

MEETING MINUTES
MANASOTA KEY STREET & DRAINAGE MSTU ADVISORY COMMITTEE
October 10, 2012
9:30 a.m.

Attendees: Frank Chappell, Toby Delbridge, and B.J. Galberaith

Absent: Joan Dunham-Card, (excused) and Doug Wallace (excused)

County Staff: Dawn Harrison, Gregg O'Connor and Sandy Wright

The meeting was cancelled at 9:44 due to no quorum.

The meeting was re-opened and called to order at 9:57 a.m.

The minutes from the August 8, 2012 meeting were unanimously approved after correcting Ms. Dunham-Card's name.

There is a vacancy for an alternate member on the Committee.

New Business:

- Landscape Contract –Mr. Jim Halverton from Pine Hills Landscaping was introduced as the contractor that was awarded the landscaping contract. There was discussion regarding areas of concern. Mr. Delbridge suggested installing 4 plants in the right-of-way in front of the Beach Company to keep cars from parking there and blocking access. Maintenance of plants in the right-of-way will be covered under the current contract. Ms. Harrison suggested calling for utility locates and notifying the ROW department before digging.
- Ordinance Wording Change – There was discussion regarding the Public Works Department review of all MSBU/MSTU ordinances. The Committee would like to change the name of the MSTU at the same time any other changes are made to the ordinance.
- Financials and Activity Report –Copies of the Activity Reports were distributed for review. There was discussion regarding the large balance brought forward. Landscape planting and the Master Plan Design Project will use some of those funds. Next year will be the beginning of a 2 year budget cycle. All projects for the next 2 years will need to be included in the budget. The Financial Services Department will not allow changes after the budgets are approved unless there is an emergency. There is flexibility to transfer funds within the budget but the funds must be identified as line items and in reserves. Finance will require that 5% be set aside. Draft budgets will be distributed as soon as they become available. All funds left over should be identified and put towards the Master Plan Project.
- The M&O crew leader, Shawn, was complimented on the excellent job he did when trimming the right-of-way (ROW) by Slip Shod Manor. A list of vacant lots with brush growing into the ROW was provided for Maintenance & Operations (M&O) to inspect.
- A County worker was verifying light pole numbers. There is concern about the mounting costs associated with numbering the poles.
- Street Signs – The two street signs requested for Slip Shod Manor have not been installed. The street sign at Lincomb & Beach Rd. needs to be straightened. Englewood Beach is poorly marked and this should be addressed during the design of the Master Plan. Community Development is responsible for signage identifying the beach. Ms. Harrison will research additional signage for:

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1. Shoreview & Gulf Blvd
2. Gulf Blvd. at the circle
3. No. Beach Rd. sign somewhere in the middle of North Beach Rd to identify that the driver is still on No. Beach Rd.

- There was discussion regarding the 1% sales tax that was approved a few years back but questions should be directed to the Tax Collector's Office.
- The turtle nesting season runs through the end of October at which time lights can be turned back on. There are some lights that are still on at 9a.m. A list of those lights will be provided to Ms. Harrison. There was discussion regarding the types of lights allowed as stated in the Turtle Ordinance. The turtle lighting issue was mentioned in the RLI for the Master Plan Design.

When the design plans are at 60%-90% complete, community meetings should be held. The Manasota Key Newsletter would be a good place to advertise the meetings. The engineering firm, Project Manager, ROW Department or the MS DR could attend to answer questions. There was discussion between the about what the plan would include and the process of who determines where work is performed and when.

Old Business:

- Master Plan Design Project - The Letter of Interest has gone to the Purchasing Department to be placed in the Professional Services Library which takes a few weeks. The next step will be to complete a scope of services. Ms. Musselman from the Engineering Department will be the Project Manager overseeing this project.
- Fishing Boy Statue – Mr. Chappell provided an estimate for the work to be performed on the fishing boy statue.

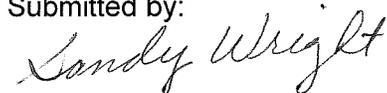
Citizen Input:

- Mr. Todd Helt from Weiler Engineering Corporation introduced himself and stated that this meeting was very informative. Phasing of the Master Plan is a great concept for such a large project. His company is familiar with doing work in coastal communities such as Marathon, Florida and Harbor Walk in Punta Gorda and has worked with FEMA in the past. Public outreach is essential for the community to feel like they also own the plan and are more satisfied when the engineers are available to answer questions.
- There was discussion regarding the Ordinance review being money related. Ms. Harrison stated the review is to create consistency in wording for all the MSBU/TU ordinances. The Purpose, Membership and vacancy information need be clearly defined and consistent.
- There was discussion regarding scheduling the meetings for January, February and March. Mr. Chappell checked the room available. Ms. Galberaith will follow up with potential dates in an email.

The next meeting is scheduled for November 14, 2012 at 9:30 a.m.

The meeting was adjourned at 11:37 a.m.

Submitted by:



Sandy Wright
Public Works Department