

MEETING MINUTES
GREATER PORT CHARLOTTE STREET & DRAINAGE ADVISORY COMMITTEE
November 5, 2008
8:30 a.m.

Attendees: Bob Logan, Kenneth Moore, Jay Carlson, Cathy Miller, Stephanie King
County – Dan Quick, Tara Musselman, Mike Dallenbach, Alan Holbach, Kim Raymond
Absent – Grover Mudd

The meeting was called to order at 8:30 a.m.

Minutes: The August 27, 2008, minutes were approved as submitted.

Business:

- Ms. Miller discussed the August e-mail regarding the Committee's function. Ms. Musselman presented a copy of the ordinance highlighting the Committee's purpose.
- Per Ms. Miller, over the past year members have focused on putting the committee together and establishing a paving program. She stated that one-third of their budget consists of paving, and the remainder is for Maintenance & Operations (M&O) work.
- Mr. Quick suggested a series of meetings between the Committee and Public Works to develop a specific work program and establish a schedule, which will then need to be signed by the Board Chair and Public Works. He said Public Works owes the MSBU a monthly expenditure report for completed work. Ms. Miller stated the Committee was never informed when the paving project changed. Mr. Quick agreed that the Committee needs to be informed, since Public Works relies on it to spread information to residents. He stated that communication needs to be improved.
- Per Mr. Quick, this MSBU has numerous Capital Improvement Projects, which are funded by the sales tax. He presented a list of these projects to the members and said they need to be informed about their status. Ms. Musselman noted the Committee usually receives only what it funds. The Public Works website includes the CIP projects, but the level of detail and the timeliness of the information need to be verified.
- Ms. Miller proposed that the Committee receive information a week in advance of its meetings. The Committee will meet with each of the following departments: CIP Projects, M&O, Engineering, and Stormwater. The Committee will begin to meet every other month. Members will first meet with M&O to meet the staff and get an overview of the department procedures. M&O will supply an agenda to the Committee.
- Ms. Miller requested a status report for the paving program. Ms. Musselman submitted a schedule for the areas to be paved in 2009. M&O is replacing the pipes prior to paving. The Road & Bridge paving schedule will be submitted to the members.
- The mowing contract has been renewed for three years. There was discussion about picking up trash before mowing. Ms. Musselman explained that mowing that includes trash removal is classified as specialty mowing, which is very expensive.
- The Year-End Actuals Report will be available mid-November.
- The Committee reviewed the Work Progress Overview Report for 2007/08.

- The Committee welcomed the new member, Stephanie McCartney King. Ms. King presented a brief background.
- Mr. Carlson thanked Ms. Miller for getting the Committee organized.

The next meeting is scheduled for Wednesday, December 17, 2008, at 8:30 a.m. at Charlotte County Public Works, 7000 Florida Street, Punta Gorda.

The meeting was adjourned at 9:32 a.m.

Respectfully submitted,

Tara L. Musselman
Municipal Services District Representative

TLM:srb

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