



CIVIC CENTER ADVISORY BOARD MINUTES

**Wednesday, March 22, 2023
4:00 PM**

CALL TO ORDER: Pursuant to due notice and call thereof, the Civic Center Advisory Board will hold a regular meeting on Wednesday, March 22, 2023 at 4:00pm at the IRA Civic Center-Lower Level at 1401 NW 3rd Ave, Grand Rapids, Minnesota.

The meeting was called to order at 4:04pm.

ROLL CALL:

PRESENT

Council Representative Tom Sutherland
GRAHA Representative Andrew Haarklau
Star of the North Representative Shannon Wourms
At Large Jeremy Carlson
ISD 318 Mark Schroeder

City Staff: Tom Pagel, Dale Anderson

PUBLIC FORUM: (if anyone wishes to address the Board): None.

SETTING THE AGENDA: This is the time for a Board Member to request an addition or removal of an item to the agenda.

BUSINESS:

1. Introductions:
During the introductions, a motion was made by Board Member Sutherland and Second by Board Member Schroeder to nominate Board Member Carlson as the Chair and Board Member Haarklau as the Vice Chair. All in favor, motion passed.
2. Review Open Meeting Law-City Attorney Chad Sterle
City Administrator Tom Pagel briefed the Board on the Open Meeting Law in place of City Attorney Chad Sterle.
3. Purpose of Civic Center Board
The purpose of the board is to oversee operations, provide guidance and recommend changes to the City Council.
4. Review By-Laws
The board would like to skip the next meeting on April 5th and have their next meeting on Wednesday May 3rd at 5:15pm and continue with the first Wednesday of the month through October.

After reviewing the Bylaws the Board would like to change the working from the third Wednesday to the first Wednesday of the month at 5:15pm. Also, the reference to the "secretary" in the bylaws needs to be stricken.

5. Naming Rights-Sponsorship

Background information was given by the Director of Parks and Recreation, Dale Anderson regarding the Naming Rights-Sponsorship of the Civic Center. The goal for the Civic Center sponsorship is approximately \$80,000 per year and examples were given from around the area that have branding agreements for their facilities. He also mentioned that in addition to the sponsor's name, they would like to continue to use the name "IRA Civic Center".

There are a variety of spaces within the civic center that could also be sold as sponsor spaces such as the lobbies, viewing suite, locker rooms and the work out area. It was suggested that there be a steering or sub-committee that can start an RFP and draft a pamphlet for the solicitation of businesses. City Administrator Tom Pagel will assist Dale Anderson to bring back an outline to include rough estimates of the areas.

6. Review the State Financial Model

The Board will review the budget at their next meeting.

7. Other

The board reviewed photos of the trusses that will be shipped via 20 semis from Vancouver, to arrive approximately April 16 to 17th. The Board would like to review the construction schedule at their next meeting.

Once the roof is in, Director of Parks and Rec Dale Anderson named a few things that he would also like to see done. He stated that spectators still like the wood benches so they will not be replaced, rather they will be refurbished.

8. Civic Center Tour

The tour was postponed.

SET AGENDA FOR NEXT MEETING:

BUSINESS:

1. Review of Open Meeting Law
2. Review Construction Schedule
3. Review Budget
4. Review the State Financial Model

UPDATES:

1. Naming Rights-Sponsorship & Pamphlet Outline

ADJOURN:

Motion to adjourn made by Boardmember Carlson, Second by Boardmember Haarklau. All in favor, motion passed.

Meeting adjourned at 5:04pm.

ATTEST:

Respectfully submitted by Cynthia Lyman