



## **COMMUNITY CENTER ADVISORY BOARD MEETING AGENDA**

**Meeting: February 2, 2026**

**Place: NEW Buffalo Area Community Center**

**114 Commerce Circle, Buffalo MN**

**Time: 5:00 pm**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF JANUARY MEETING MINUTES**
- 4. ADDITIONS/DELETIONS**
- 5. OPEN FORUM**
- 6. BYLAWS UPDATE**
- 7. REVIEW FEE WAIVER POLICY**
- 8. MANAGER'S UPDATE**
- 9. OTHER BUSINESS**
- 10. NEXT REGULAR MEETING**

**March 2, 2026 at 5:00pm**

- 11. ADJOURN**

**Casual walk through of building.**



**Community Center Advisory Board**  
**Meeting Minutes**  
**January 5, 2025**

Pursuant to due call and notice thereof, the Buffalo Community Center Advisory Board of the City of Buffalo, Minnesota, held a regular meeting at the Buffalo Community Center on the 5th day of January, at 5:00 p.m.

Board members present: Jason Thornton, Fred Naaktgeboren, Amy Wittmann, Benji Shirm, Tammy Johnson, Debbie Pohlkamp

Staff members present: Adam Leiferman, Teri Welter, Crystal Lee

Board members absent: George Fantauzza (City Council Liaison) Adi Anderson (Youth Ambassador), Eric Erlandson (Community Education Liaison)

**1. Call to Order**

Chairperson Naaktgeboren called the meeting to order at 5:00 pm.

**2. Selection of 2026 Chair and Vice Chair**

Fred Naaktgeboren nominated by Benji Shirm and 2<sup>nd</sup> by Debbie Pohlkamp so he will stay on as Chair and Tammy Johnson nominated by Amy Whittmann and 2nd by Benji Shirm so she will stay on as Vice Chair.

**3. APPROVAL of December 1st Meeting Minutes**

Johnson made a motion to approve the minutes as presented. Shirm seconded the motion.

VOTE	Pohlkamp	Wittmann	Johnson	Naaktgeboren	Thornton	Fantauzza	Shirm
Aye	X	X	X	X	X		X
Nay							
Abstain							
Absent						X	

6-0. All members vote in favor, motion carries.

**4. Additions/Deletions - None**

**5. Open Forum** – A resident had asked if the Bylaws were updated and if so, when and she would like to see the Bylaws for the Advisory Board and where are they located on the website. Leiferman stated they have not been updated since 2023 and now would be a great time to review them to make changes. Leiferman did not know exactly where to find the bylaws online and he will check with the website team to see how they can be viewed in the future.

**6. Advisory Board Membership** - Gerri Bokusky's term has expired after serving two consecutive 3-year terms. Debbie Pohlkamp took her place on the board.

**7. Manager Update:** – Leiferman stated the January 1<sup>st</sup> Game-a-thon was well received. Thornton stated there were 50-60 people in attendance all day long. It was a great day.

The Council Liaison will be decided tonight at the council meeting. We will have that information

**Community Center Advisory Board  
Meeting Minutes  
January 5, 2025**

at the next meeting.

Trailblazer Transit will provide multiple stops "guaranteed stops" per day for residents of the downtown apartments to the new Center location. This generous donation will take place May, June, and July. This will give us data as to when certain days and times are most important to those individuals who live downtown.

We have 3 You-Hoot drivers so far and will be continuing to look for more drivers. We will be checking to see if drivers need to carry additional insurance to give rides to people.

We are working with KJ Branding for our signage at the new location. We are a month or so away from having the signs put up on the outside of the building.

We are still looking for a Youth Ambassador to sit on the board. Please let us know if you have anyone in mind.

We would like to ask for help serving lunch for our Valentines Day lunch. Debbie Pohlkamp and Tammy Johnson volunteered to help on February 13<sup>th</sup> from 11:00 – 1:30 pm.

Rental fee for civic organizations will remain free for the rest of 2026. We need to come up with a plan for who qualifies, and we will bring that information to the board next month to vote on.

We plan on moving the last week of April and having a soft opening during the month of May where we will have regular hours Monday – Friday. The Grand Opening is planned for June 9<sup>th</sup> from 5:00 – 8:00 PM. We plan a big turnout so we will be getting a golf Cart to transfer people to the community center from the Buffalo Covenant church parking lot if need be. We will check to see if we can get additional carts from Trueman if they are available. We will expand our hours in June right after the grand opening to 7 days a week.

**8. Other Business - No**

**9. Next Meeting – February 2<sup>nd</sup>, 5:00 pm at the new location**

**10. Adjourn – Johnson motions to adjourn at 6:07 pm and Shirm 2<sup>nd</sup> it.**

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Chairperson

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Community Center Staff Member



## COMMUNITY CENTER ADVISORY BOARD AGENDA REPORT

**MEETING DATE:** February 2, 2026

**PREPARED BY:** Adam Leiferman

**PRESENTED BY:** Adam Leiferman

**AGENDA ITEM:** BYLAWS UPDATE

### BACKGROUND SUMMARY:

Bylaws are the formal rules that define how the Buffalo Area Community Center Advisory Board is governed and operated, including decision-making processes and responsibilities. They are essential because they provide clarity, consistency, and accountability, helping ensure the board runs smoothly, transparently, and in alignment with its purpose.

Updating the bylaws now is especially important as we move to a new facility that will serve more people, since growth brings new needs, increased complexity, and broader community impact. Revised bylaws and the updated purpose statement allow us to reflect on the core strategies of the City of Buffalo and ensure they align with the goals of this board. The core strategies are:

- Maintain small-town feel
- Balanced growth
- A destination for living, working, and visiting
- Community centered service and engagement
- Safe, welcoming, and connected community
- Strong and resilient operations
- Innovative and forward-thinking governance

The first page is a "Purpose Statement". This is a separate document to the "Bylaws".

### RECOMMENDED ACTION:

Review the attached purpose statement and bylaws and provide feedback. Staff will consider input from the BACC Advisory Board, incorporate appropriate revisions, and present the final documents to City Council for adoption.



## The Buffalo Area Community Center Advisory Board



### Purpose Statement

**Purpose:** The Buffalo Area Community Center exists to bring people together to connect, create, and celebrate life as a community. We provide inclusive programs, activities, and shared spaces that support wellness, creativity, learning, and social connection for people of all ages, backgrounds, and abilities. Through recreation, arts, education, and gathering opportunities, we help residents stay active, discover new interests, and share their talents with one another.

**Values:** We believe everyone deserves to feel welcome, valued, and included in community life. The Buffalo Area Community Center is guided by a commitment to accessibility, collaboration, and public service. We value partnerships with public agencies, nonprofits, and community groups, and we intentionally share our spaces to strengthen local initiatives and encourage collaboration for the common good.

We are guided by community voices and strive to remain responsive, inclusive, and reflective of Buffalo's diverse needs and hopes. The Advisory Board plays a key role in upholding these values by listening, advising city leadership, advocating for inclusive programming, and helping guide decisions that serve the public interest.

**Vision:** We envision a Buffalo where the Community Center is a vibrant hub of connection and possibility. More than a building, but a place where neighbors meet, ideas grow, and community life thrives. Together with residents, partners, and the Advisory Board, we are building a stronger, more connected Buffalo today and for generations to come.

### **Advisory Board Decision-Making Lens**

At each monthly, publicly open meeting, the Advisory Board will use the following lens when considering actions and recommendations.

**Mission:** What are we doing? Does this support the Center's purpose of inclusive connection, wellness, creativity, and community life?

**Values:** Why and how are we doing it? Does this reflect our commitment to accessibility, collaboration, and community voice?

**Vision:** Where are we going and when? Does this move the Center toward a stronger, more connected Buffalo, now and for future generations?

## **BYLAWS OF THE BUFFALO AREA COMMUNITY CENTER ADVISORY BOARD**

- **Article I Identification**

The name of the Community Center is the Buffalo Area Community Center (BACC), which is a facility operated by the City of Buffalo.

- **Article II Purpose**

The BACC Advisory Board will serve as advisors to oversee the physical facility housing the Community Center and will promote the best possible use of programming, education, and the recreational and social needs of people of all ages.

- **Article III Advisory Board**

### Section 1 Number and qualifications

The Advisory Board is composed of six (6) citizen members as appointed by the Buffalo City Council. The City Council shall appoint one (1) of its members to serve on the Advisory Board as a voting member. No more than three (3) Youth Ambassadors are invited to participate on the board as non-voting members. They will be asked to attend all meetings and provide input on youth programming and suggestions for advertising to youth. One (1) member-at-large from outside the city limits may be asked to serve as a non-voting advisory member. The BACC Manager and other City staff will serve as ex-officio members and are non-voting members.

### Section 2 Term of Office

The term of the membership shall be three (3) years. A member may apply to renew their term membership one time through the application process afforded to all citizens of Buffalo. The City Council liaison will be appointed yearly by Buffalo City Council for a one (1) year term. Youth Ambassadors and the Member-at-large will be appointed by application to the BACC Manager and Assistant Manager. Any member may terminate their membership on the Advisory Board by making a written statement to the Chairperson and BACC Manager.

### Section 3 Disqualifications and Vacancies

Any member who moves out of the City limits of Buffalo shall be responsible for notifying the BACC Manager. Upon receipt of such notification, the City staff shall be promptly notified, and the position shall be declared vacant. Missing more than three (3) meetings in a twelve (12) month period without explanation (unexcused) may result

in a recommendation for removal from the board. It shall be the duty of the BACC Manager to notify the City staff of the vacancy.

#### Section 4 Officers

Officers shall be chosen by the membership annually to serve one year. The officers shall consist of a Chairperson and a Vice-Chairperson. Duties of the officers will be customary and usual for the office held. No Chairperson shall be elected who has not completed at least one (1) year as a member of the board. Meeting minutes are taken by BACC staff.

Duties of the officers are as follows:

Chairperson The Chairperson shall preside over the Advisory Board and the Executive Committee meetings. It is the duty of the Chairperson to call the Advisory Board to order at the appointed time, to state and put all questions properly before the board and preserve order. The Chairperson has the authority to establish committees and appoint members to committees if there are no volunteers.

Vice-Chairperson The Vice-Chairperson assumes the duties of the Chairperson in their absence.

Elections - Nominations for officers may be made from the floor. Each candidate elected assumes office at the end of the previous officer's term. A person cannot serve as an elected officer for more than two (2) consecutive years.

#### Section 5 Ex-officio members

The BACC Manager and other City staff are ex-officio members and have no vote on the board. However, the manager and/or other City staff may call Executive meetings as needed, prepare and review minutes and agendas for meetings, and give staff reports at the board meetings.

- **Article IV Meetings**

Section 1 The Advisory Board shall hold meetings at a time established and approved by the Buffalo City Council. Meetings of the Advisory Board will be held on the first Monday of the month at 5:00 pm. Other meetings of the Advisory Board may be called by the Advisory Board Chairperson and/or the BACC Manager. Any meeting cancelled can be done so by the Center Manager or Parks and Rec Director.

#### Section 2 Quorum

The number of voting Advisory Board members present to meet Quorum is four (4). A Quorum of the voting members of the Advisory Board must be present for the transaction of business. Notices of meetings will be sent to all Advisory Board members one week prior to each meeting and posted as required. If it is determined ahead of time that a quorum will not be met for the regularly scheduled meeting, the meeting will be cancelled and posted as required.

#### Section 4 Order of business at regular meetings

- a. Call to order
- b. Adoption of or amendment to agenda
- c. Approve the minutes
- d. Open forum
- e. Manager's update
- f. Other business
- g. Next meeting
- h. Adjourn

#### Section 5 Parliamentary Authority

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meeting.

- **Article V Amendments**

Authority to make or alter the by-laws of the Advisory Board shall be vested in the members subject to the approval of the Buffalo City Council. Amendments shall be upon affirmative vote of the member majority.

**On February 2, 2026 the BACC Advisory Board amended and changed the following:**

- Updated the purpose statement page and made it a separate document to better reflect the goals of the new facility
- Changed the Advisory Board name to Buffalo Area Community Center Advisory Board
- Youth Ambassador membership added
- Member-at-large membership added
- Removed Secretary and Assistant Secretary officer positions (minutes taken by BACC staff)
- Revised meeting times
- Removal of the Executive committee



## COMMUNITY CENTER ADVISORY BOARD AGENDA REPORT

**MEETING DATE:** February 2, 2026

**PREPARED BY:** Adam Leiferman

**PRESENTED BY:** Adam Leiferman

**AGENDA ITEM:** RENTAL FEE WAIVER POLICY

### BACKGROUND SUMMARY:

The Buffalo Area Community Center rents rooms for public and private events. Staff often receive requests to use these spaces for free, but past partnerships have made it difficult to apply fee waivers consistently. To address this, staff propose a formal policy that explains when rental fees may be waived.

Fees may only be waived for events that provide a clear public benefit, such as community access, education, outreach, charitable activities, or local economic development. Events must be open to the public and not mainly intended to generate revenue.

The policy sets clear eligibility criteria for both the organization and the event. It also explains the approval process, which includes an application, proof of liability insurance naming the City as an additional insured, and compliance with all City policies. The City may also request in-kind contributions, such as volunteer support, donations, or promotional assistance.

Please see the attached forms

- Fee Waiver FORM
- Fee Waiver POLICY
- Fee Waiver CRITERIA

### RECOMMENDED ACTION:

Review the attached forms and offer feedback. Staff will consider feedback from the BACC Advisory Board and city attorney before submitting for Council approval.



# **BUFFALO AREA COMMUNITY** **CENTER - FEE WAIVER FORM**



Applicant Name:

Today's Date:

Name of Organization

Phone Number:

Email Address:

Event Dates

Governmental agencies, non-profit organizations (that are located in the Buffalo Area and serve the Buffalo community), and "community service organizations" can apply for a fee waiver with the Buffalo Area Community Center. Applications are only considered for entirely free events that benefit community health, safety, and well-being without generating revenue. Events with ticket sales or any form of revenue will not qualify. The Buffalo Area Community Center may waive up to 100% of the rental fee for eligible events, determined on a case-by-case basis.

Fee waiver applications are reviewed and approved/rejected by Center staff. If an event or program needs additional review by the Buffalo Area Community Center Advisory Board, a representative from your organization may be asked to be present at an Advisory Board meeting to address any questions the Board may have about your event.

- Waiver requests must be submitted ten (10) days prior to the date of the event.
- Center staff or the Center Advisory Board may require in-kind contributions such as volunteer support and/or promotion of City programs.

Applicant Signature:

Date

Affiliation with organization

This request is subject to Open Records under the Public Information Act; however, personal contact information are considered confidential. Listing your personal information is optional. By signing this acknowledgement, the requestor is indicating their approval to release their personal contact information should they include it on this request form.

# **BUFFALO AREA COMMUNITY**

## **CENTER - FEE WAIVER FORM**



Name of organization and main contact.

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What day or days are you requesting a fee waiver?

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What is your organization's mission statement or purpose?

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Approximate # of attendees and impact to City staff and facility operations.

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In what way will your group minimize the impact to City staff, maintenance, and facility operation?

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Scheduling and the use of facilities and events depend on the availability of the requested spaces. These requests do not take precedence over City programs and activities, nor do they override prior commitments to external parties. Additionally, adjustments may be made if reasonable changes can be implemented to accommodate a paying rental.

### **STAFF USE ONLY**

What impact will this have on staff and facility?

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Circle one:

Approved

More Information Needed

Denied

Signature:

Date:

## **FACILITY FEE WAIVER** **POLICY**

Facility fees for the use of Buffalo Area Community Center rooms may be waived by the City of Buffalo in certain limited cases. Applicants requesting such a waiver must submit documents demonstrating that they fall within the following three categories and are providing a clear public benefit:

- Governmental agencies: Including other municipalities, County or State agencies.
- Non-profit organizations: Including 501(c)(3) and 501(c)(4) organizations located in the Buffalo Area or serving the Buffalo community.
- Buffalo civic groups: Organizations that directly benefit the Buffalo community, such as community groups without non-profit status.

To request a waiver, applicants must:

1. Submit a letter or email to the Buffalo Area Community Center stating the reason(s) for the waiver. The communication must be from an authorized representative.
2. Submit a Fee Waiver Form for the specific room or facility.
3. Provide certification of the applicant's 501(c)(3) or 501(c)(4) status, or other applicable documents.
4. If approved, and the request is for a public event that will include more than 50 people, submit a copy of insurance naming the City of Buffalo as the Certificate Holder and an Endorsement stating, "The City of Buffalo, its officers, officials, agents, and volunteers are to be covered as additionally insured."

The City of Buffalo, has enrolled in a program that allows the "user" of a municipal facility, school, or other local government property, to secure cost effective liability insurance, which provides protection for you as well as the governmental entity. GatherGuard is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue. Third-Party Property Damage Coverage is also provided. Go to <https://app.gatherguard.com/?v=0501-2053> to Get a Free Quote

Some fee waiver applications may need additional review by the Buffalo Area Community Center Advisory Board. Facility fee waivers that need further review, will be presented to the Buffalo Area Community Center Advisory Board for approval or denial. Certain expenses, like the cost of decoration, some requested amenities, or special utilities, may not be waived without documented financial hardship.

## **FACILITY FEE WAIVER** **CRITERIA**

When reviewing a waiver request, the following criteria should be considered:

- The organization must show proof of valid 501(c)(3) or 501(c)(4) status. If not a nonprofit, it must be a community service organization benefiting Buffalo area residents.
- Consider the impact on facilities, department activities, and staff. If significant, assess whether volunteer services or public benefits offset these impacts. Volunteer services are subject to Center staff or Buffalo Community Center Advisory Board approval and may require City staff for assistance.
- A Certificate of General Liability Insurance must be submitted 30 days before the event, with coverage no less than \$1,000,000 per occurrence and endorsed to include "the City of Buffalo and its officers, officials, employees, agents, and volunteers" as additionally insured.
- Scheduling and use of facilities depend on availability and do not take precedence over City programs or prior commitments.
- Permittees must take reasonable steps to minimize impacts on City facilities, programs, and residents. Thorough clean up of the facility is the responsibility of the organization. Permittee agrees to supervise all invitees, guests, and members.
- Within 30 days post-event, for future waiver consideration, the permittee shall provide a report to the Center manager, including participant numbers, event revenue and expenses, and any City benefits. Center staff will update the Advisory Board with event feedback for future improvements.

Failure to adhere to these rules may result in denial of future fee waiver requests.



## COMMUNITY CENTER ADVISORY BOARD AGENDA REPORT

**MEETING DATE:** February 2, 2026  
**PREPARED BY:** Adam Leiferman  
**PRESENTED BY:** Adam Leiferman  
**AGENDA ITEM:** MANAGERS UPDATE

### BACKGROUND SUMMARY:

#### New software:

Training with Rec Technologies started January 27<sup>th</sup>. 6+ hours of training per week with goal of April being the month to launch. We plan to have every person who comes into the new community center to become a "member" on our new software. Name, phone, address. Checking in at the front desk is important for staff and customer safety, to track attendance at special events, identify

Bringing technology advancements to recreation

**Stress-free reservations.**  
Our reservations designed to reduce the need for staff, members, visitors and members to check in and out without having to wait in line.

**Mobile-First**  
The majority of traffic is driven by smartphones, build mobile native solutions.

**Personalized**  
Use your preferences and history to give your family the easiest experience.

**Marketplaces**  
Auto-magically turn on affordable access to instructors and programs.

#### Signage:

Designing is still being done by KJ Branding. Provide feedback on the design during the walking tour. Attached is a draft of the "Founders Wall" that will be placed near the entrance/reception area.



**Staff Updates:**

Staff have been busy with hosting and planning events. Great job to Teri, Maddie, and Crystal at the Senior Spa Day event. It was very well received by the guests who participated, and the group of volunteers were amazing. There were so many happy people in the Center on that day. Planning is underway for the grand opening party on June 9<sup>th</sup>. Plans are underway to work with the City of Montrose to host two Movies In The Park this year. There have been requests to serve more people in the Buffalo Hanover Montrose School Districts and utilizing our movie license is a great way we can help. It lowers the cost for the event for our neighbors, it expands our reach, and the heavy lifting will be done by Montrose Staff. We will utilize our license and be the partner for this special event. It will be free and open to the public. Live entertainment is booked for our Valentine's Day lunch. A maximum of 40 participants will be allowed, and we anticipate that to fill up. Adam meets regularly with construction staff, IT department, and the Cable Commission to secure A/V needs, etc.

**Youth Ambassador:**

We have had two applications for this position, and it was unanimously decided to invite both applicants to join the Advisory Board at the next meeting on February 2<sup>nd</sup>. Adi will finish her term as Youth Ambassador at the end of the school year upon graduation.

**Upcoming Events:**

AARP tax prep starts tomorrow, grand opening plan for June 9<sup>th</sup> (5pm-8pm), Wright Wellness 5K Walk May 30, National Night Out August 4, Movies in the Park with City of Montrose August 21 and Sept 25, Touch a Truck October 2<sup>nd</sup>.

**RECOMMENDED ACTION: none**