



Meeting Notes

From: Molly Williams, P.E.
Kimley-Horn and Associates, Inc.
Date: March 13, 2024
Subject: Progress Meeting #4 - Norton Street Reconstruction

Attendees:

***Charlie Mopps, Program Manager / Assistant Public Works Director,
Town of Longboat Key Public Works
Molly Williams, Project Manager, Kimley-Horn
Brandon Nichols, Assistant Project Manager, Kimley-Horn***

I. Project Progress

a. Subconsultants

- 1) Hyatt (Survey) – Has been received and reviewed by Kimley-Horn.
- 2) Arehna (Geotech) – Preliminary Geotech report has been received and reviewed by Kimley-Horn
- 3) ACI (Cultural) – Work has started, and initial invoice received. Work will continue through 30% Plans.
- 4) Element (SUE) - Work will be kicked off soon, post 30% plans

b. 30% Plan Submittal – In Progress

- c. SMARTS – Ready for file uploads and granting of access externally.
- d. Landscape and Hardscape Documentation – Existing infrastructure is fully documented. Team collected field notes, pictures, and a drone fly over.

II. Topics of Discussion

- a. 15% Line and Grade Submittal → Submitted on 02/22/24

1) Comments, Concerns, or Changes – **The Town has no comments or concerns at this time. It is expected that there will be comments regarding pipe locations and easements after the 30% Submittal.**

b. SMARTS Software

1) Demo

- **SMARTs correspondence will go through Kimley-Horn. The Town will just have read access.**
- **Alternative ways for residents to access SMARTs other than phone number will be investigated.**
- **An avenue for Kimley-Horn to respond to resident comments in the SMARTs software will be examined.**

2) File Uploads and Access

c. 30% Plan Submittal

1) Submittal Date → 03/26/24

2) Internal QAQC → 03/18/24

3) Submittal Contents

1. Roadway Design – **11”x17” Plans**

2. Landscape/Hardscape Impacts

- **The impact exhibits will be rotated to landscape layouts.**

3. Drainage Design

d. Preliminary Public Meeting

1) Date → 04/08/24 – **Confirmed for 04/08/24 at 9:00 am**

2) Hybrid Presentation Format

- **Hosted on Microsoft Teams and in-person.**

3) Presentation Contents

- **The landscape/hardscape impact exhibit to be shown in the meeting will be a fictitious parcel (i.e the Public Works Building) to not show individual resident properties.**

- **Kimley-Horn will send confirmation email to the Town confirming the date, time, and location of the public meeting (sent on 03/13/24)**
- **Kimley-Horn and the Town will have a coordination meeting prior to the Public Meeting. (Meeting is now set for 04/03/24 at 1:30 pm at the Town of Longboat Key Public Works Building)**

III. Previous Meeting Action items

- a. ~~Kimley-Horn to send over enlarged survey – Will be sent today (03/13/24) –~~
Sent
- b. ~~Submit 15% Line and Grade Plans – Completed~~
- c. Investigate feasibility of utilizing pumps – In Progress

IV. Upcoming Action Items

- a. Continued Coordination with Subconsultants for Data Collection
 - 1) ACI and Element
- b. 30% Submittal – 03/26/24 – **Submitted on 03/26/24**
- c. Upload files to SMARTs, give access to Town, and preparation for granting access to the residents. – **In Progress**
- d. Created need exhibits and presentation for the Preliminary Public Meeting on 04/08/24 – **In progress and will be further discussed in the meeting on 04/03/24**

General Meeting Notes:

Moving forward, Kimley-Horn will have the meeting agenda for the monthly progress meetings sent to the Town on the Monday before the meeting to allow for the Town staff to review the agenda and provide comments.

Project Milestones

<i>Milestone</i>	<i>Due Date</i>	<i>Status</i>
Sleepy Lagoon HOA Meeting	01-25-2024	Completed
15% Line and Grade Submittal and Preliminary Roadway Report	02-15-2024 02-22-2024	Completed
30% Plans Complete	03-26-2024	In Progress
Preliminary Public Meeting	04-09-2024 04-08-2024	Meeting will occur virtually or in a hybrid format Meeting will be hosted on Microsoft teams and in person. Meeting will begin at 9:00 am.
45% Drainage Design Submittal	05-15-2024	
60% Plans Complete	06-24-2024	
Second Public Meeting	07-29-2024	Meeting will occur virtually or in a hybrid format
90% Plans Complete	08-23-2024	
100% Plans Complete	10-02-2024	