



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

8300 Radio Road
Naples, FL 34104

Minutes

November 17, 2022

I. Call to Order

The meeting was called to order at 2:10 PM and a quorum of five was present.

II. Attendance

Committee Members: Tony Branco, Chair; Kathleen Dammert, Vice-Chair; Anita Ashton, Linda Jorgensen; Kathleen Slebodnik

County: Michelle Arnold, PTNE Director; Dan Schumacher, Project Manager; Rosio Garcia, Operations Coordinator

Others: Mike McGee, Landscape Architect, McGee & Associates; Gary Gorden, Superb Landscape Services; Wendy Warren, Premier Staffing; Patricia McCabe, 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: IX. New Business - C. Concerned Neighbors.

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

Chair Branco welcomed new member Anita Ashton to the committee.

IV. Approval of Minutes – October 20, 2022

Vice Chair Dammert moved to approve the minutes of the October 20, 2022, Lely Golf Estates Beautification M.S.T.U. as presented. Second by Ms. Jorgensen. Carried unanimously 5 - 0.

V. Chairman's Report – Tony Branco

A. Community Assessment

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

- The front entrance landscaping looks good.
- St. Andrews and Pebble Beach Boulevards require trimming.
- Removal of the debris on Doral Circle is necessary and trees over the fence on Rattlesnake need to be cut back due to storm damage.
- Three (3) flags at the front entrance, damaged by Hurricane Ian, have been replaced.
- The Radar #2 sign at 255 Saint Andrews Blvd. is straightened temporarily.
- Dislodged metal trim on the Lely outbound sign has been reattached.
- An application of mulch in select areas should be scheduled.

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*).

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Chair Branco distributed a daily vehicle report for data from October 15, 2022, to November 15, 2022.

- Radar 1 (110 St Andrews Blvd) recorded 57,296 vehicles averaging 1,791 vehicles per day. The maximum speed was fifty-five (55) mph.
- Radar 2 (255 Saint Andrews Blvd) recorded 45,450 vehicles for an average of 1,420 per day. The maximum speed was sixty-eight (68) mph.

VI. Contractor Reports

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

All Locations

- Mulch replenishment is recommended in all areas.
- All palms and trees need corrective pruning and storm damaged foliage removed.
- Plumbago shrubs sustained foliage loss due to wind burn. Review for replacement after thirty (30) days.
- Fertilize select palms as noted in the report.

Saint Andrews Blvd. & US 41

- Prune off Paroutis palm stem over top of light fixture.
- Fix leaning sprinkler head in front of the sign wall.

Saint Andrews Blvd.

Median #2

- Monitor yellow Trumpet tree for pruning due to storm damage.

Median #3

- Remove Crown of thorn and install sixty-two (62) one (1) gallon Perennial Peanut "Golden Glory." *A cost quote has been requested from SLS.*

Median #4

- Foxtail requires fertilization.

Median #6

- Remove palm frond debris on top of the Plumbago shrubs (appears that palm frond debris was dumped there).

Forest Hills Blvd.

Median #12

- Trim the Bougainvillea shrubs.
- Address 426: Reset and brace one (1) Holly tree.
- Address 420: Install twenty (20) one (1) gallon Perennial Peanut "Golden Glory" plants.

Valley Stream Circle

Median #13

- Replace south purple Trumpet tree rolled over during the storm. *Mr. Schumacher has requested a cost quote from SLS.*

Pebble Beach Boulevard

Medians #17

- Address 140 – 148: Replant six (6) to seven (7) dead/missing dwarf Bougainvillea plants with 'Helen Johnson' plants. *Mr. Schumacher requested a quote from SLS.*
- Address 140: Selectively prune the pink Trumpet tree.

West ROW and Rattlesnake Hammock Road

The Podocarpus hedge was severely pruned to remove debris and repair the fence. Action is recommended as follows:

- Remove damaged fence and debris material from the swale area behind the hedge.

MINUTES

- Notify adjacent property owners that the County intends to prune back and/or remove all tree canopies over the Right of Way line and the hedge.
- Lack of pruning of the tree canopies will result in the Podocarpus hedge thinning over time. *Mr. Schumacher has requested cost proposals to trim the Podocarpus hedge.*

Median #23

- Plant ten to fifteen (10 – 15) Dwarf Red ‘Fireball’ Crown of thorn. *SLS will research the availability of Crown of thorn specified.*

Water Usage

- Warren Street
 - September 2022 - 66,035 gallons; no potable water used.
 - October 2022 - 79,535 gallons; potable water 300 gallons.
- Valley Stream
 - September 2022 - 2,850 gallons of potable water.
 - October 2022 - no potable water used. *SLS staff will check the meter to determine if it is functioning.*

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

Mr. Gorden reported:

- Seasonal flowers for Saint Andrews Median #1 and Doral Circle Median #23 will be planted during the week ending November 21, 2022.
- Fertilizer will be applied in November; select Palm trees will receive extra fertilizer.
- Mulch ordered from Forestry Resources can be delivered to SLS’s facility and spread after the application of fertilizer.

VII. Project Manager’s Report – Dan Schumacher

A. Budget Report

Lely MSTU Fund Budget 152 dated November 17, 2022

- The FY-23 Millage rate remains constant at 2.0 mills.
- Current Ad Valorem Tax, Line 1, is \$360,700.00; an increase of 15.38% over FY-22.
- Transfers and Contributions, Line 12, are \$529,428.95; a carryover of unexpended FY-22 funds (minus 5%).
- Total Revenue, Line 12, is \$893,128.95, including investment interest, transfers, and contributions.
- Purchase Orders: (Contractors):
 - Hart’s Electrical – Electrical Maintenance and LED fixtures.
 - McGee & Associates – Landscape Architecture.
 - McShea Contracting – Paver Crosswalks.
 - Invoices for the completed crosswalk installation are outstanding.
 - NR Contractors Inc. – Entryway Monument Refurbishment.
 - A Lump Sum Contract, paid in full when the job is completed satisfactorily.
 - Premier Staffing – Transcription Services.
 - Sight N Sound, dba Naples Christmas Lighting – Holiday Decorations.
 - SiteOne Landscape Supply – Irrigation Parts & Pumps.
 - Superb Landscaping Services –
 - Incidentals for landscape refurbishment and miscellaneous.
 - Grounds Maintenance for regularly scheduled tasks and irrigation repairs.

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- Operating Expense, Line 33, budgeted at \$333,378.95; with current Commitments of \$176,527.14, Expenditures of \$6,971.86, and a Budget Remainder (unspent operating funds) of \$149,879.95.
- Capital Outlay, Line 35, budgeted at \$338,950.00, has a current Commitment of 149,750.00 to fund the *Entryway Monument Refurbishment Project*.
- Transfer to Fund 111, Line 35, in the amount of \$58,800.00, is for MSTU Staff salaries and accrued County overhead related to MSTU operations.
- Transfer to the Property Appraiser, Line 37, in the amount of \$3,100.00, is for computation of MSTU Ad Valorem data for the tax rolls.
- Transfer to the Tax Collector, Line 38, in the amount of \$8,900.00, is for collection of MSTU millage as part of the annual tax bill, currently 2.0 mills.
- Reserves, Line 41, in the amount of \$150,000.00, is designated for Insurance and Catastrophic damage repair.
- Total Budget, Line 42, lists FY-23 MSTU budgeted funds at \$893,128.95; with tabulated Commitments of \$176,527.14, Expenditures of \$7,711.38, and a Budget Remainder (total unspent funds) of \$708,890.43. The Budget amount of \$893,128.95 does not change during the fiscal year.

Mr. Schumacher noted:

- FY-23 millage rate of 2.000 accumulates funds for maintenance of community assets as identified in the Capital Asset Plan, updated annually, and special projects.
- Improvements General, Line 34, NR Contractors, Inc. Purchase Order for the Entryway Monuments, stated as \$338,950.00 will be corrected to reflect the contract amount of \$149,750.00 and recorded as a line item. The net balance of \$189,200.00 will be listed on a separate line item.
- A budget amendment to finance long-term projects, consistent with the MSTU ordinance, may be requested upon recommendation by the Advisory Committee and executed upon approval by the Board of County Commissioners (BCC).
- Fund 152 is exclusive to the Lely MSTU and cannot be utilized by outside entities.

Grounds Maintenance – Multi-Year Contract

- The current contract with Superb Landscaping Services (SLS) expires in February 2023.
- The SLS contract has been extended for six (6) months to ensure continuity of service.
- An *Invitation to Bid (ITB)* for a new Grounds Maintenance contract for the Lely Golf Estates MSTU will be posted in the calendar year 2023 to be awarded to the lowest qualified bidder at the end of SLS's contract extension.
- The awarded contract is subject to approval by the Board of County Commissioners (BCC).

B. Lighting Inspection Report – Outages & Inspection

- Red entries indicate current lamp outages, gray for outages repaired from the previous report, and purple for Metal Halide lamp replacements.
- Three outages were identified in Superb Landscape Services report dated November 2, 2022.
- Two (2) tubular bulbs for the sign at the entry of Saint Andrews Blvd. require replacement.
- Twelve (12) Lumec LED fixtures will be ordered to replace lamp outages and to retrofit remaining Metal Halide lamps.
 - Staff requested a quote from Graybar Electric for twelve (12) LED fixtures.
- LED retrofit lamps are warrantied for two (2) years from the date of shipment. A replacement has been requested from Graybar Electric for one (1) failed lamp.

MINUTES

Mr. Schumacher reported an insurance claim was filed for the damage sustained to the Pebble Beach Boulevard light pole by an auto accident, however payment has not yet been received.

C. Committee Membership Applications – BCC Approves Anita Ashton

The Board of County Commissioners appointed Anita Ashton to the Lely Golf Estates Beautification Advisory Committee for a four-year term expiring October 1, 2026.

Current members welcomed Ms. Ashton to the Committee.

VIII. Ongoing Business

A. St. Andrews Entryway Monuments Refurbishment

NR Contractors, Inc. is under contract to refurbish the two (2) Lely Golf Estates community entryway sign monuments at the intersection of St Andrews Blvd & US-41, authorized under county Permit # PRSG2022052294201.

Mr. Schumacher will meet with NR Contractors to determine the status of the monument refurbishment on December 1, 2022. Verification of planned project phases and lead time for subcontracted items will be reviewed including:

- The tint process to attain the Tatami Tan color in the precast Architectural Cap and Copy Border (frame), and well as the Sherwin-Williams colors for wall portions to be painted.
- Verification of NR's planned subcontractors.
- Projected order date for monument pre-cast profiles, graphic components, and materials.
- Construction commencement date and estimated completion date.

B. Crosswalks - Paver Style

McShea Contracting will install the final two (2) Paver-Style Crosswalks; comprised of Endurablend™ Polymer Cement, plus twelve inch (12") wide solid white Thermoplastic borders, located at either end of Valley Stream Lane and Valley Stream Circle. Planned installation dates are November 30, 2022, through December 1, 2022.

C. Traffic Calming

No update was available on the topic.

D. Pending Items

Outstanding items were addressed during discussion of prior topics.

IX. New Business

A. Holiday Decorations

St. Andrews Boulevard and Doral Circle

Naples Christmas Lighting installed holiday lighting at the St. Andrews Boulevard and Doral Circle entrances the week of November 14th.

Forest Hills and Augusta Boulevards Decorations

Ms. Lowry will decorate the community sign at Forest Hills and Augusta Boulevards.

Mr. Schumacher will provide Ms. Lowery with Command Hooks for the rear of the Augusta Boulevard sign to secure the holiday decorations.

The Committee discussed:

- A cost quote has been requested from Hart's Electrical to identify and repair power issues on the entry and exit sides of Saint Andrews Blvd. and replace the photo sensor for the sign light at Doral Circle.
- Holiday Lighting expense is recorded on Line 26 of the Operating Expense budget.

B. Traffic Signage Damage

Mr. Schumacher reported:

- Twenty-seven (27) signs damaged by Hurricane Ian require various levels of repair.
- Photographs and condition of the signs were provided to Lykins-Signtek, Inc.
- Lykins will investigate and recommend options, including repair versus replacement, for the signs.
- Staff will prepare a spread sheet identifying the repair options and estimated costs.
- Given the anticipated level of expenditure, a Requests for Quotes (RFQ) will likely be necessary.

The Committee discussed:

- Post Hurricane Irma, due to the limited resources of the HOA, the MSTU accepted responsibility for traffic/street sign repairs and replacements.
- When available, a cost for the signage repairs will be presented to the committee for review at an upcoming meeting.
- The Committee agreed to table action on sign repairs, due to Hurricane Ian, until the community agrees on the funding responsibility.

C. Concerned Neighbors

Chair Branco introduced a letter received from a group of homeowners expressing concern about the performance of the Homeowners Association and proposed revisions to the HOA documents.

Though mentioned in the letter, the Lely MSTU is a county-administrated agency and is therefore neutral on the opinions expressed in the letter.

X. Committee Member Comments

Chair Branco acknowledged receipt of a letter from the Homeowner Association President acknowledging past MSTU signage responsibility and requesting the MSTU continue to repair and replace signage within the Lely MSTU boundaries.

XI. Public Comments

Pat McCabe of Doral Circle suggested reducing the Lely MSTU millage rate.

During discussion the following was noted:

- The MSTU is responsible for maintenance of MSTU-funded assets within the Right of Way (ROW), including landscaping, irrigation, decorative lighting, signage (post Hurricane Irma), and associated items.
- Unexpended funds remain in the MSTU budget, carried over (rolled) into each subsequent year's budget.
- As an agency of Collier County, the MSTU is "self-insured" for catastrophic events.
- The *Asset Management Plan* projects long-term expenses, such as irrigation upgrades, and is updated annually.

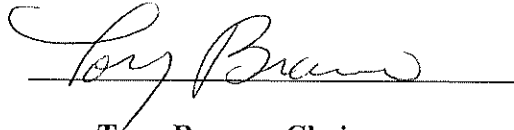
MINUTES

- Similarly, the MSTU millage rate (currently 2.0) is reviewed annually by the Advisory Committee in direct relation to the Asset Management Plan and current and anticipated projects within the community.
- Requests for projects from property owners are submitted to the Advisory Committee for review.

XII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 4:27 P.M.

**LELY GOLF ESTATES BEAUTIFICATION MSTU
ADVISORY COMMITTEE**



Tony Branco, Chairman

These Minutes were approved by the Committee on Dec 15th, 2022 as presented ___ or as amended .

NEXT MEETING:

DECEMBER 15, 2022
SOUTH REGIONAL LIBRARY
8065 LELY CULTURAL PARKWAY
NAPLES, FL 34113
239.252.7542

MEETING ATTENDANCE

LELY M.S.T.U. ADVISORY COMMITTEE

Date: DECEMBER 15, 2022

FY-23

NAME

POSITION

SIGNATURE

COMMITTEE MEMBERS

Tony Branco	Chair	<i>Tony Branco</i>
Kathleen Dammert	Vice Chair	<i>Kathleen Dammert</i>
Linda Rae Jorgensen		<i>- Absent -</i>
Kathleen Slebodnik		<i>Kathleen Slebodnik</i>
Anita Ashton		<i>Anita Ashton</i>

COUNTY STAFF

Michelle Arnold	Director - PTNE	<i>Zoom -</i>
Dan Schumacher	MSTU - Project Manager	<i>Dan Schumacher</i>
Harry Sells	MSTU - Project Manager	
Rosio Garcia	Operations Coordinator	<i>Rosio Garcia</i>

CONTRACTORS

Michael McGee	McGee & Associates (Landscape Architect)	<i>McGee</i>
Robert Kindelan	Superb (Landscaping)	<i>Absent</i>
Gary Gorden	Superb (Landscaping)	<i>Absent</i>
Wendy Warren	Premier Staffing (Transcription)	<i>- Zoom -</i>

PUBLIC

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