



Five Flags Civic Center Advisory Commission Meeting Monday January 29, 2018

Approved by Commission 5/2/18

**COMMISSIONERS
PRESENT:**

Bryce Parks, McKenzie Hill, Tyler Daugherty

**COMMISSIONERS
ABSENT:**

Rod Bakke, Nicholas Huff

STAFF PRESENT:

HR Cook, Shaun Rice, Ali Levasseur, Kelly Spreitzer

OTHERS PRESENT:

Marie Ware

**MINUTES
APPROVED;
VOTE:**

Commissioner Parks motioned and Commissioner Daugherty seconded, to approve the minutes of the November 27, 2017 meeting. The motion passed unanimously.

NEW BUSINESS:

Mare Ware passed out form to Commission members, these forms were voluntary to fill out their demographic and protected class information. All city commissions are asked to volunteer this information to determine the diversity of commissioner across the city.

General Manager, HR Cook, shared with Commissioners that the external Marquee had been taken down and the new Marquee would be installed mid-February.

Ware also informed the Commissioners that the City of Dubuque Budget requests would be made public on February 5, 2018. Leisure Services Budget hearing is scheduled for February 15, 2018 at 6pm. The list of Capital Improvement Projects handed out to commissioners to understand what eh staff is requested to keep the building viable in between the probable construction. Marie discussed that the items listed are never fully funded, she gave this information so the Commission knows what has been requested before the final budget comes out to see what has been cut from the requests. Cook added the that on the list of CIP items for the year the most important would be the LED lighting retro-fit, and the walkthrough metal detectors. Discussion was had on the budget hiring, there will be a time that general public can speak for or against the CIP items.

Commission discussed the importance of the "must have" items and Commissioner Parks motioned the commission contact council with recommendations they fully support all items in CIP list with an emphasis on LED lighting and walk-through metal detectors to keep to the city's sustainability efforts and public safety goals. Commissioner Daugherty seconded, motion passed unanimously. Ali Levasseur or HR Cook will draft a letter for commissioners and send over email. Commissioners can then contact city council members as a whole or individually to make their recommendation.

- OLD BUSINESS:** Mare Ware gave the following update on the feasibility study:
Reviewing the timeline of the budget hearings in February, it was determined to hold the City Council Work session to discuss the feasibility study in April 2018. Working backwards, that would put the consultant presentation to Commission in March. Mare will be working with the consultants to schedule to Commission Presentation which will be open to public. Mare will stay in communication with Commissioners for the date of this presentation that will be the standard march Commission meeting.
- MARKETING PROMTIONS & EVENTS REPORT:** Marketing coordinator, Kelly Spreitzer, reported on past months marketing initiatives and highlights. Printed copies of the report were included in the commission packet.
- OPERATIONS REPORT:** Director of Events and Operations, Shaun Rice, reported on operations activities for the past months in the areas of Safety Committee meetings; routine maintenance; technical operations; and CIP activity. Printed copies were included with the commission packet.
- STAFF DEVELOPMENT REPORT:** Events Manager, Ali Levasseur gave staff updates and activity occurring during the past months and details were included in the commission packet.
- FINANCIAL REPORT:** General Manager reviewed event totals and Financial highlights with commissioners. The event total were included in the commission packet.
- OTHER BUSINESS:** Commissioners Bakke and Huff will be emailed copy of unapproved minutes to review.
- ADJURN; VOTE:** Motion to adjourn was made by Commissioner Parks, seconded by Commissioner Daugherty. The motion passed unanimously.
- NEXT MEETING:** Next bi-monthly meeting held Mach 2018. Specific date and time to be confirmed over email based on consultants' schedule. Five Flags staff will place a reminder email 3-5 day before to remind commissioners of the meeting.