

**MEETING MINUTES**  
**BURNT STORE VILLAGE STREET & DRAINAGE ADVISORY COMMITTEE**  
**February 3, 2015 – Regular Meeting**  
**10:00 a.m. in the Public Works Conference Room**

**Attendees:** Charles Costa, Robert Mercier, Dave Servis, and Richard Symon

**Absent:** Joseph Dlugosz (unexcused)

**County:** Mike Dallenbach, Dawn Harrison, Karly Greene, Francine Lisby, and Tara Musselman

The meeting was called to order at 10:00 a.m. A roll call was taken that established a quorum was present.

The minutes from the November 4, 2014 and December 17, 2014 meeting minutes were unanimously approved as written.

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

None.

**Unfinished Business:**

- Corrected Drainage Plans – Mr. Dallenbach noted a complete survey would be needed, stated the Drainage Plan would not change; mentioned additional money would need to be spent. Mr. Mercier commented on an easement needed for the County. Mr. Servis stated where the Drainage Plan indicated an outfall swale, asked that the drawing be updated for the maintenance that has been completed. Mr. Dallenbach affirmed that the information would be added. Mr. Mercier stated the work done was excellent. Mr. Costa thanked Ms. Harrison for setting up the projects in the area.
- Additional Beautification Projects – Ms. Harrison noted a budget transfer was being conducted, to supply for the funding on the landscaping. Mr. O'Connor would be the project manager for the landscaping project. Mr. Mercier questioned the amount to be transferred. Ms. Harrison noted \$30,000.00 is being taken for the design, indicated the design must be completed first. Ms. Musselman affirmed she received approval for \$30,000.00 currently, stated she put \$120,000.00 in FY 16, commented the funds would be in addition to the \$72,000.00 already budgeted for the cul de sacs, explained the process would be a RLI. Mr. Servis questioned if a committee could work with Mr. O'Connor for the design. Ms. Musselman responded that ideas would be given to an engineer for design. Mr. Mercier noted additional funds may be available due to the POA and noted the preference to plant landscaping prior to rainy season. Ms. Musselman discussed the timeline required and indicated plantings could not occur until Oct. 1, 2015. Mr. Mercier asked if it was possible to have the project be designed in phases, cited the entrance as an example. Ms. Musselman indicated the design could be done in that way and affirmed she would check into the ability to have work done prior to Oct. 1<sup>st</sup> via POA funding. Mr. Servis noted the POA has money set aside for the project, questioned if the funds could be used to install a sprinkler system prior to the install of the landscaping. Ms. Musselman said a permit would be required. Mr. Costa questioned if the retention ditch could be temporarily used for irrigation. Ms. Musselman noted she was unsure that the County would allow. Mr. Mercier asked if the POA could do the work without the MSBU. Ms. Musselman stated a r-o-w permit could be received. Ms. Harrison noted Burnt Store Road Construction and the existing contractor on scene. Discussion continued related to delays in completion of Burnt Store Road, bidding timelines, reasons for beautification, the POA seeking right of occupancy for landscaping. Ms. Harrison affirmed she would follow up with appropriate staff for additional information. Mr. Mercier stated Brian Barnes was also working on language for drainage ditch and questioned if the right of occupancy was received did the MSBU process have to be followed for the entrance project. Ms. Musselman discussed project requirements and affirmed the POA could take on the project if they wished and indicated details were required as to what landscaping was preferred. Ms. Musselman cautioned discussing MSBU related items at the POA Board Meeting, noted exact locations for landscaping on Burnt Store road was required for the RLI and if irrigation was going to be installed. Mr. Servis noted discussions that took place with the Bruce Bullert regarding reclaimed water supply use. Discussion continued related to the process for RLI. Mr. Mercier noted the preference to have some cul de sacs completed this summer. There was discussion related to funds

available per FY15. Ms. Lisby affirmed estimated costs for cul de sacs of \$25,000.00 included for the current FY. Mr. Servis noted original estimates for 7 cul –de- sacs of \$21,000.00, stated if the \$25,000.00 was not adequate then to remove the Cadiz cul de sac (#22). Mr. Mercier asked if the whole \$72,000.00 was not used if it would be carried forward. Ms. Lisby affirmed. Ms. Harrison reminded that the budget is still in draft form and a final would be provided once the BCC approves it. Mr. Mercier questioned the process required. Mr. Servis inquired if a special meeting could be scheduled. Ms. Harrison stated 2 weeks is required for a meeting notice. Mr. Mercier is to be the point person once the POA discusses landscaping that will be funded by them.

- Light – Mr. Symon noted because the construction is occurring he has been unable to receive estimates. Ms. Musselman spoke to County requirements, noted that the estimates have been preliminarily discussed at \$25,000.00. Mr. Servis asked if it was possible to have a light placed on the utility pole. Ms. Harrison noted it was possible but was not requested because a decorative light was requested. Discussion continued related to the estimate, that the MSBU could be responsible for it. Mr. Symon questioned if he could meet on the scene regarding location of the light. Ms. Harrison noted input would be requested for designs. Mr. Symon provided detail related to solar lights installed, preference for light to be installed across from the sign. Ms. Musselman confirmed she would be able to perform a site visit and discuss the type of light to be installed. Mr. Dallenbach noted the project would not be moved forward unless an exact request is known. Discussion continued related to decorative pole estimate, preference for the entrance sign to be lit. Ms. Musselman stated an estimate was provided for the decorative light not for the sign to be lit up. Mr. Servis described LED lighting was installed once their entrance sign was installed. Mr. Symon noted lights to be installed at the completion of Burnt Store Road. Ms. Musselman suggested delaying the matter until the construction is complete and the area can be reviewed. Mr. Costa recommended viewing the Burnt Store Meadows area. Ms. Musselman stated she would review the Grove City entrance sign solar lights as an example. There was discussion of solar power light options, installation, running power lines underground for electric lights, and waiting until the construction is completed. Ms. Lisby questioned if the line item was to be added to the FY 16 Budget for \$25,000.00. Ms. Musselman affirmed and requested the \$25,000.00 be named Woodland Estates (Harborside Woods on the fiscal page). Ms. Lisby confirmed she would change the name occurrence. Mr. Dallenbach indicated changes would be made and provided to the Committee.

#### **New Business:**

- Draft Budgets for FY 16 & FY 17 – Mr. Mercier noted numbers were changed to landscaping to allow double up payments for the loan. Ms. Lisby affirmed the double payment was completed for FY 15 and stated there were no additional double payments scheduled. Mr. Mercier commented on \$171,000.00 in excess of the MSBU Budget. Ms. Lisby explained the excess funds carried forward and beginning balances. Discussion continued.

- **Open discussion:**

Mr. Servis noted the drainage project requested at the last meeting was completed, displayed on a map of Burnt Store Village, highlighted a small section, mentioned the two drainage areas are not yet tied together, indicated the area would need extensive line and grade work once complete. Mr. Dallenbach stated the work should be delayed until completion of the project and copied the portion of the map for his review.

Mr. Servis noted the past request of the clean out or inspection of the pipe on Avillas Court, requested an update, and inquired if a pipe upgrade was possible. Mr. Dallenbach affirmed he would research if the work has been completed and provide an update to the Committee.

Drainage Ditch that runs north/south east of Burnt Store Road – Mr. Mercier noted the ditch is privately owned by the POA, indicated the property was requested to be sold to the County in the amount of \$10.00, stated POA funding was used for maintenance, and provided additional information related to the history of the issue. Mr. Costa stated the property was supposed to have been researched. Mr. Servis read into the record correspondence from Brian Barnes related to the POA owning the property, easement agreement, acceptance of the agreement by the BCC, and maintenance responsibility would then switch to the MSBU. Ms. Harrison indicated the Committee is requesting to have the ditch funded from different source. Mr.

Servis questioned if a privately owned ditch could be funded by the MSBU. Ms. Harrison indicated no. Mr. Mercier stated the proposal should be made to have the County purchase the property in the amount of \$10.00. Ms. Harrison confirmed she would review the issue with the County Engineer and see if the ditch could be maintained by South County Stormwater Utility. Discussion ensued. Mr. Mercier indicated the matter was being reviewed by Paul Payette.

Mr. Mercier nominated Mr. Costa as Chair, there were no other nominations, and Mr. Costa accepted the position. Mr. Servis nominated Mr. Mercier as Vice Chair, there were no other nominations, and Mr. Mercier accepted the position.

**Open discussion:**

- There was discussion of membership terms. Mr. Symon requested if he had the ability to apply to become the regular member. Ms. Harrison affirmed. Mr. Mercier noted the Advisory Committee member absences and Ms. Harrison advised of the process required related to unexcused absences and stated she would contact the Advisory Committee member and follow up with the Committee.
- Mr. Servis noted the spraying of cattails on Zemel Road was effective. Mr. Dallenbach stated maintenance would continue on a regular basis.
- Mr. Mercier questioned the timeframe of the road rejuvenation. Mr. Servis inquired of edging prior to rejuvenation. Ms. Harrison affirmed she would check into the matter and provide an update to the Committee.

**Citizen Input on MSBU Related Items (5 Minute Limit)**

- None.

The next meeting is scheduled for May 5, 2015 at 10:00 a.m. in the Public Works Conference Room.

The meeting was adjourned at 11:26 a.m.

Submitted by:



Karly Greene

Public Works Department

