

**ENTERTAINMENT AND CONVENTION CENTER AUTHORITY
REGULAR BOARD MEETING**

February 28, 2017

A regular Board meeting was held on Tuesday, February 28, 2017 at 4:00 p.m. in the Senator Sam Solon Board Room. In attendance were Chair Jay Seiler, Greg Fox, Deb Messer, Don Ness, Karen Pionk, Roger Reinert, and David Ross. Vice Chair Yvonne Prettnner Solon, Secretary Crystal Pelkey, and members Mary Finnegan-Ongaro and Carrie Heffernan were excused from the meeting. Staff members Chelly Townsend, Caty Kaups, and Sue Ellen Moore were present; Dan Russell was excused from the meeting.

Seiler called the meeting to order at 4:10 p.m. and noted that a quorum had been met.

Seiler asked for a motion to approve the minutes from Regular Business Meeting, January 31, 2017. Ross made the motion to approve, and Ness seconded the motion. January's Minutes were approved unanimously.

Messer arrived at 4:11 p.m.

Old Business

Townsend presented the International Union of Local Operating Engineers, Local 70 contract extension effective from January 2017 to December 2019. Eleven DECC employees are included, and changes made will include increased longevity pay, training stipends, work boot reimbursement, and changes made to titles and wage structure for two existing positions.

Seiler asked for a motion to approve the Local 70 Contract. Ross made the motion to approve, and Messer seconded the motion. The contract was approved unanimously.

Townsend stated that the Blue Bridge Operating Contract was signed for another 3 year term. Bridge repair is scheduled to begin between March 15 and 20, and component/motor fabrication is already in progress. On May 5, the bridge will need to be posted up for the start of the boating season, and should be operational according to the contract by June 9. The bridge will be closed for painting again from October 23 through January 17, 2018, but the Board asked if these dates were negotiable due to Haunted Tours and Bentleyville traffic. Townsend stated she would ask if these dates could be changed.

Townsend mentioned that a map has been made to notify guests of area parking availability, and this map will be distributed in envelopes from the DECC ticket office, on the DECC website, and on social media. Visit Duluth will also help with distribution. A discussion followed on ways to improve the map before sending it for final printing. Townsend also noted that Skyline Shuttle, which was purchased last year by Groome Transportation, will have their rates increased for their use of the DECC parking facilities from \$2K to \$5K per month.

Staff Reports

In the absence of Russell, Townsend gave the Event Recap, mentioning that the Thomas Rhett concert and Rain are both coming up quickly and have sold well. April will be busy for entertainment as well with Theresa Caputo, the Harlem Globetrotters, Magic Men Live!, and Brantley Gilbert. Chris Stapleton has sold out for his August 3 show in AMSOIL Arena. Other potential upcoming shows include Ron White, John Prine, Trailer Park Boys, Daniel O'Donnell, Paw Patrol Live, and rapper Jeremih.

Messer departed at 4:48 p.m.

Kaups gave the Finance Report for January 2017 and stated that the 2017 Hotel/Motel Budget contribution has been raised 3.8% to \$1.8mil. January finances were good and mostly on budget, and Kaups noted that the Motorcycles on Ice event was not budgeted for. For revenues, Catering was down as beer sales for Jeff Dunham were lower than expected, Concessions was over from Dunham and hockey, and the Ticket Office was over from Dunham, Motorcycles, and facility and Ticketmaster fees. For expenses, Building Services was over from labor and turnovers, and Concessions was over due to being over on sales. The audit will be wrapping up soon.

Seiler asked for a motion to approve the January Finance Report and the Operating Fund Check Registers. Ross made a motion to approve, and Pionk seconded the motion. The motion carried unanimously.

Moore gave the Sales and Marketing Report and stated that two conventions booked this month, including Construct Tomorrow's two-day trades job fair in the next few weeks, and the MN Fire School in March 2018. Other fun from the month includes the FIRST Robotics Competition loading in this week for their annual event, and the American Water Works Association featured the DECC in their calendar sent out to their members for 2017.

Townsend gave her Operations & Upcoming Events Report and noted that March is a busy month. The first week starts tomorrow and will hold the 7A & 7AA Final games for HS hockey, Go Red for Women Luncheon, FIRST Robotics, Masquerade Dance Competition, and the sold out Thomas Rhett concert. Week two holds Construct Tomorrow, Rain – A Beatles Tribute, the WDIO Sponsor Reception for Rain, UMD Men's Playoffs, a UMD Women's game in the NCAA playoffs, and the DSSO Pops and Lollipop concerts. Week three will be quieter, hosting the HS Allstar Hockey Game, Manion's Wholesale Show, and a U.S. Forest Service forum with some smaller meetings in conjunction. Week four will host the MN Ballet's performance of Firebird, Motorhead Madness, Essentia Physician's Dinner, and the Chef's Club Brunch. The last week of the month will hold the REIF Breakfast, the DECC Board Meeting, and the National Archery in the Schools Tournament.

Townsend did not give the Attractions Report in Russell's absence.

New Business

At the last meeting, it was mentioned that the Hiring Search Subcommittee would expand to five members total to create the job description, posting, and compensation scale, as well as work with Cincinnatus in selecting candidates for the Executive Director position. The existing committee hopes to have finalists selected by April or May.

Ross made a motion to add members Don Ness and Crystal Pelkey to the subcommittee. Fox seconded the motion. The motion was passed unanimously.


The next regular meeting is on March 28, 2017 at 4 p.m. in the Senator Sam Solon Board Room.

Seiler adjourned the meeting at 5:15 p.m.

Submitted by:



Jay Seiler, President



Crystal Pelkey, Secretary