



**Regular Meeting of the
Multipurpose Facility Advisory Commission
Held at Elk River City Hall
Monday, April 7, 2025**

Members Present: Chair Mike Westgaard, Vice Chair Jeb Kotzian, Commissioners Kara Walker, Mike Beyer, Jim Hecker

Members Absent: Commissioners Mike Cunningham

Staff Present: Assistant City Administrator/Business Services Director Joe Stremcha, Community Event Center Manager Katie Harstad, Assistant Manager Jen Katke, Sr. Communications Coordinator Starr Sorheim, Administrative Assistant Laura Estby

Public Present: None

OATH OF OFFICE ADMINISTERED TO COMMISSIONER WALKER PRIOR TO MEETING. MEETING STARTED AS JOINT WORKSESSION W/CITY COUNCIL FOLLOWED BY REGULAR MFAC MEETING IN COUNCIL CHAMBERS.

1. Call Meeting to Order

The April 7, 2025, meeting of the Multipurpose Facility Advisory Commission was called to order by Chair Westgaard at 7:55 p.m.

2. Consider Agenda

Motion by Vice Chair Kotzian and seconded by Commissioner Walker to add agenda item 7.1 "Renaming Multipurpose Advisory Commission and establish updated roles and responsibilities". Motion carried 4-0. (Beyer absent due to continued Council meeting)

3.1. February 10, 2025, Minutes

Motion by Vice Chair Kotzian and seconded by Commissioner Walker to approve the February 10, 2025, minutes as presented. Motion carried 4-0. (Beyer absent)

4. Open Forum

No one present.

5 Presentations

None

6.1. Financial Report

Mr. Stremcha presented the report, adding the admissions revenue figure will diminish after we send each section their ticket revenue.

Ms. Harstad noted by March 2025 we have already surpassed the food/beverage revenue figures

from January - October of 2024. (Ms. Sorheim arrives for 8.1 presentation – MFAC skips forward to that section).

6.2. Manager’s Report

Ms. Harstad presented.

7.1. Renaming Multipurpose Advisory Commission/Establish Roles and responsibilities

MFAC reviewed the Elk River Code of Ordinances pertaining to the Multipurpose Facility Advisory Commission.

Commissioner Hecker inquires if the ordinance is changed, would City Council have to reappoint Commissioners? Mr. Stremcha replied the Council could dissolve the MFAC and create a new commission.

Ms. Harstad inquires about how Council would keep from having multiple “at large” members being associated with the same facility user group.

Commissioner Beyer replied candidates would be vetted out in City Council interviews.

Mr. Stremcha advised the commission should add perimeters for justifying a particular meeting schedule, suggesting meeting January/ April (end of fiscal year/ review rates)/July/October (finalize budget). He also added changing the meeting perimeters should be part of the bi-laws.

Vice chair Kotzian asks if user groups are removed from the commission entirely, can they go back to deciding on rates?

Motion by Vice Chair Kotzian and seconded by Commissioner Hecker to recommend the following changes to council:

- **Change name of the commission to the Community Event Center Commission thereby changing any instances in the ordinance referencing the Multipurpose Facility Advisory Commission.**
- **Revise membership to consist of five voting members:**
 - **One member of the Senior Activity Center**
 - **One sitting member of the City Council**
 - **Three at-large members modeled after the parks and recreation structure with members appointed by the city council. It is expected that a preference be given to city residents, but residency by itself shall not be a disqualification.**
- **Remove the verbal annual report from “powers and duties”**
- **Remove “The commission shall meet at least three times each year meeting requirement.**
- **Clarify with City Attorney if Commission members can vote on facility rates if user groups representation is removed and better define conflict of interest for any at-large members.**

Motion carries 5-0.

8.1. FT Center Wayfinding

Ms. Sorheim presented the report.

Commissioner Beyer arrives at 9:08 p.m.

Chair Westgaard notes both rinks should either have the logo and name or just the name, as current document only shows name and logo for Kiser.

Commissioner Hecker likes the outdoor Senior Activity Center sign- but suggests adding an arrow to clarify where the entrance is.

Ms. Estby notes a policy will need to be in place for any bulletin boards in the building.

Motion by Vice Chair Kotzian and seconded by Commissioner Beyer to implement wayfinding as presented. Motion passes 5-0.

9. Motion to Adjourn

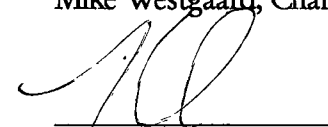
Motion by Vice Chair Kotzian and seconded by Commissioner Walker to adjourn the meeting of the Multipurpose Facility Advisory Commission. Motion carried 5-0.

The meeting was adjourned at 10:20 p.m.

Minutes prepared by Laura Estby.



Mike Westgaard, Chair



Tina Allard, City Clerk