

**MINUTES  
LONGBOAT KEY TOWN COMMISSION  
REGULAR MEETING  
NOVEMBER 4, 2019**

**Present:** Mayor George Spoll, Vice Mayor Ed Zunz, Commissioners Randy Clair, Jack Daly, Mike Haycock, Irwin Pastor, Ken Schneier

**Also Present:** Town Manager Tom Harmer, Town Attorney Maggie Mooney, Town Clerk Trish Shinkle

**Call to Order/Pledge of Allegiance**

**Mayor Spoll called the November 4, 2019, Regular Meeting to order in the Town Commission Chamber, Town Hall, 501 Bay Isles Road, Longboat Key, Florida, at 1:00 p.m. Commissioner Clair led the Pledge of Allegiance.**

Mayor Spoll noted the Town's Civility Policy and read the Pledge of Public Conduct.

**Public to be Heard**

*1. Opportunity for Public to Address Town Commission*

*A. Fire Department/Town Attorney*

Mr. Andrew Litvin, Gulf of Mexico Drive, commented on lack of fireboard in his condominium and noted he sent correspondence to the Town Attorney and requested a response.

*B. Public Works*

The following individuals commented on traffic, parking, speeding, and police enforcement issues in the Village area:

- Ms. Patricia Lopez, Broadway Street
- Ms. Carla Rowan, Broadway Street
- Mr. Robert Lopez, Broadway Street
- Ms. Becky Parrish, Hughes Street
- Mr. Gene Jaleski, Cedar Street

**Approval of Minutes**

2. October 1, 2019 Regular Meeting and October 15, 2019 Regular Workshop Meeting Minutes

**There was consensus to approve the Minutes as submitted.**

**Committee Reports**

*3. Manatee County Special Liaison Report*

No items were presented.

*4. Sarasota County Special Liaison Report*

No items were presented.

*5. Other Reports*

No items were presented.

**Consent Agenda**

The purpose of the Consent Agenda is to expedite those items on an agenda that appear to be of a routine nature. Any item on the Consent Agenda can be removed from the

### **Consent Agenda - Continued**

Consent Agenda and placed on the Regular Agenda by any member of the Town Commission without having to make a motion, receive a second, or submit to a vote; otherwise, all items on the Consent Agenda are voted upon in their totality by one action (motion, second and vote) and are not subject to discussion. A vote in the affirmative on the Consent Agenda is a vote of confirmation to the action noted in each item.

#### **6. Ordinance 2019-14, Establishing the Dates for the Town's 2020 General Municipal Elections and Early Voting Schedule**

The Town's Charter establishes the date for the Town's Preliminary Election as the last Tuesday in January and the General Election as the third Tuesday in March, or, when practicable, in conjunction with any County administered election held in March by the coordinating County, either Sarasota or Manatee County. The Sarasota and Manatee County Supervisor of Elections offices have established the Town's General Election schedule. Ordinance 2019-14 provides for the Town's Municipal Election date, early voting, ballot presentation, and advertising authorization. Recommended Action: Pending first reading and discussion, forward Ordinance 2019-14 to the December 2, 2019, Regular Meeting for *second* reading, public hearing, and adoption.

#### **7. Public Forum Permits (PFP) Fee Waiver Request**

The Town Commission adopted Ordinance 2017-01 amending Chapter 92 that, among other changes, institutes a \$100 application fee for special event public forum permits, and includes a provision that the Commission may waive all or part of this fee and all or part of the expenses for departmental assistance for communitywide events. These requests are placed on the Consent Agenda as a routine matter that can be discussed if desired. (PFP fee waiver requests from Longboat Key Chamber of Commerce for a tree lighting ceremony on Town property in the Town Center.) Recommended Action: Waive \$100 PFP Fees for noted event.

**Commissioner Haycock moved to approve Consent Agenda Items 6 and 7, confirming the recommended action outlined in Staff's report. The motion, seconded by Commissioner Pastor, carried by a 7-0 roll call vote, as follows: Haycock, aye; Pastor, aye; Zunz, aye; Spoll, aye; Daly, aye; Schneier, aye; Clair, aye.**

### **Ordinances – First Reading**

#### **8. Ordinance 2019-13, Providing for Referendum for Issuance of General Obligation Bonds for Comprehensive Beach Management Plan Maintenance Projects**

At their October 1, 2019, Regular Meeting the Town Commission unanimously approved an update to the Town's Comprehensive Beach Management Plan. Funding scenarios and mill rate impacts were provided to the Commission at the October 15, 2019, Regular Workshop Meeting. The Town Commission will consider Ordinance 2019-13, which provides for beach district referenda to authorize the issuance of bonds and/or notes, with the Gulfside District paying 80% and the Bay Side District paying 20% of the sum of the mill rates maturing not more than eight years from issuance. Recommended Action: Confirm not to exceed amount and forward to December 2, 2019, for second reading and public hearing.

Town Manager Tom Harmer and Finance Director Sue Smith gave a PowerPoint presentation on Ordinance 2019-13. Public Works Director Isaac Brownman commented on the erosion depicted in the photograph presented (sea wall area). Discussions were held with Ms. Smith, Town Manager Harmer, and Bond Attorney Chris Roe on the following topics/issues:

*8. Ordinance 2019-13, Providing for Referendum for Issuance of General Obligation Bonds for Comprehensive Beach Management Plan Maintenance Projects - Continued*

- increase in borrowing due to delay in grant refunding
- reimbursement schedule for grants
- applying grant funds to offset borrowing
- overall costs/capital outlay/sources for repayment
- payback period/costs savings
- restriction on wording for ballot question
- Section 4(D) - inclusion of name versus title
- language missing in Exhibit B.

Mr. Gene Jaleski, Cedar Street, commented on beach renourishment options.

Town Clerk Trish Shinkle placed Ordinance 2019-13 on record by title only.

**Commissioner Schneier moved to pass Ordinance 2019-13 on first reading, to forward the Ordinance to the December 2, 2019, Regular Meeting for second reading and public hearing, and to authorize execution of correspondence to Manatee County seeking monetary support of the project. The motion, seconded by Commissioner Haycock, carried by a 7-0 roll call vote, as follows: Schneier, aye; Haycock, aye; Clair, aye; Pastor, aye; Zunz, aye; Spoll, aye; Daly, aye.**

Town Manager Harmer inquired and discussion ensued on including additional details in the letter requesting funding support.

**There was consensus to reword and authorize the execution of the revised correspondence relating to funding.**

Town Manager Harmer noted options for requesting funding.

**RECESS:** 2:21 p.m. - 2:30 p.m.

*9. Ordinance 2019-15, General Employees' Pension Amendment*

The Town of Longboat Key General Employees' Retirement System (the "Plan") was frozen on September 30, 2013. Employees who were members of the Plan on September 30, 2013, but not participating in the Deferred Retirement Option Program ("DROP") on that date were no longer eligible to participate in the DROP. Due to a recent request of an employee to participate in the DROP and to avoid future uncertainty about the eligibility of General Employees to participate in the DROP, the Town Commission will consider Ordinance 2019-15, which clarifies the Plan Ordinance in Section 34.72 (D), corrects a scrivener's error in 34.72 (F), and repeals the DROP provision Section 34.95. Recommended Action: Forward to December 2, 2019, for second reading and public hearing.

Town Clerk Trish Shinkle placed Ordinance 2019-15 on record by title only.

**Commissioner Daly moved to pass Ordinance 2019-15 and to forward to the December 2, 2019, Regular Meeting for second reading and public hearing. The motion was seconded by Commissioner Schneier.**

Town Manager Tom Harmer provided an overview of Ordinance 2019-15. Discussions were held on the following topics/issues:

9. *Ordinance 2019-15, General Employees' Pension Amendment - Continued*

- Town Attorney's opinion on correspondence received from a Town employee
- status of employee's request.

Consolidated Retirement System Board of Trustees (CRSBOT) Chair Steve Branham noted the request by the employee, noted consideration and requested a legal opinion from the CRSBOT's attorney, and noted the action taken by the Board of Trustees.

Discussion ensued on action required from the Town Commission.

Town Attorney Maggie Mooney opined that eligibility requirements were not met by the employee and noted the proposed amendments to the Town Code are to provide clarity for the future. Discussions were held on the following topics/issues:

- vested rights
- deadline for filing/qualifying for the DROP
- response to employee's written correspondence
- intent to clarify Town Code.

**The motion carried by a 7-0 roll call vote, as follows: Daly, aye; Schneier, aye; Pastor, aye; Haycock, aye; Clair, aye; Spoll, aye; Zunz, aye.**

10a. *Ordinance 2019-11, Amending the Comprehensive Plan Future Land Use Map, 524 Bay Road*

At their October 15, 2019, Regular Meeting, the Planning & Zoning (P&Z) Board recommended approval by a 3-2 vote and forwarded the Ordinance to the Town Commission November 4, 2019, Regular Meeting for first reading and public hearing. This results from a request of Grant's Gardens to change the designation of the subject site from CL-Limited Commercial to CG-General Commercial on the Future Land Use Map. Recommended Action: Pending public hearing and discussion, provide direction to Manager.

Town Clerk Trish Shinkle placed Ordinance 2019-11 on record by title only and administered the oath to all presenting testimony.

**Mayor Spoll opened the public hearing.**

Following comments by Town Manager Tom Harmer, Planning, Zoning, and Building Department Planner Tate Taylor, duly sworn, gave a PowerPoint presentation on Ordinance 2019-11. Discussions were held on the existing conditions on the subject site.

**Vice Mayor Zunz moved to defer the petition back to the Planning and Zoning Board for consideration by the full Board (seven members in attendance). The motion was seconded by Commissioner Pastor.**

Upon inquiry, Town Clerk Shinkle stated the motion for the record.

Discussion ensued on the following topics/issues:

- quorum requirements for P&Z Board
- minutes of the P&Z Board
- votes made by the P&Z Board.

Mr. Phill Younger, Bayou Sound, duly sworn, commented on the vote of the P&Z Board and a five person quorum.

*10a. Ordinance 2019-11, Amending the Comprehensive Plan Future Land Use Map, 524 Bay Road - Continued*

Following comments by Town Attorney Maggie Mooney on accepting public comment and the Commission's options for consideration of the petitions, Mr. Don Neu and Ms. Bernadette Fisher, Agents for Grant's Gardens, duly sworn, gave a PowerPoint presentation on the Comprehensive Plan Amendment and proposed rezoning. Discussion ensued on the following topics/issues:

- use of the property across street from current site (mechanical repairs)
- owner of 525 Gulf Bay Road property
- permitted uses for CL versus CG districts and C-1 versus C-2 zone districts
- existing non-permitted use in district/code violation
- property use abutting the site and across the street from the site (utility site)
- current activities being conducted not permitted in C-2 zone district
- intent to bring property into compliance.

Mr. Glenn Souza, Gulf Bay Road, commented on his service with Grant's Gardens (formerly Young's Landscaping), changes that evolved over the years on the property, and current activities performed on the property. Discussions were held on the following topics/issues:

- impact of amending the Comprehensive Plan
- allowable special exception uses in Districts C-1 and C-2
- permitted uses in Districts C-1 and C-2 with Site Plan approval.

**The motion to defer Ordinance 2019-11 back to the Planning and Zoning Board failed by a 2-5 vote, as follows: Zunz, aye; Pastor, aye; Clair, no; Schneier, no; Haycock, no; Spoll, no.**

**Mayor Spoll closed the public hearing.**

**Commissioner Daly moved to pass Ordinance 2019-11 and to forward to the December 2, 2019, Regular Meeting for second reading and public hearing. The motion, seconded by Schneier, carried by a 6-1 roll call vote, as follows: Daly, aye; Schneier, aye; Pastor, aye; Zunz, no; Clair, aye; Haycock, aye; Spoll, aye.**

*10b. Quasi-Judicial Ordinance 2019-12, Amending the Zoning Map to Rezone 524 Bay Road*

Town Attorney Maggie Mooney reviewed and inquired as to ex parte communication and conflicts of interest. Commissioner Haycock noted that Grant's Gardens had provided services to him and confirmed it would not interfere with consideration of the petition. No other disclosures were noted by individual Commissioners. Upon inquiry, Commissioners Daly, Haycock, and Schneier, and Vice Mayor Zunz confirmed they had visited the site and could render fair and impartial decisions based on the evidence to be presented on the petition.

**RECESS:** 4:05 p.m. - 4:14 p.m.

*10b. Quasi-Judicial Ordinance 2019-12, Amending the Zoning Map to Rezone 524 Bay Road - Continued*

At their October 15, 2019, Regular Meeting, the Planning & Zoning Board the motion to approve failed by 2-3 vote and forwarded the Ordinance to the Town Commission's November 4, 2019, Regular Meeting for first reading, public hearing as a quasi-judicial item.

**10b. *Quasi-Judicial Ordinance 2019-12, Amending the Zoning Map to Rezone 524 Bay Road - Continued***

This results from a request of Grant's Gardens to change the Zoning designation of the subject site from Limited Commercial, C-1 to General Commercial, C-2. Recommended Action: Pending public hearing and discussion, provide direction to Manager.

Mayor Spoll provided an overview of the procedures and time limits for a quasi-judicial item.

Town Clerk Trish Shinkle placed Ordinance 2019-12 on record for the quasi-judicial public hearing by title only.

**Mayor Spoll opened the public hearing.**

Following comments by Town Manager Tom Harmer, Planning, Zoning, and Building Department Planner Tate Taylor reaffirmed his testimony on Ordinance 2019-11 from the previous public hearing for Ordinance 2019-12.

Mr. Don Neu, Agent for Grant's Garden, duly sworn, reaffirmed his testimony and presentation for Ordinance 2019-12 from the previous public hearing on Ordinance 2019-11. Upon inquiry, Mr. Neu confirmed reaffirmation of the testimony of Mr. Glenn Souza and Ms. Bernadette Fisher from the previous public hearing.

**As no others wished to speak, Mayor Spoll closed the public hearing.**

**Commissioner Pastor moved to pass Ordinance 2019-12 on first reading and to forward to the December 2, 2019, Regular Meeting for second reading and public hearing. The motion was seconded by Commissioner Daly.**

Upon inquiry, Town Attorney Mooney advised that the Ordinance under consideration was for approval of the request for a change in the Zoning Designation.

**The motion carried by a 7-0 roll call vote, as follows: Pastor, aye; Daly, aye; Zunz, aye; Schneier, aye; Clair, aye; Spoll, aye; Haycock, aye.**

**Ordinances – Second Reading and Public Hearing**

**11. *Ordinance 2019-08, Amending Chapter 158, Zoning Code***

At their September 17, 2019, Regular Meeting, the Planning & Zoning (P&Z) Board held discussion and public hearing on Ordinance 2019-08, amending Chapter 158, Zoning Code, to provide updates for certain Sections of the Code. These are the second phase of amendments to the updated Zoning Code adopted at the April 1, 2019, Regular Meeting. Ordinance 2019-08 includes revisions for: Zoning Determination Letters, Commercial Revitalization-Administrative Waivers for Parking, and correction of scrivener's errors. Ordinance 2019-08 is placed on the November 4, 2019 Regular Meeting for second reading public hearing and adoption. Recommended Action: Adopt Ordinance 2019-08.

Town Clerk Trish Shinkle placed Ordinance 2019-08 on record for second reading and public hearing by title only.

**Commissioner Schneier moved to adopt Ordinance 2019-08. The motion was seconded by Commissioner Haycock.**

**Mayor Spoll opened the public hearing.**

Following comments by Town Manager Tom Harmer, Planning, Zoning, and Building Department Planner Maika Arnold gave a PowerPoint presentation on Ordinance 2019-08.

*11. Ordinance 2019-08, Amending Chapter 158, Zoning Code*

Discussions were held with Ms. Arnold, Town Attorney Maggie Mooney, and Planning, Zoning, and Building Department Director Allen Parsons on the following topics/issues:

- lack of an appeal for issuance of building permits
- option to develop a process to appeal Building Official's determination
- options to provide notice to neighboring properties prior to issuance of building permit
- lack of appeal process for neighbors when error is discovered (height, setback)
- zoning review in conjunction during the permitting process
- provision to obtain Zoning Code interpretation/clarification.
- provisions for contractors to correct errors/oversight during review process
- statutory requirements/timeframe for processing building permits
- responsibility of Planning staff to identify site/code restrictions for land development
- establishing process for notice on the issuance of a Determination Letter
- process available to Town versus private property owners for remedy of code issues.

**As no one wished to speak, Mayor Spoll closed the public hearing.**

**The motion to adopt Ordinance 2019-08 carried by a 7-0 roll call vote, as follows: Schneier, aye; Haycock, aye; Daly, aye; Spoll, aye; Zunz, aye; Pastor, aye; Clair, aye.**

*12. Ordinance 2019-10, Amending Chapter 158, Personal Wireless Service Facilities*

At their September 17, 2019, Regular Meeting, the Planning & Zoning (P&Z) Board held discussion and public hearing on Ordinance 2019-10, amending Chapter 158, Zoning Code, and forwarded to the Town Commission's October 1, 2019, Regular Meeting with a recommendation for approval, with amendments, by a 6-1 vote. Ordinance 2019-10 amends Section 158.113, Personal Wireless Service Facilities, Section 158.114, Personal Wireless Service Facility Development Standards, Section 158.116, Administrative Exemptions-Essential Services, and Section 158.144, Definitions. Ordinance 2019-10 is placed on the November 4, 2019 Regular Meeting for second reading public hearing and adoption. Recommended Action: Adopt Ordinance 2019-10.

Town Clerk Trish Shinkle placed Ordinance 2019-10 on record for second reading and public hearing by title only.

**Commissioner Pastor moved to adopt Ordinance 2019-10. The motion was seconded by Commissioner Haycock.**

**Mayor Spoll opened the public hearing.**

Following comments by Town Manager Tom Harmer, Planning, Zoning, and Building Department Director Allen Parsons gave a PowerPoint presentation on Ordinance 2019-10. Discussions were held with Mr. Parsons and Public Works Project Manager James Linkogle on the following topics/issues:

- Graphic "F" reflecting an unacceptable type of pole
- anticipated size of ancillary equipment on private property
- information provided by A.T.&T. and Waterleaf on the size of free standing facilities.

**Mayor Spoll closed the public hearing.**

**The motion carried by a 7-0 roll call vote, as follows: Pastor, aye; Haycock, aye; Clair, aye; Daly, aye; Spoll, aye; Zunz, aye; Schneier, aye.**

## **New Business**

### *13. 2020 Town Commission Meeting Schedule*

Each year the Town Commission adopts a meeting schedule to establish dates for Regular Meetings, Regular Workshop Meetings, the annual Sarasota County School Board Convocation of Governments, the annual Statutory Meeting, Goals & Objectives Workshop, Special Workshop Meetings and Special Meetings for Millage and Budget adoption, Special Joint Meeting with Manatee County, Special Joint Meeting with Sarasota County, and Special Joint Meeting with the City of Sarasota. A proposed 2020 Town Commission Meeting Schedule is presented for Commission consideration and formal action. Recommended Action: Adopt the 2020 Town Commission Meeting Schedule.

Town Manager Tom Harmer and Assistant to Town Manager Susan Phillips reviewed the 2020 Town Commission Meeting Schedule, noting consideration of holidays and travel preferences in development of the calendar.

**Vice Mayor Zunz moved to adopt the 2020 Town Commission Meeting Schedule. The motion, seconded by Commissioner Schneier, carried by a 7-0 roll call vote, as follows: Zunz, aye; Schneier, aye; Haycock, aye; Daly, aye; Spoll, aye; Clair, aye; Pastor, aye.**

### *14. Town Attorney Annual Evaluation*

A provision of the Town Attorney's contract calls for an annual review and job performance evaluation by the Town Commission. This item is placed on the November 4, 2019 Regular Meeting to Town Attorney. Recommended Action: Provide direction to Town Attorney.

Town Attorney Maggie Mooney thanked the Commission for their comments/feedback and confidence expressed on her evaluation.

### *15. Town Manager Annual Evaluation*

A provision of the Town Manager's employment agreement calls for a review and job performance evaluation by the Town Commission at least once annually. This item is placed on the November 4, 2019 Regular Meeting for Commission consideration. Recommended Action: Provide direction to Town Manager.

Following comments by Town Manager Tom Harmer, Mayor Spoll inquired and Town Manager Harmer noted contract provisions and discussions held last year relating to compensation. Discussions were held on the process utilized in the public sector for awarding compensation.

**Following comments, Vice Mayor Zunz moved to authorize a three percent salary increase for the Town Manager. The motion, seconded by Commissioner Haycock, carried by a 7-0 roll call vote, as follows: Zunz, aye; Haycock, aye; Daly, aye; Schneier, aye; Clair, aye; Pastor, aye; Spoll, aye.**

## **Town Commission Comments**

See item later this meeting.

## **Town Attorney Comments**

### *A. Town Commission*

Town Attorney Maggie Mooney confirmed receipt of correspondence from Mr. Andrew Litvin (see Item 1A earlier this meeting) and advised that she does not respond to unsolicited correspondence and works with Town Manager Tom Harmer to determine when responses



**Town Attorney Comments**

*A. Town Commission*

are warranted and will continue to maintain that policy unless otherwise directed by the Town Commission.

**Town Manager Comments**

*A. Town Commission*

Town Manager Tom Harmer reported on the following items:

- Citizen Academy scheduled to begin January 8, 2020, with graduation scheduled for March 2, 2020;
- scheduled meeting with Manatee County Administrator on November 8, 2019;
- staff is working with the Longboat Key Chamber on the tree lighting ceremony scheduled for November 30, 2019;
- status update on the installation of the Sarasota County library kiosk;
- updated statistics (speeding records) on traffic in the Village, purchase of speed limit sign, overnight parking, concerns raised by residents, and school bus stop at Broadway and Gulf of Mexico Drive
- scheduled work by the City of Sarasota for Australian pine removal creating some lane closures on John Ringling Causeway.

**Town Commission Comments - Continued**

*A. Police Department/Planning Zoning, and Building Department*

Vice Mayor Zunz commented on the proposed off-site parking (Saba property) for restaurants located in the Village, suggested consideration to review options for resident only parking, and commented on Code requirements for establishments to provide on-site parking for their customers.

Town Attorney Maggie Mooney noted that a petition has been filed relating to the Saba property and it will be considered by the Commission in a quasi-judicial hearing at a later date and cautioned about discussing at the current time.

Discussion ensued on the following topics/issues relating to the Village:

- speed bumps
- parking enforcement issues
- parking requirements
- speeding concerns.

**Adjournment**

**Mayor Spoll adjourned the November 4, 2019, Regular Meeting at 5:45 p.m.**

\_\_\_\_\_  
Trish Shinkle, Town Clerk

\_\_\_\_\_  
George L. Spoll, Mayor

Minutes Approved: \_\_\_\_\_

Note: Minutes in draft form and not official until approved by the Commission.

**MINUTES  
LONGBOAT KEY TOWN COMMISSION  
REGULAR WORKSHOP  
NOVEMBER 12, 2019**

**Present:** Mayor George Spoll, Vice Mayor Ed Zunz, Commissioners Randy Clair, Jack Daly, Mike Haycock, Irwin Pastor, Ken Schneier

**Also Present:** Town Manager Tom Harmer, Town Attorney Maggie Mooney, Town Clerk Trish Shinkle

**Call to Order/Pledge of Allegiance**

**Mayor Spoll called the November 12, 2019, Regular Workshop to order in the Town Commission Chamber, Town Hall, 501 Bay Isles Road, Longboat Key, Florida, at 1:00 p.m. Commissioner Pastor led the Pledge of Allegiance.**

Mayor Spoll noted the Town's Civility Policy and read the Pledge of Public Conduct.

**Public to be Heard**

1. *Opportunity for Public to Address Town Commission*

A. *Police Department/Public Works/Planning, Zoning & Building Department*

The following individuals commented on parking and speeding concerns in the Village and Broadway Street:

- Ms. Patricia Lopez, Broadway Street
- Ms. Peg Stanton, Longboat Drive South
- Mr. Robert Lopez, Broadway Street
- Ms. Carla Rowan, Broadway Street
- Ms. Becky Parrish, Hughes Street.

Discussions were held throughout speaker presentations on enforcement efforts, timing of parking/speeding issues, options to install speed humps/bumps, discussions with restaurant owners, and the process to amend the Town Code (ordinance adoption).

**Committee Reports**

2. *Manatee County Special Liaison Report*

No items were presented.

3. *Sarasota County Special Liaison Report*

No items were presented.

4. *Other Reports*

No items were presented.

**Discussion Items**

5. *Update on Town Commission Strategic Planning Process and Top Priorities*

During the Town Commission's April 26, 2019, "Strategic Planning Retreat", the Town Manager discussed the development of a Strategic Planning Process to be used each year to review the Town's Vision, Mission, Goals, and Priorities. At the Retreat the Commission reaffirmed the existing Vision and Mission Statement, reviewed 38 of the Town's active initiatives, and prioritized the top 7. Staff will present an update on both the strategic planning process and the top 7 priorities. The top 7 priorities include:

1. Undergrounding
2. Outdoor Venue
3. Barrier Island Traffic Study (BITS)

*5. Update on Town Commission Strategic Planning Process and Top Priorities - Continued*

4. Beach Management Plan
5. North End Groins Project
6. Beaches Financial Model
7. Sea Level Rise- Phase 2

Recommended Action: None, informational only.

Town Manager Tom Harmer gave a PowerPoint presentation and updated the Commission on the Town's Strategic Plan. Discussions were held with Town Manager Harmer and Public Works Director Isaac Brownman on the following topics/issues:

- inclusion of issues in the Village
- time frame for water mains in Country Club Shores/public information
- Town Manager's monthly report (website posting)
- repairs made in County Club Shores
- inclusion of ACE (Arts, Cultural, and Educational) and a Recreational Center at site of outdoor venue
- BITS recommendations to Metropolitan Planning Organization
- discussions held with Manatee County's Administrator
- Special Meeting scheduled for November 20, 2019, at 11:45 a.m. relating to geographical location of the Bayside District.

(Town Attorney Mooney arrived at 1:45 p.m. due to bridge closure delay.)

Dr. Jim Whitman, Norton Street, commented on the Beach Management Plan.

Upon inquiry, Mr. Brownman and Public Works Project Manager James Linkogle commented on the type of sand/grain sizes used for beach renourishments. Discussion ensued on the utilization of mined sand. Mr. Whitman clarified his opinion on the type of sand to be used.

Discussions were held on the following topics/issues:

- shells collecting on the beach
- downdrift pattern relating to shell pockets/options for removal
- option for private removal of shells from beach.

Mr. Brownman and Support Services Director Carolyn Brown provided an update on the Outdoor Venue and upcoming tree lighting event and the "Savor the Sounds" events scheduled in 2020. Discussions was held on the condition of the parking lot and rest room facilities to be utilized.

Mr. Tom Freiwald, Spanish Drive North, commented on the Open Venue item.

Ms. Madelyn Spoll, Harbourside Drive, commented on the Open Venue item.

Discussions were held with Town Manager Harmer and Town Attorney Maggie Mooney the following topics/issues:

- Town Commission's support of the Outdoor Venue
- services the Town should provide
- infrastructure to be considered at current time
- public community events/impact of drawing off-island participants
- establishment of requirements/restrictions for use of site

*5. Update on Town Commission Strategic Planning Process and Top Priorities - Continued*

- use of property for commercial versus not-for-profit entities
- utilization of the Public Forum Permit process for review of activities planned.

**RECESS:** 3:05 p.m. - 3:15 p.m.

Discussions continued on the following topics/issues:

- facilities/equipment/resources for the property
- plan to work with Chamber of Commerce for five events
- management of Chamber productions/professionalism
- current Code requirements for use of public property
- success of event to reflect upon Town/staff's involvement in planning process
- funding for future events
- creating versus attending a venue event
- utilization of site for other activities in addition to chamber
- budgetary considerations/costs for staging.

*6. Utilities Undergrounding Update*

At each Regular Workshop Meeting the Town Manager and staff provide an update on various components of the Utility Undergrounding Project. Recommended Action: None, informational only.

Following comments by Town Manager Tom Harmer, Public Works Project Manager James Linkogle, Public Works Director Isaac Brownman, and Mr. Mark Porter, CDM Smith, Inc. gave a PowerPoint presentation on the Undergrounding Project. Discussion ensued on the following topics/issues:

- Waterleaf role/services
- P3 vendor
- project scope (phases).

*5. Update on Town Commission Strategic Planning Process and Top Priorities - Continued*

Mayor Spoll commented on Item 5 and there was consensus for Town Staff to use discretion and available funds to achieve the goals expressed.

**Town Commission Comments**

No items were presented.

**Town Attorney Comments**

No items were presented.

**Town Manager Comments**

No items were presented.

**Adjournment**

**Mayor Spoll adjourned the November 12, 2019, Regular Workshop at 4:07 p.m.**

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Trish Shinkle, Town Clerk

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George L. Spoll, Mayor

Minutes Approved: \_\_\_\_\_

Note: Minutes in draft form and not official until approved by the Commission.

**End of Agenda Item**