



Vermilion County Metropolitan Exposition  
Auditorium and Office Building Authority  
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**VERMILION COUNTY METROPOLITAN EXPOSITION  
AUDITORIUM AND OFFICE BUILDING AUTHORITY**

**BOARD OF DIRECTORS MEETING**

Wednesday, April 28, 2021  
5:30 p.m.  
Room 127 – David S. Palmer Arena

**Anyone who would like to address the Board is welcome to do so**

**AGENDA**

		Page	Presenter	Time Limit
I.	CALL TO ORDER		John Spezia	3 min
II.	PLEDGE OF ALLEGIANCE			
III.	ROLL CALL			
IV.	APPROVAL OF MINUTES (03.24.21, 03.29.21, 3.31.21)	2-8	All	3 min
V.	PUBLIC COMMENTS			5 min
VI.	HEGELER SIGNAGE PRESENTATION		Tonya Hill	10 min
VII.	COMMITTEE REPORTS			20 min
	o Events Committee – Minutes 4.14.21	9-10		
	o Building & Grounds – Report of 4.26.21		Maruti Seth	
	o Finance Committee – Report of 4.26.21		Dean Shore	
	- Festival of Trees Event			
VIII.	OLD BUSINESS			10 min
	o ERTC Proposal		Dean Shore	
	o Tree Removal Vendor Selection	11-13	Joe Dunagan	
	o Board Retreat			
IX.	NEW BUSINESS			20 min
	o Human Resource Report		Janet Payne	
	o Confidentiality Statement	14	Andrew Mudd	
	o Conflict of Interest Policy	15-18	Andrew Mudd	
	o Email System			
X.	OTHER BUSINESS			
	o Human Resource Ad Hoc Committee Executive Session		Scott Dowers/ Catlin Crozier	30 min
XI.	NEXT MEETING: May 26, 2021 - 5:30 p.m.		John Spezia	
XII.	ADJOURNMENT		All	

**Vermilion County Metropolitan Exposition Auditorium  
And Office Building Authority**

Minutes of the Board of Directors

March 24, 2021 – 5:30 p.m.

- Present:** John Spezia, Chairperson; Tara Auter, Scott Dowers, Bob Iverson, Ken Salomon, Maruti Seth, and Dean Shore.
- Absent:** Bill Black, Catlin Crozier, Carley Fredericks and O. J. Harrison.
- Attending:** Joe Dunagan, Andrew Mudd, Janet Payne, Don Wright, and Teri Gaffney.
- Guests:** Reese McCoy.
- Call to Order:** John Spezia called the meeting to order at 5:30 p.m.
- Pledge:** The Pledge of Allegiance was recited by the members. It was suggested that we invite a school group to a future meeting to lead the Pledge of Allegiance.
- Roll Call:** The roll call was taken. A quorum was present.

**Approval of Minutes:** The Minutes of the meeting of the meeting of the Board of Directors of February 24, 2021 were reviewed. ***It was moved by Dean Shore, seconded by Tara Auter, and carried to approve the Minutes of the meeting of the Board of Directors of February 24, 2021, as presented.***

**Public Comments:** None received. Reese McCoy was introduced to the Board of Directors. Ms. McCoy administers our Facebook page and will be creating the webpage.

**COMMITTEE REPORTS:**

**Building & Grounds Committee** – The minutes of the Committee meetings of February 22, 2021 and March 17, 2021, were reviewed. It was reported that the storage building is progressing slowly. An estimate has been received from the contractor for the removal of the trees and a utility pole. It was noted that once the construction had been started that the City stopped the project. The Mayor has agreed that the project could proceed if we removed the trees and the utility pole. It was the consensus of the members that additional bids for the project be received. Mr. Shore will confirm with Mr. Saikley that monies from the Hegeler Bequest could be used for this project.

Three bids for the Security Access for the building were reviewed. The Board asked for clarification regarding the software on the bid from one of the companies. More information will be obtained prior to a final approval of a bid.

**Finance Committee** – The minutes of the Committee meetings of February 22, 2021 and March 17, 2021, were reviewed. Mr. Shore reported that we are awaiting a final statement from Total Mechanical. The Arena recently received its monthly monies from the City in the amount of \$19,040.79. Mr. Shore suggested that the Committee consider paying into the Unemployment system as well as evaluation of its retirement plan for employees.

It was noted that no action will be taken on the signage for the Arena until the Board has a presentation next month from Ms. Hill of the Julius W. Hegeler II Foundation. It was the consensus of the members present that a Watchfire sign is desired at the corner area as well as improved signage at the skating rink entrance.

**Human Resource Ad Hoc Committee** – Mr. Dowers reported that the Ad Hoc Committee was formed a few months ago. Janet Payne, the new Human Resource Manager, was introduced to the Board. Ms. Payne highlighted her experience for the Board's information. She has been assessing employee records, policies, and procedures. She has met with all full-time and regularly scheduled part-time employees. Her goal is to create an environment that the employees will perform at the highest level. Ms. Payne will be invited to attend the monthly Board meetings to provide a report.

Mr. Dowers also stated that he has asked Ms. Payne, Ms. Gaffney and Mr. Dunagan to work on developing a Board Retreat for the near future.

**Audit Ad Hoc Committee** – Mr. Seth reported that no update has been received.

**Hockey Ad Hoc Committee** - Mr. Seth reported that the agreement with the Vermilion County Bobcats has been finalized and was executed last week.

**NEW BUSINESS:** None reported.

#### **OTHER BUSINESS –**

**General Manager's Report** – Mr. Dunagan reported that Greg Tissier has reported that the Arena was not successful in its request to obtain the ERC credit. However, Mr. Tissier believes that we are still entitled to the credit and has offered to refund us the \$7,500 and complete an appeal and, if successful, to pay him a percentage of the proceeds received. The Board extensively discussed the options. Mr. Shore will schedule a phone conference with Mr. Tissier to discuss the proposals and the Board will meet again to act upon the proposal.

It was reported that during the recent rains that there were some major roof leaks. The Facilities staff cleaned the gutters and drains and are working to resolve the issues. There is also a leak in the locker room that is possibly linked to some of the drillings that had been done. Mr. Wright is working to resolve this.

The timeclock system is being evaluated. It will be moved to another area for the employees.

Mr. Dunagan asked if it may be appropriate to have an official position statement prepared by lawyer regarding COVID and how we manage events going forward. We are presently at 50% capacity or 50 persons, whichever is less. It was noted that the Governor will announce updates on the situation on April 3<sup>rd</sup> so we may re-evaluate after that time.

Mr. Dunagan reported that he had met with organizers of *Festival of Trees* and it was a very positive meeting with a good exchange of information. Work will continue to come to an agreement.

With regards to a Board Retreat, Mr. Dunagan asked the members for availability for a Saturday retreat.

The members were reminded that there will be a press conference via Zoom on Wednesday regarding the Illiana Hall of Fame.

**NEXT MEETING** – The next meeting of the Board of Directors will be at 5:30 p.m. on Wednesday, April 28, 2021.

**ADJOURNMENT** – There being no further business, the meeting was adjourned at 7:17 p.m.

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John Spezia, Chairperson



**Vermilion County Metropolitan Exposition Auditorium  
And Office Building Authority**

Minutes of the Board of Directors

March 29, 2021 – 5:00 p.m.

**Present:** John Spezia, Chairperson; Tara Auter, Catlin Crozier, Carley Fredericks, Bob Iverson, Ken Salomon, Maruti Seth, and Dean Shore.

**Absent:** Bill Black, Scott Dowers and O. J. Harrison.

**Attending:** Joe Dunagan, Andrew Mudd and Teri Gaffney.

**Guests:** Kathy (last name unknown).

**Call to Order:** John Spezia called the meeting to order at 5:30 p.m.

**Roll Call:** The roll call was taken. A quorum was present.

**Public Comment:** None received.

**BUSINESS:**

***Review of ERTC Decision*** – Dean Shore reported that he had spoken with Greg Tissier regarding the possible options. It was reported that there are three options:

- 1) Continue with the original agreement (Mr. Tissier drafts the rebuttal letter as part of the original payment of \$7,500);
  - a. If ERTC is approved, the Arena may receive an estimated \$271,367.
  - b. If ERTC is rejected, the Arena has previously paid Mr. Tissier \$7,500.
- 2) Accept contingency plan A (Mr. Tissier writes rebuttal letter for amount previously paid in original agreement);
  - a. If ERTC is approved, the Arena may receive an estimated \$221,613, Mr. Tissier is paid an estimated \$49,754, and the Arena is reimbursed \$4,000 from Phase 1 & 2 payments to Mr. Tissier for original agreement.
  - b. If ERTC is rejected, the Arena is reimbursed \$4,000 from Phase 1 & 2 payments to Mr. Tissier and the Arena loses \$3,500 from Phase 3 payments to Mr. Tissier from original agreement.
- 3) Accept Contingency Plan B (Mr. Tissier writes rebuttal letter for the amount agreed in original contract);
  - a. If ERTC approved, the Arena receives an estimated \$196,121, Mr. Tissier is paid an estimated \$75,246, and Mr. Tissier will reimburse the Arena the original payments of \$7,500.
  - b. If ERTC rejected, Arena is reimbursed \$7,5000 from Phase 1, 2, and 3 from Mr. Tissier.

Mr. Shore reported that the denial from IRS was due to a question on an 'unauthorized person signed'. This will be addressed in a rebuttal letter by Mr. Tissier.

The members discussed concern with how the monies be held if we are successful in the appeal of the decision as it is understood that the IRS has the opportunity to reverse the decision and requests the monies be returned in three to five years. The Arena can hold its monies in a special account until the ruling becomes final, but it was understood that it may be difficult to require the same of a private individual. It was acknowledged that we would want to assure that Mr. Tissier receives the monies that may be due to him if he is successful in the appeal to the IRS but that the arena needs to be protected as well in case the monies need to be returned.

It was suggested that Mr. Shore talk with Mr. Tissier regarding the need for the monies to be held in an escrow account to determine his willingness to partner with the Arena on this. After discussion, it was the consensus of the members that the last option is preferred with the understanding that the agreement would need to include language that the monies would need to be held for up to five years. ***It was moved by Maruti Seth, seconded by Ken Salomon, and carried that Mr. Shore will have another discussion with Mr. Tissier regarding the need to hold the monies in an escrow account for up to five years and, if Mr. Tissier is agreeable, to finalize the agreement.***

**Appointment of QuickBooks Administrator** – In the absence of the Treasurer, Mr. Dunagan reviewed the request to appoint Stephanie Wilson as the Administrator of the QuickBooks software program. The company requires documentation of the Board's approval in order to change the Administrator. A person named 'Kathy' was on the Zoom call and stated that there was no need to change the software accounting program to QuickBooks as she believed that the other program was a better program for the Arena's needs. In the absence of the Treasurer and her ability to respond to the person's allegations, ***it was moved by Ken Salomon, seconded by Maruti Seth, and carried to defer action on the request until the Treasurer could address the comments.***

**Selection of Security Door Vendor** – Three bids for the Security Doors' project were presented;

- Botts Locksmith - \$5,251
- Johnson Controls - \$8,940
- ADT - \$17,665

The caller of the Zoom call, identified as 'Kathy', questioned Mr. Dunagan as to the quotes. She stated that she had personally spoken to Tom Wagoner who had stated to her that he had discussed the key fob system with Mr. Dunagan and that Mr. Wagoner had told Mr. Dunagan to provide him with all of the bid documents and that he could provide a better price. Mr. Dunagan stated that he had no such discussion with Mr. Wagoner as it would be inappropriate. The caller identified as 'Kathy' stated that her information from Mr. Wagner was different.

The caller identified as 'Kathy' was asked if she was a Board member and she stated that she was not. It was indicated that the time for public comment was over and that this was a Board discussion.

There had been questions in a recent committee meeting as to the 'service' fees of a vendor which have been addressed. ***It was moved by Ken Salomon, seconded by Dean Shore, and carried to accept the bid of Bott's in the amount of \$5,251 for the Security Access system as presented.***

***Selection of Tree Removal Vendor*** – The five (5) tree removal bids were reviewed:

- Miller's Tree Service - \$5,000
- Four Seasons Tree Service - \$3,400
- Atwood's Inc. - \$6,300
- Ross-Leemon - \$6,500
- Bowers Tree Experts - \$12,000

It was noted that some of the bids will include complete removal of the trees and some indicate that the tree remains will be pushed down the hill. Mr. Dunagan was asked to confirm with the City of Danville if pushing it down the hill was acceptable or if complete removal was required. ***It was moved by Dean Shore, seconded by Catlin Crozier, and carried to table action on the Tree Removal bids until information from the City of Danville was received.***

#### **OTHER BUSINESS:**

***Events Committee*** – Mr. Iverson stated that it is unknown at the present time if the Events Committee will meet in April. As Mr. Crozier has had difficulty in being physically present for the Events Committee meetings that a Zoom meeting may be an option Mr. Crozier said that Zoom meetings will be much better for him in order to attend. Teri Gaffney will send the meeting notice for a Zoom meeting.

***Hall of Fame*** – Mr. Spezia reminded the members of the press conference that will be held Wednesday morning regarding announcement of the Hall of Fame. Mike Hulvey will be the moderator.

**ADJOURNMENT** - There being no further business, the meeting was adjourned at 5:55 p.m.

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John Spezia, Chairperson

**VERMILION COUNTY METROPOLITAN EXPOSITION  
AUDITORIUM AND OFFICE BUILDING AUTHORITY  
BOARD OF DIRECTORS  
BALLOT MINUTES**

**DATE:** **March 30-31, 2021**

**PARTICIPANTS:** *Board of Directors:* Tara Auter, Scott Dowers, O. J. Harrison, Bob Iverson, Maruti Seth, Ken Salomon, Dean Shore, and John Spezia, Chairperson.

AGENDA TOPIC		DECISION/RECOMMENDATIONS
Request for Appointment	The request for the appointment of Stephanie Wilson, Treasurer of the Board of Directors, be appointed as the Primary Administrator of QuickBooks for the Vermilion County Metropolitan Exposition Auditorium and Office Building Authority was reviewed.	<b>IT WAS MOVED, SECONDED, AND CARRIED TO APPROVE THE APPOINTMENT OF</b>  <b>• STEPHANIE WILSON, TREASURER</b>  <b>AS THE PRIMARY ADMINISTRATOR OF QUICKBOOKS FOR THE VERMILION COUNTY METROPOLITAN EXPOSITION AUDITORIUM AND OFFICE BUILDING AUTHORITY AS PRESENTED.</b>

Respectfully submitted, ---

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Teri Gaffney, Recording Secretary



**Vermilion County Metropolitan Exposition Auditorium  
And Office Building Authority**

**Minutes of the Monthly Meeting of the  
Events Planning Committee**

April 14, 2021 – 5:30 p.m.

**Present:** Bob Iverson, Chairperson; Tara Auter, Scott Dowers, Ken Salomon, and John Spezia.

**Absent:** Catlin Crozier.

**Attending:** Joe Dunagan and Ross Brown.

**Guests:** Ross Brown.

Bob Iverson called the meeting to order at 5:35 p.m. A quorum was present.

**APPROVAL OF MINUTES** – It was moved by John Spezia, Seconded by Ken Salomon, and carried to approve the Minutes of the February 10, 2021 meeting of the Events Planning Committee as presented.

**PUBLIC COMMENTS:** No comments were received.

**OLD BUSINESS:**

**Capacity Allowance from State** – There have been no changes to the capacity allowance. We remain at 50% or 50 people, whichever is less. The wrestling event allowed two persons per participant.

**Wrestling Tournament** – Mr. Dunagan reported that the recent wrestling tournament went very well, and it was well organized. The hotels in the area were full and it was reported that the restaurants were very busy. For the community, it was quite positive, and it was the first major event at the arena in 14 months. The employees stated that it went much better than another organization that had been here in the past. The organizers are already talking about returning to the arena.

**Update on Ice Usage** - Mr. Dunagan reviewed the schedule for ice usage. It was reported that once the insulation was removed on Sunday night following the wrestling tournament that it was learned that the ice had melted in a couple of areas. The contractor is flying to Danville to evaluate the situation, which is believed to be a sensor issue.

**NEW BUSINESS:**

**Festival of Trees** – Joe Dunagan reported that the negotiations with the organizers of the *Festival of Trees* event are continuing.

*Events Planning Committee*  
*April 14, 2021*  
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**Comedy Night** – Information on the *Comedy Night* event was reviewed. The cost is \$550, and the group will bring everything needed for the event. The arena will have some light appetizers available and will set up a bar.

**OTHER BUSINESS:**

It was reported that Danville High School has sent a notification its graduation is being planned to be held on its football field on June 5<sup>th</sup> unless bad weather is anticipated. In the case of bad weather, sufficient notice will be provided, and the graduation would then be held in the arena on June 6<sup>th</sup>. It is unknown if a rehearsal will be planned for the event at the arena.

**NEXT MEETING:**

The next meeting of the Events Committee will be on May 12, 2021 at 5:30 p.m.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 6:00 p.m.

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Bob Iverson, Chairperson