



# Agenda

---

## Board of Directors

**Friday, October 6, 2017**  
**Following CAA Operations Committee Meeting**  
**Kent County Commission Chambers**  
**300 Monroe Avenue, NW, Grand Rapids, MI**

- |     |   |                |
|-----|---|----------------|
| 1.  | Call to Order   | Steve Heacock  |
| 2.  | Minutes of August 4, 2017   | Action         |
| 3.  | Amend Minutes of June 21, 2017  | Action         |
| 4.  | Committee Reports   |                |
|     | A. Operations Committee   |                |
|     | B. Finance Committee  |                |
|     | i. Consolidated Financial Statement for Period Ending August 31, 2017                     | Action         |
|     | ii. SMG August 2017 Financial Statements – Van Andel Arena® and DeVos Place®              | Information    |
| 5.  | Application to Liquor Control Commission for Special License                              | Action         |
| 6.  | Director & Officer Insurance Renewal  | Action         |
| 7.  | Resolution Approving and Authorizing Execution of an Easement to the City of Grand Rapids | Action         |
| 8.  | Results of SMG Survey   | Steve Heacock  |
| 9.  | SMG Report and Facilities Calendars   | Rich MacKeigan |
| 10. | Public Comment  |                |
| 11. | Adjournment   |                |

**Next Meeting Date: Friday, November 3, 2017**  
**Following CAA Finance Committee**

**MINUTES OF THE GRAND RAPIDS-KENT COUNTY  
CONVENTION/ARENA AUTHORITY  
MEETING OF BOARD OF DIRECTORS  
Friday, August 4, 2017**

Attendance

Members Present: Steve Heacock, Chairperson  
Rosalynn Bliss  
Lew Chamberlin  
Birgit Klohs  
Richard Winn

Members Absent: Charlie Secchia  
Floyd Wilson, Jr.

Staff/Others:	Kathy Bart	SMG
	Wayman Britt	Kent County
	Scott Gorsline	DP Fox
	Chris Machuta	SMG
	Rich MacKeigan	SMG
	Mary Manier	Experience Grand Rapids
	Alyssa McConomy	Grand Rapids Intern
	Greg Sundstrom	Grand Rapids
	Eddie Tadlock	SMG
	Susan Waddell	CAA
	Jana Wallace	Grand Rapids
	Richard Wendt	Dickinson Wright
	Robert White	CAA

**1. Call to Order**

Steve Heacock, Chairperson, called the meeting to order at 8:00 a.m. Secretary/Treasurer, Richard Winn, recorded the meeting minutes. Chair Heacock changed item #5 to an information item. Chair Heacock added two agenda items: (1) SMG Contract Renewal and (2) Addendum to Boingo DAS Agreement.

**2. Minutes of Prior Meeting**

*Motion by Mr. Winn, support by Ms. Bliss, to approve the June 9 and June 21, 2017, Minutes. Motion carried.*

**3. Committee Reports**

**A. Operations Committee**

**i. Experience Grand Rapids Report**

Ms. Mary Manier, Director of Sales, provided an overview of the CVB's recent sales activities, marketing efforts, and major bid presentations. Ms. Manier reviewed the Smith Travel Research numbers through June, 2017. Staff attended sales conferences, trade shows, and sale meetings. Staff hosted one site visit

at DeVos Place® and booked two groups for the venue. The CVB held its annual Beer City Cup golf tournament that attracted 44 national and state meeting planners. Chair Heacock asked about our deficits and Ms. Manier responded they would be brand recognition, lack of direct flights, product knowledge (who we are and what we have), and availability, as the venues are very busy.

**B. Finance Committee**

i. Acceptance of June 2017 Consolidated Financial Statements

*Motion: Mr. Winn, supported by Ms. Klohs, moved to accept the June 2017 Consolidated Financial Statements. Motion carried.*

Chair Heacock stated that, while the financial results are phenomenal and no one could have predicted this level of success, he does worry about the future and age of the buildings. Chair Heacock extended congratulations to Rich MacKeigan and the entire SMG team.

iii. SMG June 2017 Van Andel Arena® and DeVos Place®  
Financial Statements

The SMG financial statements were included in the agenda packet as information items.

**4. SMG Contract Renewal**

The SMG Management Agreement expires June 30, 2018. Chair Heacock has been working with Harry Cann at SMG's corporate office, who provided a few bullet points to consider. Chair Heacock, Rick Winn, Dick Wendt, and Bob White will work on the contract negotiation. Chair Heacock does not feel an RFP is needed and asked what CAA members thought about this approach. Ms. Bliss and Mr. Chamberlin feel that SMG has so many industry connections and institutional knowledge, in addition to our strong relationship. Ms. Klohs added that the CAA does not need to fix what is not broken. A brief discussion followed regarding the possible contract term and the need to add protections in the event of serious changes.

**5. Amendment to Boingo DAS Agreement**

Mr. MacKeigan stated that the Boingo DAS system at the Arena is working well and Boingo would like to extend services to the convention center. Boingo has carriers already interested. Mr. Wendt added that he has reviewed the amendment and there is some urgency. DAS services would provide Internet connectivity to customers at no cost to them, while provided revenue to the buildings.

*Motion by Ms. Bliss, support by Ms. Klohs, to approve a First Amendment to Neutral Host Cellular DAS License Agreement with Concourse Communications Group LLC ("CCG") adding the DeVos Place® Convention Center as a DAS service area, pursuant to the Neutral Host Cellular DAS License Agreement dated September 4, 2015, between the CAA and CCG approved as to content by the General Manager or his designee and as to form by CAA legal counsel and authorizing and directing the Chairperson of the Board to execute such approved First Amendment for and on behalf of the CAA.*

**6. SMG Report and Facilities Calendars**

Mr. MacKeigan provided a summary of upcoming events that will be held at DeVos Place® and the Van Andel Arena®. Mr. MacKeigan assured the CAA Board that SMG is mindful every day of its obligations to the venues. SMG staff receives constant input from customers, tenants, and SMG corporate about what the buildings need, customer service, etc.

**7. Public Comment**

None.

**8. Adjournment**

The meeting adjourned at 8:25 a.m.

---

Richard A. Winn, Secretary/Treasurer

**MINUTES OF THE GRAND RAPIDS-KENT COUNTY  
CONVENTION/ARENA AUTHORITY  
BOARD OF DIRECTORS SPECIAL MEETING  
Wednesday, June 21, 2017**

1. Call to Order

Steven Heacock, Chairperson, called the meeting to order at 4:35 p.m. Richard Winn, Secretary/Treasurer, recorded the meeting minutes. Chair Heacock explained that the special meeting was called because CAA Board action was necessary to be taken on the listed agenda item before the end of the fiscal year, which is June 30, 2017.

Attendance

Members Present:	Steve Heacock, Chair	
	Lew Chamberlin	
	Birgit Klohs	
	Charlie Secchia	
	Floyd Wilson, Jr.	
	Richard Winn	
Members Absent:	Rosalynn Bliss	
Staff/Others:	Jim Harger	<i>MLive/The Grand Rapids Press</i>
	Susan Waddell	CAA

2. Approve 2017 Contribution to the Executive Director Longevity Incentive Plan

The Chairperson noted that the CAA and its venues have consistently performed above both expectations and comparable venues due to excellent management attributable to SMG, Rich MacKeigan and his team.

The CAA has achieved astounding success at the Van Andel Arena® for the past 18 years. Concerts drive the bottom line for the Arena. Booking concerts and acts rely heavily on relationships. To the CAA's benefit, Rich has developed valuable relationships over the years that directly result in more and better business for the Arena.

Like most convention centers, DeVos Place® convention center was constructed with the expectation that it would be a loss leader to spark economic growth downtown. Contrary to expectations, the venue has performed well economically and achieved break even or better most years (when including parking revenues). This too is attributable to Rich and his team.

Others have noticed Rich's great work. This past year, Rich received the *Venues Today* prestigious "Hall of Headlines" award, as well as a Top Arena Manager by *Billboard Magazine*. We are proud of Rich's recognition and recognize that the CAA is in an enviable position.

The next 5 years of the CAA are anticipated to be very important and will likely include continued growth, challenges to the concert business, and hotel and possible expansion construction projects. The board believes that continuity in management is vital for the CAA's success. Consequently, at the CAA's meeting held June 9, the Board approved a nonqualified deferred compensation plan, which provides Rich an incentive to stay with the CAA by offering him the chance to earn a lump sum payment that would be paid at the end of his next 5 years of employment.

The Chairperson asked that the Board take action on (i) the amount to be allocated to the nonqualified deferred compensation plan account for FY 2017 and (ii) the amount that will be contributed to a special trust so that CAA will have the necessary funds to pay the amounts promised actual funding of the benefit established under the nonqualified deferred compensation plan.

#### 2017 Allocation to the nonqualified deferred compensation plan account

Under the SMG management contract, the CAA pays SMG, who in turn pays Rich, for CAA-specific additional services. The Chairperson noted that by adding an incentive of a similar amount (\$40,000 annually) through the nonqualified deferred compensation plan, the CAA board will have done what it can to assure the desired continuity of management.

To assure that Rich's total compensation is reasonable, as compared to market, the Chairperson consulted with Jennifer Lynne Kwech, Human Capital – Actuarial, Rewards & Analytics, Deloitte Consulting LLP of Chicago. Ms. Kwech provided material that supports the board's conclusion that Rich's total compensation, including the contribution to the nonqualified deferred compensation plan, is reasonable.

The Chairperson noted that an alternative to the incentive plan for Rich would be to directly hire an executive director apart from Rich but the board does not believe that the CAA's current needs justify the expense and disruption of that option.

*Motion: Ms. Klohs, supported by Mr. Wilson, moved to allocate \$40,000 to the nonqualified deferred compensation plan account for fiscal year 2017. The motion carried unanimously.*

#### Funding Contribution to the trust to provide for ~~of~~ the benefit promised established under the nonqualified deferred compensation plan

The next issue discussed was a contribution to the trust that will provide a source of funds ing to make payment under the nonqualified deferred compensation plan. The CAA could set aside fund the entire anticipated payment of \$200,000, just the FY 2017 contribution of \$40,000 or some other amount. The CAA would place any such segregated amounts funding in trust and the trustee would have the responsibility to invest the funds. The contribution would appear as a balance sheet entry only until vesting and payment and the contribution would not affect the SMG incentive fee. Given the strength of the current CAA financial position, the full anticipated payment amount funding could be segregated and deposited with the trustee made without harming the organization and would avoid concerns about having the promised amount available funding in potentially lean years.

*Motion: Mr. Winn, supported by Mr. Secchia, moved to contribute to the Trust the amount of \$200,000 so to provide a source of funds available to make payment under the nonqualified deferred compensation plan account in the amount of \$200,000, upon execution of the Grand Rapids-Kent County Convention/Arena Authority 2017 Nonqualified Deferred Compensation Plan and a trust agreement; provided, however, that Robert White, the CAA's professional financial consultant, opines that the CAA is financially sound to fund the account in its entirety.*

### 3. Public Comment

None.

4. Adjournment

There being no other business, the meeting adjourned at 5:05 p.m.

---

Richard M. Winn, Recording Secretary

**MINUTES OF THE GRAND RAPIDS-KENT COUNTY  
CONVENTION/ARENA AUTHORITY  
BOARD OF DIRECTORS SPECIAL MEETING  
Wednesday, June 21, 2017**

1. Call to Order

Steven Heacock, Chairperson, called the meeting to order at 4:35 p.m. Richard Winn, Secretary/Treasurer, recorded the meeting minutes. Chair Heacock explained that the special meeting was called because CAA Board action was necessary to be taken on the listed agenda item before the end of the fiscal year, which is June 30, 2017.

Attendance

Members Present:	Steve Heacock, Chair	
	Lew Chamberlin	
	Birgit Klohs	
	Charlie Secchia	
	Floyd Wilson, Jr.	
	Richard Winn	
Members Absent:	Rosalynn Bliss	
Staff/Others:	Jim Harger	<i>MLive/The Grand Rapids Press</i>
	Susan Waddell	CAA

2. Approve 2017 Contribution to the Executive Director Longevity Incentive Plan

The Chairperson noted that the CAA and its venues have consistently performed above both expectations and comparable venues due to excellent management attributable to SMG, Rich MacKeigan and his team.

The CAA has achieved astounding success at the Van Andel Arena® for the past 18 years. Concerts drive the bottom line for the Arena. Booking concerts and acts rely heavily on relationships. To the CAA's benefit, Rich has developed valuable relationships over the years that directly result in more and better business for the Arena.

Like most convention centers, DeVos Place® convention center was constructed with the expectation that it would be a loss leader to spark economic growth downtown. Contrary to expectations, the venue has performed well economically and achieved break even or better most years (when including parking revenues). This too is attributable to Rich and his team.

Others have noticed Rich's great work. This past year, Rich received the *Venues Today* prestigious "Hall of Headlines" award, as well as a Top Arena Manager by *Billboard Magazine*. We are proud of Rich's recognition and recognize that the CAA is in an enviable position.

The next 5 years of the CAA are anticipated to be very important and will likely include continued growth, challenges to the concert business, and hotel and possible expansion construction projects. The board believes that continuity in management is vital for the CAA's success. Consequently, at the CAA's meeting held June 9, the Board approved a nonqualified deferred compensation plan, which provides Rich an incentive to stay with the CAA by offering him the chance to earn a lump sum payment that would be paid at the end of his next 5 years of employment.



The Chairperson asked that the Board take action on (i) the amount to be allocated to the nonqualified deferred compensation plan account for FY 2017 and (ii) the actual funding of the benefit established under the nonqualified compensation plan.

#### 2017 Allocation to the nonqualified deferred compensation plan account

Under the SMG management contract, the CAA pays SMG, who in turn pays Rich, for CAA-specific additional services. The Chairperson noted that by adding an incentive of a similar amount (\$40,000 annually) through the nonqualified deferred compensation plan, the CAA board will have done what it can to assure the desired continuity of management.

To assure that Rich's total compensation is reasonable, as compared to market, the Chairperson consulted with Jennifer Lynne Kwech, Human Capital – Actuarial, Rewards & Analytics, Deloitte Consulting LLP of Chicago. Ms. Kwech provided material that supports the board's conclusion that Rich's total compensation, including the contribution to the nonqualified deferred compensation plan, is reasonable.

The Chairperson noted that an alternative to the incentive plan for Rich would be to directly hire an executive director apart from Rich but the board does not believe that the CAA's current needs justify the expense and disruption of that option.

*Motion: Ms. Klohs, supported by Mr. Wilson, moved to allocate \$40,000 to the nonqualified deferred compensation plan account for fiscal year 2017. The motion carried unanimously.*

#### Funding of the benefit established under the nonqualified deferred compensation plan

The next issue discussed was funding the nonqualified deferred compensation plan. The CAA could fund the entire anticipated payment of \$200,000, just the FY 2017 contribution of \$40,000 or some other amount. The CAA would place any such funding in trust and the trustee would have the responsibility to invest the funds. The contribution would appear as a balance sheet entry only until vesting and payment and the contribution would not affect the SMG incentive fee. Given the strength of the current CAA financial position, full funding could be made without harming the organization and would avoid concerns about funding in potentially lean years.

*Motion: Mr. Winn, supported by Mr. Secchia, moved to fund the nonqualified deferred compensation plan account in the amount of \$200,000, upon execution of the Grand Rapids-Kent County Convention/Arena Authority 2017 Nonqualified Deferred Compensation Plan and a trust agreement; provided, however, that Robert White, the CAA's professional financial consultant, opines that the CAA is financially sound to fund the account in its entirety.*

#### 3. Public Comment

None.

#### 4. Adjournment

There being no other business, the meeting adjourned at 5:05 p.m.

---

Richard A. Winn, Recording Secretary

**Grand Rapids-Kent County  
Convention/Arena Authority  
Consolidated Financial Report  
August 31, 2017**

	<b>Page</b>
Dashboard	1
Summary by Facility	
Rolling Forecast	2
Year-to-Date Comparable	3
Trend Analysis	
Monthly Net Proceeds - FY17 & FY18	4
Rolling 12-Month Comparison - FY17 & FY18	5
Significant Notes	6
Administrative Accounts	
Year-to-Date Comparable	7



**Financial Dashboard  
Year-To-Date (2 Months)  
August 31, 2017**

<b>Van Andel Arena®</b>						
	<b>All Events</b>			<b>Concert</b>		
	<u>Prior Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Prior Year</u>	<u>Budget</u>	<u>Actual</u>
Events	8	11	7	6	2	2
Attendance	58,011	35,500	25,872	52,536	16,000	11,388
Event Income	\$ 783,006	\$ 309,350	\$ 259,426	\$ 702,417	\$ 171,580	\$ 127,683
<b>DeVos Place®</b>						
	<b>All Events</b>			<b>Convention/Trade</b>		
	<u>Prior Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Prior Year</u>	<u>Budget</u>	<u>Actual</u>
Events	49	50	66	21	18	42
Attendance	43,314	42,900	47,816	24,285	18,000	36,141
Event Income	\$ 604,424	\$ 647,906	\$ 768,302	\$ 360,414	\$ 342,900	\$ 589,703
				<u>Prior Year</u>	<u>Budget</u>	<u>Actual</u>
Operating Income (Loss)				\$ 373,958	\$ (398,700)	\$ (120,680)
Capital/Repair/Replacement				(412,101)	(670,105)	(670,105)
Net - To/(From) on Fund Balance				\$ (38,143)	\$ (1,068,805)	\$ (790,785)

\*NOTES: (1):

Unrestricted Fund Balance @ June 30, 2017\*

\$ 23,376,781

**Grand Rapids-Kent County Convention/Arena Authority**  
**Summary by Facility/Other**  
**Fiscal Year Ending June 30, 2018**

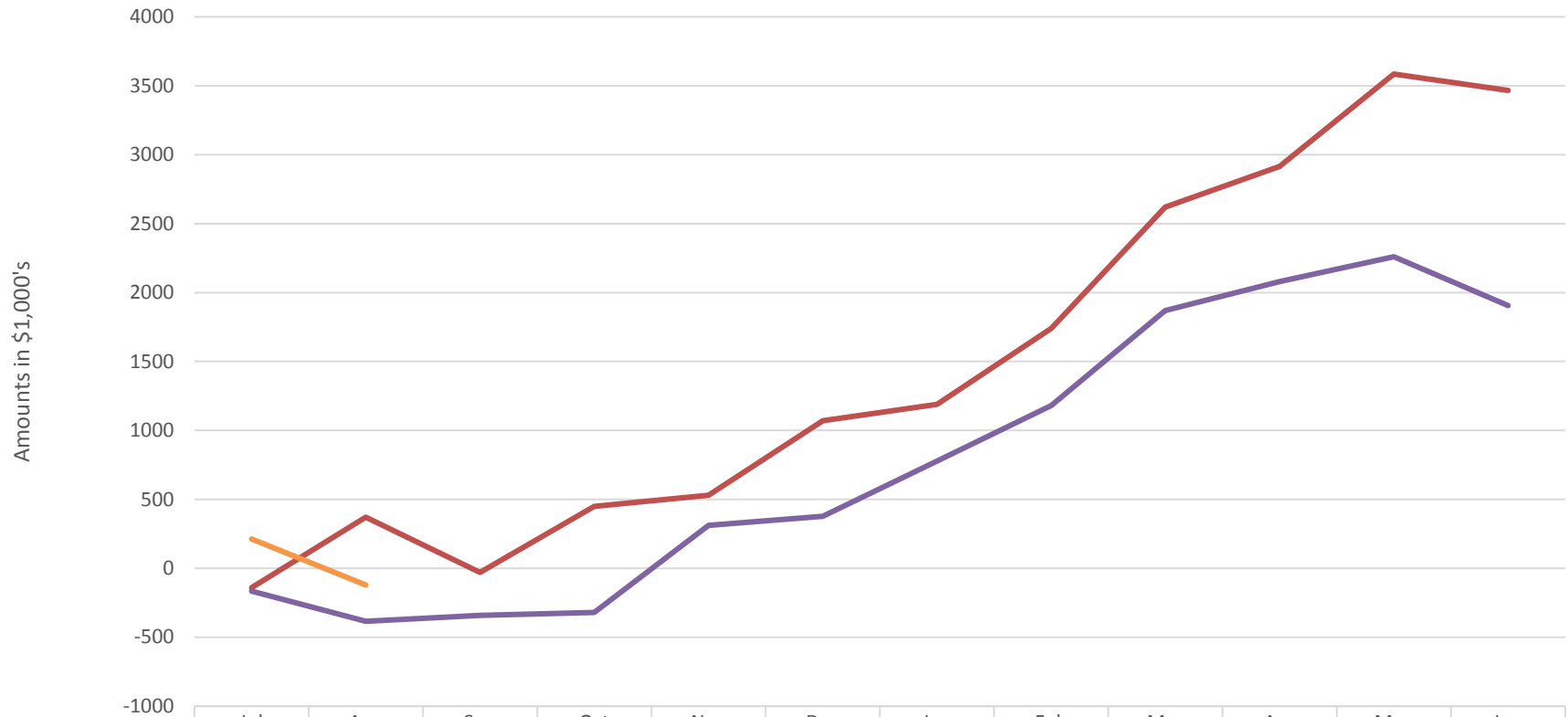
	<b>FY 2018</b>				<b>FY 2017</b>
	<b>7/1 - 8/31</b>				
	<b>Year-to-Date</b>	<b>Roll</b>	<b>Estimate*</b>	<b>Budget</b>	<b>Prior Year</b>
<b>Van Andel Arena</b>					
Operating - Revenues	\$ 617,285	\$ 5,245,135	\$ 5,862,420	\$ 5,862,420	\$ 7,139,420
- Expenses - Facilities	(681,243)	(3,736,481)	(4,417,724)	(4,417,724)	(4,334,131)
- Base Management Fees	(29,407)	(147,727)	(177,134)	(177,134)	(173,661)
- Incentive Fee	-	(101,780)	(101,780)	(101,780)	(172,078)
Net Operating Income (Loss)	(93,365)	1,259,147	1,165,782	1,165,782	2,459,550
Parking	57,250	327,737	384,987	384,987	284,152
Pedestrian Safety	(1,540)	(106,460)	(108,000)	(108,000)	(106,657)
<b>Net Proceeds (Cost) of VAA</b>	<b>(37,655)</b>	<b>1,480,424</b>	<b>1,442,769</b>	<b>1,442,769</b>	<b>2,637,045</b>
<b>DeVos Place Convention Center</b>					
Operating - Revenues	773,486	5,563,824	6,337,310	6,337,310	6,502,567
- Expenses - Facilities	(949,326)	(5,030,122)	(5,979,448)	(5,979,448)	(5,942,334)
- Base Management Fees	(29,407)	(147,727)	(177,134)	(177,134)	(173,661)
- Incentive Fee	-	(252,488)	(252,488)	(252,488)	(175,244)
Net Operating Income (Loss)	(205,247)	133,487	(71,760)	(71,760)	211,328
Parking	149,548	994,218	1,143,766	1,143,766	1,089,707
Pedestrian Safety	(928)	(50,072)	(51,000)	(51,000)	(56,179)
<b>Net Proceeds (Cost) of DVP</b>	<b>(56,627)</b>	<b>1,077,633</b>	<b>1,021,006</b>	<b>1,021,006</b>	<b>1,244,856</b>
<b>Other</b>					
Revenues	37,451	333,799	371,250	371,250	256,988
Expenses	(63,849)	(865,024)	(928,873)	(928,873)	(672,926)
<b>Net Other</b>	<b>(26,398)</b>	<b>(531,225)</b>	<b>(557,623)</b>	<b>(557,623)</b>	<b>(415,938)</b>
<b>Total Net Proceeds/Operating</b>	<b>(120,680)</b>	<b>2,026,832</b>	<b>1,906,152</b>	<b>1,906,152</b>	<b>3,465,963</b>
Capital Expenditures	(670,105)	(3,214,895)	(3,885,000)	(3,885,000)	(2,319,398)
<b>Results Net of Capital Expenditures</b>	<b>\$ (790,785)</b>	<b>\$ (1,188,063)</b>	<b>\$ (1,978,848)</b>	<b>\$ (1,978,848)</b>	<b>\$ 1,146,565</b>

\*Updated estimate will be based on quarterly performance and projections for balance of year. Next quarterly update to be provided with September financial report (11/3/17 Board meeting).

**Grand Rapids-Kent County Convention/Arena Authority**  
**Budget Summary by Facility/Other**  
**Financial Trends for Year Ending June 30, 2018**

	Annual			Year-To-Date		
	FY 2017	FY 2018	Percentage	FY 2017	FY 2018	Percentage
	Final	Budget	Change	7/1 - 8/31	7/1 - 8/31	Change
<b>Van Andel Arena</b>						
Operating - Revenues	\$ 7,139,420	\$ 5,862,420	(17.9)	\$1,281,138	\$ 617,285	(51.8)
- Expenses - Facilities	(4,334,131)	(4,417,724)	(1.9)	(724,189)	(681,243)	5.9
- Base Management Fees	(173,661)	(177,134)	(2.0)	(28,657)	(29,407)	(2.6)
- Incentive Fee	(172,078)	(101,780)	40.9	-	-	-
<b>Net Operating Income (Loss)</b>	<b>2,459,550</b>	<b>1,165,782</b>	<b>- 56.2</b>	<b>528,292</b>	<b>(93,365)</b>	<b>(117.7)</b>
Parking	284,152	384,987	35.5	-	57,250	+100.0
Pedestrian Safety	(106,657)	(108,000)	(1.3)	-	(1,540)	(100.0)
<b>Net Proceeds (Cost) of VAA</b>	<b>2,637,045</b>	<b>1,442,769</b>	<b>(45.3)</b>	<b>528,292</b>	<b>(37,655)</b>	<b>(107.1)</b>
<b>DeVos Place Convention Center</b>						
Operating - Revenues	6,502,567	6,337,310	(2.5)	610,295	773,486	26.7
- Expenses - Facilities	(5,942,334)	(5,979,448)	(0.6)	(852,830)	(949,326)	(11.3)
- Base Management Fees	(173,661)	(177,134)	(2.0)	(28,657)	(29,407)	(2.6)
- Incentive Fee	(175,244)	(252,488)	(44.1)	-	-	-
<b>Net Operating Income (Loss)</b>	<b>211,328</b>	<b>(71,760)</b>	<b>(134.0)</b>	<b>(271,192)</b>	<b>(205,247)</b>	<b>(120.9)</b>
Parking	1,089,707	1,143,766	5.0	137,980	149,548	8.4
Pedestrian Safety	(56,179)	(51,000)	9.2	-	(928)	(100.0)
<b>Net Proceeds (Cost) of DVP</b>	<b>1,244,856</b>	<b>1,021,006</b>	<b>(18.0)</b>	<b>(133,212)</b>	<b>(56,627)</b>	<b>57.5</b>
<b>Other</b>						
Revenues	256,988	371,250	44.5	31,688	37,451	18.2
Expenses	(672,926)	(928,873)	(38.0)	(52,810)	(63,849)	(20.9)
<b>Net Other</b>	<b>(415,938)</b>	<b>(557,623)</b>	<b>(34.1)</b>	<b>(21,122)</b>	<b>(26,398)</b>	<b>(25.0)</b>
<b>Total Net Proceeds/Operating</b>	<b>3,465,963</b>	<b>1,906,152</b>	<b>(45.0)</b>	<b>373,958</b>	<b>(120,680)</b>	<b>(132.3)</b>
Capital/Repair Expenditures	(2,319,398)	(3,885,000)	(67.5)	(412,101)	(670,105)	(62.6)
<b>Results Net of Capital Expenditures</b>	<b>\$ 1,146,565</b>	<b>\$ (1,978,848)</b>	<b>(172.6)</b>	<b>\$ (38,143)</b>	<b>\$ (790,785)</b>	<b>(1,973.2)</b>

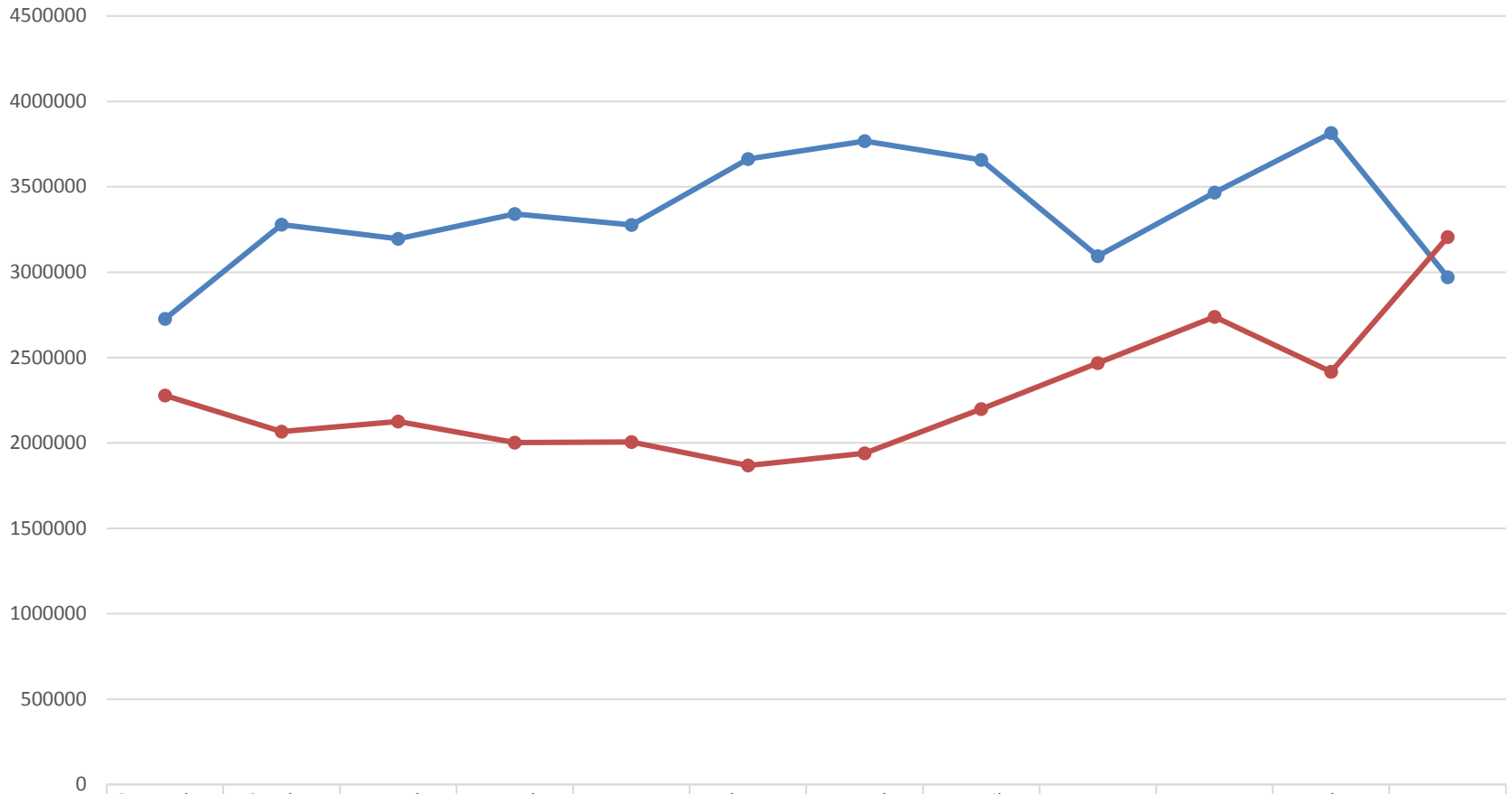
CAA Trends  
Monthly Net Proceeds through August 31, 2017



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY17 Actual	-140	370	-30	450	530	1070	1190	1740	2620	2915	3585	3465
FY18 Budget	-166	-384	-341	-319	311	378	778	1181	1870	2079	2260	1906
FY18 Actual	213	-121										

Accumulative Net Proceeds by Month

### Rolling 12 Month Comparison



	September	October	November	December	January	February	March	April	May	June	July	August
● Current	2726357	3278535	3195881	3340349	3276483	3663262	3767746	3657572	3094387	3465963	3814753	2970965
● Prior	2278970	2066642	2126094	2002324	2005720	1867918	1939561	2197887	2467944	2738001	2417485	3205759

## Significant Notes

### Van Andel Arena®

- Page 1 - Two concerts generated \$127,683 in event revenue, a decrease of (81.8%) from prior year (6 concerts) of \$702,417.
- Page 3 - Net proceeds, of (\$37,655) decreased by (107.1%) from prior year of \$528,292.

### DeVos Place®

- Page 1 - Convention/trade show business generated \$589,703 in event revenue, an increase of +63.6% from prior year (attendance increased from 24,285 to 36,141) of \$360,414.
- Page 3 - Net "proceeds" of (\$56,627) increased by +57.5% from prior year "proceeds" of (\$133,214).



**Grand Rapids-Kent County Convention/Arena Authority**  
**Administrative Accounts**  
**Net Other Detail**  
**August 31, 2017**

	<b>Annual</b>			<b>Actual</b>		
	<b>FY 2017</b>	<b>FY 2018</b>	<b>Percentage</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Percentage</b>
	<b>Final</b>	<b>Budget</b>	<b>Change</b>	<b>7/1-8/31</b>	<b>7/1-8/31</b>	<b>Change</b>
Other						
Revenues						
Interest/Capital Contr.	\$ 176,930	\$ 286,250	61.8	\$ 12,200	\$ 36,701	200.8
Miscellaneous	80,058	85,000	6.2	19,488	750	(96.2)
	<u>256,988</u>	<u>371,250</u>	<u>44.5</u>	<u>31,688</u>	<u>37,451</u>	<u>18.2</u>
Expenses						
Marketing (CVB/Sports)	125,000	200,000	60.0	-	-	-
Diversity Initiative	57,689	150,000	160.0	7,810	18,749	140.1
Wages/Benefits	127,722	131,468	2.9	17,129	15,016	(12.3)
Professional Services	57,219	65,500	14.5	2,371	295	(87.6)
DID Assessment	38,405	55,422	44.3	-	22,231	+100.0
Food & Beverage Repairs	-	40,000	100.0+	-	-	-
Consulting Services	117,709	150,000 <sup>(1)</sup>	27.4	23,774	-	(100.0)
Landscaping	10,376	25,000	140.9	-	-	-
Procurement of Art	28,941	30,000	3.7	-	108	+100.0
Insurance	21,062	21,483	2.0	-	3,996	+100.0
Supplies/Other	88,803	60,000	(32.4)	1,726	3,454	100.1
	<u>672,926</u>	<u>928,873</u>	<u>38.0</u>	<u>52,810</u>	<u>63,849</u>	<u>20.9</u>
Net Proceeds - Operating	<u>\$ (415,938)</u>	<u>\$ (557,623)</u>	<u>(34.1)</u>	<u>\$ (21,122)</u>	<u>\$ (26,398)</u>	<u>(25.0)</u>

Notes:

<sup>(1)</sup> Includes SMG \$33,355 and \$116,645 for hotel study.

# DEVOS PLACE

## DE VOS PLACE

FINANCIAL STATEMENT  
FOR THE PERIOD ENDED AUGUST 31, 2017

Distribution:

Grand Rapids – KentCounty Convention / Arena Authority

Robert White

Harry Cann

Hope Parkin

Howard Feldman

Richard MacKeigan

Chris Machuta



---

*An SMG Managed Facility*

**DE VOS PLACE  
ROLLING FORECAST  
FISCAL YEAR ENDING JUNE 30, 2018**

	<b>YTD Actual</b>	<b>Roll</b>	<b>TOTAL FYE</b>	<b>BUDGET FYE</b>	<b>VARIANCE</b>
<b>NO. EVENTS</b>	66	419	485	485	-
<b>ATTENDANCE</b>	47,816	531,184	579,000	579,000	-
<b>DIRECT EVENT INCOME</b>	355,076	2,840,824	3,195,900	3,195,900	-
<b>ANCILLARY INCOME</b>	369,504	2,163,906	2,533,410	2,533,410	-
<b>OTHER EVENT INCOME</b>	43,722	457,278	501,000	501,000	-
<b>TOTAL EVENT REVENUE</b>	768,302	5,462,008	6,230,310	6,230,310	-
<b>TOTAL OTHER REVENUE</b>	5,184	101,816	107,000	107,000	-
<b>TOTAL OPERATING REVENUE</b>	773,486	5,563,824	6,337,310	6,337,310	-
<b>INDIRECT EXPENSES</b>					
<b>EXECUTIVE</b>	33,158	179,253	212,411	212,411	-
<b>FINANCE</b>	51,139	229,742	280,881	280,881	-
<b>MARKETING</b>	20,632	154,627	175,259	175,259	-
<b>OPERATIONS</b>	167,298	1,414,456	1,581,754	1,581,754	-
<b>EVENT SERVICES</b>	228,289	945,991	1,174,280	1,174,280	-
<b>BOX OFFICE</b>	31,417	102,331	133,748	133,748	-
<b>SALES</b>	67,477	361,962	429,439	429,439	-
<b>OVERHEAD</b>	379,322	1,789,488	2,168,810	2,168,810	-
<b>TOTAL OPERATING EXP.</b>	978,733	5,177,850	6,156,582	6,156,582	-
<b>NET REVENUE ABOVE EXPENSES</b>	<b>(205,247)</b>	<b>385,974</b>	<b>180,728</b>	<b>180,728</b>	-
<b>INCENTIVE FEE</b>		252,488	252,488	252,488	-
<b>NET OPERATING REVENUE OVER OPERATING EXPENSES</b>	<b>(205,247)</b>	<b>133,486</b>	<b>(71,760)</b>	<b>(71,760)</b>	-

Comments:

DeVos Place finished August very consistent with budget overall and remains ahead of both budget and prior year.

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Assistant General Manager

1

**DE VOS PLACE  
FINANCIAL STATEMENT HIGHLIGHTS  
FISCAL YEAR ENDING JUNE 30, 2018**

The following schedule summarizes operating results for both the current month and Year to Date as compared to budget and prior year:

<b>MONTH</b>	<b>August Actual</b>	<b>August Budget</b>	<b>August FY 2017</b>
Number of Events	37	24	27
Attendance	29,523	19,800	29,310
Direct Event Income	\$128,670	\$126,850	\$154,177
Ancillary Income	165,740	166,836	168,190
Other Event Income	12,352	7,000	24,285
Other Operating Income	1,588	2,666	2,155
Indirect Expenses	(529,622)	(513,049)	(460,398)
Net Income	(\$221,272)	(\$209,697)	(\$111,591)

<b>YTD</b>	<b>YTD 2017 Actual</b>	<b>YTD 2017 Budget</b>	<b>YTD 2017 Prior Year</b>
Number of Events	66	50	49
Attendance	47,816	42,900	43,314
Direct Event Income	\$355,076	\$274,500	\$279,971
Ancillary Income	369,504	338,406	252,178
Other Event Income	43,722	35,000	72,275
Other Operating Income	5,184	5,332	5,871
Indirect Expenses	(978,733)	(1,026,098)	(881,487)
Net Income	(\$205,247)	(\$372,860)	(\$271,192)

**EVENT INCOME**

Event income came in consistent with budget overall.

**ANCILLARY INCOME**

Ancillary income came expected levels for the month.

**INDIRECT EXPENSES**

Indirect expenses came in consistent with budget overall for the month and year to date.

**DeVos Place**  
**Income Statement**  
**For the Two Months Ending August 31, 2017**

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
<b>Event Income</b>								
<b>Direct Event Income</b>								
Rental Income	\$242,486	\$148,500	\$93,986	\$194,396	\$471,281	\$312,500	\$158,781	\$327,970
Service Revenue	108,977	109,400	(423)	123,197	254,623	259,800	(5,177)	270,473
Service Expenses	(222,793)	(131,050)	(91,743)	(163,416)	(370,828)	(297,800)	(73,028)	(318,472)
<b>Total Direct Event Income</b>	<b>128,670</b>	<b>126,850</b>	<b>1,820</b>	<b>154,177</b>	<b>355,076</b>	<b>274,500</b>	<b>80,576</b>	<b>279,971</b>
<b>Ancillary Income</b>								
F&B Concession	11,240	4,775	6,465	10,332	20,642	13,925	6,717	20,091
F&B Catering	61,375	70,800	(9,425)	53,139	172,337	140,775	31,562	89,266
Novelty Sales	2,742	500	2,242	3,815	4,540	2,500	2,040	10,123
Booth Cleaning	19,099	18,921	178	32,848	43,206	37,536	5,670	33,929
Telephone/Long Distance	338	0	338	563	338	0	338	563
Electrical Services	19,193	26,250	(7,057)	24,935	49,225	51,600	(2,375)	31,145
Audio Visual	26,414	26,190	224	30,473	34,797	51,720	(16,923)	40,843
Internet Services	9,337	7,600	1,737	3,415	15,449	15,150	299	12,009
Equipment Rental	16,002	11,800	4,202	8,670	28,970	25,200	3,770	14,209
<b>Total Ancillary Income</b>	<b>165,740</b>	<b>166,836</b>	<b>(1,096)</b>	<b>168,190</b>	<b>369,504</b>	<b>338,406</b>	<b>31,098</b>	<b>252,178</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	12,352	7,000	5,352	24,285	43,722	35,000	8,722	72,275
<b>Total Other Event Income</b>	<b>12,352</b>	<b>7,000</b>	<b>5,352</b>	<b>24,285</b>	<b>43,722</b>	<b>35,000</b>	<b>8,722</b>	<b>72,275</b>
<b>Total Event Income</b>	<b>306,762</b>	<b>300,686</b>	<b>6,076</b>	<b>346,652</b>	<b>768,302</b>	<b>647,906</b>	<b>120,396</b>	<b>604,424</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	1,217	1,333	(116)	1,353	2,433	2,666	(233)	2,705
Other Income	371	1,333	(962)	802	2,751	2,666	85	3,166
<b>Total Other Operating Income</b>	<b>1,588</b>	<b>2,666</b>	<b>(1,078)</b>	<b>2,155</b>	<b>5,184</b>	<b>5,332</b>	<b>(148)</b>	<b>5,871</b>
<b>Adjusted Gross Income</b>	<b>308,350</b>	<b>303,352</b>	<b>4,998</b>	<b>348,807</b>	<b>773,486</b>	<b>653,238</b>	<b>120,248</b>	<b>610,295</b>
<b>Operating Expenses</b>								
Salaries and Wages	281,685	298,949	(17,264)	191,360	585,971	597,898	(11,927)	393,528
Payroll Taxes and Benefits	92,838	99,063	(6,225)	66,755	161,415	198,126	(36,711)	138,450
Labor Allocations to Events	(167,285)	(189,839)	22,554	(80,770)	(355,891)	(379,678)	23,787	(180,459)
<b>Net Salaries and Benefits</b>	<b>207,238</b>	<b>208,173</b>	<b>(935)</b>	<b>177,345</b>	<b>391,495</b>	<b>416,346</b>	<b>(24,851)</b>	<b>351,519</b>
Contracted Services	41,276	23,692	17,584	32,122	63,074	47,384	15,690	64,772
General and Administrative	37,029	33,156	3,873	27,145	61,964	66,312	(4,348)	46,294
Operations	6,081	11,571	(5,490)	3,847	15,027	23,142	(8,115)	7,388
Repair and Maintenance	43,752	48,100	(4,348)	32,031	82,250	96,200	(13,950)	43,247
Operational Supplies	27,571	24,225	3,346	30,925	38,014	48,450	(10,436)	33,868
Insurance	15,146	20,804	(5,658)	15,214	27,744	41,608	(13,864)	26,832
Utilities	136,594	128,567	8,027	141,769	269,758	257,134	12,624	278,910
SMG Management Fees	14,935	14,761	174	0	29,407	29,522	(115)	28,657
<b>Total Operating Expenses</b>	<b>529,622</b>	<b>513,049</b>	<b>16,573</b>	<b>460,398</b>	<b>978,733</b>	<b>1,026,098</b>	<b>(47,365)</b>	<b>881,487</b>
<b>Net Income(Loss) From Operati</b>	<b>(221,272)</b>	<b>(209,697)</b>	<b>(11,575)</b>	<b>(111,591)</b>	<b>(205,247)</b>	<b>(372,860)</b>	<b>167,613</b>	<b>(271,192)</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>(221,272)</b>	<b>(209,697)</b>	<b>(11,575)</b>	<b>(111,591)</b>	<b>(205,247)</b>	<b>(372,860)</b>	<b>167,613</b>	<b>(271,192)</b>

3

**SMG DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Year to Date Event Summary Report**  
**For the Two Months Ended August 31, 2017**

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	42	18	36,141	18,000	589,703	342,900
Consumer/Gated Shows	-		-		-	
DeVos Performance Hall	8	5	7,306	7,500	101,047	89,750
Banquets	1	6	160	4,800	2,242	65,610
Meetings	10	14	1,934	4,200	68,389	98,434
Other	5	7	2,275	8,400	6,920	51,212
<b>GRAND TOTALS</b>	<b>66</b>	<b>50</b>	<b>47,816</b>	<b>42,900</b>	<b>768,302</b>	<b>647,906</b>

As Percentage of Overall

Convention/Trade Shows	63.64%	36.00%	75.58%	41.96%	76.75%	52.92%
Consumer/Gated Shows	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Devos Performance Hall	12.12%	10.00%	15.28%	17.48%	13.15%	13.85%
Ballroom Exclusive	1.52%	12.00%	0.33%	11.19%	0.29%	10.13%
Meetings	15.15%	28.00%	4.04%	9.79%	8.90%	15.19%
Other	7.58%	14.00%	4.76%	19.58%	0.90%	7.90%

4

**DeVos Place**  
**Balance Sheet**  
**As of August 31, 2017**

**ASSETS**

**Current Assets**

Cash	4,008,181
Account Receivable	1,565,689
Prepaid Expenses	197,599

**Total Current Assets** ----- **\$5,771,469**

**Total Assets** ----- **\$5,771,469**  
=====

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	116,182
Accrued Expenses	469,375
Deferred Income	239,195
Advanced Ticket Sales & Deposits	3,823,803

**Total Current Liabilities** ----- **\$4,648,556**

**Other Liabilities**

**Equity**

Funds Remitted to CAA	0
Expenses Paid Direct by CAA	240,145
Beginning Balance Equity	1,088,015
Current Year Equity	(205,247)

**Total Equity** ----- **\$1,122,913**

**Total Liabilities and Equity** ----- **\$5,771,469**  
=====

5

**SMG - DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**As of August 31, 2017**

---

Current - Under 30 Days	
Food & Beverage	71,746
Ticketing	88,176
Merchandise	-
Decorating	19,098
Audio/Visual	26,414
Van Andel Arena	728,471
Operating	461,856
Over 30 Days	121,111
Over 60 Days	48,817
Over 90 Days	
Total Accounts Receivable	1,565,689



**SMG - Van Andel Arena & DeVos Place  
Grand Rapids - Kent County Convention/Arena Authority  
Management Fee Summary  
Fiscal Year Ending June 30, 2018**

---

**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2017 Atual
Net Revenue above Expenses	1,269,298	162,464	1,431,762	3,018,200
Benchmark ++			750,000	750,000
Excess	1,269,298	162,464	681,762	2,268,200
 Incentive Fee Calculation (Only if above greater than zero)				
	Arena Actual	DeVos Place Actual	Total Actual	Total Actual
Base Fee	176,440	176,440	352,880	347,322
 Incentive Fee				
Revenue	5,862,420	6,317,310	12,179,730	13,641,987
Benchmark Revenue	5,150,000	4,550,000	9,700,000	9,600,000
Revenue Excess	712,420	1,767,310	2,479,730	4,041,987
Incentive Fee **	101,382	251,498	352,880	347,322
 Total SMG Management Fee	 277,822	 427,938	 705,760	 694,644

\*\* Incentive fee is 25% of the first \$500,000 in excess, 30% of remaining capped at base fee amount.

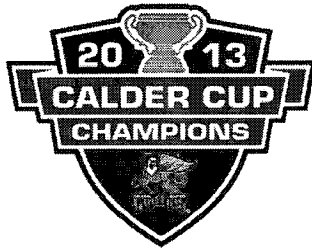
++ If net revenues above expenses exceeds \$700,000, SMG is eligible for 75% of the incentive fee.



# VAN ANDEL ARENA

FINANCIAL STATEMENT  
FOR THE PERIOD ENDED AUGUST 31, 2017

PROUD HOME OF THE GRAND RAPIDS GRIFFINS – TWO TIME CALDER CUPS CHAMPIONS



Distribution:

Grand Rapids – Kent County Convention / Arena Authority  
Robert White  
Harry Cann  
Hope Parkin  
Howard Feldman  
Richard MacKeigan  
Chris Machuta



---

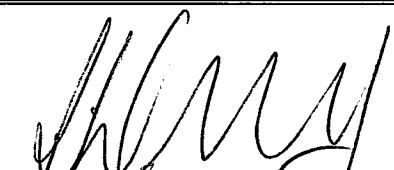
*An SMG Managed Facility*


VAN ANDEL ARENA  
 ROLLING FORECAST  
 FISCAL YEAR ENDING JUNE 30, 2018

	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	7	93	100	100	-
ATTENDANCE	25,872	586,228	612,100	612,100	-
DIRECT EVENT INCOME	111,963	1,405,687	1,517,650	1,517,650	-
ANCILLARY INCOME	84,845	1,312,825	1,397,670	1,397,670	-
OTHER EVENT INCOME	62,618	616,882	679,500	679,500	-
<b>TOTAL EVENT INCOME</b>	<b>259,426</b>	<b>3,335,394</b>	<b>3,594,820</b>	<b>3,594,820</b>	<b>-</b>
TOTAL OTHER INCOME	357,859	1,909,741	2,267,600	2,267,600	-
<b>TOTAL INCOME</b>	<b>617,285</b>	<b>5,245,135</b>	<b>5,862,420</b>	<b>5,862,420</b>	<b>-</b>
INDIRECT EXPENSES					
EXECUTIVE	25,693	191,019	216,712	216,712	-
FINANCE	46,847	209,729	256,576	256,576	-
MARKETING	41,539	219,367	260,906	260,906	-
OPERATIONS	339,870	1,707,529	2,047,399	2,047,399	-
BOX OFFICE	20,809	147,337	168,146	168,146	-
LUXURY SEATING	921	83,128	84,049	84,049	-
SKYWALK ADMIN	6,510	51,390	57,900	57,900	-
OVERHEAD	228,460	1,274,710	1,503,170	1,503,170	-
<b>TOTAL INDIRECT EXP.</b>	<b>710,650</b>	<b>3,884,209</b>	<b>4,594,858</b>	<b>4,594,858</b>	<b>-</b>
<b>NET REVENUE ABOVE EXPENSES</b>	<b>(93,365)</b>	<b>1,360,926</b>	<b>1,267,562</b>	<b>1,267,562</b>	<b>-</b>
LESS INCENTIVE FEE		101,780	101,780	101,780	-
<b>NET REVENUE ABOVE EXPENSES AFTER INCENTIVE</b>	<b>(93,365)</b>	<b>1,259,146</b>	<b>1,165,782</b>	<b>1,165,782</b>	<b>-</b>

Comments:

August was a slower month for the Arena with only a small concert and the opening ceremonies of the State Games of America. However, while not many events hosted, provided an opportunity to complete some operational projects and installation of the new dasher board system prior to the start of the hockey season in October.

  
 General Manager

  
 Assistant General Manager

1

**VAN ANDEL ARENA  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR FISCAL YEAR ENDING JUNE 30, 2018**

The following schedule summarizes operating results for both the current month and Year to Date as compared to budget and prior year:

<b>MONTH</b>	August Actual	August Budget	August FY 2017
Number of Events	2	2	5
Attendance	4,835	16,000	42,405
Direct Event Income	(\$12,052)	\$65,000	\$259,895
Ancillary Income	13,022	26,030	162,063
Other Event Income	2,931	24,000	145,757
Other Operating Income	156,126	176,521	309,118
Indirect Expenses	(420,427)	(382,906)	(364,141)
Net Income	(\$260,400)	(\$91,355)	\$512,692

<b>YTD</b>	YTD 2017 Actual	YTD 2017 Budget	YTD 2017 Prior Year
Number of Events	7	11	8
Attendance	25,872	39,500	58,011
Direct Event Income	\$111,963	\$188,500	\$349,464
Ancillary Income	84,845	68,350	237,651
Other Event Income	62,618	52,500	195,891
Other Operating Income	357,859	355,041	498,132
Indirect Expenses	(710,650)	(765,812)	(752,846)
Net Income	(\$93,365)	(\$101,421)	\$528,292

**EVENT INCOME**

Direct event income finished the month behind budget overall as the concert hosted during the month fell below expectations.

**ANCILLARY INCOME**

Ancillary income fell short of budget overall due to lower attendance, however, per caps continue to be very strong overall.

**INDIRECT EXPENSES**

Indirect expenses came in above budget for the month as lower event activity allowed for some operational projects to be completed that were not able to get done during busier months of June & July.

2

**Van Andel Arena  
Income Statement  
For the Two Months Ending August 31, 2017**

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
<b>Event Income</b>								
<b>Direct Event Income</b>								
Rental Income	(\$14,733)	\$61,000	(\$75,733)	\$271,788	\$126,462	\$180,500	(\$54,038)	\$377,428
Service Revenue	150,469	122,000	28,469	378,447	323,315	304,000	19,315	540,169
Service Expenses	(147,788)	(118,000)	(29,788)	(390,340)	(337,814)	(296,000)	(41,814)	(568,133)
<b>Total Direct Event Income</b>	<b>(12,052)</b>	<b>65,000</b>	<b>(77,052)</b>	<b>259,895</b>	<b>111,963</b>	<b>188,500</b>	<b>(76,537)</b>	<b>349,464</b>
<b>Ancillary Income</b>								
F&B Concession	11,716	21,200	(9,484)	119,061	61,026	58,300	2,726	177,678
F&B Catering	1,127	1,950	(823)	14,772	5,140	4,290	850	20,668
Novelty Sales	179	2,880	(2,701)	28,230	9,506	5,760	3,746	39,087
Booth Cleaning	0	0	0	0	1,938	0	1,938	0
Audio Visual	0	0	0	0	7,235	0	7,235	218
<b>Total Ancillary Income</b>	<b>13,022</b>	<b>26,030</b>	<b>(13,008)</b>	<b>162,063</b>	<b>84,845</b>	<b>68,350</b>	<b>16,495</b>	<b>237,651</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	2,931	24,000	(21,069)	145,757	62,618	52,500	10,118	195,891
<b>Total Other Event Income</b>	<b>2,931</b>	<b>24,000</b>	<b>(21,069)</b>	<b>145,757</b>	<b>62,618</b>	<b>52,500</b>	<b>10,118</b>	<b>195,891</b>
<b>Total Event Income</b>	<b>3,901</b>	<b>115,030</b>	<b>(111,129)</b>	<b>567,715</b>	<b>259,426</b>	<b>309,350</b>	<b>(49,924)</b>	<b>783,006</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	101,734	120,438	(18,704)	257,105	243,087	242,875	212	384,859
Advertising	46,106	52,083	(5,977)	48,283	102,786	104,166	(1,380)	104,963
Other Income	8,286	4,000	4,286	3,730	11,986	8,000	3,986	8,310
<b>Total Other Operating Income</b>	<b>156,126</b>	<b>176,521</b>	<b>(20,395)</b>	<b>309,118</b>	<b>357,859</b>	<b>355,041</b>	<b>2,818</b>	<b>498,132</b>
<b>Adjusted Gross Income</b>	<b>160,027</b>	<b>291,551</b>	<b>(131,524)</b>	<b>876,833</b>	<b>617,285</b>	<b>664,391</b>	<b>(47,106)</b>	<b>1,281,138</b>
<b>Operating Expenses</b>								
Salaries and Wages	159,265	209,099	(49,834)	212,004	337,343	418,198	(80,855)	413,820
Payroll Taxes and Benefits	36,500	63,430	(26,930)	65,219	88,675	126,860	(38,185)	118,334
Labor Allocations to Events	(28,669)	(107,925)	79,256	(150,586)	(143,424)	(215,850)	72,426	(247,350)
<b>Net Salaries and Benefits</b>	<b>167,096</b>	<b>164,604</b>	<b>2,492</b>	<b>126,637</b>	<b>282,594</b>	<b>329,208</b>	<b>(46,614)</b>	<b>284,804</b>
Contracted Services	21,677	21,150	527	14,240	47,829	42,300	5,529	42,936
General and Administrative Operations	52,069	25,823	26,246	61,904	75,071	51,646	23,425	97,456
Repair and Maintenance	10,714	8,065	2,649	980	13,032	16,130	(3,098)	3,290
Operational Supplies	52,617	30,258	22,359	22,731	67,952	60,516	7,436	57,534
Insurance	17,797	20,792	(2,995)	13,470	28,125	41,584	(13,459)	31,487
Utilities	4,140	14,736	(10,596)	12,877	9,553	29,472	(19,919)	19,420
SMG Management Fees	79,382	82,717	(3,335)	96,973	157,087	165,434	(8,347)	187,262
	14,935	14,761	174	14,329	29,407	29,522	(115)	28,657
<b>Total Operating Expenses</b>	<b>420,427</b>	<b>382,906</b>	<b>37,521</b>	<b>364,141</b>	<b>710,650</b>	<b>765,812</b>	<b>(55,162)</b>	<b>752,846</b>
<b>Net Income(Loss) From Operations</b>	<b>(260,400)</b>	<b>(91,355)</b>	<b>(169,045)</b>	<b>512,692</b>	<b>(93,365)</b>	<b>(101,421)</b>	<b>8,056</b>	<b>528,292</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>(260,400)</b>	<b>(91,355)</b>	<b>(169,045)</b>	<b>512,692</b>	<b>(93,365)</b>	<b>(101,421)</b>	<b>8,056</b>	<b>528,292</b>

**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Event Summary**  
**For the Two Months Ended August 31, 2017**

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Family Show						
Sporting Event						
Concert	2	2	11,388	16,000	127,683	171,580
Team Home Games						
Other	5	9	14,484	19,500	131,742	137,770
<b>GRAND TOTALS</b>	<b>7</b>	<b>11</b>	<b>25,872</b>	<b>35,500</b>	<b>259,426</b>	<b>309,350</b>
<b>As Percentage of Overall</b>						
Family Show	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sporting Event	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Concert	28.57%	18.18%	44.02%	45.07%	49.22%	55.46%
Team Home Games	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Other	71.43%	81.82%	55.98%	54.93%	50.78%	44.54%

**Van Andel Arena  
Balance Sheet  
As of August 31, 2017**

**ASSETS**

**Current Assets**

Cash	6,892,053
Account Receivable	90,925
Prepaid Expenses	30,473

**Total Current Assets**

-----  
**\$7,013,451**

**Total Assets**

-----  
**\$7,013,451**  
=====

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	628,671
Accrued Expenses	75,708
Deferred Income	2,045,165
Advanced Ticket Sales & Deposits	4,835,986

**Total Current Liabilities**

-----  
**\$7,585,530**

**Other Liabilities**

**Equity**

Funds Remitted to CAA	
Expenses Paid Direct by CAA	138,360
Beginning Balance Equity	(617,074)
Current Year Equity	(93,365)

**Total Equity**

-----  
**(\$572,079)**

**Total Liabilities and Equity**

-----  
**\$7,013,451**  
=====

5

**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**As of August 31, 2017**

---

Current - Under 30 Days	
Food & Beverage	17,771
Ticketing	253,977
Merchandise	-
Permanent Advertising	-
DeVos Place	(732,385)
Operating	527,913
Over 30 Days	13,802
Over 60 Days	9,847
Over 90 Days	
Total Accounts Receivable	90,925



**SMG - Van Andel Arena & DeVos Place  
Grand Rapids - Kent County Convention/Arena Authority  
Management Fee Summary  
Fiscal Year Ending June 30, 2018**

---

**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2017 Actual
Net Revenue above Expenses	1,269,298	162,464	1,431,762	3,018,200
Benchmark ++			750,000	750,000
Excess	1,269,298	162,464	681,762	2,268,200
Incentive Fee Calculation (Only if above greater than zero)				
	Arena Actual	DeVos Place Actual	Total Actual	Total Actual
Base Fee	176,440	176,440	352,880	347,322
Incentive Fee				
Revenue	5,862,420	6,317,310	12,179,730	13,641,987
Benchmark Revenue	5,150,000	4,550,000	9,700,000	9,600,000
Revenue Excess	712,420	1,767,310	2,479,730	4,041,987
Incentive Fee **	101,382	251,498	352,880	347,322
Total SMG Management Fee	277,822	427,938	705,760	694,644

\*\* Incentive fee is 25% of the first \$500,000 in excess, 30% of remaining capped at base fee amount.

++ If net revenues above expenses exceeds \$700,000, SMG is eligible for 75% of the incentive fee.



## Memorandum

**To:** CAA Board of Directors

**From:** Rich MacKeigan

**Date:** October 2, 2017

**Re:** Application to Liquor Control Commission for Special License

---

As we move forward with planning the operational aspects of the upcoming International Wine, Beer & Food Festival, the CAA will need to apply to the Michigan Liquor Control Commission for Special (24-Hour) On-Premise Licenses. These licenses allow nonprofit, religious, fraternal, civic, or patriotic organizations to obtain a one-day license to sell alcoholic beverages (beer, wine, and liquor) to the public for on-premise consumption.

Specific requirements for the Special On-Premise License include:

1. Profits from the sale of alcoholic beverages must go to the organization and not to any individual.
2. The chief local law enforcement officer in the governmental unit must approve the request where the event is to be held.
3. No more than 5 licenses are issued to individual organizations each calendar year.
4. Proof of nonprofit status must be provided with the application unless the applicant is a national organization or has obtained previous special licenses.

The license fee is \$25.00 for each separate, consecutive day of the event. This is the same process we go through every year, and I am recommending we apply for this license as the cost is minimal, to allow for greater flexibility on the operational side.

**Action requested:** Approval to submit an application to the Michigan Liquor Control Commission for Special On-Premise Licenses.



## Memorandum

**To:** CAA Board Members  
**From:** Susan Waddell, Administrative Manager  
**Date:** October 6, 2017  
**Re:** Directors' & Officers' Insurance Renewal

---

The CAA current insurance policy expired on August 23, 2017, and we just received the renewal coverage proposal. Below is a summary of the renewal proposal:

Insurer: Michigan Municipal Risk Management Authority (MMRMA)  
2016-17 Expiring premium: \$17,804  
2017-18 Renewal premium: \$17,265  
Total Change - \$ 539  
% Change (+ -) -3.0%

<u>Summary of Coverages</u>	<u>Limit</u>	<u>Deductible</u>
Liability	\$15,000,000	\$0
Terrorism Liability	\$5,000,000	\$0
Faithful Performance	Per Statute	\$0
Auto Liability - No-Fault	Per Statute	\$0
Terrorism Property & Crime	\$50,000,000	\$0
Member's Newly Acquired/ Constructed Property	\$10,000,000	\$0
Buildings & Personal Property	\$1,010,070	\$0
Fine Art	\$2,000,000	\$0
Blanket Employee Fidelity	\$1,000,000	\$0
Data Breach & Privacy Liability	\$5,000,000	\$25,000

**Action Requested:** Approve insurance renewal proposal.



Van Andel Arena® /  
DeVos Place®

# Memorandum

To: CAA Board Members

From: Rich MacKeigan – Regional General Manager

Date: August 21, 2017

Re: Easement to City of Grand Rapids over DeVos Place® Property

---

The City of Grand Rapids has undertaken Grand River projects to restore the rapids, improve wildlife habitat, improve public access, enhance public overlooks, increase the level of flood protection, and increase recreational opportunities. To accomplish these projects, the City needs to acquire an easement over the DeVos Place® property to provide for pedestrian access, life cycle repairs or improvements of the flood protection system, flood control, and rights to make improvements in the Grand River.

I have spoken with representatives of the City, Attorney Richard Wendt, and the attorney with Dickinson Wright who is representing the City, and they have confirmed that this easement will have no impact on the facility's operation. The easement will not affect the CAA's use of the convention center, including all outdoor areas, in the same manner as they have been used in the past or are intended to be used in the future.

**ACTION REQUESTED:** Approve the Resolution Approving and Authorizing Execution of an Easement to the City of Grand Rapids.



DEVOS PLACE



# CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

**DATE:** October 6, 2017

**TO:** Susan M. Waddell, Administrative Manager/Recording Secretary

**COMMITTEE:** Operations Committee, Grand Rapids-Kent County  
Convention/Arena Authority

**LIAISON:** Richard MacKeigan, DeVos Place & Van Andel Arena Regional  
Manager

**FROM:** Mark A. De Clercq, P.E., City Engineer

**SUBJECT:** **Resolution accepting a River, Flood Protection, Recreational  
Access, Trail System and Access Easement in connection with  
the Revitalization of the Grand River**

At a specially scheduled meeting, on June 7, 2017, the City and County Joint Building Authority approved the attached River, Flood Protection, Recreational Access, Trail System and Access Easement (the "Easement") over the property on which the DeVos Place performing arts/convention/entertainment facility (the "Convention Center") is located. As indicated in its title, the Easement is comprehensive and multi-faceted in scope. It allows construction and maintenance of the improvements within the Grand River that are part of the Grand River Revitalization Project, allows access to the Grand River, provides public rights to traverse along the Grand River side of the Convention Center property, and solidifies the City's flood protection rights in accordance with the Federal Emergency Management Agency (FEMA) requirements. It will not affect the CAA's use of the Convention Center, including all outdoor areas, in the same manner as they have been used in the past or are intended to be used in the future.

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

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF AN  
EASEMENT TO THE CITY OF GRAND RAPIDS**

Boardmember \_\_\_\_\_, supported by Boardmember \_\_\_\_\_,

moved the adoption of the following resolution:

**WHEREAS**, the Grand Rapids-Kent County Convention/Arena Authority (the "CAA") has an interest in and controls operation of DeVos Place, a performing arts/convention/entertainment facility (the "Convention Center") adjacent to the Grand River;

**WHEREAS**, the City of Grand Rapids (the "City") has undertaken Grand River projects to, among other purposes, restore its rapids, improve wildlife habitat, improve public access, enhance public overlooks, increase the level of flood protection, and increase recreational opportunities; and

**WHEREAS**, the City needs to acquire certain easements in furtherance of that project, including an easement over the DeVos Place property to provide for pedestrian access, life cycle repairs or improvements of the flood protection system, flood control, and rights to make improvements in the adjacent Grand River; and

**WHEREAS**, the City proposed an easement in the form attached as Exhibit A that was approved by the City and County Joint Building Authority, which also has an interest in the DeVos Place property, at a special meeting on June 7, 2017.

**RESOLVED:**

1. That the Easement is approved in substantially the form attached with such changes as may be approved by the CAA's legal counsel.

2. That the Chairperson of the CAA is authorized and directed to execute the Easement for and on behalf of the CAA.

3. That all resolutions or parts of resolutions in conflict herewith shall be, and the same are hereby, rescinded to the extent of such conflict.

YEAS: Boardmembers \_\_\_\_\_

\_\_\_\_\_

NAYS: Boardmembers \_\_\_\_\_

ABSTAIN: Boardmembers \_\_\_\_\_

ABSENT: Boardmembers \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

Dated: \_\_\_\_\_, 2017

\_\_\_\_\_  
Susan M. Waddell  
Administrative Manager/Recording Secretary

**CERTIFICATION**

As the Administrative Manager/Recording Secretary of the Grand Rapids-Kent County Convention/Arena Authority (the "CAA"), I certify that this is a true and complete copy of a resolution adopted by the CAA Board at a regular meeting held on \_\_\_\_\_, 2017, public notice of which complied with Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: \_\_\_\_\_, 2017

\_\_\_\_\_  
Susan M. Waddell  
Administrative Manager/Recording Secretary

**RIVER, FLOOD PROTECTION, RECREATIONAL  
ACCESS, TRAIL SYSTEM AND ACCESS EASEMENT**

The **Grand Rapids – Kent County Convention/Arena Authority**, an authority organized pursuant to Act 203 of the PA 1999, of 130 West Fulton Street, Grand Rapids, MI 49503, and the **City of Grand Rapids and County of Kent Joint Building Authority**, an authority organized pursuant to Act 31 of the PA 1948, of 300 Monroe Ave. NW, Grand Rapids, MI 49503 (collectively, the "Grantor"), in exchange for payment of \$1.00, the receipt of which is acknowledged, quit-claims to the **City of Grand Rapids**, a Michigan municipal corporation, with offices at 300 Monroe Ave. NW, Grand Rapids, MI 49503 (the "City") permanent easements in, on, over, under, and through the River Easement Area, Flood Protection Easement Area, Recreational Access Easement Area and Trail System Easement Area (as such terms are defined below, and as are hereinafter collectively referred to as the "Easement Areas") for the purposes and subject to the terms and conditions set forth below (this "Easement").

**TERMS AND CONDITIONS**

1. A permanent River Easement in, on, over, under, and through the portions of the Grand River adjacent to the property described in the attached Exhibit A as the "Grantor's Property", together with any accretions thereto, and the banks, bottomlands and adjacent subsurface lands (the "River Easement Area") for the purpose of surveying, designing, constructing, inspecting, repairing, replacing, improving, altering, rehabilitating, monitoring, removing, using, operating, and maintaining improvements in, on, over, under, and through the Grand River, including, without limitation, its banks, bottomlands, and adjacent subsurface lands, for recreational uses, for promotion of a healthy ecosystem, and other public purposes and uses.

A. Under this River Easement, the City, its successors and assigns, and their respective agents, employees, contractors, subcontractors and invitees, shall have the right to enter the River Easement Area to survey, design, construct, inspect, repair, replace, improve, maintain, alter, rehabilitate, monitor, remove, use, and operate the River Easement Area and perform alterations and improvements to the Grand River and adjacent and subsurface land and to alter and make improvements to the banks and/or bed of the Grand River.

(1) Such alterations and improvements may include, without limitation, (i) plantings or other flora; (ii) river banks and ecosystem restoration features; (iii) soil, stone, and natural or artificial boulders; (iv) invasive species barriers, dams, bridges, riprap, and other improvements; (v) structures or screening in the bed or banks of the Grand River; and (vi) channels.

(2) Activity authorized by this River Easement shall include, without limitation, the right to: (i) perform bank stabilization; (ii) divert, channel or otherwise affect the level or flow rate of water in the Grand River; (iii) place materials, construct banks, or other means to influence fish passage, stream velocity, or channel flow or form; (iv) remove, construct or place gravel, cobbles, boulders, or other structures, improvements, or conveyances in the river to affect water flow and/or improve habitat(s); (v) post signs and other informational displays; and (vi) commence and complete any modification, work, or structure deemed necessary or appropriate by the City or its successors or assigns to survey, design, construct, inspect, repair, replace, improve, maintain, alter, rehabilitate, monitor, remove, use, and/or operate the River Easement Area.



(3) As part of this River Easement, the Grantor grants to the City a permanent right to use the Grantor's riparian rights in the Grand River, and these riparian rights shall include in part, without limitation, the right to enter, use (for recreational and other purposes), and alter, the Grand River.

B. The Grantor and its successors and assigns shall not store materials, products, or equipment or erect any structures, buildings or other improvements within the River Easement Area or in any way interfere or allow the respective agents, employees, contractors, subcontractors or invitees of the Grantor or its successors or assigns to interfere with the use and/or enjoyment of this River Easement or the Grand River.

2. A permanent easement in, on, over, under, and through the area described in the attached Exhibit B as the "Flood Protection Easement Area" for the purposes of surveying, designing, constructing, inspecting, repairing, replacing, improving, maintaining, altering, rehabilitating, monitoring, removing, using, and operating a floodwall or other flood protection infrastructure, together with storm sewers or drains, flap gates, backflow preventers and other appurtenances thereto.

3. A permanent easement in, on, over, under, and through the Grantor's Property described in the attached Exhibit A and any accretions thereto, over a route prearranged with the then property owner (the "Recreational Access Easement Area"), for the purposes of surveying, designing, constructing, inspecting, repairing, replacing, improving, maintaining, altering, rehabilitating, monitoring, removing, using, and operating passive or active access to the Grand River, including but not limited to portage sites, sidewalks, trails, and shelters, building structures and footings, restrooms and parking facilities, posts and informational signage, non-permanent services attributes (including but not limited to seating, trash receptacles, and bicycle facilities and related linear park features to support public use), and utility lines to provide drinking water, irrigation, sanitary sewer, electric power and lighting, natural gas, and communications services.

4. A permanent easement on, over and under the area described in the attached Exhibit C as the "Trail System Easement Area" for the purposes of surveying, designing, constructing, inspecting, repairing, replacing, improving, maintaining, altering, rehabilitating, monitoring, removing, using, and operating a paved or unpaved trail for the use of pedestrians or persons using non-motorized vehicles, bicycles, rollerblades or skateboards, and including utility infrastructure to provide drinking water, irrigation, sanitary sewer, electric power and lighting, natural gas, and communications services.

5. The City, including its officers, employees, contractors, engineers and other agents, shall have the right of ingress to and egress from the Easement Areas through the Grantor's Property described on the attached Exhibit A and any accretions thereto, over a route prearranged with the then property owner, in order to access the Easement Areas for the purposes for which these easements are provided. The then property owner shall not unreasonably delay, hinder, or condition such access or other City rights provided in this paragraph. The City shall also have the right to conduct staging and other activities on the remainder of the Grantor's Property, in an area reasonably designated by the then property owner, as may be reasonably needed to use the easements for the purposes for which they have been provided. However, such ingress and egress, staging and other use of the Grantor's Property shall be accomplished in a manner so as to not unreasonably interfere with the use of the Grantor's Property by and at no cost to the then property owner or the property owner's tenants, successors and assigns. Except in cases of an emergency, the City shall provide the then property owner (according to the City Assessor's property tax records) reasonable written notice of the City's intention to exercise its rights under this paragraph.

6. Upon the completion of any work performed pursuant to the City's rights under this Easement, the remainder of the Grantor's Property shall, to the extent it is damaged or disturbed by the work undertaken pursuant to this Easement, be restored to substantially the same condition it was in prior to such work at no cost to the Grantor or the then property owner.

7. The Grantor, its successors and assigns shall not and shall not suffer or permit any others to alter any improvements made or work performed pursuant to this Easement within any of the Easement Areas. The Grantor, its successors and assigns shall not and shall not suffer or permit any others to construct, operate or maintain within any of the Easement Areas any structure, except that which existed prior to the date first written above or improvements or additions to such an existing structure built in accordance with

then applicable laws, ordinances, codes, rules or regulations, or structures or uses to which the City first consents in a written instrument recorded with the Kent County Register of Deeds.

8. Neither the Grantor nor the City (including their respective successors or assigns), shall grant an easement within any of the Easement Areas to any other person or entity for any purpose, including, without limitation, any utility, without the prior consent of the other party to this Easement in a written instrument recorded with the Kent County Register of Deeds. However, the City, in its sole discretion, may assign this Easement or some or all of its rights, duties and obligations under this Easement to one or more parties who are engaged in providing some or all of the benefits to the general public as described in paragraphs 1, 2, 3 or 4 above.

9. This Easement shall be perpetual and shall be binding upon the Grantor's successors, grantees, assigns, heirs and anyone else who may obtain an interest in the Grantor's Property from or through the Grantor.

[signature page follows]

The Grantor signed this Easement as of the date written below.

**Grand Rapids – Kent County  
Convention/Arena Authority**, an authority  
organized pursuant to Act 203 of the PA 1999

By: \_\_\_\_\_  
\*  
\_\_\_\_\_  
Its: \_\_\_\_\_

STATE OF MICHIGAN  
COUNTY OF KENT

On \_\_\_\_\_, 2017, \_\_\_\_\_,  
the \_\_\_\_\_ of the Grand Rapids –  
Kent County Convention/Arena Authority, an  
authority organized pursuant to Act 203 of the  
PA 1999, who is either personally known to me  
or who produced his/her driver's license as  
identification, personally signed this document  
in my presence.

\_\_\_\_\_  
\*  
\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, MI  
Acting in Kent County, MI  
My commission expires: \_\_\_\_\_

**City of Grand Rapids and County of Kent  
Joint Building Authority**, an authority organized  
pursuant to Act 31 of the PA 1948

By: \_\_\_\_\_  
\*  
\_\_\_\_\_  
Its: \_\_\_\_\_

STATE OF MICHIGAN  
COUNTY OF KENT

On \_\_\_\_\_, 2017, \_\_\_\_\_,  
the \_\_\_\_\_ of the City of Grand  
Rapids and County of Kent Joint Building  
Authority, an authority organized pursuant to Act  
31 of the PA 1948, who is either personally  
known to me or who produced his/her driver's  
license as identification, personally signed this  
document in my presence.

\_\_\_\_\_  
\*  
\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, MI  
Acting in Kent County, MI  
My commission expires: \_\_\_\_\_

Accepted by City Commission Proceeding No. \_\_\_\_\_, dated \_\_\_\_\_, 2017.

Exempt from state and county transfer taxes pursuant to MCL 207.505(a) and MCL 207.526(a).

Prepared by:  
Scott G. Smith  
Dickinson Wright PLLC  
200 Ottawa Ave NW, Ste 1000  
Grand Rapids, MI 49503

Legal description by:  
Fishbeck, Thompson, Carr &  
Huber, Inc.  
1515 Arboretum Drive SW  
Grand Rapids, MI 49546

After recording, return to:  
Darlene O'Neal, Clerk  
City of Grand Rapids  
300 Monroe Ave NW  
Grand Rapids, MI 49503

GRAPIDS 60855-343 393874v2

**GRANTOR'S PROPERTY  
EXHIBIT A**

PROPERTY OWNER: GRAND RAPIDS/KENT COUNTY CONVENTION/ARENA AUTHORITY

PROPERTY ADDRESS: 245 MONROE AVENUE NW

PARCEL NUMBER: 41-13-25-207-024

PARCEL DESCRIPTION:

(AS FURNISHED TITLE COMMITMENT NO. 154771WMS PREPARED BY TRANSNATION TITLE AGENCY OF MICHIGAN DATED AUGUST 14, 2015)

PART OF KENT PLAT & PART OF NE FRL 1/4 OF SEC 25 T7N R12W DESC AS COM 469.88 FT S 1D 17M 56S E ALONG W LINE OF MONROE AVE /100 FT WIDE/ FROM NE COR OF LOT 2 OF KENT PLAT TH S 1D 17M 56S E 561.52 FT TO SE COR OF N 35.66 FT OF LOT 34 OF KENT PLAT TH S 88D 44M 34S W PAR WITH N LINE OF SD LOT 34 & SD N LINE EXT 92.22 FT TH S 1D 17M 56S E 44.42 FT TO N LINE OF LYON ST /66 FT WIDE/ TH S 88D 44M 34S W ALONG SD N LINE 156.31 FT TH N 1D 17M 56S W 29.94 FT TO N LINE OF LYON ST /96 FT WIDE/ TH S 88D 44M 34S W ALONG SD N LINE 280.91 FT TO E DOCK LINE OF GRAND RIVER TH N 3D 21M 54S E ALONG SD DOCK LINE 311.0 FT TH N 5D 21M 17S E ALONG SD DOCK LINE 267.86 FT TH N 88D 42M 04S E 473.10 FT TO BEG.

PROPERTY ADDRESS: 303 MONROE AVENUE NW

PARCEL NUMBER: 41-13-25-207-023

PARCEL DESCRIPTION:

(AS FURNISHED TITLE COMMITMENT NO. 154771WMS PREPARED BY TRANSNATION TITLE AGENCY OF MICHIGAN DATED AUGUST 14, 2015)

PART OF KENT PLAT & PART OF NE FRL 1/4 OF SEC 25 T7N R12W DESC AS COM 469.88 FT S 1D 17M 56S E ALONG W LINE OF MONROE AVE /100 FT WIDE/ FROM NE COR OF LOT 2 OF KENT PLAT TH N 1D 17M 56S W 161.71 FT TH S 88D 42M 04S W 290.49 FT TH N 1D 17M 56S W 309.78 FT TO S LINE OF MICHIGAN ST /100 FT WIDE/ AT A PT WHICH IS S 88D 45M 09S W 179.92 FT & S 89D 27M 09S W 110.58 FT ALONG S LINE OF SD ST FROM NE COR OF SD LOT 2 TH S 89D 27M 09S W 115.85 FT TO E DOCK LINE OF GRAND RIVER TH S 6D 44M 39S W ALONG SD DOCK LINE 477.55 FT TH N 88D 42M 04S E 473.10 FT TO BEG.

# FLOOD PROTECTION EASEMENT EXHIBIT B

FLOOD PROTECTION EASEMENT DESCRIBED AS:

ALL THAT PART OF SUBJECT PARCELS LYING WESTERLY OF A LINE AND WESTERLY OF THE EXISTING BUILDING. SAID LINE CAN BE GENERALLY DESCRIBED AS: COMMENCING AT THE NORTHEAST CORNER OF SECTION 25, T7N, R12W, CITY OF GRAND RAPIDS, KENT COUNTY, MICHIGAN; THENCE ALONG THE NORTH LINE OF SAID SECTION, SOUTH 89°40'12" WEST 1524.97 FEET TO A WITNESS CORNER; THENCE SOUTH 00°19'48" EAST 50.00 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF MICHIGAN AVENUE; THENCE ALONG SAID SOUTH RIGHT-OF-WAY LINE, SOUTH 89°40'12" WEST 26.4 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 00°23'43" EAST 60.3 FEET; THENCE NORTH 89°58'56" WEST 8.1 FEET; THENCE SOUTH 08°26'35" WEST 26.8 FEET; THENCE SOUTH 82°04'08" EAST 2.6 FEET; THENCE SOUTH 10°33'33" WEST 117.1 FEET; THENCE SOUTH 00°23'06" EAST 297.6 FEET; THENCE SOUTH 89°41'36" WEST 29.4 FEET; THENCE SOUTH 00°14'17" EAST 22.7 FEET; THENCE NORTH 88°53'31" EAST 69.0 FEET; THENCE SOUTH 00°30'05" EAST 70.3 FEET; THENCE SOUTH 89°19'09" WEST 8.5 FEET; THENCE SOUTH 00°21'49" EAST 80.6 FEET; THENCE SOUTH 89°33'32" WEST 80.0 FEET; THENCE SOUTH 00°24'25" EAST 241.9 FEET; THENCE SOUTH 89°18'36" WEST 22.7 FEET; THENCE SOUTH 00°29'57" EAST 32.1 FEET; THENCE NORTH 89°06'53" EAST 6.8 FEET; THENCE SOUTH 00°15'23" EAST 103.7 FEET TO THE POINT OF ENDING ON THE NORTH RIGHT-OF-WAY LINE OF LYON STREET.

SAID PERMANENT EASEMENT CONTAINS 51,744 SQUARE FEET, MORE OR LESS, INCLUDING 4,263 SQUARE FEET, MORE OR LESS, LYING WESTERLY OF THE HISTORIC DOCKLINE.

AREA CALCULATED USING KENT COUNTY GIS MAPPING DATED 12/28/2015.

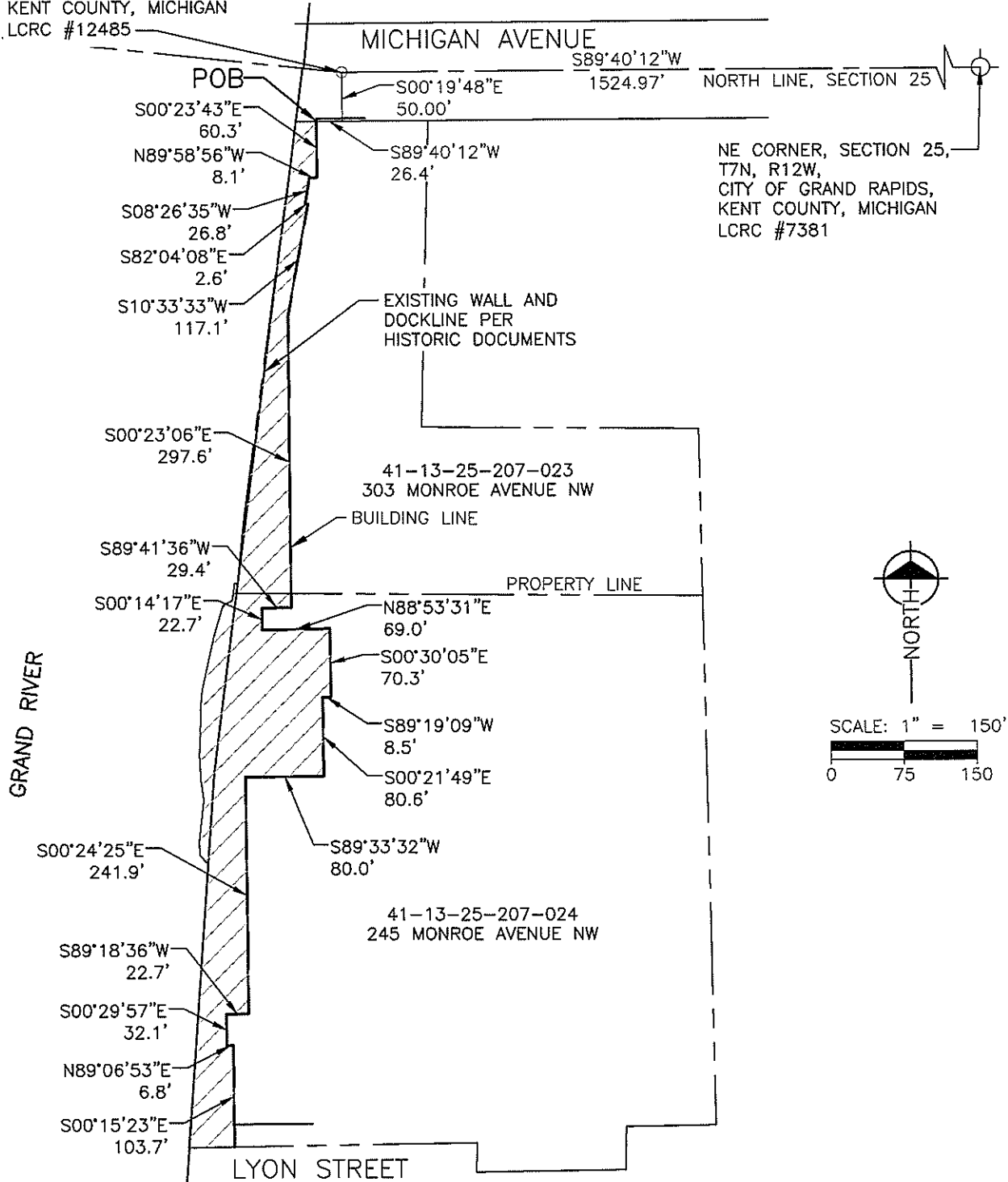
BASIS OF BEARING FOR SAID EASEMENT: MICHIGAN STATE PLANE SOUTH ZONE COORDINATE SYSTEM, NAD 83, PER KENT COUNTY REMONUMENTATION RECORDS

FISHBECK, THOMPSON, CARR & HUBER, INC.  
1515 ARBORETUM DRIVE SE  
GRAND RAPIDS, MI 49546  
616.575.3824 PHONE  
616.464.3996 FAX

EXHIBIT B PAGE 1 OF 2  
06/09/16

# FLOOD PROTECTION EASEMENT EXHIBIT B

WITNESS CORNER #13,  
SECTION 25, T7N, R12W,  
CITY OF GRAND RAPIDS,  
KENT COUNTY, MICHIGAN  
LCRC #12485



SCALE: 1" = 150'

0 75 150

BASIS OF BEARING FOR SAID EASEMENT: MICHIGAN STATE PLANE SOUTH ZONE  
COORDINATE SYSTEM, NAD 83, PER KENT COUNTY REMONUMENTATION RECORDS  
FISHBECK, THOMPSON, CARR & HUBER, INC.  
1515 ARBORETUM DRIVE SE  
GRAND RAPIDS, MI 49546  
616.575.3824 PHONE  
616.464.3996 FAX

## TRAIL SYSTEM EASEMENT EXHIBIT C

### TRAIL SYSTEM EASEMENT DESCRIBED AS:

ALL THAT PART OF SUBJECT PARCELS LYING WESTERLY OF A LINE WHICH CAN BE GENERALLY DESCRIBED AS: COMMENCING AT THE NORTHEAST CORNER OF SECTION 25, T7N, R12W, CITY OF GRAND RAPIDS, KENT COUNTY, MICHIGAN; THENCE ALONG THE NORTH LINE OF SAID SECTION, SOUTH 89°40'12" WEST 1524.97 FEET TO A WITNESS CORNER; THENCE SOUTH 00°19'48" EAST 50.00 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF MICHIGAN AVENUE; THENCE ALONG SAID SOUTH RIGHT-OF-WAY LINE, SOUTH 89°40'12" WEST 32.3 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 07°45'53" WEST 209.1 FEET; THENCE SOUTH 05°21'09" WEST 286.2 FEET; THENCE SOUTH 06°18'41" WEST 237.2 FEET; THENCE SOUTH 04°49'16" WEST 321.9 FEET TO THE POINT OF ENDING ON THE NORTH RIGHT-OF-WAY LINE OF LYON STREET.

SAID PERMANENT EASEMENT CONTAINS 26,736 SQUARE FEET, MORE OR LESS, INCLUDING 4,263 SQUARE FEET, MORE OR LESS, LYING WESTERLY OF THE HISTORIC DOCKLINE.

AREA CALCULATED USING KENT COUNTY GIS MAPPING DATED 12/28/2015.

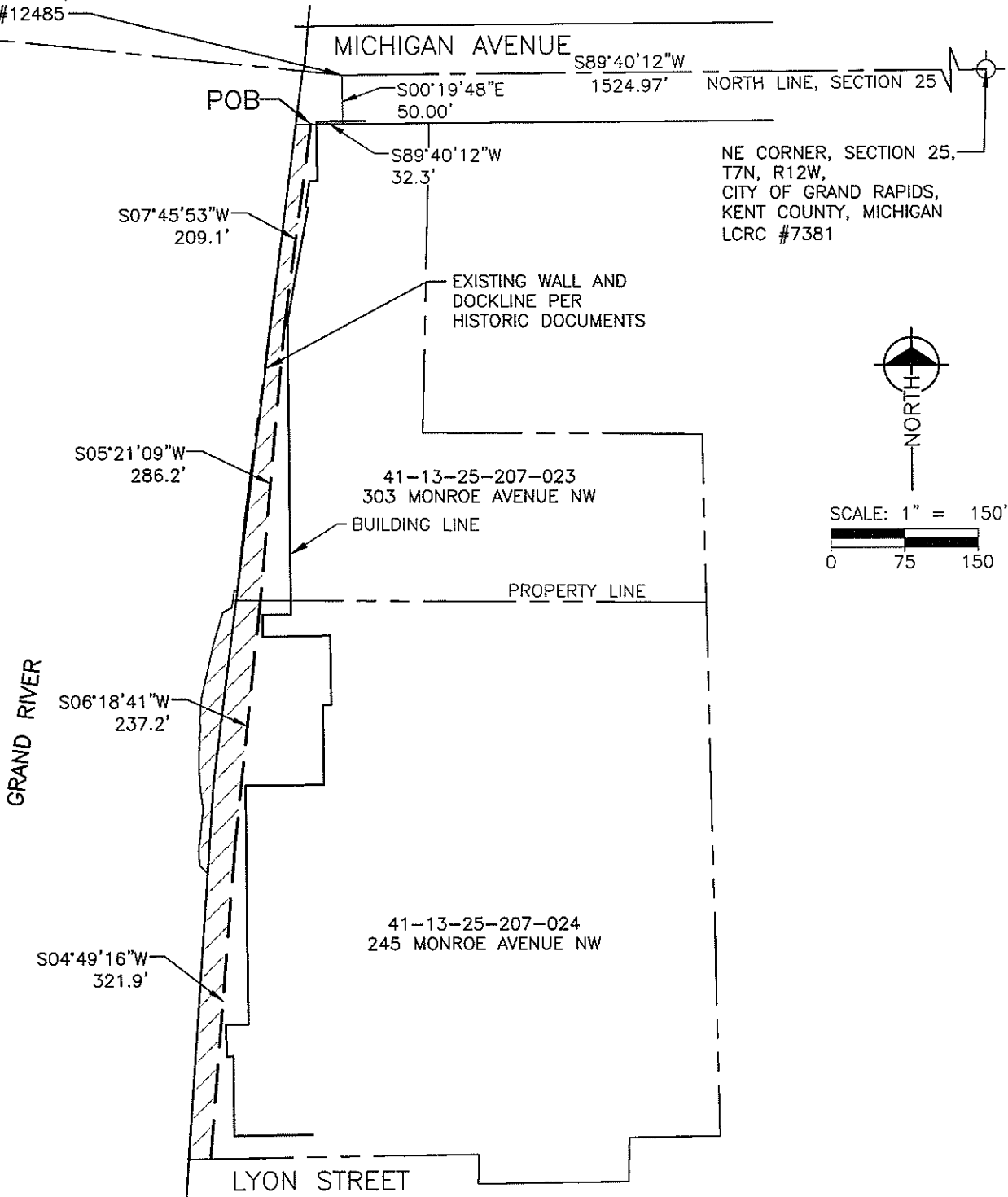
BASIS OF BEARING FOR SAID EASEMENT: MICHIGAN STATE PLANE SOUTH ZONE COORDINATE SYSTEM, NAD 83, PER KENT COUNTY REMONUMENTATION RECORDS

FISHBECK, THOMPSON, CARR & HUBER, INC.  
1515 ARBORETUM DRIVE SE  
GRAND RAPIDS, MI 49546  
616.575.3824 PHONE  
616.464.3996 FAX

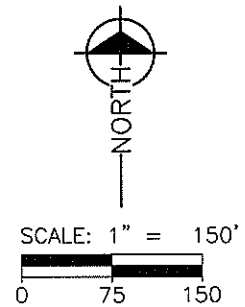
EXHIBIT C PAGE 1 OF 2  
06/09/16

# TRAIL SYSTEM EASEMENT EXHIBIT C

WITNESS CORNER #13,  
SECTION 25, T7N, R12W,  
CITY OF GRAND RAPIDS,  
KENT COUNTY, MICHIGAN  
LCRC #12485



NE CORNER, SECTION 25,  
T7N, R12W,  
CITY OF GRAND RAPIDS,  
KENT COUNTY, MICHIGAN  
LCRC #7381



BASIS OF BEARING FOR SAID EASEMENT: MICHIGAN STATE PLANE SOUTH ZONE COORDINATE SYSTEM, NAD 83, PER KENT COUNTY REMONUMENTATION RECORDS

FISHBECK, THOMPSON, CARR & HUBER, INC.  
1515 ARBORETUM DRIVE SE  
GRAND RAPIDS, MI 49546  
616.575.3824 PHONE  
616.464.3996 FAX