

**Mayo Civic Center Commission Meeting**  
**Wednesday, August 10, 2016 – 3:00 PM**  
**Mayo Civic Center Presentation Hall Lobby**

**Attendees: Commission Members**

Teresa Chapman, John Eischen, Jerrie Hayes, Heidi Mestad, Michael Smith  
Absent: Marv Mitchel and Dan Nelson

**Other Attendees:**

Teresa Atkinson (Mayo Clinic), Janice Bergquist (Mayo Medical Laboratories), Donna Drews (Mayo Civic Center (MCC)), Heidi Dunfee (Mayo Clinic), Matt Esau (Rochester Convention and Visitors Bureau (RCVB)), Mary Gastner (RCVB), Dave Goslee (City Attorney's Office), Chris Hesby (Powers Ventures), Sue Johnson (Powers Ventures), Brad Jones (RCVB), Chad Koehler (Lancer Hospitality), Joe Kollar (MCC), Andy Krogstad (MCC), Julie McAdams (Mayo Clinic), Gary Neumann (City Clerk's Office), Jo Oeltjen (MCC), Erin Okins (MCC), Nick Powers (Canadian Honker), Perry Spindler (MCC), Peter Virnig (Lancer Hospitality)

A. Call to Order

0:52 Audio Tape

The meeting was called to order by Heidi Mestad at 3:01 PM. There was a quorum present.

B. Approval of Agenda

1:02 Audio Tape

Motion to approve the agenda was made by Jerrie Hayes, Second by Teresa Chapman. Motion was unanimously approved.

Donna introduced new staff members: Joe Kollar and Perry Spindler.

C. Open Comment Period

3:05 Audio Tape

No comments

D. Consent Agenda

3:18 Audio Tape

- a. Meeting Minutes
  - i. July 13, 2016 Regular Meeting
- b. Monthly Financial Report
  - i. July 2016 Bills and Income Statement
- c. Strategic Plan Goals Update
- d. Construction Update
- e. Sales Report

Motion to approve the consent agenda was made by Jerrie Hayes, Second by Michael Smith. Motion was unanimously approved.

E. Directors Report

3:49 Audio Tape

We have hired a crew chief, this is a new position, and also a custodian. The custodian starts on August 18 and the crew chief will start on August 22. We have the AV Technical Supervisor position to fill yet. There is a lot of construction going on. Will and Charlie are back home in the monument area of Mayo Park. The conservators did a beautiful job.

F. New Business

5:07 Audio Tape

a. RCVB 2017 Strategic Plan/Marketing/Budget

RCVB Strategic plan started last month and was reviewed with the RCVB Board yesterday. There was a review of last year's feedback. The next step is staff recommendations. An early look at the goals and metrics will be in September with budget reviews in October.

G. Unfinished Business

8:12 Audio Tape

a. MCC Food & Beverage Committee Update

i. Approval of Revised MCC Signature Caterer Guidelines & Standards

Services Standards. There are changes on:

Page 1, Section 2 Applicable Process, e) Non-disposable serving ware – some exceptions

Page 3/4, Section 11 – ... common practice to include catering commission in the cost per plate or per person. 25% catering commission fee effective January 1, 2017. The caterer will be charged a fee of 25% of the sales and services from the sale of food, linens, china, glassware, flatware and non-alcoholic beverages. The Signature Caterer must submit a Kitchen Rental-Fee Form (this form will be used until 12/31/2016), then Kitchen Reservation Form (this form will be effective 1/1/2017) to the MCC Executive Director or designee no later than 30 days prior to the event. Forms may be obtained from MCC's Event Coordinators. Use of the kitchen is only for MCC events.

Page 5, 3<sup>rd</sup> paragraph – When using the kitchen, the caterer must arrange with facility management to gain access to MCC facilities...

Page 8, the use of disposable serve ware is listed with events and expectations

Page 9/10, Section 21 – Revocation of Caterer's Privilege Permit – revocation conditions listed

Motion to approve with revision for disposable serve ware (Bambu Brand <https://wholesale.bambuhome.com/> or comparable substitute) was made by John Eischen, Second by Michael Smith. Motion unanimously approved.

ii. MCC Food & Beverage Management Contract RFP/RFI Update

18:14 Audio Tape

MCC has two separate food and beverages components – concessions and catering services.

The MCC has an agreement with one vendor for food and beverage concession, vending, alcoholic beverage, novelty sales, and coat check services, and catering services are provided by five different vendors, referred to as MCC Signature Caterers. Commission members discussed the agreement for concession services that expires at the end of 2016, but may be extended for one more year. The original concession services agreement was for three years with the option to extend the agreement for one year at a time for two years (a total of five years). As decided by the MCC Commission in September 2015, the Food and Beverage Committee issued a Request for Proposals (RFP) to local, regional and national vendors on July 14, 2016. In addition, the Food and Beverage Committee sought additional information to determine the value of an exclusive catering option, and issued a Request for Information (RFI) for combined exclusive catering and concession services. Commission members discussed the steps taken and overall process. It was noted that the RFP and RFI were sent out as separate documents, and that neither the RFP nor RFI are binding. The decision to separate the documents and the purpose

for gathering the information was discussed in the July meeting and details regarding the date of issue, schedule, deadlines, and the date of the Pre-proposal Meeting were mentioned. Teresa Chapman referenced the July meeting minutes. The Commissioners had additional discussion, and Michael Smith expressed concern that Commission had approved the multiple caterer option in 2014, and it was not within the Food and Beverage Committee's prevue to issue an RFI on exclusive catering. Jerrie Hayes said that the RFI was discussed at the Commission's July meeting, and that the information sought was intended as background information and research.

A motion was made by Jerrie Hayes to extend the one-year option on the current concession agreement, Second by John Eischen. Motion unanimously approved.

A motion was made by Jerrie Hayes to table any decision regarding catering exclusivity until September. The Food and Beverage Committee will meet with the Finance Committee before the September meeting. Second by John Eischen. A discussion was had on the motion. Yajs – Jerrie Hayes, Teresa Chapman. Nays – John Eischen, Heidi Mestad, Michael Smith. Motion failed.

A motion was made by Michael Smith to retract the RFI, Second by Jerrie Hayes. Motion unanimously approved.

A motion was made to reject the RFP was made by Jerrie Hayes, Second by Joh Eischen. Motion unanimously carried.

**ACTION – Heidi Mestad and Donna Drews will work on creating a uniform policy that would impact each committee/taskforce. This is to include committee/taskforce goals, scope and procedures on how the groups work.**

**Modify the Consent Agenda to only include: Meeting Minutes, Monthly Financial Report and Construction Update/Change Orders. These for now will be the only Consent Agenda items, any other items will be listed separately. The Strategic Plans Goals Update and the Sales Report will be separate line items starting with the September 2016 meeting.**

iii. 2017 Budget Request  
1:16:36 Audio Tape

The MCC budget needs to be submitted August 19. We are getting a better handle on looking at the expenses and there were some adjustments made to the expenses. John Eischen expressed concerns that the sales team is only covering expenses, but Brad Jones says the sales tem works toward revenue targets not expenses. There was a discussion on adjusting the revenue targets. These revenue projections are for future years. Andy will go over the revenue projections as they are today with the RCVB, look at revised expenses and see where they are comfortable and where they can raise the revenue projections. This information will be brought to the Finance Committee.

**ACTION – Andy will go over the revenue projections as they are today with the RCVB, look at revised expenses and see where they are comfortable and where they can raise the revenue projections.**

b. 2017 -2019 Strategic Plan Discussion  
1:23:01 Audio Tape

There was no feedback from the Commissioners on the 2017 – 2019 Strategic Plan information from the July meeting. There are a couple columns for funding shown in the Plan. A question was raised - Do you think the sales marketing budget from the RCVB is adequate? Discussed the Mayo Civic Center name – not the Mayo part but is the Civic Center as part of the name a hindrance? RCVB is working on a multi-prong effort for branding – on the top level it is about the destination and then about the RCVB brand, the MCC brand, and the Sports Commission brand. An RFP will be going out on this. Mary Gastner talked about December 1 being the date which the respondents would return some of the initial research to RCVB. The Mayo Civic Center logo has been the logo since 2006/2007. The tagline “Experience What’s NEW Opening 2017” was added. Donna is looking for feedback.

**ACTION – Commissioners to provide feedback on the 2017 – 2019 Strategic plan to Donna before the September meeting.**

c. Revised City/RCVB Agreement

1:39:18 Audio Tape

The document with the RCVB was originally a Memorandum of Understanding (MOU), and now has moved to revisions of the City of Rochester – RCVB Board Agreement. The current Agreement does not include the ordinance establishing the MCC Commission, the transfer of MCC sales and marketing functions to the RCVB, or guidelines for City required budget deadlines. Each year, the MCC must provide budget request data to the City Finance Department in August, and the RCVB does not have their budget fully prepared until October. Brad Jones explained that the RCVB receives funding from the City, and then allocates how those dollars will be spent. Their budget is not submitted until December 1st. One important component needed from the RCVB is their MCC revenue projections in mid-July for the following year. Discussion was had on the strategic plans for the MCC and the RCVB. Marv Mitchell, who was not present, had stated at a previous meeting that MCC could not move forward with their strategic plan without first studying the RCVB’s strategic plan. It was suggested that the Agreement could state that the RCVB’s revenue projections are due in July, and their overall strategic plan could be reviewed at a later date. It was decided that MCC will prepare will provide five-year revenue targets to the RCVB in September, and that these projections will be reviewed annually and adjusted as needed.

**ACTION – RCVB and MCC personnel will work to revise the RCVB/City Agreement and bring it back to the MCC Commission meeting in September.**

H. Other Business

2:06:52 Audio Tape

No other business.

I. Adjournment

2:07 Audio Tape

Motion was made to adjourn the meeting by Michael Smith, Second by Jerrie Hayes. Motion unanimously approved. Meeting adjourned at 5:07 PM.

Next Meeting: Wednesday, September 14, 2016 at 3:00 PM