



# GOLF ESTATES BEAUTIFICATION MSTU

## ADVISORY COMMITTEE

8300 Radio Road  
Naples, FL 34104

### Minutes

October 17, 2024

#### I. Call to Order

The meeting was called to order at 2:08 P.M. Roll call was taken, and a quorum was not established.

#### II. Attendance

**Committee Members:** Open Seat, Chair; Kathleen Dammert, Vice Chair; Linda Jorgensen (Excused), Kathleen Slebodnik

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

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

**Others:** Laura Mann, Resident; Lisa McGarity, Resident

#### III. Approval of Agenda

*The Committee agreed to hold an informational meeting in accordance with the Agenda.*

#### IV. Approval of Minutes – September 19, 2024

*The minutes of the September 19, 2024, Lely Golf Estates Beautification MSTU Advisory Committee meeting will be considered at the November 21, 2024, meeting.*

#### V. Chairman's Report

**Mr. Schumacher** reported:

##### A. Radar Speed Sign Report

Two (2) Traffic Logix SafePace 100 speed monitoring signs are installed on Saint Andrews Boulevard, eastbound by the Lely Presbyterian Church (*Radar 1*) and westbound at Pine Valley Circle (*Radar 2*).

##### Traffic Logix Radar 1 Sign

- The sign ceased to function in July 2024.
- A time and materials quote to repair and reprogram the sign has been requested from a former Traffic Operations employee with knowledge of the system.
- A Purchase Order will be issued for service and management of the signs.

##### **Vehicle Report Statistics, Monthly and Cumulative**

Daily vehicle report statistics from September 17, 2024, to October 17, 2024:

- Radar 2 (255 Saint Andrews Blvd) recorded 48,716 vehicles for an average of 1,571 per day. The maximum speed was between fifty-six and sixty (56 -60) mph.

## MINUTES

### Cumulative vehicle report statistics from February 12, 2021, to October 17, 2024:

- Radar 2 recorded 2,429,989 vehicles for an average of 3.471 per day. The maximum speed was between seventy-six and eighty (76 – 80) mph.
- Average speed registered for most drivers for both periods was twenty-six to thirty (26 – 30) mph.

*Mr. Schumacher will provide six months of traffic data to Ms. McGarity for presentation during her meeting with Anthony Khawaja, Chief Engineer Traffic Operations, requesting County consideration to install speed bumps on St. Andrews Boulevard.*

## VI. Contractor Reports

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

Mr. McGee summarized the October 3, 2024 observation 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).*

### Maintenance Areas

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

### Comments

Mr. McGee reported:

Delivery is pending for replacement material for plants prioritized in yellow.

#### All locations

- Palm tree pruning is recommended to remove fronds and seed stalks.
- Some Bougainvilleas and shrubs suffered wind damage from Hurricane Milton.

#### St. Andrews Blvd. & US 41

- Remove and replace the third large Royal Palm within the shopping center plantings damaged by lightning.

#### St. Andrews Blvd.

- Median #1: Remove the two Foxtail Palms with Ganoderma fungus.

#### Forest Hills Cart Crossing and Lake

- Remove the Xanadu plants on the southeast corner and replant area with Orange Bulbine (35 plants).

#### Pebble Beach Boulevard

- Fertilize all Bougainvillea.

#### Pebble Beach Boulevard Golf Cart Crossing

- Remove and replace two Foxtail palms in decline.

#### Baltusrol Signs

- Review and monitor Plumbago shrubs for insect activity.

## MINUTES

**Mr. Schumacher** reported:

- A Purchase order was issued to Tree Scaping of Naples to remove six trees, two stumps and prune the palm trees.
- Fertilizer has been ordered from Howard Fertilizer for delivery to A & M Property Maintenance.

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

**Mr. Yzaguirre** reported:

- Routine maintenance will focus on cleaning up debris from Hurricane Milton.
- Plant material for seasonal planting scheme B modified, for installation at St. Andrews Median #1 and Doral Circle Median #23, has been ordered.
- Fertilizer application date will be coordinated with Mr. Schumacher.
- Irrigation is functioning as intended.

## **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 October 17, 2024, prepared October 3, 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. Tree Scaping of Naples – Pruning and tree removal
- Budget Summary
  - a. Line 1, Revenue – Millage Collected and Interest budgeted at \$432,700.
  - b. Line 2, Carry Forward – Unexpended Prior Year (2024) Funds \$394,545.
  - c. Line 3, Revenue Total - \$827,245.
  - d. Line 21, Operating Expense – Of the \$366,645 budgeted, \$156,513 is committed to existing Purchase Orders and \$0 is expended, leaving the remainder of \$210,132 available within budget for additional operating expenses as needed.
  - e. Line 25, County Overhead – An updated budget will be posted in November (PTNE Staff & Overhead, Property Appraiser, & Tax Collector).
  - f. Line 27, Capital Projects – A balance of \$230,600 remains for improvement projects.
  - g. Line 29, Capital Reserves - \$150,000 is reserved for catastrophic events.
  - h. Line 31, All Expenses – Of \$827,245 budgeted, \$156,513 is committed in existing Purchase Orders, \$0 has been expended, leaving the remainder of \$670,732 available for MSTU expenditures.

## MINUTES

- General
  - a. MSTU Tax Rate: 2.00 Mills (0.2%) is for beautification improvements and maintenance within the taxing district.
  - b. The millage of 2.00 per \$1,000 of Ad Valorem taxable value is reviewed annually in March or April.
  - c. 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:

- The November FY-25 Budget will be updated to reflect new Purchase Orders and fund allocations.
- Purchase Orders have been requested for A & M Property Maintenance, Howard Fertilizer, McGee & Associates, Simmonds Electrical and Site One.
- Of the three bids received, Sight and Sound (Naples Christmas Tree Lighting) was the lowest qualified bidder for holiday decoration installation. A Purchase Order has been requested.
- Superb Landscaping Services (SLS) will be deleted as a vendor for FY-25.
- Light pole replacement cost for Pebble Beach Circle and the Doral Sign renovation project will be debited from Capital Projects.
- The *Asset Management Plan* report to estimate life expectancies of MSTU assets and corresponding expenditure projections to fund maintenance was updated during the planning process.
- The Ad Valorem taxable value increased 5.42% for fiscal year 2025 over 2024 generating additional revenue of \$22,088.

### **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 October 4, 2024, report indicated light outages on Pole #8 and the entry sign at Doral Circle.
- Simmonds Electrical will evaluate the LED fixture and determine if the lamp is under warranty. A replacement lamp is available in inventory.
- Simmonds Electrical is waiting for a component part to finalize repair of Light pole #20 on Pebble Beach Blvd.
- All lamp poles are now fitted with Lumec-brand LED replacements.
- Three (3) replacement lamps remain in inventory.

#### Sign Light Fixtures

- Two lights for each side of the two-sided sign at Doral Circle, based on specifications from McGee & Associates, will be ordered from Simmonds Electrical.

### **C. Applications to the Advisory Committee**

#### **Mr. Schumacher** reported:

- Lisa Rice McGarity's recommendation for appointment to the Lely Golf Estates Beautification MSTU Advisory Committee will be considered by Board of County Commissioners (BCC) in November 2024.
- Anita Ashton submitted her resignation from the Advisory Committee.

**VIII. Ongoing Business**

**A. Traffic Signage – Transfer from Lely Civic Association to the MSTU**

**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, has been 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 (37street 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 post.
- Upon completion of the transfer a Request for Quote (RFQ) for signs specified to withstand hurricane force winds will be distributed to three vendors.
- The contract will be awarded to the lowest qualified bidder.

Homeowners Association Financials

- The Civic Association’s financial statement for a two-year period revealed an income of \$105,754 with expenditures of 25% on legal fees and 41% for management services.
- HOA sign replacement is more cost effective due to MSTU guidelines for sign replacement.

*Ms. McGarity reported the HOA approved an Amendment to documents negating the HOA’s ability to maintain, repair and/or replace any damaged or destroyed decorative street and STOP signs.*

Homeowners Association Fence Repair Doral Circle

**Ms. McGarity** reported that the HOA notified the homeowner that replacement of the decaying fence at Doral Circle along Rattlesnake Hammock Road was a homeowner responsibility and would not be funded by the HOA.

**B. Traffic Calming**

**Mr. Schumacher** reported an individual/company familiar with Traffic Logix radar signs diagnostics has been located. On receipt of E-Verify documentation, the contractor will be established as a County vendor and issued a Purchase Order.

**C. Pending Items**

**Mr. Schumacher** reported:

**A. Pebble Beach Light Pole**

- Pole #20 was delivered with an incorrect part. The replacement components are on order.
- An accident report was obtained from the Sheriff’s Office and an insurance claim filed with the County Risk Management Division.

**IX. New Business**

**Mr. Schumacher** reported:

Doral Circle Entry Way Refurbishment

- Lykins Signtek evaluated the sign and reported the internal frame is structurally sound and submitted a proposal to reinforce the sign.
- Design options for the entry sign in the median at Doral Circle will be reviewed by the Committee.

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- Coordination of the color scheme with the St. Andrews Blvd. Monument Signs will be considered to create a cohesive look within the community.
- Quotes to renovate the sign will be solicited from three sign vendors once the Committee has approved a design.

X. **Committee Member Comments**

**Vice Chair Dammert** reported the lights at the Saint Andrews Boulevard entrance have not functioned for over one month and requested an update.

**Mr. Schumacher** will request Simmonds Electrical to correct the malfunction.

XI. **Public Comments**

None

XII. **Adjournment**

*There being no further business to come before the Committee, the meeting was adjourned by Mr. Schumacher at 3:19 P.M.*

**LELY GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE**



**Chair**

These Minutes were approved by the Committee on January 16, 2025 as presented  or as amended .

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

**NEXT MEETING:**

**NOVEMBER 21, 2024**  
SOUTH REGIONAL LIBRARY  
8065 LELY CULTURAL PARKWAY  
NAPLES, FL 34113  
239.252.7542