



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

8300 Radio Road

Naples, FL 34104

Minutes

April 21, 2022

I. Call to Order

The meeting was called to order at 2:00 PM and a quorum of four was present.

II. Attendance

Committee Members: Tony Branco, Chair; Kathleen Dammert, Vice-Chair; Linda Jorgensen; Jacalyn Lowry (Excused); 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; Lisa McGarity, Resident

III. Approval of Agenda

Ms. Dammert moved to approve the April 21, 2022, Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:

Add: IX Ongoing Business - A. Public Utilities Renewal Project.

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

IV. Approval of Minutes – March 17, 2022

Ms. Dammert moved to approve the minutes of the March 17, 2022, Lely Golf Estates Beautification M.S.T.U. Second by Ms. Jorgensen. Carried unanimously 4 - 0.

V. Chairman's Report – Tony Branco

A. Community Assessment

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

- Entryway seasonal plant installation is doing well.
- Bougainvilleas at the main entrance have responded well to treatment.
- Fallen palm fronds in medians need to be removed.
- The STOP/ Street sign at the intersection of Pebble Beach and Forest Hills Boulevards was replaced.
- Installation of decorative bases on two (2) other street signs is pending.

Mr. Schumacher responded to inquiries:

- A quote for a decorative base for the STOP/Street sign was received. Upon confirmation of base diameter and hole opening, one base can be ordered.
- The two radar signs from Traffic Logix communicate on a 4G cellular network, thus no upgrade requirement is expected for the foreseeable future. An upgrade to 5G is available at a current cost of \$500.00 per sign.

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 March 19, 2022, to April 19, 2022.

- Radar 1 (110 St Andrews Blvd) recorded 65,856 vehicles averaging 2,058 vehicles per day. Maximum speed was fifty-eight (58) mph.
- Radar 2 (255 Saint Andrews Blvd) recorded 68,433 vehicles for an average of 2,138 per day. Maximum speed was seventy-eight (78) 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 April 8, 2022.

Saint Andrews Blvd.

Median #3

- SLS treated Plumbago defoliated shrubs for insects.

Median #4

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

Forest Hills Blvd.

Median #12

- SLS installed seven (7) three (3) gallon dwarf “Helen Johnson” Bougainvillea plants and thirty (30) one (1) gallon Perennial Peanut “Golden Glory” plants.

Forest Hills Cart Crossing & Lake

- SLS replaced Crown of thorns with forty-nine (49) one (1) gallon Perennial Peanut “Golden Glory” plants.
- Cut cordgrass back to a height of six (6) inches to removed damaged foliage and retreat for active insets.
- Mulch the base of three (3) Royal Palms and three (3) Mahogany trees in turf areas.

Pebble Beach Boulevard

Medians #18

- North end: SLS removed Juniper and one (1) row of Bougainvillea and planted 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. Suggest Podocarpus hedge planting in locations of Fox Tail Palm removal.

MINUTES

Water Usage – March 2022

- Warren Street Reuse water used 138,360 gallons; no Potable water was used.
- Valley Stream’s meter indicated 14,320 gallons of Potable water used.

Mr. Schumacher will increase the irrigation schedule for newly planted areas. Bougainvilleas will be watered after fertilizer application only.

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

Mr. Gorden reported:

- Fertilizer application is scheduled for week ending April 30, 2022.
- Bougainvilleas will be cut back after fertilizer has been applied.
- Perennial Peanut, “Golden Glory,” is scheduled for installation on St. Andrews Blvd., Median #4 and Pebble Beach Blvd. Median #19.
- Mulch will be applied to sparsely covered areas on completion of fertilization.
- *Sunshine 811* has been notified to locate the underground utilities in the West Right of Way of Doral Circle and Rattlesnake Hammock Road where two (2) Foxtail Palms were removed. The area will be evaluated for planting pending position of utilities as identified by the ‘locates’ service.

VII. Project Manager’s Report – Dan Schumacher

A. Election of Officers

Nomination for Chair

Ms. Dammert nominated Tony Branco for the position of Chair of the Lely Golf Estates Beautification M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Ms. Jorgensen. Carried unanimously 4 – 0.

Nominations were closed and no others were tendered. Mr. Branco retained the Chair.

Nominations for Vice-Chair

Chair Branco nominated Kathleen Dammert for the position of Vice-Chair of the Lely Golf Estates Beautification M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Ms. Jorgensen. Carried unanimously 4 – 0.

Nominations were closed and no others were tendered. Ms. Dammert retained her position as Vice-Chair.

B. Budget Report & Capital Asset Plan

Lely MSTU Fund Budget 152 dated April 22, 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.

MINUTES

- Forestry Resources – Mulch.
- Howard Fertilizer – FY 22 fertilization.
- Lykins-Signtek – Street Signs and Repairs.
- 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 33, is budgeted at \$293,309.92; with current Commitments of \$178,863.63, Expenditures of \$70,576.15, and a Budget Remainder (unspent operating funds) of \$43,870.41.
- 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.
- 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, in the amount of \$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 \$178,863.36, Expenditures of \$79,237.06, and a Budget Remainder (total unspent funds) of \$384,314.50. The Budget amount of \$642,414.92 does not change during the fiscal year.

Mr. Schumacher noted:

- License & Permits, Line 26, in the amount of \$2,000.00, may be accessed to pay Permit fee(s) for the Entryway Monument Renovation.

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. Mr. Schumacher noted the following and requested member comments and suggestions:

- 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 \$1,095,862.00 (2022 dollars).
- Projected asset replacement costs through 2034 total \$1,520,225.00 (w/ 5% annual inflation).

Mr. Schumacher noted cost estimates will be updated periodically and/or actual expenditures recorded.

C. FY-23 Budget - Proforma

Fiscal Year 2023

A preliminary FY-23 Budget Proforma, effective October 1, 2022, with a millage rate consistent with FY-22 was presented for informational purposes.

- Total Estimated Revenue is \$651,600.00, including Ad Valorem Tax revenue, Investment Interest, and estimated Transfers and Contributions in the amount of \$341,400.00, a carry-over of unexpended FY-22 funds, (minus a 5% reserve).
- Capital Outlay, reserved for special projects, is \$154,600.00, an increase of 3% over the FY-22 forecast.
- Transfer to Fund 111 in the amount of \$58,800.00, an increase of 7.5% over FY-22, is for MSTU Staff salaries and accrued County overhead related to M.S.T.U. operations.
- Operating Expense, projected at \$269,600.00, represents a 16.66% increase over the FY-22 forecast.

Landscape Maintenance – Multi-Year Contract

- Superb Landscaping Services contract expires in February 2023.
- An *Invitation to Bid (ITB)* Landscaping Contract request for the Lely Golf Estates M.S.T.U. will be posted and, in accordance with County practice, awarded to the lowest qualified bidder.

Mr. Schumacher will report the results of the solicitation for Committee consideration.

Millage Rate

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. The M.S.T.U. is provided two options for the millage rate, currently assessed at 2.0000, as follows:

- Lower the current millage rate to establish a Revenue Neutral Policy, maintaining the FY-22 income level.
- Maintain the current millage rate to potentially accrue increasing funds for M.S.T.U. maintenance responsibilities and future projects.

D. Lighting Inspection Report

- Red entries indicate current lamp outages, gray for outages repaired from previous report.
- No light outages were listed in the April 1, 2022, report.
- Eight (8) LED Lumec retrofit lamps are in-stock for future lamp replacements.

VIII. Ongoing Business

A. St. Andrews Entryway Monuments Refurbishment

NR Contractors, Inc. was the low bidder, inclusive of Engineering, Construction, Sign Graphics, and Permitting for the Entryway Monument Signs Renovation. The vendor has determined the engineer who will perform the structural analysis and deliver a signed/sealed engineering drawing required with the permit application.

A Purchase Order in the amount of \$149,500.00 has been requested from the Procurement Division.

MINUTES

The Committee discussed:

- Consideration of a green and white color scheme, comparable the Lely Palms golf course sign.
- A rendering by McGee & Associates of the revised color scheme with the green cap will be presented to members at the May 2022 meeting for consideration.
- A determination to use colored concrete or paint for the cap is required. Samples of colored concrete in the selected hue will be submitted by the vendor.

Mr. Schumacher will schedule an on-site meeting with NR Contractors and Chair Branco to review monument sign specifications, material, and color options. The Committee will be updated on the findings at the May meeting.

B. Crosswalks – Paver Style

McShea Contracting installed six (6) 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. Two (2) additional crosswalks will be installed on both ends of Valley Stream Ln/Cir upon completion of limited maintenance repaving in the crosswalk areas by Road Maintenance Division.

C. Traffic Calming

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.
- Determination of fiscal responsibility for materials and installation must be determined.

Ms. McGarity is securing petition signatures from homeowners to install speed deterrents on the roadways. Her understanding from the Traffic Operations Division is speed bumps must be a continuation of the type currently installed on St. Andrews Blvd.

IX. New Business

A. Public Utilities Renewal (PUR) Project

Residents received notification of the County’s intent to undertake a Public Utilities Renewal (PUR) Program for Lely. The program consists of a series of projects to repair and replace aging potable water, wastewater, and stormwater infrastructure to ensure continued high quality and reliable utility services.

For the first phase with an estimated time of ten (10) months, engineering consultants will be retained to define the scope of the infrastructure improvements needed in the area. A multi-year design and construction project will be proposed based on their findings.

Members concurred the new infrastructure will be a favorable asset for the community.

X. Committee Member Comments

A member updated the Committee on the condition of residential properties at 143 and 240 Saint Andrews Blvd., noting #143 has been cleaned up; home #240 is still unkept.

MINUTES

XI. Public Comment

US 41 East Corridor Zoning Overlay Project

Lisa McGarity attended a meeting April 20, 2022, for the *US 41 East Corridor Zoning Overlay Project*. The goal of the project is to implement a zoning overlay that reflects community input, promotes economic vitality, and both encourages a mix of land uses and includes development standards to address the community's needs.

The meeting focused on public input regarding streetscaping and landscaping, architecture, and pedestrian routes. Two additional meetings will be held, the final being November 2022.

Staff suggested Ms. McGarity talk with Pam Lulich, Manager Landscape Operations, to review options for shade tree planting.

XII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:54 P.M.

**LELY GOLF ESTATES BEAUTIFICATION MSTU
ADVISORY COMMITTEE**



Tony Branco, Chairman

These Minutes were approved by the Committee on 5/19, 2022 as presented or as amended .

NEXT MEETING:

MAY 19, 2022 – 2:00 PM
SOUTH REGIONAL LIBRARY
8065 LELY CULTURAL PARKWAY
NAPLES, FL 34113
239.252.7542