



**Radio Road Beautification M.S.T.U.
Advisory Committee
3299 East Tamiami Trail Suite 103 Naples Florida 34112
April 8, 2019**

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Lewis called the meeting to order at 3:00 PM.

A quorum of four was present. The Pledge of Allegiance was recited.

II. ATTENDANCE

Advisory Committee: Dale Lewis; Chairman; Maria Schoenfelder; Vice-Chair; Helen Carella; Frank Cooper (Excused); Harry Wilson

County Staff: Harry Sells, Project Manager, Michelle Arnold Director PTNE

Others: Gary Gorden, Commercial Land Maintenance; Wendy Warren, Premier

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES – March 25, 2019

Ms. Schoenfelder moved to approve the minutes of the March 25, 2019 meeting as presented. Second by Mr. Wilson. Carried unanimously 4 – 0.

V. LANDSCAPE MAINTENANCE REPORT – Gary Gorden, Commercial Land Maintenance

Mr. Gorden reported on maintenance as follows:

- Saw Palmettos and grasses on the medians were cleaned enhancing line of sight visibility.
- Bi-annual pruning, in conformance with the contractual terms, will be pruned in two weeks.
- Turf was treated for weed and insect infestation.
- Trees were pruned.
- Mulch application of eight (8) palettes was placed on medians. Two (2) additional palettes will be installed in remaining areas.
- Slow release fertilizer application is scheduled for the first week in May.
- Parts ordered for two (2) repairs to the irrigation system will be installed.

Mr. Sells reported the installation of one Foxtail Palm and ten Ilex Schillings at the intersection of Radio Road and Sherbrook Drive, Median #16, approved by the Committee at the January 28, 2019 meeting is completed.

VI. PROJECT MANAGER REPORT – Harry Sells

A. BUDGET REPORT APRIL 8, 2019

Mr. Sells distributed the “Radio Road MSTU Funds 158 Budget for April 8, 2019 for information purposes highlighting as follows:

- FY19 Ad Valorem property tax revenue budget is \$130,800.00.
- Taxable value FY19 vs FY18 rose 5.27%.
- Total revenue FY19 is \$936,499.44 including investment interest, transfers and contributions (minus a 5% reserve of \$6,700).

- The Millage rate remains constant at 0.1.
- Operating Expense Budget is \$126,799.44 of which \$65,435.02 is committed; \$35,256.29 expended.
- Unencumbered Operating Expense funds available are \$26,108.13.
- General Funds for Improvements of \$734,149.90, Line 34, are available to fund special projects or operating expense shortages with a budget amendment approved by the Board of County Commissioners.
- Total Available Balance is \$764,423.97.

B. BUDGET DISCUSSION FY20

Mr. Sells distributed an FY20 Radio Road M.S.T.U. Budget Preparation, Fund 158, spread sheet highlighting the FY19 Forecast and FY20 Proposed Budget.

- *Operating Expenses* Forecast FY19 are \$98,250.00; FY20 proposed budget is \$115,600.00.
- *Landscape Incidentals* forecast FY19 of \$5,000.00, FY20 is budgeted at \$20,000.00.
- Windham Studios, Inc. annual service contract of \$12,000.00, terminated by the Committee at the start of FY 19, is forecast at \$4,000.00. FY20 estimate for services is \$2000.00. Budgeted funds will be expended for design services for the Rich King Memorial Greenway Entryway project.
- *Post Freight* budget of \$3,000.00 is planned to offset the annual cost of the newsletter mailing to property owners within the M.S.T.U.
- Based on bids received five (5) years ago, the *Improvements General* FY20 budget is allocating \$30,000.00 for refurbishment of the Rich King Entryway project. Current bids will be tendered based on the *Scope of Work* summary prepared by Staff.
- Financial assignment for Insurance General (Line 21) and Indirect Cost (Line 14) are provided by the Budget Department.
- Except for Florida Land Maintenance, dba as Commercial Land Maintenance, vendor contracts are in place.

The Committee will be updated at a future meeting if the budget office recommends funding Operating Expense from the Capitol Outlay reserve category.

Millage Rate:

The M.S.T.U. is provided two options for the millage rate, currently assessed at 0.1 as follows:

- Lower the current millage rate to establish a Revenue Neutral Policy, maintaining the FY19 income level.
- Maintain the current millage rate, increasing revenue approximately 5%.

The Committee approved maintaining a Revenue Neutral Budget for FY20 in a motion on March 28, 2019.

C. IRRIGATION SYSTEM AND CONTROLLERS STATUS

The system is now totally automated and operating on a single isolation transformer.

VII. OLD BUSINESS

A. STATUS OF MSTU AND COMMUNITY OUTREACH

The “*MSTU Community Outreach Plan,*” outlining the public outreach efforts to provide information and solicit input from tax paying residents, has been implemented with Homeowner Associations within the M.S.T.U. boundaries.

Ms. Arnold reported the goal to communicate accomplishments and identify projects property owners would like to see implemented by the M.S.T.U. has been successful. The collection of residents contact information is beneficial in building a database to provide information to property owners.

Ms. Arnold reported to the Board of County Commissioners on March 26, 2019 on the progress of the Community Outreach Plan (noted below) and expressed an “Intent to Continue” with M.S.T.U. projects on behalf of the Committee and property owners.

- Monthly Meetings
- Community Surveys
- Newsletters
- Public Meetings
- Comprehensive Mailings: *An annual mailing to all residents relaying M.S.T.U. activities and accomplishments is being considered.*

Ms. Arnold encouraged members to place M.S.T.U presentations on homeowner association agendas to educate residents on the benefits and accomplishments of the entity as well as gathering feedback for new projects.

B. RICH KING ENTRY PROJECT

At the March 26, 2018 meeting of the Board of County Commissioners (BCC), a directive to proceed with the “Rich King Memorial Greenway Entryway” refurbishment project was granted. Funding is available in the 2019 and proposed 2020 budgets to finance the project.

Mr. Sells will prepare Notification of FPL Facilities and Right of Way Use (ROW) agreements for submission to Florida Power & Light (FPL). He noted that an extra HydroPoint controller will be used to control the irrigation system for the project which will be connected to a County water source; a method for determining cost reimbursement will be devised.

VIII. NEW BUSINESS

A. Summer Schedule

The Committee agreed to cancel the May, June and July 2019 Advisory Committee meetings noting a meeting can be scheduled to address time sensitive items if necessary. The next scheduled meeting is August 12, 2019.

Chairman Lewis motioned to cancel the May, June and July 2019 meetings of the Radio Road Beautification M.S.T.U. Advisory Committee reserving the right to schedule a special meeting if necessary. Second by Mr. Wilson. Carried unanimously 4 - 0.

IX. COMMITTEE MEMBER COMMENTS

None

X. PUBLIC

Wayne Sherman commented:

1. The October 17, 2013 contractual agreement for the Rich King project had a one-year termination clause.

Mr. Sells will prepare a new contract identifying changes to the previously approved contract for submission to the Board of County Commissioners and FPL.

Rebecca Paratore commented:

1. The validity of the original FPL agreement with the County for refurbishment of the Rich King Parkway was questioned. *As noted under item VII. B., Staff will apply for a new ROW permit.*
2. Ms. Arnold will provide a list of Homeowner Association meetings conducted by Staff.

Larry True commented:

1. Two (2) country clubs have initiated a petition to “sunset” the M.S.T.U.
2. Members of Glen Eagle voted against the 2002 modification to the Ordinance to transfer Devonshire Boulevard to the M.S.T.U.’s area of responsibility.

Marlene Sherman commented:

- The landscaping in the Berkshire Lakes ROW, installed by the M.S.T.U, should be maintained by Berkshire Lakes Association, a similar arrangement to Publix assuming responsibility for the commercial side. **Mr. Sells** noted two parties must concur on an arrangement for an agreement to be executed. *Berkshire Lakes has not agreed to maintain the area.*
- Staff will reply to Ms. Sherman’s email.

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:40 P.M.

NEXT M.S.T.U. MEETING: SEPTEMBER 9, 2019

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 _____, 2019 as presented _____, or as amended. _____.