



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

8300 Radio Road

Naples, FL 34104

Minutes

April 18, 2024

I. Call to Order

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

II. Attendance

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

County Staff: Brian Wells, Director, PTNE Division (Excused); Dan Schumacher, Project Manager, PTNE Division; Rosio Garcia, Operations Analyst, PTNE Division; Keyla Castro, Operations Support Specialist, PTNE Division (ZOOM)

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

Others: Patricia McCabe, Resident; Lisa McGarity, Resident; Laura Mann, Resident

III. Approval of Agenda

Vice Chair Dammert moved to approve the Agenda of the Lely Golf Estates Beautification MSTU Advisory Committee. Second by Ms. Jorgensen. Carried unanimously 4 - 0.

IV. Approval of Minutes – March 21, 2024

Ms. Jorgensen moved to approve the minutes of the March 21, 2024, Lely Golf Estates Beautification MSTU Advisory Committee meeting. Second by Ms. Ashton. Carried unanimously 4 - 0.

V. Chairman's Report – Tony Branco

Chair Branco reported:

A. Community Assessment

- Main entrance accident repair to the exit side monument is completed and looks very good.
- Scratch marks from holiday decorations on the outbound side monument should be touched up with paint.
- Unfinished entrance monument tasks include landscaping, new lighting, painting of the outer band and mulch.
- Plants on the outbound monument side are in decline. The irrigation system should be evaluated.
- Bougainvillea shrubs on the inbound side are rebounding.
- Medians are trimmed tight and look good.
- Mulch is still required at various locations around the community including the Doral Circle entrance.
- A leak was noticed at the irrigation pump on Warren Street.
- Multiple aged items on McGee's Summary report have been addressed.
- The fallen double luminaire lamp pole on Pebble Beach Blvd. has not been replaced.
- Lighting at the Doral Entrance will be monitored for photocell replacement.

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 March 16, 2024, to April 16, 2024:

- Radar 1 (110 St Andrews Blvd) recorded 69,453 vehicles averaging 2,170 vehicles per day. The maximum speed was fifty-two (52) mph.
- Radar 2 (255 Saint Andrews Blvd) recorded 71,200 vehicles for an average of 2,225 per day. The maximum speed was sixty-nine (69) mph.
- Discussions ensued regarding speeding in the community.

VI. Contractor Reports

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

(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

- Many areas need to be mulched including the Baltusrol Signs.
- St. Andrews Blvd.
 - Spray Spider Lilies on the inbound side with fungicide.
 - Increase daily irrigation schedule for newly planted Ixora in the Right of Way to prevent loss of foliage.
 - Monument area: Remove all dead/damaged palm fronds and flush cut palm stalks marked with white tape to prevent interference with the structure and lighting.
- 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 remove duckbill rubber cable. The south purple Trumpet tree needs to be replaced.
- Doral Circle: Replace Tabebuia tree with Golden Trumpet Trees.

B. Landscape Maintenance Report – A & M Property Maintenance

Mr. Yzaguirre reported:

- The Ixora plants at the entrance were treated with fungicide.
- Palm fronds pruning will be scheduled.
- A thirty-gallon Golden Trumpet tree for installation on Doral Circle, conforming to McGee & Associates trunk caliper specifications, has been located for purchase. A photograph of the specimen has been requested prior to purchase.
- 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 week ending April 27, 2024.
- Quotes for plant replacements were submitted to Mr. Schumacher.
- Alert notifications prevented the routine wet check.

Comments

Mr. Schumacher

Irrigation System

- Response to “alerts” indicated no leakage in the ground meter or reclaimed water supply at the Warren Street pump station.
- The water spouting plug was replaced and connections remade in the flexible tubing.
- A quote will be submitted to replace the irrigation valve box on Pebble Beach Blvd.

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 April 18, 2024, prepared April 8, 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.
- 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.

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- d. Line 22, Operating Expense – Of the \$315,834 budgeted, \$145,976 is committed to existing Purchase Orders and \$96,407 is expended, leaving the remainder of \$73,449 available within budget for additional operating expenses as needed.
 - e. Line 26, County Overhead – Of the \$76,800 budgeted, \$74,577 has been transferred and a balance of \$2,223 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, \$145,976 is committed in existing Purchase Orders, \$170,985 has been expended, leaving the remainder of \$503,673 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.
- A Purchase Order for Howard Fertilizer is pending receipt of E-Verify eligibility and insurance documentation.
- Light pole replacement cost for Pebble Beach Circle will be debited from Capital Projects.
- Insurance Claim monitoring options are noted under Item VIII.
- 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.
- The millage of 2.00 per \$1,000 of Ad Valorem taxable value is reviewed annually.
- 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 April 4, 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

Pebble Beach Blvd. Pole Replacement

- SESCO Lighting identified the temperature and lumens of the original lamps but did not verify if the new Lumec replacement lamps are consistent with the community's existing lights.
- Simmonds Electrical of Naples will submit a proposal to furnish and install a fifteen-foot Lumec pole with two LED light fixtures per County contract 23-8074.
- The cost quote will be submitted to the Procurement Division and upon approval installation scheduled.
- An accident report was obtained from the Sheriff's Office and an insurance claim filed with the County Risk Management Division.

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.
- The light fixture illuminating the Pinehurst Monument will be evaluated for repair or replacement.

*Laura Mann reported that the inbound monument solar light at the Pinehurst entrance is not as bright as usual and requested the lamps be evaluated. **Chair Branco** agreed to evaluate the fixture.*

VIII. Ongoing Business

A. St. Andrews Entryway Monuments Refurbishment

Mr. Schumacher reported:

Exit Side Crash Repair

- Capital Contractors repaired the monument wall damaged by an auto accident.
- A sub-contractor repaired the stonework and reformatted the cap stones.
- The invoice will be processed for payment on inspection completion.
- Invoice payment will be debited to the Capital Projects category.
- An insurance claim has been submitted for reimbursement.

Inner Copy Bands

- The backing for both entryway monument signs outer bands will be painted.
- A Request for Quote was issued to a County contractor.

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.
- Upon 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, at no cost to the MSTU, includes:
 - 62 signs on decorative poles (37 street and STOP signs and 25 speed limit signs).
 - 14 signs installed by the Traffic Operations Division (on standard poles with consideration given for installation on new decorative posts).
- Repairs will be solicited upon completion of the transfer.

C. Traffic Calming

Chair Branco suggested a crosswalk installation similar in design to the one on Warren Street to deter speeding on St. Andrews Boulevard.

- A decorative crosswalk to enhance pedestrian safety at the school bus stop location intersection of Pine Valley Cir. and Pebble Beach Cir. should be considered, possibly elevated with lights to encourage a cautionary approach.
- He will email Mr. Schumacher placement options for the crosswalk.

Mr. Schumacher will convey the desired locations to the Traffic Operations Division.

D. Pending Items

A. Pebble Beach Light Pole

- The item was discussed as part of the related Agenda items above.

B. Mulch

- Southeast Spreading Company has a County contract to supply brown mulch.
- A request to purchase off-contract red mulch has been submitted to the Procurement Division.

C. 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.

Mr. Schumacher will provide four years of historical data on insurance claims to the Risk Management Division to solicit guidance for tracking accident expenses incurred, claims filed, and funds collected for the MSTU.

IX. New Business

None

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X. Committee Member Comments

Chair Branco Retirement

Chair Branco reported that he is retiring from the Lely Golf Estates Beautification MSTU after twenty-one years of service, effective upon completion of the May 16, 2024, Advisory Committee monthly meeting.

Andrews Blvd. Median #10

Mr. McGee will evaluate Median #10 for refurbishment in response to a resident's request relayed by Ms. Jorgensen.

XI. Public Comments

Doral Circle Sign

Pat McCabe queried regarding the sign refurbishment or replacement options for the Doral Circle Sign.

Mr. Schumacher noted the most effective method is a "like-kind" refurbishment or replacement.

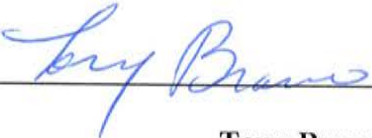
MSTU Committee Applications

Laura Mann will provide Mr. Schumacher with a list of Doral Circle board members.

XII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:48 P.M.

LELY GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE



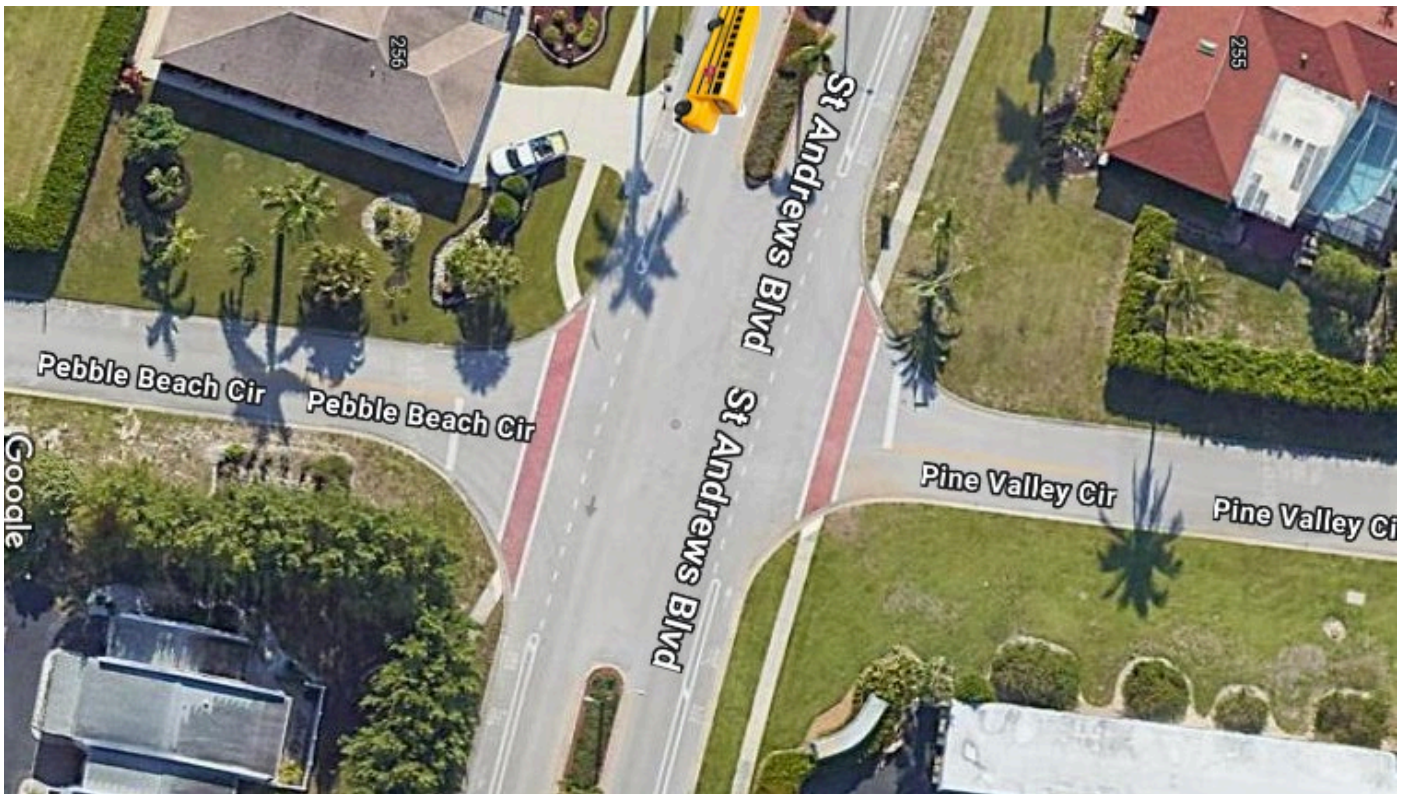
Tony Branco, Chair

These Minutes were approved by the Committee on 5/16, 2024 as presented or as amended .

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

NEXT MEETING:

MAY 16, 2024
SOUTH REGIONAL LIBRARY
8065 LELY CULTURAL PARKWAY
NAPLES, FL 34113
239.252.7542



Crosswalk Location



Crosswalk Intersection