



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

8300 Radio Road
Naples, FL 34104

Minutes (via ZOOM remote access)
October 22, 2020

I. Call to Order

Chair Branco called the meeting to order at 2:02 PM. A quorum of five was present.

II. Attendance

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

County: Michelle Arnold, PTNE Director (Excused); Dan Schumacher, Project Manager.
Rosio Garcia, Administrative Assistant

Others: Gary Gorden – Superb Landscape Services

III. Approval of Agenda

Ms. Dammert moved to approve the October 22, 2020 Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:

Add: Item V. Chairman's Report - B. Holiday Decorations and Lights Forest Hills and Augusta Boulevards.

Item VIII. Ongoing Business – D. Pump Station Upgrade.

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

IV. Approval of Minutes – September 17, 2020

Ms. Lowry moved to approve the minutes of the September 17, 2020 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

Chair Branco reported:

- Palms at entrance monuments require pruning & clean up.
- Bougainvillea's on St. Andrews and Forest Hills Boulevards require trimming.
- Remove debris and clean the area around the Warren Street pump station.
- Prune Plumbago's on Pebble Beach Boulevard, Median #18.
- Perennial Peanut on Pebble Beach Boulevard, Median #19 is insufficient & requires additional plants.
- The Doral fence buffer hedge on Rattlesnake Hammock requires trimming.
- All the lights on Doral Circle, Median #23, and the bridge are out.
- McGee & Associates Summary Report tabulates the landscape refurbishment progress. "R" (repeat) item status: one (1) landscape item is two years old; three (3) are eighteen months old; one (1) twelve months and (1) six months or more. **Replacement of these plantings approved by the Committee on May 16, 2019 are a priority.**

Tuscany Villa Landscaping

Mr. Schumacher provided Ms. Slebodnik an electronic copy of the August 2019 landscaping permit for the Tuscany Villa parcel for the generator station. The Code Enforcement Division has not responded to a request for violation reevaluation due to the poor condition of the Italian Cypress trees planted to camouflage the diesel generator by the newsstand on St. Andrews Boulevard.

The Committee requested Staff consult Ms. Arnold for guidance on addressing replacement landscaping for the deteriorated Italian Cypress trees with Code Enforcement.

B. Holiday DecorationsWhited Holiday Decor

On receipt of a Purchase Order, a Notice-to-Proceed will be issued to Whited Holiday Décor to install holiday lights for the Lely entrance on Saint Andrews Boulevard and Doral Circle prior to November 26, 2020 at a cost of \$3,000.00.

Forest Hills and Augusta Boulevards

Solar lights, complemented by a holiday wreath designed by Ms. Lowry, will be installed by the sign at Forest Hills and Augusta Boulevards prior to November 26, 2020.

Mr. Schumacher will purchase clear, solar powered, holiday lights to highlight the sign at Forest Hills and Augusta Boulevards.

Ms. Lowry will submit the wreath design to Mr. Schumacher and Chair Branco.

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

Mr. Schumacher summarized the “*Lely Golf Estates Landscape Observation Report FY20-21*” dated September 30, 2020.

McGee & Associates contract renewal is pending. A Notice-to-Proceed (NTP) will be issued to Mr. McGee for Landscape Architectural Services upon approval of the 2021 County contract for the Lely M.S.T.U.

All Locations

“Strike throughs” indicate jobs are complete and will be removed from next month’s report.

Saint Andrews Boulevard & US 41 South

Review damaged Spider Lily plants adjacent to Screw Pine tree.

Saint Andrews Boulevard

Median #3

- Address 105: Plumbago bed and irrigation expansion completed; remove from report.
- A failing Queen Crape Myrtle needs to be replaced.

Median #5

- Ilex tree at address 152 was flush cut; remove from the list.
- Address 167: Fertilize Foxtail Palm on east end.

Pebble Beach Boulevard Golf Cart Crossing

- Replace Spider Lily plants.

Pebble Beach Boulevard

Median #16

- Substitute three (3) Double Alexander Palms for Christmas Palms.

Doral Circle east R/W

Open joints between the pavers and the valley gutter will be filled with polymer sand during the fall/winter months.

Bridge Veneer Stones

Mr. Schumacher delivered stone samples to the tile company for matching product selection. Pictures of the proposed product will be submitted to the Committee for approval prior to the November 2020 meeting.

Twelve (12) to twenty-four (24) tiles will be ordered to ensure a “reserve” for future veneer stone repairs.

Water Usage

September 2020 Reuse Water Use for Warren Street of 51,870 gallons. Valley Stream’s water use data was recorded as 1,280 potable gallons.

Fertilization

Fertilizer will be ordered in accordance with County standards and applied in November 2020.

Mr. Schumacher has scheduled a meeting with Hibiscus Golf Course management to discuss irrigation issues at Forest Hills Cart Crossing & Lake and Pebble Beach Boulevard Golf Cart Crossing. The Committee will be updated on the status at the November 2020 meeting.

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

Mr. Gorden reported:

- Podocarpus hedge on Rattlesnake Hammock Road and Doral Circle was trimmed.
- A second round of herbicide was applied to the Torpedo grass.
- Palms abutting the entry monuments will be pruned week ending October 31, 2020.
- Irrigation functioning as intended on Pebble Beach Boulevard, Median #19, will be confirmed.
- Saint Andrews Boulevard entrance will be cleaned and prepared for holiday decoration and plant installation week ending November 7, 2020.

Mr. Kindelan will provide a quote for:

- Sod for Forest Hills Boulevard.
- Perennial Peanut for Forest Hills Cart Crossing & Lake.
- Spider Lily plants for Pebble Beach Boulevard Golf Cart Crossing.

VII. Project Manager’s Report – Dan Schumacher**A. Budget Report**

Mr. Schumacher summarized the “Lely MSTU Fund Budget 152 dated October 22, 2020” for information purposes and provided an overview of the budget noting:

- FY-21 Ad Valorem property tax revenue budget is \$304,100.00, 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 \$181,574.41; \$584.96 is expended.
- Uncommitted Operating Expense funds available are \$93,070.00.
- Purchase Orders for standard maintenance contracts have or are being processed.
- 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.
- A PO has been requested for Grabar Electric to purchase Lumec LED Retrofit Kits.
- Forestry Resources, operating under a County Contract, will supply mulch for application on completion of median refurbishment.
- HydroPoint's annual subscription Purchase Order for a suite of ongoing performance management tools, will be issued.
- The FY-20 Purchase Order balance for Premier Staffing in the amount of \$1,229.27, available for outstanding 2020 invoice submissions, will be closed out.
- Transfer to Fund 111, Line 38, is for Staff salaries.
- Budget Transfers Appraiser and Tax Collector, Lines 39 and 40, are fees billed by the appropriate entities.
- Improvements General Fund, Line 36, reserved to fund capital projects or multi-year landscape contract deficit, available balance is \$224,585.69.
- Capital Outlay Fund, Line 37, reserved to fund capital projects, available balance is \$169,000.00.
- Reserves for Insurance and Catastrophic/Hurricane funds total \$150,000.00.
- Total available balance, less committed expenses, is \$474,173.79.

B. Lighting Inspection Report

- The Lely M.S.T.U. Lighting Inspection summary dated October 8, 2020 indicated two (2) LED lamp outages.
- The supply of LED replacement lamps was depleted last cycle. Graybar Electric provided a quote in the amount of \$550.00 per unit for Lumec LED lamp replacement.
- The Committee expressed absence of entrance and streetlights in the Doral Circle neighborhood is a safety concern.

Mr. Schumacher will:

- ***Order more Lumec LED retrofit kits for replacement of lamp outages. On receipt Hart's Electrical will install the lenses.***
- ***Contact Hart's Electrical to ascertain operational function of the Doral Circle lights and expedite lamp replacements, as necessary.***

C. Plant and Tree Replacements

Seasonal Planting at St. Andrews Boulevard Entrance

Vice Chair Dammert and Ms. Slobodnik will be the designated sub-committee for seasonal plantings.

They will:

- Select flower varieties and colors from American Farms for installation on Median #1, in accordance with McGee & Associates winter planting scheme.
- Superb Landscape Services (SLS) will determine quantity to purchase and plant the median following holiday decorations installation.
- The project invoice will conform to County contract standards - labor hours and plant cost plus 15% markup.

Mr. Schumacher will be the liaison between the sub-committee and SLS.

D. Washingtonia Palms

Superb Landscape Services provided an estimate, E1105660 dated September 17, 2020, in the amount of \$32,540 for removal of twenty-two (22) Washingtonia palms within the community.

A photograph depicting Double Alexander Palms planted between Washingtonia Palms in two (2) or three (3) medians was distributed. Four (4) or five (5) locations remain to be planted.

During Committee discussion the following was addressed:

- The Washingtonia Palms are too tall and are prone to harm from natural events such as lightning strikes or hurricanes.
- Median landscaping is crowded with addition of Alexander Palms. The benefit to installation now is trees will be established in the event the Washingtonia Palms require removal.
- Leaning Washingtonia Palms only should be removed for safety reasons.
- Mr. McGee and Mr. Gorden should be consulted on the pros and cons of planting during the fall to spring months.

The Committee agreed consideration for removal of all Washingtonia Palms should be deleted from future Agendas.

E. Non-potable Water Signs

Fabrication and installation of the nine (9) non-potable water signs will commence upon issuance of a Purchase Order.

VIII. Ongoing Business

A. LED Radar Speed Signs

The radar speed sign from Traffic Logix has been received; installation will commence week ending October 31, 2020.

Mr. Schumacher will order a second SafePace 100 speed monitoring sign from Traffic Logix as approved by the Committee on June 25, 2020.

B. Thermoplastic Crosswalks – Paver Style

McShea Contracting, LLC provided a quote for thermoplastic paver installation with brick faux finish for the crosswalk at the intersection of St. Andrews and Pebble Beach Boulevards.

Mr. Schumacher confirmed with the vendor there is not a financial benefit for mobilization and material costs for multiple intersections.

Chair Branco motioned to approve McShea Contracting LLC's quote dated July 30, 2020, in the amount of \$17,460.00 for installation of thermoplastic a decorative brick paver crosswalks with a twelve (12) inch solid white traffic stripe at the intersection of St. Andrews and Pebble Beach Boulevards. Second by Ms. Dammert. Carried unanimously 5 – 0.

C. Refurbishment of St. Andrews Entryway Monuments

Procurement Division has determined that the FY-19 Purchase Order issued to Lykins-Signtek in the amount of \$47,062.00 will not be extended into FY-21.

Principal Issues:

- a. A wind load analysis and engineering drawing, signed & stamped by a licensed Professional Engineer (P.E.), are required as part of the permitting process for signs.
- b. Estimated additional costs to reinforce the existing monument (\$10,000-\$15,000) would push the total project cost over the County threshold of \$50,000 so a full bid solicitation is required.

A meeting has been scheduled week ending October 31, 2020 between Ms. Arnold, Mr. Schumacher and Chair Branco to strategize a plan of action to accomplish the refurbishment of the St. Andrews Gateway Monuments.

D. Pump Station Update

Chair Branco distributed a *Neighborhood Notice* noting construction on the *Wastewater Pump Station Rehabilitation at St. Andrews Boulevard*, between Pine Valley and Hidden Valley, will commence October 26, 2020 with an expected project completion date of spring 2021.

Mr. McGee's design modifications were forwarded to Johnson Engineering, proposing adjustment of the hedge location, and incorporating a ninety degree turn to better shield the view of the generator from the sidewalk and roadway westbound views. Irrigation wiring must be located for protection during installation.

Mr. Schumacher will update the Committee on the status of the landscape project, noting M.S.T.U. may have to fund the proposed hedge extension.

IX. New Business

None

X. Committee Member Comments

Ms. Slebodnik reported payment in the amount of \$140.00 for damage to her mailbox was received from Superb Landscape Services.

XI. Public Comment

None

XII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:57 PM.

**LELY GOLF ESTATES BEAUTIFICATION MSTU
ADVISORY COMMITTEE**

Tony Branco, Chairman

The Minutes were approved by the Committee on _____, 2020 as presented ___ or as amended ___.

NEXT MEETING:

NOVEMBER 19, 2020 – 2:00 PM

COLLIER COUNTY LIBRARY

EAST NAPLES BRANCH

8787 TAMiami TRAIL EAST

NAPLES, FL 34113

(239) 775-5592