



PEORIA CIVIC CENTER AUTHORITY

January 27, 2022 at 4:00PM – Regular Meeting No. 4

MINUTES

Chairman Bartolo called the regular meeting of the Peoria Civic Center Authority to order at 4:01 pm, Thursday, January 27, 2022 at the Peoria Civic Center via video & conference call.

Voting Authority Members Present:

Chairman Matt Bartolo
Commissioner Yvonne Greer-Batton
Commissioner Karrie Ross
Commissioner Richard Semonis
Commissioner Robert Manning

Voting Authority Members Absent:

Commissioner Christell Frausto Aboytes
Commissioner Lon Lyons

Non-Voting Authority Members Present:

Commissioner Sid Ruckriegel

Non-Voting Authority Members Absent:

Commissioner Deborah O'Fallon Roethler
Commissioner Joseph Dalfonso
Commissioner Norris Chase

PCC / ASM Global Staff Present

Rik Edgar, General Manager
Mindi Baumann, Director of Finance
Will Kenney, Director of Operations
Beau Sutherland, Director of Sales and Marketing
Ashley Clayton, Booking Coordinator
Brian Carver, Guest Services Manager
Robert Gates, PCCA Legal Counsel

Others Present

Adam Pulley, CliftonLarsonAllen
Brian Mateas, CliftonLarsonAllen

Chairman Bartolo called the meeting to order at 4:01 pm. He requested that roll call be taken, Quorum present.

Motion to proceed with the PCCA Meeting by automated attendance: Moved: Commissioner Ross. Seconded: Commissioner Manning. Passed unanimously by voice vote.

OPERATING REPORTS:

Venue Report:

General Manager Rik Edgar asked Guest Services Manager Brian Carver to attend this meeting to give an update on the Quick-Q update for our Garrett Metal Detectors. He reported that an update is available for our existing equipment. The update would allow our metal detectors to become more of a weapons detector. Staff has piloted these at the last three events. Commissioner Ruckriegel stated he had been to an event where the update was being tested. He stated getting through security was great and the system made the process of going through security much easier. The upgrade for the 18 metal detectors we have would be \$5,100. It allows for a reduction in staff because there will no longer be a need for 2 staff members at each entry line. General Manager Rik Edgar stated that we would be able to use these at all events. The clear bag or clutch policy will continue. This is becoming an industry standard. He thanked Brian for his positive attitude and not only gathering information on the Quick-Q update but looking for solutions to make the line going through security better for our patrons. In the past, Rockstar Awards were given out to staff that made a difference. We are bringing back that program and General Manager Rik Edgar awarded Brian Carver with the first Rockstar Award.

General Manager Rik Edgar deferred the rest of his report to later in the meeting so CliftonLarsonAllen could present their audit report.

CLA AUDIT REPORT:

CLA Audit Report

Adam Pulley from CliftonLarsonAllen presented the fiscal year 2021 audit. His firm issued a clean audit with an unmodified opinion.

CLA Audit Report Discussion

Adam Pulley from CLA thanked General Manager Rik Edgar and Director of Finance Mindi Baumann for all of their help on the audit. Finance Chairman Karrie Ross stated Adam Pulley, Brian Mateas, Rik Edgar, and Mindi Baumann spent a lot of time working on the audit.

Motion to Accept and File the CLA Audit Report:

Moved: Commissioner Ross. Seconded: Commissioner Manning. Passed unanimously by voice vote.

OPERATING REPORTS (Continued):

Venue Report (Continued):

General Manager Rik Edgar stated that for future venue reports he will be covering from the middle of one month to the middle of the next month. This will allow him to report more up to date information to the PCCA.

We are following the trends in the industry and seeing a significant increase in on-line ticket purchasing. Most of our events are in the 95-97% purchased on-line. The Peoria Ballet Nutcracker went from under 40% on-line in 2019 to over 75% in 2021.

Lindsey Stirling returned to Peoria to perform her Holiday concert. We also hosted the PNC Kids Countdown presented by Better Built on New Year's Eve. Director of Sales and Marketing Beau Sutherland talked about the event. They had great vendor participation this year. It is a free event with a lot of activities for the kids. 800 guests attended to watch the 6pm ball drop and fireworks.

Director of Sales and Marketing Beau Sutherland also talked about the Globetrotters. PCC partnered with the Globetrotters to donate 100 tickets to the Children's Home Kiefer School. Some of the Globetrotters went for a visit to the Kiefer School. General Manager Rik Edgar stated that attendance almost doubled from when they were here in 2019.

The Whiskey Riot Demolition Derby is an exciting event for us in 2022 as the participants come from all over the country. We are anticipating 800 room nights in the City of Peoria. By year four of their event in Topeka they were booking 3,000 room nights.

Willie Nelson will be playing to a sold out crowd on April 20th. Other upcoming shows range from Casting Crowns to Slipknot. General Manager Rik Edgar stated that rock shows have been selling really well here.

COMMITTEE REPORTS:

Finance Committee:

Finance Committee Chairman Karrie Ross informed the PCCA that staff is looking into what the investment policy is for the PCC. Current or new policies will be reviewed with the Finance Committee. Rate Changes will be presented to the Finance Committee after Legal Counsel Robert Gates reviews the management agreement with ASM.

Director of Finance Mindi Baumann reviewed the November Financial Statements. We had 24 event days in November with an attendance of 37,804. Total Event Income was \$100,633. Successful events included Jurassic Quest, REO Speedwagon, Nate Bargatze, Varsity Spirit, and Beautiful. Ticket Rebates for the month were up \$16,822. Adjusted Gross Income for the month is up \$31,549 Actual vs Budget. Net Salaries for the month were down. Total expenses moved to SVOG for the month of November were \$427,395. Net Income for the month of November was up \$178,310 Actual vs Budget.

Director of Finance Mindi Baumann reviewed the December Financial Statements. We had 26 event days in December with an attendance of 25,600. Total Event Income was \$208,291. Successful events included Lindsey Stirling, The Nutcracker, and the Farm Show. Adjusted Gross Income for the month was up \$168,458 Actual vs Budget. Ticket Rebates were up \$9,973 compared to budget. Convention Services were up \$22,422 compared to budget. Expenses continue to be down in some of the categories. Operational Supplies were up this month due to the purchase of water softener salt. Total Expenses moved to SVOG for the month of December were \$502,568. Net Income for the month of December was up \$299,905 Actual vs Budget. General Manager Rik Edgar explained that the rolling forecast for FY22 is going to change because we did have some annual events that were pulled after the December financial statements were done. Finance Committee Chairman Karrie Ross confirmed that the Shuttered Venue Grant money must be spent by the end of June 2022.

Capital Committee:

Director of Operations Will Kenney reported the Capital Committee is working on the design for the parking lot, arcade, roof, and cooling towers. The process is moving along pretty well and they are near completion of the design phase. Capital Committee Chairman Matt Bartolo informed the PCCA that we might run into expenses to Dewberry and for purchasing the chiller directly, so PCC money might need to be used and then recouped by grant money. Cash flow was discussed and Finance Committee Chairman Karrie Ross asked Commissioner Kyle Craddy for a re-forecasted HRA amount from the city for 2022. Commissioner Manning asked about the local options for the purchase of the chillers. Currently there are three manufacturers for the type of chillers we need. One is local and two are out of state. For installation there are local options.

CONSENT AGENDA ITEMS:

- 1. Minutes from December 9, 2021 PCCA Meeting**
- 2. Minutes from January 13, 2022 PCCA Special Meeting**

Motion to Approve the Consent Agenda Item:

Moved: Commissioner Ross. Seconded: Commissioner Greer-Batton. Passed unanimously by voice vote.

ACTION ITEMS:

- 1. Finance Committee – Insurance - Director & Officer Insurance and Cyber Liability**

Deferred for one month.

2. Capital Committee Memo – DAS Agreement Recommendation: Approve the DAS Agreement as Presented.

Motion to Approve Capital Committee Memo – DAS Agreement Recommendation: Approve the DAS Agreement with final review from staff and PCCA Legal Counsel.

Moved: Commissioner Greer-Batton. Seconded: Commissioner Ross. Passed unanimously by roll call vote.

3. Capital Committee Memo – Parking Equipment Recommendation: Accept the Quote from Parkonect and Proceed with the Purchase of Parking Equipment for \$109,147, This purchase is to be funded by SVOG.

Motion to Approve Capital Committee Memo – Parking Equipment Recommendation: Accept the Quote from Parkonect and Proceed with the Purchase of Parking Equipment for \$109,147, This purchase is to be funded by SVOG.

Moved: Commissioner Manning. Seconded: Commissioner Ross. Passed unanimously by roll call vote.

4. Capital Committee Memo – Exhibit Hall D LED Project Recommendation: Accept the Quote and Proceed with the Purchase of Exhibit Hall D LED Project from Graybar for \$40,230.29. Ameren is offering a \$15,655 utility incentive for this project which would bring the project cost down to \$24,575. This purchase is to be funded by the FY22 Capital Budget.

Motion to Approve Capital Committee Memo – Exhibit Hall D LED Project Recommendation: Accept the Quote and Proceed with the Purchase of Exhibit Hall D LED Project from Graybar for \$40,230.29. Ameren is offering a \$15,655 utility incentive for this project which would bring the project cost down to \$24,575. Staff to determine if this will be funded by the FY22 Capital Budget or SVOG.

Moved: Commissioner Ross. Seconded: Commissioner Greer-Batton. Passed unanimously by roll call vote.

5. Contract Option Extension – Rivermen Recommendation: Extend the Contract Option Deadline by One Month.

Motion to Approve Contract Option Extension – Rivermen Recommendation: Extend the Contract Option Deadline by One Month.

Moved: Commissioner Manning. Seconded: Commissioner Greer-Batton. Passed unanimously by roll call vote.

DISCUSSION/INFORMATIONAL ITEMS:

NONE

Public Comment: There was no Public Comment.

There was no need for an Executive Session.

Adjournment:

Chairman Bartolo informed the committee that the next regularly scheduled PCCA Meeting will be on Thursday, February 24, 2022. Chairman Bartolo requested a motion to adjourn.

Motion to Adjourn:

Motion made by Commissioner Ross. Seconded by Commissioner Greer-Batton. Motion passed unanimously by voice vote.

Meeting adjourned at 4:47 pm.