

South Gulf Cove Beautification Advisory Committee

Meeting Notes

Tuesday, 12/6/11

Attendees: Barbara Hundley, Karen Price, Kendall Leach, Carol McGuire, Alice Minich

County Staff: Dawn Harrison, Jodi Struble, Roger Warner, Gregg O'Connor, Alan Holbach

Guests: Gwen Ketner, Sandy Slater, Mick Slater, Barbara Holmes

The meeting was called to order at 9:30 a.m.

Minutes: The meeting notes for the November 15, 2011 meeting were approved with corrections to scrivener's errors noted.

Miscellaneous:

- Corrections to membership – Alice Minich was an alternate member but is to be appointed as a permanent member; Pat Gratz was a permanent member but has resigned, and Carol McGuire was appointed as a permanent member. Ms Minich's change in position will go before the County Commission and the alternate position will be advertised.
- Mr. Leach noted that West County Mowing needs to register as a County vendor before they can begin work treating the Brazilian Peppers from Butterford to Robin.
- Discussion re. the size of digital files to be attached to e-mails between County staff and committee members. Future plans & other large documents will be hard-copied and delivered to San Casa for members to pick-up.
- The Walker contract will stay in place for the time being

Linear Park & Learning Garden:

- Signs are up and work has started. Irrigation is being re-done by volunteers.

San Domingo Park:

- Plans were e-mailed to committee members. Discussion ensued regarding the difficulties in attaching such large digital files to e-mails
- Roger Warner, Project Manager reviewed cost saving changes: "concrete" should read "asphalt" except along waterway; egress areas will have pavers embedded in concrete; number of benches was adjusted; removed & down-sized some of the signage; cost of sod changed to County's cost; reduced amount of decorative rock and saved additional expense by eliminating other minor decorative items. The solar control cannot be changed due to irrigation issues. The crossover at Calumet & San Domingo was eliminated.

- Roger Warner recommended that the committee move forward to send this project out to bid. Until bids are received, actual figures are unknown but the specs can be adjusted to fit the committee's project budget.
- Kendall Leach made a motion to proceed with the next step, to put the project out to bid. Motion seconded and passed unanimously.
- The MSBU will be responsible for the cost of maintenance of the San Domingo Park and will determine the level of service required.

Entrance Signs:

- Gregg O'Connor, Project Manager's maintenance specifications had been e-mailed to committee members.
- The request for bids will cover everything from mowing to electrical repair to treatment for fire ants; one of the most comprehensive and highest maintenance levels of service in the County
- Discussion regarding treatment for fire ants. Specs will require treatment twice a year with follow-up maintenance as needed.
- Mowing and clean-up will be scheduled weekly with irrigation management.
- Estimated contract will run \$40,000 - \$50,000 annually
- Alan Holbach will find out who will write the specs for one all-inclusive contract for maintenance mowing, landscape maintenance for entrance signs, maintenance of linear park, etc.
- Mr. Leach made a motion to approve the specifications provided by Gregg O'Connor and proceed with the request for bids for the maintenance of the entrance signs. Motion seconded and approved unanimously.

Medina Waterway Park:

- Roger Warner, Project Manager forwarded the scope of the project to Public Works who forwarded to committee members
- Maintenance for this park will be funded through the MSBU
- There will be a shell or sand path to the water, ADA and stormwater issues must be addressed
- Request for letters of interest with estimates can go to Purchasing within a week; should go out to bid within 2-3 weeks and contract could be in place within 90 days.

Mangrove Trimming:

- Andy Stevens, Environmental Manager is responsible for this portion of the park projects. Karen Price to call him again to let him know a contract needs to be in place before March 2012, so that work is not postponed for another year.

New Business:

- Kendall Leach had Truly Nolen treat the entrance signs for fire ants so that volunteers could decorate for the holidays. The \$225 invoice will be sent to Public Works for payment. Another treatment will be needed after the first of the year when the decorations are removed. Mr. Leach to contact Mr. O'Connor with second treatment date.
- Mr. Leach had the palm fronds picked up in the rights-of-way and asked that the committee approve additional clean-up work for \$30/pick up on an as-needed basis until a new contract is in place. Mr. Holbach stated that such an on-going agreement would have to go through the Purchasing Department. The County is maintaining the area until a new contract is in place
- Gregg O'Connor will prepare a purchase order to West County Mowing for the above work and should have it back to the committee by next week
- Gwen Ketner from the CCT addressed the committee to discuss the possibility of developing a Paws Park. She provided a basic outline of what the park would entail and a list of suggested park sites for development. This type of park is included in the Community Development Plan. She wants to determine the committee's level of interest since such a park was ranked 5th or 6th in a recent survey of residents prioritizing community development projects. Ms Ketner will contact Bob Hebert from the County to discuss possible grants to fund such a park. Some concern was expressed that there may be too many projects being developed at once. Ms Ketner will bring additional information back to the committee for consideration.
- An unnamed local resident has been maintaining the sign area at Appleton.
- Median mowing – from Access Road to 771; from Butterford to Robin Way; the committee wants the median mowed monthly on a consistent basis. Gregg O'Connor will add the monthly mowing to the specifications for the maintenance contract.
- Kendall Leach and Mick Slater met with Tom Brooks from the County's Facilities Department to inspect the electrical and lighting needs at the entrance signs. Mr. Brooks said Facilities will take care of the upgrades. Alan Holbach will coordinate with Facilities, get an estimate for the upgrades for presentation to the committee.
- Oversight of community projects was assigned to committee members: Entrance signs – Kendall Leach; San Domingo Park – Karen Price and Barbara Hundley; Linear Park & mangrove trimming – Alice Minich; Medina Waterway Park – Kendall Leach and Karen Price; Learning Garden – Carol McGuire.

Next meeting: Tuesday, February 7, 2012 @ San Casa facility at 9:30 a.m.

Meeting adjourned at 11:40 a.m.