



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Meeting Minutes - Approved MONONA TERRACE COMMUNITY AND CONVENTION CENTER BOARD

Thursday, May 19, 2016

4:00 PM

One John Nolen Drive
Hall of Fame Room

CALL TO ORDER / ROLL CALL

Present: 9 - Jane Richardson; Michael E. Verveer; Mark J. Richardson; Susan Sabatke; Mark Clarke; Judith F. Karofsky; Glenn R. Krieg; James Ring and Thomas P. Solheim

Excused: 5 - M. Alice O'Connor; Ricardo A. Gonzalez; Shelia Stubbs; Thomas J. Ziarnik and Chet Gerlach

APPROVAL OF MINUTES

A motion was made by J. Richardson, seconded by M. Richardson, to Approve the Minutes. The motion passed by voice vote/other.

PUBLIC COMMENT

None.

DISCLOSURES AND RECUSALS

None.

NEW BUSINESS

1. [42922](#) Dane County Regional Airport Update: Bradley Livingston, AAE, Airport Director

Mr. Livingston made a visit to update the board on airport improvements and changes. The first item of discussion was the addition of non-stop service from Madison to Charlotte, NC by American Airlines. He also announced a new food outlet which would highlight local vendors and partnering with Tory Miller for a new restaurant. They want the airport to offer more refined goods and services. The final update was the acquisition of a top of the line landing system that can guide planes in the worst of weather. It's rare for an airport this size to be able to get a system like this and it will be invaluable during bad winter weather.

2. [42924](#) Finance Committee Report: Glenn Krieg, Committee Member

A motion was made by Clarke, seconded by Ring, to Approve. The motion passed by voice vote/other.

3. [42738](#) Authorizing the execution of a lease with SMP Partnership, LLP for storage space located at 1020 Stewart Street for storage of Monona Terrace furniture, equipment, and decorations.

Attachments: [11025 executed LOI 1020 Stewart Exhibit A.pdf](#)

A motion was made by Clarke, seconded by J. Richardson, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

4. [42926](#) Judge Doyle Square Update: Gregg McManners, Director

There is nothing new to report on at this time.

5. [43027](#) Monona Terrace Credit Card Equipment Agreement: Gregg McManners, Director

The state is upgrading the security of the parking ramp and they have no infrastructure to store their equipment. Monona Terrace will provide a place for their equipment. The board needs to grant Gregg McManners, as Director, and Glenn Krieg, as Board Chair, the authority to sign the MOU for this agreement.

A motion was made by Solheim, seconded by Verveer, to Approve. The motion passed by voice vote/other.

6. [43079](#) Monona Terrace Security Surveillance and Parking Installation Maintenance Agreement: Gregg McManners, Director

The state is upgrading the security of the parking ramp and they have no infrastructure to store their equipment. Monona Terrace will provide a place for their equipment. The board needs to grant Gregg McManners, as Director, and Glenn Krieg, as Board Chair, the authority to sign the MOU for this agreement.

A motion was made by Solheim, seconded by Verveer, to Approve. The motion passed by voice vote/other.

7. [42928](#) Booking Pace Update: Bill Zeinemann, Associate Director - Marketing and Event Services

Attachments: [bookingpace_4-2016.pdf](#)

	Budgeted	Projected
Banquet	216	240
Meetings	208	185
Conventions	35	36
Conferences	27	30 plus one tentative

Event revenue is running at 7.5% above budget.

8. [42930](#) Finance Report: Kathi Hurtgen, Associate Director - Finance and Operations

Attachments: [finance_4-2016.pdf](#)

April was 7% ahead of budget in event revenue and 13% over in expenses. The

month had a deficit of \$45,000. This brings the year-to-date total revenue to a deficit of \$49,000.

There are several extraordinary expenses that hit in April that were unbudgeted including GMCVB and retirement payouts, as well as the purchase of new radios and rooftop sculpture commission payments.

9. [42932](#)

Director's Report: Gregg McManners, Director

Attachments: [report 5-19-16.pdf](#)

A. Board Report

The new community event Maker Faire was a success. Approximately 2,500 people attended. Ticket sales generated a gross of roughly \$20,000 and will be used to support community events.

After the homeland security review earlier this year, staff questioned whether or not the behavior policy that the board approved in 2014 needed updating. After examination by the City Attorney's and Police department it was determined that no changes are needed.

B. PESTLE Analysis

On May 12, Monona Terrace managers gathered representatives from the Hilton, DMI, GMCVB, and City of Madison to meet. An invitation was extended to the Monona Terrace Board of Directors as well. The group intended to discuss strategic planning for the future of Monona Terrace. The meeting unintentionally violated open meetings law because a notice had not been posted and enough board members attended the meeting that a quorum situation was created. This did not become clear to staff until after the meeting took place, whereupon the inadvertent oversight was pointed out by other city staff.

10. [42934](#)

Announcements from the Chair: Glenn Krieg, Chair

None.

ADJOURNMENT

A motion was made by J. Richardson, seconded by Ring, to Adjourn. The motion passed by voice vote/other.