

MEETING MINUTES

NORTHWEST PORT CHARLOTTE STREET AND DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING

April, 27, 2016

2 p.m., Building Construction Services

Members Present: Roger Heller, Karen Totten, Paul Pilch, and Jeri Reif

Members Absent: None

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

Guests Present: Sign-in sheet attached

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

Changes to the Agenda: Ms. Reif motioned to add commercial business in a residential area; seconded by Ms. Totten and the motion passed unanimously

Minutes from February 10, 2016 were unanimously approved as amended.

Citizen Input on Agenda Items (3 Minute Limit):

- None

Unfinished Business:

- Paving Program - Status & Communication Strategy (including driveway paver preparation): Ms. Nothdurft conveyed the paving program was approved on April 12, 2016 by the Board of County Commissioners. Ms. Musselman stated the contractor will begin paving in Northwest Port Charlotte between October 2016 and January 2017. Mr. Heller stated he personally drafted a paver preparation letter but advised it will not sent out due to lack of County involvement.
- Drainage Improvements / Swale Grading Status: Mr. Dallenbach stated a drainage crew will be in zone three to complete ten outstanding drainage requests. Mr. Dallenbach stated a pipe failure has occurred on Eleanor Avenue between Cornelius and Commerce. The work will be complete in approximately two weeks. The maintenance drainage work will be complete before paving occurs.
- Power Shearing / Mulching update: Mr. Heller would like a cost estimate on power shearing. Discussion continued regarding the availability of the contractor to perform

the work. Mr. Dallenbach will consult with Mr. Vowell for a cost estimate to complete the power shearing in the remaining zones.

- MSBU Long Term Maintenance Plan: Mr. Heller suggested the development of a yearly work plan for power shearing and right-of-way mowing. Mr. Dallenbach stated the right-of-way mowing is performed in November, April, May, June, July, August, and September.
- Bridge Inspection and Design Improvements Clarification (including potentially moving some of the funding to other activities): Ms. Musselman stated the final report will be complete on May 2.
- Moving bridge / other funding for further Mulching in FY2016: Discussed previously.
- Evaluation of Lower Speed Limit on Jacobs: Mr. Vattikuti stated speed signs will be installed in approximately two weeks. Data collection will continue for one to two months. Mr. Heller would like data collection to occur during season. Mr. Vattikuti expressed concern about vandalism to the speed sign. The Advisory Board suggested installing the speed sign between Lumidor and Eleanor Avenues.
- Rumble Strips on Biscayne Approaching Cornelius: Mr. Vattikuti stated the rumble strips will be installed tomorrow.
- Right turn lanes off SR776 at Biscayne, Cornelius, and Jacobs: Mr. Vattikuti sent the traffic counts to the Florida Department of Transportation (FDOT). FDOT stated a right hand turning lane is warranted but funding is not available at this time. Mr. Vattikuti advised Florida Department of Transportation (FDOT) will install the right hand turning lanes if the MSBU will fund the project. Costs were discussed. Mr. Heller stated a petition has been circulated for support of the turning lanes and would like this item added to the agenda for the next meeting. Ms. Reif asked about the reason for the median closure on US 41 at Longley Drive and Mr. Vattikuti explained the reason for closure by FDOT during the current US 41 widening 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 41 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 from the Commercial Business in residential area: Mr. Heller stated the increased traffic is tearing up MSBU roads. Staff suggested that residents call the Code Enforcement office as it is not a MSBU issue.
- Committee Member Drive-by Updates: Ms. Reif stated a yard waste dumping site on Madeira Street will be reported to Public Works. Discussion occurred regarding reporting illegal dumping incidents. Ms. Totten stated there is a pothole repair needed on Ramblewood. Mr. Heller stated pothole repairs are needed on Eppinger.

- Activity Report 2/1/16-3/31/16: The activity report was provided for the Advisory Board review and discussion. Ms. Reif requested to enlarge the print on the budget report. Ms. Lisby said Fiscal will change the report to a five year history versus ten year. Mr. Heller is concerned about an overage on landfill fees.

Citizen Input on MSBU Items (3 Minute Limit):

- None

Advisory Board Open Discussion:

- Mr. Pilch discussed paving costs.

Schedule Meetings / Items for Next Agenda:

All Unfinished Business items on current agenda remain as Unfinished Business items at the next meeting.

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

The meeting was adjourned at 3:08 p.m.

Submitted by: Kelly Louttit
Public Works Department



Chairman's Signature

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

MEETING DATE: WEDNESDAY, APRIL 27, 2016 – REGULAR MEETING

MEETING TIME: 2:00 PM – BUILDING CONSTRUCTION SERVICES

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

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