



**GOLF ESTATES BEAUTIFICATION MSTU**  
**ADVISORY COMMITTEE**  
8300 Radio Road  
Naples, FL 34104

**Minutes**  
**March 17, 2022**

**I. Call to Order**

The meeting was called to order at 2:03 PM and a quorum of four was present.

**II. Attendance**

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

*Chair Branco motioned to allow Jackie Lowry to participate in the meeting via ZOOM remote access due to an extraordinary circumstance. Second by Ms. Dammert. Carried unanimously 4 – 0.*

*A quorum of five was present.*

**III. Approval of Agenda**

*Ms. Dammert moved to approve the March 17, 2022, Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:*

*Add: VIII. Ongoing Business - E. Open Items from February 2022.*

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

**IV. Approval of Minutes – February 17, 2022**

*Ms. Dammert moved to approve the minutes of the February 17, 2022, Lely Golf Estates Beautification M.S.T.U. 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 community landscaping is in good condition.
- Cable installers digging a trench broke a pipe causing a water main break on Warren Street. The pipe was repaired the same day.
- Gateway monuments display signs of deterioration.
- Trimmed entrance palms are more attractive.
- Entryway geraniums are unhealthy and due for seasonal replacement.
- Fallen palm fronds in medians need to be removed.
- Bougainvillea’s have not responded to treatment. A hard cutback is suggested if leave growth does not turn green.

## MINUTES

### B. M.S.T.U. Monthly Traffic Statistics –St Andrews Blvd.

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 February 15, 2022, to March 15, 2022.

- Radar 1 (110 St Andrews Blvd) recorded 62,656 vehicles averaging 2,161 vehicles per day. Maximum speed was fifty-two (52) mph.
- Radar 2 (255 Saint Andrews Blvd) recorded 65,730 vehicles for an average of 2,267 per day. Maximum speed was sixty-four (64) mph.

## 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 March 3, 2022.

#### Saint Andrews Blvd.

##### Median #4

- Install twenty-five (25) one (1) gallon Perennial Peanut "Golden Glory."

#### Forest Hills Blvd.

##### Median #12

- Remove foliage damaged by an auto accident and install seven (7) three (3) gallon dwarf "Helen Johnson" Bougainvillea plants.
- Install thirty (30) one (1) gallon Perennial Peanut "Golden Glory."

#### Forest Hills Cart Crossing & Lake

- Recommend replacement of Crown of Thorns with forty-nine (49) one (1) gallon Perennial Peanut "Golden Glory" plants.
- Retreat cordgrasses for active insects.
- Mulch the base of three (3) Royal Palms and three (3) Mahogany trees in turf areas.

#### Pebble Beach Boulevard

##### Medians #18

- North end: Remove Juniper and one (1) row of Bougainvillea and replace with ninety-one (91) Perennial Peanut "Golden Glory."

##### Median #19

- South end: Remove Juniper and plant sixty-two (62) one (1) gallon Perennial Peanut "Golden Glory."
- Fill in twenty (20) one (1) gallon "Golden Glory" Perennial Peanut in bare areas.

#### West ROW and Rattlesnake Hammock Road

Stump is too wide to be removed. Podocarpus hedge planting is not an option.

#### Water Usage – February 2022

- Warren Street Reuse Water used 178,330 gallons; potable water 9,600 gallons.
- Valley Stream's meter indicated 10,320 gallons of potable water use.

## MINUTES

*Mr. Schumacher reported adequate funds are available in Landscape Incidentals for replacement of items noted in McGee & Associates summary report. A Notice to Proceed (NTP) for the landscape replenishment items for which he received quotes from SLS, including the Rattlesnake Hammock Road and Doral Circle fence gap, will be issued within two (2) weeks.*

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

Mr. Gorden reported.

- Staff will meet with SLS March 22<sup>nd</sup> to identify areas for mulch refurbishment.
- The Saint Andrews front entrance landscape bed will be evaluated prior to seasonal planting
  - The Geranium root system will be reviewed for bacterial or fungal disorder.
  - Proper irrigation levels will be confirmed.
  - Soil condition will be evaluated.
  - The bed area will be cleared of flowers and debris and “slow cooked” for two (2) weeks prior to new plant installation.
  - Mr. Gorden will notify Mr. McGee of his findings.

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

### A. Budget Report & Capital Asset Plan

Lely MSTU Fund Budget 152 dated March 17, 2022

- The FY-22 Millage rate remains constant at 2.0 mills.
- Current Ad Valorem Tax, Line 1, is \$314,700.00; 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)
  - Hart’s Electrical – Electrical Maintenance & Repair
  - McGee & Associates – Landscape Architecture
  - McShea Contracting – Paver Crosswalks
  - Forestry Resources – Mulch
  - Howard Fertilizer – FY 22 fertilization
  - Lykins-Signtek – Street Signs and Repairs
  - Premier Staffing – Transcription Services: FY 21 Purchase Order closed out.
  - Site One Landscape Supply – Irrigation Parts & Pumps
  - Superb Landscaping Services – Grounds & Irrigation Maintenance
  - Whited Holiday Décor – Holiday Decorations – FY 21 Purchase Order closed out.
- Operating Expense, Line 33, is budgeted at \$293,309.92; with current Commitments of \$181,207.43, Expenditures of \$67,431.60, and a Budget Remainder (unspent operating funds) of \$44,670.89.
- Capital Outlay, Line 35: the balance of \$133,705.00 reflects a reduction of \$49,495.00 from the original budget due to a funds transfer to Operating Expense to finance *Paver Crosswalks*. Remaining balance is available to fund special projects such as the *Entryway Monument Refurbishment Project*.
- Transfer to Fund 111, Line 36, in the amount of \$54,700.00, is for MSTU Staff salaries and accrued County overhead related to M.S.T.U. operations.
- Transfer to the Property Appraiser, Line 37, in the amount of \$3,000.00, is for computation of M.S.T.U. Ad Valorem data for the tax rolls.

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- Transfer to the Tax Collector, Line 38, 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 40, budgeted at \$150,000.00, is designated for Insurance and Catastrophic damage repair.
- Total Budget, Line 42, lists FY-22 M.S.T.U. budgeted funds at \$642,414.92; with tabulated Commitments of \$181,207.43, Expenditures of \$75,406.96, and a Budget Remainder (total unspent funds) of \$385,800.53. The Budget amount of \$642,414.92 does not change during the fiscal year.

### **Fiscal Year 2023 Adopted Budget**

A preliminary FY-23 budget, effective October 1, 2022, with a millage rate consistent with FY-22 will be presented for member review at the April 2022 meeting.

- The millage rate is evaluated annually with consideration given to both Operating Expense and Capital Outlay anticipated expenditures, for FY-23 and future fiscal years.

### **Asset Inventory Review & Cost Estimates**

The Capital Asset Plan dated March 17, 2022, identifies MSTU assets and estimates financial requirements to maintain the known assets. The following was noted:

- The list sequences MSTU assets by an anticipated year of replacement and replacement cost, plus an ongoing annual maintenance cost where applicable.
- Assets include, but are not limited to, landscaping, irrigation, access lighting, crosswalks, benches, and monument signs.
- Estimated asset replacement costs through 2034 total \$1,095,862. (2022 dollars)
- Projected asset replacement costs through 2034 total \$1,520,225. (w/ 5% annual inflation)

Mr. Schumacher highlighted:

- Cost quotes for pump station enclosures utilized by the County were secured from Naples Electric Motor Works.
- In 2021 HydroPoint issued a bulletin stating the company is discontinuing 3G cellular network service.

*Mr. Schumacher will investigate if discontinuance of 3G cellular network service will affect the functionality of the Traffic Logix radar speed signs.*

### **B. Lighting Inspection Report**

- Red entries indicate current lamp outages, gray for outages repaired from previous report.
- No light outages listed in the March 3, 2022, report.
- Eight (8) LED Lumec retrofit lamps are in stock for future lamp replacements.

## **VIII. Ongoing Business**

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

Mr. Schumacher reported two (2) bids were received to the final solicitation, inclusive of Engineering, Construction, Graphics, and Permitting for the Entryway Monument Signs Renovation as follows:

- NR Contractors \$149,750.00
- Capital Contractors \$155,400.00

Vendors received a separate invitation to an “on site” visit, a requirement specified in McGee & Associates documents. One contractor, Capital Contractors, accepted the formal invitation.

## MINUTES

The Committee discussed:

- Contracts up to \$200,000.00 do not require Board of County Commissioners (BCC) approval.
- Both contractors are local and have undertaken multiple projects for the County.
- Staff will work with the Procurement Division to determine if any items are negotiable.
- The contractor's quality of workmanship history will be considered.

*Ms. Slebodnik motioned to approve an amount of \$155,400.00 for renovation and permitting of two Lely Entryway Monument Signs at the entrance of Saint Andrews Boulevard. Second by Ms. Jorgensen. Carried unanimously 5 – 0.*

### B. Crosswalks – Paver Style

McShea Contracting is installing eight (8) Paver-Style Crosswalks of Endurablend™ Polymer Cement with twelve inch (12”) solid white Thermoplastic Border, to match the crosswalks installed at St. Andrews & Pebble Beach Blvd., on March 17<sup>th</sup> and 18<sup>th</sup>.

Installation of two (2) of the eight (8) total crosswalks is on-hold, pending limited repaving to be scheduled beforehand at the crosswalk locations on Valley Stream Cir and Valley Stream Ln.

### C. Traffic Calming

**Mr. Schumacher** updated the Committee on information received from Traffic Logix as noted:

- A Speed Table 10.5' W x 21' L could be set up as a “test” to collect data and determine if the application reduces vehicular speed.
- One (1) lane on Saint Andrews Blvd. could be utilized for the test.
- The cost estimate for materials is \$4,500.00
- A quote for installation cost would be solicited separately.
- Installation of the Speed Tables is approved by the Florida Department of Transportation (FDOT).

The Committee discussed:

- Installation of Speed Tables would require Traffic Operations Division as well as residents and HOA approval.
- The HOA is the appropriate entity to coordinate the approval process with the residents and the Traffic Operations Division.
- Determination of fiscal responsibility for materials and installation must be determined.

### D. STOP & Street Signs

- Lykins-Signtek, Inc. is repairing a damaged decorative STOP/ Street sign for the intersection at Pebble Beach and Forest Hills Boulevards.
- Staff has Requested a Quote to paint the signs.
- Decorative sign pole bases cost \$280.00 plus installation; ship time is four (4) to six (6) weeks.

*Mr. Schumacher will proceed with the maintenance repair and update the Committee on progress status at a future meeting.*

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**E. Open Items from February 2022**

The open items from February were addressed during the meeting.

**IX. New Business**

None

**X. Committee Member Comments**

Staff suggested members file a Code Complaint with the County regarding the unsatisfactory condition of two (2) properties on Saint Andrews Blvd.

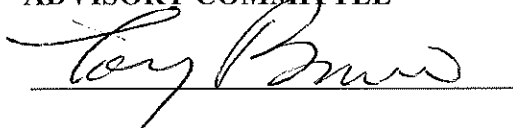
**XI. Public Comment**

None

**XII. Adjournment**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:48 PM.*

**LELY GOLF ESTATES BEAUTIFICATION MSTU  
ADVISORY COMMITTEE**



**Tony Branco, Chairman**

These Minutes were approved by the Committee on 4/21, 2022 as presented  or as amended .

**NEXT MEETING:**

**APRIL 21, 2022 – 2:00 PM**  
SOUTH REGIONAL LIBRARY  
8065 LELY CULTURAL PARKWAY  
NAPLES, FL 34113  
239.252.7542

**MEETING ATTENDANCE**

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

Date: **APRIL 21, 2022**

NAME

POSITION

SIGNATURE

**COMMITTEE MEMBERS**

Tony Branco

Chair

*Tony Branco*

Kathleen Dammert

Vice Chair

*Kathleen Dammert*

Linda Rae Jorgensen

*Linda Rae Jorgensen*

Jacalyn Lowry

Kathleen Slebodnik

*Kathleen Slebodnik*

**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)

*Michael McGee*

Robert Kindelan

Superb (Landscaping)

Gary Gorden

Superb (Landscaping)

*Zoom*

Wendy Warren

Premier Staffing (Transcription)

*Zoom*

**PUBLIC**

*Lisa McGarity*

*Lisa McGarity*