



Radio Road East
M.S.T.U. Advisory Committee
3299 East Tamiami Trail Suite 103
Naples, FL 34112

MEETING MINUTES
JUNE 1, 2015

I. Call to Order

Ms. Chapin called the meeting to order at 11:00am in absence of Chairman Johnson. Roll call was taken and a quorum of three was established.

II. Attendance

Members: *Chairman Dale Johnson, Sue Chapin, Renato Fernandez, Janice Bundy, (Vacancy).*

County: *Harry Sells– Project Manager; Michelle Arnold, Director - Public Transit and Neighborhood Enhancement.*

Others: *Dayna Fendrick – Urban Green Studio, Thomas Gonzalez, Mike Barrow - Affordable Landscaping Service and Design; David Durrell – Juristaff.*

III. Approval of Agenda

Mr. Fernandez moved to approve the Agenda subject to the addition of Item V.C – Landscape Architect Report with the following item be re-lettered accordingly. Second by Ms. Chapin. Carried unanimously 3 - 0.

IV. Approval of Minutes: April 8, 2015

Ms. Bundy moved to approve the minutes of the April 8, 2015 meeting as presented. Second by Mr. Fernandez. Carried unanimously 3 - 0.

V. Project Manager Reports

A. Budget Report

Mr. Sells provided the document “*Radio Road East MSTU FUND 166 June 1, 2015*” for information purposes. He noted there is approximately \$10,000 of uncommitted funds remaining in the FY15 budget.

Chairman Johnson arrived at 11:10am and assumed the Chair.

B. New Meeting Location

Mr. Sells reported Thomas Depouw has resigned from the Committee due to personal reasons and the meeting location in his community will no longer be available to the MSTU. Staff is

investigating new locations to hold the meetings including area clubhouses, county community centers, etc.

C. Landscape Architect Report

Ms. Fendrick provided the Memo “Site Report 5/31/15” for information purposes. The following was noted under Consultant/Staff and Committee Member discussions:

- The Asian Jasmine and Mimosa are overgrown with weeds and she recommends they be removed and a new plan be developed for these areas.
- The Pigeon Plums are in poor condition and do not appear to be taking hold. Eight of them were root pruned as a trial to see if they would begin to improve. This activity has provided limited results and it was determined the landscape maintenance contractor did not fertilize them after the pruning as instructed.
- It may be prudent to develop a new course of action for replacement of these species as well.
- Any Gumbo Limbo trees with branches overhanging the roadway should be trimmed.
- The areas with shell material are in need of weed control.

The Committee discussed any measures that should be undertaken to improve the look of the Pigeon Palms including removal.

Ms. Chapin moved for Mr. Sells and Ms. Fendrick to inventory the Pigeon Plums to determine which ones should be removed with Staff undertaking the necessary measures to have those identified removed. Second by Mr. Fernandez. Carried unanimously 4 – 0.

D. Project Manager Report- Status of Irrigation, Landscape, Plans moving forward

Mr. Sells received two proposals (Hannula Landscaping, Inc. Proposal # 15-3230 dated 5/26/15 in the amount of \$10,330 and Florida Land Maintenance, Inc. dated 5/21/15 in the amount of \$10,990) for removal of the plant material in the Asian Jasmine and Mimosa beds. Under Committee discussion, the following was noted:

- The purpose would be to remove the material and develop a new landscape plan for these areas (12 areas in total affected).
- The bids were a different scope of work as one vendor proposed treating the area with weed killer before removal and the other to remove the material and replace the soil.
- Neither vendor proposed placing landscape mulch and concern was expressed this may result in weeds overtaking the bare soiled areas before the new landscape plan for the area is developed.
- It would be prudent to request the vendors to re-bid the scope of work based on round up treatment to kill all the vegetation in the area, remove the material and place landscape mulch over the area.
- If plants are proposed for the area (as opposed to ground covers), the mulch placed under the work order would not have to be removed.

Ms. Chapin moved for Staff to ascertain new price quotes for the weed killer treatment, removal of all material and placement of landscape mulch in the areas of the medians with Asian Jasmine and Mimosa ground cover. Second by Ms. Bundy. Carried unanimously 4 – 0.

Ms. Chapin stated she was not in favor of placing black mulch in these areas.

Mr. Sells reported:

- The work approved by the Committee for Hart Electrical Service grounding and electrical modifications of 4 controller sites should be initiated in the next two weeks.
- The County is beginning a long term plan of upgrading the centralized irrigation system controls. There may be costs attributed to the MSTU's, however the expenses, if any, are not anticipated to be allocated to the FY15 or FY16 budget.

E. Affordable Contract

Ms. Arnold reported:

- In January, she notified area communities the areas of Asian Jasmine and Mimosa would be improved to an acceptable level.
- In February, the landscape maintenance contractor (Affordable Landscape Service) mistakenly trimmed the plants very low, after they were instructed to allow the plants to grow and cease further trimming until notified.
- To date, these areas have not improved aesthetically and are over grown with weeds.
- Affordable Landscape Service was instructed to notify Staff when they arrive on site and leave the site so they may monitor the quality of work and services performed.
- Affordable Landscape Service has failed to notify Staff as requested.
- On Friday, May 29, 2015 (the day Affordable is supposed to be on site), she visited the medians and no contractors were on site.
- Affordable Landscape Service has failed to perform the required service under the contract including trash removal, weeding, fertilizing, etc.
- Their contract is due for renewal on July 8, 2015 and she recommends the Committee terminate the contract.

The Committee noted their dissatisfaction with the service as well and agreed with Ms. Arnold's appraisal of the level of service.

Ms. Chapin moved to not renew the MSTU's contract with Affordable Landscape Inc. for the landscape maintenance of the Radio Road East MSTU highway medians. Second by Mr. Fernandez. Carried unanimously 4 – 0.

Staff reported they will notify Affordable Landscape, Inc. today on the Committee's decision to not renew their contract.

During Committee discussions, the following was noted:

- A new Request for Proposal for Landscape Maintenance services will be disseminated by Staff to qualified vendors.
- The County does have to award the contract to the "lowest *qualified* bidder."
- The expenditure authorized at the April 8, 2015 for the installation of three Christmas Palm trees should be postponed until a new landscape maintenance Contract is executed to ensure the vendor who plants the trees initially maintains it for warranty purposes.
- It would be prudent to offer the Contract for a time period of "up to 6 months."

Staff reported they will be monitoring the budget expenditures related to landscape maintenance including those expenses attributed for work performed, or to be performed by Affordable Landscape Services.

VI. Old Business

None

VII. New Business

A. Urban Green Contract

Staff reported:

- The Clerk of Courts has filed a law suit against the County alleging they have violated County Policy by approving contracts less than \$50,000 without Board of County Commissioner approval.
- The County's current policy for awarding Contracts of this amount or less is to ascertain price quotes before the work is awarded by the County absent of BCC approval.
- Urban Green Studio's Contract was awarded under this policy and the Clerk may be withholding payments to the vendor.
- The Contract for provision of Landscape Architect Services is scheduled to be renewed on October 1, 2015.
- Staff will be disseminating a Request for Proposal for the services so a new Contract may be awarded.
- In the interim, Staff will be monitoring the issue to determine any measures that need to be undertaken to remedy the situation.

B. New Landscape Contract/Bids

See item V.D

VIII. Committee Comments

The Committee recognized Mr. Depouw's service to the residents of the MSTU.

Staff reported the County has advertised for applicants to replace Mr. Depouw's vacancy.

IX. Public Comments

None

X. Next Meeting

August 12, 2015 – 10:00 AM – Location TBD.

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 1:05P.M.

RADIO ROAD EAST MSTU ADVISORY COMMITTEE

Dale Johnson, Chairman

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