

Five Flags Commission Meeting Monday September 27, 2010

Present: Bryce Parks, Rod Bakke, Cindy Fuller, Don Howes, and Ali Levasseur

Absent: Barb Kurt and Marilynne Field

Commissioner Parks called meeting to order.

Approval of Minutes: Commissioner Bakke motioned to approve minutes of August 23, 2010 meeting. Commissioner Fuller seconded the motion, all approved.

Old Business:

- Ali Levasseur reported on the Theater Lobby Committee's progress. The committee has prioritized the project into three phases. Phase I will be finished in time for Michael Feldman's *What'Ya Know* performance on October 16. This will include retractable historical banners, shadowbox displays of memorabilia, seat cushions, new curtains for inner lobby doors, and the hanging of the Licardi's *Cellist* in a new frame. Phase II will be finished by November 16 ribbon cutting and will include: new trash and recycling receptacles, UV coating to all windows, build-out and painting of wall behind box office, permanent thank you plaque, inner lobby frame upgrade and possibly slide show with more historical information. Phase III will be finished as funding materializes and will include new bar on south end of lobby and a built-in coat rack and storage unit on east end of lobby. Five Flags and Leisure Services worked with the City Manager to identify and direct Phase I and II of this project. Committee was granted \$23,000 from the City Council, with City Manager's recommendation.

New Business:

- Commissioner Bakke congratulated all involved in the Mystique Ice Arena opening. Small discussion was held.
- Don Howes reported Five Flags arena is now contracted out to Dubuque Soccer Club; January through April. The arena will be utilized for two practices during the week with games on Saturdays.

Don Howes delivered the following reports:

Operations Department:

- Additional CIP funds have been accessed and an order for a coffee and pastry kiosk has been placed with Partner's by Design. Optimistically, the kiosk will be delivered in time to be used during the Holiday Market in early November.
- Staff is currently repairing and shampooing all seats in permanent seating area.
- Following discovery and patching of a theatre roof leak in August, GM directed Durrant Architect and Engineers to provide an engineering study regarding integrity of theatre roof decking and supporting infrastructure. Durrant completed and submitted a study to GM which indicated damage had occurred to both roof decking and perlin support system.
- Based on Durrant's study, GM requested further inspection and a repair estimate from Conlon Construction and Klauer Construction. Klauer has responded with a

bid of \$35,390 with a copy to Marie Ware. Klauer's bid included interior plaster repair to south wall of theatre. Conlon has yet to prepare an estimate.

- Records do not exist to determine when the theater's exterior steel fire escape stairs were last inspected and repaired. Therefore, GM also requested a bid to repair and paint the theatre's exterior steel fire escape. Jackson Tuckpointing has submitted a bid of \$12,650 to repair structural steel and a bid of \$20,630 to clean and paint the fire escape.
- One of two theatre air-conditioning compressor units failed during August. The unit has been replaced (under warranty) and Five Flags operating budget was charged approximately \$2K for labor.

Marketing, Promotions, and Events Interests:

- Currently working on show detail for Michael Feldman's Whad'Ya Know, TNA, The Three Magicians, Mannheim Steamroller, Outlaws Roller Derby and Richard Marx.
- Mannheim is currently considering a second show.
- Five Flags has been working with Dubuque Main Street and other non profits to create a "rain site plan" for outdoor festivals to be moved to Five Flags arena. This was implemented for *Oktoberfest*, a Camp Albright Acres fundraiser, on September 18. It went very well, the event had good attendance with the last minute location change. As the host venue, after this first run we will be able to make the next "rain site" event run even better. Commissioner Bakke recommends working with The Arboretum as a rain site for their Music in the Arboretum events.

September "primary" Events:

- Five Flags implemented its' first "rain site" plan by hosting Oktoberfest on Saturday, September 18.
- Fly-By-Night "Three Days of Rain" – September 10, 11, 12, 17, 18, 19
- City Management Team Meeting – September 14
- DSO Auditions – September 12
- DSO Rehearsal Days – September 28, 29, 30, October 1

October "primary" Events:

- DSO – October 2, 3
- IBM Interviews – October 4-8
- Outlaw Roller Derby Set-up and Practice – October 8, 9
- City Management Team – October 12
- Michael Feldman Whad'Ya Know – October 16
- TNA Wrestling – October 16
- DSO Art's Trek – October 22
- Richard Marx – October 22
- The 3 Magicians – October 30

HR :

- JR Richardson was released to full-time employment on September 7 with no restrictions.

- GM has interviewed three candidates for the part-time F & B manager's position. New position should be filled by the end of September.

Financial, Accounting Reports:

- August financials reflected utility expenses incurred for making ice for Saints tryout camp. The effect on utilities was \$10K over budgeted. Salaries & Wages were down \$8k due to the vacated F & B position and elimination of house crew labor originally scheduled for summer maintenance (which was performed instead by full-time Operations staff.) August financials still reflected the monthly operation was \$2K under budget.
- Commissioner Fuller suggested Five Flags get meeting room rental pricing from Grand River Center to establish similar prices.

Box Office "On-Sales":

- Dubuque Symphony Orchestra
- Mannheim Steamroller
- TNA Wrestling Live!
- Outlaw's Roller Derby
- Richard Marx
- The 3 Magicians
- Jim McDonough

F&B Department:

- City of Dubuque's Department of Public Health conducted the annual inspection of facilities concession stands on Thursday, September 23. The F & B Department concessions passed inspection.

Staff Development:

- Joyce White and Alyson Tasker are attending the Dale Carnegie Leadership Course as guests of the City of Dubuque. The program, consisting of four 3 ½ hour sessions, meets every Wednesday

Adjournment of Monthly Commission Meeting:

Commissioner Bakke motioned to adjourn the meeting. Commissioner Fuller seconded. All Approved.

Next meeting: in the General Manager's Office on Monday October 25, 2010 at 4:00PM. Five Flags staff will place a call "Thursday before" and a "Monday of" email to remind commissioners of the meeting.