



DECC AUTHORITY BOARD OF DIRECTORS REGULAR MEETING

April 25, 2024, Meeting Minutes

CALL TO ORDER

A Regular Board Meeting was held Thursday, April 25, 2024, in the Senator Sam Solon Board Room. Chair Peter Singler called the meeting to order at 12:04 PM. A quorum of directors was present.

BOARD MEMBERS PRESENT

Chair Peter Singler
Treasurer Tony Sertich
Bill Nelson
Zack Filipovich
Carli Amatuzio
Shane Peterson
Pat Mullen
Martha Bremer
Mary Finnegan

BOARD MEMBERS ABSENT

Vice Chair Laura Mullen
Secretary Jason Vincent

DECC STAFF PRESENT

Dan Hartman
Amanda Denton
Ronni Murphy

OTHERS PRESENT

Media

OTHERS ABSENT

Councilor Tomanek

PUBLIC OPEN COMMENT PERIOD

Chair Singler asked for a review of the public open comment period sign-up sheet. No members of the public signed up for comment.

APPROVAL OF CONSENT AGENDA

Chair Singler reviewed the consent agenda. The consent agenda included the meeting agenda, meeting minutes from the Regular Board Meeting on March 28, 2024, and finance

statements for February 2024. MOTION to approve the consent agenda requested by Chair Singler; motion made by Filipovich and seconded by Nelson. Motion unanimously carried.

NEW BUSINESS

Executive Director Hartman introduced Resolution 01-24 in Support of Special Appropriation Application. Hartman shared that the Resolution is required by the State of Minnesota for the bonding funds the DECC has received as part of the application process. Hartman reminded Board Members of the priority projects for the awarded funds: transformer replacement; chiller/air conditioning upgrades for Pioneer Hall and City Side Convention Center; dehumidification for AMSOIL Arena; roof replacements; parking structure repairs; and air handling unit replacements. MOTION to approve Resolution 01-24 requested by Chair Singler. Motion made by Treasurer Sertich and seconded by Filipovich. Motion unanimously carried.

Bremer introduced the DECC Authority Board Bylaws with draft updates as included in the April 25, 2024, Board Packet. Bremer shared that Bylaws changes require at least 30 days notice prior to a vote. The Board discussed the changes and recommended language adjustments related to Mayoral/City of Duluth appointments. Board Members were asked to review the Bylaws and return next month with potential additional discussion/edits.

Bremer introduced the Statement on Private Social Gatherings Policy. This policy was created to clarify and define parameters for when the Board meets socially. The policy was drafted with recommendations from the Governance Committee and has been reviewed by legal counsel. The Board discussed the policy. MOTION to approve the policy requested by Chair Singler. Motion made by P. Mullen and seconded by Filipovich. Motion carried unanimously.

OLD BUSINESS

Hartman reviewed the DECC parking strategy proposal with Board Members. Hartman began by summarizing the work of the Ad Hoc Parking Committee including discussions with staff and demonstrations from multiple parking solution vendors. Hartman summarized the DECC's parking goals including fast entry and exit, simple and fast payment options, and the opportunity to interact with humans or application/website/kiosks. Hartman shared some of the DECC's unique features including RV parking, parking passes, and Marcus Theatres. Hartman summarized that the key finding is the DECC requires a hybrid model. Hartman noted the DECC has implemented a variety of payment options including cash, credit, and pre-pay; the DECC is currently testing reserved parking options for some events; the DECC has implemented an event monitoring dashboard with ParkHub software, and the DECC has implemented some QR code parking options. Hartman noted that the DECC cannot move to a gateless parking model without significant investment in parking enforcement operations such as cameras or increased payroll. The DECC could reserve set portions of the lot for gateless entry with QR code payment, but it could result in lost parking revenue as some users may not be interested in parking in the reserved lot. Hartman asked the Board to discuss the DECC's parking operations and potential next steps. The Board discussed. Peterson recommended the DECC connect with UMD parking management to discuss parking strategies. Amatuzio noted customers may prefer the convenience of engaging with a parking attendant rather than entering in payment details on an app or website. Nelson shared that the committee placed an emphasis on customer experience while reviewing potential parking solutions. Nelson suggested the DECC model or test out potential changes

prior to committing to a solution. Treasurer Sertich recommended that the DECC select one parking strategy rather than blending multiple strategies. For example, a fully automated model such as a kiosk or QR code parking only.

MOTION to close the session pursuant to section 13D.05, subdivision 3(a) to evaluate the performance of an individual who is subject to the public body: Executive Director Hartman requested by Chair Singler at 12:45 PM. Motion made by Treasurer Sertich and seconded by Nelson. Motion unanimously carried.

Denton, Hartman, and Media departed at 12:45 PM.

Murphy passed out copies of Hartman's 2023 performance evaluation summary. The Board reviewed and discussed the results.

MOTION to open the session requested by Chair Singler at 1:15 PM. Motion made by Finnegan and seconded by Bremer. Motion unanimously carried.

Denton, Hartman, and Media returned at 1:15 PM.

EXECUTIVE DIRECTOR REPORT

Hartman presented key findings and takeaways from his recent travels. Hartman shared several updates and ideas that could be utilized or adapted for the DECC. Hartman closed by noting it is important for the DECC to look forward strategically.

COMMITTEE REPORTS

Strategy

Chair Singler provided an update on behalf of the Strategy Committee.

1. The DECC is awaiting additional information regarding the McKinstry proposal, an update will come to the full Board when available.
2. The Committee reviewed and discussed proposed changes to the DECC Authority Board Bylaws.
3. Chair Singler noted the Board will need to discuss if the DECC wants to put in a proposal for management of Bayfront Festival Park next year.
4. The Board needs to discuss the DECC's strategic plan and will utilize meeting time in June to do so.

Finance

1. Treasurer Sertich shared that the Finance Committee met and discussed updates related to the audit and reviewed February 2024 financials.
2. Finance Director Denton provided a brief update regarding the DECC's February 2024 financials. Property Maintenance was \$105,000 better than budget; catering was \$63,000 down from budget; admin was \$63,000 down from budget due to increased credit card fees and accounting support from RSM; entertainment was \$18,000 better

than budget; and parking was down from budget. In April the DECC received cash from 2023 tourism taxes.

Governance

1. Bremer provided an update on behalf of the Governance Committee. The Committee reviewed proposed changes to the DECC Authority Board Bylaws and discussed planning for potential new appointments in June 2024. A survey has been sent to Board Members to provide feedback regarding desired skills/experience for new appointments.

OTHER

No Other Business was discussed.

ADJOURNMENT

Chair Singler requested a motion to adjourn. The meeting adjourned at 1:29 PM.

UPCOMING MEETINGS

The next regular meeting will be held May 30, 2024, location to be determined.



DULUTH ENTERTAINMENT AND CONVENTION CENTER AUTHORITY RESOLUTION IN
SUPPORT OF SPECIAL APPROPRIATION APPLICATION

At a meeting of the Duluth Entertainment Convention Center Authority Board of Directors, held in the Senator Sam Solon Board Room on Thursday, April 25, 2024.

BE IT RESOLVED that the Duluth Entertainment Convention Center (DECC) act as the legal sponsor for the project contained in Minnesota Session Laws 2023, Chapter 71, Article 1, Section 14, Subdivision 15, entitled DECC 2023 Asset Preservation.

BE IT FURTHER RESOLVED that Duluth Entertainment Convention Center (DECC) has the legal authority to receive financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the development proposal are committed to the project identified.

BE IT FURTHER RESOLVED that Duluth Entertainment Convention Center (DECC) has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its development proposal by the state, Duluth Entertainment Convention Center (DECC) may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that Duluth Entertainment Convention Center (DECC) certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

BE IT FURTHER RESOLVED that the non-DEED source(s) of funds identified in the sources and uses outline in the application total the amount of \$0 and are committed and adequate to fully fund or provide the match for the project identified in the application.

BE IT FURTHER RESOLVED that any source(s) of the Applicant's fund(s) to fully fund the project shall be from the DECC operating account which has an adequate amount of funds to cover the commitment.

Submitted by:

Peter Singler, Chair

Jason Vincent, Secretary

Date

Date