

MINUTES

Joint Meeting of the Community Redevelopment Agency Advisory Committee, Enterprise Zone Agency, and the Immokalee Lighting and Beautification MSTU December 18, 2013
750 South 5th Street, Immokalee, FL

A. Call to Order.

The meeting was called to order by Mike Facundo, CRA Chair at 8:45 a.m.

B. Roll Call and Announcement of a Quorum.

Advisory Committee/EZDA Members Present:

Floyd Crews, Cristina Perez, Carrie Williams, Mike Facundo, Robert Halman, and Ski Olesky.

Advisory Committee/EZDA Members Absent/Excused:

Frank Nappo, Esil Null, Julio Estremera and James Wall.

MSTU Advisory Committee Members Present:

Cherryle Thomas, Lucy Ortiz, William Deyo, Norma Garcia, and Andrea Halman.

MSTU Advisory Committee Members Absent/Excused:

All present.

Action: *A quorum was announced as being present for all boards.*

Others Present: Amanda Adame, Stephanie Rice, Elizabeth Conde, Paul Midney, Everett Loukonen, Steve Hart, Armando Yzaguirre, Sylvia Yzaguirre, Richard Tindell, Felicia Brown, and Chief Paul Anderson.

Staff: Brad Muckel, Marie Capita, and Christie Betancourt.

C. Introductions. All present introduced themselves.

D. Announcements.

a. BCC Agenda Items

Staff announced that all agenda items at the December 10, 2013 BCC board meeting were approved on the consent agenda.

i. Agenda Item 16B2 – Exit Strategy for the IBDC

ii. Agenda Item 16B3 – Budget Amendment/Sub-recipient Agreement for \$150,000

iii. Agenda Item 16B4 – Resolution modifying the CRA Bylaws

iv. Agenda Item 16B5 – David Corban Change Order #2

v. Agenda Item 16B6 – Award Initiation to Bid 13-6067 – Surety Construction, Inc. \$576,256.

vi. Agenda Item 16H11 – Frank Nappo appointment to the Immokalee EZDA.

E. Adoption of Agenda

Action: *Mr. Olesky made a motion to approve the Agenda, Ms. Williams seconded the motion and it passed by unanimous vote.*

F. Communications.

The folder containing the Public Notice, Nappo appointment letter, Letters sent to Commissioner Nance for LDC workshops in Immokalee, Letter sent to FDOT for Main Street Median, and Letter sent to Large box retailer was presented to the board.

G. Approval of Minutes

a. Approval of Minutes for the November 20, 2013 Meeting of the CRA and EZDA board.

CRA/EZDA Board Action vote.

Action: *Mr. Olesky made a motion to approve the minutes for the November 20, 2013 CRA and EZDA Meeting with one addition of including that the minutes show that the CRA and EZDA meeting were being recorded by a public citizen and not the CRA staff. The motion was seconded by Ms. Williams and the minutes were approved by unanimous vote.*

- b. Approval of Minutes for the November 20, 2013 Meeting of the MSTU Advisory board.

MSTU Board Action vote.

Action: *Mr. Deyo made a motion to approve the minutes for the November 20, 2013 MSTU Meeting with one correction. The motion was seconded by Ms. Halman and the minutes were approved by approved by unanimous vote.*

H. New Business.

- a. CP-2013-8 Proposed Amendment to the IAMP for large scale retailer
Mr. Muckel informed the board that the applicant for large scale retailer was emailed a letter requesting they attend this meeting. A representative from Barron Collier Companies responded and said that they would not be able to attend the December meeting. They would like to meet with us prior to the Neighborhood meeting scheduled for January 13, 2014. They suggested moving the next Advisory Board meeting to 1/8/14 so that they could attend.

Chair Mike Facundo wanted to hear from the public in attendance. Amanda Adame, Stephanie Rice, and Elizabeth Conde addressed the board with their support for the large scale retailer.

- b. Marketing Plan
Steve Hart presented the board with the Immokalee CRA Marketing Plan for the upcoming year.
The Advisory board would like for Relevanza, our Marketing Consultant, to post more public notices, public meetings, news articles and other reports to the Immokalee Bulletin, Naples Daily News, Immokalee Today web, and any other local newspaper on a weekly basis as a public service announcement.

- c. Nominations
CRA staff opened the floor for nominations for Chair and Vice Chair.

CRA/EZDA Board Action vote.

Action: *Floyd Crews nominated Mike Facundo for Chair and Carrie Williams for Vice Chair, Ski Olesky seconded the nomination. Mr. Crews made a motion to close nominations which was seconded by Ski Olesky. A vote was taken and Mike Facundo and Carrie Williams were re-elected as Chair and Vice Chair.*

I. Old Business.

- a. Land Development Code
Staff requested that board turn in the tally sheet that was provided to them in regards to the prohibited uses for the Immokalee Main Street Overlay Sub District (MSOSD). Staff announced that only two tally sheets had been turned in. Most board members said they didn't fully understand the uses for the Main Street overlay and would like for staff to hold LDC Workshops to review overlays with County Planning staff and provide board with direction.
- b. Immokalee Area Master Plan
No update reported.
- c. First Street Plaza Zocalo
Staff announced that the BCC approved a budget increase to cover the lowest construction bid received by Surety Construction.
- d. Advisory Board Member list
Staff provided board with a copy of all advisory board information for review and requested current contact information for files.
- e. Enterprise zone Benefit Summary
A copy of the Immokalee Enterprise Zone Program Benefits summary was provided to the board for review.

- f. Project Managers' Report
 - i. CRA Project Manager

Mr. Muckel gave updates on the Stormwater Improvements Projects, the Façade Grant Program, and the Crosswalk Improvements Project.

 - 1. Drainage and Sidewalk Improvement Projects
 - a. DRI Round 2 Grant (Immokalee Drive Project)

SFWMD construction permit issued.
HHVS requesting an environmental assessment be performed prior to bidding the project.
Projected construction start: May-2014.
Deadline to request \$200,000 reimbursement under Funding Agreement with Big Cypress Basin has been pushed 90 days to January 31, 2014.
Deadline for construction grant has been extended from February-2014 to September-2014.
 - b. DRI Round 3 Grant (Colorado Avenue Project)

HHVS requesting an environmental assessment be performed prior to bidding the project.
This project will be bid on its own in February.
Projected construction start March-2014.
 - 2. Façade Grant Program

Notary & Paralegal Services: Grant Agreement approved on 9/11/12 by CRA Board. Previous deadline for completion was 9/11/13. Following the CRA Advisory Board recommendation, on 9/10/13 the CRA Board approved the 180-day extension. This is a correction from 90 extension announced at last months meeting.
Following the CRA Advisory Board recommendation, the CRA Board approved the \$20,000 Kountry Kitchen application on 9/10/13.
 - 3. Crosswalk Improvement Project

AIM Engineering was issued a Notice-to-Proceed on 6/12/13 to 1) perform analytical and observational pedestrian study along Main and South First Streets, 2) conduct public workshops to educate the community on transportation safety, 3) meet with community organizations to garner input on solutions to the pedestrian incidence rate, and 4) produce construction drawings for the device(s) that will have the greatest impact on reducing the pedestrian injury/fatality rate within the Immokalee Central Business District. (\$73,070, funded by the MSTU Fund 162).
AIM will be conducting their field studies on the weekends of 1/10 and 1/17/14.
 - 4. Immokalee LDC Amendments

Working with County Planning Staff for LDC Amendment Cycle, Jan-2014.
Bringing draft changes to the CRA Advisory Board for discussion and vote.
The changes will be limited to the Immokalee Main Street Overlay Sub-District (MSOSD).
 - ii. IBDC Project Manager

Ms. Capita provided the board with an Immokalee Business Development Center End of Year report

In 2013, the IBDC trained 73 individuals in business related workshops and the Entrepreneurial Class.

In 2013, the IBDC facilitated the following workshops in the community:

- Section Three and Davis Bacon Act workshop
- Social Media/Marketing workshop
- HUBZone Certification workshop
- Government Contracting workshop
- (1) Five weeks Business Basic Computers Workshop
- (2) Six weeks Entrepreneurial Classes

In 2013, the IBDC assisted 1 local business in obtaining their Section Three Certification

In 2013, the IBDC assisted 4 local small businesses in obtaining small business loans to expand their existing business:

- 2 with Florida Community Bank
- 1 with Metro Broward
- 1 with ACION

In 2013, with the assistance of the US Small Business Administration, the IBDC assisted a local contracting company in obtaining a Performance and Bid bond which enabled them to obtain a contract with Collier and Hendry County.

In 2013, apart from assisting walk-ins with general business related questions, the IBDC directly assisted 4 new/expanding businesses through the program.

In 2013, the IBDC along with the CRA hosted 3 Women Networking Luncheon. The Women's Networking Luncheon is a networking opportunity for professional women. Every woman gives a one minute presentation during lunch and then the networking begins! It's a relaxed and effective way to network and build relationships.

iii. MSTU Reports

1. Budget Report

Staff provided board with a budget to actual report of MSTU fund 162 and fund 111-163805.

2. PO Report

Staff provided board with a Purchase Order report showing all the open purchase orders and the balance of each.

3. Project Manager

Staff provided board with updates on the Carson Road Sidewalk project, the Landscape Maintenance Contract, the Zocalo – 1st Street Plaza, the Immokalee Main Street Improvements Project, and Holiday Decorations.

Zocalo - 1st Street Plaza

The BCC approved a budget increase of \$150,000 to cover the lowest construction bid received by Surety Construction.

Substantial Amendment to Collier County Action Plan was approved on 12/10/13.

Surety Construction contract was approved by the BCC on 12/10/13. A NTP will be issued once contract is received back.

Corban Contract #12-5896 was extended by the BCC on 12/10/2013 from January 07, 2014 until May 31, 2014.

Projected construction start: late Jan-2014

Grant expires on 5/31/14Grant

Immokalee Landscape/Maintenance Contract #13-6022R

A&M Property Management has been diligently maintaining the MSTU areas.

Immokalee Main Street Median Reconfiguration Project

Jointly funded between MSTU and FDOT

Construction completion date: 11/23/13

Will submit reimbursement request to FDOT (\$67k).

Immokalee Median Landscaping/Irrigation Improvement project

Jointly funded between MSTU and FDOT

Construction plans currently at 90%

Project on hold until the Pedestrian Safety Improvement project is completed.

Our request to FDOT extending our performance period from Jun-2014 to Feb-2015 has been approved.

Carson Road project – Sidewalk

100% complete

Final Invoice approved

Project Close Out

County Road Maintenance is requesting we fill in the areas at intersections with asphalt.

4. Contractor Reports

a. Maintenance Report

Armando Yzaguirre from A & M Property Maintenance provided the MSTU board with a report on all services they provided for the month of November and December.

Replaced about 50 breaks.

Added Mulch to median and right of ways in area of 1st Street and Main Street.

Announced that Pressure washing will be done in the second week of January.

Banners will be down on or before January 6th.

b. Landscape Architect Report

Richard Tindell from Greenworks provided the MSTU board a field report for the month of December. He also reported that coverage areas are looking real good.

g. Code Enforcement

Ms. Cristina Perez gave a brief report on the community effort from code enforcement in Immokalee. She informed the board that the next clean up will be on January 18, 2014. Details of clean up will be provided at the next meeting.

J. Operational Plan FY 2014

MSTU board would like to wait until James comes back to review the Operational Plan. CRA staff would like to schedule a workshop just for the Operational plan at a future date.

K. Citizen Comments.

No citizen's comments.

Staff informed the board that they needed a motion for approved Agenda Item #16B6 that was approved by the board on December 10, 2013 regarding maintenance funding for the proposed First Street Plaza project. Mr. Muckel informed the board that funding for this contract is provided through a Community Development Block Grant (CDBG) awarded by the Collier County Department of Housing, Human and Veteran Services to the CRA (CDBG/DRI Contract #B-10-UC-12-0016, Funded Program #CD10-13).

Although construction of the facility is grant-funded, the Parks & Recreation Department will be responsible for all routine and on-call maintenance of this facility. In exchange, that Department will have full use of the facility to hold community events which will generate revenue for the Department. In addition, the Immokalee CRA Fund 186 and Immokalee MSTU Fund 162 will collectively contribute up to \$20,000 per year to Parks & Recreation on an interdepartmental reimbursement basis for documented staff time and materials associated with maintaining the facility. The CRA will also pay the facility's utility bills (water & electric).

MSTU Board Action vote.

Action: *Mr. Deyo made a motion to approve an expenditure of up to \$10,000 per year from MSTU Fund 162 to fund the First Street Plaza maintenance of the facility. Ms. Halman seconded the motion and the motion passed by unanimous vote 5-0.*

CRA/EZDA Board Action vote.

Action: *Ms. Perez made a motion to approve an expenditure of up to \$10,000 per year from MSTU Fund ~~162-186~~ to fund the First Street Plaza maintenance of the facility. Mr. Facundo seconded the motion and the motion passed by a 4-1 vote. Carrie Williams voted by phone and Floyd Crews voted against. Ski Olesky didn't vote. He left meeting early and was not reachable by phone.*

K. Next Meeting Date. The next regular CRA/EZDA Meeting will be January 8, 2014, at 8:30 A.M. at Southwest Florida Works located at 750 South 5th Street in Immokalee. The next regular MSTU Meeting will be held on January 8, 2014, at 8:30 AM at Southwest Florida Works located at 750 South 5th Street in Immokalee.

L. Adjournment. This meeting adjourned at 11:45 AM