



## DECC AUTHORITY BOARD OF DIRECTORS REGULAR MEETING

May 30, 2024, Meeting Minutes

### CALL TO ORDER

A Regular Board Meeting was held Thursday, May 30, 2024, in the Harbor Side Convention Center. Chair Peter Singler called the meeting to order at 12:00 PM. A quorum of directors was present.

### **BOARD MEMBERS PRESENT**

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

### **BOARD MEMBERS ABSENT**

None

### **DECC STAFF PRESENT**

Dan Hartman  
Amanda Denton  
Ronni Murphy

### **OTHERS PRESENT**

Duluth City Council Liaison Tomanek  
Media

### **OTHERS ABSENT**

None

### 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 April 25, 2024, and finance statements for March 2024. MOTION to approve the consent agenda requested by Chair Singler; motion made by Filipovich and seconded by Bremer. Motion unanimously carried.

## OLD BUSINESS

Chair Singler introduced the redlined DECC Authority Board Bylaws with minor updates (highlighted in yellow) as included in the board packet. The Board discussed the Bylaws and no additional changes were suggested. The Bylaws will be included on the June board meeting agenda for a vote regarding the proposed updates.

## NEW BUSINESS

Executive Director Hartman shared his plan related to strategic planning at the June board meeting. The June meeting has been extended to allow for additional time for strategic planning. Hartman will bring a draft plan with proposed timelines and action items for the Board and staff. The Board discussed strategic planning ideas for June.

## EXECUTIVE DIRECTOR REPORT

Hartman shared that the RFP process for the AMSOIL Arena scoreboard is under way. The DECC received three bid submissions and is currently evaluating proposals in partnership with UMD. Hartman will bring a recommended proposal to the Board in June. Hartman noted that the DECC is likely to have the best scoreboard resolution in Minnesota hockey after the upgrade is complete.

*Peterson arrived at 12:06 PM.*

Hartman shared that the overall bonding bill was not passed for 2024, and there likely will not be a special session. However, Hartman will keep the Board apprised as bonding-related updates occur. Of note, state agencies have approved and designated the DECC's 2023 appropriation as "fully funded". Hartman summarized the planned projects in the 2023 appropriation for the Board. The DECC is currently working on an RFP for a construction manager at risk for the bonding project. Hartman noted the DECC does not have staff experienced in RFP development, particularly related to construction projects, and that has complicated this process for the DECC.

*Council Liaison Tomanek arrived at 12:10 PM.*

Hartman provided a written board report for the Board to review (Past Month Activities 05.30.2024). The report summarized recent activities at the DECC and key takeaways. Topics included Duluth Homegrown Music Festival, Harbor Monsters, Graduation and Prom Season, the William A. Irvin, and conventions. Hartman discussed key takeaways and improvements for future Harbor Monsters games including a separate entrance for ticketholders and box ticketholders. The Board discussed recent activities at the DECC. Chair Singler noted that it would be helpful to see the economic impact calculation for events when included on future written board reports. P. Mullen asked for an update related to the Seawall project. Hartman noted the project is progressing and there are currently discussions regarding the loading

dock. As planned, trucks would not be able to “jack-knife” to unload at Symphony Hall, and this is preferred for entertainment groups. The DECC is working with the City to look into alternative plans related to the loading dock. Amatuzio asked if the DECC would be making changes related to line management for tickets and concessions at future Harbor Monsters games. Hartman summarized some of the planned updates for the next game at the DECC.

## COMMITTEE REPORTS

### Strategy

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

1. The Committee discussed items included in the DECC’s draft strategic plan and how to best utilize the additional June meeting time for strategic planning.
2. The Committee discussed the Regular Board Meeting Agenda including the addition of a tour of the Skywalk and potential art/display options.
3. The Committee discussed the status of the DES agreement discussions and the data DES and the DECC have collected regarding heating options.
4. Hartman reached out to the Mayor’s Office regarding the submission of a recommendation for candidates/skills/experience for DECC Authority Board Appointments. The Mayor’s Office asked the DECC to submit a recommendation for sought candidates/skills/experience.

### Finance

1. Treasurer Sertich shared that the Finance Committee met and discussed updates related to the audit and reviewed March 2024 financials.
2. Finance Director Denton provided a summary of the March 2024 financials. The balance sheet shows that the city-pooled account was adjusted to \$700,000 to keep funds steady. Funds will only be transferred if needed during the months of decreased cashflow going forward. When referencing the accounts receivable tourism taxes, Denton noted the City did transfer funds to the DECC in April and those will be reflected in April finance statements. Denton noted current liabilities of \$2,797,211 and current retained earnings of \$61,197. Denton directed Board Members to the consolidated management summary sheet noting property maintenance had a variance of \$129,000 due to less snow removal and warmer winter months for utilities. Catering and concessions had a favorable variance due to increased revenues from entertainment events including Jason Isbell, Motorhead Madness, UMD Men’s Hockey, etc. Of note, the Sam Hunt concert brought in an estimated \$73,000 of liquor sales. The entertainment noted above also positively impacted the entertainment budget, and as a result, revenues were up. Parking also had increased revenues compared to budget. Overall, there was a change in retained earnings of \$211,000.
3. Hartman shared some additional comments related to the March financials. Building Services and Property Maintenance have worked hard to manage payroll. Positive influences impacting the budget include less snow and warmer weather during winter 2023/spring 2024. Additionally, there have been less significant equipment

breaks/repairs in 2024 thus far. The DECC plans to create a plant fund to plan for large equipment repairs/replacements. Hartman closed by noting that Denton would be sharing the newly created rolling forecast, and that the draft April financial statements are looking positive.

*Finnegan arrived at 12:26 PM.*

4. Denton introduced the draft rolling forecast. Denton reviewed the document with the group. The Board discussed and noted appreciation for Denton and the finance team's work on this long-awaited document. Council Liaison Tomanek asked if the DECC receives monthly updates from the City regarding tourism taxes. Denton confirmed the DECC receives monthly updates. Finnegan asked what is included in the conventions budget. Denton explained items typically included in conventions such as building rent and marketing for conventions. Filipovich asked if the forecast could be updated to roll on a 12-month basis. Treasurer Sertich noted that the Finance Committee could discuss the forecast and additional data points such as a 12 month roll.

### **Governance**

1. Vincent provided an update on behalf of the Governance Committee. The Committee did not meet in May, but a letter of recommendation for Appointments was sent to the Mayor's Office on behalf of the DECC.

### **OTHER**

The Board departed to complete a tour of the Skywalk. Hartman shared ideas to activate the space with local art, etc. The Board discussed Hartman's ideas and plans to further activate the space.

*Nelson departed at 12:59 PM.*

*Vice Chair L. Mullen and Treasurer Sertich departed at 1:00 PM.*

### **ADJOURNMENT**

Chair Singler requested a motion to adjourn. The meeting adjourned at 1:03 PM.

### **UPCOMING MEETINGS**

The next regular meeting will be held June 27, 2024, location to be determined.

Submitted by:

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Peter Singler, Chair

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Jason Vincent, Secretary

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Date

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Date