

**COLLINSVILLE METROPOLITAN EXPOSITION
AUDITORIUM AND OFFICE BUILDING AUTHORITY
GATEWAY CENTER
March 16, 2017
Regular Board Meeting – 7:00 p.m.**

Call to Order

The March 16, 2017 Regular Board Meeting of the Collinsville Metropolitan Exposition Auditorium and Office Building Authority was called to order at 7:00 p.m. by Mark Steyer.

Roll Call

MEMBERS:

Present: John Bitzer, Jim Ferris, Bob Kinamore, Fontez Mark, Mark Schusky, Mark Steyer, Kim Thebeau, Ginger Trucano and Kevin Weinacht

Absent: None

Also present: Cynthia Warke, Executive Director; Kim Jones, Director of Finance; Tracy Robinette, Director of Human Resources and Administrative Services and David Ralleigh, Director of Operations

Public Input

None

Consent Agenda

Motion to Approve Board Minutes of the February 16, 2017 Regular Board Meeting

A **MOTION** was made by Trucano and seconded by Ferris to approve the Regular Board Meeting Minutes on February 16, 2017. All were in favor. **MOTION** carried.

Motion to Approve Payment of Obligations for the Period Ending February 2017

A **MOTION** was made by Ferris and seconded by Trucano to approve payment obligations for the period ending February 2017. All were in favor. **MOTION** carried.

Committee Reports

Finance

The following transfers for February 2017 obligations are:

From the Revenue Deposit Account, to the Operating Account - \$97,483.43

From the Principal & Interest Account, to the Operating Account - \$64,117.62

From the Credit Card Account, to the Operating Account - \$55,843.87

FY'18 Proposed Operating Budget

Jones reviewed any line items within the budget where either a significant increase or decrease has been forecasted.

Total yearend revenues for FY'17 are projected at \$3,265,259 and \$3,403,370 for FY'18. Total yearend expenses for FY'17 are projected at \$3,363,428 and \$3,757,984 for FY'18. There two areas within the budget that are largely contributing to this increase in expenditures, which fall under the Capital Contingency line item and Professional Services. The projected operating deficit totaling \$384,614.78 is primarily due to the \$336,287 allocated for capital expenditures and \$57,800 in Professional Services for consulting fees for the preparation of a Long-Range Strategic

Plan for Gateway Center. Jones disseminated two additional financial handouts. One spreadsheet referenced all of the proposed Capital Improvements, Replacement and Contingency expenditures and the second spreadsheet reflected all of the capital projects included in the Capital Bill Grant.

Building/Capital Purchases/Site/Vehicle

Robinette informed the board that we are currently in the process of securing cost proposals for budgetary purposes for the following IT projects.

- Upgrade current server due to our current server being 5 years old and no longer supported by Microsoft.
- Each switch to have its own uplink to the server room by installing new network runs from each location.
- Test network floor jacks and replace defective floor jacks.

Ralleigh updated the board in regards to purchasing a ride on vacuum, 25 portable radios and wiring the conference wing to our sound system.

Personnel/Benefit/Retirement/Grievance/By-Law

Employee Holidays

Warke stated that she recommended to the Personnel Committee that two additional holidays be granted to employees. Currently employees are entitled to eight (8) holidays annually.

Thebeau reported that the committee is recommending the addition of Martin Luther King Day and Veterans Day.

Warke surveyed other public assembly facilities within the State of Illinois. None of the facilities' employees received less than ten (10) holidays annually and several facilities had a total of thirteen (13) employee holidays.

Thebeau said the City of Collinsville employees are entitled to a total of ten (10) holidays.

Thebeau pointed out that should the Center receive an event inquiry on either of the proposed holidays, the Center would still be in a position to capture this business. The employees would still receive a holiday but it would simply be recognized on an alternate date.

A **MOTION** was made by Weinacht and seconded by Mark to include both Martin Luther King and Veterans Day as recognized holidays for all full-time employees effective March 16, 2017. All were in favor. **MOTION** carried.

Marketing/Public Relations

Warke stated that a Planning Meeting for the 2017 Festival of Trees is scheduled for 5:15 p.m. at Gateway Center on Wednesday, March 29, 2017.

Director's Report

Warke pointed out that a copy of a contract between Gateway Center and Verizon was included in the board meeting materials. Per Warke's request, Verizon included a statement within the agreement that it would not restrict Gateway Center's right to permit the construction of a cellular communications tower on the convention center's property. This condition was requested, since the City of Collinsville has discussed the possibility of constructing a telecommunications tower on the grounds of the convention center. Representatives of Verizon stated that the Distributed Antenna System ("DAS") will not interfere with a telecommunications tower if installed at a later date and

nor will the telecommunications tower interfere with the DAS. Verizon will be responsible for a 100% of the installation cost (both labor and materials) associated with the DAS. Verizon reserves the right to sublease the DAS to other telecommunication providers. From what Warke has learned about this process, this is how Verizon will recoup their investment in the infrastructure they install by assessing a fee from other providers that tap on to Verizon's DAS. Warke was informed that telecommunication providers have an existing "master agreement" among them. This agreement set forth various terms and conditions related to the scope of work that will be completed at Gateway Center.

Warke furnished a copy of the Verizon Agreement to Mitch Bair, City Manager for the City of Collinsville. Bair informed Warke that the City has no objection to Gateway Center moving forward with the installation of a DAS, as long as this system does not interfere with a telecommunication tower being construction on premise in the future.

Warke was informed by Verizon, that it could take as long as six to twelve months before Verizon is able to complete the proposed scope of work. Her contact person with Verizon informed her that he is trying to move the convention center up on the list of businesses requiring improvements. Once the contract exhibits are provided to the Center, Warke will be bringing the final agreement before the board for formal action to be taken.

Long-Range Strategic Plan Funding Request

Warke distributed a memorandum she received from Mitch Bair, City Manager for the City of Collinsville in reference to the convention center's pending Tax Increment Financing Request for the funding for the preparation of a Long-Range Strategic Plan for Gateway Center.

A **MOTION** was made by Schusky and seconded by Mark to amend Resolution #432 and strike the stipulation that the approval of the contract terms and conditions between Johnson Consulting and Gateway Center is contingent upon the City Council's approval to fund Gateway Center's Long-Range Strategic Plan and to proceed with the approval of the contract terms and conditions for a total of \$67,800. Roll Call was taken. All were in favor. **MOTION** carried.

Unfinished Business

None

New Business

Resolution #433- Authorizing Contract with Focal Pointe Solutions, Inc.

A **MOTION** was made by Steyer and seconded by Ferris to approve an agreement between Gateway Center and Focal Pointe Outdoor Solutions, Inc. for landscaping improvements for a total of \$3,283.00. Roll Call was taken. All were in favor. **MOTION** carried.

Resolution #434 –Amending Gateway Center's FY'17 Operating Budget Appropriations

A **MOTION** was made by Ferris and seconded by Trucano to transfer \$1,500 from Maint/Bldg/General to Event Supplies. Roll Call was taken. All were in favor. **MOTION** carried.

Resolution #435 –Authorizing the Purchase of a Ride-On Vacuum

A **MOTION** was made by Bitzer and seconded by Schusky authorizing the purchase of a (name of unit) Ride-On Vacuum Cleaner from Royal Papers for a total cost of \$8,862.28. Roll Call was taken. All were in favor. **MOTION** carried.

Resolution #436 – Authorizing the Purchase of Portable Radios

A **MOTION** was made by Schusky and seconded by Bitzer authoring the purchase of twenty-five (25) portable hand radios from GME Supply Company for a total of \$9,968.25. Roll Call was taken. All were in favor. **MOTION** carried.

Resolution #437 – Authorizing Contract with Tech Electronics

A **MOTION** was made by Schusky and seconded by Mark approving a contract with Tech Electronics for the expansion of the Public Address System into the Conference Wing Meeting Rooms for a total of \$4,332.54. Roll Call was taken. All were in favor. **MOTION** carried.

Executive Session

A **MOTION** was made by Trucano and seconded by Ferris to move into Executive Session at 7:51 p.m. pursuant to 5 ILCS 120/2(c)(1) and 5 ILCS 120/2(c)(21). All were in favor. **MOTION** carried.

A **MOTION** was made by Bitzer and seconded by Ferris to adjourn Executive Session and move back into the Regular Board Meeting at 8:07 p.m. All were in favor. **MOTION** carried.

A **MOTION** was made by Bitzer and seconded by Ferris that in accordance with 5 ILCS 120/2(c)(21) that the minutes for the June 16, 2016, August 18, 2016 and September 15, 2016 Executive Sessions remain exempt from inspection under the Freedom of Information Act 5 ILCS 140/7(l)(m). All were in favor. **MOTION** carried.

Adjournment

There was no further business to come before the board. A **MOTION** was made by Trucano and seconded by Schusky to adjourn the Regular Board Meeting. All were in favor. **MOTION** carried. The Regular Board Meeting was adjourned at 8:09 p.m.

**The Next Regular Board Meeting
Thursday, April 20, 2017**