



# GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE

8300 Radio Road  
Naples, FL 34104

## Minutes January 21, 2021

### I. Call to Order

The meeting was called to order at 2:00 PM by Chair Branco. Attendance was called and a quorum could not be established. No action was taken but a discussion occurred on the Agenda items.

### II. Attendance

**Committee Members:** Tony Branco, Chair; Kathleen Dammert, Vice-Chair; Linda Jorgensen; Jacalyn Lowry; Kathleen Sledobnik

**County:** Michelle Arnold, PTNE Director (Excused); Dan Schumacher, Project Manager.

**Others:** Gary Gorden – Superb Landscape Services; Wendy Warren, Premier Staffing

### III. Approval of Agenda

None

### IV. Approval of Minutes – November 19, 2020

*Approval of the minutes of the November 19, 2020 meeting was tabled to the February 2021 meeting.*

### V. Chairman's Report – Tony Branco

#### A. Community Assessment

**Chair Branco** reported:

- Entrance plantings on Saint Andrews Boulevard look good.
- Medians landscape is trimmed, and grounds mulched.
- Replace downed tree on Doral Circle, first median.
- McGee & Associates Summary Report indicated significant progress with landscape refurbishment.  
“R” (repeat) item status: one (1) landscape item is fourteen (14) months and one (1) ten months old.
- Aquatic vegetation on both sides of the St. Andrews canal is invasive and should be remediated.

**Mr. Schumacher will:**

- Confirm with Hibiscus Golf Course management irrigation is functioning as intended at Forest Hills Cart Crossing & Lake and Pebble Beach Boulevard Golf Cart Crossing.
- Notify the Road Maintenance Department of the aquatic growth vegetation and request a date for clean-up.

**B. Holiday Decorations and Lights**

Whited Holiday Decor

**Chair Branco** queried regarding feasibility of confirming holiday light installation with Whited Holiday Décor for the Lely entrance on Saint Andrews Boulevard and Doral Circle as soon as they will accept an order or a reservation to ensure installation by November 15, 2021.

Forest Hills and Augusta Boulevards

**Chair Branco** expressed his gratitude and complimented the wreath and decorations designed and installed by Ms. Lowry.

***Mr. Schumacher will research possibility of issuing a Purchase Order to Whited Holiday Décor in July 2021 to secure a reservation for holiday light installation prior to November 25, 2021.***

**VI. Contractor Reports**

**A. Landscape Architect's Report – McGee & Associates (M&A)**

**Mr. McGee** summarized the “*Lely Golf Estates Landscape Observation Report FY20-21*” dated January 5, 2021.

All Locations

“Strike throughs” indicate jobs are complete and will be removed from next month’s report. Washingtonia Palm removal notations will be deleted from the report.

Saint Andrews Boulevard & US 41 South Outbound

Fronds were pruned away from light pole #6, branches growing over the Alexander palms were pruned and nine (9) Golden Glory Perennial Peanut were planted between Bougainvillea Silhouettes.

Saint Andrews Boulevard

Medians # 5 and #7

- Remove two (2) Fox Tail palms due to fungus conch presence.

Median #8

- Add one (1) Crape Myrtle tree, thirty (30) gallon, west of the lift station.

Forest Hills Cart Crossing and Lake

- Install turf in south and northwest areas.

Baltusrol Signs

- Two (2) defoliated Plumbago shrubs should be replaced.

Water Usage

December 2020 Reuse Water Use for Warren Street of 126,305 gallons; potable water use 2000 gallons.

Valley Stream’s meter indicated 980 gallons of potable water use. Hart’s Electric verified power into the Valley Stream median. Controller is functioning intermittently.

***Mr. Schumacher will:***

- Solicit a quote from Superb Landscaping for removal of two (2) Alexander Palms.
- Request a Quote (RFQ) from Superb Landscaping for one (1) Crape Myrtle tree, thirty (30) gallons.

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- Request a Quote (RFQ) for a two (2) zone replacement controller for the Valley Stream irrigation system.

### **B. Landscape Maintenance Report – Superb Landscape Services (SLS)**

**Mr. Gorden** reported:

- Searching vendors for a multi trunk Jatropha tree to plant on Rattlesnake Hammock Road at Doral Circle, Median #23.
- Turf will be sprayed for weeds week ending January 30, 2021.
- Joints between pavers and valley gutter have been filled with cement mortar; large joint opening with high strength Type M cement mortar, week ending January 30, 2021.
- Bridge wall veneer stones, roadside face along the Doral Circle east R/W, supplied by the M.S.T.U., will be adhered with Liquid Nails week ending January 30, 2021.
- Section of the Doral Circle fence on private property damaged by an auto accident has been repaired. The landscaping abutting the fence is the responsibility of the M.S.T.U.

*Mr. Schumacher will Request a Quote (RFQ) for seven (7) hedge plants, twenty-five (25) gallon size, to replace plants bordering the fence damaged by the accident.*

## **VII. Project Manager’s Report – Dan Schumacher**

### **A. Election of Officers – February 2021**

**Mr. Schumacher** reported an election for “Officers” for the Lely Golf Estates Beautification M.S.T.U. will be held in February 2021.

### **B. Budget Report**

**Mr. Schumacher** summarized the “*Lely MSTU Fund Budget 152 dated January 21, 2021*” for information purposes and provided an overview of the budget noting:

- FY-21 Ad Valorem property tax revenue budget is \$306,100.00, an increase of 6.29% over FY-20.
- Total revenue FY-21 is \$659,639.37 including investment interest, transfers, and contributions (minus a 5% reserve of \$15,400).
- The FY-21 Millage rate remains constant at 2.000%.
- Current Operating Expense Budget is \$275,229.37 of which Commitments total \$164,843.93; \$41,238.02 is expended.
- Uncommitted Operating Expense funds available are \$69,147.42.
- Items recorded in “red” reflect carry-over balances from FY-20.
- The Landscape Ground Maintenance Purchase Order is for routine monthly maintenance; Landscape Incidentals PO covers plant replacements.
- Florida Power & Light expense funds electricity for lights and pumps.
- Collier County Utilities funds water and sewer for Warren Street, Valley Stream and Doral Circle.
- HydroPoint’s annual subscription Purchase Order for a suite of ongoing performance management tools, will be issued.
- A PO has been issued to Graybar Electric to purchase Lumec LED Retrofit Kits.
- A PO in the amount of \$2,710.00 was issued to *Traffic Logix* for one (1) model UV11 Radar Speed Sign.
- The FY-20 Purchase Order balance for Premier Staffing in the amount of \$1,229.37, was closed out.
- Transfer to Fund 111, Line 38, is for Staff salaries.

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- Budget Transfers under the headings Appraiser and Tax Collector, Lines 39 and 40, are fees billed by the respective entities.
- Capital Outlay Fund, Line 37, reserved to fund capital projects, available balance is \$153,550.00.
- Reserves for Insurance and Catastrophic/Hurricane funds total \$150,000.00.
- Total available balance, less committed expenses, is \$428,174.83.

*Lykins quoted for production and installation of the missing street sign. Mr. Schumacher will approve the proof Lykins submits, supply connectors and supervise installation.*

### C. Lighting Inspection Report

- Current outages are shown in red, previous outages in grey.
- The Lely M.S.T.U. Lighting Inspection summary dated December 1, 2020 indicated three (3) LED lamp outages.
- Six (6) Lumec LED fixtures are on order from Graybar with an Estimated Time of Arrival of February 5, 2021.
- The flagpole light at Saint Andrews entrance has been repaired.

*Mr. Schumacher will:*

- Issue a Notice to Proceed (NTP) to Hart's Electrical for replacement of the LED outages on receipt of the new shipment.

### D. Plant and Tree Replacements

This topic was addressed under Item VI. A – Landscape Architect's Report.

### E. Non-potable Water Signs

Components for construction of the nine (9) non-potable water signs, including the poles for sign attachment, have been received. On completion of assembly, Staff will direct Superb Landscaping to install the signs.

## VIII. Ongoing Business

### A. LED Radar Speed Signs

**Mr. Schumacher** and **Chair Branco** attended a Traffic Logix webinar on use of "operating instructions software" for the SafePace 100 speed monitoring sign. An account has been established with the vendor to enable software access and signs will be installed week ending January 30, 2021.

### B. Thermoplastic Crosswalks – Paver Style

Two (2) thermoplastic decorative brick paver crosswalks with twelve (12) inch sold white traffic stripes at the intersection of St. Andrews and Pebble Beach Boulevards with McShea Contracting, LLC were installed.

*Mr. Schumacher will Request a Quote (RFQ) for six to eight additional thermoplastic crosswalks with identical specifications for presentation to the Committee at the February 2021 meeting.*

### C. Refurbishment of St. Andrews Entryway Monuments

**Mr. Schumacher** will seek guidance from the Growth Management Division to ensure revision of the bid package for the Gateway Monument project is formulated to meet the requirements of the Sign Permitting Department including:

- a. McGee & Associates diagrams, specifications, and materials.

MINUTES

- b. Requirements for a wind load analysis and engineering drawings signed & stamped by a licensed Professional Engineer (P.E.) will be prominently identified.
- c. Awarded contractor will secure the for the permitting process.

Expecting a project cost exceeding \$50,000, the bid package will be advertised as a full solicitation.

Removal of St Andrews Entryway Sign Palm Trees

The Committee discussed removal of the palms bordering the sides of the Entryway Entry sign. Mr. McGee expressed concern removal may de-stabilize the area and recommended the palms be pruned.

***Mr. Schumacher will:***

- *Update the Committee on the project status at the February 2021 meeting.*
- *Solicit a quote to prune the palms.*

**IX. New Business**

Meeting with Commissioner LoCastro

**Mr. Schumacher** met District 1 Commissioner Rick LoCastro during his recent visit with Michelle Arnold, PTNE Director, and staff at the main CAT terminal, 8300 Radio Rd. Commissioner LoCastro emphasized his focus on the interests of the entire District 1 community, as well as Collier County at large. He also noted that he is aware of the speeding issues on St. Andrews Boulevard.

**X. Committee Member Comments**

Tuscany Villa Landscaping

**Mr. Schumacher** informed the committee that Code Enforcement Division issued a new code complaint to review again whether the deteriorated Italian Cypress trees around the backup generator on St Andrews Blvd are in compliance. He referenced Ms. Slebodnik's previous complaint and sent new photographs along with the original construction Permit Application requiring the unit to be screened.

**Mr. McGee's** services for landscape design were offered pro bono, as before.

Lot Adjacent to the Lift Station

**Mr. Schumacher** noted the lot is owned by Collier County and is for sale.

**XI. Public Comment**

None

**XII. Adjournment**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:20 PM.*

**LELY GOLF ESTATES BEAUTIFICATION MSTU  
ADVISORY COMMITTEE**

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**Tony Branco, Chairman**

The Minutes were approved by the Committee on \_\_\_\_\_, 2021 as presented \_\_\_ or as amended \_\_\_.

MINUTES

**NEXT MEETING:**

**FEBRUARY 18, 2021 – 2:00 PM**

COLLIER COUNTY LIBRARY

EAST NAPLES BRANCH

8787 TAMiami TRAIL EAST

NAPLES, FL 34113

(239) 775-5592