

Enclosure 1



Minutes

Immokalee Lighting and Beautification MSTU Advisory Committee Meeting January 25, 2012

A. Call to Order. The meeting was called to order by Cherryle Thomas at 9:00 a.m.

B. Roll Call and Announcement of a Quorum.

Advisory Committee Members Present:

Cherryle Thomas, William Deyo, Norma Ramirez, Lucy Ortiz.

Advisory Committee Member Absent/Excused:

Andrea Halman.

Action: A quorum was announced as being present.

Others Present: John Ribes, Richard Tindale and Robert Kindelan.

Staff: Penny Phillippi, Bradley Muckel, Christie Betancourt.

C. Introductions. All present introduced themselves to the new Committee member, Norma Ramirez.

D. Announcements.

E. Adoption of the Agenda.

Action: Lucy Ortiz made a motion to approve the agenda with the addition of a Project Manager's Report as Item H.c.iii; it was seconded by Norma Ramirez and the motion passed by a vote of 4-0.

F. Communications.

Ms. Phillippi passed around the Communications Folder which contained Public Notice of the meeting.

G. Approval of the Minutes.

Action: Norma Ramirez made a motion to approve the minutes for the month of October. The motion was seconded by William Deyo and the motion passed by a unanimous vote of 4-0.

H. Old Business.

a. Budget Report.

Christie Betancourt provided Purchase Order and Expenditures Reports to the Committee and reviewed the status of the budget. The report was accepted by consensus.

b. Code Enforcement Report.

Code Enforcement was not present for the meeting.

c. Projects Report.

i. Maintenance Report.

Mr. Kindelan of CLM reported that the Christmas garland and banners were removed and the banners put up on time. He reported that some poles are missing arms and that replacements should be ordered. He also reported that trimming is as needed.

Action: The Committee requested that a complete inventory of the poles (to include any missing parts) be executed. They further requested an partnership with Road and Bridge and the Sherriff's Department be created to expedite the knowledge of down poles and to have a place to store poles during repair/replacement.

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ii. Landscape Architect Report.

Mr. Tindale introduced the President of JRL Design, distributed and reviewed his field report noting deficiencies.

Action: Although he was emphatic that the hedge in front of the Sherriff's Office has not been replaced, the Committee took no action on the item except to request an estimated cost.

The Committee requested that the Parks and Recreation Department partner with the MSTU to replace the historic sign on the old cemetery.

iii. Project Manager Report

Bradley Muckel provided a PM report.

1. Southern Signal Quote for replacement poles. He suggested that some of the poles that have been repeatedly knocked down and replaced should not be replaced, e.g., Colorado & 1st Street.

Action: By consensus of the Committee, staff was instructed to review the quotes for replacement poles and do not replace ones that have been repeatedly knocked down. The light out on the 11th Street extension near Robert's Ranch should be repaired. They further instructed staff to pave over with bricks, not cement where poles are not being replaced.

2. Mr. Muckel reported that 5 of the 7 replacement trees at northern entry (FDOT Project) had died but had been replaced by Brown's Landscaping. He stated that the trees will be watered daily for the next 2 months.
3. The plans for the site line project on Main Street are now at 60%.
4. The Carson Road Sidewalk project plans by G. Grady Minor should submitted at 90% in the coming week.
5. He reported that the only MSTU contract due to expire is the CLM and it will expire February 6, 2012. Mr. Kindelan stated the contract has been extended for 1 year.

d. Community Redevelopment Agency Report.

- i. Illuminated Crosswalk Grant – Bradley Muckel provided a report that the contract for the sidewalk grant was presented to the BCC on December 13th and was approved. This grant will provide a pedestrian safety study, construction of lighted crosswalks on First Street and on Main Street, and will involve considerable outreach to the community for input.

- ii. Stormwater Project – Mr. Muckel stated that the contract to begin construction was approved on the January 24, BCC Agenda.

I. New Business.

a. MSTU Project Manager Status

Ms. Phillippi reported that she and Brad will begin interviewing applicants during January and early February in hopes of having a PM on board by March.

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J. Citizen Comments.

The President of JRL Design complimented the Advisory Committee for doing an excellent job. He stated he looks forward to working with them in the upcoming year and that if he can ever be of assistance to please call him at 239.261.4007, Extension 22.

K. Next Meeting Date.

The next meeting will be held February 22, 2012 at 11:00 a.m.

L. Adjournment.

The meeting business meeting adjourned at 10:00 a.m.

BREAK

Operational Plan Workshop

A. The Committee outlined their 2011 accomplishments as follows:

1. Sidewalk projects – Eden Park and Roberts Avenue
2. Lighting projects – 11th Street extensions, installed 33 new light poles
3. Additional trash receptacles placed in front of Family Dollar
4. Removed many of the plastic bollards on Main Street (cemented over)
5. Pedestrian improvements on Main Street
6. Asphalt bike paths on south side of town
7. General maintenance
8. Removed the palm trees on Main Street
9. Christmas decorations
10. Partnership with CRA to move administrative duties to CRA

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B. 2012 Goals and Action Steps in Priority Order

| | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|------|------|------|------|------|
| Lighting | | | | | |
| 1. Expand street lights in residential areas | √ | √ | √ | √ | √ |
| 2. Stop light at SR 29/New Market - North | √ | √ | √ | √ | √ |
| 3. Stop light at SR 29/New Market - South | √ | √ | √ | √ | √ |
| 4. Lighted Christmas deco on poles | √ | | | | |
| 5. Lighted Christmas village on plaza | √ | | | | |
| Water | | | | | |
| 1. Reuse water for irrigation | √ | √ | | | |
| 2. Drinking fountains at parks/play grounds | √ | √ | √ | | |
| 3. Bathrooms at parks | √ | √ | | | |
| Stormwater | | | | | |
| 1. Seek planning grant | √ | | | | |
| a. New Market/Charlotte | √ | √ | √ | | |
| b. Weeks Terrace | √ | √ | √ | | |
| c. Immokalee Rd/N 9 th St. | | √ | √ | | |
| Sidewalks | | | | | |
| 1. Carson Rd. (Lake Trafford to Westclox) | √ | √ | | | |
| 2. Colorado | √ | √ | | | |
| 3. 9 th Street South | √ | √ | | | |
| 4. Orchid | | √ | | | |
| 5. Carson Rd. (Lake Trafford to Immokalee Dr.) | | | √ | √ | |
| 6. Gum removal on Main St | √ | √ | √ | √ | √ |
| Beautification | | | | | |
| 1. Entry monuments | √ | √ | √ | √ | |
| 2. Planters (to replace palms) | √ | √ | | | |
| 3. Clock tower | √ | √ | | | |
| 4. Additional trash receptacles | √ | √ | | | |
| 5. Benches | √ | √ | | | |
| 6. Open air market on 9 th Street | √ | √ | | | |