## MINUTES GROVE CITY STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

### ADVISORY BOARD REGULAR MEETING WEDNESDAY, MAY 3, 2023

9:30 am - 11:47 am Mac V. Horton West County Annex, Room 120 6868 San Casa Drive, Englewood, Florida

Members Present: Jack Donovan, Chair

Jay Bender, Vice Chair

Jerry Deems Rose Gladfelter Thomas O'Keefe

Members Absent:

None

**County Staff:** 

Kimberly Kelley, Community Liaison

**Guests:** 

Sign-in Sheet Attached

#### Call to Order / Roll Call:

The meeting was called to order at 9:30 a.m. A roll call was taken, and a quorum was present.

### Changes to the Agenda / Motion to Approve Changes:

None

#### Citizen Input on Agenda Items Only (3 Minute Limit):

- Marilyn Moore explained she lives near the Walking Park and an elderly woman tripped on the pathway in it; she recommended taking the gazebo down, minimal maintenance in the park, taking out benches and leaving just the overhead lights working.
- Shelby Leah stated she lives near the Walking Park, also recommending taking the benches and gazebo out, as well as minimal maintenance. She commented on the vagrancy issues and that law enforcement cannot ask vagrants to leave if no park hours are posted on signage.
- Scott Malnar conveyed he also is a resident near the park and the park does get used. He explained the homeless concern and noted pre-hurricane the park looked great but it has diminished. He recommended the gazebo and benches to be taken out, the concrete pathway to be fixed, replacing mulch with grass, fixing the fence around the retention pond, cleaning out the debris, and to place a crosswalk on Bourbon Street and Holly Avenue to alert drivers and slow them down for the pedestrians crossing the road going through the park.

#### Approval of Minutes:

The minutes from February 1, 2023, were approved as submitted.

#### **Unfinished Business:**

a) Grove City Walking Park: Mr. Donovan shared the history of how the Walking Park came to be and noted, regrettably, the park is not functioning in the vision the original Advisory Board had hoped for. Mr. O'Keefe recommended cameras in the park. There was discussion on law enforcement presence, no loitering and park hours signage, crosswalk, pathway repairs, overhead light repairs, the gazebo leaning, moving or the removal of it, removal of benches, removal of light stands around the gazebo, the bathrooms on private property next to the Walking Park, the retention pond fence repair and debris, and alligator signage. Ms. Gladfelter mentioned a non-profit taking responsibility and ownership of property like this park. Mr. Bender motioned to remove broken irrigation and piping, it was seconded, and the motion carried; 5:0. Mr. O'Keefe motioned to place a Dusk to Dawn hours of park sign in the

Grove City Walking Park in two locations that will help law enforcement provide safety for those that reside around it, it was seconded, and the motion carried; 5:0. Mr. Donovan motioned to remove the bollard lights around the gazebo, removing all parts, it was seconded, and motion carried; 5:0. Mr. Bender motioned to remove the gazebo, opposing funding to have structural engineering review it and further expenditures not related to removing the gazebo, it was seconded and motioned carried, 4:1, Mr. Donovan motioned to remove the four benches inside of the gazebo, leaving the benches on the outside, taking two of the benches and placing at the location of removed broken benches, it was seconded and the motion carried: 5:0. The Advisory Board discussed repairing the stamped concrete and having the overhead light fixtures, repaired, cleaned and timers reset.

b) Maintenance of Streets and Drainage: Ms. Kelley explained that when additional staff is onboarded, the Next-door app will be added to the list of sharing MSBU/TU meetings. She conveyed the stormwater ditch/canal debris and signage delays since the hurricane. There was additional discussion on the washout that occurred on Oyster Creek Drive and Michigan Avenue. Mr. Donovan inquired on the repairs of the entrance sign lights for Grove City. There was discussion on the one percent sales tax sidewalk project for the Avenue of the Americas.

#### **New Business:**

- a) Financial Reports: The Fiscal Year (FY) 23 quarter two actual expenditure and FY23 quarter one activity maintenance reports were provided.
- b) Fiscal Year 2022 Executive Summary: Ms. Kelley reviewed the summary that is provided to the Board of County Commissioners; the summary indicates the duties and responsibilities of an Advisory Board member, the purpose of the specific unit and a brief description of the internal and external work programs. Mr. Bender provided his recommendations for next year summary.

#### Citizen Input on MSBU Items (3 Minute Limit):

None

#### Advisory Board Open Discussion:

Mr. O'Keefe inquired on the My Neighborhood application and how to meet other MSBU/TU members to discuss related agenda items.

#### Schedule Future Meetings as Needed / Items for Next Agenda:

Future Meetings are scheduled at 9:30 a.m. at the Mac V. Horton West County Annex as follows:

- Wednesday, August 9, 2023
- Wednesday, November 1, 2023

Submitted by Kimberly Kelley **Public Works Department** 

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Hugust 9, 2023



## **Grove City Street & Drainage Municipal Service Benefit Unit**

Advisory Board Meeting Attendance 9:30 a.m., Wednesday, May 3, 2023

Location: Mac V. Horton West County Annex 6868 San Casa Drive, Englewood, FL

# INFORMATION SUPPLIED ON THIS FORM BECOMES PUBLIC RECORD

NAME (please print)	Email Address	Phone Number
Kimberly Kelley	Kimberly.Kelley@charlottecountyfl.gov	941-575-3613
Shelby Leeds	apleeds @ comcast. NET	941 6978981
MARILYN MOOPE	MARILYN M 49 DOUTLOOK. COM	941-662-5649
Pose Gladife Her	rosezge132@gmeil.com	231/463-6786
Jerry W. Deems	juesdeems @ gmailiem	941-268-1604
JACK DONOVAN	JACKDONOVANGE COMCAST. NET	410-562-1212
JOHN (JAY) BENDER	jaybender lægmail.com	509-433-1090
SCOU MALNAR	SMALNARY @qmail. com	734718-6835
Tiom OFLEFE	tamyosings o granda	(012-296-070)
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#### **AGENDA**

## GROVE CITY STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

### ADVISORY BOARD REGULAR MEETING WEDNESDAY, MAY 3, 2023

9:30 a.m., West County Annex 6868 San Casa Drive, Englewood, FL

**ADVISORY BOARD:** 

Rose Gladfelter, Chair

Jay Bender, Vice Chair

Jack Donovan Jerry Deems Thomas O'Keefe

**COUNTY STAFF:** 

Kimberly Kelley, Community Liaison

PURPOSE:

Regular Meeting

- 1. Call to Order / Roll Call
- 2. Changes to the Agenda / Motion to Approve Changes
- 3. Citizen Input on Agenda Items (3-Minute Limit)
- 4. Approval of Minutes: February 1, 2023
- 5. Unfinished Business
  - a. Grove City Walking Park
  - b. Maintenance of Streets and Drainage
- 6. New Business
  - a. Financial Reports
  - b. Annual Executive Summary
- 7. Citizen Input on MSBU Items (3-Minute Limit)
- 8. Advisory Board Open Discussion
- 9. Meeting Schedule / Items for Next Agenda
- 10. Motion to Adjourn

## MINUTES GROVE CITY STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

### ADVISORY BOARD REGULAR MEETING WEDNESDAY, FEBRUARY 1, 2023

9:30 am - 11:14 am Mac V. Horton West County Annex, Room 120 6868 San Casa Drive, Englewood, Florida

Members Present: Jack Donovan, Chair

Jay Bender, Vice Chair

Jerry Deems Rose Gladfelter

Members Absent: Thomas O'Keefe

County Staff: Kimberly

Kimberly Kelley, Community Liaison

Guests: Sign-in Sheet Attached

#### Call to Order / Roll Call:

The meeting was called to order at 9:30 a.m. A roll call was taken, and a quorum was present.

#### Changes to the Agenda / Motion to Approve Changes:

None

#### Sunshine Law/Roberts Rules:

Per the Florida Sunshine Law outlined in Florida Statues Chapter 286, Florida Public Records Law outlined in Florida Statues Chapter 119 and Roberts Rules, which is mandatory training provided each year during the Advisory Board meeting in December or soon thereafter. This was completed by Advisory Board members in attendance.

#### **Election of Officers:**

Mr. Deems nominated Ms. Gladfelter for chair, there were no other nominations.

Mr. Donovan nominated Mr. Bender for Vice Chair, there were no other nominations.

Ms. Gladfelter accepted the nomination for Chair, Mr. Bender accepted the nomination for Vice Chair, and it was unanimously approved.

#### Citizen Input on Agenda Items Only (3 Minute Limit):

None

#### **Approval of Minutes:**

The minutes from November 30, 2022, were approved as submitted.

#### **Unfinished Business:**

- a) Grove City Walking Park: Ms. Kelley commented that she is waiting on direction from senior staff on the last motion the Advisory Board provided, which included that it is not recommended to expend funds on new plantings/vegetation, no replacement of plantings/vegetation, no irrigation repairs, turning off the irrigation and to only perform routine mulch and grass mowing. There was discussion on the gazebo's structural appearance and condition. Mr. Bender motioned not to have the gazebo evaluated, seconded by Ms. Gladfelter and unanimously approved. Mr. Bender reiterated his favor of assembling "Friends of the Walking Park" and Ms. Kelley mentioned that she is working on providing information on the Nextdoor app.
- b) <u>Maintenance of Streets and Drainage:</u> Ms. Kelley explained several regular maintenance operations are still on hold as Public Works continues with hurricane recovery. The drainage

pipes on Oyster Creek Drive were discussed. Mr. Donovan mentioned the community sign solar lighting is not working on any of the signs in Grove City.

#### **New Business:**

a) <u>Financial Reports</u>: The fiscal year (FY) 2023 quarter one actual expenditure, FY22 annual actual expenditure and preliminary FY24/25 budgets were provided for review; line items were reviewed.

### Citizen Input on MSBU Items (3 Minute Limit): None

Advisory Board Open Discussion:

None

#### Schedule Future Meetings as Needed / Items for Next Agenda:

Future Meetings are scheduled at 9:30 a.m. at the Mac V. Horton West County Annex as follows:

- Wednesday, May 3, 2023
- Wednesday, August 9, 2023
- Wednesday, November 1, 2023

Submitted by Kimberly Kelley Public Works Department	
Chair Signature	Date

Grove City Street and Drainage MSBU
Fund Financial Report
Oct. 1, 2022 - Mar. 31, 2023

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$ 367,411	\$ 691,973	\$ 808,045	\$ 808,045
Revenues Assessments & Earnings Grant & Subsidy Revenue Loans & Borrowing Total Revenue	560,478 - - - \$560,478	558,328 - - - \$558,328	483,749 - - - \$483,749	558,328 - - - \$558,328
Expenditures Contract Services	8,221	12,500	125	12,500
Pipe Lining ROW Maintenance ROW Reclaimation	7,727	9,892	1,373	9,892
Speciality Mowing Public Works Services	36,470 46,891	39,635 144,197	10,412 7,393	39,635 144,197
Internal Charges Purchased Services Materials and Supplies	11,145 9,390 -	8,495 19,592 -	8,495 10,140 -	8,495 19,592
Capital Outlay Debt Services	-	-	- 1	-
Project Costs Grove City Sidewalks	_	9,536		
Total Expenditures	\$119,844	\$243,847	\$37,937	\$234,311
Reserves (Ending Fund Balance)  Reserve %	\$808,045 87.1%	\$1,006,454 80.5%	\$1,253,856 97.1%	\$1,132,062 82.9%

Date Prepared:

4/24/2023

Monthly	Monthly Funding Report	Report	START DATE:	10/01/2022	END DATE:		12/31/2022					Page 1 of 4
Grove City	Grove City Street and Drainage Unit	rainage Unit										
Project	WO	WO Description	Location		Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
•	6193	Asphalt Maintenance	41		11/14/2022	1.00	67.98	0.00	4.67	00:00		72.65
	Work Order	Work Order 6193 Total	1905 MISSISSIPPI AVE, ENGLEWOOD, 34224	ENGLEWOOD,	ı	1.00	67.98	0.00	4.67	0.00	0.36	72.65
		Asphalt Maintenance Total	ce Total			1.00	67.98	0.00	4.67	0.00		72.65
	3702	MSBU Administrative Work	e Work		10/19/2022	0.50	37.73	0.00	0.00	0.00		37.73
	3702	MSBU Administrative Work	e Work		10/21/2022	0.50	37.73	00.00	00.00	00.00		37.73
	3702	MSBU Administrative Work	e Work		10/26/2022	0.75	56.60	00.00	00.00	00.00		56.60
	3702	MSBU Administrative Work	e Work		10/27/2022	0.50	37.73	0.00	00'0	00.0		37.73
	3702	MSBU Administrative Work	e Work		10/28/2022	1.50	113.19	00.00	00.00	00.0		113.19
	3702	MSBU Administrative Work	e Work		11/01/2022	0.50	36.47	00.0	00.00	0.00		36.47
	3702	MSBU Administrative Work	e Work		11/02/2022	0.50	36.47	0.00	00.00	00.00		36.47
	3702	MSBU Administrative Work	e Work		11/03/2022	1.00	72.94	00.0	00.00	0.00		72.94
	3702	MSBU Administrative Work	» Work		11/04/2022	0.50	36.47	00.00	0.00	0.00		36.47
	3702	MSBU Administrative Work	e Work		11/08/2022	0.25	18.24	0.00	00.00	00.0		18.24
	3702	MSBU Administrative Work	e Work		11/15/2022	0.25	18.24	00.00	00.00	0.00		18.24
			Administ	Administrative Time Total	i	6.75	501.80	00.00	00.00	00.00		501.81
	Work Order	Work Order 3702 Total			l	6.75	501.80	0.00	0.00	0.00	0.00	501.81
	6112	MSBU Administrative Work	e Work		11/30/2022	0.00	0.00	0.00	7.84	0.00		7.84
	6112	MSBU Administrative Work	» Work		11/16/2022	1.00	72.94	0.00	00.00	0.00		72.94
	6112	MSBU Administrative Work	» Work		11/22/2022	0.50	36.47	0.00	00.00	00:00		36.47
	6112	MSBU Administrative Work	e Work		11/23/2022	1.00	72.94	0.00	00.00	00.00		72.94
	6112	MSBU Administrative Work	e Work		12/02/2022	0.25	18.24	0.00	00.00	00.00		18.24
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Monthly	Monthly Funding Report	Report	START DATE:	10/01/2022	END DATE:		12/31/2022				-	Page 2 of 4
Grove City	Grove City Street and Drainage Unit	rainage Unit										
d to iou	WO	WO	l ocation		Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
5	6112	MSBU Administrative Work	Work		12/07/2022	0.50	36.47	0.00	0.00	0.00		36.47
	6112	MSBU Administrative Work	: Work		12/09/2022	0.25	18.24	0.00	0.00	0.00		18.24
	6112	MSBU Administrative Work	Work		12/28/2022	0.25	18.24	0.00	0.00	0.00		18.24
	6112	MSBU Administrative Work	Work		12/29/2022	0.75	54.71	0.00	0.00	0.00		54.71
	6112	MSBU Administrative Work	Work		12/30/2022	0.75	54.71	0.00	0.00	0.00		54.71
			At	Administrative Time Total	ا 	5.25	382.94	0.00	0.00	0.00		382.96
	6112	MSBU Administrative Work	Work		11/30/2022	4.00	291.76	0.00	0.00	0.00		291.76
				MSBU Meeting Total	·	4.00	291.76	0.00	0.00	0.00		291.76
	6112	MSBU Administrative Work	Work		12/20/2022	2.25	164.12	0.00	00.00	0.00		164.12
				MSBU Minutes Total	_	2.25	164.12	0.00	0.00	0.00		164.12
	Work Orde	Work Order 6112 Total			l	11.50	838.81	0.00	7.84	0.00	0.00	846.68
		MSBU Administrative Work Total	re Work Total			18.25	1,340.61	0.00	7.84	0.00		1,348.49
	3848	Project Management			10/01/2022	0.00	00.00	00:0	00:00	1,320.00		1,320.00
	3848	Project Management			11/01/2022	0.25	21.45	0.00	0.98	1,990.00		2,012.43
	3848	Project Management			11/02/2022	0.25	21.36	0.00	0.98	0.00		22.35
	3848	Project Management			12/01/2022	0.00	00:00	0.00	0.00	2,872.00		2,872.00
	3848	Project Management			12/02/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3848	Project Management			12/06/2022	0.26	21.96	0.00	1.01	0.00		22.97
	3848	Project Management			12/21/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3848	Project Management			11/04/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3848	Project Management			11/15/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3848	Project Management			11/17/2022	0.25	21.36	0.00	0.98	0.00		22.34

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Monthly	Monthly Funding Report	Report	START DATE:	10/01/2022	END DATE:	12	12/31/2022				<u>د</u>	Page 3 of 4
Grove City	Street and I	Grove City Street and Drainage Unit										
Project	WO Number	WO Description	Location		Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	3848	Project Management			11/18/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3848	Project Management			11/29/2022	0.25	21.36	0.00	0.98	00.00		22.34
	3848	Project Management			11/30/2022	0.25	21.00	0.00	0.96	0.00		21.96
	3848	Project Management			12/08/2022	0.23	19.94	0.00	0.91	0.00		20.85
	3848	Project Management			12/09/2022	0.27	23.14	0.00	1.06	0.00		24.20
	3848	Project Management			12/14/2022	0.27	22.89	0.00	1.05	0.00		23.94
	3848	Project Management			12/16/2022	0.25	21.36	0.00	0.98	00.00		22.34
	3848	Project Management			12/22/2022	0.25	21.36	00:00	0.98	0.00		22.34
			Project	Project Inspection Total	l _	2.77	236.50	0.00	10.85	0.00		247.33
	Work Orde	Work Order 3848 Total	West County Landscape Maintenance	e Maintenance	l	4.02	344.00	0.00	15.78	6,182.00	0.00	6,541.76
#21-054 Lan	dscape Maint	#21-054 Landscape Maintenance ROW - West County□	ounty 🗆									
		Project Management Total	t Total			4.02	344.00	0.00	15.78	6,182.00		6,541.76
	7845	ROW - Vegetation / Boom Mowing	oom Mowing		12/27/2022	9.33	634.48	0.00	218.12	0.00		852.60
	Work Orde	Work Order 7845 Total	2751 AVENUE OF THE A Englewood, 34224	AMERICAS, 8,	I	9.33	634.48	0.00	218.12	0.00	2,850.00	852.60
		ROW - Vegetation / Boom Mowing Total	Soom Mowing Total			9.33	634.48	0.00	218.12	0.00		852.60
		J	Grove City Street and Drainage Unit Total	ainage Unit Tota	-	32.61	2,387.06	00:00	246.41	6,182.00		8,815.50

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Total	8,815.50
Work	
Contractor	6,182.00
Equip. Cost	246.41
Parts Cost	0.00
Labor	2,387.06
Labor Hours	32.61
Date Worked	
	all MSBUs reported
Location	Grand totals for al
WO Description Location	Grand totals for al
	Grand totals for al

Page 4 of 4

12/31/2022

END DATE:

10/01/2022

START DATE:

**Monthly Funding Report** 

#### GROVE CITY STREET AND DRAINAGE Municipal Service Benefit Unit (MSBU) FY22 Annual Report – Executive Summary October 1, 2021 – September 30, 2022

**Ordinance 2015-045** adopts a countywide Uniform Standard for Municipal Service Benefit Unit (MSBU) And Municipal Service Taxing Unit (MSTU) Advisory Boards:

#### Sec. 4-1-18. Duties/Responsibilities

The advisory board shall make recommendations to the Board of County Commissioners and staff, limited to the scope and purpose of the Unit which includes, but is not limited to, the following:

- 1. To make recommendations to the County for expenditure of the funds within the budget in accordance with the law and Board of County Commissioners approved purchasing guidelines and:
- 2. To make recommendations to the Board of County Commissioners regarding the annual proposed budget for the Unit.

#### **Purpose**

Code of Laws and Ordinances, ARTICLE XXXIX. - GROVE CITY STREET AND DRAINAGE UNIT Sec. 4-6-814. - Purpose.

The purpose of the unit is to provide for the construction, reconstruction, repair, paving, repaving, hard-surfacing, re-hard surfacing, widening, guttering and draining of the platted streets in the unit, including the necessary appurtenances thereto, including beautification and landscaping projects, from funds derived from special assessments within the unit.

#### Summarv

Current Rate: \$220.00 Max Rate: \$222.52

The FY22 completed work program included all internal maintenance and administrative costs and contracted services for maintenance of the Grove City Walking Park, landscaping, sod installation, right-of-way and specialty mowing.

The current fiscal year work program includes all internal maintenance and administrative costs and contracted services for right-of-way and specialty mowing, sod installation, and minimal maintenance of the Grove City Walking Park.

For FY24, the Advisory Board recommends budgeting for all internal maintenance and administrative costs and contracted services for landscaping and minimal maintenance of the Grove City Walking Park, sod installation, and right-of-way and specialty mowing.

Future paving is anticipated in 2026.