MINUTES
Meeting of the Immokalee Lighting and Beautification MSTU Advisory Committee Board on December 20, 2016.

750 South 5th Street, Immokalee, FL
239-867-0026

A. Call to Order.
The meeting was called to order by Bill Deyo, MSTU Vice Chair at 8:36 AM.

B. Roll Call and Announcement of a Quorum.
Advisory Committee Members Present:
Norma Garcia, Bill Deyo, Chief Paul Anderson Jr. and Andrea Halman
Advisory Committee Members Absent/Excused:
Cherryle Thomas
Others Present:
Armando Yzaguirre, Dan Novakovich, Michael McGee, Justin Frederiksen and Jonas Mervilus
Staff: James Sainvilus, Christie Betancourt, Michelle Arnold and Terry Rosalez.

C. Introductions.
All board members and the members of the public introduced themselves.

D. Approval of Agenda.
James Sainvilus presented agenda to the board for approval. Agenda was approved with no changes.

Action: Ms. Andrea Halman made a motion for the MSTU to approve the Agenda with no modifications. Ms. Norma Garcia seconded the motion and it passed by unanimous vote. 4-0.

E. Approval of Minutes
1. December 20, 2016 MSTU Advisory Committee Meeting (Enclosure 1)
   James Sainvilus presented minutes to the board for approval. Minutes were approved with no corrections.

Action: Mr. Bill Deyo made a motion to approve the minutes for the December 20, 2016 MSTU Advisory Committee Meeting with no corrections. The motion was seconded by Ms. Andrea Halman and the minutes were approved by unanimous vote. 4-0.

F. Announcements.
1. Communications Folder
   Staff reviewed the communications folder with the board and members of the public.
2. Meetings and Public Comment speaker slips
3. Newly appointed member Paul Anderson Jr.

G. MSTU New Business
1. Prayer and the Pledge of allegiance at the beginning of MSTU meeting.
   During opened discussion Michelle Arnold explained that the BCC is encouraging all the MSTUs to recital the pledge of allegiance at their meetings.
   Ms. Halman agreed only to recital the Pledge of allegiance.
   Ms. Garcia and Mr. Deyo disagreed to having prayer but a moment of silence will do just fine after the pledge of allegiance. Chief Anderson agreed with the pledge of allegiance, a prayer or a moment of silence.
   All the Board Members agreed to hear Cherryle Thomas’s input on prayer at the next MSTU meeting.

   After the Board and public discussions a motion was made to start every MSTU meeting with the pledge of allegiance for now.
Action: Mr. Bill Deyo made a motion to begin every MSTU meetings with the Pledge of allegiance starting next meeting, January 25, 2017. The motion was seconded by Ms. Andrea Halman and it was approved by unanimous vote. 4-0.

2. Proposed banners, lighted garlands and Christmas Decorations layout for next year. James Sainvilus mentioned to the Board that he was given a new task and next year there will be a new layout for the banners and the seasoned decorations. Christie Betancourt explained that James will create an actual plan/layout showing each pole with its decoration and banner. The implementation will require removing and replacing the brackets from the poles for the decorations that are compatible. James will provide three plans: Banners, Decorations and Lighting. The lighting plan will include light pole report of all knock downs with and without insurance and the status of each pole.

All the board members congratulated staff for job well done on the Christmas decorations. Armando from A&M Property Maintenance explained that the banners and the seasoned decorations were not just put on the poles but were installed with a plan and the best pattern at the time. He also explained that it will cost the MSTU more money every time he goes up a pole using a bucket truck, an operator and someone to uninstall the decorations and bracket if needed. A&M also shared with staff and Board that it is harder to get to those poles with the bulbout in front of them because they stick out further to the Street and the requirements for MOT are strict (may need more cones and a flagger).

Chief Anderson suggested staff to contact the County (Road Maintenance) for help by sharing their bucket trucks and County employees to install and remove the Christmas decorations. Michelle Arnold explained to the Chief and the rest of the board members the purpose of using contractors instead of County employees for certain jobs. (Transferring risk, liability and men power to contractor). But Michelle indicated that she will ask Road Maintenance and report back to what information she receives.

The Christmas trees, Bells and Wreaths can use the same brackets. The Snowflakes and the Angels have different brackets. (There are three different type brackets). Staff will create and present a new layout to the Board to vote on or make changes at the next meeting and contact FDOT for an extension to remove the decorations (30 days extension).

3. Ms. Halman would like to know if she could present a gift of appreciation to Samantha from Parks & Recreation for helping with the decoration of the Zocalo plaza every year. Ms. Halman will make the gift herself but she would like for it to come from the MSTU to Sam.

Norma suggested that since Sam has a few others working with her then if the gift has to come from the MSTU then everybody who helped decorating should get something, not just Sam. Christie stated that her enclosure - CRA Managers Report (Enclosure 6) suggested what they should do.

Before moving on to Old Business A&M wanted to confirm with staff that if there will be new layout for the banners as well. Staff confirmed they will have a new layout for the banners.

H. MSTU Old Business
James Sainvilus presented:
1. The Budget breakdown for funds 162 and 111 (Enclosure 2) was presented to the committee with Michelle explaining how much money was budgeted committed and spent as of
December 12, 2016 and the current AD Valorem Taxes and the Uncollected Ad Valorem Taxes.

Staff explained that Fund 111 is only for Maintenance from Carver St. to Main St. and from 1st St. to New Market Rd. W. The repairs or replacements of light poles come out of fund 162.

2. MSTU Project Manager Report (enclosure 3) – James Sainvilus skipped over the Banners and Holiday Decorations since we had talked about them under New Business G.2., but Jonas Mervilus wanted to add that the County could use the banners to advertise businesses in town and have each business to pay a fee.

Project Manager went over the following:

i. Trimmers will remove and store the following decorations by January 13, 2017.

ii. Immokalee Sidewalk Improvements - Agnoli Barber & Brundage, Inc (ABB) schedule will be revised to a new construction end date 9/31/17.

iii. Landscape Architect - Scope of work for Immokalee Areas.

Both Grady Minor and McGee gave a brief summary of their experiences and services they have to provide. The Board was impressed with both of them, staff will come up with a quick RFQ to send to all of the approved LA Firms to help the board make a decision.

iv. 2017 MSTU Operational Workshop – Project Manager went over the last two pages of the MSTU goals & activity items for the 2017 (Enclosure 4).

Each board member agreed to rank the Goal & Action Items then email or drop off the results to Staff before the next MSTU meeting.

Chief Anderson shared that the County could get more fund for their Goal & Action Items by attending other project or grant funded meetings like the Fire Department has been doing.

v. Lighting Report – Knock Down on Main St. and 6th St. has a police report.

Project Manager presented two proposals from A&M Property Maintenance asking the Board for approvals. One was for an after the fact approval - Remove fallen light pole and place in storage yard, which was an emergency and had to get done before Board’s approval for $374.00; the other proposal is to fix the landscaping for $1,684.75.

Jonas Mervilus pointed out one of the repairs that could have been treated as an emergency and could have been fixed sooner. Board and Staff agreed and asked A&M to provide quote, which he had already prepared for $904.00 to remove the benches and broken bricks in front of the businesses.

**Action:** Bill Deyo made a motion to approve A&M Property Maintenance proposal (Est. #347) to remove the benches, broken bricks and debris for $904 within 72 hours. The motion was seconded by Ms. Andrea Halman and it was approved by unanimous vote. 4-0.

Emergency Protocol – The Project manager has been given authorization to take action on emergency related items without first getting Board’s approval to remove the unsafe condition.

Before moving to the trash can report Christie wanted to confirm that the Project Manager, James, will be preparing three plans: 1) Banners, 2) Decorations and 3) light poles report to show all the poles including the ones that have been knocked down and action is needed.

vi. Trash Cans - James Reported that Joe Mucho and Ms. Halman had contacted Staff inquiring about why Progressive Waste had not been picking up the trash.

Staff contacted Progressive about the issue and they said their truck broke
down. Staff also contacted the Waste Management representative for the County and filed a complaint. The trash was picked up the next day. The Board was not pleased with Progressive’s excuses; they should have had a backup plan for picking the trash when one of their trucks broke down. Dan Rodriguez, Director of the Solid Waste Division will be contacted to advise him of Progressive’s poor service.

3. Contractor Reports – Armando presented his report and a couple of proposals that were not included in the packet nor discussed during the MSTU Project Manager Report (enclosure 4).

**Action:** Chief Anderson made a motion to approve A&M Property Maintenance proposal (Est. #348) for Irrigation repairs on 1st Street for $331.50. The motion was seconded by Mr. Bill Deyo and it was approved by unanimous vote. 3-0.

4. CRA Managers Report (Enclosure 6) – Due to time, Christie quickly reported on the email she sent out to Parks & Recreations staff for helping with the Christmas decorations.

5. Other Agencies – There were no reports from other agencies.

I. Citizen Comments

Chief Anderson reported that he submitted an amendment to Senator Passidomo and Representative Donalds about the revenue of the gaming compact from the Casino in Immokalee, which goes to the County’s economic redevelopment fund. The amendment is for 20% of that money to go to the Fire Department and 20% to the Immokalee MSTU. He also reported that he had a meeting with Representative Donalds yesterday, spoke on the phone with Senator Passidomo and on January 3, 2017 he will meet with Senator Passidomo, Representative Donalds, Commissioner McDaniel and the County Manager’s Office to come up with some agreement locally on how the Fire Department and MSTU could receive a share of the compact funds. Michelle suggested that having backup document of how to come up with the 20% for the MSTU will be helpful before the meeting on January 3rd.

J. Next Meeting Date

     MSTU Meeting January 25, 2017 at 8:30 A.M.

K. Adjournment

     Meeting Adjourned @ 11:11 a.m.