

MINUTES OF THE **SPECIAL** MEETING OF THE  
WALTER GERRELLS CIVIC CENTER ADVISORY BOARD  
CITY HALL  
101 N HALAGUENO  
TUESDAY, SEPTEMBER 19, 2017 AT 6:00 PM

**1 ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM:**

Meeting was called to order at 6:00 pm by Steve Sauer, Chairperson. It was determined there was a quorum.

Voting Members Present: Steve Sauer, Chairperson  
Damien Capello  
Todd Hyden  
Linda Wiggins  
Robert Young (by phone)

Voting Members Absent: Mark Barela  
Kristopher Walls

Ex-officio Members Present:

Ex-officio Members Absent: Dale Janway, Mayor  
Steve McCutcheon, City Administrator  
Jason Shirley, Councilor

Others Present: Curtis McKinney, Manager  
Steve Hendley, Director of Sports & Recreation

**2 APPROVAL OF AGENDA:** The motion was made by Damien to approve the agenda Todd seconded the motion. The vote was as follows: Yes –Sauer, Capello, Hyden, Wiggins, Young No – None Absent – Barela, Walls

**3 DISCUSS & APPROVE TO RECOMMEND CHANGES TO MANAGEMENT**

**CONTRACT-** Steve said they would first discuss the Request for Proposal. Todd said he's not sure if a five year contract will be approved. Steve S. asked Curtis what the average for a contract was, Curtis said he has only had a year to year contract. He is on his 3<sup>rd</sup> year renewal. Damien asked Robert what his contract was; Robert responded his was 3 years. Robert said the contract needs to be at least four years, to use that last year as transition. Steve S. said the main reason for these changes is so the contract won't be year to year and they have that extra year for transition if needed.

The motion was made by Todd to approve the requests for the RFP recommendations Damien seconded the motion. The vote was as follows: Yes –Sauer, Capello, Hyden, Wiggins, Young No – None Absent – Barela, Walls

Todd said he had a question about the contract. He asked if the contractor in charge has any say in which company he uses for internet service. Steve S. said the way the contract reads it's the responsibility of the contractor. Steve the reason for the change in the contract is so there's not a gap in internet service. If the management goes from one contractor to another the service stays in place. Steve said they added a six month transition in the contract. This will allow the old manager to finish up his business, and allow the new contract to get things started with events.

Curtis explained to the board the need for a transition period. The current contractor doesn't want to book anything cause they may not be there, and when the new contractor comes in he has to start over and it takes months to get things booked.

The motion was made by Damien to recommend changes to the contract Hyden seconded the motion. The vote was as follows: Yes –Sauer, Capello, Hyden, Wiggins, Young No – None Absent – Barela, Walls

4 ADJOURNMENT: The meeting adjourned at 6:15pm

  
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Chairperson

11-7-17  
Date