

PROCEEDINGS
TOURISM DEVELOPMENT COMMISSION
FRIDAY, February 4, 2022

The meeting was called to order by Chair Graskey at 12:00pm in Government Center 270.

1.Roll Call

Members Present: Lindsey Graskey (chair), Keith Kern, Bruce Barron, JoAnn Jardine, Pattie Soliday

Members Absent: Emerson Sloane

City Staff Present: Mayor Paine, Chief of Staff Scherf, Contract Specialist Darwin, Clerk Ramos (online), Deputy Clerk Becken, Assistant Clerk Rowell

Members of Public: Taylor Pederson, Briana Fiandt, Jenny Van Sickle

2.Approve Minutes from 1/21/2022

Motion by Commissioner Soliday, seconded by Councilor Kern and carried.

3.Create process to review and select marketing services provider from submitted proposals

Mayor Paine announced that there were 3 bids and explained the typical process for choosing bids and explained the Commission can adjust the process to suit its needs. Mayor Paine recommended interviewing all bidders as 3 is a reasonable number to interview. Commissioner Soliday asked if the Commission can read the proposals during closed session. Mayor Paine explained that some parts of the process can be held in closed session, would need to check the opinion of the City Attorney, but the proposals themselves could be sent to the Commissioners to read on their own time between meetings. Commissioner Barron asked about setting a criteria scoring system and how detailed it needed to be. Mayor Paine recommended reading the proposals without setting a detailed system beforehand. Councilor Kern asked for clarification on time limit. The process must be completed by 90 days after the bids were opened, Chair Graskey would like to have it to Council by March 15. Motion by Councilor Kern to release the bids to the Commissioners, review for 1 week, and decided on criteria and dates for interview next Friday. Second by Commissioner Barron and carried.

4.Determine parameters and set date for interviewing marketing agencies

Motion by Councilor Kern to hold this item in committee until next week. Second by Chair Graskey and carried.

5. Review final draft of TDC grant application

Motion by Chair Graskey to approve and publish the TDC grant application. Second by Commissioner Soliday. Commissioner Soliday asked if city staff could take care of the press release and Chief of Staff Scherf said she would. Clerk Ramos recommended a form to replace the cover sheet information detailed on page three of the application, she will have it ready by next week. Chair Graskey recommended the Commission vote down the original motion. Original motion failed. Motion by Commissioner Soliday to review a new draft of the application including the form at the meeting next Friday. Second by Chair Graskey. Motion to Amend the Motion by Councilor Kern to have the balance of the TDF fund available at the next meeting when reviewing the grant application. Second by Soliday. Motion, as amended, carried.

6. Adjournment

Motion by Commissioner Barron to set meeting for next Friday (2/11/22) at noon. Second by Commissioner Jardine. Councilor Kern mentioned that next Friday had to be the last time the Commission meets on Friday in order for him to be able to be at meetings without interfering with his job too much. Chair Graskey agreed that Fridays are difficult for her as well. Suggestion to move future meetings to Thursday after meeting on 2/11/22, but no action taken. Motion to set next meeting for Friday (2/11/22) at noon carried. Meeting adjourned at 12:45.

Respectfully submitted by Johanna Rowell, Assistant City Clerk