

**MEETING MINUTES**  
**NORTHWEST PORT CHARLOTTE STREET AND DRAINAGE ADVISORY BOARD**  
**February 10, 2016 – Regular Meeting**  
**2:00 p.m. - Building Construction Services Conference Room**

**Attendees:** Roger Heller, Karen Totten, Paul Pilch, and Jeri Reif

**County:** Kelly Louttit, Mike Dallenbach, Chuck Koons, Kelly Slaughter, James Layport, Francine Lisby and Judith Nothdurft

**Guests:** Sign-in sheet attached

The meeting was called to order at 2:02 p.m. A roll call was taken that established a quorum was present. Membership status was reviewed.

**Changes to the Agenda:** Mr. Heller motioned to move items 7.f and 7.g to the top of Unfinished Business after 7.a.; seconded by Ms. Totten and the motion passed unanimously.

The minutes from November 10, 2015 were unanimously approved as amended.

**Election of Chair/Vice Chair:** Mr. Pilch nominated Mr. Heller for Chairman; seconded by Ms. Reif and Mr. Heller accepted the position and Mr. Pilch nominated Ms. Totten for Vice Chair; seconded by Ms. Reif and Ms. Totten accepted the position.

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

- None

**Unfinished Business:**

- Paving Program-Status & Communication Strategy (including driveway paver preparation) – Mr. Layport stated bid opening is March 9, 2016. At least 48 hours before paving begins, a door hanger will be placed on resident's door. A sample door hanger will be forwarded to the Advisory Board. If pavers are present, the homeowner will be required to remove the first row of pavers before the paving begins. Upon completion of paving, the homeowner will be responsible for reinstallation of pavers. Mr. Koons reviewed the paving program process and advised section 3 is the only area scheduled to be paved in Northwest Port Charlotte MSBU this year. Mr. Heller discussed notification options regarding the paver removal process. Mr. Koons suggested residents view the Charlotte County website for paving updates.
- Drainage Improvements/Swale Grading Status – Mr. Dallenbach stated drainage work will be performed in section 2 later in the fiscal year and drainage requests will still be performed as needed.
- Power Shearing/Mulching update- Mr. Dallenbach said power shearing/mulching in Section 4 and 5 will be performed in FY 2017.
- MSBU Long Term Maintenance Plan – Mulching and power shearing aspects were discussed.
- Citizen Drainage/Trimming Requests- Ms. Nothdurft said no new requests have been received.
- Clarification-Herbicide Treatment of Roads after paving- Mr. Heller asked about implementing a herbicide program in the Northwest Port Charlotte MSBU area. Mr. Layport discussed costs and the herbicide program details. Ms. Reif asked about a recommended timeframe for the first application. Mr. Layport advised there is a one year warranty.
- Bridge Inspection and Design Improvements Clarification (including potentially moving some of the funding to other activities) - Ms. Slaughter stated bridge jacketing of seven (7) bridges within the Northwest Port Charlotte MSBU is in the analysis stage. Construction plans will begin on March 14, 2016 and 100% percent plans will be complete by August 2, 2016. Ms. Slaughter will have an

opinion of cost from the engineer in June 2016. Ms. Lisby stated \$900,000 has been budgeted and suggested examining other options for funding mulching once a price is determined for the bridge work.

- Evaluation of Lower Speed Limit On Jacobs: Mr. Vattikuti stated speed flashers could be placed in different locations to gather data. Ms. Totten motioned to place speed flashers at Jacobs and Eppinger; seconded by Mr. Pilch and the motion passed unanimously. Mr. Vattikuti suggested rumble strips for speed enforcement on Biscayne. Mr. Pilch motioned to install rumble strips on Biscayne approaching Cornelius on both sides of the road seconded by Ms. Reif and the motion passed unanimously.
- Right hand turning lanes off SR776 at Biscayne, Cornelius, and Jacobs: Mr. Vattikuti stated Florida Department of Transportation (FDOT) will have to obtain funding for the project. Mr. Vattikuti will provide a cost estimate and FDOT contact information at the next meeting. Ms. Reif suggested a petition to show community support for the project.
- Jacobs-Status of Gas Tax Road Change: Mr. Vattikuti stated several County roads are being evaluated at this time and no determination has been made.
- Traffic Lights at US and Chamberlain/US 41 widening: Mr. Vattikuti stated FDOT will perform a traffic count study after construction is complete and a determination will be made based on the study results.
- Future Vision for Beautification: Mr. Heller requested to leave item on the agenda for future discussion.

#### **New Business:**

- Traffic Accidents in NW Port Charlotte: Mr. Heller discussed details of the accident report in the Northwest Port Charlotte MSBU. Mr. Vattikuti suggested collecting future data after the US41 construction is complete. Ms. Nothdurft will send the request for enforcement link to the Advisory Board.
- Committee Member Drive-by Updates: Ms. Totten stated all issues in her area have been reported to Public Stuff.
- Financial History/ 12 Month Actual FY2014-15 and 3 month actual FY15-16- The financial history was provided to the Advisory Board for discussion and review.
- Activity Report 10/1/15-1/31/15 – The activity report was provided for the Advisory Board review and discussion.
- Sunshine Law/ Roberts Rules of Order: The Advisory Board viewed a previously recorded presentation on the Sunshine Law and Robert's Rules of Order.

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

- Ms. Marroquin stated a brush item was submitted to Public Stuff and the brush was cut back nicely. Mr. Dallenbach stated by November all brush should have a fifteen foot clearance from the road.
- Gerald Sohns asked about a schedule for the paving program. Mr. Heller asked if the paving schedule can be posted to the website. Mr. Dallenbach confirmed.

#### **Advisory Board members open discussion:**

- Mr. Heller suggested using e-mail addresses from the survey cards for notification of paving. Discussion continued regarding the paving schedule. Mr. Heller said on Eleanor the swales have been damaged by Pike.
- Mr. Pilch suggested sending a letter to homeowners with pavers in Section 3
- Ms. Reif suggested having Waste Management place a flyer on the recycling bin to prepare pavers for paving and will contact Richard Allen for further information.
- Ms. Totten suggested creating a list of the homeowners with paver driveways. Mr. Heller believes less than twenty homeowners will be affected.

**Agenda items for next meeting:**

- Paving update
- Drainage improvements/Swale Grading Status
- Power shearing/Mulching update
- Bridge jacketing update
- Evaluation of Lower Speed Limit on Jacobs
- Right hand turning lanes
- Jacobs/Gas tax road
- Traffic Lights on US41
- Future Vision for Beautification
- Traffic Accidents in NW PC

The next meeting is scheduled for Wednesday, April 27, 2016 at 2:00 p.m. in the Building Construction Services Conference Room.

The meeting was adjourned at 3:59 p.m.

Submitted by:

Kelly Louttit

Public Works Department

**CHARLOTTE COUNTY  
PUBLIC WORKS DIVISION  
NORTHWEST PORT CHARLOTTE STREET AND DRAINAGE ADVISORY BOARD  
ATTENDANCE ROSTER**

**MEETING DATE: WEDNESDAY, February 10, 2016 – REGULAR MEETING**

**MEETING TIME: 2:00 PM – BUILDING CONSTRUCTION SERVICES**

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

NAME (please print)	Email Address	Telephone Number
Judy Nothdurft, MS DR	Judith.Nothdurft@charlottecountyfl.gov	575-3656
Mike Dallenbach	Mike.dallenbach@charlottecountyfl.gov	575-3635
Kelly Louttit	<a href="mailto:Kelly.louttit@charlottecountyfl.gov">Kelly.louttit@charlottecountyfl.gov</a>	575-3692
Paul Pich		
Jeri K. Reif	tomjeri33953@gmail.com	
Karen Totten		
James Layport Jr.	James.Layport@charlottecountyfl.gov	575-3672
Kelly Slaughter	Kelly.Slaughter@charlottecountyfl.gov	575-3657
Chuck Koons	Chuck.koons@charlottecountyfl.gov	575-3660
JOHN T REIF		
Bandy Becker		
Francine Lisby	Francine.Lisby@charlottecountyfl.gov	764-4978
Brenda Knepper		
Nancy Marroquin		
GERALD SOHNS	JERRY.SOHNS7@GMAIL.COM	625-0961