

**MEETING MINUTES
ASSEMBLE LINCOLN STANDING COMMITTEE
THURSDAY, FEBRUARY 8, 2024, AT 12:00 NOON
555 SOUTH 10TH STREET, LINCOLN, NE
COUNTY-CITY BUILDING, ROOM 112**

Advance public notice of the meeting was posted on the County-City Building bulletin board, posted to the Lancaster County website, emailed to the media, and published in the Lincoln Journal Star print and digital editions on February 7, 2024.

Members present: Beau Ballard
Eliot Bostar
Carolyn Bosn
Sean Flowerday
Lynn Rex
Deb Schorr
Anna Wishart
Kenneth Zoeller

Members absent: Rich Herink

Others present: David Derbin, Ex-Officio Member
Jeff Maul, Ex-Officio Member
Todd Ogden, Ex-Officio Member
Eric Gerrard, Adjunct Advisor
Paula Portz, CSL/Legends
Matt Hansen, Lancaster County Clerk's Office

Bostar called the meeting to order at 12:08 p.m. and noted the location of the Nebraska Open Meetings Act.

1) APPROVAL OF THE MINUTES FROM JANUARY 25, 2024

MOTION: Bosn moved and Rex seconded approval of the minutes. Ballard, Bostar, Bosn, Flowerday, Rex, Schorr, and Zoeller voted yes. Herink and Wishart were absent. Motion carried 7-0.

2) EXECUTIVE COMMITTEE UPDATE

Bostar said most of the work of the Executive Committee has been reviewing Request for Proposal (RFP) drafts that will be discussed later in the agenda.

3) SUBCOMMITTEE UPDATES

A. Public Engagement Subcommittee

Ogden shared that the committee was working on a public open house, and the subcommittee had prepared a draft press release. The event is planned for February 19th, at Park Middle School from 5:00p.m. to 7:00p.m. The subcommittee will create poster boards for informational stations. Once the press release goes out, he will add the event to website and social media.

Schorr described the information stations planned, which include registration, Rotary Club, history of consultant projects, the turnback tax, the county's role, RFPs, and open comment. Rotary Club has already announced the open house to their ambassadors.

Wishart entered the meeting at 12:12 p.m.

Ogden said CSL/Legends will be present at the event.

Wishart shared that she is presenting at Rotary Club on February 15th.

Schorr and Wishart discussed how Committee members can participate in the event. Wishart said the event will be family friendly.

B. Partnership Development Subcommittee

Bosn presented on behalf of the subcommittee. They are waiting to hear back from Rotary Club.

C. Internal Finance Subcommittee

MOTION: Flowerday moved and Schorr seconded to approve \$1,000 from the cash fund for the open house posters and promotional materials described earlier. Ballard, Bostar, Bosn, Flowerday, Rex, Schorr, Wishart, and Zoeller voted yes. Herink was absent. Motion carried 8-0.

Flowerday and Wishart discussed the logistics of invoicing the expense.

4) SITE RFP UPDATE

Paula Portz from CSL/Legends presented. The Site RFP has been released and is due February 29th. To date, they have received six questions, mostly on administrative topics such as page limit, attachments, timeline, and insurance requirements.

5) DESIGN RFP UPDATE

Portz said they will release the Design RFP either tomorrow or next week, upon approval today (Exhibit 1). Responses will be due on March 1st and awarded on March 22nd. They have developed conflict of interest statements regarding conflicts architects might have to the Site RFPs. She said there were ten or eleven interested parties so far, from both local and national groups.

Bostar asked if there was enough time for replies. Portz answered yes since it was a conceptual design.

6) ACTION ITEM: ISSUANCE OF REQUEST FOR PROPOSALS FOR PROGRAMMING AND CONCEPTUAL DESIGN SERVICES

MOTION: Flowerday moved and Schorr seconded to issue the Request for Proposals for programming and conceptual design services. Ballard, Bostar, Bosn, Flowerday, Rex, Schorr, Wishart, and Zoeller voted yes. Herink was absent. Motion carried 8-0.

7) ADJOURNMENT

MOTION: Bosn moved and Schorr seconded to adjourn at 12:22 p.m. Ballard, Bostar, Bosn, Flowerday, Rex, Schorr, Wishart, and Zoeller voted yes. Herink was absent. Motion carried 8-0.