

**AGENDA**  
**HARBOUR HEIGHTS STREET & DRAINAGE**  
**MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING**  
**THURSDAY, DECEMBER 7, 2023**

**10:00 a.m., Charlotte Harbor Event Center**  
**75 Taylor Street, Punta Gorda Florida**

**BOARD MEMBERS:** Richard Kelley, Vice-Chair  
Tom Mettner  
Margaret Scott  
Joyce Pears

**COUNTY STAFF:** Erica LeMaster, Community Liaison  
Karlene McDonald, Operations Supervisor

**PURPOSE:** Regular Meeting

1. Call to Order/ Roll Call
2. Election of Officers
3. Annual Review – Sunshine Law, Roberts Rules of Order, Public Records
4. Changes to the Agenda / Motion to Approve Changes
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: June 29, 2023
7. Approval of Meeting Schedule: Fiscal Year 2024
8. Unfinished Business
  - a. Median Landscaping
9. New Business
  - a. Financial Reports
10. Citizen Input on MSBU Items (3-Minute Limit)
11. Advisory Board Open Discussion
12. Meeting Schedule / Items for Next Agenda
13. Motion to Adjourn