

Present: Lou Steppello, Carl Annese, Vin Karl, Jim Brock, Luann Horton-Murad, Mike Potrzeba, Paul Romano, Pat Donovan

Meeting comes to order at **4:01 pm**

- **Minutes**
 - **Lou motions to accept last meeting's minutes**
 - **Paul seconds, all except Jim in favor**
- **Financials**
 - See sheets in folders
 - Discussion regarding consolidating accounts
- **Operations**
 - Made it through All-Star weekend
 - Next event: Utica On Tap
 - Request for a calendar of events at monthly meetings
 - Discussion regarding the state championships next year
 - Build-A-Bike moved to June
 - Discussion on lack of community support from the city
 - Woman claiming that you don't have to pay for handicapped parking in this county
 - Issue with people parked on Whitesboro street after the games waiting to pick up
 - Timing of lights in front of the Auditorium needs to change post-game
 - Woman who was hit with the broken pane of glass during the Comets game is fine
- **Façade**
 - \$780,000 to finish the façade work on the building
 - Gaetano is telling us we cannot put it out to bid because we have the contract signed with Bette Cring (it would be a change order instead)
- **Disability Rights New York**
 - RCIL went through and didn't get a letter back
 - Told Carl that everything looks good
 - ADA Attorney will be here Friday for a walk-through
- **Officers**
 - **Jim motions to keep Carl our chair**
 - **Vin seconds, all in favor**
 - **Pat motions to keep Jim the Vice chair**
 - **Jim seconds, all in favor**
 - **Carl motions to keep Pat Treasurer**
 - **Jim seconds, all in favor**
 - **Jim motions to keep Joanne Secretary**
 - **Vin seconds, all in favor**
- **Old Business**
 - Insurance was approved

- Working on the inventory list
- Discussion on Utica Sports HOF
- Discussion on fixing Auditorium lettering
- **New Business**
 - Issues with Audio
- **Executive Session**
 - **Jim makes a motion to go into executive session at 5:26 pm**
 - **Pat seconds, all favor**
 - **Jim makes a motion to come out of executive session at 6:01 pm**
 - **Paul seconds, all in favor**
- **Paul makes a motion to approve a proposal from Elan Planning to prepare a Master Plan graphic for Utica Memorial Auditorium campus for \$3,200**
 - **Jim seconds, all in favor**

Meeting comes to a close at **6:04 pm**

UMVAA

Thursday, March 12, 2015

Present: Carl Annese, Luann Horton-Murad, Michael Potrzeba, Harold Stalker, Vin Karl, Frank DuRoss, Pat Donovan,

Meeting comes to order at **4:07 pm**

- Asbestos Removal
 - Need to remove it under the press boxes and in the pipe tunnel under the stage
 - \$34,600 for the press box
 - \$32,200 for the tunnel
 - **Pat motions to approve the bid from TBC for asbestos removal**
 - **Vin seconds, all in favor**
- Eminent Domain
 - **Vin motions to approve the resolution for eminent domain**
 - **Pat seconds, all in favor**
- Events
 - Utica on Tap
 - Went very well, had 1,700 attendees
 - Looking to change it to two days next year
 - NY State Hockey Finals this coming weekend
 - Sunday games are televised
 - Submitted a proposal for a big concert in September
- Old Business
 - Hiring someone to monitor the parking situation
 - **Pat makes the motion to approve the contract with HJ Brandeles for the dehumidification system for \$446,815.00**
 - **Vin seconds, all in favor**

- New Business
 - New trash cans for the whole upper concourse
- **Pat motions to go into executive session at 4:38 pm**
 - **Vin seconds, all in favor**

UMVAA

Tuesday, April 14, 2015

Present: Carl Annese, Luann Horton-Murad, Michael Potrzeba, Harold Stalker, Pat Donovan, Jo Gerace, Paul Romano

Meeting comes to order at **6:00 pm**

- **Jim makes a motion to go into executive session at 6:02 pm**
 - **Jo seconds, all in favor**
- **Jim makes a motion to go out of executive session at 6:20 pm**
 - **Jo seconds, all in favor**
- **Jim makes a motion to approve by resolution to contract with SCI Architects for \$20,000.00 for a new Aud Master plan**
 - **Jo seconds, all in favor**
- **Motion made by Pat to approve by resolution a change order on the façade project with Bette Cring for \$727,600.00 to install the wind columns.**
 - **Jim seconds, all in favor**
- **Jim makes a motion to adjourn the meeting**
 - **Jo seconds, all in favor**

UMVAA

Tuesday, April 14, 2015

Present: Carl Annese, Luann Horton-Murad, Michael Potrzeba, Harold Stalker, Vin Karl, Paul Romano, Jo Gerace

Meeting comes to order at **4:03 pm**

- Minutes
 - **Jo motions to approve the minutes from last month's meeting**
 - **Harold seconds, all in favor**
- **Paul motions to pay Thorton Tomasetti \$9,000 fee for structural report**
 - **Vin seconds, all in favor**
- Dehumidifier
 - Going to fire it up on Thursday

Meeting Comes to a close at **5:20 pm**

UMVAA

Friday, June 26, 2015

Present: Carl Annese, Luann Horton-Murad, Michael Potrzeba, Harold Stalker, Vin Karl, Jo Gerace, Jim Brock, Dave Fontaine, Pat Donovan

Meeting comes to order at **12:33 pm**

- Minutes
 - Will review at the next meeting
- Financial
 - Mike handed out the 2014 independent audit
- Audit
 - Selected for an internal controls audit by the NYS Controllers Office
- UC
 - Might need room for additional space for the UC Women's JV Program
 - Would be available for game day and practice, but not for permanent storage
- Ticketing
 - Contract with Ticketmaster expires in October – The Authority will not be renewing its content
 - MVG will start with Paciolan/Spectra when the season starts (October 2015)
 - **Jim makes a motion to allow UC to use both of our video boards and our halo for their use (they pay for expenses) and to put up temporary signs during gamedays on a case-by-case basis**
 - **Jo seconds, everyone in favor except Vin**
 - **Pat makes a motion to rescind the previous motion**
 - **Jim seconds, all in favor**
 - **Jim reintroduces the previous motion**
 - **Pat seconds, open for discussion**
 - Everyone agrees to review the contract language during an executive session
 - There continues to be an issue with the Cap fee not applying to UC tickets because we aren't getting bodies through the turnstiles
- Disability NY
 - Discussion regarding adding handicapped seating somewhere in the building, in compliance with new standards
- New Business
 - Horton Room Windows
 - Quote so the windows open
 - Looking into a quote for a ductless AC system
- Executive Session
 - **Pat makes a motion to go into executive session at 1:38 pm**
 - **Jo seconds, all in favor**
 - **Pat makes a motion to come out of executive session at 2:03 pm**
 - **Jo seconds, all in favor**

- **Jim makes a motion to not go forward with any offer until such time as we have a chance to review their environmental study and/or our own environmental study on Tartan**
 - **Pat seconds, all in favor**

Meeting comes to a close at **2:20 pm**

UMVAA

Wednesday, July 15, 2015

Present: Jim Brock, Carl Annese, Michael Potrzeba, Dave Fontaine, Jo Gerace, Paul Romano, Harold Stalker, Vin Karl, Pat Donovan

Meeting comes to order at **4:05 pm**

- **June 26 2015 minutes**
 - Makes an amendment to motion to allow UC to use both of our video boards and halo for their use (they pay for expenses) and to put up temporary signage during game days on a case by case basis
 - Tabled
- Mike discusses PARIS filings
- Procurement Policy
 - Will review procurement policy with Kevin Martin and discuss next meeting
- CAP Fund
 - Garden printed check for remaining balance of CAP fund
 - During audit Money Market was brought up and questioned its existence
 - Pat thinks it should be folded and go to CAP fund
 - Cost AUD money to have the account
 - **Pat motions to move the money market account to special events**
 - **Jim seconds**
 - **All in favor**
- AUD Operational Receivable
 - Carl states that painting should be done to specific parts of air ducts that absolutely need attention
 - Approve Almy Painting for immediate attention areas that need painting
 - AUD will purchase the paint from Utica Paint
 - Jim motions for approval up to \$35,000 for painting that AUD and managing company feels fit.
 - Paul seconds, all in favor for up to \$35,000 for Almy
- M & E Engineers
 - \$1390.27 bill for travel expenses to the AUD
- HJ Brandeles
 - Invoice for fire hoses connectors
 - Invoice will go through capital

- Horton Room AC unit quote from New Hartford Climate Control for Horton room for \$9750
 - Pat makes motion to approve purchase two windows to slide open for Horton Room
 - Harold seconds, Jim opposes, windows purchase approve from previous meeting quote
- UC
 - Ticketing VP will calling Garden Entertainment regarding ticketing
 - A limit to sponsors for UC season tickets is proposed who purchase sponsorships
 - Dave says to limit will call tickets during UC
 - Up to 580 on average tickets left for comp
 - Jim recommends vouchers for tickets for sponsors
 - Dave recommends 100 max comps each game
 - Paciolan has ability to see who uses their tickets with corresponding UC data on season tickets
 - Discussion of opening of Kilfoil and Horton Room for games
 - Season ticket holder entrance open for UC STH
 - Any and all temporary signage for UC will need approval by Garden on behalf of the AUD
 - Dave wants thoughts on advertising
 - Anything additional beyond contract should be up to management company
 - Jim says they will not leave the way advertising it is unless ticketing methods are changed.
- Façade
 - More asbestos was found across entire building under flashings.
 - Stopped ripping of flashings when asbestos was found
 - Not known if asbestos will hold up construction
- Disability of NY
 - Will do another walk through of building August 5 1:30
 - Pat asked if Anthony should be in during walk through
 - Carl agrees
- Old Business
 - Plaque
 - See if plaque is delivered
- New Business
 - Dishwasher
 - ~\$6500 for equipment
 - Pat asks if AUD should be obligated for to purchase
 - Previous dishwasher is not viable to use
 - Vin says if it enhances revenue for concession then should be ORB
 - Pat asks to defer decision next meeting
 - Floor Cleaner
 - Ride on floor cleaner
 - ~\$12,000 for equipment

- **Paul motions for approval**
 - **Vin seconds, all in favor of purchase**
 - Grease Trap
 - No quote as of yet
 - Grease trap is needed
 - Asking for quotes
- **Paul motions for executive session at 5:34**
 - Jo seconds, all in favor
- **Carl motions to close meeting**
 - Karl seconds, all in favor

Meeting comes to a closes at **6:15 pm**

UMVAA

Thursday, July 30, 2015

Present: Rob Esche, Michael Potrzeba, Carl Annese, Jim Brock, Everett Stalker, Vin Karl

Meeting comes to order at **5:00 pm**

- **Jim makes a motion to go into executive session at 5:00 pm**
 - **Vin seconds, all in favor**
- **Jim makes a motion to come out of executive session**
 - **Everett seconds, all in favor**
- **Jim makes a motion that the AUD ceases eminent domain on Tartan as well as cease negotiations on purchase of that building**
 - **Vin seconds, all in favor**
- Discussion regarding CFA application
- **Jim makes a motion to retain Park Strategies for the foreseeable future (TBD at future meeting)**
 - **Vin seconds, all in favor**

Meeting comes to a close at **5:30 pm**

UMVMAA

Tuesday, September 8, 2015

Present: Rob Esche, Michael Potrzeba, Carl Annese, Jim Brock, Everett Stalker, Vin Karl, Paul Romano, Pat Donovan, Cecelie Pikus

Meeting comes to order at **4:00 pm**

Michael Potrzeba presented all Authority members with the budget for this year. He showed that we have a \$25,000 payment due for the bond on 9/15. He also presented

three quotes for the dishwashers and a new template for authority signatures on bills to be paid.

Grease trap was purchased for under \$1,000.

CFA was submitted in July.

No news to report from Utica College – they are pleased with how the partnership is proceeding. Authority wants to ensure that will call tickets are kept under 200 for UC games. Discussion should be had on opening our season ticket holder doors for UC games and if the Horton Room/Irish Pub can be opened for season ticket holders. The Authority discussed what would need to be paid for if UC utilized both the Horton Room and Irish Pub.

AUDFest takes place Saturday, and the Expo takes place next Wednesday. The circus arrives over the weekend of the 19th, and ice goes in the following Monday. There are offer sheets out for a couple of concerts at the moment. Disability NY called to inquire about the handicapped area for AUDFest.

C&S e-mailed and are looking for more money for Alesia & Crewell. Rob is going to pass the letter along and talk to Gaetano.

Façade is moving along well, and everything will be done by opening night. It has been great working with Gaetano. Jim Brock discusses having a reveal/press conference when the first part of the final façade goes up. Pat mentioned that the end might be better to see the final product, but the Authority unanimously decided to do one when the first piece goes up to control the media. Carl Annese also mentioned doing something for Veteran's Day once someone buys the building. From now on, for everything that's purchased, Mike should staple all quotes together.

The Authority needs to find out if the handicapped seats have arms that pull up (for Disability NY) and if the alarms in the handicapped bathrooms are strobes. They also need to show them pictures of the bathrooms with handicapped and the baby changing room. Luann ordered the hearing aid sets the building is supposed to supply. There needs to be signage on the box office and a message on the website that there are hearing aids available. Anyone who works in the box office must be willing to come outside to assist someone in a wheelchair. **The suite bathroom did not need ADA compliance, nor did the bar in Zetlin's Lounge.**

The Authority is going to be written up on a few different elements. Everyone misunderstood the procurement policy. The Auditor wants us to create a new procurement policy that will rectify some of the issues we had with the old one, which will begin with Mike and then circulate through the rest of the Authority. There will be a one-page ad in Albany that addresses the findings from this audit. Usmail Electric and snowplowing might cause issues. The Authority will take advantage of them coming here

and hearing their issues during a meeting. It will be about two months before this comes out.

The Authority began a discussion on revisiting the insurance we chose. There was a 14,000 difference between insurance options when the Authority obtained quotes last year. Coverage expires on 12/31. The Authority would like to invite Gary to the next meeting to hear him out.

Mike presented the Authority with the construction draft budget. He added the loan back in to the top income now that Tartan is off. The Authority reviewed other changes to the budget.

Jim Brock makes a motion to approve \$3,600 for a change order for securing the cable bolts with Bette Cring. Pat Donovan seconds and all are in favor.

Paul discusses where to put the Italian plaque (250-300 lbs), and the best idea might be in the Labatt Blue ticket entrance on the marble on either side. Someone is going to reach out to Bette Cring on how to hang it properly.

Carl makes a motion to adjourn at 7:00 pm.

The following payments were authorized at this meeting:

ME Engineers	\$1,390.37
Bette & Cring	\$367,379.45
C&S Companies	\$3,288.75
Almy Interior Painting	\$12,500.00
HNY Environmental	\$600.00
Charles A. Gaetano Construction	\$28,520.00

UMVMAA

Wednesday, October 7, 2015

Present: Rob Esche, Michael Potrzeba, Carl Annese, Jim Brock, Harold Stalker, Vin Karl, Paul Romano, Pat Donovan, Cecelie Pikus, Bob Dicks, Joanne Gerace, Kevin Martin, Luann Horton-Murad

Meeting comes to order at **4:03 pm**

Pat makes a motion to accept the meeting minutes from 6/26, 7/15, 7/30, and 9/8. Vin seconds, all in favor.

The authority holds a discussion regarding current insurance vs. new insurance options and what was missing from the previous insurance. With all of the new additions, the building is highly underinsured. The AUD's current insurance does not cover specific performers. Moving forward, the authority needs to put out an RFP to obtain quotes in the appropriate manner. Need to set a deadline ASAP (December 10) for obtaining quotes.

The chiller and switchgear both have to be replaced (at the same time), and we are not able to do work on them. The authority has received a proposal from Peterson Engineering to design a new chiller and switchgear system. These replacements would take care of all mechanical needs for years to come. The process still has to go out to bid, but is of the highest priority because National Grid will not turn the power back on if the switchgear shuts down. Paul makes a motion to approve the full contract from Peterson Engineering dated 10/7/2015 for the not to exceed amount of \$106,100. Vin seconds, all in favor.

After the 3-month stay of the Auditor, he said that we have to fix our procurement policy and the meeting minutes (format and accuracy). He suggested buying a binder and keeping hard copies of all of the minutes. It would also be helpful to have an AUD Authority filing cabinet. The authority is also supposed to have a document to record verbal quotes. The Authority should also see all bank deposits and records of canceled checks. Kevin Martin passed around a revised copy of the Procurement Policy, as per the requests of the Auditor. Paul suggests to remove Section 7, as it is repetitive.

Pat makes a motion to approve the revised Procurement Policy dated 10/7/2015 with the proposed changes in the document (paragraph 9 and the removal of section 7). Joanne seconds, all in favor.

Joanne motioned to go into executive session at 5:23 pm. Harold seconds, all in favor. Pat motioned to come out of executive session at 5:38 pm. Joanne seconds, all in favor.

Tentative goal to have the inventory list done by year-end – even if it's a start of what we have.

Construction has pushed the façade date back a bit, but they're still making good progress.

Vouchers were presented and approved.

Pat makes a motion to adjourn at 6:02 pm.

UMVMAA

Wednesday, November 11, 2015

Present: Michael Potrzeba, Carl Annese, Jim Brock, Harold Stalker, Vin Karl, Paul Romano, Pat Donovan, Cecelie Pikus, Joanne Gerace, Dave Fontaine, Luann Horton-Murad

Meeting comes to order at **4:03 pm**

Vin makes a motion to approve the minutes from 10-7-15. Pat seconds, all in favor.

Dave thinks everything is going well with UC so far this season. Discussion reminding everyone that UC must cap their comped tickets at 200. Luann asks that, if UC men are going on a weekend road trip, they will park in the back of the VIP lot across from the Labatt entrance.

In terms of construction, Gaetano went over their limit of \$200,000 by about \$6,115. Pat makes a motion to amend the original contract with Gaetano from \$200,000 to \$206,116. Jim seconds, all in favor. Mike runs through some vouchers and will e-mail everyone the proposed budget for next year at some point next week.

Carl and Rob met with Peterson Engineering a couple of weeks ago, and they are reevaluating the switchgear situation. They also took some more readings today. Paul makes a motion to approve the Severud Associates Proposal from 10/19/15 for \$35,000 and reimbursable expenses not to exceed \$3,500. Jim seconds, all in favor.

December 10th is the date set to have all insurance quotes in. The authority must also nominate their officers for next year. Jim re-nominates Carl as the chair of the authority. Harold nominates Jim Brock for vice chair. Vin nominates himself for vice chair. Pat nominates himself for Treasurer. Joanne nominates herself for Secretary.

Jim makes a motion that, effective Saturday night, the building becomes smoke free outside of the perimeter of the building, and for no re-entry after events; he also motions to ban all e-cigarettes from inside and outside the exterior of the building. Harold seconds, all in favor. Jim discusses the problems of having people take smoke breaks outside, and wants to send out a press release by Friday. There will be specific exceptions to the no re-entry that will be at the usher's discretion. Signs for the pillars and doors should be ordered, announcements should be made at the UC game, and ushers must be notified. The authority also held a discussion regarding fixing the new parking lot procedures (adding gates, etc) and cars parked on the side of the road near the Labatt Entrance.

Carl makes a motion to move into executive session at 5:22 pm.