



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

3299 Tamiami Trail East Suite 103
Naples, FL 34113

Minutes September 20, 2018

I. Call to Order

Chairman Branco called the meeting to order at 2:08 PM. A quorum was established.

II. Attendance

Members: Tony Branco – Chair; Robert Slebodnik - Vice Chair; Kathleen Dammert;
Linda Jorgensen; Vacancy

County: Dan Schumacher - Project Manager

Others: Mike McGee - Landscape Architect; Gary Gorden - CLM; Wendy Warren– Juristaff
Guests - Kathleen Slebodnik; Pam Gittings; Paul Kelly

III. Approval of Agenda

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

*Add: Item V. Chairman’s Report – A. Community Assessment; B. Holiday Lighting and Electrical;
C. Lely Presbyterian Church; D. Member Retirement and Vacancy.*

Item VIII. Project Managers Report – F. Street Sign Status.

Second by Ms. Jorgensen. Carried unanimously 4 - 0.

IV. Approval of Minutes – August 16, 2018

Ms. Jorgensen moved to approve the minutes of the August 16, 2018 Lely Golf Estates Beautification M.S.T.U. meeting as presented. Second by Ms. Dammert. Carried unanimously 4 - 0.

V. Chairman’s Report – Tony Branco

Chairman Branco reported on the community tour as follows:

A. Community Assessment

- The flag pole has been straightened.
- The damaged plant in the Podocarpus hedge on Rattlesnake Hammock Road has been removed; CLM will plant a replacement specimen on confirmation soil is not polluted.
- The palm fronds at Valley Stream Circle require trimming.
- The clear coat at the top of the sign at the Doral Circle entrance is blistering.

Mr. Schumacher will consult with Signcraft Signs & Things to repair the damage.

B. Holiday Lighting

In accordance with County procedure, Mr. Schumacher distributed a Request for Quote (RFQ) for holiday lighting installation to three qualified vendors. Whited Holiday Décor was the sole contractor to provide a quote, an amount similar to 2017.

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During Committee discussion the following was noted:

- An alternative fixture to minimize outages experienced with the ground fault circuit interrupter (GFCI) for the lights is not feasible.
- LED lights should be utilized if the surcharge is within the \$2,500 budgeted.
- The outlet box on Median #1 is overgrown and requires cutting back of vegetation.

Ms. Dammert motioned to accept the Holiday Decoration contract from “Whited Holiday Décor” for Lely Golf Estates in the amount of \$2,500.00. Second by Ms. Jorgensen. Carried unanimously 4 – 0.

Staff will notify Whited Holiday Décor by September 21st. of the Committee’s decision.

C. Lely Presbyterian Church

The church has removed shrubs and trees, some of which are in the Right of Way (ROW), an M.S.T.U. jurisdiction. Code Enforcement is researching the activity and will apprise the Committee of its findings.

D. Member Retirement and Vacancy

Robert Slebodnik

Mr. Slebodnik informed the Committee of his retirement from the Committee effective October 1, 2018.

Chairman Branco requested the Board of County Commissioners recognize and commend Mr. Slebodnik for his long-term service.

Kathleen Slebodnik

Ms. Slebodnik advised the Committee of her intent to apply for the open position on the Lely Golf Estates Beautification M.S.T.U. Advisory Committee.

Kathleen Dammert

The Committee discussed Ms. Dammert’s application to the Lely Golf Estates Beautification M.S.T.U. Advisory Committee her or a four year term, effective October 2, 2018, noting contributions she has made to the Committee and willingness to be reappointed.

Chairman Branco moved to recommend the Board of County Commissioners reappoint Kathleen Dammert for a four-year term, commencing October 2, 2018, to the Lely Golf Estates Beautification M.S.T.U. Advisory Committee. Second by Ms. Jorgensen. Carried unanimously 4 - 0.

VI. Landscape Architects Report – McGee & Associates

A. Summary, Detail

Mr. McGee summarized the “*Lely Golf Estates Landscape Observation Report FY17-18*” dated September 11, 2018 highlighting:

General

- Summary list: small plantings have been replaced; remaining items are Irma replacement trees.
- Torpedo grass weed to be monitored throughout medians and hand removed if present.
- Annual beds and monument/wall area need to be weeded.
- **Alert:** Monitor for “Weavils” on Foxtail Palms – present in other parts of the County.

Irrigation

- Warren Street reuse water for August 2018 was 204,630 gallons; potable water usage 16,630. Watering annuals accounted for higher than normal usage for the time period.
- Valley Stream usage was 12,330 potable gallons.

VII. Landscape Maintenance Report – Commercial Land Maintenance

A. Summary Comments

Mr. Gorden updated the Committee on landscape maintenance noting:

- Plants have been replaced on Saint Andrews Boulevard.
- Bougainvilleas have been planted on Median #1.
- An Irrigation head nozzle will be replaced.
- A third application of herbicide will be applied to Torpedo grass Friday, September 21st.
- Outlet Box vegetation on Median 1 will be cut back in preparation for installation of holiday decorations.

Mr. Schumacher will coordinate the schedule for palm tree pruning with Mr. Kindelan.

VIII. Project Managers Report - Dan Schumacher

A. Budget Report

Mr. Schumacher summarized the “*Lely MSTU Fund Budget 152 dated September 20, 2018*” for information purposes and provided an overview of the budget noting:

- \$246,692.43 of the FY18 Ad Valorem property tax revenue budget of \$255,500.00 has been collected.
- Total revenue FY18 is \$563,500.00 including investment interest, transfers and contributions (minus a 5% reserve of \$12,900).
- Current Operating Expense budget is \$192,000 of which commitments total \$43,667.06; expenditures \$122,072.81.
- Uncommitted Operating Expense funds available are \$22,260.13.
- Quotes from Hart’s Electrical for flag pole light and lamp outage replacements are pending.
- Purchase Orders will be reissued for the FY-19 budget effective October 1, 2018.
- Remaining balances will roll over to the FY-19 budget.
- Improvements General funds of \$148,900.00 can be accessed for special projects.
- Reserves for Insurance and Catastrophic/Hurricane funds total \$179,400.00, an increase of \$9,400.00.
- Total available balance less committed expenses \$355,149.98.

B. Lighting Inspection Report

Report

The September 18, 2018 report indicated five outages, one of which is an LED lamp.

Mr. Schumacher has issued a Request for Quote (RFQ) to Hart’s Electrical for the five (5) LED lamp replacements noted on the report. Four lights remain in inventory; a new Purchase Order will be generated for FY-19 to fund the purchase of future lamp inventory.

LED Lamp Warranty

Staff will inquire with Graybar regarding the warranty policy for LED lamps, noting one of the current outages is an LED light installed within one year.

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Flag Pole Lamp

Mr. Schumacher is awaiting a response from Hart's Electrical to his request for Flag Pole lamp options.

Light Outage at Augusta and Forest Hills Boulevards

Mr. Schumacher will investigate reports of a lamp outage at the intersection of Augusta and Forest Hills Boulevards noting it may indicate the photo cell and/or timer are not functioning as intended.

Light Pole Identification

The grid for A and B letter designation for poles with double luminaries is complete.

Mr. Schumacher will purchase the decals and schedule application installation.

C. Irrigation

Irrigation is functioning as intended.

D. Plant & Tree Replacements

Mr. Schumacher will confirm plant and tree replacement inventory with Mr. McGee and Request a Quote from CLM as follows:

- Hurricane Irma tree replacements.
- Landscaping for the monument area behind the walls.
- Lions tail pruning of the Mahogany trees.

E. STOP & Traffic Sign Replacements

Mr. Schumacher updated the Committee on the status of sign replacement as follows:

- Municipal Supply & Sign Co. (MSS) notified Mr. Schumacher of their intent to re-do/replace signs.
- He requested information on the "plan" to correct the unsatisfactory mounting of the street signs installation prior to MSS initiating action and is awaiting a response.
- A Request for Quote for sign replacement was forwarded to the Procurement Division to be posted to "Bid Sync." Three competitive bids are required by the County, however only two vendors are approved in the County system.
- The Procurement Division will issue a decision on the MSTU's ability to increase Municipal Sign's (MSS) scope of work or if a general Request for Quote (RFQ) is required for expansion of the sign project.

The Committee noted:

- **Mr. Schumacher** and **Chairman Branco** will coordinate the sign quantities for which to request quotes.

F. Street Signs Status

This item was discussed under VIII. E.

IX. Old Business

A. Refurbishment of Entry Monuments

1. Monument Cap, McGee Existing, Elevation & Planform views.
Conceptual design plans, which meet the County's requirements for non-conforming signs, were distributed for Committee review. Color selection and other design elements will be determined by the Committee.

Mr. Schumacher will meet with Mr. McGee, Chairman Branco to discuss utilizing a sign company to review the project and solicit ideas.

2. Monument Cap, McGee Opinion of Cost, Rev 1, Quotes.
Mr. McGee presented an Opinion of Cost received from two vendors for the Monument Recapping of two Entrance Monuments at Saint Andrews Boulevard & US 41.

The cost estimates were:

1. Johnson Brothers, Inc.
\$7,964.00 excluding labor.
Mr. McGee will submit a revised estimate including labor to Mr. Schumacher.
2. Mr. Foamy, Inc. – two cost options submitted based on choice of material.
A. \$7,310.00
B. \$13,078.00
Both options include labor.

B. New Lift Station @ Hidden Valley Drive

1. FY-18 Public Utilities project

This item will be updated at a future meeting.

C. Unfinished Business

1. Insurance Pebble Beach Light Pole.
Ms. Sillery submitted the information to the insurance company.
2. Insurance – Saint Andrews Median #3.
A claim is pending.

X. New Business

A. Treasure Point Lighting

Pam Gittings and **Paul Kelly**, residents of Treasure Point, requested M.S.T.U. consideration for an upgrade to their street lighting citing aesthetic and safety concerns. The residents would like to replace the lights with an attractive design and erect a third light on the cul-de-sac.

Ms. Gittings reported the Association currently has two fiberglass street lights leased from FPL at a cost of \$38 per month. The original ten (10) year lease agreement signed in 2003 was extended in March 2013 for five (5) years. *Mr. Kelly provided Mr. Schumacher with a copy of the lease.*

During Committee discussion the following was noted:

- The Lely Golf Estates Beautification M.S.T.U. is not a "lighting" M.S.T.U.
- In a meeting with FPL in the fall of 2017, Staff determined the M.S.T.U. would be responsible for existing pole removal, meter installation and wiring to the transformer if the project is adopted; FPL would connect the service.

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- Cost for replacement of the poles, based on a quote Staff secured from Hart's Electrical, is approximately \$10,000 per pole including product material, service, permitting and conduit.

Mr. Schumacher will request a meeting with FPL to review alternatives to the current lighting in Treasure Point and invited Ms. Gittings to attend.

Treasure Point Roadway maintenance

Ms. Gittings and Mr. Kelly requested reflectors be installed and the curbing repainted noting the road is County owned.

Mr. Schumacher will view these items and noted that these improvements are a responsibility of the Road Maintenance Department.

B. Project proposals for the FY-18 Year

1. Lighting Pebble Beach Circle, potentially Doral Circle.

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 3:31 PM.

**LELY GOLF ESTATES BEAUTIFICATION MSTU
ADVISORY COMMITTEE**

Tony Branco, Chairman

The Minutes were approved by the Committee on _____ 2018, as presented _____, or as amended _____.

**NEXT MEETING: OCTOBER 18, 2018 – 2:00 PM
COLLIER COUNTY EAST NAPLES LIBRARY
8787 TAMiami TRAIL EAST, NAPLES, FL 34113
(239) 775-5592**