



**Meeting of the Housing and
Redevelopment Authority
Held at the Elk River City Hall
Monday, August 4, 2025**

Members Present: Commissioner Dennis Chuba, Commissioner Nate Ovall, Commissioner Lynn Caswell, Commissioner Mel Beaudry, Mayor John Dietz

Members Absent: None.

Staff Present: Economic Development Director Brent O'Neil, Economic Development Specialist Joshua Mollan, and Recording Secretary Katie Porath

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

Mr. O'Neil asked to make announcements prior to Item 6.1.

Moved by Commissioner Dietz and seconded by Commissioner Caswell to approve the agenda, as amended. Motion carried 5-0.

4. CONSENT AGENDA

Moved by Commissioner Beaudry and seconded by Commissioner Caswell to approve the following consent items as outlined in their respective staff reports. Motion carried 5-0.

4.1 Draft HRA Minutes - July 7, 2025

4.2 Check Register

4.3 Balance Sheet

4.4 Revenue/Expenditure Reports

5. OPEN FORUM

No one appeared for open forum.

6. GENERAL BUSINESS

Mr. Mollan stated that there were 12 nominations for the Garden Gem Awards. Judging will take place in August and the award will be presented in September.

Mr. O'Neil thanked outgoing HRA Recording Secretary Jennifer Green for her work with the HRA and staff.

6.1 Satisfaction of Mortgage - Stimpson

Mr. Mollan presented the staff report.

Commissioner Ovall asked if staff could satisfy mortgages and the Commission could ratify them on the consent agenda in the future to save time. He asked staff to look at the HRA policy if this was allowed. The Commissioners felt this was a reasonable suggestion.

Moved by Commissioner Ovall and seconded by Commissioner Caswell to approve the Satisfaction of Mortgage for Marlin and Victoria Stimpson. Motion carried 5-0.

6.2 Housing Rehabilitation Loan Program Update

Mr. Mollan reviewed that the Center for Energy and Environment closed on a new loan for an air conditioner project. There are four new applications in process.

6.3 Presentation from Main Street Family Services and Sherburne County Health and Human Services
Jodi Heurung-Dick, Sherburne County Health and Human Services, and Julie Schultz, Main Street Family Services Executive Director, gave a presentation.

Main Street Family Services is located at 400 Jackson Ave and employs 17-18 staff. Further consideration by the Commission will be on the September HRA agenda.

7. MOTION TO ADJOURN REGULAR MEETING

Moved by Commissioner Caswell and seconded by Commissioner Ovall to adjourn the meeting. Motion carried 5-0.

The regular meeting adjourned at 6:09 p.m. Chair Chuba called the work session to order at 6:10 p.m.

8. WORK SESSION

8.1 2026 Budget Workshop

Mr. O'Neil presented the staff report. He outlined adding \$50,000 for contract work and demolition to support land development, with the rest of the budget remaining mostly flat. The increase would be covered by interest from invested funds. The levy would remain relatively flat compared to 2025.

Mr. O'Neil stated the budget will return at the next HRA meeting for formal approval.

Commissioner Ovall asked what was included in the 'contractual services' category. Mr. O'Neil responded that line item included the downtown planters.

Mr. O'Neil also stated that the budgeted item for land has been moved from 'miscellaneous' to the 'land' column.

Commissioner Beaudry asked about budgeting for HRA commissioner pay. Mr. O'Neil stated the pay was included in the proposed budget as part-time wages.

Commissioner Ovall asked what amount of money should be kept in cash reserve. Mr. O'Neil stated that the HRA had \$2 million in their funds when they acquired the Main St and Gates Ave properties, his soft goal is to return to that amount. The EDA is also analyzing their amount of cash reserve.

Commissioner Ovall stated the Commission had the ability to borrow or levy if funds were low.

Commissioner Caswell felt the HRA should budget the additional \$50,000 proposed to allow for potential acquisition.

9. MOTION TO ADJOURN

Moved by Commissioner Caswell and seconded by Commissioner Dietz to adjourn the meeting. Motion carried 5-0.

10. CLOSED MEETING - PID 75-00131-1460

10.1 Statement to be read by the Chair:

"The Housing and Redevelopment Authority will be holding a closed meeting per MN Statute 13D.05, subd. 3(c)(5) to develop or consider offers relating to the possible purchase of real property at:

13690 186th Ave NW - PID 75-00131-1460

Commissioners Present: Chair Denny Chuba, Commissioners Nate Ovall, Mel Beaudry, Lynn Caswell, and John Dietz

Staff Present: Economic Development Director Brent O'Neil, Economic Development Specialist Josh Mollan, Community Development Director Zack Carlton, and Recording Secretary Katie Porath

Chair Chuba read the following statement:

10.2 Motion Calling Closed Meeting

10.3 Hold Closed Meeting

10.4 Motion to Adjourn Closed Meeting

Moved by Commissioner Ovall and seconded by Commissioner Caswell to adjourn the closed meeting. Motion carried 5-0.

The meeting adjourned at 6:44 p.m.

Minutes prepared by Katie Porath.



Denny Chuba, Chair



Tina Allard, City Clerk