



Multipurpose Facility Advisory Commission

Regular Meeting Agenda

Monday, December 9, 2024
6:30 PM
Furniture and Things Community
Event Center Party Room

-
1. CALL MEETING TO ORDER
 2. CONSIDER AGENDA
 3. CONSIDER MINUTES
 - 3.1 December 2, 2024, Minutes
 4. OPEN FORUM

An opportunity to provide comments and feedback regarding items not on the agenda. Information provided in Open Forum will not be discussed at this meeting; rather, the information will be referred to staff and/or scheduled for discussion at a future meeting.
 5. PRESENTATIONS
 6. REPORTS
 - 6.1 Financial Report
 - 6.2 Manager's Report
 7. NEW BUSINESS
 - 7.1 Monument Sign
 - 7.2 2025 Meeting Schedule
 8. OLD BUSINESS
 - 8.1 2025 Budget
 - 8.2 FT Center Policies and Procedures
 - 8.3 Field House Improvements
 9. MOTION TO ADJOURN REGULAR MEETING



Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
3.1

Meeting Date
December 9, 2024

Prepared By
Laura Estby, Office Assistant (Ice Arena)

Item Description
December 2, 2024, Minutes

Reviewed by
Joe Stremcha
Tina Allard

Action Requested
Approve the October 14, 2024, meeting minutes as presented.

Background/Discussion
None.

Financial Impact
None.

Mission/Policy/Goal
Ethical, efficient, and responsible.

Attachments
I. 10-14-2024 draft minutes

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity



**Regular Meeting of the
Multipurpose Facility Advisory Commission
Held at Furniture and Things Community Event Center
Monday, October 14, 2024**

Members Present: Chair Mike Westgaard, Vice Chair Jeb Kotzian, Commissioners Jim Hecker, Kara Walker, Jennifer Wagner, Tonya Henderson

Members Absent: Commissioners Mike Zeman and Mike Cunningham

Staff Present: Assistant City Administrator/Business Services Director Joe Stremcha, Furniture and Things Community Event Center Manager Katie Harstad, Furniture and Things Community Event Center Assistant Manager Jen Katke, Administrative Assistant Laura Estby

Public Present: None

1. Call Meeting to Order

The October 14, 2024, meeting of the Multipurpose Facility Advisory Commission was called to order by Chair Westgaard at 6:39 p.m.

2. Consider Agenda

Motion by Commissioner Wagner and seconded by Vice Chair Kotzian to approve the October 14, 2024, Multipurpose Facility Advisory Commission agenda as presented. Motion carried 6-0.

3.1. Consider Minutes

Motion by Vice Chair Kotzian and seconded by Commissioner Walker to approve the August 12, 2024 special meeting minutes as presented. Motion carried 6-0.

4. Open Forum

No one present.

5. Presentation

None.

6.1. Financial Report

Mr. Stremcha presented the report.

Ms. Harstad added she is researching options for having large scale events in the fieldhouse instead of melting the ice off one of the rinks-noting cost of off supplies and labor, as well as the loss of ice revenue with more to come at the December MFAC meeting.

Mr. Kotzian inquires about the best guess as to where the facility will end budget wise at the end of 2024.

Mr. Stremcha replied the facility won't be in the positive, but we are trending in the right direction, adding there were \$70,000 in "one time expenses" due to the payouts of staff that were laid off.

6.2. Community Event Center Manager's Report

Ms. Harstad presented the report, noting she is exploring several options for increasing revenue including renting a space in the Overlook for pull-tabs. (No dissents noted)

Chair Mike Westgaard offered to facilitate the discussion between Ms. Harstad and the Youth Hockey Board.

7.1. Live Barn Agreement

Ms. Harstad presented.

7.2. FT Center MOU with ISD 728

Ms. Harstad presented.

Motion by Commissioner Wagner and seconded by Commissioner Henderson to recommend council approve the MOU as presented. Motion carried 6-0.

8.1 Policies and Procedures

Ms. Harstad presented.

Mr. Hecker inquired after the council meeting, if the FT Center is moving to a first come first served format for ice sales that would allow an outside group to bump youth hockey?

Mr. Stremcha replied the FT Center will prioritize ice sales according to their policy and procedures.

Ms. Wagner addressed confusion about contracts and what they mean in regard to ice sales, adding if ERYHA wanted a contract, they could commit to a certain number of hours.

Mr. Westgaard replied he didn't believe Elk River Youth Hockey understood their contract was extended until the end of 2024.

Mr. Stremcha added there have been issues with not knowing which hours offered to Youth Hockey were going to be used until it is too late to try to sell them to someone else.

Mr. Westgaard replied it isn't that simple. They can't schedule ice until they know how many teams they have.

Ms. Wagner emphasized the importance of having open lines of communications with user groups.

8.2. 2025 Budget

Mr. Stremcha presented the report, inquiring if the commission had any further metrics they would like included regarding performance measures and goals.

Ms. Wagner replied she would like to see increasing communication with user groups and suggested a quarterly check in.

Mr. Westgaard followed up suggesting starting with individual meetings with the users, and possibly moving to group meetings in the future, and requested a full-sized copy of the budget document.

Mr. Stremcha noted Ms. Harstad could mail it to him tomorrow, and asked Ms. Estby to research ice billing thru FinnlySport.

Mr. Westgaard inquired if the MFAC would need a special meeting to discuss the budget prior to the next scheduled meeting on December 9, 2024.

Consensus was to not schedule a special meeting as the next 30 days will provide more information to make educated decisions about the budget.

9. Motion to Adjourn

Motion by Commissioner Wagner and seconded by Commissioner Henderson to adjourn the meeting of the Multipurpose Facility Advisory Commission. Motion carried 6-0.

The meeting was adjourned at 8:23 p.m.

Minutes prepared by Laura Estby.

Mike Westgaard, Chair

Tina Allard, City Clerk





Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
6.1

Meeting Date
December 9, 2024

Prepared By
Joe Stremcha, Business Services Director/Assistant
City Administrator

Item Description
Financial Report

Reviewed by
Joe Stremcha

Action Requested

Review the financial report comparing the October 2023 vs 2024 budget to the current.

Background/Discussion

Through the end of October, expenditures of \$1,424,439 exceeded revenues of \$1,202,257 by \$222,182. In 2023, the year-to-date budget deficit was \$469,769. A \$247,587 improvement year-over-year.

The two largest one-time expense/revenue shortfall factors contributing to the current 2024 budget deficit amount to roughly \$150,000 in unrealized summer programming revenue YTD (summer 3v3, breakaway, STP scrimmages/leagues) and \$70,000 in severance payout expenditures. Ice rental and concession revenue will have a positive impact as we close out the year and will further reduce the deficit. This is due to contracted users being invoiced for actual use rather than prepaid at the time of reservation and staff are working with users groups to adhere to FT Center policy.

Financial Impact

None.

Mission/Policy/Goal

Responsible for every dollar – good stewards

Attachments

1. FT Center Financial Report - October 2023
2. FT Center Financial Report - October 2024

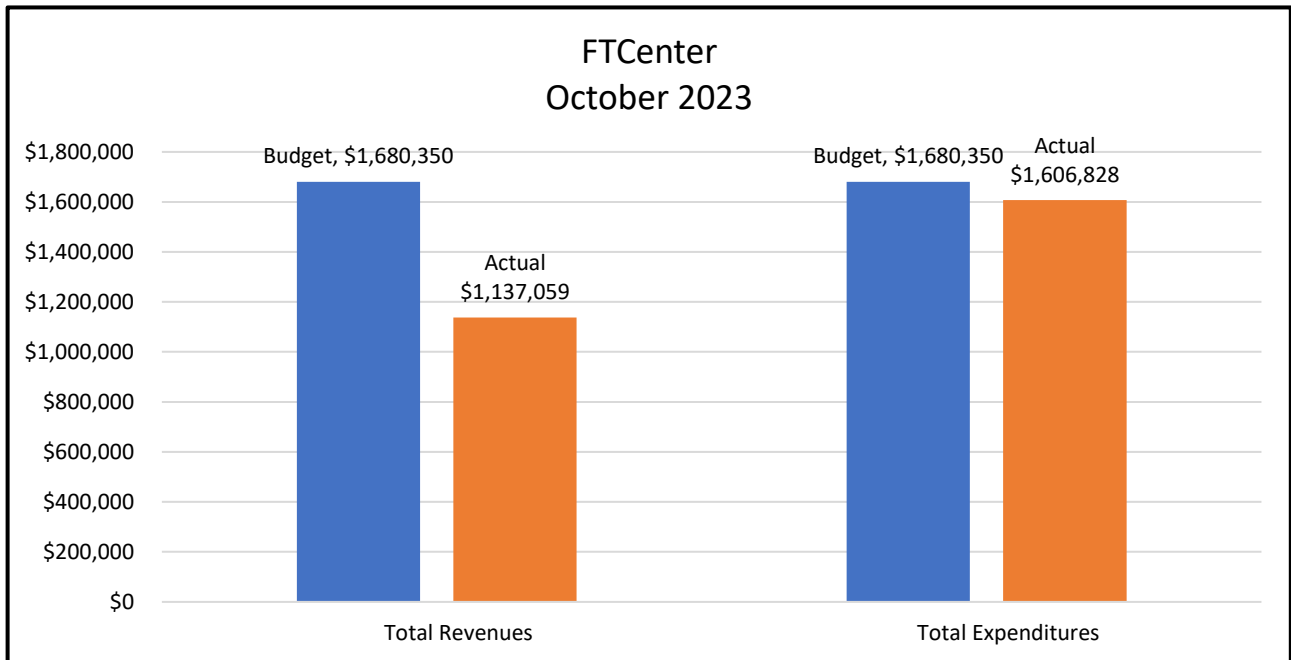
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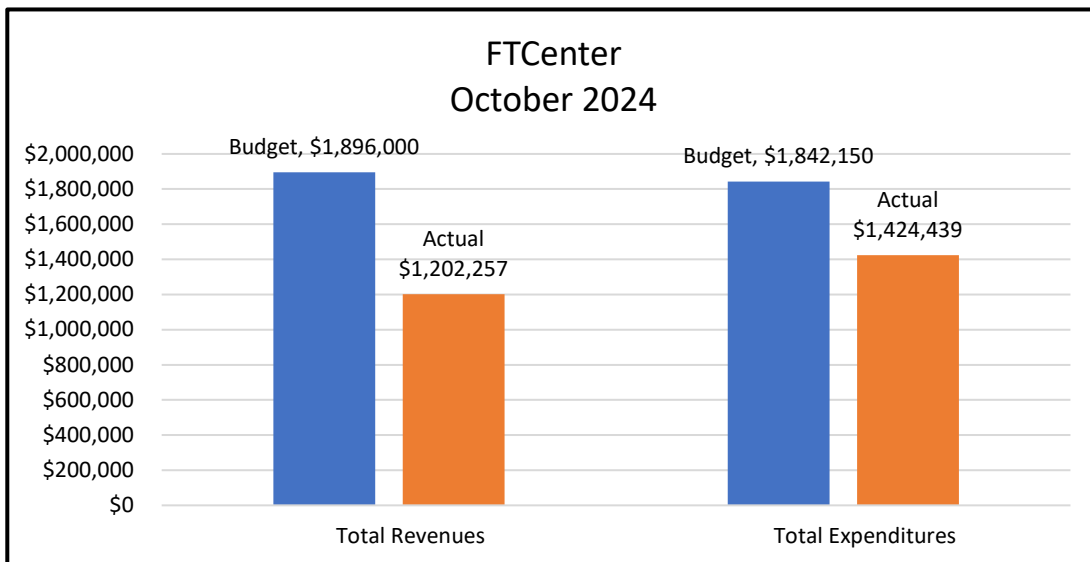
**CITY OF ELK RIVER
MULTIPURPOSE FACILITY - BUDGET TO ACTUAL
MONTH ENDED OCTOBER, 2023**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$830,000	\$536,263	64.61%
Admissions	40,000	23,027	57.57%
Dry Floor Events/Craft Shows	5,000	1,956	39.13%
Facility Rental	238,100	147,496	61.95%
Advertising/Naming Rights/Sponsorships	168,000	85,817	51.08%
Recreation fees (Skating/Hockey)	175,000	184,215	105.27%
Concessions/vending	110,000	97,316	88.47%
Other Revenues (interest, etc.)	13,900	60,969	438.63%
Use of Fund Balance	100,350	0	0.00%
Total Revenues	\$1,680,350	\$1,137,059	67.67%
Operating expenses:			
Personal services	\$917,800	\$799,181	87.08%
Supplies	102,850	133,181	129.49%
Other service charges	457,700	474,622	103.70%
Capital Outlay	202,000	199,844	98.93%
Total Expenditures	\$1,680,350	\$1,606,828	95.62%
Revenues over/(under) expenditures	\$0	(\$469,769)	



**CITY OF ELK RIVER
MULTIPURPOSE FACILITY - BUDGET TO ACTUAL
MONTH ENDED OCTOBER 31, 2024**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$893,500	\$532,908	59.64%
Admissions	45,000	24,106	53.57%
Dry Floor Events/Craft Shows	7,000	1,250	17.86%
Facility Rental	244,400	211,066	86.36%
Advertising/Naming Rights/Sponsorships	178,000	114,867	64.53%
Recreation fees (Skating/Hockey)	290,000	141,217	48.70%
Concessions/catering/vending	229,000	167,906	73.32%
Other Revenues (interest, etc.)	9,100	8,937	98.21%
Total Revenues	\$1,896,000	\$1,202,257	63.41%
Operating expenses:			
Personal services	\$900,650	\$807,558	89.66%
Supplies	159,800	159,224	99.64%
Other service charges	661,300	439,071	66.40%
Capital Outlay	120,400	18,587	15.44%
Total Expenditures	\$1,842,150	\$1,424,439	77.32%
Revenues over/(under) expenditures	\$53,850	(\$222,182)	





Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
6.2

Meeting Date
December 9, 2024

Prepared By
Katie Harstad, Multipurpose Facility Manager

Item Description
Manager's Report

Reviewed by
Joe Stremcha

Action Requested
Discuss the monthly report.

Background/Discussion

This report is a monthly highlight of department activities related to recent collaborations, strategic planning, staff changes/developments, and park operations.

Financial Impact
None.

Mission/Policy/Goal
Work with citizens to achieve goals.

Attachments
I. FT Center Commission Staff Report (December 9, 2024)

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Memorandum

Item: 6.2

To: Multipurpose Facility Advisory Commission

From: Community Event Center Manager Katie Harstad

Date: December 9, 2024

Subject: Multipurpose Facility Advisory Commission Staff Report

This report is a monthly highlight of department activities related to recent collaborations, strategic planning, staff changes/developments, and operations.

Staffing Changes

- Concession Worker
 - Ellayna Lynch (External Hire)

Toast – New Point of Sale

On November 1, a new point of sale system was installed called Toast. Previously concessions were using Cloud Retailer (what the liquor stores use), and Civic Rec was being used at the front desk. By transitioning to Toast we gained functions and took a step in a larger plan to transition software programs to reduce expenditures, streamline operations, and provide additional services needed to grow.

Leased Spaces and Elk River Youth Hockey Spaces

At the November 4 City Council Work Session, the leased space rental for storage spaces was set a \$12.00 per square foot per year. All user groups will be set at equal rental rates upon conclusion of contracted terms.

ERYHA Scheduling

Staff reached out to ERYHA President, Ryan Eason, and Scheduler, Jess Milless, to discuss a new plan for scheduling going forward. In the past, because of the budgeting within their contract agreement, the facility was reserving all hours within their parameters which resulted in ERYHA giving back hours at any time without penalty. For the month of October, ERYHA gave back 92 hours of ice. Staff and board members worked together to find a new solution by better planning actual usage based on prior years instead of over-reserving and returning. ERYHA affirmed they'll work with staff around the hours needed for the community for open skate and the Minnesota Hockey Tier 1 League in the fall while still meeting their ice utilization needs.

The Overlook Grand Opening and Pull Tabs

The grand opening of The Overlook occurred on Wednesday, November 13. The room was quite full all evening. In the month of November, The Overlook totaled \$9,647 in sales. The Chamber of Commerce attended and facilitated a ribbon cutting. Jim Boyle from the Star News attended and came in for a follow up interview. ERYHA will pursue a city license to provide pull tabs in a similar manner as Topsy Chicken behind the bar with the FT Center collecting a percentage of revenue.

ISD 728 Events with The Overlook

A meeting was held with ISD #728 staff including Superintendent Almos, Asst. Supt. Rock, Athletic Director Cunningham, and ERHS Principal Zeman regarding the operation of the FT Center Lounge during ERHS hockey games. The district representatives have grave concerns for having the lounge open during games. Staff explained security parameters, our responsibility as state license holders, and access limitations. We will not broadcast games with gate fees in the lounge area and will not be open on the days in which ERHS has paid admission games on both rinks, as that would block access to the lounge through ticketed areas.

Concessions Growth

With all concessions sales being handled in-house and the recently expanded options, we are experiencing a significant increase in sales. We are now exploring options to expand into offering food and beverages to our on-site events, and away hockey games through team bulk orders.

Month	2023	2024		Difference	
	Concessions	Concessions	Lounge		Combined
September	\$ 3,824.11	\$ 21,391.21	\$ 4,687.96	\$ 26,079.17	\$22,255.06
October	\$ 11,871.07	\$ 28,590.26	\$ 5,047.80	\$ 33,638.06	\$21,766.99
November	\$ 24,421.15	\$ 40,821.43	\$ 11,983.59	\$ 52,805.02	\$28,383.87
Total	\$ 40,116.33	\$ 90,802.90	\$ 21,719.35	\$112,522.25	\$72,405.92

Senior Programing

As of 12-3-24 Natalie, Senior Activity Center Coordinator, has sold over 100 memberships for 2025 so far. 2024 Memberships reached 570. Senior Center Open House and Member Drive will take place on 12-10-24 from 9:00 am to 12:00 pm. Callie Draper started working on 12-2-24 as the new Senior Activity Center Assistant.

Holiday Makers Market

We hosted our Holiday Markers Market on Saturday November 30. We had 108 booths sold in 2024 compared to 100 booths in 2023. Staff created a QR code for vendors to order food from concessions which would be delivered to their booth that resulted in an additional 15% of revenue for the day. The Elk River Fire Department’s Fill a Truck joined our event this year. The Spring Makers Market is scheduled for May 3, 2025.

Art Installation

The public art piece was completed and installed on November 25. The reveal ceremony went very smoothly and there were about 25 people in attendance. Please make sure to look in the lower-level lobby on the way to the vending machines, restrooms, and elevator.

Bernick’s Pepsi Upgrade

The FT Center has an existing relationship with Bernick’s Pepsi, but in October consolidated to just one representative for both vending and concessions needs. This allowed the install of a complimentary soda gun and ice well for the lounge. This soda gun flows from the same product supply boxes as the fountain machine and boosts sales opportunities without needing to have additional product on hand.

Social Indoor Advertising

Social Indoor is a marketing company that owns the video advertising board in concessions and all posters in the bathrooms at the FT Center. The previous agreement with Social Indoor was not in the best interest of the city and staff sought to renegotiate the terms. Social Indoor will drop the FT Center’s external advertising and further pay \$2,000 per year to keep their posters and video displays at the FT Center.

Utilities & Energy Consumption

Maintenance Supervisor Tony Seibert has been researching ways for the facility to lower energy use and therefore, utility expenses. Year to date we are at \$271,340 of our \$479,000 budget, with two larger months left. He did this by adjusting HVAC schedules, adjusting ice compressor schedules and ice temperature timings, moved from using four water heaters to one, and adjusted the depth of ice on each rink.

DECA Winter Retail

DECA is a national non-profit organization that prepares students for careers in marketing, finance, hospitality, and management. Staff are negotiating a lease with Elk River DECA to have high school students operate a small retail space inside the FT Center.

Rinks & Links Summer Daycare

Three different daycare organizations reached out about operating at the FT Center in the Summer of 2025. Staff vetted each opportunity, and a 12-week summer daycare program called Rinks and Links was selected based on their purchase volume and initial deposit. Their camp focuses on giving kids hockey and golf practice during the day. The owners are Sam & Amanda Tukey. Their roughly \$70,000 rental includes 10.5 hours of full turf use five days a week and two hours of ice three days a week.

FT Center Live

Staff launched a streaming platform to create an additional revenue stream. FT Center Live is a revenue sharing service provided by Rivur Live. The city receives half of all game views purchased. Permission was obtained from the district to stream their high school games for the 2024-2025 season, but it will be reevaluated for next season.

Dry Ice 2025

Without a current alternative option for our largest events, staff has made the carefully thought-out decision to remove the ice from the Cornerstone Arena in 2025. The ice removal will begin on Monday, August 11, and take 2 days. Dry floor will be ready for the Taste of Elk River on Wednesday, August 13, and a dog show on Friday and Saturday, August 15-16. Ice will be rebuilt-up and painted from Sunday, August 17 through Thursday, August 21.

Elk Riverfest

The city will discontinue Sips on Main and pivot with a revamped event during Elk River Fest at Orono Park. The FT Center has been selected to provide off-site food & beverage service for the event.



Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
7.1

Meeting Date
December 9, 2024

Prepared By
Joe Stremcha, Business Services Director/Assistant
City Administrator

Item Description
Monument Sign

Reviewed by
Katie Harstad
Joe Stremcha

Action Requested

Discuss the concept for a monument sign to be located on School Street promoting the FT Center.

Background/Discussion

In October 2020, the city and ISD 728 partnered on a variance to install a wall sign and one additional freestanding sign on School Street. The variance becomes void within two years from issuance unless substantial action has been taken... Staff consider the project 50% complete and qualifying as substantial action taking place to date.

There was a potential cost share for joint signage 4 or 5 years ago in terms of promoting Jerry Schempf Field and Elk River High School events. Staff are concerned that shared ownership will blur responsibilities related to maintenance, creating content, how much content is shared between parties, etc. over the long-term use of the digital sign.

Staff recommend constructing the sign and retaining full ownership. The City could then operate the sign as a digital billboard with any advertisements related to promoting ISD 728 events (or other user group) subject to an advertisement fee.

Financial Impact

The GRE Fund was used for city wayfinding projects in the past and has a balance of \$630,979.

Mission/Policy/Goal

Meet changing needs - agile.

Attachments

1. FT Center Monument Sign Art
2. FT Center Sign Variance (October 2, 2020)
3. FT Center Digital Signage Location

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SALES REP: LEA	DATE: 11-15-2024	QUOTE NUMBER: 28999	JOB NUMBER: XX-XXX
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SALES AUTH:	REVISION: X-XX-2024
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SALES DRAWINGS- ELK RIVER, MN- (28999) MONUMENT SIGN
ElkRiver-28999-01-1.jpg

D/F LIT SIGN

Type B1 (D/F)

- A ALUM. FORMED CABINET, LIT w/ WHITE LED's
- B ROUTED COPY BACKED w/ 3/4" CLEAR ACRYLIC (1/2" PUSH-THRU), CUSTOM PERFORATED VINYL ON FACE
- C ALUM. FORMED CLADDING
- D CUSTOM METALLIC VINYL ACCENT
- E ALUM. FORMED CLOUD CABINET, PAINTED BROWN RETURNS, FACE-LIT w/ WHITE LED's
- F STANDARD BROWN TRIM-CAP
- G LIT WHITE LEXAN FACES
- H ALUM. FORMED CLADDING
- I PAINTED ALUM. CAPS
- J FACE-LIT / HALO-LIT CIRCLE CABINET, LIT w/ WHITE LED's
- K ROUTED ALUM. "ELK" & "WATER" MOUNTED TO FACE OF CIRCLE
- L RGB LED MESSAGE CENTER
- M STANDARD STYLE CULTURED STONE VENEER w/ STANDARD GREY MORTAR (TBD)
- N PAINTED ALUM. CAP

- P1 - MP 21956 Hammered Copper Metallic
- P2 - MP 20062 Ivory Metallic
- P3 - MP - 10217 Rich Brown
- P4 - MP 21961 Byzantine Gold Metallic
- P5 - Black
- Lit White
- Custom Perforated PMS 4485c Dark Brown
- V1 - 3630-128 Plum Purple Vinyl
- V2 - 3630-31 Evening Blue Vinyl
- V3 - 3630-59 Dark Brown Vinyl
- V4 - 3630-49 Burgundy Vinyl
- V5 - 3630-26 Green Vinyl

Returns & Trim-Cap =



MESSAGE CENTER IS TO BE GROUNDED w/ GROUNDING ROD INSTALLED w/ FOUNDATION

CLIENT HAS IDENTIFIED THE LOCATION IN WHICH THE SIGNAGE IS TO BE INSTALLED. THE CLIENT HAS THE SOLE RESPONSIBILITY FOR THE STRUCTURAL INTEGRITY OF ALL EXISTING STRUCTURES TO SUPPORT THE SIGNAGE.

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RELEASE AUTH:

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02/24/2021 10:46 AM

Office of the County Recorder
Sherburne County, MN
Doc. No. **912867**

Certified, filed, and or recorded on
February 24, 2021 10:46 AM

Michelle Ashe, County Recorder
By SD Deputy
Fees: \$46.00



912867

STATE OF MINNESOTA

**CITY OF ELK RIVER
CITY COUNCIL**

COUNTY OF SHERBURNE

VARIANCE PROCEEDINGS

CITY OF ELK RIVER

In the matter of: City of Elk River, Case No. V 20-16

- Requests:
- 1) Allow Additional Wall Signage on the Multi-Purpose Facility, 1000 School Street NW
 - 2) Allow an Additional Freestanding Sign at the entrance to Elk River High School parking lot, 900 School St. NW

ORDER OF VARIANCE

**City of Elk River, owners of 1000 School Street NW, Elk River, MN
and
Ind. School District 728, owners of 900 School Street NW, Elk River, MN**

The above-entitled matter came to be heard before the Board of Adjustments on the 27th day of October, 2020, on a petition for additional wall signage on the multi-purpose facility located at 1000 School Street NW and an additional freestanding sign at the entrance to Elk River High School parking lot at 900 School Street NW pursuant to the City of Elk River Zoning Ordinance, for the following described properties:

75-134-2210 - 1000 School Street NW: The North 289 feet of the West 383 feet, as measured along the west and north lines respectively, of the Northwest Quarter of the Northwest Quarter of Section 34, Township 33, Range 26, Sherburne County, Minnesota, lying westerly of a line described as commencing at the northwest corner of said Section 34;

thence North 89 degrees 23 minutes 09 seconds East, assumed bearing, along said north line of the Northwest Quarter of the Northwest Quarter of Section 34 a distance of 242.57 feet to the point of beginning of the line to be described; thence South 00 degrees 02 minutes 29 seconds West, parallel with said west line of the Northwest Quarter of the Northwest Quarter of Section 34 a distance of 289.00 feet to the south line of said North 289 feet, as measured along the west line and parallel with the north line of said Northwest Quarter of Section 34 and said line there terminating.

AND

That part of the Northwest Quarter of the Northwest Quarter of Section 34, Township 33, Range 26, Sherburne County, Minnesota, described as commencing at the northwest corner of said Section 34; thence South 00 degrees 02 minutes 29 seconds West, assumed bearing, along the west line of said Northwest Quarter of the Northwest Quarter 289.00 feet to the point of beginning of the land to be described; thence North 89 degrees 23 minutes 09 seconds East, parallel with the north line of said Northwest Quarter of the Northwest Quarter 180.00 feet; thence South 00 degrees 02 minutes 29 seconds West, parallel with said west line of the Northwest Quarter of the Northwest Quarter 230.00 feet; thence South 89 degrees 23 minutes 09 seconds West, parallel with said north line of the Northwest Quarter of the Northwest Quarter 180.00 feet to said west line of the Northwest Quarter of the Northwest Quarter; thence North 00 degrees 02 minutes 29 seconds East along said west line of the Northwest Quarter of the Northwest Quarter 230.00 feet to the point of beginning.

AND

75-134-2100 - 900 School Street NW: The Northwest Quarter of the Northwest Quarter lying north of School Street, in Section 34, Township 33, Range 26, Sherburne County, Minnesota.

Except the North 289 feet of the West 383 feet, as measured along the West and North lines respectively, of said Northwest Quarter of the Northwest Quarter of Section 34.

Subject to Jackson Street.

Also except that part of said Northwest Quarter of the Northwest Quarter of Section 34, described as commencing at the northwest corner of said Northwest Quarter of the Northwest Quarter; thence South 00 degrees 02 minutes 29 seconds West, assumed bearing, along said west line of the Northwest Quarter of the Northwest Quarter 289.00 feet to the point of beginning of the exception to be described; thence North 89 degrees 23 minutes 09 seconds East, parallel with said north line of the Northwest Quarter of the Northwest Quarter 180.00 feet; thence South 00 degrees 02 minutes 29 seconds West, parallel with said west line of the Northwest Quarter of the Northwest Quarter 230.00 feet; thence South 89 degrees 23 minutes 09 seconds West, parallel with said north line of the Northwest Quarter of the Northwest Quarter 180.00 feet to said west line of the Northwest Quarter of the Northwest Quarter; thence North 00 degrees 02 minutes 29 seconds East along said west line of the Northwest Quarter of the Northwest Quarter 230.00 feet to the point of beginning.

AND

The North 289 feet of the West 383 feet, as measured along the west and north lines respectively, of the Northwest Quarter of the Northwest Quarter of Section 34, Township 33, Range 26, Sherburne County, Minnesota, lying easterly of a line described as commencing at the northwest corner of said Section 34; thence North 89 degrees 23 minutes 09 seconds East, assumed bearing, along said north line of the Northwest Quarter of the Northwest Quarter 242.57 feet to the point of beginning of the line to be described; thence South 00 degrees 02 minutes 29 seconds West, parallel with said west line of the Northwest Quarter of the Northwest Quarter 289.00 feet to the south line of said North 289 feet, as measured along the west line and parallel with the north line of said Northwest Quarter of Section 34 and said line there terminating.

IT IS ORDERED that the Wall Sign Variance and One Additional Freestanding Sign be granted as upon the following findings:

1. **The general purpose and intent of the ordinance are met.**
2. **The property has a land use of residential and the use is consistent with the Comprehensive Plan.**
3. **The proposed use is reasonable and is permitted in the zoning ordinance.**
4. **The plight of the petitioner is due to circumstances unique to the property not a consequence of the petitioner's own action or inaction.**
5. **The variances will not alter the essential character of the locality.**

and with the following condition:

1. **Any changeable copy signage exceeding 30 square feet will require a Conditional Use Permit.**


Dated this 2nd day of October, 2020.

STATE OF MINNESOTA)
COUNTY OF SHERBURNE) ss.
CITY OF ELK RIVER)

OFFICE OF CITY PLANNING
AND ZONING
CITY OF ELK RIVER

I, Zack Carlton, Planning Manager for the City of Elk River with and in for said City, do hereby certify that I have compared the foregoing copy and Order granting a Variance with the original record thereof preserved in my office, and have found the same to be a true transcript of the whole thereof.

A Variance shall become void within two (2) years following issuance unless substantial action has been taken by the petitioner in reliance thereon.


Zack Carlton, Planning Manager
Community Operations & Development

IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Elk River, Minnesota, in the County of Sherburne, in the City of Elk River, on the 2nd day of October, 2020

DRAFTED BY:

City of Elk River
13065 Orono Parkway
Elk River, Minnesota 55330
763-635-1032

Signed before me a NOTARY PUBLIC
this 2nd day of October, 2020







N



Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
7.2

Meeting Date
December 9, 2024

Prepared By
Laura Estby, Office Assistant (Ice Arena)

Item Description
2025 Meeting Schedule

Reviewed by
Katie Harstad
Joe Stremcha

Action Requested
Approve meeting dates for next year.

Background/Discussion
The April date will not be the second Monday of the month because it will likely conflict with the Sherburne County Accessors Local Board of Review date.

Financial Impact
None.

Mission/Policy/Goal
Work with citizens to achieve goals.

Attachments
I. 2025 MFAC Meeting Dates and Standing Agenda Items unapproved

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity

**Meeting Dates and Standing Agenda Guidelines
Multipurpose Facility Advisory Commission
2025**

<p style="text-align: center;">February 10, 2025 6:30 p.m. FT Center</p>	<ul style="list-style-type: none"> • Election of board positions • Re-examine by-laws if needed and review the goals and projects recommended and budgeted for by the City Council • Approve all policies for the facility (Operational/Ice/Turf/Rooms)
<p style="text-align: center;">April 28, 2025 6:30 p.m. FT Center (On 4th Monday in April due to Board of Equalization Meeting)</p>	<ul style="list-style-type: none"> • Public annual hearing to receive community feedback • Review major user contracts – update for next season • Review facility rental rates recommend a fee schedule for incorporation into the budget. (Ice/Rooms/Turf)
<p style="text-align: center;">June 9, 2025 6:30 p.m. FT Center</p>	<ul style="list-style-type: none"> • Review draft capital improvement plan to the city council that includes capital replacements, repairs, and additions. The plan shall project improvements over a rolling ten-year period. • Review preliminary budget - balancing facility revenue and expenses. The budget will include projected revenue, expenses, transfers, and capital improvements.
<p style="text-align: center;">August 11, 2025 6:30 p.m. FT Center</p>	<ul style="list-style-type: none"> • Review FT Center budget • Review Advertising and naming rights revenue from previous year.
<p style="text-align: center;">October 13, 2025 6:30 p.m. FT Center</p>	<ul style="list-style-type: none"> • Develop and provide a verbal annual report on the outcomes and activities of the facility to city council.
<p style="text-align: center;">December 8, 2025 6:30 p.m. FT Center</p>	<ul style="list-style-type: none"> • Approve meeting dates for next year • Review all policies for the facility. (Operational/Ice/Turf/Rooms) • Review value/mission statement and a mission statement for the commission amend as needed.



Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
8.1

Meeting Date
December 9, 2024

Prepared By
Joe Stremcha, Business Services Director/Assistant
City Administrator

Item Description
2025 Budget

Reviewed by
Katie Harstad
Joe Stremcha

Action Requested

Approve, by motion, a recommendation to the city council that the 2025 FT Center budget be amended as presented.

Background/Discussion

At the October 14, 2024, MFAC Regular Meeting, staff presented the 2024 FT Center draft budget showing a deficit of \$180,710. The Commission tasked staff with bringing back a balanced budget for review.

Factors for 2025 changes include:

- Revised revenue and expense projections for the Overlook Lounge using current market trends and established hours of operation.
- Revised revenue projections based on approved rates and projected facility rentals.
- Use of federal ARPA funds as revenue replacement with the sole purpose of those dollars funding hard surface improvement including concrete flooring, sportcourt, and turf alterations to enable the turf to be rolled and replaced seasonally for peak utilization periods is scheduled for Fall of 2025. Staff will have a construction proposal prepared for the commission to review during their scheduled February meeting.

Financial Impact

Creating a balanced budget will allow the FT Center to continue to serve the community.

Mission/Policy/Goal

Responsible for every dollar - good stewards.

Attachments

1. Performance Measures and Goals
2. Multipurpose Facility
3. Hockey Program

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4. Skating Program
5. Concessions
6. FT Center Special Revenue Fund Summary

Performance Measures & Goals for 2025

Division:	FT Center
Completed by:	Joe Stremcha & Katie Harstad
Date:	December 6, 2024

Performance Measure	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2024 Actual	2025 Projected
Ice Hours:							
Hours Sold	1,104	2,680	3,367	3,606	3,800	3,770	3,900
Total Hours Utilized	2,801	3,761	4,469	4,598	4,600	4,308	4,600
Turf Hours:							
Hours Sold	212	435	832	1,153	1,200	975	1,500
Total Hours Utilized	212	822	1,644	1,707	2,000	1,513	2,000
Meeting Room Hours:							
Hours Sold	0	157	273	366	375	465	475
Total Hours Utilized	153	1,513	2,795	1,904	3,000	2,689	2,750
BRE Visits							18
Concessions Revenue	\$30,297	\$17,927	\$31,932	\$146,257	\$229,000	\$165,292	\$360,000

Division Goal	Goal Objective/Task
Market the facility as a destination	Work with Communications Division to develop and implement marketing that showcases the features of the facility. Develop and attract non-ice events.
Increase room and event rentals	Facilitate Marketing Strategy that will drive customers to rent space and book large events on the FT Center.
Increase facility revenue	Identify specific programs and revenue streams to increase participation and customer base of the facility.
Increase facility programming	Increase current programming participation and revenues. Develop new facility programming opportunities to increase facility usership and promote exposure of the facility amenities to our community and increase revenue.
Capitalize on concessions services	Leverage a liquor and catering licensing to enhance concessions capabilities for optimal revenue potential through the expansion of The Overlook lounge.
Enhance communication with user groups through relationship building, programmatic offerings, and high quality city services	Facilitate outreach to receive feedback on factors impacting facility usage including BRE (Business Retention and Engagement) visits and other interactions.

2025 BUDGET DETAIL

221-5400 - Multipurpose Facility

Explanation/Detail of Supplies or Services	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	10/31/24 Actual	2025 BUDGET	Comments:
REVENUES:								
Ice Rental	314,493	638,434	654,744	807,498	893,500	532,908	861,000	
Admissions	4,299	35,099	24,822	44,448	45,000	24,106	6,000	
Dry Floor Events	-	6,810	6,355	(7,906)	7,000	1,250	-	
Skate Sharpening	419	-	395	2,647	2,000	2,836	4,000	
Special Event Admissions	-	-	-	556	-	-	-	
Catering	-	-	-	-	-	-	-	
Facility Rentals -	8,380	106,497	188,000	173,139	156,000	211,066	3,000	
Field House	-	-	-	-	65,000	-	245,400	
Meeting/Party Rooms	-	-	-	-	20,100	-	-	
Elk River Youth Hockey	-	-	-	-	3,300	-	-	
Squatch	-	-	-	-	65,000	-	79,550	
Advertising Fee	5,387	31,952	51,833	54,738	85,000	32,200	113,000	
Naming Rights/Sponsorship	23,000	130,975	113,000	84,250	113,000	82,667	113,000	
Interest Income	6,183	227	1,799	1,944	2,000	510	500	
Contributions/Refunds & Reimb.	-	2,755	-	51,756	-	2,000	-	
Misc. Revenue	860	3,434	3,568	5,741	4,500	3,538	14,800	
ATM Revenue	-	-	-	-	400	-	500	
Cash Over/Short	-	-	1,200	30,000	200	53	-	
Sale of Assets	-	-	37,572	-	-	-	10,000	
Lease Revenue	3,061	-	655,000	200,000	-	-	-	
Transfers In	-	-	-	-	-	-	-	
TOTAL ICE ARENA REVENUES	486,082	956,183	1,739,288	1,428,811	1,377,000	885,748	1,337,550	
EXPENDITURES:								
PERSONAL SERVICES								
Regular Pay	246,176	395,385	425,318	491,087	567,450	442,202	415,250	
Overtime Pay	1,052	9,288	9,501	7,361	-	4,536	-	
Part Time Pay	75,725	101,917	173,832	233,968	53,000	120,368	187,100	
PERA	23,117	37,347	42,316	50,529	45,800	34,506	45,200	
FICA	19,687	30,563	36,891	44,210	37,850	34,349	37,350	
Medicare	4,621	7,148	8,628	10,339	8,850	8,033	8,750	
Insurance	34,728	62,958	75,098	93,852	102,900	70,125	64,850	
Workers Comp	5,610	14,689	20,392	10,122	9,600	13,980	11,200	
Unemployment Compensation	-	-	1,708	140	-	1,672	-	
TOTAL PERSONAL SERVICES	410,716	659,195	793,685	941,608	825,450	729,769	769,700	
SUPPLIES								
Fuels & Lubes	244	11	87	44	259	255	302	
Gas/oil	-	-	-	-	250	-	300	
Uniform Allowance								
Uniforms for staff	-	-	1,007	2,556	1,500	-	1,800	
Operating Supplies								
Office supplies	74,333	83,293	58,989	83,288	46,950	65,037	70,000	
Signs/banners	-	-	-	-	2,200	-	70,000	
Rink supplies	-	-	-	-	5,500	-	-	
Cleaning supplies	-	-	-	-	20,000	-	-	
Building supplies	-	-	-	-	5,200	-	-	
Tools	-	-	-	-	250	-	-	
Safety supplies	-	-	-	-	900	-	-	
Water treatment for cooling towers	-	-	-	-	3,200	-	-	
Water Softener Salt	-	-	-	-	2,000	-	-	
Painting supplies	-	-	-	-	300	-	-	
Zamboni - repairs, purchases of parts	-	-	3,500	-	3,500	-	-	
Landscape maintenance	-	-	200	-	200	-	-	
Skate sharpening supplies	-	-	500	-	500	-	-	
AV Equipment-meeting rooms	-	-	1,000	-	1,000	-	-	

3629 - Misc. Revenue
 1,200 Claw Machines/Games
 7,000 Pull Tabs
 1,400 LiveBarn
 500 FT Center Live
 4,500 Laces, Tape, Merch.
 14,600 Total

3464 - Ice
 450,000 ERYHA
 80,000 Two Brothers
 90,000 ISD 728
 70,000 Figure Skating
 40,000 Squatch
 45,000 MN Hockey
 11,000 Rinks and Links Summer Camp
 45,000 Other
 831,000 Total

3475 - Facility Rentals
 5,400 Comerstone Arena
 20,000 Flex Space
 185,000 Full Fieldhouse
 2,000 Party Rooms
 1,000 Senior Activity Center
 2,000 Upper Level Lobby
 30,000 ERYHA Lease
 245,400 Total

** Additional Advertising/Sponsorships

Offset taxes and utilities (BackCheck)

** Field House remodel Fall 2025
 ** Less \$15,000 for Rogers Fall Rentals
 ** Plus \$50,000 for Rinks and Links Summer Camp

3482 - Additional Sponsorship Opportunities
 19,500 Field House
 10,000 Concessions - Cafs
 28,500 Comerstone
 19,500 Kiser Const.
 113,000 Total

3485 - Naming Rights
 65,000 F&T
 28,500 Comerstone
 28,500 Comerstone
 19,500 Kiser Const.
 113,000 Total

Updated 11/22/24 based on actual elections

2025 Estimated Amounts

Supporting Partners - \$2,500 list price
 Sun Mechanical 1,875
 Collins Brothers Towing 1,875
 Paik Dental 1,875
 J.L. Architects 1,875
 Home Comfort Heating & Air Conditioning 1,875
 AB Welding 1,875
 Rotz Excavating 1,500

Premium Partners - \$5,000 list price
 Power Within Chiropractor 3,750
 Elk River Liquor 3,750

Dasher Boards - \$1,200 list price
 Metro Tent Rental 1,200
 Rockwoods 1,200
 State Farm 1,200
 Papa Johns 1,200
 Deanos 1,200
 Greenscape 1,200
 World Class Auto Body 1,200
 Elk River Family Dentistry 1,200
 Elk River Youth Hockey Association 6,000
 iBackCheck 6,000
 5 Other 6,000

Zamboni Wrap
 Rotz Excavating 4,500
 1 Other 4,500

FT Center Alloc
 1,875
 1,875
 1,875
 1,875
 1,875
 1,500

****Review**

***\$10,000 of one time exp. in 2024**

221-5400 - Multipurpose Facility

Explanation/Detail of Supplies or Services	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	10/31/24 Actual	2025 BUDGET	Comments:
Other Merchandise For Resale	451	138	-	1,069	1,200	1,062	1,800	
Tape, faces, mouthguards, socks, caps, etc.					1,200		1,800	
TOTAL SUPPLIES	75,028	83,442	60,083	86,957	49,900	66,284	73,900	
SERVICES & CHARGES								
Other Professional Services	8,174	28,006	7,846	81	-	-	-	
Interior Design/Branding/Consult								
Telephone	2,722	4,427	4,829	4,815	5,100	3,734	4,200	
Cell phone (2 @ \$25/mo)					1,500		600	
Phone lines (\$300/mo. = \$3,600)					3,600		3,600	
Postage	-	67	11	2	50	34	50	
Postage					50		50	
Conference/Schools	822	403	55	165	1,000	30	2,500	
Minnesota Ice Arena Managers Conference								
Other training (LMC, Finance, Classes)								
Management/Training					1,000		1,000	
Marketing	-	34,661	-	10,664	4,000	3,608	5,000	
Building sponsorship signage					1,000		2,000	
Building & event marketing					3,000		3,000	
Publishing	128	3,822	3,739	2,765	1,400	874	3,000	
Printed marketing materials					1,200		3,000	
Employment ads					200			
Insurance	7,856	9,784	22,334	26,272	29,500	29,176	30,850	
Property insurance					29,500		30,700	
Auto insurance					-		150	
Utilities	225,442	301,064	456,054	419,509	479,000	271,341	364,000	
Natural gas					145,000		70,000	
Garbage					4,000		8,000	
Electric, water, sewer					330,000		306,000	
Building/Equipment Repair & Maint.	23,429	39,657	82,359	73,912	98,800	43,672	60,000	
Security monitoring / Repairs					2,000		60,000	
Sprinkler inspections					2,000			
Mechanical repairs & inspections					12,000			
Building repairs					10,000			
Zamboni - repairs, sharpen blades, etc.					2,500			
Zamboni battery replacement (2026)					-			
Elevator maintenance								
Pest Control								
Contractual Services	2,362	7,582	7,820	21,690	21,800	14,855	19,350	
Ice program maintenance					3,000		8,500	
Plowing contract					2,000			
Software service agreement/hosting					4,500		4,100	
Finly Ice Program Management					3,300		3,300	
Civic Rec Contract					9,000		3,450	
Equipment rental	7,008	7,884	38,178	694	800	4,420		
Miscellaneous					800			
Dues/Subscriptions	460	705	710	1,060	1,000	668	350	
M/AMA					300		350	
MRPA memberships					700			
Total							59,550	

Other Sponsorships (signed prior to sponsorships)

Metal Craft 3,750
 First Bank of Elk River 3,750
 Bank of Elk River 4,500

Total 59,550

*phone / internet / tv

2024 YTD Utilities
 35,000 Natural gas
 4,029 Garbage
 153,045 Electric, water, sewer
 192,074 Total

**Review Breakdown
 *10,000 intell cables, cameras, etc.

*Truck (\$343.5/mo \$4,100/yr) - LS 10/8/24
 1/2 of CivicRec cost. Recreation is paying for remaining 1/2
 *\$10,500 budgeted for 2025 is total

*Copier - this gets moved to Debt Service (4602) at audit as a Journal entry.

221-5400 - Multipurpose Facility

Explanation/Detail of Supplies or Services	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	10/31/24 Actual	2025 BUDGET
Taxes & Licenses							
Property Taxes - leased space						9,374	10,000
Credit Card Fees		2,123	6,008	5,510	7,000	4,456	9,000
TOTAL SERVICES & CHARGES	278,403	440,185	629,943	567,139	579,150	386,028	528,300
CAPITAL OUTLAY							
Buildings & Structures		39,577			113,000	18,587	113,000
Naming Rights Signage Offset					113,000		113,000
Equipment		36,753		199,844			
AV Equipment- meeting rooms							
Zamboni							
TOTAL CAPITAL OUTLAY		76,330		199,844	113,000	18,587	113,000
DEBT SERVICE							
Copier Leases			7,380	8,051	7,400		8,000
TOTAL DEBT SERVICE			7,380	8,051	7,400		8,000
TRANSFER - Capital Reserve (Zamboni loan)							20,750
TOTAL MPF EXPENDITURES	764,147	1,259,152	1,491,091	1,803,599	1,574,900	1,200,678	1,513,650
REVENUES OVER/(UNDER) EXPENDITURES	(388,065)	(302,969)	247,197	(374,788)	(197,900)	(304,910)	(176,100)

Comments:

**One time Glass replacement

2025 BUDGET DETAIL

Dept: 221-5410 - Hockey Program

Acct. No.	Explanation/Detail of Supplies or Services	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	10/31/24 Actual	2025 BUDGET	Comments:
3461	REVENUES: Recreation Fees	27,675	58,658	80,990	142,982	230,000	90,600	100,000	Summer 3v3 and Spring/Fall Breakaway p
	TOTAL REVENUES	27,675	58,658	80,990	142,982	230,000	90,600	100,000	
	EXPENDITURES:								
4219	SUPPLIES Operating Supplies Jerseys	18,853	22,064	31,928	24,055	25,000		5,000	**Enough onhand to reduce this for 2025
	TOTAL SUPPLIES	18,853	22,064	31,928	24,055	25,000	29,105	5,000	
4359	SERVICES & CHARGES Publishing Face Book Ads Electronic billboard (Break Away)	-	-	-	400	200		200	
4409	Contractual Services Referees Participating arena's fees	2,903	5,997	16,581	51,658	72,000	32,170	22,500	
4438	Credit card fees	4,290	5,290	5,899	4,782	5,500	3,447	5,500	
	TOTAL SERVICES & CHARGES	7,193	11,287	22,480	56,840	77,700	35,617	28,200	
	TOTAL EXPENDITURES - HOCKEY	26,046	33,351	54,408	80,895	102,700	64,722	33,200	
	REVENUES OVER/(UNDER) EXPENDITURES	1,629	25,307	26,582	62,087	127,300	25,878	66,800	

2025 BUDGET DETAIL

Dept: 221-5420 - Skating Program

Acct. No.	Explanation/Detail of Supplies or Services	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	10/31/24 Actual	2025 BUDGET	Comments:
3461	REVENUES: Recreation Fees	-	25,877	42,531	58,566	60,000	50,617	60,000	
	TOTAL REVENUES	-	25,877	42,531	58,566	60,000	50,617	60,000	
	EXPENDITURES:								
	PERSONAL SERVICES								
4103	Part Time Pay	1,685	6,752	10,733	13,450	14,000	11,344	14,000	
4104	PERA						226		
4105	FICA	104	419	665	840	900	703	850	
4107	Medicare	24	98	156	196	300	164	200	
	TOTAL PERSONAL SERVICES	1,813	7,269	11,554	14,486	15,200	12,437	15,050	
	SUPPLIES								
4219	Operating Supplies Uniforms for Instructors	603	3,333	4,451	5,074	3,800	2,176	750	
	US Figure Skate supplies / Registrations					500		750	
	TOTAL SUPPLIES	603	3,333	4,451	5,074	3,800	2,176	750	
	SERVICES & CHARGES								
4359	Publishing Star News - Advertising for Skating lessons	-	-	-	-	250	-	-	
	Contractual Services								
4409		399	-	-	-	-	-	-	
4438	Credit card fees	631	1,566	1,896	1,768	1,708	1,800	1,800	
	TOTAL SERVICES & CHARGES	1,030	1,566	1,896	1,768	1,950	1,800	1,800	
	TOTAL EXPENDITURES - SKATING	3,446	12,168	17,901	21,328	20,950	16,413	17,600	
	REVENUES OVER/(UNDER) EXPENDITURES	(3,446)	13,709	24,630	37,238	39,050	34,204	42,400	

*The US Figure Skating membership will be the participants responsibility in 2025.
 **Certificate of membership will be needed to complete city registration.

2025 BUDGET DETAIL

Dept: 221-5430 - Concessions

Acct. No.	Explanation/Detail of Supplies or Services	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	10/31/24 Actual	2025 BUDGET	Comments:
3467	REVENUES:								
3622	Concessions	25,096	5,000	8,165	139,945	217,000	146,498	235,000	
3792	Vending Machines	5,201	12,927	23,767	6,312	12,000	5,016	7,000	
3781	Cash Over/Short						486		
3782	Liquor							10,000	
3783	Beer						11,292	70,000	
3785	Wine							6,000	
3785	Non-Tax							12,000	
3470	Catering						3,000	20,000	
	TOTAL REVENUES	30,297	17,927	31,932	146,257	229,000	165,292	368,000	Potential Opportunities
	EXPENDITURES:								
	PERSONAL SERVICES								
4103	Full Time Pay						18,543	74,150	
4103	Part Time Pay	13,860		2,332	42,655	55,000	39,716	50,000	
4104	PERA				23		1,646	9,100	
4105	FICA	859		145	2,659	4,000	3,673	7,500	
4107	Medicare	201		34	622	1,000	859	1,750	
4108	Insurance						914	3,650	
4109	Workers Comp								
	TOTAL PERSONAL SERVICES	14,920	-	2,511	45,959	60,000	65,351	146,150	
	SUPPLIES								
4219	Operating Supplies	1,574		5,225	7,333	2,500	12,249	12,000	
	Concession Stand Supplies					500		7,000	
	Liquor Supplies								
	Catering Supplies					2,000		5,000	
	Point of Sale System Set Up Fee								
	TOTAL SUPPLIES	1,574	-	5,225	7,333	2,500	12,249	17,000	
	Other Merchandise For Resale								
4259	Supplies and products for resale (Concessions)	13,806	7,404	20,205	58,008	80,000	49,399	105,900	
	Supplies and products for resale (Liquor)					80,000	45,372	70,500	400% mark up (budgeting for 300%)
	Liquor							25,800	400% mark up (budgeting for 300%)
	Beer						4,027		
	Wine								
	Non Tax Supplies							3,600	
	Supplies and products for resale (Catering)							6,000	
	Misc.								
	TOTAL SUPPLIES	13,806	7,404	20,205	58,008	80,000	49,399	105,900	
	SERVICES & CHARGES								
4361	Insurance	15,380	7,404	25,430	65,341	82,500	61,648	117,900	
	Liquor Liability Insurance							6,350	
4437	Taxes & Licenses								
	Concessions License						5,417	10,800	
	Catering/Restaurant License							600	
	Liquor License							5,000	
	TOTAL SERVICES & CHARGES	15,380	7,404	25,430	65,341	82,500	61,648	117,900	
4438	Credit Card Fees				1,117		5,315	10,000	
	TOTAL SERVICES & CHARGES	-	-	-	1,117	-	5,315	10,000	
4438	TOTAL EXPENDITURES - CONCESSIONS	30,300	7,404	27,941	112,417	142,500	142,626	291,200	
	REVENUES OVER(UNDER) EXPENDITURES	(3)	10,523	3,991	33,840	86,500	22,666	66,800	

3781, 3782, 3783 - Liquor, Beer, and Wine
 17,600 Squatch - 22 events - \$800ea.
 18,000 ERYHA - 200 games squirts and above + 1,600 hours of practices x \$5ea. x 2/1hr avg.
 12,500 ERHS - 25 Boys/Girls events - 50 individuals w/ 2 drinks @ \$5 ea Average
 15,000 MN Hockey, AAA, ERYHA, VFW, etc. Tournament weekends - 15 x \$1,000ea.
 7,000 Vendor Craft Shows 7 x \$1,000ea.
 70,100 **Liquor and Wine were added Nov. 13, 2024.

NEW Concessions Weekly Special Menu Item (Stoppo Joe, Pulled Pork Sandwich, etc.)
 16,500 Squatch fan meals - 22 events - \$750ea.
 5,625 Squatch road game subs - 30 meals, 15 events - \$12.50ea.
 15,000 ERYHA - 200 events squirts and above - \$75ea.
 13,125 ERHS - 25 Boys/Girls road game meals - 75 individuals @ \$7 ea. Average
 7,812 ERHS - 25 Boys/Girls road game meals - 25 individuals @ \$12.50 ea. Average
 15,000 Tournament weekends - 15 x \$1,000ea.
 7,000 Vendor Craft Shows 7 x \$1,000ea.
 57,937

4103 - Part Time Pay
 32,000 2024 Concessions Staffing
 1,728 Squatch Liquor/Catering Staff x1 (24 events x \$18/hr x 4hrs)
 7,200 ERYHA Liquor/Catering Staff x1 (200 events x \$18/hr x 2hrs)
 5,760 Tournament Liquor/Catering Staff x1 (20 events x \$18/hr x 16hrs)
 46,688

Updated 11/22/24 based on actual elections
 *Included with FT Center total
 **Moved to FT Center Main
 400% mark up (budgeting for 300%)
 400% mark up (budgeting for 300%)
 400% mark up (budgeting for 300%)
 400% mark up (budgeting for 300%)

2025 BUDGET DETAIL

Dept: FT Center - Special Revenue Fund

Acct. No.	Explanation/Detail of Supplies or Services	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	10/31/24 Actual	2025 BUDGET	Comments:
REVENUES:									
3461	Recreation Fees	27,675	84,535	123,521	201,548	290,000	141,217	160,000	
3464	Ice Rental	314,493	638,434	654,744	807,498	893,500	532,908	861,000	
3465	Admissions	4,299	35,099	24,822	44,448	45,000	24,106	6,000	
3466	Dry Floor Events	-	6,810	6,355	(7,906)	7,000	1,250	-	
3467	Concessions	25,096	5,000	8,165	139,945	217,000	145,498	235,000	
3468	Skate Sharpening	419	-	395	2,647	2,000	2,836	4,000	
3469	Special Event Admissions	-	-	-	556	-	-	-	
3470	Catering					-	5,614	23,000	
3475	Facility Rentals -	8,380	106,497	188,000	173,139		211,066	245,400	
	Field House					156,000	-	-	
	Meeting/Party Rooms					65,000	-	-	
	Elk River Youth Hockey					20,100	-	-	
	Squatch					3,300	-	-	
3482	Advertising Fee	5,387	31,952	51,833	54,738	65,000	32,200	79,550	
3485	Naming Rights/Sponsorships	23,000	130,975	113,000	64,250	113,000	82,667	113,000	
3621	Interest Income	6,183	227	1,799	1,944	2,000	510	500	
3622	Vending Machines	5,201	12,927	23,767	6,312	12,000	5,016	7,000	
3626	Contributions	-	2,755	-	51,756	-	2,000	-	
3629	Misc. Revenue	860	3,434	3,568	5,741	4,500	3,538	14,600	
3781	Liquor							10,000	
3782	Beer						11,292	70,000	
3783	Wine							6,000	
3785	Non-Tax (Concessions)							12,000	
3791	ATM Revenue	-	-	-	-	400	-	500	
3792	Cash Over/Short						539		
3910	Sale of Assets	-	-	1,200	30,000	200		-	
3918	Lease Revenue	-	-	37,572	-	-		10,000	
3921	Transfer In	3,061	-	655,000	200,000	-	-	-	
	TOTAL REVENUES	424,054	1,058,645	1,893,741	1,776,616	1,896,000	1,202,257	1,857,550	
EXPENDITURES:									
PERSONAL SERVICES									
4101	Regular Pay	246,176	395,385	425,318	491,087	567,450	460,745	489,400	
4102	Overtime Pay	1,052	9,288	9,501	7,361	-	4,536	-	
4103	Part Time Pay	91,270	108,669	186,897	290,073	122,000	171,426	251,100	
4104	PERA	23,117	37,347	42,316	50,552	45,800	36,378	54,300	
4105	FICA	20,650	30,982	37,701	47,709	42,750	38,725	45,700	
4107	Medicare	4,846	7,246	8,818	11,157	10,150	9,056	10,700	
4108	Insurance	34,728	62,858	75,099	93,852	102,900	71,039	68,500	
4109	Workers Comp	5,610	14,689	20,392	10,122	9,600	13,980	11,200	
4110	Unemployment Compensation	-	-	1,708	140	-	1,672	-	
	TOTAL PERSONAL SERVICES	427,449	666,464	807,750	1,002,053	900,650	807,557	930,900	
SUPPLIES									
4212	Fuels & Lubes	244	11	87	44	250	255	300	
4217	Uniform Allowance	-	-	1,007	2,556	1,500	-	1,800	
4219	Operating Supplies	95,363	108,690	100,593	119,750	78,250	108,567	87,750	
4259	Merchandise For Resale	14,257	7,542	20,205	59,077	81,200	50,401	107,700	
	TOTAL SUPPLIES	109,864	116,243	121,892	181,427	161,200	159,223	197,550	
SERVICES & CHARGES									
4319	Professional Services	8,174	28,006	7,846	81	-	-	-	
4321	Telephone	2,722	4,427	4,829	4,815	5,100	3,734	4,200	
4322	Postage	-	67	11	2	50	34	50	
4331	Conferences/Schools	822	403	55	165	1,000	30	2,500	
4349	Marketing	-	34,661	-	10,664	4,000	3,608	5,000	
4359	Publishing	128	3,822	3,739	3,165	1,850	674	3,200	
4361	Insurance	7,856	9,784	22,334	26,272	29,500	33,971	37,200	
4389	Utilities	225,442	301,064	456,054	419,509	479,000	271,341	384,000	
4401	Building/Equipment Maint.	23,429	39,657	82,359	73,912	28,500	43,672	60,000	
4409	Contractual Services	5,664	13,579	24,401	73,348	93,800	47,025	41,850	
4415	Equipment Rental	7,008	7,884	38,178	694	800	4,426	-	
4433	Dues/Subscriptions	460	705	710	1,060	1,000	668	350	
4437	Taxes & Licenses						14,791	20,800	
4438	Credit Card Fees	4,921	8,979	13,803	13,177	14,200	15,098	26,300	
	TOTAL SERVICES & CHARGES	286,626	453,038	654,319	626,864	658,800	439,072	585,450	

	CAPITAL OUTLAY							
4520	Buildings & Structures		39,577	-	-	113,000	18,587	113,000
4560	Equipment		36,753	-	-	-	-	-
	Zamboni				199,844			
	TOTAL CAPITAL OUTLAY		-	76,330	-	199,844	18,587	113,000
4612	Lease Interest							
	TOTAL DEBT SERVICE		-	-	7,380	8,051	7,400	-
4721	TRANSFER - General Fund/Capital Outlay Reserve					-	-	20,750
	TOTAL EXPENDITURES	823,939	1,312,075	1,591,341	2,018,239	1,841,050	1,424,439	1,855,650
	CHANGE IN FUND BALANCE	(399,885)	(253,430)	302,400	(241,623)	54,950	(222,182)	1,900
		^A	^A	^A	^A	^A	^A	^A
	FUND BALANCE - BEGINNING			(68,433)	233,969	(7,654)	47,296	47,296
	FUND BALANCE - ENDING			233,967	(7,654)	47,296	(174,886)	49,196

*Interfund Loan for Zamboni



Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
8.2

Meeting Date
December 9, 2024

Prepared By
Katie Harstad, Multipurpose Facility Manager

Item Description
FT Center Policies and Procedures

Reviewed by
Katie Harstad
Joe Stremcha

Action Requested
Discuss policies and procedures.

Background/Discussion

Discuss policies and procedures related specifically to event room rentals at the FT Center. As we transition into using a new system for reservations, we will want to provide the customers with an easy to navigate and follow set of directions. We would like to discuss with the commission their thoughts on having all food for organized groups of a certain size be required to have licensed catering from a preferred vendor or the FT Center catering. Currently, this is set at 75 people. The benefits of having this set lower include reduced risks of foodborne illness, increased revenue from catering partner payouts, increased opportunities for FT Center catering.

Financial Impact
None.

Mission/Policy/Goal
Responsibly grow.

Attachments
I. Complete Policy and Procedure - approved 02|224

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity



Furniture and Things Community Event Center Policy and Procedures



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GENERAL FACILITY USE GUIDELINES

PURPOSE

To establish procedures and policies applicable to all areas of the Furniture and Things Community Event Center (FT Center) which promote respectful behavior to other users and to the building. To promote the use of the facility for activities that support being community oriented and financially self-sufficient.

DEFINITIONS

Facility User/User: An individual/group/organization utilizing a facility area in the FT Center. May be referred to as “Facility User”, “User”, “Renter”. This is the contact person during the reservation and permitting process.

FT Center: Furniture and Things Community Event Center

Rental Coordinator: This person works with renters/potential rentals to coordinate facility use. This position may be The Facility Superintendent, Assistant Facility Supervisor, or a designee.

- All users within the FT Center must adhere to the rules here-in. Renters of the FT Center must read and adhere to the rules outlined in the Facility Rental Procedures outlined on page 7.
- The FT Center, its grounds, and parking lot are smoke-free, tobacco-free, and cannabis free including smoking, chewing, and vaping. The City reserves the right to remove or a user or revoke a permit when in violation of the policy.
- Due to the location of the FT Center and the inability to access the building without crossing school district property, the FT Center is a gun-free facility.
- Any alcohol on - site must be purchased from and served by a licensed caterer from the FT Center’s approved caterer list. Minor consumption of alcohol, under the legal 21 years of age, is prohibited. (*MN Statute 340A.503*)
- Animals are prohibited in the facility unless a licensed service animal and/or pre-approved for an exhibit. Facility User is responsible to clean up all defecation and provide proper cleaning supplies and chemicals for any animals on the property (interior or exterior). The facility user shall be billed for any clean up deemed necessary by FT Center.
- Youth groups (participants aged 18 and younger) must be chaperoned on a ratio of one adult (18+) per ten (10) youth, or other ratio as FT Center staff deem necessary.
- Children eight (8) years of age and younger must always be in direct supervision by an adult/guardian in the facility/on FT Center property.
- The use of sticks, pucks, or balls in the “off-ice” areas of the facility is prohibited.

- Roller blading, roller skating, use of “wheelies” or skateboarding is not allowed in the FT Center.
- Foul, inappropriate, or offensive language is not permitted – verbally, written, or in music.
- Acts of vandalism or damage to the FT Center will be reported to the Elk River Police Department.
- The FT Center is not responsible for any lost or stolen property.
- Conducting group events or parties in common lobby areas is prohibited. Users shall be asked to utilize the meeting rooms for the specified rates.
- One-hour limit for table use in lounge areas. Patrons are welcome to use the lobby for viewing or dining.
- Violent/aggressive behavior to other patrons or to FT Center staff is strictly prohibited. Staff will refer to the Emergency Procedure Guide on page 19 in the event of violent/aggressive behavior.
- The FT Center does not close if the school district closes for inclement weather. Should weather dictate a need to shelter in the FT Center, please refer to the Emergency Procedure Guide on page 19 on shelter locations within the building.
- Use of the sound system for ice/turf rentals is allowed, however each group must provide their own cables to connect to the system. The volume levels are preset, staff will not turn up the volume beyond the preset levels. Foul, inappropriate, or offensive language is not permitted in the music played at the FT Center. Users who play inappropriate music will not be allowed to use the system.

HOURS OF OPERATION

PURPOSE

To establish operating hours that best meet the demands of FT Center users and promote efficient use of the building and scheduling of staff to meet the financial expectations of the facility.

DEFINITIONS

- Peak Season** A period of months where facility use is greater. Generally used as the programming period for the primary activity of each area. This includes September 1 – March 14 for ice and November 1 – April 30 for fieldhouse.
- Off Peak Season** A period of months where facility use is lower. Generally used as the shoulder season for the primary activity of each area. This includes March 15-August 30 for ice and May 1 – October 31 for fieldhouse.
- Prime Time** The most desirable time of day for facility use.
- Non-Prime Time** The least desirable time of day for facility use.

GENERAL FACILITY HOURS

The Furniture and Things Community Event Center general building hours are for all areas unless specified differently within this section. This coincides with the walking track hours and is subject to change. Rental hours will dictate the facility hours beyond this schedule and customers are subject to an after-hour fee when scheduling past these hours.

- Peak Season Facility Hours (October – March)

Monday – Friday	7:15 a.m. to 8:00 p.m.
Saturday	7:15 a.m. to 8:00 p.m.
Sunday	7:15 a.m. to 8:00 p.m.
Holiday	Refer to holiday schedule.

- Off- Peak Season Facility Hours (April – September)

Monday – Friday	7:15 a.m. to 4:00 p.m.
Saturday	No set hours - determined by facility use.
Sunday	No set hours – determined by facility use.
Holiday	Refer to holiday schedule.

- Holiday Hours

The facility will observe the schedule listed below for federal holidays. Ice/Room/Turf rentals may be scheduled on holidays at an increased rate with a minimum of two hours if staffing is available. Holiday building hours will be posted if/when they vary from the general facility hours.

HOLIDAY HOURS OF OPERATION

Holiday	Day/Date	Proposed Hours
New Year's Day	January 1	As usage dictates
Martin Luther King, Jr Day	3 rd Monday in January	7:15 a.m. – 8:00 p.m.
Presidents Day	3 rd Monday in February	7:15 a.m. – 8:00 p.m.
Easter Sunday	Sunday in March or April	Closed
Memorial Day	Last Monday in May	Closed
Juneteenth	June 19	7:15 a.m. – 4:00 p.m.
Independence Day	July 4	Closed
Labor Day	1 st Monday in September	Closed
Veterans Day	November 11	7:15 a.m. – 8:00 p.m.
Thanksgiving	4 th Thursday in November	Closed
	Friday after Thanksgiving	7:15 a.m. – 8:00 p.m.
Christmas Eve	December 24	As usage dictates
Christmas Day	December 25	Closed
New Years Eve	December 31	As usage dictates

SENIOR CENTER

Operating hours for the senior center are:

Monday – Friday 8:30 a.m. – 4:00 p.m.

Operating hours for weeknight and weekend hours may be approved by the Facilities Superintendent.

RESERVATION PROCEDURES

PURPOSE

To establish procedures and policies regarding the consistent scheduling of the Furniture and Things Community Event Center. To provide staff and FT Center users with a guide to ensure the efficient and accurate process of all facility rental requests.

DEFINITIONS

FT Center	Furniture and Things Community Event Center
Facility User:	The individual/group/organization authorized to use the Furniture and Things Community Event Center as shown on the Facility Use Permit.
Facility Use Permit:	Document listing facility rental details agreed upon by Furniture and Things Community Event Center staff and the facility user.
Rental Coordinator:	Furniture and Things Community Event Center staff person assisting the renter/potential renter with facility reservation, this could be The Facility Superintendent, the Assistant Facility Supervisor, or other designated employee.
Resident:	A person residing within the City of Elk River. Residency is not determined by the school district. P.O. boxes in Elk River do not constitute an Elk River address. Disputes resolved by the Secretary of State polling location: https://pollfinder.sos.state.mn.us/
Non-Resident:	Any user not residing within the City of Elk River as determined by the Secretary of State: https://pollfinder.sos.state.mn.us/
Tentative:	The status of a reservation prior to submitting a payment.
Firm:	The status of a reservation following a payment.

RESERVATION GUIDELINES

Renter Guidelines

- All groups using designated rental spaces at the FT Center must have a firm permit or contracted approval prior to facility use. No casual use is allowed. This includes the Cornerstone Automotive Arena, the Kiser Construction Arena, the turf fieldhouse, the party room(s), the Senior Activity Center, the flex space, the upper lobby, and the meeting room(s).
- One (1) contact person who will be present during the entire event (18 years or older) must be designated to coordinate and confirm all aspects of the rental with an FT Center representative

prior to the event date. This user agrees to pay the City of Elk River for rental of the facilities and amenities listed on the permit and will be responsible for adhering to the reservation times and guidelines for themselves and their guests.

- Organizations with more than one division (i.e. youth athletics) will be required to identify one (1) contact person to schedule the facilities for each division or group within their organization.
- Residents may not reserve the facility for a non-resident.
- Residents must reside in the City of Elk River at the time of the rental.
- Renter cannot sublet, transfer, or reassign the reservation.
- By paying the rental fee, the customer agrees to follow the rules herein.

General Guidelines

- Renters must comply with all City Ordinances, Minnesota State statutes, and Federal Building Laws for use. Violation of these rules may result in the denial of future use of the FT Center. Denial of use does not exempt violators from possible prosecution under applicable City Ordinances, State, or Federal Laws.
- The FT Center, its grounds, and parking lot are smoke-free and tobacco-free including smoking, chewing, and vaping. The City reserves the right to remove a user or revoke a permit when in violation of the policy.
- Due to the location of the FT Center and the inability to access the building without crossing school district property, the FT Center is a gun-free facility.
- Renter assumes full responsibility for any unlawful act(s) committed in the facilities listed on the user permit during the reservation time.
- Renter must provide adequate adult (18 years or older) supervision of all minors during the event.
- All minors must stay in facilities listed on the user permit during your event.
- Event cannot exceed maximum capacity due to fire safety:
 - Party Rooms- 155
 - Meeting Rooms-134
 - Flex Space- 251
 - Senior Activity Center - 177
 - Upper Lobby-228
 - Fieldhouse-568
- At their discretion, FT Center staff may:
 - Order the removal of any offender.
 - Order immediate removal of all alcoholic beverages from premises.
 - Revoke the rental contract immediately and order all persons from premises.
- No exits, firefighting, or emergency equipment in any area of the facility can be blocked or covered for any reason.
- All electrical equipment must be U.L. (Underwriters Laboratories) approved. If not, it will be removed from the premises.

- Operation of any heater, barbecue, heat producing or open flame device, candles, lanterns, torches, welding equipment, smoke emitting devices or material in the FT Center must have written authorization by FT Center Management. No fog machines allowed.
- If security is deemed necessary by the FT Center, a \$135/hour charge with a 4-hour minimum will be added to the permit fee.
- Animals are prohibited in the facility unless a licensed service animal and/or pre-approved for an exhibit. Renter is responsible for cleaning up all defecation and providing proper cleaning supplies and chemicals for any animals on the property (interior or exterior). The facility user shall be billed for any clean up deemed necessary by FT Center.
- The FT Center is not responsible for any lost or stolen property.
- FT Center Staff cannot store or take responsibility for any of the renter's property including media devices and personal AV equipment.
- If deemed necessary, the FT Center reserves the right to substitute a meeting room other than that stated on the Rental Permit, to minimize conflicts of compatibility, space, and scheduling.

Fees

- All payments including facility rental, use of amenities, security fees (if required by FT Center), and damage deposit are due in full at the time of booking.
- Fees cover the use of the facilities/amenities according to the hours indicated on the permit only, and do not allow access or admission to public ice/turf programs.
- Rental times must include all set-up/decorating/deliveries and clean up time by the renter and all contracted service providers. Occupancy of the reserved facility after the time indicated on the permit will result in additional rental fees charged to the renter. No items are to be left overnight.
- Fees/Amenities for each rental space include:
 - Ice - includes a clean sheet of ice for the length of time reserved, up to two locker rooms, and hockey nets as needed (must be requested at the time of rental)
 - Fieldhouse - includes use of the fieldhouse and batting cages (for full turf or north end rental- must be requested at the time of rental).
 - Tables and chairs are available to rent for an additional fee.
 - Use/closure of the walking track is not included in fieldhouse rental.
 - Rooms – Tables and chairs allocated for each space, wall mounted tv (where applicable), sink/counter space (where applicable).
 - Additional tables and chairs are available to rent for an additional fee.
 - A/V equipment including podium, microphone, speaker, zoom/cart tv are available to rent for an additional fee.
- Basic assistance with FT Center A/V equipment is included in the rental fee and should be confirmed when placing the reservation. Requests for additional equipment and/or assistance will be an additional expense to the User. FT Center staff cannot assist with A/V equipment not owned by the FT Center.
- Rental spaces with all purchased amenities will be set up and available 15 minutes prior to the time listed on the permit unless previously coordinated with the renter.

Large Scale Event Guidelines

- Large scale events are defined as any events that are open to the public whether admission is charged or not.
- Facility Renters/Vendors at trade show/craft show/expo engaged in the business of making retail sales at the FT Center may require sales tax permits. Facility Renters/Vendors are responsible for filing sales tax and must have a Minnesota Sales and Use Tax Permit on their person during the event. This includes, but is not limited to, silent auctions, craft shows, business seminars selling products, fundraisers, etc.
- Materials used in the construction of displays, such as draping, table-coverings, banners, props, scenery, greenery, trees, and shrubs must be fire resistant. All vendors at trade shows/expos/craft shows, etc who have a canopy or covering on their display must have a minimum 5# fire extinguisher usable for class ABC fires in their booth. The FT Center has a limited number of extinguishers available to rent.
- Large scale events must maintain a minimum aisle width of 10' with cross rows every 30'. All aisles must be kept clear, clean, and free of obstructions.

Decoration Guidelines

- The FT Center does not provide linens, paper products, ice, food storage, serving pieces, dishes, flatware, or décor for events.
- Confetti, pinatas, glitter, bird seed, rice, rose petals, feathers or similar items are not allowed.
- Décor may not be added to the floor, ceiling, or lights.
- Décor may be added to the walls with blue painters' tape (tape not provided by the FT Center), as well as table décor, flowers, and balloons.
- Stick-on table skirts are not allowed.
- Renters may not decorate public areas (bathrooms, entrance, lobby, etc.) without approval from the FT Center.
- Decorations cannot inconvenience any other group.
- Renter is responsible for putting all trash/recycling in the provided receptacles upon completion of rental and for providing coverings to protect furnishings (i.e. table coverings for craft projects with paints, construction requiring adhesives, etc.). Renter shall be billed for any excessive clean up deemed necessary by FT Center.

Food Guidelines

- Groups of 75 or less may bring food and non-alcoholic beverages. Groups over 75 must have all food/beverage needs met by an approved caterer on the FT Center catering list. Staff members reserve the right to inspect coolers and large containers.
- Renters hosting a large-scale event including but not limited to craft shows, trade shows, vendor shows, expos, etc. who wish to have food service in addition to the FT Center Concession Stand (available as schedule/staffing allows) must work with a caterer on the FT Center's approved caterer list. If the user would like to work with a different caterer, the

caterer must be added to the approved list by submitting the required paperwork/signed contracts available from The Facility Superintendent.

- All alcohol in the FT Center must be purchased from and served by a licensed caterer from the FT Center's approved caterer list. Alcohol must only be served in the spaces listed on a user permit. Minor consumption of alcohol, under the legal 21 years of age, is prohibited. (*MN Statute 340A.503*)
- All food trucks on FT Center property must have pre-approval (including location) from FT Center management. Only food trucks on the City's approved list may vend on City property. For current list, visit: <https://www.elkrivernm.gov/1531/Mobile-Food-Units>. Food trucks are not allowed inside the FT Center by order of the Fire Marshal.

Music, Audio and Entertainers

- Music and Audio:
 - Staff will monitor noise to ensure it's at an appropriate level.
 - Noise level should not disturb other guests using the FT Center.
 - Needs to be done 30 minutes prior to the end of the event.
- Inappropriate language is prohibited either verbally, in writing, or in music.
- Entertainers must be completed with all take down by the end time listed on the permit to avoid additional charges to the user.
- Fog machines are not allowed.

Clean Up

- Renters must remove all items from rented space at the end of their reservation.
 - This includes third-party rentals and catering.
- Renters must put all trash/recycling in the receptacles provided.
- Renters must remove all decorations.
 - The FT Center is not responsible for items left on site.
- The event and cleanup must be completed by the end of the reservation time listed on the permit.

Damages

- The renter is responsible for all damages incurred in the facility rented during the reservation time listed on the permit.
- Renters will be charged actual costs for any damage caused to the facility.

Cancellations and Refunds

- Cancellations must be submitted in writing.
- Reservation deposits are non-refundable.

Liability

Renter is responsible for:

- Management and appropriate conduct of all group members and guests.
- Any loss, breakage, or damage to the rooms, equipment, or other FT Center property.
- Any damages incurred by the facility.

- Any personal injuries and/or property damage caused by yourself or your employees, officials, agents, and guests.

The City of Elk River is not liable for any loss, damage, injury, or illness of the renters and guests of the FT Center.

Insurance Requirements

The renter shall provide a copy of their liability insurance with a minimum of the following requirements:

- \$1,000,000 coverage
- Insurance shall include liability for injury, death, and property damage.
- The insurance company must be licensed to do business in the state of Minnesota.
- The FTCenter must be named as an “additional insured” on the policy.
At least (7) seven days prior to the first event scheduled by the renter, the renter must give the FTCenter a certificate of insurance showing the required coverage.

PRIORITY SCHEDULING

Ice Rental Priority Scheduling

Ice is scheduled on a seasonal basis September – May in the following order:

- FT Center programs including but not limited to: Skating Academy, Breakaway Hockey League, Open Skating, Stick and Puck, Open Hockey, etc.
- FT Center contracted ice users including but are not limited to Elk River High School, Elk River Youth Hockey, Elk River Figure Skating Club, MN Squatch, Two Brothers Hockey - these groups are billed after ice use by the City of Elk River.
- Outside user reservations on a first-come first-served basis. These groups pay in advance to the FT Center directly.
- Special Note: Due to the nature of the Furniture and Things Community Event Center operations, there may be a need to coordinate and schedule private, commercial/business or non-resident civic group in advance of the priority scheduling guidelines as outlined above. When staff feel consideration as been given to the previous year’s use of a particular area and/or programming needs, these requests will be processed (i.e. Community Room for a private event, conference, training, trade show, special event, etc.).

Turf Rental Priority Scheduling

Turf rentals are scheduled on an annual basis January – December in the following order:

- FT Center programs including but not limited to Makers Markets, recreational programming, open turf, etc.
- Elk River groups/Elk River youth associations beginning January 1st for the following year (i.e. Open January 2023 for January -December 2024). These groups have 30 days to reserve time before it is made available to outside groups. To hold the scheduled time, Elk River groups are allowed to put 50% of their total reservation fee down, with all remaining fees to be paid in full 30 days prior to their first scheduled event. After the first 30 days, all requests are processed on a first come first served basis.
- Non - Elk River renters can schedule turf for the following year February 1 (i.e. Beginning February 1, 2023, non-Elk River renters/associations can rent turf for January - December of 2024.) Non-Elk River renters must make their payment in full at the time the schedule is reserved.

Room Rental Priority Scheduling

Room Rentals are scheduled on a first come, first served basis in the following order*:

- FT Center events/programs
- Senior Activity Center programs
- Outside users with payment due at the time of reservation.

*Exception: The Senior Activity Center is unavailable to rent Monday – Friday 8:30 a.m. – 4:00 p.m. and is available to rent outside those hours to members only.

SPECIAL FEES/DAMAGE DEPOSITS

- A. A **special use fee** may be required in some events/activities. This fee will be applied to cover unusual, anticipated expenses, such as excessive clean-up, unusual set-up, excess electricity, or phone usage, and/or damage associated with the user’s program or events. The special user fee is payable at the time the reservation is made and will be held until it has been determined by the city if any or all the fee was used. Any unused balance will be returned to the user and/or invoiced.
- B. A **damage deposit** is paid in addition to the rental fee. This fee shall be returned within two (2) weeks after the event if no deductions are necessary. Violation and/or failure to adhere to all guidelines may result in denial of future permits for the use of the facility and forfeiture of damage deposit.

Cancellations and Refunds

- A. All cancellations must be received no less than fourteen (14) days prior to the rental time to be eligible for a refund.
- B. Refunds more than 14 days prior to scheduled use will receive a 50% refund.
 - a. Any cancellation of a rental total \$5,000 or above will require 45 or more days' notice to receive a full refund. Cancellation notices between 30-44 days prior are eligible for a 50% refund and cancellations notices less than 30 days in advance will not receive a refund.
- C. Refunds less than 14 days prior to scheduled use are not eligible for a refund.
- D. All refund requests will be charged a \$10 cancellation fee.
- E. Refunds will not be issued for no shows.
- F. The user should confirm their reservation by making the following two payments:
 - Pay the rental total. This amount is shown on the Facility Use Permit. This payment may be made in the form of cash, check, or Visa/MasterCard/Discover. In all cases, checks may be made out to City of Elk River.
 - Damage deposit.

ICE USER GUIDELINES

PURPOSE

To establish procedures and policies regarding use of ice at the Furniture and Things Community Event Center.

DEFINITIONS

FT Center	Furniture and Things Community Event Center
Ice Renter	The individual/group/organization authorized to use either the Cornerstone Automotive Arena or the Kiser Construction Arena as noted on the facility use permit.
Facility Use Permit:	Document listing facility rental details agreed upon by Furniture and Things Community Event Center staff and the ice user.
Rental Coordinator:	Furniture and Things Community Event Center staff person assisting the renter/potential renter with facility reservation, this could be The Facility Superintendent, the Assistant Facility Supervisor, or other designated employee.
Tentative:	The status of a reservation prior to submitting a payment.
Firm:	The status of a reservation following a payment.

All ice users are expected to adhere to the general facility use guidelines, in addition to the rules listed below.

- Those participating in on- ice activities assume all inherent risks and responsibilities, whether spectator or participant.
- All ice use must be scheduled and paid, no casual use.
- The ice renter listed on the permit is responsible for the actions of all ice users during the times listed on their permit.
- Renters will not be allowed on the ice prior to the time listed on their ice rental permit.
- Users will not be allowed to stay on the ice after the time listed on their ice rental permit.
- The players gate must remain closed and users off the ice during resurfacing.
- Consumption of food and beverages (except water) is prohibited on the ice and in the player's benches.
- All ice users must wear skates.
- Only skate assists are allowed on the ice, no chairs.
- Taunting or disturbing of participants (players, coaches, or officials) by other participants or spectators will not be tolerated.

- Alcohol use is prohibited on the ice or in the locker rooms.
- The use of sticks, pucks, or balls in the “off-ice” areas of the facility is prohibited.
- Spitting on the floor, in the sinks, or in the drinking fountain will not be tolerated.
- Player’s bags are not allowed in common areas of the facility, including, but not limited to, the lobby, restrooms, locker room hallways, etc.
- Damage beyond reasonable use to the ice or the locker rooms will be reported to FT Center management.
- The FT Center does not supply cords for connecting to the rink sound systems and staff will monitor it’s use for noise levels and appropriate content.

TURF USER GUIDELINES

PURPOSE

To establish procedures and policies regarding use of the turf at the Furniture and Things Community Event Center.

DEFINITIONS

FT Center	Furniture and Things Community Event Center
Turf Renter	The individual/group/organization authorized to use either ½ or the full fieldhouse as noted on the facility use permit.
Facility Use Permit:	Document listing facility rental details agreed upon by Furniture and Things Community Event Center staff and the ice user.
Rental Coordinator:	Furniture and Things Community Event Center staff person assisting the renter/potential renter with facility reservation, this could be The Facility Superintendent, the Assistant Facility Supervisor, or other designated employee.
Tentative:	The status of a reservation prior to submitting a payment.
Firm:	The status of a reservation following a payment.

All turf users are expected to adhere to the general facility guidelines, in addition to the rules listed below:

- All field house use must be reserved and paid for or approved under contract – no casual use.
- The renter listed on the permit is responsible for the actions of all turf users during the time listed on the permit.
- All minors (under 18) must be under adult supervision throughout the time listed on the permit,
- The fieldhouse will be opened 15 minutes prior to each scheduled event and closed promptly after each rental period ends.
- All fieldhouse users must enter through the front entrance.
- No fieldhouse entry is allowed from the walking track area.
- Only the turf and batting cages (where applicable) are included in turf rental.
 - Turf rental does not include tables or chairs which can be rented for an additional fee.
 - Turf rental does not include use or closure of the walking track.
 - Turf rental does not include use of the north end of the fieldhouse on the opposite side of the white wall.

- Any turf user who wishes to leave equipment in the fieldhouse must have prior permission from the FT Center management on a seasonal basis and does so at their own risk.
- The FT Center is not responsible for any lost or stolen items.
- All ½ turf rentals will have the center divider curtain down.
- Use of batting cages must be requested at the time of rental for full turf or north end turf rentals.
- Only authorized personnel may operate the batting cages/center divider.
- Sunflower seeds are prohibited.
- Food/alcohol consumption (excluding water) in the fieldhouse is not allowed, except with pre-approved or catered events.
- No glass containers are allowed in the fieldhouse.
- Only controlled hitting (bunting or by a coach) is allowed outside of the batting cages.
- Do not throw or hit balls against the fieldhouse perimeter nets, the center divider, or the ceiling.
- Only plastic/rubber cleats are allowed.
- The FT Center does not supply cords for connecting to the fieldhouse sound system, and staff will monitor it's use for noise levels and appropriate content.
- Renters must clean up after themselves.



FURNITURE — AND — THINGS

COMMUNITY EVENT CENTER

Emergency Procedures Guide

Furniture and Things Community Event Center

Furniture and Things Community Event Center

1000 School Street

Elk River, MN 55330

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EMERGENCY PROCEDURES GUIDE

To all employees of Furniture and Things Community Event Center,

Considering potential emergencies that can occur in the workplace, it is crucial for all city employees to be aware of and prepared for various emergency situations. This Emergency Procedures Guide has been created to provide you with the necessary information and instructions to handle emergency situations effectively and ensure the safety of yourself and others.

This guide will cover a range of likely emergency scenarios but is not intended to cover all possible situations. It will also outline the specific procedures and protocols to follow in each situation, as well as the roles and responsibilities of employees during an emergency.

It is important for every employee to familiarize themselves with this guide and to be prepared to take immediate and appropriate action when necessary. By being well-informed and ready to respond in an emergency, we can ensure the well-being and safety of our fellow employees and the public. It is important to familiarize yourself with the following procedures and know the location of emergency exits, evacuation routes, and emergency equipment within the workplace.

We hope that this guide will provide you with the knowledge and confidence to effectively manage any emergency situation that may arise.

FOR ALL EMERGENCIES:

CALL

911

MEDICAL EMERGENCIES

In the event of a medical emergency or injury, follow these steps to provide immediate aid and ensure safety:

1. **Call for Help:** Dial emergency services (such as 911) immediately to request assistance from paramedics and other first responders. Provide clear and accurate information about the nature of medical emergency or injury.
2. **Assess the Situation:** Quickly evaluate the scene for any immediate threats to your safety or the safety of the injured person. If the area is unsafe, move yourself and the injured person to a safe location if possible.
3. **Provide First Aid:** If you are trained in first aid, provide immediate assistance based on your level of training. This may include applying direct pressure to stop bleeding, performing CPR, or stabilizing the injured person's neck and spine if there is a suspected neck or back injury.
4. **Control Bleeding:** If the injured person is bleeding, apply direct pressure to the wound using a clean cloth or bandage. Elevate the injured area if possible and maintain pressure until help arrives.
5. **Monitor Vital Signs:** Check the injured person's vital signs, including breathing, pulse, and level of responsiveness. If necessary, provide basic life support measures such as CPR or rescue breathing.
6. **Gather Information:** Gather important information about the injured person, including their medical history, known allergies, and any medications they are taking. This information can be crucial for medical professionals when they arrive.
7. **Communicate with Emergency Services:** Stay on the line with emergency services and provide any updates on the injured person's condition. Follow any instructions given by the dispatcher.
8. **Stay Calm and Reassure the Injured Person:** Keep the injured person as calm as possible, providing reassurance and comfort while waiting for help to arrive. Talking to the injured person in a calm and confident manner can help reduce anxiety and promote a sense of safety.
9. **Document the Incident:** After the situation is under control, document the details of the medical emergency or injury, including the time it occurred, the events leading up to it, and the actions taken to provide aid.

BOMB THREAT PROCEDURE

(SEE APPENDIX A FOR QUICK GUIDE)

Purpose: To plan for incidents involving bomb threats or suspected explosive devices. (See Appendix A for guidance)

1. **Take the threat seriously:** If a bomb threat is received, it should be treated as a credible threat and all necessary actions should be taken to ensure the safety and security of everyone in the vicinity.

2. **Remain calm:** It is important to remain calm and not create panic. Alert others discreetly, if possible, and follow the established emergency procedures.

3. **Notify authorities:** Contact local law enforcement immediately to report the threat. Provide as much detail as possible about the threat, including the exact wording of the threat, if available.

4. **Evacuate the area:** If the threat is deemed credible, initiate an evacuation of the area. Follow established evacuation procedures and move to a safe location away from the potential target of the bomb threat. (See Evacuation Procedures guide)

5. **Follow instructions:** If emergency personnel are on the scene, follow their instructions and cooperate fully with their directions. Do not return to the area until it has been declared safe by the authorities.

6. **Search for suspicious items:** If it is safe to do so, staff members should conduct a brief search of their immediate area for any suspicious items. Do not touch or move any suspicious items and report them to the authorities immediately.

7. **Remain vigilant:** Even after the area has been cleared, remain vigilant for any suspicious activity or items. Report any concerns to authorities and follow their instructions.

8. **Communicate with those affected:** Ensure clear communication with those affected by the bomb threat, providing updates and information as it becomes available.

9. **Review and debrief:** After the threat has been resolved, conduct a thorough review of the incident to identify any areas for improvement in emergency procedures. Debrief with staff to discuss their experiences and any concerns.

10. Provide support: Offer support and resources to those affected by the bomb threat, including counseling and assistance with addressing any emotional or psychological impact.

It is important to regularly review and practice bomb threat procedures to ensure that all staff members are familiar with the steps to take in the event of a bomb threat. Additionally, consider incorporating bomb threat awareness and response training into regular employee training sessions.

EMERGENCY EVACUATION PROCEDURES

1. When the fire alarm sounds or an evacuation order is given, cease all work and leave the building via the nearest exit.
2. Follow the designated evacuation routes to the nearest exit, using stairways if the elevators are unavailable.
3. Do not use elevators during a fire emergency.
4. If possible, assist persons with disabilities or injuries in evacuating the building.
5. Move quickly and calmly to the designated assembly area outside the building.
6. Once outside, move away from the building to allow emergency personnel access to the premises.
7. Do not re-enter the building until the all-clear has been given by emergency personnel.

It is important to familiarize yourself with the location of emergency exits and evacuation routes within the workplace. Regularly review and practice these evacuation procedures to ensure everyone is prepared to respond effectively in the event of an emergency. If you have any questions about these procedures, please speak with a supervisor or safety coordinator. Your safety is our top priority.

EVACUATION PROCEDURES FOR BOMB THREAT

1. Evacuation will be accomplished by means other than a general fire alarm. A voice page may be used, but the word “bomb” should not be used in the evacuation message as it would cause undue alarm and panic. The voice page shall include, for example, the following message:

“May I have your attention please, all employees and visitors to the Furniture and Things Community Event Center, including the Senior Activity Center must evacuate the building as quickly and safely as possible. Immediately proceed to the designated assembly area outside of the building. Further information will be given when everyone has safely evacuated outside to the designated assembly area. Thank you.”

The designated assembly for all FT Center patrons and employees will be:

- The High School Football Stadium

If this area is deemed unsafe a location will be specified by the Supervisor on duty.

DISTURBANCES/HOSTILE SITUATIONS

In the event of a disturbance or hostile confrontation, it is essential to prioritize safety and take appropriate action to protect yourself and others. Here are some key emergency procedures to follow in such situations:

1. **Assess the Situation:** If you perceive a potential disturbance or aggression, quickly assess the situation to determine the level of threat and risk involved. Look for potential escape routes and safe areas to seek refuge.
2. **Stay Calm:** It is crucial to remain calm and composed in the face of a disturbance or confrontation. Panicking can escalate the situation and impair your ability to make rational decisions.
3. **Alert Authorities:** If possible, contact the appropriate authorities such as security personnel, law enforcement, or emergency services to report the disturbance and provide them with accurate information about the situation, including your location and any pertinent details.
4. **Seek Safety:** If you are in immediate danger, seek safety by moving to a secure location, such as a locked room or an area with a clear line of sight and escape route. If evacuation is necessary, follow established evacuation procedures and move to an assembly point if specified.
5. **Communicate:** If you are with other people, communicate with them to coordinate your actions and ensure everyone is aware of the situation and the steps being taken to address it.
6. **Follow Established Protocols:** If your organization or location has specific emergency protocols for disturbances and hostile confrontations, follow those procedures diligently. This may include following specific lockdown or evacuation procedures or taking shelter in designated safe areas.
7. **De-escalate if Possible:** If you are directly involved in the confrontation, attempt to de-escalate the situation by speaking calmly and avoiding aggressive or confrontational behavior. Seek to defuse tensions and create an opportunity for peaceful resolution.
8. **Provide Assistance:** After the immediate threat has been neutralized, if it is safe to do so, aid others who may be injured or traumatized. Administer first aid if necessary and offer support and comfort to those affected.

Remember that every situation is unique, and these guidelines are intended as a general framework for responding to disturbances and hostile confrontations. Always prioritize your safety and the safety of others and follow the directions of law enforcement and authorities when they arrive on the scene.

SMOKE OR FIRE EMERGENCY

In the event of a smoke or fire emergency, it is important to remain calm and act quickly to ensure the safety of everyone in the vicinity. Follow these emergency procedures to help keep yourself and others safe:

1. **Alert Others:** If you discover a fire or smoke, immediately notify others in the area by activating the nearest fire alarm. This will help alert everyone to the emergency and prompt them to evacuate the area.
2. **Evacuate the Area:** If it is safe to do so, evacuate the building or area immediately. Use the nearest exit and proceed to the designated assembly point outside of the building. Do not use elevators during a fire emergency.
3. **Close Doors:** As you evacuate, close all doors behind you to help contain the smoke and fire, as well as to slow down the spread of the fire.
4. **Stay Low:** If there is smoke present, stay low to the ground where the air is clearer and easier to breathe. Crawl if necessary to avoid inhaling smoke.
5. **Assist Others:** If you are able to do so safely, assist anyone who may need help evacuating the area, especially those with mobility impairments.
6. **Call for Help:** Once you are safely outside, call the local emergency services (911 or the local emergency number) to report the fire and provide them with as much information as possible, such as the location, size, and any potential hazards.
7. **Do Not Re-enter:** Under no circumstances should you re-enter the building or area until emergency responders have declared it safe to do so.
8. **Follow Instructions:** Listen to and follow any instructions provided by emergency personnel or building staff.
9. **Reassemble at a Safe Location:** Once outside, proceed to the designated assembly point to ensure that everyone is accounted for and to receive further instructions from emergency personnel.

It is important to review and practice these emergency procedures regularly to ensure everyone is prepared to respond appropriately in the event of a smoke or fire emergency. Remember, the safety and well-being of all individuals should be the top priority in any emergency situation.

SEVERE WEATHER

Severe weather events such as tornadoes and blizzards can pose a significant threat to safety. It is important to familiarize yourself with the following emergency procedures in the event of severe weather.

Blizzard:

Consideration to cancel events early if a blizzard is threatening the area should be made as early as possible to allow for safe travel for visitors and staff.

Tornadoes:

1. When a tornado warning is issued, take shelter in the designated tornado shelter area immediately.

Tornado Watch

- A ***Watch*** means...Conditions are present for severe weather, such as a tornado, to occur.
- Continue normal routine. Be alert for changing weather conditions.

Tornado Warning

A ***Warning*** means...A funnel cloud has been spotted, or a tornado has touched the ground, or winds in excess of 70 mph have been recorded. Outdoor warning sirens will be sounded.

When a tornado warning is issued, take shelter in the designated tornado shelter area immediately.

Upon receiving notification, FT Center Staff will make an announcement over the intercom. The announcement may read, ***“A tornado warning has been issued for the Elk River area. The designated shelter areas are open for employees and visitors.”***

ACTIVE SHOOTER/HOSTILE EVENT

When an active shooter/hostile event is in or near the building, quickly determine the most reasonable ways to protect your own life. Remember that visitors are likely to follow the lead of employees and managers during an active shooter situation.

Because active shooter/hostile event situations are often over before law enforcement arrives on the scene, the individual must be prepared both mentally and physically to deal with an active shooter/hostile event situation. Rapid notification of these events is critical to ensure a timely law enforcement response. While keeping safety in mind, rapid reporting should be done as soon as possible.

Staff should consider the following guidance, in order, when responding to such a threat:

1. **RUN** and escape, if possible.
 - Getting away from the shooter or shooters is the top priority.
 - Leave your belongings behind and get away.
 - Help others escape, if possible, but evacuate regardless of whether others agree to follow.
 - Warn and prevent individuals from entering an area where the active shooter may be.
 - Call 911 when you are safe.
 - If placing a voice call to 9-1-1 is not safe, then consider texting 9-1-1 from a cellular phone.

Information to provide to law enforcement or 9-1-1 operator:

- Location of the active shooter/active attacker
 - Number of shooters/attackers, if more than one
 - Identification of the attacker if it is known.
 - Physical description of shooter(s)/attacker(s)
 - Number and type of weapons held by the shooter(s)/attacker(s)
 - Number of potential victims at the location
2. **HIDE** if escape is not possible.
 - Get out of the shooter's view and stay very quiet.
 - Silence all electronic devices and make sure they will not vibrate.
 - Lock and block doors, close blinds, and turn off lights.
 - Do not hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
 - Try to communicate with police silently. Use text message or social media to tag your location or put a sign in a window.
 - Stay in place until law enforcement gives you all clear. Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.
 3. **FIGHT** as an absolute last resort.
 - Commit to your actions and act as aggressively as possible against the shooter.
 - Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
 - Be prepared to cause severe or lethal injury to the shooter.
 - Throw items and improvise weapons to distract and disarm the shooter.

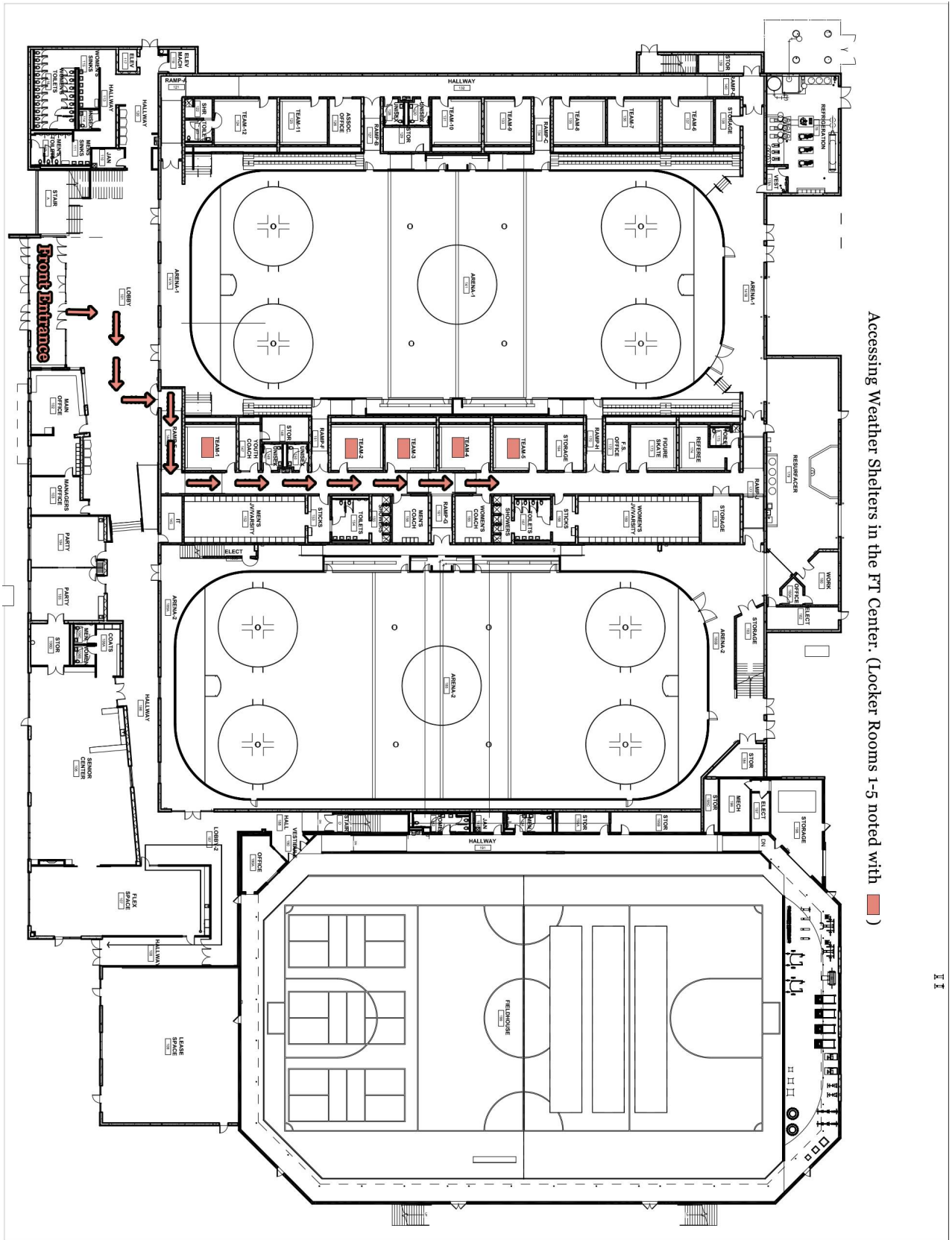
AFTER AN ACTIVE SHOOTER/HOSTILE EVENT

- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

KEY ACTIONS DURING A HOSTAGE SITUATION

Hostage situations are incredibly stressful scenarios. The following items outline some considerations in the rare event that such a situation presents itself at a facility.

- Be patient. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions and be alert. The captor is often emotionally unstable. Do not make mistakes that could jeopardize your well-being.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor, who may be agitated. Avoid appearing hostile.
- Always maintain eye contact with the captor, if possible, but do not stare. Treat the captor respectfully.
- Comply with instructions as best you can and avoid arguments.
- Be observant. You may be released or have an opportunity to escape. The personal safety of others may depend on your memory.
- If medications, first aid, or restroom privileges are needed by anyone, say so.



Accessing Weather Shelters in the FT Center. (Locker Rooms 1-5 noted with ■)

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

** Refer to your local bomb threat emergency response plan for evacuation criteria*

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov



V2

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other information:



Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
8.3

Meeting Date
December 9, 2024

Prepared By
Katie Harstad, Multipurpose Facility Manager

Item Description
Field House Improvements

Reviewed by
Katie Harstad
Joe Stremcha

Action Requested
Discuss field house improvements.

Background/Discussion
Discuss the options of adding a hard-court surface to the field house without removing the full turf option, which will expand market opportunities. The City of Rogers is set to open a new field house in the Fall of 2025 that will impact the number of hours the FT Center Fieldhouse is utilized for full turf rentals.


Financial Impact
None.

Mission/Policy/Goal
Meet changing needs - agile.

- Attachments**
1. Rogers Turf Information
 2. Minnesota Multi-Purpose Community Facility Projects Grant

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity



Projects Spotlight: Athletic Facilities

Turf Facility

The City of Rogers is excited to introduce the new Indoor Turf Facility!

Rates And Layout

This page contains graphics displaying the **proposed rates** and **field layout** are available on this page. Review them to understand how the space is divided and what pricing options are available. The multisport facility will feature a state-of-the-art synthetic turf field with markings for a 100x60 yard soccer field(white), 100x60 yard unified lacrosse field(blue), 80-yard football field(olive green), two 175' fast pitch softball fields(yellow), and two youth 60x45 yard soccer fields(gray). Additionally, the facility will have two batting cages.

Next Steps

The City of Rogers collected information from potential user groups through the Fieldhouse Turf Time Allocation Interest Survey to help us create an allocation methodology that meets the needs of the entire community! The Fieldhouse construction will start in 2024, with an anticipated opening in the fall of 2025.

Questions can be directed to Mike Bauer, Parks, and Recreation Director mbauer@rogersmn.gov.



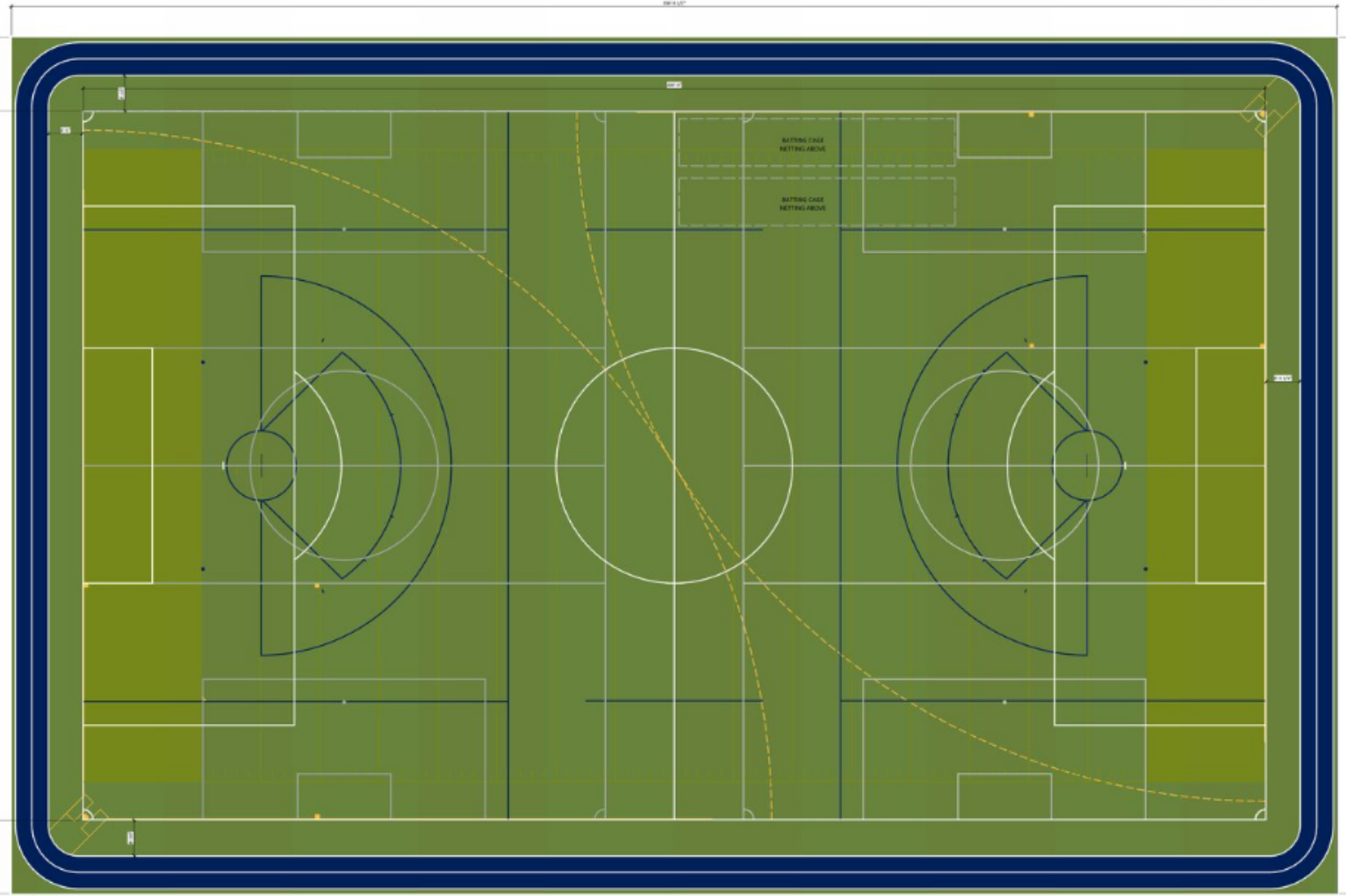
12000 South Dakota Ave
Minneapolis, MN 55426
Phone: 612.766.6300
www.jlg.com



PRELIMINARY
NOT FOR CONSTRUCTION

REVISION SCHEDULE
REV. NO. DESCRIPTION DATE

FIELD STRIPING HIERARCHY
PRIMARY SOCCER - White 4" LINE
SECONDARY SOCCER - Gray 4" LINE
SOFTBALL - Bright Yellow 4" LINE
LACROSSE - Florida Blue 4" LINE
Field - Field Green 4" LINE
Football - Lime Green 4" LINE
Walking Track - Florida Blue 4" LINE



STRIPING PLAN
A602

CITY OF ROGERS
ROGERS INDOOR TURF
ROGERS, MN

DATE: 02/23/2024
PROJECT: 75% CD PHASE

DRAWING NO: 23166

A602

STRIPING PLAN

Proposed Rates		Prime		Non-Prime	
		Full	Half	Full	Half
In Season	October-April	\$ 375	\$ 200	\$ 300	\$ 200
Off Season	May-September	\$ 150	\$ 90	\$ 120	\$ 75

In Season	
Prime*	
M-F	2-10pm
S&S	8am-10pm

*All other hours Non-Prime

Background

The City of Rogers desires to construct a multi-purpose year around synthetic turf athletic facility that will be used for soccer, baseball, lacrosse, football, walking and exercise. The anchor of the project is a National Federation of State High School Associations soccer field under a pre-engineered stretched fabric structure. Actual dimensions to be determined during initial concept design. The city hopes to include a full-size soccer field, soccer goals, batting cages, and a play structure.

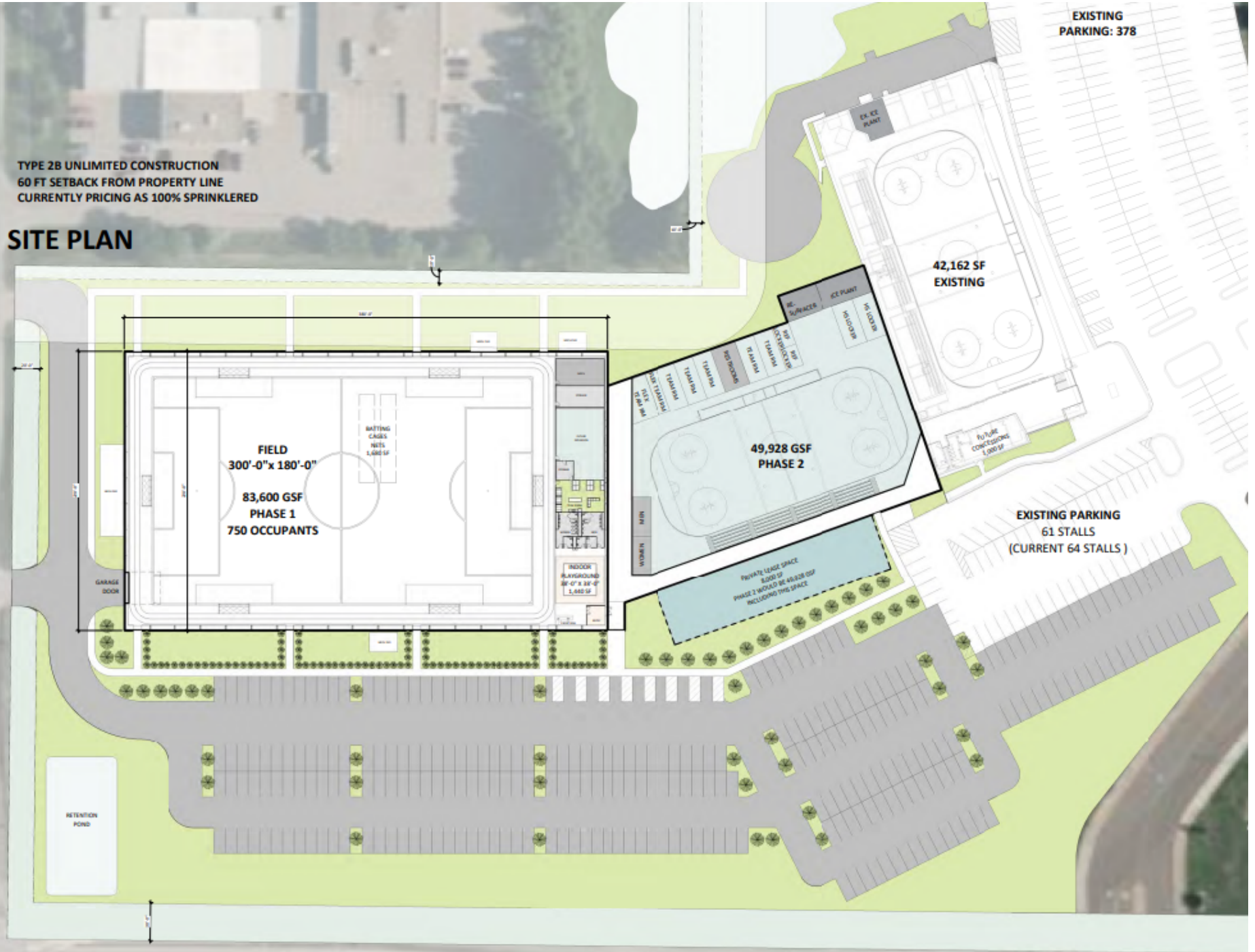
The Rogers Activity Center is anticipating an expansion that will include a future 2nd sheet of ice. The turf facility is intended to be designed such that a future connection to the 2nd sheet of ice is possible.

The current site for the indoor turf facility, next to the Rogers Activity Center, has been graded and is ready for a 97,500 square foot turf facility.

This is a Local Option Sales Tax (LOST) project.

TYPE 2B UNLIMITED CONSTRUCTION
60 FT SETBACK FROM PROPERTY LINE
CURRENTLY PRICING AS 100% SPRINKLERED

SITE PLAN



JAMES ROAD

141ST AVENUE NORTH





Minnesota Multi-Purpose Community Facility Projects Grant to Support Community Revitalization, Connectedness and Equity by Promoting Education, Work and Health – FY25 Instructions

Overview Section

TO: Full-Service Community Schools, Community Health Centers, Public Libraries and Multi-purpose Community Facilities who wish to construct, renovate, or improve buildings that are designed to enable work, education, and health monitoring jointly and directly for Minnesota communities.

FROM: Minnesota Department of Education.

ACTION: Signed and submitted applications must be received by (not postmarked by): January 3, 2025, by 5p.m. Central Time.

Purpose and Outcome of the Grant Opportunity

The federal American Rescue Plan Act of 2021 appropriated \$10 billion to the U.S. Department of Treasury (Treasury) to provide payments to states, territories, freely associated states, and Tribal Governments to carry out critical capital projects directly enabling work, education, and healthcare monitoring in response to the coronavirus (“COVID-19”) pandemic public health emergency. This established the Coronavirus Capital Projects Fund (“CPF”) program, which aims to:

- Directly support recovery from the COVID-19 public health emergency by strengthening and improving the infrastructure necessary for participation in work, education, and healthcare monitoring that will last beyond the pandemic.
- Enable investments in capital assets designed to address inequities in access to critical services; and
- Provide the modern infrastructure necessary to access critical services, including a high quality and affordable broadband internet connection.

The State of Minnesota was awarded \$47.5 Million from Treasury for the Multi-Purpose Community Facilities Program (CFP) to provide grants for purposes of enabling work, education, and healthcare monitoring, including remote options, in Full-Service Community Schools, Community Health Centers, Public Libraries and Multi-purpose Community Facilities to address the needs of residents living in communities disproportionately impacted by the COVID-19 pandemic. Eligible projects include construction and/or renovation of buildings and purchase of equipment for remote services that will directly enable Full-Service Community Schools, Community Health Centers, Public Libraries and Multi-purpose Community Facilities to provide work, education, and

healthcare monitoring. General construction or improvement of traditional schools (e.g., public, and private K-12 schools, institutions of higher education (i.e., colleges, universities)) are not eligible projects under this program.

To be eligible for grant award consideration, the proposed project must:

- be for the construction of a new or the expansion or renovation of an existing Full-Service Community School, Community Health Center, Public Library or Multi-purpose Community Facility that is open and accessible to the public; and
- provide for high-speed internet, and
- directly and jointly enable work, education, and healthcare monitoring; and
- addresses a critical need for the Project in the community to be served by it.

Examples of eligible projects include, but are not limited to, the construction of a new Multi-purpose Facility or expansion of a Public Library, which includes providing publicly accessible computer labs with public Wi-Fi that allow users to:

- access job workshops, work programming, virtual job fairs, meetings with workforce development groups, virtual job interviews, accessing job interview guidance and materials, or compose resumes and apply for jobs.
- attend telehealth or wellness appointments, virtually meet with a healthcare provider, access online materials relating to a health condition, or review instructions for an upcoming health appointment; or
- build educational opportunities by attending online classes/sessions, access available educational and work partnerships such as internships, apply for college, register for classes, virtually visit with an academic advisor, review study materials, or conduct research as needed for educational classes.

Expansion or renovation under this Program shall mean structural additions and/or other structural modifications to an existing building for the purpose of improving capacity and/or functionality. An eligible applicant may apply for multiple CFP projects; however, they must submit **one** application per proposed CFP site. We will only accept one application per project site.

Applicants must first identify one or more impediments to participation in work, education, and health monitoring that resulted from or were made apparent or exacerbated by the COVID-19 public health emergency and then identify how any such impediments would be remediated with the Project. Applicants have broad latitude to identify the specific conditions and circumstances that have impeded their community members' ability to access work, education, and health monitoring activities and services during the COVID-19 public health emergency and must be prepared to provide a description of such conditions and circumstances in their Grant Plan. Applicants are encouraged to solicit input from and engage with community members when identifying these circumstances and conditions.

There are some common impediments that were experienced by communities across the country. As an example, potential exposures to the virus and public health mitigation measures have made safely accessing work, school, and health monitoring resources more difficult for many communities during the COVID-19 public health emergency. The pandemic laid bare the limitations on access to high-quality, affordable, and reliable

internet experienced by many Americans, including individuals living in rural America, Tribal communities, and low- and moderate-income communities, and increased reliance on high-quality internet for access to services is expected to remain a feature of American life even after the pandemic subsides.

Project must be designed to address a critical need for the Project in the community to be served by it. Communities with a critical need for the Project include those that do not have access to the resources or services that are provided by the Project, whether because of the physical absence or insufficiency within the community of the type of resources provided by the Project, or because access to those resources is unaffordable, resulting in impediment(s) to participation in work, education, and health monitoring that were caused or exacerbated by the COVID-19 public health emergency. In assessing whether a community has such a need, applicants may consider the existing capacity, service quality, and ability to meet any relevant health, safety, or performance standards for the relevant service to be provided.

Applicants are strongly encouraged to consider individuals and communities in greatest need in identifying communities to be served by a Capital Project. Historically disadvantaged communities have experienced disproportionately poor work, education, and health outcomes, in part due to lack of access to equitable resources and opportunities in these areas.

The result of the Capital Project should be assets that directly enable work, education, and health monitoring for at least five years from the completion of the program. Refer to the [CPF Guidance](#) for more information on what is defined as Capital Project and Assets.

Determination of Eligibility

The following types of facilities and programs could be a match for funding:

- I. Family Resource Centers
- II. Full-Service Community Schools, including related components:
 - a. School-Based Health Centers
 - b. Family Resource Centers
 - c. Gymnasiums and community kitchen spaces
 - d. School library and media centers
 - e. Early childhood facilities (that meet the funding eligibility criteria)
- III. Libraries, including related components:
 - a. Community Meeting Spaces
 - b. Computer labs
 - c. Mobile community spaces
 - d. Workforce spaces
- IV. Community Centers
 - a. Gymnasiums and community kitchen spaces
 - b. Early childhood facilities (that meet the funding eligibility criteria)

Other entities like community-based organizations and community colleges may also be well-positioned to leverage capital funds if they can demonstrate a framework that meets the multi-purpose community resource center goals and mission. Non-profit as well as for-profit organizations are eligible to apply for this funding.

An eligible applicant may apply for multiple CFP projects; however, they must submit one application per proposed CFP site. We will only accept one application per project site.

Eligible facility projects must provide open access to the public and generally should not generate program income that could present barriers to access.

Funding Available

This grant opportunity estimates that \$47.5 million is available on a one-time basis. The minimum grant award amount is approximately \$200,000 for each qualifying applicant. The maximum grant award amount is approximately \$500,000. The estimated number of awards is approximately 70 grants for metro organizations and approximately 70 grant awards for Greater Minnesota organizations. Applicants will be asked to select in the Application Coversheet if their organization is located in the metro area or located in Greater Minnesota and which of the six regions they are located in.

Approximately \$23,750,000 is available for the Seven-County Metro Area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington counties.)

Approximately \$23,750,000 is available for Greater Minnesota regions, distributed as follows:

- \$6,774,023- Central Minnesota/ Initiative Foundation (Benton, Cass, Chisago, Crow Wing, Isanti, Kanabec, Mile Lacs, Morrison, Pine, Sherburne, Stearns, Todd, Wadena, Wright)
- \$2,471,858- Northwest Minnesota (Beltrami, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnommen, Marshall, Norman, Pennington, Polk, Red Lake, Roseau)
- \$6,170,716- Southern Minnesota- South Central & Southeastern (Blue Earth, Brown, Dodge, Faribault, Fillmore, Freeborn, Goodhue, Houston, Le Sueur, Martin, Mower, Nicollet, Olmsted, Rice, Sibley, Steele, Wabasha, Waseca, Watonwan, Winona)
- \$2,829,711- Southwest Minnesota (Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift, Yellow Medicine)
- \$2,329,375- West Central Minnesota (Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, Wilkin)
- \$3,174,316- Northeast Minnesota/ Northland (Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, St. Louis)

The state of Minnesota reserves the right to offer grant amounts that differ from the applicant's request.

Source of Funding-Federal: Coronavirus Capital Projects Fund, established by Section 604 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Public Law No. 117-2 (March 11, 2021.)

Grant Period

The term of the initial grant period is anticipated to be from April 1, 2025, through Dec. 31, 2026. Annual performance reports will also be required for five years post project completion.

The grantee understands that no work should begin until all required signatures have been obtained, an Official Grant Award Notification (OGAN) has been issued, or other award documentation has been received and the grantee is notified to begin work by the state's program authorized representative or their designee.

Funds must be expended, and projects must reach substantial completion before Dec. 31, 2026.

Substantial completion is defined as the date for which the Project can fulfill the primary operations that it was designed to perform, delivering services to end-users. At substantial completion, service operations and management systems infrastructure must be operational. Applicants may request extensions beyond this timeframe to the extent that factors outside of the Applicant's control have impacted Project delivery timelines. Treasury will approve extension requests on a case-by-case basis.

Pre-award costs are defined as any cost incurred prior to the execution of the OGAN or other award documentation.

Funder's Right to Cancel

This grant opportunity does not obligate the state of Minnesota to award a contract and MDE reserves the right to cancel the solicitation if it is in its best interest due to lack of funding, agency priorities or other considerations.

General Information Section

Activities that Align with Purpose of Funding

Grants may be used for pre-design, design, construct/build, furnishings, and to equip facilities, including renovating and expanding existing buildings.

Eligible Project Costs

- Costs associated with completing the grant or application and grant plan such as development costs:
 - Data-gathering;
 - Feasibility studies;
 - Community engagement and public feedback processes;
 - Equity assessment and planning;
 - Building permits;
 - Architectural and engineering design;
 - Environmental, historical, and cultural reviews.
- Costs and associated with costs of construction:

- Acquisition of real property;
- Construction of the building;
- Repair, reconstruction, and improvement;
- Equipment (e.g. devices, office equipment, and telecommunications);
- Cost of long-term leases (for terms greater than one year) of facilities required to provide qualifying broadband service, including infeasible right-of-use (IRU) agreements and capital leases;
- Personnel costs (including salaries and fringe benefits) for staff and consultants required for carrying out a capital project such as project managers, program directors, subject matter experts, equity consultants, grant administrators, financial analysts, accountants, and attorneys.
- Costs associated with monitoring of and reporting on projects in compliance with the Department of the Treasury requirements, including closeout costs;
- Costs associated with collecting and measuring performance data and conducting activities needed to establish and maintain a performance management and evaluation schedule related to the project funded by the Capital Projects Fund program.

Frequently Asked Questions on Eligible Uses of Funds

Can funds be used to pay staff salaries and benefits?

Personnel costs required for carrying out a Capital Project are also allowable use of funds under the project cost category (e.g., project managers, construction labor, architects, environmental engineers, network engineers).

However, CPF grant funds may not be used for operating expenses, which includes the salaries of staff operating the capital project once it is completed.

Can funds be used to convert buildings into Multi-Purpose Community Facilities?

CPF applicants may construct or improve buildings that jointly and directly enable work, education, and health monitoring in response to the COVID-19 public health emergency.

Can CPF grant funds be combined with other sources of funds to carry out an eligible capital project?

Yes. Applicants can use CPF grant funds, in conjunction with other funding sources (e.g., federal funding sources, state and local funding sources, private funding sources) to undertake an eligible capital project. In all cases, projects funded with CPF grant awards must comply with all CPF requirements, in addition to requirements of the other funding source(s).

What are examples of eligible “health monitoring” services?

Treasury defines health monitoring services as, “services to monitor an individual’s health, including with respect to either physical or behavioral health.” This can include, but is not limited to, services such as telemedicine appointments or community health screenings. Applicants should review the CPF guidance to determine if their program or project is eligible. MDE will evaluate all projects that are not presumptively eligible on a case-by-case basis.

Ineligible Project Costs

- Acquisition of spectrum licenses.
- Operating expenses, other than grant administration costs.
- Short-term operating leases.
- Payment of interest or principal on outstanding debt instruments, or other debt service costs incurred prior to Construction Grant Agreement or other contractual grant agreement start date.
- Fees or issuance costs associated with the issuance of a new debt (i.e. costs outside of the criteria of this grant award.)
- Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring plan in a judicial, administrative, or regulatory proceeding; or
- To support or oppose collective bargaining. This does not affect the ability to use funds to comply with [41 C.F.R. 60-1.4](#).

It is important that investments in Capital Projects be carried out in ways that produce high-quality infrastructure, avert disruptive and costly delays, and promote efficiency. Projects funded by the Capital Projects Fund must comply with all applicable federal laws and regulations, and with all requirements for state, local, and Tribal laws, and ordinances to the extent that such requirements do not conflict with federal laws.

Environmental Review

Applicants must complete an environmental review for a funded project to determine whether certain environmental laws apply. Costs associated with conducting environmental reviews for an eligible project are considered project costs. Applicants are responsible for complying with all applicable environmental laws and regulations applicable to projects supported by CPF grant funding. Applicants must also retain records, permits, and documentation necessary to evidence compliance with all environmental requirements. Treasury has developed an [environmental checklist](#) to assist CPF applicants in conducting due diligence related to compliance with environmental laws.

Family Resource Centers

As described, Family Resource Centers are community-based or school-based, flexible, family-focused, and culturally sensitive hubs of support and resources that provide programs and targeted services based on the needs and interests of families. Evidence shows greater success for children and families is achieved through government and system approaches that prioritize two-way communication, local buy-in, and supports for local partnerships. Funding for local collaborative efforts is essential, as is a strong state-level infrastructure to support these local systems-building efforts.

Minnesota has several models of family resource centers through counties, tribes, community organizations, school districts, etc. These are funded through a variety of public and private strategies and include full-serve community schools, PDG community resource hubs, Family Service and Mental Health Collaboratives, and community action programs. The state will use this process and funding opportunity to align these programs to

create greater impact and meet needs. The application and selection will leverage the components of resource centers, including full-service community schools – a tenet of Minnesota’s education strategy – but leave flexibility for local communities to apply for the greatest need and impact for capital on the ground. Core components of family resource centers that will be required for the Multipurpose Community Facility funding include:

1. Regional/local level planning for coordinated services; data sharing; advocacy
2. Access to resources via service navigation and coordination
3. Governance (state and regional or local boards; lived experience and parent engagement)
4. Dedicated funding & programmatic staffing
5. Family and community engagement
6. Technical assistance (offered to regional/local collaboratives, partners)
7. Accountability structure (expected outcomes, practices, or processes)

Full-service community schools, school-based health centers (also a component of full-service community schools) and libraries are described in more detail below as examples of applicant types and places where we hear of capital (especially renovation) needs.

Full-Service Community Schools

[The Community School model](#) is an evidence-based school improvement strategy designed to help schools support students and their families so that they can fully engage in high-quality learning opportunities. According to the Partnership for the Future of Learning’s Community Schools Playbook, “Community schools are centers of flourishing communities where everyone belongs, works together, and thrives. They become hubs of their neighborhoods and communities, uniting families, educators, and community partners.” The Community School model helps schools to actively build strong webs of supports around the following four pillars:

1. Integrated student supports
2. Expanded and enriched learning time and opportunities
3. Active family and community engagement
4. Collaborative leadership

Minnesota has:

1. Four (4) federally funded Full-Service Community School (FSCS) sites
2. 25 previous and current Minnesota model Full-Service Community School sites
3. 47 school districts adopting Full-Service Community School practices with their federal COVID-19 relief funds
4. Six (6) communities in school districts/sites
5. Three (3) Wilder Achievement Plus community school sites

Many past and current Minnesota Full-Service Community Schools grantees have Family Resource Centers (national model) at each of their Full-Service Community School grant locations. However, not all Minnesota full-service community schools have family resource center spaces and staff.

The Full-Service Community Schools model continues to gain traction across the country and Minnesota and schools implementing the model have continually requested capital projects funding to build or renovate a

space for Family Resource Centers. Currently the Minnesota General Fund appropriation does not address this need, nor has any other federal funding, so there is an unmet demand for funding for this purpose. Please see the [Inventory of funded programs to support full-service community schools](#).

School-Based Health Centers

Since 1973, School-Based Clinics (SBCs) have offered medical care, mental health therapy, health education and nutritional counseling in Minnesota schools. Children, youth, families, and our communities' needs have changed over 50 years and SBCs now also provide dental care, psychiatry, optometry, and many other services. More recently, school-based clinics proved a durable part of the safety-net for children by offering COVID-19 response and recovery including care while schools were closed, COVID-19 education, vaccination, and testing services, as well as catch-up care and mental health support as students return to school and recover from isolation and other pandemic-related losses.

Since 2016, the Minnesota School-Based Health Alliance (MNSBHA) and the Adolescent Health Program at the Minnesota Department of Health (MDH) have convened school-based health care leaders from health care organizations, local public health, and public schools to collaborate on quality improvement, innovation, sustainability, expansion and more recently, emergency response. In 2022, MNSBHA became a nonprofit and a grantee of the COVID-19 School Health Response & Recovery Unit in the Maternal and Child Health Section of MDH. Under this grant, MNSBHA provides advocacy, education, technical assistance, and quality improvement for established school-based health clinics and new school health initiatives. MNSBHA maintains a Community of Practice for training, sharing and reciprocal leadership between experienced and new members of the school-health workforce. MDH administers the grant, connects SBCs to population health resources, evaluates outcomes of school health initiatives, and assists with growth.

Though temporary, this is the first dedicated funding through the state of Minnesota specifically for expanding the reach of school-based health centers, a critical effort at a critical time for children. SBCs are a well-established intervention in Minnesota, yet expansion over the past fifty years has been slow. As demand for mental health care and resource support for children and youth grows urgent, MNSBHA is receiving unprecedented requests for help establishing SBCs. SBCs also draw down other federal resources including being tied within FSCs, accessing Department of Human Services School-Linked Mental Health funding, Federal Qualified Health Centers (FQHCs) and Medicaid (largest payer).

A recent MNSBHA survey confirmed the biggest barriers to start-up are financial (capital), personnel (costs for planning and coordinating, funded through Full-Service Community School Grants), and technical (for instance, Medicaid credentialing). MNSBHA stated that with an additional \$6.3 million in funding they could open 22 school-based clinics by 2026.

Libraries

Libraries are community anchors that serve many purposes. In 2019 libraries in Minnesota offered over 72,000 programs including author visits, book clubs, Storytimes, arts and cultural events, digital literacy training, entrepreneurial training, basic job skills training, social services connection, food and nutrition programs, and STEM programming for kids and adults. Libraries provide access to the internet and technology for all residents

to conduct educational research, apply for jobs, and even visit with their physicians virtually. In 2019 librarians in Minnesota engaged with 2.8 million customers while patrons accessed computer and wireless services 10.5 million times. Despite the demand for library service in Minnesota, many libraries are in dire need of the renovations and upgrades that this program could provide. The summer of 2022 saw a huge resurgence of in-person visits to libraries and a demand for increased in-person programming.

Renovations under this program may include remediation and/or prevention of conditions hazardous to health or safety. These funds would complement existing state commitment to funding library capital investments (see [Minnesota Statutes section, 134.45](#)) and this program would be more accessible through a streamlined application process and elimination of a local match.

General Expectations of Grantees

Submit financial reporting forms and progress reports on a quarterly basis or by the dates indicated by the funder.

Maintain a ledger to track the grant budget expenditures and payment reimbursements, plus documentation that supports your budget line-item expenses.

If you are a Minnesota public school district or charter school, you must use the Uniform Financial Accounting and Reporting Standards (UFARS) and any other financial reporting forms provided by the department.

If subcontracting is an allowable expenditure in your budget, follow applicable state and federal procurement laws and select responsible vendors who are not debarred or suspended, not engaged in unlawful practices and who are qualified.

Prior to executing the award document, the funder will need to conduct a pre-award risk assessment to consider the applicant's financial capacity.

For a grant award over \$50,000, we are required to monitor your grant once during the grant period. If your grant amount is over \$250,000, we are required to monitor your grant annually.

Resources for Applicants

UFARS Reporting

Minnesota school districts and charter schools must report their expenditures under the guidelines in the [Uniform Financial Accounting and Reporting System](#).

State Travel Plan

[Commissioner's Travel Reimbursement Plan](#).

State Grant Management Policies

[The Minnesota Office of Grant Management Policies.](#)

[The Uniform Grants Guidance \(2 CFR 200\).](#)

Capital Projects Fund Grants

[U.S. Department of the Treasury](#)

[Guidance for the Coronavirus Capital Projects Fund for States, Territories & Freely Associated States](#)

[Coronavirus Capital Projects Fund Compliance and Reporting Guidance for States, Territories, and Freely Associated States](#) (September 2023)

[The Capital Grants Manual](#)

[Building Access Survey](#): Published by the Minnesota State Council on Disability, this resource highlights code requirements of the Accessibility Chapter of the Minnesota State Building Code. The guide helps determine the accessibility of existing commercial buildings. Use this survey as you design and plan your construction project.

[State statute on energy conservation](#)

[State statute on energy conservation in public buildings](#)

Prevailing wage requirements

Grant recipients are required to track and report on wages.

[State statute on labor standards and prevailing wages](#)

[Additional information about labor standards and prevailing wage](#)

Other Applicable State Statutes

Insurance, License, and Permit Requirements

[State statute on the coverage required for business licenses or permits](#)

[State statute on insurance](#)

[State statute on contractors' bonds for public work](#)

Tort Liability and Claims

[State statute on tort liability](#)

[State statute on tort claims](#)

Other

[State statute on human rights](#)

Federally Funded Grants Resources

Federal Guidance

Please refer to Code of Federal Regulations (CFR) Title 2, Part 200, for uniform guidance, crosswalks and cost principles for state, local, Indian Tribes, institutions of higher education, and nonprofit organizations. You can access the information at [electronic code of federal regulations](#).

Indirect Rates

Indirect is not allowable for this capital project grant.

Pre-award Agreement Documentation

Per federal guidelines as stated in the Guidance for the Coronavirus Capital Projects Fund and applicable state of Minnesota guidelines for capital projects, your agreement to construct or improve buildings that are designed to directly enable work, education, and health monitoring services to the community will be allowed to release grant funds upon the receipt and approval of the following information.

- Documentation that the capital project is permitted by and will comply with all applicable use, or other restrictions and requirements imposed by applicable zoning ordinances or regulations and have been duly approved by the applicable municipal or governmental authorities having jurisdiction.
- Documentation indicating that all permits and licenses necessary for the completion of the project and operation of services on the property have been obtained.
- Documentation indicating that all necessary insurance coverage has been obtained.
- A copy of the bid and construction contract for the work to be completed.

Post-award Agreement Documentation

Prevailing Wages

Grantees are encouraged to obtain a statement from each contractor assuring that prevailing wages were paid to individuals working on the project and that documentation will be provided on request. These statements will be submitted as part of the payment process.

Jobs Reporting

Grantees are encouraged to obtain information from each contractor and subcontractor about jobs created or retained because of your project. You will receive a reporting form as part of the payment process.

Informational Webinar

An informational webinar will be available for interested applicants to join on December 4, 2024 at 1 p.m. Central Time. The purpose of this webinar will be for applicants to hear an overview of the funding and ask questions. The webinar will be MDE grants website for those who are unable to attend. [Please register for the informational Webinar.](#)

Grant Application Components

Application Coversheet

The coversheet must include:

1. An original signature from the identified official with authority (IOwA) to sign on behalf of the applicant. If a fiscal agent is representing another organization, both the fiscal agent applicant and a representative of the organization represented must sign. The fiscal agent and the organization represented should have a letter of agreement on file.
2. Contact information for the agency, agency head, the program contact and the accounting or business office manager. Applicants are asked to answer questions related to the Federal Funding Accountability and Transparency Act.
3. Applicants are asked to select if their organization is located in the metro area or in Greater Minnesota and what region they are located in.

You must provide your organizations complete ZIP code. Refer to the [United States Postal Service](#) website for information to look up the ZIP code.

Required Identification Numbers

It is likely your organization already has these numbers, check with your business office.

1. Minnesota Statewide Integrated Financial Tool System (SWIFT) Supplier ID (required for all applicants).
 - a. If you are a fiscal agent applicant, the SWIFT Supplier ID included must be for the fiscal agent who will be receiving and administering the grant funds.
 - b. Get a [SWIFT Supplier ID](https://mn.gov/mmb/accounting/swift/vendor-resources/) (https://mn.gov/mmb/accounting/swift/vendor-resources/).
2. Unique Entity Identifier (UEI).
 - a. All organizations applying for federal funding must have a Unique Entity Identifier (UEI). A UEI is a unique twelve-character ID number that is used to track how the federal grant is allocated. This number is replacing the Data Universal Numbering System - DUNS Number.
 - b. Register for or verify a [UEI number](https://sam.gov/content/home) (https://sam.gov/content/home).
3. MDE District and School Site Number (required for school districts and charter schools. Not required for private, nonprofit, or nongovernmental).
 - a. Obtain an [MDE organization number](https://education.mn.gov/MDE/dse/datasub/SiteVerif/) (https://education.mn.gov/MDE/dse/datasub/SiteVerif/).

Assurances – Standard and Program-Specific

When you sign the application, you certify that you have read the application and that you will comply with the approved application, the assurances there and in the End-User Grant Agreement, and all other applicable federal regulations, state statutes, and local policies.

Application Narrative and Excel Budget

In the application section, develop your narrative responses to the following application narrative components. Complete the budget in Excel.

Label each narrative component with a header in the application.

Priority Points

To prioritize funding of facilities that will serve historically and persistently disinvested communities, up to 30 priority points are available to each applicant entity based on the Child Opportunity Index for the ZIP code of the funded project. These targeted demographic points will be awarded by MDE.

MDE will use the [Diversity Data Kids](#) data system to determine the Child Opportunity Index level for Health and Environment, Social and Economic and Education domains, for each project site.

- Each domain that scores high to very high will be awarded two priority points
- Each domain that scores moderate will be awarded five priority points
- Each domain that scores low to very low will be awarded ten priority points

Application Narrative Section

Mission, Vision, and Access (10 points possible)

- How will the proposed project directly and jointly enable work, education, and health monitoring?
- How does the organization envision using the space?
- What is the perceived impact of creating this space and making it and new resources available to the identified community?
- How is the applicant organization and the existing or proposed facility best positioned to address the demonstrated need in the identified community?
- How does or will the applicant organization sustain the capacity to provide culturally relevant education, work, and health monitoring services and supports for and with the targeted group or groups that will benefit from the project?
- Identify any external partners that may contribute to the project to enhance the project and identify their contributions?

Commitment to Collaborative Leadership and Community Partnerships (20 points possible)

Describe your organization's approach to collaborative leadership.

- Do you have a staff dedicated to leading the programs, family and community collaboration and partnerships with community, children, youth, and families?
- What formal and ongoing partnerships do you currently have that leverage community resources to meet the health, work, and education needs of families, children, youth, and your community?
- How does your organization systematically engage families and community leaders in decision making?
- What have you learned from engaging with families and community leaders that has been included in the development of this multi-purpose community facility funding proposal? How did you learn/gather this information from families and community leaders?
- How will families and community members participate in the implementation, evaluation, and continuous improvement of the multi-purpose community facility project?

Demonstrated Need/ Demand for a Multi-Purpose Community Facility (15 points possible)

Describe the need for this project and the targeted group(s) who will benefit from the project. Provide data that supports how the need was determined. Include the following:

- Describe how the project is designed to address a critical need that resulted from or was made apparent or exacerbated by COVID-19.
- Describe how the project is designed to address a critical need in the community to be served by the project.
- What needs related to health, work, and education are you not able to meet due to space constraints or a facility that needs capital project updates to be able to meet the needs?
- How were these health, work, and education needs within your community exacerbated by the COVID-19 pandemic?
- Please describe both the unmet needs for services, and the need for a facility or updates to a facility so that services can be designed and provided, and needs addressed.
- Provide data and other information that supports your determination of the need.
- Describe barriers that present challenges for this group and support the need for this type of grant funding.
- Provide any other supporting information.

Project Activities with Estimated Timelines (10 points possible)

Create a reasonable timeline and assurances that all required capital projects documentation will be met that aligns with the necessary budget for the scale and scope of the project. Consider the number of children, youth, family, and community members with demonstrated need who could gain access to resources and services. Divide the project activities by total by the number to be served where applicable.

- Outline the goals with activities and strategies that work to achieve the expected outcomes and that align with the purpose of this grant opportunity for the targeted population(s) expected to benefit from the project. Please use the example headings provided below to complete your workplan. Include as many goals as needed to accurately describe your project.
- Please refer to the sample activities provided in the instruction materials. Make sure goals and activities are specific, measurable, attainable, relevant, and time bound (SMART).

Goal 1:

Activity or Strategy:

Measurement:

Attainable Outcome:

Relevant Benefiting Party:

Estimated Timeline:

Person Responsible for Activity:

Goal 2:

Activity or Strategy:

Measurement:

Attainable Outcome:

Relevant Benefiting Party:

Estimated Timeline:

Person Responsible for Activity:

Excel Budget with Descriptions (10 points possible)

Complete the Excel budget. Specify the grant amount requested. Detail all necessary and reasonable expenditures anticipated during the project period that align with the project goals and activities, using the budget codes available. Divide the budget total by the number to be served where applicable.

Necessary means it is important to the success of the project. Reasonable means you are paying fair market price for the item or services.

The descriptions must address the following:

- Describe any planned fees for the community or public associated with accessing the facilities or utilizing programming, activities, or resources related to enabling work, education, or health monitoring.
- Provide a source of funding to operate and maintain the asset throughout the period of performance and for at least five years after completion of the project.
- Provide sufficient narrative description for budget line-item entries.
- Reviewers should be able to determine if the budget aligns with the project activities and primary purpose of the funding.
- Budget estimates for employee and proposed contractor services appear to correspond with reasonable approximations of the activities to be performed.

- Determine if the budget planned expenses appear necessary and reasonable for the success and purpose of the project.
- Per uniform administrative requirements for federal awards, program income generated from funded projects during the grant performance period, or prior to January 1, 2027, must be used for the purposes and under the conditions of the federal award. The U.S. Department of the Treasury’s Capital Projects Fund prescribes the “additive” approach to program income for multi-purpose community facilities. For program income and other related definitions, please see [2 CFR 200.307\(e\)\(2\)](#).
- How does the applicant intend to utilize any program income?

Program Income (unscored)

Does the applicant anticipate generating program income during the period of performance?

Yes or No:

If yes, please specify how much and what for?

How did you determine that the fee is affordable for your communities?

Per uniform administrative requirements for federal awards, program income generated from funded projects during the grant performance period, or prior to January 1, 2027, must be used for the purposes and under the conditions of the federal award. The U.S. Department of the Treasury’s Capital Projects Fund prescribes the “additive” approach to program income for multi-purpose community facilities.

Applicant Questions

The following program representative is available to provide additional information or answer questions.

Lee Her, Public Engagement Director
Lee.Her@state.mn.us or 651-785-4064

Questions may be emailed to the program contact by December 12, 2024. A question-and-answer document will be published on the grant opportunity site after December 18, 2024. The document will be published on the grant announcement page.

Questions related to the grant opportunity may be answered only by the above-named program representative identified above or his/her successor. Information received from an unauthorized source is not binding and could result in misinformation.

Application Signature and Submission Instructions

Electronic Signature

We prefer that you sign the application with the Adobe Digital signature. Once the application is complete and ready to be signed by the IOwA, follow these instructions.

New digital signature

1. Right click on the signature box
2. Select Configure Digital ID
3. Choose a new Digital ID and Save to File
4. Enter the appropriate information, including your name, agency, and email information, click continue
5. Enter a password and click save
6. Save completed document to prepare it to be sent to MDE.

Existing digital signature

1. Right click on the area of the signature
2. Choose Sign Document
3. In the new window, choose the correct Digital ID file and press continue
4. Review the information to insure it is correct, enter your password and click continue
5. Save completed document to prepare it to be sent to MDE.

Note: If you change any information in the application after the signature is applied, you will have to have the application signed again.

Submission Instructions

Applications must be received by January 3, 2025, by 5 p.m. Central Time to be considered. Late or incomplete applications will not be accepted.

Please send one copy of the signed Application Coversheet and responses to the Application Narrative, in one PDF format document and one copy of the completed Excel budget (in Excel format) to mde.comprants@state.mn.us.

Please submit materials with the subject line "Community Facility Projects RFP" then the name of your organization, then indicate if your organization is in the Metro or in Greater Minnesota and which region. Example: Community Facility Project RFP, ABC Public Schools, Greater Minnesota/ Central MN.

You should title all documents with the name of your organization, then the name of the document. Example: if ABC Public Schools were to apply, then the names of the submitted documents should be ABC Public Schools Application and ABC Public Schools Budget.

We will not accept applications via fax or mail, through the SERVS system, or saved as Google docs.

Costs associated with preparing the application must be borne by the applicant. The burden of proof of timely submission is on the applicant.

Application Screening and Review

Phase 1: Screening

Applications that meet the following criteria will be forwarded for further consideration and review.

1. Received by (not postmarked by) the due date and time.
2. Application includes the Coversheet and narrative, and Excel budget.
3. Successfully pass the Eligibility Screener to ensure proposal is eligible for scoring. If the proposal does not accomplish the following five conditions, it will not be scored. The Eligibility Screener will screen the project for the following:
 - a. Be for the construction of a new or the expansion or renovation of an existing Full-Service Community School, Community Health Center, Public Library, Multi-purpose Community Facility or other eligible site that is open and accessible to the public.
 - b. Provide high-speed internet.
 - c. Directly and jointly enable work, education, and healthcare monitoring.
 - d. Address a critical need for the Project in the community to be served by it.
 - e. The site for this community facility project is open to the public.

Phase 2: Application Narrative Scored

Application narratives will be reviewed by an equal number of reviewers. Reviewers will apply a score to each component below. Total points possible for this initiative awarded by reviewers is 65 points. MDE will then add up to 30 additional priority points for targeted demographics for a total of 95 points.

- Mission, Vision, and Access – 10 points
- Commitment to Collaborative Leadership and Community Partnerships – 20 points
- Demonstrated Need/Demand for Multi-Purpose Community Facility – 15 points
- Project Activities with Estimated Timelines – 10 points
- Excel Budget with Descriptions – 10 points
- Program Income – unscored
- Targeted Demographic Priority Points – 30 points

Phase 3: Review of Outcomes and Notifications to Applicants

Grant Services will present agency program staff and management the results from the first two phases of this review. As a standard practice, those applications with the largest score are offered grant awards. Programs may offer grant award amounts that differ than the applicant's grant request or the maximum grant amount identified by the department. During this phase or the next, agency program staff or grant services staff may contact you to obtain clarification for one or more sections of your application. All funding decisions made by

MDE are final. Metro applications will be scored in one group and Greater Minnesota applications will be scored in another group to ensure equal distribution of funds.

Phase 4: Pre-Award Risk Assessment and Review of Prior Performance

After notifying the applicants of our decisions, but before executing of the OGAN or other grant award documentation, MDE will conduct a pre-award risk assessment on the financial capacity of our selected grantees as well as review prior performance in prior grants administered by MDE and/or any other state agency. Further information, such as financial audits, may be requested at this time.

Phase 5: Execution of Contractual Grant Agreement or Other Grant Documentation

After the funds are awarded, along with the pre-award risk assessment, additional clarifications and negotiations, your grants specialist will draft an OGAN or other grant documentation to be encumbered and signed by MDE. It is the policy of MDE to reimburse you for any grant-related expenses only after the OGAN or other grant documentation is complete. If selected for a grant and you begin work on the grant prior to the OGAN or other grant documentation's full execution, those expenses will be your sole responsibility to pay. MDE will not reimburse you for those expenses.

Appeals

If we disapprove your application under applicable state statute or federal programs, you may submit an appeal to the State about the disapproval by filing a notice and stating the state or federal statutes violated. Refer to Title 34 CFR 76.401, for more information. Please remember that this is an appeal of the process; funding decision are not subject to appeal.

Applicants may contact the Grant Specialist Coordinator at mde.compgrants@state.mn.us to obtain clarification of reviewer scores after the grant review is complete. This final score will be determined by a combination of the average score of all reviewers involved, and the validation of Targeted Demographic Points by the state of Minnesota.

You should contact the Grant Specialist Coordinator at mde.compgrants@state.mn.us if you have questions about the score process or wish to file an appeal.

Delays

The following may result in a delay of preparation of any grant awards.

- Clarifications to the budget or work plan
- Missing or invalid UEI number
- Missing ZIP code
- Invalid state Vendor ID Number
- Pre-Award Risk Assessment Review

The agency anticipates the review to be completed in April 2025. Applicants are expected to be notified within two weeks after the review has been completed. Review feedback is considered public, but not until the competitive grant process is complete, which is upon execution of the OGAN or other award documentation.

Minnesota Department of Education

400 NE Stinson Blvd.,
Minneapolis, MN 55413-2614
T: (651) 582-8200
TTY: (651) 582-8201

<https://education.mn.gov>

This document can be made available in alternative formats by calling (651) 582-8651. Persons with a hearing or speech disability may contact the Minnesota Relay Service by dialing 711 or (800) 627-3529.

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