

**MINUTES
LONGBOAT KEY TOWN COMMISSION
REGULAR WORKSHOP MEETING
FEBRUARY 17, 2011 - 1:00 P.M.**

Present: Mayor George Spoll, Comms. David Brenner, Lynn Larson, Hal Lenobel, Robert Siekmann, Phillip Younger

Also Present: Town Manager Bruce St. Denis, Town Attorney David Persson, Town Clerk Trish Granger

Absent: Vice Mayor Jim Brown

CALL TO ORDER

Mayor Spoll called the meeting to order at 1:00 p.m.

PLEDGE OF ALLEGIANCE

Mayor Spoll requested and Commr. Larson led the Pledge of Allegiance. Mayor Spoll noted that Vice Mayor Brown would not be in attendance.

COMMITTEE REPORTS AND COMMUNICATIONS

1. Manatee County Special Liaison Report - No items were presented.

2. Sarasota County Special Liaison Report - No items were presented.

3. Other Reports

A. Sarasota County Economic Development Corporation Annual Report

This item was deferred to a future Workshop meeting.

B. B. Organizations

Commr. Brenner noted attendance at the Manatee County Tourist Development Council, advised that the Town does not currently have representation on the Council, and commented on the advertising done on behalf of the Town.

C. Organizations

Commr. Brenner noted attendance at the Economic Development Corporation meeting and reviewed items discussed.

D. Town Commission/Organizations

Mayor Spoll noted the attendance of Town Commissioners at the Florida Shore and Beach Preservation Association (FSBPA) National Conference on Beach Preservation Technology and noted presentations by Dr. Kevin Bodge.

Commr. Siekmann advised that the Islander Club groins were referenced favorably at the conference.

COMMITTEE REPORTS AND COMMUNICATIONS - Continued

3. Other Reports - Continued

D. Town Commission - Continued

Mayor Spoll commented on the groin structures used by the Town of Longboat Key, noted the presentations being accomplished by Town Manager Bruce St. Denis on the Town's beach projects, and advised that he was providing information relating to the referendum questions being raised by Town residents on the projects. Mayor Spoll noted Commr. Younger has attended several of the presentations and encouraged other Commissioner participation.

Commr. Younger noted the presentations were done very professionally and provide accurate information to the Town's residents and visitors.

Town Manager Bruce St. Denis advised that the local press was providing information on the scheduled sessions.

4. Employee Service Awards

A. John Fernandez, 15 Years of Service

Mayor Spoll and Planning, Zoning, and Building Department Director Monica Simpson presented Mr. Fernandez with his Employee Service Award for 15 years of service to the Town.

B. Jo Ann Mixon, 15 Years of Service

Mayor Spoll and Town Clerk Trish Granger presented Ms. Mixon with her Employee Service Award for 15 years of service to the Town.

5. Proclamation-Engineers Week, February 20-26, 2011

Mayor Spoll presented the Engineers Week Proclamation to Public Works Engineer Anne Ross.

PUBLIC TO BE HEARD

6. Opportunity for Public to Address Town Commission

A. Public Works

Mr. John Newman, Buttonwood Drive, commented on the drainage on Buttonwood Drive and showed photos of existing drainage issues. Mr. Newman noted he had made a report to the Public Works Department and areas that will be addressed by Public Works Department and requested that the Town Commission provide Staff direction.

Commr. Siekmann suggested, and there was consensus to direct staff to work with the residents on Buttonwood and to report back to the Town Commission on issues to be addressed.

CONSENT ITEM(S)

7. Proposed Resolution 2011-12, Authorization to Execute Renewal Agreement Between Florida Department of Transportation (FDOT) and Town for Rights-of-Way Mowing and Litter Collection on Gulf of Mexico Drive

The Agreement between the Town of Longboat Key and FDOT for enhanced right of way maintenance expires on May 31, 2011 but allows for an optional three-year renewal. Resolution 2011-12 provides for renewal of the maintenance agreement through May 31, 2014. Recommended Action: Approval of the Consent Agenda will forward Resolution 2011-12 to the March 7, 2011 Regular Meeting for formal action.

There was consensus to approve Consent Agenda Item 7 in accordance with Staff's report and recommendation.

DISCUSSION ITEMS

8. Discussion Regarding Reduction or Relocation of Florida Department of Transportation Signage along Gulf of Mexico Drive

The Planning & Zoning (P&Z) Board Subcommittee and representatives of the Florida Department of Transportation (FDOT) were tasked with review of the current sign inventory along Gulf of Mexico Drive. Their findings and recommendations regarding the number and frequency of signage will be presented for Town Commission consideration at the February 17, 2011 Regular Workshop Meeting. Representatives of FDOT will be seeking Commission direction prior to development of a comprehensive FDOT signage plan. Recommended Action: Pending discussion, provide direction to Manager.

Following comments by Town Manager Bruce St. Denis, Mayor Spill advised that Item 8 would be postponed pending arrival of FDOT representatives. (See item later this meeting.)

9. Request from Longboat Library Board to Address Town Commission

The Longboat Library Board has asked to address the Town Commission at the February 17, 2011 Regular Workshop Meeting regarding concerns and suggestions for the Library's maintenance and operational needs. Vice-Mayor Brown requested that the item be added to the February Workshop agenda for discussion. Recommended Action: Pending discussion, provide direction to Manager.

Ms. Eileen Hassel, representing the Longboat Key Library, commented on the services of the library to Town residents and requested consideration for support by the Town for yard maintenance, inclusion of the library on the Town's insurance policy, and outside maintenance and repairs. Ms. Hassel advised of revenue increases achieved through increased dues for membership, grants received, other fund raising events, and reduced janitorial services.

Upon inquiry, Town Attorney David Persson advised that the Town owns the building and property.

Discussions were held on the following topics/issues:

- insurance requirements in the lease agreement
- options to "piggy-back" on the Town's insurance coverage

9. Request from Longboat Library Board to Address Town Commission - Continued

- phone system options
- grounds maintenance
- consideration to incorporate the Library into the Sarasota County Library system.

There was consensus to have Town staff to research the options available relating to the Longboat Key Library requests.

8. Discussion Regarding Reduction or Relocation of FDOT Signage - Continued

Mayor Spoll advised that FDOT representatives had not arrived and the Commission would continue with the published agenda pending arrival. (See item later this meeting.)

10. Request from Sarasota Bay Watch to "Adopt" Sister Keys

The Town Commission received correspondence from Sarasota Bay Watch regarding a proposal to "adopt" Sister Keys for organized clean-ups and to partner with the Town for enhancements to Sister Keys. Mayor Spoll requested that this item be placed on the February 17, 2011 Regular Workshop Meeting for consideration. Recommended Action: Pending discussion, provide direction to Manager.

Following comments by Town Manager Bruce St. Denis, Mr. Rusty Chinnis, President of Sarasota Bay Watch, gave a slide presentation on Sister Keys reflecting past and present conditions on the island.

There was consensus for Staff to work with Sarasota Bay Watch relating to the "Adopt an Island" program.

8. Discussion Regarding Reduction or Relocation of FDOT Signage - Continued

The Planning & Zoning (P&Z) Board Subcommittee and representatives of the Florida Department of Transportation (FDOT) were tasked with review of the current sign inventory along Gulf of Mexico Drive. Their findings and recommendations regarding the number and frequency of signage will be presented for Town Commission consideration at the February 17, 2011 Regular Workshop Meeting. Representatives of FDOT will be seeking Commission direction prior to development of a comprehensive FDOT signage plan. Recommended Action: Pending discussion, provide direction to Manager.

Following comments by Mayor Spoll, Planning, Zoning, and Building Department Director Monica Simpson provided background information on the Subcommittee meetings relating to the removal or relocation of signage on Gulf of Mexico Drive (GMD) and introduced FDOT Representative Keith Slater, P.E.

Mr. Slater presented an overview of the recommendations from FDOT and advised on seven "hot spots" on Longboat Key and options for signage in those locations.

Discussions were held with Ms. Simpson and Mr. Slater on the following topics/issues:

- proposed signs required
- anticipated Manual of Uniform Traffic Control Devices (MUTCD) update

8. Discussion Regarding Reduction or Relocation of FDOT Signage - Continued

- number of signs on other barrier islands
- retaining signs along the Longboat Key Golf Course on Gulf of Mexico Drive
- utilization of audible markings along the bicycle lane
- required minimum size for a bicycle lane (four feet in State of Florida for repaving projects and five feet for new construction)
- lack of an educational program for bicycle riders
- characterization of Gulf of Mexico Drive as a rural roadway
- standards for marking bicycle lanes
- location of the seven "hot spots" on Longboat Key
- utilization of ½ mile versus one mile interval for placement of signs.

The following individuals commented on the removal of signage on Gulf of Mexico Drive. Discussions were held throughout speaker presentations:

- Ms. Arlene Skversky, Gulf of Mexico Drive
- Mr. Paul Skversky, Gulf of Mexico Drive
- Mr. Joe Mochio, Ketch Lane, Town Representative on the Sarasota County Bicycle-Pedestrian-Trail Committee
- Mr. Larry Grossman, St. Judes Drive North
- Ms. Christine Prokosch, 1st Avenue East, Bradenton
- Mr. Steve Bayard, Mariners Way, Cortez
- Mr. Ed Levins, Osprey Avenue, Sarasota
- Mr. Paul Tobio, Dolphin Street, Sarasota

Mr. Slater commented on the utilization of different types of signs to create awareness of bicycle riders and traffic requirements and advised he could not install a sign not included in the MUTCD adopted by the State and noted that additional signs would result if the Town elected to add signs not in the MUTCD. Upon inquiry, Mr. Slater noted the type of paint markings to be utilized on the pavement and the reflectivity of the paint.

Mr. Rusty Chinnis, Longboat Drive East, commented on the correct utilization of the bicycle lane.

Mr. Walter Hackett, Buttonwood Drive, inquired and Mr. Slater noted his recommendation for the placement of signs.

Mr. Tom Aposporos, President of the Longboat Key, Lido Key, and St. Armands Key (LLSA) Chamber of Commerce, advised that the LLSA Chamber would prepare a pamphlet relating to roadway and bicycle laws.

Mayor Spoll read an excerpt from the MUTCD relating to the placement of signs and the effect of having too frequent signs.

Subsequent to individual comments, Ms. Simpson advised that today's consideration was focused on the bicycle signage only.

8. Discussion Regarding Reduction or Relocation of FDOT Signage - Continued

There was majority consensus to support the recommendation of the FDOT for placement of signs every one mile with placement of additional signs at the identified seven "hot spots."

RECESS: 2:50 p.m. - 3:00 p.m.

Note: Town Attorney David Persson left the meeting at 2:50 p.m. and Assistant Town Attorney Kelly Martinson arrived at 2:50 p.m.

11. Nuisance Wildlife / Animal Control Issues

At the January 20, 2011 Regular Workshop Meeting Town staff and the Chief of Manatee County Animal Services Division addressed the Commission regarding methods used by local island municipalities to address nuisance wildlife / animal control issues. The Commission forwarded this item to the February 17, 2011 Regular Workshop Meeting for further consideration. Recommended Action: Pending discussion, provide direction to Manager.

Following comments by Town Manager Bruce St. Denis, Public Works Director Juan Florensa reviewed conversations with representatives of the Florida Fish and Wildlife Conservation Commission (FWC) and noted that the FWC does not handle the trapping of wildlife and would refer callers to local wildlife trappers and offered suggestions to prevent nuisance issues.

Commr. Brenner commented on the local issues and suggested that Staff follow up with the FWC to see if they have any options for communities.

Commr. Larson noted the issues faced by residents and Mr. Florensa advised that FWC has indicated that native wildlife would be difficult to eradicate completely.

There was majority consensus to direct Staff to follow up with FWC on programs initiated by other communities

12. Proposed Ordinance 2011-11, Application for Change of Street Name

An application has been submitted by Collier-Walker Real Estate Holdings, Ltd., seeking a street name change from Triton Avenue to Triton Bend. The Town Attorney has drafted proposed Ordinance 2011-11 for Commission consideration at the February 17, 2011 Regular Workshop Meeting. Recommended Action: Pending discussion, provide direction to Manager.

Following comments by Town Manager Bruce St. Denis on the application, Mr. Calvin Boehm, Neptune Avenue, commented on the proposed street name change.

Public Works Director Juan Florensa advised that Staff could add a sign at the East end of Triton Bend and Neptune Avenue.

Mr. Walter Hackett, representing Collier-Walker Holdings, noted the existing signage on Triton Avenue and Neptune Avenue.

12. Proposed Ordinance 2011-11, Application for Change of Street Name - Continued

There was consensus to forward to Ordinance 2011-11 to the March 7, 2011, Regular Meeting for first reading.

13. Town Commission Discussion of Organizational Review Subcommittee Policy Recommendations

At the January 20, 2011 Regular Workshop Meeting the Town Commission reviewed the final report submitted by the Organizational Review Subcommittee. Discussion of the report's policy recommendations and questions were forwarded to the February 17, 2011 Regular Workshop Meeting for Commission consideration. Recommended Action: Pending discussion, provide direction to Manager.

Town Manager Bruce St. Denis commented on the following items outlined in the Organizational Review Subcommittee Recommendations, with discussions held throughout the presentation:

Create Finance Committee (or expand the role of the Investment Committee).

There was consensus to create a Finance Committee.

Raise the legal level of budgeting control from line item to Department or fund level.

There was consensus to postpone consideration to refer issue of budgeting control levels for line items to a future Charter Review Committee for a possible Charter Amendment.

Raise the Town Manager's transfer authority to \$20,000 with periodic reporting to the Commission.

There was consensus to postpone consideration to refer issue of budgeting control levels for line items to a future Charter Review Committee for a possible Charter Amendment.

Credit card acceptance and automatic debiting for utilities as already occurs for Tennis and P&Z charges.

Following discussions on options to establish a small percentage to provide for the convenience of accepting credit card payments, there was consensus to develop parameters for acceptance of credit cards for utility bills.

Sponsor employee events to include return of the annual Employee Appreciation dinner and reinstate the Volunteer luncheon.

There was consensus to make a final determination of reinstating the programs during Budget review.

Consideration to retain or delete the requirement for a Quarterly Report and to provide full Planning and Zoning (P&Z) Board packets.

There was consensus to delete the requirement for full agenda packets for the P&Z Board and to provide agendas only and to retain and determine the level of detail to be included in the Quarterly Department Reports.

13. Town Commission Discussion of Organizational Review Subcommittee Policy Recommendations - Continued

Commr. Brenner requested that Town Manager Bruce St. Denis keep the Commission apprised of the issues that are being handled relating to the recommendations outlined in the Organizational Review report.

14. Discussion Regarding Building Plan Review and Inspections Services – Proposed Fee Development Methodology

At the October 4, 2010 Special Workshop Meeting the Town Commission was presented findings and recommendations of Willdan Financial Services based on their report *User Fee Study – Building Permit Fees and Fire Inspection Fees*. Staff has taken into consideration the comments, concerns, and recommendations of the Commission and contractors to develop a proposed fee schedule. Recommended Action: Pending discussion, provide direction to Manager.

Planning, Zoning, and Building Department Director Monica Simpson presented an overview of the Building Division User Fee Study. Discussions were held on the following topics/issues:

- options to impose an application fee for collection at the time of submission of plans
- determination of a differential fee / application or deposit fee
- preference of contractors to utilize an application fee process
- determination of total cost of contract price (construction costs)
- process for re-evaluation of permit fee
- proposed implementation time table.

Following individual comments, there was a consensus to have Staff proceed and provide an update on March 24, 2011, Regular Workshop Meeting with October 2, 2011, as the implementation target date.

15. Discussion Regarding Economic Development on Longboat Key

At the February 7, 2011 Regular Meeting Mayor Spoll noted discussion held on January 19, 2011 at the Sarasota County Economic Development Summit II. The Mayor requested an agenda item be placed on the February 17, 2011 Regular Workshop Meeting regarding Economic Development on Longboat Key. Recommended Action: Pending discussion, provide direction to Manager.

Mayor Spoll noted the preference to call the process "Economic Revitalization" in lieu of Economic Development. Discussions were held on the following topics/issues:

- encouragement of redevelopment through a central point of contact
- process evaluations/mix of Government and private sector
- types of businesses to try to attract to Longboat Key.

Commr. Elect Jack Duncan requested clarification suggesting that an objective be created to develop a strategy for redevelopment.

15. Discussion Regarding Economic Development on Longboat Key - Continued

Discussions were held on the line between recruiting developers/development and governance requirements.

There was consensus to place the issue on a future agenda for additional discussion.

TOWN COMMISSION COMMENTS

A. Finance Department

Commr. Siekmann noted the retirement of Purchasing Manager Gerry Wilson and commended him for his service.

B. Public Works Department

Commr. Siekmann commented on repairs to be done on the bench placed in recognition of Dutch Arends.

C. Town of Longboat Key

Commr. Siekmann commented on discussions held relating to Longboat Key and suggested that the Town consider ways to promote Longboat Key to visitors on the neighboring barrier islands.

D. Planning, Zoning, and Building Department

Commr. Siekmann noted discussion on bicycle safety and educational opportunities through establishment of a committee to provide continued safety throughout the Town.

E. Committees/Organizations

Commr. Brenner noted a Trolley Committee meeting and reviewed the issues discussed and suggested that correct information be provided to local newspapers on the issue of Trolley service.

F. Legislation

Commr. Larson noted that she will be following up with the Senate Committee relating to Pension Benefits for Police and Firefighters and meetings scheduled by the Florida League of Cities in Tallahassee on the proposed legislation.

Commr. Siekmann noted that Commr. Larson would be representing Longboat Key and that he would be representing the Manasota League of Cities. (See item later this meeting.)

G. Public Works

Mayor Spoll noted his preference to proceed with Bayfront Park/Albritton Property Development in the upcoming year.

Commr. Younger requested and there was consensus for Staff to provide an update at the March Regular Workshop.

TOWN COMMISSION COMMENTS - Continued

F. Legislation - Continued

Commr. Siekmann suggested that representatives from the Public Interest Committee (PIC) Pension group be advised of the meetings in Tallahassee relating to pension reform.

TOWN ATTORNEY COMMENTS - No items were presented.

TOWN MANAGER COMMENTS

A. Town Commission

Town Manager Bruce St. Denis commented on the updates by Town Staff and requested determination of Commissioners attendance at the Citizens Academy of Government in lieu of adding presentations to future agendas.

B. Fire Department

Town Manager Bruce St. Denis noted an emergency response by the Fire Department and advised that the individual doing life support was trained by the Fire Department and was the father of one of the responders.

C. Town Commission

Mayor Spoll noted that the Pension consultants could not attend the proposed Pension Workshop on February 22, 2011, and suggested that the meeting be postponed following the Impasse hearing on March 2, 2011.

There was consensus to cancel the February 22, 2011, Special Workshops and to continue with the Special Meeting on March 7, 2011, at 1 p.m., unless determined otherwise on March 2, 2011.

PRESS TO BE HEARD - No items were presented.

ADJOURNMENT

Mayor Spoll adjourned the February 17, 2011, Regular Workshop Meeting at 4:41 p.m.

/s/ Trish Granger
Trish Granger, Town Clerk

/s/ James L. Brown
James L. Brown, Mayor

Minutes Approved: 04/04/2011