MINUTES
Meeting of the Immokalee Lighting and Beautification MSTU Advisory Committee Board on January 25, 2017.
750 South 5th Street, Immokalee, FL
239-867-0026

A.  Call to Order and Pledge of Allegiance.
The meeting was called to order by Cherryle Thomas, MSTU Chair at 8:35 AM. The Pledge of Allegiance was conducted.

B.  Roll Call and Announcement of a Quorum.
Advisory Committee Members Present:
Cherryle Thomas, Bill Deyo and Andrea Halman
Advisory Committee Members Absent/Excused:
Norma Garcia and Chief Paul Anderson Jr.
Others Present:
Armando Yzaguirre, Dan Novakovich and Scott Windham.
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. Staff requested that Agenda item H.2.v. – Landscape Architect be moved up on the agenda to be discussed after H.1. Budget Funds.

Action: Mr. Bill Deyo made a motion for the MSTU to approve the Agenda with changes. Agenda item H.2.v. will be moved to follow right after agenda item H.1. Ms. Andrea Halman seconded the motion and it passed by unanimous vote. 3-0.

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 one correction on G.1- MSTU New Business.

Action: Ms. Andrea Halman made a motion to approve the minutes for the December 20, 2016 MSTU Advisory Committee Meeting with one correction on G.1- MSTU New Business that “Ms. Halman only agreed to recite the pledge of allegiance.” The motion was seconded by Mr. Bill Deyo and the minutes were approved by unanimous vote. 3-0.

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
   Staff reiterated the public speaker policy.
3. James Sainvilus will be Out of the Office - Feb 13-17, 2017
   James discussed his FMLA leave with board.

G.  MSTU New Business
1. Prayer at the beginning of MSTU meetings.
   Cherryle Thomas has agreed to have a moment of silence instead of a prayer. The tie was broken and the board made a decision.

Action: Ms. Andrea Halman made a motion to have a moment of silence instead of a prayer after the pledge of allegiance at the beginning of all MSTU meetings. The motion was seconded by Mr. Bill Deyo and the minutes were approved by unanimous vote. 3-0.
H. **MSTU Old Business**

James Sainvilus presented:

1. The Budget breakdown for funds 162 and 111 (Enclosure 2) to the committee explaining how much money was budgeted, committed and spent as of January 17, 2017 and the current AD Valorem Taxes and the Uncollected Ad Valorem Taxes.

   After a brief discussion regarding trash collection services staff said they would schedule a special meeting with Progressive Waste Solutions and Public Utilities to discuss services.

2. **MSTU Project Manager Report** – Cherryle Thomas, MSTU Chair skipped over to item

   v. Landscape Architect – Recommendation (Enclosures 7a, 7b, 7c & 7d)

   Michelle Arnold gave a brief summary of the process that occurred to request quotes from the County approved Landscape Architect firms.

   Scott Windham attended the meeting to introduce himself and his business Windham Studio, Inc. to the board and members of the public. He apologized for not being available to respond to the request.

   After Scott Windham left the room board asked Dan Novakovich, Q. Grady Minor to go over his proposal for the requested RFP for Monthly services and cost estimate for the Immokalee monuments, Enclosures 7a, 7b, 7c & 7d.

   Staff suggested that work order be modified to monthly written report provided 7 days prior to MSTU meeting rather than the 3 days prior listed on proposal.

   **Action:** Ms. Andrea Halman made a motion to approve Q. Grady Minor’s proposal for Landscape Architects for monthly services not to exceed $35,000. The motion was seconded by Mr. Bill Deyo and the minutes were approved by unanimous vote. 3-0.

   vi. Monuments – Board and Staff decided to keep the monument on hold.

   i. Lighting Plan - James Sainvilus presented the Existing Lighting Plan and the Knocked Down Report. (Enclosures 3a & 3b)

   Pole 48 in front of Walgreens will be eliminated

   Pole 38 in front of McDonalds will be evaluated

   Pole 29 in front of LaMexicana # 2 - Moving few feet away from the intersection.

   Pole 23 will be replaced with the insurance claim

   Pole 1A in front of China Chef – Moving few feet back from the turning lane.

   Poles 3B & 4B will be relocated at the crossing paths.

   Pole 5B will be replaced with MSTU fund.

   Fist Street Poles 7A & 7B will not be replaced – Cap.

   Poles 2A, 4A & 5A will be replaced using MSTU fund.

   ii. Holiday Banners Plan (Enclosure 4) – With the board recommendations staff agreed to come up with other layouts options

   iii. Holiday Decoration Plan (Enclosure 5) - With the board recommendations staff agreed to come up with other layouts options

   iv. 2017 MSTU Priority List (Enclosure 6) – Michelle Arnold did the calculation for the ranking and announced the priority items for each category.

   vii. Flag at the Zocalo – Board would prefer to have a clock at the Zocalo instead and it is part of the MSTU 2017 Goal and Activity items.

3. **Contractor Reports** – Armando presented his new formatted report with proposals for each repair area. (Enclosures 8a-8f).

   Staff reviewed Enclosure 8b which are two proposals for Simmonds Electrical of Naples, Inc. Staff explained that Simmonds quote #1614655 for $11,480 is to replace pole that was knocked down on Main Street. Insurance will reimburse the MSTU. Staff said they have already submitted a claim.
Quote #1714695 is to remove wires for pole foundation and make termination in existing pull-box adjacent to existing pole foundation. Cut off bolts on obsolete foundations (total reflects per pole foundation price). $545 per cap. Staff suggested that 4 areas be capped.

**Action:** Ms. Andrea Halman made a motion to approve Simmonds Electrical of Naples proposals #1614655 Immokalee Blue replace Pole, @ 6th Street and Main Street and #1714695 to remove wires from pole foundations and make terminations in the existing pull-box and cut off bolts on obsolete foundations. The motion was seconded by Bill Deyo and it was approved by unanimous vote. 3-0.

Once the Landscape Architect has a PO, A&M will meet and discuss the Main Street irrigation issues with him.

On 1st Street the County Motorola Irrigation System is not working and A&M suggested that he buy a clock and control it himself here in Immokalee.

Michelle suggested to also looking into Hydro point – a digital system that could be control remotely using cell phones, tablets and computers. Staff will provide A&M the contact information.

Because of irrigation issues no other proposals were approved but EST#353 – Replace irrigation boxes to protect valves on 1st St. in front of the Casino.

**Action:** Ms. Andrea Halman made a motion to approve A&M Property Maintenance proposal (Est. #353) for replacing irrigation boxes on 1st Street for $187.00. The motion was seconded by Mr. Bill Deyo and it was approved by unanimous vote. 3-0.

Michelle suggested getting quotes from Blast master to paint all the benches on Main Street.

***Staff tabulated the committee rankings of the 2017 MSTU Priority List of the board members present. Priority rankings will be compiled and a schedule for accomplishing will be placed into a Gantt chart and presented to board at a future meeting.

4. **CRA Managers Report (Enclosure 9)** – Christie Betancourt updated the Board on:
   - First Street Plaza – Immokalee Zocalo. Parks & Recs. will provide a new maintenance report; Project Manager will walk the site with their staff at least once a month.
   - Removal of Decorations at the plaza. Parks & Recreation staff and CRA staff removed and stored all Holiday Decorations on January 5, 2017.
   - Commercial Façade Grant. Lozano Restaurant’s grant agreement expires on April 26, 2017.
   - Economic Development. New Business/Business Expansion - update Fiesta #8 - S&O Grocery Inc. (formally known as McCrory’s) – 303 West Main Street. St. Matthews House Thrift Store – 630 West Main Street
   - Florida Heartland Regional Area of Opportunity.
   - Promise Zone - Promise Zone Agriculture Subcommittee and Upcoming USDA Grants.

5. **Others Agencies** – There were no reports from other agencies.

I. **Citizen Comments:**

J. **Next Meeting Date:** MSTU Meeting February 22, 2017 at 8:30 A.M. or a Joint CRA & MSTU Meeting February 15, 2017 at 8:30 Pepper Ranch.

K. **Adjournment.** Meeting Adjourned @ 11:37 a.m.