

Mayo Civic Center Commission Meeting
Wednesday, May 11 – 3:00 PM
Mayo Civic Center Riverview Suite E

- 3:00 PM A. Call to Order
- B. Approval of Agenda
- C. Open Comment Period
- This agenda section is for the purpose of allowing citizens to address the Commission. Comments are limited to 2 minutes per person, and total comment period shall be limited to 15 minutes. Any speakers not having the opportunity to be heard will be the first to present at the next Commission meeting.*
- 3:10 PM D. Consent Agenda
- a. Council Item Review
 - i. MCC Convention Center Change Order 8
 - b. Meeting Minutes
 - ii. April 13, 2016
 - c. Monthly Financial Report
 - iii. April 2016 Bills and Income Statement
 - d. Strategic Plan Goals Update
 - e. Construction Update
 - f. Echoes of 9/11 – Request for Exception to Rental Rates
- 3:20 PM E. Sales Report – Matt Esau, Rochester Convention & Visitors Bureau
- 3:30 PM F. Directors Report
- 3:40 PM G. New Business
- a. 2017 New Employee Requests
 - b. MCC Commission Secretary
 - c. MCC Catering Committee
- 3:55 PM H. Unfinished Business
- a. MCC Convention Center Art Committee – Artist Selection Update – Marv Mitchell
 - b. MCC Not-for-Profit Policy Committee Update
 - c. MCC Finance Committee Update
 - d. MCC Revenue Opportunities Committee – Naming Rights & Sponsorship Update
- 4:20 PM I. Other Business
- 4:30 PM J. Adjournment

Next Meeting: Wednesday, June 8, 2016, 3:00 PM

REQUEST FOR COMMISSION ACTION

MEETING DATE
 5/11/2016

PREPARED BY
 Andy Krogstad

ITEM DESCRIPTION

Approve Convention Center Expansion Change Order 8

The attached list identifies changes resulting in an addition of \$118,074 to the contract of Knutson Construction.

CPMI has prepared Change Order 8 with Knutson Construction as outlined on the attachment. If approved as recommended, the new contract sum will be \$70,443,503.00. With this change the construction costs have been reduced in total by \$1,194,197.00 or 1.7% of the original value.

The original approved contract sum:	\$ 71,637,700.00
The net change by previously approved Change Orders:	\$ (1,312,271.00)
The contract sum prior to this Change Order:	\$ 70,325,429.00
The contract sum will be increased/(decreased) by this change order:	\$ 118,074.00
The new contract sum including this Change Order:	\$ 70,443,503.00

Project # 3541

COMMISSION ACTION REQUESTED:

Staff and CPMI recommend approval of Change Order 8 with Knutson Construction in the amount of \$118,074.00, and furthermore requests that the Commission forward the Change Order to the City Council for approval and subsequent execution by the Mayor and City Clerk.

**Mayo Civic Center Convention Center Addition
Change Order #8 Detail**

Item	Description	Labor Amount	Material Amount	Total Amount
1	Mechanical revisions; Box office reconfiguration	16,217.00	330.00	16,547.00
2	Alternate wall fabric for sound absorbing walls	922.00	14,290.00	15,212.00
3	Soil corrections within Convention Center footprint per special inspector	16,349.00	28,316.00	44,665.00
4	Additional handsinks required by Olmsted County Public Health	10,514.00	4,646.00	15,160.00
5	Add recessed 60 amp outlet in lobby for concessions	2,735.00	1,074.00	3,809.00
6	Value engineer carpet pattern changes Area A & B	(87,020.00)	(63,531.00)	(150,551.00)
7	Food service location modifications	(191.00)	0.00	(191.00)
8	Add roof edging Grid Line 21	928.00	500.00	1,428.00
9	Modify architectural precast cladding	284.00	2,838.00	3,122.00
10	Contaminated soils replacement in convention center footprint per special inspector	4,696.00	15,504.00	20,200.00
11	Delete duplicate auto door operators	(657.00)	(3,642.00)	(4,299.00)
12	Contaminated soils replacement in black box footprint per special inspector	506.00	5,952.00	6,458.00
13	Add steel reinforcing in transformer screen wall foundation	1,565.00	1,500.00	3,065.00
14	Add accoustical duct liner for AHU-15 (Pres Hall)	17,103.00	8,021.00	25,124.00
15	Temporary traffic controls modifications per Public Works	2,988.00	215.00	3,203.00
16	Revise SA light fixture	3,306.00	61,970.00	65,276.00
17	Parapet wall modifications near stair 01	6,021.00	897.00	6,918.00
18	Add steel reinforcing in foundation at bottom of ramp	1,171.00	965.00	2,136.00
19	Change vanities from stone to solid surface	1,012.00	(3,882.00)	(2,870.00)
20	Delete A-V Commissioning for Alternates	(12,500.00)	0.00	(12,500.00)
21	A-V equipment changes due to manufacturer discontinuation	0.00	(470.00)	(470.00)
22	Soil corrections pile cap foundations	1,234.00	1,120.00	2,354.00
23	Additional structural steel above vestibule F102	3,984.00	4,540.00	8,524.00
24	Sunshade structural tube modification F102	251.00	434.00	685.00
25	Additional roof steel joists above E301 mechanical room	1,485.00	14,850.00	16,335.00
26	Overflow roof drain room B133	388.00	1,017.00	1,405.00
27	Delete 1 row of accoustical panels D214	(224.00)	(513.00)	(737.00)
28	Modify existing electrical conduits for HVAC ductwork passage	11,318.00	4,747.00	16,065.00
29	Layout & piping configuration changes in chiller room	0.00	12,001.00	12,001.00
	TOTAL	\$4,385.00	\$113,689.00	\$118,074.00

Mayo Civic Center Commission Meeting

Wednesday, April 13, 2016 – 3:00 PM

Mayo Civic Center Riverview Suite E

Attendees: Commission Members

Teresa Chapman, John Eischen, Jerrie Hayes, Heidi Mestad, Marv Mitchell, Dan Nelson, Michael Smith

Other Attendees:

Donna Drews (Mayo Civic Center (MCC)), Julie Gay (Self), Matt Esau (Rochester Convention and Visitors Bureau (RCVB)), Mary Gastner (RCVB), Dave Goslee (City Attorney's Office), Chad Koehler (Lancer Hospitality), Andy Krogstad (MCC), Jere Lantz (Rochester Symphony Orchestra & Chorale), Gary Neumann (City Clerk's Office), Jo Oeltjen (MCC), Erin Okins (MCC), Laura Woolworth (MCC)

A. Call to Order

0:00 Audio Tape

The meeting was called to order by Heidi Mestad at 3:02 PM

B. Approval of Agenda

0:04 Audio Tape

Request to move the Marketing to follow the Sales Report

Motion to approve the agenda as amended was made by Marv Mitchell, Second by Michael Smith.

Motion was unanimously approved.

C. Open Comment Period

0:43 Audio Tape

Jere Lantz from the Rochester Symphony Orchestra and Chorale (RSOC). This year is the 15th Anniversary of 9/11 and ROSC is looking to put on a concert on Saturday, September 10, 2016 as a gift to the community. The 34th Infantry Division National Guard Red Bull Band of MN together with a choir from community, the core of which would be the Rochester Chorale, but with anyone who wants to sing for that occasion. This will be a no charge event. Request was made to use the Mayo Civic Center facility at no charge for that event, would pay for any additional charges. The venue being used would be the auditorium. Decision on this will be made at the next Mayo Civic Center Commission meeting.

D. Consent Agenda

3:25 Audio Tape

a. Council Item Review

i. Approval of Joint Powers Agreement with MN State Arts Board

ii. MCC Convention Center Expansion Charge Order 7

b. Meeting Minutes

i. March 10, 2016

c. Monthly Financial Report

- i. February and March 2016
- d. Strategic Plan Goals Update
- e. Construction Update

Motion to approve the consent agenda was made by Dan Nelson, Second by Marv Mitchell. Motion was unanimously approved.

E. Sales Report – Matt Esau, Rochester Convention & Visitors Bureau

3:57 Audio Tape

Matt discussed the Sales Report and bookings. Working on the pace of bookings for subsequent years. Discussed Data Privacy Statute – particular information about a given events will not be shared in a public forum, the information can be shared with the Commission members but only as confidential documents – Commission members can discuss events in general terms. Discussion of what new events are scheduled, reviewed the priority levels. From April 2016 to April 2017, MCC will be without some breakout rooms. Presentation Hall will be out of commission for 4-5 months beginning 1Q17. By April 1, 2017 most of the work on Mayo Civic Center expansion will be completed. By the end of May/June 2017, everything should be complete. Question – Does MCC have the correct amount of staff and the correct staff? Question – Could decision dates be included in the commissioner’s packet. The commission discussed concerns over the booking pace and the ability to meet financial targets in 2017.

Action: Donna Drews will schedule a meeting with the Revenue Team (John Eischen, Teresa Chapman, Michael Smith), Brad Jones,, and the RCVB Sales Team to look at the strategies from now through 2020.

Action: Matt Esau to review and report back on the probability of which events will close.

Communication/PR Update – Mary Gastner

Moved up from later in the agenda

Mary will be doing quarterly reports. On the report, they have added a column “progress to date”. Mary presented highlights on the report and talked about RCVB marketing efforts. Laura Woolworth talked about the new email templates. Comment was made by Marv Mitchell that he was pleased with the mailer. With the realigning that was done at the MCC, Erin Okins will be taking on more of a marketing manager for the MCC and working collaboratively with Mary.

F. Directors Report

1:08:28Audio Tape

Donna thanked Laura Woolworth for her work on the Monster Truck Destruction Tour. She handled the booking. The show sold out on Saturday. Concessions sold at a rate of about \$80 a minute for a 2 ½ hour time span.

G. New Business

1:13:29 Audio Tape

- a. MN Data Practices Statute Review

This was discussed during the Sales Report. Documents presumed public unless there is the convention section. Information can be talked about but needs to be generic. Customer A, Customer B, etc.

b. MCC Not-for-Profit/Exception to Rental Rate Draft Policy

Discussion about a not-for-profit/exception to rental rate policy. MCC does not currently have a not-for-profit policy. Donna has done research on other convention centers and how they work with not-for-profit groups. Members agreed that this is a good time to put a clear policy in place. Refine the process for the not-for-profit piece. Define what the criteria is for: not-for-profit or non-profit. The major revenue stream is room rental. Donna to send her recommendations.

Jerrie Hayes moved to create a non-profit policy taskforce, Second by Marv Mitchell. Approved unanimously. Taskforce members: Jerrie Hayes, Marv Mitchell, Teresa Chapman and then add people from the community non-profit sector.

Action: Send Donna's recommendations to commissioners

Action: Schedule a meeting for the Non-Profit Policy Taskforce (Members – Jerrie Hayes, Marv Mitchell, Teresa Chapman and people from the community no-profit sector). The focus of this taskforce is: 1. Conduct a vetting session with members of the non-profit, charitable community, 2. Talk about why we are looking at this, talk about what is realistic and what is not realistic, and 3. Develop a proposed policy and proposed procedures on how non-profits book at the MCC or how they approach us. Also, look at what is available in the community so we are not duplicating services – a survey of City institutions may be helpful to include their space availability and their policies.

H. Unfinished Business

1:38:55 Audio Tape

a. MCC Revenue Gap/New Revenue Stream Options Committee Report – Michael Smith and Teresa Chapman

Updates from the two committee meetings were presented. Revenue streams reviewed included:

Show decorator commission – new (\$3K)

AV equipment commission - new (\$8K)

Box office facility fee increase (\$5K)

Room rental increase on existing facilities (\$10K)

Equipment rental (\$3K),

Catering commission increase (\$100K)

Naming rights/sponsorships (pending)

City's bonding attorney is currently working on this.

The opportunity for significant increases in revenue is minimal. Recommendations represent a small incremental revenue increase. This will take time to phase in. The catering commission will go up on January 1, 2017 – this has been a two-year notice and phase in. This is for information only right now. There are very few buildings of this size that offer an open catering

policy. MCC currently has 5 qualified caterers – Catering by Design, Kahler, Lancer Hospitality, Mayo Civic Center Hospitality, and Powers Ventures. The Mayo Civic Center Commissioners agreed that the in-house caterer should be able to bid on whatever event they would like to up to their capability (the capability is a self-determined limit, not a policy limit). There was a facilitated check-in meeting with caterers to review the pros and cons of the catering policy after one year. The meeting was facilitated by the Chair and Vice Chair of the MCC Commission. It was noted by some commission members that there should have been better communication from the Commission Executive Committee to the rest of the Commission prior these types of events. Notes from the meeting will be sent out. Marv Mitchell suggested having a standing committee on catering.

Action: Caterers would like a tour of the new kitchen.

Action: Meeting notes from the caterers meeting to be sent out

- b. MCC Convention Center Art Committee Update – Marv Mitchell
Identified the Committee members. The Committee’s job is to look through competitive RFP process, work through that process and make recommendations on art for the new expansion. This has to be done by July 6, 2016. There were 97 RFPs received. These will be narrowed down to a final few and they be invited in to make presentations. The finalists will be given a stipend to put together a model of what they are going to be doing. Then, will come back to this Commission with the final proposals. There may be a Special Meeting called to approve the projects.
- c. Communication/PR Update – Mary Gastner
This was moved up to follow the Sales Report
- d. Annual Catering Check-in Update
This was talked about in the MCC Revenue Gap/New Revenue Stream Options Committee section.
- e. MCC Arts and Culture Transition Check-in Update
Marv Mitchell is now designated as the Mayo Clinic representative and Heidi Mestad is assuming the role of the designated the Arts representative. Arts Groups were brought together to introduce the change. There were a number of questions and issues raised, particularly related to upcoming renovations in Presentation Hall.

Action: Heidi Mestad and Donna Drews will arrange a tour of Presentation Hall to update the Arts Group on the renovation of Presentation Hall

Marv Mitchell will send notes from the meeting to Donna Drews for distribution to Commission members

- I. Other Business
2:15:14 Audio Tape
No other business

J. Adjournment

2:15:20 Audio Tape

Motion was made to adjourn the meeting by Marv Mitchell, Second by Jerrie Hayes. Motion unanimously approved. Meeting adjourned at 5:19 PM.

Next Meeting: Wednesday, May 11, 2016 at 3:00 PM

Mayo Civic Center
Income Statement Summary By Department
For the 1 Month and April 30 Months Ended April 30, 2016

	Period to Date					Year to Date					Annual			
	Budget	Actual	Actual Variance with Budget		Prior Year Actual	Budget	Actual	Actual Variance with Budget		Prior Year Actual	Budget	Actual	Remaining Budget	Percent of Budget
			Amount	Percent				Amount	Percent					
Revenues														
Administration	\$ 5,124	\$ 4,647	\$ (477)	-9.3%	\$ 4,625	\$ 18,772	\$ 18,140	\$ (632)	-3.4%	\$ 18,559	\$ 57,889	\$ 18,140	\$ 39,749	31.3%
Sales and Marketing	250	50	(200)	-80.0%	140	500	1,425	925	185.0%	2,703	1,250	1,425	(175)	114.0%
Box Office	18,650	15,909	(2,741)	-14.7%	5,522	56,202	43,754	(12,448)	-22.1%	44,021	164,750	43,754	120,996	26.6%
Facility Operations														
Event Operations	53,693	84,437	30,744	57.3%	49,468	215,857	269,612	53,755	24.9%	218,066	790,800	269,612	521,188	34.1%
Space Rental	56,167	97,257	41,090	73.2%	70,513	267,251	300,633	33,382	12.5%	286,121	910,000	300,633	609,367	33.0%
Food and Beverage	88,434	143,867	55,433	62.7%	27,552	368,619	380,403	11,784	3.2%	300,746	718,150	380,403	337,747	53.0%
Total Revenues	222,318	346,167	123,849	55.7%	157,820	927,201	1,013,966	86,765	9.4%	870,216	2,642,839	1,013,966	1,628,873	38.4%
Expenditures														
Administration	34,896	37,096	2,200	6.3%	38,543	127,286	150,785	23,499	18.5%	120,438	409,641	150,785	258,856	36.8%
Sales and Marketing	18,883	11,382	(7,501)	-39.7%	20,584	73,175	48,048	(25,127)	-34.3%	61,528	232,979	48,048	184,931	20.6%
Box Office	12,872	15,238	2,366	18.4%	15,612	52,866	57,702	4,836	9.1%	57,503	167,095	57,702	109,393	34.5%
Facility Operations	142,344	171,689	29,345	20.6%	130,117	557,486	577,384	19,898	3.6%	469,006	1,828,596	577,384	1,251,212	31.6%
Event Operations	76,112	59,355	(16,757)	-22.0%	50,053	217,132	229,860	12,728	5.9%	214,589	796,704	229,860	566,844	28.9%
Space Rental														
Food and Beverage	82,050	70,246	(11,804)	-14.4%	44,991	268,079	211,696	(56,383)	-21.0%	199,498	621,973	211,696	410,277	34.0%
Total Expenditures	367,157	365,007	(2,150)	-0.6%	299,900	1,296,024	1,275,475	(20,549)	-1.6%	1,122,563	4,056,988	1,275,475	2,781,513	31.4%
Excess (Deficiency) of Revenues Over Expenditures	(144,839)	(18,840)	125,999	-87.0%	(142,081)	(368,823)	(261,509)	107,314	-29.1%	(252,347)	(1,414,149)	(261,509)	(1,152,640)	18.5%
Other Financing Sources (Uses)														
Lodging Tax Investment	73,181	152,427	79,246	108.3%	84,400	73,181	152,427	79,246	108.3%	84,400	1,463,616	152,427	1,311,189	10.4%
Other State Aids							2,290	2,290		2,290	4,580	2,290	2,290	50.0%
Interest	(267)	483	750	-280.8%	(144)	(608)	1,877	2,485	-408.7%	(624)	(2,250)	1,877	(4,127)	-83.4%
Total Other Financing Sources (Uses)	72,914	152,910	79,996	109.7%	84,256	72,573	156,594	84,021	115.8%	86,066	1,465,946	156,594	1,309,352	10.7%
Gain (Loss) before Transfers	(71,925)	134,069	205,994	-286.4%	(57,825)	(296,250)	(104,915)	191,335	-64.6%	(166,281)	51,797	(104,915)	156,712	-202.6%
Operating Transfers In (Out)							(15,169)	(15,169)		(15,169)	(41,402)	(15,169)	(26,233)	36.6%
Net Gain (Loss)	<u>\$ (71,925)</u>	<u>\$ 134,069</u>	<u>\$ 205,994</u>	<u>-286.4%</u>	<u>\$ (57,825)</u>	<u>\$ (296,250)</u>	<u>\$ (120,084)</u>	<u>\$ 176,166</u>	<u>-59.5%</u>	<u>\$ (181,450)</u>	<u>\$ 10,395</u>	<u>\$ (120,084)</u>	<u>\$ 130,479</u>	

**Mayo Civic Center
Revenue & Expense Summary By Department**

	For the April 30 Months Ended April 30			
	2016	2015	YTY Variance	
			Amount	Percent
Revenues				
Administration	\$ 18,140	\$ 18,559	\$ (420)	-2.3%
Sales and Marketing	1,425	2,703	(1,277)	-47.3%
Box Office	43,754	44,021	(267)	-0.6%
Facility Operations				
Event Operations	269,612	218,066	51,545	23.6%
Space Rental	300,633	286,121	14,512	5.1%
Food and Beverage	380,403	300,746	79,657	26.5%
Total Revenues	<u>1,013,966</u>	<u>870,216</u>	<u>143,750</u>	<u>16.5%</u>
Expenditures				
Administration	150,785	120,438	30,347	25.2%
Sales and Marketing	48,048	61,528	(13,480)	-21.9%
Box Office	57,702	57,503	199	0.3%
Facility Operations	577,384	469,006	108,378	23.1%
Event Operations	229,860	214,589	15,271	7.1%
Space Rental				
Food and Beverage	211,696	199,498	12,198	6.1%
Total Expenditures	<u>1,275,475</u>	<u>1,122,563</u>	<u>152,912</u>	<u>13.6%</u>
Excess (Deficiency) of Revenues Over Expenditures	(261,509)	(252,347)	(9,162)	3.6%
Other Financing Sources (Uses)				
Lodging Tax Investment	152,427	84,400	68,027	81%
Other State Aids	2,290	2,290		0%
Interest	1,877	(624)	2,501	-401%
Total Other Financing Sources (Uses)	<u>156,594</u>	<u>86,066</u>	<u>70,528</u>	<u>81.9%</u>
Gain (Loss) before Transfers	(104,915)	(166,281)	61,366	-36.9%
Operating Transfers In (Out)	(15,169)	(15,169)		0.0%
Net Gain (Loss)	<u>\$ (120,084)</u>	<u>\$ (181,450)</u>	<u>\$ 61,366</u>	<u>-33.8%</u>

**Mayo Civic Center
Payments for Operations By Department
4/1/2016 - 4/30/2016**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
04/04/2016	Culligan of Rochester	Cooler Rental	Equipment Rent	15.00
04/11/2016	A+ Imaging Systems Inc	Copier Charges	Ofc Equip Contr Mtce & Repair	10.09
04/15/2016	Beckleys Inc	Office Supplies	Office Supplies	79.38
04/21/2016	Olm Co Telecomm-Finance Dept 5071112144	MAR WATS	Telephone/Fax/Computer line	14.91
04/21/2016	Olm Co Telecomm-Finance Dept 5071112145	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5071112146	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5071112147	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5071112148	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5071112149	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5071112150	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5071112151	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5071112152	MAR WATS	Telephone/Fax/Computer line	7.00
04/21/2016	Olm Co Telecomm-Finance Dept 5072816277	MAR WATS	Telephone/Fax/Computer line	28.80
04/21/2016	Olm Co Telecomm-Finance Dept 5073282120	MAR WATS	Telephone/Fax/Computer line	17.99
04/21/2016	Olm Co Telecomm-Finance Dept 5073282121	MAR WATS	Telephone/Fax/Computer line	42.98
04/21/2016	Olm Co Telecomm-Finance Dept 5073282125	MAR WATS	Telephone/Fax/Computer line	29.07
04/21/2016	Olm Co Telecomm-Finance Dept 5073282133	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282137	MAR WATS	Telephone/Fax/Computer line	21.93
04/21/2016	Olm Co Telecomm-Finance Dept 5073282145	MAR WATS	Telephone/Fax/Computer line	14.12
04/21/2016	Olm Co Telecomm-Finance Dept 5073282220	MAR WATS	Telephone/Fax/Computer line	79.97
MCC Administration				473.24
04/08/2016	Woolworth, Laura R	2016VenueMgmtSch/June4-	Travel and training	453.20
04/11/2016	A+ Imaging Systems Inc	Copier Charges	Ofc Equip Contr Mtce & Repair	10.09
04/21/2016	Olm Co Telecomm-Finance Dept 5073282134	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282135	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282127	MAR WATS	Telephone/Fax/Computer line	19.38
04/21/2016	Olm Co Telecomm-Finance Dept 5073282222	MAR WATS	Telephone/Fax/Computer line	22.88
MCC Box Office				533.55
04/04/2016	All Pest Exterminating LLC	Pest Control Mar 2016	Other Expert & Professnl Srvc	104.00
04/04/2016	Arnold's Supply & Kleenit Co	Liners	Building/Grounds Mtce Supplies	115.00
04/04/2016	Arnold's Supply & Kleenit Co	Cleaning Supplies	Building/Grounds Mtce Supplies	301.50
04/04/2016	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	1,739.74
04/04/2016	G & K Services Inc	Uniforms	Clothing/Uniforms	311.69
04/04/2016	Grainger Inc	Batteries	Other Supplies	66.69
04/04/2016	Grainger Inc	Fuses/Absorbent	Building/Grounds Mtce Supplies	23.28
04/04/2016	Grainger Inc	Tape Measures	Small Tools	30.88
04/04/2016	Grainger Inc	Tape Measure	Small Tools	6.97
04/08/2016	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	1,291.56
04/08/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Electricity	34,563.08
04/08/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Water	112.68
04/08/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Water	331.76
04/08/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Sanitary Sewer	1,293.46
04/08/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Storm Water	280.30
04/08/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Water	85.03

**Mayo Civic Center
Payments for Operations By Department
4/1/2016 - 4/30/2016**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
04/08/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Sanitary Sewer	15.00
04/08/2016	TEC Industrial Inc	Belts for At/U's	Parts for Equipment	85.76
04/11/2016	A+ Imaging Systems Inc	Copier Charges	Ofc Equip Contr Mtce & Repair	10.09
04/11/2016	Dalco Corp	Maint Supplies	Building/Grounds Mtce Supplies	464.50
04/11/2016	Dalco Corp	Maint Supplies	Building/Grounds Mtce Supplies	2,163.78
04/11/2016	Dalco Corp	Maint Supplies	Building/Grounds Mtce Supplies	114.66
04/11/2016	G & K Services Inc	Uniforms	Clothing/Uniforms	336.68
04/15/2016	Amano McGann, Inc.	Gate Work	Bldg & Grnds Contr Mtce & Rpr	1,993.50
04/15/2016	Cintas Corporation 2	First Aid Supplies	First Aid supplies	71.48
04/15/2016	Cintas Corporation 2	Service Charge	Other Expert & Professnl Srvc	11.95
04/15/2016	Dalco Corp	Cleaner	Building/Grounds Mtce Supplies	52.03
04/15/2016	Menards Inc - South	Drill Bits - Floor Pockets	Small Tools	79.87
04/15/2016	Menards Inc - South	batteries, tape, glue	Building/Grounds Mtce Supplies	31.40
04/15/2016	Schumacher Elevator Inc	Sched Elev Maint Apr 2016	Bldg & Grnds Contr Mtce & Rpr	431.73
04/20/2016	Collins Feed & Seed	Pallet of Salt	Chemicals and Fertilizers	372.40
04/20/2016	Dalco Corp	Wheels/Axle	Parts for Equipment	37.65
04/20/2016	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	3,052.00
04/20/2016	G & K Services Inc	Uniforms	Clothing/Uniforms	335.36
04/20/2016	Mavo Systems Inc	Pipe Insulation	Bldg & Grnds Contr Mtce & Rpr	2,950.00
04/20/2016	Menards Inc - North	Degreaser	Building/Grounds Mtce Supplies	17.94
04/20/2016	Menards Inc - South	Tie Down Straps	Building/Grounds Mtce Supplies	86.71
04/20/2016	Olm Co Solid Waste Utilities	Steam Heat Mar 16	Steam Heat	60,708.89
04/21/2016	Olm Co Telecomm-Finance Dept 5073282124	MAR WATS	Telephone/Fax/Computer line	15.88
04/21/2016	Olm Co Telecomm-Finance Dept 5073282126	MAR WATS	Telephone/Fax/Computer line	14.70
04/21/2016	Olm Co Telecomm-Finance Dept 5073282129	MAR WATS	Telephone/Fax/Computer line	14.06
04/21/2016	Olm Co Telecomm-Finance Dept 5073282130	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282131	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282132	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282136	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282138	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282139	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282140	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282141	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282142	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282143	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282144	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5075294968	MAR WATS	Telephone/Fax/Computer line	28.80
04/21/2016	Olm Co Telecomm-Finance Dept 5075294969	MAR WATS	Telephone/Fax/Computer line	28.80
04/21/2016	Olm Co Telecomm-Finance Dept 5075294970	MAR WATS	Telephone/Fax/Computer line	28.80
04/21/2016	Olm Co Telecomm-Finance Dept 5075294972	MAR WATS	Telephone/Fax/Computer line	28.80
04/21/2016	Olm Co Telecomm-Finance Dept 5075294973	MAR WATS	Telephone/Fax/Computer line	28.80
04/21/2016	Olm Co Telecomm-Finance Dept 5075294974	MAR WATS	Telephone/Fax/Computer line	28.80
04/21/2016	Olm Co Telecomm-Finance Dept 5073282154	MAR WATS	Telephone/Fax/Computer line	14.00
04/22/2016	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	1,407.11
04/22/2016	Interstate All Battery Center Inc	Battery	Vehicle/Mach Parts & Supplies	879.80
04/22/2016	Knutson Construction Co Inc	Replace Toilet Partition-OldLR	Bldg & Grnds Contr Mtce & Rpr	450.00

**Mayo Civic Center
Payments for Operations By Department
4/1/2016 - 4/30/2016**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
04/26/2016	G & K Services Inc	Uniforms	Clothing/Uniforms	335.36
04/27/2016	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	1,959.52
	MCC Building Operations			119,498.23
04/06/2016	Ungerboeck Systems Intl, Inc.	Website Hosting 5/16 to 4/17	Advertising and Promotion	900.00
04/11/2016	A+ Imaging Systems Inc	Copier Charges	Ofc Equip Contr Mtce & Repair	10.09
04/15/2016	Ticketmaster Inc	TM Messenger Subscript	Advertising and Promotion	3,675.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282122 MAR WATS		Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282123 MAR WATS		Telephone/Fax/Computer line	29.05
	MCC Sales & Marketing			4,628.14
04/04/2016	Ameripride Services	Chef Coats	Clothing/Uniforms	6.07
04/04/2016	Ameripride Services	Towels	Laundry & Linen	11.99
04/04/2016	Berry Coffee Company	Product for Resale	Non-alcoholic Beverages-Resale	192.00
04/04/2016	Berry Coffee Company	Supplies	Other Supplies	180.00
04/04/2016	Gillette Pepsi Companies Inc	Product for Resale	Non-alcoholic Beverages-Resale	1,284.00
04/04/2016	Gillette Pepsi Companies Inc	Product for Resale	Non-alcoholic Beverages-Resale	19,022.20
04/04/2016	Hy-Vee, Inc.	Product for Resale	Non-alcoholic Beverages-Resale	13.96
04/04/2016	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	61.20
04/04/2016	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	147.80
04/04/2016	Total Restaurant Supply Co Inc	Concession Supplies	Other Supplies	31.29
04/04/2016	Viking Electric Supply Inc	Elec Arena Concession Power	Building/Grounds Mtce Supplies	123.67
04/04/2016	Viking Electric Supply Inc	Elec Arena Concession Power	Building/Grounds Mtce Supplies	7.32
04/06/2016	Ameripride Services	Chef Coats	Clothing/Uniforms	6.59
04/06/2016	Ameripride Services	Towels	Laundry & Linen	11.49
04/06/2016	Ameripride Services	Mats	Laundry & Linen	6.26
04/06/2016	US Foods Culinary Equipment &	Ladle/Pitcher/Spat/Scoop/Therm	Equipment (not capitalized)	74.33
04/08/2016	Gillette Pepsi Companies Inc	Product for Resale	Non-alcoholic Beverages-Resale	207.90
04/08/2016	Gillette Pepsi Companies Inc	Product for Resale	Non-alcoholic Beverages-Resale	334.60
04/11/2016	A+ Imaging Systems Inc	Copier Charges	Ofc Equip Contr Mtce & Repair	10.09
04/11/2016	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	142.80
04/11/2016	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	96.80
04/11/2016	US Foods, Inc.	Product for Resale	Food Products for Resale	1,336.03
04/11/2016	US Foods, Inc.	Supplies	Other Supplies	232.95
04/15/2016	Ameripride Services	Linens	Laundry & Linen	7.28
04/15/2016	Ameripride Services	Chef Coats	Clothing/Uniforms	7.09
04/15/2016	Ameripride Services	Towels	Laundry & Linen	11.99
04/15/2016	Koehler, Chad	Foam Earplugs	Other Supplies	80.87
04/15/2016	Total Restaurant Supply Co Inc	Concession Supplies	Other Supplies	43.63
04/15/2016	Total Restaurant Supply Co Inc	Concession Supplies	Other Supplies	13.95
04/15/2016	US Foods, Inc.	Product for Resale	Food Products for Resale	1,446.84
04/15/2016	US Foods, Inc.	Product for Resale	Non-alcoholic Beverages-Resale	94.52
04/15/2016	US Foods, Inc.	Supplies	Other Supplies	313.00
04/15/2016	US Foods, Inc.	Product for Resale	Food Products for Resale	4,029.09
04/15/2016	US Foods, Inc.	Product for Resale	Non-alcoholic Beverages-Resale	75.60
04/15/2016	US Foods, Inc.	Supplies	Other Supplies	284.34

**Mayo Civic Center
Payments for Operations By Department
4/1/2016 - 4/30/2016**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
04/20/2016	Carlson Bryon DBA Mid America	Drape	Equipment Rent	105.00
04/20/2016	Hy-Vee, Inc.	Supplies-Sterno	Other Supplies	9.96
04/20/2016	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	40.78
04/20/2016	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	90.79
04/20/2016	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	50.97
04/20/2016	Mayo Civic Center - Petty Cash	Product for Resale	Food Products for Resale	629.30
04/20/2016	Mayo Civic Center - Petty Cash	Product for Resale	Food Products for Resale	151.83
04/20/2016	US Foods, Inc.	Product for Resale	Food Products for Resale	2,466.53
04/20/2016	US Foods, Inc.	Supplies	Other Supplies	254.14
04/20/2016	Vistar	Product for Resale	Food Products for Resale	478.84
04/20/2016	Vistar	Supplies	Other Supplies	493.36
04/20/2016	Vistar	Product for Resale	Food Products for Resale	25.73
04/21/2016	Olm Co Telecomm-Finance Dept	5073282172 MAR WATS	Telephone/Fax/Computer line	19.96
04/21/2016	Olm Co Telecomm-Finance Dept	5073282173 MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept	5073282174 MAR WATS	Telephone/Fax/Computer line	14.00
04/22/2016	Ameripride Services	Chef Coats	Clothing/Uniforms	6.59
04/22/2016	Ameripride Services	Towels	Laundry & Linen	11.49
04/22/2016	Ameripride Services	Linens	Laundry & Linen	42.66
04/22/2016	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	66.66
04/22/2016	Hy-Vee, Inc.	Product for Resale	Non-alcoholic Beverages-Resale	4.28
04/22/2016	TEC Industrial Inc	10 In Alum Fan	Vehicle/Mach Parts & Supplies	24.17
04/22/2016	US Foods, Inc.	Product for Resale	Food Products for Resale	638.61
04/26/2016	US Foods Culinary Equipment &	Beverage Dispenser 5 Gal	Equipment (not capitalized)	328.00
04/27/2016	Ameripride Services	Chef Coats	Clothing/Uniforms	6.59
04/27/2016	Ameripride Services	Towels	Laundry & Linen	11.49
04/27/2016	Ameripride Services	Linens	Laundry & Linen	147.11
04/27/2016	US Foods, Inc.	Product for Resale	Food Products for Resale	365.47
04/27/2016	US Foods, Inc.	Product for Resale	Non-alcoholic Beverages-Resale	18.00
04/27/2016	US Foods, Inc.	Supplies	Other Supplies	93.46
	MCC Food & Beverage			36,559.31
04/04/2016	Ameripride Services	Linens	Laundry & Linen	12.93
04/04/2016	Culligan of Rochester	Cooler Rental/Supplies	Other Supplies	270.00
04/04/2016	Dalco Corp	Batteries	Other Supplies	180.53
04/04/2016	Express Personnel Services Inc	Post Event Cleanup	Other Expert & Professnl Srvc	950.01
04/04/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	248.64
04/04/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	182.04
04/04/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	159.84
04/04/2016	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	196.56
04/06/2016	Ameripride Services	Linens	Laundry & Linen	12.42
04/08/2016	Express Personnel Services Inc	Post Event Cleanup	Other Expert & Professnl Srvc	738.24
04/08/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	159.84
04/08/2016	Lanier Parking Meter Services,	Validated Parking Chgs	Other Contractual Services	19.00
04/11/2016	A+ Imaging Systems Inc	Copier Charges	Ofc Equip Contr Mtce & Repair	10.08
04/11/2016	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	212.84
04/15/2016	Allied Arts Inc	Piano Tuning-Ethan Bortnick	Other Expert & Professnl Srvc	85.00

**Mayo Civic Center
Payments for Operations By Department
4/1/2016 - 4/30/2016**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
04/15/2016	Ameripride Services	Linens	Laundry & Linen	122.13
04/15/2016	Fette Roger DBA Fette	Sound & Monitors-E Bortnick	Audiovisual Equipment Rental	2,000.00
04/20/2016	AVVR Inc.	Equipment Rental April 2016	Audiovisual Equipment Rental	7,984.50
04/20/2016	Carlson Bryon DBA Mid America	Drape	Equipment Rent	200.00
04/20/2016	Express Personnel Services Inc	Post Event Cleanup	Other Expert & Professnl Srvc	2,572.22
04/20/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	683.76
04/20/2016	Fette Roger DBA Fette	Audio Racks and Stacks	Audiovisual Equipment Rental	3,310.00
04/20/2016	Fette Roger DBA Fette	Labor	Other Expert & Professnl Srvc	650.00
04/20/2016	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	212.84
04/20/2016	Roch Gold Cross Ambulance	StandByAmbulanceMonsterTrk4	Other Expert & Professnl Srvc	340.00
04/20/2016	Roch Gold Cross Ambulance	StandByAmbulanceMonsterTrk4	Other Expert & Professnl Srvc	425.00
04/21/2016	Olm Co Telecomm-Finance Dept 5072877991	MAR WATS	Telephone/Fax/Computer line	28.80
04/21/2016	Olm Co Telecomm-Finance Dept 5072877992	MAR WATS	Telephone/Fax/Computer line	28.80
04/21/2016	Olm Co Telecomm-Finance Dept 5072877993	MAR WATS	Telephone/Fax/Computer line	28.80
04/21/2016	Olm Co Telecomm-Finance Dept 5075294971	MAR WATS	Telephone/Fax/Computer line	28.80
04/21/2016	Olm Co Telecomm-Finance Dept 5075294851	MAR WATS	Telephone/Fax/Computer line	28.80
04/21/2016	Olm Co Telecomm-Finance Dept 5075294853	MAR WATS	Telephone/Fax/Computer line	28.80
04/21/2016	Olm Co Telecomm-Finance Dept 5075294857	MAR WATS	Telephone/Fax/Computer line	28.80
04/21/2016	Olm Co Telecomm-Finance Dept 5073282151	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282152	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282153	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282181	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282182	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282183	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282184	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282185	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282186	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282187	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282188	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282189	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282190	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282191	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282192	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282193	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282194	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282195	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282196	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282197	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282198	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282199	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282212	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282155	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282156	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282157	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282158	MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept 5073282159	MAR WATS	Telephone/Fax/Computer line	14.00

**Mayo Civic Center
Payments for Operations By Department
4/1/2016 - 4/30/2016**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
04/21/2016	Olm Co Telecomm-Finance Dept	5073282160 MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept	5073282161 MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept	5073282162 MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept	5073282163 MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept	5073282164 MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept	5073282165 MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept	5073282166 MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept	5073282167 MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept	5073282168 MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept	5073282169 MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept	5073282170 MAR WATS	Telephone/Fax/Computer line	14.00
04/21/2016	Olm Co Telecomm-Finance Dept	5073282171 MAR WATS	Telephone/Fax/Computer line	14.00
04/22/2016	Ameripride Services	Linens	Laundry & Linen	12.42
04/22/2016	Express Personnel Services Inc	Post Event Cleanup	Other Expert & Professnl Svc	1,604.72
04/22/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Svc	142.08
04/22/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Svc	222.00
04/22/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Svc	53.28
04/22/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Svc	53.28
04/22/2016	MN Dept of Employment &	K Simonson/MCC	Unemployment Compensation	22.24
04/22/2016	MN Dept of Employment &	S Talbott/MCC	Unemployment Compensation	7.09
04/26/2016	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	212.84
04/27/2016	Ameripride Services	Linens	Laundry & Linen	121.62
04/27/2016	Express Personnel Services Inc	Post Event Cleanup	Other Expert & Professnl Svc	1,203.70
04/27/2016	Express Personnel Services Inc	Sepup	Other Expert & Professnl Svc	105.82
04/27/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Svc	337.44
04/27/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Svc	142.08
04/27/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Svc	124.32
04/27/2016	Express Personnel Services Inc	Set Up	Other Expert & Professnl Svc	266.40
	MCC Events			27,331.35
	Total All Departments			\$ 189,023.82

**Mayo Civic Center
Payments for Capital Improvements
4/1/2016 - 4/30/2016**

<u>Proj Id</u>	<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
3541	04/03/2016	Mavo Systems Inc	Asbestos Abatement	Other Expert & Professnl Srvcs	7,386.24
3541	04/03/2016	Mavo Systems Inc	Asbestos Abatement	Other Expert & Professnl Srvcs	2,334.63
3541	04/03/2016	Mavo Systems Inc	Asbestos Abatement	Other Expert & Professnl Srvcs	11,842.48
3541	04/03/2016	Mavo Systems Inc	Asbestos Abatement	Other Expert & Professnl Srvcs	38,464.74
3541	04/03/2016	Mavo Systems Inc	Asbestos Abatement	Other Expert & Professnl Srvcs	4,005.05
3541	04/07/2016	Architectural Testing, Inc.	Curtainwall Testing Services	Other Expert & Professnl Srvcs	1,700.00
3541	04/11/2016	A+ Imaging Systems Inc	Copier Charges	Ofc Equip Contr Mtce & Repair	75.00
3541	04/11/2016	Post Bulletin Co	RFP Adv	Publish Hearings, Ordinances	276.32
3541	04/15/2016	TSP Inc	A&E Services - Expansion	Eng & Architectural Consultant	47,026.36
3541	04/15/2016	Mavo Systems Inc	Asbestos Abatement	Other Expert & Professnl Srvcs	21,692.07
3541	04/15/2016	Mayo Civic Center - Petty Cash	Keys for Knutson Job Padlocks	Other Supplies	4.80
3541	04/19/2016	CPMI Inc	Owner's Representative Service	Other Expert & Professnl Srvcs	34,984.86
3541	04/20/2016	DMC Plumbing & Heating Inc.	Replace Chiller Pump	Misc Equip Contr Mtce & Rpr	16,000.00
3541	04/22/2016	Braun Intertec Corp	Special Inspections	Other Expert & Professnl Srvcs	11,597.30
3541	04/22/2016	Knutson Construction Co Inc	Conv Ctr Expansion Pay App	Contractual New Construction	1,799,194.55
3541	04/22/2016	Knutson Construction Co Inc	Conv Ctr Expansion Pay App	Other Construction Materials	2,505,438.00
3541					<u>4,502,022.40</u>
Total					<u><u>4,502,022.40</u></u>

MCC Department Goals

Monthly Update – April 2016

Management – Donna Drews

The topic of 2017 budget preparation is already circulating, and in early April, City Department Heads met to begin discussions on the City's Five-Year Staffing Plan. In 2015, the City Council indicated that they felt the five-year plan was helpful, and requested that it continue. With the new MCC Convention Center opening in 2017, MCC's staffing request will be focused on additional custodial and maintenance staffing, and also IT and accounting positions. More details will follow.

Dave Silker, MCC's Operations Manager, has been busy meeting with various chair, table and equipment vendors to equip the new Convention Center. The task of purchasing thousands of chairs and tables is no small endeavor, but staff is up to the task. All have participated by sitting on a lot of different chairs and lifting a various tables – an interesting process based on the fundamentals width, depth, cushion, weight and lumbar – and then there is the budget to manage. Overall, it has been fun to see the different products and gain feedback from the people who are on the front lines. Because it has been years since large scale purchases have occurred, new is always nice.

Artist proposals for MCC's Convention Center public art project were reviewed by the Art Committee on April 22nd, and what a great experience! Fabulous artists and concepts created a lot of synergy and excitement. Participation was active and lively, and even though the challenge of determining the top three proposals was exhausting, there is no doubt that this project will result in exceptional public art for the ages. Based on a scoring process, three finalists were selected for Phase II – Schematic Design Proposals. Once agreements with the finalists are signed, additional artist information will be released. In June, the Art Committee will meet with the three finalists for design presentations. At that time an artist and design will be identified and recommended for approval by the MCC Commission and City Council.

In April, the position of Event Coordinator was posted, and 138 applications were received. Interviews will be conducted within the next several weeks. Hopefully a candidate will be identified, hired and on the job around the 1st of June.

Marketing – Erin Okins

MCC and RCVB marketing staff have been working on the Mayo Civic Center 2015 Annual Report to the community. An outline and content have been created and are currently being edited. Completion is set for June 3.

New content was created for the Presentation Hall page on MCC's website. The goal was to tell the history of the venue and to share the forthcoming renovation features.

Hospitality partners and surrounding businesses can now download and print a PDF of our Events Newsletter. We have been asked for this in the past as a way of informing visitors of what is going on at the Mayo Civic Center. It will also be shared via the CVB's partner extranet.

15 Facebook posts and 25 tweets have produced an increase in referral traffic to the MCC website. Facebook referrals have increased 361% and Twitter referrals have increased 343% in year over year, year to date comparison.

Box Office – Laura Woolworth

The Box Office had a busy month in April with ticket sales. We kicked it off with a weekend of Monster Trucks, with over 6200 fans coming to enjoy the 10,000 pounds of car crushing carnage!! Saturday's show sold out and Friday was a near sell out as well. We closed the weekend with a fundraiser concert featuring Ethan Bortnick, raising money for Mayo Clinic's HLHS Foundation. April also featured events Under the Streetlamp and the 5th Annual Rochester Craft Beer Expo.

Operations – Dave Silker

The standout moments associated with April had to be YOUTH WRESTLING and MONSTER TRUCKS. Each of these events delivers its' only unique challenges that our building staff handled remarkably great.

The first weekend of April, the entire facility was taken over with wrestling enthusiasts and their young talented wrestlers showing that the future of Minnesota wrestling is in a great position for years to come. This four day wrestling tournament brings a large volume of people into downtown Rochester, staying in hotels, eating (whatever they can find) and wrestling from early morning into evening. This building and our great staff handled whatever could be dished out at them and did a fantastic job throughout this action packed weekend.

We caught our breath and got ready for the second consecutive weekend of non-stop action with the Friday and Saturday evening MONSTER TRUCK DESTRUCTION TOUR. After pre-treating the Arena floor with six cartons of regular Sierra Mist pop syrup (aka: Lemon-Lime Floor Sealer) to aid in the traction, plus help with the clean-up, the junk cars were brought in along with five monster trucks. The condition of the Arena floor following two nights of action left every one of us in the Operations Department somewhat bewildered as to how the floor was going to recover in time for a weekend of the AdvoCare for Ladies Conference that moved in only days later.

.....not to worry. The Arena floor looked as if nothing happened on it after two days of degreaser and scrubbing action with our rider and walk behind scrubbers. The Operations staff did an "excuse the pun....."BANG-UP JOB"" getting after it and cleaning up the floor following that weekend event.

The remainder of the month was less complicated. We settled into our normal mode of set and recovery, handling very easily whatever came our direction. After all, once we got through the first two weekends; the rest was just a piece of cake.

The AdvoCare for Ladies Conference one of eight schedule throughout the country and included a simulcast to tell their success story and roll-out new product lines. Rochester was the smallest of the venues to host this program. Other cities included the likes of Miami, Kansas City, Denver, San Francisco and Dallas. This event was a true feather in the hat for this community.

Other events of note included North Region Respiratory Care Conference, Minnesota Law Enforcement Explorers Conference, and Minnesota Health Information Management Conference.

Construction – Andy Krogstad

We continue to move along briskly with construction. The main floor is nearly 100% complete with rough-in of mechanical, electrical, and plumbing (MEP), and drywall has been installed in many of the meeting rooms. On the Ballroom level work continues with MEP rough-in. The track for the large operable wall in the Ballroom has been installed. The walls will come later in the project. The two freight elevators are being installed. The exterior is beginning to take shape. The south curtain wall is really beginning to look like the “wave” as the designers intended. The portion of the Ballroom wall above the wave wall is now being covered with the final steel panels. This provides a very nice finished look. Demolition of most of the brick veneer from the Civic Center suites has occurred, and will remain this way until the glass curtainwall is installed later this summer. Staff is busy finalizing wired and wireless network design, modifying sound and lighting systems, and completing design of the digital signage package. The project continues on time and budget.

REQUEST FOR COMMISSION ACTION

MEETING DATE
05/11/2016
PREPARED BY
Donna Drews

ITEM DESCRIPTION

Jere Lantz – Request for Exception to Rental Rate

On behalf of the MN National Guard Red Bull Band, Rochester Fire and Police Departments, Olmsted County Sheriff's Department, Gold Cross, Boys and Girl Scouts, and Rochester Symphony Chorale, Jere Lantz, Rochester Symphony Orchestra & Chorale Music Director, has requested free use of the Mayo Civic Auditorium on Sat, September 10, 2016, for an "Echoes of 9/11: A Memorial Concert Commemorating 15 Years". This event is not a fundraiser, and will be free admission and open to the public. Donations will not be requested. A copy of the tentative program is attached.

An estimate of all out of pocket expenses has been prepared (also attached), and Mr. Lantz has agreed that he and the Rochester Symphony Orchestra & Chorale will assume responsibility for these expenses, and pay in full prior to the event.

COMMISSION ACTION REQUESTED:

Approval of request for exception to rental rate charges for the "Echoes of 9/11: A Memorial Concert Commemorating 15 Years" on September 10, 2016.

“Echoes of 9/11: A Memorial Concert Commemorating 15 Years”

Date: 9/10/2016

Time: 1400 to 1600 (2:00pm – 4:00 pm)

Note: This is a tentative program, discussed with Commander Stordalen. Changes may be made to the content if approved.

Opening: Fife and Drum performs the National Anthem Escorts the National Colors (with color guard from Fire Dept, Police Dept, Sheriff’s Dept, Gold Cross Ambulance, Boy & Girl Scouts, etc.)

Program: Red Bull Band performs curtain raiser

Col (Ret.) and Rochester Fire Battalion Chief Eric Kerska gives a welcome address and the reason for gathering to remember and pay homage to the Public Servants and Military personnel that were called to help that fateful day.

Symphony Chorale performs 2 selections, on their own, patriotic in nature (or 1 here and 1 later?)

Red Bull Concert Band performs “Hymn to the Lost and the Living” with supportive video imagery. 9

Testament to Freedom- Red Bull Band and Symphony Chorale 25

Battle Hymn of the Republic- Red Bull Concert Band and Rochester Symphony Chorale 6

America the Beautiful- Red Bull Concert Band and Rochester Symphony Chorale 4

Commander Stordalen addresses the audience; TAPS are sounded in silent reflection

Slow cadence while Police, Fire, Sherriff, EMS file in, led by Boy Scout troop.

Hymn to the Fallen- Red Bull Band and Symphony Chorale 6

Finale: Stars and Stripes Forever- Red Bull Concert Band (adding Chorale with Sousa text: Chorale alone with band during first (quiet) statement of familiar theme, then with audience sing-along the last time through) 4

Event: **Echoes of 911**
 Event Date: **September 10, 2016**

Estimate Date: 03/29/2016
 Revised Date:

EQUIPMENT RENTAL

Quantity	Description	Unit Price	Extended Total
1	Sound Package #1	215.00	215.00
1	Lighting Package #1	230.00	230.00
1	10 x 14 Projector	150.00	150.00
1	7k Projector	500.00	500.00

Total Equipment Rental Estimate **\$1,095.00**

LABOR

Quantity	Description	Start Time	End Time	Total Hours	Hourly Rate	Extended Total
<u>Production Move-In</u>						
4	Stagehands	6:00 AM	10:00 AM	4.00	26.00	416.00
5	Park Crew to set Seating	6:00 AM	10:00 AM	4.00	48.00	960.00
<u>Rehearsal</u>						
3	Stagehands	10:00 AM	12:00 PM	2.00	26.00	156.00
<u>Show Call (based on a 2:00pm show)</u>						
1	House Lights	1:00 PM	4:00 PM	3.00	26.00	78.00
1	Sound Op	1:00 PM	4:00 PM	3.00	26.00	78.00
1	Deckhand	1:00 PM	4:00 PM	3.00	26.00	78.00
<u>Production Strike</u>						
4	Stagehands	4:00 PM	7:00 PM	3.00	26.00	312.00
8	Express Crew seating strike	5:00 PM	9:00 PM	4.00	23.50	752.00
<u>Front of House Staff</u>						
1	Head Usher	12:45 PM	4:15 PM	3.50	17.25	60.38

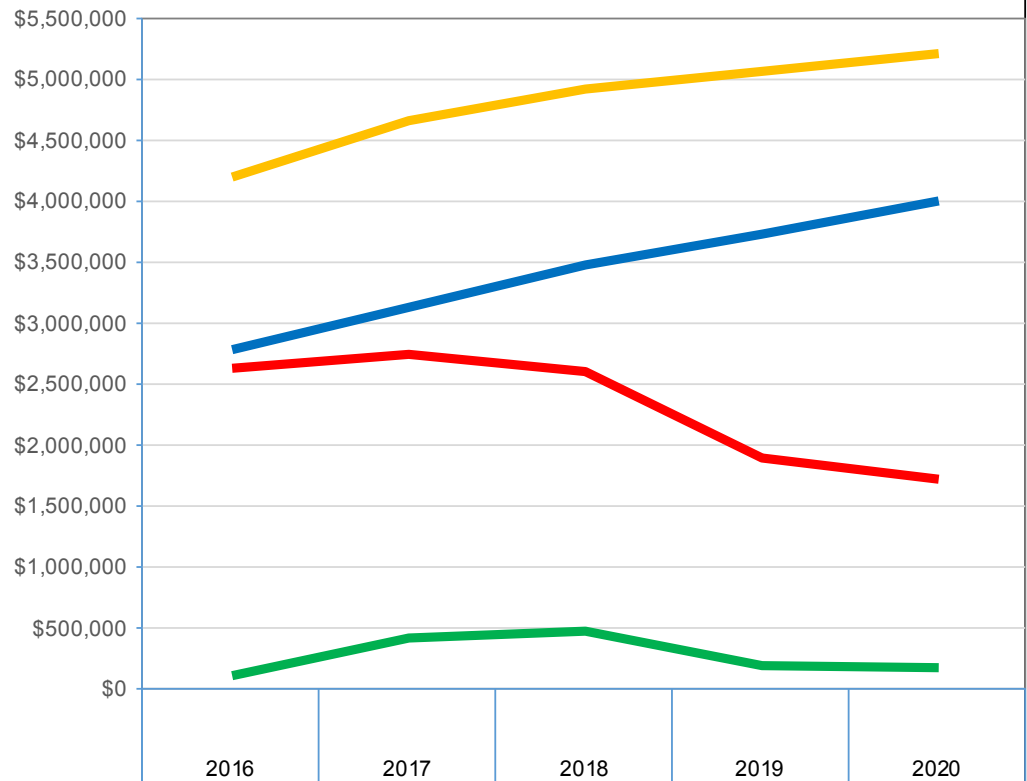
Total Labor Total Estimate **\$2,890.38**

TOTAL ESTIMATE \$3,985.38

Mayo Civic Center Sales Revenue Forecast & Long Range Budget Projections Summary As of April 30, 2106

Event Year	Revenue			Expense	Net Income	Monthly Activity
	Total Forecast	Budget Projection	Revenue Needed to Meet Projection	Budget Projection	Net Operating Income Before Lodging Tax Investment & State Aid	Confirmed & Proposed Revenue on Calendar *
2016	2,630,436	2,782,843	152,406	4,198,976	(1,568,539)	107,692
2017	2,744,535	3,130,269	385,733	4,662,293	(1,917,758)	417,676
2018	2,603,330	3,478,646	875,316	4,921,555	(2,318,225)	473,769
2019	1,894,672	3,731,062	1,836,389	5,066,309	(3,171,637)	190,754
2020	1,720,385	4,003,458	2,283,073	5,213,056	(3,492,671)	173,468
	11,593,359	17,126,277	5,532,918	24,062,188	(12,468,830)	1,363,359

Mayo Civic Center Sales Revenue Forecast & Long Range Budget Projections As of April 30, 2016



	2016	2017	2018	2019	2020
Expense Budget Projection	4,198,976	4,662,293	4,921,555	5,066,309	5,213,056
Revenue Budget Projection	2,782,843	3,130,269	3,478,646	3,731,062	4,003,458
Total Forecast Revenue	2,630,436	2,744,535	2,603,330	1,894,672	1,720,385
Revenue Needed to Meet Projection	152,406	385,733	875,316	1,836,389	2,283,073
Month To Date Revenue Activity	107,692	417,676	473,769	190,754	173,468

Mayo Civic Center Event Booking Statistics

Confirmed Events By Booking Priority with One Month Change As of April 30, 2016

Event Priority / New Event	2016 Event Year		2017 Event Year		2018 Event Year		2019 Event Year	
	Total	Mar to Apr Change	Total	Mar to Apr Change	Total	Mar to Apr Change	Total	Mar to Apr Change
Priority 1 - All Events	53	3	30	18	4	1	3	1
Priority 1 - New Events	2	0	0	0	1	0	0	0
Priority 2 - All Events	43	-1	17	0	9	1	2	0
Priority 2 - New Events	14	0	5	-1	3	0	1	0
Priority 3 - All Events	97	2	12	4	0	0	0	0
Priority 3 - New Events	37	-3	9	4	0	0	0	0
Total - All Events	193	4	59	22	13	2	5	1
Total - New Events	53	-3	14	3	4	0	1	0

New Events By Event Class and Year with One Month Change As of April 30, 2016

Event Class	2016 Event Year		2017 Event Year		2018 Event Year		2019 Event Year	
	Total	Mar to Apr Change	Total	Mar to Apr Change	Total	Mar to Apr Change	Total	Mar to Apr Change
Convention: Agriculture								
Convention: Education			1	0				
Convention: Energy								
Convention: Environment								
Convention: Food								
Convention: Government			1	0				
Convention: Hobby			1	0	2	0	1	0
Convention: Law Enforcement (Fraternal)								
Convention: Medical (non-Mayo)			0	-1				
Convention: Other			1	0	1	0		
Convention: Religious	1	0						
Entertainment/Arts	24	-3	2	1				
Mayo Clinic	2	0						
Meeting	13	1						
Social	9	-1	7	2				
Sports	2	0			1	0		
Tradeshow/Consumer Show	2	0	1	1				
Total	53	-3	14	3	4	0	1	0

REQUEST FOR COMMISSION ACTION

MEETING DATE

05/11/2016

PREPARED BY

Donna Drews

ITEM DESCRIPTION
 MCC Revenue Opportunities

The MCC Commission Revenue Stream Committee has met several times to research options to generate additional revenue. Comparative information was gathered from other Midwestern multi-use facilities and benchmarked with MCC's current fees, and the Convention Bureau sales staff also provided input. Because many use permits (contracts) have already been issued for 2016 and 2017, implementation will be a phased process.

The committee recommends the following fee increases:

Revenue Opportunity	Fee	Projected Revenue Increase by 2018
Show Decorators	5% commission levied for all services and equipment charges	\$3,000
Audio-Visual	5% commission levied for all services and equipment charges	\$8,000
Ticket Facility Fee (Currently \$1 each for all tickets priced at \$7.51 or higher)	Locally produced events – Increase to \$2 each National shows – Increase to \$3 each	\$5,000
Existing Facility Rental Rates	Increase by 5%	\$10,000
Charge for Use of All Equipment		\$3,000
	Total	\$29,000

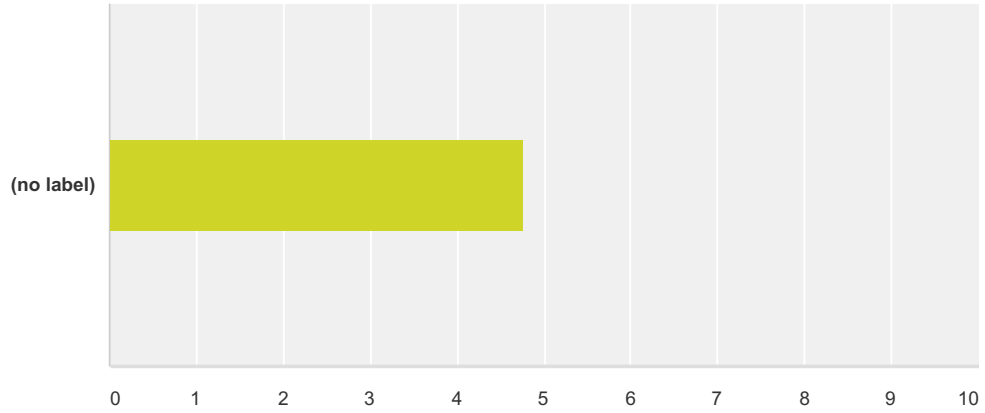
In 2014, the MCC Commission approved increasing the catering commission from 15% to 25% effective January 1, 2017. That same vote also eliminated the catering kitchen rental charges effective January 1, 2017. It was understood the lost revenue would be made up by the increased catering fee. The net revenue increase is estimated to be \$100,000.

COMMISSION ACTION REQUESTED:

Approve revenue opportunity increases to generate additional MCC revenues.

Q1 Based on the services provided, please rate our overall performance.

Answered: 4 Skipped: 0



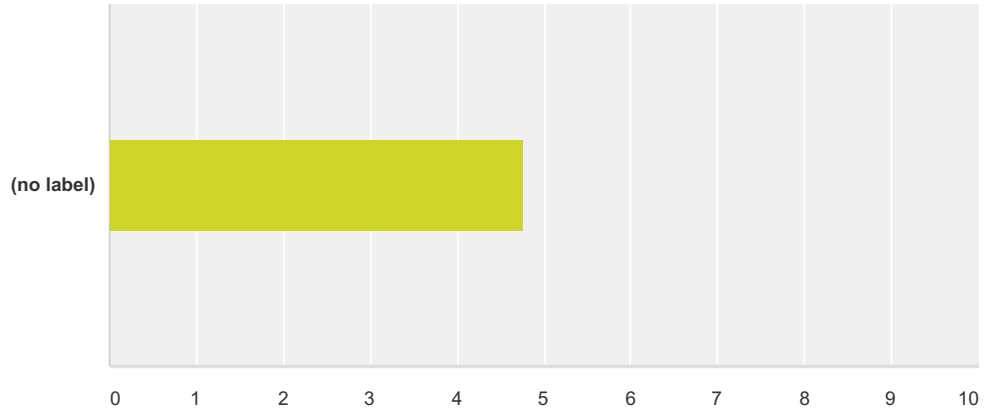
	Excellent	Above Average	Average	Below Average	Needs Improvement	Total	Weighted Average
(no label)	75.00% 3	25.00% 1	0.00% 0	0.00% 0	0.00% 0	4	4.75

#	Please comment on our overall performance.	Date
	There are no responses.	

Post Event Feedback - Client

Q2 How likely are you to book your next event at Mayo Civic Center?

Answered: 4 Skipped: 0

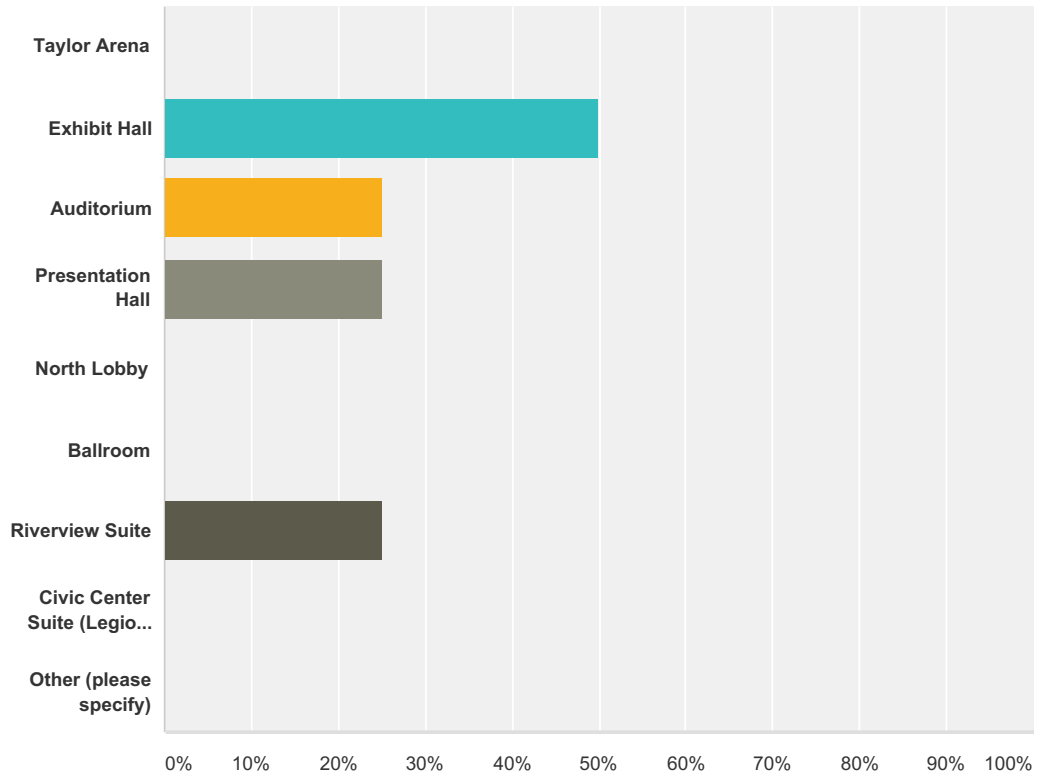


	Likely	(no label)	Maybe	(no label)	Unlikely	Total	Weighted Average
(no label)	75.00% 3	25.00% 1	0.00% 0	0.00% 0	0.00% 0	4	4.75

#	Comments	Date
	There are no responses.	

Q3 Which of our venues did you rent? (Select all that apply)

Answered: 4 Skipped: 0

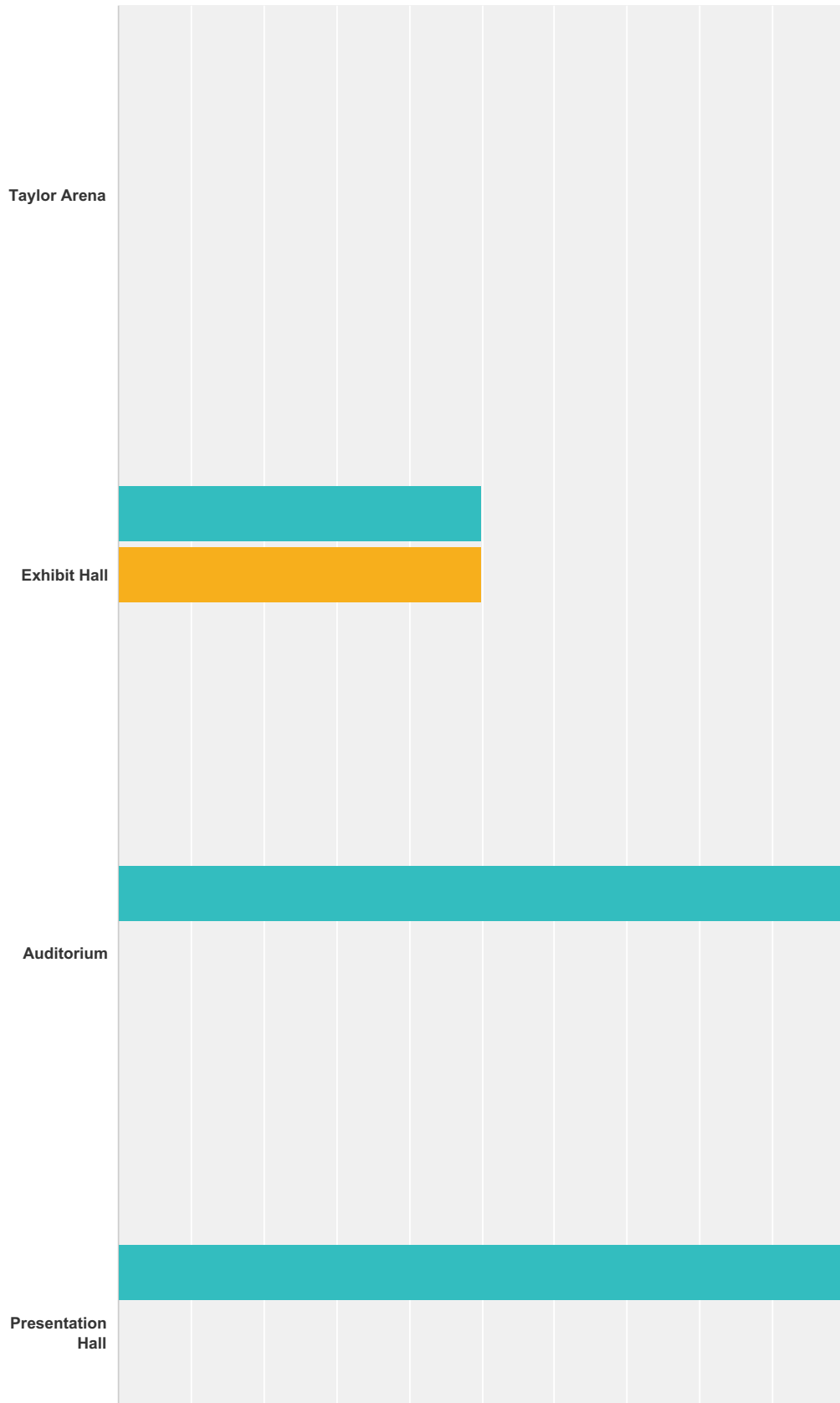


Answer Choices	Responses
Taylor Arena	0.00% 0
Exhibit Hall	50.00% 2
Auditorium	25.00% 1
Presentation Hall	25.00% 1
North Lobby	0.00% 0
Ballroom	0.00% 0
Riverview Suite	25.00% 1
Civic Center Suite (Legion, McDonnell)	0.00% 0
Other (please specify)	0.00% 0
Total Respondents: 4	

#	Other (please specify)	Date
	There are no responses.	

Q4 How would you rate the overall physical condition of the facility?

Answered: 4 Skipped: 0



Post Event Feedback - Client

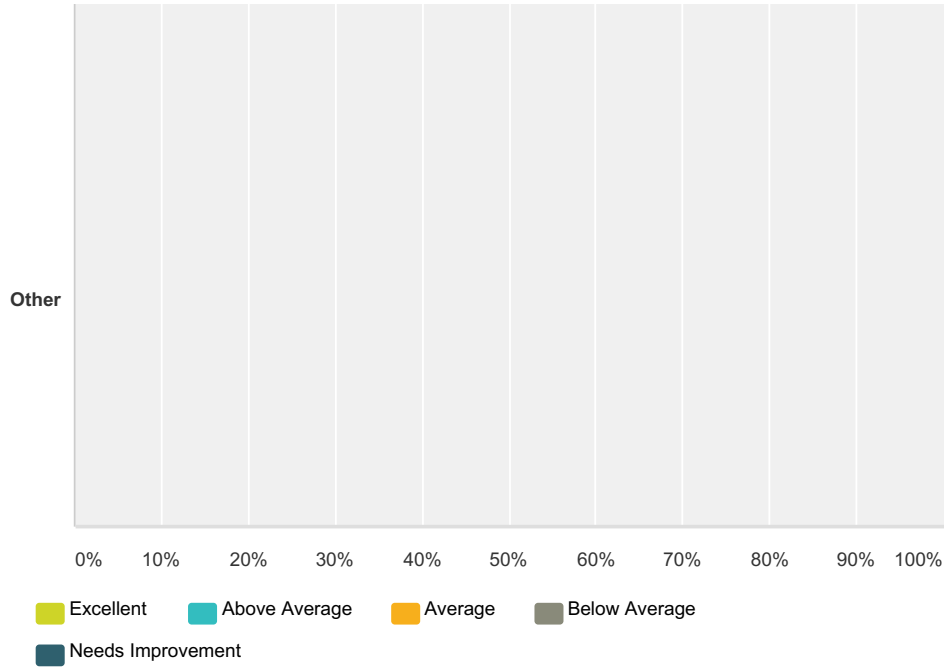
North Lobby

Ballroom

Riverview Suite

Civic Center
Suite (Legio...

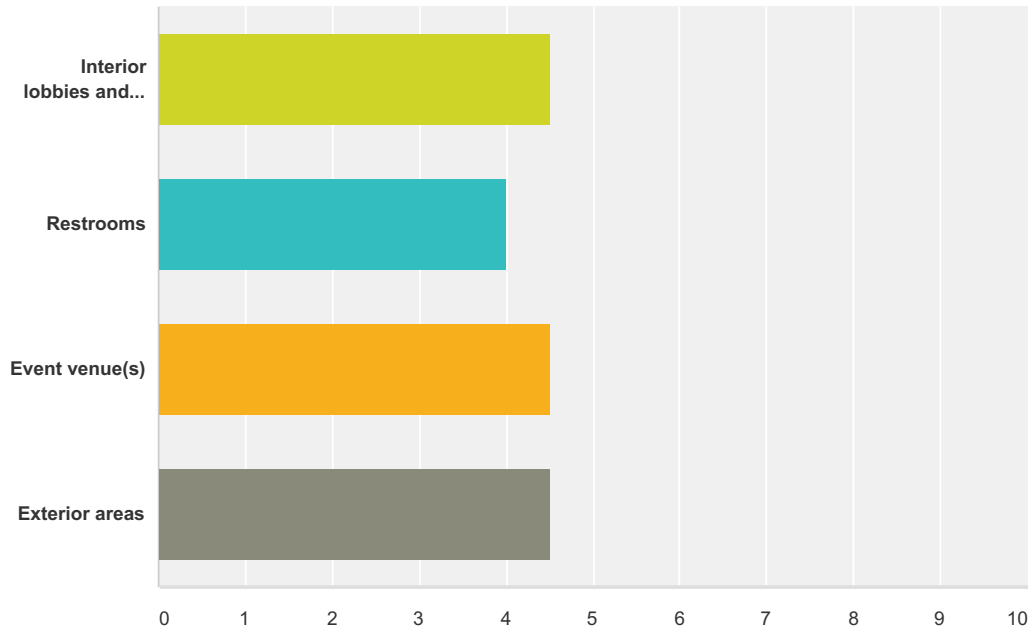
Post Event Feedback - Client



	Excellent	Above Average	Average	Below Average	Needs Improvement	Total
Taylor Arena	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
Exhibit Hall	0.00% 0	50.00% 1	50.00% 1	0.00% 0	0.00% 0	2
Auditorium	0.00% 0	100.00% 1	0.00% 0	0.00% 0	0.00% 0	1
Presentation Hall	0.00% 0	100.00% 1	0.00% 0	0.00% 0	0.00% 0	1
North Lobby	0.00% 0	100.00% 1	0.00% 0	0.00% 0	0.00% 0	1
Ballroom	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
Riverview Suite	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1
Civic Center Suite (Legion, McDonnell)	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
Other	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0

Q5 How would you rate the overall cleanliness of the facility?

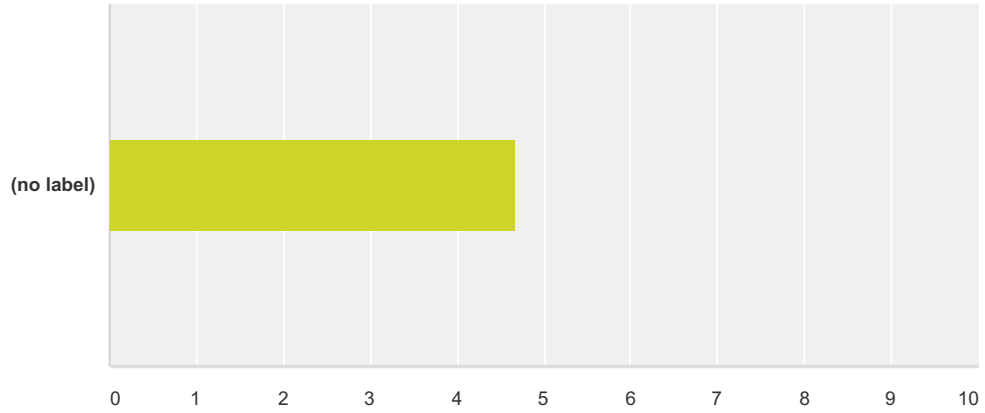
Answered: 3 Skipped: 1



	Excellent	Above Average	Average	Below Average	Needs Improvement	Total	Weighted Average
Interior lobbies and hallways	50.00% 1	50.00% 1	0.00% 0	0.00% 0	0.00% 0	2	4.50
Restrooms	33.33% 1	33.33% 1	33.33% 1	0.00% 0	0.00% 0	3	4.00
Event venue(s)	50.00% 1	50.00% 1	0.00% 0	0.00% 0	0.00% 0	2	4.50
Exterior areas	50.00% 1	50.00% 1	0.00% 0	0.00% 0	0.00% 0	2	4.50

Q6 How would you rate the responsiveness of Mayo Civic Center staff?

Answered: 3 Skipped: 1

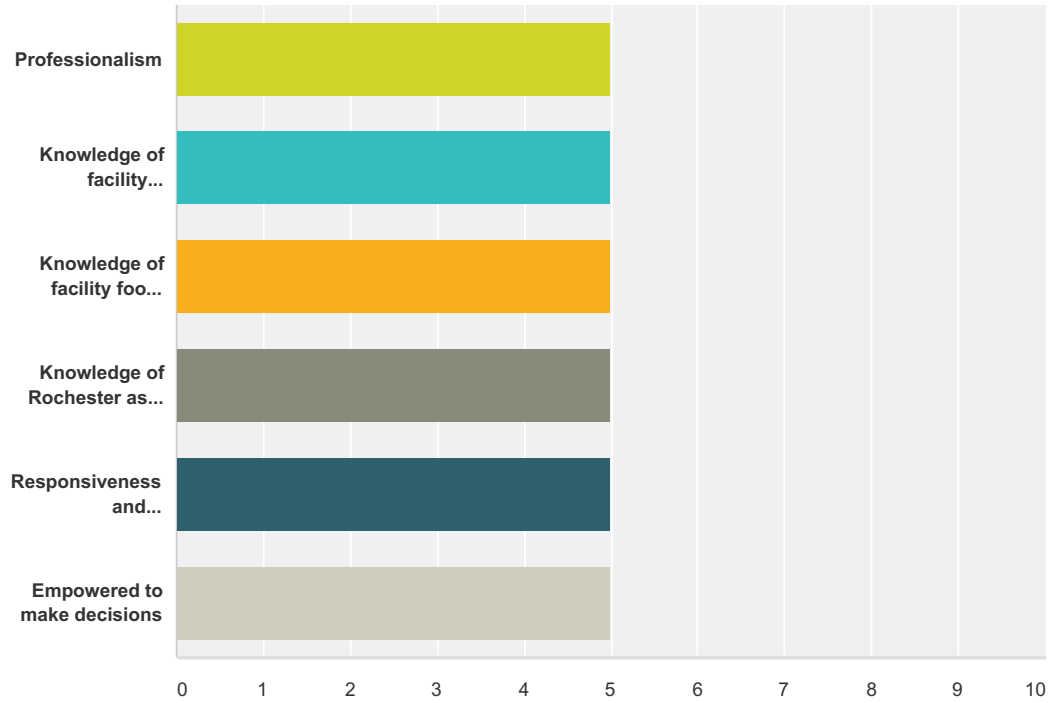


	Excellent	Above Average	Average	Below Average	Needs Improvement	Total	Weighted Average
(no label)	66.67% 2	33.33% 1	0.00% 0	0.00% 0	0.00% 0	3	4.67

#	General comments about Mayo Civic Center staff.	Date
	There are no responses.	

Q7 Please tell us about your Sales Manager.

Answered: 2 Skipped: 2



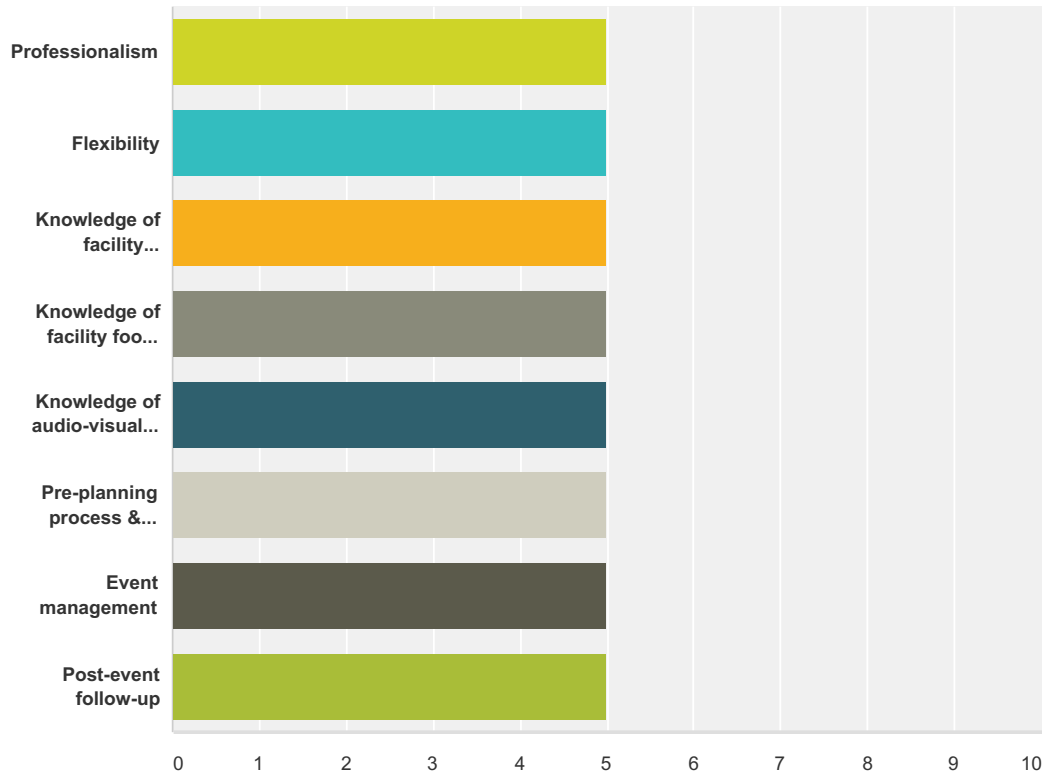
	Excellent	Above Average	Average	Below Average	Needs Improvement	Total	Weighted Average
Professionalism	100.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2	5.00
Knowledge of facility capabilities	100.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2	5.00
Knowledge of facility food and beverage services	100.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2	5.00
Knowledge of Rochester as a destination	100.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2	5.00
Responsiveness and follow-through	100.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2	5.00
Empowered to make decisions	100.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2	5.00

#	General comments about your Sales Manager.	Date
	There are no responses.	

Post Event Feedback - Client

Q8 Please tell us about your Event Coordinator.

Answered: 2 Skipped: 2

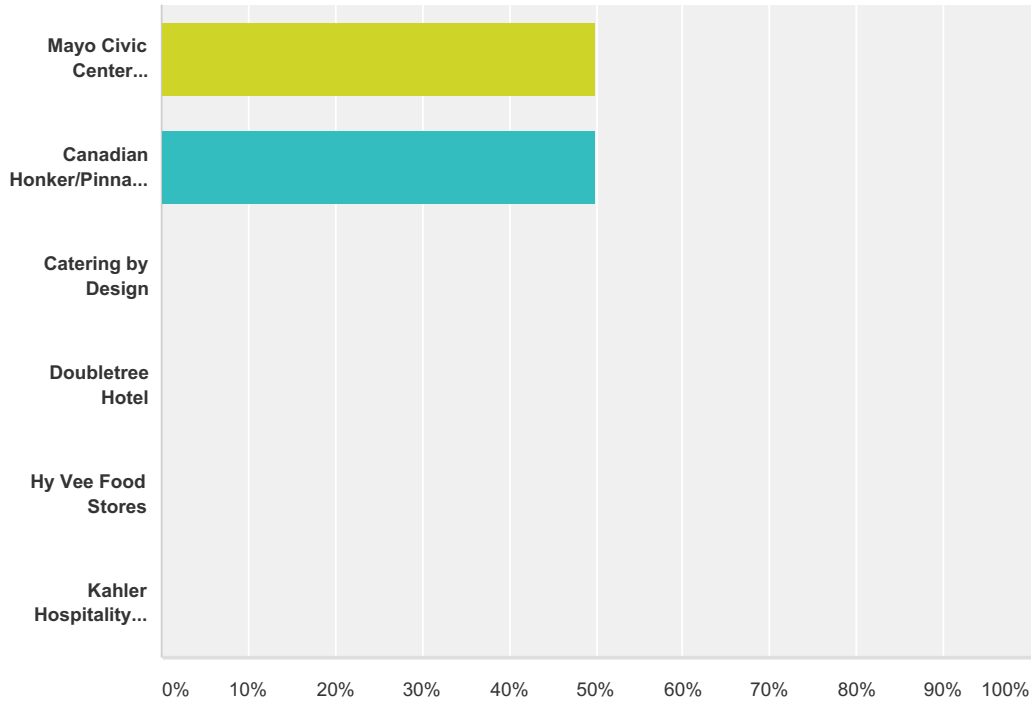


	Excellent	Above Average	Average	Below Average	Needs Improvement	Total	Weighted Average
Professionalism	100.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2	5.00
Flexibility	100.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2	5.00
Knowledge of facility capabilities	100.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2	5.00
Knowledge of facility food and beverage services	100.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2	5.00
Knowledge of audio-visual services	100.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2	5.00
Pre-planning process & timeline	100.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2	5.00
Event management	100.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2	5.00
Post-event follow-up	100.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2	5.00

#	General comments about your Event Coordinator.	Date
1	This is the second year working with Erin, she is the best!	4/29/2016 3:45 PM

Q9 Please identify your event caterer.

Answered: 2 Skipped: 2

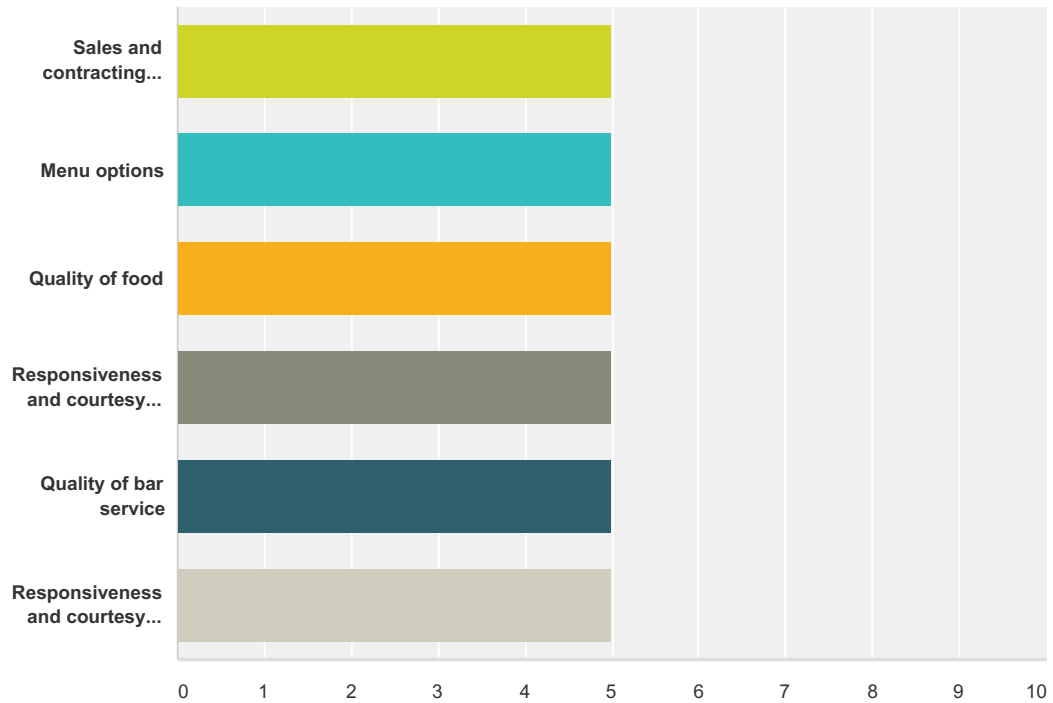


Answer Choices	Responses
Mayo Civic Center Hospitality	50.00% 1
Canadian Honker/Pinnacle Catering	50.00% 1
Catering by Design	0.00% 0
Doubletree Hotel	0.00% 0
Hy Vee Food Stores	0.00% 0
Kahler Hospitality Group	0.00% 0
Total	2

#	Other (please specify)	Date
	There are no responses.	

Q10 Please tell us about your catering experience.

Answered: 2 Skipped: 2

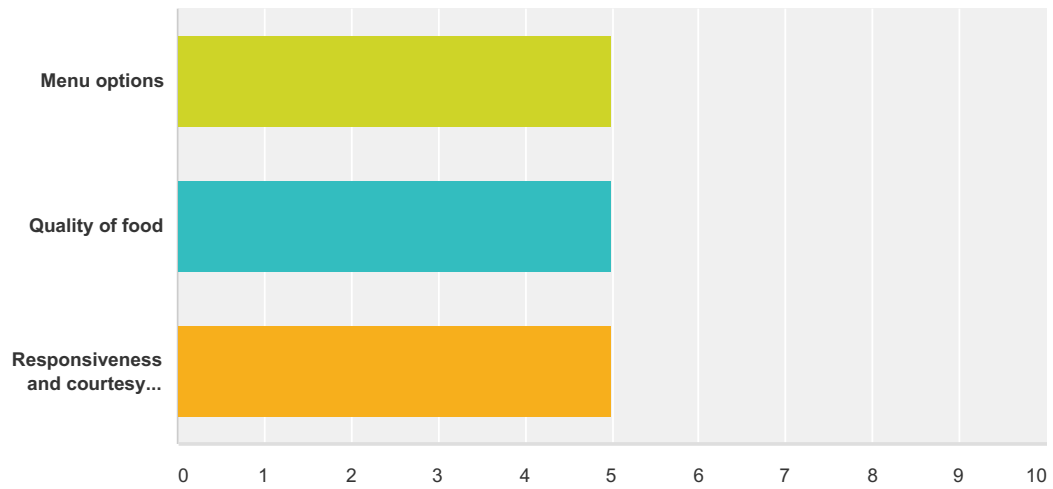


	Excellent	Above Average	Average	Below Average	Needs Improvement	Total	Weighted Average
Sales and contracting process	100.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2	5.00
Menu options	100.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2	5.00
Quality of food	100.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2	5.00
Responsiveness and courtesy of wait staff	100.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2	5.00
Quality of bar service	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1	5.00
Responsiveness and courtesy of bar staff	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1	5.00

#	General comments about your catering services experience.	Date
1	na	4/20/2016 10:34 AM

Q11 Please tell us about your concession food experience.

Answered: 1 Skipped: 3

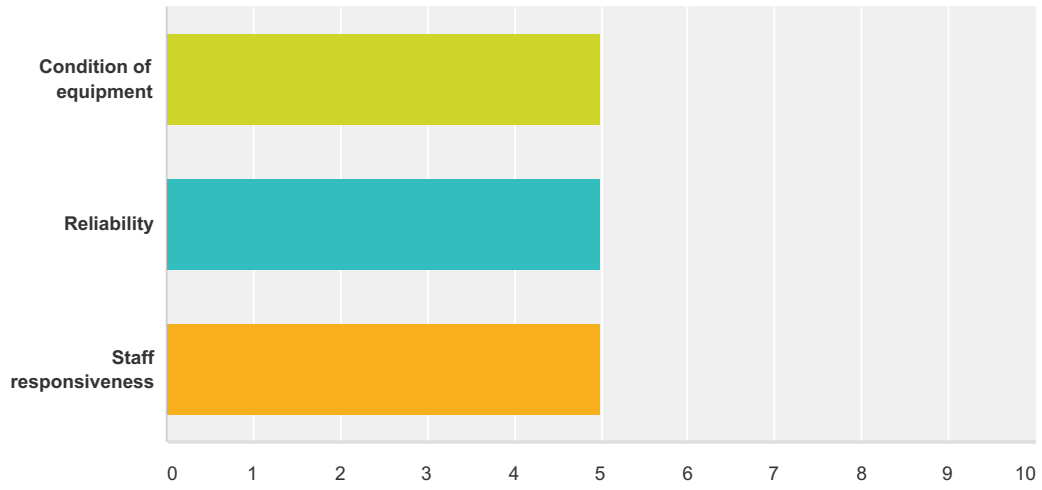


	Excellent	Above Average	Average	Below Average	Needs Improvement	Total	Weighted Average
Menu options	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1	5.00
Quality of food	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1	5.00
Responsiveness and courtesy of concession staff	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1	5.00

#	General comments about your concession services experience.	Date
1	I appreciate their willingness to provide enhance food options that were more locally sourced and sustainable. Thanks!	4/29/2016 3:47 PM
2	na	4/20/2016 10:34 AM

Q12 Please tell us about your audio-visual services experience.

Answered: 1 Skipped: 3



	Excellent	Above Average	Average	(no label)	Needs Improvement	Total	Weighted Average
Condition of equipment	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1	5.00
Reliability	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1	5.00
Staff responsiveness	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1	5.00

#	General comments about your audio-visual services experience.	Date
	There are no responses.	

Q13 Is there an individual(s) who exceeded your expectations that you would like to recognize?

Answered: 2 Skipped: 2

#	Responses	Date
1	Erin Okins	4/29/2016 3:47 PM
2	Ron and Paul out sound/stage hands are FABULOUS!!	4/20/2016 10:34 AM

Post Event Feedback - Client

Q14 Event Name

Answered: 3 Skipped: 1

#	Responses	Date
1	Rochester Earthfest	4/29/2016 3:47 PM
2	NA	4/21/2016 9:02 AM
3	Cardinal Idol	4/20/2016 10:35 AM

Post Event Feedback - Client

Q15 Contact Name

Answered: 1 Skipped: 3

#	Responses	Date
1	Lori Kollasch	4/20/2016 10:35 AM

Post Event Feedback - Client

Q16 Contact Phone

Answered: 1 Skipped: 3

#	Responses	Date
1	507-281-1077	4/20/2016 10:35 AM

Q17 Contact E-Mail

Answered: 1 Skipped: 3

#	Responses	Date
1	lorik@cardinalofminnesota.com	4/20/2016 10:35 AM