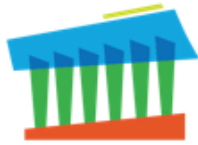


Mayo Civic Center Commission Meeting

Wednesday, May 9, 2018; 3:00 PM
Mayo Civic Center Offices Conference Room

- 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 the opportunity 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.*
- 3:05 PM D. Consent Agenda
- a. Council Item Review - None
- b. Meeting Minutes
- i. March 14, 2018 and April 11, 2018
- c. Monthly Financial Report
- i. April 2018 Bills & Income Statement
- d. Director's/Staff Report
- e. MCCC Committee Reports
- f. Sales Report
- 3:15 PM E. Review Action Items from April 11, 2018 Meeting
- 3:45 PM F. New Business
- 3:50 PM G. Unfinished Business
- a. JLL Consulting Update
- b. MCC Public Art Update
- 3:55 PM H. Other Business
- 4:00 PM I. Adjournment

Next Meeting: Wednesday, June 13, 2018 at 3:00 PM



Mayo Civic Center Commission Meeting
Wednesday, March 14, 2018 – 3:00 PM
Mayo Civic Center Office Conference Room

Attendees: Commission Members

Teresa Chapman, Sarah Clausen, Warren Harmon, Matt McCollom, Heidi Mestad, Dan Nelson,
Amita Patel

Other Attendees:

Donna Drews (Mayo Civic Center (MCC)), Matt Esau (Experience Rochester), Mary Gastner (Experience Rochester), Julie Gay (Freelance), Dave Goslee (City Attorney's Office), Brad Jones (Experience Rochester), Andy Krogstad (MCC), Erin O'Brien (KTTC), Jo Oeltjen (MCC), Erin Okins (MCC), Randy Petersen (Post Bulletin), Catharine Richert (MPR)

A. Call to Order

The meeting was called to order by Matt McCollom at 3:01 PM

B. Approval of Agenda

Motion to approve the agenda was made by Amita Patel, Second by Heidi Mestad. Motion was approved.

C. Open Comment Period

No Comments

D. Consent Agenda

Council Item Review - None

- a. Meeting Minutes
 - i. February 14, 2018
- b. Monthly Financial Report
 - i. February 2018 Bills & Income Statement
- c. Director's/Staff Report
- d. MCC Committee Reports
- e. Sales Report

Motion to approve the consent agenda was made by Dan Nelson, Second by Teresa Chapman. Motion was approved.

E. Review Action Items from February 14, 2017 Meeting

- a. RCVB 2019 Budget to be presented to MCC Commission at the October 2018 MCCC Meeting; MCC 2019 Marketing Plan to be presented to MCC Commission at the November 2018 MCCC Meeting
- b. Update New Commission Members on PriceWaterhouseCooper Report – Brad Jones
A meeting is scheduled with Warren Harmon and will schedule a meeting with Sarah Clausen soon.
- c. MCC Sculpture Announcement – Erin Okins & Mary Gastner
There was handout on the sculpture. The Downtown Alliance in their new brochure has a reference to the tapered arch-shaped sculpture. No firm date as yet with all of the components that will be included. The Rochester Art Center has expressed an interest in having an artist's presentation when Po Shu is available. The artwork is an extension of his identity, so Po Shu will be the person to name the artwork.
- d. Review 2017 Lost Business Report and Recommend Possible Solutions – Brad Jones

The lost business – how much the City lost in economic impact and why is included in the information presented. This report is for us to learn from and understand so Experience Rochester does not lose business opportunities. When decisions to book or not book at the Mayo Civic Center go to a committee or a board for the decision, we tend to lose. There were 37 events lost that went to a committee or board. Amita Patel recommended the sales people attend the committee or board meeting where the decision is being made. Brad Jones said the sales people ask if they can attend and sometimes they are allowed to attend. Amita Patel then asked if sales people ask their hotel partners to attend with them. The leads for the Lost Business Report are all qualified leads.

F. New Business

a. Fiscal 2017 Financial Results – Andy Krogstad

Andy Krogstad reviewed the Fiscal 2017 Financial Results. Andy showed charts by categories as he discussed them. Property insurance costs increased 54%.

b. City Council Committee of the Whole, March 26, 2018 (MCC Budget Forecast Discussion) – Donna Drews

The MCC Budget Forecast discussion for the Committee of the Whole will be March 26, 2018. This will be a five-year plan. The five-year plan is based on current assumptions. This is the first step.

c. Proposed Shared Use Agreement with Rochester Public Library – Donna Drews

MCC has been asked to coordinate with the Rochester Public Library on a Shared Use Agreement. The library would like to use room(s) at the MCC when their meeting rooms are already booked. City Council approval is needed to formalize this arrangement. Only MCC costs would be covered – there would not be any revenue from this agreement realized. This is a pilot program.

Motion to approve was made by Heidi Mestad, Second by Teresa Chapman. Motion approved.

G. Unfinished Business

a. Arena Task Force Update – Donna Drews

There is no update on the Arena Task Force.

b. Value Stream Mapping Process Update – Donna Drews

Several Value Stream Mapping Process meetings have taken place. There was discussion on the four steps that are complete. There are still some Step 1 items being worked on. Step 2 items are being worked, too. There are four that are completed. The DocuSign process for Ungerboeck is being worked on. The target implementation is by the end of March.

H. Other Business

Some money has been spent on updating the restrooms in the older portions of the building. The City is working on a Strategic Planning process. This plan is a big step for the City of Rochester. There has not previously been a plan or expectations listed.

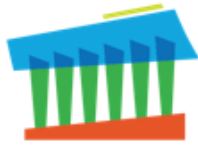
There was some discussion about policies of when a person exits an MCC venue and why they are not able to re-enter. In the situation mentioned, the MN State High School League does allow readmission.

ACTION- Observe the size of the American flag at the Mayo Civic Center. See if you think it is the correct size.

I. Adjournment

Meeting adjourned at 4:24 PM by Matt McCollom, Chair.

Next Meeting: Wednesday, April 11, 2018 at 3:00 PM



MINNESOTA'S ROCHESTER
**MAYO CIVIC
CENTER** CONVENTIONS
& EVENTS

mayociviccenter.com

MAYO CIVIC CENTER
30 CIVIC CENTER DRIVE SE
ROCHESTER MINNESOTA 55904

○ 507 328 2220

**Mayo Civic Center Commission Meeting
Wednesday, April 11, 2018 – 3:00 PM
Mayo Civic Center Office Conference Room**

Attendees: Commission Members

Teresa Chapman, Warren Harmon, Matt McCollom, Dan Nelson, Amita Patel

Absent: Sarah Clausen, Heidi Mestad

Other Attendees:

Donna Drews (Mayo Civic Center (MCC)), Matt Esau (Experience Rochester), Dave Goslee (City Attorney's Office), Brad Jones (Experience Rochester), Ché Lopez (community Resident), Andy Krogstad (MCC)

A. Call to Order

00:08 Audio Tape

The meeting was called to order by Matt McCollom at 3:00 PM.

B. Approval of Agenda

00:09 Audio Tape

Motion to approve the agenda was made by Teresa Chapman, Second by Amita Patel. Motion was approved.

C. Open Comment Period

00:17 Audio Tape

Judy Hickey representing the Children's Dance Theatre commented on their production in Presentation Hall.

Ché Lopez, a community resident, commented on the low wages, the housing crisis and the use of taxpayer money.

D. Consent Agenda

06:50 Audio Tape

Council Item Review - None

- a. Meeting Minutes
 - i. March minutes will be available in May
- b. Monthly Financial Report
 - i. March 2018 Bills & Income Statement
- c. Director's/Staff Report
- d. MCC Committee Reports
- e. Sales Report

Motion to approve the consent agenda was made by Dan Nelson, Second by Amita Patel. Motion was approved.

E. Review Action Items from February 14, 2017 Meeting

07:14 Audio Tape

- a. RCVB 2019 Budget to be presented to MCC Commission at the October 2018 MCCC Meeting; MCC 2019 Marketing Plan to be presented to MCC Commission at the November 2018 MCCC Meeting as stated in the City's Agreement with Rochester Convention and Visitors Bureau.

- b. Engaging the local arts groups when we finally complete the public art sculpture – very disappointed to tell you the frost is not out of the ground. Currently there is not a date for this to move forward toward completion.

F. New Business

09:29 Audio Tape

- a. City Council Agreement, Scope of Services and Timeline with JLL – Consultant
Dan Fenton will be heading this up. This assessment will start on May 2, 2018 and be completed by the first of the year.
- b. 2019 Priority Based Budget Process
The budget process is much accelerated from previous years. Staffing requests were due last week and this week the Revolving Equipment due this week.

G. Unfinished Business

12:58 Audio Tape

- a. Shared Use Agreement with Rochester Public Library
The Rochester Public Library has not used any of MCC's space yet. The formal approval will go before the City Council on April 16 for approval. They have the Mayo Civic Center Commission's recommendation in support of it.
- b. Value Stream Mapping Process Update – Donna Drews
The monthly meetings have continued and we are into Step 2 of the overall process. There are still three tasks left from Step 1. Experience Rochester has strategic planning in June and they will take up two items up that pertain to the Value Stream Processing. Dan Nelson suggested that Dan Fenton should be made aware of the Value Stream Process when he comes rather than a couple of months later.

H. Other Business

17:04 Audio Tape

Donna Drews reviewed updates to MCC's Strategic Plan. Some highlights are: Page 1, #3 – Ways to maximize revenue opportunities ... will be reviewed with the Consultant. Page 3, #1 – Building trust ... will also be reviewed with the Consultant. Also Marti Abts did participate in the February Marketing Committee meeting and Warren Harmon has agreed to help us out on that committee. The other activities are continuing to be worked on.

Donna Drews found a Convention Cost Analysis report that was done by the Rochester Convention and Visitor's Bureau (now known as Experience Rochester) back in 2016. Donna is going to use this report as a basis to update and benchmark for 2019. Matt McCollum requested Donna email the report to the Commissioners. Matt McCollom asked about the accessibility for all – what is being done so guests don't have to hunt to ADA access information. Donna Drews talked about some of things that are being done: staff are being assigned to each entrance and we've done some more proactive work with wheelchair accessibility. We do have some work to do on handicap parking. Donna has had a conversation with Public Works. When some of the construction concludes, we hope to take some parking and designate it as handicap parking on Frist Street. Public Works does not favor street-level parking for handicap services because those spaces take up so much room. Also additional benches have been placed in more strategic places for guests to rest if they have a long distance to walk. On our very busy nights, we have added a Guest Services Desk. Dan Nelson asked if the Mayo Civic Center has ever had valet parking. There has not been valet parking at the Mayo Civic Center.

Dan Nelson asked Judy Hickey if there were improvements that Judy Hickey noticed since they had rented the Presentation Hall previously and now have used it since it has been remodeled. Judy said it was noticeable the things that were improved. Audience members made comments that the sound system was greatly improved.

I. Adjournment

28:14 Audio Tape

Meeting adjourned at 3:30 PM by Matt McCollom, Chair.

Next Meeting: Wednesday, May 9, 2018 at 3:00 PM

**Mayo Civic Center
Payments for Operations By Department
4/1/2018 - 4/30/2018**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
04/11/2018	Wells Fargo Bank	Deposit tickets	Office Supplies	29.95
04/19/2018	Beckleys Inc	Paper/Sticky Notes	Office Supplies	66.70
04/19/2018	Bright White Paper Company	Poster Holders	Other Supplies	378.79
04/19/2018	Cintas Corporation 2	Service Charge	Other Expert & Professnl Srvc	12.95
04/19/2018	Cintas Corporation 2	First Aid Supplies	First Aid supplies	114.55
04/19/2018	Culligan of Rochester	Cooler Rental	Equipment Rent	32.00
04/20/2018	Loffler Companies Inc	Copy Charges	Ofc Equip Contr Mtce & Repair	68.65
04/26/2018	Cintas Corporation 2	Crt 4/19PV602467-s/b BU46253	First Aid supplies	(114.55)
04/26/2018	Cintas Corporation 2	Crt 4/19PV602467-s/b BU46253	Other Expert & Professnl Srvc	(12.95)
MCC Administration				576.09
04/19/2018	Beckleys Inc	Pens/Correction Tape	Office Supplies	14.17
04/20/2018	Loffler Companies Inc	Copy Charges	Ofc Equip Contr Mtce & Repair	68.65
MCC Box Office				82.82
04/11/2018	Roch Public Utilities-Electric	300000513099@30SE2Av	Electricity	24,847.74
04/11/2018	Roch Public Utilities-Electric	300000513099@30SE2Av	Water	111.94
04/11/2018	Roch Public Utilities-Electric	300000513099@30SE2Av	Water	300.79
04/11/2018	Roch Public Utilities-Electric	300000513099@30SE2Av	Sanitary Sewer	1,291.47
04/11/2018	Roch Public Utilities-Electric	300000513099@30SE2Av	Storm Water	343.65
04/11/2018	Roch Public Utilities-Electric	300000513099@30SE2Av	Water	143.44
04/11/2018	Roch Public Utilities-Electric	300000690406@MCCWestSrvc	Electricity	12,793.50
04/19/2018	All Pest Exterminating LLC	Pest Control	Other Expert & Professnl Srvc	126.00
04/19/2018	Arnold's Supply & Kleenit Co	Filter Bags	Building/Grounds Mtce Supplies	56.00
04/19/2018	Arnold's Supply & Kleenit Co	Liners	Building/Grounds Mtce Supplies	315.00
04/19/2018	Arnold's Supply & Kleenit Co	Liners	Building/Grounds Mtce Supplies	945.00
04/19/2018	Arrow Ace Hardware, Inc	Plumbing/Bolts	Building/Grounds Mtce Supplies	19.07
04/19/2018	Cintas Corporation 2	Uniforms	Clothing/Uniforms	181.83
04/19/2018	Cintas Corporation 2	Mops	Building/Grounds Mtce Supplies	26.50
04/19/2018	Cintas Corporation 2	Mops	Building/Grounds Mtce Supplies	26.50
04/19/2018	Cintas Corporation 2	Uniforms	Clothing/Uniforms	181.83
04/19/2018	Dakota Supply Group Inc	Toilet Supplies	Building/Grounds Mtce Supplies	4.68
04/19/2018	Dakota Supply Group Inc	Toilet Supplies	Building/Grounds Mtce Supplies	299.27
04/19/2018	Dalco Corp	Paper Products	Building/Grounds Mtce Supplies	3,171.15
04/19/2018	Dalco Corp	Cleaning Supplies	Building/Grounds Mtce Supplies	151.74
04/19/2018	Dalco Corp	Baseboard Cleaner	Building/Grounds Mtce Supplies	102.70
04/19/2018	Dalco Corp	Foam Wash	Building/Grounds Mtce Supplies	202.80
04/19/2018	Dalco Corp	Cleaner	Building/Grounds Mtce Supplies	290.20
04/19/2018	Dalco Corp	Foam Wash/Gloves	Building/Grounds Mtce Supplies	839.80
04/19/2018	Endres Window Cleaning Inc	Exterior Window Cleaning	Bldg & Grnds Contr Mtce & Rpr	9,816.00
04/19/2018	Ferrellgas	LP for Fork Trucks	Gasoline and Vehicle LP	20.00
04/19/2018	Grainger Inc	Wet/Dry Vacuum/Filter	Small Tools	169.48
04/20/2018	Cintas Corporation 2	Mops	Building/Grounds Mtce Supplies	26.50
04/20/2018	Cintas Corporation 2	Uniforms	Clothing/Uniforms	181.83
04/20/2018	Cintas Corporation 2	Mops	Building/Grounds Mtce Supplies	26.50
04/20/2018	Cintas Corporation 2	Uniforms	Clothing/Uniforms	181.83

Mayo Civic Center
Payments for Operations By Department
4/1/2018 - 4/30/2018

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
04/20/2018	Dalco Corp	Paper Products	Building/Grounds Mtce Supplies	3,468.40
04/20/2018	Dalco Corp	Batteries	Building/Grounds Mtce Supplies	103.98
04/20/2018	Dalco Corp	Cleaner	Building/Grounds Mtce Supplies	222.40
04/20/2018	Dalco Corp	Gloves	Building/Grounds Mtce Supplies	92.48
04/20/2018	Express Services Inc DBA	General Custodial	Other Expert & Professnl Srvc	772.56
04/20/2018	Express Services Inc DBA	General Custodial	Other Expert & Professnl Srvc	1,656.12
04/20/2018	Express Services Inc DBA	General Custodial	Other Expert & Professnl Srvc	1,633.92
04/20/2018	Goodin Company	Gaskets Pumps/Boiler Room	Parts for Equipment	111.15
04/20/2018	Grainger Inc	Coat Hooks/Bumpers Restrooms	Building/Grounds Mtce Supplies	98.64
04/20/2018	Intl Chemtex Corporation	Cooling Tower Chemicals	Chemicals and Fertilizers	808.50
04/20/2018	Johnson Controls Inc	York Chiller Serv Agreement	Bldg & Grnds Contr Mtce & Rpr	841.50
04/20/2018	Loffler Companies Inc	Copy Charges	Ofc Equip Contr Mtce & Repair	68.65
04/20/2018	Menards Inc - South	Filter/Putty	Building/Grounds Mtce Supplies	20.95
04/20/2018	Menards Inc - South	Shop Supplies	Building/Grounds Mtce Supplies	84.15
04/20/2018	Olm Co Solid Waste Utilities	Steam Heat March 2018	Steam Heat	28,653.59
04/20/2018	Schumacher Elevator Inc	Sched Elev Maint May 2018	Bldg & Grnds Contr Mtce & Rpr	1,694.22
04/20/2018	TEC Industrial Inc	Exhaust Fan Belts	Parts for Equipment	19.80
04/20/2018	TEC Industrial Inc	Motor Grease for Air Handlers	Other Supplies	99.50
04/20/2018	Waste Management Inc	Acct 7-91331-43006	Rubbish&Brush	515.29
04/20/2018	Werner Electric Supply	AHU#10 Drive	Building/Grounds Mtce Supplies	784.97
04/26/2018	Cintas Corporation 2	Crt 4/19PV602467-was	First Aid supplies	114.55
04/26/2018	Cintas Corporation 2	Crt 4/19PV602467-was	Other Expert & Professnl Srvc	12.95
04/27/2018	Beckleys Inc	Pens/Binders	Office Supplies	8.73
04/27/2018	Express Services Inc DBA	General Custodial	Other Expert & Professnl Srvc	1,123.52
04/27/2018	Manpower Group US Inc	General Custodial	Other Expert & Professnl Srvc	826.80
04/27/2018	MN Energy Resources Corp	Natural Gas	Natural Gas	2,116.87
	MCC Building Operations			103,148.93
04/19/2018	Federal Express Corp	Alpha Video	Freight	24.38
04/20/2018	Loffler Companies Inc	Copy Charges	Ofc Equip Contr Mtce & Repair	68.65
04/20/2018	Ungerboeck Systems Intl, Inc.	Annual Website Hosting/Maint	Advertising and Promotion	900.00
	MCC Sales & Marketing			993.03
04/11/2018	Wells Fargo Bank	Deposit tickets	Office Supplies	29.95
04/19/2018	Berry Coffee Company	Product for Resale	Non-alcoholic Beverages-Resale	554.95
04/19/2018	Berry Coffee Company	Product for Resale	Non-alcoholic Beverages-Resale	4,378.37
04/19/2018	Berry Coffee Company	Supplies	Other Supplies	772.29
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	(17.00)
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	29.70
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	17.35
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	186.47
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	709.99
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	1.60
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	610.11
04/19/2018	Bix Produce Co.	Product for Resale	Non-alcoholic Beverages-Resale	3.70
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	78.42

**Mayo Civic Center
Payments for Operations By Department
4/1/2018 - 4/30/2018**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	260.70
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	47.18
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	846.22
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	286.50
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	442.22
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	190.75
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	495.22
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	362.94
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	42.35
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	20.30
04/19/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	134.50
04/19/2018	Gillette Pepsi Companies Inc	Product for Resale	Non-alcoholic Beverages-Resale	12,595.00
04/19/2018	Gillette Pepsi Companies Inc	Product for Resale	Non-alcoholic Beverages-Resale	752.64
04/19/2018	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	60.13
04/19/2018	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	277.51
04/19/2018	Hy-Vee, Inc.	Product for Resale	Non-alcoholic Beverages-Resale	163.65
04/19/2018	Hy-Vee, Inc.	Supplies	Other Supplies	4.00
04/19/2018	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	156.54
04/19/2018	Hy-Vee, Inc.	Product for Resale	Non-alcoholic Beverages-Resale	52.24
04/19/2018	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	43.84
04/19/2018	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	147.80
04/19/2018	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	96.80
04/19/2018	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	142.87
04/19/2018	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	9.48
04/19/2018	Hy-Vee, Inc.	Product for Resale	Non-alcoholic Beverages-Resale	22.64
04/20/2018	Ameripride Services	Chef Coats	Clothing/Uniforms	13.61
04/20/2018	Ameripride Services	Towels	Laundry & Linen	22.45
04/20/2018	Ameripride Services	Linens	Laundry & Linen	131.02
04/20/2018	Ameripride Services	Linens	Laundry & Linen	150.52
04/20/2018	Ameripride Services	Chef Coats	Clothing/Uniforms	15.42
04/20/2018	Ameripride Services	Towels	Laundry & Linen	24.26
04/20/2018	Ancom Communications Inc	2 Way Radio Rental	Equipment Rent	453.00
04/20/2018	Bix Produce Co.	Product for Resale	Food Products for Resale	189.82
04/20/2018	Dakota Supply Group Inc	Kitchen Drain Basket	Parts for Equipment	109.00
04/20/2018	Johnson Brothers Liquor Co.	Product for Resale	Alcoholic Beverages for Resale	14.00
04/20/2018	Johnson Brothers Liquor Co.	Product for Resale	Alcoholic Beverages for Resale	7,045.97
04/20/2018	Loffler Companies Inc	Copy Charges	Ofc Equip Contr Mtce & Repair	68.65
04/20/2018	Northern Beverage Distributing	Product for Resale	Alcoholic Beverages for Resale	1,066.00
04/20/2018	Northern Beverage Distributing	Product for Resale	Alcoholic Beverages for Resale	774.20
04/20/2018	SE Mechanical, Inc.	Kitchen Stove Supply Tube	Parts for Equipment	44.64
04/20/2018	Sysco Minnesota	Product for Resale	Food Products for Resale	3,052.59
04/20/2018	Sysco Minnesota	Product for Resale	Non-alcoholic Beverages-Resale	61.32
04/20/2018	Sysco Minnesota	Product for Resale	Food Products for Resale	3,038.15
04/20/2018	Sysco Minnesota	Product for Resale	Non-alcoholic Beverages-Resale	276.39
04/20/2018	Sysco Minnesota	Supplies	Other Supplies	1,644.53
04/20/2018	Sysco Minnesota	Product for Resale	Food Products for Resale	2,020.03

**Mayo Civic Center
Payments for Operations By Department
4/1/2018 - 4/30/2018**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
04/20/2018	Sysco Minnesota	Product for Resale	Non-alcoholic Beverages-Resale	232.72
04/20/2018	Sysco Minnesota	Baking Mats	Equipment (not capitalized)	181.86
04/20/2018	Sysco Minnesota	Product for Resale	Food Products for Resale	5,271.46
04/20/2018	Sysco Minnesota	Product for Resale	Non-alcoholic Beverages-Resale	27.36
04/20/2018	Sysco Minnesota	Supplies	Other Supplies	489.24
04/20/2018	Sysco Minnesota	Product for Resale	Food Products for Resale	3,499.26
04/20/2018	Sysco Minnesota	Supplies	Other Supplies	175.81
04/20/2018	Sysco Minnesota	Product for Resale	Food Products for Resale	6,725.76
04/20/2018	Sysco Minnesota	Product for Resale	Non-alcoholic Beverages-Resale	109.44
04/20/2018	Sysco Minnesota	Supplies	Other Supplies	1,339.52
04/20/2018	Sysco Minnesota	Product for Resale	Food Products for Resale	841.89
04/20/2018	Sysco Minnesota	Supplies	Other Supplies	104.16
04/20/2018	Sysco Minnesota	Product for Resale	Food Products for Resale	217.45
04/20/2018	Sysco Minnesota	Product for Resale	Non-alcoholic Beverages-Resale	102.84
04/20/2018	Total Restaurant Supply Co Inc	Scales/Scrapers/Sieve	Equipment (not capitalized)	276.96
04/20/2018	US Foods Culinary Equipment &	Cheese Knives	Equipment (not capitalized)	37.32
04/20/2018	Vistar	Product for Resale	Food Products for Resale	2,766.03
04/27/2018	Ameripride Services	Chef Coats/Aprons	Clothing/Uniforms	19.61
04/27/2018	Ameripride Services	Towels	Laundry & Linen	22.45
04/27/2018	Ameripride Services	Linens	Laundry & Linen	340.30
04/27/2018	Ameripride Services	Chef Coats	Clothing/Uniforms	19.05
04/27/2018	Ameripride Services	Towels	Laundry & Linen	27.88
04/27/2018	US Foods Culinary Equipment &	Pans/Spatulas/Cake Decorating	Equipment (not capitalized)	252.46
	MCC Food & Beverage			68,306.32
04/17/2018	MN Dept of Employment &	L.Kanne	Unemployment Compensation	40.10
04/19/2018	AVVR Inc.	AV Equip Rental April 2018	Audiovisual Equipment Rental	8,160.00
04/19/2018	Cintas Corporation 2	Stagehand Uniforms	Clothing/Uniforms	81.89
04/19/2018	Culligan of Rochester	Supplies	Other Supplies	108.25
04/19/2018	Federal Express Corp	Tri-State Sound/Bearcom	Freight	40.47
04/20/2018	Ameripride Services	Linens	Laundry & Linen	18.88
04/20/2018	Ameripride Services	Linens	Laundry & Linen	127.27
04/20/2018	Ameripride Services	Linens	Laundry & Linen	17.06
04/20/2018	Cintas Corporation 2	Stagehand Uniforms	Clothing/Uniforms	81.89
04/20/2018	Dalco Corp	Batteries	Parts for Equipment	141.04
04/20/2018	Express Services Inc DBA	Restroom Attendant	Other Expert & Professnl Srvc	97.42
04/20/2018	Express Services Inc DBA	Restroom Attendant	Other Expert & Professnl Srvc	649.52
04/20/2018	Express Services Inc DBA	Restroom Attendant	Other Expert & Professnl Srvc	148.00
04/20/2018	Express Services Inc DBA	Restroom Attendant	Other Expert & Professnl Srvc	240.50
04/20/2018	Express Services Inc DBA	Restroom Attendant	Other Expert & Professnl Srvc	277.50
04/20/2018	Express Services Inc DBA	Setup Crew	Other Expert & Professnl Srvc	253.50
04/20/2018	Express Services Inc DBA	Post Event Cleanup	Other Expert & Professnl Srvc	2,866.92
04/20/2018	Express Services Inc DBA	Post Event Cleanup	Other Expert & Professnl Srvc	1,182.86
04/20/2018	Express Services Inc DBA	Restroom Attendant	Other Expert & Professnl Srvc	124.87
04/20/2018	Express Services Inc DBA	Restroom Attendant	Other Expert & Professnl Srvc	37.00
04/20/2018	Express Services Inc DBA	Restroom Attendant	Other Expert & Professnl Srvc	124.88

**Mayo Civic Center
Payments for Operations By Department
4/1/2018 - 4/30/2018**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
04/20/2018	Express Services Inc DBA	Post Event Cleanup	Other Expert & Professnl Srvc	1,781.85
04/20/2018	Kuehn Rental LLC	Runner Car-Dwight Yoakam	Vehicle Rent	17.00
04/20/2018	Kuehn Rental LLC	Runner Vehicle-Globetrotters	Vehicle Rent	34.00
04/20/2018	Kuehn Rental LLC	Runner Vehicle-3 Dog Night	Vehicle Rent	34.00
04/20/2018	Lien, Adam J	Gas for Runner Car	Gasoline and Vehicle LP	7.09
04/20/2018	Lien, Adam J	Batteries	Other Supplies	64.78
04/20/2018	Loffler Companies Inc	Copy Charges	Ofc Equip Contr Mtce & Repair	68.65
04/20/2018	Multi Venue Productions, Inc.	Stagehands	Other Expert & Professnl Srvc	2,250.00
04/20/2018	Roch Gold Cross Ambulance	Ambulance L1-Casting Crowns	Ambulance Services	330.00
04/27/2018	Ameripride Services	Linens	Laundry & Linen	17.06
04/27/2018	Ameripride Services	Linens	Laundry & Linen	11.63
04/27/2018	Ameripride Services	Linens	Laundry & Linen	126.30
04/27/2018	Express Services Inc DBA	Post Event Cleanup	Other Expert & Professnl Srvc	2,008.41
04/27/2018	Express Services Inc DBA	Restroom Attendant	Other Expert & Professnl Srvc	57.18
04/27/2018	Express Services Inc DBA	Restroom Attendant	Other Expert & Professnl Srvc	57.18
04/27/2018	Express Services Inc DBA	Restroom Attendant	Other Expert & Professnl Srvc	524.15
04/27/2018	Express Services Inc DBA	Restroom Attendant	Other Expert & Professnl Srvc	57.18
	MCC Events			22,266.28
	Total All Departments			\$ 195,373.47

Mayo Civic Center
Payments for Capital Improvements
4/1/2018 - 4/30/2018

<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>
3501	04/20/2018	Veit Disposal Systems	RollOff Restroom Demo	Rubbish&Brush	362.89
3501					362.89
3541	04/23/2018	CPMI Inc	Owner's Representative Service	Other Expert & Professnl Svcs	4,814.00
3541					4,814.00
Total					5,176.89

MCC Department Goals

Monthly Update – April 2018

Facility Operations – Dave Silker

April proved to be a very active and busy month for the Operations staff. Throughout the month we were involved with building conversions hosting back to back events throughout our facility. There was a perfect blend of conferences to entertainment to athletic events.

Larger events that we hosted this month requiring large room sets from our dedicated, hardworking Operations staff included:

- Northland Youth Wrestling Association
- MACHE
- North Region Respiratory Care Conference
- ASHE
- Weird Al Yankovic
- Lewis Black
- Gaither Vocal Band
- Minnesota Law Enforcement Explorers
- Just for Kix Dance Nationals

Throw in the extension of Old Man Winter and our Operations staff were at times balancing between inside room sets and the need to remove heavy and wet April snows that the area was challenged with in this NEVER, ENDING Winter of 2018.

No matter what we were faced with, our Operations team performed wonderfully and with great responsiveness.

Management – Donna Drews

Strategic Plan Objective – Generate new sales to increase revenue

- JLL Consulting has begun their initMCC staff has provided Ungerboeck (UB) data on

Strategic Plan Objective – Assure MCC's future viability

- Work on the City of Rochester's Strategic Priorities Plan has begun in earnest including the 6-year baseline budgeting process, staffing plan, capital improvement plan, and equipment revolving. Budget submittals are due May 7th, and budget request support decision packs are due July 15th. MCC staff has completed their departmental requests, and Andy Krogstad oversee budget submission. Any requests for additional full time is

pending based on JLL Consulting's recommendations and City Administrator recommendations.

Strategic Plan Objective – Engage local/community partners, stakeholders and citizens to assure accessibility, safety, livability and economic vitality

- Some preliminary work has begun on the Mayo Heritage Exhibit installation. Erin Okins, MCC Marketing Manager, is serving as our liaison with Mayo Clinic, and TR Wheeler is our contact person for the numerous dedication activities that will occur this fall. The exhibit portion of this project is in its final planning stages, but the activity schedule is still fluid. Updates will be provided as progress continues.
- We have received word that Knutson Construction will be onsite to complete the granite inlays, electronic features, and patio concrete work surrounding MCC's Riverfront Plaza public art. Once this work is finished, Artist Po Shu Wang will complete artwork details including the removal of the eye rings used for assembly, repairing the connecting crease, and final polishing. A completion date has not yet been determined, but we hope to have the very last portion of the Convention Center expansion project finished in June.

Strategic Plan Objective – Provide exceptional service for every customer

- With four tasks have been completed, the Value Stream Mapping Process will be reviewed by JLL Consulting. Further implementation is pending their recommendation.
-

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

Interior lobbies and hallways	Excellent
Restrooms	Excellent
Event venue(s)	Excellent
Exterior areas	Excellent

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

(no label)	Excellent
General comments about Mayo Civic Center staff.:	It is such a pleasure to work with Andy and his crew.

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Q7 Please tell us about your Sales Manager.

Professionalism	Excellent
Knowledge of facility capabilities	Excellent
Knowledge of facility food and beverage services	Excellent
Knowledge of Rochester as a destination	Excellent
Responsiveness and follow-through	Excellent
Empowered to make decisions	Excellent

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Q8 Please tell us about your Event Coordinator.

Professionalism	Excellent
Flexibility	Excellent
Knowledge of facility capabilities	Excellent
Knowledge of audio-visual services	Excellent
Pre-planning process & timeline	Excellent
Event management	Excellent
Post-event follow-up	Excellent

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Q9 Please identify your event caterer.

Respondent skipped this question

Q10 Please tell us about your catering experience.

Respondent skipped this question

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Q11 Please tell us about your concession food experience.

Menu options	Above Average
Quality of food	Above Average
Responsiveness and courtesy of concession staff	Excellent

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

Condition of equipment	Excellent
Reliability	Excellent
Staff responsiveness	Excellent

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

Andy Krogstad

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Q14 Event Name

Eagles Cancer Telethon

Q15 Contact Name

Teresa Chapman

Q16 Contact Phone

507/358/4744

Q17 Contact E-Mail

Tlc4acure@gmail.com
