

**MINUTES
LONGBOAT KEY TOWN COMMISSION
REGULAR WORKSHOP MEETING
FEBRUARY 16, 2012 - 2:00 P.M.**

Present: Mayor Jim Brown, Vice Mayor David Brenner, Commrs. Jack Duncan, Lynn Larson, Hal Lenobel, Phillip Younger, Pat Zunz

Also: Town Manager Dave Bullock, Town Attorney David Persson,
Present: Town Clerk Trish Granger

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Brown called the meeting to order at 2:00 p.m. and Commr. Zunz led the Pledge of Allegiance.

Mayor Brown noted the absence of Commr. Younger.

COMMITTEE REPORTS AND COMMUNICATIONS

1. Manatee County Special Liaison Report

A. Town Commission

Commr. Zunz noted the Joint Meeting held with Manatee County Commission on February 14, 2012, to discuss the Inlet Management Plan (IPM) for Longboat Pass and the timeframe for consideration of approval of an IPM. Individual comments followed.

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

3. Other Reports

A. Organizations

Vice Mayor Brenner noted attendance at the Manatee County Tourist Development Council and reviewed items discussed.

B. Organizations

Vice Mayor Brenner noted attendance at the Sarasota County Economic Development Council and reviewed items discussed.

C. Organizations

Vice Mayor Brenner noted a recent retreat hosted by the Longboat Key Center for the Arts (a division of the Ringling College of Art and Design).

D. Governmental Agencies

Mayor Brown noted that Commr. Duncan, Town Manager Dave Bullock, and he attended the Barrier Island Elected Officials (BIEO) meeting held on February 15, 2012, and reviewed the issues discussed relating to the Inlet Management Plan, mullet disposal, beach patrols, and the single family home rental issues.

PUBLIC TO BE HEARD

4. Opportunity for Public to Address Town Commission - No items were presented.

At each meeting the Town Commission sets aside a time for the public to address issues that are not on the agenda.

DISCUSSION ITEMS FOR CONSIDERATION OF THE TOWN COMMISSION

5. Town Manager Evaluation

A provision of the Town Manager's contract calls for an evaluation by the Town Commission following 90 days employment. Evaluation forms were provided to the Town Commission for completion, followed by review and discussion at the February 16, 2012 Regular Workshop Meeting. Recommended Action: Pending discussion, provide direction to Manager.

Mayor Brown opined that a 90-day period was not sufficient for an in-depth evaluation and opened the floor to discussion.

Individual comments followed from the Commission on the issues included on the evaluations submitted.

Commr. Larson requested that Town Attorney David Persson review the employment contract with respect to Town Charter requirements to ensure there are no conflicts. No objections were stated.

Additional comments followed.

6. Discussion Regarding Process for Review and Amendments to the Town's Zoning Code and Comprehensive Plan

At the January 19, 2012 Regular Workshop Meeting the Commission, Town Manager, and Town Attorney discussed options to begin the process of reviewing the Town's Zoning Code and Comprehensive Plan. This item was forwarded for additional discussion to the February 16, 2012 Regular Workshop Meeting. Recommended Action: Pending discussion, provide direction to Manager.

Town Manager Dave Bullock noted previous discussions regarding the process for review of the Town's Zoning Code and Comprehensive Plan. Discussions were held with Town Manager Bullock and Town Attorney David Persson on the following topics/issues:

- utilization of the Urban Land Institute (ULI) and anticipated costs
- options to minimize the costs for the selected consulting firm
- agreement on the Scope of Work to be addressed
- options to utilize Universities/New College and their graduate programs
- assessment to determine the type of agency (private versus public) to utilize
- consideration for Town Manager to provide a draft Scope of Work for Commission discussion.

Mr. George Spoll, Harbourside Drive, commented on the work performed for the Revitalization Task Force and the involvement of University students.

6. Discussion Regarding Process for Review and Amendments to the Town's Zoning Code and Comprehensive Plan - Continued

Mr. Jeremy Whatmough, Gulf of Mexico Drive, commented on the proposed consideration of amendments to the Zoning Code and Comprehensive Plan by the Planning and Zoning (P&Z) Board.

Town Manager Bullock suggested that a draft Scope of Work be submitted to the P&Z Board for review and comment. Mayor Brown noted the previous discussions relating to the review of issues by the P&Z Board.

Subsequent to comments on review of Comprehensive Plan Amendments by the P&Z Board, there was majority consensus to have the Town Manager proceed with a draft Scope of Work for Commission consideration.

Individual comments followed on the intent to improve the quality of life and the framework to move forward.

Town Manager Bullock advised that he will transmit the information to the Commission as it is developed.

7. Public Works Utility Department Presentation

Information on the water and wastewater utility systems will be presented to provide the Town Commission with a better understanding of system configuration, capital improvement projects, daily activities, and challenges. Recommended Action: None, informational only.

Public Works Director Juan Florensa commented on the services of the Town's Departments and their support of the Town Commission's goals and objectives for the Town.

Public Works Engineer Anne Ross gave a PowerPoint presentation of the Town's water and wastewater systems. Discussions were held with Ms. Ross, Mr. Florensa, and Finance Director Tom Kelley on the following topics/issues:

- wastewater line across Bay/Town's responsibility for entire line up to master meter at the Manatee County Wastewater Disposal Plant
- system utilization - Manatee County versus City of Sarasota
- existing Capital Improvements Plan (CIP) - five and ten year
Commr. Duncan requested a copy of the ten year CIP.
- ability for bonding and existing reserves
- option to advance infrastructure improvements
- status of bonding program and process for expediting improvements
- amount of Reserves/bonding and debt amount approved by referendum for system improvements
- consideration on increasing incremental improvements
- visual representation of improvements completed and future items scheduled
- determination of areas and timeframe for scheduling improvements

7. Public Works Utility Department Presentation - Continued

- location of water connection from the City of Sarasota
- depth and length of wastewater disposal line across the Bay
- methods for replacement of wastewater line/permitting requirements
- location of Manatee County disposal site.

TOWN COMMISSION COMMENTS

A. Police Department

Commr. Duncan inquired and Town Manager Dave Bullock commented on the status of the installation of license plate recognition cameras on each end of the Island and the restrictions on placement on the existing Florida Department of Transportation and Florida Power and Light poles.

B. Franchises

Commr. Zunz noted a meeting with Florida Power and Light Company relating to frequent power outages on the North end of the Island.

TOWN ATTORNEY COMMENTS

A. Litigation

Town Attorney David Persson commented on the status of the Writ of Certiorari relating to the Islandside appeal.

TOWN MANAGER COMMENTS

A. Town Commission

Town Manager Dave Bullock noted the absence of Commr. Younger due to illness.

B. Public Works

Town Manager Dave Bullock provided an update on the status of the Request For Proposal (RFP) for the Coastal Engineering Services, advised of the members of the Evaluation Committee (Interview and Proposal Review Panel) and their recent meeting, noted the top three ranked firms of Olsen Associates, Tetra Tech-Coastal Tech Joint Venture, and Coastal Planning and Engineering (CP&E). Town Manager Bullock advised that work scopes and contracts would be drafted for the three firms.

Following discussion on the intent to engage the top three ranked firms, the option to further negotiate portions of the Scope of Work by work assignments, and utilization of CP&E, there was majority consensus to authorize the contracts with the three firms noted.

C. Town Boards and Committees

Town Manager Dave Bullock advised that the posting of Planning and Zoning Board agenda documents were now being included on the Town's website.

TOWN MANAGER COMMENTS - Continued

D. Budgets

Town Manager Dave Bullock advised that the Town's budget documents are posted on the Town's website and noted that educational opportunities would be scheduled on the use of the program.

E. Planning, Zoning, and Building Department

Town Manager Dave Bullock commented on the status of hiring a Planning, Zoning, and Building Department Director.

F. Public Works

Town Manager Dave Bullock provided an update on the Telecommunications Study noting that TE Connectivity would begin testing this date, advised that future public meetings would be scheduled to present the results, and reviewed the scope of the services they will provide.

PRESS TO BE HEARD

A. Public Records

Longboat Key News Editor Steve Reid requested information on web access to past documents from Commission meetings and the intent to place Planning and Zoning Board meeting documents on the Town's website.

ADJOURNMENT

Mayor Brown adjourned the February 16, 2012, Regular Workshop Meeting at 3:35 p.m.

Trish Granger

Trish Granger, Town Clerk

James L. Brown

James L. Brown, Mayor

Minutes Approved: 04-02-2012