



DECC AUTHORITY BOARD OF DIRECTORS REGULAR MEETING

March 30, 2023, Meeting Minutes

CALL TO ORDER

A Regular Board Meeting was held Thursday, March 30, 2023, via Zoom. Chair Peter Singler called the meeting to order at 11:31 AM. A quorum of directors was present.

BOARD MEMBERS PRESENT

Chair Peter Singler
Vice Chair Martha Bremer
Secretary & Treasurer Laura Mullen
Lynne Williams
Matt Baumgartner
Bill Nelson
Carrie Heffernan
Pat Mullen
Mary Finnegan

BOARD MEMBERS ABSENT

Tony Sertich
Jason Vincent

DECC STAFF PRESENT

Dan Hartman
Jason Reid
Ronni Murphy
Amy Carlson
Wade Abrahamson

OTHERS PRESENT

Brent Malvick, Hanft Fride
Media

PUBLIC OPEN COMMENT PERIOD

Chair Singler asked for a raised hand signaling a request for open comment, no members of the public were present or requested comment.

APPROVAL OF CONSENT AGENDA

Chair Singler reviewed the consent agenda. The consent agenda included the meeting agenda, meeting minutes from the regular meeting on February 23, 2023, and finance statements for February 2023. MOTION to approve the consent agenda requested by Chair

Singler; motion made by Baumgartner and seconded by P. Mullen. Motion unanimously carried.

OLD BUSINESS

Chair Singler provided a summary of Executive Director Hartman's performance evaluation pursuant to 13D.05, subdivision 3(a), as discussed at the Regular Board Meeting on February 23, 2023, via a closed session. Chair Singler noted the following: Hartman received very positive feedback from Board Members regarding his performance; Chair Singler followed up with Hartman regarding the results of the review and potential follow up items; and Executive Director compensation was briefly discussed during the closed session.

NEW BUSINESS

Executive Director Hartman notified Board Members that the DECC has completed a Request for Proposal (RFP) for a new point of sale system for food and beverage. The DECC needs a new point of sale system because the current system will be at end of life and end of service in December 2023. Hartman and Director of Food Service Carlson presented a summary of the three bids received to the Finance Committee. Hartman notified Board Members that this item was added to the Regular Board Meeting Agenda because one of the bids was more than \$100,000 and would have required Board Action per the DECC's purchasing policy. The DECC plans to proceed with MyVenue. MyVenue's projected bid is less than \$100,000 and requires approval via the Board Chair per the DECC's purchasing policy. Hartman noted that he will follow up with Chair Singler to finalize approval of the MyVenue system purchase.

Heffernan arrived at 11:35 AM

Hartman notified Board Members that the DECC received a Consent Agreement and Final Order (CAFO) from the Environmental Protection Agency (EPA). Chair Singler noted that the Board previously authorized Hartman to negotiate a settlement agreement with the EPA, and per guidance from legal counsel, Hartman would also need authorization from the Board to execute said settlement agreement. MOTION to authorize Hartman to execute the drafted Consent Agreement and Final Order (CAFO) and submit payment as referenced in the agreement to the EPA requested by Chair Singler. Motion made by Vice Chair Bremer and seconded by Finnegan. Motion carried unanimously.

Malvick departed at 11:39 AM

Carlson departed at 11:39 AM

Chair Singler announced that the Board would be discussing Executive Director compensation.

Hartman departed at 11:40 AM

Abrahamson departed at 11:40 AM

Chair Singler reviewed the Terch and Associates Executive Director salary market analysis data from 2021 with Board Members. The Board discussed Executive Director compensation in relation to Hartman.

Media arrived at 12:03 PM

Chair Singler asked for a motion regarding Hartman's salary. MOTION to increase Hartman's salary to \$154,000 annualized effective June 1, 2023, requested by P. Mullen and seconded by L. Mullen. Motion carried unanimously.

Hartman returned at 12:15 PM

Abrahamson returned at 12:15 PM

EXECUTIVE DIRECTOR REPORT

Executive Director Hartman provided an update on DECC operations.

1. Hartman shared that the DECC Arena ice plant was assessed by B32 Engineering and Gausman & Moore. The results of the report indicated the ice plant needed to be shut down immediately on March 14, 2023, due to corrosion of the steel wall within the ice plant containing ammonia. Hartman noted that the ice plant is from 1966 and is included in the DECC's bonding bill request.

Hartman further noted that the shutdown of the DECC Arena ice plant will impact groups that consistently use ice in that space for youth hockey and figure skating. Hartman further noted that DECC Arena generates an estimated \$90,000 in revenue with an estimated \$60,000 in staff expenses. The estimated repair cost for the ice plant is \$1.3 million.

Hartman shared that the resulting ice plant shut down will impact air conditioning for Harbor Side Convention Center and will result in the cancellation of events held in that space. Due to this impact, the DECC made an emergency purchase in alignment with the DECC's purchasing policy for an air conditioning unit for Harbor Side Convention Center. The air conditioning unit cost an estimated \$120,000.

2. **Policy & Procedure:** Hartman reviewed the DECC's updated organizational chart with the Board.
3. **Economic Impact:** Hartman shared that the DECC has reached 121,031 in cumulative total attendance for 2023.

Hartman shared a media highlight update: the DECC had 1,850,000 in earned media and 67,000,000 in incidental media.

COMMITTEE REPORTS

Executive

1. Chair Singler provided an update on behalf of the Executive Committee. The Executive Committee focused discussion on items that appeared on the March 2023 agenda.

Finance

1. Secretary & Treasurer L. Mullen provided an update on behalf of the Finance Committee. The committee reviewed bid information for the food and beverage point of sale system and received a presentation from Josh Bailey from the City of Duluth regarding the DECC's pooled account.
2. Reid reviewed the February finance statements noting the DECC was \$95,032 above budget. Parking, catering, concessions, and the Old Dominion show and Sports show events all positively impacted the DECC's finances.
3. Reid noted that the administrative budget was over budget due to the first payment toward the Curling Club chiller lease.
4. Secretary & Treasurer L. Mullen noted that board meeting timelines make for a tight turnaround on financial statements. Secretary & Treasurer L. Mullen suggested a review of the DECC's financials every other month to allow time for finance statement generation and review by DECC staff. The Board discussed and agreed to proceed with a prior-prior month review of the finance statements at the Regular Board Meetings (i.e., the January finance statement is reviewed at the March meeting).

Governance

1. Vice Chair Bremer provided an update on behalf of the Governance Committee. The Committee met in February and is currently reviewing governance level policies and the DECC Board Bylaws.

Ad Hoc Parking Committee

1. Nelson provided an update on behalf of the Ad Hoc Parking Committee. The Committee met in February and is planning a deep dive into parking at the DECC including parking mechanics, logistics, and financials.

OTHER

No other business was discussed.

ADJOURNMENT

Chair Singler requested a motion to adjourn. The meeting adjourned at 12:47 PM.

UPCOMING MEETINGS

The next regular meeting will be held April 27, 2023, location to be determined.

Submitted by:

Peter Singler, Chair

Laura Mullen, Secretary & Treasurer

Date

Date