

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

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, DECEMBER 4, 2025**

**10:33 a.m. – 12:04 p.m.  
Punta Gorda Charlotte Library  
401 Shreve Street, Port Charlotte, Florida**

**Members Present:** Craig Williams, Vice-Chair  
Robert Carrier  
Timothy Coughlin  
Roy McElwee  
James Sparks

**Members Absent:** None  
**County Staff:** Erica Hayes, Community Liaison  
**Guests:** Sign in sheet attached

**Call to Order / Roll Call:**

The meeting was called to order at 10:33 a.m. A roll call was taken, and a quorum was established.

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

None

**Election of Officers:**

Chair: Craig Williams nominated himself as Chair, seconded by, and passed unanimously.  
Vice-Chair: Nominated Tim Coughlin, seconded by Roy McElwee, and passed unanimously.

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

None

**Approval of the Minutes:**

The October 29, 2025, minutes were unanimously approved as written.

**Unfinished Business:**

- a. Drainage Concerns: Discussion ensued regarding sediment buildup, flooding, and undermining near sidewalks. Specific attention was given to the location at Prada Drive and Doredo Drive, where a contractor struck a waterline, resulting in sediment buildup at a three-barrel pipe. The drainage ditch located in front of the **turtle crossing** was also identified as a high-priority drainage concern. Work orders for inspections are currently active, and staff will continue to monitor conditions and provide updates as they become available.

Topics addressed included:

- The distinction between private and County drainage responsibilities
- Long-standing uncertainty regarding drainage maintenance obligations
- Work order timelines affected by limited staffing resources
- Historical expectations for maintenance within the MSBU

Mr. Sparks made a motion requesting the attendance of appropriate County staff at the March 12, 2026, MSBU meeting to review drainage ditch responsibilities and past maintenance activities. The motion was seconded by Mr. Coughlin and passed unanimously. It was also noted that substantial drainage work completed in FY2025 resulted in the MSBU exceeding its drainage budget for the fiscal year.

**New Business:**

- a. Financial Reports: Fiscal Year (FY) 2025 fourth-quarter actual expenditure and maintenance activity reports were presented for review. The Advisory Board noted that additional details regarding the paving loan are still pending from Fiscal staff.

**Citizen Input on MSBU items (3 Minute Limit):**

None

**Advisory Board Open Discussion:**

None

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

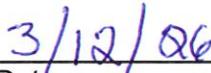
Future meetings are scheduled at 10:30 a.m., at the Punta Gorda Charlotte Library as follows:

- Thursday, March 12, 2026
- Wednesday, May 13, 2026
- Wednesday, September 2, 2026
- Wednesday, November 18, 2026

The meeting adjourned at 12:04 p.m.

Submitted by Erica Hayes  
Public Works Department

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

  
\_\_\_\_\_  
Date



**Burnt Store Village Street & Drainage  
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance  
Thursday, December 4, 2025

Location: 401 Shreve St, Punta Gorda, Florida  
Punta Gorda Charlotte Library

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

NAME (please print)	Email Address	Phone Number
Erica Hayes	Erica.LeMaster@charlottecountyfl.gov	941.575.3626
<i>Tom Mettner</i>	<i>tommettner@cs.com</i>	<i>888 235 2324</i>
<i>Patric L A. Bentz</i>		<i>815-222-3492</i>
<i>ERIC FROHN</i>		<i>941.875.4063</i>
	Email Address	