



DOWNTOWN SIGNAGE COMMITTEE MEETING

Minutes of the Tuesday, May 24th, 2016

Public Works Conference Room, Government Center

The twenty-first meeting of the Downtown Signage Committee was held on May 24th, 2016. Co-Chair Russel Francois convened the meeting at 8:10am. Members present were Vicki Tilton, Carl Teichman, Dave Park, Thom Jones and Crystal Howard. Members absent were Kyle Ham, Kyle Boehm, Tricia Stiller, Beth Whisman, and Tom Krieger. City staff present were Kevin Kothe.

Public Comment was offered with none being made.

A motion was made by Carl to accept the minutes of the May 10th Meeting, seconded by Thom and passed unanimously.

The latest version of the Request for Qualifications (RFQ) for “Downtown Branding and Wayfinding Project” was presented by Kevin Kothe. There were some minor adjustments made following review by the City’s procurement officials. Key dates were adjusted as follows:

- May 26th - RFQ Released
- June 7th – Review questions submitted to the City
- June 23rd Statements due from Applicants
- June 28th - Review of Applications (2 Hours)
- July 11th & 12th - Conduct Interviews
- July 25th - Recommendation for Council Action

A motion was made by Thom and seconded by Carl to release the RFQ. The motion passed unanimously.

After further discussion of the dates and times stated in the RFQ, Thom offered to amend the previous motion so that the Questions to the City would be due by 8 AM on June 7th instead of 9 AM. Carl seconded and the motion passed unanimously.

A motion was made by Carl and seconded by Thom to move the next regularly scheduled meeting from June 14th to June 7th at 8am in order for the committee to review the questions submitted by any interested parties regarding the RFQ. The motion passed unanimously.

Motion to adjourn was made by Vicki and seconded by Thom, All were in favor and the meeting adjourned at 8:30 AM.

Note – after the meeting staff reviewed the dates and times and changed the deadline for Questions to the City to 2pm on Monday June 6th. This allows time for staff to compile the questions and provide some answers for the committees review at its meeting on June 7th.