

## MEETING NOTES

### SOUTH GULF COVE BEAUTIFICATION ADVISORY COMMITTEE

November 15, 2011

9:30 a.m.

**Attendees:** Karen Price, Kendall Leach, Barbara Hundley and Alice Minich

Guests: Carol McGuire, Barbara Holmes, Sandy Slater, Bob Dratch, Jack Paine and Ed Spurello

County staff: Bob Halfhill, Jodi Struble, Alan Holbach, Dawn Harrison, Gregg O'Connor, Roger Warner, Tara Musselman, Mark Smith, Mike Dallenbach

The meeting was called to order at 9:31 a.m.

**Minutes:** The minutes of the June 27, 2011 meeting were approved with correction to a scrivener's spelling error. The minutes of the July 11, 2011 meeting were approved with correction to a scrivener's spelling error. The minutes of the September 13, 2011 meeting were approved as written.

#### **Miscellaneous:**

- Ms Price introduced Carol McGuire as a new committee member and asked if Alice Minich, the alternate member could replace Ann Yee who has resigned, with advertisement for a new alternate member to follow. Ms. Harrison said that the BCC would have to appoint Ms. Minich as a permanent member and an advertisement placed for the vacant alternate position. Staff will address this issue.
- Pat Gratz has resigned and the position will need to be advertised.
- Activity code list was distributed to all members
- Budget and activity reports were distributed but will not be discussed until members have had a chance to review. Mr. Halfhill apologized for the late distribution of the reports and explained that Public Works is in the process of hiring a new MSDR.

#### **Old Business:**

Linear Park and Learning Garden – Tara Musselman, Engineering MSBU Project Manager reported that the second lowest bid, Coral Sands Construction, was approved administratively since the cost is under \$100,000. The lowest bid was rejected due to a mathematical error. A pre-construction meeting was held with a Notice to Proceed dated today, November 15, 2011, with scheduled completion date of late February 2012. Signs are being made to show the Linear Park and San Domingo Park will be closed during construction. The winning bid was \$97,660.96. Ms. Price stated there might be a problem with the parks being closed to the public for that period of time.

Mangrove Trimming – Andy Stevens, Environmental Manager was unable to attend the meeting but reported to Ms. Price that he was unfamiliar with the project. She forwarded him the previous mangrove trimming contract and stated they need a similar contract for trimming the

mangroves in the two parks. She asked if St. Paul and Medina Parks can be trimmed during construction. Andy now has the surveys and specs for the trimming required. Tara Musselman and Andy Stevens are to coordinate the mangrove trimming contract. The committee wants to see the bid specs before they go out to bid and Bob Halfhill agreed.

San Domingo Park – Roger Warner, Facilities Project Manager, reported that no comments have yet been received from the Committee on the park plans. The committee members stated they had never received said plans. Roger stated that procedure is to forward plans to the MSDR who then forwards the plans to committee members for review and comments. He will send the plans to Jodi Struble who will distribute them to the members. Ms. Price stated that another meeting will be required to review the plans and make comments.

Entrance Signs & Landscaping - Ms. Price requested that the committee's portion of the mowing contract be pulled from the 11/8/11 BCC Agenda since the committee had no input to the contract and they did not think it would provide the level of service they require as written. Gregg O'Conner, Landscaping Project Manager had County staff mow the entrance areas in question. South Gulf Cove's entrance mowing is unique and they requested a separate mowing contract but were told it could not be done. The committee asked that the contract with Holland be extended since they were satisfied with Holland's work but were told the contract would need to be bid. Committee asked what they could do to get a separate mowing contract specific to South Gulf Cove's needs.

Alan Holbach, Maintenance & Operations Manager explained that the County had been trying to consolidate the number of contracts and tried to roll SGC's mowing requirements into the Specialty Mowing contract. Due to the levels of service required to include irrigation, lighting, etc., Public Works will submit a request for a new mowing contract and will maintain the mowing of the area until the contract is in place. The specifications from the Holland contract were given to Gregg O'Conner to begin the contract process. The committee would like to make certain litter control is included in the mowing contract. Mr. O'Conner will be the point of contact for the contract and will submit the specs to the committee for review before proceeding. He mentioned that the County will be mowing the area in the next few days, Schaeffer Irrigation will be working and Facilities will be working on the lighting. Mr. Leach asked that the County notify the committee whenever a task they have requested has been completed.

Medina Waterway Parks – Roger Warner reported that the RLI for engineering/design is being reviewed by staff with a \$15,000 maximum. Mr. Warner reminded the group that whenever dirt is removed, SWFWMD must be involved. Facilities will not take responsibility for anything the committee does on its own. Parking vehicles on the dirt is considered illegal. The pepper tree issue is being addressed by Andy Stevens. Karen Price mentioned that the committee has budgeted \$50,000 for this project and that Roger Warner and Tara Musselman had provided a \$39,220 estimate, excluding any changes to design. The committee agreed that they wanted to continue with the project as long as everything is legal and stays within the \$50,000 budget.

Lighting – Mr. Leach stated that the lighting system for the signs is not what the committee wanted. He wants representatives of the committee, Sandy and Nick Slater, to meet with the electricians to determine the current problem and discuss solutions. Mr. Holbach said he will set up such a meeting.

### **New Business**

- Median Mowing & Pepper Trees – Mr. Leach made a motion to get a mowing contract for the entire median from the access road to 771; from Butterworth to Robin Way at the

beginning of every month. Discussion included the suggestion that the Beautification Committee take responsibility for the entire median instead of splitting it with the Street & Drainage Committee. Alan Holbach suggested that the committee allow Public Works to work on options for all their mowing needs and he will prepare a presentation for the committee. Mr. Leach withdrew the motion. Mr. Leach reported that the pepper trees are growing back in the median and suggests a contract to treat them so they grow. He located a contractor who will treat the trees for \$3,600 and inspect in 12 months to make certain they are dead. Mr. Holbach asked Mr. Leach to get a written bid from the contractor and Public Works will issue a purchase order for the work if the contractor is an approved vendor.

- Mr. Halfhill suggested that the committee be careful with the Sunshine Law and reviewed some of the finer points of the law. Since the committee is dealing with public funds, all communications are in the sunshine. If there are any concerns or questions about the law, please contact Public Works. Until a new MSDR is hired and trained, all committee concerns or issues should be directed to Jodi Struble, Bob Halfhill or Alan Holbach at Public Works. [Robert.halfhill@charlottefl.com](mailto:Robert.halfhill@charlottefl.com) [Alan.holbach@charlottefl.com](mailto:Alan.holbach@charlottefl.com) [Jodi.struble@charlottefl.com](mailto:Jodi.struble@charlottefl.com)

#### **Public Comment**

- All the Ingraham side lights were out last night. Public Works will check them.
- The asphalt pathway on Winchester Road is overgrown so the committee should be warned that any asphalt pathway they plan to install in the future is not maintenance free and maintenance funds should be budgeted.
- Mr. Paine reminded the committee that there are nine bridges that need beautification. He reported that the extension joints need to be weeded and maintained.
- Mr. Dratch would like to know how long it will take staff to review the RLI for the Medina Park. Ms. Struble will get back to him with that information.
- There is trash along the roadways at Calumet and San Domingo that needs to be removed.
- It was reported that when the County mows, they mow over the litter instead of removing it. Mark Smith said he will investigate.
- There was discussion regarding the boundaries included in the Holland mowing contract. The same boundaries are to be used in any new mowing contract.
- There was a question about transferring excess funds between projects. Dawn Harrison stated that it was permissible as long as the overall budget is maintained.
- The electrical outlets on the signs are placed too low. They need to be raised.

#### **Next Meeting:**

- The next meeting is tentatively scheduled for December 6, 2011 at 9:30 a.m. in Murdock room 106B
- Dawn Harrison will provide the most current activity reports to committee members in advance of the meeting

The meeting was adjourned at 11:07 a.m.