

## **CITY COMMISSION WORK SESSION November 12, 2010**

The work session was called to order by Vice Mayor Beth Dillaha at 3:00 p.m. in Winter Park City Hall Room 200, 401 Park Avenue South, Winter Park, Florida.

Members present:

Commissioner Beth Dillaha  
Commissioner Tom McMacken  
Commissioner Carolyn Cooper  
Commissioner Phil Anderson

Also present:

City Manager Randy Knight  
Assistant City Manager Michelle del Valle  
Parks and Recreation Director John Holland  
Public Works Director Troy Attaway

Absent:

Mayor Kenneth Bradley

Friends of Mead Garden present:

Chairman Jeffrey Blydenburgh  
Forest Michael (landscape architect)

Mead Garden discussion:

As a follow up to the work session on October 18, 2010, the discussion continued regarding Mead Gardens.

Before the discussion on Mead Gardens, Commissioner Dillaha asked for a consensus to put Fleet Peoples Park on the November 22, 2010 agenda as an item for discussion or new business. Commissioner Cooper said she would prefer not to discuss it; her second choice is new business and does not want to ignore the issue but rather have the City Manager take some sort of action relative to talking to the boards, their authorities and what they should and should not be doing.

Commissioner McMacken asked if she can discuss it when the Parks Board provides their update at the next meeting scheduled for November 22, 2010 since it was already listed on the agenda. Mr. Holland explained that this is an update on the fee structure, the implementation date of December 1, the policies and procedures for issuing tags for the dogs and how to administer a daily pass. City Manager Knight said the Commission directed them to bring this back and that it is listed as a consent agenda item in hopes there would be no discussion. Commissioner Dillaha said she requested this item come back to them regarding the rules and regulations and they agreed to that. Commissioner McMacken suggested that she think about whether or not to put it on the agenda as a new business item and maybe they can follow up during Monday's work session scheduled for November 15, 2010.

Regarding the discussion on Mead Gardens, Commissioner Dillaha said that she wanted to discuss the obligations of the deed, what the cities goals are per the policy and deed, address completed consultant studies, define the existing assets and what the opportunities are and outline the actions that are necessary to achieve the goals and develop a detailed plan for implementation. She said they need to define who is responsible for each component, the funding sources available, the overseer of Mead Gardens, who takes ownership of carrying out the plan and define the role of the Friends of Mead Garden (FMG) and their relationship with the City.

Commissioner Cooper said she thought the letter of acknowledgement from FMG dated December 14, 2009 (attached) is very clear as to the responsibilities and what the City's relationship is. Commissioner McMacken said they need to discuss the governance and whether the board of trustees oversees it or not. He said there are numerous items on the table but it is a matter of what works and suggested that they discuss the items.

Director of Parks and Recreation John Holland presented a map and spoke about the deed restricted areas for the four primary pieces of properties involved: the Bartels parcel, the Treat parcel, the Leedy parcel and the Rose parcel (attached). He addressed the definition and multiple uses and restrictions of a botanical garden. There was a discussion regarding the leasing of these properties, if entry fees can be charged and the use of the fees. They also spoke about the original approved master plan from 2007 and what has transpired since that time, the refinements to the plan that are currently suggested and the funding that is needed.

Commissioner McMacken said he is comfortable as far as the obligations of the deed and feels that the master plan that is out there meets the City's goals.

Commissioner Cooper shared her concerns and her two issues with governance and money. City Manager Knight explained that the City currently spends about \$85,000 a year operating the park and the intent was that the City would continue putting that much money towards operations. He stated that this is something they need to negotiate for any type of agreement they move forward with for governance. Commissioner Cooper said they need to define their in-kind commitment they are making and figure out whether they can continue to make that commitment or more.

Commissioner Anderson said part of the goal would be to endorse a long term vision from three collections, the wetland collection, the upland collection and the mead formal botanicals and its adoption. He said he loves the idea of a fee based botanical garden but asked how they test the market for it. He said he would like to see the use of grant money to fund it as a start up to make sure there is long term market support and that he does not have a problem granting a lease on this building to help generate more awareness. He said they also need to look at recreating Lake Lillian. Commissioner McMacken said they need to start with a management plan for the garden and he likes the idea that FMG is willing to take the first step and then have the City help with the development of the plan.

Jeffrey Blydenburgh with FMG explained that all of their questions can be answered in the Friends of Mead Garden (FMG) proposal dated November 10, 2010 (attached) which includes their mission, agreement approach, continuing city responsibilities, financial requests, grant writing and funding, project implementation and earned income, along with the obligations of the deed and the ultimate goal. Mr. Blydenburgh provided a brief outline of the proposal including the operating costs, the leasing options and the steps that need to be taken. He explained the four necessary things for it to be a successful botanical garden; vision, mission and programs, facilities, and staff. He explained the sources of funding: taxes (federal or local); grants or local tax money, earned income by selling books or classes, charging for admission or membership, and philanthropy. He mentioned that they are waiting for a commitment on the part of the City for a plan so they can move forward.

Commissioner Anderson said the governance issue ties in with the physical boundaries and that concerns him. He said what makes sense to him is they start with a lease of the physical area,

such as the learning center and then they say to them that they are interested and supportive of doing a lease with a formal garden because that is where the admissions would be charged and then get beyond those boundaries and go from there.

Commissioner Cooper shared her concerns regarding where the money is to come from. Mr. Knight also shared the same concern. He explained that if the Commission sets this as a goal to fund a certain dollar amount to start in fiscal year 2012 then he will deliver a budget with that amount in there, but that something will have to be cut. He said he could not tell them today where that cut might be, but there would be a cut somewhere because he would have to find that amount of money to pay for it. He stated if the Commission sets it as a policy, then that is a policy that he will carry out.

Mr. Blydenburgh suggested that they use some of the resources they have. He mentioned that Dan Starke, Director of the American Public Gardens Association has offered to come to Winter Park and help by participating in the public and private lease agreement discussion. He noted that FMG will pay all expenses so it would be no cost to the City and that they should really consider using this free resource.

There was a consensus to cancel the work session meeting scheduled for tomorrow, Saturday, November 13, 2010.

The meeting was adjourned at 4:17 p.m.

  
Deputy City Clerk Michelle Bernstein

## Letter of Acknowledgement

This LETTER OF ACKNOWLEDGEMENT is issued this 14th day of December, 2009, in order to acknowledge and recognize the **FRIENDS OF MEAD GARDEN (FMG)**, as an organization that endeavors to support the city park known as Mead Garden. FMG is a Florida not for profit corporation, PO Box 1227, Winter Park, Florida 32790, qualifying as an exempt organization under Section 501(c)(3) of the Internal Revenue code of 1986 and its regulations.

**THE CITY OF WINTER PARK** (City), a Florida municipal corporation, 401 Park Avenue South, Winter Park, Florida 32789 is a Florida municipal corporation and owns, controls, maintains and operates within the municipal corporate limits of the City, a public park known as Mead Garden. Mead Garden is a 48 acre passive park located on Howell Creek, between Pennsylvania Avenue and Denning Avenue in the southwest section of the City.

The City recognizes and encourages the partnership, participation and cooperation of FMG in planning and implementing steps to improve, preserve and beautify Mead Garden. Together the city and FMG will conduct, sponsor, support, promote and develop educational, recreational, and charitable activities and programs. Using the synergies of this and other public/private/nonprofit partnerships, FMG and the City will encourage funding, gift giving, grants and contributions. The City does not waive its sovereign rights to control the use of lands constituting Mead Garden and that all proposed improvements, equipment and amenities placed in Mead Garden immediately become property of the City. The City and the FMG agree through this Letter of Acknowledgement and the attached "Schedule A" that all deed restrictions will be recognized and upheld for all future improvements, development and or activities in Mead Garden.

The City will hear and consider all proposals from FMG for actions, events and/or improvements to the park and provide appropriate written documentation upon approval or denial of the request. The City may request written documentation or records from the FMG as confirmation of the organizations financial standing.

For its activities, FMG and its agents, volunteers and employees shall comply with all applicable provisions of law. After first granting written consent to any conditions or restrictions, the City can accept any grants, gifts, donations or other transfers of funds or property which would impose conditions upon or otherwise obligate the City in connection with the receipts and use of such funds or property. The City agrees that having given such approval, the City will adhere to, abide by, and honor and respect such conditions and restrictions on any such funds, once received by or utilized on behalf of the City in connection with ownership, operation and maintenance of Mead Garden, subject to prevailing law and the municipal home rule power.

Unless otherwise specifically approved, the City is not obligated in any manner to provide maintenance, management, funding or personnel for the improvements, additions or programs provided by FMG within the property.

This Letter of Acknowledgement will terminate upon 90-day notification in writing by either party, without cause, or automatically by the loss of good standing with the State of Florida by the FMG.

By: Kenneth W. Bradley  
Mayor Kenneth W. Bradley

By: Chairman, Friends of Mead Garden Jeffrey Blydenburgh Date: 4/30/2010

**SCHEDULE A**  
**LETTER OF ACKNOWLEDGEMENT**  
**FRIENDS OF MEAD GARDEN**

1. **PROPERTY DEEDS FOR MEAD GARDEN INCLUDING DEED RESTRICTIONS and REVERTER CLAUSE:**

The Mead Garden property deeds, deed restrictions and reverter clauses are to be considered in any decision, proposal or plan adopted, proposed or presented by the Friends of Mead Garden for consideration by the City.

2. **CITY BOARD APPROVAL:**

Any and all proposals made by the Friends of Mead Gardens for improvements, changes or alterations to the property or structures in Mead Gardens would require consideration and or approval by all appropriate City Boards.

## Mead Garden Deed Restrictions

Walter Rose Investment Company  
Donation Parcel. April 15, 1939

1. "shall not use said property for any purpose other than as a botanical garden.." 2. "...will provide an entrance from Beverly shores as inviting as any other entrance..." 3. "...proceed with development with reasonable speed, cleared of underbrush, weeds and noxious shrubs, and shall have planted sufficient number of plants, flowers and shrubs and horticultural exhibits as to render the property attractive and beautiful and with appropriate facilities for its use by and inspection of the public and in a substantial manner and reasonable speed." (this particular restriction was released in a document executed by Walter Rose on December 7, 1930) 4. The City "shall maintain the property as a botanical garden after it's development and shall not permit the condition to deteriorate." 5. "shall not make any improper use or permit any nuisance to be maintained on the premises." 6. "No part of any building, structure, or fence shall be erected within 150 feet of the property line of lot 44, block 35, of Beverly Shores and said area shall remain unenclosed." 7. No parking space or lot shall be permitted within 500 feet of the north boundary of Beverly Shores or on any property conveyed for the purpose of said botanical garden." 8. "...shall not rent, lease, nor otherwise use the same for profit without the written consent of the grantor but the said party may charge and collect a reasonable admission to said property and provide for the sale of souvenirs, booklets, postcards...the profits from which are to be applied to the operation, maintenance, and improvement."

Mary Bartels Donation Parcel  
August 10, 1938  
"for the use and benefit of Mead Botanical Garden."

Denning Drive

Bartels Parcel

Rose Parcel

Treat Parcel

Leedy Parcel

Mr. and Mrs. R.F. Leedy Donation Parcel May 29, 1937  
"If this property should cease to be used for the Theodore L. Mead Botanical Garden, Inc, then this property shall revert to grantors."

James Treat Donation Parcel. June 7, 1939 1. "...that the fence shall be forever kept and maintained in good condition.." 2.."that there shall be erected and forever maintained two markers equal in size and conspicuousness with all other markers used in the garden, one of said markers having printed thereon, "This Property the Gift of James A. Treat" and the other marker being placed on the bank of Lake Lillian and having printed thereon, "Lake Lillian." 3. "that there shall be erected ...a gate fixed in the fence next nearest the conjunction of said fence with the drainage ditch running from the property...to Lake Lillian; and also...a path from said gate along said ditch connecting with the system of paths retained in said park and provided said gate and path shall forever be kept and maintained...in good repair, passable condition and free from all weeds and encroachments. 4. All Treats heirs and guests have free access to the grounds. 5. "...shall never give, grant, sell, convey, or alien said property to any person or corporation.." 6. "...shall keep and maintain said property as a park and shall not permit the condition of the same to deteriorate nor use said property for any purpose other than a park nor neglect or abandon said property."

**Staff Memorandum to the City Commission; RE – Implementation of Mead Botanical Garden**  
**D R A F T for discussion; November 10, 2010**

**Introduction**

This proposal is submitted for City and Friends of Mead Garden's (FMG) and is based on <sup>discussions</sup> interviews with FMG, the City Commissioners and Staff, and dialogue with others. The following items are included

- A. Agreement Mission
- B. Agreement Approach and Botanical Collections descriptions
- C. Continuing City Responsibilities
- D. FMG agreement requests to the City
- E. FMG/MBG Financial Request to the City
- F. Grantwriting and Funding
- G. Project Implementation
- H. Earned Income

Note: these comply with the City's Comprehensive Plan, the Park Strategic Plan, the Parks Master Plan and the Mead Garden Master Plan, each with public participation.

FMG's funding request to the City per Item E does not include all expenses per the City's Strategic Plan since some of these (Wetlands, Learning Center, etc.) can be offset with other public in collaboration with the City, and private funds.

*Perhaps the most important point: the Garden Implementation Financial Breakdown (Item E) would result in a quality botanical garden for Winter Park residents; especially if subsequent years are funded at the base amount, plus the grants. FMG understands the high potential of Mead Botanical Garden for the community, including its valuable economic potential to the City.*



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- A. Agreement mission:** the City of Winter Park and the Friends of Mead Garden (FMG) seeks to collaborate with the City of Winter Park and the region to implement the City's Master Plan and Strategic Plan to restore the 47.5-acre botanical garden for more usefulness for residents, the two "garden clubs" and visitors alike. FMG supports Dr. Edwin Grover's deed restrictions to house and interpret the renowned botanist Theodore Mead's unique species collection. FMG is restoring the ecological island and the last natural creek segment in the Howell Creek Upper Watershed, and Lake Lillian and the Uplands reflecting Winter Park's native pine and oak landscape.
- B. Agreement approach:** the City continues to provide the essential administration and services listed in Item C below. The Friends of Mead Garden is requesting Item D to increase Mead Garden's usefulness per the City's Master Plan, for the funding amounts listed in Item E. Grantwriting for the Garden will supplement City funding per Item F. Item G describes the director and implementation of the funding. Item H describes potential earned income. The City's Parks and Recreation Strategic Plan and the Parks Master Plan compliance includes:

<b>Parks and Recreation Strategic Plan Priorities</b>	
1.	<b>Restore Natural Habitat .....(UNDERWAY)</b> a. <u>Habitat restoration for the entire Garden as a top priority;</u> since FMG's 2003 inception b. <b>Cost:</b> over \$570,000Including Howell Creek, Winter Park Uplands and the Lake Lillian. c. <b>Partners:</b> FMG and the City; restoration includes removing invasives and planting trees.
2.	<b>Improve Water Quality: .....(UNDERWAY)</b> a. <u>City's EPA grant (~\$570,000) restored the Clay Pit and the Lake Lillian hydroperiod.</u> b. Howell Creek and Lake Lillian: restoration for more water quality treatment using state and federal funds; with agencies. c. <u>Winter Park</u> Uplands: to improve the Creek's water quality and Aquifer recharge capacity.
3.	<b>Consolidation of Back of House: .....(UNDERWAY)</b> a. Environmental Learning Center site The City agreed to move Parks from the. b. FMG coordinated the new Community Garden with the City north of the Clay Pit.
4.	<b>Improved Arrival Sequence: .....(PROGRAMMED)</b> a. Included in Item E financial breakdown below, starting year 1.
5.	<b>New Visitor's / Environmental Center: .....(UNDERWAY)</b> a. City funds are not programmed for this other than the City moving out and cleaning up around the existing buildings around the Learning Center. b. Private grants are awaiting a City agreement to fund this facility.
6.	<b>Re-introduce Historical Collections and Gardens: .....(UNDERWAY)</b> a. Funds are programmed in years 1, 2 and 3 for the T. L. Mead Collection, and others, to assure the City's coordination with the original deed restriction. b. FMG is nearly completed with the historic Camellia Garden restoration.
7.	<b>Sustainable Design: .....(UNDERWAY)</b> a. This FMG Approach complies with the latest federal and state agency, and private guidelines for sustainability including social, economic and natural components. b. Architects provided sustainable design for the Learning Center's Barn. c. This practice will be learned by students in the Environmental Learning Center.
<b>Parks Master Plan Priorities:</b>	
2.	<b>Strive to acquire....and improve access to lakefront .....(UNDERWAY)</b> ▪ Lake Lillian is proposed to provide approximately 14 acres of new lake and lakefront.

*The following graphic describes the Botanical Collections*



### Theodore L. Mead Botanical Collection

**Strategic Plan Priorities(Project):** 1, 3, 4, 5, 6, 7  
**Including:** Camellia Garden, Mead Heritage House, Greenhouse, the Butterfly and Discovery gardens.  
**Habitat restored:** Winter Park pine and xeric live oak uplands, and the unique wetlands-uplands edge.  
**Uniqueness:** T. L. Mead's Winter Park heritage



### Howell Creek Botanical Collection

**Strategic Plan Priorities(Project):** 1, 2, 3, 5, 6, 7  
**Location:** extending along the Creek including the ecological edge with native billbergia and orchids.  
**Habitat:** mostly the unique Howell Creek wetlands with threatened and endangered species including palms, ferns, eel grass, wood stork, eagles, etc.  
**Uniqueness:** last example of a creek segment in the Howell Creek Upper Watershed



### Lake Lillian Botanical Collection

**Strategic Plan Priorities(Project):** 1, 2, 3, 5, 6, 7  
**Location:** the geologic bowl between Pennsylvania Avenue and the Learning Center.  
**Habitat:** intact bayhead and south edge, mostly eutrophied with extreme sedimentation and fill.  
**Uniqueness:** lake and marsh restoration wholly within Mead Garden with 100% public access.



### Winter Park Uplands Botanical Collection

**Strategic Plan Priorities(Project):** 1, 2, 4, 6, 7  
**Location:** from Lake Lillian to the south bounds.  
**Habitat:** Winter Park pine and xeric oak uplands with the wetlands transitional sloped edge.  
**Uniqueness:** last example of upland to wetland transition in the Upper Howell Creek Watershed.



### The Environmental Learning Center

**Strategic Plan Priorities(Project):** 1, 2, 3, 5, 6, 7  
**Location:** perfectly on the Circle, Discovery Garden and between lake Lillian and the Uplands.  
**Habitat:** mostly Winter Park pine and oak uplands and on the wetlands edge.  
**Uniqueness:** teaching *generations of children* (and adults) about their unique environment

*Helping children interpret the environment since the 1970s*

**Mead Botanical Garden Collections and Strategic Plan Priorities and the Environmental Learning Center, Winter Park, Florida**

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Staff Memorandum to the City Commission; RE – Implementation of Mead Botanical Garden  
D R A F T for discussion; November 10, 2010

The four Mead Botanical Garden Collections illustrated below meet all priorities in the Mead Garden Master Plan, the City Comprehensive Plan, the City Parks and Recreation Strategic Plan, and the Parks Master Plan.

- The City provided ample public participation opportunities for residents.
- The Mead Garden Master Plan and City Comprehensive Plan are the basis for the layout.
- The Strategic Plan and Parks Master Plan are the basis for the implementation priorities (Item B.1-7).



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**C. Continuing City responsibilities** (City's current activities with no proposed change):

1. City Administration	<u>Continuing</u> , Garden club agreements; insurance; permits; etc.
2. Garden Management Services	<u>Continuing</u> , mowing, tree service, trash, and security.
3. Equipment and Facility Upkeep	<u>Continuing</u> , building maintenance, furnishings and infrastructure. The Learning Center will be maintained by FMG
4. Invasive Vegetation Control	<u>Continuing</u> , spraying until invasives are eliminated
5. Utility Costs	<u>Continuing</u> , paying for all utility costs

The value of items 1 – 5 above is approximately \$135,000

**D. FMG agreement requests** (FMG Items in addition to the City's responsibilities (Item C)

FMG requests (Implementation and management)	Status of MBG ongoing activities
1. <b>FMG transitions to Mead Botanical Garden, Inc. (MBG)</b> –	<u>Continuing</u> , MBG to operate from within the Garden office as long as those operations do not negatively impact.
2. <b>Environmental Restoration / Botanical Garden Collections</b> – a. Winter Park Uplands – b. Howell Creek Wetlands – c. Lake Lillian Wetlands – d. T. L. Mead Collection	(Per the Parks Strategic Plan Priority # 1 “Natural Resources”)  <u>Continuing</u> , restoring species, habitat and facilities. <u>Continuing</u> , restoring species, habitat and facilities. <u>Continuing</u> , restoring species, habitat and facilities. <u>Continuing</u> , upgrades of historic gardens such as the Camellia Garden, the Upland and Howell Creek Wetland.
3. <b>Environmental Learning Center</b> a. Environmental learning – b. Private funding –	<u>Continuing</u> , the enhancement of the existing center with private funding such as the Galloway Foundation, and others. <u>Continuing</u> , the tradition of MBG not requesting City funds for the Learning Center which <u>is being handled with private funds</u> . If MBG ever dissolves, then the Learning Center will dissolve or change leadership with Commission approval.
4. <b>Events</b> –	<u>Continuing</u> , MBG will coordinate all events in the Garden; all income generated in Mead Botanical Garden stays within the Garden; all revenues above current earnings will go to MBG.
5. <b>Funding Grantwriting</b> –	<u>Continuing</u> , MBG to write the public and private grants (Item E) and is to collaborate with the City using minimal City Staff time; providing funding matches and partnering with public and private entities for Mead Botanical Garden Collections and the Environmental Learning Center.
6. <b>Earned Income</b> – (See item H)	Fees, admissions, programs; amounts to be determined and approved by City Commission.

Staff Memorandum to the City Commission; RE – Implementation of Mead Botanical Garden  
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**E. MBG Financial Request to the City (Proposed)**

<b>2011 Funding</b>		
1. Environmental restoration (Priority #1 per City's Strategic Plan)		109,000
a. Habitat revegetation activities	Uplands and picnic area @ \$46,000	
b. Public grantwriting activities, and CIP	Howell Creek and wetlands @ \$24,000	
c. Aluminum fencing and columns	Denning North Garden @ \$39,000	
2. Funding to MBG for a Director and part time administrative assistant		135,000
3. Site development items (Entrance signs, hardscape, events area, geotechnical, etc.)		96,000
4. T. L. Mead Collection development (Walks, parking and drive, greenhouse, etc.)		<u>55,000</u>
		<b>\$395,000</b>
<b>2012 Funding</b>		
1. Environmental restoration (Priority #1 per City's Strategic Plan)		101,000
a. Habitat revegetation activities	Uplands pondside slope @ \$30,000	
b. Public grantwriting activities	Howell Creek and wetlands @ \$24,000	
c. Aluminum fencing and CL and columns	Denning to South Garden @ \$25,000	
d. Center drive and bridge at the Clay Pit	Stabilize for circulation @ \$22,000	
2. Funding to MBG for a Director and administrative assistant (Increase to full time)		145,000
3. Site development items (Circular drive and parking per Master Plan with City assistance)		95,000
4. T. L. Mead Collection (Discovery Garden–Phase 1 within Circle per Master Plan)		<u>54,000</u>
		<b>\$395,000</b>
<b>2013 Funding</b>		
1. Environmental restoration (Priority #1 per City's Strategic Plan)		\$85,000
a. Habitat revegetation activities	Central creek with uplands @ \$30,000	
b. Public grantwriting activities	Howell Creek and wetlands @ \$24,000	
c. Green coated CL security fencing	North of Clay Pit @ \$15,000	
d. Clay Pit and Mead Pond interpretive	2 display kiosks @ \$ 8,000 = \$16,000	
2. Funding to MBG for a Director and full time administrative assistant (Any others will be covered by FMG earnings)		145,000
3. Site porous parking (N. of Clay Pit), site furnishings, signage and events related items		85,000
4. T. L. Mead Collection (Protected display areas for botanical species for species sales)		<u>80,000</u>
		<b>\$395,000</b>
<b>TOTAL THREE YEAR REQUEST</b>		<b>\$1,185,000</b>

**Notes to Items C, D and E:**

- 1) **Other years:** MBG requests to the City for the Botanical Garden will level off based on completing the larger Master Plan items, increased self-sufficiency, and grant awards by 2015 to \$250,000 per year:
  - a) 2014 Anticipated Funding @ \$295,000
  - b) 2015 Anticipated Funding @ \$250,000 per year thereafter
- 2) **City's Mead Garden Master Plan and Strategic Plan:** the essential Mead Botanical Garden elements are included in the costs above; other items will be generally provided by public and private grants:
  - a) **Mead Garden Master Plan items:** includes circle drive, porous parking, entrance, fencing, signage, seating, events area (For revenue), picnic areas, two interpretive displays, etc.; large infrastructure items are shown with minimal expenses anticipating City crew involvement.
  - b) **Director and administrative assistant:** includes full and part time to support Mead Garden.
  - c) **Upland Environmental Restoration:** items are mostly included such as tree revegetation, picnic, etc. but habitat restoration will be provided by public grants
  - d) **Wetland Environmental Restoration and Interpretation:** not included, provided by grantwriting.
  - e) **T. L. Mead Botanical Collection:** some items are included such as the Discovery garden, collection and display areas, hardscape, etc. but not included are other large expense items such as greenhouses, Mead Home, etc., which are to be provided with private and public grants.
- 3) **Funding:** (See next page)

**F. PROPOSAL ITEM # 1 – Grantwriting and Funding**

1. **Private Funding:** MBG continues submitting and administering funding applications on behalf of the Mead Botanical Garden to private funders per the ongoing capital campaign, in coordination with the City (No change).
2. **Public Funding:** (Years 2011 – 2013 noted above) funding from public agencies will be obtained with grants or by direct awards and partnering.
  - a. **MBG and City coordination** – MBG grantwriting will conserve City staff time (A City Commission request), and will be coordinated by MBG for the City or MBG to submit as applicant based on grant requirements.
    - For instance, in August 2010, this was accomplished on the FFWCC partnering grant.
    - The City and MBG will establish the scope in the application that includes specific Strategic Plan, Comprehensive Plan, Parks Master Plan, and Mead Garden Master Plan items to be implemented so designs reflect the highest botanical gardens standards.
  - b. **Grantwriting lead** – MBG /Forest Michael will coordinate with others as necessary to achieve the specific ecological restoration and botanical collections previously presented to the MBG and the City, and will be responsible for the administration and implementation of those awards.
  - c. **Grant matches** – MBG will provide use of its private grants for portions of the required matches without detracting funds from the purposes of those private grants.
    - If a City match is required, then that amount will be requested by MBG in advance through the City Manager.
  - d. **Scope management** – When an award is received, MBG and the City will share the scope of services.
    - City Staff will be reimbursed for its time through the grant and have the option of providing engineering and construction management services, or let those services to contractors in coordination with MBG.
    - MBG will be reimbursed for its time through the grant and have the option of completing the planning, architectural, landscape and related design and construction management services.
  - e. **Grant administration** – Administration is a shared responsibility.
    - MBG will track the grants from the submittal and will administer its portion of the grants based on the scope of services and in direct coordination with the City.
    - The City will coordinate the primary administration of the public grants through City processes to assure the highest quality result for Winter Park, with each respectful of the other's needs.
  - f. **Proposed grant applications** – The following grants are anticipated over the 3 year period with variable submission dates based on a Capital Improvement Plan (Suggested). The award rates will vary:
    - **USEPA – Wetlands grant**, for the Lake Lillian Restoration and Mead Pond Filter Extension in combination with other agency funding and partners; **Care educational grant**, for related materials and smaller facilities; these typically require multi-year submittals and strong partnerships.
    - **USEPA – FDEP – 319 Non-point pollution grants**, for a Phase 2 project of the Clay Pit and Pennsylvania Ave. project; for the Howell Creek - Lake Lillian Restoration and Mead Pond Extension.
    - **FDEP – Florida recreational assistance grant**, if the program is funded by Legislature, this could be used for recreational facilities such as the interpretive pavilion, and edge related items.
    - **FFWCC – Florida boating grant**, for education, and water items such as piers and a paddling launch.
    - **FFWCC – Partnering funding**, for miscellaneous purposes possibly including uplands and wetlands transitional habitat restoration, creek restoration and picnic facilities.
    - **SJRWMD water related grants**, for smaller educational programs and partnering for smaller items for the wetlands restoration, including permitting assistance, as a valuable partner.
    - **FDOT enhancement funds and safe routes to school funds**, possibly for safe Trail connections from Denning to Pennsylvania to the 9th Grade Center.
    - **Other grants**, for community, ecological, greenway and blueway funding, including private funding for some of the above and items related to the four botanical collections in the Garden.

**G. PROPOSAL ITEM # 2 – Project Implementation**

1. **With the City providing additional support to Mead Botanical Garden**, and the potential MBG private sector grants and other public restoration grants, the City and MBG may be entering into a period needing implementation and management services. These would extend beyond those required for an established Botanical Garden. MBG proposed to provide this leadership per the recent Commission Worksession.
2. **Mead Botanical Garden's implementation** may be accomplished by MBG in the following manner: a) retaining a director, or; b) contracting those services; or other ways as MBG wishes. Without a director, potential private funding would be lost, including the use of those private funds as matches for public restoration grants.
3. **MBG retains a director**, to adhere to the City's Master Plan, Strategic Plan, Comprehensive Plan and other plans, and in a manner that will optimally complete and transform the current Mead Garden into the Mead Botanical Garden for the City. MBG proposes the following:
  - a. MBG retains a Mead Botanical Garden Director, providing services for a minimum of 3 - 5 years, based on items presented in this document or version thereof, with subsequent negotiations of terms.
  - b. Detailing and implementation per the Approach Mission (Item A), and per the Agreement Approach for the Mead Botanical Garden Collection (Item B), and the projects defined in the other items will be the focus of the director's effort, corresponding with the City's and MBG's plans.
  - c. The MBG administrative employee, as proposed in Item E funding, is needed to facilitate events, assist with employment details, and coordinate public participation activities to be determined, since it would be the priority of the director to lead the implementation of the Garden items (Item E).
  - d. FMG is proposed to continue as an integral part of the Garden leadership and plans to transform into Mead Botanical Garden, Inc., (MBG) and provide the director with the full authority to implement and restore the collections based on the above. Board input into the leadership would be desirable
  - e. Terms and rates of employment for both the director and administrative person would be negotiated in coordination with this proposal if acceptable by MGB. . The MBG, Inc. officer's vote would have the authority to end the director's employment if necessary per the terms to be negotiated in coordination with this proposal if desirable by MBG.
4. **A Capital Improvement Plan (CIP)** is proposed for early 2011, beginning when the City approves the MBG agreement and if MBG approves this proposal. The timeline and tasks are already underway. The CIP needs to be prepared to:
  - a. Define tasks and dates of implementation.
  - b. Assure the timely expenditure of funding on an FY basis.
  - c. Achieve a quality implementation and use of City and other public/private funds.
  - d. Other items to be determined.

## H. Earned Income

### **Botanical Collections (Green) and Public Access Areas (Gold)** (See Item B for descriptions)

In the language of its deed, the City is obligated to maintain a botanical garden housing Theodore L. Mead's botanical species. The purpose of the entrance fee on the more sensitive botanical portion of Mead Botanical Garden is to provide adequate maintenance and security for the species, all of which are rare and require specialized facilities and horticultural equipment and archives. Threatened and endangered flora and fauna exist and frequent the Garden. This rare and last remaining portion of creek in the Howell Creek Upper Watershed, with integral uplands and prominent edge habitat, are being preserved and restored per the City Strategic Plan. **No other place on Howell Creek in Orlando or Winter Park exists with this unique ecology.**

Approximately 50 percent of the 47 acre Botanical Garden is recommended to have free public access including many events, the two Garden Clubs, the Environmental Learning Center, the trail and the Lake Lillian Botanical Collection and recreational facilities. The other half is proposed to consist of three sensitive botanical collections needing an admission fee. Winter Park residents are proposed to have a much reduced rate. Visiting botanical garden patrons will often use Winter Park's hotels, restaurants, shops and other business, while paying the most to support the botanical collections which will help offset the lower rates to Winter Park residents. The sketch illustrates potential use areas.



### **ACCESS:**

**Free access (gold) –**  
**LAKE LILLIAN BOTANICAL COLLECTION** has free access with volunteer drop boxes for marsh maintenance donations

**Free access (gold) –**  
**ENVIRONMENTAL LEARNING CENTER** and the **GARDEN CLUBS** are community areas with free access

**Entry charge (green) – Reduced rate for Winter Park residents –**  
**T. L. MEAD** and the **WINTER PARK UPLANDS** and the **HOWELL CREEK BOTANICAL COLLECTIONS** have an entrance charge to offset maintenance and increased security for the collections

**Free access (gold) –**  
**DINKY LINE TRAIL** has free neighborhood access with a safe route to the **9TH GRADE CENTER** assisting **ORANGE COUNTY PUBLIC SCHOOLS**

**HOWELL CREEK** – There will be no manmade blockages of the creek