

**MEETING MINUTES**  
**SOUTH GULF COVE BEAUTIFICATION ADVISORY BOARD**  
**December 17, 2015 – Regular Meeting**  
**2:00 PM – Building Construction Services Conference Room**

**Attendees:** Carol McGuire, Barbara Hundley, and Sandy Slater

**County:** Kelly Louttit, Mike Dallenbach, Matt Logan, Francine Lisby, and Tara Musselman

**Guests:** Sign-in sheet attached

The meeting was called to order 2:00 p.m. A roll call was taken that determined a quorum was present. Membership terms were reviewed.

**Changes to Agenda/Motion to Approve Changes:** Ms. McGuire motioned to remove the Roberts Rules of Order presentation from the agenda and table the item until next meeting; Ms. Hundley seconded and the motion passed unanimously.

The September 30, 2015 meetings minutes were unanimously approved as written.

**Ord. 2015-045 County Wide Standard for MSBUs and MSTUs:** Ms. Louttit reviewed changes in the 2015-045 Ordinance pertaining to MSBUs and MSTUs.

**Elect Chair and Vice Chair for 2016:** Ms. McGuire nominated Ms. Slater for Chair; seconded by Ms. Hundley and Ms. Slater accepted the position. Ms. Slater nominated Ms. Hundley for Vice Chair; seconded by Ms. McGuire and Ms. Hundley accepted the position.

**Roberts Rules of Order/Sunshine Law Presentation:** The item is tabled until the next meeting.

**Citizen Input for Agenda Items:**

- Mr. Dratch expressed his frustrations due to lack of movement and communication on projects within the South Gulf Cove Beautification MSBU.
- Mr. Hagen expressed his displeasure with the County on project movement and communication and discussed details of the mangrove trimming project.

**Unfinished Business:**

- **Landscaping Multi-Use Path & Bridge Approaches:** Ms. Musselman stated no easement can be obtained for the San Domingo Bridge landscaping and County staff recommends removal of the San Domingo Bridge from the contract. Ms. Slater advised she will contact the property owners for possible obtainment of the easements. Future options were discussed. Ms. Slater motioned to defer the San Domingo Boulevard Bridge landscaping at this time and table the item for future discussion to be addressed concurrently with another landscaping project; seconded by Ms. Hundley and the motion passed unanimously.
- **Linear Park**
  - Mangrove Alteration Permit: Mr. Logan stated the Department of Environmental Protection (DEP) has responded to the permit application with a Request for Additional Information (RAI). Mr. Logan suggested increasing the mangrove trimming to a five foot height to minimize the impact. Discussion continued regarding details of the project and the DEP's RAI. Mr. Logan stated Earth Balance would like to have the RAI response submitted by the first week of January 2016. Mr. Dratch discussed mangrove heights and fishing areas shown on the profile photo. Ms. Slater motioned to increase the request to cut mangroves from four feet to five feet; seconded by Ms. Hundley and the motion passed unanimously. Ms. Slater would like a copy of the RAI response when submitted to DEP. Mr. Logan will provide Ms. Nothdurft with the RAI details and updates on the mangrove trimming project. Timeframe, trimming percentages, and costs were discussed.
  - Cattails: Mr. Logan stated the cattails will be trimmed in conjunction with the mangrove project and a permit is not needed.
  - Flow Sensor: Ms. Louttit conveyed that the master valve has been installed on the irrigation system at Saint Paul Linear Park which will turn the system off when excessive flows are detected.
- **Learning Garden**
  - Bike Rack: Ms. McGuire motioned to purchase and install a bike rack at The Learning Garden not to exceed \$ 1000.00 dollars; Ms. Hundley seconded and the motion passed unanimously
  - Port-a-Potty: Ms. Louttit conveyed the port-a-potty does not provide benefit to real property and will not be installed.
  - Maintenance: Ms. Louttit conveyed the vendor has been placing check marks on the boxes on the monthly services checklist indicating the week that a given service was completed. Mr. Dallenbach advised the Advisory Board the current contractor will not be renewing the contract. The contract went out to bid and no bids were received.
  - **McAllister Park Property Exchange:** No response has been received regarding the property exchange.
  - **MSBU funding eligibility of Ballparks, Fishing Piers, and Kayak Launch:** Ms. Louttit conveyed these items will do not have equal benefit to real property but alternative funding methods will be investigated by the Summer of 2016.

- **SGC Landscape Maintenance Contract:** Ms. Louttit conveyed that the bid has been extended to December 30<sup>th</sup> and follow up calls are being made to potential contractors.

#### **New Business**

- **Financial Status and Future Project Plans:** Ms. Slater stated the light at Appleton and the caps on the exercise equipment have been repaired. Ms. Slater discussed carry overs, reduction of central and indirect charges, and options for San Domingo Park.
- **Financial History/ 12 month Actual FY2014/15.** Ms. Louttit provided the financial history for review and discussion.
- **Activity Report (9/1/15-9/30/15) & (10/1/15-11/30/15)** Ms. Louttit provided the activity report for review and discussion.
- **FY2016 Budget & Draft FY 2017 Budget:** Ms. Louttit provided the FY2016 and Draft FY 2017 budget for review and discussion. Ms. Lisby discussed contract services costs, tree replacement and pathway landscape and reviewed the accomplishment by activity report.

#### **Citizen Input on MSBU Related Items (3 Minute Limit)**

- None

#### **Advisory Committee Open Discussion**

- Ms. Slater questioned the future of the Advisory Board.
- Ms. Hundley would like an email if decisions are made to allow future projects.
- Ms. McGuire would like Advisory Board to be more involved in pathways since most of the projects the beautification set out to complete are not able to be performed.
- Ordinances were discussed regarding pathways.

#### **Items for next agenda:**

- Roberts Rules of Order presentation
- Specific guidelines on what projects the MSBU is allowed to do

The next meeting was scheduled for March 2, 2016 at 1:00 p.m. in the Building Construction Services Conference Room.

The meeting adjourned at 3:57 p.m.

Submitted by:

Kelly Louttit  
Public Works Department

