



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

8300 Radio Road
Naples, FL 34104

Minutes

December 14, 2023

I. Call to Order

The meeting was called to order at 10:03 A.M. and a quorum of five was present.

II. Attendance

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

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

Others: Mike McGee, Landscape Architect, McGee & Associates; Robert Kindelan, Superb
Landscape Services; Wendy Warren, Premier Staffing; John Clifford, Resident, Pat McCabe, Resident

III. Approval of Agenda

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

Add: IX. New Business – B. Median #2 Remodel. C. Four Fountains Intersection.

Second by Ms. Slebodnik. Carried unanimously 3 - 0.

Vice Chair Dammert joined the meeting. A quorum of four was present at 10:10 A.M.

IV. Approval of Minutes – November 16, 2023

*Ms. Slebodnik moved to approve the minutes of the November 16, 2023, Lely Golf Estates
Beautification MSTU subject to the following change:*

- Page 5, Item VII - Holiday Decorations and Lighting, D. Bullet 2 from “... The palm tree on the east end of Median #23 at Doral Circle will be lit.) ...” to ... the **lamp post** on the east end of Median #23 at Doral Circle will be lit...).”

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

V. Chairman’s Report – Tony Branco

A. Community Assessment

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

- The seasonal plantings in Median #1 look good.
- The inbound entrance area is prepped for new landscaping.
- 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.
- St. Andrews, Pebble Beach, and Forest Hills Boulevards, and Valley Stream Circle medians are well trimmed but need to be mulched.
- The “No Outlet” sign on Forest Hills Blvd. at Treasure Point requires pruning.
- Jackie Lowry decorated the sign at Forest Hills and Augusta Boulevards, and it looks good. She requested the lighting be upgraded.
- Discussions regarding the availability of low voltage holiday lighting ensued.

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- At the intersection of Augusta and Forest Hills Boulevards a vehicle did a “donut” burn out leaving tire marks across the intersection.

Mr. Schumacher reported:

- Mulch
 - A Purchase Order for mulch has been requested for Forestry Resources.
 - Superb Landscaping will be notified to pick up the mulch and schedule application week ending December 23, 2023.
- Irrigation – Reuse Water Conversion Doral Circle
 - The Collier County Wastewater Division has completed installation of a reclaimed/reuse water (IQ water) system connection for median #23.
 - The Public Utilities Division (PUD) will submit an invoice for the project to the MSTU.
- A cost quote will be solicited to repair the Doral Sign.

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 from November 12, 2023, to December 12, 2023.

- Radar 1 (110 St Andrews Blvd) recorded 57,737 vehicles averaging 1,679 vehicles per day. The maximum speed was fifty (50) mph.
- Radar 2 (255 Saint Andrews Blvd) recorded 59,105 vehicles for an average of 1,907 per day. The maximum speed was eighty-three (83) mph.
- Discussions ensued regarding speeding in the community.

VI. Contractor Reports

Mr. McGee summarized the September reports, observations made 11/30/2023.

(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

- Median #4: Foxtail Palm tree with Ganoderma fungus should be removed.
- Median #9: Double Alexander Foxtail palms should be installed in gaps caused by removal of Washingtonia palms. A proposal is required.

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- Median #11: Solicit cost proposal to replace plants, trees and two (2) double Alexander Foxtail palms damaged by an auto accident at 407 Forest Hills Boulevard.
- Median #13: The purple Trumpet tree needs to be replaced; item repeated thirteen (13) times on the Summary Report.

Mr. Schumacher

- Golf Course management will be contacted to discuss irrigation coverage for plants in the Baltusrol sign area.

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

Mr. Kindelan thanked the Committee for the opportunity to service the Lely MSTU for many years. He reported:

1. Irrigation at Forest Hills and Pebble Beach Boulevards was reconnected.
2. Median #23, Doral Circle, irrigation conversion to reclaimed water is complete.
3. Installation is complete for most plant requests summarized in McGee & Associates report.
4. Replacement plants to match the current scheme at the front entrance have not been located. Sourcing will continue.
5. Bernsen Nursery in Naples will be contacted to determine if Trumpet trees are available.
6. An infestation of Whiteflies has been documented in Collier County. Bougainvillea, Plumbago and Green Island Ficus shrubs should be monitored for Whiteflies and treated if necessary.

Mr. Schumacher requested SLS connect irrigation at the Forest Hills and Pebble Beach Golf Cart Crossing locations.

Comments

Landscape Maintenance Contract

- A & M Property Management's three-year contract with two (2) one-year renewal options was approved by the Board of County Commissioners on December 12, 2023.
- Superb Landscape Services (SLS) will continue maintenance service in the Lely MSTU until December 31, 2023.

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 December 14, 2023, prepared December 8, 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

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- 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, \$82,664 is committed to existing Purchase Orders and \$41,656 is expended, leaving the remainder of \$191,513 available within budget for additional operating expenses as needed.
 - e. Line 26, County Overhead – Of the \$76,800 budgeted, \$3501 has been transferred and a balance of \$73,299 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, \$82,665 is committed in existing Purchase Orders, \$45,156 has been expended, leaving the remainder of \$692,819 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:

- Once all invoices for SLS are processed their Purchase Orders will be closed. Unexpended funds will be reallocated into the Available category of the FY-24 budget.
- A & M Property Management will assume responsibility for grounds maintenance upon receipt of a Purchase Order (PO) issued January 1, 2024, or later.
- 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.
- Repairs to the sign monument will be funded as a Capital Project.
- Interest is paid on Millage collected.
- 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 December 7, 2023, report indicated no outages.
- All lamp poles are now fitted with Lumec-brand LED replacements.
- Three (3) replacement lamps remain in inventory.

C. Holiday Decorations and Lighting

Mr. Schumacher reported:

- Installation of holiday décor at the Lely entrance on St. Andrews Boulevard and Doral Circle by Sight N Sound/Naples Christmas Lighting is complete.

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- Ms. Lowry decorated the Lely community sign on Forest Hills at Augusta Boulevard.
- The holiday solar lighting at the Augusta sign is inadequate and Graybar Electric and SiteOne did not have suitable equipment available for purchase.
- Holiday sign lighting options will be researched for 2024.

D. 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 complete.

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 has been solicited.
- Superb Landscaping Services (SLS) upgraded the irrigation system and landscaped the entry side monument area in accordance with McGee & Associates Landscape Plan LC2.
- The exit side landscape renovation will be undertaken pending restoration of the wall damaged by an auto accident.
- Bids will be requested in January for the wall repair.

B. Doral Circle Median 23 – Landscaping Renovation

Mr. Schumacher reported:

- McGee & Associates has provided a modified landscape concept plan for the median.
- Mr. Schumacher and Chair Branco reviewed the plan on site and endorsed the design.
- Collier County requires landscaping renovation in public areas be done by a licensed and insured landscape architect.
- The Committee accepted the modifications to the plan.
- The landscape plan, slated for median installation in the first quarter of 2024, will be included in the January 2024 Agenda package.

C. Traffic Signage – Ownership and Damage Repairs

Mr. Schumacher reported:

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.
- A *Request for Legal Services* will be submitted to the County Attorney's office for an "opinion" on the transfer of sign responsibility to the MSTU. A history of decorative signage cost will be included.
- The transfer of signs will be at no cost to the MSTU.
- An Executive Summary will be submitted to the Board of County Commissioners (BCC) who must approve the transfer.

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- Cost quotes for the decorative signs will be solicited on *Legal Sign Review* approval, estimated spring 2024.

D. Traffic Calming

- Speed deterrent measures have been tabled pending completion of the planned Public Utilities Replacement (PUR) project in Lely Golf Estates.

E. Pending Items

The outstanding items were addressed in previous categories.

IX. New Business

A. St. Andrews Entryway Monuments – Exit Side Crash

- Mr. Schumacher and Chair Branco met with Vite Walls to review options to repair the front entrance monument wall. A proposal and cost quote were requested.
- A Sheriff's report has been obtained and the Risk Management Division will file an insurance claim.

B. Median #2 Remodel

- A decorative structure on the south end of median #2 should be considered for a future project.
- The concept will be explored at future meetings.

C. Four Fountains Intersection

- A crosswalk or roundabout at the intersection of St. Andrews Boulevard and Pebble Beach and Pine Valley Circles should be considered as a future project to reduce traffic speed. *Mr. McGee will forward FDOT roundabout designs and specifications to Mr. Schumacher for inclusion in the January Agenda package.*

X. Committee Member Comments

None

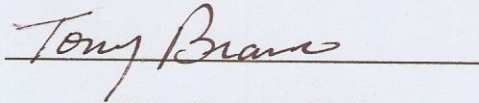
XI. Public Comments

Pat McCabe reviewed the choice of plant material for the renovation of Doral Circle Median #23 with Mr. McGee and expressed concern the median landscaping will be overcrowded.

XII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:42 A.M.

LELY GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE



Tony Branco, Chair

These Minutes were approved by the Committee on 11/18, 2024 as presented or as amended .

<https://www.collierptne.com/wp-content/uploads/2021/01/Agenda-Backup-Lely-12-14-23-Optimized.pdf>

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NEXT MEETING:

JANUARY 18, 2024
SOUTH REGIONAL LIBRARY
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