

**MINUTES  
GROVE CITY STREET & DRAINAGE  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, FEBRUARY 3, 2021**

**9:30 am - 11:36am  
West County Annex, Room 120  
6868 San Casa Drive, Room 120, Englewood, Florida**

**Members Present:** Jack Donovan, Chair  
Jerry Deems  
Jay Bender

**Members Absent** Rose Gladfelter, sent apologies

**County Staff:** Kimberly Kelley, Community Liaison  
Chuck Peters, Project Manager

**Guests:** None

**Call to Order / Roll Call:**

The meeting was called to order at 9:30 a.m. A roll call was taken, and a quorum was present.

**Review Sunshine Law, Public Records Law, and Roberts Rules of Order:**

The Advisory Board watched the Sunshine Law and Roberts Rules of Order video provided by the Charlotte County Attorney's office.

**Election of Officers:**

The Advisory Board unanimously approved to defer to the next meeting.

**Changes to the Agenda / Motion to Approve Changes:**

None

**Citizen Input on Agenda Items Only (3 Minute Limit):**

- Mr. Dayton stated that he is in favor of a plaque in memory of Audrey Shinske to be installed at the Grove City Walking Park.
- Scott Melnar explained he uses the Grove City walking park every day, the recent storm caused a lot of debris and noted it was picked up efficiently.

**Approval of Minutes:**

The minutes from November 4, 2021, were approved as submitted.

**Unfinished Business:**

- a) Grove City Walking Park: Ms. Kelley provided information on renaming the park in memory of Audrey Shinske, Mr. Donovan noted just a plaque in her name would be sufficient as this walking park was her inspiration. Ms. Kelley reviewed pictures and video of her visit the day before the meeting. Mr. Bender stated he knocked on doors that surrounded the walking park, inquiring on the use and their general opinion, he questioned the irrigation and its functionality. Mr. Deems is not in favor of the 4 square games recommended by the landscape architect and the area that the beach daisies have been removed looks better. He also noted he has ground orchids that can be installed into the walking park. Mr. Donovan commented that the Advisory Board are not plant experts and need recommendations from County staff. Mr. Deems motioned to remove the silver saw palmetto shrubs around the circles and mulch in the specific locations pointed out with a cost not to exceed \$3000, seconded by Mr. Donovan and unanimously passed 3:0. Further Advisory Board discussion included less plants would be more eye appealing, noted plants encroaching the walkway and staging future plants away from the walkway was

recommended, adding colorful plants or shrubs such as crotons, including lava rock or something similar keeping the cost low, planting donkey ears, removing more landscaping, having grass fill areas in, mulch replacement, no beach daises, the plants around the gazebo and planting ground orchids around the circles where the palmettos are going to be removed. Mr. Peters explained that the trash is emptied by a volunteer business, the county landscape contractor could provide some input on plants, he will meet on site with the contractor and convey recommendations as well as the landscape architect. He will provide Ms. Kelley with the quote of removal of the palmettos and other pertinent information.

- b) Maintenance of Streets and Drainage: Ms. Kelley reviewed the Public Works work order system for drainage maintenance, noted the paving program for fiscal year 2026 and the millings that have been placed in specific locations recommended during the last meeting.
- c) Traffic Calming: Ms. Kelley conveyed that the Transportation Engineer is revising the traffic calming policy and all petitions and traffic calming requests are on hold until the revisions are approved by the Board of County Commissioners. She noted that Roosevelt Street is not being overlooked.

**New Business:**

- a) Financial Reports: The FY21 fourth quarter annual report, FY22 quarter one actual expenditure, Maintenance Activity and FY 22/23 Adopted Budget were provided for review.

**Citizen Input on MSBU Items (3 Minute Limit):**

- Scott Melnar commented on the rate increase and paving program, irrigation issues, noting some areas of the concrete path in the walking have raised up, letters on the walking park sign is missing, inquired if the gopher tortoises in the walking park are an issue and the retention pond that is fenced in has an alligator in it.

**Advisory Board Open Discussion:**

The Advisory Board discussed both parking areas for the Grove City Walking Park, noting it needs to be restriped and a sign indicating designated parking for the park. Mr. Bender recommended homeowners near the walking park coming together, form a community group for the park that can provide and report information to county staff of any concerns or maintenance issues.

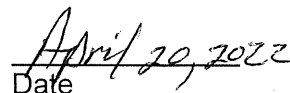
**Schedule Future Meetings as Needed / Items for Next Agenda:**

Future Meetings are scheduled at 9:30 a.m. as follows:

- April 20, 2022
- August 11, 2022
- November 3, 2022

Submitted by Kimberly Kelley  
Public Works Department

  
Chair Signature

  
Date



## AGENDA

### GROVE CITY STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

#### ADVISORY BOARD REGULAR MEETING THURSDAY, FEBRUARY 3, 2022

9:30 a.m., West County Annex  
6868 San Casa Drive, Englewood, FL

**ADVISORY BOARD:** Jerry Donovan, Chair  
Vacant, Vice Chair  
Jerry Deems  
Rose Gladfelter  
John Bender

**COUNTY STAFF:** Kimberly Kelley, Community Liaison

**PURPOSE:** Regular Meeting

1. Call to Order / Roll Call
2. Sunshine Law and Roberts Rules of Order
3. Election of Officers
4. Changes to the Agenda / Motion to Approve Changes
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: November 4, 2021
7. Unfinished Business
  - a. Grove City Walking Park / Audrey Shinske
  - b. Maintenance of Streets and Drainage
  - c. Traffic Calming
8. New Business
  - a. Financial Reports
9. Citizen Input on MSBU Items (3-Minute Limit)
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

**MINUTES  
GROVE CITY STREET & DRAINAGE  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, NOVEMBER 4, 2021**

9:45 am - 11:52 am  
9:30 a.m., West County Annex, Room 120  
6868 San Casa Drive, Room 120, Englewood, Florida

**Members Present:** Jack Donovan, Chair  
Jerry Deems  
Rose Gladfelter  
John Bender

**Members Absent:** None

**County Staff:** Kimberly Kelley, Community Liaison  
Chuck Peters, Project Manager

**Guests:** Jared Prentice, Landscape Architect for David M. Jones, Jr. & Associates

**Call to Order / Roll Call:**

The meeting was called to order at 9:45 a.m. A roll call was taken, and a quorum was present.

**Changes to the Agenda / Motion to Approve Changes:**

None

**Citizen Input on Agenda Items Only (3 Minute Limit):**

None

**Approval of Minutes:**

The minutes from June 23, 2021 were approved as submitted.

**Unfinished Business:**

- a) Grove City Walking Park: Ms. Kelley provided the landscape synthesis from Mr. Prentice. The synthesis recommended and identified vegetation removal in specific areas which included the beach sunflower and saw palmettos. There was discussion regarding the unsatisfactory plantings previously, the usage of the park and what is the current expectation. The consensus was to have Florida friendly native plants, aesthetically pleasing, irrigation properly working with zoned timings, possible hardscapes to eliminate clutter of plants and limited maintenance as well as cost efficiency. Mr. Deems motioned to have the beach daisies removed as soon as possible, seconded by Ms. Gladfelter and it was unanimously approved. Mr. Deems motioned to table any other discussions regarding the plan until the next meeting, seconded by Mr. Bender and unanimously approved. In the meantime, the architect will work on the recommendations and provide information as needed. Mr. Donovan mentioned renaming the park in memory of Ms. Shinske as this was her vision for a park in the right-of-way to beautify Grove City. Mr. Peters asked if it was okay to have the contractor remove beach daisies by December 31, the Advisory Board unanimously agreed that would be fine.
- b) Maintenance of Streets and Drainage: Ms. Kelley reviewed the Public Works work order system for drainage maintenance. Mr. Deems stated that millings will continuously be needed for Tenth Street and Oyster Creek Drive, and Wyoming Avenue and Waterside Drive.
- c) Traffic Calming: Ms. Kelley conveyed that Transportation Engineer is revising the traffic calming policy and all petitions and traffic calming requests will be considered when the revisions are approved by the Board of County Commissioners which he anticipates at the end of December.

# FINAL - Q4

CHARLOTTE COUNTY  
MSBU FINANCIAL  
FY 12 THRU  
FUND 13  
GROVE CITY ST/

Formerly Fund 142 (WF)

	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>
<b>BEGINNING BALANCE</b>	\$ 684,347.68	\$ 756,950.88	\$ 809,871.43	\$ 681,715.38
<b>REVENUES RECEIVED:</b>				
Assessments & Earnings <b>Assessments</b>	137,371.76	133,824.40	140,752.69	137,479.00
Assessments & Earnings <b>Interest</b>	3,493.13	3,594.52	4,064.96	5,307.00
Assessments & Earnings <b>Excess Fees /Misc.</b>	1,341.34	1,153.32	1,072.82	953.00
Assessments & Earnings <b>Net Inc(Decr) FMV/Invest.</b>	2,509.79	(3,297.51)	835.98	1,541.00
Loans & Borrowing <b>External Borrowing (FY24)</b>				
Assessments & Earnings <b>Less: Reserve - FS 129.01</b>				
<b>Total Revenue</b>	144,716.02	135,274.73	146,726.45	145,281.00
<b>TOTAL REVENUES &amp; BALANCES</b>	829,063.70	892,225.61	956,597.88	826,997.00
<b>EXPENDITURES:</b>				
ROW Maintenance <b>C/S - ROW Mowing</b>	7,502.10	6,000.00	6,000.00	6,000.00
Speciality Mowing <b>C/S - Speciality Mowing</b>	10,054.00	9,844.00	12,078.00	15,250.00
Contract Services <b>C/S - Landscaping (Walking Park)</b>		6,531.50	12,332.39	18,665.00
Contract Services <b>C/S - Street Sweeping</b>				
Contract Services <b>P/S - Engineering (Landscape Design)</b>		-		
Grove City Paving Program <b>C/S - Paving</b>	-			
Grove City Sidewalk <b>P/S - Sidewalks (Ave of America)</b>				
Grove City Sidewalk <b>C/S - Sidewalks (Ave of America)</b>				
Contract Services <b>C/S - Sod Installed</b>	1,918.00	868.00	2,146.00	6,956.00
Contract Services <b>R/M - Other</b>			156,354.48	
Contract Services <b>C/S - Other</b>				
Internal Charges <b>Central/Indirect Allocation</b>	6,851.00	2,044.00	1,782.00	1,782.00
Purchased Services <b>Per.Ser.-InterDept</b>				
Purchased Services <b>Advertising-Legal</b>				
Purchased Services <b>Fees-Landfill</b>	2.50	144.36	39.68	684.00
Public Works Services <b>Equipment Repl Chgs/PW</b>	5,301.22	5,781.55	10,449.22	8,817.00
Public Works Services <b>Maintenance Services</b>	36,657.79	46,268.07	68,348.49	71,970.00
Purchased Services <b>Utility Svc/Elec - Walking Park</b>	384.60	383.58	385.64	371.00
Purchased Services <b>Tax Collector-Collection Fee</b>	1,868.85	1,893.11	2,077.67	2,106.00
Public Works Services <b>Materials- Road &amp; Bridge</b>	643.62	2,297.45	2,664.64	6,629.00
Public Works Services <b>Sign Materials</b>	929.14	298.56	224.29	504.00
Debt Services <b>Principal Pymts</b>				
Debt Services <b>Interest Pymts</b>				
<b>Total Expenditures</b>	72,112.82	82,354.18	274,882.50	139,737.00
<b>ENDING FUND BALANCE</b>	\$ 756,950.88	\$ 809,871.43	\$ 681,715.38	\$ 687,259.00

Note (a): Twelve Month Actuals per Ledger Summary Report of 09/30/21  
Maintenance Mgmt System through 09/30/21

## Grove City Street and Drainage MSBU

Fund Financial Report

Oct. 1 - Dec. 31, 2021

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
<b>Beginning Balance</b>	\$533,816	\$ 450,789	\$ 367,411	\$ 367,411
<b>Revenues</b>				
Assessments & Earnings	137,526	556,465	354,861	556,465
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$137,526	\$556,465	\$354,861	\$556,465
<b>Expenditures</b>				
Contract Services	33,583	12,500	1,330	12,500
Pipe Lining	-	-	-	-
ROW Maintenance	8,534	9,603	262	9,603
ROW Reclamation	-	-	-	-
Speciality Mowing	35,824	38,480	-	38,480
Public Works Services	213,710	140,537	11,819	140,537
Internal Charges	4,320	11,145	11,145	11,145
Purchased Services	7,961	19,639	7,426	19,639
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
<b>Project Costs</b>	-	-	-	-
<b>Total Expenditures</b>	\$303,931	\$231,904	\$31,982	\$231,904
<b>Reserves (Ending Fund Balance)</b>	\$367,411	\$ 775,350	\$690,290	\$691,972
<i>Reserve %</i>	54.7%	77.0%	95.6%	74.9%

Date Prepared: 1/12/2022

## Explanation of Terms

### Revenue:

- **Net Inc(Decr) FMV/Invest.** – The Clerk of the Court’s Finance Dept invests the money that the MSBU’s have on hand. Every year the Clerk’s Finance is required to mark up or down to fair market value all investments the County has. This markup or markdown is what gets posted to this line item.
- **Excess Fees/Misc.** - Excess Fees returned from the tax collector and Miscellaneous Revenue from accident claims.
- **Less: Reserve – FS 129.01(2)(B)** – The receipts portion of the budget shall include 95 percent of all receipts reasonably to be anticipated from all sources.

### Expenditure:

- **Other Contractual Services** – This may include but is not limited to: Street Sweeping, Tree Removal, Tree Replacement, Installed Sod, Repairs (Irrigation, Sidewalk, Driveway, Asphalt, etc.), Pipe Lining, Traffic Control, Welding, POA Fees, Fabrication, Survey.
- **Central/Indirect Allocation** – Inter-department charges for services provided. This calculation is based on actual expenditure data from 2 years in arrears. Not to exceed 5% of the current fiscal year assessment revenue.
- **Equipment Repl Chgs/PW** – Costs that are incurred for the use of equipment on a particular job. For example: The use of a tractor or excavator on a job.
- **Tax Collector-Collection Fee** – Tax collector fees based on the collected assessment revenue.
- **Materials – Road & Bridge** – Costs of the materials used for a particular job.

### Reserves:

- **Reserve for Contingencies** – To maintain adequate levels of fund balance to mitigate current and future risks such as revenue shortfalls, unanticipated expenditures, and other unforeseen financial situations after exhausting all other funding options. Balance not less than 5% and not greater than 10% of the total budget.
- **Cash Carried Forward** – A reserve amount for the purpose of paying expenses from Oct. 1 of the ensuing fiscal year until the time when the revenues for that year are expected to be available. Balance not less than 5% and not greater than 10% of the total budget.
- **Future Capital Outlay** – Reserve amount accumulated for the purpose of funding capital projects must be spent on such project within six years from the date it was assessed or collected.



**Category Definitions - Quarterly Financial Reports**

<b>Revenues:</b>	<b>Includes:</b>
Assessments & Earnings	Assessment fees, Interest and Investment Earnings
Grant & Subsidy Revenue	Federal, State and Local Grants, Subsidies from other funding sources
Loans & Borrowing	Debt proceeds

<b>Expenditures:</b>	<b>Includes:</b>
Contract Services	<p>Installed Sod Repairs (Irrigation, Sidewalk, Driveway, Asphalt, etc.) Street Sweeping Survey Traffic Control Tree Removal / Replacement **excludes project costs and itemized contractual items listed below</p> <p>Different templates will show different itemized accounts Itemized Items - SD Template - Pipe Lining, ROW Maint, ROW Recl, Spec Mowing Itemized Items - WW template - Survey, Navigatoinal Trimming Itemized Items - Stormwater - Pipe Lining, Water Quality Itemized Items - Beaches - none, most expenses are project related</p>
Public Works Services	<p>Costs incurred by the MSBU Work Program and Project(s) for Labor, Tools/Equipment and Material usage</p> <p>Public Works Services periods covered: Q1 PE 12.31 = (2mo) October - November actuals Q2 PE 3.31 = (5mo cumulative) October - February actuals Q3 PE 6.30 = (8mo cumulative) October - May actuals Q4 PE 9.30 = (12mo cumulative) October - September actuals</p>
Internal Charges	Inter-department charges for services provided. This calculation is based on actual expenditure data from 2 years in arrears. Not to exceed 5% of the current fiscal year assessment revenue.
Purchased Services	<p>Legal Advertising (MSBU Notice Mailings) / Postage Aquatic Weed Charges Landfill Fees POA Fees Electricity &amp; Water Tax Collector Collection Fees</p>
Materials and Supplies	Operating Supplies (Example: Stakes for sea turtle nest / beach monitoring)
Capital Outlay	<p>Non project related capital costs (Example: Permanent radar signs) Right of Way Acquisition (Example: Easements)</p>
Debt Services	<p>Principal Loan Payments Interest Payments Cost of debt (arbitrage, closing costs, etc)</p>

<b>Project Costs</b>	<b>Includes:</b>
Project Costs	Construction (Dredging, Bridge Maintenance, Paving), Engineering and Design

<b>Reserves (Ending Fund Balance)</b>	<b>Includes:</b>
Reserves / Ending Fund Balance	Reserve for Contingencies, Cash Carried Forward, Future Capital Outlay (per reseve policy)