

**CITY OF PUNTA GORDA, FLORIDA  
SPECIAL CITY COUNCIL MEETING MINUTES  
WEDNESDAY, JULY 18, 2018, 9:00 A.M.**

**COUNCILMEMBERS PRESENT:** Cummings, Keesling, Matthews, Prafke, Wein

**CITY EMPLOYEES PRESENT:** Sharon Knippenberg, Finance; Rick Keeney, Public Works; Tom Jackson, Utilities; Phil Wickstrom, Human Resources; Joan LeBeau, Urban Design; Pamela Davis, Police; Ray Briggs, Fire; City Attorney Levin; City Manager Kunik; City Clerk Smith

**Mayor Keesling** called the meeting to order at 9:00 a.m.

**UNFINISHED BUSINESS**

**Draft Request for Qualifications (RFQ) – Citywide Master Plan**

Mr. Derek Rooney spoke in favor of the RFQ, urging Council to ensure the selected firm possessed fiscal experience. He opined a lands availability analysis should be conducted with future costs incorporated into same.

Mr. Rob Humpel commented favorably on the economic analysis portion of the study. City Manager Kunik drew Councilmembers' attention to the RFQ, as delineated in the agenda material, stating staff had drafted same based on Council's previous discussions.

**Councilmember Prafke** pointed out a semantical error in Item 3, Background Information, on page 17.

City Manager Kunik confirmed Council was amenable to a submission deadline of 45 days. He noted the scope was flexible as the firms would use their expertise to refine same.

**Councilmember Prafke** inquired if Councilmembers were amenable to a provision under Item 4, Scope of Work, wherein the consultant was free to modify, revise or otherwise amend the list of tasks to best satisfy the Plan's objectives. She clarified she was in favor of such a provision.

**Councilmember Cummings** agreed; however, he opined the economic and budgetary analysis must be a key piece in order to ensure future sustainability.

**Mayor Keesling** recommended adding a lands availability analysis, acknowledging geography demographics were included under Item 4A.

**Councilmember Wein** suggested waiting to see if the respondents noticed the absence of a lands availability analysis.

**Councilmember Prafke** confirmed Councilmembers were in favor of specifying a 20 year time horizon throughout the scope.

Discussion ensued with consensus to include timeframes of 10 to 20 years in addition to 20 plus years.

**Councilmember Matthews** commented Article 2, Representative, should state “Urban Design Manager or designee.” She then voiced concern with regard to the lack of any reference to Aqua’s study, opining same was an important component.

Consensus was to include reference to Aqua Marketing and Communication’s (Aqua’s) study.

**Councilmember Matthews** inquired as to a timeline.

Ms. Marian Pace, Procurement Manager, replied she anticipated releasing the RFQ on July 23, 2018, for 45 days, stating evaluation of the written submittal packages would be held at the September 17, 2018 City Council Meeting.

City Manager Kunik raised the possibility of conducting evaluations at a separate meeting.

Discussion ensued with consensus to evaluate and short-list submittals on September 26, 2018, at 1:00 p.m.

Ms. Pace then advised Council must schedule meetings for interviews and rankings, explaining she wished to provide at least a tentative timeline in the solicitation document.

Consensus was to reschedule the October 10, 2018 City Council Workshop from 5:00 p.m. to 9:00 a.m. in order to conduct interviews and to perform rankings at Council’s regular meeting at 9:00 a.m. on October 17, 2018.

**Mayor Keesling** urged widespread advertisement of all meeting dates. She pointed out Section II, as delineated on page 23, limited submission of examples by the bidder to projects completed between 2015 and 2018, suggesting the latter be expanded to encompass the past 5 years.

Consensus of Council was to allow submission of projects completed between 2013 and 2018.

Ms. Pace asked if Council wished to limit submission of proposed project examples to five as was currently proposed and to add economic analysis experience under project examples.

**Councilmember Prafke** commented firms sometimes partnered with other entities in order to utilize the latter’s specific expertise.

**Councilmember Wein** noted same would allow Council to evaluate the partnering firm as well.

Consensus was to require such respondents to disclose the firm with which they might have partnered.

Councilmember Cummings **MOVED** to approve the scope as amended and the timeline, **SECONDED** by Councilmember Wein.

**MOTION UNANIMOUSLY CARRIED.**

**Punta Gorda Community Development Summit**

Ms. Kay Amps applauded Team Punta Gorda (TPG) for proposing a Summit. She noted Summit expenses were estimated to be approximately \$25,000, suggesting the City seek the participation of other civic organizations to offset expenses if costs were to fall to the City.

Mr. John Welsh, TPG Board member, stated the Summit was the first step, adding TPG wished to include as many people as possible in the process.

City Manager Kunik drew members' attention to the concept paper submitted by TPG, explaining the idea behind the Summit was a public education strategy in conjunction with the City's efforts toward updating the Citizens Master Plan. He stated the Summit would create a more informed community which would participate in the City's charrettes. He clarified TPG was seeking a partnership with the City for coordination of the event through in-kind service or a cash payment.

**Mayor Keesling** stated she was amenable to such a partnership, pointing out TPG was not asking the City to pay all expenses. She noted session breaks and audio/visual expenses were the most costly items.

**Councilmember Prafke** expressed hope the Event Center could be leased at no cost.

Discussion ensued with consensus to partner with TPG and to encourage participation from other civic organizations.

City Manager Kunik confirmed he would advise Councilmembers prior to incurring any substantial costs.

Councilmember Prafke **MOVED** to support the Community Development Summit as a partner, **SECONDED** by Councilmember Matthews.

**MOTION UNANIMOUSLY CARRIED.**

**POLICY AND LEGISLATION**

**WEIN:** Stated election day parties were held at the Courthouse in the past, primarily while votes were being tallied, adding he understood a foundation existed which would provide seed money to resume such practice. He opined this would be a nice tradition to re-introduce in the community, acknowledging other sponsors might be needed.

**Councilmember Matthews** commented in the current digital age, election results were often available by the time the polls closed, particularly due to absentee votes. She further stated candidates typically held their own private parties on election night.

**Mayor Keesling** suggested Councilmember Wein speak with the Supervisor of Elections, who was a history enthusiast.

**Councilmember Cummings** spoke in support of Councilmember Wein's suggestion.

**CITIZENS COMMENTS**

Mr. John Miller, Punta Gorda Isles Civic Association (PGI CA) Government Liaison, voiced the PGI CA's support and offer of assistance toward updating the City's efforts toward updating the Citizens Master Plan.

Mr. Gary Skillicorn expressed reservations regarding the selection of a vendor prior to cost negotiations during the process of retaining a consultant for the Master Plan update. He clarified the evaluation process was subject to the Sunshine law.

Ms. Patti Allen, Fishermen's Village General Manager, offered her assistance to the City, suggesting the City might wish to also partner with the Punta Gorda History Center.

The meeting was adjourned at 9:55 a.m.

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Mayor

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City Clerk