



# GOLF ESTATES BEAUTIFICATION MSTU

## ADVISORY COMMITTEE

8300 Radio Road

Naples, FL 34104

### Minutes

January 18, 2024

#### I. Call to Order

The meeting was called to order at 2:11 P.M. and a quorum of three was present.

#### II. Attendance

**Committee Members:** Tony Branco, Chair; Kathleen Dammert, Vice Chair (Excused); Anita Ashton, Linda Jorgensen (Excused), Kathleen Slebodnik

**County:** Dan Schumacher, Project Manager, PTNE Division; Brian Wells, Director, PTNE Division (ZOOM); Rosio Garcia, Operations Coordinator, PTNE Division

**Others:** Mike McGee, Landscape Architect, McGee & Associates; Wendy Warren, Premier Staffing; Pat McCabe, Resident

#### III. Approval of Agenda

*Ms. Ashton moved to approve the Agenda of the Lely Golf Estates Beautification MSTU as amended:*

*Add: VIII. Ongoing Business – E. Pending Items: 1) Pebble Beach Boulevard Lamp Pole;*

*2) Community Mulch; 3) Valley Stream and Baltusrol Area.*

*Second by Ms. Slebodnik. Carried unanimously 3 - 0.*

#### IV. Approval of Minutes – December 14, 2023

*Ms. Slebodnik moved to approve the minutes of the December 14, 2023, Lely Golf Estates Beautification MSTU meeting. Second by Ms. Ashton. Carried unanimously 3 - 0.*

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

##### A. Community Assessment

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

- Residents have complimented the seasonal plant and color selection in Median #1.
- The inbound entrance area is prepped for new landscaping.
- Unfinished entrance monument tasks include landscaping, new lighting, painting of the outer bands and repair to the outbound side front wall, damaged by an auto accident.
- St. Andrews, Pebble Beach, and Forest Hills Boulevards, and Valley Stream Circle medians are well trimmed.
- The Pinehurst sign area needs to be mulched.
- The Doral entrance was replanted by SLS.
- Two (2) items in McGee's Summary report need to be addressed:
  - Valley Stream Circle, Median #13, fourteen (14) months: suitable Purple Trumpet has been unavailable.
  - Baltusrol Sign area, eleven (11) months: irrigation was unavailable before and during Hibiscus GC shutdown, now recently replumbed and rerouted for use.

## MINUTES

### **B. St Andrews Blvd. Speeds and Traffic Count**

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 from December 16, 2023, to January 16, 2024.

- Radar 1 (110 St Andrews Blvd) recorded 62,741 vehicles averaging 1,961 vehicles per day. The maximum speed was sixty (60) mph.
- Radar 2 (255 Saint Andrews Blvd) recorded 63,354 vehicles for an average of 1,980 per day. The maximum speed was sixty-two (62) mph.
- Discussions ensued regarding speeding in the community.

### **VI. Contractor Reports**

**Mr. McGee** summarized the January reports, observations made 1/4/2024.

*(The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).*

#### **A. Maintenance Areas –**

1. St. Andrews Blvd.
2. Forest Hills Blvd. & Cart Crossing
3. Valley Stream Cir.
4. Pebble Beach Blvd. & Cart Crossing
5. Thorncrest, Briarcliff, and Heather Grove Lanes (cul-de-sacs)
6. Baltusrol Dr. & Cart Crossing
7. Doral Cir.
8. Rattlesnake Hammock Rd.

#### **Comments**

##### **Mr. McGee**

- All Bougainvillea plantings should be treated for caterpillars.
- Median #1: Treat powdery mildew fungus on the annual planting and the plants behind the flagpoles.
- Median #4: Remove Foxtail Palm tree with Ganoderma fungus, flush cut stump and replace with like kind.
- Median #9: Double Alexander Foxtail palms should be installed in gaps caused by removal of Washingtonia Palms. A proposal is required.
- Median #12: Solicit cost proposal to replace plants, trees and two (2) double Alexander Foxtail Palms damaged by an auto accident at 407 Forest Hills Boulevard.
- Median #13: The purple Trumpet tree needs to be replaced; per item V.A, above.
- Median #14: Remove and replace the Holly tree at 108 Pebble Beach Boulevard.
- Baltusrol Signs: Irrigation coverage has been repaired: area should be replanted.

##### **Mr. Schumacher**

- The availability and replacement of the Purple Trumpet Tree on Valley Stream Circle will be investigated with A & M Landscape Maintenance (A&M).
- The Golden Trumpet Tree on Doral Circle will be replaced during the median renovation project.

## MINUTES

- A & M was notified to spray all Bougainvilleas for caterpillars.
- A & M will be directed to place signage noting application of chemical sprays and the date applied.

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

Superb Landscape Services contract ended December 31, 2023. Projects for completion include:

- Restoration of Points of Connection (POC) for the County installed reclaimed/reuse water (IQ water) system for Median #23.
- Installation and connection of three (3) valves to the irrigation system at the Forest Hills and Pebble Beach Golf Cart Crossing locations.
- Seasonal planting and mulching of the Doral Circle entrance.

### **C. A & M Property Maintenance**

- A & M Property Management's three-year contract with two (2) one-year renewal options was effective January 1, 2024.
- Landscape maintenance service commenced January 17, 2024.
- The contractor will update the Committee on landscape maintenance at the February meeting.

### **Comments**

#### **Mr. Schumacher**

An A & M representative will participate in the February 2024 community drive-through and report to the Committee at the February meeting.

## **VII. Project Manager's Report – Dan Schumacher**

**Mr. Schumacher** reported:

### **A. Budget Report**

*(The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).*

*Lely Golf Estates MSTU Fund 1620 Budget for January 18, 2024, prepared January 10, 2024.*

- Purchase Orders
  1. A & M Property Maintenance (A&M)
    - Incidentals are for landscape refurbishment and miscellaneous.
    - Grounds Maintenance is for regularly scheduled tasks and irrigation repairs.
  2. Collier County PUD – Water
  3. Forestry Resources – Mulch.
  4. FPL – Electricity
  5. McGee & Associates – Landscape Architecture
  6. Premier Staffing – Transcription Services.
  7. Sight N Sound, dba Naples Christmas Lighting – Holiday Decorations
  8. Simmonds Electrical – Electrical Maintenance and LED Fixtures.
  9. SiteOne Landscape Supply – Irrigation Parts & Pumps
  10. Superb Landscape Services (SLS)
    - Incidentals are for landscape refurbishment and miscellaneous.
    - Grounds Maintenance is for regularly scheduled tasks and irrigation repairs.

## MINUTES

- Budget Summary
  - a. Line 1, Revenue – Millage Collected and Interest budgeted at \$410,600.
  - b. Line 2, Carry Forward – Unexpended Prior Year (2023) Funds \$410,034.
  - c. Line 3, Revenue Total - \$820,634.
  - d. Line 22, Operating Expense – Of \$315,834 budgeted, \$159,415 is committed to existing Purchase Orders and \$55,107 is expended, leaving the remainder of \$101,311 available within budget for additional operating expenses as needed.
  - e. Line 26, County Overhead – Of the \$76,800 budgeted, \$9085 has been transferred and a balance of \$67,715 remains for transfer.  
(PTNE Staff & Overhead, Property Appraiser, & Tax Collector)
  - f. Line 28, Capital Projects – A balance of \$278,000 remains for improvement projects.
  - g. Line 30, Capital Reserves - \$150,000 is reserved for catastrophic events.
  - h. Line 31, All Expenses – Of \$820,634 budgeted, \$159,416 is committed in existing Purchase Orders, \$64,192 has been expended, leaving the remainder of \$597,026 available for MSTU expenditures.
  
- General
  - a. MSTU Tax Rate: 2.00 Mills (2%) for beautification improvements and maintenance within the taxing district.
  - b. Tax millage collected by the Lely Golf Estates Beautification MSTU may only be utilized by the MSTU and within the MSTU district boundary.

### **Mr. Schumacher** noted:

- Once all invoices for SLS are processed their Purchase Orders will be closed. Unexpended funds will be reallocated into the Available category of the FY-24 budget.
- Two (2) Purchase Orders for grounds maintenance and plant replacements were issued to A & M Property Maintenance.
- McGee & Associates FY-23 unexpended funds were carried over to FY-24.
- The Purchase Order for Simmonds Electrical of Naples will be increased for the lamp pole replacement on Pebble Beach Blvd.
- Repairs to the sign monument will be funded as a Capital Project.
- Interest is paid on Millage collected.
- The millage rate, currently 2.000, will be evaluated during the budget process commencing in April 2024.

### **B. Lighting Inspection Report – Outages & Inspection**

A January report was not generated.

### **C. Doral Circle**

**Mr. Schumacher** reported:

- Current projects entail renovation of Median #23 at Doral Circle & Rattlesnake Rd only.
- Projects outside of Median #23, including consideration of adding a flagpole in the vicinity, will be evaluated by the Advisory Committee in FY-25.

### **Comments**

#### **Pat McCabe**

Ms. McCabe noted her understanding was the flagpole project was incorporated into the median renovation project.

**Mr. Schumacher**

Mr. Schumacher summarized extensive Doral Circle improvements in the current FY-24 fiscal year in Median #23: conversion of irrigation from potable water to lower cost reclaimed water, complete landscaping redesign and refurbishment, planned renovation of the existing Lely Golf Estates community sign, and replacement of the existing sign lighting with new upgraded LED fixtures.

**VIII. Ongoing Business**

**A. St. Andrews Entryway Monuments Refurbishment – Landscaping Renovation**

**Mr. Schumacher** reported:

- The backing to the entryway monument signs outer bands is to be painted, both monuments. *A quote has been solicited.*
- SLS submitted a quote for plant replacements recommended by Mr. McGee.
- Irrigation is to be refurbished.

Discussion ensued regarding replacement of exit side landscaping.

- The Chair recommended and the Committee concurred the exit side monument area should be landscaped as soon as possible to present an aesthetically attractive and cohesive look to the community entrance.

**B. Doral Circle Median 23 – Landscaping Renovation**

**Mr. Schumacher** reported:

- McGee & Associates provided a landscape concept plan endorsed by the Committee at the December 14, 2023, meeting.
- Landscape renovation is slated for median installation in the first quarter of 2024.
- An Opinion of Cost will be submitted at the February 2024 meeting.

**C. Traffic Signage – Ownership and Damage Repairs**

**Mr. Schumacher** reported:

Transfer of Decorative Traffic Signs to the MSTU

- Efforts to transfer ownership of existing decorative traffic signs from the Lely Civic Assn to the MSTU are ongoing.
- The transfer will be at no cost to the MSTU.
- Approval by the Board of County Commissioners (BCC) is required to proceed with the transfer.

*Chair Branco requested that the process be expedited.*

**D. Traffic Calming**

1. Roundabout

- A roundabout on St. Andrews Boulevard at the intersection of Pebble Beach Circle and Pine Valley Circle or at the intersection of Hidden Valley Drive and Valley Stream Circle was suggested for consideration as a future project to reduce the speed of traffic on St Andrews Blvd.
- The roundabout will conform to FDOT roundabout specifications.
- An engineering firm would be required to produce a conceptual design, in conformance with FDOT specifications, and provide a construction cost estimate for the project.

## MINUTES

- Discussions ensued regarding the requirements to plan and construct a roundabout on St. Andrews Blvd. and the committee agreed we should contact Traffic Operations and keep this project on our agenda.

### Next Steps

- The Traffic Operations Department will be consulted to determine the feasibility of a roundabout at either of the specified locations (see **Attachment A**: St Andrews Aerial view).

*Mr. Wells will contact Traffic Operations Division about the process to evaluate a project of this type.*

## **E. Pending Items**

### 1. Pebble Beach Boulevard Lamp Pole

- The lamp pole was damaged during repair by Simmonds Electrical on January 17<sup>th</sup> (a picture of the pole was distributed).
- A cost quote for a new light pole will be provided by Simmonds Electrical.
- The LED lamps were salvaged.

*Mr. Schumacher will ascertain party financially responsible for the accident.*

### 2. Community Mulch

- Additional mulch will be applied in the community including Doral Circle.

### 3. Valley Stream Circle and Baltusrol Areas

- Replacement of the south purple Trumpet tree on Valley Stream Circle and plant refurbishment of the outbound side of the Baltusrol sign area are a priority.

## **IX. New Business**

### **A. St. Andrews Entryway Monuments – Exit Side Crash**

#### Wall Repair

- A Scope of Work and Request for Quote (RFQ) will be submitted to the Procurement Division for the wall repair week ending January 27, 2024.
- A minimum of three bids is required. The contract will be awarded to the lowest qualified bidder.
- Estimated time for receipt of bids is February 2024.
- A Sheriff's report has been requested from the Risk Management Division to file an insurance claim.

## **X. Committee Member Comments**

None

## **XI. Public Comments**

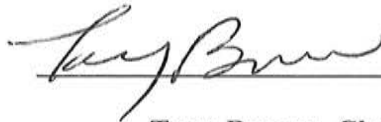
Pat McCabe's comments were noted in Sections VII. C and VIII. B.

## **XII. Adjournment**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:59 P.M.*

MINUTES

LELY GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE

  
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Tony Branco, Chair

These Minutes were approved by the Committee on 2/15, 2024 as presented  or as amended .

<https://www.collierptne.com/wp-content/uploads/2021/01/Agenda-Backup-Lely-1-18-24-Optimized.pdf>

**NEXT MEETING:**

**FEBRUARY 15, 2024**  
SOUTH REGIONAL LIBRARY  
8065 LELY CULTURAL PARKWAY  
NAPLES, FL 34113  
239.252.7542

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**ATTACHMENT A**

