



# GOLF ESTATES BEAUTIFICATION MSTU

## ADVISORY COMMITTEE

8300 Radio Road

Naples, FL 34104

### Minutes

November 16, 2023

#### I. Call to Order

The meeting was called to order at 2:05 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:** Dan Schumacher, Project Manager, PTNE Division; Brian Wells, Director, PTNE Division; Rosio Garcia, Operations Coordinator, PTNE Division

**Others:** Mike McGee, Landscape Architect, McGee & Associates; Robert Kindelan, Superb Landscape Services (Excused); Wendy Warren, Premier Staffing; Pat McCabe, Resident

*Mr. Schumacher introduced Brian Wells, Director, PTNE Division, to the Committee.*

#### III. Approval of Agenda

*Vice Chair Dammert moved to approve the Agenda of the Lely Golf Estates Beautification MSTU. Second by Ms. Jorgensen. Carried unanimously 5 - 0.*

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

*Ms. Ashton moved to approve the minutes of the October 19, 2023, Lely Golf Estates Beautification MSTU. Second by Ms. Slebodnik. Carried unanimously 5 - 0.*

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

##### A. Community Assessment

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

- Seasonal planting and installation of new flags at the main entrance, Median #1, is complete.
- Entrance Monument project requirements to be finished include irrigation update, new plantings, new lighting, and painting of the outer band.
- An auto accident at St. Andrews Boulevard and US 41 resulted in major damage to the front wall and landscaping.
- St. Andrews, Pebble Beach, and Forest Hills Boulevards, and Valley Stream Circle medians are well trimmed.
- Damage caused by an auto accident in the median at 392 St. Andrews Blvd. to a palm tree and juniper plants has not been remedied.
- The outbound side of the Pinehurst Monument area requires mulch.
- An irrigation leak occurred at the Warren Street pump house.
- Items more than six (6) months old in the McGee & Associates Summary Report were reduced from eight (8) to two (2).

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**Mr. Schumacher** reported:

- An irrigation leak at the Warren Street pump house was repaired by Superb Landscaping Services (SLS). A replacement coupling has been ordered from SiteOne to repair the leak.
- Mr. Kindelan, SLS, will determine if the Potable Reuse water line should be shut down.
- Mr. Schumacher will check the reclaimed water meter to determine its function.

### **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 October 14, 2023, to November 15, 2023.

- Radar 1 (110 St Andrews Blvd) recorded 53,724 vehicles averaging 1,679 vehicles per day. The maximum speed was fifty-three (53) mph.
- Radar 2 (255 Saint Andrews Blvd) recorded 54,866 vehicles for an average of 1,715 per day. The maximum speed was sixty-two (62) mph.
- Discussions ensued regarding speeding in the community.

### **C. Car Crash – St. Andrews Entrance**

**Mr. Schumacher** reported:

- A car crashed the front entrance monument wall on St. Andrews Boulevard and US 41 on November 5, 2023, causing significant damage to the structure.
- A Sheriff's report has been obtained.
- A meeting is scheduled with Vite Walls for November 17, 2023, to assess the damage.
- A cost quote for repair and estimated vendor availability for scheduling, will be sought from Vite Walls.
- An insurance claim for reimbursement will be filed with the Risk Management Division.

## **VI. Contractor Reports**

**Mr. McGee** summarized the September reports, observations made 11/3/2023.

*(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**

- Mulch should be applied to many planted areas to control weed growth.

## MINUTES

- Median #9: Double Alexander Foxtail palms should be installed in gaps caused by removal of Washingtonia palms. A proposal is required.
- Medians #10: Two (2) auto accidents caused damage to soil and plant material. A proposal for renovation is required.
- Median #12: Solicit cost proposal to replace plants, trees and two (2) double Alexander Foxtail palms damaged by an auto accident at 407 Forest Hills Boulevard.
- Golf course irrigation is functional; areas affected by lack of irrigation should now be refurbished at both golf cart crossing areas.

### **Mr. Schumacher**

- The Perennial Peanut in the Augusta Boulevard median by the Royal Palm Golf Club is in poor condition.  
*Mr. McGee noted condition is a maintenance issue and that Perennial Peanut is doing well in other County locations. He will forward granular fertilizer information to Mr. Schumacher for distribution to the landscape contractor.*
- The MSTU is connected to the irrigation points provided by the Hibiscus Golf Course.
- An accident report has been obtained for the incident on Median #10.

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

**Mr. Schumacher** reported:

1. Proposals have been received and a Notice-to-Proceed issued for most items in the McGee & Associates Summary Report.
2. Status of the purchase of Trumpet trees from a local source will be updated with SLS. Alternatively, a third-party source will be sought.

### **Comments**

#### **Landscape Maintenance Contract**

- A & M Property Management's three-year contract with two (2) one-year renewal options is on the BCC's December 12, 2023, Agenda for approval.
- Superb Landscape Services (SLS) will continue to service the Lely MSTU until December 31, 2023.

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

### **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 November 16, 2023, prepared November 13, 2023.**

- Purchase Orders
  1. Collier County PUD – Water
  2. Forestry Resources – Mulch.
  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

## MINUTES

- 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 \$315,834 budgeted, \$107,026 is committed to existing Purchase Orders and \$17,046 is expended, leaving the remainder of \$191,762 available within budget for additional operating expenses as needed.
  - e. Line 26, County Overhead – Of the \$76,800 budgeted, \$775 has been transferred and a balance of \$76,025 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, \$107,026 is committed in existing Purchase Orders, \$17,821.09 has been expended, leaving a remainder of \$695,787 available for MSTU expenditures.
- **General**
  - a. MSTU Tax Rate: 2.00 Mills (2%) for beautification improvements and maintenance within the taxing district.
  - b. Tax millage collected by the Lely Golf Estates Beautification MSTU may only be utilized by the MSTU and within the MSTU district boundary.

### **Mr. Schumacher** noted:

- FY-24 Taxable Value increased 12.98% over FY-23, generating \$46,825 in additional revenue.
- Two Purchase Orders will be issued to A & M Property Management, on contract approval from the BCC.
- McGee & Associates FY-23 unexpended funds were carried over to FY-24.
- Simmonds Electrical of Naples is the service provider for lighting and repairs for FY-24.
- The Traffic Signs budget of \$3,000 is based on 2023 actual costs.
- Repairs to the sign monument will be funded by Capital Projects.
- The millage rate, currently 2.000, will be evaluated during the budget process commencing in March/April 2025.

### **B. Lighting Inspection Report – Outages & Inspection**

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

- The November 13, 2023, report indicated no outages.
- All lamp poles are now fitted with Lumec-brand LED replacements.
- Three (3) replacement lamps remain in inventory.

### **C. December Meeting Date**

The Committee agreed to reschedule the December 21, 2023, meeting for December 14, 2023. On December 7, 2023, the rescheduled date will be evaluated, and the meeting confirmed/cancelled.

**D. Holiday Decorations and Lighting**

**Mr. Schumacher** reported:

- Holiday décor at the Lely entrance on St. Andrews Boulevard and Doral Circle by Sight N Sound is scheduled for November 18, 2023.
- The light pole on the east end of Median #23 at Doral Circle will be lit.
- Jackie Lowry will decorate the sign area at Forest Hills and Augusta Boulevards.
- Options to improve the lighting at the Augusta sign area are being researched. Graybar Electric was contacted to determine if connectors and a transformer are available for purchase.

*Vice Chair Dammert left the meeting at 3:23 p.m. A quorum of four was present.*

**E. Winter Planting Installation – St. Andrews Boulevard & Doral Circle**

**Mr. Schumacher** reported:

- McGee & Associates seasonal winter planting Scheme B, has been installed on Saint Andrews Boulevard, Median #1.
- Doral Circle, Median #23, annual flower planting is in progress.

**VIII. Ongoing Business**

**A. St. Andrews Entryway Monuments Refurbishment – Landscaping Renovation**

**Mr. Schumacher** reported:

- The backing to the entryway monument signs outer bands needs to be painted, both monuments. A quote is being solicited.
- Superb Landscaping Services (SLS) will upgrade the irrigation system for the monument areas.
- Landscaping the Entryway Monuments in accordance with McGee & Associates Landscape Plan LC2 will be installed upon completion of the irrigation system reconfiguration in the respective areas.
- The renovation is on SLS' calendar for the week ending November 25, 2023.

*Mr. Schumacher will verify SLS' intent to complete the monument project including the upgrade to the irrigation system and new landscaping, prior to the expiration of their contract.*

**B. Doral Circle Median 23 – Landscaping Renovation**

**Mr. Schumacher** reported:

1. Landscaping Renovation
  - McGee & Associates has provided landscape concept plans for the median.
  - Andrea Geyer, a resident, submitted suggestions for modifications to McGee & Associates landscape plan for the median.
2. Irrigation – Reuse Water Conversion
  - The Collier County Wastewater Division has undertaken the project to install a reclaimed/reuse water (IQ water) system connection for the median.
3. A HydroPoint WeatherTrak commercial-grade smart irrigation controller featuring “remote access” will be considered to replace the existing controller.
4. The landscape renovation is slated for the first quarter of 2024.

*Andrea Geyer's suggested landscape proposal for the median will be added to the December Agenda.*

**C. Traffic Signage – Ownership and Damage Repairs**

Donation of Decorative Traffic Signs to the MSTU

- Twenty-seven (27) signs damaged by Hurricane Ian need repair.
- The MSTU previously maintained the signage, however it has determined Homeowner Association transfer of ownership of all decorative signs to the MSTU is required before the MSTU can fund repairs.
- The Lely Civic Association and the County must approve the transfer of signs.
- Staff have consulted with the County Attorney’s Office on the process for the transfer to the MSTU and maintenance of the signs.
- The MSTU’s ability to move forward with signage repairs is dependent on acceptance of the Civic Associations financial audit and County review of the easement claims in the revised Lely Civic Association covenants.
- An Executive Summary will be prepared for submission to the Board of County Commissioners (BCC) on approval of the Lely Civic Association covenants from the County Attorney.
- The Board of County Commissioners (BCC) must approve the transfer which is anticipated for the first quarter of 2024.
- The transfer of signs would be at no cost to the MSTU.

**D. Traffic Calming**

**Mr. Schumacher** reported:

- Speed deterrent measures have been tabled pending completion of road paving and improvements by the County.
- The Civic Association can submit a petition endorsed by residents to the Road Maintenance Division for installation of speed bumps.

**E. Pending Items**

**Mr. Schumacher** contacted Collier Signs to request a quote to paint the outer bands on the entryway monuments.

**IX. New Business**

None

**X. Committee Member Comments**

**Mr. Schumacher** noted the County is responsible for repairing/replacing any landscaping damaged during their construction projects.

**XI. Public Comments**

Pat McCabe complimented McGee & Associates landscape plan to install Royal Poinciana trees in proximity to the bridge, noting that they will detract from the commercial feel to the landscape.

**XII. Adjournment**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 4:02 P.M.*

MINUTES

LELY GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE



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**Tony Branco, Chair**

These Minutes were approved by the Committee on 12/14, 2023 as presented \_\_\_ or as amended .

<https://www.collierptne.com/wp-content/uploads/2021/01/Agenda-Backup-Lely-11-16-23-Optimized.pdf>

**NEXT MEETING:**

**DECEMBER 14, 2023**  
SOUTH REGIONAL LIBRARY  
8065 LELY CULTURAL PARKWAY  
NAPLES, FL 34113  
239.252.7542