

**MEETING MINUTES**  
**MANASOTA KEY STREET & DRAINAGE MSTU ADVISORY COMMITTEE**  
**October 9, 2013 – Regular Meeting**  
**9:00 a.m. – Englewood Beach Villas**

**Attendees:** Frank Chappell, Joan Dunham-Card, Toby Delbridge, B.J. Galberaith and Andy Wing

**County:** Dawn Harrison and Sandy Wright

**Guests:** Sign in sheet attached

The meeting was called to order at 9:11 a.m.

The minutes from the August 14, 2013 were unanimously approved as amended.

A roll call of members was taken that determined a quorum is present.

**Unfinished Business:**

- Master Plan Design Project – Ms. Harrison displayed the preliminary design plans for sidewalks that were provided by Mr. Green from Weiler Engineering. There was extensive discussion regarding the plans for a 6 foot and a 10 foot sidewalk. The 6 foot sidewalk is the recommended plan; the 10 foot sidewalk has too many obstructions and the recently completed drainage would have to be re-done. The Committee had questions regarding the plans and initiated a conference call with Mr. Green to get answers to their questions. There are a few citizens that don't want any changes made. The Committee agreed that the citizens should attend the next meeting scheduled for November 6, 2013 where the plans will be presented to the community. Citizens will have the opportunity to express their concerns and will be able to vote on two different options using colored dots as they did at the March 26, 2013 meeting. There was discussion regarding the removal of existing landscaping. Mr. Green stated that most of the landscaping that will have to be removed was put in place by residents and is located in the right-of-way. He suggested that landscaping can become an on-going project with a little added each year. The Committee agreed that residents should be told that a landscape plan will be included in the plan. It will be the Committee's responsibility to make recommendations based on the majority of the input received by the citizens. The owners of the Lock and Key Restaurant paid \$25,000 to put their parking in place at the front of the restaurant. They will be talking with Mr. Green to ensure their restaurant has ample parking.
- Crosswalks – There was a brief discussion regarding pavers or stamped crosswalks. North Manasota Beach Park has just been completed. Mr. Delbridge suggested members take a look at the area and how nice it looks; stating that the small items such as bike racks and benches make a big difference.
- There was discussion regarding the absence of the Project Manager and Consultant from these meetings. Ms. Harrison explained that this project is in the design phase and that the Project Manager would likely be more active after the project goes into the construction phase. The Consultant is not required to attend every meeting, only the amount of meetings that were stated in the contract.
- Financial Reports – The Finance Department is closing out the books for last year. Ms. Harrison will email the reports to the members as soon as they are available.
- Landscaping – The landscaping by Flounders Restaurant has still not been done. There has been a lot of other work done at the restaurant but the landscaping has not been addressed.

**Citizen Input:**

- The frame work over top of the shell needs to be repainted.

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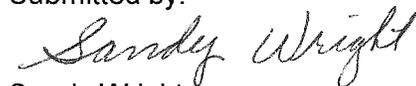
- The street light at the entrance to the Englewood Beach Villas has still not been repaired. It has been two months since receiving a letter of apology from the manufacturer. Ms. Harrison sent a letter back to the vendor, contractor and the manufacture requesting an anticipated date for a new light and has not heard back. There was discussion regarding different options. Mr. Delbridge made a motion to replace the light within 30 days; if that is not possible, remove the base, cap off the wires and install a cover over it; the motion was seconded by Ms. Galberaith and passed unanimously. The Committee asked Ms. Harrison to follow up frequently until the issue is resolved.
- The lock on the lights for the boy statue can be removed by removing the nuts.

### New Business:

- Street Sweeping – Are the side streets supposed to be swept? Ms. Harrison will follow up and email the members.
- Beachcomber Lane – Citizens are planting items to block the beach access. There is only a small clearing to access the beach and it needs to be cleaned out again.
- Boy Statue – The statue needs to be re-stained.
- Lighting – Lights 48A and 43A are on all the time. The ground lights at the Boy Statue and Manasota Key sign need to be replaced. Ms. Harrison recommended a maintenance person to perform minor items such as changing ground light bulbs.
- The Committee asked Ms. Harrison to follow up and report back on the following:
  1. Check the schedule on the cleaning of the defenders and flappers to ensure they are on a schedule to be done and when that work will be done.
  2. The \$100 invoice for signage that was submitted by Mr. Chappell has not been reimbursed.
  3. Provide the Committee a copy of the activity report and the survey.
  4. Contact Mr. O'Connor regarding the weeds growing in the landscape; they are overgrowing the grass.
- The Committee asked that Mr. Green bring a right-of-way map to the meeting scheduled for November 6<sup>th</sup>. They would like for Mr. Green to attend the meeting scheduled for December 11, 2013 to brief the Committee on the information he receives during the November meeting.

The meeting was adjourned at 11:05 a.m.

Submitted by:



Sandy Wright

Public Works Department

