

Grand Rapids - Kent County Convention/Arena Authority

*Wednesday, January 24, 2001
7:30a.m. – 9:30a.m.
County Administration Building Board Room, 3rd Floor
Grand Rapids, Michigan 49525*

A G E N D A

- I. Call to Order
- II. Review and Approval of the Minutes of the November 29, 2000 Meeting of the CAA Action
- III. Public Comment
- IV. Presentation – Conflict of Interest – Dick Wendt Information
- V. Approval of Pre-Opening Services Agreement with SMG Action
- VI. Committee Reports
 - a. Building Committee Action
 - Construction Manager Contract Approval
 - b. Operations Committee
 - c. Finance Committee
- VII. SMG Report – Facilities Calendar Information
- VIII. Update on CAA Permanent Staffing – Delabbio/Kimball Information
- IX. Designation of Senior Managing Underwriter for Bonding Information
- X. Other Business
- XI. Future Business
 - a. Competitive Bidding - Operations
 - b. Competitive Bidding - Construction
 - c. Establish Change Order Approval Process
 - d. Design and Construction Approval
- XII. Next Meeting Date – February 28, 2001
- XIII. Adjournment

Distribution:

Convention/Arena Authority:

Steve Heacock, Chair
David Frey, Vice-Chair
Birgit Klohs
Mayor John Logie
Joe Tomaselli
Lew Chamberlin
Clif Charles

Staff:

Kurt Kimball, City of Grand Rapids
Eric DeLong, City of Grand Rapids
Robert White, City of Grand Rapids
Bill Cole, City of Grand Rapids
Dianette Hight, City of Grand Rapids
Daryl Delabbio, Kent County
Al Vanderberg, Kent County
Dave Waichum, Kent County

Jim Leach, Kent County
Dick Wendt, Legal Counsel
Dale Sommers, Contracted Owner's Rep
Jim Knack, DDA
Rich MacKeigan, SMG
Jim Day, Kent County

Committee Members:

John Canepa
Milt Rohwer
Robert Herr
Tom Carnegie
Robert Hooker
Don Maine
Marty Allen

Other:

Ingrid Scott-Weekley
Tim Wondergem
Don Hunt
Media
Jack Naudi
Steve Wilson
Peter Ross

**MINUTES OF THE GRAND RAPIDS-KENT COUNTY
CONVENTION/ARENA AUTHORITY
BOARD OF DIRECTORS MEETING
Wednesday, November 29, 2000**

I. Call to Order

The meeting was called to order by Chair Steve Heacock at 7:42 a.m., at Progressive AE, 1811 Four Mile Road. Mr. Heacock presided and Ms. Birgit Klohs, Secretary/Treasurer, recorded.

Attendance

Members Present:

Steve Heacock, Chair
David Frey, Vice-Chair
Birgit Klohs, Secretary/Treasurer
Lew Chamberlin
Joe Tomaselli
Mayor John Logie
Clif Charles

Members Absent: None

Staff/Others: Authority

Dale Sommers, CAA Representative
Jim Gray, CAA Representative
Dick Wendt, Legal Counsel from Dickinson Wright

Grand Rapids

Kurt Kimball
Eric DeLong
Robert White
Bill Cole
Dianette Hight
Jana Wallace

Kent County

Daryl Delabbio
Al Vanderberg
Eileen Pierce
Jim Day

SMG

Richard MacKeigan

Progressive AE

Brian Craig, Sr. VP
Philip Lundwall, Sr. VP
Kathleen Ponitz, Sr. VP
Rick VanGelderren – Director, Interior Architecture
Robert Daverman – Project Leader

I. Agenda

No changes were made to the agenda.

II. Minutes of Prior Meeting

Motion: Director Chamberlin, supported by Director Frey, moved to approve the minutes of the October 25, 2000 meeting of the Authority. Motion carried unanimously.

III. Public Comment – None

IV. Presentation – Design and Construction

Brian Craig from Progressive AE gave an overview of the project and walked through the models of the Convention Center expansion with the Authority and attendees. Site and interior plan exhibits were also reviewed.

V. Committee Reports

Building Committee

Dale Sommers reported that reviews have taken place on communications/data and fire/security. The kitchen equipment list with an initial total of \$4,000,000 is presently under review.

The committee received an update on the Riverwalk. Grand Rapids City Planning is asking for reconsideration of the design of the walk from Lyon to in front of the new Grand Gallery entrance. There may be grant funding available.

The construction manager contract is being reviewed by legal counsel prior to being submitted to the Authority for approval.

Operations Committee

Lew Chamberlin reported that the committee received an update from SMG on capital budget and requirements, and discussed marketing initiatives. Steve Wilson from the Grand Rapids-Kent County Convention and Visitors Bureau also presented on marketing and their business retention plan. The committee also discussed the need for administrative support for the Authority.

Motion: Director Chamberlin, supported by Director Klohs, moved to approve the proposed list of responsibilities of an administrative support position and to authorize Kurt Kimball and Daryl Delabbio to initiate the process to secure administrative support. Motion carried unanimously.

Finance Committee

Birgit Klohs reported that the committee is looking to expedite the release of \$45 million from the State. Director Klohs also complimented Jana Wallace, Administrative Analyst for the City of Grand Rapids, for her work in paying invoices for the Authority.

Director Klohs, supported by Director Chamberlin, moved to approve the October 2000 Convention/Arena Authority financial statements for the Van Andel Arena and Grand Center as presented. Motion carried unanimously.

Director Klohs, supported by Mayor Logie, moved to approve payment of invoices totaling \$721,078.02 as presented. Motion carried unanimously.

Director Klohs, supported by Director Tomaselli, moved to approve the Convention/Arena Authority Interim Financial Statements dated from inception June 20, 2000 to October 31, 2000 as presented by Beene, Garter LLP. Motion carried unanimously.

VI. SMG Report

Rich MacKeigan reported that the Van Andel Arena bookings from now through the end of the calendar year are very strong. Available dates for early 2001 are becoming more limited due to scheduled sports events. Disney on Ice is scheduled for April, which should be a well-attended event.

VII. Concurrence in financial participation in enhancement grants for streetscape.

Motion: Mayor Logie, supported by Director Klohs, moved to approve concurrence in financial participation in Enhancement Grants for Streetscape in Monroe Avenue from Lyon Street to Michigan Street and Construction of Grand River Promenade from Lyon Street Square to Michigan Street, subject to City of Grand Rapids Commission approval and DDA approval. Motion carried unanimously.

VIII. Increase in scope of work – Black & Veatch.

Motion: Director Frey, supported by Director Tomaselli, moved to approve an increase in the scope of work for Black & Veatch in connection with additional Design Engineering Phase services at an estimated cost of \$60,000 with total expenditures not-to-exceed \$70,000; and authorize Black & Veatch to proceed with the Design Engineering Phase services for the reconstruction of that section of Monroe Avenue from 350' north of Trowbridge Street to Newberry Street. Motion carried unanimously.

IX. Convention/Arena Authority Administrative Support

Approved in Section V, Operations Committee Report.

X. Approval of Right of Way

Motion: Mayor Logie, supported by Director Klohs, moved to gratefully accept from The Herald Company (owner of the Grand Rapids Press) a donation of \$100,000 in value, to reimburse the City of Grand Rapids up to \$50,000 for property acquisition from The Herald Company, and to reimburse the City of Grand Rapids up to an additional \$60,000 per year through 2004, if necessary, for use of a temporary easement from the United States of America for each calendar year during which that realignment project work on the Gerald R. Ford Federal Building property (including all landscaping) remains unfinished, with the expectation that only one such payment will be made because such work will be completed during the 2001 calendar year. Motion carried unanimously.

XI. Other Business

There was no other business.

XII. Future Business

- a. Competitive Bidding – Operations
- b. Competitive Bidding – Construction
- c. Permanent Assignment of Construction Management Contract
- d. Establish Change Order Approval Process
- e. Design and Construction Approval

XIII. Next Meeting Date

The next meeting date will be January 24, 2001. The location will be in the County Administration Building, Commissioners' Board Room.

XIV. There being no other business, the meeting was adjourned at 8:35 a.m.

Birgit Klohs
Secretary/Treasurer

/elp

**CONTRACTS OF PUBLIC SERVANTS
WITH PUBLIC ENTITIES**

ACT 317 OF THE PUBLIC ACTS OF MICHIGAN OF 1968

- Definitions
 - Public Servant
 - Public Entity

- Rules
 - Cannot enter into a contract
 - Cannot solicit a contract
 - Cannot negotiate a contract or represent either party

- Exceptions
 - Work less than an average of 25 hours per week
 - Employee of a public community college, junior college or state college or university
 - Participation is required by law
 - 2/3rds of the members unavailable
 - EMS personnel, firefighters, or contracts in areas with populations less than 25,000
 - Tax sales
 - Contracts between public entities
 - Lowest qualified bidder
 - Public utility service contracts

- Penalty
 - Misdemeanor

MEMORANDUM

TO: Steven R. Heacock, Chair – Convention /Arena Authority Board of Directors
David Frey, Vice-Chair – Convention/Arena Authority Board of Directors
Birgit Klohs, Secretary/Treasurer – Convention/Arena Authority Board of Directors

FROM: Kurt Kimball, City Manager – City of Grand Rapids *KK*
Daryl Delabbio, Administrator/Controller – Kent County *DD*

SUBJECT: Convention/Arena Authority Administrative Support

DATE: 01/18/00

At your November 29, 2000, meeting, the Board of the Convention/Arena Authority (CAA) reviewed a recommendation from the Operations Committee and authorized the two of us to initiate the process to secure administrative support for the CAA as soon as possible. At that time we committed to having a recommendation brought forward to the CAA officers in January 2001.

We have met on several occasions to discuss this important matter. In addition, we have performed some research and made inquiries with Human Resources and other professionals on the process that should take place to secure the required support for the CAA. We recognize that it is extremely important to provide a process that will not only assure the short-term success of the CAA, but also to incorporate some long-term vision as the CAA moves forward. To this end, we recommend the following:

1. The CAA should recruit and select a qualified individual to serve as Administrative Manager to the CAA and that systems be initiated for the CAA to become an “employer of record.”
2. A standard classified ad for soliciting applications for employment can be used. It is our recommendation that an advertisement be placed in *The Grand Rapids Press* as soon as possible.
3. It is recommended that the Officers of the Authority be designated as responsible for interviewing qualified individuals for this position, and making a recommendation to the full Board for consideration. We will, of course, be happy to assist in this matter to the extent that the Officers desire our participation in the process.
4. Finally, it is anticipated that the annual salary be in the range of \$40,000 to \$50,000, plus benefits, office space and equipment.

Your strong consideration of this recommendation is appreciated. We are willing to meet with the CAA Officers to discuss the contents of this recommendation and are available to do so at your convenience.

**ADMINISTRATIVE MANAGER
GRAND RAPIDS-KENT COUNTY
CONVENTION/ARENA AUTHORITY**

The Grand Rapids-Kent County Convention/Arena Authority is seeking to employ an individual to perform high level professional and administrative support for the Authority and its committees. These functions include, but are not limited to: design, develop, and implement organizational systems for filing and record-keeping; handling correspondence, phone calls, media relations; administrative support related to procedure and policy development, vendor coordination, contract monitoring and administration, budget preparation and management; agenda preparation and distribution; meeting minutes; and establishing and maintaining extensive data base. The ideal candidate will have a bachelor's degree in business or public administration; master's degree preferred; and a minimum of five years of experience in providing high level professional and administrative support to an agency or organization. Experience with developing business practices and procedures for a new organization helpful. The salary range for this position is \$40,000 to \$50,000, plus benefits, depending upon qualifications and experience. Interested persons may make inquiries on this position and may submit a letter of interest, resume, and list of five references no later than Monday, February 19, 2001, to:

Daryl J. Delabbio
County of Kent
300 Monroe Avenue, NW
Grand Rapids, MI 49503

12/17/01



DATE: January 16, 2001

TO: Steve Heacock
Chair, Convention/Arena Authority

FROM: Kurt F. Kimball *[Signature]*
Chair, City/County Building Authority Board

SUBJECT: Notification Concerning Designation of Senior Managing Underwriter
for Bonding Related to Convention Facilities

The City/County Building Authority Board, consisting of Daryl Delabbio, Carl Eschels and myself, met on Wednesday, December 20th for the purpose of receiving and acting on a staff recommendation concerning designation of Senior Managing Underwriter for an upcoming bond issuance related to financing of convention facilities.

The attached correspondence from Robert White dated December 18th contains the staff rationale and recommendation.

After thorough discussion by the members of the City/County Building Authority Board, it was the Board's unanimous decision to concur in the recommendation of the City/County Staff Committee concerning designation of Paine Webber, Incorporated as Senior Managing Underwriter for the anticipated bond financing portion of the convention facilities project.

Members of the Staff Committee included Ken Parrish (County Treasurer), Dave Waichum (County Finance Director), Robert White (Assistant City Manager for Fiscal Services) and Richard Wendt (Special Counsel to the Convention/Arena Authority). I am available if there are any questions concerning the Staff Committee report or the City/County Building Authority's action in regard to same.

/klm

cc: **CCBA Board Members:**
Daryl Delabbio
Carl Eschels

CAA Board Members:
David Frey
Birgit Klohs
Lew Chamberlain
Joe Tomaselli
Mayor Logie
Clif Charles

MEMORANDUM



DATE: December 18, 2000

TO: City/County Building Authority Board:
Kurt Kimball
Daryl Delabbio
Carl Eschels

FROM: Robert J. White *RJW*
Assistant City Manager - Fiscal Services

SUBJECT: Designation of Senior Managing Underwriter
Convention Facilities Bond Financing
Staff Recommendation

On November 3, 2000 a Request for Proposals (RFP), concerning the above noted debt financing, was mailed to fifteen public finance offices. Eight comprehensive responses to this RFP were received in my office on or before the due date of November 29, 2000. An initial bid tabulation was prepared and is attached immediately following this memorandum.

You had previously designated a panel of City/County representatives, including Ken Parrish (County Treasurer), Dave Waichum (County Finance Director), Robert White (Assistant City Manager for Fiscal Services) and Richard Wendt (Special Counsel to the Convention/Arena Authority), charged with the responsibility of reviewing the proposals and making a recommendation to the City/County Building Authority Board. This group of staff representatives met on December 8th and, after substantial discussion, determined that the proposals of Paine Webber, Banc One Capital Markets and Standard Capital Markets most closely addressed the overall requirements of the Request for Proposals. Representatives from these firms were thereafter invited to provide additional materials/oral presentations at sessions held on Friday, December 15th.

At the conclusion of those presentations, staff first reviewed the criteria identified in the original Request for Proposals to be utilized in arriving at its recommendation. The original correspondence included the following: "In addition to underwriter's discount, the staff committee will consider and make it's recommendation based on the knowledge/experience of personnel assigned by the underwriter to this financing, the

MEMORANDUM

demonstrated ability to market an issue of this size and type, including preference given to local retail order distribution and the overall quality/comprehensiveness of the response". The following table provides a summary of the unanimous position of your staff committee.

	<u>Paine Webber</u>	<u>Banc One</u>	<u>Standard Federal</u>
NOTES:			
• Experience-Convention Facility Financing	Yes	Yes	No
• Insurance Analysis	Yes	No	Yes
• Retail Pre-Order (verbal)	Yes	No (Yes)	Yes
• Structuring Analysis	Yes	No	Yes
• Fee (ranking low to high)	1	2	3
• Overall Presentation (ranking high to low)	1	2	3

It is the unanimous recommendation of your staff committee that Paine Webber, Incorporated be designated as the Senior Managing Underwriter on the anticipated City/County Building Authority – Convention Facilities bond financing. Further, that such designation is based upon materials previously submitted, including the original RFP response dated November 29, 2000 and as supplemented by "Presentation of Senior Managing Underwriter. . ." dated December 15, 2000.

Members of the staff review team will be available at the City/County Building Authority meeting to answer any additional questions which may be raised by members of the Board.

RJW/klm

Attachment

*cc: Richard Wendt
Ken Parrish
Dave Waichum*

CITY/COUNTY BUILDING AUTHORITY
RFP UNDERWRITER SERVICES
BID TABULATION (INITIAL DRAFT)
December 1, 2000

RESPONDENT	CONTACT	TAKE DOWN	FEES			TOTAL	DOLLARS	CAPITALIZATION	BROKERS/ INSTITUTIONAL	ASSIGNED LEAD	LARGEST 5 YRS. SENIOR MANAGER	MINIMUM PARTICIPATION	ANALYZED PRIOR ISSUE COVENANTS
			MANAGEMENT	EXPENSES									
NaiCity	Tim Bennett	\$ 2.40	\$ -	\$ 2.66	\$ 194,180	\$42M	276/18	Tim Bennett/ John Hanley	\$17M (1995)	NA	No		
First of Michigan	Bill Roche	\$ 2.50	\$ 0.55	\$ 3.40	\$ 248,200	\$185M	744	Tom Enright	\$15M (1999)	80%	No		
Paine Webber	Steve Wood	\$ 3.00	\$ 0.25	\$ 3.47	\$ 253,310	NA	17,000	Steve Wood/ Tom Hanson	\$524M (1998)	NA	Yes		
RW Baird	Warren Creamer	\$ 2.83	\$ -	\$ 3.49	\$ 254,770	\$265M	300*	Tom Gavin/ Warren Creamer	\$66M (1998)	NA	Yes		
Loop Capital Market	Fred Prime	\$ 3.40	\$ 0.10	\$ 4.00	\$ 292,000		/16	Fred Prime/ Bill Sedowski	\$316M (Co-Senior 1999)	NA	No		
Banc One	Pat Wong	\$ 4.00	\$ 0.50	\$ 4.70	\$ 343,100	\$533M	/84	Brian McGough/ Karen Warness/ Dan Roker	\$200M (Ross)	50%	No		
Tucker Anthony	Wayne Workman	\$ 3.95	\$ 0.50	\$ 4.95	\$ 361,350	NA	950/0	Wayne Workman	\$17M (2000) FA	NA	No		
Standard Capital Markets	Jon Savage	\$ 4.67	\$ 0.25	\$ 5.71	\$ 416,830	NA	100/45	Jon Savage	\$89M (City 2000)	60%	Yes		

BUILDING COMMITTEE REPORT
To
Grand Rapids-Kent County Convention/Arena Authority
January 24, 2001

Monroe Ave Project Update

Consumers Energy, Ameritech, MichCon and City Street Lighting will all be working on their facilities in advance of actual project construction start in early March.

Grand Center Expansion and Renovation

Reviews and updates have been received by the committee on Communication, Data, Fire, Security, Parking, Kitchen Equipment, Soils (environmental & caissons) and riverwalk.

Design Development documents were complete the end of December. The Construction Manager has been preparing the DD Estimate, which will be presented at the end of February.

The DeVos Hall DD Estimate is on budget and the committee authorized the completion of CD documents for bidding in February.

The committee reviewed a proposal from the CM for a contractor-controlled wrap up insurance program for the construction project. The program would share any savings realized on a 50/50 basis. The Insurance Consultant for the Authority is recommending this approach.

The committee reviewed and approved a recommendation to the Authority for a Pre-Opening Services Agreement with SMG during the construction for FFE issues.

The committee reviewed and approved a recommendation to the Authority for the Construction Manager Contact with Erhardt/Hunt subject to Legal Counsel final approval.

- Fee is 3.75% of GMP
- 50/50 split of any savings on a contractor controlled insurance wrap-up
- 50/50 split at the time Substantial Completion of the Work is achieved the sum of the Cost of the Work and the Construction Manager's Fee (including the Cost of the Work necessary to complete all punchlists work and achieve final acceptance) is less than the Guaranteed Maximum Price, as established in Amendment No. 1.... In no case shall Construction Manager's share of the savings exceed one million dollars (\$1,000,000).

VAN ANDEL ARENA WEEKLY

DATE	EVENT	EC	ROOM	TIME	FUNCTION
Wed, Jan 17	Griffins vs Manitoba	MS	Arena	7P-10P	Hockey game
	Griffins	JS	Banquet A	6P-7P	Group welcome center
Thurs, Jan 18	Styx/REO	AH	Arena	9:00 AM 2:00 PM 6:00 PM 7:15P-8:45P 9:15P-10:45P 10:30 PM	Load-in Chair set Doors Styx REO Speedwagon Load-out
	Styx/REO	JS	Banquet C/D	7A-8P	Crew catering
Fri, Jan 19	Griffins vs Milwaukee	MS	Arena	7:30P-10:30P	Hockey game
	Erb Lumber	JS	Banquet A/B	6P-7:30P	Banquet
	Griffins	JS	Banquet C/D	6:30P-7:30P	Group welcome center
Sat, Jan 20	Available				
Sun, Jan 21	Champions on Ice	AH	Arena	8:00 AM 11:30 AM 12:00 PM 2:00 PM 3:10 PM 4:10P-4:30P 5:45 PM	Load in Flyers placed on seats Ice zammed Doors Show starts Intermission/Ice zammed Show over
	Smith-Kline Beecham	JS	Banquet A & Power Play	1P-3P	Banquet
	Pfizer Pharmaceutical	JS	Banquet B	1:30P-3P	Meeting
	Champions on Ice	JS	Banquet C/D	6A-5P	Crew catering
Mon, Jan 22	Hoops vs Sioux Falls	MS	Arena	10A-1P 3:30 PM 4:30 PM 5P-6:30P 8P-10P	CBA teams shoot around H.S. teams arrive Doors FHC vs FHN B-ball game Basketball game
Tue, Jan 23	Griffins vs Kansas City	AH	Arena	7P-10P	Hockey game
	Griffins	JS	Banquet A	6P-7P	Group welcome center
Wed, Jan 24	Hoops vs Gary	AH	Arena	10A-1P 3:00 PM 3:30 PM 4P-6P 7:05P-9P	Teams shoot around H.S. teams arrive Doors Wyoming Alt. Educ. B-ball game Basketball game
	SMG	JS	Banquet A	9A-5:30P	Customer Service Training
Thurs, Jan 25	Harlem Globetrotters	MS	Arena	6:00 PM 7P-9:15P	Doors Basketball game
Fri, Jan 26	Griffins vs Utah	AH	Arena	7:30P-10:30P	Hockey game
Sat, Jan 27	Griffins vs Orlando	MS	Arena	7:30P-10:30P 10:30P-11:15P	Hockey game Post-game skate
Sun, Jan 28	Available				
Mon, Jan 29	Hoops vs Connecticut	AH	Arena	10A-1P 6:00 PM 7:05P-9P	Teams shoot around Doors Basketball game
Tue, Jan 30	Available				
Wed, Jan 31	Available				
Thurs, Feb 1	Arenacross	MS	Arena	8A-5P	Load-in
Fri, Feb 2	Arenacross	MS	Arena	7:30 PM	Performance
Sat, Feb 3	Arenacross	MS	Arena	7:30 PM	Performance
Sun, Feb 4	Arenacross	MS	Arena	12:00 PM	Performance

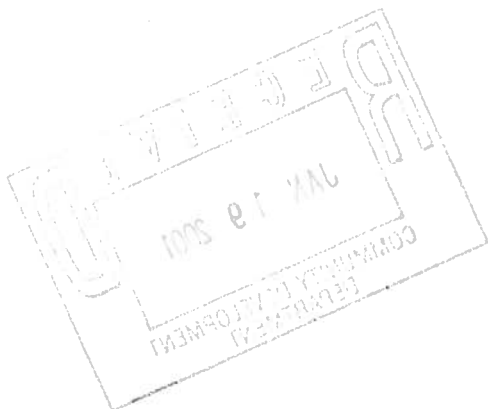
Mon, Feb 5	Available				
Tue, Feb 6	Available				
Wed, Feb 7	Available				
Thurs, Feb 8	Available				
Fri, Feb 9	Hoops vs La Crosse	AH	Arena	7:05P-9:30P	Basketball game
Sat, Feb 10	Griffins vs Utah	MS	Arena	7:30P-10:30P	Hockey game
Sun, Feb 11	Griffins vs Houston	AH	Arena	3:00P-6P 6P-6:30P	Hockey game Post-game skate

GRAND CENTER WEEKLY - YEAR 2001

DATE	EVENT	EC	ROOM	TIME	FUNCTION
THURS. JAN 18	GRSO POPS IV – SWINGSATIONAL WITH THE CAPITOL QUARTET	ST	DV/	8A-5P 7P-10P	MOVE IN REHEARSAL
	MI TOWNSHIPS ASSOCIATION	TM	KR,BL/ GH,WA,KR,BL/	8:30A-11:30A 1P-4P 7P-9:30P	WORKSHOPS WORKSHOPS DINNER PARTY
FRI. JAN 19	GRSO POPS IV – SWINGSATIONAL WITH THE CAPITOL QUARTET	ST	DV/	8P-10:30P	PERFORMANCE
	MI TOWNSHIPS ASSOCIATION	TM	GH/	8:30A-11A	GENERAL SESSION MOVE OUT
	HOWARD AMWAY CONFERENCE	SM	WA/	9A-5P	MOVE IN
SAT. JAN 20	GRSO POPS IV – SWINGSATIONAL WITH THE CAPITOL QUARTET	ST	DV/	8P-10:30P	PERFORMANCE
	HOWARD AMWAY CONFERENCE	SM	WA/	11A-4:30P 7P-MID	MEETING MEETING
SUN. JAN 21	GRSO POPS IV – SWINGSATIONAL WITH THE CAPITOL QUARTET	ST	DV/	3P-5:30P 5:30P-6:30P	PERFORMANCE MINIMAL MOVE OUT
	HOWARD AMWAY CONFERENCE	SM	WA/	9:30A-11:30A 12:30P-5P	WORSHIP SERVICE MEETING
MON. JAN 22	MI RECREATION & PARK ASSOCIATION	TM	GH/	NOON-3P 3P-4P 4P-9P	MOVE IN RECEPTION EXHIBITS
	GRAND RAPIDS CHAMER OF COMMERCE	TM	WA/	NOON-5PM	MOVE IN
	CITY TEST	TM		8A-NOON	TEST
TUES. JAN 23	MI RECREATION & PARK ASSOCIATION	TM	GH/	9A-2P 2P-6P	EXHIBITS MOVE OUT
	GRSO CLASSICAL VI – BEETHOVEN'S EROICA	ST	DV/	8A-1P 7:30P-10P	MOVE IN REHEARSAL
	GRAND RAPIDS CHAMBER OF COMMERCE	TM	WA/	9:30A 11:30A 11:50A-1:30P 1:30P-3P	STAFF IN DOORS LUNCH MOVE OUT
	CITY TEST	TM	BR/	8A-NOON	TEST
WED. JAN 24	GRSO CLASSICAL VI – BEETHOVEN'S EROICA	ST	DV/	3:30P-6P 6P-7:30P 7:30P-10P	REHEARSAL GRSO MEETING REHEARSAL
THURS. JAN 25	GRSO CLASSICAL VI – BEETHOVEN'S EROICA	ST	DV/	4:30P-7:30P 7:30P-10P	MIC HANG REHEARSAL
FRI. JAN 26	MI REPUBLICAN STATE COMMITTEE	SM	GH/ 1/3 GH,2/3 GH,BL,KR A-D,KR E/MR A-F,MR G-I/	9A-6P 8P-9:30P	MOVE IN DISTRICT CAUCUS MEETING
	GRSO CLASSICAL VI – BEETHOVEN'S EROICA	ST	3 RD FLOOR LOBBY/ DV/	6:45P 7:15P-7:45P 8P-10:30P	OPEN TO UPBEAT UPBEAT PERFORMANCE
SAT. JAN 27	MI REPUBLICAN STATE COMMITTEE	SM	UPPER T/ GH/	7A 8A 9A-1P 1P-6P	VENDOR BOOTH OPEN DOORS OPEN CONVENTION MOVE OUT
	GRSO CLASSICAL VI – BEETHOVEN'S EROICA	ST	3 RD FLOOR LOBBY/ DV/	6:45P 7:15P-7:45P 8P-10:30P 10:30P	OPEN TO UPBEAT UPBEAT PERFORMANCE MOVE OUT
SUN. JAN 28	MI INTERNATIONAL AUTOSHOW	TM	GH,WA,EH,WH,KR,BL, MR/	????????	ART CRAFT LAY CARPET
MON JAN 29	MI INTERNATIONAL AUTOSHOW	TM	GH,WA,EH,WH,KR,BL, MR/	8A-5P	MOVE IN FREIGHT AND FACTORY DISPLAYS
	SHOWBOAT – BTG	ST	DV/	2P-6P 7P-11P	PRE RIG MOVE IN
TUES. JAN 30	MI INTERNATIONAL AUTOSHOW	TM	GH,WA,EH,WH,KR,BL, MR/		VEHICLES MOVE IN
	SHOWBOAT – BTG	ST	DV/	8A-5P 7:30P-10:30P	MOVE IN PERFORMANCE
	HOPE COLLEGE	TM	BR/	5P-7P	RECEPTION
WED. JAN 31	MI INTERNATIONAL AUTOSHOW	TM	GH,WA,EH,WH,KR,BL, MR/	8A-NOON 1P-3P 6:30P-10P	FINAL DISPLAY PREP. MEDIA PREVIEW RECEPTION
	SHOWBOAT – BTG	ST	DV/	7:30P-10:30P	PERFORMANCE
THURS. FEB 1	MI INTERNATIONAL AUTOSHOW	TM	GH,WA,EH,WH,KR,BL, MR/	3P-10P	SHOW

DATE	EVENT	EC	ROOM	TIME	FUNCTION
	SHOWBOAT - BTG	ST	DV/	2P-5P 7:30P-10:30P	PERFORMANCE PERFORMANCE
FRI. FEB 2	MI INTERNATIONAL AUTOSHOW	TM	GH,WA,EH,WH,KR,BL,MR/	11A-10P	SHOW
	SHOWBOAT - BTG	ST	DV/	8P-11P	PERFORMANCE
SAT. FEB 3	MI INTERNATIONAL AUTOSHOW	TM	GH,WA,EH,WH,KR,BL,MR/	10A-10P	SHOW
	SHOWBOAT - BTG	ST	DV/	2P-5P 8P-11P	PERFORMANCE PERFORMANCE
SUN. FEB 4	MI INTERNATIONAL AUTOSHOW	TM	GH,WA,EH,WH,KR,BL,MR/	10A-6P 6:30P-11P	SHOW MOVE OUT
	SHOWBOAT - BTG	ST	DV/	3P-6P 6P-9P	PERFORMANCE MOVE OUT
MON. FEB 5	MI INTERNATIONAL AUTOSHOW	TM	GH,WA,EH,WH,KR,BL,MR/	8A-5P	MOVE OUT
	MI CENTER FOR CAREER TECH EDUCATION	ST	DV/		MOVE IN MEETING
TUES. FEB 6	MI LUMBER & BUILDING MATERIALS ASSOCIATION	SM	WA,GH/		MOVE IN
	MI CENTER FOR CAREER TECH EDUCATION	ST	DV/		MEETING MOVE OUT
WED. FEB 7	MI LUMBER & BUILDING MATERIALS ASSOCIATION	SM			CONVENTION
THURS. FEB 8	MI LUMBER & BUILDING MATERIALS ASSOCIATION	SM	WA,GH/ KR/		CONVENTION
	JIM BRICKMAN	ST	DV/	9A-5P 7P (TO KEELER) 8P-10P 10P-MID	MOVE IN DOORS PERFORMANCE MOVE OUT
FRI. FEB 9	GRAND CENTER BOAT SHOW	TM	GH/	8A-5P	MOVE IN RAMP
	MI LUMBER & BUILDING MATERIALS ASSOCIATION	SM	WA,GH/		MOVE OUT
	CITY MEETING	TM	BR/	8A-NOON	MEETING
	GRSO SPECIAL II - FRANK SINATRA JR.	ST	DV/	8A-3P 3P-5P 8P-01P 10P-MID	MOVE IN SOUND CHECK PERFORMANCE MOVEOUT
SAT. FEB 10	GRAND CENTER BOAT SHOW	TM	GH,EH,WH,WA/	6:30A-7P	MOVE IN
	THE MERRY WIDOW - OPERA	ST	DV/	8A-11P	MOVE IN
SUN. FEB 11	GRAND CENTER BOAT SHOW	TM	GH,EH,WH,WA/	8A-7P	MOVE IN
	THE MERRY WIDOW - OPERA	ST	DV/	8A-6P 7P-11P	MOVE IN REHEARSAL
MON. FEB 12	GRAND CENTER BOAT SHOW	TM	GH,EH,WH,WA,MR,KR/	8A-7P	MOVE IN
	THE MERRY WIDOW - OPEARA	ST	DV/	8A-5P 7P-11P	MOVE IN REHEARSAL
TUES. FEB 13	GRAND CENTER BOAT SHOW	TM	GH,EH,WH,WA,MR,KR BL/	3P-9:30P	SHOW
	THE MERRY WIDOW - OPERA	ST	DV/	8A-5P 7:30P-11:30P	WORK CALL POSSIBLE OPEN REHEARSAL (100 GUESTS)
WED. FEB 14	GRAND CENTER BOAT SHOW	TM	GH,EH,WH,WA,MR,KR BL/	3P-9:30P	SHOW
	THE MERRY WIDOW - OPERA	ST	DV/	8A-5P 7:30P-11P	WORK CALL OPEN REHEARSAL (THIS IS STUDENT REH.)
THURS. FEB 15	GRAND CENTER BOAT SHOW	TM	GH,EH,WH,WA,MR,KR BL/	3P-9:30P	SHOW
	THE MERRY WIDOW - OPERA	ST	DV/	DARK	DARK
FRI. FEB 16	GRAND CENTER BOAT SHOW	TM	GH,EH,WH,WA,MR,KR BL/	11A-9:30P	SHOW
	THE MERRY WIDOW - OPERA	ST	DV/	7:30P-10:30P	PERFORMANCE
SAT. FEB 17	GRAND CENTER BOAT SHOW	TM	GH,EH,WH,WA,MR,KR BL/	10A-9P	SHOW
	THE MERRY WIDOW - OPERA	ST	DV/	7:30P-10:30P 10:30P-2:30A	PERFORMANCE MOVE OUT
SUN. FEB 18	GRAND CENTER BOAT SHOW	TM	GH,EH,WH,WA,MR,KR BL/	11A-6P 6P-10P	SHOW MOVE OUT
MON. FEB 19	GRAND CENTER BOAT SHOW	TM	GH,EH,WH,WA,MR,KR BL/	8A-5P	MOVE OUT
	GRSO 5 TH GRADE CONCERT	ST	DV/	10A-2P	MOVE IN
TUES FEB 20	GRSO 5 TH GRADE CONCERT	ST	DV/	9:40A-10:30A 11:10A-NOON	PERFORMANCE PERFORMANCE
	GRAND CENTER BOAT SHOW	TM	GH DOCK/	8A-5P	MOVE OUT RAMP

DATE	EVENT	EC	ROOM	TIME	FUNCTION
WED. FEB 21	GRSO 5 TH GRADE CONCERT	ST	DV/	9:40A-10:30A 11:10A-NOON	PERFORMANCE PERFORMANCE
THURS. FEB 22	GRSO 5 TH GRADE CONCERT	ST	DV/	9:40A-10:30A 11:10A-NOON	PERFORMANCE PERFORMANCE
FRI. FEB 23	GRSO 5 TH GRADE CONCERT	ST	DV/	9:40A-10:30A 11:10A-NOON NOON-3P	PERFORMANCE PERFORMANCE CHANGE OVER TO FAMILY
	HOWARD AMWAY	SM	WA/		MOVE IN
	PRESIDENTS BALL	SM	GH/		MOVE IN RECEPTION DINNER MOVE OUT
SAT. FEB 24	GRSO FAMILY II	ST	DV/	1P-3P	REHEARSAL
	HOWARD AMWAY	SM	WA/		MEETING
SUN. FEB 25	GRSO FAMILY II	ST	DV/	1:15P-2:30P 3P-4P 4P-5P	REHEARSAL PERFORMACNE MINIMAL MOVE OUT
	GRSO YOUTH SYMPHONY	ST	DV/	7P-10P	PERFORMANCE
MON. FEB 26	WEST MICHIGAN HOME & GARDEN SHOW	SM	GH,EH,WH,WA,MR/		MOVE IN
TUES, FEB 27	WEST MICHIGAN HOME & GARDEN SHOW	SM	GH,EH,WH,WA,MR,KR/		MOVE IN
	GRSO CLASSICAL VII	ST	DV/	NOON-2P 7:30P-10P	MOVE IN REHEARSAL
	CITY TEST	TM	BR/	8A-NOON	TEST
WED. FEB 28	WEST MICHIGAN HOME & GARDEN SHOW	SM	GH,EH,WH,WA,MR,KR/		MOVE IN
	GRSO CLASSICAL VII	ST	DV/	3:30P-6P 7:30P-10P	REHEARSAL REHEARSAL





**OFFICE OF THE COUNTY ADMINISTRATOR
MEMORANDUM**

TO: Chair Heacock and the CAA Board

FROM: Al Vanderberg *AV*
Assistant County Administrator

SUBJECT: Skywalk Ice Problem

DATE: January 23, 2001

I've attached a letter provided by Rich MacKeigan of SMG regarding the problems associated with ice falling from the skywalk that services the Van Andel Arena. The Operations Committee decided at their January 17, 2001 meeting to recommend immediate action to the CAA Board to address this issue. The excerpt from the draft minutes reads as follows:

Motion by Rowher, supported by Knack, to recommend that the CAA Board authorize SMG to move forward with the first phase of the solution for the sidewalk ice problem at a cost of up to \$20,000 and to ask Counsel Dick Wendt to send a strongly worded letter to the architect regarding the necessity of the firm to address design flaws of the skywalk. Motion Carried.

Operations Committee Chair Lew Chamberlin will be available at tomorrow's meeting to answer questions regarding the committee review and recommendation.



**Van Andel Arena /
Grand Center**

Memorandum

To: CAA OPERATIONS COMMITTEE
From: RICHARD MACKEIGAN
C: FILE
Date: 1/11/01
Re: ICE ON SKYWALK

We have seen an issue arise with ice build up on the portion of the skywalk running from the Arena to the Arena Station Building and from the Arena Station Building to the elevator tower. As you will recall, this portion of the Skywalk is owned by the CAA and maintained by SMG. This ice build up has caused large icicles to form on occasion and when these icicles melt and fall, there has been some minor property damage to vehicles parked below.

We have been trying to find a solution to limit or eliminate this from happening. Conversations with the original architects, as well as local contractors, have led us to believe that the installation of heating strips along the exterior of the Skywalk may work. We would like to see one piece of the Skywalk treated with the strips and should they be effective, then install them on the other piece as well. We would install the piece running from the elevator tower to Arena Station first as this is the area where the ice is more of a concern.

I would like to recommend that the Operations Committee consider a new item to the capital items budget for FY 2001 by an amount not to exceed \$20,000 for the first phase of this possible solution. If approved, we would also approach the Plaza Towers Building as their piece of the skywalk is also affected and this could lower costs on a linear foot basis. Should this solution prove effective, we will bring forward an additional request for the remainder of the skywalk during the regular budgeting process for next fiscal year.

Please feel free to contact me should you have any questions in advance of

