

**MINUTES**  
**SOUTH BURNT STORE STREET & DRAINAGE**  
**MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING**  
**MONDAY, MAY 23, 2022**

**10:06 a.m. – 11:15 a.m.**  
**Punta Gorda Charlotte Library**  
**401 Shreve Street, Punta Gorda, Florida**

**Members Present:** Dr. Mary Ellen Kiss, Chair  
Dave Evans, Vice-Chair  
Sandra Funk

**Members Absent:** Robert Hancik, Apologies Received  
Bob Reichert, Absent

**County Staff:** Karlene McDonald, Community Liaison  
Janina Stamoulis, Executive Assistant

**Guests:** None

**Call to Order / Roll Call:**

The meeting was called to order at 10:06 a.m. A roll call was taken, and a quorum was present.

**Changes to the Agenda / Motion to Approve Changes:**

None

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

None

**Approval of Minutes:**

Dr. Kiss requested a revision occur under the first sentence of Maintenance of Streets & Drainage to read "Dr. Kiss" instead of "Dr. King." The draft minutes from February 14, 2022, were unanimously approved as revised.

**Unfinished Business:**

- a. Vincent Avenue Drainage: Discussion ensued regarding the drainage system on Vincent Avenue. The Advisory Board watched a video submitted by a property owner highlighting their concerns. Ms. McDonald reconfirmed there is no further action the County Engineer recommends at this time and noted that the catch basin drains across county lines. Conversation followed regarding Burnt Store Marina, the history of the area and coordinating efforts for drainage and paving. The Advisory Board requested the County send a letter to Punta Gorda Isles Section 22 POA.
- b. FY24 Paving Program: Lee County has classified Vincent Avenue as a non-County maintained roadway, Punta Gorda Isles Section 22 POA did contribute to the previous paving program in FY05, and the Paving Projects Manager will inquire about the POA's interest in contributing funds for the upcoming program. Conversation followed regarding current oil prices and impacts to the paving program, potential road widening for a bike lane and the MSBU system. Ms. Funk requested an edge of pavement repair at the corner of Vincent Avenue and Cape Horn Boulevard.
- c. Future Sidewalks: Dr. Kiss commented on the Burnt Store Lakes POA's community plan and noted citizen input included sidewalks and/or bike paths, lighting, etc. possibly funded through the MSBU. Ms. McDonald noted the FY24 & FY25 budgets will be prepared in the

fall, and the Advisory Board could prepare a capital improvement project (CIP) to fund future sidewalks at a possible assessment rate increase.

**New Business:**

- a. **Financial Reports:** The FY22 second quarter financial reports were reviewed. Ms. McDonald provided a cost estimate for the repairs on Mint Lane to be approximately \$56,000. Discussion followed regarding new construction's responsibility for right-of-way damage.

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

None

**Advisory Board Open Discussion:**

Mr. Evans commented on Sunshine Law and how to provide information during POA meetings. Ms. McDonald confirmed factual information can be shared and suggested the Advisory Board take note of citizen input to be discussed at MSBU Advisory Board meetings.

**Schedule Meetings / Items for Next Agenda:**

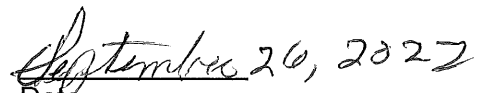
Discussion ensued regarding rescheduling the August meeting; future meetings are scheduled at 10:00 a.m. at the Punta Gorda Charlotte Library as follows:

- August 22, 2022
- November 21, 2022

Meeting adjourned at 11:15 a.m.

Submitted by: Karlene McDonald  
Public Works Department

  
\_\_\_\_\_  
Chair Signature

  
\_\_\_\_\_  
Date

**AGENDA**  
**SOUTH BURNT STORE STREET & DRAINAGE**  
**MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING**  
**MONDAY, MAY 23, 2022**

**10:00 a.m., Punta Gorda Charlotte Library**  
**401 Shreve Street, Punta Gorda, Florida**

**BOARD MEMBERS:** Dr. Mary-Ellen Kiss, Chair  
Dave Evans, Vice-Chair  
Sandra Funk  
Robert Hancik  
Bob Reichert

**COUNTY STAFF:** Karlene McDonald, Community Liaison

**PURPOSE:** Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of Minutes: February 14, 2022
5. Unfinished Business:
  - a. Vincent Avenue Drainage
  - b. FY24 Paving Program
  - c. Future Sidewalks
6. New Business:
  - a. Financial Reports
7. Citizen Input on MSBU Items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn



# South Burnt Store Street and Drainage MSBU

Fund Financial Report  
Oct. 1, 2021 - Mar. 31, 2022

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
<b>Beginning Balance</b>	\$1,951,266	\$2,447,070	\$2,565,239	\$2,565,239
<b>Revenues</b>				
Assessments & Earnings	664,101	648,429	548,431	648,429
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$664,101	\$648,429	\$548,431	\$648,429
<b>Expenditures</b>				
Contract Services	1,381	29,900	-	29,900
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	22,989	161,668	16,180	161,668
Internal Charges	1,284	3,850	3,850	3,850
Purchased Services	12,358	19,363	12,547	19,363
Materials and Supplies	-	-	-	-
Capital Outlay	12,117	-	-	-
Debt Services	-	-	-	-
<b>Project Costs</b>				
South Burnt Store Paving FY24	-	-	-	-
Deco Lights & Lndscp	-	-	-	-
<b>Total Expenditures</b>	\$50,129	\$234,781	\$32,577	\$234,781
<b>Reserves (Ending Fund Balance)</b>	\$2,565,239	\$2,860,718	\$3,081,093	\$2,978,887
<i>Reserve %</i>	98.1%	92.4%	99.0%	92.7%

Date Prepared: 4/4/2022

# Monthly MSBU Activity Report

START DATE: 12/1/2021 END DATE: 2/28/2022

**PW-SBSM South Burnt Store St/Dr Mtc**

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accomp.	UOM	Total Cost
1215303	PW-SBS - LD - SL#200 - 16175	Cape Horn - S. Bnt Str. Deco Lighting Maint.	PW-SBSM	South Burnt Store St/Dr Mtc										
				70-7025R	Lighting O/S	01/14/2022	0.50	30.89	0.00	1.65	0.00	0.50	LHR	32.54
				<b>Lighting O/S Total</b>			<b>0.50</b>	<b>30.89</b>	<b>0.00</b>	<b>1.65</b>	<b>0.00</b>	<b>0.50</b>	LHR	<b>32.54</b>
				<b>Total WO Number: 1215303</b>			<b>0.50</b>	<b>30.89</b>	<b>0.00</b>	<b>1.65</b>	<b>0.00</b>	<b>0.50</b>	LHR	<b>32.54</b>
1220419	PW-SBSM	South Burnt Store S&D MS DR Annual Work Order	PW-SBSM	South Burnt Store St/Dr Mtc										
				10-9866	MSDR	12/02/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						12/06/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						12/14/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						12/16/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						12/27/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						12/29/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						01/03/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						01/05/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						01/10/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						01/11/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						01/12/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						01/13/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						01/18/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						01/20/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						01/31/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						02/01/2022	1.50	137.09	0.00	0.00	0.00	1.50	LHR	137.09
						02/02/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						02/03/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						02/07/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						02/08/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						02/09/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						02/14/2022	3.25	297.02	0.00	0.00	0.00	3.25	LHR	297.02
						02/15/2022	2.75	251.32	0.00	0.00	0.00	2.75	LHR	251.32
						02/16/2022	1.25	114.24	0.00	0.00	0.00	1.25	LHR	114.24
						02/17/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						02/22/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						02/24/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
				<b>MSDR Total</b>			<b>18.75</b>	<b>1,713.56</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18.75</b>	LHR	<b>1,713.56</b>
				<b>Total WO Number: 1220419</b>			<b>18.75</b>	<b>1,713.56</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18.75</b>	LHR	<b>1,713.56</b>
1435667	PW-SBS-LD - TS#202 - 24477	Rio Togas - Decorative Lighting Maintenance	PW-SBSM	South Burnt Store St/Dr Mtc										
				70-7024R	Underground Locate	01/10/2022	1.00	46.88	0.00	3.30	0.00	1.00	LHR	50.18
				<b>Underground Locate Total</b>			<b>1.00</b>	<b>46.88</b>	<b>0.00</b>	<b>3.30</b>	<b>0.00</b>	<b>1.00</b>	LHR	<b>50.18</b>
				70-7025R	Lighting O/S	01/14/2022	0.50	30.89	0.00	1.65	0.00	0.50	LHR	32.54

Monthly MSBU Activity Report

START DATE: 12/1/2021 END DATE: 2/28/2022

PW-SBSM

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accomp.	UOM	Total Cost	
						<b>Lighting O/S Total</b>	<b>0.50</b>	<b>30.89</b>	<b>0.00</b>	<b>1.65</b>	<b>0.00</b>	<b>0.50</b>	LHR	<b>32.54</b>	
						<b>Total WO Number: 1435667</b>	<b>1.50</b>	<b>77.77</b>	<b>0.00</b>	<b>4.95</b>	<b>0.00</b>	<b>1.50</b>	LHR	<b>82.72</b>	
1435741	PW-SBS - LD - SL#201 -24532	Saragossa Ln. - Decorative Lighting Maintenance	PW-SBSM	South Burnt Store S/Dr Mtc											
						70-7025R Lighting O/S	01/14/2022	0.50	30.89	0.00	1.65	0.00	0.50	LHR	32.54
						<b>Lighting O/S Total</b>	<b>0.50</b>	<b>30.89</b>	<b>0.00</b>	<b>1.65</b>	<b>0.00</b>	<b>0.50</b>	LHR	<b>32.54</b>	
						<b>Total WO Number: 1435741</b>	<b>0.50</b>	<b>30.89</b>	<b>0.00</b>	<b>1.65</b>	<b>0.00</b>	<b>0.50</b>	LHR	<b>32.54</b>	
1452420	PW-SBS - LD - SL#203 - 24496	Peppercorn Rd. - Decorative Lighting Maintenance	PW-SBSM	South Burnt Store S/Dr Mtc											
						70-7025R Lighting O/S	01/14/2022	0.50	30.89	0.00	1.65	0.00	0.50	LHR	32.54
							02/09/2022	4.00	265.90	629.41	6.60	0.00	4.00	LHR	901.91
							02/10/2022	4.00	265.90	0.00	6.60	0.00	4.00	LHR	272.50
							02/18/2022	2.00	114.61	0.00	17.97	0.00	2.00	LHR	132.58
						<b>Lighting O/S Total</b>	<b>10.50</b>	<b>677.30</b>	<b>629.41</b>	<b>32.82</b>	<b>0.00</b>	<b>10.50</b>	LHR	<b>1,339.53</b>	
						<b>Total WO Number: 1452420</b>	<b>10.50</b>	<b>677.30</b>	<b>629.41</b>	<b>32.82</b>	<b>0.00</b>	<b>10.50</b>	LHR	<b>1,339.53</b>	
1452421	PW-SBS - LD - SL#204 - 24501	Cabana Ln. - Decorative Lighting Maintenance	PW-SBSM	South Burnt Store S/Dr Mtc											
						70-7025R Lighting O/S	01/14/2022	0.50	30.89	0.00	1.65	0.00	0.50	LHR	32.54
						<b>Lighting O/S Total</b>	<b>0.50</b>	<b>30.89</b>	<b>0.00</b>	<b>1.65</b>	<b>0.00</b>	<b>0.50</b>	LHR	<b>32.54</b>	
						<b>Total WO Number: 1452421</b>	<b>0.50</b>	<b>30.89</b>	<b>0.00</b>	<b>1.65</b>	<b>0.00</b>	<b>0.50</b>	LHR	<b>32.54</b>	
1452422	PW-SBS - LD - SL#205 - 17502	Cape Horn Blvd. - Decorative Lighting Maintenance	PW-SBSM	South Burnt Store S/Dr Mtc											
						70-7025R Lighting O/S	01/14/2022	0.50	30.89	0.00	1.65	0.00	0.50	LHR	32.54
							01/19/2022	2.00	114.61	10.98	17.97	0.00	2.00	LHR	143.56
						<b>Lighting O/S Total</b>	<b>2.50</b>	<b>145.50</b>	<b>10.98</b>	<b>19.62</b>	<b>0.00</b>	<b>2.50</b>	LHR	<b>176.10</b>	
						<b>Total WO Number: 1452422</b>	<b>2.50</b>	<b>145.50</b>	<b>10.98</b>	<b>19.62</b>	<b>0.00</b>	<b>2.50</b>	LHR	<b>176.10</b>	
1745195	Repair sinkhole at catch basin and rd x pipe- Near 16253	Trading Post Rd -SBSM	ROAD-21875	ROADWAY-TRADING POST RD-SBSM	TRADING POST RD-SBSM										
						10-2011D Catch Basin Repair	02/07/2022	15.00	937.70	0.00	82.10	0.00	15.00	LHR	1,019.80
						<b>Catch Basin Repair Total</b>	<b>15.00</b>	<b>937.70</b>	<b>0.00</b>	<b>82.10</b>	<b>0.00</b>	<b>15.00</b>	LHR	<b>1,019.80</b>	
						<b>Total WO Number: 1745195</b>	<b>15.00</b>	<b>937.70</b>	<b>0.00</b>	<b>82.10</b>	<b>0.00</b>	<b>15.00</b>	LHR	<b>1,019.80</b>	
1788254	FY22 SBSM Sign Insp. 6001	Location 88 Year-Round	SBSM-TSM	TSM											
						60-6001R Sign Maintenance	12/01/2021	4.00	261.24	79.00	26.24	0.00	29.00	SGN	366.48
							01/05/2022	3.00	195.93	24.90	22.17	0.00	9.00	SGN	243.00
							02/04/2022	1.00	65.31	30.55	6.56	0.00	5.00	SGN	102.42
						<b>Sign Maintenance Total</b>	<b>8.00</b>	<b>522.48</b>	<b>134.45</b>	<b>54.97</b>	<b>0.00</b>	<b>43.00</b>	SGN	<b>711.90</b>	





# Monthly MSBU Activity Report

START DATE: 12/1/2021 END DATE: 2/28/2022

PW-SBSM South Burnt Store St/Dr Mtc

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accompl.	UOM	Total Cost
				60-6013R	TSM Trouble Calls	12/21/2021	1.00	96.80	27.19	5.98	0.00	1.00	ICD	129.97
				<b>TSM Trouble Calls Total</b>			<b>1.00</b>	<b>96.80</b>	<b>27.19</b>	<b>5.98</b>	<b>0.00</b>	<b>1.00</b>	ICD	<b>129.97</b>
				<b>Total WO Number: 1798109</b>			<b>1.00</b>	<b>96.80</b>	<b>27.19</b>	<b>5.98</b>	<b>0.00</b>	<b>1.00</b>	ICD	<b>129.97</b>
1803627	FY22 - SL#203 - Bad Contactor and On/Off SW.		PW-SBSM		South Burnt Store St/Dr Mtc									
				70-7004R	Trouble Call	02/09/2022	0.00	0.00	0.00	0.00	0.00	0.00	LHR	0.00
				<b>Trouble Call Total</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	LHR	<b>0.00</b>
				<b>Total WO Number: 1803627</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	LHR	<b>0.00</b>
				<b>Total MSBU: PW-SBSM</b>			<b>87.27</b>	<b>6,834.89</b>	<b>1,381.43</b>	<b>292.26</b>	<b>0.00</b>	<b>573.75</b>	LHR	<b>8,508.58</b>