



## **Planning & Zoning Commission Meeting Minutes**

Thursday, November 21st, 2019 @ 6pm

City Hall

Chairman Neal called the meeting to order at 6:00pm.

### **Members present:**

- Commissioner Little
- Secretary Meadows
- Mayor Warwick
- Commissioner Mann
- Chairman Neal
- Commissioner Rice

### **Others present:**

- Sydney Allen, Planning & Zoning Administrator
- Don Brown, City Attorney
- Bolivar Robotics Club
- Corey Rich
- Nathan Hamann
- Michelle Bates

### **Approval of Agenda:**

After reviewing the agenda, Secretary Meadows made a motion to approve the agenda as presented. Mayor Warwick seconded. The agenda was approved as presented.

### **Approval of Meeting Minutes:**

After reviewing the meeting minutes from September 19th, 2019, Commissioner Little made a motion to approve the minutes. Secretary Meadows seconded. The minutes were approved as presented.

### **New Business:**

- **Bolivar Robotics Club** – Michelle Bates and two student groups presented to the Commission. Michelle introduced the students and explained that they were the Bolivar Robotics Club. They are comprised of two teams, the Robo Tacos and the Dos Robo Tacos, and they compete against 37 other teams in the region. The theme for the competition this year was City Shaper Challenge and the students were to identify a problem in their community and come up with a solution. The Robo Tacos presented the Bolivar square and the traffic issues and the Dos Robo Tacos presented the parks and their lack of accessible equipment. Michelle explained that the students not only learn

about robotics but they also learn about public speaking, cooperation, gracious professionalism, and to serve one another.

**Old Business:**

- **Comprehensive Plan Update – RFP Submittals & Discussion:** Sydney presented the commission with a spreadsheet detailing the RFP submittals. There were six submittals and they were listed in order of preference based on staff review. The information was divided into sections: Firm, Duties, Timeline, Online Engagement, In-Person Engagement, Deliverables, and Cost. Sydney went through the list and briefly explained what was proposed by the firms, specifically the staff's top 2 candidates. PGAV & SMCOG and Shockey Consulting Firm were the top 2. The group discussed that Shockey is known for their public engagement work and their proposal was very visually pleasing. They also discussed that the PGAV/SMCOG proposal was impressive but discussed the fact that interns would most likely be utilized for the project. The Commission also discussed the fact that the Shockey proposal was twice the cost as the other proposals. Sydney added that they are proposing a very unique public engagement plan and incorporate several different ideas into the planning process that other firms do not. The Commission asked Sydney to get references for both PGAV/SMCOG and Shockey Consulting and to also ask Shockey if they would be willing to split the payment over two budget years. Sydney stated that she would do reference checks and get back to the Commission but would most likely need to schedule a special meeting to get a recommendation to the Board of Aldermen before the end of the year.

There were no citizen comments.

Secretary Meadows made a motion to adjourn the meeting. Commissioner Kurtz seconded the motion. Chairman Neal adjourned the meeting at 7:01pm.