

MEETING MINUTES
BURNT STORE VILLAGE STREET & DRAINAGE ADVISORY COMMITTEE
October 29, 2013 – Regular Meeting
10:00 a.m. in the Public Works Conference Room

Attendees: Dawn Carriere, Charles Costa, Joseph Dlugosz, and Richard Symon

Absent: Robert Mercier (excused) and Dave Servis (excused)

County: Dawn Harrison, Gregg O'Connor and Sandy Wright

Meeting called to order at 10:07 a.m. A roll call of members was taken. A quorum was present.

The minutes from the July 31, 2013 meeting were unanimously approved as written.

The Committee status and term limits were discussed.

Business:

- Landscaping Design – A copy of the draft Landscape Enhancement Manual for the Cul-de-sacs was distributed for review and discussion. Mr. O'Connor reported that adding an organic Soil Conditioner to the existing soil would create very good soil for Florida Friendly plants. He recommended adding approximately 2 inches before installing new plants. There was discussion regarding options and frequency of watering. Mr. O'Connor stated that regardless of the option selected watering should be done daily at first then tapered off gradually. The Committee stated that they are very happy with the presentation and thoroughness of the Manual. Mr. Costa made a motion to approve the Landscape Enhancement Manual as a tool to be used to move forward with a Landscape Plan; the motion was seconded by Ms. Carriere and passed unanimously. Ms. Harrison stated that this manual is a concept plan and provides tools that can be used when a landscape project is implemented. The budget doesn't allow for construction at this time; the project was not included in the current budget and the Finance Department will not allow changes. Fund in reserves cannot be used to fund landscaping. There is a required minimum balance that must remain in reserves. Next year when planning begins for the next 2 year budget cycle for FY2015/2016 and FY2016/2017 would be the proper time to begin planning for a Landscape Project. The project does not have to be implemented all at once; it can be implemented in phases. Ms. Carriere expressed concern that the POA doesn't have the funding available to maintain the cul-de-sacs after they are landscaped. The Committee agreed that this will need to be discussed prior to putting a landscape plan in place.
- CCU Lift Stations - The lift stations are being relocated. It is CCU's responsibility to maintain the gardens around the lift stations. All concerns regarding maintenance around the stations; should be reported to the CCU department.
- Ms. Harrison will email the approved budgets for FY2013/2014 and the Actual Report for FY2012/2013 as soon as they are available.
- There was discussion regarding a pipe cleaning list. The list was sent to M&O and is in the planning stages.
- There was discussion regarding herbiciding. The Burnt Store Village Board of Directors would like to take over the herbiciding of the Zemel Road ditch and swales. There are a lot of cattails growing in them.
- There was discussion regarding the current assessment rate and the possibility of paying off the paving loan early. The Finance Department normally begins monitoring this at year 5 of the loan. If funding permits, an early payoff is typically around year 8.

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- The Committee asked that the Engineering Department be made aware of the poor quality of the sod that was laid after the paving was complete. It is full of weeds and is now growing up into the lawns and out onto the road ways.
- Activity Report – The report was distributed for review and discussion. Questions can be emailed to Ms. Harrison.
- There was discussion regarding the blue reflectors in the roads that identify the location of fire hydrants. Mr. Costa contacted Chief Dittio at the Fire/EMS Department. The Chief used up his supply of reflectors and was able to identify approximately 80% of the hydrants.
- The weeds on Zemel Road are currently being worked on.
- There was discussion regarding setting meeting dates and member attendance. It would be beneficial for each member to bring a calendar with them to the meetings to enable future meetings to be scheduled at a time that is convenient for everyone. If members know ahead of time that they will not be available, they should express that concern during the time the meeting is being scheduled. Individual meetings or phone calls to the MSDR are billed to the MSBU. Ms. Harrison suggested that the Committee consider scheduling the meetings for 2014 at the next meeting so that they are planned well in advance.

The next meeting is scheduled for Tuesday, January 28, 2014 at 10:00 a.m. at the Public Works Building.

The meeting was adjourned at 11:15 a.m.

Submitted by:



Sandy Wright
Public Works Department

