

WILL COUNTY METROPOLITAN EXPOSITION AND AUDITORIUM AUTHORITY

Date: April 25, 2018

Authority Memo Number **017-2018 March 28, 2018 Regular Meeting Minutes**

The March 28, 2018 regular meeting of the Will County Metropolitan Exposition and Auditorium Authority Board was held at 15 E. Van Buren Street, Joliet, Illinois 60432. Chairman Bob Filotto opened the meeting at 4:00 P.M. with a quorum present and welcomed Board members and the public.

Present: Joe Carlasare, Donnie Chestnutt, Jane Condon, Bob Filotto, Tom Osterberger, Jeff Pierson, and Council Liaison Pat Mudron

Absent: Kathy Trizna (excused)

Others: Legal Counsel David Silverman, Mahoney, Silverman, Cross Law Firm; Rialto Square Theatre Foundation Board member(s), IATSE Local 124 member(s) as well as members of the public and the press

Staff: Val Devine, Jack Ericksen, Patti Fitzpatrick, Jan Gilligan, Leann Hoffrogge, Karen Leno, Nancy Lindmark, Micah McDade and Marilyn McSteen

APPROVAL OF MINUTES

Authority Memo Number **011-2018 February 28, 2018 Regular Meeting Minutes**

Motion: Pierson moved and Carlasare seconded approval of the regular February meeting minutes, as revised.

Vote: The Chair introduced approval of minutes. There were no questions or comments. The Chair called a voice vote, 'Ayes' were heard. There was no response to the Chair's invitation of opposing votes. Motion passed unanimously.

Public to be Heard Re: Agenda Items – No response.

Authority Memo Number **012-2018 Operational Bills Paid, Payable and Payable Age Listing**

Motion: Pierson moved and Chestnutt seconded approval of operational bills paid, payable and payable age listing as presented.

AYES: Carlasare, Chestnutt, Condon, Osterberger, Pierson and Filotto

NAYS:

Discussion: The Chair reviewed the initial page and informed those present he and Leno plan to meet regarding the content and format of this report; he said vendor, payment date and amount are all that is needed and noted that both an accounts payable listing and an aged listing were included. The Chair requested a motion and, with the motion on the floor, directed roll be called. The motion passed unanimously (see above).

Authority Memo Number **013-2018 Financial Statements** – To Place on File

Motion: Pierson moved and Carlasare seconded approval to accept the financial statements into the minutes.

AYES: Carlasare, Chestnutt, Condon, Osterberger, Pierson and Filotto

NAYS:

Discussion: In response to the question, Devine said "professional services" probably refer to the annual audit and Olivieri's monthly fee; the "variable" is 5% charged monthly on food and beverage sales. It is staff's understanding that "event-related income" is funds realized from those events presented by outside entities renting the facility for public events. • It was suggested that a monthly or quarterly financial report summary be posted on the website. The Chair suggested the one-page document that must be prepared quarterly for the City Manager could be posted. • The Chair requested a motion and, with the motion on the floor, directed roll be called. The motion passed unanimously (see above).

OLD BUSINESS

Authority Memo Number **051-2017 Dedicated Funding Source(s) for the Rialto Square Theatre**

Report/Discussion: The Chair thanked Bob Okon for the article based on the discussion of possible funding sources which generated discussion in the community. He also thanked Chestnutt for suggesting and Carlasare for drafting a letter to our legislators, which is hoped to result in meetings with district legislators. Carlasare noted Chestnutt's suggestion to meet with a core group of legislators in town to discuss how to move forward. The material could then be presented to Will County representatives as a whole.

NEW BUSINESS

Authority Memo Number **014-2018 First Quarter Report per IGA**

Report: The Chair reminded members of the IGA requirement for a written report by the last day of each quarter and reported Devine had prepared a bullet point report which the Chair and Vice Chair reviewed / revised and will be submitted to the City Manager with last month's minutes before close of business on March 29th. Board members were encouraged to review the material and email corrections or revisions to Devine. The Chair would like to meet with City Manager Hales and / or the Mayor and one other Authority Board member, to discuss the matter in general after City officers have reviewed the report. The Chair invited comments from the Board. Pierson said an open dialog helps everyone understand where we are and what we want to achieve. The Chair requested a motion.

Authority Memo Number **015-2018 Review of Executive Session Minutes**

Motion: Carlasare moved and Osterberger seconded approval to table the review of Executive Session minutes.

Discussion: The Chair reported he, legal counsel and Devine need to review executive session minutes. He requested a motion to table this matter. With the motion on the floor, he called a voice vote: "Ayes" were expressed. The Chair invited opposing votes. Motion passed unanimously.

EXECUTIVE REPORTS

RST Foundation: Condon reported the RSTF will meet in April. Erickson reported the events committee met regarding Home for the Holidays. Programming changes have been made; events will be announced in August. • The Foundation will participate in the New Orleans North event with the sale of wine and mixed drinks in front of the theatre. • The electronic message board above the theatre entrance has proven beneficial, as it allows recognition of the generosity of sponsors, upcoming show information, notices and acknowledgements.

Executive Director's Report: Shows: Devine reported on theatre events which included the first of this season's Local Music Mondays. Other events were: an REO Speedwagon rehearsal on March 7th (which benefited the Illinois Rock n' Roll Museum and, through the generosity of the Corvette Club and the Artists who autographed a Corvette hood donation, the Easter Seals fund raiser); four tours; a tour-and-organ concert and two dance competitions: Precision Arts with a two-day event and Kids Artistic Review's 3-day rental. In April the theatre will present nine shows, five rental events and five tour and organ concerts. Devine reported the following wedding bookings from 2013 to 2020: 16 in 2013; 20 in 2014; 13 in 2015; nine in 2016 and 19 in 2017 and, as of now, 24 weddings have been booked in 2018, 10 in 2019 and three in 2020. Devine recognized Lindmark for her dedication in this regard.

Staff: Next year's Young Audience Presentations have been contracted. Information will be provided along with an early bird incentive for teachers who purchase prior to the summer break. • An Illinois Arts Council Grant was submitted. It's hoped that entertainment funding will be awarded. • Marketing Manager, Micah McDade, prepared a *Rialto Square Ticket Madness: Score Some Serious Deals on Tickets* e-blast promotion through March 30th. April First will mark the end of VenuWorks' first year at the Rialto!

Operations: Expenses incurred due to the February power outage impacting 2RS and some areas of the theatre were submitted to ComEd for review. The Volunteer Board agreed to purchase a new cooler for Rialto events and to finance installation of new access ports for the WiFi system, which will prevent the buffering we have experienced and will allow tour merchandisers to access WiFi.

City Events: The Forge will hold Rock the Block a first annual 3-day street festival in downtown Joliet, June 15th through 17th at the corner of Chicago and Van Buren Streets. While we like to see people flock to the downtown area, the event may impact 1700 patrons coming to see *The Temptations and The Four Tops* concert on June 15th. Parking will be challenging and there will be no opportunity to drop people off at the Chicago Street entrance, the only theatre entrance unencumbered by stairs. In response to the question, Council Liaison Mudron said the Council hadn't voted on this event. The Chair noted that since the street festival will be an all-day activity, attendees may fill the decks prior to the arrival of theatre patrons. Devine said we have some time to plan and notify patrons of any available options. Mudron said he would meet with City Manager Hales tomorrow to begin some planning. The Chair said ticket holders would be allowed entry without paying to enter the street fair, however those who plan to purchase tickets at the door may have to purchase the street festival entrance fee.

Board Chair: The Chair reported VenuWorks' main office had requested Devine and Leno begin a 2018-19 budget. • The Chair recalled Lichtenauer's request for an interview on WJOL Radio's Lynne, Mary and Natalie Show when he was elected to Chair the Authority Board and suggested it would be good time to schedule it.

Committee Report(s): Carlasare reported the building committee had met on March 15th.

Cooling Tower: The first RFB was written with the help of John Siehl who estimated the project would exceed \$120,000; the committee estimated the cost at \$150,000 for planning purposes. Devine said she hadn't proceeded with the RFB due to lack of funding and her unfamiliarity with public bidding procedure. Legal counsel suggested the RFB could define the length of time bidders must honor the terms of their proposal. He thought Siehl could probably advise the committee how long bidders would be likely to accept, but 60, 90 or 120 days is typical. Carlasare said the first step is to publish and advertise for bids. Devine asked if potential ComEd rebates needed to be included in bid specifications. Chestnutt said the bid should specify use of any available rebates and referenced an email that detailed rebate opportunities for which the Authority is eligible. • In response to Carlasare's inquiry, Devine said Siehl had requested the list before committing to prepare further bid documents. • Carlasare reported the committee also discussed continuing efforts to balance the work of Olivieri to secure new tenants and VenuWorks' property management. • The Chair introduced a report dated March 27th submitted by Olivieri stating they are currently working with 12 inquiries. In the past month, the property was shown five times. At this time, they are involved in four negotiations for new space and one renewal negotiation.

Public to Be Heard

All members of the public who wished to speak were given that opportunity.

Adjournment:

Motion: Osterberger moved and Chestnutt seconded adjournment.

The Chair called a voice vote. There were no dissenting votes; the motion passed unanimously.

The meeting adjourned at 5:00 P.M.

Minutes respectfully submitted by Jan Gilligan, Recording Secretary.

Kathy Trizna, Board Secretary

*Unapproved minutes distributed in Board Packets are subject to change.
Approved minutes will be posted on www.rialtosquare.com /Public Information/Approved Minutes.*