

MINUTES
TOURISM COMMISSION
March 1, 2018
4:00 p.m.-1st Floor Conference Room

MEMBERS PRESENT:

Ronald Allen
Kim Weddle
Michelle Margulies

MEMBERS ABSENT:

Travis Perkins
Matthew Robertson

STAFF PRESENT:

Bruce Woody, City Manager
Clint Thompson, Planning & Community Development Director
Bryan Carter, City Attorney
Rebecca Shipp, Executive Secretary

CITY CLERK
2018 MAR -5 AM 8:47

Call to Order –Allen called the meeting to order at 4:03pm.

Postponements/adjustments to the agenda –

Minutes of the Meeting, November 15, 2017 –Weddle made a motion to approve the minutes. Margulies seconded.

VOTE: Allen-yes, Margulies-yes, Weddle –yes
Ayes – 3 Nays – 0, Abstain-0. The minutes are approved.

New Business –

Thompson presented the commission with an RFQ update.

Twelve firms submitted their statement of qualifications. All were scored based upon

- *Proposal format (5%)
- *Consultant firm's experience (10%)
- *Project manager experience and qualifications (15%)
- *Technical team experience and qualifications (15%)
- *Project manager/team experience with low impact development approach to park design, construction documentation, permitting, bidding and construction oversight (35%)
- *Project understanding and approach (20%)

Thompson gave commission members the submittals from the 4 firms that have been selected to be interviewed. Interviews will take place at the Remington Nature Center.

Confluence Professional Engineering

March 20 9:00-10:30

Forum Studio Inc.

March 20 10:30-12:00

Vireo

March 21 1:30-3:00

SWT Design

March 22 9:30-11:00

Thompson stated the interview panel from City Staff would consist of himself, Bruce Woody-City Manager, Andy Clements-Director of Public Works and Chuck Kempf-Director of Parks and Recreation. Thompson asked for a member of the Tourism Commission to serve on the interview panel as well.

Allen stated he would be willing to be on the interview panel.

Woody stated the interviews would be open to the public but only those on the interview panel would be allowed to participate.

Allen stated he was surprised that Klinger did not make the interview selection as he is familiar with the work they have handled. Allen stated he is looking forward to the interviews and the progress which is being made.

Thompson informed the board a resolution authorizing a funding agreement with Special Olympics for \$15,000.00 from the 2011 Transient Guest Tax Program was passed by the City Council February 12th.

The meeting adjourned at 4:38 pm.

The Tourism Commission would like to thank Kim Weddle for serving on the board. Weddle's term will expire March 13, 2018.

Minutes respectfully submitted,

Rebecca Shipp

cc: Paula Heyde, City Clerk
Tourism Commission Members
J. Bruce Woody, City Manager
Clint Thompson, Planning & Community Development Director
Bryan Carter, City Attorney
Tom Mahoney, Administrative Services Director
Mark Townsend, Technology Associate Director