

**MEETING MINUTES**  
**ROTONDA WEST STREET & DRAINAGE ADVISORY COMMITTEE**  
**April 16, 2015 – Regular Meeting**  
**10:00 a.m. – Rotonda West Community Center**

**Attendees:** Susan Killion, Russell Kulp, Scott Schermerhorn, and Stanley Plizga

**Absent:** Robert Barrett (excused)

**County:** Mike Dallenbach, Kelly Louttit, Tara Musselman, James Layport, Ray Slade, Janette Knowlton, Janette Smith, John Elias, and Judith Nothdurft

**Guests:** Sign in sheet attached

The meeting was called to order at 10:04 a.m. A roll call was taken that established a quorum was present.

**Changes to Agenda/Motion to Approve Changes-** Mr. Schermerhorn motioned to approve changes to the agenda, under new business: 257 Mariner Lane, 68 Long Meadow Lane, 253 Rotonda Circle, Tee View Road, Postponement of election of Vice- chair and add Road & Bridge Road list to determine whether or not Parade Circle, Rotonda Circle, Boundary Boulevard, Boulevard North, West and East should be considered gas tax roads. Under unfinished business: 35 mph speed limit sign at 1199 boundary Blvd, Mr. Kulp seconded the motion, and motion passed unanimously.

The Meeting Minutes from February 3, 2015 were unanimously approved as amended.

**Sunshine Law/Roberts Rules of Order-** Ms. Knowlton presented a PowerPoint on Robert's Rules of Order and the Sunshine Law. Discussion occurred on proper technique for tabling a motion.

Ms. Killion stated the Sunshine Law puts a restraint on Committee communication. Ms. Knowlton advised against email communication. Mr. Plizga asked how to provide historical information to new Committee members and Ms. Knowlton advised to use County Staff. The role of the alternate member was discussed and it was determined unless a regular member is absent the alternate should not sit with the Committee. Time limits for citizen input were reviewed.

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

- Mr. Killion stated a pothole needs to be repaired on the corner of Rotonda Circle and Medalist Road and questioned a charge to the Rotonda West Street and Drainage MSBU relating to the Rotonda Weir. Mr. Killion believes the charge is a stormwater issue
- Jerry Stewart - lives at 16 Medalist Ct. and his backyard abuts a golf course and there are drainage problems. He understood that this would be addressed in FY 2015 and asked when the work would start.
- Dave Johnson wants sanitary lift station at the end of Tee View Road hidden from view.

**Election of Vice Chair-** Tabled until the next meeting.

**Unfinished Business:**

- **Proposed Street & Drainage Projects for FY 2016 & FY 2017 Budgets –**
- **Rotonda Blvd. West Sidewalk-** Ms. Musselman advised concrete has been poured to Parade and the railing along walkway of the bridge has been replaced to meet ADA requirements. Ms. Musselman suggested also replacing the opposite side railing to maintain normalcy at a cost of \$7,000. Ms. Killion motioned to change the railing to match, Mr. Kulp seconded, and the motion passed unanimously.
- **Parade Circle Phase 2-Sidewalk Connections to 6 Side Streets-** Ms. Musselman will have specs and 100% construction plans by May.
- **Parade Circle Phase 3- Extending Bike Path-** Ms. Musselman stated a change order has been completed to the existing Johnson Engineering contract. Johnson Engineering has completed the gopher tortoise survey and the wetlands survey and the 30 % plans will be complete in June. Ms. Musselman confirmed that costs will be cheaper. Ms. Killion stated her pleasure with the sidewalks and questioned timeframe of water hookup on the end of bridge. Mr. Musselman stated the contractors are doing connections and should be finished next month and railings will be installed as the sidewalks are poured. Discussion continued relating to materials used around the landscape and which trees will be removed and relocated.
- **Rotonda Bridge Lighting-** Staff is currently reviewing the bid documents. Mr. Plizga reviewed an email relating to tree trimming. Ms. Musselman stated County will have to maintain the trees through the MSBU.

Light trespass was discussed. Mr. Elias clarified that the Public Works Lighting Department has asked Maintenance and Operations to develop contracts to be outsourced for future maintenance on the specialty lighting.

- Entrance Signs- Security Cameras– Ms. Nothdurft advised the item has been sent to the County attorney for review. Other legal items were discussed such as back yard drainage issues along the green belt and golf course and the Committee was advised these items were still under legal review. Mr. Elias asked the Committee to contact the MSDR when ROW drainage work needs to be completed. Mr. Elias said Janette Smith, Assistant County Attorney, has been assigned to Public Works and Ms. Smith will be provided with all project details needing legal opinion. Discussion continued relating to backyard drainage issues. Mr. Pesko questioned if a member of the MSBU Committee attended the meeting with the County Attorney. Mr. Elias stated the meeting was informal and brief because Ms. Smith was just hired.
- Rotonda Blvd. East Entry/ Bird Sanctuary Signs – Ms. Nothdurft advised the item is under legal review.
- Rotonda Circle Paving Request – Mr. Layport said due to continual standing water he recommends a box out base repair to alleviate the water problem. Once the road dries, then line and grade will be performed. The cost of the base repair will be approximately \$48,000 dollars. Mr. Elias said Rotonda Circle may be a possible gas tax road. Rotonda Blvd East, North, West and Parade are almost guaranteed to be made gas tax roads. Boundary and Rotonda Circle have concerns to be addressed before a determination is made. If the roads are deemed gas tax, paving would be funded from a different source. Engineering solutions to the paving and water problems was discussed. Mr. Schermerhorn inquired about timeframe for a determination of the gas tax roads. Mr. Elias advised before the next meeting. Mr. Schermerhorn said the Committee will postpone any decisions until the next meeting. Discussion continued relating to existing cracks in the asphalt, life expectancies of paving, and rejuvenation. Mr. Layport noted a portion of Boundary Blvd. is damaged and will need repaired.
- Rotonda West Drainage Study – M&O Involvement- Mr. Elias advised M&O will develop work orders for addresses listed on the study but reiterated if there is a green belt issue then legal review will have to be completed. Ms. Nothdurft was provided a list of addresses where work needs to be completed.
- Backyard Drainage Problems- under review - if they have greenbelt issue it will have to be reviewed by the County Attorney
  - 16 Medalist Ct.
  - 66 Long Meadow Ct- FY 2016 Proposed Partner WCSU
  - 296 Rotonda Cir-FY 2016 Proposed Partner WCSU
  - 257 Mariner Line will be forward to Ms. Nothdurft to be put on work list for Public Works
  - 541 Boundary Blvd. Mr. Slade will put on work list for Public Works
  - 353 Rotonda Circle- forwarded to Ms. Nothdurft to be put on work list for Public Works.
- Landscaping Rotonda Blvd. W, N & E Medians/ RWA Funding under review- Mr. Elias believes the Rotonda West Association funding will be allowed but does not have complete confirmation. Mr. Elias will provide an update at next meeting.
- Segment Signs (FY2016)- No funding until FY2016. Ms. Musselman did a change order with Johnson Engineering to come up with the design. Only one sign will be produced for Committee approval.
- Stamped Pavement at Bridges (FY 2016)- No funding until FY2016. Ms. Nothdurft asked for permission to remove the two 2016 projects from the agenda until October. Committee agreed.
- Bridge Maintenance (FY 2018 & FY2019 Budgets)- Ms. Nothdurft stated Engineering recommended to include bridge maintenance in the budget FY18-FY19. Ms. Killion questioned how the Committee could help facilitate the approval of the gas tax roads. Mr. Elias stated the approval process is already in place and reviewed the criteria for a gas tax road. Discussion continued on bridge modification, ADA requirements, and pedestrian bridges. Mr. Schermerhorn asked what could be done for shielding around the lift station. Mr. Elias advised the Committee to contact CCU. Ms. Nothdurft will inquire about the design on lift stations from CCU and provide the information at the next meeting. Ms. Killion believes site screen should be installed. Discussion continued relating to existing lift stations.
- Update for 35mph speed sign 1199 Boundary- Signing and Marking stated there is an existing 35mph sign 400 feet from this address. There is a power pole at the location so it would have to be installed across the street at 1194 Boundary Blvd. The resident does not see a need for a sign.

### **New Business:**

Financial Reports- Ms. Nothdurft provided financial reports for Committee review. Ms. Killion questioned a charge for Rotonda Weir Contract Litigation that does not appear to fall with MSBU. Ms. Nothdurft will contact Finance to have the charge investigated.

Draft FY 2016 & FY 2017 Budgets Rev. 4/6/15 -Ms. Nothdurft provided financial reports for Committee review.

**Advisory Committee Members open discussion**

Ms. Killion wants trees added in front of the RV parking area and questioned status of lights on the entry sign; Ms. Musselman advised the existing lights were to be readjusted. Ms. Killion wants an additional light. Ms. Musselman will contact the contractor to adjust the lights.

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

Mr. Lyons concerned about the language written in the email regarding the HOA involvement for maintenance on street lights after installation. HOA wants no involvement on complaints about the street lights shining into a residence.

Mr. Perkins believes the community is under-represented due to the removal of Mr. Pesko. Discussion continued relating to applications and term limits. Mr. Perkins believes all applications should be considered and wants the Board of County Commissioners to have the final say on applicant selection. Ms. Musselman clarified the Board term limits and Mr. Elias explained term limits.

Ms. Arbarbanell believes term limits are a good so people cannot serve too long.

The next meeting was scheduled for July 16, 2015 at 10:00am pm at the Rotonda West Community Center.

The meeting adjourned at 11.46 am.

Submitted by:

Kelly Louttit  
Public Works Department

**CHARLOTTE COUNTY  
PUBLIC WORKS DIVISION  
ROTONDA WEST STREET AND DRAINAGE ADVISORY COMMITTEE  
ATTENDANCE ROSTER**

**MEETING DATE: THURSDAY, APRIL 16, 2015**

**MEETING TIME: 10:00 A.M. – ROTONDA WEST ASSOCIATION COMMUNITY CENTER**

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

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