
Cares Act	PPE related to COVID	\$ 185,000.00
FMIT Safety Grant	Safety upgrades to Water System	\$ 2,000.00
American Rescue Plan Act of 2021 (ARPA)	Library	\$ 853,956.00
American Rescue Plan Act of 2021 (Lake CO ARPA)	Wastewater	\$ 4,000,000.00
Department of Environmental Protection (DEP)	Wastewater	\$ 4,000,000.00
Lake County Library	Impact Fee Grant for New Library	\$ 445,000.00
DEP Resiliency Grant	Stormwater	\$ 1,800,000.00
State Revolving Loan Fund Wastewater Grant	Wastewater	\$ 125,000.00 *
		\$ 11,410,956.00

I. Approval of Task 1 Wastewater

210 South Florida Avenue
Suite 220
Lakeland, Florida 33801
www.woodardcurran.com

T 800.426.4262
F 207.774.6635

Via Electronic Mail

March 3, 2022



Paul Larino, Town Manager
Town of Montverde
17404 Sixth Street
PO Box 560008
Montverde FL 34756

Re: Task Order Proposal for Wastewater Facilities Planning

Dear Mr. Larino:

Woodard & Curran, Inc. (W&C) appreciates the opportunity to provide this work order proposal for professional engineering services to develop a Wastewater Facilities Plan for the Town of Montverde. The proposed services will be performed in accordance with the Terms and Conditions set forth in the Consultant Services Agreement between Woodard & Curran and the Town of Montverde as per RFQ 2021-01 issued December 6, 2021.

Project Description

Montverde is an incorporated Town in southeastern Lake County, occupying an area of approximately two square miles on the southwest shore of Lake Apopka. It has an estimated population of 2,000 residents and is also home to Montverde Academy.

There are approximately 750 septic systems in operation within the Town limits. The age and proximity together increase the probability of nitrogen, phosphorus, and other pollutants entering nearby lakes and aquifers. Such systems are very likely contributing to poor water quality in Lake Apopka – which the State has spent millions of dollars restoring over the last 25 years – as well as to Lake Florence, which is also experiencing water quality issues including blue-green algal blooms. The Town wishes to evaluate the potential implementation of a centralized wastewater collection system and treatment plant to serve as an alternative to the ongoing use of individual septic tanks, thereby greatly reducing the nitrogen and phosphorus loads that are contributing to local surface water quality degradation.

The initial phase of the project is expected to include the wastewater collection infrastructure to serve the Osgood Property development, Montverde Academy, and approximately 150 downtown area businesses and homes to be converted from aging septic systems. This would require approximately 7,500 linear feet of force main, 5,000 linear feet of gravity sewer main, local gravity collection systems to serve 150



downtown parcels, and two lift stations, which would transmit the wastewater flows from these areas to a new wastewater treatment plant to be constructed on Town-owned property on County Road 455 northwest of downtown.

Scope of Services

Woodard & Curran agrees to develop a Wastewater Facilities Plan to address the needs and objectives of the above project description. Development of the Facilities Plan will encompass the following tasks:

Task 1. Preliminary Engineering

Woodard & Curran shall gather sufficient data, prepare, and furnish the following information to develop the Wastewater Facilities Plan:

- a. Sufficient illustrative detail of the local service region.
- b. Identify where the project or activity is located.
- c. Confirm the service area census tracts.
- d. Describe the existing and recommended facilities estimated capital costs, estimated operation and maintenance costs, and repair and replacement costs, if applicable.
- e. Prepare the statement of need or justification for the project.
- f. Environmental and economic impacts and benefits of the project.
- g. New collection areas to include septic tank removal, where applicable.
- h. Provide sufficient data to support treatment upgrades, where applicable.
- i. Cost comparison describing at least three alternatives, including a no action alternative.
- j. Discuss the various factors in the decision-making process that lead to the "selected alternative" and a rationale for selecting that alternative.
- k. Cost breakdown, providing the total project cost based on the data used in the cost comparison.
- l. A cost and effectiveness analysis of the processes, materials, techniques, and technologies for carrying out the proposed project.
- m. Selected alternative shall maximize the potential for energy efficiency considering the cost of constructing, operating, and maintaining, and replacing the project or activity, as necessary.
- n. Development of a project schedule for engineering, construction, and funding

Task 2. Environmental Review

Additionally, the Wastewater Facilities Plan document will include an environmental review with the items listed below:



- a. List of threatened, endangered, proposed, and candidate species and designated critical habitats that may be present in the project area (may be obtained from U.S. Fish & Wildlife Service).
- b. Identifying any significant adverse effects upon flora, fauna, threatened or endangered plant or animal species, surface water bodies, prime agricultural lands, wetlands, or undisturbed natural areas.
- c. Identifying any significant adverse human health or environmental effects on minority or low-income communities.
- d. List any significant adverse environmental effects and what project features will mitigate such effects.

Woodard & Curran will prepare and submit this information for State Environmental Clearinghouse Review to confirm the findings and verify no significant impacts will result from implementing the Facilities Plan.

Task 3. Financial Review

Woodard & Curran will complete a financial review of the selected alternative, which will include:

- a. Development of a Capital Finance Plan for the project.
- b. Determination of the proposed charges including user rates, impact fees, and other collections that will generate the revenues to be dedicated to loan repayment.
- c. Justification and support for interest rate reduction, where applicable.

Task 4. Public Engagement

Woodard & Curran will prepare and facilitate workshops to present the overall project concept, comparative costs, and benefits to the community. The objective of these workshops is to seek public input, identify community concerns, and to build overall support for the project.

Woodard & Curran will present the findings of the Wastewater Facilities Plan, including the options evaluated, selected alternative, and associated costs at a Public Meeting. We will assist the Town with developing the meeting notice and advertising the meeting schedule. This meeting will preferably occur in conjunction with a Town Council Meeting, with the objective of concluding with the Council's adoption of the Wastewater Facilities Plan.

Deliverable(s):

The general outline of the Wastewater Facility Plan report document includes:

1. Project Planning



- a. Location
- b. Environmental Resources Present
- c. Population Trends
- d. Community Engagement
2. Need for Project
 - a. Health, Sanitation and Security
 - b. Aging Infrastructure
 - c. Reasonable Growth
3. Alternatives Considered
 - a. Description
 - b. Design Criteria
 - c. Map
 - d. Environmental Impacts
 - e. Land Requirements (sites and easements)
 - f. Potential Construction Problems
 - g. Sustainability Considerations
 - h. Capital Cost Estimates
 - i. O&M Estimates
4. Selection of an Alternative
 - a. Life Cycle Cost Analysis
 - b. Non-Monetary Factors
5. Proposed Project (Recommended Alternative)
 - a. Preliminary Project Design
 - i. Collection System piping layout – Lengths, sizes and key components
 - ii. Pumping/Lift/Vacuum Stations – Size, type, site location, and special power requirements
 - iii. Storage – Size, type, location and frequency of operation
 - iv. Treatment – Process detail, location of treatment units and site of discharge, and size of facility
 - v. Pipe Layout
 - b. Project Schedule
 - c. Permit Requirements
 - d. Sustainability Considerations
 - e. Total Project Cost Estimate (Engineer's Opinion of Probable Cost)
 - f. Annual Operating Budget – Income, O&M Costs, Debt Repayments, Reserves, Debt Service Reserves, Short-lived asset reserves
6. Conclusions and Recommendations



Compensation

Woodard & Curran will complete the work on a fixed fee basis with the tasks as outlined below.

Task	Fee
Task 1. Preliminary Engineering	\$175,000
Task 2. Environmental Review	\$25,000
Task 3. Financial Review	\$40,000
Task 5. Public Engagement	\$10,000
Total	\$250,000

Schedule

Woodard & Curran anticipates completion of this scope of work within nine months after receipt of a Notice to Proceed from the Town of Montverde.



Sincerely,

WOODARD & CURRAN, INC.

Scott C. Shannon, PE
Senior Client Manager

IN WITNESS WHEREOF, the parties hereto have executed this Task Order by their duly authorized agents as of the date indicated below.

AUTHORIZATION BY:

WOODARD & CURRAN, INC.

TOWN OF MONTVERDE

_____		_____	
Signature	Date	Signature	Date
Scott C. Shannon, P.E.			
_____		_____	
Name (printed)		Name (printed)	
Senior Client Manager			
_____		_____	
Title		Title	

I. Approval of Task 1 Stormwater

210 South Florida Avenue
Suite 220
Lakeland, Florida 33801
www.woodardcurran.com

T 800.426.4262
F 207.774.6635

Via Electronic Mail

March 3, 2022



Paul Larino, Town Manager
Town of Montverde
17404 Sixth Street
PO Box 560008
Montverde FL 34756

Re: Task Order Proposal for Design of Stormwater Improvements

Dear Mr. Larino:

Woodard & Curran, Inc. (W&C) appreciates the opportunity to provide this work order proposal for professional engineering services to design a series of stormwater drainage improvements for the Town of Montverde. The proposed services will be performed in accordance with the Terms and Conditions set forth in the Consultant Services Agreement between Woodard & Curran and the Town of Montverde as per RFQ 2021-01 issued December 6, 2021.

Project Understanding

The Town of Montverde was awarded a Resilient Florida grant in the amount of \$2M to be used for the implementation of drainage and water quality improvements within the Town limits. Staff has identified a list of improvements that it desires to implement as part of this effort, which include:

1. Adding water detention and baffle box in Truskett Park, with curb and gutter in the surrounding residential area to convey stormwater to the detention area
2. Improving drainage to capture sheet flow in the proximity of the boat ramp
3. Addition of curb/gutter/sidewalk and detention along Porter Avenue between 7th Street and Truskett Park
4. Installation of a nutrient removal baffle box at Magnolia Terrace drainage to Lake Florence
5. Improved detention and curb/gutter in association land area on northwest side of Lake Florence
6. Improved detention and curb/gutter along Lakeside Drive south of Franklin Pond.



Scope of Services

Woodard & Curran agrees to assist the town by providing planning and engineering services as needed to implement some or all of the desired improvement listed above:

Task 1. Planning

Woodard & Curran will coordinate with Town staff to prioritize and scope the desired improvements. Woodard & Curran will review the locations of each of the desired improvements to determine the extent of the area to be improved, identifying the infrastructure improvements required, and developing a planning level cost estimate of each.

The objective of this planning task is strictly to determine which improvements are achievable within the budget of the available grant funds, and based upon that information, to coordinate which of the desired improvements will be incorporated in Task 2. Based on the outcome of this planning task, Woodard & Curran will update the scopes and reallocate the budgets (within the overall authorized total) for Tasks 2, 3, and 4 if necessary.

Task 2. Design & Permitting

The purpose of this task is to prepare the civil site drawings, supporting calculations and associated permit documents for the set of improvements selected for implementation in Task 1. The input data for this task will be the site layouts, topographic survey, geotechnical study, existing wetland delineation and other available documents. The following tasks will be performed:

- Prepare site grading, pavement, and drainage plans; and associated details.
- Prepare of supporting calculations for stormwater management.

Woodard & Curran will prepare applicable permit submittals to SJRWMD, Lake County, and FDOT, and will respond to requests for additional information from each agency, as necessary.

Task 3. Bidding & Construction Administration

This task will include the following bidding services:

- Prepare technical bid documents with front end documents for the Town to issue to bidders.
- Provide hard copy plans and specifications for bidders.
- Attend one pre-bid meeting with prospective bidders.
- Respond to bidder requests for information (RFI's).



- Perform a technical review of bids received by the City and provide a recommendation of award.

This task will include the following construction inspection services:

- Attend pre-construction meeting with the selected contractor.
- Review shop drawing submittals, change order requests, and provide associated recommendations.
- Provide site visits for engineering observation during critical periods of installation, and to inspect construction material to confirm compliance with specifications. However, daily construction observation is not expected.
- Attend one progress meeting and one on-site meeting with the contractor at final completion.
- Engineering certification of as-built drawings.
- Review construction pay requests and provide recommendations to the City for payment.
- Due to part time nature of construction inspection services, W&C's observation site visits are not intended to be exhaustive or to extend to every aspect of the contractor's work.

Construction inspection and support is inherently uncertain due to the nature of construction activity and if additional services are required to address unforeseen construction circumstances, W&C will notify the City in writing for review and approval before proceeding.

Task 4. Funding Administration & Project Management

The purpose of this task is to support general project administration, project management, permit acquisition, participation in conference calls, attendance at project meetings, and expenses. As part of this task, W&C will provide the Town with assistance towards the grant reporting requirements. This assistance will include:

- Attendance at a grant kickoff meeting
- Development of a project schedule
- Preparation of project schedule and progress reports as required
- Invoicing in accordance with the grant's invoice format, including copies of project deliverables.
- Preparation of responses to agency requests for information regarding the grant funded activity.



Compensation

Woodard & Curran will complete the work on a fixed fee basis with the tasks as outlined below. Fee estimates for the proposed tasks are based upon a Total Project Value of \$2M (the amount of funding the Town has secured for the project), inclusive of engineering services and construction.

Task	Fee
Task 1. Planning	\$14,000
Task 2. Design & Permitting	\$164,000
Task 3. Bidding & Construction Administration	\$19,000
Task 4. Funding & Project Management	\$19,000
Total	\$216,000

Schedule

Woodard & Curran will commence work upon receipt of an executed Consultant Services Agreement, approved Task Order, and Notice to Proceed from the Town of Montverde. A mutually agreed-upon project schedule will be developed upon authorization.

Sincerely,

WOODARD & CURRAN, INC.

A handwritten signature in black ink, appearing to read "Scott C. Shannon".

Scott C. Shannon, PE
Senior Client Manager

IN WITNESS WHEREOF, the parties hereto have executed this Task Order by their duly authorized agents as of the date indicated below.



AUTHORIZATION BY:

WOODARD & CURRAN, INC.

TOWN OF MONTVERDE

Signature

Date

Signature

Date

Scott C. Shannon, P.E.

Name (printed)

Senior Client Manager

Title

Name (printed)

Title

I. Discussion on Town Manager's training