Minutes
February 21, 2019

I. Call to Order
Chairman Branco called the meeting to order at 2:00 PM. A quorum was established.

II. Attendance
Members: Tony Branco - Chair; Kathleen Dammert (Excused); Linda Jorgensen; Jacalyn Lowry; Kathleen Slebodnik (Excused)
County: Dan Schumacher - Project Manager
Others: Mike McGee - Landscape Architect; Gary Gorden - CLM; Wendy Warren - Premier

III. Approval of Agenda
Ms. Jorgensen moved to approve the February 21, 2019 Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:
Add: Item V. Chairman’s Report – A. Community Assessment; B. HOA Meeting; C. Telephone Meeting with Director Arnold.
Item VIII. Project Managers Report – J. Wooden Utility Pole at Entrance.
Second by Ms. Lowry. Carried unanimously 3 - 0.

IV. Approval of Minutes – January 17, 2019
Ms. Lowry moved to approve the minutes of the January 17, 2019 Lely Golf Estates Beautification M.S.T.U. meeting as presented. Second by Ms. Jorgensen. Carried unanimously 3 - 0.

V. Chairman’s Report – Tony Branco
A. Community Assessment
- The front entrance plantings have rejuvenated and are doing well.
- Additional pruning required around the flag pole and utility box. Mr. Gorden reported the trimming is complete.
- The leaning palm tree on median 3 needs to be addressed as it is leaning into the traffic lane. Mr. Schumacher cited the tree is a safety concern and will direct CLM (Commercial Land Maintenance) to reset the tree to vertical.
- The crosswalk sign on Doral needs to be straightened & the attached arrow sign replaced.
- Removal of the dead palm tree on Rattlesnake Hammock Road and Doral Circle requested at the January meeting has not been done. Mr. Schumacher instructed CLM to flush cut the Sabal Palm tree and replace the Podocarpus hedge after structural pruning of tree limbs encroaching overhead above the adjacent fence has been completed.
- Thirty-five (35) landscape items on McGee & Associates summary report are over one year old; forty-one (41) over six months old.
From the items in the McGee report, Mr. Schumacher tabulated eighteen (18) Service items to be addressed under the contract 17-7204 bid tab. That list was emailed on February 11th.
to Mr. Kindelan and Mr. Gordon of CLM. Mr. Schumacher presented a hardcopy of the list to Mr. Gordon at today’s meeting for follow-up.

B. HOA Meeting
The Annual Lely Homeowners Association meeting was held on February 19, 2019. The County lift station proposed at Hidden Valley Drive was the primary concern voiced by residents. Purchase of the land by the Association or creation of a designated “green space” are options for consideration.

C. Telephone Meeting with Director Arnold
Chairman Branco conversed with Michelle Arnold, PTNE Director, on February 20, 2019 on concerns expressed by the Committee. Topics addressed included:

- Back log of landscape replacement items.
- Staff Support Year over Year increase of $8,000.00 (Budget Line 35). Ms. Arnold is working with the Budget office to modify the increase and changes will be evident in the March 2019 budget report.

During Committee discussion the following was noted:
- Ms. Slebodnik will meet with the Caroline Soto February 27, 2019 to review the budget.
- A reduction in the number of active M.S.T.U.’s and the addition of a County Intern has contributed to Staff support increases.

VI. Landscape Architect’s Report – McGee & Associates
A. Summary, Detail
Mr. McGee summarized the “Lely Golf Estates Landscape Observation Report FY18-19” dated February 12, 2019 noting recommended replacements are being addressed.

A strikethrough line to visually indicate completed status of items addressed for action will be eliminated from the subsequent months report. The following items were highlighted:

Saint Andrews Boulevard:
- Median #3 – Cut back Queen Crape Myrtle and treat for scale insects and sooty mold.
- Median #4 – Remove Junipers on east end damage by an auto accident and replace with Perennial Peanut; proposal requested.
- Median #8 – Remove declining Bougainvillea shrubs and replace with Firebush; proposal requested.
- Median #8 – Remove Bougainvillea shrubs in decline by lift station; test soil and replace with dwarf Bougainvillea “Helen Johnson.”
- Median #9 – Review irrigation coverage by Fox Tail Palm.

Forest Hills and Golf Cart Crossing
- Consider replacing Crown of Thorn in all beds with Perennial Peanut.

Valley Stream Circle
- Median #13 – Remove and replace dead turf; apply broad leaf weed treatment.

West R/W & Rattlesnake Hammock
- Safety issue - Lower irrigation heads along back of sidewalk. CLM will take care of.

Treasure Point Cul-de-Sac
- Median #24 – Treat plants for caterpillars.
VII. Landscape Maintenance Report – Commercial Land Maintenance

A. Summary Comments

Mr. Gorden updated the Committee on landscape maintenance noting:

- Pruned and removed declining foliage from the Crinum Lilies on Medians #1, 2 and 3. 
  *Mr. McGee noted additional pruning is required.*
- Fronds were removed on the Pygmy Date trees on Valley Stream Circle Median #13; the Queen Palm will be pruned week ending March 2nd.
- Removed vines and weeds from the monument wall.

Mr. Schumacher noted some items on the eighteen (18) item Task List sent to Mr. Kindelan have been completed and a Notice-to-Proceed was issued for Structural Pruning and Canopy Tree Pruning. RFQ’s (Request for Quote) will be solicited for:

- Paroutis Palm trimming by signs and Valley Stream Circle.
- Tree replacement off Pebble Beach Boulevard.

VIII. Project Managers Report - Dan Schumacher

A. Election of Advisory Committee Officers

This item will be placed on the March Agenda.

B. By Laws

The Lely Golf Estates Beautification Municipal Service Taxing Unit Advisory Committee By Laws were reviewed by members. The following revisions/requests were noted:

- *Page 1, ARTICLE II, Jurisdiction:* The committee requested inclusion in the annual budget review.
- *Page 2, ARTICLE IV, Committee Structure and Meeting Requirements, Section 3:* from “…Regular meetings shall be held on the fourth Thursday monthly at 2:00 pm) …,” to … Regular meeting shall be held on the third Thursday monthly at 2:00 p.m. …).
- *Page 3, ARTICLE IV, Committee Structure and Meeting Requirements, Section 11:* Documents: from “… The Alternative Transportation Modes staff) …,” to … The Public Transit and Neighborhood Enhancement staff …).
- *Page 4, ARTICLE VI, Order of Business:* Sequence the order of business to reflect the current Agenda.
- *Page 5, ARTICLE VIII, Amendment to By-Laws, Section 2:* from “…hereby approved this ______ day of ______, 2016) …,” to … hereby approved this day of ______, 2019 …).”
- *Page 5, ARTICLE VIII, Amendment to By-Laws, Section 2:* Change names to current membership.

C. Budget Report

Mr. Schumacher summarized the “Lely MSTU Fund Budget 152 dated February 21, 2019” for information purposes and provided an overview of the budget noting:

- FY19 Ad Valorem Tax revenue is $271,100.00, an increase of 6.06% over FY18.
- The Millage Rate remains constant at 2.0000.
- Total revenue FY19 is $656,874.30 including investment interest, transfers and contributions (minus a 5% reserve of $13,700).
- Current Operating Expense budget is $197,374.30 of which commitments total $123,470.27 and $45,199.41 is expended.
- Uncommitted Operating Expense funds available are $28,704.62.
- Absence of negative balance figure on lines 17, Other Contractual and 26, Other Miscellaneous will corrected on the March 2019 budget.
Improvements General funds of $230,100.00 can be accessed for special projects such as Roadway & Traffic Signage and Monument Refurbishment.

Reserves for Insurance and Catastrophic/Hurricane funds total $150,000.00, a decrease of 16.2%. This item will be added to the March Agenda for clarification.

Total available balance less committed expenses is $457,403.49.

1. CLM Landscape Maintenance Contract.
A Roadway Maintenance Bid Work Areas graphic was distributed to the Committee. Specification requirements and improvement recommendations for Florida Land Maintenance’s, dba Commercial Land Maintenance (CLM), core contract “Bid Tab 17-7204” for landscape maintenance were reviewed. The Committee determined a “build out schedule” designating dates and frequency of contract items should be developed.

Mr. Schumacher will create a work schedule, distribute it to CLM and ensure conformance.

2. Line 35 Staff Support Year over Year increase.
This item is under review and will be discussed at the March 2019 meeting.

D. Lighting Inspection Report
The report indicated one sign light outage at US 41. Mr. Schumacher will verify and repair the light outage at Doral Circle reported by Mr. Branco. The Doral entrance sign outage is a priority item, previously reported to the committee in December and January.

Light pole number decals have been received; the March report will be updated to include A & B lamp designations and monument lights.

Ms. Garcia is correlating Graybar invoices with Hart’s Electrical records to identify installation dates for warranty purposes.

E. Irrigation – General and at Cart Crossings
System is operating as intended.

Hibiscus Golf Course has an irrigation schedule for the three cart crossings near the Forest Hills Blvd. intersection with Augusta Boulevard and the item can be deleted from future Agendas.

F. Sabal Palm Pruning
CLM has completed pruning of Sabal Palms at the Saint Andrews entrance and Royal Palms over the solar panel.

G. Plants & Trees – NTP Tree Replacements, issued Feb. 6th & Verified Feb. 14th.
A Task List, prepared by Mr. Schumacher, identifying locations for plant and tree replacement was submitted to Mr. Kindelan, CLM. Mr. McGee prepared a Recommended Planting Size List by species, dated February 14, 2019, to accommodate Mr. Kindelan’s request for Task List clarification. Project funding was approved by the Committee in a motion at the January 17, 2019.

Mr. Schumacher has issued a Notice-to-Proceed and, pending verification of quantities and species, will coordinate replacement with CLM.

H. Structural Tree Pruning & Lifting – NTP issued Feb. 7th, per CLM contract 17-7204.
Staff issued a Notice-to-Proceed to CLM for Structural Pruning & Lifting within the MSTU district.
I. **Street Name, STOP & Traffic Sign Replacements**

**Street Name Signs**
Lykins SignTek will update their quote to reset street name signs based on the current inventory calculation. The Procurement Division will be consulted to confirm the project can move forward as a single source purchase.

**STOP Sign Replacement**
The Committee requested six STOP signs be replaced by Traffic Operations. Additional STOP signs in the vicinity of Pebble Beach Circle require replacement or refurbishment as the lettering is not distinguishable.

**Mr. Schumacher** noted Traffic Operations only replaces signs on their pole style (not decorative poles) and an exact count and location is required to submit the request to Mr. Burgos in Traffic Operations. He will research the project and update the Committee at the March meeting.

J. **Wooden Utility Pole**
Crown Castle informed Mr. Schumacher they do not own any wooden poles. FPL has been notified to remove the pole. *The Committee will be updated on the status of pole removal at the March meeting.*

IX. **Old Business**


1. **Finish Study**
   **Mr. McGee** distributed a *Color & Finish Study* front elevation design rendering for the Lely Golf Estates M.S.T.U. entrance monuments. One additional design color variation will be presented for consideration at the March 2019 meeting.

2. **Process Status.**
The permit application including Site Plan specifications and structural drawings, will be filed by the contractor who will be responsible for ensuring the design meets the 2017 FBC, 6th Edition requirements and Wind Zones specifications.

   **Next Steps in Preparation for Bid Package:**
   - Mr. Schumacher researched the sign easements with the Real Property Division. Both are in the name of Lely Development Corp.
   - The contractor will be responsible for Easement Application.
   - The color scheme will be finalized from a color palette provided by McGee & Associates.
   - The vendor will be required to submit color boards for Committee approval.
   - Cement color samples for the cap and trim will be submitted.
   - The final monument design and color scheme will be forwarded to the Homeowners Association for information purposes as the project does not require HOA approval.

B. **New Lift Station @ Hidden Valley Drive.**
This item was discussed under Item V. B. Chairman’s Report.

C. **Unfinished Business**

1. **Insurance – Street Name Pole, St Andrews Median #4 at Pebble Beach.** *(12.12.2018).*
   *A claim is pending.*

2. **Insurance – Pebble Beach Light Pole.**
X.  New Business  
A.  Project proposal(s) for the FY-19 Year.

XI.  Member Comments  
None

XII.  Public Comments  
None

XIII.  Adjournment  

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 4:25 PM.

LELY GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE

__________________________
Tony Branco, Chairman

The Minutes were approved by the Committee on _________________, 2019, as presented ____, or as amended ____.

NEXT MEETING:
MARCH 21, 2019 – 2:00 PM
COLLIER COUNTY LIBRARY  
EAST NAPLES BRANCH  
8787 TAMIAAMI TRAIL EAST  
NAPLES, FL 34113  
(239) 775-5592