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COLLINSVILLE METROPOLITAN EXPOSITION  
AUDITORIUM AND OFFICE BUILDING AUTHORITY  
GATEWAY CENTER  
September 21, 2017  
Regular Board Meeting – 7:00 p.m.

**Call to Order**

The September 21, 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: Cindy Warke, Executive Director and Tracy Robinette, Director of Human Resources and Administrative Services

Guests: Kevin Tepen of C. J. Schlosser

**Public Input**

None

**FY'17 Audit Presentation**

Tepen reported that Gateway Center experienced another good year. Total Operating Revenue for FY'17 was \$2,685,849 compared to \$2,642,735 for FY'16 despite both the Hotel/Motel and Food & Beverage taxes collectively being down by approximately \$58,000. Total Operating Expenses totaled \$2,852,914 for FY'17 compared to \$2,709,502 in FY'16. The Overall Net Position at the end of the year stood at \$7,515,944 compared to \$7,416,885 in FY'16. Tepen said the Management Discussion Analysis was written extremely well.

Warke said if Jones was present, she would express how much she enjoys working with Tepen and his team. Warke said Jones does an excellent job. She is highly organized and maintains exceptional financial records.

Tepen said Jones does a great job. He said that Jones rarely needs to consult him about things but when she does, she always has a proposed plan of action, which he appreciates.

**Consent Agenda**

**Motion to Approve Board Minutes of the August 17, 2017 Regular Board Meeting**

A **MOTION** was made by Trucano and seconded by Weinacht to approve the Regular Board Meeting Minutes on August 17, 2017. All were in favor. **MOTION** carried.

**Motion to Approve Board Minutes of the August 28, 2017 Special Board Meeting**

A **MOTION** was made by Trucano and seconded by Weinacht to approve the Special Board Meeting Minutes on August 28, 2017. All were in favor. **MOTION** carried.

### **Motion to Approve Payment of Obligations for the Period Ending August 2017**

A **MOTION** was made by Kinamore and seconded by Bitzer to approve payment obligations for the period ending August 2017. All were in favor. **MOTION** carried.

### **Committee Reports**

#### **Finance**

The following transfers for August 2017 obligations are:

From the Revenue Deposit Account, to the Operating Account - \$112,678.79

From the Principal & Interest Account, to the Operating Account - \$47,586.06

From the Credit Card Account, to the Principal & Interest Account- \$44,171.72

#### **Server upgrade (Exchange 2016) – Computype Computer Services**

Robinette informed the board that the Exchange 2016 server upgrade project has been completed and is running smooth.

### **Building/Capital Purchases/Site/Vehicle**

Warke said members of the staff are investigating a moisture issue in the LaSalle room. She strongly suspects that it could be as a result of the HVAC units malfunctioning that service this area. It feels as though the inside air is not being conditioned and cycled properly. The air in the room is very humid.

#### **Personnel/Benefit/Retirement/Grievance/By-Law**

Schusky reported both he and Kinamore were re-appointed for 3-year terms to the board at the Collinsville City Council Meeting held on September 11, 2017.

#### **Marketing/Public Relations**

Warke stated the next meeting for the 2017 Festival of Trees is on September 27<sup>th</sup> and that all of the preplanning for the event is running smooth.

### **Director's Report**

#### **Gateway Center Long-Range Strategic Plan**

Warke said the Strategic Plan should be completed in the near future. Representatives of Johnson Consulting are securing construction estimated and refining other areas of the study.

### **Unfinished Business**

**Resolution #441 - A Resolution Authorizing a Contract Extension with Spectra.** A **MOTION** was made by Schusky and seconded by Mark to approve Resolution #441. Roll Call was taken. All were in favor. **MOTION** carried.

Warke reported that the Amendment between Gateway Center and Spectra addresses a contract extension, establishing a Capital Fund and a newly created Incentive Model.

### **New Business**

**Resolution #443 - A Resolution to Award Bid for the HVAC Removal & Replacement Project.** A **MOTION** was made by Kinamore and seconded by Mark to approve Resolution #443. Roll Call was taken. All were in favor. **MOTION** carried.

At the Collinsville City Council Meeting held on September 11, 2017, the City Council approved Gateway Center's Tax Increment Financing Application to cover the entire cost of the HVAC Removal and Replacement Project.

**Resolution #444 - A Resolution Authorizing the Purchase of Exhibition and Function Tables.** A **MOTION** was made by Kinamore and seconded by Mark to approve Resolution #444. Roll Call was taken. All were in favor. **MOTION** carried.

Warke directed the board's attention to cost comparison analysis for several different types of tables that David Ralleigh prepared. A considerable amount of exhibition and classroom tables need to be replaced due to normal wear and tear. Many of these tables are over 27 years old. Ralleigh, who serves as Director of Operation, is recommending that the tables be purchased from BizChair for a total of \$9,718.60. The other two price comparisons secured totaled \$16,790.48 and \$16,488.15. There will be no freight expense, if the tables are purchased through BizChair.

Warke stated funding was not allocated in the current Operating Budget for the replacement of tables but this large quantity. Therefore, the shortfall in funding will be pulled from Capital Contingency funds.

Steyer recommended that Ralleigh contact BizChair and request that a sample of each table be shipped to the Center. This would allow the staff to thoroughly inspect the tables, to ensure the tables are of good quality and meet the staff's specifications.

#### Executive Session

None

#### Adjournment

There was no further business to come before the board. A **MOTION** was made by Trucano and seconded by Mark to adjourn the Regular Board Meeting. All were in favor. **MOTION** carried. The Regular Board Meeting was adjourned at 7:38 p.m.

**The Next Regular Board Meeting  
Thursday, October 19, 2017**