



# City of Racine

City Hall  
730 Washington Ave.  
Racine, WI 53403  
www.cityofracine.org

## Meeting Minutes - Final

### Civic Centre Commission

*Alderman Jeff Coe*  
*Gary Anderson*  
*James DeMatthew*  
*Anna LeGath*  
*Frank Jarosz*  
*Yumi Skow*  
*Dave Blank*  
*Eric Hillery*

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Wednesday, September 6, 2017

6:30 PM

Festival Hall-Green Room

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#### Call To Order

**PRESENT:** 5 - James DeMatthew, Gary Anderson, Anna LeGath, Eric Hillery and Jeff Coe  
**EXCUSED:** 3 - Frank Jarosz, Yumi Skow and Dave Blank

#### Approval of Minutes for the July 19, 2017 Meeting

to Approve the Minutes

#### New Business

[876-17](#)

Subject: (Direct Referral) VenuWorks Management Agreement Extension (Res. 0327-17)

Recommendation of the Civic Centre Commission on 9/6/17: That the Common Council adopt Addendum #3 to the Management Agreement with VENUWORKS extending the current agreement for the ongoing management and operations of Festival Hall, Festival Park and Memorial Hall for a period of 18-months, through June 30, 2019, including therewith the extra services for support of the proposed event center.

Fiscal Note: The Contract extension proposed would continue the same terms for compensation to VENUWORKS. The current terms of the Management Agreement with VENUWORKS requires the City to pay VENUWORKS a yearly "base management fee" of \$70,000, adjusted upward each January 1st following 2013, by the annual change in the Consumer Price Index. In addition, VENUWORKS can (and has) achieve(d) additional yearly "variable fees" which are performance-based and equal to no greater than 50% of the subsidy savings they can achieve year-over-year. The City has budgeted for these fees in advance. To the extent VENUWOPRKS continues to achieve year-over-year subsidy savings, the city will see its budget for the

Civic Centre continue to decline. The additional support services associated with acquiring Naming Rights for the event center and assisting with the final term-sheet for the USHL Franchisee anchor-tenant, will be done without additional charge other than any actual out-of-pocket expenses incurred by VENUWORKS; as well as should the City not continue to contract with VENUWORKS following the 18-month extension, we would then be obligated to pay a lump-sum total of \$25,000. This is in comparison to proposals from other similar, national venue consultants/naming rights firms who quoted non-refundable retainers of \$35,000, whether successful or not, and commissions up to 22 ½% if successful.

*City Administrator James Palenick presented to the Racine Civic Centre Commission, the VenuWorks Management Agreement. The City is recommending an eighteen month contract extension - good through June 30, 2019.*

*After discussion with the Civic Centre Commission members and several votes of support, the following was recommended:*

*Recommendation of the Civic Centre Commission on 9/6/17: That the Common Council adopt Addendum #3 to the Management Agreement with VENUWORKS extending the current agreement for the ongoing management and operations of Festival Hall, Festival Park and Memorial Hall for a period of 18-months, through June 30, 2019, including therewith the extra services for support of the proposed event center.*

**Referred**

[870-17](#)

Subject: (Direct Referral) Financial Report for June 2017

*Executive Director Amanda Gain presented June 2017 financial reports. The Civic Centre came in under budget by \$6,800 for the month of June and the yearly reforecast estimates coming in under budget by \$37,700.*

**Received and Filed**

[871-17](#)

Subject: (Direct Referral) Attendance Report - June 2017

*Amanda Gain presented June 2017 attendance. June attendance was 3,130 - with 12 events, 13 event days, and 18 usage days.*

**Received and Filed**

[872-17](#)

Subject: (Direct Referral) CIP Projects - Update on Current Projects & Upcoming Projects

*Amanda Gain presented the 2017 CIP projects, which include Festival Hall bathroom renovation beginning towards the end of the year, Festival Hall Lighting System Upgrades, and Festival Hall carpet replacement. Other items in the works are the Festival Hall upper window treatments and a digital marquee to replace the Civic Centre ramp marquee that is beyond repair.*

**Received and Filed**

[873-17](#)

Subject: (Direct Referral) Event Report  
a) July & August

**b) Upcoming**

*Amanda Gain presented the event report for July and August, as well as upcoming events. July hosted the Ironman 70.3 triathlon and Italian Fest. Along with a United Way celebration and numerous weddings. August hosted many private events including weddings and the Racine Symphony Orchestra Concert.*

*Upcoming events include the Antique and Classic Boat Show, Ladies Night Out, Leeward Business Advisors, a Fall Craft Show, Aurora's Infinity Ball, a Crimestoppers Concert entitled Simply Elton, and the Policeman's Ball. Also upcoming are weekends full of other private events, including weddings through October.*

**Received and Filed**

[875-17](#)

**Subject: (Direct Referral) Update on Bandshell, Park, and Event Center Projects**

*Bandshell updates included the issues with the electrical still needing to be completed. This was being worked on at a city level. Rotary and the Civic Centre are working on ideas for park signage to pay tribute to Paul P Harris. No new updates on event center.*

**Received and Filed**

[714-17](#)

**Subject: (Direct Referral) 2016 VenuWorks Year End Review**

*The VenuWorks Year End Review form was discussed. Chairman Eric Hillery requested members get their review forms completed and into him within a week.*

**Deferred**

[377-17](#)

**Subject: (Direct Referral) Discussion on Commission expectations**

*Nothing further was discussed on this as commission members shared their opinions with City Administrator James Palenick and a meeting will be scheduled in the near future.*

**Deferred**

**Next Meeting Date**

*Next meeting date, Wednesday, November 22nd at 6:30pm*

**Adjournment**

**If you are disabled and have accessibility needs or need information interpreted for you, please contact 262-636-9229 at least 48 hours prior to this meeting.**