

**SPECIAL MEETING OF THE BOARD OF TRUSTEES  
MUSCATINE ART CENTER  
January 29, 2025**

**Present:** Mark Latta, Aarzoo Baharani, Sara Fitzer-Huston, David Meloy, Ann McCarthy, and Vince Lawson

**Absent:** Geri Kent, Kathleen Haltmeyer, Mark Seaman,

**Staff:** Melanie Alexander

**Call to Order:** The meeting was called to order by Latta at 9:00 AM.

**Visitors:** None present.

**Selection of Architectural Firm:**

The Board discussed the January 27, 2025 memo from the consultant, Sean Stanwick, Director Facilities Planning for Lord Cultural Resources. Board members provided personal opinions of the memo as well as feedback based on their own experiences participating in the interview process and reviewing the responses to the RFQ and RFP. Board members overall agreed with the consultant's ranking of BNIM as the top ranked of the three firms.

Meloy made a motion to proceed to the contract negotiation phase with BNIM. Lawson seconded the motion. The motion carried with unanimous support.

The Board discussed next steps. Once a contract is received, it will be shared with the full Board for review. Outside resources such as the consultant, the City Attorney, and the City Administrator will also be asked to provide feedback. Should complications arise during the negotiation phase, a small team of Board Members will be tasked with a deeper review of any issues. Any contract will be voted upon by the full Board.

If an agreement cannot be reached with the top ranked firm, the Board will take additional steps to better understand the strengths and limitations of the remaining two firms before proceeding with a second-choice firm.

**New Business:**

Next Board meeting – February 20th at 12:00 P.M.

**Adjourn:**

Moved/seconded by (Lawson, Meloy) to adjourn at 9:30 a.m. The motion carried and the meeting adjourned.

Respectfully submitted,

Melanie Alexander, Director  
Muscatine Art Center