

**PAVE COMMITTEE**  
**Tourism and Downtown Services**  
**Meeting Minutes – January 9, 2020 at 2:30 PM**  
**City Manager Conference Room**

**Member Attendance:**

Tyler Flaming (Chair & City Councilor)  
Valerie Lovelace (Vice Chair & City Councilor)  
Dwight Faszler (City Councilor) – absent  
Clint Scherf (City Councilor) – left meeting at 3:15pm  
Gordon Langenbeck - absent  
Trevor Yarrish  
Sara Bristol  
Ward Warren

**Staff/Liaison/Other:**

Jay Meredith (Finance Director)  
Susan Seereiter (Business Advocate)

**Guests:**

None

**1. Roll Call:**

- Chair Flaming opened the meeting at 2:30pm and jumped right to agenda item 5.a.

**2. Introductions:**

- None.

**3. Public Comment:**

- None.

**4. Approval of Minutes:**

- Minutes from the previous meeting were not available at this time.

**5. Action Items:**

**a) Conference calls with three top ranked firms that submitted a proposal to the RFP for the Operations Plan for Tourism Promotion and Downtown Development Programs. Firm #1 call scheduled from 2:30-3pm. Firm #2 scheduled from 3:15 – 3:45pm. Firm #3 scheduled from 4:00 to 4:30pm.**

- The phone interview with DMOProz began at 2:30, the phone interview with Lulish began at 3:15, and the phone interview with Velocity began at 4:00pm. Councilor Scherf had to leave the meeting at 3:15 and wasn't able to be present for the 2<sup>nd</sup> and 3<sup>rd</sup> calls.
- In each of the calls, Jay introduced the call and process and then Committee Members present took turns asking questions and follow up questions of each of the firms.
- Firms were given an opportunity at the end of each call to ask questions of the City and Jay provided an overview of the City's intended timeline for having a contract recommendation to the full City Council for consideration.

**b) Discuss process of completing RFP scoring sheets, doing final reference checking on proposals received, and make a contract recommendation if the scoring and evaluation process is complete.**

- Members continued to discuss the qualifications and costs of each of the project proposals after gathering additional information during the conference calls. Generally speaking, the member preferences of top ranked proposals before turning in final scoring had most Committee members suggesting either DMOProz or Velocity as top

ranked and the Committee generally agreed the City had three top quality proposals for this project.

- Since three Committee Members were not present at the end of the meeting, Jay will make available to Committee members an audio recording of the meeting and of the phone interviews to assist other members with completing final scoring of project proposals.
- Members discussed doing one final meeting in approximately two weeks to complete proposal scoring and make a contract recommendation to the City Council.

**6. Matters from Committee Members and Staff:**

- None.

**7. Future Agenda Building and Set Date for Next Meeting:**

- The next meeting will be Tuesday, January 28<sup>th</sup> at 11:00am to complete the scoring of proposals and make a contract recommendation to the City Council.

**8. Adjourn:**

- Meeting adjourned at 5:16 PM.

These minutes were prepared by Jay Meredith, staff liaison for the committee.