



DOWNTOWN SIGNAGE COMMITTEE MEETING

Minutes of the Tuesday, April 26, 2016

Public Works Conference Room, Government Center

The nineteenth meeting of the Downtown Signage Committee was held on April 26th, 2016. Co-Chair Russel Francois convened the meeting at 8:00am joined by co-chair Tricia Stillman. Members present were Thom Jones, Beth Whisman, Dave Park and Crystal Howard. Members absent were Kyle Ham, Kyle Boehm, Vicki Tilton, Carl Teichman and Tom Krieger. City staff present were Steve Rasmussen and Kevin Kothe.

Public Comment was offered with none being made.

A motion was made by Thom to accept the minutes of the April 12th Meeting, seconded by Crystal and passed unanimously.

The following timeframe for the Wayfinding Architect Process was discussed again and it was agreed that this was still the plan:

- April 12th & 26th- Discuss RFQ and Process
- April 27th- Mail RFQ Advertisement
- May 20th- Deadline for Return
- May 24th- Review of Applications (2 Hours)
- June- Conduct Interviews
- July- Make Recommendation to Council

The Draft RFQ for a “Wayfinding Architect” was presented by Kevin Kothe and updated by the committee. An updated draft will be provided to the committee prior to the next meeting for review and mailed out prior to May 10th. The next meeting will be Tuesday, May 10th, 2016.

Motion to adjourn was made by Chrystal, seconded by Russel, all were in favor and meeting adjourned at 8:45 AM.

