MINUTES
Meeting of the Community Redevelopment Agency (CRA) Advisory Committee on May 23, 2018.
CareerSource Southwest Florida
750 South 5th Street
Immokalee, FL 34142
239-658-3000

A. **Call to Order.**
   The meeting was called to order by Norma Garcia MSTU Chair at 8:34 a.m.

B. **Pledge of Allegiance and Moment of Silence**
   Norma Garcia led the Pledge of Allegiance and a moment of silence.

C. **Roll Call and Announcement of a Quorum.**
   MSTU Advisory Committee Members Present:
   Norma Garcia, Andrea Halman, and Cherryle Thomas.
   CRA Advisory Committee Members Absent/Excused:
   William “Bill” Deyo Bernardo Barnhart.
   Others Present:
   Armando Yzaguirre, Ellie Ramirez, Dan Novakovich, and Bill McDaniel.
   Staff: Debrah Forester, Christie Betancourt, Esneida Castro & James Sainvilus.

D. **Introductions.**
   MSTU Chair Norma Garcia introduced herself and welcomed all to the meeting and all other board members introduced themselves to the members of the public. All public present introduced themselves.

E. **Approval of Agenda.**
   Norma Garcia presented agenda to the board for approval. Agenda was approved as presented.

   Action: **Mrs. Cherryle Thomas made a motion for the MSTU to approve the Agenda as presented. Mrs. Andrea Halman seconded the motion and it passed by unanimous vote 3-0.**

F. **Approval of Minutes**
   1. Joint CRA & MSTU Advisory Board Meeting for April 25, 2018 (Enclosure 1)
      Norma Garcia presented the minutes to the board for approval. Agenda was approved with a motion change to item (I-CRA Manager Report #2) instead of saying (she) to type and put (Christie) Agenda was approved.

   Action: **Mrs. Cherryle Thomas made a motion for the MSTU to approve the Agenda minutes with a change to item (I-CRA Manager Report #2) instead of saying (she) to type and put (Christie) Mrs. Andrea Halman seconded the motion and it passed by unanimous vote 3-0**

G. **Announcements.**
   1. Communications Folder
      Staff reviewed the communications folder with the board and members of the public. The folder has the public notice for this meeting, CRA/MSTU 2018 Calendar, and flyers for upcoming community events.

   2. Public Comment speaker slips
      CRA staff reiterated the public 3-minute speaker slip policy. The board will give more time if they feel it necessary.
3. Upcoming Community Meeting (Enclosure 2)
Staff reviewed upcoming community meeting flyer with board members and public present.

*After much discussion board agreed to not meet in July and August and to move the November 21, 2018 CRA Regular meeting to a Joint CRA & MSTU Meeting to be held on November 28, 2018.*

H. Old Business,
1. MSTU Project Manager Report (Enclosure 3)

**Lighting Report.**
Main St. – On May 2, 2018 the stakeholders (CRA&MSTU, FDOT and Design Engineer) had a teleconference meeting about the lights on Main St.

The Engineer reviewed the information for the decorative lighting from lighting Agent, Ron Steedman. With Ron’s information about the decorative light poles and LED light, the Engineer’s estimated cost comes to $937,217.42.

FDOT will pay up to $483,576.35 or the cost to install 32 standard LED light Poles. Standard LED Light poles with Banner/Outlet estimated cost comes to $576,651.13. The MSTU Advisory Board will decide on which light pole to proceed with.
- Option 1- FDOT Standard Light Poles (no cost to MSTU)
- Option 2- FDOT Standard Light Poles with Banner arms/outlets ($93,074.78)
- Option 3- FDOT Decorative Light Poles with Banner arms/outlets ($453,641.08)

*Action:* Mrs. Cherryle Thomas made a motion for the MSTU Advisory board to proceed with Option #2 FDOT Standard Light Poles with Banner arms/outlets with an estimated cost of $93,074.78. Mrs. Andrea seconded the motion and it passed by unanimous vote. 3-0.

Main Street Improvement Project Schedule.
- 100% design by January 2019.
- Out for bid by February 2019.
- Award the contract to the contractor by March 2019.
- Construction may begin within 60 days after awarded contract.

**Immokalee Sidewalk Improvements.**
For the New Sidewalks on S. 9th St, S. 5th St. and W. Eustis Ave, Staff will draft a letter and deliver it to the residents ‘door steps to inform them of the existing Right of Way (ROW) maintenance agreement – Homeowner’s responsibility to mow their lawn and not to park on the grass and sidewalks also maintain own pavers.

Marquee Development’s Pay Application # 4 for $91,010.92 has been submitted for payment and the final Pay Application will come next month.
Staff submitted to CHS for reimbursement Pay Request # 19:
Every time the contractor gets paid by the County, staff put a pay request through CHS - CDBG grant department for reimbursements.

The Construction of the project has been completed, but not the project entirely.

On March 27, 2018 the BCC and CHS agreed to extend the agreement’s time of performance for the Immokalee Sidewalk Program.
On April 9, 2018, a walkthrough meeting was conducted on these locations.
- On South 5th Street no issues Per County Inspector.
- On South 9th Street no issues Per County Inspector.
- ON Eustis Avenue a few corrections were identified and contractor corrected them that same day.

The last certifies Payroll ended April 15, 2018 was for week 25 marked as Final. Marquee finished the project on May 4, 2018. He was monitoring the sites/watering the sod until May 4th.

Road Maintenance: is waiting on the signed agreement letter from property address 501 Eustis Avenue in Immokalee, Fl. 34142. Property owner shall assume all maintenance/repair responsibilities and liability for the paver installations.

On June 5, 2018 - CDBG Immokalee Sidewalk Project Close Out meeting with CHS Audit Staff.

**Trash Cans and Bulb-outs.**
On May 9, 2018, A & M Property Maintenance removed all the un sage trash cans on Main Street.

Landscape Architect will be providing more information about which trash can to purchase.

A & M is adding to his schedule, removal of all dead plants, adding dirt and mulch where’s needed, and trimming the existing plants and trees at the bulb-outs.

Project Manager talked about educating the residents in Immokalee to take care of the trash cans on Main Street and to be more courteous and try to keep the trash can areas clean.
Immokalee Zocalo Park.
All the Christmas Decorations on top of the trellis and at the stage has been removed.

Signs and Bench Treatment, I have not started this task, I will present the quotes for them as soon as I get them.

Irrigation update, Project Manager will provide an update at the CRA meeting after following up with Parks & Recs.

Simmonds Electrical submit specifications and estimates for:
- Band shell stage: Retrofit (4) PAR 30 lamps with LED lamps.
- Furnish & Install (1) LED fixture on Northeast side.
- Trellis: Replace (3) damaged fixtures with (3) vapor light LED fixtures, trying into existing circuit.

Total Material and Labor $3,730.00
See attached Quote#: 1815331

Irrigation – 1st St.
Simmonds Electrical submitted specifications and estimates for: Immokalee First Street Piccolo. Quote #1815332 to Investigate to determine if existing electrical conduit for street lights can be used for electrical circuit for (2) piccolo stations.
Total Material and Labor $2,080.00

James Sainvilus, Project Manager discussed the new irrigation system to be installed on 1st St. the irrigation boxes that control the valves needs a power outlet to plug into, the Wi-Fi card will plug there as well. The existing system uses solar panel piccolo - sending out radio signal to the main panel as communication. It has not been working and the MSTU had approved to install a newer system using Hunters.

To determine what needs to get done and come up with an itemize cost then Simmonds Electrical must investigate the area. Or they can send out a quote for Time & Material including cost of investigation and installation.

Action: Mrs. Cherryle Thomas made a motion for the MSTU Advisory board to approve Quote #1815332 for $2,080.00 to investigate existing electrical conduit for street lights be used for electrical circuit for (2) Piccolo Stations. Mrs. Andrea seconded the motion and it passed by unanimous vote. 3-0.

2. First Street Plaza – Immokalee Zocalo (Enclosure 4)
James Sainvilus presented and reviewed Simmonds Electrical of Naples Quote #1815331 for improvements to the Immokalee Zocalo. Improvements include Lighting to the Band Shell stage and the Trellis area. Total cost is estimated at $3,730.
James is getting additional quotes for additional lighting and signs (hours of operation) and trespass warnings. He told the board that the CRA advisory board made a motion on May 16, 2018 to to spend up to $3,730.00 for Lighting improvements at the Zocalo.

3. CRA Manager’s Report (Enclosure 5)
Christie Betancourt CRA Operation Manager presented report to board members and public. Christie discussed in more detail the 2018 Economic Overview, CDBG 2018/2019 Grant Cycle, First Street Plaza (Immokalee Zocalo), the Immokalee Unmet Needs Coalition and Bus Shelter.

Manager said that the CRA was Conditionally Approved for $200,000 for the CDBG 2018/2019 Grant Cycle. Funds will not be available until after October 1, 2018.

Christie advised board members and public that the Immokalee Unmet Needs Coalition Board and Committee are meeting monthly and working on the ongoing needs of the community. Staff met with the new Case Management Coordinator and attended Executive, Regular and Housing and Resource Directory Subcommittee Meetings.

Christie also said that the Benison Center in Immokalee was looking for a bigger warehouse due to lack of space where they are right now. The organization is growing so it’s in need of bigger space.

4. Budget
   i. Current 116 & 111 Budget (Enclosure 6)
   ii. Final Draft 2019 Budget (Enclosure 7)

James Sainvilus Project Manager announced to board members and public that the Budget Report was attached to the agenda to see.

James also advised to the board members and public that the Final Draft 2019 Budget was also attached to the agenda to see.

Commissioner Bill McDaniel suggested staff to have a budget workshop prior to budget’s final draft being approved. After discussion board made a motion to have a budget workshop next year well in advance of the budget being finalized.

5. Contractor Reports.
   i. Landscape Architect Report (Enclosure 8)

Dan Novakovich RLA for Grady Minor went over and reviewed with board members and public of the landscape on Main Street. He is waiting on County to release work order to begin construction. Drawing and finalize FDOT concepts submittal for sign at SR29 South location.

Also, to apply for FDOT Grant Dollars and see if they can help fund with the trash cans that will be put on Main Street and with the sign that will go on SR29 South locations.

Dan Novakovich will be riding around Bonita Springs and Ft. Myers to look at the trash cans they have there and to see how the round-about is set up.
A & M Property Maintenance Armando Yzaguirre provided board a monthly Landscape Maintenance Report for the board to review. He also discussed the Bulb-outs Estimate #1006R for $1,600 and Trash Can Removal Estimate #1020R for $2,800. He provided board and itemized cost of services for review. He answered questions regarding the cost per bulb-outs, the cost of manual irrigation, and the removal of trash cans. Trash Cans will be removed as soon as contractor can schedule with staff. CRA staff will meet with contractor to finalize which bulb-outs to remove.

A & M Property Maintenance is adding to his schedule, removal of all dead plants, adding dirt and mulch where’s needed, and trimming the existing plants and trees at the bulb-outs.

6. Code Enforcement updates (Enclosure 10)
   Project Manager provided board a copy of code cases opened in April.

7. Office of Business & Economic Development.
   No update.
   Other Agencies

8. No report was given.

I. Citizens Comments.
   No citizen comments.

J. Next Meeting Date. Next MSTU Meeting is on June 27, 2018 @ 8:30 A.M. at CareerSource SWFL 750 South 5th Street, Immokalee, FL.

L. Adjournment: Meeting Adjourned @ 10:05 A.M.
Certification of Minutes Approval Form

Prepared by:
Christie Betancourt, Operations Manager
Immokalee Community Redevelopment Agency

Approved by:
Norma Garcia, Chairman

The Minutes for the May 23, 2018 MSTU Advisory Boards was approved by the MSTU Advisory Board on June 27, 2018 as presented.

* The next CRA Advisory Board meeting will be held on September 26, 2018 at 8:30A.M. at the CareerSource SWFL, Conference Room located at 750 South 5th Street, Immokalee, FL. Meeting location subject to change.

All meetings will be publicly noticed in the W. Harmon Turner Building (Building F), posted at the Immokalee Public Library and provided to the County Public Information Department for distribution. Please call James Sainvilus, at 239-867-0026 for additional information. In accordance with the American with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact Christie Betancourt, Operations Manager, at least 48 hours before the meeting. The public should be advised that members of the CRA Advisory Board are also members of the other Boards and Committees, including, but not limited to: Immokalee MSTU Board, Immokalee Fire Commission, and the Collier County Housing Authority; etc. In this regard, matters coming before the Advisory Board may come before one or more of the referenced Board and Committees from time to time.