

**CIVIC CENTER MONROE COUNTY  
BOARD OF DIRECTORS  
MEETING MINUTES  
January 12, 2017**

Place: Watts Conference Center  
Fitzhugh Street  
Rochester, New York

Board Present: Robert Burns, President; Jennifer Kusse; Anthony Feroce, Dawn Staub

Others Present: Richard Bell, Dan Peck.

**1. CALL TO ORDER**

Attendance was taken and the meeting was called to order by Mr. Burns at 11:05 a.m.

**2. PUBLICATION OF MEETING**

Notification of the meeting was published in the Rochester Business Journal on January 6, 2017.

**3. APPROVAL OF PREVIOUS MEETING MINUTES**

A motion was made by Jennifer Kusse and seconded by Dawn Staub to approve the previous minutes and special minutes. The motion passed unanimously.

**4. PUBLIC COMMENT PERIOD**

There were no comments from the public.

**5. RECESS FOR COMMITTEE MEETINGS**

The Board recessed at 11:07 a.m. for committee meetings.

**6. RECONVENE**

The full Board reconvened at 11:11 a.m.

**7. REPORT FROM MANAGEMENT**

Mr. Bell provided the Board with a summary of garage and lot revenues through November 2016. Mr. Bell also advised the Board that Monroe County has terminated its lease agreement with the owner of the lot located at the corner of Broad and Plymouth effective January 1, 2017. AS a result, the LDC would no longer be responsible for managing or maintaining that lot.

**8. AUDIT COMMITTEE REPORT**

Jennifer Kusse reported that the Committee met, approved its minutes and that Anthony Feroce provided an update on the status of the audit indicating that a draft would be complete by early March.

**9. FINANCE COMMITTEE REPORT**

Chairman Tony Feroce reported that the Committee met, approved its minutes and provided the committee with a verbal budget update indicating that garage revenues were down for November and parking lot revenues were consistent with prior years. Mr. Feroce also indicated that expenditures and administrative costs were tracking on budget.

**10. GOVERNANCE COMMITTEE REPORT**

Robert Burns reported that the Committee met, approved its minutes and had no further business.

**11. CONTRACTS**

(a) Security Services. Mr. Bell reported that an RFP had been issued for security and monitoring systems at the Civic Center Garage and that three proposals were received. A selection committee consisting of Mr. Bell, Mr. Feroce and Mr. Goldstein reviewed and graded the proposals based upon various criteria and recommended awarding the contract to AP Safety & Security. A motion was made by Jennifer Kusse and seconded by Dawn Staub to award the contract to AP Safety & Security for a period of one year commencing February 1, 2017 for the price set forth in AP's RFP response. The motion passed unanimously.

(b) Legal Counsel. A motion as made by Dawn Staub and Jennifer Kusse to award the legal service contract to Barclay Damon for a period of one year at a cost not to exceed \$20,000 per year. The motion passed unanimously.

(c) Insurance Renewal. Dan Peck from Brown & Brown presented the Board with a proposal for general liability and umbrella insurance with Travelers with a policy period of February 1, 2017 to February 1, 2018. Mr. Peck reported that the

premium for said insurance is \$25,402. A motion was made by Dawn Staub and seconded by Jennifer Kusse to purchase the insurance from Travelers as recommended. The motion passed unanimously.

**12. MEETING DATES**

Mr. Burns indicated that the next meeting of the Board would be held on March 23, 2017 at 9:00 a.m.

**13. OTHER BUSINESS**

A motion was made by Jennifer Kusse and seconded by Dawn Staub to enter into Executive Session to discuss a legal matter involving Fitzhugh Associates, LLC. The motion passed unanimously and the Board entered into executive session.

**14. RETURN FROM EXECUTIVE SESSION**

Upon returning from Executive Session it was reported that the LDC, through counsel, would negotiate with Fitzhugh Associates, LLC regarding its parking lot agreement at the Broad and Plymouth lot.

**15. ADJOURNMENT**

A motion was made by Jennifer Kusse and seconded by Dawn Staub to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 11:45 a.m.