



# GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE

8300 Radio Road  
Naples, FL 34104

## Minutes

September 22, 2022

### I. Call to Order

The meeting was called to order at 2:20 PM and 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, Operations Coordinator (Excused)

**Others:** Mike McGee, Landscape Architect, McGee & Associates; Gary Gorden, Superb Landscape Services; Wendy Warren, Premier Staffing; Lisa McGarity, Resident; Anita Ashton, Resident

### III. Approval of Agenda

*Vice Chair Dammert moved to approve the Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:*

*Add: V. Chairman's Report - C. Homeowners Association Meeting*

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

### IV. Approval of Minutes – August 18, 2022

*Vice Chair Dammert moved to approve the minutes of the August 18, 2022, Lely Golf Estates Beautification M.S.T.U. Second by Ms. Lowry. Carried unanimously 5 - 0.*

### V. Chairman's Report – Tony Branco

#### A. Community Assessment

**Chair Branco** reported on observations made during the monthly drive through:

- Front entrance median plantings and sod are in good condition.
- St. Andrews and Forest Hills Boulevard medians need to be trimmed. Plant material which requires less maintenance should be considered.
- Dead foliage was pruned out of shrubs damaged by a vehicle on the outbound side of median #3.
- Crown of thorns on Doral Circle require trimming.
- Royal Palms at the solar panel on Forest Hills and Augusta Boulevards need to be pruned.
- The Pinehurst entrance landscaping should be reviewed to verify pruning is adequate.
- One (1) Golf Cart Crossing Sign needs to be straightened.

#### B. St Andrews Blvd Speeds and Traffic Counts

Two (2) Traffic Logix SafePace 100 speed monitoring signs are functioning on Saint Andrews Boulevard, eastbound by the Lely Presbyterian Church (*Radar 1*) and westbound at Pine Valley Circle (*Radar 2*).

**Chair Branco** distributed a daily vehicle report for data from August 20, 2022, to September 20, 2022.

- Radar 1 (110 St Andrews Blvd) recorded 46,809 vehicles averaging 1,525 vehicles per day. Maximum speed was fifty-three (53) mph.
- Radar 2 (255 Saint Andrews Blvd) recorded 50,457 vehicles for an average of 1,577 per day. Maximum speed was sixty-five (65) mph.

### C. Homeowners Association Meeting

A Lely Homeowners Association Meeting was held on September 20, 2022 to modify HOA documents. The Committee suggested clarification of the entity responsible for Right of Way/easement maintenance and street signage. Discussions ensued regarding document discrepancies between electronic downloads vs. mailed documents and the HOA's claim of responsibility and expense for maintenance, repair & replacement for **all common fixtures** in the community.

## VI. Contractor Reports

### A. Landscape Architect's Report – McGee & Associates (M&A)

**Mr. McGee** summarized the "*Lely Golf Estates Landscape Observation Report FY21-22*" dated September 8, 2022.

#### St. Andrews Boulevard & US 41

Inbound ROW South

- Prune off Paroutis palm stem from top of light fixture.

Outbound ROW North

- Remove volunteer Ficus vines growing on each end of the sign wall.
- Prune Bougainvillea Silhouette shrubs and Xanadu plants one (1) foot or more off sidewalk on the Credit Union side.
- Remove volunteer Papaya plant on outbound side of median.

#### Thorncrest and Briarcliff Lanes

Cul-de-Sacs #20 & #21

- Seasonal rain has revived the current landscaping; renovation plans are "on hold" for future consideration.
- Median #21, recommend areas be supplemented with additional plants.

#### Doral Circle, East ROW

- Canopy of two (2) Golden Trumpet trees behind the Podocarpus hedge require structural pruning to ensure sign clearance.

#### Rattlesnake Hammock Road, West ROW

- Two (2) Golden Trumpet trees need to be selectively pruned for structure and canopy lift. Remove damaged branches and thin out to improve visibility of traffic signage.

#### Treasure Point Cul-de-sac

- Median #24: Twenty (20) Dwarf Red "Fireball" Crown of thorn need to be replaced.  
*Mr. Schumacher will request a cost quote.*

Water Usage – August 2022

- Warren Street reuse water registered 148,580 gallons. Potable water use was 54,299 due to the water leak from a crack in the irrigation system at the Warren Street pump house. *Mr. Schumacher was informed a pressure regulator will be installed in the line at no cost to the M.S.T.U.*
- Valley Stream’s meter indicated 11,270 gallons of Potable water used.

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

**Mr. Gorden** reported:

- Bougainvillea shrubs on St. Andrews Blvd., Median #1, and Pebble Beach Blvd. were trimmed.
- Removed six (6) Juniper and planted sixty-two (62) one (1) gallon Perennial Peanut “Golden Glory” on Pebble Beach Boulevard, Median #19.
- Adequate pruning of the Pinehurst Circle entrance vegetation will be confirmed.
- Palm frond pruning at the Forest Hills Blvd. solar panel will be reviewed with Mr. Kindelan.

**Seasonal Entryway Plantings – Winter**

St Andrews Median #1 and Doral Circle Median 23

The Committee discussed planting schemes and flower selection for the cooler winter season.

- Flower selection is Red Geraniums center with a White Alyssum border based on McGee & Associates October 2016 plan, Scheme A, modified.
- Geraniums will be six (6) inch pot size.
- Flowers will be planted upon completion of the holiday lighting installation.

*Mr. Schumacher will:*

- Request a Quote (RFQ) from Superb Landscape Services, based on the invoiced quantities for 2021, for cost of materials plus 15% and labor for the design scheme submitted by McGee & Associates.

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

**A. Budget Report**

Lely MSTU Fund Budget 152 dated September 22, 2022

- The FY-22 Millage rate remains constant at 2.0 mills.
- Current Ad Valorem Tax, Line 1, is \$312,400.00; an increase of 2.63% over FY-21.
- Transfers and Contributions, Line 11, are \$327,714.92; a carry-over of unexpended FY-21 funds.
- Total Revenue, Line 12, is \$642,414.92, including investment interest, transfers, and contributions.
- Purchase Orders: (Contractors)
  - Forestry Resources – Mulch.
  - Hart’s Electrical – Electrical Maintenance & Repairs.
  - Howard Fertilizer – FY 22 Fertilization.
  - HydroPoint Irrigation – Cloud Software Renewal.
  - Lykins-Signtek – Street Signs and Repairs.
  - McGee & Associates – Landscape Architecture.
  - McShea Contracting – Paver Crosswalks.
    - Invoices for completed crosswalk installation are outstanding.
  - NR Contractors Inc. – Entryway Monument Refurbishment.

## MINUTES

- The Lump Sum Contract is paid in full when the job is completed satisfactorily.
- Premier Staffing – Transcription Services.
- SiteOne Landscape Supply – Irrigation Parts & Pumps.
- Superb Landscaping Services –
  - Incidentals is for landscape refurbishment and miscellaneous.
  - Grounds Maintenance includes irrigation repairs.
- Whited Holiday Décor – Holiday Decorations.
- Red indicates a Purchase Order is closed and the money expended.
- Operating Expense, Line 34, budgeted at \$276,309.92; with current Commitments of \$100,562.50, Expenditures of \$149,162.09, and a Budget Remainder (unspent operating funds) of \$26,585.33.
- Capital Outlay, Line 36, budgeted at \$150,705.00, has a current Commitment of 149,750.00 to fund the *Entryway Monument Refurbishment Project*, and a Budget remainder of \$955.00.
- Transfer to Fund 111, Line 37, in the amount of \$54,700.00, is for M.S.T.U. Staff salaries and accrued County overhead related to M.S.T.U. operations.
- Transfer to the Property Appraiser, Line 38, in the amount of \$3,000.00, is for computation of M.S.T.U. Ad Valorem data for the tax rolls.
- Transfer to the Tax Collector, Line 39, in the amount of \$7,700.00, is for collection of M.S.T.U. millage as part of the annual tax bill, currently 2.0000 mills.
- Reserves, Line 42, in the amount of \$150,000.00, is designated for Insurance and Catastrophic damage repair.
- Total Budget, Line 43, lists FY-22 M.S.T.U. budgeted funds at \$642,414.92; with tabulated Commitments of \$250,312.50, Expenditures of \$213,381.46, and a Budget Remainder (total unspent funds) of \$178,720.96. The Budget amount of \$642,414.92 does not change during the fiscal year.

### Lely Golf Estates MSTU Fund 152 Budget FY-23

- The FY-23 budget is effective October 1, 2022.
- The Ad Valorem Taxable dollar value data from the Property Appraiser's site will be distributed at the October meeting.
- FY-22 millage rate of 2.000 is necessary to accumulate funds to fund maintenance of community assets, such as roadway paving and drainage projects, as identified in the Capital Asset Plan and updated annually.
- Unexpended FY-22 funds as of September 30, 2022, Line 43, will be carried-over to the FY-23 budget and recorded as a line item under Transfers and Contributions.
- FY-22 Purchase Orders will be closed out and new Purchase Orders generated.

### Grounds Maintenance – Multi-Year Contract

- The current contract with Superb Landscaping Services expires in February 2023.
- The SLS contract will be extended six (6) months to ensure continuity in service.
- An *Invitation to Bid (ITB)* for a new Grounds Maintenance contract for the Lely Golf Estates M.S.T.U. will be posted in early calendar 2023 to be awarded to the lowest qualified bidder at the end of SLS's contract extension.
- The contract is subject to approval of the Board of County Commissioners (BCC).

*Mr. Schumacher will report the results of the solicitation to the Committee.*

**B. Lighting Inspection Report**

- Red entries indicate current lamp outages, gray for outages repaired from the previous report, and purple for Metal Halide lamp replacements.
- No outages were identified in Superb Landscape services report dated September 1, 2022.
- Two (2) Lumec retrofit lights are in inventory.
- Staff will order six (6) Lumec retrofit light fixtures in preparation for future outages.
- Full conversion to LED fixtures is estimated to be the end of 2023.

**C. Committee Membership Applications**

**Mr. Schumacher** reported there are two (2) advisory seats available on the Lely Golf Estates Beautification M.S.T.U. Advisory Committee. The four (4) year terms commence October 2022.

Recommendation for Kathleen Dammert

*Ms. Slobodnik moved to recommend the Board of County Commissioners re-appoint Kathleen Dammert to the Lely Golf Estates Beautification M.S.T.U. Advisory Committee. Second by Chair Branco. Motion carried 4 - 0. Vice Chair Dammert abstained.*

Recommendation for Anita Ashton

*Chair Branco requested a motion to recommend the Board of County Commissioners appoint Ms. Ashton to the Lely Golf Estates Beautification M.S.T.U. Advisory Committee. Without a motion from the committee the recommendation was not considered.*

Recommendation for Lisa McGarity

*Chair Branco requested a motion to recommend the Board of County Commissioners appoint Ms. McGarity to the Lely Golf Estates Beautification M.S.T.U. Advisory Committee. Without a motion from the committee the recommendation was not considered.*

*Mr. Schumacher stated the results of the Committee's motions for Ms. Ashton and Ms. McGarity would be submitted to the Board of County Commissioners (BCC) indicating a majority of the Committee members could not provide a recommendation on the matter.*

**D. McGee & Associates Contract Proposal**

McGee & Associates submitted a proposal dated September 8, 2022, in the amount of \$18,120.00, for Annual Services for Landscape Architectural Maintenance Consulting Services for the Lely Golf Estates Beautification M.S.T.U. for October 1, 2022, through September 30, 2023.

*Vice Chair Dammert motioned to continue McGee & Associates "Annual Services for Landscape Architectural Maintenance Consulting Services for the Lely Golf Estates M.S.T.U., Fixed Term Continuing Contract" M & A 2022-025PI (Roadway Proposal) for one year. Second by Ms. Lowry. Carried unanimously 5 - 0.*

**VIII. Ongoing Business**

**A. St. Andrews Entryway Monuments Refurbishment**

Commercial Permit number PRSG2022052294201 was issued to NR Contractors, Inc. for renovation of two (2) Lely Golf Estates ground signs at 53 Saint Andrews Boulevard.

**Mr. Schumacher** reported:

- Sub-contractors have been selected.

## MINUTES

- Tatami Tan color tint for the Architectural Cap and Copy Border (frame) and Ivoire for portions of the front and all the rear walls are confirmed.
- Refurbishment process for sign lettering and logo graphics is under review.

### Project Timeline

- Monument pre-cast and graphic components anticipated to be ordered in fall 2022.
- Construction begins in January 2023 with an estimated completion in March 2023.

### **B. Crosswalks - Paver Style**

McShea Contracting installed six (6) of eight (8) Paver-Style Crosswalks of Endurablend™ Polymer Cement with twelve inch (12”) solid white Thermoplastic Border, like the crosswalks installed at St. Andrews & Pebble Beach Blvd. The two (2) remaining crosswalks located at either end of Valley Stream Lane and Valley Stream Circle will be completed during the dry season.

### **C. Traffic Calming**

**Ms. McGarity** reported the petition with homeowner signatures required to install speed bumps on St. Andrews and Forest Hills Boulevards was submitted to the Traffic Planning Division.

### **D. Pending Items**

None

## **IX. New Business**

### **A. Holiday Decorations**

A RFQ was issued to install holiday garlands and lighting at the Lely M.S.T.U. entrances on Saint Andrews Boulevard and Doral Circle in November 2022.

*Naples Christmas Lighting* was the lowest bidder for holiday decoration installation. The Committee requested the contract specify response time for light outage repairs post installation be twenty-four (24) hours.

### **Mr. Schumacher will:**

- Register the company as a County Contractor.
- Collect proof of insurance and other required documentation.
- Specify a twenty-four (24) hour turnaround time for repairs to decorations and lighting in the contract.
- Ensure the vendor abides by the terms and conditions of the Purchase Order provided by the Procurement Division.

## **X. Committee Member Comments**

None

## **XI. Public Comment**

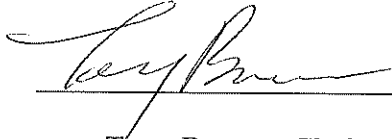
None

## **XII. Adjournment**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 4:26 P.M.*

MINUTES

**LELY GOLF ESTATES BEAUTIFICATION MSTU  
ADVISORY COMMITTEE**



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**Tony Branco, Chairman**

These Minutes were approved by the Committee on Oct 20<sup>th</sup>, 2022 as presented \_\_\_ or  
as amended .

**NEXT MEETING:**

OCTOBER 20, 2022  
SOUTH REGIONAL LIBRARY  
8065 LELY CULTURAL PARKWAY  
NAPLES, FL 34113  
239.252.7542

MEETING ATTENDANCE

**LELY M.S.T.U. ADVISORY COMMITTEE**

Date: **OCTOBER 20, 2022**

**FY-23**

NAME

POSITION

SIGNATURE

COMMITTEE MEMBERS

Tony Branco

Chair

*Tony Branco*

Kathleen Dammert

Vice Chair

*Kathleen Dammert*

Linda Rae Jorgensen

*Linda R. Jorgensen*

Kathleen Slebodnik

*Kathleen Slebodnik*

- Vacant -

COUNTY STAFF

Michelle Arnold

Director - PTNE

*- zoom -*

Dan Schumacher

MSTU - Project Manager

*Dan Schumacher*

Harry Sells

MSTU - Project Manager

Rosio Garcia

Operations Coordinator

*Rosio Garcia*

CONTRACTORS

Michael McGee

McGee & Associates (Landscape Architect)

*- Excused -*

Robert Kindelan

Superb (Landscaping)

Gary Gorden

Superb (Landscaping)

*- zoom -*

Wendy Warren

Premier Staffing (Transcription)

*- zoom -*

PUBLIC

*Lisa McGinty -*

*Lisa McGinty*