



Steering Committee Meeting  
May 19, 2022  
Meeting Minutes

**Attendance:**

Kurt Ardaman, West Orange Healthcare District  
Gavin Bunton Bike/Walk Central Florida  
Lesa Boettcher, Foundation for a Healthier West Orange  
Kelly Carson, City of Winter Garden  
Krista Carter, West Orange Chamber  
Ginger Corless, City of Ocoee  
Joe Dunn, Friends of Lake Apopka  
Barbara Giles, Bike/Walk Central Florida  
Hannah Gutner, Orange County District 1  
Emily Hanna, Bike/Walk Central Florida  
Erin Hearn, Bike/Walk Central Florida  
Mark Johnson, City of Ocoee  
Stephen Koontz, Town of Oakland

Kayla Mitchell, Bike/Walk Central Florida  
Cedric Moffett, Orange County Parks Planning  
Tonya Elliott Moore, Town of Windermere  
Theresa Myers, Gotha Rural Settlement and Nehrling Gardens  
Elisha Pappacode, Town of Oakland  
Lee-Alyse Perry, Orange County District 1  
Cedric Moffett, Orange County Parks  
Rainer Richter, Gotha Rural Settlement  
Tracy Swanson, Foundation for a Healthier West Orange  
Alex Trauger, MetroPlan Orlando  
Commissioner Nicole Wilson, Orange County District 1

**Welcome and Introductions**

Barbara Giles welcomed and thanked members their participation in the Healthy West Orange Trails Connection (HWOTC) Steering Committee. Introductions were made.

**Working Groups Reports**

All working groups have met. Each working group chairperson shared update to the group.

**Safety**

Stephanie Moss shared an update on the safety survey project. Once completed and approved, the survey will be administered in July for 30-day period online.

**Public survey**

- Lesa Boettcher encouraged all members to share with each of their municipalities and all agreed
- Each attendee shared with the group the various ways they would get the survey out within their circle on contacts and municipalities
- Ways mentioned were: Facebook, Instagram, website, email lists, newsletters, contacts with local bike shops, Windermere app, send to colleagues on various boards, NextDoor (City account), constant contact, creation of a QR code to be shared (with opportunity to receive a prize later, also if feasible paid Fb ad, direct mailer, HOAs, Police departments, message with utility bill, businesses along Plant St., signs within parks
- Prior to the next Safety meeting, survey will be sent out for feedback

- June 9th 4pm virtual meeting- anyone can attend

## **Communications & Events**

### **Web page**

Lesa showed the group the updated features. She stated the website is a place of public notice for HWOTC. Meeting location, agendas, and minutes are also posted here.

### **Kick-off event**

Dates for the “Take Over the Trails” event were discussed and decided that September was not going to work, so October dates were being considered. “Take over the Trails” will be an annual event with the first year being held at a single location with participation from each municipality. As HWOTC timeline continues, each year for the event will have more locations with the event eventually becoming a regionwide HWOTC event. The event will take place between 8-11am, so for scheduling purposes block out 7am-12pm to include set up and break down. The location is not yet determined, but possibly between Killarney and Oakland due to the amount of foot traffic that area gets. Cedric Moffett mentioned a church with a lot of parking near the Oakland Preserve as an option. Several other ideas were shared among the group.

- create a passport,
- QR code for engagement that day- a chance to get to know each organization and each municipality can have their own activity;
- Tents/tables with safety, trail, municipality information,
- giveaways,
- safety education and trail etiquette,
- bike checks from local bike shops,
- invite the media
- in-person opportunity for surveys, after online version has ended

### **Trail etiquette & safety designs**

Lesa passed around 2-sided trail safety & etiquette flier and pointed out the opportunity for cobranding this document and future materials. Cobranding shows our shared support for the movement. It was noted that we can share these tips via social media leading up to the “Take Over the Trails” event. Communications will be simplifying to shorten the wording on back. A portion of the document will be editable. Contact Lisa if you have a location for trail etiquette signage in mind.

## **Trail Design & Connections**

Ginger Corless spoke about the need for consistency between municipalities when it comes to design. She stated that creating trail guidelines is a lot of work with not much info out there when you look for similar documents. HWOTC will be trailblazers in developing these standards.

- Ginger will be on development review committee
- OC Tech development came up and Ginger has call to Chris Mills for buffer and has asked for landscape plan
- Kurt Ardaman has strong interest in this and is disappointed OCPS is not concerned about it and suggested communication to school board members to let them know before construction begins
- Ginger suggested a way to do this would be to submit a letter from HWOTC

- Comm. Wilson agreed the letter should come from Executive Committee with all organizations' names and can be used as template for other concerns in the future
- There was discussion that the entire steering committee would not be giving feedback, but will receive final copies of the approved letter for their files
- Tonya Elliott Moore pointed out that they should be reminded of "being a good neighbor" – motion passed unanimously

**Committee Action:** Upon a motion duly made and seconded, the Steering Committee empowered/tasked the Facilitating Agency BWCF, to draft the letter and submit with Executive Committee approval, a letter to Orange County Public Schools asking for adequate buffer for and access to the West Orange Trail next to the new OC Technical College.

### **Guidelines document**

The design & connections working group is working on a guidelines document and will hopefully have draft for next meeting. Ginger stated with guidelines document they look as planners and trail advocates to consider best placement for trails.

- Theresa Myers mentioned [I-Tree](#) website as a planning resource
- She also mentioned 75 trees along Hempel that they are preserving by putting a planned trail on the east side of the street rather than taking out existing trees

### **Enhancement & Restore**

Joe Dunn reported on four projects the working group is moving forward.

#### **Updates on initial projects**

##### *East of Ocoee-Apopka Rd to 429 south side*

- Planting Confederate Jasmine along fence and will need about 100
- CFX cleared underbrush and do not want anything there to increase maintenance
- Theresa Myers mentioned grants for bulk wildflower seed as maintenance free possibility

##### *Ingram Road parking/outpost*

- The OC Parks landscape plan was shared. Rich at OC Parks thought installation may be challenging but the project is moving ahead.

##### *East of Hennis Road south side*

- OC Parks has a work order in for four southern live oaks and arranged for watering.
- Joe went out with Bloom & Grow to look at other gaps and they recommended installation of 20 fire bushes in addition to the trees.
- The working group will submit a proposal to HWO to fund purchase the plants in exchange for signage at each site. HWO could use the signs to share the HWOTC trail safety & etiquette messages.

##### *Apopka vacant lot or pocket park*

Although this section isn't in the HWOTC area, it was on the initial FOLA restore and preserve list. OC Parks has agreed to aid City of Apopka with design of pocket park when the time comes.

## HWOT Initiative Award announcements

Lesa shared that the work of the Healthy West Orange Trails Initiative led by Ginger and involving all HWOTC municipalities won an award from the Florida Planning and Zoning Association for “Outstanding Innovation” in our collaborative efforts.

The awards presentation will be held at their annual conference this year in Captiva Island on June 3<sup>rd</sup>.

- Ginger said 3 awards were ordered if others wanted to purchase, she was waiting for cost
- She will also be there to accept award in June and need to push out on social media
- She also applied for APA for grassroots award in September at FEPA

The Florida Planning Conference hosted by the Florida Planning Association will take place September 7<sup>th</sup> – 9<sup>th</sup> in Orlando. We have submitted a session to present to this group on the connection work, and it was accepted. The specific date and time of the presentation at the conference is TBD, but we are looking forward to discussing this work at this event.

## Next Steps:

Lesa brought up that Enhance & Restore committee was going to ask for money on a project to plant trees in efforts to enhance a portion of the WOT. The topic of what kinds of projects and how these asks should be managed or brought to the table was raised.

- The group agreed there should be a system and prioritization of projects and need to discuss and vote before a decision is made on how monies are spent within the HWOTC
- The steering committee suggested a November deadline to prioritize how to spend HWOTC funds.
- Tracy gave an overview of the HWOTC, HWO, Health District structure including financially where the money is held and suggested moratorium on spending possibly for next 6-9 months
- Several stated the need for a formal spending process. In order to spend wisely, parameters should be set. The Executive Committee will have a work session to further this discussion.
- Alex stated rising costs of building and spoke about MPO’s implementation process and procurement standards
- Barbara mentioned MPO Mapping project and prioritization plan will help guide future projects
- Discussion followed about working together and sharing knowledge of projects in the planning phase would be helpful
- Teresa suggested possibly bringing in someone non-HWO to help facilitate what that process will look like

**Committee Action:** Upon a motion duly made and seconded, the committee agreed to suspend spending while the committee prioritizes how funds should be spent. The Steering Committee decided to hold the granted funds for 6 months, with the exception of an emergency need, while a working group meets with the Executive Committee to discuss prioritization and Strategy for fund usage. The Executive Committee is to return in November with options and a recommendation to present to the Steering Committee.

## Approval of Minutes

Approval with changes to October as possible date for trails event, spelling of Sarah Larson, and Gotha wording of sidewalk down the “west side of Hempel Ave. to preserve trees on east side of Hempel.” Barbara will make the changes and Lesa will post on HWOTC web page.

**Committee Action:** Upon a motion duly made and seconded, the committee agreed to approve the minutes with the above changes.

**Action items:**

- Barbara will send message asking members to check calendars to set Oct. 1 as the “Take Over the Trails” date
- BWCF will draft letter of concern to Orange County Public Schools about Technical College Trail buffer
- All will push out on social media about award in June.
- BWCF will send safety survey for review and calendar invitation for June 9 working group meeting on the safety survey. All will provide feedback prior to or at the meeting.
- BWCF and HWO will provide talking points for messaging via email to use with safety survey.
- Barbara will send out website link for others to post on their municipality’s pages.
- Executive committee will add financial discussion on spending prioritization to next meeting and invite others for discussion at future meetings.
- Barbara will send invites for all meetings
  - **Steering Committee** meetings will be held at **Healthy West Orange at 11a.m.** on:  
August 18, 2022  
November 17, 2022
  - **Working group meetings**  
*Safety-* Thursdays, 4 p.m., June 9, July 14  
*Communications & Events-* Thursday, June 9, 4 p.m.  
*Design & Connections-* Tuesdays, 11 a.m., June 7, June 28, July 26  
*Enhance & Restore-* TBD