



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

3299 Tamiami Trail East Suite 103
Naples, FL 34113

Minutes January 17, 2019

I. Call to Order

Chairman Branco called the meeting to order at 2:15 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

III. Approval of Agenda

Ms. Jorgensen moved to approve the January 17, 2019 Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:

*Add: Item V. Chairman's Report – A. Community Assessment; B. Task List;
C. Landscape Maintenance Contract.*

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

IV. Approval of Minutes – December 20, 2018

Ms. Slebodnik moved to approve the minutes of the December 20, 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

A. Community Assessment

- The front entrance plantings look much better than last month.
- Cables have been removed from the wooden FPL utility pole and the pole should be removed.
FPL advised Mr. Schumacher Crown Castle was notified to remove the pole. He will follow up and request to be present for the pole removal
- The Holiday lights were removed and had fewer ground fault problems than prior years.
- The Leaning palm on median 3 needs to be addressed & prioritized.
- The crosswalk sign on Doral needs to be straightened & the attached arrow sign replaced.
- CLM will evaluate the dead palm tree on Rattlesnake Hammock Road and Doral Circle.
- The Podocarpus hedge damaged by a motorcycle accident on Doral Circle should be replaced. *Mr. Schumacher will initiate planting after the overhanging Trees are structurally pruned.*
- Several FP&L light poles are leaning & should be reported to FP&L.
- Braces have been removed from the palm on Treasure Point.
- The “dead end” on Forest Hills sign has been cleared for visibility and a decorative pole considered.

MINUTES

B. Task List

Chairman Branco noted thirty-five (35) landscape items which require attention on McGee & Associates Summary Report are over one year old, up from thirty-three (33) in December 2018. *Mr. Schumacher provided an updated "Task List" of twenty-seven (27) items to be addressed.*

C. Landscape Maintenance Contract

Chairman Branco noted members received a copy of the document and asked members to review it for the next meeting.

VI. Landscape Architects Report – McGee & Associates

A. Summary, Detail

Mr. McGee summarized the "*Lely Golf Estates Landscape Observation Report FY18-19*" dated January 8, 2019 noting designates replacements recommended have been addressed.

A strikethrough line to visually indicate completed status of items addressed for action will be eliminated from the subsequent months report.

The following items were highlighted:

- Median #6 – Saint Andrews Boulevard - Plumbago shrubs beds should be cut back and reviewed by CLM for treatment.
- Median #11 – Forest Hills Blvd – recommendation to remove the Washingtonia palm is unnecessary and comment will be removed from the list.
- Median #13 – Valley Stream Circle – prune Paurotis palm.
- Median #24 – Treasure Point cul-de-sac – Sabal palm braces have been removed.

VII. Landscape Maintenance Report – Commercial Land Maintenance

A. Summary Comments

Mr. Gorden updated the Committee on landscape maintenance noting:

- A downed Crosswalk sign was re installed at the cross walk on Doral Circle; the landscape crew will clean the surrounding area.
- Attempt will be made to erect and stake the leaning Sabal Palm on Median #3 with a hydraulic lift.
- A proposal will be submitted for removal of Ficus from the Podacarpus hedge on Doral Circle.

VIII. Project Managers Report - Dan Schumacher

A. Election of Advisory Committee Officers

This item will be placed on the February Agenda.

B. Budget Report

Mr. Schumacher summarized the "*Lely MSTU Fund Budget 152 dated January 17, 2019*" 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 \$125,433.45 and \$41,601.23 is expended.
- Uncommitted Operating Expense funds available are \$30,339.62.

MINUTES

- A Purchase Orders for Lykins Signtek for replacement of three signs will be reflected on the February 2019 budget.
- Improvements General funds of \$230,100.00 can be accessed for special projects such as Roadway & Traffic Signage and 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 \$457,403.49.

1. CLM Landscape Maintenance Contract.

Mr. Schumacher distributed Florida Land Maintenance's, dba Commercial Land Maintenance (CLM), core contract "*Bid Tab 17-720*"⁴ for landscape maintenance noting the following:

- The contract itemizes CLM's landscape responsibilities and costs.
- CLM only invoices for services the company performs.
- Work performed on a Time & materials basis requires a quote be submitted in advance at approved contract rates.
- Terms and conditions require a CLM representative to attend meetings and community drive-throughs.

Chairman Branco requested the contract be placed on the February Agenda and advised members to be prepared to discuss its provisions.

2. Line 35 Staff Support Year over Year increase.

A comparison of FY-19 to FFY-18 County Staff Budget reimbursement was distributed to the Committee.

The elements of the Reimbursement for Staff Support, Line 35, budget increase of \$8000 include:

- Full-time staff hours increase of 5% (@\$43/hr).
- FY-19 staff pay rates increase of 2.8%
- Intern staff hours have been added (@\$35/hr).

Committee members were not satisfied with explanation provided for the 25% increase; queried if other M.S.T.U.'s experienced similar increases and requested further qualification of expenses be presented at the February meeting.

C. Lighting Inspection Report

The lighting chart will be updated to include A & B lamp designations.

Hart's Electrical will be notified to replace the Doral Circle sign light on the east side.

D. Whited Holiday Décor – Jan 12th Take Down Date

E. Irrigation

CLM repaired a two and one-half inch (2.5") main line leak in the Reclaimed irrigation water line by the Warren Street pump; system is operational as of January 17th.

Extension of the irrigation lines at the Hibiscus GC cart crossing near the Forest Hills Blvd intersection with Augusta Boulevard is complete.

F. Sabal Palm Pruning

CLM will finish pruning of Sabal Palms at the Saint Andrews entrance and Royal Palms over the solar panel week of January 19, 2018.

G. Structural Tree Pruning

CLM is preparing a quote for structural pruning, including Paurotis Palms and Mahogany trees, on Doral and Valley Stream Circles.

H. Plants & Trees - Quotes

A *Task List*, prepared by Mr. Schumacher, identifying thirty-two locations for plant and tree replacement, accompanied by cost quotes prepared by CLM (Commercial Land Maintenance), was distributed for Committee consideration.

The project cost will be funded by *Landscape Incidentals, Budget Line 16*. Proposal for replacement of dead Flax Lilies with 54 Yellow African Iris at an estimated cost of \$324.00 will be absorbed by CLM.

Ms. Dammert motioned to approve replacement of plant and tree material, as outlined in the Task List, at a cost not to exceed twenty-five thousand dollars. Second by Ms. Lowry. Carried unanimously 5 – 0.

Mr. Schumacher will update the Committee at the February meeting of remaining landscape material replacements required, if any.

I. Street Name, STOP & Traffic Sign Replacements

Street Name Signs

A quote in the amount of \$1,165.00 has been received from Lykins Signtek to reset eighteen street name signs. The Procurement Division will be consulted to confirm the project can move forward as a single source provider.

Traffic Sign Replacement

A Notice-to-Proceed was issued to Lykins Signtek for fabrication and installation of three traffic signs - Pedestrian Crossing, Speed Limit combo and Directional combo. Estimated time for completion is three to four weeks.

The committee requested a “left turn arrow” be incorporated on the Directional Combo sign.

J. Cart Crossing Irrigation

Mr. Schumacher met with the Hibiscus Golf Club general manager and course superintendent to discuss water availability and irrigation in the vicinity of three cart crossing areas maintained by the MSTU.

- Concerns were voiced by Hibiscus management regarding irrigation water availability and pressure issues.
- Data revealed that bulk rates for reclaimed water had increased only slightly in recent years.
- The County guarantees ninety-four million gallons per year, while supplying substantially more on-demand to the club.
- Golf course management agreed with the M.S.T.U.’s goal to beautify the area and is reviewing MSTU irrigation schedules at these cart crossings, provided by Mr. Schumacher.

MINUTES

Mr. Schumacher will apprise the Committee on actions implemented by the two parties at a future meeting.

IX. Old Business

A. Refurbishment of Entryway Monuments – Saint Andrews Blvd & US-41

1. Lely Golf Estates Community Entrance Signs Renovation Plan

Mr. McGee distributed a preliminary bid package for renovation of the two gateway entry monuments, including drawings and specifications, for review and comment by the Committee. The scope includes cleaning and refinishing of current surfaces and lettering, addition of an architectural cap to the existing horizontal wall, and replacement of the adjacent landscaping and sign lighting.

During Committee discussion the following was noted:

- The renovation plan should be reviewed for compliance with County codes.
- A design presentation may be requested from prospective vendors.
- Material samples and color choices will be evaluated.

Mr. Schumacher will:

- Submit the renovation plan to Growth Management Division (GMD) for review and approval – prior to soliciting bids.
- Review the associated easements.

2. McGee Opinion of Cost, Rev 1, Quotes

Opinion of Cost for Two Entry Monuments

The Committee approved \$40,000.00 for the project in a motion at the December 20, 2018 M.S.T.U. meeting.

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” budget line item in the existing contract agreement.

B. New Lift Station @ Hidden Valley Drive

- ##### 1. FY-18 Public Utilities project – BCC meeting follow-up
- This item will be removed from future Agendas.

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.

X. New Business

A. Treasure Point Lighting

This item will be removed from future Agendas.

B. Project proposal(s) for the FY-19 Year

- ##### 1. Entry Monuments renovation.

MINUTES

XI. Member Comments

None

XII. Public Comments

None

XIII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 4:36 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:
FEBRUARY 21, 2019 – 2:00 PM
COLLIER COUNTY LIBRARY
EAST NAPLES BRANCH
8787 TAMiami TRAIL EAST
NAPLES, FL 34113
(239) 775-5592