



## GOLF ESTATES BEAUTIFICATION MSTU

### ADVISORY COMMITTEE

8300 Radio Road

Naples, FL 34104

### Minutes

OCTOBER 16, 2025

#### I. Call to Order

The meeting was called to order at 2:00 P.M. Roll call was taken, and a quorum of three were established.

#### II. Attendance

**Committee Members:** Kathleen Dammert, Vice Chair; Michael Mann, Lisa McGarity, Dimitra Arneson (Excused); Open Seat

**County Staff:** Ellen Sheffey, Acting Director, PTNE (Excused); Jeffrey Felger, Project Manager, PTNE Division; Judith Sizensky, Project Manager, PTNE Division; Rosio Garcia, Operations Analyst, PTNE Division; Keyla Castro, Operations Support Specialist, PTNE (ZOOM)

**Contractors:** Armando Yzaguirre, A & M Property Maintenance; Wendy Warren, Premier Staffing

#### III. Approval of Agenda

*Ms. McGarity moved to approve the Agenda of the Lely Golf Estates Beautification MSTU Advisory Committee as amended: Second by Mr. Mann. Carried unanimously 3 - 0.*

*Add: Item 9A-2: Holiday Décor – Forest Hills and Augusta Boulevards Monument.*

*Second by Mr. Mann. Carried unanimously 3 - 0.*

#### IV. Approval of Minutes – August 21, 2025, and September 18, 2025

*Ms. McGarity moved to approve the Lely Golf Estates Beautification MSTU Advisory Committee meeting minutes of the August 21, 2025, and September 18, 2025, as presented. Second by Vice Chair Dammert. Carried unanimously 3 - 0.*

#### V. Chair's Report

Summary reports will commence pending the election of a Committee Chairperson.

#### VI. Contractor Reports

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

A report will be presented at the November 20, 2025, meeting.

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

Mr. Yzaguirre reported:

- Routine maintenance is being performed as scheduled.
- An irrigation issue with the flow meter was resolved and Mr. Felger re-set the meter.
- Solarization of the annual planting areas for St. Andrews Blvd. and Doral Circle to reduce weeds, insects and/or disease will be complete prior to installation of the winter plantings.

## MINUTES

### Winter Annual Plantings

#### St Andrews Median #1 and Doral Circle Median #23

Mr. Yzaguirre reported seasonal plant installation at the two entrances cost \$5,500.00 in 2024.

#### **Committee Discussion**

- McGee & Associates planting Scheme B, modified, installed in 2024, may not be feasible due to limited availability of some flower species such as Geraniums.
- Alternative arrangements were considered including Butterfly “Series” Pentas, Salvia, and Alyssum.
- The members agreed on White Alyssum, Midnight Salvia, and the Red and Deep Pink Butterfly “Series” Pentas.
- Plant pot size will be one gallon.

*Vice Chair Dammert motioned to approve an amount not to exceed \$6,000.00 to purchase and plant White Alyssum, Midnight Salvia and Red and Deep Pink Butterfly “Series” Pentas at the monument entrances on St. Andrews Boulevard and Doral Circle. Second by Ms. McGarity. Carried unanimously 3 – 0.*

### **VII. Project Manager’s Report – Jeffrey Felger**

Mr. Felger reported:

#### **A. Budget Report**

Lely Golf Estates MSTU Fund 1620 Budget for October 16, 2025, prepared October 14, 2025.

*(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. Felger presented an overview of the budget highlighting:

#### 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. Agricultural Services International – Irrigation services
3. Collier County PUD – Water
4. FPL – Electricity
5. Howard Fertilizer & Chemical Co.- Fertilizer
6. McGee & Associates – Landscape Architecture
7. Premier Staffing – Transcription Services
8. Sight N Sound, dba Naples Christmas Lighting – Holiday Decorations
9. Simmonds Electrical – Electrical Maintenance and LED Fixtures
10. SiteOne Landscape Supply – Irrigation Parts & Pumps
11. Southeast Spreading - Mulch
12. Tree Scaping of Naples – Tree Pruning and Removal

#### Budget Summary

1. Line 1, Revenue – Millage assessed and Interest totals \$457,200, an increase of \$24,500 over FY 24.
2. Line 2, Carry Forward – Unexpended Prior Year (2025) Funds total 755,459.
3. Line 3, Revenue Total – A total of \$1,212,659 (Millage Assessed and FY-25 Carry Forward).

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4. Line 24, Operating Expense – Of the \$370,659 budgeted, \$257,114 is committed to existing Purchase Orders, leaving the remainder of \$113,545 available within budget for additional operating expenses as needed.
5. Line 28, County Overhead – Of the \$81,400 budgeted, \$859 has been transferred leaving a remainder of \$80,561 for transfer (PTNE Staff & support, Property Appraiser & Tax Collector).
6. Line 30, Capital Projects – A balance of \$610,600 remains for improvement projects.
7. Line 32, Capital Reserves - \$150,00 is budgeted for insurance due to catastrophic events.
8. Line 33, All Expenses – Of the \$1,212,659 budgeted, \$257,114 remains committed to existing Purchase Orders and \$838 has been Expended leaving \$954,707 available within budget for additional expenses as needed.

### General

1. The Fiscal Year 2026 budget is effective October 1, 2025.
2. MSTU Tax Rate: 2.00 Mills is for beautification improvements and maintenance within the taxing district.
3. The Ad Valorem taxable value increased 5.42% for fiscal year 2025 over 2024 generating additional revenue of \$24,500.
4. The Office of Budget Management assumes 5% of the millage assessed will be delinquent and factors the assumption into the budget.
5. The *Asset Management Plan* which estimates life expectancies of MSTU assets and corresponding expenditure projections to fund maintenance and repairs of these assets through 2028 will be updated.
6. 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. Felger noted:**

- Additional spreading of cocoa brown mulch will be undertaken by A & M Property Maintenance in November/December 2026.
- Requests for Quotes (RFQ) are being solicited from Simmonds Electrical to repair the pole and/or lamp outages.
- Fertilizer will be applied in November/December in accordance with McGee & Associates schedule.

### **B. Lighting Inspection 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).*

#### October 2, 2025 Observation Report

- St. Andrews Boulevard: three single luminaires are out.
- All lamp poles are fitted with Lumec-brand LED replacements.
- The monument lights at the Baltusrol Drive entrance to Pinehurst Estates will be added to the report.

### **C. Radar Speed Report**

#### 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*).

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- A data report has not been available for the past thirty days.
- Traffic Logix will be contacted to find a solution to the issue.
- Speed monitoring options will be researched for future consideration.

### D. Committee Application

**Mr. Felger** reported that the Board of County Commissioners appointed Lisa Rice McGarity to the Lely Golf Estate Beautification MSTU Advisory Committee for a four-year term.

One seat for a four-year term is available on the Committee. An application was received from Bonnie R. Karen. Ms. Karen's application will be considered by the Advisory Committee for recommendation to the Board of County Commissioners at the November meeting.

## VII. Ongoing Business

**Mr. Felger** reported:

### A. Traffic Signage

- The Board of County Commissioners (BCC) approved the transfer of street and STOP signs to the MSTU in March 2025.
- A *Traffic Signs* inventory report by location with financial projection of cost replacement was prepared for the Procurement Division.
  - Sixty-four signs on decorative poles (36 street name and STOP signs and twenty-eight speed limit and crosswalk signs).
  - Estimated replacement cost is \$109,912.00.
- The project will go "out to bid" as the cost exceeds the threshold determined by the Procurement Division.
- Upon quote approval, a contract will be awarded and sign production and installation sequences planned.

### B. Sign Lights

- Simmonds Electrical of Naples, Inc. installed Dabmar bronze light fixtures with LED bulbs and PermaPosts at the St. Andrews Boulevard and Doral Circle sign monuments.

## IX. New Business

**Mr. Felger** reported:

### A. Holiday Décor 2025

#### 1. St. Andrews Boulevard Entrance and Doral Circle

- Naples Christmas Lighting, a division of Sight N Sound, submitted quote #1095, dated September 5, 2025, in the amount of \$5,600.00 to install holiday decorations and coaxial lights at the Lely MSTU entrances on Saint Andrews Boulevard and Doral Circle in November 2025.
- The design will replicate the 2024 plan and be installed by mid-November.
- Text and email contact information was provided to report seasonal light outages.

*Mr. Felger will confirm method of contact to report light outages, and confirm turnaround time for repairs, to Naples Christmas Lighting.*

*Ms. McGarity motioned to approve Naples Christmas Lighting's proposal #1095, dated September 5, 2025, in the amount of \$5,600.00, to install holiday decorations and coaxial lighting*

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*at the Lely MSTU entrances on Saint Andrews Boulevard and Doral Circle. Second by Vice Chair Dammert. Carried unanimously 3 – 0.*

### 2. Forest Hills Boulevard and Augusta Boulevard

**Ms. McGarity** presented a proposal to decorate the monument at Forest Hills and Augusta Boulevards. She highlighted:

- A decorative twenty-four-inch holiday wreath and garland will be placed on the monument.
- Colored solar lights will be installed to complement the decorations.
- Mr. Felger will purchase the accessories.

*Mr. Mann motioned to approve up to \$75.00 to purchase a holiday wreath and colored string lights for the monument at Forest Hill Boulevard and Augusta Boulevard. Second by Ms. McGarity. Carried unanimously 3 – 0.*

### B. Planting Scheme B (continued)

A & M removed the summer seasonal plants. Solarization of the bed soil will commence in preparation for installation of winter flowers.

### C. McGee & Associates FY-26 Landscape Architectural Maintenance Consulting Services.

**McGee & Associates** submitted a proposal in the amount of \$21,375.00, for Annual Services for Landscape Architectural Maintenance Consulting Services for the Lely Golf Estates Beautification MSTU for FY-26.

*Mr. Mann motioned to approve McGee & Associates contract proposal dated September 17, 2025, for Annual Services for Landscape Architectural Maintenance Consulting Services for the “Lely Golf Estates, MSTU” as permitted by Contract #18-7432-LA “Professional Services Agreement - Library Landscape Architecture Category” “Fixed Term Continuing Contract”, in the amount of \$21,375.00, for Fiscal Year 2026. Second by Ms. McGarity. Carried unanimously 3 – 0.*

### D. Irrigation

- Mr. Felger has been working with Mr. Yzaguirre and his staff to activate non-working zones in three medians.
- The Road Maintenance Division utilizes the Motorola™ system for irrigation for all County roadways.
- Conversion of the MSTU’s irrigation system from HydroPoint to Motorola™ would provide continuity with the County equipment.
- The HydroPoint controller(s) would be replaced with Motorola™ controllers.
- **Ms. Sizensky** will provide information on conversion to the Motorola™ controller to Mr. Felger.
- A quote(s) will be requested from a qualified contractor(s) for the purchase and installation of the Motorola™ controller(s).
- The quote will be presented to the Committee at the November 2025 meeting for consideration.

### X. Committee Member and Staff Comments

The Members noted that the most important undertaking for the MSTU is the street and STOP sign project.

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XI. Public Comments

None

XII. Adjournment

*There being no further business to come before the Committee, the meeting was adjourned at 3:30 P.M.*

LELY GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE



Kathleen Dammert, Vice Chair

These Minutes were approved by the Committee on November 20, 2025 as presented ☒ or as amended \_\_\_\_.

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

NEXT MEETING:

NOVEMBER 20, 2025 – 2:00 PM  
SOUTH REGIONAL LIBRARY  
8065 LELY CULTURAL PARKWAY  
NAPLES, FL 34113  
239.252.7542