



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

3299 Tamiami Trail East Suite 103
Naples, FL 34113

Minutes August 16, 2018

- I. Call to Order**
Chairman Branco called the meeting to order at 2:18 PM. A quorum was established.
- II. Attendance**
Members: Tony Branco – Chair; Robert Slebodnik - Vice Chair (Excused); Kathleen Dammert; Linda Jorgensen; Vacancy
County: Dan Schumacher - Project Manager
Others: Mike McGee - Landscape Architect; Gary Gorden - CLM; Wendy Warren– Juristaff
- III. Approval of Agenda**
Ms. Dammert moved to approve the August 16, 2018 Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:
Add: Item V. Chairman’s Report – A. Street Signage; B. Monthly Community Assessment; C. Pending Items Update.
Second by Ms. Jorgensen. Carried unanimously 3 - 0.
- IV. Approval of Minutes – July 19, 2018**
Ms. Dammert moved to approve the minutes of the July 19, 2018 Lely Golf Estates Beautification M.S.T.U. meeting subject to the following change:
*Page 5, Item IX. A. – Old Business: Review McGee Preliminary Opinion of Cost from “...The Committee decided to proceed with landscaping of the monument area...,” to ... The Committee decided to proceed with **planting the monument area behind the walls...**.”*
Second by Ms. Jorgensen. Carried unanimously 3 - 0.
- V. Chairman’s Report – Tony Branco**
Chairman Branco reported on the community tour as follows:
- A. Street Signage**
- **Mr. Schumacher** will respond to Judy Kee’s (Manager, Anchor Associates, Inc.) query addressed to Felix Burgos, Traffic Operations, requesting additional street and STOP signs. The Committee noted individual street name signs are now the responsibility of the M.S.T.U.
- B. Monthly Community Assessment**
- Bougainvillea plants at the main entrance, outbound side, are stressed as a result of issues with irrigation.
 - The situation with the fitting on the primary reclaimed water supply pump at Warren Street has been resolved.
 - Mr. Schumacher will solicit a quote from Commercial Land Maintenance (CLM) for removal of a dead Washingtonia Palm on Pebble Beach Boulevard.
 - A community wide pruning of palm trees should be scheduled.

MINUTES

- An auto accident on Median #1 damaged the flag pole and light.
 - CLM will attempt to straighten the pole Friday, August 17th.
 - An accident report could not be located.

C. Pending Items Update

US-41 Traffic Flow

Mr. Schumacher prepared a diagram for submission to Traffic Operations for a review of traffic flow in the vicinity of the US-41 west bound U-Turn lane at the intersection of St. Andrews Blvd. The Department's response will be reported at a future meeting.

Holiday Decorations

Mr. Schumacher will research the County's contracts to confirm approved holiday lighting vendors including Whited Holiday Decor. The Committee will be updated on vendor selection options and the schedule for installation at a future meeting.

Hart's Electrical will be notified regarding action to minimize ground fault outages for the holiday lighting installation at the Lely US-41 entrance.

Light Pole A & B Designation

Product availability for A and B letter designation for poles with double luminaries continues to be researched. Numeric designation and stenciling are also being considered as options.

Podocarpus Removal

CLM will remove the damaged plant in the Podocarpus hedge on Rattlesnake Hammock Road and check the soil for pollution. *Mr. Schumacher will request a quote from CLM for replacement of the plant if it is determined the soil is not polluted.*

Plant Replacements

In accordance with Mr. McGee's summary report list, Mr. Schumacher received a quote from CLM for plant replacement on the Saint Andrew's side of Lely and will issue a Notice-to-Proceed after the Sabal Palms have been trimmed.

VI. Landscape Architects Report – McGee & Associates

A. Summary, Detail

Mr. McGee summarized the "*Lely Golf Estates Landscape Observation Report FY17-18*" dated August 7, 2018 noting:

General

- Many of the items noted on prior reports have been addressed by CLM.
- Torpedo grass weed to be monitored throughout medians and hand removed if present.
- Prune Oak tree limbs away from light poles.
- Reduction cut branches over hanging roadways. *Mr. Schumacher will review pruning with Mr. Kindelan, CLM, and solicit a quote.*

Saint Andrews Boulevard & US 41

In bound R/W South monument landscaping:

- Remove existing Arboricola plantings and turf at rear of monument; Royal Palms remain.
- Install seven (7) 25 gallon small leaf Clusia shrubs, as per drawing "*Community Entrance Signs Renovation Concept Plan*" prepared by McGee & Associates.

MINUTES

- Locate and attach to existing spray zone an irrigation line behind the wall including risers and spray nozzles.
- Apply mulch.

Out bound R/W North monument landscaping:

- Remove existing turf at rear of monument.
- Install seven (7) 25 gallon small leaf Clusia shrubs, as per drawing “*Community Entrance Signs Renovation Concept Plan*” prepared by McGee & Associates.
- Locate and attach to existing spray zone an irrigation line behind the wall including risers and spray nozzles.
- Apply mulch.

Mr. Schumacher will:

- Meet with Suncoast Credit Union management to apprise them of the project, assess responsibilities and determine the party responsible for cutting plants by the Bank.
- Schedule *Utility Locating Services* prior to planting.
- Solicit a Request for Quote (RFQ) from CLM for the landscaping project.

Forest Hills Boulevard

- Median #12: No evidence of caterpillars on recently treated Bougainvillea plants.

Augusta & Forest Hills Boulevards by Golf Cart Crossing

- Prune broken limb from the Mahogany tree by the lake.

Irrigation

- Warren Street reuse water for July 2018 was 184,525 gallons; potable water usage did activate during the filter repair period.
- Valley Stream usage was 15,340 potable gallons.
- Water usage is normal.
- The flat water rate of \$91 per month may qualify for a reduction if the water is not being discharged into the sewer. *Mr. Schumacher will investigate and update the Committee on his findings at a future meeting.*

VII. Landscape Maintenance Report – Commercial Land Maintenance

A. Summary Comments

Mr. Gorden updated the Committee on landscape maintenance noting:

- Bougainvillea plants on Forest Hills Boulevard were treated for caterpillars.
- Bougainvillea plants on Saint Andrews Boulevard were treated for Thrips.
- Condition of Bougainvillea plants at the front entrance is improving with recent rains.
- Torpedo grass was treated.
- Irrigation heads will be checked for accurate functioning.

VIII. Project Managers Report - Dan Schumacher

A. Budget Report

Mr. Schumacher summarized the “*Lely MSTU Fund Budget 152 dated August 16, 2018*” for information purposes and provided an overview of the budget noting:

- \$245,962.65 of the FY18 Ad Valorem property tax revenue budget of \$255,500.00 has been collected.

MINUTES

- 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 \$42,961.71; expenditures \$121,408.90.
- Uncommitted Operating Expense funds available are \$23,629.39. No new Purchase Orders were issued.
- Purchase Orders will be reissued for the FY-19 budget effective October 1, 2018.
- Plant replacements will be funded by the Landscape Incidentals category.
- 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 \$356,533.84.

B. Lighting Inspection Report

Report

The August 18, 2018 report indicated four outages, one of which is an LED lamp. The Committee also observed two lamp outages at Saint Andrews and Pebble Beach Boulevards.

Mr. Schumacher issued a Request for Quote (RFQ) to Hart's Electrical for the four (4) LED lamp replacements noted on the report and noted only four lights remain in inventory.

LED Lamp Warranty

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

Flag Pole Lamp

Mr. Schumacher submitted a photo of the Flag Pole Lamp damaged by an auto accident to Hart's Electrical querying if the contractor can recommend a better product. An RFQ will be solicited for replacement.

C. Irrigation

Irrigation status was updated under Item V. Chairman's Report and VII. Landscape Maintenance Report.

D. Plant and Tree Replacement

Plant replacements quotes are based on "time and materials." A fifteen (15) percent mark-up is applied to the wholesale purchase price; labor is billed on actual hours worked. CLM has provided a quote for plant replacement on Saint Andrews Boulevard in the amount of \$2,925; a Notice-to-Proceed for this work will be issued.

E. STOP & Traffic Sign Replacements

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

- Daniel Hall communicated it would not be advisable to mount *Neighborhood Watch Signs* below Speed Limit signs, noting the MUTCD code recommends against it. The MSTU will identify a location for the new pole.
- At Mr. Schumacher's request, Crown Castle USA sent a contractor to evaluate the wireless infrastructure on the poles. *Mr. Schumacher will update the Committee on his findings at a future meeting.*

MINUTES

- Mr. Schumacher will follow up with Judy Key to address her communication with Felix Burgos, Traffic Operations, and confirm the MSTU is responsible for Street Sign poles and blades; Traffic Operations is responsible for STOP and Speed Limit signs.
- 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.
- A meeting to review a solution to the unsatisfactory mounting of street signs was held with Municipal Supply & Sign Co. (MSS) management. The company's technical expert will visit the site week ending August 25th to prepare recommendations agreeable to all parties to correct the problem.

IX. Old Business

A. Refurbishment of Entry Monuments

1. Review – McGee preliminary Opinion of Cost.

Mr. McGee presented an opinion of cost for the Conceptual Design Development plans for the ST. Andrews Boulevard & US 41 Entrance Arbor Items.

The Committee discussed the proposed project cost, funded by the Capital Outlay category of the budget, and concurred the options are not conducive to their budget.

Mr. McGee will prepare an alternative design proposal for the September meeting.

2. Entry-side monument, back Landscaping.
This item was addressed under VI. Landscape Architect's Report – McGee & Associates.
3. Exit-side monument, back Landscaping
This item was addressed under VI. Landscape Architect's Report – McGee & Associates.

B. New Lift Station @ Hidden Valley Drive

1. **FY-18 Public Utilities project – BCC Follow-up.**

This item will be updated at a future meeting.

C. Unfinished Business

1. Insurance Pebble Beach Light Pole.
Ms. Sillery has submitted inventory information for repair cost to the pole to the insurance company.
2. Insurance – Saint Andrews Median #3. Auto Accident M
A claim is pending.

X. New Business

A. Project Proposals for the FY -18 Year

The following projects are under consideration and will be addressed in 2018:

1. Lighting Pebble Beach Circle, potentially Doral Circle.

XI. Member Comments

None

XII. Public Comments

None

MINUTES

XIII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:23 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: SEPTEMBER 20, 2018 – 2:00 PM
COLLIER COUNTY EAST NAPLES LIBRARY
8787 TAMiami TRAIL EAST, NAPLES, FL 34113
(239) 775-5592**