

Town of Indian Shores

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www.myindianshores.com



PUBLIC SERVICES COMMITTEE MEETING

AGENDA - NOVEMBER 15, 2011

Begins at 2:00 P.M.

- 1.0 Consideration of approving Committee Agenda for November 15, 2011.**
- 2.0 Consideration of approving Minutes of Committee meeting held on August 23, 2011.
(Ref.: Pgs. 1 – 3)**
- 3.0 Consideration of proposed “Purpose and Operations Policy for the Town’s Community Garden. (Ref.: Pgs. 4 – 8)**
- 4.0 Discussion relating to the Town’s various recreation programs.**
- 5.0 Consideration of e-mail received from Janet Golden expressing her concerns regarding the condition of the Town’s playground equipment. (Ref.: Pgs. 9 – 10)**

Marcia Grantham

MARCIA GRANTHAM, CMC

Town Clerk

Any person who decides to appeal any decision of the Town’s Public Services Committee with respect to any matter considered at any such meeting will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceeding is made, which record includes that testimony and evidence upon which the appeal is to be based.

James J. Lawrence
Mayor

Joan G. Herndon
Vice Mayor

Carole Irelan
Councilor

Steve Sutch
Councilor

William F. Smith
Councilor

E.D. Williams
Town Administrator
Chief of Police

Mary Karayianes
Director of Finance
and Personnel

Marcia Grantham
Town Clerk

James Yacavone
Town Attorney

Lawrence G. Nayman
Building Code
Administrator

Town of Indian Shores



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PUBLIC SERVICES COMMITTEE

MINUTES - AUGUST 23, 2011

INDIAN SHORES PUBLIC SERVICES COMMITTEE MEETING convened at 2:00 P.M. Those present were Vice Mayor Herndon, Chairman; Councilor Irelan and Janet McKee, Citizen Member.

Also Present: Mayor Lawrence; Councilor Smith; Councilor Sutch; Bonnie Dhonau, Administrative Assistant; Bob Brotherton, Engineer; Ken Nayman; Anne Miller; Art Newsome; Neil Rhode; Steve Uhlhorn.

1.0 Consideration of approving Committee Agenda for August 23, 2011.

MOTION by Councilor Irelan – seconded by Janet McKee – to approve Committee Agenda for August 23, 2011, as published. Motion carried 3-0.

2.0 Consideration of approving Minutes of Committee meeting held on April 26, 2011.

MOTION by Councilor Irelan – seconded by Janet McKee – to approve Minutes of Committee meeting held on April 26, 2011, as published. Motion carried 3-0.

3.0 Consideration of approving the hiring of Ken Nayman, for the position of “skilled laborer” in the Public Services Department.

Chief Williams advised this Agenda item also covers Agenda item 4.0, and addressed his Memo dated 8/22/201, regarding reorganization of the Public Services Department.

Chief Williams briefly reported on the background history of how the Public Services Department had been structured over the years.

Chief Williams noted that by re-arranging costs, they can be zeroed out, and there will be no additional costs to re-configure, advising this can be accomplished within the proposed FY 11/12 Budget. Chief Williams stated the new building would require more maintenance time.

James J. Lawrence
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Public Services Committee Minutes
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Chief Williams advised Committee members he was requesting approval for re-organization, as follows:

- Deactivate the Public Services budget slot for Public Works Supervisor.
- Reactivate the Skilled Laborer budget slot and employ Kenneth Nayman at an annual salary of \$31,200.00 plus benefits effective August 24, 2011.
- Reassign the supervisory component of the Public Services Department to the Office of the Town Administrator.
- Assign the Administrative Assistant/PIO to the Town Administrator, Bonnie Dhonau, as Supervisor for the Public Services Department with a salary adjustment of \$2,600.00 annually or 6.75% premium over current grade effective August 24, 2011.
- Authorize contracting out mowing, edging, annual palm trimming and median landscape maintenance at an estimated annual cost of \$15,500.00.

MOTION by **Councilor Irelan** – seconded by **Janet McKee** – to approve Agenda Items 3.0 and 4.0 relative to the proposed Reorganization Plan for the Public Services Department, as set forth in the Memo from Chief Williams dated 8/22/2011, effective August 24, 2011. **Motion carried 3-0.**

4.0 Consideration of approving re-organization of Public Works supervision.

Action taken in Item 3.0, above.

5.0 Discussion of on-going plans for the Town's Community Garden.

Chief Williams reported he and Bonnie Dhonau has met with Bob Brotherton, who would be devoting his time pro bono, as he had an interest from the beginning in the Community Garden project.

Chief Williams further reported they met with the Building Official last Thursday and Bob Brotherton had prepared a preliminary site plan, as there is a need for setbacks, drainage, etc. He advised he had a rendering to present which looks really good.

Bob Brotherton, Engineer, reviewed the rendering for the Community Garden, pointing out the vegetable and landscape gardens, landscaping around entire site, sidewalk to connect the two cupolas, together with drainage requirements and a swale system. He reported there would be a parking area with gate to control access, and would be ADA accessible, with crushed concrete under the earth boxes and raised planter beds, with two irrigation systems and timers.

Bob Brotherton briefly discussed the growing seasons, noting the fall season is now until the first week of September, and if anyone is using earth boxes they need to buy the seedlings and start immediately. He recommended the Town begin with the early spring growing season.

Bob Brotherton reported he anticipated mid-October for a completion date, noting the site plan has to go to the PZB Committee and Council for prior approval.

6.0 Discussion of Recreation Programs.

Vice Mayor Herndon reported she would be having a meeting to discuss additional programs for the new building, advising she already had an oil painting class lined up and was considering a drawing class.

Councilor Sutch suggested they consider holding a "movie night" once the new building is occupied.

INDIAN SHORES PUBLIC SERVICES COMMITTEE MEETING adjourned at 3:03 P.M.


MARCIA GRANTHAM, CMC
Town Clerk

Marcia Grantham

From: Bob Brotherton [rhbrother@verizon.net]
Sent: Monday, October 17, 2011 2:56 PM
To: Bonnie Dhonau; Marcia Grantham
Subject: Community Garden Operations Policy
Attachments: Purpose and Operations Policy.doc

Bonnie and Marcia,

I have attached a copy of "Purpose and Operations Policy", "Community Garden Agreement", and "Duties of the Garden Coordinator". for your review. These documents were prepared based on my search for similar documents from across the US on the web and modifying documents as is appropriate for a garden where the land is owned by the Town and the use of the Earth Box for the growing medium. Note that the Garden Coordinator needs to be appointed by February of 2012 based on the assumption that the garden will be constructed soon and that we plan to have the first garden in the early Spring of the year. The Mayor may want to do an article in the next newsletter about seeking an experienced gardener who is willing to volunteer for a 2-year appointment as the "Garden Coordinator". This person should be a local person who lives here 12 months out of the year. In the future, the garden group will make a recommendation on the "Garden Coordinator" prior to approval by Town Council, but there is no garden group at this time. At some point soon, this should be an item for consideration by Town Council in a Workshop or scheduled meeting, etc.

I have sent this document to the "Earth Box" folks and asked for their input. Please forward this to the Town Council and others as appropriate. I look forward to getting the garden under construction soon. Spring will be here before you know it.

By the way - no charge for preparing these documents and no charge for construction inspection services.

Bob Brotherton



Purpose and Operations Policy

Indian Shores Community Garden

Note: Assign an address on Second Ave. E. since that is the gate access.

Purpose

- Provide a beautiful garden location for Indian Shores, FL. property owners.
- Grow fresh vegetables, herbs, and flowers
- Learn about growing plants
- Be neighborly

Operations Policy

- Provide key access system for security.
- Purchase one or more Earth Boxes for garden membership.
- Earth Box location may be chosen based on a "First come first serve basis" and shall follow the general arrangement according to the Master Plan.
- Landscape maintenance and weed control shall be provided by Town staff.
- Automatic watering for Earth Boxes shall be provided by the Town.
- Overall garden management shall be provided by a Town employee appointed by the Town Administrator for the Town of Indian Shores, Florida.
- Coordination of garden members shall be provided by a "Garden Coordinator" recommended by the garden members and approved by the Town Council on a bi-annual basis beginning in the month of February, 2012.
- The garden shall be accessible to members during the hours of 8:00 A.M. until 8:30 P.M., 7 days per week and 52 weeks of the year. Special events may be allowed in the garden by members between the hours of 8:30 P.M. and 11:00 P.M. upon approval of the Town Administrator.
- Tools for plant maintenance shall be provided by the member. No pest control is allowed on adjacent member plants. Organic gardening is encouraged.
- Members must properly maintain and harvest their plants to maintain an aesthetically pleasing garden free of pests and disease.
- Members must comply with the "Community Gardener Agreement".



Community Gardener Agreement



Introduction

The Town of Indian Shores Town Council is the governing authority for the Indian Shores Community Garden. Breaking of rules, terms, and conditions is cause for exclusion from the garden and loss of your use of the Community Garden.

- 1) You will receive one warning in person, by phone, or E-mail for an infraction of the rules by the "Garden Coordinator" or Town staff. Fast and proper response is expected.
- 2) If no response or correction has been made, you will receive written notice two weeks after the initial notice is made. Failure to make corrective action in two weeks following the written notice will result in the forfeiting your use of the Community Garden.
- 3) Reapplication to use the Community Garden may be allowed in 12 months at the discretion of the Garden Coordinator.

Rules, Terms, and Conditions for Participation in the Community Garden

Signature at the end of this Agreement indicates acceptance by the gardener of these rules:

- 1) I use this garden at the sole discretion of the Town of Indian Shores and I agree to abide by the purpose, operations policy, rules, terms, and conditions for use of the Community Garden.
- 2) There is no fee for use of the garden other than the agreed use of at least one Earth Box.
- 3) The location of one or more Earth Boxes shall be based on a "First come first serve" basis and I agree to utilize the final space(s) assigned and not use other space(s).
- 4) I agree to follow the appropriate seasonal planting schedule as assigned by the "Garden Coordinator".
- 5) I agree to follow acceptable practice for the proper planting of the Earth Box and keep the plants free of weeds, pests, and diseases. Plant growth will be properly staked and I will prevent excessive overgrowth into adjacent neighbor and walking spaces. I will not perform pest and disease control on plants being grown by neighbor Earth Boxes.
- 6) I will keep my growing area clean and neat and will deposit my trash into trash containers as provided by the Town. Anything brought from my home, including tools, I will take back home. I will not bring household trash and leave it at the Community Garden trash container(s).

- 7) I will not plant any illegal plant in my Earth Box or otherwise in the garden. I will not smoke, drink alcoholic beverages, use illegal drugs or perform any other activity in the garden that is in violation of Town Ordinance or State Law. I will not come to the garden while under the influence of alcohol or illegal drugs. I will not bring pets or other animals to the garden.
- 8) I will not make duplicate keys of any locks at the garden or give my key or lock combination to another person. I will keep the gate to the garden closed at all times.
- 9) I will not take food, plants, plant cuttings, or anything from other gardener's Earth Boxes or other material from the Community Garden that is not rightfully mine.
- 10) I will respect other gardeners and I will not use abusive or profane language or discriminate against others. I will accommodate gardeners in wheelchairs to the best of my ability.
- 11) I will work to keep the garden a happy, secure, beautiful, and enjoyable place, where all participants can garden and socialize peacefully in a neighborly manner.
- 12) I understand the neither the Garden Coordinator or the Town are responsible for my actions. I therefore agree to hold harmless the Garden Coordinator and the Town for any liability, damage, loss or claim that occurs in connection with the use of the Community Garden by me or any of my guests.

Commitment

I have read and understand the Application and accept the Purpose, Operations Policy, Rules, Terms, and Conditions stated above for the participation in the Indian Shores Community Garden. I will notify the Garden Coordinator of any change of phone or address.

Printed Name: _____

Indian Shores address: _____

Home Phone: _____, *Cell Phone:* _____

E-mail: _____

I am disabled and require wheelchair access: Yes _____ *No* _____

Signature: _____ *Date:* _____



Duties of the Garden Coordinator



- Assist the Town Staff (as assigned by the Town Administrator) in the following duties:
 - 1) Management of the key access system.
 - 2) Landscape maintenance and weed control.
 - 3) Checking the automatic watering system for the Earth Box and Landscape areas.
 - 4) Become educated in gardening using the Earth Box system.
- Represent the gardeners in the Community Garden before the Town Council.
- Develop a garden schedule based on growing seasons. Set ranges for times to plant, remove old plants, and perform other Earth Box and plant maintenance work.
- Stay in contact with participants using E-mail or phone as required for scheduled events and enforcement of the rules.
- Be in charge of all events in the garden after normal access hours.
- Assist the garden members by suggesting Earth Box garden growing techniques.
- Attend classes in gardening as may become available in Pinellas County, Florida at the Coordinators own time and expense.
- Be willing to commit significant time and public service during the full calendar year for two consecutive years of service.
- Schedule and coordinate meetings for the gardeners as may be required.
- Report conflicts between the garden members to the Town Administrator.

Marcia Grantham

From: Jim Lawrence
Sent: Monday, October 24, 2011 2:13 PM
To: Bonnie Dhonau; E.D. Williams; Marcia Grantham
Cc: Bill Smith (billsmit@tampabay.rr.com); Carole Ireland (cirelan3@tampabay.rr.com); Joan Herndon (cjh1@tampabay.rr.com); Steve Sutch (External Forwarder); 'janetelainegolden@gmail.com'
Subject: FW: Email Message From the External Website

Council/Staff

I am forwarding Janet Golden's below email FYI. Now that we have finally caught up with the move crunch we need to address the playground/tennis court issue again. I will bring it up during the correspondence section at tomorrow night's meeting and we can begin the discussion on which Committee should be OPR taking the lead. Thanks.

Jim Lawrence
Mayor
Town of Indian Shores

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: IndianShoresWebsite@myindianshores.com [mailto:IndianShoresWebsite@myindianshores.com]
Sent: Sunday, October 23, 2011 10:40 AM
To: Jim Lawrence
Subject: Email Message From the External Website

You are receiving this email as a result of an online submission. A user has submitted an online email from the public website. This submission form was created to reduce the amount of SPAM coming into the agency. Users can no longer 'harvest' email addresses from the public website. Questions can be directed to the webmaster. Your email message is as follows:

Sender's Name: Janet Golden
Sender's Phone: 727-365-2385
Sender's Email Address: janetelainegolden@gmail.com
Email Submission Date/Time:
IP Address of Sender: 173.171.198.157
Message Body:

Dear Mayor,
Several months ago I inquired about the possibility of a new playground to go along with the beautiful new town hall. At that time you reassured me that this was going to be handled by a committee and I even volunteered to be part of that committee. I was not invited to do so, but I appreciated that it was being handled. Then my husband also inquired at the pancake breakfast and was also told that this was in the works.

I am writing today as a very concerned parent of a two and a half year old and home owner of Indian Shores that the old playground is now re-opened with numerous safety concerns and to be honest an embarrassing eye

sore which labels our town. The impression this leaves as a community is not a good one since we have a beautiful town hall now, but a rusted and dangerous playground behind a garbage dumpster and recycling center. It says we think very little of our children and grandchildren of this community and our visitors children.

I still want to be part of the solution and again volunteer to be part of this committee. I live in Vista Village and telecommute from home for a national youth organization, so I not only have a bit of flexibility in my schedule to attend committee meetings but I also have a wealth of youth development and fundraising experience.

I look forward to hearing more about the playground plans and how I can be part of the solution.

Thanks,
Janet Golden