



**Radio Road Beautification M.S.T.U.
Advisory Committee
8300 Radio Road
Naples Florida 34104**

February 14, 2022

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

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

II. ATTENDANCE

Advisory Committee: Dale Lewis, Chairman; Maria Schoenfelder, Vice-Chair;
Frank Cooper (Excused); Harry Wilson; William Gurnee (Excused)
County Staff: Harry Sells, Project Manager; Michelle Arnold, Director PTNE (Excused);
Rosio Garcia, Operations Coordinator
Landscape: Gary Gorden, Superb Landscape Services Excused; Mike McGee,
McGee & Associates Landscape Architects (Excused)
Others: Wendy Warren, Premier Staffing, Transcriptionist; Robert Hinzman; Resident

III. APPROVAL OF AGENDA

Vice-Chair Schoenfelder moved to approve the Agenda of the Radio Road Beautification M.S.T.U. Second by Mr. Wilson. Carried unanimously 3 - 0.

IV. APPROVAL OF MINUTES – October 11, 2021

Chair Lewis moved to approve the minutes of the October 11, 2021, meeting as presented. Second by Vice-Chair Schoenfelder. Carried unanimously 3 – 0.

V. ELECTION OF OFFICERS

Nomination for Chair

Mr. Wilson nominated Dale Lewis for the position of Chair of the Radio Road Beautification M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Chair Lewis. Nominations were closed and no others were tendered. Carried unanimously 3 – 0. Mr. Lewis assumed the Chair.

Nominations for Vice-Chair

Mr. Wilson nominated Maria Schoenfelder for the position of Vice-Chair of the Radio Road Beautification M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Chair Lewis. Nominations were closed and no others were tendered. Carried unanimously 3 – 0. Ms. Schoenfelder assumed Vice-Chair.

VI. LANDSCAPE MAINTENANCE REPORT – Gary Gorden, Superb Landscape (Excused)

Mr. Sells reported:

- Overall median landscaping is in good condition.
- The Clusia hedge was pruned to the desired ten (10) foot height.

- Black Olive trees on the west side were structurally pruned to thin out and provide for 10-foot clearance of limbs above the sidewalk and Clusia hedge.
- Trees in the medians were trimmed.
- Fertilizer application for the area is scheduled in March/April.
- Tree limbs encroaching the solar panels were pruned.

VII. PROJECT MANAGER REPORT – Harry Sells

A. Budget Report February 14, 2022

Radio Road MSTU Fund Budget 158 dated February 14, 2022

- The FY-22 millage rate of 0.0000, was approved by the Board of County Commissioners (BCC). *The MSTU will be operating off Reserve funding for the FY-22 and FY-23.*
- Transfers and Contributions, Line 11, are \$519,495.92; a carry-over of unexpended FY-21 funds.
- Total Revenue, Line 12, is \$521,860.03, including investment interest, transfers, contributions and expenditures.
- The budget will be funded by Carry Forward Funds. Income is recorded as a negative number, expenses positive.
- Purchase Orders: (Contractors)
 - Hart's Electrical – Electrical Maintenance & Irrigation Repairs
 - MAR Green Resource - Fertilizer
 - McGee & Associates – Landscape Architecture
 - Premier Staffing – Transcription Services: FY 21 Purchase Order closed out.
 - Site One Landscape Supply – Irrigation Parts & Pumps
 - Superb Landscape Services – Grounds & Irrigation Maintenance & Incidentals
- Operating Expense, Line 32, is budgeted at \$126,395.92; with current Commitments of \$74,303.99, Expenditures of \$18,790.99, and a Budget Remainder (unspent operating funds) of \$33,300.02.
- Capital Outlay, Line 34, budgeted at \$100,000.00, is available to fund special projects or operating expense shortages with a budget amendment approved by the Board of County Commissioners.
- Transfer to Fund 111, Line 35, in the amount of \$40,700.00, is for MSTU Staff salaries and accrued County overhead related to M.S.T.U. operations.
- Transfer to the Tax Collector, Line 36, in the amount of \$100.00, is for collection of M.S.T.U. millage as part of the tax bill, currently 0.0000 mills.
- Reserves, Line 39, budgeted at \$255,700.00, is designated for Insurance and Catastrophic damage repair.
- Total Budget, Line 40, lists FY-22 M.S.T.U. budgeted funds at \$522,895.00; with tabulated Commitments of \$74,303.99, Expenditures of \$18,792.36, and a Budget Remainder (total unspent funds) of \$429,798.65. The Budget amount of \$522,895.00 does not change during the fiscal year.

Landscape Maintenance – Multi-Year Contract

- Superb Landscaping Services contract expires in December 2022.
- An *Invitation to Bid (ITB)* Landscaping Contract for the Radio Road M.S.T.U. will be posted in accordance with County practice and awarded to the lowest qualified bidder.
- The three-year contract with two (2) one-year renewal options, is subject to approval by the Board of County Commissioners (BCC).

- The contract will include monthly maintenance of the Rich King Memorial Greenway landscaping.

Mr. Sells will provide a quote for Committee consideration as soon as it is completed and before the November 2022 meeting.

B. Fiscal Year 2023 Adopted Budget

A preliminary FY-23 budget, effective October 1, 2022, with a millage rate consistent with FY-22 will be presented for member review at the March 2022 meeting.

- A “replacement reserve” in accordance with the Capital Maintenance Plan will be incorporated.
- The millage rate is evaluated annually with consideration of Capital Reserves necessary for future expenses.

Asset Inventory Review & Cost Estimates

The Capital Maintenance Plan FY-21 identifies community assets and defines financial requirements to maintain the inventory. The following was noted:

- Asset Management Principles *Establish Inventory with Determined Quantities Target Dates for Install and Replacement and Prepare Schedules for Repair/Replacement with Cost.*
- Asset responsibility verification and maintenance includes, but is not limited to, landscaping, irrigation, water, electric and solar panels.
- Staff is updating the *Asset Inventory* replacement cost projection estimates.
- Estimated annual maintenance projected expense is reflected as “Capital Replacement Reserve” in the FY-22 budget.

C. Status of Irrigation System

Mr. Sells reported:

- Overall, the system is functioning properly.
- Hart’s Electrical installed a third solar panel and battery on the solar control element on the residential side of Devonshire Boulevard.
- Batteries on the two (2) original solar panels were replaced.
- The flow meter ceased to register water flow. The meter from Rich King Memorial Greenway was relocated to Devonshire Boulevard.
- Water supply was curtailed by the Road Maintenance Division decreasing irrigation frequency. The issue has been resolved and visible brown spots in the turf will recover.

D. Rich King Refurbishment Status Report

Mr. Sells presented a *Letter of Recommended Award Solicitation No. 21-794*, for the renovation of the Rich King Memorial Greenway, Radio Road South Entry.

- The Scope of Work for Rich King Memorial Greenway, Radio Road, landscape, and irrigation includes the installation of landscape plantings and irrigation systems.
- Based on the bid tabulation provided by the Collier County Purchasing Division, Hannula Landscaping & Irrigation, Inc. is the only and low bidder with a bid amount of \$67,591.61.
- The responses to the “Vendor, Reference Check Log” were very positive and complimentary.
- The project, with an estimated start date of May 2022, will be funded through the FY-22 budget.

Chair Lewis motioned to recommend the Board of County Commissioners award Hannula Landscaping & Irrigation, Inc., contract No. 21-7941 in the amount of \$67,591.61, to landscape the south entry of the Rich King Memorial Greenway on Radio Road. Second by Mr. Wilson. Carried unanimously 3 – 0.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

None

IX. COMMITTEE MEMBER COMMENTS

None

X. PUBLIC COMMENTS

Mr. Sells informed Mr. Hinzman the M.S.T.U. assumed responsibility for the Rich King Memorial Greenway refurbishment maintenance at the time of project inception.

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:43 P.M.

**NEXT M.S.T.U. MEETING: MARCH 14, 2022 3:00 PM
8300 Radio Road
Naples, Florida 34104**

RADIO ROAD MSTU ADVISORY COMMITTEE



Dale Lewis, Chairman



The Minutes were approved by the Committee on 11 April, 2022 as presented X or as amended _____.