



**Board of County Commissioners
Tourist Development
Gadsden County, Florida**

MINUTES

**Regular Public Meeting
March 18, 2013
3:30 p.m.**

Present:

**Lee Garner, Chair of TDC, City of Chattahoochee Manager and Tax Collector
Matt Thro, Vice – Chair of TDC, H & H Furniture (via phone)
Jeff DuBree, Sportsman’s Lodge, Bed Tax Collector Lake Talquin
Patricia Vice, West Gadsden Historical Society, Tourist Attraction
David Knight, Midway Councilman (excused absence)
Angela Sapp, City of Quincy Commissioner (excused absence)
Peter Patel, Bed Tax Collector (arrived late)
Hemant Patel, Hotel Industry (excused absence)
Gene Morgan, BOCC
Sonya Burns, TDC Administrator
Beryl Wood, Deputy Clerk**

Pledge of Allegiance and Roll Call

Lee Garner, Chairman of TDC called the meeting to order at 4:00pm then led in the Pledge of Allegiance.

Roll Call (Beryl H. Wood, Deputy Clerk)

The roll was called by the deputy clerk and noted above.

He announced there was not a quorum present at this time and could only hear items for informational purpose until they reached a quorum.

Amendments and Approval of Agenda - None

Peter Patel arrived at this juncture of the meeting.

1. Approval of Meeting Minutes (February 18, 2013) (Lee Garner, TDC Chairman)

UPON MOTION BY MR. MORGAN AND SECOND BY MR. DUBREE, THE COUNCIL VOTED 6 – 0, BY VOICE VOTE, TO APPROVE THE TDC MINUTES OF FEBRUARY 18, 2013.

2. Welcome New Member(s) Hemant Patel (Lee Garner, TDC Chairman)

Hemant Patel was not present at this meeting, he was excused.

Mr. Morgan confirmed his appointment was approved at the last BCC meeting replacing Alca Patel who resigned last month.

3. Budget Update (Jeff Price, Budget Analyst)

Jeff Price, Budget Analyst gave update for the budget until May 2013. He said the only real activity we had. We added under Event Marketing Fund, Havana Merchants for \$1,545 on the expenditure side. He said on the 2nd page it referenced the revenue side, we are right on track. He highlighted the notes at the bottom of the page. He said they have received about \$34,587 in taxes in 4 months. He said they are right on track for 12 month estimated based on monthly average of \$103,761. He stated they estimated a \$106,000.

Mr. DuBree asked on the 4 months revenue how does it compare to the last year 4 months.

Mr. Price commented he hadn't looked at the figures for these 4 months, but last 4 month they were a little higher than last year.

Chair Garner recalled the last Visit Florida briefing, the Tourism was up by 6% so far this year and they are hoping to break last year's record. He thanked Mr. Price for the more efficient looking budget reports.

Matt Thro arrived at this juncture of the meeting via phone making a quorum.

4. **Gateway Signage Project County Right-of-Ways (Charles Chapman, Public Works Department)**

There was discussion on who would provide coverage from TDC at tomorrow's BCC meeting.

Mr. Morgan commented that he would be happy to represent the TDC as a member if needed for tomorrow night.

Chair Garner presented the Approval of Gateway Signage Project on County Roadways to clearly identify gateway entrances on county maintained right of ways into Gadsden County.

Jeff DuBree discussed gateway signage coming into County. He said this project started back in 2009-2010. He said the TDC saw the need to have some kind of Gateway to come into the County. Mr. Chapman went out to attempt to receive funding from DOT and would involve flower installation and signage. He said his understanding was there were two projects. The one before them is the county maintained entrances and what the county is looking is to provide the funding to pay for the signs. County will pay for poles and installation. He mentioned the two bids received the low bid was for \$4,536.00. He said after speaking with Charles Chapman he felt that bid was a quality bid. He did however, recommend if we approve funding that we do the bid again and try to get this most competitive bid. He said Mr. Chapman said he was comfortable with Vulcan Signs. He mentioned the other sign project, which is the major entrance (gateway) project on the major entrances coming into the county, which is pending the grant received from FDOT. His recommendation was approve funding coming from Infrastructure in the amount \$4,400.

Mr. DuBree motioned to approve \$4,400 for Gateway Signs and it was seconded by Mrs. Vice.

Mr. Thro said he was all for this project, but felt it should be pinpointed where funds coming from.

Mr. DuBree stated he could amend his motion for approval.

Mr. Morgan said this was great for Gadsden County. Recommend that we go ahead and approve and identify the funds.

Jeff Price suggested funds come from Professional Services.

UPON MOTION MR. PATEL AND MR. THRO, THE COUNCIL VOTED 6 – 0, BY VOICE VOTE, TO APPROVE THE FUNDING FOR THE GATEWAY SIGNS PROJECT FROM THE

PROFESSIONAL SERVICES (SEO WEB ENHANCEMENTS) FOR \$4,400 INFRASTRUCTURE FUNDS.

Mr. Morgan would present this item tomorrow at the BOCC Meeting.

5. Kiosk RFP Discussion/Approval (Jeff Dubree, Gene Morgan and Hemant Patel)

Gene Morgan commented of the Kiosk RFP discussion. He said Jeff DuBree, Hemant Patel and himself worked on the committee for the interactive indoor/outdoor kiosk on behalf of the TDC. He said the bidding process went smoothly and thanked Sonya and the Procurement Department. They did get response for 1 company, so it was their recommendation was to send out for another bid to give an opportunity for other companies respond. He referenced the bid amount on page 17 for Enclosure Hardware: 46" Outdoor Units 46 inch outdoor kiosk with printer \$23,000 - \$33,800; Software and Service Costs: Software Item- Base Software Design \$22,500, Virtual Photo Booth \$2,500, Event Calendar \$1,000, Purchasing System \$3500. Annual Service Plan Cost: Annual Service Cost per kiosk – base package \$2,100, Optional service Plan Add-ons Variable - up to \$5,000 per kiosk.

He said there were two other companies that had called and was given information to respond to RFP, but we didn't receive their bids. There was a tight turnaround to get information to be presented at this meeting today. He said they are recommending that they rebid and tighten up the specifications to get more lined up for what they are looking for and hopefully have a better response.

Mr. DuBree said when they rebid make sure they clear up the proprietary items and some specifications should be tightening up. He stated he concurred they need to rebid to find a company who is less expensive.

Mr. Morgan commented he talked with a gentleman that called in at the last meeting from Stealth. He said he didn't get any specifications but, I am aware there are some kiosks out there in the price range we are looking to invest.

Chair Garner said his recommendation to rebid to receive other bids and strengthen the specifications to what exactly is needed. He also directed the committee to continue to present back to the TDC as to the progress.

Marketing and Funding Request

There were no marketing and funding request presented at this meeting.

Public Comments and Concerns on Non-Agenda Items (3 minute limit)

There was no additional public comment and concerns.

Chair Garner welcomed Jack McLean, City Manager who is sitting and taking notes for Mayor Angela Sapp.

Sonya mentioned to Mr. McLean that the City could pick an alternate for the City position when Mayor Sapp is out.

Sonya commented the TDC Coordinator position approval to award to bid number 12-14 to Legacy Marketing Inc. and authorize the Chairman to execute the agreement on the BOCC Agenda tomorrow night.

Mr. Morgan said he recommended that this item is pulled if no one could be there to represent TDC or answer questions that may be posed by the Board.

Mr. Thro stated he would try to get in contact with Hemant Patel to see if he could represent TDC at BOCC meeting tomorrow and get him up to date where they are concerning the items being presented and would let Sonya and Chair Garner know the outcome.

Meeting(s)

- April 15, 2013
- May 20, 2013

Other TDC Business

BOCC Agenda Item – Approval of TDC Public Relations Services Agreement
Legacy Marketing (Mary Kelly) 3/19/13

Printed Materials

List of Strategic Partners
TDC By-Laws
Florida Statute

ADJOURNMENT

THERE BEING NO OTHER BUSINESS BEFORE THE COUNCIL, CHAIR GARNER DECLARED THE MEETING ADJOURNED AT 4:10 P.M.

GADSDEN COUNTY, FLORIDA

LEE GARNER, CHAIR OF TDC

ATTEST:

BERYL H. WOOD, DEPUTY CLERK