



# GOLF ESTATES BEAUTIFICATION MSTU

## ADVISORY COMMITTEE

8300 Radio Road

Naples, FL 34104

### Minutes

February 16, 2023

#### I. Call to Order

The meeting was called to order at 2:05 PM and a quorum of four was present.

#### II. Attendance

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

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

**Others:** Mike McGee, Landscape Architect, McGee & Associates; Gary Gorden, Superb Landscape Services; Wendy Warren, Premier Staffing; Dimitra Arneson, Resident; Pat McCabe, Resident

#### III. Approval of Agenda

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

*Add: VIII. Ongoing Business - E. Public Utilities Renewal Project (PUR).*

*Second by Ms. Ashton. Carried unanimously 4 - 0.*

#### IV. Approval of Minutes – January 19, 2023

*Ms. Slebodnik moved to approve the minutes of the January 19, 2023, Lely Golf Estates Beautification MSTU. Second by Ms. Ashton. Carried unanimously 4 - 0.*

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

##### A. Community Assessment

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

- The front entrance monument renovation project commenced February 9<sup>th</sup>. Scaffolding is installed and the rear wall stucco is being removed on the entry side monument.
- The front entrance landscaping is in satisfactory condition, seasonal flowers display great color.
- Resolution of the size variance between the American versus State and County flags at the front entrance is pending. *Mr. Schumacher will order a four (4) foot by six (6) foot American Flag.*
- St. Andrews, Pebble Beach, and Forest Hills Boulevard medians look good.
- Landscaping at the Pinehurst monument was trimmed.
- The missing geraniums planted on the Doral Circle median will be replanted.
- Tree limbs extending over the Podocarpus hedge along the fence on Rattlesnake Hammock Road need to be pruned back.

## 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 for data from January 14, 2023, to February 14, 2023.

- Radar 1 (110 St Andrews Blvd) recorded 66,187 vehicles averaging 2,068 vehicles per day. The maximum speed was fifty-seven (57) mph.
- Radar 2 (255 Saint Andrews Blvd) recorded 71,834 vehicles for an average of 2,245 per day. The maximum speed was seventy-one (71) mph.

## VI. Contractor Reports

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

**Mr. McGee** summarized the "*Lely Golf Estates Landscape Observation Report FY22-23*" dated February 2, 2023.

#### All Locations

- "A strike through" indicates jobs are complete and will be removed from next month's report.
- Plumbago shrubs are on order.

#### Saint Andrews Blvd.

##### Median #3

- Address 105: Remove Plumbago shrubs, fill in low area created by removal of a Washingtonia Palm and stabilize. Replant area with a single row of fourteen (14) yellow African Iris. *Staff is securing a quote.*

##### Medians #5 & #8

- Apply fertilizer to Foxtail palms as specified in the summary report. Tecmangam, a magnesium sulphate product, was recommended by Mr. McGee.

*Ms. Dammert arrived. A quorum of five was present at 2:30 p.m.*

#### Valley Stream Circle

##### Median #13

- Replace one (1) Plumbago shrubs.
- The purple Trumpet tree needs to be replaced. *SLS confirmed the tree was ordered.*

#### Pebble Beach Boulevard

##### Medians #15, 16 and 17

- Addresses 40,132 and 116: Replace Plumbago shrubs.

#### Thorncrest and Briarcliff Lanes

##### Cul-de-sacs #20 and #21

- Recommend renovation of the cul-de-sacs during the rainy season.
- Remove dead plants and apply a light layer of mulch.

#### Baltusrol Signs

- Remove all Plumbago shrubs on the outbound side and replant or install turf.

## MINUTES

- Replant thirty-one (31) Perennial Peanut, Golden Glory, on inbound side.
- Irrigation project on the south side of the road in the Right of Way (ROW) area.
  - Make a water tap and install irrigation heads along the sidewalk.
  - Install a small potable water meter.
  - Plant grass in the area.

*Mr. Schumacher will provide an aerial photograph of the project area to PUD to determine the feasibility of installing a metered County water connection for irrigation.*

### West ROW and Rattlesnake Hammock Road

The Podocarpus hedge is declining due to the overhanging limbs of trees on private property behind an adjacent decaying fence. Numerous wooden slats have fallen into the right-of-way (ROW), prohibiting pruning necessary tree pruning by the MSTU.

The area needs to be cleaned-up and the following action is recommended:

- Removal of fallen wood fence sections, slats, and debris in the ROW behind the Podocarpus hedge prior to pruning.
- Pending a determination of the entity responsible, Staff may request a cost proposal to remove the fence debris.

### Median #23

- Recommend replacement of missing Geraniums and five (5) to six (6) Alyssum annuals.
- Twenty missing Dwarf Red “Fireball” Crown of thorn need to be replaced. *SLS confirmed the shrubs were ordered.*

*McGee & Associates consider a preliminary design for median refurbishment, including a list of plants, shrubs and trees for presentation to the Advisory Committee.*

*Pat McCabe requested notification of the date the item is listed on the Agenda.*

### Water Usage

- Warren Street
  - January 2023 - 92,935 gallons; no potable water usage.
- Valley Stream
  - January 2023 - 11,880 gallons of potable water.

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

**Mr. Gorden** reported:

- Activation of the potable water valve on Valley Stream Circle will be ensured during irrigation maintenance to confirm the system is functioning as intended.
- The turf, treated for sedge grass and broadleaf weeds week ending January 28<sup>th</sup>, will be retreated the second week of March. Fertilizer was infused in the mix.
- Five (5) or six (6) pallets of “specialty red” mulch are needed to finish community applications.

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

**A. Election of Officers and 2023 Bylaws**

Nomination for Chair

*Ms. Dammert nominated Tony Branco for the position of Chair of the Lely Golf Estates Beautification MSTU Advisory Committee for one year, or until a successor is appointed. Second by Ms. Ashton. Nominations were closed and no others were tendered. Carried unanimously 5 - 0.*

*Mr. Branco retained the Chair.*

Nomination for Vice-Chair

*Ms. Ashton nominated Kathleen Dammert for the position of Vice Chair of the Lely Golf Estates Beautification MSTU Advisory Committee for one year, or until a successor is appointed. Second by Mr. Branco. Nominations were closed and no others were tendered. Carried unanimously 5 - 0.*

*Ms. Dammert retained the Vice Chair.*

Bylaws Review 2023

**Mr. Schumacher** apprised members of minor revisions to the Bylaws signed in 2019.

*Vice-Chair Dammert motioned to approve the Lely Golf Estates Beautification Municipal Service Taxing Unit (MSTU) Bylaws. Second by Ms. Ashton. Carried unanimously 5 - 0.*

Tony Branco, Chair; Kathleen Dammert, Vice Chair; Anita Ashton, Linda Jorgensen and Kathleen Slobodnik signed the Bylaws for the Lely Golf Estates Beautification MSTU Advisory Committee on the 16<sup>th</sup> day of February 2023.

**B. Budget Report**

Lely MSTU Fund Budget 152 dated February 16, 2023

- The FY-23 Millage rate remains constant at 2.0000 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):
  - Graybar – Lumec LED Retro Fixtures.
  - Hart's Electrical – Electrical Maintenance and LED Fixtures.
  - Howard Fertilizer.
  - McGee & Associates – Landscape Architecture.
  - McShea Contracting – Paver Crosswalks.
    - The Lump Sum Contract, in the amount of \$49,750.00 has been paid.
  - NR Contractors Inc. – Entryway Monument Refurbishment.
    - The Lump Sum Contract will be paid 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.

## MINUTES

- Grounds Maintenance for regularly scheduled tasks and irrigation repairs.
- Operating Expense, Line 33, budgeted at \$333,378.95; with current Commitments of \$143,270.53 Expenditures of \$105,118.46, and a Budget Remainder (unspent operating funds) of \$84,989.96.
- 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 36, 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 2.0000 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 \$293,020.53, Expenditures of \$113,974.71, and a Budget Remainder (total unspent funds) of \$486,133.71. The Budget amount of \$893,128.95 does not change during the fiscal year.

### *Noted:*

- Ten (10) pallets of “Specialty Red” mulch were ordered from Forestry Resources at a cost of \$1,876.00.
- The final invoice has been paid to Naples Sight and Sound.
- Fund 152 is exclusive to the Lely MSTU and cannot be utilized by outside entities.
- FY-23 millage rate of 2.000 accumulates funds for maintenance of community assets as identified in the Capital Asset Management Plan, updated annually, and special projects.
- If necessary, a budget amendment to meet Operating Expense requirements, consistent with the MSTU ordinance, can be requested upon a motion by the Advisory Committee and executed upon approval by the Board of County Commissioners (BCC).

### **Budget Line-Item Explanations**

**Mr. Schumacher** provided an overview of the budget categories in response to a request from Pat McCabe, a resident of Doral Circle.

He noted:

- The annual budget cycle is from October 1<sup>st</sup> to September 30<sup>th</sup>.
- Carry Forward of Encumbered: Unspent funds from previous years carried forward to the current fiscal year.
- Neg 5% Est Rev: The budget office assumes a percentage (5) of taxes will be delinquent or uncollected.
- Indirect Cost Reimbursement: A charge for a portion of various County department services.
- Insurance General: The MSTU pays a portion of damages incurred by the County.
- Monies assessed for Staff support, the Property Appraiser and the Tax Collector are determined by the budget department.
- Reserves: Funds set aside in the event of catastrophic damage.
- The MTSU’s duties and responsibilities reflect the common interest of the community. It is a County run authority taxing all property owners within the defined boundaries. Monies must be expended for the equal benefit of all those within the MSTU.
- Doral Circle properties generated \$34,000.00 or 9.34% of the total revenue of \$365,000.00.

## MINUTES

- MSTU expenditures are not segmented by Units identified in the Lely Golf Estates plat map.

### C. 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 February 6, 2023.
- Twelve (12) LED fixtures at a cost of \$7,293.48 were ordered from Graybar. Estimated delivery date is March 1, 2023.
  - The twelve (12) Lumec LED fixtures will retrofit the ten (10) remaining Metal Halide lamps, and stock two (2) fixtures for future outages.
- Hart’s Electrical will be scheduled to install replacement fixtures upon receipt from the manufacturer.
- Staff will estimate electricity usage cost savings resulting from the transition to LED lamps.

#### St. Andrews Blvd. Streetlight Outage

- Chair Branco confirmed the status is “open” on the report filed with Florida Power & Light (FPL) on streetlight outages. *Mr. Schumacher requested the PDF report be provided to follow up with FPL.*

### D. MSTU & Civic Association Meeting, 1/20/2023

The MSTU Memorandum & Correspondence dated January 20, 2023 was distributed to the Committee. The subject of the meeting was to address responsibility for 1.) repair and replacement for decorative traffic signs in the Lely Golf Estates (LGE) subdivision and 2.) repair and replacement responsibility for the decayed wooden fence along Rattlesnake Hammock Rd. within Unit 1 of the LGE subdivision.

#### Issue 1 – Decorative Traffic Signs Agreement – Resolution

- The Civic Assn. has indicated plans to amend the most recently adopted documents to eliminate traffic signage and all common fixtures from its jurisdiction.
- The MSTU staff has consulted with the County Attorney’s Office (CA)) on a correct process for the Lely Civic Assn. to transfer assets and maintenance responsibilities for the LGE traffic signs to the MSTU.
- Additionally, broader Civic Assn. claims of jurisdiction over assets and easements within LGE which also conflict with the MSTU or the County, or both, also need to be amended/corrected in the HOA documents and adopted by the community.

#### Issue 2 – Decayed Wooden Fence along Rattlesnake Hammock Rd Agreement – Resolution

- The MSTU is not responsible for maintenance, repair, removal, or replacement of this fence.

#### HOA Documents

- Advisory committee members commented on the status of newly issued HOA documents.
- HOA documents have been registered with the County Clerk’s office.
- The County Attorney will be consulted for advice on the process for the MSTU to assume responsibility for signage.
- St. Andrews West and Doral Circle did not approve the HOA documents. Advice will be sought from the County Attorney’s office to determine if the street signs in these communities can be repaired as they are exempt from the new HOA documents.

**E. Mulch**

An additional five (5) or six (6) pallets of “Specialty Red” mulch will be ordered from Forestry Resources for application to remaining locations.

**F. Tree Trimming – Rattlesnake Hammock Road**

Superb Landscape Services (SLS) submitted estimate #E1105740, dated February 15, 2023, in the amount of \$6,820.00 to trim the trees above the Podocarpus hedge at Rattlesnake Hammock Road. A lane closure may be required to perform the work.

The Committee discussed the proposal and directed Mr. Schumacher to solicit competitive bids, for presentation at the March 2023 meeting or when available.

**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.

- Construction commenced Thursday, February 9<sup>th</sup>.
- The back wall and pre-cast components will be constructed first.
- Dimensions were verified for the precast Architectural Cap and Outer Copy Border (frame).
- The arch form will be poured on site for both monuments.
- Logo & Lettering refurbishment is under review.

**B. Traffic Signage Damage Repairs**

Mr. Schumacher reported:

- Donation of signs by the Homeowners Association (HOA) to the MSTU is required for repairs to commence.
- Among other provisions, the County Attorney’s Office requires a zero-dollar *Bill of Sale*.
- Twenty-seven (27) signs damaged by Hurricane Ian need various levels of repair.
- Lykins has submitted a general price list for preliminary evaluation.
- Given the anticipated level of expenditure, a formal RFQ process would be utilized to solicit bids.

*Ms. Slobodnik left the meeting. A quorum of four was present as of 3:33 p.m.*

**C. Traffic Calming**

The consensus of the Committee was to postpone installation of speed bumps until the Public Utilities Renewal (PUR) project is completed.

**D. Pending Items**

There are no pending items for discussion currently.

**E. Public Utilities Renewal Project (PUR)**

- The Public Utilities Renewal (PUR) Program has been initiated by the County causing disruption in the community.
- The program consists of a series of phases to repair/replace aging potable water, wastewater, and stormwater infrastructure to ensure continued high quality and reliable service.
- Through traffic will be maintained in the community throughout construction.
- The Committee requested a timeline for the project.

MINUTES

- This item will be incorporated in the monthly Agenda.

**IX. New Business**

None

**X. Committee Member Comments**

None.

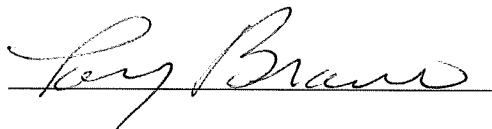
**XI. Public Comments**

Dimitra Arneson thanked Mr. Schumacher for his comprehensive explanation of budget categories in response to Ms. McCabe's request.

**XII. Adjournment**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 4:14 P.M.*

**LELY GOLF ESTATES BEAUTIFICATION MSTU  
ADVISORY COMMITTEE**



**Tony Branco, Chairman**

These Minutes were approved by the Committee on MAR 16<sup>th</sup>, 2023 as presented  or as amended .

**NEXT MEETING:**

MARCH 16, 2023  
SOUTH REGIONAL LIBRARY  
8065 LELY CULTURAL PARKWAY  
NAPLES, FL 34113  
239.252.7542