



Regular Meeting
&
Closed Meeting
Agenda

- Regular meeting in Council Chambers
- Closed meeting in Upper Town Conference Room immediately following regular meeting

-
1. CALL MEETING TO ORDER
 2. PLEDGE OF ALLEGIANCE
 3. CONSIDER AGENDA
 4. CONSENT AGENDA

Considered to be routine and noncontroversial and will be approved by one motion. There will be no separate discussion of these items unless there is a request to remove the item from the consent agenda to the regular agenda.

 - 4.1 DRAFT Minutes - October 20, 2025
 - 4.2 Check Register
 - 4.3 Balance Sheet
 - 4.4 Revenue/Expenditure Reports
 5. 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.
 6. PUBLIC HEARINGS

An opportunity for the public to express their opinions and raise questions pertaining to the agenda item. All comments become part of the official public record. For this reason, all comments must be made at the podium so they can be heard and recorded. Comments may also be provided in writing. There will not be deliberations, discussions, or answers to questions until the hearing is closed. It is important to be courteous and allow each presenter to comment before adding additional testimony.
 7. GENERAL BUSINESS

Items in which the information is presented by city staff or consultants, then deliberation and action occur. General Business items are not opportunities to receive or provide public input. However, the presiding officer may, at its sole discretion, solicit public feedback.

 - 7.1 Presentation - Beautification Award Winner
 - 7.2 Twin City Metal Works Loan Maturity and Payoff
 8. OPEN DISCUSSION

This section is reserved for the board and staff to discuss relevant topics, updates, and other non-action items of the board.
 9. MOTION TO ADJOURN REGULAR MEETING
 10. CLOSED MEETING - PID #75-00757-0105 - 17610 TYLER ST. NW

10.1 Statement to be read by the Chair:

"The Economic Development Authority will be closing the meeting pursuant to MN Statute Section 13D.05, Subdivision 3(c)(1) to consider offers or counteroffers relating to the sale of PID 75-00757-0105, 17610 Tyler ST. NW."

10.2 Motion Calling Closed Meeting

10.3 Hold Closed Meeting

10.4 Motion to Adjourn Closed Meeting

The Elk River Vision

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





**Meeting of the Economic Development
Authority
Held at the Elk River City Hall
Monday, October 20, 2025**

Members Present: President Matt Westgaard, Councilmember Mike Beyer, Councilmember Cory Grupa, Councilmember Jennifer Wagner, Commissioner Jeff Hartwig, Councilmember J. Brian Calva, Commissioner Charlie Blesener (arrived at 5:33 p.m.)

Members Absent: None

Staff Present: Economic Development Specialist Joshua Mollan, Records Specialist Dawn Robertson, and Recording Secretary Jolene Richter

1. CALL MEETING TO ORDER

Pursuant to due call and notice thereof, the meeting was called to order at 5:30 p.m..

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

Commissioner J. Brian Calva and seconded by Commissioner Cory Grupa to approve the agenda. Motion Carried 6-0.

4. CONSENT AGENDA

Moved by Commissioner Mike Beyer and seconded by Commissioner Jennifer Wagner to approve the following consent items as outlined in their respective staff reports. Motion Carried 6-0.

4.1 DRAFT Minutes - September 15, 2025

4.2 Check Register

4.3 Balance Sheet

4.4 Revenue/Expenditure Reports

5. OPEN FORUM

No one appeared for open forum.

6. PUBLIC HEARINGS

There were no public hearings.

7. GENERAL BUSINESS

7.1 Beautification Award Recommendation

The staff report was presented.

The committee recommends the Elk River Area Chamber for the 2025 Beautification Award.

Moved by Commissioner J. Brian Calva and seconded by Commissioner Mike Beyer to approve the 2025 Beautification Award winner as recommended by the Beautification and Public Art Committee. Motion Carried 7-0.

8. OPEN DISCUSSION

Mr. Mollan provided the following updates:

- The Cool Jobs Tours is this Thursday, October 23, 4:00 p.m. to 7:30 p.m. They will be touring Sportech, Alliance Machine, Timron, and Metal Craft. Both Mr. O'Neil and Mr. Mollan will attend to assist with the tour.
- The Garden Gem Awards: all 4 have been awarded. They made the front cover of the Star News. They are also working on a subpage on the Economic Development website for photos. They went with an engraved 9" garden stone for the winners.
- The Development Minute for J and J has been posted. They also just made one for Timron, so that will be out soon, and then MC's Pub will be next.
- Open for Business Reels: They just completed the Chamber, so that will be out soon, then they will go out to Pickle Paradise and Price Homes.
- The first week in November, Mr. O'Neil and Mr. Mollan will attend the MN Realtors Expo in Minneapolis.

9. MOTION TO ADJOURN REGULAR MEETING

Moved by Commissioner Jennifer Wagner and seconded by Commissioner Mike Beyer to adjourn the meeting. Motion Carried 7-0.

The regular meeting adjourned at 5:39 p.m. President Westgaard called the closed meeting to order at 5:43 p.m.

10. CLOSED MEETING - PID #75-00757-0105 - 17610 TYLER ST. NW

Commissioners Present: President Westgaard, Commissioners Grupa, Hartwig, Calva, Westgaard, Beyer, Wagner, and Blesener

Staff Present: Economic Development Specialist Josh Mollan, Records Specialist Dawn

Robertson, and Recording Secretary Jolene Richter

Others Present: Ryan Hardin, Hardin Companies

President Westgaard read the following statement:

10.1 Statement to be read by the Chair:

"The Economic Development Authority will be closing the meeting pursuant to MN Statute Section 13D.05, Subdivision 3(c)(1) to consider offers or counteroffers relating to the sale of PID 75-00757-0105, 17610 Tyler ST. NW."

10.2 Hold Closed Meeting

10.3 Motion to Adjourn Closed Meeting

Moved by Commissioner J. Brian Calva and seconded by Commissioner Jennifer Wagner to adjourn the meeting. Motion 7-0.

The meeting adjourned at 05:56 PM

Minutes prepared by Jolene Richter.

Matt Westgaard, EDA President

Tina Allard, City Clerk

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Net Invoice Check Amount	GL Account Number
CITY OF ELK RIVER								
920								
10-2025 EDA	1	EDA SALARIES - OCT 25	Invoice	11/10/2025	11/17/2025	10,127.06	10,127.06	920-4-6210-4101
10-2025 EDA	2	EDA SALARIES - OCT 25	Invoice	11/10/2025	11/17/2025	1,050.00	1,050.00	920-4-6210-4103
10-2025 EDA	3	EDA SALARIES - OCT 25	Invoice	11/10/2025	11/17/2025	777.97	777.97	920-4-6210-4104
10-2025 EDA	4	EDA SALARIES - OCT 25	Invoice	11/10/2025	11/17/2025	634.11	634.11	920-4-6210-4105
10-2025 EDA	5	EDA SALARIES - OCT 25	Invoice	11/10/2025	11/17/2025	153.68	153.68	920-4-6210-4107
10-2025 EDA	6	EDA SALARIES - OCT 25	Invoice	11/10/2025	11/17/2025	1,445.40	1,445.40	920-4-6210-4108
10-2025 EDA	7	EDA REIMB - SUPPLIES/STAPLES	Invoice	11/10/2025	11/17/2025	46.04	46.04	920-4-6210-4201
10-2025 EDA	8	EDA REIMB - SUPPLIES/AMAZON	Invoice	11/10/2025	11/17/2025	2.67	2.67	920-4-6210-4201
10-2025 EDA	9	EDA REIMB - POSTAGE	Invoice	11/10/2025	11/17/2025	1.74	1.74	920-4-6210-4322
Total 17440 CITY OF ELK RIVER:						14,238.67	14,238.67	
Total 920:						14,238.67	14,238.67	
JOSHUA MOLLAN								
920								
10302025JM	1	REIMB MILEAGE MOLLAN	Invoice	10/30/2025	11/30/2025	16.38	16.38	920-4-6210-4331
11062025JM	1	REIMB MILEAGE/PARKING - MNCAR	Invoice	11/06/2025	12/06/2025	34.78	34.78	920-4-6210-4331
Total 14730 JOSHUA MOLLAN:						51.16	51.16	
Total 920:						51.16	51.16	
STAR BANNERS								
920								
68765	1	BANNERS-TOGETHER ER	Invoice	10/28/2025	11/27/2025	75.80	75.80	920-4-6210-4349
Total 12158 STAR BANNERS:						75.80	75.80	
Total 920:						75.80	75.80	
E C M PUBLISHERS INC								
920								
1070143	1	MANUFACTURING WK ADV	Invoice	10/19/2025	11/30/2025	550.00	550.00	920-4-6210-4349
Total 14130 E C M PUBLISHERS INC:						550.00	550.00	
Total 920:						550.00	550.00	
KUTAK ROCK LLP								
920								
3641431	1	LEGAL - GENERAL	Invoice	10/20/2025	11/19/2025	238.50	238.50	920-4-6210-4304
Total 52416 KUTAK ROCK LLP:						238.50	238.50	
Total 920:						238.50	238.50	
Total :						15,154.13	15,154.13	
Grand Totals:						15,154.13	15,154.13	

GL Account Number	Debit	Credit	Net
920-4-6210-4101	10,127.06	.00	10,127.06
920-4-6210-4103	1,050.00	.00	1,050.00
920-4-6210-4104	777.97	.00	777.97
920-4-6210-4105	634.11	.00	634.11
920-4-6210-4107	153.68	.00	153.68
920-4-6210-4108	1,445.40	.00	1,445.40
920-4-6210-4201	48.71	.00	48.71
920-4-6210-4304	238.50	.00	238.50
920-4-6210-4322	1.74	.00	1.74
920-4-6210-4331	51.16	.00	51.16
920-4-6210-4349	625.80	.00	625.80
Grand Totals:	15,154.13	.00	15,154.13

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
00/00	15,154.13	.00	15,154.13
Grand Totals:	15,154.13	.00	15,154.13

CITY OF ELK RIVER

Balance Sheet
October 31, 2025

Fund 920 - EDA

<u>Assets</u>			
920-1010	Cash - EDA	<u>2,475,766.26</u>	
	Total Assets		<u><u>2,475,766.26</u></u>
<u>Fund Equity</u>			
920-2400	Fund Balance	2,418,623.64	
	Revenues over Expenditures - YTD	<u>57,142.62</u>	
	Total Fund Equity		<u>2,475,766.26</u>
	Total Liabilities & Equity		<u><u>2,475,766.26</u></u>

CITY OF ELK RIVER
 Revenues with Comparison to Budget
 For the Months Ending October 31, 2025

Fund 920 - EDA

		Period Actual	YTD Actual	Budget	Unexpended	PCNT
920-3-0000-3111	Property Taxes	-	220,862.92	427,000.00	206,137.08	52%
920-3-0000-3322	MV Credit	111.70	111.70	-	(111.70)	0%
920-3-0000-3342	Other Local Grants	-	1,600.00	-	(1,600.00)	0%
920-3-0000-3621	Interest Income	5,567.07	57,496.68	25,000.00	(32,496.68)	230%
920-3-0000-3629	Miscellaneous Revenue	-	38.30	-	(38.30)	0%
920-3-0000-3949	Transfer-HRA	-	4,000.00	4,000.00	-	100%
Total Fund Revenue		5,678.77	284,109.60	456,000.00	171,890.40	62%

CITY OF ELK RIVER
 Expenditures with Comparison to Budget
 For the Months Ending October 31, 2025

Fund 920 - EDA

	Period Actual	YTD Actual	Budget	Unexpended	PCNT
920-4-6210-4101 Regular Pay	10,127.08	94,284.50	130,800.00	36,515.50	72%
920-4-6210-4103 Part-time Pay	1,050.00	9,450.00	12,600.00	3,150.00	75%
920-4-6210-4104 PERA	777.97	7,231.67	10,000.00	2,768.33	72%
920-4-6210-4105 FICA	638.77	5,913.80	8,800.00	2,886.20	67%
920-4-6210-4107 Medicare	154.84	1,429.91	2,100.00	670.09	68%
920-4-6210-4108 Insurance	1,445.40	14,088.60	25,500.00	11,411.40	55%
920-4-6210-4109 Workers Comp	142.00	541.00	650.00	109.00	83%
920-4-6210-4201 Office Supplies	0.02	217.24	3,000.00	2,782.76	7%
920-4-6210-4212 Fuels & Lubes	-	-	50.00	50.00	0%
920-4-6210-4304 Legal Fees	438.50	438.50	10,000.00	9,561.50	4%
920-4-6210-4319 Professional Services	-	-	25,000.00	25,000.00	0%
920-4-6210-4321 Telephone	-	330.00	400.00	70.00	83%
920-4-6210-4322 Postage	-	0.70	100.00	99.30	1%
920-4-6210-4331 Travel, Conferences & Schools	66.38	5,264.44	11,000.00	5,735.56	48%
920-4-6210-4349 Advertising/Marketing	2,377.20	17,246.42	73,600.00	56,353.58	23%
920-4-6210-4359 Publishing	-	77.40	1,000.00	922.60	8%
920-4-6210-4361 Insurance	-	108.00	250.00	142.00	43%
920-4-6210-4404 Software Services	-	3,990.33	15,000.00	11,009.67	27%
920-4-6210-4433 Dues & Subscriptions	-	15,347.03	4,650.00	(10,697.03)	330%
920-4-6210-4440 Miscellaneous	7.44	3,007.44	73,500.00	70,492.56	4%
920-4-6210-4721 Transfer-General Fund	-	48,000.00	48,000.00	-	100%
Total Fund Expenditures	17,225.60	226,966.98	456,000.00	229,033.02	50%
Net Revenue Over Expenditures	(11,546.83)	57,142.62	-	(57,142.62)	0%



Request for Action

To
Economic Development Authority

Item Number
7.1

Meeting Date
November 17, 2025

Prepared By
Joshua Mollan, Economic Development Specialist

Item Description
Presentation - Beautification Award Winner

Reviewed by
Brent O'Neil
Cal Portner

Action Requested

Recognize the 2025 Beautification Award winner, Elk River Area Chamber of Commerce, with the presentation of the award by President Westgaard.

Background/Discussion

Following a recommendation from the Beautification and Public Art Committee, the EDA selected at its October meeting Elk River Area Chamber of Commerce (ERACC) as the winner of the 2025 Beautification Award.

The award was based on ERACC's remodel of their prominently located office into a modern and attractive property, which has positively contributed to the beauty of the community.

Staff will coordinate with ERACC on the commemorative award.

Financial Impact

N/A

Mission/Policy/Goal

The City Beautification Award recognizes business owners whose efforts to clean, repair, improve and enhance the overall aesthetics of either the interior or exterior of the business, property and/or space, thereby maintaining the beauty of their neighborhood and surroundings. It is presented to encourage community improvements, enhance the city's image, and economic vitality.

Attachments

- I. Beautification Award Winner Presentation

The Elk River Vision

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



BEAUTIFICATION AWARD WINNER

2025



BEAUTIFICATION
AWARD

See the Winner!



BEAUTIFICATION
& PUBLIC ART
COMMITTEE







♿
PARKING
VEHICLE ID
REQUIRED
UP TO \$200 FINE
FOR VIOLATION
VAN
ACCESSIBLE

509





CHAMBER
DOGAPALOOZA
Oct. 14th | 5-6:30pm
@Orono Dog Park



CONGRATS BEAUTIFICATION AWARD WINNER!





Request for Action

To
Economic Development Authority

Item Number
7.2

Meeting Date
November 17, 2025

Prepared By
Brent O'Neil, Economic Development Director

Item Description
Twin City Metal Works Loan Maturity and Payoff

Reviewed by
Cal Portner

Action Requested

Approve, by motion, a final payoff amount of \$935.21 for the Twin Cities Metal Works Microloan.

Background/Discussion

The EDA originated a loan of \$200,000 to Orluck Industries in 2018 on a five-year amortization schedule. The loan was extended two years by a 2020 agreement and reworked in 2022 as the company was being acquired and transitioning to its present operation, Twin City Metal Works. The reworked loan was scheduled to mature in July 2025. Because of the modified loan the EDA incurred \$4,027 in legal fees, which are reimbursable by the company and payable through the the loan. Additionally, there are several instances in which payments were received beyond the 10-day grace period each month. Some of those are attributable to the transition of company ownership. Others are related to a single monthly payment which was missed and subsequently created a cascade effect by creating a late fee on the next several payments, despite them being on time. In total, 14 late charges were logged. Staff feels six are warranted and eight can be considered incidental to cascade effects of one missed payment and one incident in which the post office inadvertently destroyed the check in the mail.

In addition to regular interest and the initial principal of \$200,000, the following additional charges would be due to satisfy the loan:

Late Fees: \$1,057.06
Legal Fees: \$4,027.00
Additional Interest: \$ 987.22

With payments made to date, the remaining balance on the loan, inclusive of these fees, is \$935.21 The company intends to pay the balance of the loan in full by November 30. The action requested would affirm the application of additional fees and set the remaining loan balance at \$935.21 as of November 18, 2025.

Upon full repayment, a satisfaction of mortgage will need to be approved by the board at a future meeting.

Financial Impact

\$935.21 remains due on the loan, inclusive of fees. An additional \$1,902.72 for eight late charges has not been applied to the payoff balance.

The Elk River Vision

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



Mission/Policy/Goal

Support Elk River Businesses

Attachments

None