



## PEORIA CIVIC CENTER AUTHORITY – FINANCE COMMITTEE

**March 21, 2023 at 11:30AM – Regular Meeting No. 6**

### **MINUTES**

Chairman Ross called the regular meeting of the Finance Committee of the Peoria Civic Center Authority to order at 11:32 a.m., Tuesday, March 21, 2023 at the Peoria Civic Center, 201 SW Jefferson Ave in Peoria, Illinois in the Lexus Clubroom via video, conference call, and in person.

**Present:**

**Chairman Ross**

**Commissioner Lon Lyons**

**Commissioner Kyle Cratty**

Commissioner Sid Ruckriegel

PCCA Chair Yvonne Greer-Batton

General Manager Rik Edgar

Director of Finance Mindi Baumann

Director of Operations Will Kenney

Director of Sales and Marketing Beau Sutherland

Sales Manager Marilyn Messmer

Guest Services Manager Brian Carver

PCC Booking Coordinator Ashley Clayton

PCC Accounting Specialist Dawn Holly

Legal Counsel Robert Gates

Commissioner Ross requested that roll call be taken, Quorum present.

**Motion of Unanimous Consent to proceed with the Finance Committee meeting by automated attendance:**

Passed with no objection.

Legal Counsel Robert Gates reminded the committee that meetings will no longer be remote after May 11, 2023. The Open Meetings Act does allow for some limited exceptions for illness/medical or if you are traveling for your primary job.

## **Regular Business:**

### **February 2023 Financial Statements**

Director of Finance Mindi Baumann reviewed the February 2023 Financial Statements. February is the shortest month, but we had the most event days. We had 52 event days with an attendance of 74,580. We had seven grant funded events. Total Event Income was \$929,643. Successful events included Hot Wheels, Aaron Lewis, Joe Bonamassa, Connect Midwest, Varsity Spirit, Chess, Speech, and Cheer Events. Ticket Rebates continue to exceed budgeted expectations. General & Administrative Expenses were up for the month due to legal fees, the dual payroll systems, and the cash over/short. Repairs and Maintenance was up because the Cooling Tower needed a pipe repair. Operational Supplies were up this month due to the purchase of exhaust fans and chairs for Peoria Expo. HRA was down for the month. We did receive our first payment from DCEO. That money was then remitted to the City of Peoria per the agreement. Net Income was up \$666,779 Actual vs Budget.

Commissioner Cratty explained that in March, HRA will receive 2 payments from Comcast. This is due to February being a short month. Chairman Ross confirmed that the year-to-date HRA Tax Revenue is up Actual vs Budget.

Director of Operations Will Kenney explained the DCEO Grant amount currently includes the Design & Engineering costs. Once we start receiving money for the Audience Building DCEO Grant, the two DCEO Grant amounts will be shown separately.

Commissioner Lon Lyons stated we had a very good month. Chairman Ross stated it was absolutely fantastic.

Commissioner Ross requested that Cash Position and Line of Credit with the City be added to the summary page of the monthly financial statements.

## **Consent Agenda Items:**

- 1. Joint Finance Committee & Capital Committee Minutes from February 21, 2023**
- 2. Recommendation to submit Financial Report to PCCA**

### **Motion to Approve Consent Agenda Items as presented:**

Moved: Commissioner Cratty. Seconded: Commissioner Lyons. Passed unanimously by roll call vote.

## **Discussion/Informational Items:**

### **1. Naming Rights RFP**

There was nothing to report at this time. Commissioner Lyons stated he would like to help with the research. Director of Operations Will Kenney will send Commissioner Lyons the information.

### **2. SAVOR – Cash Handling**

Director of Finance Mindi Baumann informed the PCCA that cash handling is still an ongoing process. The PCC is still waiting on information from corporate regarding corrective measures. Staff is working on solutions to eliminate the cash that is still

allowed for some events/vendors. Chairman Ross asked what should be reported to the PCCA in this situation. Legal Counsel Robert Gates advised the PCCA that they should ask for a full report of what was lost. He also advised that if money is missing, a police report should be filed as soon as possible and not wait for guidance on action from corporate. Chairman Ross asked for staff to work with corporate and report back to the Finance Committee / PCCA.

### **3. Director and Officer Insurance**

The new policy was received and reviewed by Commissioner Semonis and became effective March 1, 2023. Commissioner Semonis wanted to let the PCCA know that he was not happy with the timeframe that the policy was received for review. The PCCA will vote to ratify this Director and Officer Insurance policy at their meeting on Thursday.

### **4. Audience Building Fund**

General Manager Rik Edgar is reaching out to acts at this time. He expects that this funding will be spent prior to the June 2023 deadline.

### **5. DCEO Grant Implementation, Amendments and Capital Priorities**

Director of Operations Will Kenny updated the PCCA on the DCEO Projects. We have received a few design invoices. We are paying 50% down in the amount of \$188,249 for the Scoreboard Hoist. The startup is scheduled for the Cooling Towers on April 3<sup>rd</sup>. The Arena Retractable Seating bid opening is scheduled for March 28<sup>th</sup>. The Arena Sound System pre-bid meeting is scheduled for April 10<sup>th</sup>, with the bid opening scheduled for April 27<sup>th</sup>. The roofing contractors will be on site tomorrow to determine where they will be staging their materials and equipment. The Roof work will begin at the beginning of April. The Arena Seating is scheduled to have ½ installed this summer and ½ installed next spring. The Scoreboard is expected to be installed in late summer before the beginning of the season. The Sound System is expected to be installed before September. A second report will be submitted to DCEO for design work at the end of the month. Commissioner Ross asked about any staging concerns with the Roof project. They are going to try to stage it on the Jefferson side. Some sidewalks will be closed as needed. Contractors will be storing materials offsite when possible. Director of Operations Will Kenney stated he will work with staff and events to keep them informed on the project and make sure that doors are not being blocked. The work going on at City Hall will not affect the PCC projects.

### **Action Items:**

#### **1. Contract Renewals / Updates**

##### **Director and Officer Insurance - Recommendation to Submit to PCCA**

##### **Motion to Approve Director and Officer Insurance - Recommendation to Submit to PCCA:**

Moved: Commissioner Lyons. Seconded: Commissioner Cratty. Passed unanimously by roll call vote.

#### **2. Request for Disposal of Equipment**

No action was taken. Deferred to next month.

**3. Grant Request – 2025 & 2026 Grain and Feed Association of Illinois  
Convention Grant Request**

The grant request is for \$5,000 annually. The grant money would be used for Facility Rental.

**Motion to Approve the 2025 & 2026 Grain and Feed Association of Illinois  
Convention Grant Request:**

Moved: Commissioner Lyons. Seconded: Commissioner Cratty. Passed unanimously by roll call vote.

**Executive Session:**

There was no need for an Executive Session.

**Adjournment:**

Commissioner Ross requested a motion to adjourn.

**Motion to Adjourn Meeting:**

Moved: Commissioner Cratty. Seconded: Commissioner Lyons. Passed with no objection.

Meeting adjourned at 12:00 p.m.