

## MINUTES OF THE FARGO DOME AUTHORITY MEETING

A regular meeting of the Fargo Dome Authority was held on Tuesday, June 28, 2016 at 5:00 p.m. in the FARGODOME Conference Room with President David Suppes presiding.

Members present: President David Suppes, Darrell Vanyo, Nancy Jordheim, Blake Nelson, Ryn Pitts (via phone) and Michael Ellingson.

Members absent: Troy Goergen

Others present: Susan Thompson, Director of Finance – FARGODOME; Amanda Muellenbach, Administrative & Auxiliary Services Manager – FARGODOME and Rob Sobolik, General Manager – FARGODOME.

Media present: None

President David Suppes called the meeting to order at 5:02 p.m.

David requested to add an update from the FMCVB regarding the convention addition study to the agenda under additional items.

Michael Ellingson made a motion, seconded by Blake Nelson, to approve the minutes from the May 31, 2016 Fargo Dome Authority meeting. Motion carried.

Rob Sobolik presented the General Manager's report as follows:

- Year-to-Date Net Income through May 2016 is stated at \$749,776 which is a positive variance (to budget) of \$368,419.
- Blake Nelson made a motion, seconded by Darrell Vanyo, to approve the May 2016 financial statements as presented. Motion carried.
- Past Events: James Taylor was held June 4, 2016. Happy Harry's RibFest was held June 8-11, 2016. Justin Bieber was held June 18, 2016. NDSU Football Team Camp was held June 19-20, 2016. NDSU Football Individual Camp was held June 24-26, 2016.
- Upcoming Events: ND Shrine Bowl will be held July 10, 2016. USA Wrestling will be held July 16-23, 2016.
- Comments on Past Events: None.

Blake Nelson presented the combined Fargo Dome Authority Building and Finance Committee report. The Fargo Dome Authority Building and Finance Committee met on Wednesday, June 22, 2016. Items discussed included:

- May 2016 Financial Statements: The May 2016 Financial Statements were approved by the Finance Committee at the meeting on June 22, 2016.
- Escrow Balance & Performance Reports: The committees reviewed the FARGODOME escrow fund investment performance. Please see attachments. The FARGODOME permanent fund performance, year-to-date, through April 2016 is 0.67%.

- Capital Budget/Project updates: Rob updated the committees on the progress of the Video Board Project.
- Rob reviewed the 2016 Capital Budget including prior year's carryover. Please see attachment. Rob asked for a motion to reallocate \$128,500 from remaining funds in completed projects to the following projects: \$8,000 to FD1606 – Timeclocks; \$30,000 to Dressing Room Furniture; \$12,000 to Access Points for Wireless Internet in Dressing Rooms and Locker Rooms; \$12,500 for Wheelchairs, \$15,000 for Electrical Conversion Needs and \$51,000 to Administrative Office Upgrades. Upon review and discussion, the Finance Committee and Building Committee both accepted motions to approve reallocating the positive variance in completed projects to the projects listed above.
- Rob reviewed the 2017 Preliminary Capital Budget. Please see attachment. This item will be further discussed at the July meeting.

Blake Nelson made a motion to approve the Finance Committee report as presented. Motion carried.

David Suppes presented the Fargo Dome Authority Executive Committee report. The Fargo Dome Authority Executive Committee met on Wednesday, June 22, 2016. Items discussed included:

- FARGODOME Staffing Update/Discussion: Rob updated the committee on the current status of full time employees. The FARGODOME currently has an open position in the Event Services Department that they are hoping to fill as soon as possible. Rob noted they would also like to add another full time position in the Event Services Department and that request has been given to the Position Evaluation Committee at the City of Fargo for approval. The 2017 budget will include a request to add full time positions in the Accounting Department, Event Services Department and Operations Department.
- Spectra Consulting Agreement Update: David Suppes reported that the Management Consulting sub-committee and Spectra Management have agreed on terms for a 1 year Management Consulting Agreement with the possibility of (2) 1 year renewals. The agreement would begin on July 1, 2016. The Authority reviewed Management Consulting Agreement. Please see attachment.
- Update regarding discussions with CVB on past convention addition study: At the May meeting, the Authority accepted a motion to support the completion of the convention center study for a downtown location and to pay for up to \$37.5K of the study. The CVB board had met since the Authority meeting and had approved paying for the entire study, including completing the study for a downtown location as well as adding a study for a third location. The total cost to complete a study for a downtown location as well as a third site would be approximately \$110,000. The Executive Committee had a general discussion and the consensus was that they would like the Authority to stay involved with the study and to keep the motion made at the May meeting to support the completion of the convention center study and to pay for up to \$37.5k of the study.

David Suppes made a motion to approve the Executive Committee report as presented. Motion carried.

Nancy Jordheim made a motion, seconded by Mike Ellingson, to approve the Consulting Agreement between Spectra Management and FARGODOME as presented. Motion carried.

Additional Items:

Update from the FMCVB regarding the convention addition study: David reported and he and Rob met with the CVB at their board meeting earlier that day. At the meeting, the CVB accepted a new resolution to amend the previous resolution to allow the FARGODOME to pay for \$37.5K of the study with the CVB paying for the remaining cost. The FARGODOME will continue to stay involved in the study. The FARGODOME will draft a memo of understanding with the CVB outlining the cost and payment structure.

The next Fargo Dome Authority meeting will be on July 26, 2016 at 5:00 p.m.

There being no further business, the meeting was adjourned at 5:42 p.m.

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David Suppes, President

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Amanda Muellenbach, Administrative & Auxiliary Services Manager