

**CITY OF ANNA MARIA  
CITY COMMISSION WORK SESSION  
THURSDAY, FEBRUARY 8, 2007  
7:00 P.M.**

**CALL TO ORDER**

Chair Quam called the Work Session to order at 7:15 p.m.

**PLEDGE TO THE FLAG**

**ROLL CALL:** Commissioner Duke Miller, Deputy Chair Christine Tollette, Chair John Quam, Commissioner Jo Ann Mattick, Commissioner Dale Woodland, and Mayor Fran Barford.

**Staff present:** Deputy City Clerk Diane Percycoe, City Attorney Jim Dye, Building Official Kevin Donohue, City Planner Alan Garrett, Public Works Director George McKay, and Minutes Clerk Stacey Johnston.

**Press present:** Sun, Islander.

Chair Quam welcomed County Commissioner Carol Whitmore who was visiting.

-- **City Hall Mold & Asbestos Update.**

Mayor Barford announced that along with the mold issue in the City Hall, it has been determined there is also an asbestos issue.

*Scott Russell*, Environmental Safety Consultants, said a special inspection was conducted to insure there were no asbestos-containing materials. In doing so, asbestos was found, an orange peel coating, on some of the drywall.

Mr. Russell said in working through the mediation contractor, additional testing would be conducted on Monday, February 13 to better determine where the asbestos is. An assumption had been made that the asbestos may be widespread in the areas of the mold mediation. However, Public Works Director McKay had been working with the mediation contractor who has now determined it may not be as widespread as originally indicated.

1. **Continued Discussion on Ordinance No. 06-662 – Proposed Amendments / Clarifications to Lot Split, Subdivision Requirements, and Minimum Frontage on Public Roads.**

Planner *Alan Garrett* explained that the proposed lot split ordinance language.

Planner Garrett stated that as currently written if a parcel of land were to be split into two parcels it would be defined as a Lot Split. If a parcel of land were to be split into three parcels, it would become a Sub-division Review.

The proposed Ordinance states that a parcel of land that would become two parcels would also become a Sub-division and would go through the Site-Development Review.

Planner Garrett further discussed the width and depth requirements, however, leaving in that the lot dimensions may be adjusted so long as they comply with the area and must have a 50-foot street frontage. He suggested that the proposed language stating "a single public road" be changed to read "a single public street" since a public street is defined and a public road is not.

He informed that in the proposed ordinance, in order to subdivide or re-subdivide land in the R-2 District, conformance with the R-1 District standards will be required. It would be allowed to have the 5,000 square-foot lot if currently platted, however, in order to re-plat it would require the 7,500 square-foot standard.

City Planner Garrett acknowledged he felt the proposed language resulted in a definite working Ordinance.

*Commissioner Woodland* suggested language be added to grandfather in existing legal private access easements, ingress and egress, as of the date the ordinance is implemented. Discussion relating to the easement allowing for single access to the Lockwood property followed.

*City Attorney Dye* clarified that grandfathering in legal private accesses and streets does no harm and would be a good idea.

In regard to the Lockwood property, City Attorney Dye said it was his understanding that Mr. Lockwood created an access easement on property he owned. He stated that legally homeowners couldn't give themselves an easement; therefore, if there were a valid legal access to the property the grandfathering would protect it. However, if it did not exist today, it would not be covered by a grandfathered clause.

*Planner Garrett* informed that approximately five to six parcels would be affected by the proposed Ordinance. He agreed that the grandfathering could be granted to those existing lots of record and further noted that those lots could also apply in the future for a variance dealing with a lot dimension requirement.

*Commissioner Tollette* asked for clarification relating to the Fiske property.

Planner Garrett responded noting it did not have road frontage. He advised that there is only one lot at that location according to the plat and would not be able to sell as lots without platting as a sub-division and extending South Bay into his property.

Planner Garrett explained that the road could be built as a private road at Mr. Fiske's expense; however, it could become a public road and would have to go through the sub-division regulations and appropriate access, along with meeting the current road standards. The City Commission would have the final say as to whether it could be built as a private or public road.

*Commissioner Miller* agreed with the grandfathering, however, suggested it become effective January 1, 2007.

*Commissioner Mattick* asked for clarification between a public and private street. She said she recently spoke with Engineer Tom Wilcox who had informed her that Villa Rosa was built in accordance with Manatee County standards; therefore, she is assuming all future streets would have to also be built to the County standards. She stated that the Homeowners Association would maintain the private street.

Commissioner Mattick asked if land were subdivided, could the owner put in and maintain a private street versus a public street. Planner Garrett said it could be, however, the City Commission would be the final authority of that decision.

*City Attorney Dye* addressed the future of private streets in the City. Noting that the proposed Ordinance requires that the lot frontages be on "public streets." The City maintains jurisdiction and control over all public streets, however, not on private streets. He suggested the Commission determine whether or not all future streets should be public streets.

City Attorney Dye stated the City has no current standards for construction of private streets. Planner Garrett said he did not feel that the requirements of public and private streets should differ in any way. Discussion followed relating to the maintenance requirements.

*Planner Garrett* addressed Commissioner Miller's question relating to the minimum access and right-of-way width standards. It was pointed out that all emergency vehicles and utility access would require no less than 20-feet.

*Commissioner Mattick* questioned access requirements relating to the property at Pine and N. Bay Blvd. Planner Garrett said he would need further research that issue in order to answer her question correctly.

*Commissioner Tollette* suggested that the definition of Legal Easement be included in the proposed Ordinance.

In answer to *Commissioner Miller's* questions, City Attorney addressed the issue of non-conformity if access is provided between two lots.

City Planner Garrett noted that the City defines the front as the access into the property. Clarification followed regarding setback requirements and where they are measured.

*Commissioner Mattick* said she looked at this issue, at the standpoint, as to what would happen to the existing properties if Anna Maria were to have a Category 4 or 5 hurricane. She felt most would not rebuild due to the high cost of taxes, insurance, and construction materials and would opt to sell their properties.

Commissioner Mattick suggested if the properties were sold the potential of the entire City being re-platted could exist. She pointed out that most persons with money would not want to build on a 50-foot or 75-foot wide lot. Therefore, she

felt the proposed Ordinance would play a crucial role in what the City of Anna Maria may look like in the future.

She stated that City Planner Garrett had suggested that two lots sizes be considered - 7,500 square-feet as proposed, and another allowing for 15,000 square-feet for waterfront lots. After considering that option and realizing that the entire City would be impacted, Commissioner Mattick suggested 15,000 square-feet be allowed along the outside peripheral all along N. Shore Drive.

Commissioner Mattick pointed out that this recommendation would not deprive property owners of their rights to build on their property because it would be reasonable use of the property. She stated it would also not result in houses with 10,890 square-foot footprints, as is currently proposed in the COD Ordinance, but a much more desirable size in relation to other houses in the City.

*Planner Garrett* responded and said the language could be included in the proposed Ordinance.

*Commissioner Miller called for a Point of Order stating the proposed Ordinance did not deal with lot sizes or the COD. He did not feel it could be discussed without the proper legal notice.*

Planner Garrett pointed out that Section 6 did refer to lot sizes. However, to add language to the proposed Ordinance would require a title change, language addition, and additional notices and two additional readings. He recommended drafting a separate ordinance to follow. Commissioner Mattick agreed.

## **PUBLIC COMMENT**

County Commissioner Carol Whitmore, Holmes Beach, stated her ex-husband lives at the corner of Pine and North Shore in Anna Maria. She asked that the property be included with the adjustments that would be made, noting her ex-husband was ill.

**ACTION:** It was the consensus of the Commission that Ordinance No. 06-662 would be considered for Second Reading at the February 22, 2007 meeting with the following changes:

- Grandfathering in legal access easements as of January 1, 2007.
- Change “road” throughout the proposed ordinance to read “street.”
- Adding the definition of a Legal Easement.

2. **First Reading Ordinance No. 07-677 – Extending Moratorium on the Subdivision of Property Seaward of the Coastal Construction Control Line.**  
*Chair Quam* stated that this Ordinance would not be considered at the Work Session due to two advertised notices required.

*Commissioner Woodland* asked what the purpose of extending the Moratorium would be. *City Attorney Dye* responded.

After discussion, it was the consensus of the Commission that:

**ACTION: A Special Commission Meeting will be held on Wednesday, February 28, 2007 at 4:00 p.m. to hear the Second Reading of Ordinance No. 07-677. The meeting will be held at the Baptist Church.**

3. **First Reading of Ordinance No. 07-676 – Waste Management Agreement.**  
The Deputy City Clerk read the Ordinance by title.

Deputy City Clerk Percycocoe said she had reviewed the Waste Management Agreement at the Mayor's request, and had been corresponding with Rose and Steve of Waste Management. The final draft is now being submitted for the Commission's review. She stated no comments had been received yet from City Attorney Dye.

Ms. Percycocoe addressed one additional concern relating to the agreement under Item No. 10. She and Public Works Director McKay are requesting that the Commission submit to Waste Management a request that any new cost items regarding City service will not be implemented until October 1, 2007, in order for the City to budget appropriately.

She said they are also requesting that Waste Management provide a Cost Analysis at a City Budget Workshop relative to the new cost to the City that is associated with the new franchise agreement.

**ACTION: It was the consensus of the Commission to proceed with the requests as stated by Deputy City Clerk Percycocoe.**

Deputy City Clerk Percycocoe informed that most changes involved clarification, editing, and grammatical changes. The services Anna Maria is currently receiving and costs that are not included in the proposed agreement has been attached as the last page of the proposed ordinance for the Commission's consideration. Ms. Percycocoe stated that both a spring and fall cleanup is being requested.

*David Smith*, Waste Management District Manager, addressed the Commission.

Mr. Smith said though Waste Management has not charged for the Beach Cans there is no provision in the present contract relating to Anna Maria getting the Beach Cans free of charge. He felt it was an oversight they had not charged for

them in the past. However, moving forward, the City would be charged for the cans, the same as in Holmes Beach.

Mr. Smith said he provided the spring clean up detail to Public Works Director McKay and has requested Mr. McKay inform him how many Beach Cans would be needed. He said they have looked at maintaining the 20% discount off the rate of the Roll-off Service and only charge for one commercial can plus the disposal of the others. The number of Beach Cans required would determine the final costs. The cost of each can is \$18.97 per month with dumping two times per week.

*Commissioner Miller* said a letter was sent to Waste Management from Mrs. Cropper, 108 Maple Ave. He stated that formally two residences existed at 108 Maple Ave.; however, Mrs. Cropper has filed as a Homestead with Manatee County and therefore can no longer rent it. Mrs. Cropper is still being billed for two garbage pickups and is requesting to only be billed for one. Commissioner Miller presented a copy of the County verification to Mr. Smith.

Mr. Smith said he did receive Mrs. Cropper's letter and since documentation has been received that there is only one resident at that location, Waste Management will make the adjustment to her account. Mr. Smith said he also received a letter from Commissioner Woodland.

Lengthy discussion followed between the Commission and Dave Smith and Steve Sellers of Waste Management relating to the request of the City handling the exemptions. Concern relating to Waste Management allowing for only ten exemptions was discussed and questioning whether Waste Management refers to the County records in order to update their records was also discussed.

The Commission agreed that if a resident in the R2 District took the initiative to make the necessary changes at the County Tax Appraiser's office relating to their property they could send that documented verification to Waste Management to make the necessary adjustments to their accounts. This would remove the requirement for the management of the situation having to be handled at the City level.

*Rose Quinn-Barr* representing Waste Management said she had misunderstood the Commissioner's request from the very beginning. She compared the request to those type requests they get when a handicapped individual provides a doctors note, Waste Management will pick up their trash at the door rather than the curb.

Ms. Quinn-Barr said she was unaware that a property could not be rented if filed as a Homestead. She said Waste Management would be more than happy to receive the requests from the residents and then charge for only one pickup.

**ACTION: Ordinance No. 07-676 will be considered for Second Reading at the February 22, 2007 Commission meeting.**

***It was the consensus of the Commission to consider Work Session Agenda Item # 7 at this time.***

**7. Discussion on Extending Trolley Route to Include North Bay Blvd and North Shore Drive (Mayor Barford).**

*Mayor Barford* reported that the County had conducted a study relating to the extension of the Trolley service both in Bradenton Beach and into the City of Anna Maria serving the north end of Anna Maria – section of Pine Avenue from North Shore Drive to the City Pier. She stated prior to any official changes, the request must be considered by the County Commission for final action.

Mayor Barford said the request is doable both schedule and dollar wise. However, as Mayor, she voiced the concern of the long-term effect of the Trolley traveling over the humpback bridge every twenty minutes.

Mayor Barford informed that the County is very willing in working with the City to provide service to both the elderly or physically challenged residents to the Trolley. Mayor Barford discussed alternatives.

*Commissioner Miller* shared Mayor Barford's concern relating to the bridge. Noting it does not meet State requirements, he stated that the City will face a "monster project" when the bridge has to be re-built.

*Chair Quam* also voiced his concern relating to the effect on the bridge, whether there would be riders, road wear and tear, benches would be required, and the possible need to cross the highway to get onto the Trolley. He also mentioned that, in the future, there might be requests for the Trolley to travel to other locations if this request was granted.

*Commissioner Woodland* said he did feel there was a need, however, the current route is not only main streets but also consist of a lot of commercial which N. Shore does not have. He felt though there may be a need, other alternatives may allow for that need and felt it would serve as a viable solution. Commissioner Woodland said he was concerned about the Trolley traveling on North Shore Drive due to hours of its operation, the size of the vehicle, and also its noise.

*Commissioner Tollette* said she has a concern about running the Trolley in the proposed location feeling it would cause a major hazard for the children, pedestrians, bike riders, and roller bladders. She said, especially in season, numerous people are walking the streets and there are no sidewalks in that area. In addition, there are no restroom or eating establishments at that location. She encouraged working on a solution other than the Trolley.

*Commissioner Miller* asked that the newspapers communicate to the citizens the various area transit alternatives.

Commissioner Miller further voiced concern about the Trolley being used often by the children. He did not feel dropping off a lot of children at Bean Pointe would be wise for the primary reason it has a history of drownings.

#### **PUBLIC COMMENT**

*Mark Alonso*, 406 N. Shore Dr., responded to the Commissioner's concerns. He stated 97% of those who ride the Trolley would not need restroom services at the N. Shore location. He said the Trolley has no curves to maneuver. In regard to the humpback bridge issue, Mr. Alonso suggested the Trolley turn around before approaching the bridge to avoid having to travel over it. He further felt N. Shore Dr. was just as important street as the others in Anna Maria.

*Randall Stover*, 815 N. Shore, questioned the need for three "free" trolleys.

Mr. Stover said as a result of the Comprehensive Plan meetings, it was pointed out to him that Anna Maria was a residential community versus a commercial community. He did not feel there was a need for a commercial Trolley to travel through a residential area.

*Tara O'Brien*, 520 Magnolia Ave., said many of the Trolley riders are the tourists. She voiced concern that the City may be portraying they do not want tourists here.

She pointed out that she formally lived in Minnesota, New York, and Boston and the City buses all traveled in residential areas.

Ms. O'Brien stated that children could also drown at Anna Maria's other beaches and not just Bean Point.

**ACTION:** It was the consensus of the Commission to no longer pursue this issue.

#### **4. Bayview Place –Drainage Improvement Discussion (Woodland/ Percycoe).**

*Deputy City Clerk Percycoe* read a memo relating to this item. She informed that on August 24, 2006, Engineer Tom Wilcox presented the Capital Improvements List for approval for the Line-of-Credit. Both Bayview Plant and Chilson Avenue Stormwater projects were on that list. However, both projects were deferred to Phase II because the City was unable to obtain easements.

Ms. Percycoe informed that the City is now able to obtain an easement for Bayview and is now requesting Commission approval of the project at a cost of \$30,000.

The funding options include: 1) Line-of-Credit – Stormwater Grant; 2) Lake LaVista Jetty Extension; and 3) General Contingency Fund.

Ms. Percycoe stated that she and Public Works Director McKay are recommending that funds be obtained from the following line items: General contingency Fund @ \$24,000 and Lake LaVista/Jetty Extension @ \$6,000.

*Public Works Director McKay* explained the purpose for the request at this time. He explained that the easement being obtained from Gerry Slavin is in its final stages and being reviewed by City Attorney Dye. He reported that Mr. Slavin is anxious in proceeding with the easement approval.

Commission discussion followed relating to the pros and cons of using either the Line-of-Credit, Lake LaVista Jetty Extension funds, or the use of the General Contingency Fund.

Deputy City Clerk Percycoe informed that if the funds were used from the Line of Credit, it could be taken out of the Manasota Basin Grant.

She further stated that a Reserve Fund was in the budget, which could be an additional option. However, that Reserve Fund is for the purpose of any emergencies and there may be a need to use those funds for the City Hall mold issue.

**ACTION:** It was the consensus of the Commission to approve proceeding with the Bayview Place – Drainage Improvements – with the funds being taken from:  
**General Contingency Fund @ \$24,000 and  
Lake LaVista/Jetty Extension @ \$ 6,000.**  
**This item will be officially considered at the February 22, 2007 meeting.**

**5. Operation of Golf Carts on Roadways (Woodland).**

*Commissioner Woodland* thanked Sgt. John Kenney and Mayor Barford for assisting in obtaining the information he would be presenting. He said he, Sgt. Kenney and Mayor Barford recently met with Chief Romine relating to this issue.

The following items were presented by Commissioner Woodland for the Commission's consideration:

- Chief Romine has stated there are pros and cons on both sides of the Golf Cart issue in the City of Holmes Beach.
- Chief Romine was opposed to the golf cart request when first presented in 2002 and is still opposed. However, he did acknowledge no problems have existed in Holmes Beach.
- Safety and traffic flow issues serve as concerns.
- Holmes Beach is looking at expanding the usage of golf carts on the roadways from Manatee Ave to the City limits on the south.
- Usage has grown steadily.
- There is a current issue with one of the manufactures in getting parts for one of Holmes Beach's electric vehicles.

**--MOTION: Noting it was 9:00 p.m., Chair Quam moved to extend the Work Session until completion of the Agenda. Commissioner Miller seconded the motion. Motion carried – All Aye.**

- For safety purposes, Chief Romine pointed out Anna Maria's speed limit is 25 mph or less throughout the City versus 35 to 50 mph in Holmes Beach.
- State Law prohibits golf carts from driving on sidewalks.

*Sgt. Kenney* informed that golf carts can be driving in bike lanes or on the roadside but State Law prohibits driving on sidewalks.

*Mayor Barford* said she had only heard of two Anna Maria residents who are interested in using the golf carts on the roadways. She asked *Sgt. Kenney* to discuss the slow-moving vehicles.

*Sgt. Kenney* informed that slow vehicles are allowed by Statute but are required to have headlights, windshield wipers, and seatbelts, along with a driver's license being required. Golf carts would circumvent the safety issues.

*Commissioner Miller* felt allowing golf carts without lights, etc. on the roadways in Anna Maria would be a mistake.

*Commissioner Mattick* felt if Anna Maria was a golfing community having the golf carts on the roadways might make sense. However, Anna Maria is not a golfing community and, therefore, she agreed with the safety concerns.

**ACTION: It was the consensus of the Commission to no longer pursue the issue of allowing Golf Carts on the Roadways in Anna Maria.**

**6. Discussion on Proposed Handicapped Parking on Gulf Blvd. (Woodland).**

*Commissioner Woodland* presented the handicap-parking request on Gulf Blvd., noting he felt very strongly about the issue.

*Commissioner Woodland* pointed out that Gulf Blvd. between Magnolia and Palm on the Gulf side is designated as a loading and unloading area only, with no parking allowed. He is proposing that handicap parking be allowed in addition to the loading and unloading at that location.

He stated he feels this is an ideal location for handicap parking because:

- The location is unique on the Gulf side of Anna Maria where persons can enjoy the beach, water, or sunset without even having to exit their vehicle.
- The ground is firm at that location for accessing the beach without being exposed to the traffic.

Commissioner Woodland stated that he brought this issue before a previous Commission. The idea was denied due to the Commission feeling the ground was not ADA compliant.

Commissioner Woodland said he would not object to only a portion of the area being designated as handicapped parking. He said since serving on the Parking Committee in 1999, he had made a point of conducting a survey during Easter, Memorial Day, July 4, and Labor Day between the hours of 12:00 noon and 2:00 p.m. and has never seen more than one vehicle loading or unloading at that location on Gulf Blvd.

*Mayor Barford* said she is also very passionate about this issue. She informed, however, that in discussing this issue with Sgt. Kenney, there was a safety issue at the Gulf location.

Mayor Barford stated there is currently two handicap parking spaces on Palm, and she would like to add a third space there. She felt this location served as a natural location, had good solid ground, and has great access to the Beach.

An additional location they would be looking at is improving the area at N. Bay and N. Shore that is currently handicap accessible and for adding two additional handicap parking spaces in those areas.

Mayor Barford said in talking with several of the challenged individuals in the community, they are very pleased with her proposal and are very appreciative.

*Sgt. Kenney* said, at the request of Mayor Barford, he looked at the proposed locations. He was in agreement with Mayor Barford's suggestions; however, took exception to Commissioner Woodland's comment relating to the usage of Gulf Drive during holidays. He felt if handicap parking were added to Gulf Blvd., there would no longer be access for loading or unloading at that location. He did not see any traffic safety issues with the locations suggested by Mayor Barford.

*Mayor Barford* said if the Commission were willing to pursue her suggested locations, she recommended the area be paced out.

*Commissioner Woodland* pointed out that for forty years the Gulf Drive area was open parking with no problems occurring. He said he was passionate that the handicap be able to view the Gulf without having to get out of the car. He did not feel adding additional spaces, as proposed by Mayor Barford, would satisfy the objectives he is looking at.

Sgt. Kenney informed that they do not ask individuals who are parked to move if they are setting in their vehicles.

*Chair Quam* said he was in favor of adding the handicap spaces, as proposed by Mayor Barford; however, the Commission should keep in mind that every Ordinance change costs the City \$250. The Commission could proceed with

changing the Ordinance for this issue only or also could wait until additional sections needed changed.

*Commissioner Tollette* requested that the Commissioner's be provided a street map whenever street issues are discussed.

### **PUBLIC COMMENT**

*John Basich*, 102 Willow, said as an 87-year old WWII Veteran he has been fighting for the handicap parking for the Senior Citizens for a number of years. He stated that parking was previously allowed at the Gulf Drive location until a complaint was received about a semi-truck parking there.

Mr. Basich gave the example of witnessing an elderly woman letting her husband with his wheel chair out at that location, and then driving to a parking space and having to walk to her husband.

He encouraged the Commission to approve adding handicap spaces on Gulf Drive. He further stated he would pay for any posts or signs that were required.

*Frank Almeda*, 415 Pine Ave., said he would like permission from the Mayor to place benches to help the handicap. He stated he, too, was handicapped, along with being a WWII Combat Veteran and would appreciate any assistance that could be provided.

*Mark Alonso*, 406 N. Shore Dr., said there was never any problem with the parking at that location and encouraged the Commission to approve adding handicap spaces on Gulf Drive.

*Margaret Jenkins*, Chilson Ave., informed that when she moved to Anna Maria in 1964 the Gulf area was open free parking with no problems occurring. She stated that along with the semi-truck previously mentioned, two individuals parked two campers end-to-end for several days from daylight until dawn at the Gulf Drive location and would block the view to the Gulf.

She informed that rather than dealing with the offenders, a fence was built causing the view to be blocked, thus creating the problem. She felt the parking should revert to how it was previously handled.

*Commissioner Mattick* asked if the fence was part of the problem. Commissioner Mattick was informed the fence did not interfere with the parking.

### **8. Update on City Pier (Tollette).**

*Commissioner Tollette* informed that a meeting was held with Mayor Barford, Public Works Director McKay, herself, and City Pier Manager Dave Sork.

In researching the City files regarding the City Pier, she informed there is very little information since the inception of the lease seven years ago.

Commissioner Tollette stated that they reviewed an August 20, 2003 letter written by City Attorney Dye regarding the lease agreement based on his review. The letter states that it is the Tenant's responsibility to make the Pier ADA compliant. She informed the Pier is in compliance with the restrooms, however, not with the parking. She stated Mr. Sork agreed to follow through with this request.

Also in Attorney Dye's letter, it states that the Tenant, at its sole cost and expense, maintain the entire property in good order and repair unless the Pier were destroyed or damaged due to a major catastrophe such as fire. She stated Mr. Sork also agreed with that issue.

Commissioner Tollette further informed that the following items with Mr. Sork and he was agreeable to:

- Rotting wood needs addressed, along with painting.
- Inspection of roof should be conducted, along with the need for a schedule of future roof inspections.
- Roof needs to be pressure washed along with the building, along with a schedule.
- A repainting schedule is needed so that once painted it is placed on a schedule and repainted accordingly.
- The dumpster needs to be made of a concrete block and not wood.
- The dumpster doors need to swing out onto a concrete pad and not over the gravel.

Commissioner Tollette says she further requests that:

- Public Works Director McKay supply the Commission with a written report rather than an oral report on a monthly basis as to the work on the Pier.
- Within the report, Commissioner Tollette request that recaps of documented conversations be included. Specific directions given should be documented, along with the time requirement for completion. Mr. Sork's reply to the City's requests should also be documented in the report.
- Photos of repairs should be obtained, both inside and outside.
- An annual or semi-annual meeting with Mario Schoenfelder be held and that he also receive copies of the City's monthly reports.
- Suggested a form be utilized for Public Works Director McKay's formal requests to Mr. Sork. Both Mr. McKay and Mr. Sork would be required to sign the form that would then become part of the City's official files. A copy of the form would be provided to the City Commission for their review.

*Mayor Barford* suggested they meet on a monthly basis until the proposed system was up and running. She further suggested that she also provide

correspondence on behalf of the City on the City's expectations. All correspondence would also be faxed to Mr. Schoenfelder for his records.

9. **Old/New Business Issues.**  
No Discussion.

**PUBLIC OR PRESS COMMENTS ON AGENDA ITEMS ONLY – None.**

**ADJOURNMENT**

**The meeting was adjourned at 9:37 p.m. on motion made by Commissioner Woodland and seconded by Commissioner Miller. All Ayes.**

**The next regular Commission Meeting will be held on Thursday, February 22, 2007 at the Holmes Beach Council Chambers.**

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**Alice Baird, CMC, City Clerk**