



Multipurpose Facility Advisory Commission

Regular Meeting Agenda

Monday, February 10, 2025
6:30 PM
Furniture and Things Community
Event Center Flex Space

-
1. CALL MEETING TO ORDER
 2. CONSIDER AGENDA
 3. CONSIDER MINUTES
 - 3.1 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
 - 5.1 FT Center Wayfinding
 6. REPORTS
 - 6.1 Financial Report
 - 6.2 Manager's Report
 7. NEW BUSINESS
 - 7.1 FT Center Concessions Rebrand
 8. OLD BUSINESS
 - 8.1 FT Center Monument Sign
 - 8.2 Fieldhouse Renovation
 9. MOTION TO ADJOURN REGULAR MEETING



**Regular Meeting of the
Multipurpose Facility Advisory Commission
Held at Furniture and Things Community Event Center
Monday, December 9, 2024**

- Members Present: Chair Mike Westgaard, Vice Chair Jeb Kotzian, Commissioners Jim Hecker, Kara Walker, and Jennifer Wagner
- Members Absent: Commissioners Mike Zeman, Mike Cunningham, and Tonya Henderson
- 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 December 9, 2024, meeting of the Multipurpose Facility Advisory Commission was called to order by Chair Westgaard at 6:38 p.m.

2. Consider Agenda

Motion by Commissioner Wagner and seconded by Commissioner Hecker to approve the December 9, 2024, Multipurpose Facility Advisory Commission agenda as presented. Motion carried 5-0.

3.1. October 14, 2024, Minutes

Motion by Commissioner Wagner and seconded by Commissioner Walker to approve the October 14, 2024, minutes as presented. Motion carried 5-0.

4. Open Forum

No one present.

5. Presentations

None.

6.1. Financial Report

Mr. Stremcha presented the report, adding as payments come in for ice and turf rental, they will be coded to the month of the use, not when the payment arrived.

Commissioner Wagner asked why there is \$150,000 in unrealized revenue.

Mr. Stremcha replied Breakaway enrollment was down, and due to staffing issues, additional programs that were planned for did not happen.

6.2. **Manager's Report**

Ms. Harstad presented the report.

Commissioner Wagner inquired about the 92 hours given back by ERYHA and what that translated to in revenue. Ms. Harstad replied approximately \$20,000.

Commissioner Wagner inquired about the Rinks and Links program and if there are concerns about damage to the turf, how it will affect the rain backup site for the summer concert series, and if it was discussed with Two Brothers Hockey.

Ms. Harstad replied the golfing portion of Rinks and Links will largely take place as part of fieldtrips off site. She added the Rinks and Links team is very flexible with their schedule, and she has no concerns about the concerts should they need a rain site. In addition, she noted the Tukeys (Rinks and Links) did discuss their program with Ben Jaremko of Two Brothers Hockey prior to booking, and he may even be included in their program.

Vice Chair Kotzian noted he was happy to hear about ice programs, however in the future he would like to see more information on other aspects of the building.

7.1. **Monument Sign**

Mr. Stremcha presented the report, noting the school district would like to partner with the City on the cost of the signage, and asked for the Commission's feedback on that type of arrangement.

Commissioner Hecker believes there is a value in differentiating between the FT Center and the school.

Commissioner Wagner agreed and added she would like to see it match the other monument signs within the City. She also noted the cost will likely be close to \$125,000 with electricity, and the purpose of the GRE fund is for beautification projects within the City, so the burden does not fall on taxpayers.

Mr. Stremcha added he and Ms. Harstad are meeting with the school district about the sign for a second time in January and will take the commissions' feedback to City Council.

7.2. **2025 Meeting Schedule**

Ms. Harstad presented, noting the calendar included in the packet moved the April meeting to the last Monday in April in anticipation of a conflict with the Sherburne County Assessors Local Board of Review date. Since publication, we have learned there will not be a conflict on April 14, 2025, and because the City Council's retreat has historically been the last Monday of April, we have been advised not to meet on that date.

Chair Westgaard added the April date is when we have our joint meeting with City Council, adding it should be on the first Monday in April.

Motion by Vice Chair Kotzian and seconded by Commissioner Wagner to approve the amended 2025 meeting schedule changing the April meeting to April 7, 2025, following the City Council meeting at City Hall. Motion carried 5-0.

Commissioner Wagner noted December 9, 2024, will be her last meeting with the MFAC as Council members rotate every two years, adding Mike Byer will be the new City Council representative beginning in 2025.

8.1. 2025 Budget

Mr. Stremcha and Ms. Harstad presented the report.

Motion by Vice Chair Kotzian and seconded by Commissioner Hecker to recommend the 2025 FT Center budget as amended to the City Council. Motion carried 5-0.

8.2. FT Center Policies and Procedures

Ms. Harstad presented the report.

Commissioner Hecker noted he feels 75 guests is too large a number for a rental to be allowed to bring their own food/non-alcoholic beverages.

Commissioner Wagner suggested 25-30 guests, however she trusts management to make the correct decision.

Chair Westgaard suggested lowering the number to where we are a little uncomfortable, as we can always raise it back up.

8.3. Field House Improvements

Ms. Harstad presented the report.

Commissioner Hecker noted he received feedback from the senior pickleball users they are grateful for the communication with Ms. Harstad.

Vice Chair Kotzian inquired when the ARPA funding needed to be used.

Mr. Stremcha replied the City's understanding was that it needed to be allocated by the end of 2024 and used by 2027, however, the City Attorney believes the work needs to be contracted by the end of 2024. If the City Attorney is correct, the ARPA funding would be added to our budget but kept separate so it wouldn't be used for operating expenses.

9. **Motion to Adjourn**

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

The meeting was adjourned at 9:06 p.m.

Minutes prepared by Laura Estby.

Mike Westgaard, Chair

Tina Allard, City Clerk

DRAFT



Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
5.1

Meeting Date
February 10, 2025

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

Item Description
FT Center Wayfinding

Reviewed by
Starr Sorheim
Katie Harstad
Joe Stremcha

Action Requested

Senior Communications Coordinator Starr Sorheim will present recommendations for future wayfinding within the FT Center.

Background/Discussion

Current wayfinding issues at the FT Center:

- Building is a blank white box
- Temporary signage has become “permanent”
- Guests struggle to find key locations
- Sponsor colors and fonts are fighting with building colors and fonts

Goals:

- Easy to navigate building
- An inviting space with color and texture
- A consistent and harmonious look for all signs throughout the building
- Cost-effective and in-house options

Options:

1. A modern and industrial look with a structured grid pattern as the base. The square-style arrows add a clean look with the pop of the building's red.
2. A sporty, metallic design with a bold and professional typeface. The double arrows provide strong directional emphasis, making this a great option for wayfinding in a large space.

The Elk River Vision

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



3. A warm, natural look with wood textures and a classic typeface. The pointed arrows offer a more traditional directional style, making this a suitable choice for spaces that aim for a welcoming and organic feel.

Financial Impact

The 2025 FT Center Budget includes funds for marketing.

- \$1,106 for wayfinding
- \$750 for artwork/mural
- \$450 for cushion
- \$2,306 total

Mission/Policy/Goal

Meet changing needs - agile.

Attachments

- I. Wayfinding Presentation



Wayfinding Signage

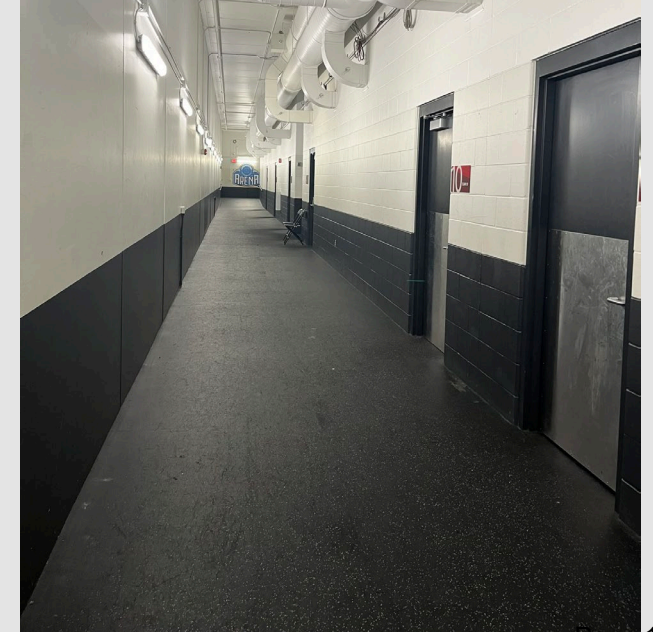
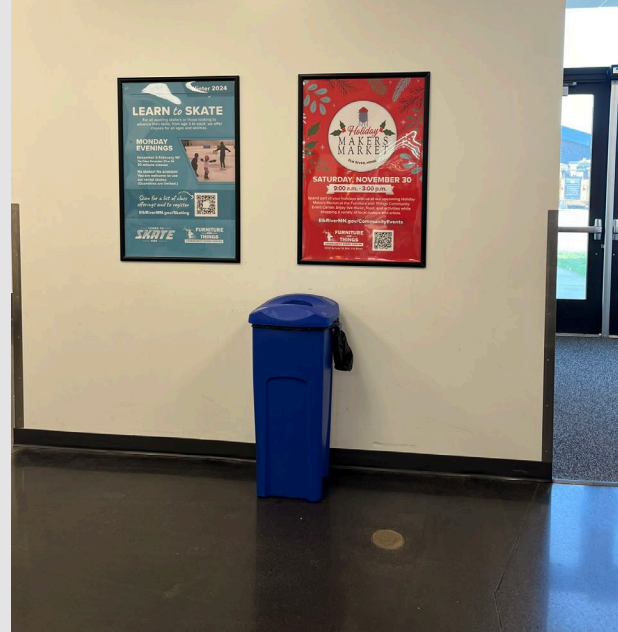
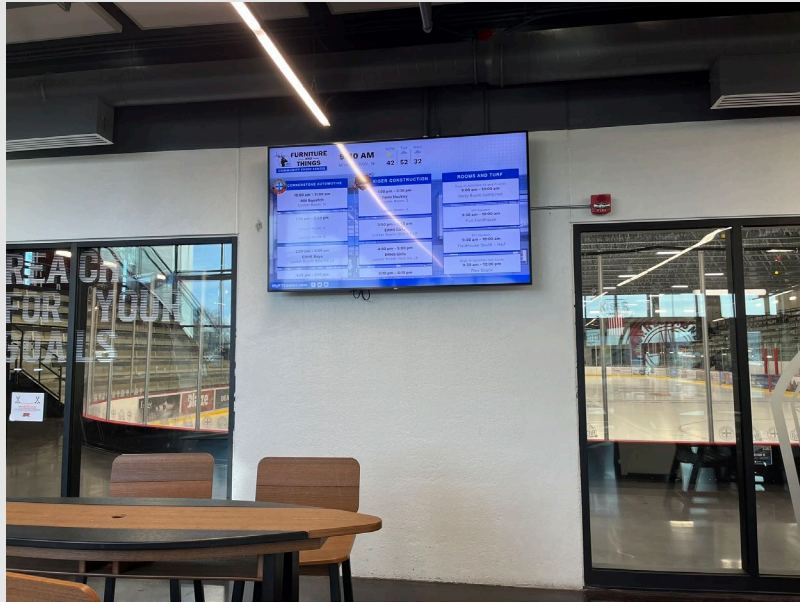
AT THE FURNITURE AND THINGS COMMUNITY EVENT CENTER

2025

Current Issues

- Building is a blank white box
- Temporary signage has become “permanent”
- Guests struggle to find key locations
- Sponsor colors and fonts are fighting with building colors and fonts

PROBLEM AREAS



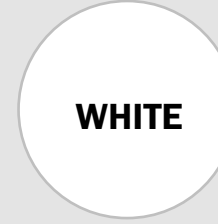
CURRENT FONTS

Furniture and Things
Franklin Gothic Heavy

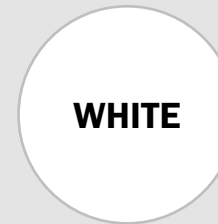
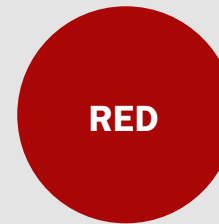
City and Facility
Gill Sans Nova Bold
Gill Sans Nova Medium



Sponsor Colors



Facility Colors



2025 BUDGET

From the Marketing Budget

- \$1,106 for wayfinding
- \$750 for artwork/mural
- \$450 for cushion
- **\$2,306 total for this project**

Goals

- Easy to navigate building
- An inviting space with color and texture
- A consistent and harmonious look for all signs throughout the building
- Cost-effective and in-house options

Option 1

A modern and industrial look with a structured grid pattern as the base. The square-style arrows add a clean look with the pop of the building's red.

- Font: Gill Sans Nova
- Colorway: Red, Black, & Grey



Option 2

A sporty, metallic design with a bold and professional typeface. The double arrows provide strong directional emphasis, making this a great option for wayfinding in a large space.

- Font: Franklin Gothic
- Colorway: Grey & Red



Option 3

A warm, natural look with wood textures and a classic typeface. The pointed arrows offer a more traditional directional style, making this a suitable choice for spaces that aim for a welcoming and organic feel.

- Font: Gill Sans Nova
- Colorway: Neutral Wood & Red



Option 1

Lobby TV Display

OPTION 1

↖
CONCESSIONS
THE OVERLOOK
21+ LOUNGE

←
ELEVATOR  
RESTROOMS  

→
FIELD HOUSE
KISER ARENA
SENIOR ACTIVITY CENTER

\$10 + paint

In-house cut and installation



Stairway Signage

OPTION 1



\$6

\$.74 per foot of vinyl, in-house print and installation



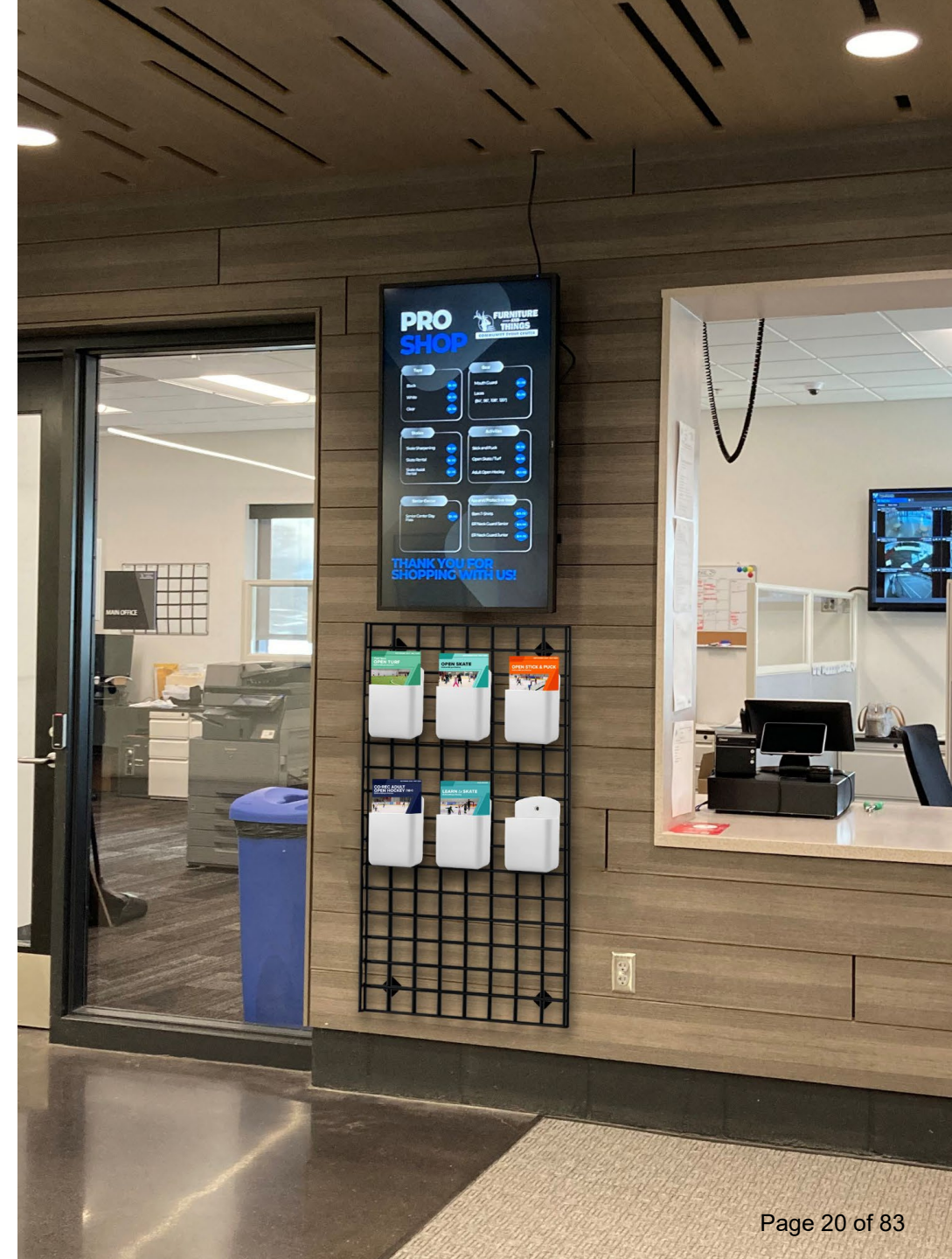
Front Desk

OPTION 1



\$90

\$7 per holder, \$48 for metal grid panel



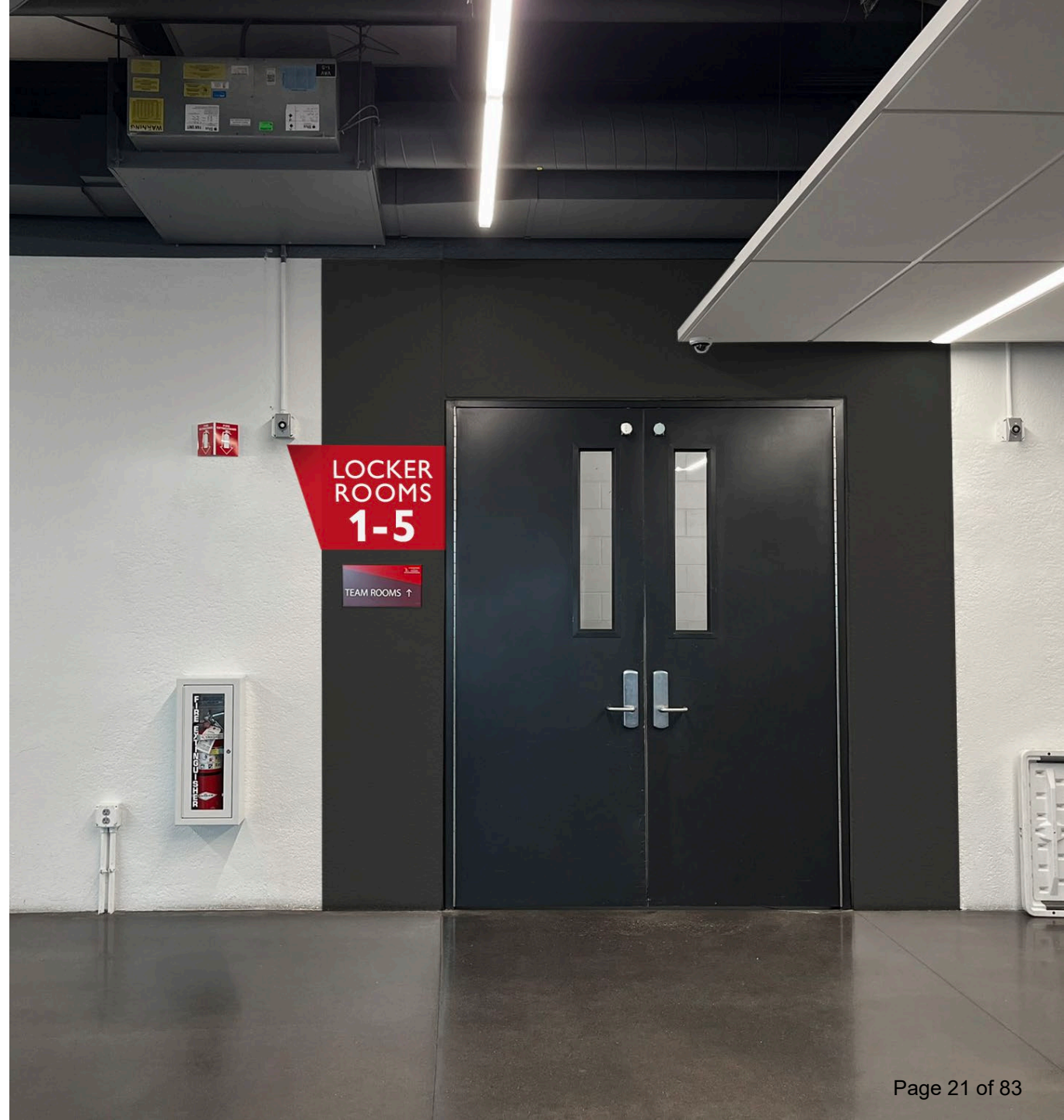
Locker Rooms

OPTION 1

LOCKER
ROOMS
1-5

\$5 + paint

In-house cut and application



Main Floor Mural

OPTION 1

*Style only, imagery not finalized

- Full color
- Individual Vinyl Letters
- In-house Print & Install
- Option to be photos or art

Inspiration:



\$40

\$5 per 6' x 3' letter

Full color



Limited color palette: grayscale with red accents



***Pros**

Easy to edit and repair, easier to apply to textured walls

Option 2

Lobby TV Display

OPTION 2

WELCOME



CONCESSIONS
THE OVERLOOK
 21+ LOUNGE



ELEVATOR  
RESTROOMS  



FIELD HOUSE
KISER ARENA
SENIOR ACTIVITY CENTER



\$10 + paint

In-house cut and installation

Stairway Signage

OPTION 2



\$6

\$.74 per foot of vinyl, in-house print and installation



Front Desk

OPTION 2



\$124

\$10 per holder, \$64 for vertical shiplap (painted)



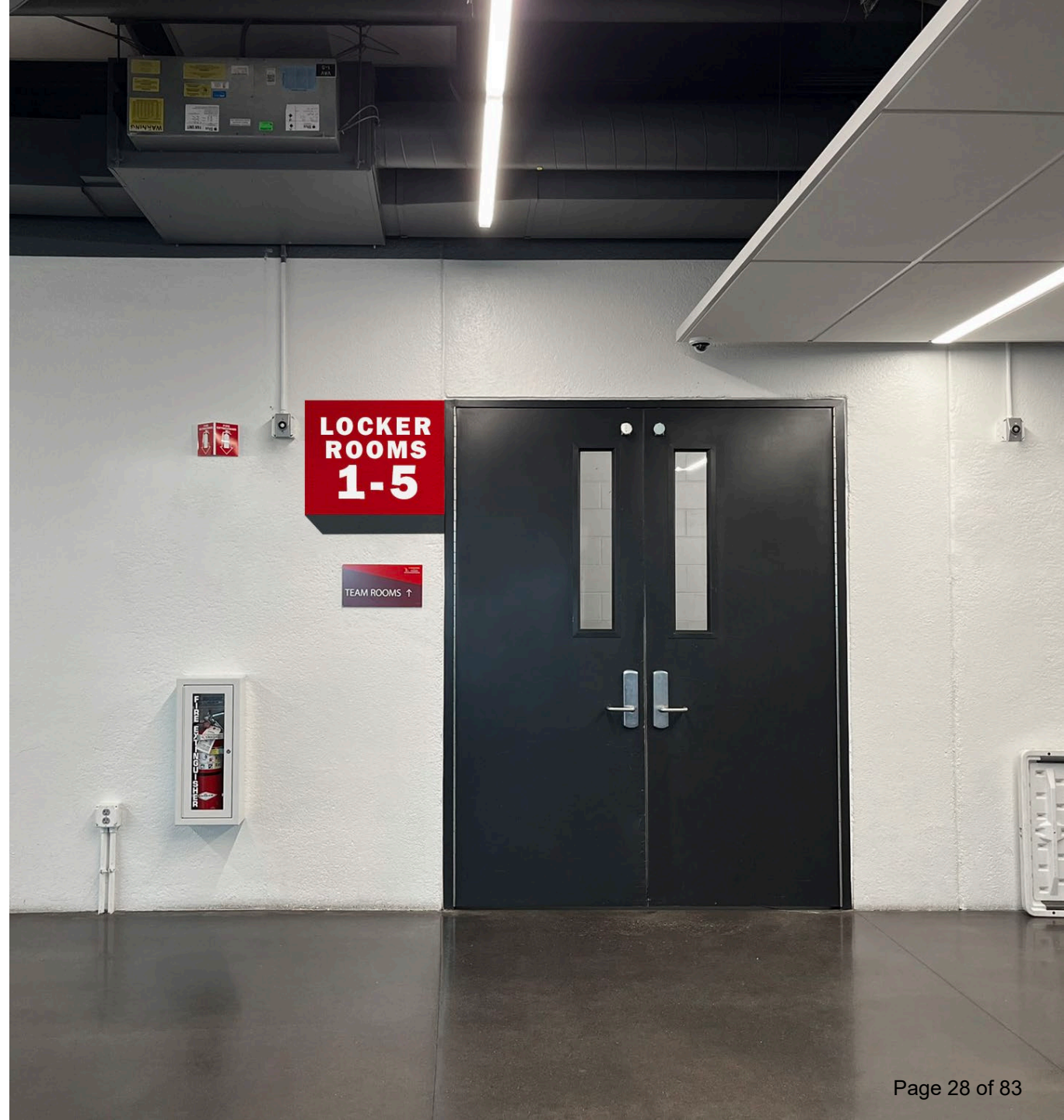
Locker Rooms

OPTION 2



\$5 + paint

In-house cut and application



Main Floor Mural

OPTION 2

*Style only, imagery not finalized

- Full Color
- Floor to Ceiling
- Outsource Print & Install
- Option to be stylized/art

Inspiration:



\$800+

***Not limited to sports imagery**



Option 3

Lobby TV Display

OPTION 3

CONCESSIONS
THE OVERLOOK
21+ LOUNGE



ELEVATOR  
RESTROOMS  



FIELD HOUSE
KISER ARENA
SENIOR ACTIVITY CENTER



\$26

\$10 in-house cut and installation, \$16 wood-look vinyl base

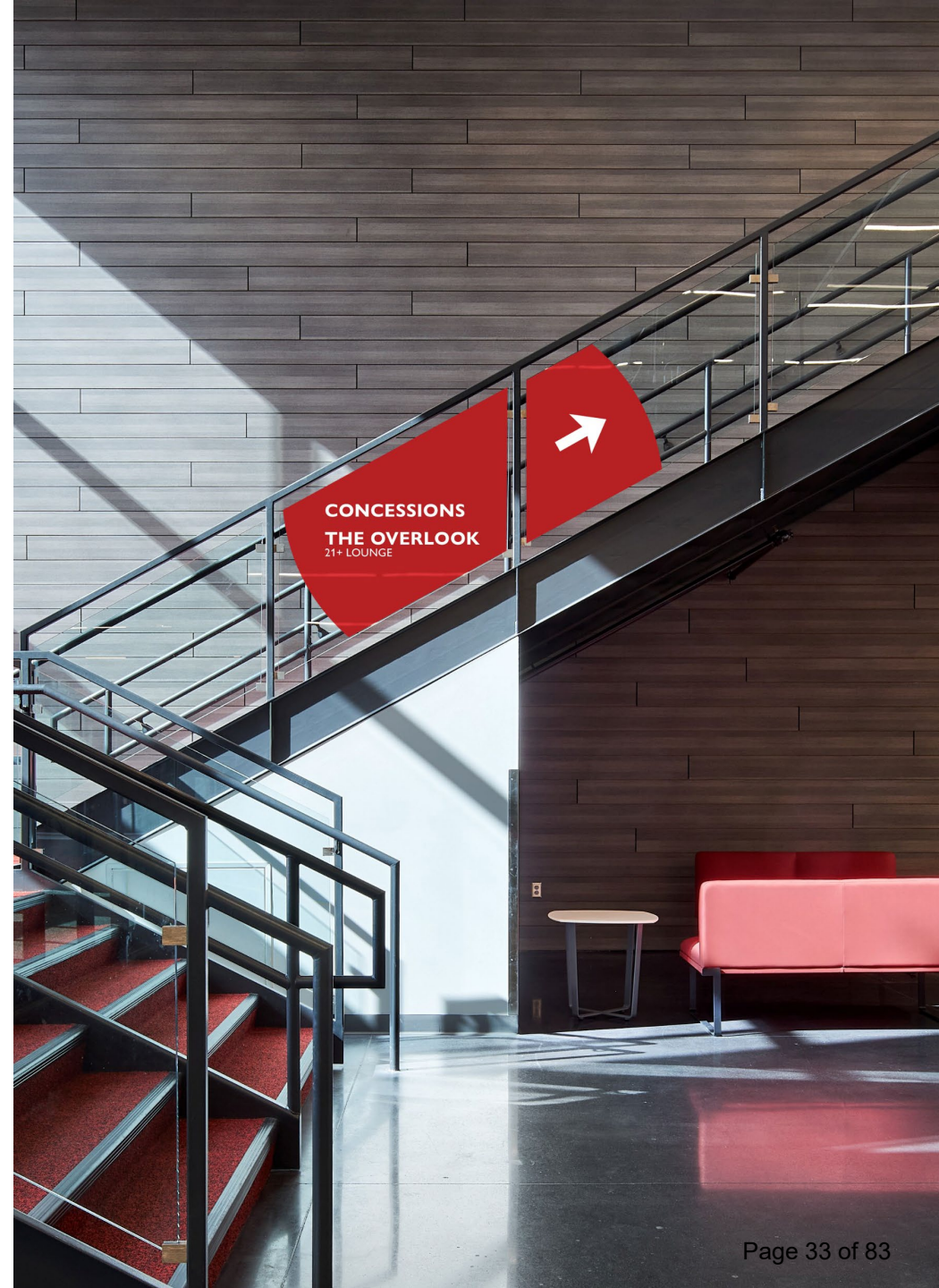
Stairway Signage

OPTION 3



\$6

\$.74 per foot of vinyl, in-house print and installation



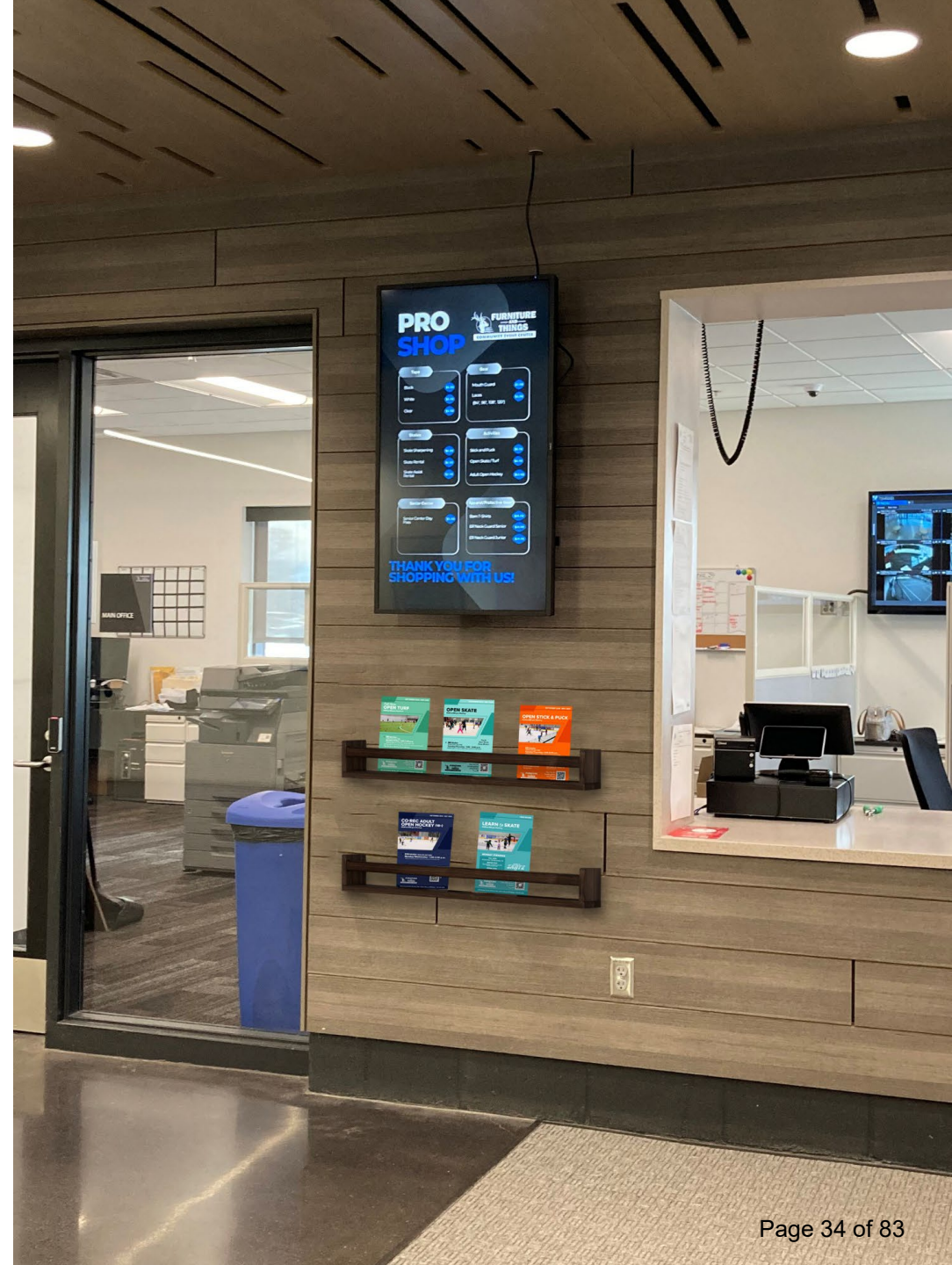
Front Desk

OPTION 3



\$40

\$20 per shelf



Locker Rooms

OPTION 3

\$5 + paint

In-house cut and application



Main Floor Mural

OPTION 3

*Style only, imagery not finalized

- Full Color
- Floor to Ceiling
- Outsource Print & Install
- Option to be photos or stylized

Inspiration:



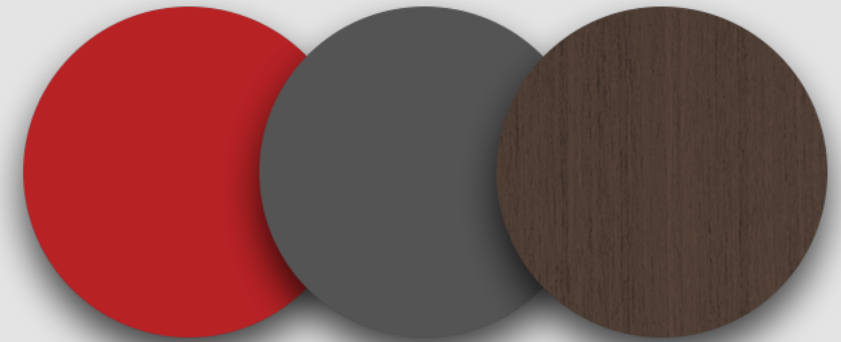
\$800+

Full color or a gradient from historic black & white to modern full color





GILL SANS NOVA
FRANKLIN GOTHIC



Share Your Input

We need your help to choose the best options for the FT Center, please decide which of the 3 options you prefer:

- Arrow
- Font
- Colors/Textures

Option 1

Modern and Industrial



Option 2

Sporty and Metallic



Option 3

Warm and Natural





Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
6.1

Meeting Date
February 10, 2025

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

Item Description
Financial Report

Reviewed by
Lori Stich
Katie Harstad
Joe Stremcha

Action Requested

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

Background/Discussion

Through the end of November, expenditures of \$1,596,419 exceeded revenues of \$1,395,496 by \$200,924. In 2023, the year-to-date budget deficit was \$416,137 in November. A \$215,213 improvement year-over-year. However, last year a new Zamboni was purchased for \$199,000 and revenue had not been received at the time of the November report as an intergovernmental loan was approved.

Year-end financial reports will be available at the regular meeting on April 14.

Financial Impact

None.

Mission/Policy/Goal

Responsible for every dollar - good stewards.

Attachments

1. Financial Report - November 2024
2. Financial Report - November 2023

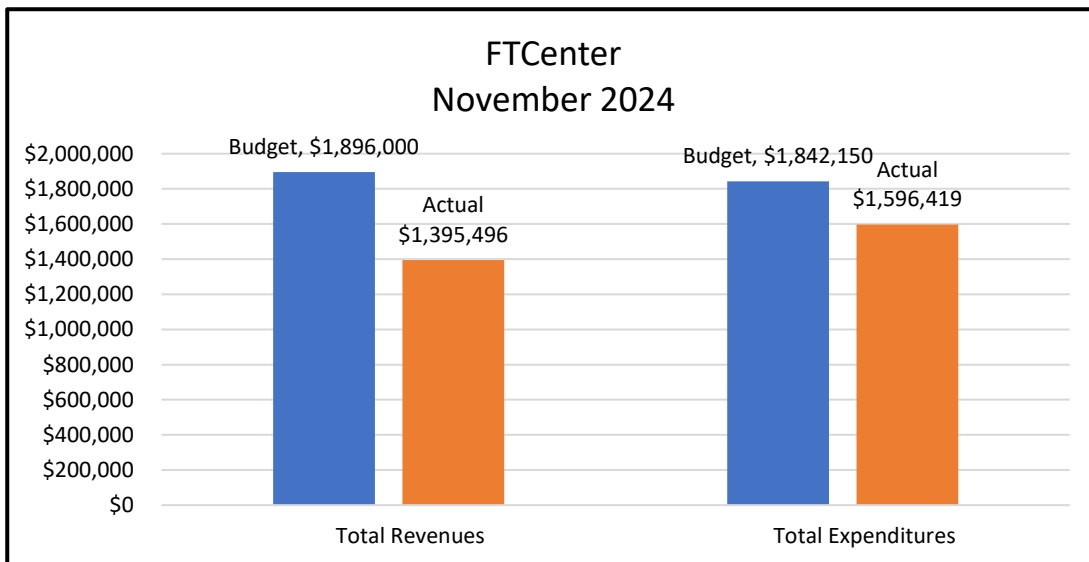
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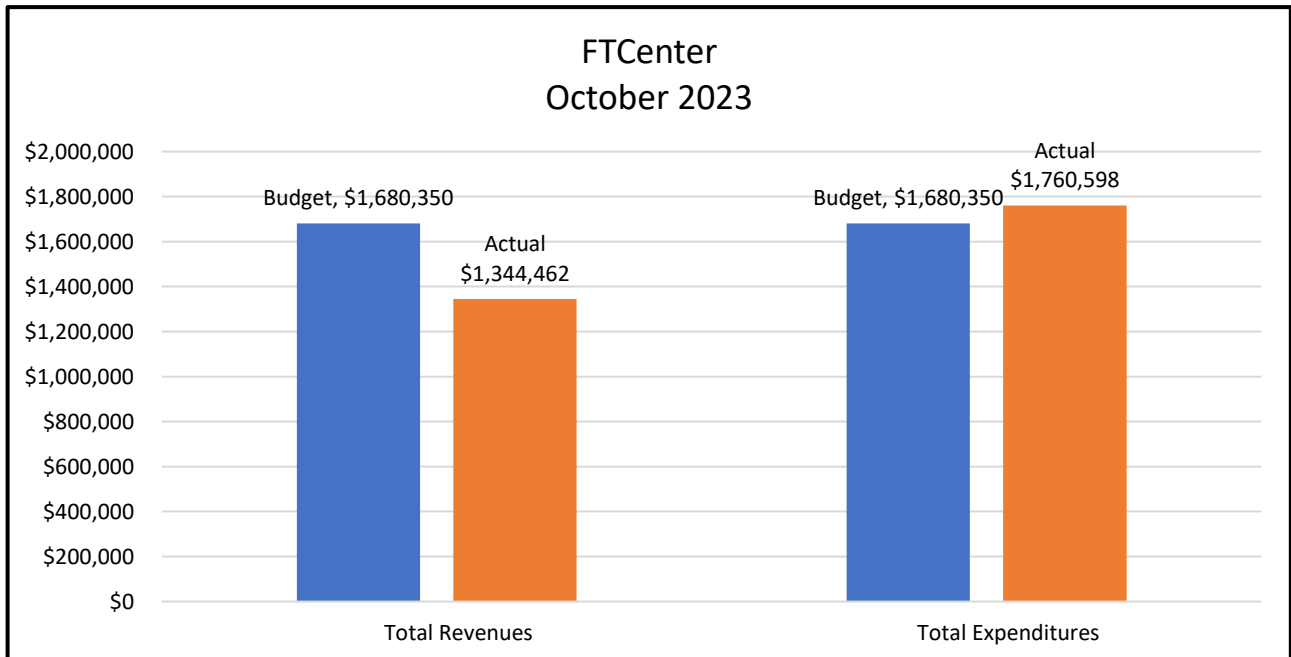
**CITY OF ELK RIVER
MULTIPURPOSE FACILITY - BUDGET TO ACTUAL
MONTH ENDED NOVEMBER 30, 2024**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$893,500	\$650,879	72.85%
Admissions	45,000	24,106	53.57%
Dry Floor Events/Craft Shows	7,000	1,317	18.81%
Facility Rental	244,400	223,360	91.39%
Advertising/Naming Rights/Sponsorships	178,000	120,283	67.57%
Recreation fees (Skating/Hockey)	290,000	155,444	53.60%
Concessions/catering/vending	229,000	210,160	91.77%
Other Revenues (interest, etc.)	9,100	9,947	109.31%
Total Revenues	\$1,896,000	\$1,395,496	73.60%
Operating expenses:			
Personal services	\$900,650	\$895,172	99.39%
Supplies	159,800	184,664	115.56%
Other service charges	661,300	497,996	75.31%
Capital Outlay	120,400	18,587	15.44%
Total Expenditures	\$1,842,150	\$1,596,419	86.66%
Revenues over/(under) expenditures	\$53,850	(\$200,924)	



**CITY OF ELK RIVER
MULTIPURPOSE FACILITY - BUDGET TO ACTUAL
MONTH ENDED NOVEMBER 30, 2023**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$830,000	\$633,981	76.38%
Admissions	40,000	28,722	71.80%
Dry Floor Events/Craft Shows	5,000	1,956	39.13%
Facility Rental	238,100	160,865	67.56%
Advertising/Naming Rights/Sponsorships	168,000	102,333	60.91%
Recreation fees (Skating/Hockey)	175,000	201,022	114.87%
Concessions/vending	110,000	123,703	112.46%
Other Revenues (interest, etc.)	13,900	91,878	661.00%
Use of Fund Balance	100,350	0	0.00%
Total Revenues	\$1,680,350	\$1,344,462	80.01%
Operating expenses:			
Personal services	\$917,800	\$883,339	96.25%
Supplies	102,850	145,042	141.02%
Other service charges	457,700	532,374	116.32%
Capital Outlay	202,000	199,844	98.93%
Total Expenditures	\$1,680,350	\$1,760,598	104.78%
Revenues over/(under) expenditures	\$0	(\$416,137)	





Memorandum

Item: 6.2

To: Multipurpose Facility Advisory Commission

From: Community Event Center Manager Katie Harstad

Date: February 10, 2025

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

- Food and Beverage Supervisor - Pending
- Concession Worker - Pending

BRE Visits (Business Retention & Engagement)

- Dec. 2024 Elk River Youth Hockey Barn Burner follow up with tournament chairs
- Dec. 2024 Elk River Figure Skating Club Holiday Spectacular Show follow up
- Dec. 2024 and Feb. 2025 MN Squatch Chic Pojar changes with entertainment and upcoming special events
- Dec. 2024 ERHS Athletic Director Mike Cunningham and Principal Mike Zeman Meeting
- Feb. 2025 Elk River Youth Hockey President Ryan Eason mid-season status check-in.

2024 Room Rentals in Review

Staff had 403 total inquiries with 173 booked (43%). Bookings were comprised of 91 regular room rentals plus 82 birthday party packages (new in 2024). Birthday party packages were comprised of 68 turf parties, 11 private ice with party room, and 3 open skate with party room.

Senior Center Update

As of February 3, 2025, the Senior Center has 422 members. Average daily attendance for January was 80 check-ins per day. January of 2024 averaged 63 check-ins per day. There are plans on multiple partnerships with the FT Center staff for catering events in 2025.

Field House Electrical Update

In December, the city council approved an update to the field house's electrical system. This will support sound systems for larger bands, allowing the Riverfront Concert Series to move indoors during inclement weather. It also creates new opportunities for other events at the FT Center. The work is in progress by Andy's Electric and will be completed by Spring.

Sponsorships

Staff has reviewed and adjusted the current sponsorship options. All agreements will now begin and renew in the same month each year, ensuring consistent renewal tracking. Sales outside of this month will be prorated. This change will also simplify in-ice logo management, as they cannot be easily added or removed. All current sponsor agreements have been reviewed for compliance, with the following findings:

- 4 current naming right sponsorship agreements
- 3 current sponsors through Rink Side Advertising with Chris Potenza (national brand targeting)
- 7 current sponsorship package agreements
- 26 Sponsorship agreements fulfilled and open for renewal/new sponsors.

New FT Center Ice Programing

Staff and figure skating coaches have launched a new daytime learn-to-skate program for preschool and homeschooled children, with the first session starting this month. In the spring, staff will launch the Northwest Summer Hockey League, featuring seven weeks of 5-on-5 games starting June 12. This program aims to generate an additional \$18,000 to \$24,000 in gross revenue before expenses.

New Large Event Bookings

- **Party in the Park** - Keller Williams' major annual event in August, previously held at Orono Park. The FT Center will provide catering including hot dogs, desserts, snacks, and possibly bar services.
- **The MN Wild Sled Hockey Tournament** - November 2025. There are four young Elk River athletes in the MN Wild Program this year, prompting the organization to host the tournament here.
- **CCM Minnesota Hockey High Performance Fall Tier I 15 League** – One weekend in August and three weekends in September were fully communicated and scheduled with our existing major user groups needs in mind.
- **Elk Riverfest** - Food & Alcohol Catering at Orono Park on Saturday, July 26th
- **Class of 2005** - 20-year class reunion. A template for creating future yearly reunions for ERHS alumni.
- **Dry Ice Events** - Taste of Elk River and MN Bully Extravaganza Dog Show

2025 MSHSL Playoffs – Sections Games

- February 18, 22, 26, and 27
- All-hands-on-deck leveraging 2024 experiences and improvements for this year's events:
 - Katie facilitating video board sans Lucas, with Tony and Libby operating cameras.
 - Liquor staff supporting concession registers.
 - Organized roles/stations for concessions crew with 5 point of sale registers.
 - Specialized concessions menu driving profitability and reduced wait times.
 - Planned traffic control for ticketing and concessions with stanchions.
 - E-Ticketing with a fee collected to generate admissions revenue in addition to rental fees.
 - Over-flow parking arranged with proper signage reserved.

Private Event Catering & Bar Service

From September 2024 to the end of January 2025, the FT Center generated \$6,143 in in-house catering sales. Events included the City of Elk River's employee appreciation luncheon, two Senior Center lunches, and four Blue Line Club pickup orders for away games. We have multiple other events in the planning stages for 2025. A formal catering menu is set to be developed as soon as the new food and beverage supervisor is onboarded.

On February 1, 2025, the FT Center hosted its first private bar service for an event in the Flex Space, Dave's 60th Birthday. This generated an additional \$728.29 in revenue for that rental. The bar service incorporates a \$40 per hour fee and is paid by the event host in advance. Drinks can be paid for by the guests, the host, or a combination. A custom menu with limited offerings is created for each event, and a point-of-sale system set up ensures accurate transaction processing.

Record Sales

On January 18, 2025, the concessions area and lounge set a record for single-day food and beverage sales at \$8,356, surpassing the previous record of \$7,837 set during a section game day on February 24, 2024. February 2025 is on par to be the highest grossing month yet for food and beverage sales with three MN Squatch games, multiple catering orders, a large youth tournament, the MN Home Show, a Karate tournament, plus the MSHSL sections playoffs.

Month	2023-2024	2024-2025			Difference	
	Concessions	Concessions	Lounge	Catering		Total
September	\$3,824.11	\$21,391.21	\$4,687.96	\$3,000.00	\$29,079.17	\$25,255.06
October	\$11,871.07	\$28,590.26	\$5,047.80	\$0.00	\$33,638.06	\$21,766.99
November	\$24,421.15	\$43,904.62	\$13,287.40	\$376.00	\$57,568.02	\$33,146.87
December	\$22,553.00	\$39,450.86	\$12,622.10	\$474.65	\$52,547.61	\$29,994.61
January	\$31,118.22	\$39,134.23	\$13,832.34	\$2,766.99	\$55,733.56	\$24,615.34
Total	\$93,787.55	\$172,471.18	\$49,477.60	\$6,617.64	\$228,566.42	\$134,778.87



Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
7.1

Meeting Date
February 10, 2025

Prepared By
Katie Harstad, Multipurpose Facility Manager

Item Description
FT Center Concessions Rebrand

Reviewed by
Katie Harstad
Joe Stremcha

Action Requested

Recommend, by motion, renaming the "Concession Stand" to "The Overlook Café" in regard to the upper lobby space.

Background/Discussion

In order to align with the evolving atmosphere and offerings of our establishment, we propose renaming the "Concessions Stand" to "The Overlook Café." This change reflects our shift towards creating a more inviting, comfortable space where patrons can relax and enjoy a variety of food and beverages in a casual yet refined setting.

The term "Café" not only conveys a broader range of options, including specialty coffees, pastries, and fresh meals, but also fosters a sense of community and warmth. It provides a more modern, approachable identity that encourages people to spend time, socialize, and enjoy the experience, rather than simply purchasing snacks.

Additionally, by adjusting to the name "Café," staff will have a stronger opportunity to attract potential sponsors. The term "Café" aligns more closely with the kinds of businesses looking to partner in a trendy, contemporary environment, creating greater sponsorship potential.

Financial Impact

None

Mission/Policy/Goal

Meet changing needs - agile.

Attachments

None

The Elk River Vision

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





Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
8.1

Meeting Date
February 10, 2025

Prepared By
Katie Harstad, Multipurpose Facility Manager

Item Description
FT Center Monument Sign

Reviewed by
Katie Harstad
Joe Stremcha

Action Requested

Staff will provide an update on the monument sign recommended at the December 9 Regular Meeting to promote the FT Center.

Background/Discussion

Discussions with ISD 728 are ongoing to allow the FT Center a monument sign at the parking lot entrance. Staff are exploring options for installing a digital display on the front of the building in lieu of an agreement.

Financial Impact

Staff are soliciting quotes from reputable vendors. 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. Building Large Digital Display Front
2. FT Center Monument Sign Art

The Elk River Vision

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





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 =



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:

PLEASE REVIEW SPECS & PROOF CAREFULLY - CHECK FOR TYPOGRAPHICAL ERRORS. DISCLAIMER: THE INK COLORS SHOWN IN THIS RENDERING PROVIDED FOR INFORMATION ONLY. THE FINAL COLORS WILL BE DETERMINED BY THE AUTOMOTIVE PAINTS, PANTONE OR VINYL COLORS THAT WILL BE USED ON OR IN THE SIGNAGE.



Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
8.2

Meeting Date
February 10, 2025

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

Item Description
Fieldhouse Renovation

Reviewed by
Katie Harstad
Joe Stremcha

Action Requested

Staff will provide an update on the field house renovation project planned for September 2025.

Background/Discussion

The application for the Minnesota Multi-Purpose Community Facility Projects Grant was submitted. Award recipients will be announced in April. The final plans for the field house project will be based on the outcome of a grant award. Estimates for the concrete and turf work are still being gathered for both half and full space totals for labor to be calculated at prevailing wages due to the federal grant requirements.

Financial Impact

The City Council has allocated \$250,000 in support of this project.

- Local match requirement is \$269,508.
- Grant submitted is \$500,000.
- Estimated project cost is \$769,508.

Mission/Policy/Goal

Meet changing needs - agile.

Attachments

1. Minnesota Multi-Purpose Community Facility Projects FY25 Grant- City of Elk River Application
2. Budget Spreadsheet - City of Elk River

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

Competitive Grant Opportunity Application

Application Coversheet

1. Applicant Information

Legal name of applicant organization: City of Elk River

If district or charter school applicant, enter organization number: N/A

Address: 13065 Orono Parkway

City, state, and ZIP code + 4: Elk River, MN 55330

Total grant amount request: \$500,000

2. Required Identification Numbers

Minnesota SWIFT vendor ID number: VN0000210710

Federal UEI number: 41-6005124

3. Contact Information

Identified Official with Authority (IOWA) to Sign

Instructions: Enter the contact information of the person who will sign the application in the signature section.

Name of official with authority to sign: Joe Stremcha

Title: Assistant City Administrator

Phone number: 763-635-1022

Email: jstremcha@elkrivernm.gov

Primary Program (PM) Contact Information

Name of primary program contact: Joe Stremcha

Title: Assistant City Administrator

Phone number: 763-635-1022

Email: jstremcha@elkrivernm.gov

Business Manager (BM) Contact Information

Name of business manager: Katie Harstad

Title: Community Event Center Manager

Phone number: 763-635-1153

Email: kharstad@elkrivernm.gov

4. Location of the funded project and applicant type (required)

Type an X to indicate your response. Is your funded project located within:

Seven County Twin Cities Metro Area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington counties)

or

Greater Minnesota

Please select which region (counties listed):

Central Minnesota/ Initiative Foundation (Benton, Cass, Chisago, Crow Wing, Isanti, Kanabec, Mile Lacs, Morrison, Pine, Sherburne, Stearns, Todd, Wadena, Wright)

Northwest Minnesota (Beltrami, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Pennington, Polk, Red Lake, Roseau)

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)

Southwest Minnesota (Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift, Yellow Medicine)

West Central Minnesota (Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, Wilkin)

Northeast Minnesota/ Northland (Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, St. Louis)

If the community facility project site is different from the applicant address, please indicate:

Site name: Furniture and Things Community Event Center

Address: 1000 School Street

City, state, and ZIP code + 4: Elk River, MN 55330

Please indicate what type of eligible entity the applicant is. Type an X to indicate your response:

Family resource center

Full-service community school

Library

Childcare and early learning facility

Community center

Other eligible entity, please explain:

Does the site of your community facility project have open access to the public? Type an X to indicate your response.

Yes

No

Please explain:

5. Federal Funding Accountability and Transparency Act

Respond to the following two questions if your potential federal grant award will come from **federal funding** and be \$30,000. This information is required for us to meet our reporting requirements under the Federal Funding Accountability and Transparency Act (FFATA).

1. In your organization's preceding fiscal year, did the organization receive 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements? Type an X to indicate your response.

Yes

No

2. If you answered **yes** to the question above, does the public have access to information about the compensation of the executives in your organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986. To determine if the

public has access to the compensation information, see the [U.S. Security and Exchange Commission total compensation](#) filings. Type an X to indicate your response.

Yes

No

N/A

If you responded **no** to question 2, we may need additional information from you for reporting.

6. Signature Section

Submit the completed and signed application coversheet, along with the application narrative and budget, to mde.compgrants@state.mn.us. no later than 5 p.m. Central Time on January 3, 2025.

Signature and Date of the Identified Official with Authority to sign (IOwA)

By signing below, I certify I have read the application (narrative, assurances, budget) and will comply with the approved application and assurances herein and additional state, local, federal regulations and policies that apply to my organization. The submission of inaccurate or misleading information may be grounds for disqualification from the grant award and may subject me/my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

Name and Title: Assistant City Administrator Joe Stremcha

Date: 1/3/2025

Signature: _____



Assurances

The applicant, by signing the application submitted to the state of Minnesota, certifies they have read all application documents, including any revised documents. The applicant agrees to comply with the approved application and all federal, state, and local laws, ordinances, rules and regulations, public policies herein and all others as applicable.

1. Survival of Terms

The following clauses below survive the expiration or cancellation of this award: 4D) State and Federal Audits; 5) Liability; 6) Ownership of Materials and Intellectual Property Rights; 7) Publicity and Endorsement; 8) Government Data Practices and Disclosure of Breach in Security; 9) Data Disclosure; and 12) Governing Law, Jurisdiction and Venue.

2. Use of Funds

The use of funds shall be limited to that portion identified in the application materials and the attached application and by any applicable state or federal laws. Funds may not be used for gifts or novelty items (unless individually and specifically approved by the state of Minnesota) or for payments to vendors displaying exhibits for their profit. Funds should support the purpose and activities approved in the application. Funds must not be used to benefit state employees, or to reimburse them for any of their expenditures, including travel expenses, alcohol purchases, costs of registration fees for training sessions or educational courses presented or arranged, payments to state employees for presentations at workshops, seminars, etc., whether on state time, vacation time, leave of absence or any other non-work time.

- A. The grantee, in the conduct of activities under this award, shall submit such reports as may be required by written instructions of the state of Minnesota within the times required by it. The state of Minnesota reserves the right to withhold funding if reporting requirements are not met. The grantee must promptly return to the state of Minnesota any unexpended funds not accounted for in the financial report due to the state of Minnesota at grant closeout.
- B. The grantee shall present reports to the Commissioner of the Department of Education or the state of Minnesota's Authorized Representative. At the Commissioner's discretion, these reports may be presented at departmental, legislative, other state agency or public meetings where the grantee shall be available to explain the project and respond to questions.
- C. Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project will be paid if allowed in the approved budget, provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "Commissioner's Plan," promulgated by the Commissioner of Minnesota Management and Budget (MMB). The grantee will only be reimbursed for travel and subsistence outside Minnesota if it has received prior written approval for such out-of-state travel from the State of Minnesota. The current [Commissioner's Plan](#) can be viewed to obtain current maximum expense

reimbursement rates. Exceptions to these travel rates are those that may be negotiated with the University of Minnesota.

3. Equipment

Upon termination of the award, the State of Minnesota shall have the right to require transfer or return of any equipment purchased during the award grant period using these grant funds.

4. Financial and Administrative Provisions

A. Allowability of Costs

The allowability of costs for federal funding incurred under this award shall be determined in accordance with the procedures and principles given in the federal Office of Management and Budget (OMB) circulars located in [2 Code of Federal Regulations \(CFR\), Part 200](#) and/or as in the approved budget and/or specific legislation.

For all funds, no claim for materials purchased more than budget categories or program services not specifically provided for in this award by the grantee will be allowed by the state of Minnesota unless approved in writing by the state. Such approval shall be a modification of the award. There may be additional limitations on allowable costs, which shall be noted in the award.

A grantee hosting a meeting or conference may not use federal grant funds to pay for food for attendees unless it is necessary and reasonable to accomplish a legitimate meeting, conference business for approved grant activities. Budget allocations for food must be approved by the Minnesota Department of Education (MDE). Example: A working lunch might be allowable to ensure full participation by attendees and if training continues during the lunch. Funds may not be used for entertainment, alcohol purchases or gifts. Refer to the applicable federal uniform guidance for cost principal information.

A meeting or conference hosted by a grantee and charged to the grant must not be promoted as a U.S. Department of Education conference.

Please refer to the [Capital Projects Fund Guidance](#) for additional information on allowability of costs.

B. Records

The grantee shall maintain books, records, documents and other evidence pertaining to the costs and expenses of implementing this application to the extent and in such detail as will accurately reflect all gross costs, direct and indirect, of labor materials, equipment, supplies, services and other costs and expenses of whatever nature. The grantee shall use generally accepted accounting principles. The grantee shall preserve all financial and cost reports, books of account and supporting documents and other data evidencing costs allowable and revenues and other applicable credits under this award which are in the possession of the grantee and relate to this award, for a period of no less than six years and the respective federal requirements where applicable.

All pertinent records and books of accounts related to this award and subsequent awards shall be preserved by the grantee for a period of six years subject to the following criteria:

1. The six-year retention period shall commence from the date of submission of the final expenditure report.
2. If any litigation, claim, or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
3. The grantee agrees to cooperate in any examination and audit under the provisions of this paragraph.

C. Examination

The State of Minnesota or its representative or the federal administering department (when applicable) shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

D. State and Federal Audits

Under [Minnesota Statutes 2023, section 16B.98, subdivision 8](#), the grantee's books, records, document, and accounting procedures and practices relevant to this grant are subject to examination by the Commissioner, the state of Minnesota and/or the state auditor or legislative auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state retention requirements, whichever is later. If federal funding, all grantees are subject to retention requirements related to audits.

If the grantee (in federal Office of Management and Budget (OMB) Circular language known as "subrecipient") receives federal assistance from the state of Minnesota, it will comply with the applicable single audit requirements. The grantee will provide copies of the single audit reporting package upon request.

E. State Requirements

- The grantee will comply with required grants management policies and procedures set forth through [Minnesota Statute 16B.97, Subdivision 4 \(a\) \(1\)](#) and requirements in [Minnesota Statute 16B.981](#).
- Pursuant to [Minnesota Statute 16B.98, Subdivision 1](#), the grantee agrees to minimize administrative costs as a condition of this grant.
- The grantee certifies they are not suspended or debarred in MN: [Suspended/Debarred Vendors / Minnesota Office of State Procurement \(mn.gov\)](#).
- The grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

5. Liability

Grantee agrees to indemnify and save and hold the state of Minnesota, its agents, and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the state arising from the performance of the award by grantees, agents or employees. This clause shall not be construed to bar any legal remedies grantee may have for the State of Minnesota's failure to fulfill its obligations pursuant to the award and subsequent awards.

6. Ownership of Materials and Intellectual Property Rights

A. Intellectual Property Rights

The State of Minnesota shall own all rights, title, and interest in all the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the works and documents created and paid for under the award. Works means all inventions, improvements, discoveries (whether patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by the grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this award. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the grantee, its employees, agents, or subcontractors in the performance of this award. The documents will be the exclusive property of the State of Minnesota and all such documents must be immediately returned to the state by the grantee upon completion or cancellation of the award. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be "works for hire." The grantee assigns all right, title and interest it may have in the works and the documents to the State of Minnesota. The grantee, at the request of the state of Minnesota, shall execute all papers and perform all other acts necessary to transfer or record the State of Minnesota's ownership interest in the works and documents.

B. Notification

Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the grantee, including its employees and subcontractors, in the performance of the award, the grantee will immediately give the State of Minnesota's authorized representative written notice thereof, and must promptly furnish the authorized representative with complete information and/or disclosure thereon.

C. Representation

The grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the state of Minnesota, and that neither the grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property of other persons or entities.

Notwithstanding Liability clause 5, the grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the state of Minnesota, at the grantee's expense, from any action or claim brought against the state of Minnesota to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others.

The grantee will be responsible for payment of all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the grantee's or the

state of Minnesota's opinion is likely to arise, the grantee, must at the state of Minnesota's discretion, either procure for the state of Minnesota the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the state of Minnesota will be in addition and not exclusive of other remedies provided by law.

7. Publicity and Endorsement

Any publicity given to the program on, publications or services provided resulting from the award, including, but not limited to, notices, informational pamphlets, press releases, research, website pages, reports, signs and similar public notices prepared for the grantee or its employees individually or jointly with others or any subrecipients, shall publicly identify the state of Minnesota as the sponsoring agency and identify the source of funding. The publicity described may only be released with the prior approval of the state of Minnesota's authorized representative.

The applicant/awardee must not claim that the state of Minnesota or the federal Department of Education endorses its products or services. See a sample statement below:

Example: The contents of this publication, film, or conference do not necessarily represent the policy of the U.S. Department of Education or the Minnesota Department of Education and you should not assume endorsement by the federal or state government.

See the sample publicity statement below for citing the funding source below:

Example: This training is partially funded with a grant from the Minnesota Department of Education using federal funding, CFDA 84.027A, Special Education - Grants to States.

8. Government Data Practices and Disclosure of Breach in Security

The grantee and the state of Minnesota must comply with the [Minnesota Government Data Practices Act](#), [Minnesota Statutes, Chapter 13](#), as it applies to all data provided by the state of Minnesota under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the grantee under the award. The civil remedies of [Minnesota Statutes 2023, section 13.08](#) apply to the release of the data referred to in this paragraph by either the grantee or the state of Minnesota.

If the grantee receives a request to release the data referred to in this paragraph, the grantee must immediately notify the state of Minnesota. The state of Minnesota will give the grantee instructions concerning the release of the data to the requesting party before the data is released.

[Minnesota Statutes 2023, section 13.055](#), applies to all government entities in Minnesota, not just state agencies. This applies to all school districts and charter schools. Government entities must notify individual data subjects when nonpublic data about them has been the subject of a breach of security of the data.

9. Data Disclosure

Under [Minnesota Statutes 2023, section 270C.65, subdivision 3](#), and other applicable laws, the grantee consents to disclosure of its SWIFT Supplier ID (formally known as SWIFT Vendor ID), Social Security number, UEI number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the state of Minnesota, to federal and state tax agencies and state personnel involved in the payment of state obligations. These numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the grantee to file state tax returns and pay delinquent state tax liabilities, if any.

10. Worker's Compensation

Grantee certifies that it is in compliance with [Minnesota Statutes 2023, section 176.181, subdivision 2](#), pertaining to workers' compensation insurance coverage. The grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party because of any act or omission on the part of these employees are in no way the state of Minnesota's obligation or responsibility. (Exemption/Waiver as allowed under law.)

11. Antitrust

Grantee hereby assigns to the State of Minnesota all claims for overcharges as to goods and/or services provided in connection with the award resulting from antitrust violations which arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota.

12. Governing Law, Jurisdiction and Venue

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 2 Code of Federal Regulations (CFR), Part 200, the grantee when signing the application, certifies that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of organization, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal award, and the extension, continuation, renewal, amendment or modification of any federal grant.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant award, the applicant/grantee shall complete and submit a Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The grantee shall require that the language herein shall be included in any award documents for all subawards at all tiers (including subgrants, contracts under award, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

14. Debarment, Suspension, and Other Responsibility Matters

As required by [Executive Order 12549](#), Debarment and Suspension, and implemented at 2 CFR 180.200 or amendments thereto, for prospective participants in primary covered transactions.

The grantee certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this application or award been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and,
4. Have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

15. Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR, Part 200, the grantee certifies that it will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an on-going drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace.
 - b. The grantee's policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (1)
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the award, the employee will:

- a. Abide by the terms of the statement; and,
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected award.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs (1), (2), (3), (4), (5) and (6).

16. Transferability

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the state of Minnesota. It is understood, however, that the grantee remains solely responsible to the state of Minnesota for providing the products and services described.

17. Time

In the performance of this grant, time is of the essence. The grantee must comply with the time requirements described in the application and award and inform the grantor of any potential long-term delays or changes affecting those timelines.

18. Nondiscrimination

The grantee will comply with nondiscrimination statutes.

1. Grantees will follow the Civil Rights Act of 1964, and amendments thereto which prohibits discrimination based on race, color, or national origin.
2. Section 504 of the Rehabilitation Act of 1973, and amendments which prohibits discrimination based on disability.
3. Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in education programs.
4. Age Discrimination in Employment Act of 1975 and amendments.
5. In addition, per federal CFR 200.415, Agreement of Applicant, which states that prior to the Commissioner's issuance of any commitment or other loan approval, shall agree, by signing the application, (in a form prescribed by the Commissioner), that there shall be no discrimination against

anyone who is employed in carrying out work receiving assistance pursuant to this chapter, or against an applicant for such employment, because of race, color, religion, sex, handicap, age or national origin. [Minnesota Statutes 2023, Chapter 363A. Human Rights.](#)

19. Pre-Award Work and Pre-Award Costs

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.

Below is a non-exhaustive list of eligible costs:

- Costs associated with completing the grant or Application and Grant Plan.
- Pre-project development costs and uses, including data-gathering, feasibility studies, community engagement and public feedback processes, equity assessments and planning, and needs assessments; permitting, planning, architectural design, engineering design, and work related to environmental, historical, and cultural reviews.
- Costs of repair, rehabilitation, construction, improvement, and acquisition of real property, equipment (e.g., devices and office equipment), and facilities (e.g., telecommunications equipment, including infrastructure for backhaul, middle, and last mile networks.)
- Cost of long-term leases (for terms greater than one year) of facilities required to provide qualifying broadband service, including indefeasible 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.)
- Ancillary costs necessary to operationalize and put the capital assets to full use, including costs to increase broadband adoption and improve digital literacy.
- Costs associated with monitoring of and reporting on Projects in compliance with Treasury requirements, including award closeout costs.
- Costs associated with collecting and measuring performance data and conducting activities needed to establish and maintain a performance management and evaluation regime related to Projects funded by the Capital Projects Fund program.

Below is a list of 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 March 15, 2021
- Fees or issuance costs associated with the issuance of new debt
- 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

- 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

20. Grantee's Grant Program Representative

The applicant's Program Contact Representative will be named on the OGAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state of Minnesota.

21. Delinquent State or Federal Debt

As an applicant, you are not delinquent on the repayment of any federal debt. If delinquent in state debt, payments shall not be made by the state agency to the vendor until the commissioner notifies the agency the vendor is no longer a delinquent taxpayer or as otherwise indicated under [Minnesota Statutes 2023, section 270C.65, subdivision 3](#).

22. Cancellation Without Cause

An award contract may be cancelled by the state of Minnesota at any time, with or without cause, upon thirty (30) days' written notice to the grantee. Upon termination, the grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.

23. Cancellation with Cause

The state of Minnesota may cancel an award contract immediately if the state of Minnesota finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state of Minnesota may take action to protect the interests of the state of Minnesota of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

24. Cancellation Due to Discontinued or Insufficient Funding

It is expressly understood and agreed that in the event the funding to the state of Minnesota from federal sources or appropriations by the Minnesota Legislature are not obtained and/or continued at an aggregate level sufficient to allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state of Minnesota to the grantee. The state of Minnesota is not obligated to pay for any services that are provided after notice and effective date of termination. However, the grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state of Minnesota will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The state of Minnesota must provide the grantee notice within a reasonable time of the state of Minnesota receiving notice.

25. Termination of Grant Agreements

The Commissioner of Administration may unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the state of Minnesota. This is described in [Minnesota Statutes 2023, section 16B.991, subdivision 2](#), and [Minnesota Laws, Chapter 62, Article 7, Section 12](#).

26. Cancellation Due to Failure to Comply

The state of Minnesota may cancel an award contract immediately if the State finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

27. Conflict of Interest

In accordance with the [Minnesota Office of Grants Management Policy 08-01](#), the grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain. Grantees will maintain and implement written standards of conduct covering conflicts of interest.

28. Voter Registration Services

The commissioner or chief administrator officer of each state agency or community-based public agency or nonprofit corporation that contracts with the state agency to carry out obligations of the state agency shall provide voter registration services for employees and the public. Refer to [Minnesota Statutes 2023, section 201.162, Duties of State Agencies](#), for the complete statute.

29. Minimizing State Funded Administrative Costs

Under [Minnesota Statutes, section 16B.98](#), Grants Management Process, if a grant is funded from an appropriation of State funds, the recipient of the grant must agree to minimize administrative costs.

30. Supplanting

Grant funds shall not be used to supplant salaries and wages normally budgeted for an employee of the applicant/agency. Total time for each staff position paid through various funding streams financed in part or whole with grant funds shall not exceed one Full Time Equivalent (FTE), except in certain situations. The grantee may allow staff to work on extended day assignments, such as, after school programs, special education services or other projects, if necessary, or allowable under funding. The grantee must be prepared to disclose all required supporting documentation for salaries paid for their employees.

31. Uniform Municipal Contracting Law – Counties, Schools, Cities – Supplies/Construction

[Per Minnesota Statutes, section 471.345](#), grantees that are municipalities as defined in Subdivision 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for construction work of \$25,000 or more. Support documentation for the procurement processes must be retained.

Support document for the procurement processes must be retained regardless of the source of funding.

32. Contracting

Contracting Requirements

- A. Municipalities are encouraged to utilize [Minnesota Statutes 2022, section 471.345](#), subdivision 8 for targeted business procurement where available. Municipalities must not contract with vendors who are suspended or debarred in MN: [Suspended/Debarred Vendors / Minnesota Office of State Procurement \(mn.gov\)](#)
- B. Support documentation for the procurement processes must be retained regardless of the source of funding.
- C. Support documentation for the procurement processes must be retained regardless of the source of funding.
- B. Grantees that are nongovernmental entities must use these guidelines for approved grant budget contracted services based on these thresholds:
 - A. \$100,000 or more must undergo a formal notice and bidding process.
 - B. Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
 - C. Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
 - D. For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statutes 2023, section 177.41 through section 177.44](#). The bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.
 - E. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - i. [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#).
 - ii. Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#).
 - iii. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#).

- F. Notwithstanding B (a) – (e), the State may waive bidding process requirements when it is determined there is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- G. The grantee must maintain:
 - i. Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
 - ii. Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are on the [Suspended/Debarred Vendor Report](#).

Domestic preferences for procurements

As appropriate and to the extent consistent with law, the non-federal entity should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited, to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

33. Amendments

Any amendment to an award must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant award or assurances, or their successors in office.

34. Financial and Grantee Capacity Review

[Minnesota Statute 16B.981/Chapter 62 - MN Laws, Article 7, Section 11](#) requires that a pre-award risk assessment is conducted for grant awards.

All grantees as defined in Minnesota Statute 16B.981 Subdivision 1 (c) applying for grants in the state of Minnesota must undergo a financial and capacity review prior to a grant award of \$50,000 and higher.

To comply with this requirement, the following information and documents will need to be submitted, as applicable, before the grant award notification is fully executed:

- I. Capacity Responses: All potential grantees: Exhibit C**
 - Please describe your history of performing the work that will be funded by the grant:
 - This includes describing your organization’s current staffing and current budget.
- II. Certification: No current principals have been convicted of a felony financial crime in the last ten years: All potential Grantees: Exhibit D.**
- III. Evidence of good standing: For-profit and nonprofit potential grantees: Exhibit E.**
 - For-profit and nonprofit grantees: Filed and up to date with the Secretary of State.

IV. Nonprofit grantees as applicable: Exhibit F

- Most recent Form 990 or Form 990-EZ
- Most recent audited financial statement of a charitable organization which has received total revenue more than \$750,000 for the 12 months of operations covered by the statement per [Minnesota Statute 309.53](#)
- Most recent board-reviewed (or managing group if applicable) financial statements, description of internal controls over business expenditures and outcomes of the grant funds (if awarded grant) and evidence of exemption as referenced in Exhibit F.

V. For-profit Certification Disclosure and required documents: Exhibit G

- Most recent federal and state tax returns:
- If not in business long enough to have a tax return, description of internal controls over business expenditures and outcomes of the grant funds (if awarded grant) as referenced in Exhibit G
- Current financial statements
- Certification that business is not under bankruptcy proceedings
- Disclosure of any liens on assets

Based on Minnesota Statute 16B.981/[Chapter 62 - MN Laws](#), Article 7, Section 11, Subd. 3-5 establishes the authority for Minnesota Department of Education to:

- Provide or require enhanced grant oversight
- Request additional information from a potential grantee to determine whether there is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant
 - The potential grantee has 30 business days to respond
- Develop a plan to address the risk or concerns identified
- Not award the grant.
 - The Minnesota Department of Education must provide notice of this determination to not award the grant to the potential grantee and the Commissioner of Administration.
 - The notice must include the following:
 - The reason for postponing/not awarding the grant
 - The timeline for the process for contesting the agency's decision

35. Other Provisions

- a. When a grant includes the production of a report or other publication and this publication may be posted on the Minnesota Department of Education's website, that document must adhere to all department communication's policies, available upon request from the Communication Division.
- b. The grantee shall cooperate with the state of Minnesota when enforcing applicable Minnesota Office of Grants Management policies and statutes.
- c. Grantees funded with federal funding must follow CFR 200.308, Revision of Budget, and Program, or as approved in the OGAN or other award documentation.
- d. Grantees and subcontractors receiving grants exceeding \$100,000 must comply with all applicable standards, orders, or requirements under section 306 of the Clean Air Act, section 508 of the Clean Water Act and Environmental Protection Agency regulations (40 CFR, part 15).
- e. The grantee must promptly return to the state of Minnesota any unexpended funds that have not been accounted for in a financial report to the State of Minnesota due at grant closeout.

- f. The grantee shall comply with all provisions of the Family Educational Rights to Privacy Act of 1974 (FERPA).
- g. Grantees will submit reports and comply with the terms as outlined in the Official Grant Award Notification (OGAN), other award document and relevant legislation.

36. Programmatic Assurances

Program Income Reporting

- Per uniform administrative requirements for federal awards, program income generated from funded projects during the grant performance period 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.

Publicly Accessible

- Grantees may not charge a fee from individuals and communities intended to benefit (primary beneficiaries) from the funded project during the performance period or thereafter.

37. Federal Provisions

- a. The grantee assures that if the award involves federal funding, the reimbursement of expenditures is in compliance with all program provisions, relevant provisions of the Cash Management Improvement Act (CMIA) of 1990 (Public Law 101-453) as amended by the CMIA of 1992 (Public Law 102-589), codified at 31 U.S.C. 6501 and 31 U.S.C. 6503; all current Office of Management and Budget circulars and cost principles provided in [2 C.F.R. § 200 subpart E](#).
- b. Grantee, if a political subdivision of the state and funded with federal dollars, will consider the federal Resource Conservation and Recovery Act of 1976 in all procurement transactions. The objectives of the Resource Conservation and Recovery Act (RCRA) are to protect human health and the environment from the potential hazards of waste disposal to conserve energy and natural resources, to reduce the amount of waste generated, and to ensure that wastes are managed in an environmentally sound manner.
- c. Federal grant recipients, subrecipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", October 1, 2009.
- d. Grantees funded with federal funding must follow CFR 200.308, Revision of Budget and Program or as approved in the OGAN or other award documentation.
- e. Non-federal entities with federal grants must implement internal control processes as referenced in CFR 200.61 and 200.62.
- f. Non-federal entities with federal grants will take reasonable measures to safeguard protected personally identifiable information as well as any information that the federal awarding agency or pass-through designates as sensitive. Refer to federal regulation 200.303, Protected Personally Identifiable Information means as individual's first name or first initial and last name in combination with any one or more type of information such as social security number, credit card numbers, place of birth.
- g. The non-federal entity using federal funding when contracting must take all necessary affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. Refer to 2, CFR 200.321 for more information.

- h. Grantees of federal grant funds will adopt the requirements in the Code of Federal Regulations at 2, CFR 175.15 (b) pertaining to Trafficking in Persons. These requirements are incorporated into this grant award. A grant may be terminated for any violation of these provisions by the funder.
- i. The non-federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Failure to make required disclosures can result in any of the remedies described in 200.338 Remedies for noncompliance, including suspension and debarment.
- j. If the initiative is federally funded grantees must follow all other applicable uniform guidance under 2 CFR, Part 200 as applicable.
- k. The grantee must promptly return to the state of Minnesota any unexpended funds that have not been accounted for in a financial report to the State due at grant closeout.
- l. The grantee shall comply with all provisions of the Family Educational Rights to Privacy Act of 1974 (FERPA).
- m. Grantees will provide information to the state of Minnesota, upon request and in a timely fashion to accommodate reporting under the Federal Funding Accountability and Transparency Act. Prior to an award, grantees must provide upon request any documentation necessary for the state of Minnesota to conduct their risk assessment.
- n. For grants funded by the U.S. Department of Education, any deliverable or work product created may subject to [2 CFR 3474.20](#). For additional details see: <https://oese.ed.gov/files/2022/06/Open-Licensing-Requirement-Quick-Guide.pdf> 37.

Application Narrative

1. 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?

Narrative Answer:

The City of Elk River proposes to repurpose an existing turf field house. The city will construct a concrete floor for indoor community events and a gym for recreational activities within our existing community event center. This will expand our service capabilities to the public. This project will have a significant impact on enabling work, education, and health monitoring both directly and jointly.

The proposed multi-purpose space will be able to host a variety of community-based events for workplaces like job fairs, workshops, training sessions, and networking events. This can directly support employment opportunities and professional development. A well-designed gym encourages physical fitness, which in turn can boost productivity, concentration, and overall work performance. In many workplaces, fitness programs improve employee satisfaction and reduce burnout, which can enhance long-term work output.

The indoor space can host educational events such as lectures, seminars, tutoring, and study groups. This can make learning accessible to a broader community, especially in under-resourced areas. Further, physical activity, when integrated with educational programs, such as sports science lessons, can engage students in experiential learning. This could even extend to vocational training, where participants learn about physical training, coaching, or fitness-related careers.

The multi-purpose space will allow the city to also host wellness events such as regular health check-ups, workshops on nutrition, stress management seminars, and recreational wellness programs. Promoting and monitoring physical and mental health within a community setting fosters overall well-being. The synergy between these three areas helps foster a holistic environment where individuals are not only focused on work and education but also their physical and mental health. A balanced lifestyle improves cognitive function and creativity, which can enhance both learning and professional performance.

By offering a space for both recreational activities and community events, the facility becomes a hub where people can gather, share experiences, and form stronger social bonds. This fosters a sense of belonging and

connectedness, which is crucial in building a resilient, diverse, supportive, and inclusive community. Making such a resource available increases inclusivity. It provides a venue where all community members—regardless of age, background, or socioeconomic status—can come together. Whether for fitness, cultural events, or educational programs, the facility can break down social barriers and encourage greater interaction across different segments of the population.

As a local government leveraging our existing community event center, we are in a strategic position to address the demonstrated needs of the identified community by leveraging several key strengths such as our authority to allocate resources, existing infrastructure, and relationship with the community. The city regularly engages with community leaders, residents, and stakeholders to understand their immediate and long-term priorities. The existing facility can serve as a point of contact for this engagement, facilitating ongoing dialogue, and ensuring that the responses are tailored to real needs, not assumptions.

Further, collaborating with local cultural, ethnic, and religious organizations is key to ensuring that the services offered are both relevant and trusted by our community. These organizations have deep ties to the City of Elk River and can help bridge cultural gaps. The city can help provide services that align with our mission of sustainability as a more prosperous and inclusive community by partnering with faith-based organizations, cultural associations, and ethnic clubs for diverse events within our renovated community event center that may not be possible without this grant opportunity.

The City of Elk River prioritizes deep community engagement, culturally tailored programming, and strong partnerships with local cultural, health, and educational entities to continue growing as a vibrant community. Continuous community feedback, robust impact evaluation, and adaptive program design utilizing our recreation department will ensure the services provided by our community event center evolve in response to the community's changing needs in a post COVID-19 environment.

2. 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?

Narrative Answer:

The City of Elk River's mission is to develop a sustainable and prosperous community for all to live, work, and play. The recreation department consists of several full-time employees that dedicate their time to leading programs, for the city's children, youth, and families to ensure the community needs are met. Recreation staff build partnerships and encourage collaboration among our residents. Public-private partnerships are at the heart of programming city services to meet the health, work, and education needs of families, children, youth, and the community.

The city has established a healthy and collaborative environment of community leaders by encouraging staff to foster workshops, trainings, networking opportunities, and community events with community partners in addition to encouraging volunteer participation.

One recent example of how our city engages with families and community leaders in decision making is through the development of our Active Elk River Initiative. On November 6, 2018, voters overwhelmingly decided to invest in city amenities that benefit every generation. The Active Elk River plan passed with 6,830 votes of support and 3,702 opposed. The plan uses low-interest bonds to pay for the improvements with a one-half of one percent sales tax. The plan included the following upgrades, which are now all completed:

- A multipurpose recreational facility that includes two full-size ice rinks, meeting and event space, a 30,000 square-foot field house, concessions, and a new Senior Activity Center.
- Rehabilitation of Lake Orono that improves water quality and expands wildlife.
- Revitalized Orono Park and added new amenities such as an expanded beach, splash pad, pickleball courts, and modern restrooms.
- Improvements at Lion John Weicht Park that included lighted ball fields, modern restrooms, concessions, and a 100-person pavilion.
- Upgraded the Youth Athletic Complex.

The city was able to gain the overwhelming support to complete these projects through a robust series of community engagement opportunities and public-private partnerships to support the investments made into the community parks and recreation infrastructure to improve our health, work, and educational opportunities. The city has learned through these projects that there is far more untapped potential within our community event center to provide more multi-purpose opportunities. Our proposed plan to replace the gravel floor base with concrete beneath our turf will create a new range of programming opportunities. By converting our turf to a roll away function, we will be able to add sport court surfaces to the concrete floor which will enable health and educational based programs through our recreation department.

One way community members can be involved in the implementation, evaluation, and continuous improvement of our community event center is to serve on our Multipurpose Facility Advisor Commission. This commission provides ongoing guidance by meeting regularly to review progress, make recommendations on the facility's programming, and helps resolve issues that arise. This ensures that community priorities are reflected in every aspect of the facility's development and that the process is transparent. By embedding families and community members in these oversight roles, the facility becomes an evolving part of the community, continually refining and improving through active participation. This approach not only helps ensure the community event center's success, but also strengthens the sense of ownership and responsibility among community members.

3. 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.

Narrative Answer:

Prior to the pandemic, event spaces and gyms served as places where people could come together to celebrate, collaborate, and share in social, cultural, and civic activities. Social gatherings, such as family events, community festivals, and support groups, were regular occurrences. The pandemic brought about widespread isolation, as social distancing, lockdowns, and health concerns limited in-person gatherings. This isolation, especially among vulnerable groups (e.g., seniors, families with young children, people living alone), took a significant toll on mental health and well-being. The event space and gym floor can be a hub for reconnecting the community by hosting social events, cultural celebrations, educational workshops, and civic gatherings. These events will help break the social isolation that many individuals experienced during the pandemic and provide a place for families and neighbors to rebuild relationships.

Mental health was already a growing concern, with many people using community centers and event spaces to access mental health services, support groups, and wellness programs. The pandemic intensified mental health challenges due to increased anxiety, grief, and stress. Many individuals were also cut off from traditional support systems. The improved community event center can host mental health workshops, support groups, and wellness initiatives. Activities such as mindfulness meditation, stress relief workshops, grief support groups, or parent counseling sessions can be organized to address the emotional strain caused by the pandemic.

Many communities relied on local gyms and fitness centers for exercise, which is a key factor in maintaining physical health and overall well-being. During the pandemic, gyms and fitness centers were either closed or faced severe restrictions. Many people struggled to maintain their physical health due to limited access to exercise facilities or outdoor spaces. For many low-income communities, the lack of access to gyms during

COVID further exacerbated existing health disparities. A gym in a community facility, like our community event center, will provide an accessible and affordable space for people to engage in regular physical activity, which is critical for improving both physical health and mental well-being. Physical activity helps combat the negative health impacts of the pandemic, including weight gain, hypertension, and anxiety.

According to a 2021 AARP report, the pandemic significantly increased social isolation, with 1 in 4 adults over 50 reporting that they often or always feel isolated. This was worsened by lockdowns, social distancing, and the closure of communal spaces like community centers, gyms, and event venues. Recently, the American Psychological Association (APA) found that 61% of parents reported that their children were feeling more isolated during the pandemic, with a significant rise in loneliness and emotional distress among youth and adolescents. A survey by the Knight Foundation in 2021 found that community engagement and shared experiences are crucial for rebuilding trust and collaboration. Nearly 70% of respondents said they believe that supporting community-based organizations is essential to the recovery process. The CDC has reported that engaging in community activities, including cultural events, group fitness, and social gatherings, can reduce feelings of loneliness, improve mental health, and build resilience in the face of challenges.

Multi-purpose community facilities that include gyms and event spaces can be seen as non-essential infrastructure, competing with projects like housing, transportation, or economic development. In times of economic uncertainty, such as post-pandemic recovery, federal funding is essential for city services like healthcare, education, and public safety. The City of Elk River has its own budget limitations that make it difficult to commit funds but has allocated \$250,000 as seed money for the proposed project. The city will ensure that the design, programming, and access of the facility prioritizes historically underserved communities. This may include offering subsidized memberships, inclusive programming, accessible fitness equipment for differently abled groups, and outreach efforts to engage with marginalized groups.

4. 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.)

Narrative Answer:

- The estimated timeline for this project in 2025 is as follows:
 - April – Notification of grant award.
 - May – Execute grant agreements and secure funding.
 - June – City Council award the construction bid to contractor(s).
 - August – Mobilization and staging for construction.
 - Tuesday, September 2 – Begin construction (estimated 6-8 weeks).
 - Friday, October 31 – Substantial construction completion.
 - November – Inspect product and conclude any warranty or punch list items.
 - December – grace period for any construction delays.
 - Friday, January 2, 2026 – Grand opening.

Goal 1: Construct a concrete floor to replace the existing gravel base existing beneath the turf at the community event center field house to meet health, work, and education needs of our community.

Activity or Strategy: Contract with a contractor to construct a concrete floor.

Measurement: Increased field house utilization year-round, specifically in the summer and fall months in which the space has been underutilized.

Attainable Outcome: A 100% increase in field house usage within two years of completion.

Relevant Benefiting Party: City of Elk River

Estimated Timeline: Fall 2025.

Person Responsible for Activity: Community Event Center Manager Katie Harstad

Goal 2: Construct a gym floor for multiuse recreational programming and activities to meet health, work, and education needs of our community.

Activity or Strategy: Contract with a contractor to construct the gym floor.

Measurement: Increased field house utilization year-round, specifically in the summer and fall months in which the space has been underutilized.

Attainable Outcome: A 100% increase in field house usage within two years of completion.

Relevant Benefiting Party: City of Elk River

Estimated Timeline: Fall 2025.

Person Responsible for Activity: Community Event Center Manager Katie Harstad

5. 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 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, the U.S. Department of the Treasury's Capital Projects Fund prescribes the "additive" approach to program income for multi-purpose community facilities. Please describe your approach to tracking program income generated by this award, if applicable. If no program income is anticipated, please indicate "no program income is anticipated." 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?

**City of Elk River
Furniture and Things Community Event Center
2025 Field House Renovation Proposed Budget**

Revenue	
Revenue Description	Estimate
City of Elk River Local Project Match	\$269,508
MN Multi-Purpose Community Facility Project Grant	\$500,000
Total Project Revenue Estimate	\$769,508
Expenses	
Expense Description	Estimate
Existing Beyond Economic Repair Turf/Gravel demo	
Temporary barricades and dust protection	
Remove and dispose of existing turf	
Excavation - Remove 4" gravel	
Concrete Floor (event floor space)	

Cast in place concrete	
General Conditions	
Liability Insurance	
Contractors Fee	
Sport Court (Pickleball, Basketball, Volleyball, etc.)	
Floor preparation, Omnisport Flat lay with heat welded seams, and Tarkolay moisture barrier.	
Paint game lines	
Retractable Turf (Football, baseball, softball, etc.)	
A retractable turf is necessary to create a multi-purpose use.	
Materials and installation	
Misc. Improvements	
Electrical improvements (outlets, lighting, security cameras, etc.)	
Wall drape for event floor events (300 feet wide by 12 feet tall)	
Gym equipment (netting, balls, racks, etc.)	
Construction Contingencies (5%)	
Total Project Cost Estimate	\$769,508

Ongoing Operations Budget

FT Center - Special Revenue Fund Operating Budget

Explanation/Detail of Supplies or Services	2025 Budget
REVENUES:	
Recreation Fees	\$160,000
Ice Rental	\$861,000
Admissions	\$6,000
Dry Floor Events	\$0
Concessions	\$235,000
Skate Sharpening	\$4,000
Special Event Admissions	\$0
Catering	\$23,000
Facility Rentals (Field House, meeting rooms, etc.)	\$245,400
Advertising Fee	\$79,550
Naming Rights/Sponsorships	\$113,000
Interest Income	\$500
Vending Machines	\$7,000
Contributions	\$0
Misc. Revenue	\$14,600
Liquor	\$10,000
Beer	\$70,000
Wine	\$6,000

Non-Tax (Concessions)	\$12,000
ATM Revenue	\$500
Cash Over/Short	
Sale of Assets	\$0
Lease Revenue	\$10,000
Transfer In	\$0
TOTAL REVENUES	\$1,857,550
EXPENDITURES:	
PERSONAL SERVICES	
Regular Pay	\$489,400
Overtime Pay	\$0
Part Time Pay	\$251,100
PERA	\$54,300
FICA	\$45,700
Medicare	\$10,700
Insurance	\$68,500
Workers Comp	\$11,200
Unemployment Compensation	\$0
TOTAL PERSONAL SERVICES	\$930,900
SUPPLIES	
Fuels & Lubes	\$300
Uniform Allowance	\$1,800
Operating Supplies	\$87,750
Merchandise For Resale	\$107,700
TOTAL SUPPLIES	\$197,550
SERVICES & CHARGES	
Professional Services	\$0
Telephone	\$4,200
Postage	\$50
Conferences/Schools	\$2,500
Marketing	\$5,000
Publishing	\$3,200
Insurance	\$37,200
Utilities	\$384,000
Building/Equipment Maint.	\$60,000
Contractual Services	\$41,850
Equipment Rental	\$0
Dues/Subscriptions	\$350
Taxes & Licenses	\$20,800
Credit Card Fees	\$26,300
TOTAL SERVICES & CHARGES	\$585,450

CAPITAL OUTLAY	
Buildings & Structures	\$113,000
Equipment	\$0
Zamboni	\$0
TOTAL CAPITAL OUTLAY	\$113,000
DEBT SERVICE (Copier lease)	\$8,000
TOTAL DEBT SERVICE	\$8,000
TRANSFER - General Fund/Capital Outlay Reserve	\$20,750
TOTAL EXPENDITURES	\$1,855,650
CHANGE IN FUND BALANCE	\$1,900
FUND BALANCE - BEGINNING	\$47,296
FUND BALANCE - ENDING	\$49,196

Ineligible Project Costs, although not limited to:

- 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.
- 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.

6. Program Income (unscored)

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

Yes or No: Yes

If yes, please specify how much and what for? The potential revenue from recreation fees and facility rentals amounts to \$405,000.

How did you determine that the fee is affordable for your communities? The City of Elk River has conducted recreation programming in our community since the late 1990's. This began with construction of the Emporium Community Recreation facility. The city has roughly 30 years of experience ensuring our recreation services are provided to residents at an affordable rate while ensuring sustainability of operations for the facility. Further, the city routinely leverages comparative market rates from our neighboring communities annually to stay competitive.

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 NAME:		City of Elk River	
FEDERAL PROJECT GRANT OPPORTUNITY TITLE:		Minnesota Multi-Purpose Community Facility Projects to Support Community Revitalization, Connectedness and Equity by Promoting Education, Work and Health	
FEDERAL CFDA NUMBER:			
GRANT AMOUNT:		\$769,508.00	
UFARS OBJECT CODES	100 SERIES – SALARIES	BUDGET AMT	FTE
			BUDGET LINE DESCRIPTION
110	Administration/Supervision/Manage	\$ -	N/A
186	Other Salary Payments	\$ 347,942.50	Estimated construction and installation labor costs. Labor will be calculated using prevailing wages when soliciting formal bids.
UFARS OBJECT CODES	300 SERIES – PURCHASED SERVICES	BUDGET AMT	BUDGET NARRATIVE DESCRIPTION
303	Federal Contracts/portion of each up to \$25,000 (include contractor's travel)		
304	Federal Contracts/portions of each exceeding \$25,000	\$ 347,942.50	Temporary barricades and dust protection, painting game lines, remove and dispose of existing turf, excavation of 4" gravel, cast in place concrete, floor preparation, Omnisport Flat lay with heat weld seams, Tarkolay moisture barrier, and a retractable turf.
305	Consulting Fees/Fees for Services	\$ 18,623.00	General conditions, liability insurance, and contractors fee.
UFARS OBJECT CODES	400 SERIES – SUPPLIES/MATERIALS – Consumable and Expendable Items. Not capital expenditures or capital equipment.	BUDGET AMT	BUDGET NARRATIVE DESCRIPTION
401	Supplies – Non-Instructional – example: office supplies, computer supplies, small computer equipment (not capital expenses), etc.	\$ 20,000.00	Gym equipment (netting, balls, racks, etc.)
455	Non-instructional non-capitalized tech supplies used with hardware/software. CDs, flash drives, cables, monitor stands	\$ 35,000.00	Electrical Improvements (outlets, lighting, security cameras, etc.)
UFARS OBJECT CODES	500 SERIES Equipment – Capital Equipment has useful live beyond one year (\$5,000 value if fed) or LEA's capitalization	BUDGET AMT	BUDGET NARRATIVE DESCRIPTION
505	Non-instructional Technology Software - software at or more \$5,000 or LEA capitalization	\$ -	N/A
510	Site or Grounds Acquisition	\$ -	N/A
520	Building Acquisition or Construction	\$ -	N/A
530	Other Equipment Purchased - not technology	\$ -	N/A
590	Other Capital Expenditures not listed above	\$ -	N/A
UFARS OBJECT CODES	800 SERIES – Other Expenditures & Indirect	BUDGET AMT	BUDGET NARRATIVE DESCRIPTION
899	Other Miscellaneous Expenditures – must identify specific expenditure in order to be considered for approval	\$ -	N/A
GRAND TOTAL GRANT REQUEST		\$ 769,508.00	
end of worksheet			