

**QUAD CITY CIVIC CENTER AUTHORITY
MINUTES
MARCH 15, 2012**

Present: Chairman Ted Thoms, Jennifer Fowler, Mike Haney, Lew Steinbrecher, John Hass, Hunt Harris, Reggie Freeman, Paul Mulcahey

Absent: Gene Blanc (Gene Blanc via phone/non-voting), Thomas Thomas

Present Staff Members: Scott Mullen, Rocky Jones, Emily Perkins, Kevin Snodgrass, Roger Strandlund

Chairman Thoms called the meeting to order at 12:35 p.m. with a quorum present.

Approval of Minutes

Motion by Mr. Harris, seconded by Mr. Haney to approve the minutes of the meeting of January 19, 2012. The motion carried unanimously.

Financial Statement

A motion was made by Mr. Mulcahey to approve the Financial Statement for the period ending January 31, 2012 and period ending February 29, 2012. Mr. Hass seconded.

The motion carried unanimously.

Building Insurance Services

Mr. Jones reported that the building insurance services are up for renewal on June 1, 2012. Mr. Jones researched the options and made the recommendation to go out to bid for the agent of record, or broker, who would then obtain proposals from a variety of insurance companies. He added that the City of Rock Island uses this process, and there would be no commission fees paid to the agent of record; only a flat service fee would be paid. Mr. Steinbrecher asked about the criteria for selecting the agent of record. Mr. Jones said that each agent would complete a questionnaire that staff would evaluate. Ms. Fowler asked if the lowest bidder would automatically win the bid, and Mr. Jones said that to his knowledge, this is a bid for *services* which would not have to be formally bid. Mr. Strandlund, legal counsel, agreed to look into the issue to make a determination about the bid process. Chairman Thoms added that the bid specifications should require agents to disclose all carriers that they can and cannot get bids from, and additionally disclose any and all benefits that they receive for using a certain carrier.

Resolution 12-02

Mr. Harris made a motion to take Mr. Jones's recommendation to bid the insurance through the use of an agent of record. Mr. Hass seconded, and the motion carried unanimously.

Committee Reports

Personnel Committee

Personnel Committee Chairman Harris summarized the minutes of the March 6th meeting.

Resolution 12-03

Mr. Harris made a motion to add a Step 14 to the part-time wage scale for non-union employees with a \$.25/hour increase from the Step 13 level. Mr. Freeman seconded and the motion carried unanimously.

Budget Committee

Mr. Haney reported that the Budget Committee met and discussed the current industry factors that will affect specific items on the budget. Mr. Mullen expanded on the state of the music industry. Mr. Freeman asked how our conference center prices compare to other local venues. Mr. Mullen said that our prices are very similar. However there are many new, local conference centers that have increased the competition for business. He added that our goal is to provide the best quality in food and service in order to stand-out from the other locations.

Resolution 12-04

Mr. Mulcahey made a motion to approve the FY 2012-13 Operating Budget. Mr. Hass seconded and the motion carried unanimously.

Director's Update

Mr. Mullen reviewed previous arena events with the Authority.

Executive Session

At 1:08 p.m., Chairman Thoms invited members to adjourn into Executive Session for the purpose of discussing pending/imminent litigation matters (5 ILCS 120/2 (c)(11)), price terms for lease/license (5 ILCS 120/2 (c)(6)) and collective negotiating matters (5 ILCS 120/2 (c)(2)). A motion was made by Mr. Mulcahey with Mr. Harris seconding, to incorporate the above purpose and finding and to (on that basis) conduct the meeting in closed session. Upon roll call vote, all Board members voted in favor of the motion and the Chairman declared the motion carried.

At 1:38 p.m., a motion was made by Mr. Mulcahey, with Mr. Haney seconding, to adjourn back into regular session. A roll call vote was taken showing all Board members voting in favor of the motion and the Chairman declared the motion carried.

Concession Contract

Mr. Mullen verbally summarized the staff's analysis of responses to the invitation for concession contract proposals.

Resolution 12-05

Mr. Mulcahey made a motion to authorize Mr. Mullen to notify Levy Premium Foodservice Limited Partnership ("Levy") that Levy is the best proposer in response to the food and beverage solicitation; and, as such, Levy will be awarded the concession contract, subject to Mr. Mullen and his staff indicating satisfaction with all terms and conditions of a contract consistent with Mr. Mullen's understanding of the proposal. Mr. Mullen is authorized to execute the resulting contract.

Digital Menu Displays

Mr. Jones reported that bids for the digital menu displays are due on Monday, 19th, and the project would be eligible for CIPRA funding.

Resolution 12-06

Motion by Mr. Freeman, seconded by Mr. Harris to continue to evaluate proposals and direct staff to award the bid. The motion carried with Mr. Steinbrecher abstaining from the vote.

Open Meetings Act Training

Mr. Strandlund informed the Authority that the State of Illinois now requires elected or appointed members of a public body to complete electronic training once during their term of election. He further clarified that each board member would have until January 1, 2013 to complete the online training. General board consensus was that each member would complete the training individually, and Mr. Strandlund and Ms. Perkins would provide a link to access the online training. Mr. Strandlund requested that board members send a copy of the completion certificate to Ms. Perkins to keep on file.

Adjourn

Motion by Ms. Fowler seconded by Mr. Hass to adjourn.
The motion carried unanimously and the meeting was adjourned at 1:53 p.m.

Emily Perkins
QCCCA Secretary