



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

8300 Radio Road

Naples, FL 34104

Minutes

March 21, 2024

I. Call to Order

The meeting was called to order at 2:02 P.M. and a quorum of four was present.

II. Attendance

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

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

Contractors: Mike McGee, Landscape Architect, McGee & Associates; Armando Yzaguirre, A&M Property Maintenance; Wendy Warren, Premier Staffing

Others: Patricia McCabe, Resident

III. Approval of Agenda

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

Add: VIII. Ongoing Business – E. Insurance Claims.

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

IV. Approval of Minutes – February 15, 2024

Ms. Ashton moved to approve the minutes of the February 15, 2024, Lely Golf Estates Beautification MSTU meeting subject to the following change:

Add: XI. Committee Member Comments, "... The summer 2024 planting schedule for Median #1 was finalized. ...).

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

V. Chairman's Report – Tony Branco

Chair Branco reported:

A. Community Assessment

- The medians are trimmed and look good.
- Some plants on the outbound monument side are in decline.
- 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.
- Mulch is still required at various locations around the community including the Pinehurst Monuments and the Doral Circle entrance.
- Six (6) items in McGee's Summary report over six (6) months old should be prioritized.
- The fallen lamp pole on Pebble Beach Blvd. has not been replaced.
- Non-Potable Water Signs should be installed at the Doral entrance.
- County vacuum trucks cleaned out the storm drain system.

B. St Andrews Blvd. Speeds and Traffic Count

Chair Branco reported:

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*).

Daily vehicle report statistics from February 19, 2024, to March 19, 2024:

- Radar 1 (110 St Andrews Blvd) recorded 68,334 vehicles averaging 2,278 vehicles per day. The maximum speed was forty-nine (49) mph.
- Radar 2 (255 Saint Andrews Blvd) recorded 70,217 vehicles for an average of 2,341 per day. The maximum speed was sixty-five (65) mph.
- Discussions ensued regarding speeding in the community.

VI. Contractor Reports

Mr. McGee summarized the January reports, observations made 3/7/2024.

(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

- St. Andrews Blvd. and Doral Circle Median #23:
 - Remove Salvia and treat Geraniums, Dusty Miller and planting area with fungicide as specified in the Summary Report.
 - Recommend solarization two weeks prior to summer annual planting.
- Bougainvillea plant pruning should be minimal during blooming cycle.
- St. Andrews Blvd. Median #8: Recommend renovation of Bougainvillea planting during the rainy season.
- Forest Hills Blvd. Median #12: Nine (9) Bougainvillea plants, four (4) Firebush and two (2) double Alexander Foxtail Palms need to be replaced due to damage from an auto accident at 407 Forest Hills Boulevard.
- Valley Stream Circle Median #13: Treat the north end Purple Trumpet Tree for Carpenter Ants and monitor activity for 3 months. The south purple Trumpet tree needs to be replaced.
- Baltusrol Signs: Prune Philodendron foliage away from the sign structure and the solar panel.
- Doral Circle: Replace Tabebuia tree with two (2) ‘Golden Trumpet Trees.
- Lightning damage to the palm tree on Doral Circle will be evaluated.
- Potable water use at the Warren Street Chamber between February 20th – February 29th was 19,100 gallons indicating a system malfunction.

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Comments

Mr. Schumacher

- Golden Trumpet trees, thirty-gallon container size, are acceptable for installation at Doral Circle. The trunk caliper must meet McGee & Associates specifications.
- Red specialty mulch will be ordered, with installation expected by March 30, 2024.
- The *Summer Annual Planting Scheme for Median #1 on St. Andrews Boulevard and Doral Circle* consisting of a lavender and deep pink mix of Pentas, and yellow Purslane will be installed in accordance with the annual planting standards specified by McGee & Associates.
- A Purchase Order has been requested for Capital Contractors, LLC to prune Paurotis Palm stalks.

- Status of Quotes
Requested
 1. Median #10: Eight Bougainvillea plants at address 379.
 2. Median #18: Nine Bougainvillea plants at address 156.
 3. Doral Circle: Two Golden Trumpet trees, thirty-gallon container size.

B. Landscape Maintenance Report – A & M Property Maintenance

Mr. Yzaguirre reported:

- Solarization of the annual planting areas for St. Andrews Blvd. and Doral Circle to reduce weeds, insects and/or disease will be complete in two weeks prior to installation of the summer plantings.
- The *Summer Annual Planting Scheme for Median #1 on St. Andrews Boulevard and Doral Circle* consisting of a lavender and deep pink mix of Pentas, and yellow Purslane will be installed in accordance with the annual planting standards specified by McGee & Associates.
- A quote for the two Golden Trumpet trees, thirty gallons each, for installation on Doral Circle will be submitted.
- Median #14: The Holly tree replacement for address 108 Pebble Beach Blvd. will be installed week ending March 30, 2024.
- A quote will be submitted to replace the irrigation valve box on Pebble Beach Blvd.

Mr. Schumacher will direct Simmonds Electrical to terminate electrical activity to the irrigation box in preparation for replacement.

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 March 21, 2024, prepared March 14, 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

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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.
- 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 the \$315,834 budgeted, \$154,976 is committed to existing Purchase Orders and \$86,208 is expended, leaving the remainder of \$74,650 available within budget for additional operating expenses as needed.
 - e. Line 26, County Overhead – Of the \$76,800 budgeted, \$73,844 has been transferred and a balance of \$2,955 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, \$154,976 is committed in existing Purchase Orders, \$160,052 has been expended, leaving the remainder of \$505,605 available for MSTU expenditures.
 - General
 - a. MSTU Tax Rate: 2.00 Mills (0.2%) for beautification improvements and maintenance within the taxing district.
 - b. Tax millage collected and interest 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 available under All Expenses, line 31, in the FY-24 budget.
- McGee & Associates FY-23 unexpended funds were carried over to FY-24.
- Repairs to the sign monument will be funded as a Capital Project.
- Doral Circle Median #23 expenditures incurred and projected will be presented at the April 2024 meeting.
- Insurance Claim monitoring options are noted under Item VIII-E.
- The Ad Valorem taxable value increased 12.98% for fiscal year 2023 over 2024 generating additional revenue of \$46,809.

FY-25 Budget Process

- The budget planning process for 2025 commences in March and concludes in July.
- The initial *Asset Management Plan* report to estimate life expectancies of MSTU assets and corresponding expenditure projections to fund maintenance will be reviewed and updated during the planning process.

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- The millage of 2.00 per \$1,000 of Ad Valorem taxable value will be reviewed.
- The Fiscal Year 2025 budget is effective October 1, 2024.

B. Lighting Inspection Report and Light Pole Replacements

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

Mr. Schumacher reported:

- The March 7, 2024, report indicated no new outages.
- The downed Lumec pole with two LED fixtures, is noted.
- All lamp poles are now fitted with Lumec-brand LED replacements.
- Three (3) replacement lamps remain in inventory.

Comments

Mr. Schumacher

- The Lumec lamp specifications were submitted to SESCO Lighting for comparison to the retrofit lamps in the community.
- The lumens of the replacement lamps and consistency with existing lights will be verified with SESCO.
- Simmonds Electrical will test the component parts recovered from the accident to determine if they are in working order.
- The Purchase Order for Simmonds Electrical of Naples was increased to fund the initial FY-24 lamp pole replacement on Pebble Beach Blvd.
- On confirmation of lamp specifications, a proposal to furnish and install a fifteen-foot Lumec pole with two LED light fixtures per County contract 23-8074 will be solicited from Simmonds Electrical of Naples and a Notice to Proceed issued.
- An accident report was obtained from the Sheriff's Office and an insurance claim filed with the County Risk Management Division.

VIII. Ongoing Business

A. St. Andrews Entryway Monuments Refurbishment

Mr. Schumacher reported:

Exit Side Crash Repair

- Response to the Request for Quote (RFQ) was received from three County contractors.
- Two bids were received by the February 26, 2024, deadline: one bid post deadline.
- Guidance will be sought to determine if the project must be re-bid due to the late entry.
- The proposals will be presented at the April meeting.

Inner Copy Bands

- The backing for both entryway monument signs outer bands will be painted.
- A County contractor visited the site, expecting to submit a proposal upon selection of the paint product.
- The color selection will be reviewed with Chair Branco.

Mulch

- Specialty red mulch will be installed at various locations around the community, expected by March 30, 2024

B. Traffic Signage

Mr. Schumacher reported:

Transfer of Decorative Traffic Signs from Lely Civic Association to the MSTU

- An Executive Summary, including the Civic Association's Financial Audit and Lely Civic Association covenants, is being prepared for submission to the County Attorney.
- On document approval by the County Attorney, the Executive Summary will be presented to the Board of County Commissioners (BCC) for approval to proceed with the transfer.
- The transfer will be at no cost to the MSTU.

Mr. Schumacher will:

- Verify decorative post and sign quantities to be ordered.
- Replace speed limit signs installed by the Traffic Operations Division on standard poles with new decorative posts and signs.
- Review posts housed at Superb Landscapes facility to determine if renovation of the product is feasible.
- The project will be posted for bid to signage contractors on OpenGov.

C. Traffic Calming

Mr. Schumacher reported:

Roundabout

- Mr. Wells consulted Anthony Khawaja, Traffic Operations Division, on the roundabout proposed by the MSTU for St. Andrews Boulevard at the intersection of Pebble Beach Circle and Pine Valley Circle or the intersection of Hidden Valley Drive and Valley Stream Circle on St Andrews Blvd. to reduce vehicle speed in the area.
- Noting a full traffic study would be required, Mr. Khawaja determined the roundabout proposal is not feasible.

Committee discussion ensued regarding alternative measures to deter speeding:

- Stop signs at the proposed locations should be considered.
- A decorative crosswalk to enhance pedestrian safety may be an option.

Mr. Schumacher will discuss installation of a crosswalk on St. Andrews Blvd. with Mr. Wells.

St. Andrews Blvd ROW Structures

- An unmanned guard house or sculptural structure could be considered for a future construction project on Median 1 or 2 to define the entrance to the community.

D. Pending Items

The items were discussed as part of the related Agenda items above.

E. Insurance Claims

Discussion ensued regarding the recording and monitoring of insurance claims.

- Accident expenses incurred by the MSTU have become significant.
- Consideration should be given to the identification of the expenses as a separate line item in the budget.
- Insurance reimbursement would be recorded as a financial credit on receipt.

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Mr. Schumacher will seek guidance from the Risk Management Division for tracking accident expenses incurred, claims filed, and funds collected for the MSTU.

IX. New Business

Mr. Schumacher reported:

A. Sign Light Fixtures

- A total of fourteen (14) LED light fixtures are required to replace existing sign lights, five (5) for each of the two monuments at St. Andrews Blvd and two (2) for each side of the two-sided sign at Doral Circle.
- Dabmar Lighting submitted an equipment-only quote of \$405 per fixture, excluding freight. The product would not be warrantied.
- A cost quote will be requested from SESCO Lighting.
- Quote requests will be solicited from Simmonds Electrical to provide both equipment and installation, complete for:
 - The light fixture suggested by McGee & Associates.
 - The light fixture specified in their original quote.

B. Doral Circle Community Sign

Mr. Schumacher reported:

- The Doral sign in the Median needs to be refurbished or replaced with a “like-kind” sign.
- The internal support will be evaluated to determine if they are reusable.
- A cap to level the anchor base surface should be considered.
- The project, with estimated completion in six months, will be posted for bid on OpenGov

X. Committee Member Comments

None


XI. Public Comments

None

XII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:51 P.M.

LELY GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE



Tony Branco, Chair

These Minutes were approved by the Committee on 4/18, 2024 as presented or as amended .

<https://www.collierptne.com/mtsu/lely-golf-estates-beautification-advisory-committee/>

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NEXT MEETING:

APRIL 18, 2024
SOUTH REGIONAL LIBRARY
8065 LELY CULTURAL PARKWAY
NAPLES, FL 34113
239.252.7542