



Radio Road Beautification M.S.T.U.
Advisory Committee
3299 East Tamiami Trail Suite 103 Naples Florida 34112
April 9, 2018

I. Call to Order

Chairman Lewis called the meeting to order at 3:00 PM.
A quorum of four were present.

II. Attendance

Advisory Committee: Dale Lewis; Chairman; Maria Schoenfelder, Vice-Chair; Helen Carella;
Harry Wilson; (Vacancy)
County Staff Harry Sells, Project Manager
Others: Gary Gorden, Commercial Land Maintenance; Dan Dopko, Advisory Committee Applicant;
Wendy Warren, JuriSolutions

III. Approval of Agenda

Mr. Lewis moved to approve the Radio Road M.S.T.U. Agenda as presented. Second by Mr. Wilson. Carried unanimously 4 - 0.

IV. Approval of Minutes – March 12, 2018 and March 27, 2018

March 12, 2018

Ms. Schoenfelder moved to approve the minutes of the March 12, 2018 meeting as presented. Second by Mr. Wilson. Carried unanimously 4 - 0.

March 27, 2018

Mr. Lewis moved to approve the minutes of the March 27, 2018 public meeting as presented. Second by Ms. Schoenfelder. Carried unanimously 4 - 0.

V. Landscape Maintenance Report – Gary Gorden, Commercial Land Maintenance

Mr. Sells distributed a “*Landscape To Do List dated April 1, 2018*” previously provided to **Commercial Land Maintenance**, for review with the following noted:

- 7,000 square feet of sod was installed. Forty to fifty (40 – 50) square feet died and will be replaced.
- Mr. Sells will approve replacement of deteriorating Gold Mound on receipt of a count provided by CLM.
- The Purchase Order for fertilizer listed an incorrect product and the order is being rewritten. CLM was instructed to decline delivery of the fertilizer; fertilizer must be returned to the supplier if CLM accepted delivery.
- Areas of sod on the residential side of Devonshire Boulevard appear to water stressed. Water schedule was increased and CLM noted coverage is adequate. *Mr. Sells will tour the area with CLM personnel to address irrigation issues.*
- Holes resulting from tree removal need to be filled and displaced soil (mounds) repaired.
- Median #2 – Quote Requested
 - Replace irrigation piping cut and capped on the western half by the contractors including extension to Median #2.
 - Clean/rake the median and prepare for planting.

- Final Irma invoices must be submitted so Purchase Orders can be closed.
- CLM’s chemical treatment to eradicate the weeds in the Perennial Peanut on Median 2 is complete. *CLM will provide a quote for plant replacement.*
- CLM will provide a quote to do the plumbing at the mixing chamber. *Mr. Kindelan is requested to contact Mr. Sells.*
- CLM will replace the broken irrigation box next to the bank.
- CLM will trim the Clusia hedge.

Mr. Sells requested Mr. Kindelan, CLM, provide scheduled dates for the projects on the Landscape To Do List and return it to him.

VI. Project Manager Report – Harry Sells

A. Budget Reports April 9, 2018

Mr. Sells distributed the “*Radio Road MSTU Fund 158 Budgets for April 9, 2018*” for information purposes highlighting as follows:

- \$112,050.84 of the FY18 property tax revenue budget of \$124,400.00 has been collected.
- 2018 Operating Expense budget is \$160,300 of which YTD commitments total \$97,550.01; expenditures total \$40,576.66.
- Uncommitted Operating Expense funds available are \$22,173.33.
- Based on contract approval by the Board of County Commissioners for Florida Land Maintenance, dba CLM, for landscape services for the Radio Road M.S.T.U., a third Purchase Order was issued. The balances for two prior purchase orders will be closed.
- The invoice for sod installation, approximately \$10K, was paid. An insurance claim has been submitted to FEMA.
- A separate purchase order, not reflected in the budget, for storm related damage to Devonshire Boulevard was issued and billed to FEMA. FEMA has agreed to reimburse the County.
- The MSTU is responsible for storm related expenses declined by FEMA for reimbursement.
- An insurance claim will be filed with the County’s Risk Management division for balances declined by FEMA; a \$500 deductible may apply.
- The Rich King Greenway beautification project will be funded from Capital Outlay, Line 45 of the FY18 budget.
- Unused funds can be transferred between purchase orders to accommodate shortages if necessary.
- Estimated Cash balance including Commitments not spent totals \$896,105.36.
- General Funds for improvements are available to fund special projects or operating expense shortages if a budget amendment is approved by the Board of County Commissioners.
- Mr. Sells relayed the Committee’s decision to maintain the current millage rate of 0.1000 for FY-19 to the budget department increasing revenue proportionate to the Ad Valorem property tax increase.

B. Mail Out to Membership Proposal \$8,000.00

Mr. Sells provided Exhibit A - “*Radio Road Beautification Municipal Service Taxing Unit Fact Sheet*” and Exhibit B – “*Radio Road Beautification Municipal Service Taxing Unit Survey Questionnaire*” – documents handed out at the Public Meeting on March 27, 2018. **Commissioner Penny Taylor** requested the survey to obtain feedback from the community’s residents.

Radio Road Beautification Municipal Service Taxing Unit Fact Sheet defines:

- Definition of a Municipal Service Taxing Unit (MSTU).

- Beautification improvements completed by the MSTU.
- Potential future improvements for MSTU consideration.
- Estimated costs of proposed improvements.
- Analysis of approximate cost to individual homeowners.
- Methods to obtain more information on the MSTU.

Radio Road Beautification Municipal Service Taxing Unit Survey Questionnaire

- It notes the Board of County Commissioners adopted Ordinance No. 96-84 creating the Radio Road MSTU with a maximum millage rate of 0.5 per year.
- Residents are asked to provide feedback on the MSTU’s consideration of future projects to improve the appearance of the area and a list of projects they would like to see undertaken.

Approval is pending for an Action Plan to improve communication with the public prepared by Mr. Sells.

Staff proposed mailing the Fact Sheet and Survey to the Radio Road MSTU members within the next two weeks at a cost of \$8K. The Survey results will be tallied by the County.

Mr. Lewis motioned to approve the mailing of the survey to the Radio Road M.S.T.U. members at a cost of \$8,000.00. Second by Mr. Wilson. Carried unanimously 4 – 0.

C. Landscape Architect’s Report

Mr. Sells provided a copy of Windham Studio’s monthly Maintenance Report for Radio Road and Devonshire Boulevard dated April 4, 2018.

The Committee noted Mr. Windham’s monthly report identifies deficiencies and provides recommendations but the information is not comprehensive and often repetitive. Provision of a detailed report quarterly would be more beneficial and cost effective.

Windham Studios Work Order/Purchase Order, contract 16-6598 “*Fixed Term Landscape Architectural Services*” Task 4 (Monthly Field Reports) dollar allocation will be modified.

Ms. Schoenfelder motioned to direct Windham Studios Inc. to compile a detailed landscape report for Radio Road and Devonshire Boulevard on a quarterly basis commencing June 2018. The report, published one week before the scheduled monthly Radio Road M.S.T.U. meeting, will include landscaping observations and recommendations. Second by Mr. Lewis. Carried unanimously 4 – 0.

D. New Boundary Map and Proposed Ordinance Change

Mr. Sells distributed a map depicting the current M.S.T.U. boundaries and the proposed modifications which would yield the following results:

- Incorporating four parcels of land on the southern half of Rich King Parkway by relocating the boundary line 110’ east into the M.S.T.U. The four parcels are county owned and will not affect the tax base.
- Allow the M.S.T.U. to expend money in the area for the proposed Rich King Pathway project.

Ordinance Modification

Mr. Sells reported:

- The County Attorney directed Staff to modify the language in the Ordinance to clearly define the beautification and the proposed boundary modifications.
- The Board of County Commissioners approval of the Ordinance change is pending approval of an “Action Plan” for the M.S.T.U.

E. Devonshire Medians 1 and 2

Mr. Sells reported the construction is complete and directed CLM to repair the irrigation system and provide a quote for planting Median #2.

F. Status of Irrigation and Quotes

Mr. Sells distributed a plumbing diagram reconfiguring a new priming control and mixing chamber bypass for the well water in the Hydro-Point irrigation system. Upon receipt of a quote from CLM the modifications will be implemented.

G. Bus Stop Refurbishments

Mr. Sells no update is currently available on the CAT (Collier Area Transit) requests by the M.S.T.U. for consideration of modifications to fifteen bus stops to comply with ADA (American’s Disability Act) requirements and provide shelter for transit bus riders.

H. Rich King Pathway

Mr. Sells advised the landscape plans, for the Rich King Greenway beautification project prepared by Windham Studios, are complete.

- The Board of County Commissioners directed the M.S.T.U. to refurbish the Greenway several years ago.
- A quote will be requested from CLM for project installation and the County has granted permission to utilize their irrigation system to supply water to the area.
- The irrigation plan incorporates five zones versus the two zones initially proposed; the plans will be submitted to the County as requested.
- The MSTU’s annual fees for use of reclaimed water and to manage the software control of the five zones will be negotiated with Road Maintenance.
- Alternatively, the M.S.T.U. may consider installing their own irrigation controller and software for the five zones in lieu of accessing the County system.

Mr. Sells will:

- Submit the plans to FPL for approval and secure an agreement to proceed.
- An “*Invitation to Bid*” will be distributed to qualified contractors if the dollar amount of the project exceeds \$50,000 in accordance with the County’s Procurement Ordinance Section 9, (Formal Competitive Threshold).

Mr. Lewis motioned to direct Mr. Sells to contract Florida Land Maintenance, doing business as Commercial Land Maintenance, for refurbishment of the Rich King Greenway in accordance with the landscape design plans prepared by Windham Studios Inc. Second by Ms. Schoenfelder. Carried unanimously 4 – 0.

I. Dan Dopko Membership on April 10th BCC Agenda

Mr. Sells noted Daniel P. Dopko’s application to fill the vacant position on the Radio Road Beautification M.S.T.U. Advisory Committee is on the Board of County Commissioners April 10, 2018 meeting Agenda.

VIII. Old Business

None

IX. New Business

None

X. Public Comment/Committee Member Comment

None

XI. Adjournment

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 4:20 P.M.

NEXT M.S.T.U. MEETING: MAY 24, 2018

Berkshire Lakes Master Association Clubhouse

495 Belville Boulevard, Naples, FL 34105

RADIO ROAD MSTU ADVISORY COMMITTEE

Dale Lewis, Chairman

The Minutes were approved by the Committee on _____, 2018 as presented____, or as amended _____.