



**Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes  
Thursday, March 29, 2018**

---

The Idaho Falls Civic Center for the Performing Arts Committee met in a regular committee meeting on Thursday, March 29, 2018, at the Willard Arts Center, Conference Room, 498 A Street, Idaho Falls Idaho 83401 at 1:30 pm.

**In attendance:**

Arthur Kull, Idaho Falls Civic Center for the Performing Arts Committee Member  
Anne Staton-Voilleque, Idaho Falls Civic Center for the Performing Arts Committee Member  
Carrie Scheid, Idaho Falls Civic Center for the Performing Arts Committee Member  
Bonnee Taggart, Idaho Falls Civic Center for the Performing Arts Committee Member  
Deidre Warden, Idaho Falls Civic Center for the Performing Arts Committee Member

**Others Present:**

Pam Alexander, Municipal Services Director  
Chandra Witt, General Services Administrator  
Ed Morgan, Civic Auditorium Manager  
Brad McKenzie, McKinsey Management Services, Inc.  
Greg Croft, Resin Architecture

The meeting was called to order by Arthur Kull at 1:30 p.m.

**Public Comment:**

None

**Review of Committee Meeting Minutes**

The committee reviewed the meeting minutes from February 15, 2018 and March 14, 2018. No changes were noted for the February 15 meeting minutes and two corrections were noted for the March 14, 2018 minutes on pages 2 and 3.

*Motion: Committee member Anne Voilleque motioned to approve the February 15 meeting minutes Committee member Bonnee Taggart seconded. The committee approved the meeting minutes from February 15, 2018.*

*Motion: Chair Kull reviewed requested changes to the March 14 meeting minutes on page two revise Co Chair to Vice Chair and on page 3, remove duplicative words in the first sentence under the discussion of marquee. Committee member Anne Voilleque motioned to approve the March 14 meeting minutes with Chair Kull's requested changes and Committee member Bonnee Taggart seconded. The committee approved the meeting minutes from March 14, 2018.*



**Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes  
Thursday, March 29, 2018**

---

**Phase I Renovation, Project Timeline**

Chandra Witt presented the bids received for the Phase I renovations. A total of three bids were received. She handed out the bid tabulation to the committee for review and announced the three contractors were Big D Construction, Rivers West Construction and Eagle Rock Timber.

Chandra stated that she and Brad evaluated the bids received and stated Big D Construction was the low bid. Chandra noted bid tabulation included alternate options for either painting or polishing the concrete floor and the committee would need to make a recommendation of which alternative to accept. Chandra further review the timeline provided by Big D Construction and confirmed it is within the City's timeline. Brad stated he agreed with the evaluation of the bids and concurred with the recommendation with the low bidder.

Discussion occurred regarding the concrete floor and what alternate to accept. Ed Morgan stated reviewed the pros and cons of each application. Ed stated his recommendation is to go with the polish alternate. Ed reviewed the process that will be followed once the seats are removed. He stated the process would be to grind, patch and polish or paint. Ed stated he has received recommendations from painters to first grind the floor and then apply the paint. Vice Chair Carrie Scheid recommended the committee go into the Colonial Theater and review the floor that is about 19 years old and painted as an analysis of whether or not to pay more for the polishing. The committee walked to the Colonial to review the floor. During this analysis, Vice Chair Scheid noted wear and tear, but also noted the floor was 19 years old. Color of paint was also discussed. The committee returned to the conference room. Brad McKenzie discussed the polish textures and color variations for the concrete. Discussion continued regarding the pros and cons of each method. Greg Croft reviewed the options of staining and polishing. Brad McKenzie stated the committee can have further discussions about the color with the contractor and may even be able to view samples.

*Motion: Committee member Bonnee motioned to recommend the polish alternative #2 for the concrete floor in the amount of \$52,460.00 and committee member Deidre Warden seconded. The committee approved the polish alternative for the concrete floor.*

Vice Chair Carrie Scheid inquired if anyone was familiar with Big D Construction. Brad McKenzie stated they are a very large company out of Salt Lake City, Utah with a branch office in Rexburg, Idaho. He also stated Big D Construction was the contractor on the Springhill Suites Hotel.

*Motion: Committee member Anne Voilleque motioned to accept the low bid from Big D Construction for a total bid amount of \$324,334.00 and committee member Deidre seconded. The committee approved the low bid from Big D Construction for a total bid amount of \$324,334.00.*



**Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes  
Thursday, March 29, 2018**

---

Discussion followed regarding the theater seats. Brad McKenzie stated a competitive bid has been issued separately to provide and install the theater seats. He also reviewed the coordination efforts that will need to occur between the seating company and Big D Construction.

An inquiry was made regarding when the renovations would be brought to City Council. Chandra Witt confirmed it would be April 12.

Vice Chair Carrie Scheid inquired if the City has heard from Wenger. Ed Morgan stated he expected Wenger to submit a bid along with other companies. Chandra Witt stated the bid opening for the seats will be April 9 and may be added to the City Council regular session on April 12. Vice Chair Carrie Scheid reported the seats in the Colonial are the original seats from the renovation and were reupholstered by the Boise correctional facility.

**Discussion and Review of Marquee Design**

Ed Morgan stated the City is on the Planning and Zoning agenda for a condition use permit for the marquee on May 1, 2018. The size and dimensions of the marquee were reviewed. The conditional use permit will be for the same dimensions of the current marquee. The Planning and Zoning notification process was reviewed. Vice Chair Scheid inquired about the design of the marquee. Committee member Anne Voilleque stated Carol Johnson would not be involved with the design of the marquee. Ed Morgan stated a conditional use permit would need to be issued first before the quote process can begin. The City will require three quotes due to the dollar amount rather than requiring a competitive bid. Brent McLane from the Community Development Department has offered to come up with a generic sign with the dimensions for Planning and Zoning meeting since we cannot use the sign design concept received from Sign Pro. Chandra Witt stated the committee would be responsible for recommending the design of the marquee. Discussion followed regarding possible designs. It was agreed by the committee the font should stay within the art deco design that is currently on the building. Committee member Anne Voilleque stated that she would contact Compass Academy to inquire if there are students interested in creating a design for consideration.



**Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes  
Thursday, March 29, 2018**

---

**Discussion of Fundraising of Future Phases**

Chair Kull stated there was a meeting with the City Attorney, Randy Fife regarding revising or creating a new ordinance for establishing a foundation for future phases. He reviewed the fundraising ordinance shared with the committee drafted by the City Attorney that will allow the committee to actively find money. Vice Chair Carrie Scheid inquired if the City can accept a donation or gift as fundraising activities or if a 501(c) 3 organization will need to be established. Pam Alexander stated the City is able to receive donations and used land donations as an example of the process that has been followed in the past.

*Motion: Committee member Anne Voilleque made a motion to recommend the ordinance drafted be submitted to City Council for approval. Vice Chair Carrie Scheid seconded. The committee approved the motion to recommend the ordinance be brought to City Council for approval.*

Vice Chair Carrie Scheid inquired about the status of the acoustical shell. Ed Morgan stated he is working with the City Attorney to piggyback off other governmental contracts. The acoustical shell will be new. Ed stated based on the cost estimates provided to deliver the old shell from back east was determined to be too expensive.

The next meeting will be held on Monday, April 9 at 1:00 p.m. at City Hall, Municipal Services Director's Office, 308 Constitution Way, Idaho Falls, Idaho 83402.

It was moved by Arthur Kull, Chair and seconded by committee members, the meeting adjourn at 2:23 p.m., which motion passed following a unanimous vote to adjourn.

Handwritten signature of Pamela Alexander in cursive.

Pamela Alexander, Director  
Filling in for Committee Secretary

Handwritten signature of Arthur Kull in cursive.

Arthur Kull, Chair