



# GOLF ESTATES BEAUTIFICATION MSTU

## ADVISORY COMMITTEE

8300 Radio Road

Naples, FL 34104

### Minutes

July 18, 2024

#### I. Call to Order

The meeting was called to order at 2:01 P.M. and a quorum of three was present.

#### II. Attendance

**Committee Members:** Open Seat, Chair; Kathleen Dammert, Vice Chair; Anita Ashton, Linda Jorgensen, Kathleen Slebodnik

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

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

**Others:** Lisa McGarity, Resident; Pat McCabe (ZOOM)

#### III. Approval of Agenda

*Ms. Slebodnik moved to approve the Agenda of the Lely Golf Estates Beautification MSTU Advisory Committee. Second by Ms. Ashton. Carried unanimously 3 - 0.*

#### IV. Approval of Minutes – May 16, 2024

*Ms. Ashton moved to approve the minutes of the May 16, 2024, Lely Golf Estates Beautification MSTU Advisory Committee meeting. Second by Ms. Slebodnik. Carried unanimously 3 - 0.*

#### V. Chairman's Report

**Mr. Schumacher** reported:

##### A. Community Assessment

- The assessment will be addressed during the contractor's reports.

##### B. St Andrews Blvd. Speeds and Traffic Count

**Mr. Schumacher** reported:

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*).

Daily vehicle report statistics from June 14, 2024, to July 15, 2024:

- Radar 1 (110 St Andrews Blvd) is not functioning properly. Traffic Logix has been notified to diagnose and repair the sign.
- Radar 2 (255 Saint Andrews Blvd) recorded 49,770 vehicles for an average of 1,555 per day. The maximum speed was between sixty-six and seventy (66 -70) mph.
- Discussions ensued regarding speeding in the community.

**C. Doral Circle Sign**

- Lykins Signtek evaluated the sign and reported the internal frame is structurally sound.
- Quotes to reinforce and renovate the sign will be solicited from three sign vendors once the Committee has approved a design.

**VI. Contractor Reports**

**Mr. McGee** summarized the July 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).*

**A. 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:

All locations

- Fertilize Perennial Peanut plants in accordance with specifications distributed to A & M Property Maintenance.

St. Andrews Blvd.

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

Pebble Beach Boulevard

- Median #16: Prune the Torpedo grass.

Doral Circle

- Inbound side Royal Palm displays dwarf and yellowed fronds indicating a magnesium deficiency. Recommend granular application of manganese to ensure plant growth.
- Replace Tabebuia tree with Golden Trumpet trees.

**B. Landscape Maintenance Report – A & M Property Maintenance**

**Mr. Yzaguirre** reported:

- Community landscaping is in good condition.
- Weeds were sprayed with Herbicide.
- Fungicide will be applied as needed to plants on the outbound sides of St. Andrews Boulevard and Doral Circle.
- Irrigation is functioning as intended.

*Ms. Jorgensen joined the meeting. A quorum of four was present at 2:31P.M.*

**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 July 18, 2024, prepared July 10, 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, \$107,863 is committed to existing Purchase Orders and \$164,516 is expended, leaving the remainder of \$43,454 available within budget for additional operating expenses as needed.
  - e. Line 26, County Overhead – Of the \$76,800 budgeted, \$75,906 has been transferred and a balance of \$894 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, \$107,863 is committed in existing Purchase Orders, \$240,423 has been expended, leaving the remainder of \$472,347 available for MSTU expenditures.
- 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:

- Quotes will be solicited for Holiday Lighting.
- Final invoices for Superb Landscaping have been processed. SLS Purchase Orders will be closed by the end of FY-24.

## MINUTES

- Light pole replacement cost for Pebble Beach Circle and the Doral Sign renovation project 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 FY-25 budget is effective October 1, 2024.
- 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 millage of 2.00 per \$1,000 of Ad Valorem taxable value is reviewed annually in March or April.

### **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 July 4, 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 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.
- A quote will be solicited from Simmonds Electrical to provide both equipment and installation for the sign lights based on specifications provided by McGee & Associates.

### **C. Application(s) to the Advisory Committee**

**Mr. Schumacher** reported a seat is available on the Lely Golf Estates Beautification MSTU Advisory Committee.

- Applications were received from Lisa Rice McGarity and Pamela A. Gittings.
- 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.

## **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.
- A sub-contractor repaired the stonework and reformatted the cap stones.
- The invoice for repairs, debited to the Capital Projects category, has been paid.
- 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 (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 posts).
- Reports will be solicited upon completion of the transfer.

**C. Traffic Calming**

**Mr. Schumacher** reported:

Crosswalk St. Andrews Blvd.

- A "Crosswalk Package" to enhance pedestrian safety at the school bus stop location intersection of Pine Valley Cir. and Pebble Beach Circle, was provided to Ms. McGarity for the Lely Civic Association Board to pursue with Traffic Operations.

ROW Structure St. Andrews Blvd.

- A St. Andrews Blvd. Right of Way structure, such as a simulated guard shack, may be considered at a future time.

**D. Pending Items**

**Mr. Schumacher** reported:

**A. Pebble Beach Light Pole**

- Simmonds Electrical of Naples will 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 is scheduled to ship from Canada on August 9, 2024, with an estimated delivery date of August 21, 2024.
- An accident report was obtained from the Sheriff's Office and an insurance claim filed with the County Risk Management Division.

**B. Mulch**

- Red specialty mulch was installed at the entrance monuments, and sections of St. Andrews and Pebble Beach Boulevards, and Doral Circle.
- Quotes for red specialty mulch will be solicited for Fiscal Year 2025.
- The Committee will consider conversion to County cocoa brown mulch for the community when the next seasonal planting scheme is adopted.

MINUTES

**IX. New Business**

**Mr. Schumacher** reported:

Doral Circle Entryway Sign Refurbishment

- Design options for the entry sign in the median at Doral Circle may be reviewed by the Committee.
- Coordination of the color scheme with the St. Andrews Blvd. Monument Signs may be a consideration.

Election of Officers

- The election of officers will be an Agenda item at the next meeting.

**X. Committee Member Comments**

None

**XI. Public Comments**

**Ms. McCabe** requested enhancements as follows:

- The seasonal flower planting color scheme should be complimentary to the entry sign color.
- The Palm tree trunk in the median should be lit for the holiday season.

**Mr. Schumacher** noted:

- A & M is having trouble locating Golden Trumpet trees.
- An accounting of MSTU expenditures for the Doral Circle median will be distributed at the next meeting.

**XII. Adjournment**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:36 P.M.*

**LELY GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE**

  
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**Chair**

These Minutes were approved by the Committee on September 19, 2024 as presented  or as amended .

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

**NEXT MEETING:**

**AUGUST 15, 2024**  
 SOUTH REGIONAL LIBRARY  
 8065 LELY CULTURAL PARKWAY  
 NAPLES, FL 34113  
 239.252.7542