

**MINUTES
PIRATE HARBOR STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
THURSDAY, JUNE 16, 2022**

**10:03 a.m. – 10:43 a.m.
Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

Members Present: George Herl, Chair
Phillip Smallwood, Vice-Chair
Lynn McCulloch
Jeffrey Nilsson
Andrew Wolf

Members Absent: None

County staff: Karlene McDonald, Community Liaison
Janina Stamoulis, Executive Assistant

Guests: See attached sign-in sheet

Call to Order / Roll Call

The meeting was called to order at 10:03 a.m. A roll call was taken, and a quorum was established.

Changes to the Agenda:

None

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

None

Approval of Minutes:

Mr. Herl confirmed the Advisory Board was fine with the changes to the December 16, 2021, minutes. The March 24, 2022, minutes were unanimously approved as submitted.

Unfinished Business:

- a. Tree Trimming – Jean La Fitte Boulevard: Discussion ensued regarding the trimming; Mr. Wolf indicated that the community is working with FP&L to remove additional Australian pines on Black Beard Boulevard. It was noted that the Advisory Board objects to funding vegetation control caused by trees that fall outside the Right-of-Way on state property. Conversation followed regarding right-of-way dimensions, tree trimming around FP&L wires and poles and vegetation maintenance for fire hydrants. Conversation ensued regarding impacts to insurance rates with the fire station opening.
- b. Maintenance of Streets & Drainage: The Chair inquired about opening citizen input, Mr. Smallwood so moved, seconded by Ms. McCulloch and unanimously approved.
 - Mr. DiMuzio noted insurance rating requirements regarding varying proximities to fire stations, noted the blue reflective pavement markers (RPM) for fire hydrants are missing on certain roads, and commented on right-of-way and utility maintenance. Ms. McDonald noted RPMs can be installed at the Advisory Board's request, it was unanimously agreed to wait until after paving to discuss further.

New Business:

- a. Financial Reports: The FY22 second quarter financial reports were reviewed; it was noted that the Australian pines that were removed on Jean La Fitte Boulevard were not discussed ahead of work with the Advisory Board. Conversation followed regarding the reserve policy, paving reserves, and the annual assessment rate.

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

- Mr. DiMuzio commented on the possibility of making the annual assessment rate the same for vacant & improved property.

Advisory Board Open Discussion:

Mr. Wolf commented on new construction causing right-of-way damage, Ms. McDonald encouraged the Advisory Board to contact the Permitting Department as the contractor could be responsible for restoration. Conversation followed regarding potentially postponing paving, landscaping at the community entrance and a virus affecting certain palm trees.

- Mr. DiMuzio urged the Advisory Board to consider future development of multi-residential and commercial properties surrounding Pirate Harbor prior to an entrance landscape project. He inquired about a potential buffer wall if commercial development is approved for the property abutting Pirate Harbor.

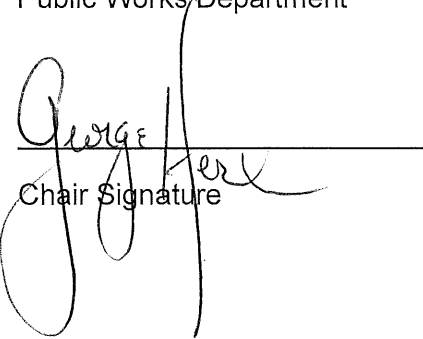
Meeting Schedule / Items for the next agenda:

Future meetings are scheduled at 10:00 a.m. at the Punta Gorda Charlotte Library as follows:

- September 15, 2022
- ~~December 28, 2022~~

The meeting adjourned at 10:43 a.m.

Submitted by: Karlene McDonald
Public Works Department


Chair Signature

9-15-2022
Date

**AGENDA
PIRATE HARBOR STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
THURSDAY, JUNE 16, 2022**

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

BOARD MEMBERS: George Herl, Chair
Phillip Smallwood, Vice-Chair
Lynn McCulloch
Jeffrey Nilsson
Andrew Wolf

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: March 24, 2022
5. Unfinished Business:
 - a. Tree Trimming – Jean La Fitte Boulevard
 - b. Maintenance of Streets & Drainage
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

Monthly MSBU Activity Report

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

PW-PHM Pirate Harbor S/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
	1797477	FY22 PHM 6002, Sign Prep. Year-Round	PHM-TSM	TSM	60-6002R Sign Preparation	12/22/2021	0.66	70.84	29.50	0.00	0.00	2.00	SGN	100.34
					Sign Preparation Total		0.66	70.84	29.50	0.00	0.00	2.00	SGN	100.34
					Total WO Number: 1797477		0.66	70.84	29.50	0.00	0.00	2.00	SGN	100.34
					Total MSBU: PW-PHM		21.66	1,915.67	56.41	27.70	0.00	115.00	SGN	1,999.78

Pirate Harbor Street and Drainage MSBU

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

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
Beginning Balance	\$400,089	\$387,768	\$395,257	\$395,257
Revenues				
Assessments & Earnings	117,644	115,556	106,828	115,556
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$117,644	\$115,556	\$106,828	\$115,556
Expenditures				
Contract Services	12,565	17,450	-	17,450
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	3,384	3,384	1,008	3,384
ROW Reclamation	-	-	-	-
Speciality Mowing	-	3,014	-	3,014
Public Works Services	103,543	68,204	3,841	68,204
Internal Charges	796	712	712	712
Purchased Services	2,188	2,904	2,128	2,904
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
Pirate Harbor Paving Program	-	-	-	-
Total Expenditures	\$122,476	\$115,668	\$7,689	\$115,668
Reserves (Ending Fund Balance)	\$395,257	\$387,656	\$494,396	\$395,146
<i>Reserve %</i>	76.3%	77.0%	98.5%	77.4%

Date Prepared: 4/3/2022



ARBORx Tree Services

PO Box 21775
Sarasota, FL 34276

Proposal

Date	P#-WO#
5/13/2022	6370 P

Billing Address
Charlotte County Public Works 7000 Florida Street Punta Gorda, FL 33948

Job Location		
24168 Jean La Fitte Blvd Punta Gorda, FL		
Rep	Contact Name	Contact Phone
J	Chuck Peters	941740-0585

Qty	Description	Each	Total
	Scope of Work: Flush Cut tall Pine Trees to 10 Feet in County Right of Way. Goal is to keep trees from endangering homes across the street and to remove potential to knock out power lines. Trees are located across the street from 24168 Jean La Fitte Blvd. and the empty lot adjacent to that address. Special Instructions: All trees are County Priced for Removal. Some MOT required on this two-lane road.		
11	Remove Hardwood: Pine Trees 4" to 12" DBH	125.00	1,375.00
15	Remove Hardwood: Pine Trees 13" to 24" DBH	350.00	5,250.00
	Debris Removal		0.00
	ARBORx Tree Services is very careful not to do any damage, but is not responsible for the following: underground utilities, landscaping, lawns, sprinkler systems, sidewalks, driveways, roads, screens, pool cages, & fences. By signing this Proposal you agree to the terms provided. X _____ Date: _____ Please provide P.O.# _____		0.00

PROPOSAL IS GOOD FOR 45 DAYS. - PLEASE SIGN AND RETURN			Total	\$6,625.00
Phone #	Fax #	E-mail	Web Site	
941-926-1177	941-926-1121	info@arborxtree.com	www.arborxtree.com	