



Community Event Center Commission

Regular Meeting Agenda

Monday, August 11, 2025
6:30 PM
Furniture and Things Community
Event Center Party Room

-
1. CALL MEETING TO ORDER
 2. CONSIDER AGENDA
 3. CONSIDER MINUTES
 - 3.1 June 9 2025 Minutes
 4. OPEN FORUM

An opportunity to provide comments and feedback regarding items not on the agenda. Information provided in Open Forum will not be discussed at this meeting; rather, the information will be referred to staff and/or scheduled for discussion at a future meeting.
 5. PRESENTATIONS
 6. REPORTS
 - 6.1 Financial Report
 - 6.2 Manager's Report
 7. NEW BUSINESS
 - 7.1 2026 Budget
 - 7.2 Future of Community Event Center Commission
 8. OLD BUSINESS
 - 8.1 Field House Improvements
 9. MOTION TO ADJOURN REGULAR MEETING



**Regular Meeting of the
Community Event Center Commission
Held at Furniture and Things Community Event Center
Monday, June 9, 2025**

Members Present: Chair Mike Westgaard, Commissioners Kara Walker and Jim Hecker

Members Absent: Commissioner Mike Beyer

Staff Present: Assistant City Administrator/Business Services Director Joe Stremcha,
Community Event Center Manager Katie Harstad, Assistant Manager Jen Katke

Public Present: None

1. Call Meeting to Order

The June 9, 2025, meeting of the Community Event Center Commission was called to order by Chair Westgaard at 6:33 p.m.

2. Consider Agenda

Motion to by Commissioner Walker and seconded by Commissioner Hecker to approve the June 9, 2025, agenda as presented. Motion passes 3-0.

3.1. April 7, 2025 Minutes

Commissioner Hecker asked if there was any follow up from City Council regarding the commission. Mr. Stremcha replied Council took most of the CECC's recommendations, but wanted only 1 commissioner who lived outside the Elk River city limits who did not work full time/own a business in the city on the Commission. The previous week, City Council voted between Jeb and Kara, and Kara was voted in.

Motion by Commissioner Walker and seconded by Commissioner Hecker to approve the April 7, 2025, minutes as presented. Motion passes 3-0.

4. Open Forum

No one present.

5. Presentations

None

6.1. Financial Report

Mr. Stremcha presented the report.

6.2. Manager's Report

Ms. Harstad presented the report.

6.3. Communications Report

Ms. Harstad presented the report.

7.1. Field House Improvements

Ms. Harstad presented the turf and concrete quote and updates.

Chair Westgaard questioned how the turf would be rolled back. Ms. Harstad replied it is being cut into 12' pieces, and there will be a learning curve; but the team has put some ideas together to make it work.

7.2. 2026 Facility Rental Rates

Mr. Stremcha presented the report. Chair Westgaard noted the proposed rate seems in line with other rinks and seems appropriate with a 4% increase.

7.3. Policies and Procedures Update

Ms. Harstad presented the report.

7.4. Elect Vice Chair

Mr. Stremcha presented the report.

Commissioner Hecker questioned what the schedule would be of future meetings. Chair Westgaard suggests tabling that discussion until more board members are present.

Motion by Chair Westgaard and seconded by Commissioner Hecker to appoint Kara Walker as the Vice Chair of the Community Event Center Commission. Motion carries 2-0.

8. Old Business

Chair Westgaard sought the opinion of staff about continuing to have a commission.

Ms. Harstad replied she doesn't mind having the meetings, however the BRE's have become a great source of feedback on the direction to run the facility.

Commission members agreed they may not be needed anymore as the hospitality model seems to be handled well by the staff. Westgaard suggests adding an item to the August meeting when Councilmember Beyers returns to discuss the schedule and future of the commission.

9. **Motion to Adjourn Regular Meeting**

Motion by Commissioner Hecker and seconded by Vice Chair Walker to adjourn the meeting of the Community Event Center Commission. Motion carried 3-0.

The meeting was adjourned at 7:56 p.m.

Minutes prepared by Jen Katke/Laura Estby.

Mike Westgaard, Chair

Tina Allard, City Clerk

DRAFT





Request for Action

To
Community Event Center Commission

Item Number
6.1

Meeting Date
August 11, 2025

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

Item Description
Financial Report

Reviewed by
Katie Harstad
Joe Stremcha

Action Requested
Review the June 2024 and 2025 June YTD Financial Reports.

Background/Discussion

Total Revenue (Jan 1. - June 30.):

- 2024 = \$825,907
- 2025 = \$892,887

Total Expenses (Jan 1. - June 30.):

- 2024 = \$767,153
- 2025 = \$769,704

Total Revenue Over/(Under Expenditures (Jan 1. - June 30.):

- 2024 = \$58,754
- 2025 = \$123,182

Financial Impact

N/A.

Mission/Policy/Goal

Responsible for every dollar - good stewards.

Attachments

I. June 2024 YTD Financial Report

The Elk River Vision

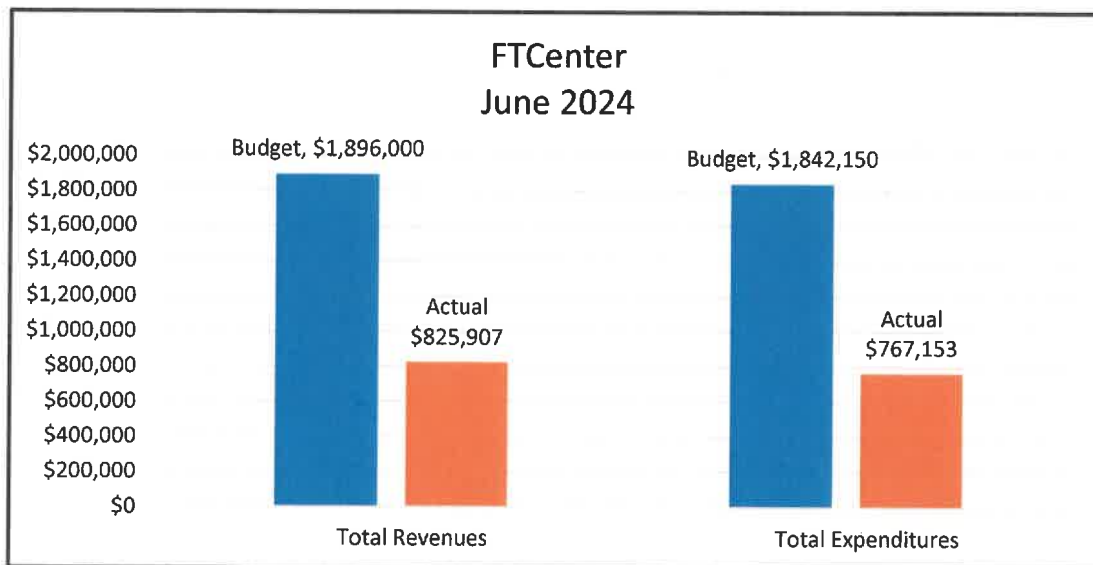
A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity



2. June 2025 YTD Financial Report

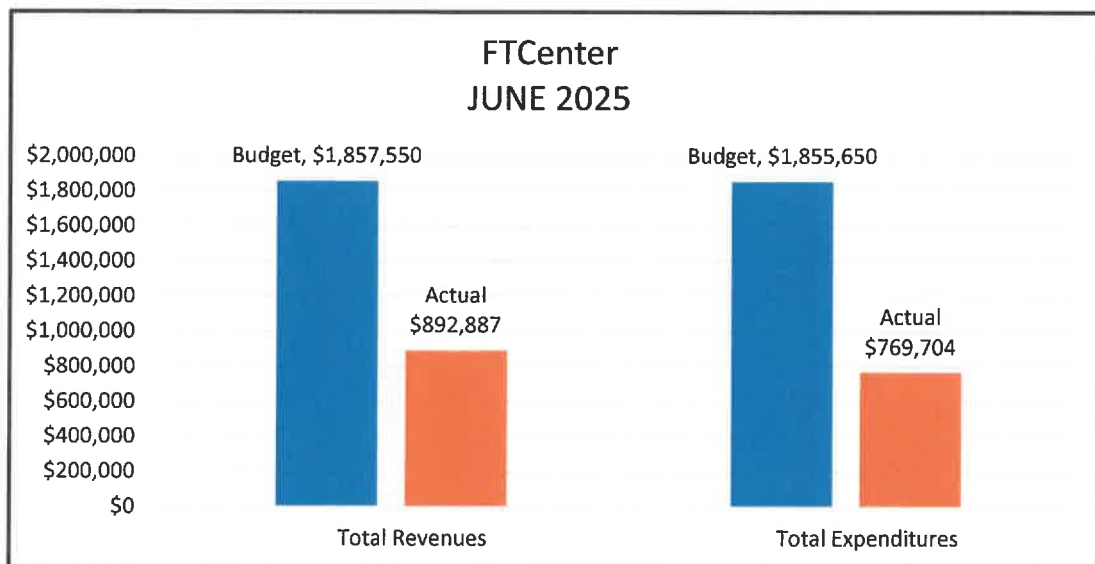
**CITY OF ELK RIVER
MULTIPURPOSE FACILITY - BUDGET TO ACTUAL
MONTH ENDED JUNE 30, 2024**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$893,500	\$403,893	45.20%
Admissions	45,000	24,106	53.57%
Dry Floor Events/Craft Shows	7,000	465	6.64%
Facility Rental	244,400	102,550	41.96%
Advertising/Naming Rights/Sponsorships	178,000	70,175	39.42%
Recreation fees (Skating/Hockey)	290,000	107,117	36.94%
Concessions/vending	229,000	110,757	48.37%
Other Revenues (interest, etc.)	9,100	6,844	75.21%
Total Revenues	\$1,896,000	\$825,907	43.56%
Operating expenses:			
Personal services	\$900,650	\$442,771	49.16%
Supplies	159,800	104,908	65.65%
Other service charges	661,300	219,474	33.19%
Capital Outlay	120,400	0	0.00%
Total Expenditures	\$1,842,150	\$767,153	41.64%
Revenues over/(under) expenditures	\$53,850	\$58,754	



**CITY OF ELK RIVER
FTCENTER - BUDGET TO ACTUAL
MONTH ENDED JUNE 30, 2025**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$861,000	\$381,730	44.34%
Admissions	6,000	10,493	174.88%
Dry Floor Events/Craft Shows	0	0	0.00%
Facility Rental	245,400	114,694	46.74%
Advertising/Naming Rights/Sponsorships	192,550	89,183	46.32%
Recreation fees (Skating/Hockey)	160,000	86,636	54.15%
Concessions/catering/vending	363,000	199,910	55.07%
Other Revenues (interest, etc.)	29,600	10,240	34.60%
Total Revenues	\$1,857,550	\$892,887	48.07%
Operating expenses:			
Personal services	\$930,900	\$431,217	46.32%
Supplies	197,550	96,012	48.60%
Other service charges	585,450	242,475	41.42%
Capital Outlay	141,750	0	0.00%
Total Expenditures	\$1,855,650	\$769,704	41.48%
Revenues over/(under) expenditures	\$1,900	\$123,182	





Memorandum

Item: 6.2

To: Community Event Center Commission

From: Community Event Center Manager Katie Harstad

Date: August 11, 2025

Subject: Community Event Center Manager's Report

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

Staffing Additions

- Overlook Chef – Tori Lyle

BRE Visits (Business Retention & Engagement)

- **Elk River Figure Skating Club** – Staff met with club members to continue conversations about the club and how it fits with the FT Center's Learn to Skate programming.

Naming Rights and Sponsorship Update

Contract negotiations are in progress for a new naming rights sponsorship of the Field. A formal agreement will be presented to the City Council for approval on August 18, 2025. The proposed agreement outlines annual sponsorship revenue of \$19,500 over a seven-year term.

Additionally, a second Zamboni wrap sponsorship has been secured. The wrap is scheduled for installation in August and will generate \$4,000 in annual revenue over a three-year period.

Game and Tournament Schedule

The game and tournament schedule for all home affiliate groups has been finalized earlier than in previous years, due in large part to the timely approval of facility rental rates by City Council. This early confirmation has allowed for improved planning, coordination, and communication with user groups. A comprehensive schedule of all major games and tournaments is attached for reference.

Past and Upcoming Events

As of July 31, 2025, the FT Center has received a total of 219 event inquiries, resulting in 106 confirmed bookings. This includes 59 party package requests, of which 44 have been successfully secured. Below is a summary of notable past and upcoming events:

- Hot Tub Swim and Spa Sale, LLC: The Field House was rented for four consecutive weekends by Hot Tub Swim and Spa Sale, LLC, generating \$21,097 in additional facility rental revenue.
- Softball League Concessions – Partnership with Parks and Recreation: Beginning August 12, Parks and Recreation has coordinated with Overlook Catering to provide concessions services at the Dave Anderson Athletic Complex during Tuesday evening softball leagues, enhancing the spectator and participant experience.
- Celebration of Life Event – July 9: Overlook Catering provided full-service support for a Celebration of Life held in the Café on July 9, resulting in \$3,704 in catering revenue.
- Elk RiverFest – July 26: Overlook Catering was selected to provide alcohol service for Elk RiverFest. While overall event attendance was lower than projected, bar sales contributed \$1,400 in catering revenue.

Rinks & Links Lunches

City staff collaborated closely with the organizers of the Rinks & Links Summer Hockey and Golf Youth Camp, which utilized the Field House, to implement a structured lunch program for camp participants. The program averaged 44 enrolled campers per month and generated an additional \$14,088 in catering revenue for The Overlook throughout the season.

Facility Issues & Operational Updates

Staff have been actively addressing a series of facility-related equipment challenges and continue to work diligently to implement timely and effective solutions.

- Sound System Failure: For the second time this year, one of the building's amplifiers failed, resulting in a complete loss of audio throughout the facility and a persistent loud buzzing from all speakers. A temporary replacement unit has been installed while the original component undergoes repair.
- Lighting System Malfunction: The facility's automated lighting system has been inoperable since Fall 2024, causing all interior lights to remain on 24 hours a day. Complicating the issue, the original installation electrician has retired. Staff have made multiple efforts to coordinate with the system manufacturer to resolve the issue, but a solution has not yet been identified.
- Exterior Fence Damage: On August 1, a semi-truck delivering hot tubs for a spa sale event accidentally damaged the fence on the northwest corner of the facility. Fortunately, the spa vendor assisted in connecting staff with the responsible carrier, allowing a claim to be filed with their insurance provider.

Lobby Bulletin Boards

Two large bulletin boards have been installed in the lower lobby to centralize and organize facility communications, reducing the number of signs and posters taped throughout the building. One board will be dedicated to ice arena news and updates, while the other will feature general facility events and announcements. The marketing department is currently developing clear and professional posting guidelines to ensure consistent and effective communication.

Sherburne County Fair Parade

On July 19, 2025, staff successfully participated in the Sherburne County Fair Parade, representing the facility with pride and professionalism. Facility Worker and Ice Resurfacers Dennis Walker operated the Zamboni and showcased throughout the parade route. The effort was supported by members of the management team and staff, contributing to a strong and engaging community presence. The team looks forward to participating in the Homecoming parade in September.

Open Programming & Coaching

In April 2025, staff provided community members with the ability to purchase access to open areas whenever these spaces were not privately rented (within the facility hours set by other usage). In early August of 2025, a decision was made to end the allowance of private lessons on open programming ice effecting September 1, 2025.

PROGRAM	2024	2025	Difference
Open Skate	\$7,280	\$8,140	\$860
Open Stick & Puck	\$2,091	\$16,591	\$14,500
Open Hockey	\$1,010	\$2,975	\$1,965
Open Turf	\$1,335	\$1,780	\$445
TOTAL	\$11,716	\$29,486	\$17,770

Drive a Zamboni

Staff launched a new program to sell Zamboni driving lessons to the general public on July 15th. There have been 9 inquiries and two have booked their dates for lessons so far. The FT Center will be offering two Zamboni opportunities:

- Drive a Zamboni | \$75
 - Half-hour session during the weekday open ice times
 - Drive the Zamboni out to center ice
 - Receive a photo of you on the Zamboni
- Operate a Zamboni | \$200
 - Two-hour session during the weekday open ice times
 - Make a full sheet of ice
 - Receive a certificate of completion
 - Receive a framed photo of you on the Zamboni with a keychain

Overlook Catering Vehicle

The City's Fleet Manager, Mitch Litfin, successfully repurposed a decommissioned Chevrolet Tahoe, formerly part of the Fire Department's fleet, into a dedicated catering vehicle for The Overlook. The vehicle was retrofitted to meet catering service needs, including the removal of existing graphics, application of The Overlook branding, and interior modifications to create a flat cargo area with a secure safety barrier separating the driver and passenger compartment from the storage space. This cost-effective conversion enhances the operational efficiency and mobility of The Overlook's catering services.



2025-2026 Home Game Hockey Schedule

Friday, September 12, 2025	MN Squatch	TENTATIVE vs Gophers - Exhibition Game	7:15pm
Friday, September 19, 2025	MN Squatch	vs NW Express	7:15pm
Saturday, September 20, 2025	MN Squatch	vs Isanti Outlaws	7:15pm
Friday, October 17, 2025	MN Squatch	vs Blue Ox	7:15pm
Saturday, October 25, 2025	MN Squatch	vs Mullets	7:15pm
Friday, October 31, 2025	MN Squatch	vs Dells Ducks	7:15pm
Saturday, November 1, 2025	MN Squatch	vs Dells Ducks	7:15pm
Friday, November 7, 2025	ERHS Girls	vs Minnetonka	4pm JV & 6pm Varsity
Wednesday, November 12, 2025	MN Squatch	vs Steele Co	7:15pm
Tuesday, November 18, 2025	ERHS Girls	vs Champlin Park/Coon Rapids	5pm JV & 7pm Varsity
Thursday, November 20, 2025	ERHS Girls	vs Osseo/Park Center	5pm JV & 7pm Varsity
Friday, November 21, 2025	MN Squatch	vs Wisconsin Rapids	7:15pm
Saturday, November 22, 2025	MN Squatch	vs Wisconsin Rapids	7:15pm
November 28-30, 2025	ERYHA	Mite Barn Burner Tournament	All Weekend
Tuesday, December 2, 2025	ERHS Girls	vs Centennial/Spring Lake Park	5pm JV & 7pm Varsity
Friday, December 5, 2025	MN Squatch	vs Hudson Havoc	7:15pm
Saturday, December 6, 2025	ERHS Girls	vs Moorhead	12pm JV & 2pm Varsity
Tuesday, December 9, 2025	ERHS Boys	vs Sartell	5pm JV & 7pm Varsity
Thursday, December 11, 2025	ERHS Boys	vs Anoka	5pm JV & 7pm Varsity
December 12-24, 2025	ERYHA	ERYHA Squirt Tourney (SQB1, SQB2)	All Weekend
Tuesday, December 16, 2025	ERHS Girls	vs Andover	5pm JV & 7pm Varsity
Thursday, December 18, 2025	ERHS Girls	vs Duluth	4pm JV & 6pm Varsity
Saturday, December 20, 2025	ERHS Girls	vs Anoka	11am JV & 1pm Varsity
Saturday, December 20, 2025	MN Squatch	Squatch vs Hudson Havoc	7:15pm
December 26-28, 2025	ERYHA	Twaddle Tourney (BB1, BB2, BAA)	All Weekend
Friday, January 2, 2026	ERHS Boys	vs Bemidji	4pm JV & 6pm Varsity
Saturday, January 3, 2026	ERHS Boys	vs Brainerd	12pm JV & 2pm Varsity
Tuesday, January 6, 2026	ERHS Boys	vs Totino-Grace	5pm JV & 7pm Varsity
Thursday, January 8, 2026	ERHS Boys	vs Armstrong/Cooper	5pm JV & 7pm Varsity
Friday, January 9, 2026	ERHS Girls	vs Grand Rapids	4pm JV & 6pm Varsity
Saturday, January 10, 2026	MN Squatch	Squatch vs Blue Ox	7:15pm
Tuesday, January 13, 2026	ERHS Boys	Boys vs STMA	5pm JV & 7pm Varsity
Thursday, January 15, 2026	ERHS Girls	vs Rogers	5pm Varsity & 7pm JV
Thursday, January 15, 2026	ERHS Boys	vs Rogers	5pm JV & 7pm Varsity
Friday, January 16, 2026	MN Squatch	vs Steele Co	7:15pm
Tuesday, January 20, 2026	ERHS Boys	vs Champlin Park	5pm JV & 7pm Varsity
Thursday, January 22, 2026	ERHS Boys	vs Centennial	5pm JV & 7pm Varsity
January 23-25, 2026	ERYHA	McLaughlin Tournament	All Weekend
Tuesday, January 27, 2026	ERHS Girls	vs Forest Lake	5pm JV & 7pm Varsity
Thursday, January 29, 2026	ERHS Girls	vs Blaine	5pm JV & 7pm Varsity
Friday, January 30, 2026	MN Squatch	vs NW Express	7:15pm
Saturday, January 31, 2026	MN Squatch	vs Mullets	7:15pm
Friday, February 6, 2026	ERHS Boys	vs Moorhead	5pm JV & 7pm Varsity
Tuesday, February 10, 2026	ERHS Boys	vs St. Cloud Tech	5pm JV & 7pm Varsity
Friday, February 13, 2026	MN Squatch	vs NW Express	7:15pm
Saturday, February 14, 2026	MN Squatch	vs Isanti Outlaws	7:15pm
Friday, February 20, 2026	MN Squatch	vs Hudson Havoc	7:15pm
February 27-March 1, 2026	ERYHA	Mite Jamboree Tournament	All Weekend
Friday, February 27, 2026	MN Squatch	vs. TBD (Playoffs)	7:15pm
Saturday, February 28, 2026	MN Squatch	vs. TBD (Playoffs)	7:15pm
Sunday, March 1, 2026	MN Squatch	TENTATIVE vs. TBD (Playoffs)	6:00pm
Friday, March 6, 2026	MN Squatch	TENTATIVE vs. TBD (Playoffs)	7:15pm
Saturday, March 7, 2026	MN Squatch	TENTATIVE vs. TBD (Playoffs)	7:15pm
Sunday, March 8, 2026	MN Squatch	TENTATIVE vs. TBD (Playoffs)	6:00pm
Friday, March 13, 2026	MN Squatch	TENTATIVE vs. TBD (Playoffs)	7:15pm
Saturday, March 14, 2026	MN Squatch	TENTATIVE vs. TBD (Playoffs)	7:15pm
Sunday, March 15, 2026	MN Squatch	TENTATIVE vs. TBD (Playoffs)	6:00pm



Request for Action

To
Community Event Center Commission

Item Number
7.1

Meeting Date
August 11, 2025

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

Item Description
2026 Budget

Reviewed by
Katie Harstad
Joe Stremcha

Action Requested
Recommend, by motion, the 2026 budget to City Council as presented by staff.

Background/Discussion
Staff will present the 2026 budget.

Financial Impact
N/A

Mission/Policy/Goal
Responsible for every dollar - good stewards.

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
Community Event Center Commission

Item Number
7.2

Meeting Date
August 11, 2025

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

Item Description
Future of Community Event Center Commission

Reviewed by
Katie Harstad
Joe Stremcha

Action Requested
Discuss the future of the Community Event Center Commission.

Background/Discussion
June 9 Meeting Minutes:

Chair Westgaard sought the opinion of staff about continuing to have a commission. Ms. Harstad replied she doesn't mind having the meetings. However, the BRE's (business retention and expansion meetings) have become a great source of feedback on the direction to run the facility. Commission members agreed they may not be needed anymore as the hospitality model seems to be handled well by the staff. Westgaard suggests adding an item to the August meeting when Councilmember Beyers returns to discuss the schedule and future of the commission.

The following action is necessary should the commission agree to disband:

- Recommend to the City Council, by motion, that the Community Event Center Commission be disbanded at the end of (Insert month and year).

The City Council would then approve the final meeting minutes as reviewed by the commission chair and adopt a resolution to discontinue and disband the Community Event Center Commission.

Financial Impact
None.

Mission/Policy/Goal
Appropriately govern in an ever-changing environment.

Attachments
None

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Request for Action

To
Community Event Center Commission

Item Number
8.1

Meeting Date
August 11, 2025

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

Item Description
Field House Improvements

Reviewed by
Katie Harstad
Joe Stremcha

Action Requested
Review the field house improvements as presented by staff.

Background/Discussion

City Council awarded the following projects at their Regular Meeting on June 2, 2025:

- Thompson Construction of Princeton Inc. for \$109,665 for a concrete floor installation in the field house as detailed in our request for proposals.
- Becker Arena Products, Inc. for \$127,557 to remove, modify, and reinstall our existing AT740 Sporturf by adding Velcro.

Staff are obtaining quotes for a Field House entrance improvement for direct access from the east vestibule and event curtains to surround the concrete floor 360-degrees.

Financial Impact

The total budget for this project is \$405,000. Expenses to date total \$237,222. Funds Remaining total \$167,778.

Mission/Policy/Goal

Opportunity to live, work, and play.
Meet changing needs - agile.
Responsible for every dollar - good stewards.

Attachments

None

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