

WILL COUNTY METROPOLITAN EXPOSITION AND AUDITORIUM AUTHORITY

Date: October 23, 2019

Authority Memo Number **040-2019 September 25, 2019 Regular Meeting Minutes**

The September 25, 2019 regular meeting of the Will County Metropolitan Exposition and Auditorium Authority Board was held at 15 E. Van Buren Street, Joliet, Illinois 60432. Vice Chair Jeff Pierson called the meeting to order at 4:02 P.M. with a quorum present; Board members, staff and the public were invited to rise for the Pledge of Allegiance to the Flag.

Members Present: Tim Broderick, Donnie Chestnutt, Jane Condon, Bob Filotto, Tom Osterberger, Jeff Pierson and Kathy Trizna

Absent: Bob Filotto, Kathy Trizna and Council Liaison Pat Mudron, all were excused

Staff: Kathleen Arko, Val Devine, Jack Ericksen, Jan Gilligan, Karen Leno, Micah McDade

APPROVAL OF MINUTES

Authority Memo Number **037-2019 September 25, 2019 Regular Meeting Minutes**

**Motion:** Chestnutt moved and Osterberger seconded approval of the September 25, 2019 minutes, as corrected.

AYES: Members Broderick, Chestnutt, Condon, Osterberger, Pierson, Trizna and Filotto

NAYS:

**Discussion:** Member Condon noted the minutes, as distributed, contained several errors. The Chair requested a motion and, with the motion on the floor, invited a voice vote. Ayes were heard. The Chair invited opposing votes; none were expressed. Motion carried.

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

Authority Memo Number **038-2019 September 2019 Operational Bills Paid and Payable:**

**Motion:** Broderick moved and Osterberger seconded approval of accounts paid in the amount of \$549,921.30.

AYES: Members Broderick, Chestnutt, Condon, Osterberger, Pierson, Trizna and Filotto

NAYS:

**Discussion:** Leno reported the check she had written to herself were for a VenuWorks training seminar on Ungerboeck software which VenuWorks anticipates to implement in March 2020. ▪ A payment to Korellis was required for the seasonal HVAC turnover which involved some system repairs. ▪ The Chair invited questions; hearing none, he requested a motion and, with the motion on the floor, directed roll be called. Motion passed.

Authority Memo Number **042-2019 August 2019 Financial Statements** – To Place on File

**Motion:** Condon moved and Chestnutt seconded acceptance of financial statements into the minutes.

**Note:** Regarding profit and loss, the Chair noted, we are below revenue, year to date, but correspondingly below budget, as well. The Chair called a voice vote. Ayes were heard; no opposing votes were expressed. Motion passed.

#### NEW BUSINESS:

Authority Memo Number **043-2019 Consideration of bids and award contract for doors**

**Motion:** Pierson moved and Chestnutt seconded a motion to discuss the Executive Session matter of bids for theatre doors.

AYES: Members Broderick, Chestnutt, Condon, Osterberger, Pierson, Trizna and Filotto

NAYS:

All those present at the meeting remained in the room.

**Motion:** Pierson moved and Chestnutt seconded a motion to accept the Wunderlich Doors, Inc. bid subject to the approval of the operating engineer who had reviewed the bid estimate.

AYES: Members Broderick, Chestnutt, Condon, Osterberger, Pierson, Trizna and Filotto

NAYS:

**Discussion:** The Chair commended Arko for her efforts resulting in a \$32,000 grant which was determined to be used to replace doors and improve safety features. The Chair announced only one bid was submitted; he asked Chestnutt to open and read relevant details of the bid: Chestnutt announced the bid was submitted by Wunderlich Doors, Inc. in the amount of \$30,648.48 for door frames doors to replace the stage doors and at the Chicago Street entrance. The price includes delivery of material to the job site. Hardware set(s) must be verified and approved prior to placement of order. All hardware meets commercial grade specifications and are ADA compliant. Wunderlich Doors, Inc. does not supply or paint any product(s). Osterberger questioned whether this Board is qualified to understand the specifications as quoted. Arko said the bid was advertised in the local paper and bidders had 10 days to respond. Condon asked if additional bidders should (or could) be included in this matter without rebidding the job. Broderick asked if the proper protocol had been followed. Devine said they had followed the requirements of governmental boards. Broderick ascertained that an engineer had reviewed an estimate of requirements provided by Wunderlich, therefore he would be able to compare the bid against the estimate. The Chair asked if members would be able to accept the bid based upon the engineers review. Pierson agreed. Osterberger said he would be confident if the engineer reviewed the bid against the estimate and was satisfied that they were the same.

#### EXECUTIVE REPORTS

**RST Foundation:** Condon reported the engineering consultants who inspected the theatre noted that the building was in better condition than expected; the initial walkthrough did not include review of mechanical equipment. The findings are expected to be reported in November. Home for the Holidays:

Condon reported that Marilyn McSteen's resignation had a serious impact on the fundraiser, but Foundation Board members, their families, office staff and others have stepped up to make the events as successful as previous holiday seasons. Ericksen

reported that \$76,500 in sponsorships had been generated above the fundraising items that will be available for sale during the events. ▪ A Chicago-based television show producer has expressed interest in renting the Rialto theatre taping segments of an upcoming show.

**Executive Director's Report:** Devine advised all present of Micah McDade's resignation in order to take a position with Jam Productions. McDade took time to prepare a media blast reminding some 8,000 recipients of the Foundation events that will begin in November. Devine added that Mark Abernathy will, again, fill in as needed. The producers of the Master Chef event were pleased with the event which included support from JuCo's culinary arts program and resulted in an audience of 775.

**Board Chair:** In response to the Chair's inquiry, Council Liaison Mudron advised the Board that 25 applications for the City Manager position were received with 18 meeting all requirements. Steve Jones has been working with City Department heads on budgetary matters, but Mudron had inquired as to whether a presentation from the Board is expected; he will advise the Board of Jones' decision in this matter.

Adjournment:

**Motion:** Condon moved and Pierson seconded adjournment.

The Chair called a voice vote. Ayes were heard. The motion passed unanimously. The meeting adjourned at 4:39 P.M.

Minutes respectfully submitted by Jan Gilligan, Recording Secretary.

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Kathy Trizna, Board Secretary

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