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, Clarissa Howard, Brenda Moody, Michelle Neuner and Jason Seeley

**Administrative items**

a. **Approve minutes** – Tom McMacken moved to approve the April 18 and September 5 minutes as presented; seconded by Sam Stark; motion carried unanimously.

b. **Public comment**
   - Charlie Williams suggested moving the branding for MLK Park to task force action, prefers parking garage versus street parking, the need to look at the use agreement between the library and event center, concerned about the maintenance/operation budget and not sure if the raked auditorium is included or not.
   - Terry Bryant commented on all of the positive groundwork that is involved to pull this project together.
   - Cynthia Wood encouraged the public to reach out to the library team with their comments/suggestions.

**Informational items**

a. **Parking**

Mr. Attaway explained that the existing library has 90 on-site parking spaces and the existing civic center has 115 on-site parking spaces (205 total). He provided a preliminary parking map and advised that staff has allocated 213 on-site parking spaces, with a possibility of an additional 24 spaces for parallel parking along Harper (237 proposed total). Originally the design team was tasked with coming up with 220 on-site parking spaces, which has been exceeded.

Other exploratory options include removing Lake Island Hall (possibly gain an additional 37 spaces), allow perpendicular parking directly off Comstock (possibly gain an additional 57 spaces) and the option to use Heritage Park for evening/weekend parking. Staff addressed questions related to campus walking paths, parking lot lighting for safety and surface material for parking lot.

Mrs. Howard advised that there is a detailed library information sheet on the City’s website listing the code requirements, parking spaces, etc. and it will be continually updated accordingly.

b. **Catering**

Ms. Moody distributed information related to the following four different catering management options:

1. City Managed/City Operated/Any Caterer
2. City Managed/Preferred Catering List
3. City Managed/Single Caterer
4. Privately Managed by Single Caterer

Discussion ensued regarding the difference between the four options and the advantages/disadvantages associated with each. Ms. Moody provided numerous examples as to what other cities and local entities allow/provide, and their estimated yearly revenues generated. Staff addressed questions related to special requests (i.e. - cultural event utilizing caterer not on preferred list) and a suggestion made was to utilize the existing special event permitting process. A majority of the task force favored catering management options 1 and 2 and requested staff to provide financial projections so they can evaluate accordingly.

Mr. McMacken asked if staff has an update on the marketing plan. Ms. Howard advised that the communications department is working on several marketing pieces and will share that information at the next meeting, including a revised milestone-marketing plan.

The next two meetings were scheduled for October 10 and October 24, 2018 at 8:00 a.m. in the Chapman Room, City Hall, Second Floor. The meeting adjourned at 9:02 a.m.