

**MALABAR TOWN COUNCIL SPECIAL MEETING
JULY 30, 2007 7:00 PM**

This meeting of the Malabar Town Council was held at Town Hall at 2725 Malabar Road.

A. CALL TO ORDER:

The meeting was called to order at 7:02 pm by Mayor Eschenberg. The prayer and pledge were led by Council Member Nancy Borton.

B. ROLL CALL:

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|---------------------|-----------------------|
| MAYOR/CHAIR | TOM ESCHENBERG |
| VICE-CHAIR: | CHUCK McCLELLAND |
| COUNCIL MEMBERS: | NANCY BORTON |
| | BRIAN VAIL |
| | BOBBI MOCCIA |
| | PAT DEZMAN |
| TOWN ADMINISTRATOR: | BONILYN WILBANKS-FREE |
| ATTORNEY: | KARL BOHNE |
| DEPUTY TOWN CLERK: | CINDI KELLEY |

C. ADDITIONS/DELETIONS/CHANGES: None

D. PRESENTATIONS:

• Renaissance Planning Group – 7:00 pm

Lori Gardner, Tammy Vrana and Katharine Ange came forward to present to Council. They presented qualifications of the firm and gave an overview of the EAR process and what it entails. The firm is small; most work performed has been for the public sector entities. They understand the dynamics of a small community and are working with the Brevard County MPO. Information was provided regarding the towns/cities that they have worked with. If we are interested, they can also assist with our website. This firm specializes in public involvement with the community; they get the people really engaged with the planning. They can meet the January 1, 2008 deadline for this report.

Mayor Eschenberg asked if they are familiar with the myregions.com and How Shall We Grow programs. They advised Council that they are very familiar with these programs. Mr. McClelland asked how the amendments for the report address what the issues are. It was stated that we need to get the first phase, which is the EAR report completed. Once that is done, you have 18 months plus a six month extension, to address the amendments. Mrs. Wilbanks-Free asked if they could provide a ballpark figure for the process; we are in budgeting process now and would like to know we have it in the budget. The figure given was \$35,000 to \$40,000 for the EAR report. The amendment costs would come at a later time. Mrs. Dezman states we need to focus on what we want, not the cost. The firm will do what we tell them. Mrs. Vrana stated she contacted DCA to see if grants are available; there may be funds to assist with this process. With the EAR, we are looking at your plan, not the future.

To allow time for the next presentation, the tape was paused at 7:27 pm and resumed at 7:35 pm.

• Michele Mellgren Associates – 7:30 pm

Michele Mellgren & Travis Mitch came forward to present to Council. A brief overview of the firm's qualifications was provided and process of the EAR. This firm specializes in planning, zoning and land use. Mr. Mellgren has been a planning director for local government and she has over 20 years experience.

Why are they the best choice for the Town? They have a proven track record and her staff is experience and qualified. This firm also has specific EAR experience; this company is ideal for the Town. The deadline is January 1, 2008; take advantage of the courtesy review for DCA. This report can be completed by October 1, 2007; staff is available to do this.

Mr. McClelland asked if the projects they have are being finished and this deadline can be met. Ms. Mellgren stated this was the case. Mayor Eschenberg asked if this company is away of myregion.com and How Shall We Grow program. Mr. Mitch stated he is very familiar with these two programs.

While waiting for next presenters to set up, Mayor Eschenberg informed Council that he attended a meeting last Thursday evening; Sheriff Jack Parker was also in attendance. There was discussion of the deputies in the south precinct; deputies were going to be cut but Sheriff Parker stated since Malabar is paying the MSTU, we will now have four new deputies in the south. Mrs. Wilbanks-Free stated since the meeting with the County, the communication line has been fantastic. The response has been great and the feedback from the resident is positive.

Tape stopped at 7:52 for set-up process; the tape resumed at 8:00 pm.

• **Miller, Legg & Associates, Inc. – 8:00 pm**

Jon Walls and Todd Peek came forward to present to Council. A brief overview of the firm's qualifications and the EAR process was provided. Both Mr. Walls and Mr. Peek are previous planners for Brevard County. With the knowledge they share about Brevard County, this will be a great asset with putting this project together. They have a concern with the deadline and the meetings that have to take place before compiling the report. They need a good data collection and they have the advantage of knowing where the data providers are. This firm has written code re-writes for several municipalities, they have granting writing experience. The project approach they have is to have three meetings with the citizens and get feedback.

Why are they the best for this project? There is 28 years of experience, the project manager has unique local experience in preparing EAR planning services and 100% of EAR and EAR-based amendments are approved with the first submittal to DCA.

Mrs. Moccia asked if they have been looking at the community. Mr. Peek stated it reminds him of Grant-Valkaria; he would be shocked if the Town wants to look like Palm Bay. Mrs. Borton asked if they think we can meet the deadline. Mr. Peek stated the collection of data and the meetings needed could be two things to delay the deadline.

Mayor Eschenberg asked why three public meetings. Mr. Peek stated this is what he has done in the past. It was suggested to have a Saturday function to attract more people to come out and participate, Mayor Eschenberg also asked of the familiarity with myregion.com and How Shall We Grow. Mr. Peek stated he is familiar with these programs.

Tape stopped at 8:35 pm for set-up process; resumed at 8:31 pm.

• **Calvin, Giordano & Associates – 8:30 pm**

Shelly Eicher came forward to present to Council. This firm as been in existence since 1937. A brief overview of the firm's qualifications and the EAR process was provided. They have all the disciplines needed to complete this project and all are in-house. All elements must work together. The GIS and mapping capabilities are also in-house. They have a variety of experience. It is important to keep in mind that you put a plan together based on in-put; it's the community's plan, you guide us through the process.

Lorraine Tappen, the project manager, gave a brief overview of the aspects of the EAR requirements and our comp plan. There is a full GIS Department that can put Malabar in color maps. The environmental specialists will work on the conservation element of the project. Each member of their

team is experienced with community participation. In our town, they have anticipated what the community is interested in; the development in the surrounding areas and the Valkaria Airport will also be taken into consideration. Emergency management is a very key issue after the active hurricane seasons. Ms. Tappen gave a brief overview of the project schedule.

Ms. Eicher spoke regarding the EAR adoption. Once this happens, the comp plan needs to be updated. This is the second phase of this process. You will have 18 months; you can also apply for a 6 month extension. Once the deadline is taken care of, we can work on this phase.

Mrs. Dezman asked about the costs and why it was not in the package. Ms. Eicher stated it was sent to the Clerk; roughly estimated at \$60,000. Mrs. Wilbanks-Free stated that Mrs. Kabana was on vacation and Ms. Kelley didn't have the information to provide the entire RFP package so Ms. Franklin provided the information to Ms. Eicher.

Ms. Eicher stated we need to consolidate a time-frame. Two meetings at most would be needed for the scope of information. One meeting would be sufficient and the firm would make themselves available through e-mail and website information to the community. If another meeting was needed, we could set it up. The cost would be between \$40,000-\$50,000; maximum at \$80,000. \$40,000 would be for the first phase and \$85,000 for the second phase. This would bring your plan current with state statutes and regulations. For both components it would be \$125,000 to \$130,000, which is the lower end. We would gather the data needed from the entities that provide it; we know where to go to get it.

Mayor Eschenberg asked if they are familiar with myregion.com and How shall We Grow. Ms. Tappen stated she is familiar with both programs..

Before discussion began, Mayor Eschenberg called a 5 minute recess at 8:58 pm. The meeting resumed at 9:03 pm.

Pat Reilly-1985 Howell Lane- Vice Chair of the Planning & Zoning Advisory Board, came forward to address Council. He has a great interest in this process. He feels all four firms are qualified and can get the job completed. Mr. Reilly feels that Miller, Legg & Associates and Calvin, Giordano & Associates are the top two choices. Their local involvement with Brevard County is a great asset. If he were to choose, he would pick Calvin, Giordano & Associates. Each presenter stated the deadline will be tough to meet, especially with the public hearings for December; these meetings should be moved to November due to the advertising process.

Mrs. Wilbanks-Free stated November and December is holiday time. DCA is okay with an extension. If Council wishes to do this, we can put a time limit on the extension so as to not drag out the process.

Mrs. Moccia stated when the original plan was done, there was some type of grant that paid for all the pictures that were taken. Mayor Eschenberg stated this requirement was passed back in the 1980's; they didn't have much to assist the municipalities back then and he doesn't know what the funds availability is now.

E. COUNCIL TO DISCUSS AND RANK PRESENTATIONS

Mrs. Dezman started the discussion. We need to get together on this. November and December are holiday months; this should be done in October. She is very impressed with the last group; they are the only presenters that gave insurance, licenses and resumes of each staff member. The third group has huge availability in Brevard County but has a lot of work in process now. Her choice is the second or fourth group. Michele Mellgren \$62,000; all work is complete and ready to work in this project. The fourth group gave the most complete presentation. She didn't hear from all four groups but hard and soft copies should be made available to the Town. Group 2 and 4 share for the first slot, group 3 is second choice and the group 1 is the last choice. The dates need to be put on the calendar and a letter of extension written to DCA.

Dezman's ranking: 1st – Calvin, 2nd – Mellgren, 3rd – Miller/Legg and 4th Renaissance

Mrs. Moccia thought the first group was very professional; the money was vague. If we are doing this for an extensive amount of time, we should have a better idea of the funds. The second group is moving very quickly; the last group has one meeting and then available through e-mail and website. Mrs. Wilbanks-Free stated that she does e-mail and letters and the response from the residents have been great. She feels this would be a positive.

Moccia's ranking: 1st – Calvin, 2nd – Miller/Legg, 3rd - Renaissance & 4th - Mellgren

McClelland's ranking: 1st – Renaissance, 2nd – Miller/Legg, 3rd – Mellgren & 4th - Calvin

Vail's ranking: 1st – Renaissance, 2nd – Calvin, 3rd – Miller/Legg & 4th - Mellgren

Mrs. Borton stated that price wise, she likes Renaissance and Calvin.

Borton's ranking: 1st – Renaissance, 2nd – Calvin, 3rd – Miller/Legg & 4th - Mellgren

She is concerned about the time-frame. Mr. Vail stated he sees an extension in the future.

Mayor Eschenberg likes Miller/Legg except for the price.

Eschenberg's ranking: 1st – Renaissance; he doesn't consider the other two because of the pricing.

Whoever you choose for the EAR, they may think they are coming back to do the amendments. Who do you really like to do the whole project? With the updates, we will need to go out to bid again. You may tend to go towards who did the EAR. He likes Renaissance because they are a low bidder and can meet the deadline.

Mayor Eschenberg asked if Council objects to hear from the Town Administrator. Mrs. Wilbanks-Free has seen the work of Calvin. She is very familiar with Sunny Isle and the work done and feels Calvin has the experience; she did not get a strong feel for the first group. Calvin is more in tune with what we want. The next choice would be Renaissance; she was not impressed with Miller/Legg. Mrs. Wilbanks-Free stated she had a hard time with Mellgren wanting to change the figures of the proposal. The group you choose will be before Council a lot; you need someone you can banter back and forth with.

Total Score Card:

Renaissance received the most 1st place votes' Calvin came in 2nd, Miller/Legg came in 3rd and Mellgren came in 4th.

Dezman/Borton to authorize Town Administrator to negotiate a contract with Calvin.

Mr. Bohne stated any negotiating should come back before Council; this falls under the sunshine law. Mrs. Wilbanks-Free stated she will do the due diligence and bring back to Council. Mrs. Moccia states we need to stay within the constraints of what this town is capable of. Mayor Eschenberg stated that P&Z will be doing a lot of the work. Mrs. Dezman stated it does not change the milestones on this and the back up material. Mrs. Wilbanks-Free values the mock review from DCA. You can put a time-frame on the extension and not take the full six months. The input from DCA is critical.

Discussion continued about the pricing and pictures. By general consensus of Council, both Miller/Legg and Mellgren are out of running. Mrs. Dezman states her opinion, based on the presentation this evening, Calvin, Giordano & Associates can make this happen by the January 1, 2008 deadline.

The roll was called: Borton, Moccia and Dezman – Ayes. Vail and McClelland – Nays.

Motion carries 3 to 2.

Mr. McClelland expressed Renaissance laid out a time table on page 32 of the proposal; it looks like they spent more time in town with the pictures. Mrs. Dezman asked all Council if they are in agreement

that Miller/Legg and Mellgren are out. Council is in agreement with this statement. Mrs. Wilbanks-Free doesn't have a good feel; it's not about the pictures.

F. ADJOURNMENT

With there being no further discussion, **MOTION: Dezman/Borton to adjourn meeting. VOTE: All Ayes.** This meeting adjourned at 9:42 pm.

BY: _____
Mayor Thomas Eschenberg, Chair

ATTEST:

Cindi Kelley, Deputy Town Clerk

Date