



## **CIVIC CENTER ADVISORY BOARD-SPECIAL MEETING AGENDA**

**Monday, May 08, 2023  
6:00 PM**

**CALL TO ORDER:** Pursuant to due notice and call thereof, the Civic Center Advisory Board will hold a regular meeting on Monday, May 8, 2023 at 6:00pm at the IRA Civic Center-East Lobby at 1401 NW 3rd Ave, Grand Rapids, Minnesota.

**ROLL CALL:**

**PUBLIC FORUM:** (if anyone wishes to address the Board):

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

**CORRESPONDENCE:**

**APPROVE MINUTES:**

1. Approve March 22, 2023 Minutes

**REVIEW FINANCIALS:**

**BUSINESS:**

2. Bylaw Approval
3. Meeting Schedule Approval  
May 3, June 7, July 5, Aug 2, Sept 6, Oct 4, Dec 6 and Mar 6
4. Review Budgets
5. Construction Schedule
6. Revenue/Advertising/Naming
7. Other

**UPDATES:**

**SET AGENDA FOR NEXT MEETING:**

**ADJOURN:**

**ATTEST:**



CITY OF  
**GRAND RAPIDS**  
 IT'S IN MINNESOTA'S NATURE

**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.

Item 1.

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

**BYLAWS  
Of  
GRAND RAPIDS CIVIC CENTER ADVISORY BOARD**

**ARTICLE I  
PURPOSE**

The purpose of the board shall be to assist the Grand Rapids City Council with the IRA Civic Center as follows:

- A. Oversee the operations of the facility; and
- B. Preserve and improve the physical assets of the facility;

**ARTICLE II  
OFFICE AND BOUNDARIES**

The principal office shall be at the City Hall of the City of Grand Rapids, County of Itasca, State of Minnesota. The area where operations are to be conducted consists of the IRA Civic Center and associated property where the facility is located.

**ARTICLE III  
BOARD OF BOARDERS**

- A. 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
- B. 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.
- C. Each board member present shall be entitled to one vote in the actions and decisions of the board. A quorum is necessary in all voting by the board. A majority of boarder members shall constitute a quorum at meetings of the board. Any action taken or decision made must be by a majority vote of the board present.

**ARTICLE IV  
OFFICERS AND DUTIES**

- A. At the first meeting after January 1st, members of the board shall select, by majority vote, a chair, and vice chair, to serve until December 31 or until their successors are chosen.

- B. The chair shall:
- set the agenda and preside at meetings of the board;
  - approve agenda additions;
  - call additional meetings as needed;
  - assign duties to board members;
  - arrange meetings with other boards, boards and organizations from the public, private and non-profit sectors as needed;
  - communicate with the city council and staff;
  - provide overall leadership to the board in carrying out its responsibilities.
- C. In the absence of, or at the request of the chair, the duties of the chair shall be performed by the vice chair, and in the absence of both the chair and vice chair, by an approved member of the board.
- D. Copies of the minutes of all meetings shall be filed with the city clerk.

## **ARTICLE V**

### **RESPONSIBILITIES**

The Board is advisory to the City Council and its responsibilities include the following:

- A. develop, periodically update and recommend to the City Council a mission, public agenda and strategic plan for the Civic Center.
- B. complete the comprehensive plan sections regarding Civic Center, including recommendations for plan revisions.
- C. seek individual, corporate, foundation and city funding for the Civic Center.
- D. facilitate collaboration and joint planning among public and private agencies involved with economic development, tourism and recreation.
- E. provide support in the planning, acquisition and /or development of and facilities by the city in support of the Civic Center

## **ARTICLE VI**

### **MEETINGS AND ATTENDANCE**

The board shall meet the first Wednesday of month in January, April, July, October and as otherwise determined by the chair. A regular meeting may be cancelled by the chair or a majority of the board. Every board member shall be required to attend at least 75% of all meetings each calendar year. Board members who are unable to meet the attendance requirements may be removed by a majority vote of the Board. Prior to a vote considering the potential removal of a member, the member shall be afforded an opportunity to explain his, or her, reasons for non-attendance.

## **ARTICLE VII**

### **AMENDMENT OF BYLAWS**

Alterations, amendments or repeal of the bylaws may be made by a two-thirds vote of the Board members entitled to vote at any meeting, if the notice of such meeting contains a statement of the proposed alteration, amendment or repeal. Notice of any alteration, amendment or repeal of the bylaws shall be given in writing to each board member at least (10) days prior to the meeting at which said proposed alteration, amendment or repeal shall be considered.

**ARTICLE VIII**  
**NOTICES**

At least ten working days before each meeting, the secretary shall ensure that each Board member is notified of the time, place and purpose of the meeting by written notice. Special meetings may be set without prior written notices when all Board members are present at the meeting or consent in writing or by phone to the secretary. Written notice of all meetings of the Board shall be provided to the City's official newspaper (and other media as requested) per Minnesota Open Meeting Law requirements.

**ARTICLE IX**  
**STAFF SUPPORT**

A city staff member shall act as liaison to the board, provide staff support, and help get recommendations for or from the board on the agenda for consideration by the city council.

**ARTICLE X**  
**AUTHORIZATION**

The foregoing Bylaws comprising three (3) pages constitute the Bylaws of the Grand Rapids Civic Center Advisory Board, as duly amended at the regular meeting of the Board, duly held on March 22, 2023.

IN TESTIMONY WHEREOF, we the undersigned directors have recommended acceptance of the above by-laws to be the By-Laws of the Grand Rapids Civic Center Advisory Board. They will become effective once ratified by majority vote of the Grand Rapids City Council.

Recommended for adoption by the Grand Rapids Civic Center Advisory Board on the \_\_\_ day of \_\_\_\_\_, 20\_\_ on the following roll call vote:

Motioned by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Ayes: ; Nays:

ATTEST:

\_\_\_\_\_  
Jeremy Carlson, Civic Center Board  
Board Chair

ATTEST:

\_\_\_\_\_  
Andy Haarklau, Civic Center Board  
Board Vice Chair

CITY OF GRAND RAPIDS:

Attest:

Ratified by: \_\_\_\_\_  
Dale Christy, Mayor

\_\_\_\_\_  
Kimberly Gibeau, City Clerk



A LEGENCE Company

3/24/2023

Task Name	Duration	Start	Finish
<b>IRA Civic Center (Grand Rapids) Schedule</b>	<b>1233 days?</b>	<b>Mon 5/6/19</b>	<b>Fri 1/26/24</b>
<b>Procurement</b>	<b>250 days</b>	<b>Mon 7/18/22</b>	<b>Fri 6/30/23</b>
<b>Construction</b>	<b>153 days?</b>	<b>Mon 4/3/23</b>	<b>Fri 11/3/23</b>
<b>Roof Structure Demo &amp; Rebuild</b>	<b>115 days</b>	<b>Mon 3/13/23</b>	<b>Mon 8/21/23</b>
MEP Signs/Ceiling Demolition	15 days	Mon 3/13/23	Fri 3/31/23
Remove and store wood benches	3 days	Mon 4/3/23	Wed 4/5/23
Demo existing roof	15 days	Mon 4/3/23	Fri 4/21/23
Set new wood trusses/decking system	55 days	Mon 4/24/23	Mon 7/10/23
Roofing membrane system	30 days	Tue 7/11/23	Mon 8/21/23
<b>New Elevator &amp; hoistway</b>	<b>80 days?</b>	<b>Mon 4/3/23</b>	<b>Mon 7/24/23</b>
Demo/excavate for new hoistway	15 days	Mon 3/13/23	Fri 3/31/23
Elevator sump and UG plumbing	3 days	Mon 4/3/23	Wed 4/5/23
Setup/form/rebar new elevator pit	5 days	Thu 4/6/23	Wed 4/12/23
Place elevator pit concrete slab	1 day	Thu 4/13/23	Thu 4/13/23
CMU hoistway walls (pit) (?contingent on roof demo?)	5 days	Fri 4/14/23	Thu 4/20/23
Setup/form/rebar SOG 1st level (?contingent on roof demo?)	2 days	Fri 4/21/23	Mon 4/24/23
Place SOG	1 day	Tue 4/25/23	Tue 4/25/23
CMU hoistway walls (1st level)	5 days	Wed 4/26/23	Tue 5/2/23
Install Steel framing and decking	5 days	Wed 5/3/23	Tue 5/9/23
Setup slab on deck	2 days	Wed 5/10/23	Thu 5/11/23
Place slab on deck	1 day	Fri 5/12/23	Fri 5/12/23
CMU hoistway walls (2nd level)	10 days	Mon 5/15/23	Fri 5/26/23
Install Steel framing and decking (hoistway top)	5 days	Mon 5/29/23	Fri 6/2/23
Setup/place slab on decking (hoistway top)	2 days	Mon 6/5/23	Tue 6/6/23
Machine Room	20 days	Wed 6/7/23	Wed 7/5/23
Install elevator car / trim/finishes	15 days	Thu 7/6/23	Wed 7/26/23
<b>West Arena Ice Renovation</b>	<b>152 days</b>	<b>Mon 3/27/23</b>	<b>Thu 10/26/23</b>
Decommission ice and remove existing boards	4 days	Mon 3/27/23	Thu 3/30/23
Sawcut slab	5 days	Thu 3/30/23	Wed 4/5/23
Floor Demo	5 days	Tue 7/11/23	Mon 7/17/23
Underslab Mechanical	15 days	Tue 7/18/23	Mon 8/7/23
Concrete	5 days	Tue 8/8/23	Mon 8/14/23
Cure Time	20 days	Tue 8/15/23	Tue 9/12/23
RePainting	10 days	Tue 8/15/23	Mon 8/28/23
Caulking CMU wall gaps	10 days	Tue 8/15/23	Mon 8/28/23
MEP Overhead (sound system)	20 days	Wed 9/13/23	Tue 10/10/23
Dasher Boards & Glass	7 days	Wed 10/11/23	Thu 10/19/23
Substantial Completion of new West Arena	5 days	Fri 10/20/23	Thu 10/26/23

<b>Upper Lobby Renovation</b>	<b>160 days</b>	<b>Mon 3/13/23</b>	<b>Tue 10/24/23</b>
Demolition	10 days	Mon 3/13/23	Fri 3/24/23
Abatement of floor tile and mastic	1 day	Mon 4/3/23	Mon 4/3/23
Metal & Steel framing (interior)	15 days	Mon 4/3/23	Fri 4/21/23
CMU interior walls	5 days	Mon 4/3/23	Fri 4/7/23
Mechanical rough-in	10 days	Mon 6/26/23	Mon 7/10/23
Electrical rough-in	15 days	Tue 7/11/23	Mon 7/31/23
Gyp wallboard (insulate/hang/finish)	10 days	Tue 8/1/23	Mon 8/14/23
Painting	10 days	Tue 8/15/23	Mon 8/28/23
Acoustical ceiling grid	2 days	Tue 8/29/23	Wed 8/30/23
Tile	10 days	Tue 8/29/23	Tue 9/12/23
Stone masonry	15 days	Tue 8/29/23	Tue 9/19/23
Aluminum frames, Glazing, Windows	15 days	Tue 8/15/23	Tue 9/5/23
Casework & Countertops	5 days	Tue 8/29/23	Tue 9/5/23
Coiling Door at Concessions	2 days	Wed 9/6/23	Thu 9/7/23
Mechanical/plumbing fixtures/finishes	10 days	Wed 9/13/23	Tue 9/26/23
Electrical fixtures/finishes	15 days	Thu 8/31/23	Thu 9/21/23
Acoustical ceiling tiles and baffles	5 days	Wed 9/27/23	Tue 10/3/23
Specialties (toilet accessories, etc. )	5 days	Wed 9/27/23	Tue 10/3/23
Doors and hardware	10 days	Wed 10/4/23	Tue 10/17/23
Overhead doors at conference rooms	5 days	Wed 10/4/23	Tue 10/10/23
Flooring (Epoxy)	10 days	Wed 10/11/23	Tue 10/24/23
<b>1st Level Renovations (restroom, rm128, meter room)</b>	<b>88 days</b>	<b>Mon 4/3/23</b>	<b>Thu 8/3/23</b>
Demolition	10 days	Mon 4/3/23	Fri 4/14/23
Metal framing (interior)	5 days	Mon 4/17/23	Fri 4/21/23
Mechanical rough-in	15 days	Mon 4/24/23	Fri 5/12/23
Electrical rough-in	15 days	Mon 5/15/23	Fri 6/2/23
Gyp wallboard (insulate/hang/finish)	5 days	Mon 6/5/23	Fri 6/9/23
Painting	5 days	Mon 6/12/23	Fri 6/16/23
Acoustical ceiling grid	2 days	Mon 6/19/23	Tue 6/20/23
Tile & Flooring	5 days	Wed 6/21/23	Tue 6/27/23
Mechanical/plumbing fixtures/finishes	10 days	Wed 6/28/23	Wed 7/12/23
Electrical fixtures/finishes	10 days	Thu 7/13/23	Wed 7/26/23
Acoustical ceiling tiles and baffles	1 day	Thu 7/27/23	Thu 7/27/23
Specialties (toilet accessories, etc. )	2 days	Fri 7/28/23	Mon 7/31/23
Doors and hardware	3 days	Tue 8/1/23	Thu 8/3/23
<b>MEP / ice plant upgrades</b>	<b>115 days</b>	<b>Mon 4/3/23</b>	<b>Tue 9/12/23</b>
Demolition	10 days	Mon 4/3/23	Fri 4/14/23
New ice plant equipent	40 days	Mon 7/3/23	Mon 8/28/23
MEP connections and startup	10 days	Tue 8/29/23	Tue 9/12/23
<b>Accessible platforms</b>	<b>26 days</b>	<b>Mon 4/3/23</b>	<b>Mon 5/8/23</b>
Demo seating at areas	5 days	Mon 4/3/23	Fri 4/7/23
Steel / metal framing	10 days	Mon 4/10/23	Fri 4/21/23
Place slab on decking	1 day	Mon 4/24/23	Mon 4/24/23
Glazing railing system	10 days	Tue 4/25/23	Mon 5/8/23
Final Cleaning	5 days	Wed 10/25/23	Tue 10/31/23



<b>Substantial Completion</b>	1 day	Fri 11/3/23	Fri 11/3/23
<b>Punchlist / Closeout</b>	60 days	Mon 11/6/23	Fri 1/26/24

*\*Activities and durations are fluid; and are subject to change for the benefit of the Project\**



Date Delivered: VIA Email

Store Name

Address

Grand Rapids, MN 55744

Re: Naming Rights and Sponsorship Opportunities for the IRA Civic Center

Dear Business Name;

Due to an insufficient roof structure and the need to address ADA improvements, the IRA Civic Center is currently undergoing a large reconstruction/remodeling project.. The project is currently on time and on budget with a completion date of November 1, 2023. One goal of the project is to secure naming rights of the entire facility and sponsorships of various areas within the facility.

The following are demographics related to the IRA Civic Center:

- The facility exceeds 200,000 visitors per year.
- 1.3 million vehicles drive by the facility per year.
- Over 30 major dry floor events per year. Many do radio/paper advertisements with "IRA Civic Center" announced. A detailed list is attached.
- 12 boys and 12 girls high school hockey games broadcast on the radio.
- Several boys high school hockey games are regionally televised on Duluth stations.
- A minimum of 12 youth hockey tournaments hosting 120 teams.

In your consideration of naming rights, the City believes this partnership needs to be mutually beneficial to both parties. We would appreciate the opportunity to work with you in developing a value for the naming rights that would help your business grow its brand here in Grand Rapids while allowing us to cover a good portion of our operating expenses. This partnership will help make hockey and skating affordable to all people of this community.

As a starting point of discussions, your business would receive the following benefits:

1. The name of the facility could be "Your Business at the IRA Civic Center", and you would receive:
  - a. Reference in all publications, communications (written/electronic), and tickets;
  - b. Potential exclusive use of the new Suite located in the west venue.

- c. All building signage (paid for by Your Business);
- d. Four dasher ads in both rinks;
- e. Two small wall banners;
- f. Center Ice Logo in both rinks; and
- g. No competitor's ads in the building
- h. We would require all dry floor event rentals to include "Your Business at the IRA Civic Center" on all of their promotional brochures, radio ads, media, etc."
- i. Exterior and interior door stickers/logo.
- j. Branded work shirts for employees of the Civic Center.
- k. Consider any other ideas Your Business may have. For instance, we could provide coupon or discount bags to youth hockey teams participating in tournaments.
- l. It would be desirable to have an agreement for a minimum of ten years.

In addition to naming rights there are sponsorship opportunities as follows:

- Upper Lobby – This area is utilized as the main lobby for the Cliff Kauppi(west) Venue. When remodeling is complete it will be a flexible space that allows for partitioning into three different meeting rooms.
- Cliff Kauppi Venue – This is the main venue for events in the Civic Center. Ideally, it would be branded as "The Cliff Kauppi Venue – Sponsored by Business X".
- The Warming Shack – Located at the North end of the Cliff Kauppi Venue, it serves as a locker room for the Jerry and Shirley Miner Multi-Use Pavilion. It is heavily utilized by youth hockey groups from December through February.
- Lower Lobby – Located on the east side of the facility, it is the main entrance where most visitors enter and have access to both venues. It also houses the main concession stand.
- Bill McDonald Venue – This is the east venue at the Civic Center. Ideally, it would be branded as "The Bill McDonald Venue – Sponsored by Business X".

Please contact me if you have interest in your company securing Naming Rights or Sponsorships. We would be happy to take you on a tour to see if there is an opportunity that works for you.

Although we are not setting a firm date for proposals from businesses, ideally we would have agreements and terms with potential businesses completed by November 1, 2023. Please note that the start date of the agreements is negotiable.

Regards,

Tom Pagel  
 City Administrator  
 218.326.7626  
 tpagel@grandrapidsmn.gov

**Itasca Recreation Association Civic Center  
Dry Floor Event Schedule**

**Annual Trade Shows**

- Northern MN Builder's Association Home Show
- Grand Rapids Area Boat Show
- Jaycee's Sport & Travel Show
- Sandstrom's Food Show
- Children First Expo
- Hand Made in America Show

**Community Events**

- March of Dimes Walk
- MS Walk
- Merna-Mania Wheelchair Awareness Event
  - Set Guinness World Record
- Summer Sports Camp
- MS Lifted Trucks Rally
- Tall Timber Days 5K
- Community Connect – Public Services Event
- Lifeline Health Screening
- Food Shelf Runs / Walks
- Poling Site for City of Grand Rapids
- Numerous Recreation Programs

**Banquets / Performances / Meetings**

- Itasca Father/Daughter Ball
- Dog Obedience Classes
- Wedding Receptions
- Graduation Parties
- Northern Cruiser's Car Club Banquet and Car Show
- Pierced Festival – Multi-Church Concert Event
- MDHA Banquet
- Duck's Unlimited Expo
- Circus'
- Concerts
- Horse Shows

**Banquets / Performances / Meetings (cont.)**

- Car Sales
- Grand Rapids Amateur Hockey Association Walleye Tournament Headquarters
- Minnesota Fire Fighter's Convention

**Independent School District 318**

- Kindergarten Round-Up
- High School Prom & Post-Prom
- High School Graduation Ceremony
- High School College Fair
- Baseball and Lacrosse Practices
- Emergency Evacuation Site

POTENTIAL NAMING RIGHTS/SPONSORSHIP VENDOR LIST

Grand Itasca/Fairview (Sanford Health?)

Essentia Health

Minnesota Power

Lake Country Power

Paul Bunyan

MediaCom.

ASV

UPM/Blandin

Arrowhead Promotions

All Banks and Credit Unions

All Hotels

L & M Supply

Super One Foods

Grand Rapids GM

Dondelinger

Hawk Construction

TNT Construction

Hawkinson Construction

Casper Construction

Edward Jones Financial

Waste Management

Others?