

DECC BOARD OF DIRECTORS MEETING

Video-Conference via Zoom
Wednesday, December 30, 2020
11:30 AM to 1:00 PM

I. APPROVAL OF AGENDA

II. APPROVAL OF MINUTES

Regular Board Meeting on November 18, 2020
Special Board Meeting on November 30, 2020

III. APPROVAL OF CHECK RUN

Check Run - November 2020

IV. EXECUTIVE DIRECTOR REPORT

- a. November 2020 Finance Report
- b. State and Federal Assistance Update

V. COMMITTEE REPORTS

- a. Executive
- b. Finance
 - i. Parking RFP
- c. Governance
 - i. DECC Vision/Mission Survey
- d. Personnel

VI. OLD BUSINESS

DECC/Visit Duluth Working Group Update

VII. NEW BUSINESS

- a. 2021 Legislative Priorities List **(Board Action Requested)**
- b. Updates to COVID-19 Organizational Policy **(Board Action Requested)**

VIII. ADJOURNMENT

- a. Comments from Chair Mullen

IX. UPCOMING MEETINGS

Our next regular business meeting is scheduled for Wednesday, January 27, 2021 at 11:30 AM. Location to be determined.

January: UMD – UMD Athletics (Josh Berlo)
February: Great Lakes Cruising (Deb DeLuca)

DECC BOARD REPORT

DECEMBER 2020

- Minutes
- Check Run
- Executive Director Report
- Action Items
- Staff Reports
- Informational Packet

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

November 18, 2020

A Regular Board Meeting was held Wednesday, November 18th, 2020 via Zoom.

Board Members Present: Chair Karen Pionk, Vice Chair Pat Mullen, Secretary Lynne Williams, Roz Randorf, Martha Bremer, Laura Mullen, Bill Nelson, Don Ness, Carrie Heffernan, Mary Finnegan

Board Members Absent: Peter Singler

DECC Staff Present: Roger Reinert, Caty Kaups, Renae Matt

Others Present: Guest Noah Schuchman – City of Duluth, Guests Anna Tanski, Jessica Stauber, Jason Vincent – Visit Duluth, Members of the Public, Media

CALL TO ORDER and QUORUM: Pionk called the meeting to order at 11:35 AM. A quorum of directors was present.

The Board Members and guests were acknowledged.

MOTION: Nelson made a motion to approve the agenda and Heffernan seconded. The agenda was approved unanimously.

MOTION: Bremer made a motion to approve the meeting minutes from the regular meeting on October 28, 2020. Williams seconded. The minutes were approved unanimously.

MOTION: A motion was requested to approve the October 2020 check run. P. Mullen made the motion and Randorf seconded. The motion passed unanimously.

Executive Director Report

The Board was presented with an update on the status of current operations and the plan to review and revise future human resource procedures. The Board was notified that the staff is pursuing audio and visual options with a qualified vendor and recently released a request for proposal (RFP) for a virtual event center. A brief summary of the internal and external operation reports was given, highlighting recent vandalism issues, as well as infrastructure and repairs that should be prioritized.

L. Mullen joined at 11:43 AM.

The Board was notified that the COVID-19 saliva testing site opened to 7 days a week for the next two weeks and the National Guard has stepped in to assist during the additional days. It was noted that options are being pursued to change the location of the site to a different area within the DECC complex.

It was noted that changes to the website have been made on the board page, giving more seamless access to public materials and meeting links.

The current status of lease amendments and contractual agreements was reviewed, as well as payment plans, including terms of the Ticketmaster agreement. It was noted that the current advertising contract expires in two years, but a payment has not been received since quarter one

of 2020. The Board was given a brief review of the October financials, including the source of accounts receivables and payables, and the placement of the UMD's advanced lease payment.

MOTION: Finnegan made a motion to approve the October 2020 Finance Report. Bremer seconded and the motion carried.

The Board was presented with the projected budget for 2021 – 2023 which included a focus on a four-stage recovery plan. An outlook of upcoming potential events was reviewed and the impact of the loss of operational tourism tax to the DECC budget. The Board took some time to discuss the budget and ask questions regarding the financials. It was noted that DECC staff plans to delve further into the projections, cash on hand numbers, and reforecast for the monthly reports to better project financials for the upcoming quarters. A request was made to include the timeline of the reserve balance in future reports.

MOTION: Williams made a motion to approve the 2021-2023 Budget. Nelson seconded and the motion carried.

The Board took some time to acknowledge additional guests that had joined the meeting.

Committee Reports

Executive: The Executive Committee recommended that the terms of the contract for the interim executive director, currently held by Roger Reinert, be extended through quarter one of 2021, which equates to an additional three months. All other terms and conditions of the original contract would carry over.

MOTION: Randorf made a motion to approve the extension of the interim executive director contract through quarter one of 2021. Heffernan seconded and the motion carried.

Finance: The Finance Committee reported they are continuing to pursue parking discussions. Their primary focus has been on the budget and they added that the presentation of the budget to City Council will take place on December 14th.

Governance: The Governance Committee reported the following Officer nominations: P. Mullen as Chair, Williams as Vice Chair, and Finnegan as Secretary/Treasurer. Chair Pionk asked for nominations from the floor. No additional nominations were brought forward.

MOTION: Heffernan made a motion to accept the slate of Executive Committee Officers. Bremer seconded and the motion carried.

Personnel: The Personnel Committee reported they have five companies on hold that could conduct a search for the permanent executive director and will remain on hold until given the directive to begin.

Old Business

No report.

New Business

A summary of the discussions regarding the potential partnership with Visit Duluth was presented. The presentation was compiled by the working group which contains three members

of the DECC Board, three members of Visit Duluth, and a facilitator from the City of Duluth. The Board heard about the proposed joint operating agreement and the proposed transition team that would lead the change. The Board took time for discussion and to address some concerns. It was agreed that more conversation would be required. It was decided that a special meeting would be held Monday, November 30th to address concerns and dive more into the details of what this potential union could mean. A special meeting has also been scheduled for Wednesday, December 2nd at 11:30 AM for the Board to vote on whether or not to move forward with the joint operating agreement. Additionally, it was noted that Board Members should send any questions or concerns they have to Chair Pionk so they can be compiled and answered for all Board Members.

Heffernan logged out at 12:49 PM.

ADJOURNMENT: L. Mullen made a motion to adjourn which was seconded by Finnegan. The meeting adjourned at 1:14 PM.

Upcoming Meetings

A special board meeting will be held on November 30th at 11:30 AM and December 2nd at 11:30 AM. The next board meeting will be a regular meeting on December 30, 2020 at 11:30 AM. All meetings will be held via Zoom.

Minutes reported by Renae Matt, Executive Assistant.

Submitted by:

Karen Pionk, Chair

Lynne Williams, Secretary

DULUTH ENTERTAINMENT AND CONVENTION CENTER AUTHORITY
SPECIAL BOARD MEETING
November 30, 2020

A Special Board Meeting was held Monday, November 30th, 2020 via Zoom.

Board Members Present: Chair Karen Pionk, Vice Chair Pat Mullen, Secretary Lynne Williams, Bill Nelson, Roz Randorf, Martha Bremer, Peter Singler, Mary Finnegan, Carrie Heffernan, Don Ness, Laura Mullen

DECC Staff Present: Roger Reinert, Renae Matt

Others Present: Guests Steve Hanke, Noah Schuchman – City of Duluth, Guests Anna Tanski, Jessica Stauber, Jason Vincent, Brianna Vander Heyden – Visit Duluth, Members of the Public, and Media

CALL TO ORDER and QUORUM: Pionk called the meeting to order at 11:33 AM. A quorum of directors was present.

The Board took time to acknowledge those in attendance.

Singler and Finnegan joined at 11:34 AM.

AGENDA ITEM

DECC and Visit Duluth Working Group Report Discussion: Each Board member was given time to share their perspectives regarding the report that had been presented to them from the DECC and Visit Duluth Working Group during the regular meeting on November 18th.

Heffernan joined at 11:37 AM.

Board members took time to discuss their perspectives, review the pros and cons of the proposed joint operating agreement, and show appreciation to the working group for the time they have devoted to this process. Several members shared support of the proposed joint operating plan while others brought forward concerns. Some agreed there was not enough access to data or sufficient time to review the plan thoroughly. Conversations seemed to support both sides and the consensus was that more discussion and information was needed.

Questions were brought forward about the details of the agreement. It was stated that, should the Board vote to approve the joint operating agreement, the proposed transition team would be responsible for reviewing operational details, such as staffing considerations. The transition team would then bring recommendations to the Board. The Board took time to discuss the process of searching for and hiring a permanent executive director and how this may play into the decision and timeline of the joint operating agreement.

The Board took time to hear from Reinert, Tanski, and Schuchman to consider their perspectives of the proposed joint operating agreement. The Board was then given time to direct questions to Schuchman, members of the Visit Duluth Board, and consider the perspectives of Visit Duluth's community partners.

A request was brought forward asking for additional time to review the proposal and to assign a transition team, prior to holding a vote, to pull hard data and introduce a more detailed recommendation to the Board. There was also discussion regarding the enabling legislative language, the options that are available regarding this potential agreement, and how it relates to the current DECC operations.

The Board took time to get clarification on what the next steps would be, should the DECC Board and Visit Duluth Board vote against moving forward with the proposed joint operating agreement. Additionally, there was a request for clarification on what the Board was specifically being asked to vote on, and whether or not it was necessary to hold the scheduled special meeting on December 2nd.

There was additional discussion on allowing a transition team to move forward compiling data right away, and hold the vote until the December 30th. The Board discussed who should be on the transition team at this phase and it was agreed it should be board members only at this time. A request was made to have a rough draft of the joint operating agreement and additional hard data on sales, cost savings, and additional considerations.

There was a recommendation to have the current working group to do this work instead of assigning a transition team since the working group is familiar with the details of the agreement as they have already been a part of this process and have the base knowledge. A request was made for board members to send any questions they would like answered to the working group as soon as possible.

It was generally agreed that the working group would compile the information and send a draft, or key points, of the proposed joint operating agreement to the full board by December 23rd for review. Board members agreed they would postpone the scheduled vote on December 2nd to be held during the regular meeting on December 30th.

There was question whether the scheduled special meeting on December 2nd should be canceled.

MOTION: Ness made a motion to have the Executive Committee re-evaluate the need to meet on December 2nd after Visit Duluth was able to hold their board meeting. Singler seconded and the motion carried.

The Board took time to discuss the upcoming Visit Duluth Board Meeting and it was agreed that a recap would be sent to DECC Board Members after the meeting, as well as a notification if the December 2nd meeting would be canceled.

ADJOURN: Pionk adjourned the meeting at 1:19 PM.

UPCOMING MEETINGS

The next meeting is tentatively scheduled for December 2nd at 11:30 AM. The next regular meeting is scheduled for December 30, 2020 at 11:30 AM via Zoom.

Minutes reported by Renae Matt, Executive Assistant.

Submitted by:

Karen Pionk, Chair

Lynne Williams, Secretary



Payment Register

DECC Operating Cash

Tuesday, November 17, 2020 - Monday, November 23, 2020

Date	Check Reference	Method	Name	Status	Amount	Bank Amount	Open	Difference	Cleared/Vd
11/20/2020	000001252	EFT	MINNESOTA DEPT OF REVENUE (MINTAXES)	Open	6,294.00		6,294.00		
11/23/2020	67047	Auto Check	CITON CORPORATION (CITONXX)	Open	250.00		250.00		
11/23/2020	67048	Auto Check	City of Duluth Comfort Systems (WATGASX)	Open	7,075.55		7,075.55		
11/23/2020	67049	Auto Check	City of Duluth Comfort Systems (WATGASX)	Void Stub					
11/23/2020	67050	Auto Check	DULUTH 10 THEATRE (DULUTHX)	Open	1,940.00		1,940.00		
11/23/2020	67051	Auto Check	Duluth Energy Systems (DUSTEAM)	Open	5,864.11		5,864.11		
11/23/2020	67052	Auto Check	GRAINGER (GRAINGE)	Open	31.53		31.53		
11/23/2020	67053	Auto Check	GUARDIAN PEST CONTROL, INC. (GUARDPC)	Open	197.93		197.93		
11/23/2020	67054	Auto Check	NEXTERA COMMUNICATIONS (NEXTERA)	Open	3,265.58		3,265.58		
11/23/2020	67055	Auto Check	SHELDON BUSINESS SOLUTIONS, LLC (SHELDON)	Open	1,049.13		1,049.13		
11/23/2020	67056	Auto Check	SPS COMPANIES INC. (DULPLUM)	Open	1,529.81		1,529.81		
11/23/2020	67057	Auto Check	STATE INDUSTRIAL PRODUCTS (STATECH)	Open	963.80		963.80		
11/23/2020	67058	Auto Check	TERCH & ASSOCIATES (TERCHXX)	Open	1,500.00		1,500.00		
11/23/2020	67059	Auto Check	TWIN PORTS PAPER & SUPPLY INC (TWINPRTS)	Open	1,036.95		1,036.95		
11/23/2020	67060	Auto Check	WESTERN LAKE SUPERIOR SANITARY DISTRICT (WLKSUPS)	Open	222.02		222.02		
Grand Totals:					31,220.41	0.00	31,220.41	0.00	



Payment Register

DECC Operating Cash

Tuesday, November 24, 2020 - Monday, November 30, 2020

Date	Check Reference	Method	Name	Status	Amount	Bank Amount	Open	Difference	Cleared/V/d
11/27/2020	000001253	EFT	ING (INGXXXX)	Open	930.16		930.16		
11/27/2020	000001254	EFT	PERA (PERAXX2)	Open	5,882.97		5,882.97		
11/27/2020	67061	Auto Check	DULUTH ENTERTAINMENT AND CONVENTION CENT (FLEXDEC)	Open	480.00		480.00		
11/27/2020	67062	Auto Check	Duluth Joint Powers Enterprise Trust, C/O Wells Fargo IRT (JPEDENT)	Open	788.00		788.00		
11/27/2020	67063	Auto Check	Duluth Joint Powers Enterprise Trust, C/O Wells Fargo IRT (JPXXXXX)	Open	10,395.00		10,395.00		
11/30/2020	67064	Auto Check	CITON CORPORATION (CITONXX)	Open	1,071.50		1,071.50		
11/30/2020	67065	Auto Check	Jorson & Carlson, INC. (JORSONX)	Open	141.83		141.83		
11/30/2020	67066	Auto Check	JS PRINT GROUP, INC. (JSPRINT)	Open	2,265.61		2,265.61		
11/30/2020	67067	Auto Check	Peterson Septic Pumping, L.L.C. (PSEPTIC)	Open	520.00		520.00		
11/30/2020	67068	Auto Check	R & R SPECIALTIES, INC. (RRSPECI)	Open	105.15		105.15		
11/30/2020	67069	Auto Check	SPS COMPANIES INC. (DULPLUM)	Open	144.19		144.19		
11/30/2020	67070	Auto Check	SUPERIOR GLASS INC. (SUPGLAS)	Open	2,400.00		2,400.00		
11/30/2020	67071	Auto Check	TWIN PORTS PAPER & SUPPLY INC (TWINPRTS)	Open	2,716.61		2,716.61		
11/30/2020	67072	Auto Check	U.S. BANK CORP./World Perks Visa (USBANKX)	Open	6.31		6.31		
11/30/2020	67073	Auto Check	U.S. BANK CORP./World Perks Visa (USBANKX)	Open	1,498.27		1,498.27		
Grand Totals:					29,345.60	0.00	29,345.60	0.00	



Payment Register

DECC Operating Cash

Tuesday, December 8, 2020 - Monday, December 14, 2020

Date	Check Reference	Method	Name	Status	Amount	Bank Amount	Open	Difference	Cleared/Vtd
12/11/2020	000001255	EFT	ING (INGXXXX)	Open	925.00		925.00		
12/11/2020	000001256	EFT	PERA (PERAXX2)	Open	5,614.22		5,614.22		
12/14/2020	67074	Auto Check	CenturyLink (QWEST04)	Open	39.81		39.81		
12/14/2020	67075	Auto Check	Charter Communications (0007223)	Open	292.01		292.01		
12/14/2020	67076	Auto Check	CITON CORPORATION (CITONXX)	Open	700.00		700.00		
12/14/2020	67077	Auto Check	City of Duluth Comfort Systems (WATGASX)	Open	7,125.20		7,125.20		
12/14/2020	67078	Auto Check	City of Duluth Comfort Systems (WATGASX)	Void Stub					
12/14/2020	67079	Auto Check	COMMERCIAL REFRIGERATION SYSTEMS (COMMREF)	Open	1,203.15		1,203.15		
12/14/2020	67080	Auto Check	DULUTH ENTERTAINMENT AND CONVENTION CENT (FLEXDEC)	Open	480.00		480.00		
12/14/2020	67081	Auto Check	Duluth Joint Powers Enterprise Trust, C/O Wells Fargo IRT (JPEXXXX)	Open	18,770.20		18,770.20		
12/14/2020	67082	Auto Check	HAWKINS INC (HAWKCHE)	Open	186.40		186.40		
12/14/2020	67083	Auto Check	I U O E LOCAL #70 (IUOEXXX)	Open	296.58		296.58		
12/14/2020	67084	Auto Check	INTER CITY OIL CO., INC. (INTCITO)	Open	232.22		232.22		
12/14/2020	67085	Auto Check	INTERSTATE BATTERIES (INTBATT)	Open	85.40		85.40		
12/14/2020	67086	Auto Check	Leaf (LEAF)	Open	25.83		25.83		
12/14/2020	67087	Auto Check	Minnesota Power (MNPPOWER)	Open	265.09		265.09		
12/14/2020	67088	Auto Check	Minnesota Power (MNPPOWER)	Open	949.06		949.06		
12/14/2020	67089	Auto Check	NCBERS GROUP LIFE INSURANCE (PERALIF)	Open	112.00		112.00		
12/14/2020	67090	Auto Check	NEXTERA COMMUNICATIONS (NEXTERA)	Open	2,116.65		2,116.65		
12/14/2020	67091	Auto Check	SAM'S CLUB MC/SYNCB (SAMSXXX)	Open	217.10		217.10		
12/14/2020	67092	Auto Check	SPS COMPANIES INC. (DULPLUM)	Open	750.69		750.69		
12/14/2020	67093	Auto Check	SUPERIOR USA CORPORATION (SUPUSAC)	Open	37.50		37.50		
12/14/2020	67094	Auto Check	TWIN PORTS PAPER & SUPPLY INC (TWINPRTS)	Open	1,307.50		1,307.50		
12/14/2020	67095	Auto Check	UNGERBOECK SYSTEMS, INC. (USIXXXX)	Open	8,703.33		8,703.33		
Grand Totals:					50,434.94	0.00	50,434.94	0.00	



Payment Register

DECC Operating Cash

Tuesday, December 15, 2020 - Monday, December 21, 2020

Date	Check Reference	Method	Name	Status	Amount	Bank Amount	Open	Difference	Cleared/Vld
12/18/2020	000001257	EFT	MINNESOTA DEPT OF REVENUE (MINTAXES)	Open	1,935.00		1,935.00		
12/21/2020	67096	Auto Check	Duluth Energy Systems (DUSTEAM)	Open	7,646.36		7,646.36		
12/21/2020	67097	Auto Check	MINNESOTA DEPARTMENT OF HEALTH (MNDEPTH)	Open	1,845.00		1,845.00		
12/21/2020	67098	Auto Check	Philadelphia Insurance Co. (PHILADEE)	Open	1,779.75		1,779.75		
12/21/2020	67099	Auto Check	WESTERN LAKE SUPERIOR SANITARY DISTRICT (WLKSUPS)	Open	355.68		355.68		
Grand Totals:					13,561.79	0.00	13,561.79	0.00	

Executive Director Report

DECC Board
December 2020



Executive Director Report

Roger J. Reinert, Interim

Wednesday, December 30, 2020

OVERALL OPERATIONS

UMD Hockey

UMD Hockey resumed in Amsoil Arena, with Women's games beginning in November. The Men are scheduled to take the ice on January 2, 2021. Currently, no fans are permitted in the arena, but the Bulldog games are live-streamed at www.flohockey.tv or on the radio at www.kdal610.com.

A small team including Operations, UMD Athletics, Public Health, Building Safety, the Fire Marshal, and TKDA Architects is working to create a safe seating plan. This would allow for multiple physically-distanced seating pods within the arena once State guidelines permit. The effort has been well-received, and the Building Inspector directed TKDA to apply for the appropriate permits.

AMSOIL Arena Suites

Letters were sent in partnership with Josh Berlo, UMD Athletic Director, to primary suite holders in Amsoil Arena. Suite leases expired at the end of the 2019-2020 season. Mr. Berlo and I have worked closely on suite holder relationships since last summer in order to maintain communication and keep suite holders updated as the state restrictions continue to change. The response has been very positive. Leaseholders are understanding of the current state guidelines, and overwhelmingly want to make their sponsorship contributions in order to help support both the DECC and UMD Athletics.

South Pioneer Hall - COVID Testing Site

The COVID testing site relocation to Pioneer Hall has been very positive. Lines are indoors and flowing smoothly, and the space offers double the testing tables. Parking has also moved from Harbor Drive into the DECC parking lots. The move nearly doubled the monthly rent revenue from the testing site. The State has inquired about retaining their lease through June, 2021, in anticipation of turning from COVID testing to vaccine distribution.

HR Consultant - David Huntley

Justin Terch's assistant, David Huntley, has been assisting with HR compliance, hiring procedures, and DECC protocols. Mr. Huntley's services are covered within our existing contract. This has helped us move forward on needed HR efforts, and freed-up time for Renae to assist with our social media and communication efforts.

Policies Ready for Approval

We have been able to finish drafting several policies; governance and operational. Current governance policies awaiting review and final approval from the Board are:

- Data Request Policy for the Public
- Data Request Policy for Data Subjects
- Public Use of Space Policy
- Updated COVID-19 Organizational Policy

CONTRACTS

- Vista: An addendum was drafted to the Vista lease to capture lost lease payments from earlier in 2020. The Vista has been paying according to a prior verbal agreement.
- Marcus: An addendum was drafted to the Marcus lease to capture lost lease payments from earlier in 2020. The additional payments will be made in 2021 in 12 equal installments.
- Beverage vendor: An RFP was posted and two qualified candidates have responded. We are currently in the process of reviewing those submissions.
- Advertising: The advertising contract with AdMax was voided due to non-payment after consultation with the City Attorney. An advertising RFP was subsequently posted. AdMax was encouraged to submit a new proposal, but did not. Two proposals were received and are currently under review.
- City of Duluth: The DECC is in the third of a three-year contract with the City of Duluth to manage Bayfront Festival Park. The DECC also has an annual contract with the City to operate the pedestrian Blue Bridge. The City has already indicated its intention to move forward with both contracts.
- Parking: Per Board direction, an RFP is being developed to solicit potential parking vendors for the DECC surface and ramp parking assets.

FINANCIALS - NOVEMBER

MUI Liability

Federal funds were applied to the DECC's unemployment liability. 100% relief for the first week of all former employees, and 50% for the remainder. We continue to actively pursue assistance for the remaining balance.

Special Session Assistance

The Legislature passed an economic relief package with funding specifically dedicated to convention centers. The DECC is eligible for \$500,000 in operational assistance. These funds cannot be deposited in the account of any other governmental unit. This is a direct result of lobbying efforts with our local delegation and state leaders.

UMD Lease Payment

UMD has processed our invoice for the remaining rental portion of the 2021 lease payment. This does not include the advertising payment called for in the agreement as we have mutually acknowledged the inability to generate advertising revenue with the lack of fans, and the intention to revisit as circumstances change.

BUDGET

City Council Budget Presentation

Karen Pionk, Lynne Williams, and I presented the 2021-2022 budget presentation to the City Council on Monday, December 14th. The presentation went well and we ended with an ask from the City for continued partnership and engagement, advocacy for inclusion of quasi-governmental entities in any future Federal stimulus, and support for the State legislative request on unemployment and AMSOIL bond payments. A similar presentation was made to several Minnesota Legislators on Monday, December 20th.

BOARD REPORT

Finance Department

December 30, 2020

MONTHLY FINANCIAL PACKET

1 Financial Reports for November 2020

Balance Sheet	Page 1
Management Summary with Budget and Prior Year Comparisons	
Summary	Page 2
Detail	Page 3

2 Operating checks written during month requiring Board approval:

Check Run	11/23/20	\$	31,220.41
Check Run	11/30/20		29,345.60
Check Run	12/07/20		-
Check Run	12/14/20		50,434.94
Check Run	12/21/20		13,561.79
		\$	<u>124,562.74</u>

3 City Hotel/Motel Taxes Recap

		<u>% change</u>	
2011 Hotel Motel contribution	\$	1,120,629	
2012 Hotel Motel contribution	\$	1,195,939	6.7%
2013 Hotel Motel contribution	\$	1,258,541	5.2%
2014 Hotel Motel contribution	\$	1,353,981	7.6%
2015 Hotel Motel contribution	\$	1,541,975	13.9%
2016 Hotel Motel contribution	\$	1,683,274	9.2%
2017 Hotel Motel contribution	\$	1,708,506	1.5%
2018 Hotel Motel contribution	\$	1,818,754	6.5%
2019 Hotel Motel contribution	\$	1,869,144	2.8%
2020 City Hotel/Motel contribution budget	\$	1,780,620	-4.7%
2020 City Hotel/Motel contribution estimate	\$	890,310	-50.0% of budget
2020 City Hotel/Motel contribution estimate	\$	1,157,403	-35.0% of budget

DULUTH ENTERTAINMENT AND CONVENTION CENTER AUTHORITY
BALANCE SHEET
NOVEMBER 30, 2020

Assets

Current Assets	
Operating cash	\$ 35,264
Operating reserve account	900,000
Accounts receivable	531,525
Accts Rec-Tourism Taxes	1,019,475
Inventory	149,953
Prepaid items	5,444
Total Current Assets	\$ 2,641,661

Restricted Assets

Ticket Office deposits	\$ 778,913
Cash and cash equivalents	
Employee flexible benefits plan	8,178
Cash and cash equivalents	0
Debt reserve	
Total Restricted Assets	\$ 787,091

Fixed Assets

Fixed assets	\$ 151,478,472
Less allowance for depreciation	(74,667,288)
Fixed assets (net)	\$ 76,811,184

Deferred Outflow

Deferred outflow of pension	\$ 312,013
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Other Assets

Bond issue costs	\$ 0
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Total Assets

Total Assets	\$ 80,551,948
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Liabilities and Fund Equity**Liabilities**

Current Liabilities (payable from current assets)	
Accounts payable	\$ 352,794
Lease purchase payable	983,287
Bond interest payable	0
Bonds payable	0
Accrued salaries payable	27,481
Accrued vacation payable	92,820
Deferred revenue	606,217
Total Current Liabilities (payable from current assets)	\$ 2,062,599

Current Liabilities (payable from restricted assets)

Ticket Office deposits	\$ 830,439
Employee flexible benefits plan	660
Total Current Liabilities (payable from restricted assets)	\$ 831,098

Long-Term Liabilities

Net pension liability	3,228,805
Net other postemployment benefits	1,553,850
Total Long Term Liabilities	\$ 4,782,655

Total Liabilities

Total Liabilities	\$ 7,676,353
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Deferred Inflow

Deferred inflow of pension	\$ 854,473
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Fund Equity

Contributions (net of accumulated amortization)	\$ 64,986,478
Prior period retained earnings	8,424,005
Current period retained earnings	(1,389,361)

Total Fund Equity

Total Fund Equity	\$ 72,021,123
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Total Liabilities and Fund Equity

Total Liabilities and Fund Equity	\$ 80,551,948
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DULUTH ENTERTAINMENT AND CONVENTION CENTER AUTHORITY

CONSOLIDATED MANAGEMENT SUMMARY

NOVEMBER 2020

(Summary)

Page 2

YEAR TO DATE

	CURRENT MONTH			YEAR TO DATE		
	BUDGET	ACTUAL	VARIANCE	VAR %	2019	
DPTMTL PROFIT/LOSS:						
BUILDING SERVICES	22,595	90,413	67,818	300.1%	(19,533)	
PROPERTY MTNC	(207,750)	(113,789)	93,961	45.2%	(231,895)	
MARKETING	(12,960)	(5,322)	7,638	58.9%	(12,716)	
CATERING	101,620	(113)	(101,733)	-100.1%	68,451	
CONCESSIONS	22,255	(262)	(22,517)	-101.2%	36,953	
ADMINISTRATIVE	(111,820)	(63,829)	47,991	42.9%	(112,203)	
IRVIN	(11,388)	(992)	10,396	91.3%	(10,294)	
TICKET OFFICE	13,140	0	(13,140)	-100.0%	(4,074)	
PARKING	61,245	11,299	(49,946)	-81.6%	57,772	
BAYFRONT	0	0	0	0.0%	395	
NON-OPERATING REVENUES/EXPENSES:						
CITY HOTEL/MOTEL TAXES	148,385	94,260	(54,125)	-36.5%	145,475	
NAMING RIGHTS REVENUE	16,667	16,667	0	0.0%	16,667	
ARENA BOND PAYMENTS	(89,390)	(89,390)	0	0.0%	(87,905)	
SUBTOTAL OPERATING PROFIT/LOSS	(47,401)	(61,058)	(13,657)	-28.8%	(152,907)	
LESS: DEPRECIATION						
DEPRECIATION (NET)	(61,000)	(61,000)	0	0.0%	(59,000)	
NET CHANGE IN RETAINED EARNINGS	(108,401)	(122,058)	(13,657)	-12.6%	(211,907)	

	BUDGET	ACTUAL	VARIANCE	VAR %	2019	
	491,505	669,333	177,828	36.2%	664,196	
	(2,307,860)	(1,471,657)	836,203	36.2%	(2,250,633)	
	(170,185)	(79,994)	90,191	53.0%	(108,331)	
	1,058,365	279,668	(778,697)	-73.6%	1,528,120	
	104,925	100,144	(4,781)	-4.6%	189,673	
	(1,341,340)	(914,038)	427,302	31.9%	(1,298,553)	
	170,911	89,451	(81,460)	-47.7%	(70,325)	
	237,875	40,410	(197,465)	-83.0%	323,020	
	750,515	296,613	(453,902)	-60.5%	662,786	
	68,356	26,209	(42,147)	-61.7%	63,279	
	1,632,235	1,019,475	(612,760)	-37.5%	1,600,225	
	183,337	183,337	0	0.0%	183,337	
	(983,290)	(983,287)	3	0.0%	(966,957)	
	(104,651)	(744,335)	(639,684)	-611.3%	519,838	

	BUDGET	ACTUAL	VARIANCE	VAR %	2019	
	(671,000)	(671,000)	0	0.0%	(649,000)	
	(775,651)	(1,415,335)	(639,684)	-82.5%	(129,162)	

DULUTH ENTERTAINMENT AND CONVENTION CENTER AUTHORITY

CONSOLIDATED MANAGEMENT SUMMARY

NOVEMBER 2020

(Detail)

CURRENT MONTH

YEAR TO DATE

Page 3

REVENUES:

	BUDGET	ACTUAL	VARIANCE	VAR %	2019	BUDGET	ACTUAL	VARIANCE	VAR %	2019
BUILDING SERVICES	248,000	138,172	(109,828)	-44.3%	203,222	2,701,550	1,494,065	(1,207,485)	-44.7%	3,012,417
MARKETING	3,900	2,917	(983)	-25.2%	3,873	42,900	32,092	(10,808)	-25.2%	46,357
CATERING	265,560	0	(265,560)	-100.0%	156,961	2,790,310	711,393	(2,078,917)	-74.5%	3,293,657
CONCESSIONS	96,050	1	(96,049)	-100.0%	118,142	743,700	334,020	(409,680)	-55.1%	865,496
ADMINISTRATIVE	31,450	29,089	(2,361)	-7.5%	29,057	346,650	332,884	(13,766)	-4.0%	344,198
IRVIN	0	0	0	0.0%	0	697,155	302,904	(394,251)	-56.6%	48,009
TICKET OFFICE	25,000	0	(25,000)	-100.0%	9,913	401,000	121,436	(279,564)	-69.7%	589,147
PARKING	94,000	20,126	(73,874)	-78.6%	93,411	1,148,700	470,685	(678,015)	-59.0%	1,178,163
BAYFRONT	0	0	0	0.0%	510	193,166	72,720	(120,446)	-62.4%	191,428
NON-OPERATING REVENUES:										
CITY HOTEL/MOTEL TAXES	148,385	94,260	(54,125)	-36.5%	145,475	1,632,235	1,019,475	(612,760)	-37.5%	1,600,225
NAMING RIGHTS REVENUE	16,667	16,667	0	0.0%	16,667	183,337	183,337	0	0.0%	183,337
TOTAL REVENUES	929,012	301,233	(627,779)	-67.6%	777,230	10,880,703	5,075,011	(5,805,692)	-53.4%	11,352,434

OPERATING EXPENSES:

BUILDING SERVICES	225,405	47,759	177,646	78.8%	222,755	2,210,045	824,732	1,385,313	62.7%	2,348,221
PROPERTY MTNC	207,750	113,789	93,961	45.2%	231,895	2,307,860	1,471,657	836,203	36.2%	2,250,633
MARKETING	16,860	8,238	8,622	51.1%	16,588	213,085	112,086	100,999	47.4%	154,688
CATERING	163,940	113	163,827	99.9%	88,511	1,731,945	431,724	1,300,221	75.1%	1,765,536
CONCESSIONS	73,795	263	73,532	99.6%	81,189	638,775	233,876	404,899	63.4%	675,824
ADMINISTRATIVE	143,270	92,918	50,352	35.1%	141,260	1,687,990	1,246,922	441,068	26.1%	1,642,751
IRVIN	11,388	992	10,396	91.3%	10,294	526,244	213,452	312,792	59.4%	118,334
TICKET OFFICE	11,860	0	11,860	100.0%	13,987	163,125	81,026	82,099	50.3%	266,127
PARKING	32,755	8,828	23,927	73.0%	35,639	398,185	174,072	224,113	56.3%	487,147
BAYFRONT	0	0	0	0.0%	115	124,810	46,511	78,299	62.7%	115,289
NON-OPERATING EXPENSES:										
ARENA BOND PAYMENT	89,390	89,390	(0)	0.0%	87,905	983,290	983,287	(3)	0.0%	966,957
TOTAL EXPENSES	976,413	362,290	614,122	62.9%	930,137	10,985,354	5,819,346	5,166,003	47.0%	10,791,506

DEPRECIATION:

DEPRECIATION (NET)	(61,000)	(61,000)	0	0.0%	(59,000)	(671,000)	(671,000)	0	0.0%	(649,000)
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NET CHANGE IN RETAINED EARNINGS

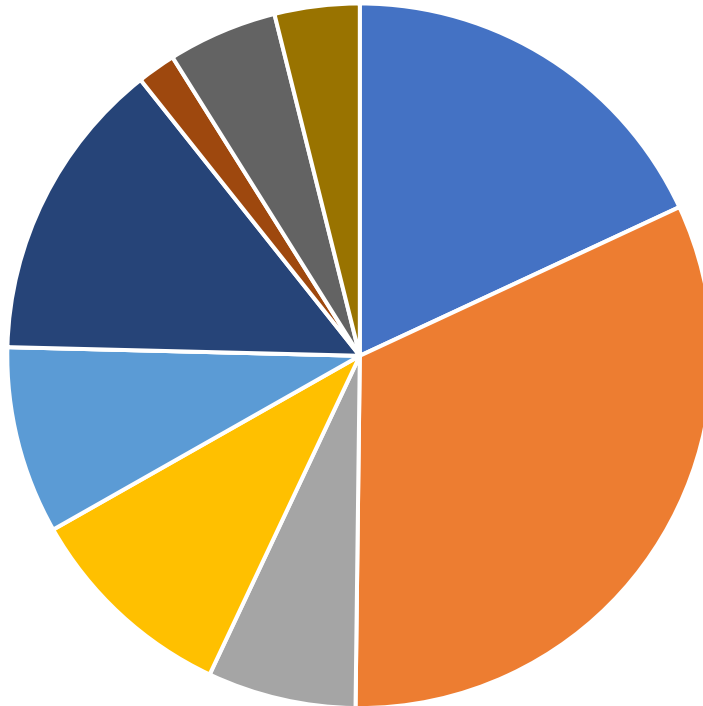
	(108,401)	(122,058)	(13,657)	-12.6%	(211,907)	(775,651)	(1,415,335)	(639,684)	-82.5%	(88,072)
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DECC First Quarter Estimates

	<u>Jan-Mar 2021</u>	<u>Monthly</u>
<u>Revenue</u>		
Monthly Contracts	189,000	63,000
Tourism Taxes	336,116	112,039
UMD Lease Revenue	71,233	23,744
Parking	102,365	34,122
Ice Rental	90,000	30,000
Ticketmaster	40,750	13,583
Irvin	0	0
Covid Testing	145,700	48,567
DSSO	18,500	6,167
Events	<u>52,500</u>	<u>17,500</u>
Total Revenues	1,046,164	348,721
<u>Expenses</u>		
Full Time Payroll	272,550	90,850
Part Time Payroll	86,260	28,753
Health Insurance	45,288	15,096
Retiree Health Insurance	30,000	10,000
Unemployment Insurance	52,000	17,333
Utilities	204,000	68,000
AMSOIL Bond payment	277,482	92,494
Bldg/Liability Insurance	84,000	28,000
Contract Services	97,730	32,577
Annual Audit	10,000	3,333
Supplies	<u>16,500</u>	<u>5,500</u>
Total Expenses	1,175,810	391,937
Estimated Loss	(129,646)	(43,215)

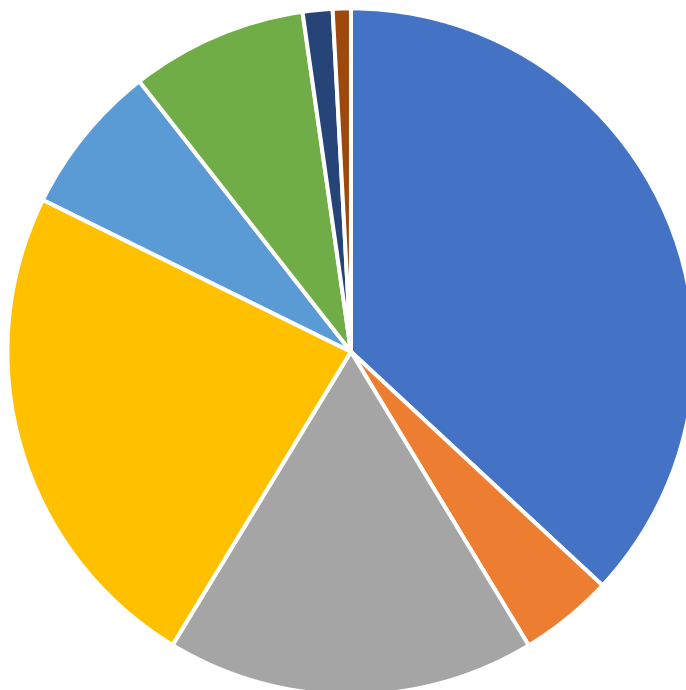
REVENUE

- Monthly Contracts
- Tourism Taxes
- UMD Lease Revenue
- Parking
- Ice Rental
- Irvin
- Covid Testing
- DSSO
- Events
- Other



EXPENSES

- Payroll
- Unemployment
- Utilities
- AMSOIL Bond Payment
- Building Insurance
- Contract Services
- Supplies
- Other



DECC Estimated Cash Flow
(Based on Revenues and Expenses attached)

800,000	Estimated Reserve balance as of November 30
<u>(183,879)</u>	due to Minnesota Power
\$ 616,121	Available cash at end of November
(71,246)	estimated Dec cash decrease
500,000	Minnesota aid for Convention Centers
<u>284,932</u>	Remaining Rent from UMD for 2021 (bond payment)
1,513,686	Estimated Reserve balance as of December 31
(60,000)	due to Minnesota Power
\$ 1,453,686	Available cash at end of December
<u>(108,463)</u>	estimated Jan cash decrease
1,405,223	Estimated Reserve balance as of January 31
(75,000)	due to Minnesota Power
\$ 1,330,223	Estimated cash at end of January
220,000	Ticketmaster signing bonus/marketing money
<u>(80,378)</u>	estimated Feb cash decrease
1,544,844	Estimated Reserve balance as of February 28
(90,000)	due to Minnesota Power
\$ 1,454,844	Estimated cash at end of February
<u>(58,528)</u>	estimated Mar cash decrease
1,486,316	Estimated Reserve balance as of March 31
(105,000)	due to Minnesota Power
\$ 1,381,316	Estimated cash at end of March

NOTES:

Not included is UI liability:

Q2	\$173,569	state relief will be applied in January
Q3	138,780	state relief will be applied in January
Q4	<u>50,943</u>	as of 12/16/2020
	\$363,292	

Payments not included in cash flow:

UMD Advertising	\$221,746	<i>dedicated to bond payment</i>
Excess Tourism Tax	184,425	<i>City using for F&B shortfall</i>

Action Items

DECC Board
December 2020



DECC's COVID-19 Organizational Policy

Effective December __, 2020

Policy Brief & Purpose

This organizational policy includes measures the DECC is actively taking to mitigate the spread of coronavirus. All DECC employees shall strictly adhere to these protocols and best practices in order to create and maintain a healthy and safe workplace during the COVID-19 pandemic. The DECC will always treat employee private health information and personal data in compliance with applicable state and federal laws.

This COVID-19 organizational policy is susceptible to change as state and federal health guidelines evolve. If so, we will update you as soon as possible by email. Updates will also be posted on the employee website at www.deccwellness.org

Health Screening Protocol

Each employee **MUST** complete a self-conducted health assessment **daily** prior to coming to work.

Employees **MUST** assess both “less common” and “more common” symptoms:

- **More common**: fever of 100.4 degrees Fahrenheit or higher; new cough or a cough that gets worse; difficulty/hard time breathing; new loss of taste or smell
- **Less common**: sore throat; nausea; vomiting; diarrhea; chills; muscle pain; extreme fatigue/feeling very tired; new severe/very bad headache; new nasal congestion/stuffy or runny nose

An employee who has at least one “more common” symptom or at least two “less common” symptoms **MUST** contact their supervisor immediately and **MUST** remain at home. The employee should monitor his or her symptoms and call a doctor if concerned about the symptoms. Employees shall get tested for COVID-19 within 24 hours of onset of symptoms. Employees who have at least one “more common” symptom or at least two “less common” symptoms will not be permitted to work unless:

- He or she has had no fever for at least 24 hours without taking medication to reduce fever during that time; **AND**
- Any respiratory symptoms (cough and/or shortness of breath) have improved; **AND**
- At least ten (10) days have passed since the symptoms began; **OR**
- An employee may return to work earlier if a doctor (or negative COVID-19 test) confirms the cause of an employee's fever or other symptoms are not related to COVID-19, if symptoms have improved. An employee does not need to provide written proof of the diagnosis or test.

Employees with only one “less common” symptom are asked to use their best judgement when determining their fitness for duty and their need to seek a COVID-19 test.

Weekly Testing and Vaccination Protocol

Employees must acknowledge, via the **COVID-19 Testing Acknowledgement Form**, that they are required to test weekly for COVID-19 if they are entering the DECC complex and/or working within 6 feet (for a minimum of 15 minutes) of other employees, guests, and/or clients. Employees are not required to provide their test results, but must comply with the written DECC policies.

Additionally, once COVID-19 vaccinations are available, employees that have received the vaccination must still comply with the current policies as they are written.

NOTE: Employees that have the ability to work from home may do so without requiring weekly testing, provided they can do their job sufficiently from home, they have received permission from their supervisor, and they are not entering the DECC complex for any reason other than testing at the COVID-19 testing site.

Face Masks

Employees are **REQUIRED** to wear face masks while **within the DECC facility** at all times, unless in their personal office with the door closed. Employee's mask may remain off while alone in their office or work area, but must mask again if someone enters that work space. Employees **MUST** practice thorough hand-washing per CDC guidelines throughout the day. Hand-sanitizer will be provided when hand-washing is not readily available. Disposable gloves will also be provided as necessary when job functions require.

How to communicate with the DECC if you are sick or experiencing symptoms while at home

- If you are experiencing at least one "more common" or at least two "less common" symptoms while at home, you **MUST** contact your supervisor to notify the DECC that you are experiencing potential COVID-19 symptoms and will not be reporting to work.
- Employees **MUST** provide their name, department, and scheduled shift(s) they will be missing.
- Employees shall make arrangements to get tested for COVID-19 within 24 hours.
- Employees must **NOT** come to work if experiencing these symptoms, and employees will **NOT** be penalized for missing shift(s) when appropriate notice is given.

How to communicate with the DECC if you are sick or experiencing symptoms while at work

- If you begin experiencing at least one "more common" or at least two "less common" COVID-19 symptoms, **immediately** distance yourself from others and report your symptoms to your direct supervisor.
- Any employee experiencing these symptoms while at work **MUST** remain masked, even if behind closed doors. Employee shall make arrangements to get tested for COVID-19 within 24 hours and return home as soon as possible. If an employee is not able to be sent home immediately, they should quarantine in the EMT Room in the AMSOIL while refraining from touching people or surfaces until they can safely be sent home.
- After employee has been dismissed, employee's direct supervisor **MUST** ensure a thorough cleaning of the isolation area is performed in accordance with the DECC's cleaning and disinfecting protocols.

NOTE: If an employee was not directly exposed to COVID-19, they may return to work earlier if a doctor (or negative COVID-19 test) confirms the cause of an employee's fever or other symptoms are not related to COVID-19, if symptoms have improved. An employee does not need to provide written proof of the diagnosis or test.

Protecting the Privacy of Employee Health Status and Information

Maintaining the privacy of all medical or health information, including symptoms, is critical. If employees provide information to a supervisor related to COVID-19, it shall be reported to Human Resources via the **COVID-19 Symptom Reporting Form** for personnel file documentation and to ensure proper safety protocols are addressed with the designated Safety Officer. All recorded medical and health information **SHALL** remain confidential as required by applicable law.

The DECC is obligated to inform employees if there has been a potential exposure to someone testing positive for the novel coronavirus. However, information disclosing the personal identity of the individual will **NOT** be provided.

Employees Exposed to or Testing Positive for COVID-19

COVID-19 EXPOSURE:

In this section, "exposure" means encountering an individual who, within two days, experiences the onset of COVID-19 symptoms or receives a positive COVID-19 test result. It does not initially include encountering a person who encountered a person who has COVID-19 (but would include that encounter if symptoms develop within two days).

According to MDH Guidelines, the following protocols are for employees exposed to COVID-19 through close contact. An example of close contact means the employee was less than 6 feet away from the person who tested positive for more than 15 minutes (with or without a mask) or physical contact, beginning two days before the person who tested positive developed symptoms. (See the Q&A section for the full CDC description.) **Employees who have had close contact with a person who has tested positive with COVID-19 MUST remain home and self-quarantine. These employees shall get a COVID-19 test after 5 days of isolation and may return to work after 7 total days of isolation if the test is negative.** Supervisors may give permission for employees to work from home during their quarantine when appropriate. Employees who develop symptoms during quarantine must remain home until **all of the following are true:**

- No symptoms remain; **AND**
- 10 days have passed since first feeling sick; **AND**
- No fever within the last 24 hours (without using medicine to lower fevers)

NOTE: Employees are encouraged to get tested for COVID-19 for their own safety and the health of those around them, but they should remain self-quarantined after exposure even if the test returns negative, as symptoms may appear 2-14 days after exposure to the virus. (Source: CDC.gov)

COVID-19 POSITIVE:

If an employee has tested positive for the novel coronavirus, the employee will be required to remain home and self-quarantine.

The employee **MUST** provide their supervisor with a list of other employees and individuals with whom they have had close contact at work within the last 2 days. These employees will be notified of possible exposure, but the identity of the employee testing positive will **NOT** be disclosed. The employee may apply for FFCRA Emergency Leave to determine eligibility for paid leave. Alternatively, in limited circumstances, the employee may be allowed to work remotely from home during this time. If allowed, remote work will be approved by the Department Supervisor.

An employee experiencing COVID-19 symptoms can return to work when all of the following are TRUE:

- He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; **AND**
- Any respiratory symptoms (including cough and shortness of breath) have improved; **AND**
- At least ten (10) days have passed since the symptoms began.

If an employee was not directly exposed to COVID-19, they may return to work earlier if a doctor (or negative COVID-19 test) confirms the cause of an employee's fever or other symptoms are not related to COVID-19, if symptoms have improved. An employee does not need to provide written proof of the diagnosis or test. Additionally, the employee shall get re-tested for COVID-19 and may return to work if the test is negative.

The employee's supervisor must document the circumstances of the employee's illness using the **COVID-19 Symptom Reporting Form** and submit the COVID-19 Symptom Reporting Form to the Human Resources office immediately.

IMPORTANT: Based on guidance from the CDC, employees may continue to test positive for up to 3 months after a COVID-19 diagnosis and not be infectious to others. This does not mean they are immune to reinfection. Employees that have tested positive must continue to follow the DECC policy, as it is written, EXCEPT, weekly testing is not necessary for 3 months following initial infection unless they are exhibiting COVID-19 symptoms, and the symptoms cannot be associated with another illness.

NOTE: If at any time your supervisor is unavailable, contact DECC Human Resources at 218-623-1353 to report your symptoms. If Human Resources is unavailable, contact the appointed DECC Safety Officer.

Employee Recalls

Our primary goal is to maintain the health and safety of our employees and guests. If employees being recalled are concerned about returning to work due to the coronavirus the employee should notify Human Resources immediately. The DECC will implement reasonable accommodations when and where possible to ensure protection of employee health.

- In the event reasonable accommodations are unable to be made the employee may be excused from their first recall notice, unpaid, and without penalty from the DECC. By declining their first recall, employees agree to be moved to the bottom of their department's recall list.
(NOTE: Recall of union employees will be based upon the language in the current collective bargaining agreements and applicable past practice precedent.)

- If employee refuses to return to work after a second recall notice, and is unable to provide an eligible reason for dismissal (such as Doctor's note advising employee not to return to work), the refusal will result in the employee's termination of employment.

IMPORTANT: Employees should be aware the DECC is required to report to the MN Department of Employment and Economic Development (DEED) any offer of work declined by laid off employees.

Employee Leave

- All regular DECC employment policies regarding paid time off (PTO), sick time, and vacation time apply. *See Employee Handbook for more details.*
- If you have a serious health condition, recalled employees may be eligible for traditional FMLA leave. Normal notice and certification procedures would need to be followed to determine eligibility.
- Other leave, paid or unpaid, due to COVID-19, may be available to recalled employees through the Families First Coronavirus Response Act (FFCRA). Contact Human Resources or visit <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave> to see eligibility guidelines.

Employee Medical and Dental Benefits

All eligible employees returning to work after being recalled shall be eligible and have the option to re-enroll in medical and dental benefits. DECC Payroll will notify eligible employees of the re-enrollment period and process.

Life Insurance and Flex Benefits:

- Employees that were previously enrolled in payroll deduction for Life Insurance must notify DECC Payroll if employee wishes this coverage to resume.
- DECC Payroll will need to notify Superior USA regarding employee elections and annual election amounts for employees that were previously contributing to a Flex Benefit Account.

FAQs

What does “close contact” mean?

The CDC defines close contact as:

“Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.*

** Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes). Data are limited, making it difficult to precisely define “close contact;” however, 15 cumulative minutes of exposure at a distance of 6 feet or less can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity (closer distance likely increases exposure risk), the duration of exposure (longer exposure time likely increases exposure risk), whether the infected individual has symptoms (the period around onset of symptoms is associated with the highest levels of viral shedding), if the infected person was likely to generate respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors). Because the general public has not received training on proper selection and use of respiratory PPE, such as an N95, the determination of close contact should generally be made irrespective of whether the contact was wearing respiratory PPE. At this time, differential determination of close contact for those using fabric face coverings is not recommended.”*

Can a supervisor require an employee to go home (or stay home) if he or she is sick?

Yes. Employees showing signs of respiratory illness can be asked to leave the workplace and stay home until the employee is symptom free (see *Health Screening Protocol* guidelines above).

If I am sent home or required to stay home because I am sick, am I eligible for paid leave?

Nonexempt employees (hourly) will not be paid for absences. You will only be paid for the time you work. You can, however, request to use paid time off (PTO) if you have any available.

Exempt employees (salaried) will be paid their regular salary rate for partial-day absences and, if available, can use their sick time for full day absences. If no sick time is available, employees will not be paid.

Both exempt (salary) and non-exempt (hourly) employees may be eligible for a limited amount of paid leave coverage under the Families First Coronavirus Response Act (FFCRA). Employees are encouraged to review the eligibility requirements of the FFCRA.

If I was sick, will a doctor’s note be required before I am able to return to work?

Due to the potentially limited access to health care providers to provide clearance at this time, we are not requiring a doctor’s note for employees to return to work. We are, however, requiring the proper protocols after showing symptoms. See *Health Screening Protocol* policy.

If the DECC requires an employee to self-quarantine, is the employee eligible for emergency paid sick leave?

No. Only an employee subject to a government order to quarantine or one advised to do so by a health care provider may be eligible to receive emergency paid sick leave.

Can I ask an employee if he or she has the coronavirus or will be receiving the vaccination once it becomes available?

No. You can ask how an employee is feeling in general, but you should not inquire about a specific illness or decision regarding vaccinations.

I know that my co-worker is having COVID-19 symptoms. Can I disclose this to my supervisor?

Yes.

Can we notify public health authorities if we learn an employee has COVID-19?

Yes. Employers can notify public health authorities because COVID-19 is a direct threat to public health.

Can we tell employees if a co-worker has tested positive for the coronavirus?

No, we cannot share personal health information on an employee. Employees can be informed that possible exposure has occurred, but identifying information about the individual will not be disclosed.

An employee is working from home because they are self-quarantining due to symptoms or direct exposure.

Can we tell the staff why?

No. Employees should be notified that an employee is working from home and given instructions on how to contact them during work hours, but the *reason* the employee is working from home should not be disclosed.

Can the DECC require an employee to get tested for COVID-19 before returning to work, especially if showing symptoms?

Yes, if the practice is applied consistently. We do require you to follow the proper procedures and implement the policies in place for health screening and handling exposure or positive test results.

Are absences due to the coronavirus covered by the Family and Medical Leave Act (FMLA)?

The Families First Coronavirus Response Act (FFCRA) allows an employee to apply for paid FMLA leave if he or she can't work (or telework) because their minor child's school or childcare service is closed due to COVID-19. A diagnosis of COVID-19 would also likely qualify as a "serious health condition" under the FMLA, allowing an employee to take unpaid FMLA protected leave.

Can I refuse to report to work due to fear of contracting the coronavirus?

Under the Occupation Safety and Health Act (OSHA), employees are only entitled to refuse to work if they believe they are in imminent danger. However, the DECC wants employees to feel safe and has implemented measures to allow concerned employees more leniency. See applicable *Employee Recalls* policies.

If I am in the union and am concerned about returning to work, what happens to my position?

Recall of union employees will be based upon the language in the current collective bargaining agreement and any applicable past practice precedent.

If I am concerned about coming to work due to COVID-19, am I eligible for the paid sick leave?

No. An employee's concern for contracting the virus is not included in the six (6) allowable reasons for this leave. However, you may be eligible to refuse your recall if you are concerned and reasonable accommodations are not able to be made. See applicable *Employee Recalls* policies.

If your fear is related to a serious health condition, you may be eligible for traditional FMLA leave. Usual notice and certification procedures would need to be followed for that determination.

Staff Reports

DECC Board
December 2020

December 2020 INTERNAL Operations Report

Team Lead: Steve Rankila, Director of Building Maintenance

Need Repairs, Supplies and Inspection Costs

1. Fire alarm test and inspection	\$5000.00
2. Sprinkler system test and inspection	1500.00
3. Repair heat pump in DECC Arena	600.00
4. Replace belts for AMSOIL air handlers	800.00
5. Replace heat pump valve in AMSOIL	2500.00
6. Rebuild compressor for AMSOIL ice plant	1200.00
7. Boiler room sump pump replacement	987.00
8. City Side sump pump replacement	7500.00

Priority Capital Expense Items

1. North Pioneer Hall ice plant-Curling Club and air conditioning – 1976
2. Pioneer Hall chiller – used for ice plant and A/C – 1976
3. DECC power transformer- original equipment – 1966
4. AMSOIL Arena heat exchanger
5. Garage Door 6
6. Entrance F – entry doors – 1966
7. Entrance A – entry doors – 1976
8. Symphony Hall cooling coil – 1966
9. Johnson Control upgrade for City Side
10. DECC Arena coil – 1966

Engineering and Maintenance

- Watching our energy usage continues to be our top priority. With the cancelation of youth hockey, we decided to pull the DECC area ice rink to save on running our ice plant that will save us money over the next month.
- North pioneer ice plant that is used for making ice for the curling club and to also cools city side and Pioneer Hall is still our major concern. The plant is out dated, not energy efficient, and it's just a matter of time before the plant has another break down.
- We continue to work on a number of preventative maintenance projects around the building and engineering has replaced a failed transfer pump for Pioneer Hall.
- The required annual fire alarm and sprinkler test and inspection will be scheduled for next month (see above).

Security Update

- With the falling temperatures, we have noticed a reduction in vandalism and loitering on DECC property and in the DTC and Northwest Passage. Due to the state-wide shutdown and a further reduction in DECC staff, our patrols have been less frequent. However, there has been a noticeable reduction in vandalism, litter, and other issues. External patrols are being maintained throughout the day, with varied frequency and timing.
- A continued focus on checking exterior doors daily has been a priority to ensure unwanted guests do not gain access to any part of the building, along with ushering anyone loitering on DECC property off of the campus.

December 2020 EXTERNAL Operations Report

Team Lead: Jeff Stark, Director of Venue Operations

3D Imaging Project

- External Ops has been working with Fulcrum Visions to 3D map the entire facility to better assist our sales and event planning teams as we ramp back up planning for post-pandemic events
 - 3D imaging was tested on the William A Irvin in August and has had over 40k page views. This has acted as a teaser for the live tour and generated click throughs to our ticketing and information page since it went live.
 - Sales and Event Planning will be able to conduct virtual tours, plan room layouts remotely with clients and embed pre-programmed routes for event wayfinding.
 - Within an hour of receiving the scanned Harborside Ballroom layout, we conducted a virtual tour and booked a wedding.
- Links will go live and be incorporated into our website and Plan tab as soon as they are complete. Here is a sneak peek:
 - Cityside - <https://my.matterport.com/show/?m=Dg1nNX1tobC>
 - Harborside - <https://my.matterport.com/show/?m=CMUduaXiFDB>

Hybrid/Virtual AV Partner

- External Ops has completed the RFP process and made a recommendation to select a preferred AV partner.
 - Executive Director and Venue Operations Director are currently negotiating an agreement for services with the chosen preferred vendor.
 - ExOps expects to have a custom created video highlighting our new capabilities in January.

2021 Preparation

- 2021 & 2022 Convention Sales showcasing hybrid meetings, touching base with all clients to secure primary and backup dates, preparing bid documentation, reviewing all contract language and recommending updates.
- Entertainment/Ticketing – working through post-pandemic options for traditional rentals, co-promotes, buy/sells and self-promotes. Touring entertainment acts are coming so preparing to be competitive in the market. Rebuilding relationships with promoter partners and agents to put the DECC/Amsoil on their radar. Refunding tickets to canceled shows.
- Market Comparisons – researching pricing to ensure the DECC is competitive with similar sized venues in the region post-pandemic.
- Websites are all getting a deep dive update after all of the changes we've gone through. We own/program websites for Irvin, Haunted Ship, Bayfront & DECC. We also have a presence on Cvent, Explore MN, Helms Briscoe, Assn North, and MPI (Industry web pages for sales/marketing of event spaces).

Upcoming Events:

- UMD Women's Hockey Home Games
 - 1/15 & 1/16 vs. OSU, 1/29 & 1/30 vs. SCSU, 2/19 & 2/20 vs. MSU-Mankato, 2/26 & 2/27
- UMD Men's Home Games
 - 1/2 & 1/8 vs. SCSU, 1/21, 1/22 & 1/24 vs. WMU, 2/5 & 2/6 vs. Miami, 2/27 vs. SCSU, 3/12-14 vs. NCHC Opponent.

UPCOMING EVENTS BY DATE

October - December 2020

MONTH	DATE	EVENT	GUESTS	SPACE	Notes	Rent	Expo/IT/Misc	Catering/Bar	Total
NOV	7	DSSO Performance w/ Young People's	200	Symphony Hall	Small Audience + Streaming	\$6,000	\$975		\$6,975
	21	Irving Community Club Bingo	250	LSB Ballroom	cancelled				\$0
	24-25	Dueces Wild: Dueling Pianos	250	LSB Ballroom	cancelled	\$0		\$0	\$0
	21-26	CSS Thanksgiving Dinner meal prep	N/A	DECC kitchen	to cover utilities	\$1,000			\$1,000
November Total									\$7,975
DEC	5	DSSO Holiday Concert	200	Symphony Hall	cancelled				\$0
	5	Arthritis Foundation Jingle Bell Run	250	Paulucci Hall	cancelled				\$0
	5	Cloquet National Guard holiday party	90	Harbor Side ballroom	cancelled				\$0
	5-6	Duluth Gun Show	1,000	Ed Fitz Exhibit Hall	cancelled				\$0
	6	148th Award Ceremony	250	Symphony Hall	cancelled				\$0
	17	Irving Community Club Bingo	250	LSB Ballroom	cancelled				\$0
	19	Outback Concerts Bert Kreischer	2,000	Symphony Hall	cancelled				\$0
December Total									\$0
JAN	2	UMD Men's Hockey vs. St. Cloud	0	AMSOIL	no fans				\$0
	8	UMD Men's Hockey vs. St. Cloud	0	AMSOIL	no fans				\$0
	15-17	Icebreaker Hockey Tournament	?	AMSOIL/DECC		\$7,000			\$7,000
	15-16	UMD Women's Hockey vs. Ohio State	?	AMSOIL					\$0
	21-22	UMD Men's Hockey vs. Western Michigan	?	AMSOIL					\$0
	24	UMD Men's Hockey vs. Western Michigan	?	AMSOIL					\$0
	21-22	UMD Men's Hockey vs. Western Michigan	?	AMSOIL					\$0
	29-30	UMD Women's Hockey vs. St. Cloud	?	AMSOIL					\$0
January Total									\$7,000

Informational Packet

DECC Board
December 2020

2021 Board Meeting Schedule

*Regular Board Meetings will be held on the last Wednesday of each month from 11:30 AM to 1:00 PM, unless otherwise notified.

Wednesday, January 27 th	Location to be determined
Wednesday, February 24 th	Location to be determined
Wednesday, March 31 st	Location to be determined
Wednesday, April 28 th	Location to be determined
Wednesday, May 26 th	Location to be determined
Wednesday, June 30 th	Location to be determined
Wednesday, July 28 th	Location to be determined
Wednesday, August 25 th	Location to be determined
Wednesday, September 29 th	Location to be determined
Wednesday, October 27 th	Location to be determined
Wednesday, November 17 th	Location to be determined <i>(held a week early in observance of Thanksgiving)</i>
Wednesday, December 29 th	Location to be determined