



**Radio Road Beautification M.S.T.U.**  
**Advisory Committee**  
**3299 East Tamiami Trail Suite 103 Naples Florida 34112**  
**November 13, 2018**

**I. Call to Order and Pledge of Allegiance**

**Chairman 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; Harry Wilson; Vacancy

County Staff: Harry Sells, Project Manager

Others: Robert Kindelan, Commercial Land Maintenance (Excused); 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. Carella. Carried unanimously 4 - 0.*

**IV. Approval of Minutes – September 10, 2018**

*Ms. Carella moved to approve the minutes of the September 10, 2018 meeting as presented. Second by Mr. Lewis. Carried unanimously 4 – 0.*

**V. Landscape Maintenance Report – Robert Kindelan, Commercial Land Maintenance, not present**

**Mr. Sells** and **Mr. Kindelan** toured the community to review the trees replanted and staked after Hurricane Irma. The trees were to be re-staked to ensure the “hold downs” are not covered.

*Mr. Sells will query regarding CLM’s intent to re-stake the trees and update the committee at a future meeting.*

Overall the condition of landscape maintenance in the community is good.

**Radio Road Maintenance Report**

The Right of Way (ROW) in the Berkshire Lakes area of this arterial roadway, maintained by the County, is not being mowed. The Committee expressed concern and requested action at the September 2018 meeting.

*Mr. Sells will invite the new landscape contractor and Pam Lulich, Landscape Operations, to a meeting to review maintenance standards for landscaping and curbing for Radio Road.*

**VI. Project Manager Report – Harry Sells**

**A. Landscape Architect Termination**

**Mr. Sells** terminated Windham Studio’s contract with the Radio Road Beautification M.S.T.U. effective September 29, 2018 as approved by the Committee at the September 10, 2018.

The Committee can select from a roster of County approved Architects for future projects requiring architectural services.

## **B. Budget Reports November 13, 2018**

Mr. Sells distributed the “*Radio Road MSTU Funds 158 Budget for November 13, 2018*” for information purposes highlighting as follows:

- FY19 Ad Valorem property tax revenue budget is \$130,800.00.
- Taxable value FY18 vs FY17 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 0.1000.
- Operating Expense Budget is \$126,799.44 of which \$93,802.64 is committed; \$7,764.22 expended.
- Unencumbered Operating Expense funds available are \$25,436.69.
- Funds allocated for landscape maintenance and incidentals with Florida Land Maintenance, dba Commercial Land Maintenance, total \$90,000.
- General Funds for Improvements of \$736,600.00, Line 34, are available to fund special projects or operating expense shortages if a budget amendment is approved by the Board of County Commissioners.
- Total Available Balance is \$834,932.58.

## **C. Community Outreach**

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

- Monthly Meetings – *Ongoing and open to the public the second Monday of each month.*
- Community Surveys – *A survey is scheduled for distribution in peak season with the goal of yielding a higher return rate and more accurate consensus of property owner’s opinions.*
- Public Meetings – *Staff presents historical accomplishments, current activities and future projects for consideration to the Homeowners Associations. Ms. Arnold and Mr. Sells met with Berkshire Lakes HOA residents. Additional meetings have been scheduled through January 2019 and committee members’ participation is encouraged.*
- Comprehensive Mailings – *Fliers, Newsletters and Surveys.*
- Newspaper Guest Commentary- *publication of articles directed by Staff to disseminate information to the public.*

## **D. Irrigation System and Controllers Status**

The system is running well on a single isolation transformer; plugged heads in the Right of Way (ROW) repaired. Staff monitors CLM’s maintenance of the system to ensure efficient operation.

## **VII. Old Business**

### **Status of Rich King Entry**

The postponed “*Rich King Greenway Entryway*” project to refurbish the Greenway entrance, approved by the Board of County Commissioners on June 11, 2013, should be considered for implementation. Plans are finalized and funding is available for the project.

- Irrigation modifications will be incorporated into the design.
- An experiment with “drip irrigation” will be conducted on Median #2 to determine if application is appropriate for the project.

**Mr. Sells** will:

- Present the project to the Board of County Commissioners (BCC) for authorization to proceed.
- Research “drip irrigation” noting two options are available and the product has to be buried six to eight inches underground to ensure longevity.
- Submit the plans to FPL for approval and secure an agreement to proceed.
- Distribute an “*Invitation to Bid*” 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) on project approval by the Board of County Commissioners (BCC).

*Mr. Wilson motioned to recommend the Board of County Commissioners approve the “Rich King Greenway Entryway” refurbishment project. Second by Mr. Lewis. Carried unanimously 4 - 0.*

## **VIII. New Business**

### **A. Application to Replace Dan Dopko as Advisory Board member**

**Don Dopko** tendered his resignation from the Radio Road M.S.T.U. as of October 15, 2018.

Two individuals applied for the single position which was advertised in accordance with County policy.

The Candidate’s presented their credentials to the committee.

#### **1. Rebecca Paratore**

Ms. Paratore, a resident of Countryside, works for Habitat for Humanity of Collier County, Inc. and is a licensed CAM paralegal. She expressed her interest in becoming a member.

#### **2. Frank W. Cooper**

Mr. Cooper, a resident of Lorraine Avenue, has a background in commercial banking, real estate development and real estate renovation and property management. Currently he works for FC Properties, Inc.

*Mr. Wilson moved to recommend the Board of County Commissioners appoint Frank Cooper to the Radio Road Beautification M.S.T.U. Advisory Committee. Second by Mr. Lewis. Carried unanimously 4 – 0.*

## **IX. Committee Member Comments**

The Committee discussed meeting dates and agreed the next regularly scheduled meeting will be January 14, 2019.

*Mr. Lewis moved to suspend the December 2018 meeting of the M.S.T.U. and reconvene on January 14, 2019. Second by Ms. Schoenfelder. Carried unanimously 4 – 0.*

## **X. Public Comments**

None

## **XI. Adjournment**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:30 P.M.*

**NEXT M.S.T.U. MEETING: JANUARY 14, 2019**

Berkshire Lakes Master Association Clubhouse  
495 Belville Boulevard, Naples, FL 34105

**RADIO ROAD MSTU ADVISORY COMMITTEE**

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**Dale Lewis, Chairman**

The Minutes were approved by the Committee on \_\_\_\_\_, 2018 as presented\_\_\_\_, or as amended \_\_\_\_\_.