

**MEETING MINUTES**  
**MANASOTA KEY STREET & DRAINAGE MSTU ADVISORY BOARD**  
**March 9, 2016 – Regular Meeting**  
**10:00 A.M. – Englewood Library**

**Members Present:** Lorraine Johannessen, Chairman, Joan Dunham-Card, Vice-Chairman, Tommy Brock, Francisco Carlin and B.J. Galberaith

**County Staff:** Mike Dallenbach, Tara Musselman, Dawn Harrison, and Kelly Louttit

**Guests:** Sign-in sheet attached

The meeting was called to order at 10:10 a.m. A roll call was taken that determined a quorum was present and membership status was reviewed.

**Changes to the Agenda:** Ms. Galberaith motioned to add North Beach Road (Community Plan) to the agenda; seconded by Mr. Carlin and the motion passed unanimously.

**The meeting notes from December 9, 2015 were unanimously approved as amended.**

- **MSBU Master Ordinance:** Ms. Harrison discussed the purpose of the master ordinance. Mr. Brock asked about using funds for beach nourishment. Discussion continued regarding millage rates.

**Citizen Input on Agenda Items Only (3 Minute Limit)**

- Ina Kane questioned what type of postage was used for the ballots and stated many people did not receive the ballot.
- Mr. McClain stated that Gulf Blvd, to the roundabout, is not a high traffic area and believes the lighting needs to be replaced. Mr. McClain said the mailing gave no background information or cost estimate. Restriping was discussed and he believes five foot sidewalks are not aesthetically pleasing.
- Julie Ouellette asked how many people on the Advisory Board live on Gulf Blvd and stated the survey was unclear and did not provide a cost estimate on each project.
- Ray Orozco questioned if final plans are complete and stated that the County has done a good job explaining all the information to the public.
- Deanne Zella asked what the next step is with the project.

**Unfinished Business:**

- **Mass Mailing:** Ms. Harrison distributed the results of the mass mailing and reviewed each item. Ms. Galberaith motioned to complete Gulf Blvd plans by May 30, 2016 and provided each Advisory Board member a full size copy of the completed plans; Ms. Galberaith amended her request to receive 90% percent plans by May 30, 2016. Ms. Galberaith withdrew her motion. Discussion continued regarding the breakdown of the results of the mass mailing. Ms. Dunham-Card stated she is disappointed with the return percentage of the mass mailing and is concerned many residents did not get the survey. Discussion continued regarding using first class postage when mailing County documents. Ms. Harrison

reviewed the new county policy regarding mass mailing for core services. Mr. Carlin questioned why the numbers do not match on the survey tally versus the breakdown tally.

- Landscaping: Ms. Harrison stated the landscaping contract is in Purchasing. Mr. Carlin stated there is a line of sight issue on Gulf and Little Court. Mr. Dallenbach will investigate
- Restriping of Gulf Blvd.: Ms. Harrison stated pre-bid will be held on March 15, 2016 with bids due on March 22, 2016. Construction will begin in early April. Ms. Musselman said the County will be prepping the road surface for raised pavement markers and overgrowth along the roadway.
- Lights: Ms. Harrison advised Mr. Carlin performed a light survey of MSTU. Ms. Harrison distributed the findings to the Lighting Department and the Public Works Project Manager for lighting. FPL should be notified if any of their lights are not working. Discussion continued regarding the installation history for the black lights, spacing of existing lights, and County standards for lighting of local roads. Ms. Harrison will email the Advisory Board a repair schedule for the existing black lights.
- Community Plan: Ms. Musselman stated the design for Gulf Blvd. was put on hold by the County until the results of the mass mailing were reviewed. Ms. Musselman said based on the results the County recommends to move forward with sidewalks. Ms. Musselman asked for input from the Advisory Board regarding the Gulf Blvd design plan. Mr. Carlin recommends putting the plan on hold for the next three months until the restriping is complete. Ms. Musselman stated the estimated costs for the project will be \$25,000 dollars for landscaping, \$650,000 dollars for lighting and \$ 420,000 dollars for sidewalks. Ms. Johannessen wanted the record to reflect that the Advisory Board should not have to revote to proceed with the project design since it was already voted on in a previous meeting. Ms. Musselman stated the commercial plan is 90% percent complete and the cost will be approximately \$600,000 dollars. Discussion continued regarding timeframe to move the plan to 100% percent. Ms. Galberaith suggested taking the plans to review. Ms. Musselman will email the electronic copy to Mr. Carlin. Discussion continued regarding the parking spaces available on Manasota Key.

#### **New Business:**

- Election of Chairman: Ms. Galberaith nominated Ms. Johannessen for Chair; seconded by Ms. Dunham-Card and Ms. Johannessen accepted the position.
- Election of Vice-Chairman: Ms. Johannessen nominated Ms. Dunham-Card for Vice-Chair; seconded by Mr. Brock and Ms. Dunham-Card accepted the position.
- Financials: Ms. Harrison distributed the three month actual report and the activity report for review and discussion. Mr. Carlin questioned project management charges. Ms. Johannessen stated she is pleased with the speed signs. Ms. Harrison has asked the Traffic Engineer to investigate a speed limit reduction on North Beach Road.

#### **Citizen Input for MSBU related items:**

- Mr. McClain reviewed previous meetings discussing the Gulf Blvd plan and asked the cost of the North Beach Road project design. Mr. McClain asked why the past Manasota Key Survey done by the Association cannot be used for input.
- Ms. Stephenson asked if the speed sign discussion could be placed on the next agenda
- Ms. Ouellette asked if the projection for landscaping, lighting, and sidewalks is over budget and questioned why striping was not done in February.
- Ms. Kane asked about impervious surfaces.

- Mr. Wing questioned how the information will be distributed regarding the plan and believes the Building Construction Services Conference Room will be too small to accommodate the public.
- Ms. Musselman stated the project is over the cost estimate in the CIP but as the project moves forward a possible budget transfer could occur. Striping was delayed but is moving forward.

**Advisory Board Open Discussion:**

- Ms. Dunham Card discussed options to relay information regarding the Community Plan and speed on North Beach Road.
- Ms. Galberaith asked about the painting of Sweptson Bridge. Ms. Harrison will investigate.
- Ms. Johannessen welcomed Mr. Carlin and thanked the Advisory Board.

**Items for Next Agenda:**

- Speed Signs
- Safety Signs
- Painting of the Sweptson Bridge

A special meeting will be held at 10 a.m. on March 24, 2016 in the Building Construction Services Conference Room. The meeting adjourned at 12:17 p.m.

Submitted by:

Kelly Louttit

Public Works Department



Chairman's Signature

**CHARLOTTE COUNTY  
PUBLIC WORKS DIVISION  
MANASOTA KEY S&D ADVISORY BOARD MEETING  
ATTENDANCE ROSTER**

**MEETING DATE: WEDNESDAY, MARCH 9, 2016- REGULAR MEETING**

**MEETING TIME: 10:00 A.M. – ENGLEWOOD LIBRARY**

**INFORMATION SUPPLIED ON THIS FORM BECOMES  
PUBLIC RECORD**

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<i>Francis Carl</i>		
<i>Bonny Burch</i>		
<i>Joan Dunham Card</i>		
<i>Nancy Marmol</i>		
<i>Judy Avery</i>		
<i>Ray Projer</i>		
<i>SE [Signature]</i>		
<i>David [Signature]</i>		
<i>Joan Kane</i>		
<i>Bill Kane</i>		
<i>Diane Yeomans</i>		
<i>Deanno Zella</i>		
<i>Sally Stephenson</i>		
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