

MEETING NOTES
HARBOUR HEIGHTS STREET & DRAINAGE ADVISORY COMMITTEE
March 25, 2014 – Regular Meeting
2:00 p.m. - Public Works Conference Room

Attendees: John Ginter, William Moyer, Gail Phillips, Maggie Scott, James Snyder and Steve Vieira

County: Dawn Harrison, Tara Musselman, Joanne Vernon, and Sandy Wright

Mr. Vieira called the meeting to order at 2:01 p.m. A roll call was taken. A quorum was present.

The minutes from November 19, 2013 and January 21, 2014 were unanimously approved as written.

Unfinished Business:

- **Medians** - Mr. Vieira stated that he had a meeting with Commissioner Doherty regarding the full landscape plan from 2009. Mr. Sandrock and Ms. Knowlton were briefly in attendance and discussed the possibility of utilizing Native Tree Funds to replant the medians as the proper maintenance was not done originally and now there is no viable landscaping. Mr. Vieira stated that Mr. Sandrock promised to have \$75,000 available from the Native Tree Fund for this project. Mr. Vieira stated that Commissioner Doherty suggested that the Committee set aside \$5,000 to have the Landscape Architect for the Gateway project review the 2007 plans and revise them to be current if needed.

Ms. Musselman advised the Committee that she started working on the CIP for the median project which includes curbing, irrigation and the implementation of the 2009 landscape plan. The estimate for the entire project is \$195,575. Landscaping is estimated at \$75,000 for planting using the current design. Ms. Musselman stated that she will check with Finance and Administration to confirm the \$75,000 from the Native Tree Fund is available and should have an answer by the end of the week. She verified with the Committee that they wanted her to move forward with the design of this as one project even if no Native Tree Funds are available and the Committee agreed. Ms. Musselman advised that the current estimate of \$50,000 for irrigation is preliminary for a shallow well and drip line. Whoever is chosen as the design consultant will look into the option of utilizing potable water and will give a recommendation to the County as to which way to go. Maintenance of the medians will be written into the construction contract for a period of one year and then an annual maintenance contract will be created. In addition, there will be an ongoing electric bill that the MSBU will be responsible for. Ms. Musselman stated that Mr. O'Conner will be the Project Manager for this but she will work with him and make sure that the Request for Letters of Interest for design be in the Purchasing Department within two weeks.

There was additional discussion regarding the \$5,000 that Mr. Sandrock recommended the Committee put aside. Mr. Ginter made a motion to allocate \$5,000 for the review of the landscaping design if needed; the motion was seconded by Mr. Snyder and passed unanimously.

- **Entrance Signs** – There was a discussion regarding a new Entrance Sign and where it should be placed. Ms. Musselman will look at the Right of Way and see where there may be enough space to install a new sign similar to the ones already in place.
- **Lighting** – Mr. Vieira stated that he had met with the FPL group. FPL asked that he come back to talk to them after the plans are complete. FPL wants to see the whole community project plan.
- **Sidewalks** - Ms. Musselman reviewed the cost estimates for the new sidewalk list. The total estimate is \$883,750. The new locations are Sunnybrook from Triangle to Peace River, Peace River from Sunnybrook to San Marino, San Marino from Peace River to Broadpoint, Broadpoint from Voyageur to Washington and Salstone from Sunnybrook to Terminus. Based on current estimates the design may be around \$120,000 however, Ms. Musselman would like to proceed with an RLI for design as she thinks she can get it designed for under the \$100,000 threshold for a RLI.

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If no design companies put in for it, she will have to do a full RFP. Looking at the fund balances it seems that there is funding available to do the design in 2014 and construction possibly in 2015. Ms. Musselman will check with the Fiscal Department and confirm that they will allow a CIP and Budget amendment to get the work started. Ms. Musselman requested that the Committee consider adding Voyageur back into the design; it does not seem that there is any discussion regarding sidewalks being included in the next round of sales tax funds and it was a priority for this Committee. She advised the Committee that the MSBU can pay for design and if sales tax monies become available in the future they can then utilize them for construction. Ms. Musselman noted that the addition may increase the design by about \$30,000 making a full RFP necessary; however she will try for the RLI first. The Committee would like to see the placement of the sidewalk around Sunnybrook, Peace River and San Marino on the side of the loop. Ms. Musselman stated that she will let the design consultant know and they will recommend where to place it, after taking that as well as drainage and utility concerns into consideration. Mr. Ginter made a motion to move forward with the sidewalk design that was submitted today with the addition of Voyageur; the motion was seconded by Mr. Snyder and passed unanimously.

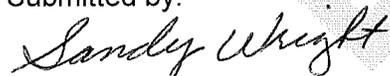
New Business:

- Financial Reports – The 3 Month Actual report was distributed for review and discussion.
- Election of Officers –
 1. Mr. Snyder nominated Mr. Vieira as chair; there were no other nominations; Mr. Vieira accepted the nomination.
 2. Mr. Snyder nominated Mr. Ginter as vice and Ms. Scott nominated Mr. Snyder as vice. Mr. Snyder declined the nomination and Mr. Ginter accepted the nomination; there were no other nominations; Mr. Ginter accepted the nomination.
- Questions regarding the work program that were asked at the last meeting were emailed to the members. Ms. Harrison will call Ms. Scott with an explanation.
- What is in the reserve fund for Paving? There is a reserve for contingency of \$98,666 and a balance carried forward of \$197,333. The 6 Month Actual Report will give a better idea of what is available.
- The request regarding the poor drainage on the south side of San Marino at Daffodil at the last meeting was given to M&O.

The next meeting is scheduled for Tuesday June 3, 2014 at 2:00 p.m. in the Public Works Conference Room.

The meeting was adjourned at 3:18 p.m.

Submitted by:



Sandy Wright
Public Works Department

