

**State Law reference—** Recreational facilities generally, Minn. Stat. § 471.15 et seq.

### **2-241 Creation**

There is created a civic center board for the city, which shall have the membership, powers and duties as set forth in this division.

(Code 1978, § 60.01)

### **2-242 Memberships, Appointments**

The civic center board shall be composed of five members, all as appointed by the city council. Vacancies shall be filled for the unexpired portion of a departing member's term by action of the city council; and shall not be personally interested in any contracts acted upon by the civic center board. The civic center board makeup shall be as follows:

One Grand Rapids Amateur Hockey Association Board Member

One ISD 318 Representative

One Star of North Figure Skating Board Member

One Member at Large (Does not need to be a resident of the city)

One Member of the City Council

If an organization does not designate a member to the Civic Center Board, the City Council shall appoint another Member at Large. When the term ends for the extra Member at Large the unrepresented organization can assign a member.

(Code 1978, § 60.02; Ord. No. 09-01-01, 1-26-2009)

### **2-243 Term Of Appointment**

The term of each member of the civic center board shall be three years or until they no longer serve on their respective boards, whichever is shorter. Members shall serve until their successor is appointed and qualified. No member shall serve more than two successive terms or six consecutive years, whichever is longer, on the civic center board.

(Code 1978, § 60.03)

### **2-244 Meetings**

All meetings of the civic center board shall be held in conformance with Minn. Stat. § 471.705. The civic center board shall hold regular quarterly meetings, at a time and place

to be set by the board, and such special meetings as may be called from time to time by the board chairman or secretary. The civic center board shall keep and preserve accurate minutes of each meeting of the board or any of its committees. The civic center board shall adopt rules for the conduct of its meetings and the transaction of its business. A majority shall constitute a quorum for taking action. Each member shall have one vote.

(Code 1978, § 60.04)

## **2-245 Officers**

The civic center board shall elect a chairman and a secretary from among its members, and they shall have duties as implied by their titles.

(Code 1978, § 60.05)

## **2-246 Objectives, Powers And Duties**

1. The objectives of the civic center board shall be to:
  1. Oversee the orderly operation of the Civic center and related facilities so as to generate good will and a positive image for the city, while accomplishing long and short-term goals as set by the board and the city council; and
  2. Preserve and improve the physical assets of the Civic center and related facilities by encouraging sound, progressive management practices.
2. In furtherance of these objectives, the civic center board shall have such powers and duties as are set forth in this division to operate the Civic center and related facilities, which powers and duties shall consist of the following:
  1. Prior to October 1 of each year, to adopt a recommended budget for the ensuing calendar year. The budget of finances shall be balanced. Such recommended budget shall be submitted not later than November 1 to the city council for consideration. The city council shall approve the budget after making such changes as the council deems appropriate. The expenditure allowances in the budget as finally approved by the city council shall control the year's spending. The civic center board shall not expend nor incur any obligation to expend any funds whatsoever except as reflected fully in the final annual budget approved by the city council, or as specifically approved by formal action of the city council in advance of any commitment to expend particular funds, regardless of whether the funds are donations, grants, revenues or otherwise. The civic center board shall not have the power to levy taxes or borrow money, and it shall not approve any claim or incur any obligation for expenditure unless the claim or obligation has been approved in advance by the city council, including by way of line item approval of the annual budget, and there is unencumbered cash in the treasury to the credit of the civic center board with which to pay the same.
  2. At the request of the council or upon the board's own initiative, to give input to the city council regarding contracts between the city and the civic center concessionaire and regarding employment by the city of a civic center

manager and other personnel. The city council shall receive the input of the civic center board, and the city council shall, if the council deems appropriate, contract with a civic center concessionaire and civic center manager after the council and concessionaire and/or manager have reached mutual agreement on contract terms.

3. Supervise the concessionaire and manager in like manner as a city department head would be responsible to supervise his department. If the civic center board believes the concessionaire is not performing in accordance with the concessionaire contract or in the best interests of the Pokagama Civic center or the city, or if the board believes the manager is similarly not performing properly, the civic center board shall report the matter to the city administrator, and the city administrator shall determine the appropriate course of action. The city administrator may also take action without the prior recommendation of the civic center board if the city administrator deems it necessary, consulting with the city council if the administrator deems it appropriate.
4. Make contracts, including contracts for the purchase of materials, supplies, equipment and services to the Civic center and related facilities, provided any obligations for expenditures so incurred are consistent with the city council approved budget or have been otherwise approved in advance by the city council, and provided further the civic center board shall not contract with the concessionaire, manager or other civic center personnel. The board shall comply with statutory bidding requirements when making purchases.
5. Adopt rules governing the use by the public of Civic center and related facilities over which the civic center board has responsibility.
6. Consistent with the annual budget approved by the city council, recommend user fees and charges for the Civic center and related facilities and ensure the proper collection of such fees from all users and the proper deposit of the fees as provided in this division.
7. Oversee the proper ongoing security, upkeep, maintenance and improvement of Civic center and related facilities.
8. Develop and review with the city council short and long-term plans and goals for the Civic center and appropriate strategies to accomplish these goals.
9. Report to the city council on the activities of the civic center board and the Civic center with such frequency as the board deems appropriate and also upon request of the city council.
10. Request from the city administrator such clerical and support assistance from any city department or employee as the board deems necessary. The city administrator shall have discretion to direct such assistance, subject to direction and control from the city council.
11. Receive grants and donations, upon advance authorization from the city council to do so.

(Code 1978, § 60.06)

## **2-247 Civic center Fund**

For the purpose of financing the operations authorized by this division, there shall be established in the city accounts and treasury a special fund to be called the civic center fund. Into this fund shall be placed all revenues and from it shall be paid claims for all expenditures. All receipts belonging to the civic center board shall be deposited intact in a bank account to the credit of the fund, and no disbursement shall be made from this bank account except by check nor unless a verified claim for services and commodities actually rendered or delivered has first been submitted to and approved for payment by the civic center board. The accounting of the fund and the custody of the cash and bank checking account shall be in the hands of the city treasurer. The city treasurer shall make reports to the civic center board at reasonable intervals as determined by the civic center board. An audit of funds shall be made annually and such audit may be made independently of or in conjunction with any of the funds of the city.

(Code 1978, § 60.07)