



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

3299 Tamiami Trail East Suite 103
Naples, FL 34113

Minutes

December 20, 2018

I. Call to Order

Chairman Branco called the meeting to order at 2:03 PM. A quorum was established.

II. Attendance

Members: Tony Branco - Chair; Kathleen Dammert; Linda Jorgensen; Jacalyn Lowry; Kathleen Slebodnik

County: Dan Schumacher - Project Manager

Others: Mike McGee - Landscape Architect; Gary Gorden - CLM; Wendy Warren - Premier;
Guests - Pam Gittings and Paul Kelly.

III. Approval of Agenda

Ms. Jorgensen moved to approve the December 20, 2018 Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:

Add: Item V. Chairman's Report – A. Pump Lift Station Meeting; B. Community Assessment; C. Year in Review.

Second by Ms. Lowry. Carried unanimously 5 - 0.

IV. Approval of Minutes – November 15, 2018

Ms. Dammert moved to approve the minutes of the November 15, 2018 Lely Golf Estates Beautification M.S.T.U. meeting as presented. Second by Ms. Jorgensen. Carried unanimously 5 - 0.

V. Chairman's Report – Tony Branco

Chairman Branco welcomed Ms. Lowry and Ms. Slebodnik to the Lely Golf Estates Beautification M.S.T.U. Advisory Committee.

A. Pump Lift Station Meeting

A public meeting was held on November 15, 2018 at the Government Complex, Building F, to discuss the proposed relocation of the Master Sewer Lift Station to a county owned lot on Hidden Valley Drive.

Public Utilities has agreed to rebuild the lift station in the median and add a generator in lieu of constructing a new facility.

B. Community Assessment

- Seasonal plant material installation at the Saint Andrews Boulevard entrance does not meet Committee expectations. The irrigation schedule, increased to seven (7) days a week to benefit establishment of plants, is now functioning three (3) per week. Gary suggested a supplemental treatment of liquid fertilizer and will apply it tomorrow.
- The Saint Andrews/ Pebble Beach Boulevard street sign was hit by a vehicle and knocked down; add this item to the Sign Quote Replacement/Repair request.

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- Repair to the cross-walk sign at Doral Circle should be included in the Sign Quote Repair request.
- Foxtail palms on Median #5 have Ganoderma fungus conchs.
- The leaning palm tree on Median #3 needs to be straightened.
- Brace on Palm tree at Treasure Point should be removed.

C. Year in Review

M.S.T.U. productivity and accomplishments in 2018 were very disappointing. Contributing factors included new County Procurement procedures, lack of contractor response and/or performance, payment issues, etc.

It was noted that there are now 33 unresolved items on our landscape architect's report that are over 1 year old.

Discussions continued around how and why productivity was poor this year and what can be done to improve it as we move on.

Chairman Branco requested a copy of the present landscape maintenance contract be provided to all committee members.

Mr. Schumacher noted the following events impacted the pace of project completion:

- Hurricane Irma created an onslaught of business for contractors.
- FEMA declined repair and recovery payment to the M.S.T.U.'s.
- County reporting requirements and procedures were increased.
- The street sign replacement project and its failure consumed an inordinate portion of time.
- Time and effort have also been invested in the entry Monuments refurbishment project.

Chairman Branco noted that line item 34 on the budget report increased by \$8,800 and requested that all county expenses be identified as such and grouped together on the budget report. Mr. Schumacher will provide an explanation for the increase at the January meeting.

VI. Landscape Architects Report – McGee & Associates

A. Summary, Detail

Mr. McGee summarized the "*Lely Golf Estates Landscape Observation Report FY17-18*" dated December 12, 2018 noting most of the report designates replacements recommended.

Kathleen Slebodnik requested that on future reports, accomplished items remain on the report with a strikethrough line to visually indicate completed status.

VII. Landscape Maintenance Report – Commercial Land Maintenance

A. Summary Comments

Mr. Gorden updated the Committee on landscape maintenance noting:

- A supplemental fertilizer will be applied to the seasonal flower installation in Median #1 December 21, 2018.
- Fertilizer was applied to the entire property.
- The sign downed by an automobile accident at Saint Andrews and Pebble Beach Boulevards intersection, Median #4, has been removed.
- Pruning of palm trees on Pebble Beach and Forest Hills Boulevard and the cul-de-sacs, is done.
- Saint Andrews tree pruning will be done after the holiday.
- Mr. McGee requested CLM contact him to oversee structural pruning of trees.
- The Royal palms over the solar panel will be pruned when the lift is on site.

VIII. Project Managers Report - Dan Schumacher

A. Advisory Committee Applications – BCC Approved 12/10/2018

1. Jacalyn Lowry

The Board of County Commissioners approved Ms. Lowry's appointment to the Lely Golf Estates Beautification M.S.T.U. Advisory Committee for a four-year term.

2. Kathleen Slebodnik

The Board of County Commissioners approved Ms. Slebodnik's appointment to the Lely Golf Estates Beautification M.S.T.U. Advisory Committee for a four-year term.

B. Budget Report

Mr. Schumacher summarized the "*Lely MSTU Fund Budget 152 dated December 15, 2018*" for information purposes and provided an overview of the budget noting:

- FY19 Ad Valorem Tax revenue is \$271,100.00, an increase of 6.06% over FY18.
- The Millage Rate remains constant at 2.0000.
- Total revenue FY19 is \$656,874.30 including investment interest, transfers and contributions (minus a 5% reserve of \$13,700).
- Current Operating Expense budget is \$197,374.30 of which commitments total \$129,887.17.
- Uncommitted Operating Expense funds available are \$30,839.78.
- Additional Purchase Orders will be reflected in the January 2019 budget.
- Recovery costs of \$26,000 rejected by FEMA were transferred to Fund 112, Line 35.
- Improvements General funds of \$230,100.00 can be accessed for special projects such as Monument Refurbishment.
- Reserves for Insurance and Catastrophic/Hurricane funds total \$150,000.00, a decrease of 16.2%. Target amount of \$200,000.00 will be researched.
- Total available balance less committed expenses is \$493,066.86.

Mr. Schumacher will determine the components of the Reimbursement for Staff Support, Line 35, budget of \$43,500.00, an increase of \$8,800.00 FY-18 vs. FY-19 and report his findings to the Committee.

C. Lighting Inspection Report

Harts Electrical repaired light outages on Doral Circle as recorded in the December 2018 report.

D. Whited Holiday Décor – St Andrews installed over Dec 1-2

Holiday lighting, contracted with Whited Holiday Décor, for Saint Andrews Boulevard and Doral Circle Entrances was not installed on schedule as the vendor experienced personnel issues resulting from an accident in which two crew members were injured.

Mr. Schumacher contacted Whited Holiday Décor to request service for one segment of non-functioning lights.

E. Irrigation

The Motorola irrigation system, monitored by Harry Sells, MSTU Project Manager, is functioning as intended.

Extension of the irrigation system at Forest Hills and Augusta Boulevards is complete.

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Mr. Schumacher contacted the Hibiscus Golf Club maintenance supervisor to request a meeting to discuss the existing water supply for irrigation at golf cart crossings and enhance supply to the Pinehurst median. *An update will be provided at the January 2019 meeting.*

F. Sabal Palm Pruning

Pruning will be finished next week.

G. Structural Tree Pruning

A Request for Quote was distributed to qualified contractors. According to County procedure three quotes are required, only two were received.

Mr. Schumacher will utilize the County’s on-line quote platform, requiring a single response from a qualified bidder, and issue a Notice to Proceed with the work.

H. Plant & Tree Replacements

Mr. Schumacher will review plant and tree replacement recommendations with Mr. McGee and Mr. Kindelan and present an *Action Plan* for Committee consideration at the January 2019 meeting.

I. Street Name, STOP & Traffic Sign Replacements

Street Name Signs

Mr. Schumacher will update the replacement quantities and present a quote at the January 2019 meeting.

Traffic Sign Replacement

Lykins Signtek proposed designs for Pedestrian Crossing, Speed Limit combo and Directional combo signs for installation in Lely Golf Estates. The project is within the \$3K threshold for project approval without securing three quotes so a Notice-to-Proceed will be issued to Lykins.

IX. Old Business

A. Refurbishment of Entry Monuments

1. McGee Drawings - Existing, Elevation & Planform views.

Mr. McGee requested design execution proposals and quotes for the Entry Monuments from Lykins Signtek and Signs & Things. Signs & Things was not responsive to his request.

Specifications

- Remove graphics from the monument.
- Create, reapply and paint the aluminum backing.
- Clean and paint the wall exterior bordering the logo plate
- Landscape both sides of the Monument.

2. McGee Opinion of Cost for Two (2) Entry Monuments

Opinion of Cost

- Monument restoration: \$14,500.00 each monument: \$ 29,000.00
- Landscaping: \$ 6,000.00
- Permitting: \$ 2,000.00
- Cost Contingency: \$ 3,000.00
- Total estimated project cost: **\$ 40,000.00**

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Mr. McGee will be engaged in all aspects of the project, including oversight and code compliance. Cost for his services will be funded by the “Limited Refurbishment” line item in the existing contract agreement.

Chairman Branco motioned to allocate a budget of \$40,000.00 for Lely Golf Estates Entry Monument refurbishment contingent on approval of McGee & Associates Landscape Architecture final design drawings. Second by Ms. Jorgensen. Carried unanimously 5 – 0.

B. New Lift Station @ Hidden Valley Drive

1. FY-18 Public Utilities project – BCC meeting follow-up.

This item was reviewed under Section V.A. - Chairman’s Report.

C. Unfinished Business

1. Insurance – Street Name Pole, St Andrews Median #4 at Pebble Beach. (12.12.2018).
A claim is pending.
2. Insurance – Pebble Beach Light Pole.
3. Insurance – Saint Andrews Median #3, \$2,146 Reimbursed.
Insurance reimbursement was received for this claim.

X. New Business

A. Treasure Point Lighting

Pam Gittings and **Paul Kelly**, residents of Treasure Point, requested the M.S.T.U. consider funding replacement of streetlights on the Treasure Point cul-de-sac.

They consulted with an FPL representative on options for street light replacement and were advised the current fiberglass pole installation limits replacement style options. Single luminaire lighting is not available. The dome light fixture on Pebble Beach Boulevard and Big Spring Drive is a design they would like to consider.

Mr. McGee advised the lamp fixtures should be 18 inches (vs. 30” for commercial) for residential application.

During Committee discussion the following was noted:

- The M.S.T.U.’s duties and responsibilities’ reflect the common interest of the community. It is a County run authority taxing all property owners within the defined boundaries. Monies must be expended for the equal benefit of all those within the M.S.T.U.
- The M.S.T.U.’s primary function is landscaping. Lighting, other than to enhance landscaping, would require an amendment to the original Ordinance.
- Lighting enhancement will be considered for total community incorporation once current proposed projects have been undertaken.

Treasure Point Cul-de-Sac Landscaping and Road Maintenance

It was noted:

- Property owners are responsible for maintaining the Right of Way (ROW) area to the street.
- Pictures were presented of a palm trees’ roots encroaching the sidewalk on the cul-de-sac and evidence of an infestation of red ants. Removal of the palm tree and treatment of the ants was requested.
- Fire Hydrant reflectors have not been installed nor curbs repaired on the recently paved road.

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Mr. Schumacher will inquire with Road Maintenance to determine responsibility for palm tree removal, placement of reflectors and general maintenance of paved roads, etc. and update the Committee regarding their response at a future meeting

B. Project proposals for the FY-19 Year

Entry Monuments

XI. Member Comments

Ms. Lowry noted that a street sign for Forest Hills Boulevard was knocked down during recent paving of Augusta Boulevard. **Mr. Schumacher** will add the sign to the replacement inventory.

Ms. Lowry notified Traffic Operations a STOP sign is missing at the intersection of Augusta and Forest Hills Boulevard by the golf course and cited safety concerns. *Staff and the Committee will address STOP sign replacement (decorative base style) and review the status at the January 2019 meeting.*

XII. Public Comments

None

XIII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 4:17 PM.

**LELY GOLF ESTATES BEAUTIFICATION MSTU
ADVISORY COMMITTEE**

Tony Branco, Chairman

The Minutes were approved by the Committee on _____ 2019, as presented _____, or as amended _____.

NEXT MEETING:

JANUARY 17, 2019 – 2:00 PM

COLLIER COUNTY LIBRARY

EAST NAPLES BRANCH

8787 TAMiami TRAIL EAST

NAPLES, FL 34113

(239) 775-5592