The meeting was called to order at 8:00 a.m. in the commission chambers of city hall.

Members present: Teri Gagliano, Tom McMacken and Sam Stark

Staff Members present: Troy Attaway, Leif Bouffard, Clarissa Howard, Michelle Neuner and Jason Seeley

Others present: Kim Hall, Library Director of Development & Campaign and Sabrina Bernat, Library Assistant Director

Administrative items
a. Approve April 18 meeting minutes - This item was deferred to the next meeting.
b. Public comment –
   • Kim Allen, 1800 W. Faucet, encouraged the group to focus on parking issues and to look at the park holistically. She provided handouts for reference.
   • Michael Perelman, Greentree Drive, suggested having visual displays at the library to encourage community comment related to library & event center functions and for the group to think about the integration of shared space/programming for the two facilities.
c. Welcome new member – Teri Gagliano was officially welcomed to the task force.

Informational items
a. Update project status
   Ms. Neuner advised that a city wide public notice was mailed out recently for the project and is scheduled to go before the Planning and Zoning Board on September 11 and then onto the City Commission on September 24 for approval.

   Ms. Neuner noted that the project is currently in the design development phase. She distributed and summarized the main points (key milestone dates, key activities this month and next month, upcoming key decisions, cost data and schedule status) as listed in the attached August 2018 Monthly Project Report issued by Pizzuti Solutions.

   Upon questioning, Mr. Attaway noted that the salvaging of equipment and materials from the old civic center is underway and that the design development approval is to occur within the next 4-6 weeks.

b. Introduce Kim Hall, Library Director of Development and Campaign
   Kim Hall was officially welcomed. She advised that they have met with the canopy leadership fundraising team and they are starting to resume their fundraising activities.

Action Items
a. Establish priorities of task force
   Ms. Neuner advised that due to time constraints during our April 18 meeting, the group was unable to review and discuss the operating models that staff was going to present. She asked the group to define several key items to work on so they can provide recommendations to the project management team, whereby a majority agreed with the following:

   • Establish a management model
   • Lease agreement with the library
   • Operation model (including catering, coffee shop, etc.)
   • Person to oversee the entire facility (define the role of the person, who they report to, etc.)
Staff acknowledged the request to research the following:

- How we operate some of our other city owned facilities
- Catering models
- Find other smaller cities with similar dynamics that have successful models that we can look at

Upon request, Mr. Attaway provided a brief parking update by explaining that the design team was tasked with coming up with 220 on-site parking spaces. He said they are currently exploring these items: obtaining on street parking on Harper, a parking agreement to use Heritage Park, perpendicular parking on the south side of the park by Comstock and Lake Island Hall for additional parking.

The task force and staff agreed that once the designated parking areas are defined and being used, they will need to be managed regularly to ensure that they are being used solely for the canopy, library and events center and also to ensure that there will be enough parking spaces available for weddings, on-site events, keynote speakers, etc.. Staff acknowledged the request to bring a parking overlay map at the next meeting showing secured/designated parking and potential parking.

Ms. Neuner obliged to brief the commission at the next council meeting regarding their upcoming priorities/tasks.

Ms. Gagliano asked the library board for guidance in providing her with their visioning (from the library’s perspective). Ms. Bernat acknowledged this request.

The next meeting was scheduled for September 26, 2018 at 8:00 a.m. in the Chapman Room, City Hall, Second Floor.

The meeting adjourned at 8:40 a.m.