



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

8300 Radio Road

Naples, FL 34104

Minutes

May 16, 2024

I. Call to Order

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

II. Attendance

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

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

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

Others: Lisa McGarity, 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 5 - 0.

IV. Approval of Minutes – April 18, 2024

Ms. Slebodnik moved to approve the minutes of the April 18, 2024, Lely Golf Estates Beautification MSTU Advisory Committee meeting. Second by Ms. Ashton. Carried unanimously 5 - 0.

V. Chairman's Report – Tony Branco

Chair Branco reported:

A. Community Assessment

- Construction debris at the main entrance accident site, exit side monument, needs to be removed/relocated.
- Unfinished entrance monument tasks include new lighting, painting of the outer band and mulch.
- The new seasonal plant installation at the monuments needs to be refurbished.
- Medians are trimmed tight and look good.
- Mulch is still required at various locations around the community including the Pinehurst Monument sign and the Doral Circle entrance.
- Aged items on McGee's Summary report are reduced to three.
- 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 April 14, 2024, to May 14, 2024:

- Radar 1 (110 St Andrews Blvd) recorded 61,874 vehicles averaging 1,996 vehicles per day. The maximum speed was sixty-one (61) mph.
- Radar 2 (255 Saint Andrews Blvd) recorded 62,841 vehicles for an average of 2,027 per day. The maximum speed was seventy-nine (79) mph.
- Discussions ensued regarding speeding in the community.

VI. Contractor Reports

Mr. McGee summarized the May report, observations made 5/1/2024.

(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 reported:

All locations

- Report items highlighted in yellow indicate insufficient water supply or replacement plants.
- Review irrigation weekly and ensure nozzles are open and directed into areas to be covered.
- Treat Bougainvillea shrubs for caterpillar activity.
- Many planting areas need to be mulched.

St. Andrews Blvd. R/W North & South

- Spray Spider Lilies on the inbound side with fungicide.
- Increase irrigation coverage of newly planted annuals.
- Recommend replacement of ten Ixora plants with dead/missing foliage.

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: The south purple Trumpet tree needs to be replaced.

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Doral Circle

- Replace Tabebuia tree with Golden Trumpet Trees.

B. Landscape Maintenance Report – A & M Property Maintenance (Excused)

Mr. Schumacher reported:

- A & M was directed to treat Ixora plants at the entrance with fungicide.
- Status updates are pending from A & M for the following items:
 - A thirty-gallon Golden Trumpet tree has been approved for installation on Doral Cir.
 - A purple Trumpet tree for Valley Stream Cir. is being sourced.
 - Irrigation box and plant replacements for the Median #18 auto accident site.
- Plant replacements quotes will be requested as noted in the Summary Report.

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 May 16, 2024, prepared May 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. FPL – Electricity
 4. McGee & Associates – Landscape Architecture
 5. Premier Staffing – Transcription Services
 6. Sight N Sound, dba Naples Christmas Lighting – Holiday Decorations
 7. Simmonds Electrical – Electrical Maintenance and LED Fixtures
 8. SiteOne Landscape Supply – Irrigation Parts & Pumps
 9. 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, \$128,203 is committed to existing Purchase Orders and \$115,128 is expended, leaving the remainder of \$75,502 available within budget for additional operating expenses as needed.
 - e. Line 26, County Overhead – Of the \$76,800 budgeted, \$74,920 has been transferred and a balance of \$1,879 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, \$128,203 is committed in existing Purchase Orders, \$190,049 has been expended, leaving the remainder of \$502,381 available for MSTU expenditures.

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- 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 has been requested for Southeast Spreading Company for red mulch.
- 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.
- 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 commenced in March and will conclude 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 May 8, 2024, report indicated no new outages.
- The downed pole with two Lumec LED fixtures, is noted.
- The entry and exit sign lights at Doral Circle are not functioning.
- All lamp poles are now fitted with Lumec-brand LED replacements.
- Three (3) replacement lamps remain in inventory.

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.
- Quote requests will be solicited from Simmonds Electrical to provide both equipment and installation for the sign lights based on specifications provided by McGee & Associates.

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.

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- A sub-contractor repaired the stonework and reformatted the cap stones.
- The invoice for repairs, debited to the Capital Projects category, has been submitted to the Board of County Commissioners (BCC) for payment.
- An insurance claim has been submitted for reimbursement.

Inner Copy Bands

- A cost quote to paint the inner copy bands on the monument signs was requested from Service Contracting Solutions, a County contractor.
- A Purchase Order and Notice to Proceed will be issued on quote approval.

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).
- Quotes 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, elevated with lights to encourage a cautionary approach.
- Google Earth aerial imagery identifying the proposed location and intersection for the crosswalk is included in these minutes.

Mr. Branco's submitted a "Pedestrian Crosswalk" request package for project submission to the Traffic Operations Division.

Project partnership with the Homeowners Association is recommended. Lisa McGarity will provide a copy of the report to Laura Mann, Lely Civic Association Board member.

D. Pending Items

Mr. Schumacher reported:

A. Pebble Beach Light Pole

- Chair Branco, Mr. McGee and he verified that the SESCO Lighting Lumec replacement lamps are consistent with the community's existing lights.
- A Notice to Proceed was issued on May 2, 2024, to Simmonds Electrical of Naples to furnish and install a fifteen-foot Lumec pole with two LED light fixtures per County contract 23-8074 at a cost of \$12,000.
- Material delivery and installation is projected at six to ten weeks.

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- An accident report was obtained from the Sheriff's Office and an insurance claim filed with the County Risk Management Division.

B. Mulch

- A Notice to Proceed was issued on May 14, 2024, to Southeast Spreading Company for the installation of mulch.
- Twelve pallets of red specialty mulch will be installed at the entrance monuments, and sections of St. Andrews Blvd., Pebble Beach Blvd., and Doral Circle, on May 23, 2024.

C. Insurance Claims

Discussion ensued regarding the recording and monitoring of insurance claims.

- Consideration should be given to the identification of accident expenses as a separate line item in the budget or in the Cartegraph Asset Management database.
- Insurance reimbursement would be recorded as a financial credit on receipt.

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

Doral Circle Sign

Noting it is a priority, Mr. Schumacher will solicit quotes to repair the unstable (wobbly) sign at Doral Circle.

IX. New Business

Mr. Schumacher reported there is an advisory seat available on the Lely Golf Estates Beautification MSTU Advisory Committee.

- Interested parties for membership on the Advisory Committee can access the Online Application at <https://www.colliercountyfl.gov/government/advisory-boards-and-authorities/online-advisory-board-application>.
- The applicants will be considered for membership by the Advisory Committee at a future meeting.
- The candidate motioned for recommendation will be placed on the Board of County Commissioner's *Consent Agenda* for appointment to the Advisory Committee.

X. Committee Member Comments

Chair Branco Retirement

Members and Staff, acknowledging the significant contributions he made, expressed their gratitude to **Chair Branco** for twenty-one years of service on the Lely MSTU Advisory Committee.

Parked Vehicles on Forest Hills and Augusta Boulevards

Ms. Jorgensen reported parked vehicles are posing a safety hazard at the intersection of Forest Hills Blvd. and Augusta Blvd.

Mr. Schumacher noted the MSTU does not have the authority to monitor or enforce parking on County roadways.

XI. Public Comments

None

XII. Adjournment

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There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:25 P.M.

LELY GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE



vice **Chair**

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

[Lely Golf Estates Beautification MSTU/CollierPTNE](#)

NEXT MEETING:

JUNE 19, 2024
SOUTH REGIONAL LIBRARY
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NAPLES, FL 34113
239.252.7542