

**MINUTES**

Meeting of the Immokalee Lighting and Beautification MSTU Advisory Committee Board on June 24, 2015.

750 South 5<sup>th</sup> Street, Immokalee, FL

A. Call to Order.

The meeting was called to order by James Sainvilus MSTU Project Manager at 8:30 AM

B. Roll Call and Announcement of a Quorum.

MSTU Advisory Committee Members Present:

Bill Deyo, Andrea Halman, Norma Garcia and Lucy Ortiz.

MSTU Advisory Committee Members Absent/Excused:

Cherryle Thomas

Others Present: Armando Yzaguirre, Richard Tindell, Tony Alves and Ramiro Ponce.

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

C. Introductions. The board members present and members of the public introduced themselves.

D. Adoption of Agenda.

***Action: Ms. Halman made a motion to approve the Agenda. Ms. Norma seconded the motion and it passed by unanimous vote.***

E. Communication.

1. Public Notices

2. Advisory Boards contact list

3. Parks & Rec's Invoices for Zocalo Maintenance

Staff reviewed the communications folder with the board and the Board asked for a representative from Parks & Rec to go over their scope of work for the Zocalo on N 1<sup>st</sup> St.

F. Approval of Minutes.

1. Joint CRA/EZDA & MSTU Advisory Committee Meeting for May 27, 2015

***Action: Ms. Andrea Halman made a motion to approve the minutes for the May 27, 2015 Joint CRA/EZDA & MSTU Advisory Committee Meeting. The motion was seconded by Mr. Bill Deyo and the minutes were approved by unanimous vote.***

2. Joint CRA/EZDA & MSTU 2015 Operational Workshop for May 27, 2015

***Action: Mr. Bill Deyo made a motion to approve the minutes for the May 27, 2015 Joint CRA/EZDA & MSTU 2015 Operational Workshop Meeting. The motion was seconded by Ms. Andrea Halman and the minutes were approved by unanimous vote.***

G. Announcements.

1. This Fiscal Year James Sainvilus will be on Active Duty starting July 11, 2015 ending July 25, 2015 in West Virginia.

2. Next Fiscal Year James Sainvilus will be on Active Duty starting January 23, 2016 ending February 6, 2016 in Germany.

H. New Business

1. FY 16 Proposed Budget (Enclosure 3)

***Action: Mr. Bill Deyo made a motion to approve a millage increase to 1.00 per \$1,000 of taxable value. The motion was seconded by Ms. Andrea Halman and the minutes were approved by unanimous vote.***

2. 2015 Operational Plan Workshop Results (Enclosure 4):  
A Project Management Plan (PMP) will need be created for each project or program for implementation. Ms. Norma Garcia suggested that the board vote on the 2015 Operational Plan Workshop Results in August when all the Board members will be there for discussions.

I. Old Business

1. Staff provided board with updates on the
  - i. Current Budget (Enclosure 5)
  - ii. PO Report (Enclosure 6)
  - iii. Expenditures (Enclosure 7)
2. Project Manager (Enclosure 8)
  - i. Lighting:  
MSTU Project Manager will get a cost analysis to switch to LED lights and replacement parts from vendor (TECO) and a from a second vendor.
  - ii. Banners:  
Staff provided Board with the 2011 designs (11 different Designs). The Board agreed to choose from the 2011 designs and create new ones.
  - iii. Monuments:  
Ms. Norma Garcia suggested a welcome to Immokalee sign to be added on the Farm Worker Village Bridge on US 29. MSTU Project Manager and Richard Tindell will see if it is feasible to do in Collier County. She also suggested adding a few solar LED spot lights in front of the monuments until construction.  
Ms. Andrea Halman suggested that The MSTU asked the ITech to design a monument. Ms Lucy Ortiz would like the MSTU to place an ad on the Immokalee Bulletin with a deadline and an email address for submission of the community's monument ideas/designs.
  - iv. Christmas Tree:  
Mr. Tony Alves mentioned that the MSTU could ask the ITech to create a Christmas tree at the Zocalo plaza. He also asked for a sponsorship letter addressed to the Seminole Casino for their participation to this FY15 Christmas tree event.  
MSTU Project Manager will get a quote for a 20ft artificial Christmas tree with/without decoration.
3. Contractor Reports  
Armando - A&M Property Maintenance provided board with updates on the
  - i. Maintenance Report – A & M (Enclosure 9)Richard – Greenwork Studio provided board with updates on the
  - ii. Landscape Architect Report – GWS (Enclosure 10)  
CRA Project Manager Report
    - i. Staff provided board with an update on the two drainage/sidewalk Improvement projects that are now near completion. Also, an update was provided on the Save A Lot Business deal per Ms. Lucy Ortiz's request.

4. Code Enforcement – Update:  
Ms. Christie Betancourt informed the board of the most recent and upcoming Code Enforcement clean-up event that was provided at the CRA meeting a week ago.
- J. Citizen Comments:
- K. Next Meeting Date: Joint CRA/EZDA & MSTU Meeting July 22, 2015 at 8:30 A.M.
- L. Adjournment: The meeting adjourned at 11:07 AM