

MINUTES – Revised 5-21-14

Joint Meeting of the Community Redevelopment Agency Advisory Committee, Enterprise Zone Agency, and the Immokalee Lighting and Beautification Municipal Service Taxing Unit Advisory Committee on April 16, 2014.
750 South 5th Street, Immokalee, FL

A. Call to Order.

The meeting was called to order by Mike Facundo, CRA Chair and Cherryle Thomas, MSTU Chair at 8:36 a.m.

B. Roll Call and Announcement of a Quorum.

Advisory Committee/EZDA Members Present:

Floyd Crews, Cristina Perez, Carrie Williams(left 10:40a.m.), Mike Facundo, Robert Halman, Jim Wall (left 10:30a.m.), Frank Nappo, and Ski Olesky.

Advisory Committee/EZDA Members Absent/Excused:

~~Jim Wall~~ Julio Estremera

MSTU Advisory Committee Members Present:

Cherryle Thomas, William Deyo, and Andrea Halman.

MSTU Advisory Committee Members Absent/Excused:

Norma Garcia, and Lucy Ortiz.

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

Others Present: Estil Null, Amanda Campos, Leo Rodgers, Paul Midney, Steve Hart, Armando Yzaguirre, Sylvia Yzaguirre, and Richard Tindell.

Staff: Brad Muckel, James Sainvilus, and Christie Betancourt.

C. Introductions. Everyone present introduced themselves.

D. Announcements.

1. CRA Workshop with Governing Board

Staff announced to the board that the annual CRA workshop that was cancelled by the BCC staff in January will now be held on May 6, 2014 at 1:00 PM at the BCC chambers. This will be a round table discussion with both CRA's and the Board of County Commissioners serving as the Governing Community Redevelopment Agency. Items of discussion will be the Annual Report, the Land Development Regulations and staffing of the CRA's. Staff would like for all Advisory Board members attend. This will be a great opportunity to have a one on one with the Board of Community Commissioners.

E. Adoption of Agenda

Staff announced that two enclosures would be added to the agenda. Agenda Items J.2.i. will have Enclosure 14 attached and agenda Item L.4.ii. will have Enclosure 15 attached.

CRA/EZDA Board ACTION:

Action: *Mr. Olesky made a motion to approve the Agenda with added Enclosure 14 and Enclosure 15, Mr. Crews seconded the motion and it passed by unanimous vote.*

MSTU Board ACTION:

Action: *Ms. Halman made a motion to approve the Agenda with added Enclosure 14 and Enclosure 15, Mr. Deyo seconded the motion and it passed by unanimous vote.*

F. Communications.

The folder containing the Public Notice, Bicycle regulations, FDOT letter, Lipman email, and the CRA/EZDA Advisory board attendance log was presented to the board.

G. CRA Consent Agenda

1. Approval of CRA/EZDA Minutes
 - i. CRA Advisory Committee Meeting for March 19, 2014
 - ii. EZDA Advisory Committee Meeting for March 19, 2014

CRA/EZDA Board ACTION:

Action: *Mr. Olesky made a motion to approve the minutes for the March 19, 2014 CRA and EZDA Meeting. The motion was seconded by Ms. Williams and the minutes were approved by unanimous vote.*

H. MSTU Consent Agenda

1. Approval of MSTU Minutes
 - i. MSTU Advisory Committee Meeting for March 19, 2014
Cristina Perez announced that she was not sick at the last meeting she was in training and she would like for the minutes to reflect that change.

MSTU Board ACTION:

Action: *Ms. Thomas made a motion to approve the minutes for the March 26, 2014 MSTU Meeting with one correction. The motion was seconded by Ms. Halman and the minutes were approved by unanimous vote.*

I. CRA New Business

1. Immokalee CERT (Community Emergency Response Team)
Mr. Halman provided board with CERT informational handout and a powerpoint presentation. A question and answer session was conducted. Fire Marshall Leo Rodgers from the Immokalee Fire Department announced that they will begin CERT Training classes each Thursday evening beginning May 1st through June 26, 2014 from 6:00 pm – 9:00 pm at the Immokalee Fire Station. The classes are free to all.
2. Budget 2015
CRA staff provided board with a draft fund 186 budget for FY 2015 for review. The draft budget was discussed in detail with the advisory board. Total revenue budget for the upcoming year is \$558,500.
Transfers from Fund 001 \$278,300
Transfers from Fund 111 \$ 55,900
Transfers from Fund 162 \$ 76,000
Investment Interest \$ 1,000
Carryforward from 2014 \$147,700
\$558,900
3. SR 29 PD & E Study
Staff provided board with a copy of the handouts that were given at the April 3, 2014 Alternative Public Workshop for SR29 PD&E Study.

J. CRA Old Business

1. Land Development Code
 - i. Workshop
Mr. Muckel informed board that the LDC workshops that were to be held on 4/15, 4/22, & 5/13 were postponed until further notice.

2. First Street Plaza Zocalo
 - i. Maintenance of Plaza – Annual Maintenance Budget
Parks & Recreation staff provided board with a copy of cost for Operating and Maintenance of the First Street Plaza.
FY 2013 - \$ 7,148
FY 2014 - \$21,445
FY 2015 - \$21,767
FY 2017 - \$22,093
FY 2018 - \$22,425
FY 2019 - \$22,761
These costs would include 2FTE's for 3 hrs x 1/wk, 1FTE for 1 hr x 3/wk
Advisory Board members would like for a more detailed Maintenance Cost description for routine maintenance and for on call services. They would also like more details from Parks & Receptions regarding the payment/invoice process for the maintenance cost sharing.
CRA staff informed the board that a walk thru was conducted yesterday with Surety Construction, CRA staff, and Housing and Human Veterans Services. Staff also announced that the Ribbon Cutting Ceremony will be held in early May once the final punch list from Surety Construction is completed.
3. Project list – MPO – update
Staff reviewed the draft list for projects in Immokalee they would want added to the MPO list. 1.) Little League extension, 2.) New Market Road, 3.) Lake Trafford Road, 4.) State Road 29, & 5.) Experimental Road.
Staff needs to get a finalized list compiled with board and have board representative Frank Nappo attend all the meetings. Cristina Perez informed board that she sent CRA staff a list of all county maintained roads in Immokalee.
4. CP-2013-8 Proposed Amendment to the IAMP for large scale retailer
CRA staff informed the board that the applicant for large scale retailer will go before the Collier County Planning Commission on Tuesday, April 29th at 5:00 PM at the Immokalee High School auditorium. Agenda package for the CCPC Meeting will be sent to the advisory board once received.
If approved from the CCPC the application will be transmitted to BCC in June 2014. Board wanted to know who is paying for impact fees. Staff informed board that during the announcement meeting held by Barron Collier at the Immokalee Airport on 4/11/14, representatives from WalMart stated that they will be paying their own impact fees. Permits are forecasted for fall-2015 with a 365 day construction period, making the grand opening forecasted for fall-2016.

5. CRA Project Manager Report
 - i. Drainage and Sidewalk Improvement Projects

Staff provided board with an update on the two Stormwater projects. Both construction bids are on hold until the Environmental Assessment reports are approved by the Florida Department of Economic Opportunity.

 1. Immokalee Drive Project - CEI Services out for bid. Construction bid on hold.
 2. Colorado Avenue Project - CEI Services out for bid. Construction bid on hold.
 - ii. Façade Grant Program

Staff informed board that the façade grant application from Mr. Volcy for Notary and Paralegal service will go before the board next month for second extension.
 - iii. Crosswalk Improvement
 1. Comment Form

Staff asked board to fill out comment form for the Immokalee Pedestrian Crosswalk Improvement Study so Amanda Correia from AIM Engineering can finalize the Immokalee Crosswalk Improvements Study.
6. IBDC Manager
 - i. Exit Strategy

CRA staff approved an extension to the previously approved exit strategy document further extending the dissolution date of the Immokalee Business Development Center (IBDC) from March 31, 2014 to July 31, 2013 so that the IBDC can carry out its grant funded obligations. CRA staff reviewed the existing IBDC grants with the advisory board.

Awarded Grant Total is \$303,901.37 which includes the \$35,000 RBEG grant for Feasibility Study that will be going out for bid soon. To date \$268, 901.37 has been expensed, \$192,708.02 has been reimbursed by finance and \$76,193.35 is pending. The hold up with these reimbursements is that HHVS and the clerk's office are trying to determine if grant "job creation" requirement has been met. If requirement for 10 jobs is not met funds will have to be paid back to the grant, prorated per obligated job. Advisory Board members made it clear that these expenses were approved for payment by Finance Department, OMB/Grant Department, and Housing, Human, & Veterans Services so they shouldn't be paid back. Mr. Nappo said that all departments approved the purchase and reimbursement and we should not be liable.

AWARD	DESCRIPTION / NOTES	SAP EXPENSES TO DATE	SAP REVENUE TO DATE (reimb. received)	DIFFERENCE (not reimb. yet)
\$212,000 IBDC Job Creation – Business Incubator	Reimburse salaries and other expenses; eight (8) jobs created (per HUD substantial amendment)	\$208,189.12	(\$154,644.87)	\$53,544.25
\$61,087 IBDC	Reimburse salaries; two (2) jobs created	60,712.25	(38,063.15)	22,649.10
\$35,000 USDA RBEG Feasibility Study	Study to determine the feasibility of expanding current business development center and implementation of food production program;	0.00	(0.00)	0.00
\$115,000 Imm Small Bus Tech Assist, Facilitation & Development *NO EXECUTED AGRMT YET	Reimburse salaries, operating expenses and environmental review; three (3) businesses assisted			
TOTALS		\$268,901.37	(\$192,708.02)	\$76,193.35

K. MSTU New Business

1. Budget 2015

MSTU staff provided board with a draft fund 111/162 budget for FY 2015. The draft budget for the upcoming year is \$474,300 for Fund 162 and \$190,000 for Fund 111.

L. MSTU Old Business

1. Budget Report

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

2. PO Report

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

3. MSTU Project Manager Report

Staff provided board with updates on the Immokalee Landscape/Maintenance Contract, the Zocalo – Immokalee First Street Plaza, the Immokalee Main Street Median Reconfiguration Project, and the Immokalee Median Landscaping Irrigation Improvements project.

Immokalee Landscape/Maintenance Contract

- There was a tree down in the medians as you are entering Immokalee.
- Contacted our local sheriff's office, no police report was filed.
- A&M had moved and disposed the tree as an emergency repair.
- See A&M Monthly Report for additional information and photos

Zocalo - 1st Street Plaza

- Grant expires on 5/31/14.
- Change order:
 - New Wage Determination
 - Sod for the swale

Immokalee Main Street Median Reconfiguration Project

- Jointly funded between MSTU and FDOT
- Construction completion date was 11/23/13
- Final Bonness invoice paid December 23, 2013
- Received reimbursement request packet from FDOT (\$67k) on January.
- Median Re-configuration has been approved by FDOT.

Immokalee Median Landscaping/Irrigation Improvement project

- Jointly funded between MSTU and FDOT
- Construction plans currently at 90% but
- Project on hold until the Pedestrian Safety Improvement project is completed.
- Grant expires on Feb-2015.

4. Contractor Reports;

i. Maintenance Report – A & M

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

ii. Greenwork Studio – Landscape Architect Report

Richard Tindell from Greenworks provided the MSTU board with an observation report. He announced that observation areas continue to be much improved. Routine maintenance work has been performed. Site is clean and trimming complete along First Street and on Main Street, weed control is improved. Plant replacement of First Street is complete. Main Street has been put on hold. Discuss options between major repair effort and planned rework project. New park is a great addition to the community. He informed board that trash containers need repair and new paint and the locks still need repair. Several banners on First Street are missing and the dead trees in First Street median need to be removed. MSTU Chair Cherryle Thomas would like for MSTU staff to fix banners and curb as soon as possible.

iii. Code Enforcement – Highlights

Cristina gave a brief report on the community effort from code enforcement in Immokalee. She reminded board the date and location of the next Community Cleanup which is May 24, 2014 at the corner of 9th and Main next to Handy Store.

- M. Citizen Comments.
No citizens' comments

- K. Next Meeting Date. The next regular CRA/EZDA Meeting will be May 21, 2014, at 8:30 A.M. at CareerSource (formally Southwest Florida Works) located at 750 South 5th Street in Immokalee. The next regular MSTU Meeting will be held on May 28, 2014, at 10:00 AM at CareerSource (formally Southwest Florida Works) located at 750 South 5th Street in Immokalee.

- L. Adjournment. This meeting adjourned at 11:05 AM