

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

**ADVISORY BOARD REGULAR MEETING  
WEDNESDAY, FEBRUARY 1, 2023**

**9:30 am - 11:14 am  
Mac V. Horton West County Annex, Room 120  
6868 San Casa Drive, Englewood, Florida**

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

**Members Absent:** Thomas O'Keefe

**County Staff:** Kimberly Kelley, Community Liaison

**Guests:** Sign-in Sheet Attached

**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.

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

None

**Sunshine Law/Roberts Rules:**

Per the Florida Sunshine Law outlined in Florida Statutes Chapter 286, Florida Public Records Law outlined in Florida Statutes Chapter 119 and Roberts Rules, which is mandatory training provided each year during the Advisory Board meeting in December or soon thereafter. This was completed by Advisory Board members in attendance.

**Election of Officers:**

Mr. Deems nominated Ms. Gladfelter for chair, there were no other nominations.  
Mr. Donovan nominated Mr. Bender for Vice Chair, there were no other nominations.  
Ms. Gladfelter accepted the nomination for Chair, Mr. Bender accepted the nomination for Vice Chair, and it was unanimously approved.

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

None

**Approval of Minutes:**

The minutes from November 30, 2022, were approved as submitted.

**Unfinished Business:**

- a) Grove City Walking Park: Ms. Kelley commented that she is waiting on direction from senior staff on the last motion the Advisory Board provided, which included that it is not recommended to expend funds on new plantings/vegetation, no replacement of plantings/vegetation, no irrigation repairs, turning off the irrigation and to only perform routine mulch and grass mowing. There was discussion on the gazebo's structural appearance and condition. Mr. Bender motioned not to have the gazebo evaluated, seconded by Ms. Gladfelter and unanimously approved. Mr. Bender reiterated his favor of assembling "Friends of the Walking Park" and Ms. Kelley mentioned that she is working on providing information on the Nextdoor app.
- b) Maintenance of Streets and Drainage: Ms. Kelley explained several regular maintenance operations are still on hold as Public Works continues with hurricane recovery. The drainage

pipes on Oyster Creek Drive were discussed. Mr. Donovan mentioned the community sign solar lighting is not working on any of the signs in Grove City.

**New Business:**

- a) Financial Reports: The fiscal year (FY) 2023 quarter one actual expenditure, FY22 annual actual expenditure and preliminary FY24/25 budgets were provided for review; line items were reviewed.

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

None

**Advisory Board Open Discussion:**

None

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

Future Meetings are scheduled at 9:30 a.m. at the Mac V. Horton West County Annex as follows:

- Wednesday, May 3, 2023
- Wednesday, August 9, 2023
- Wednesday, November 1, 2023

Submitted by Kimberly Kelley  
Public Works Department

Rose L. Gladfelter  
Chair Signature

5/3/23  
Date



**Grove City Street & Drainage  
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance  
9:30 a.m., Wednesday, February 1, 2023

Location: West County Annex  
6868 San Casa Drive, Englewood, FL

**INFORMATION SUPPLIED ON THIS FORM  
BECOMES PUBLIC RECORD**

NAME (please print)	Email Address	Phone Number
Kimberly Kelley	<a href="mailto:Kimberly.Kelley@charlottecountyfl.gov">Kimberly.Kelley@charlottecountyfl.gov</a>	941-575-3613
Rose Glad Felter	rosezg2132@gmail.com	231 / 463-6786
Jerry W. Deems	jwdeems@gmail.com	941-268-1604
JACK DONOVAN	JACK DONOVAN 9@COMCAST.COM	410-562-1212
Jay BENDER.		

## AGENDA

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

#### ADVISORY BOARD REGULAR MEETING WEDNESDAY, FEBRUARY 1, 2023

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

**ADVISORY BOARD:** Jerry Deems, Chair  
Jay Bender, Vice Chair  
Jack Donovan  
Rose Gladfelter  
Thomas O'Keefe

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

**PURPOSE:** Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Sunshine Law/Roberts Rules of Order
4. Election of Officers
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: November 30, 2022
7. Unfinished Business
  - a. Grove City Walking Park
  - b. Maintenance of Streets and Drainage
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

**Grove City Street and Drainage MSBU**  
Fund Financial Report  
Oct. 1 2022 - Dec. 31, 2022

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
<b>Beginning Balance</b>	\$ 367,411	\$ 691,973	\$ 808,045	\$ 808,045
<b>Revenues</b>				
Assessments & Earnings	560,478	558,328	321,667	558,328
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$560,478	\$558,328	\$321,667	\$558,328
<b>Expenditures</b>				
Contract Services	8,221	12,500	-	12,500
Pipe Lining	-	-	-	-
ROW Maintenance	7,727	9,892	-	9,892
ROW Reclamation	-	-	-	-
Speciality Mowing	36,470	39,635	-	39,635
Public Works Services	46,891	144,197	-	144,197
Internal Charges	11,145	8,495	8,495	8,495
Purchased Services	9,390	19,592	6,641	19,592
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
<b>Project Costs</b>				
Grove City Sidewalks	-	9,536	-	9,536
<b>Total Expenditures</b>	\$119,844	\$243,847	\$15,136	\$243,847
<b>Reserves (Ending Fund Balance)</b>	\$808,045	\$1,006,454	\$1,114,576	\$1,122,526
<i>Reserve %</i>	87.1%	80.5%	98.7%	82.2%

Date Prepared: 1/31/2023

# Grove City Street and Drainage MSBU

## Preliminary 2 Year Budget

### FY2024 & FY2025

#### Estimated ERU's and Cost per ERU

	FY2024	FY2025
<b>Vacant</b>		
<i>Estimated ERU's</i>	513.550	513.550
<i>Cost per ERU</i>	\$ 220.00	\$ 220.00
<b>Occupied</b>		
<i>Estimated ERU's</i>	2,143.820	2,143.820
<i>Cost per ERU</i>	\$ 220.00	\$ 220.00
<b>Current FY23 Rate</b>	<b>\$ 220.00</b>	
<b>Current Maximum Rate</b>	<b>\$ 222.52</b>	

#### **Beginning Balance**

#### Revenues

	Preliminary Budget FY2024	Preliminary Budget FY2025
<b>Assessments &amp; Earnings</b>		
<i>Assessments</i>	584,622	584,622
<i>Interest</i>	3,929	4,939
<i>Less 5% Reserve - FS 129.01(2)b</i>	(29,428)	(29,232)
<b>Grant &amp; Subsidy Revenue</b>		
<b>Loans &amp; Borrowing</b>		
<i>Debt Proceeds</i>	-	-
<b>Total Revenue</b>	<b>\$ 559,123</b>	<b>\$ 560,329</b>

#### Expenditures

<b>Contract Services</b>		
<i>Engineering</i>	-	-
<i>Other Contractual Svcs</i>	-	-
<i>Concrete Flatwork</i>	7,500	7,500
<i>Drainage</i>	-	-
<i>Street Sweeping</i>	1	2
<i>Installed Sod</i>	31,250	31,250
<i>Landscaping</i>	5,000	5,000
<i>Paving</i>	-	-
<b>Contract Services; other</b>		
<i>Pipe Lining</i>	-	-
<i>Right of Way Maint</i>	9,035	9,307
<i>ROW Reclamation</i>	-	-
<i>Specialty Mowing</i>	35,824	36,899

	Preliminary Budget FY2024	Preliminary Budget FY2025
<b>Public Works Services</b>		
<i>Equip Repl Charges-PubWrks</i>	18,523	18,523
<i>Operating Exp-PubWrks</i>	116,748	116,748
<i>Road &amp; Bridge Materials</i>	10,863	11,356
<i>Sign Materials</i>	2,301	2,399
<b>Internal Charges</b>		
<i>Central/Indirect Srvs</i>	8,997	9,557
<b>Purchased Services</b>		
<i>Personal Srvs-InterDept</i>	-	-
<i>Postage</i>	-	-
<i>Utility Service-Traffic Signals/Lights</i>	3,000	9,000
<i>R/M-Other</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Fees-Landfill</i>	250	250
<i>Collection Fee-Tax Collector</i>	11,693	11,693
<b>Materials and Supplies</b>		
<b>Capital Outlay</b>		
<i>Imprv-Other Than Bldgs</i>	-	-
<b>Debt Services</b>		
<i>Principal</i>	-	-
<i>Interest</i>	-	-
<i>Other Debt Service Costs</i>	-	-
<b>Project Costs</b>		
<b>Grove City Sidewalks</b>		
<i>Engineering</i>	9,537	-
<i>Construction</i>	-	-
<i>Labor</i>	-	-
<b>Grove City Bridge Rehab</b>		
<i>Engineering</i>	-	25,000
<i>Construction</i>	-	80,000
<i>Labor</i>	-	5,000
<b>Total Expenditures</b>	270,522	379,484
<b>Reserves (Ending Fund Balance)</b>	\$ 1,411,127	\$ 1,591,972
<i>Reserve %</i>	83.9%	80.8%

Version Date

1/31/2023





Capital Maintenance Schedule  
 Public Works - MSBU/TU Bridges  
 2024-2025

Project Costs (in thousands)

Project Name	2024	2025	2026	2027	2028	2029	TOTAL
Don Pedro Bridge Maintenance Plan	0	53	0	53	0	53	159
Englewood East Bridge Maintenance Plan	2,537	31	47	33	0	0	2,647
GPC Bridge Maintenance and Rehabilitation Program	776	790	705	336	0	0	2,607
Grove City Bridge Rehabilitation	0	110	18	0	0	0	128
Gulf Cove/Englewood East Bridge Maintenance	406	38	0	38	0	0	482
NWPC Bridge Maintenance and Rehabilitation Program	1,581	449	680	0	0	0	2,710
Placida Bridge Rehabilitation Plan	317	0	18	49	0	0	384
Rotonda West Bridge Maintenance Program	9,318	92	171	565	0	0	10,145
South Gulf Cove Bridge Maintenance and Rehabilitation Program	4,030	662	108	329	0	0	5,128
<b>TOTAL</b>	<b>18,964</b>	<b>2,224</b>	<b>1,747</b>	<b>1,402</b>	<b>0</b>	<b>53</b>	<b>24,390</b>

**Grove City Street and Drainage MSBU**  
Fund Financial Report - 5 Year Annual Report  
Oct. 1, 2017 - Sept. 30, 2022

	Actual FY2018	Actual FY2019	Actual FY2020	Actual FY2021	Adopted Budget FY2022	Actual FY2022
<b>Beginning Balance</b>	\$ 701,984	\$ 687,045	\$ 530,731	\$ 533,816	\$ 450,789	\$ 367,411
<b>Revenues</b>						
<b>Assessments &amp; Earnings</b>						
Assessments	136,968	136,764	136,671	136,132	583,444	566,225
Interest	11,755	12,093	8,286	2,765	2,309	6,362
Net Inc/(Decr) Fair Market Value-Investments	(5,194)	7,479	4,804	(2,191)	-	(15,225)
Misc Rev-Refund Prior Year Exp	-	-	-	-	-	-
GDC Recovery (Interfund Trf-Capital Projects)	-	-	-	-	-	-
Excess Fees /Tax Collector	747	839	-	820	-	3,115
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(29,288)	-
<b>Grant &amp; Subsidy Revenue</b>						
State Grant	-	-	-	-	-	-
<b>Loans &amp; Borrowing</b>						
Debt Proceeds	-	-	-	-	-	-
<b>Total Revenue</b>	\$ 144,276	\$ 157,174	\$ 149,761	\$ 137,526	\$ 556,465	\$ 560,478
<b>Expenditures</b>						
<b>Contract Services</b>						
Engineering	-	-	-	-	-	3,810
Other Contractual Svcs	12,887	124,258	857	4,999	-	3,953
Concrete Flatwork	-	-	-	-	-	-
Drainage	-	-	-	-	-	-
Street Sweeping	-	-	-	0.08	-	0.09
Installed Sod	662	2,160	1,830	25,754	2,500	312
Landscaping	-	-	2,028	2,473	10,000	-
Paving	-	-	-	-	-	-
<b>Contract Services; other</b>						
Pipe Lining	-	-	-	-	-	-
Right of Way Maint	12,700	7,610	8,588	8,534	9,603	7,727
ROW Reclamation	-	-	-	-	-	-
Specialty Mowing	38,480	35,680	20,005	35,824	38,480	36,470
<b>Public Works Services</b>						
Equip Repl Charges-PubWrks	6,815	5,324	7,588	29,086	17,229	4,002
Operating Exp-PubWrks	63,800	73,616	74,871	176,537	110,623	41,218
Road & Bridge Materials	4,299	3,543	4,918	7,094	11,386	538
Sign Materials	157	913	399	993	1,299	1,133
<b>Internal Charges</b>						
Central/Indirect Svcs	6,027	2,625	4,114	4,320	11,145	11,145
<b>Purchased Services</b>						
Postage-MSBU Notices	-	-	-	-	-	-
Personal Svcs-InterDept	97	1,304	788	83	5,000	-
Postage	-	-	-	-	-	-
Utility Service-Traffic Signals/Lights	396	1,176	1,334	1,866	2,570	2,230
R/M-Other	-	-	-	356	-	145
Advertising-Legal	-	294	-	-	150	-
Fees-Landfill	4,754	1,345	126	4,270	250	-
Collection Fee-Tax Collector	2,018	1,878	1,747	1,741	11,669	7,160
<b>Materials and Supplies</b>						
<b>Capital Outlay</b>						
Imprv-Other Than Bldgs	-	-	-	-	-	-
<b>Debt Services</b>						
Principal	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Other Debt Service Costs	-	-	-	-	-	-
<b>Project Costs</b>						
<b>Grove City Sidewalks</b>						
Engineering	6,124	51,762	17,482	-	-	-
Construction	-	-	-	-	-	-
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
<b>Total Expenditures</b>	159,215	313,488	146,676	303,931	231,904	119,844
<b>Reserves (Ending Fund Balance)</b>	\$ 687,045	\$ 530,731	\$ 533,816	\$ 367,411	\$ 775,350	\$ 808,045
Reserve %	81.2%	62.9%	78.4%	54.7%	77.0%	87.1%