

**AGENDA**  
**ST. CHARLES CONVENTION CENTER OVERSIGHT SUBCOMMITTEE**  
**OF THE CITY COUNCIL OF THE CITY OF SAINT CHARLES**

**May 3, 2021 – 4:00 p.m.**

**St. Charles Convention Center, Board Room, One Convention Center Plaza,  
St. Charles, Missouri 63303**

To: Subcommittee Members

Tom Wapelhorst – CSA/Chairman  
Mayor Dan Borgmeyer – SCCC/Vice Chairman  
Fred Dyer – CSA  
Bart Haberstroh – St. Charles City Council  
Vince Ratchford – St. Charles City Council  
Jerry Reese - St. Charles City Council  
John Scherr - CSA  
Joseph Smith – CSA  
Mary West – St. Charles City Council  
Paul Woody – CSA

1. Call to Order/Roll Call (Tom Wapelhorst)
2. SCCC 2020 Audit Review (Kathleen McAlpine)  
(Kerber, Eck & Braeckel will present a summary of the results of the Center's 2020 audited financials, see report attached.)  
Action: Review with Motion to approve. (Voice Vote)
3. Approve Open & Closed Minutes from the February 1 and March 1, 2021 Meetings (Tom Wapelhorst)  
Action: Motion to approve. (Voice Vote)
4. Embassy Suites Report (Tim Lewin)
  - A. Speed Bumps in Parking Lot  
(Embassy is requested permission to add speed bumps approximately 5-7 feet on either side of the cross walks in each direction plus a mirror. In both cases this is a blind corner.)  
Action: Discussion, possible motion to approve. (Voice Vote)
  - B. EV Charging Stations  
(Discussion regarding addition of EV charging stations in Embassy parking lot.)  
Action: Report and discussion.
5. Business/Tourism Summit (Steve Powell/Dan Krankeola)  
(Discussion of business/tourism summit.)  
Action: Report and discussion.
6. Convention and Visitors Bureau Report (Dan Krankeola)  
Action: Report only.

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7. Convention Center Contract Administrator Report (*Steve Powell*)  
Action: Report only.
8. CARES Act Reimbursement Update (*Larry Dobrosky*)  
Action: Report only.
9. SCCC Cash Flow Forecast (*Diane Tocco*)  
Action: Report only.
10. Spectra:
  - A. 2020-21 Capital
    - i. 2020 Capital Replacement Schedule Update & Reimbursement (*Kathleen McAlpine*)  
(Review of amounts paid since last meeting with a request for final reimbursement of \$40,296.84.)  
Action: Motion to approve. (Voice Vote)
    - ii. 2021 Capital Expenditure Purchase for Approval (*Diane Tocco/Neil Sandage*)  
Dish Machine replacement budgeted at \$115,000. Boelter Foodservice Design bid at \$79,677.76 was selected. (Per the Oversight meeting December 7, 2020, the 2021 Capital Improvement Budget was zero'd (Motion **OVC#20-48**) with the exception of this dish machine or emergency repairs.)  
Action: Motion to approve. (Voice Vote)
  - B. Buy-Down Fund Report & Bank Account Update (*Tennille Wanner*)  
Action: Report only.
  - C. American Rescue Fund Request to the County (*Robert Guinness*)  
Action: Report only.
  - D. Operations/Marketing Report (January and February report.) (*Kathleen McAlpine*)
    - i. New Convention Center Website Possibilities  
(Feedback is requested regarding a new website for the Center.)  
Action: Report only.
11. Using a portion of the Federal American Rescue Plan Funds Allocated to the City to Pay for the Convention Center Operations, Capital and Deficits to Support Tourism (*Robert Guinness*) (Closed session, if needed.)  
(Letter to Mayor Borgmeyer dated March 31, 2021 Re: Proposal to Use a Portion of the City's American Rescue Plan Act Funds for the St. Charles Convention Center and Historical Yearly-Net Comparison spreadsheet attached.)  
Action: Discussion/Motion/Resolution to recommend that the City Council adopt the proposal. (Roll Call Vote)

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12. Paying for Convention Center Operations, Capital and Deficits After Final Pay-off of Certificates of Participation (Robert Guinness) (Closed session, if needed.)  
Action: Motion to designate funding source(s). (Roll Call Vote)

Closed Session – if requested. A vote will be taken to close part of this meeting pursuant to RSMo. §610.021 for the purpose of discussing the following:

- a. Legal actions, causes of action or litigation involving a public government body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. RSMo. §610.021(1)
  - b. Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected. RSMo. §610.021(12)
  - c. Records which are protected from disclosure by law. RSMo. §610.021(14)
13. Next Meeting Date – Scheduled, June 7, 2021 at 4:00 PM – Convention Center, Board Room
14. Adjourn