



Regular Meeting  
&  
Work Session  
Agenda

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

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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 Check Register

4.2 Balance Sheet

4.3 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 Resolution 26-02: Project Update and Commitment of EDA Funds for IBDPI Grant Application for CDI

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. WORK SESSION

Work Sessions are less formal meetings to encourage dialog. Official action or votes are not typically taken. At the conclusion of a discussion, a simple consensus provides staff direction for execution of the item. This portion of the agenda is audio recorded but not video recorded or broadcast. Work Sessions are open to the public; however, visitors who wish

to provide input must be invited by the presiding officer, assume a seat at the discussion table and provide their full name and address for the official record.

#### 10.1 Retail Recruitment Strategy and Consultant

### II. MOTION TO ADJOURN

#### **The Elk River Vision**

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



Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Net Invoice Check Amount	GL Account Number
<b>CITY OF ELK RIVER</b>								
<b>920</b>								
1-2026 EDA	1	EDA SALARIES - JAN 26	Invoice	01/31/2026	02/20/2026	15,469.17	15,469.17	920-4-6210-4101
1-2026 EDA	2	EDA SALARIES - JAN 26	Invoice	01/31/2026	02/20/2026	1,050.00	1,050.00	920-4-6210-4103
1-2026 EDA	3	EDA SALARIES - JAN 26	Invoice	01/31/2026	02/20/2026	1,178.62	1,178.62	920-4-6210-4104
1-2026 EDA	4	EDA SALARIES - JAN 26	Invoice	01/31/2026	02/20/2026	961.76	961.76	920-4-6210-4105
1-2026 EDA	5	EDA SALARIES - JAN 26	Invoice	01/31/2026	02/20/2026	230.37	230.37	920-4-6210-4107
1-2026 EDA	6	EDA SALARIES - JAN 26	Invoice	01/31/2026	02/20/2026	1,512.00	1,512.00	920-4-6210-4108
1-2026 EDA	7	EDA SALARIES - JAN 26	Invoice	01/31/2026	02/20/2026	45.87	45.87	920-4-6210-4112
1-2026 EDA	8	EDA REIMB - SUPPLIES/STAPLES	Invoice	01/31/2026	02/20/2026	28.37	28.37	920-4-6210-4201
Total 17440 CITY OF ELK RIVER:						20,476.16	20,476.16	
Total 920:						20,476.16	20,476.16	
<b>JOSHUA MOLLAN</b>								
<b>920</b>								
2-04-2026 JM	1	REIMB POSTAGE MOLLAN	Invoice	02/09/2026	03/09/2026	11.95	11.95	920-4-6210-4322
2-05-2026 JM	1	REIMB MILEAGE MOLLAN	Invoice	02/09/2026	03/09/2026	30.45	30.45	920-4-6210-4331
Total 14730 JOSHUA MOLLAN:						42.40	42.40	
Total 920:						42.40	42.40	
<b>E C M PUBLISHERS INC</b>								
<b>920</b>								
1080743	1	EDA ANNUAL MEETING	Invoice	01/10/2026	02/09/2026	72.00	72.00	920-4-6210-4359
Total 14130 E C M PUBLISHERS INC:						72.00	72.00	
Total 920:						72.00	72.00	
<b>US BANK</b>								
<b>920</b>								
1262026 EDA CC P	2	EDAM - WINTER CONFERENCE O'NE	Invoice	01/26/2026	02/05/2026	1,185.00	1,185.00	920-4-6210-4331
1262026 EDA CC P	1	SECRETARY OF STATE - UCC FILING	Invoice	01/26/2026	02/05/2026	20.00	20.00	920-4-6210-4440
Total 35099 US BANK:						1,205.00	1,205.00	
Total 920:						1,205.00	1,205.00	
Total :						21,795.56	21,795.56	
Grand Totals:						21,795.56	21,795.56	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
920-4-6210-4101	15,469.17	.00	15,469.17
920-4-6210-4103	1,050.00	.00	1,050.00
920-4-6210-4104	1,178.62	.00	1,178.62
920-4-6210-4105	961.76	.00	961.76

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
920-4-6210-4107	230.37	.00	230.37
920-4-6210-4108	1,512.00	.00	1,512.00
920-4-6210-4112	45.87	.00	45.87
920-4-6210-4201	28.37	.00	28.37
920-4-6210-4322	11.95	.00	11.95
920-4-6210-4331	1,215.45	.00	1,215.45
920-4-6210-4359	72.00	.00	72.00
920-4-6210-4440	20.00	.00	20.00
Grand Totals:	<u>21,795.56</u>	<u>.00</u>	<u>21,795.56</u>

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
12/25	1,205.00	.00	1,205.00
01/26	72.00	.00	72.00
02/26	20,518.56	.00	20,518.56
Grand Totals:	<u>21,795.56</u>	<u>.00</u>	<u>21,795.56</u>

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
<b>998010826</b>										
01/26	01/08/2026	998010826	35099	US BANK	12262025 ED	920-4-6210-4433	.00	142.00	142.00	2
Total 998010826:							.00		142.00	
Grand Totals:							.00		142.00	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
920-2020	.00	142.00-	142.00-
920-4-6210-4433	142.00	.00	142.00
Grand Totals:	142.00	142.00-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

**CITY OF ELK RIVER**

Balance Sheet  
January 31, 2026

Fund 920 - EDA

Assets

920-1010	Cash - EDA	<u>2,645,206.99</u>	
	Total Assets		<u><u>2,645,206.99</u></u>

Liabilities

920-2020	A/P - EDA	<u>(142.00)</u>	
	Total Liabilities		(142.00)

Fund Equity

920-2400	Fund Balance	2,643,157.97	
	Revenues over Expenditures - YTD	<u>2,191.02</u>	
	Total Fund Equity		<u><u>2,645,348.99</u></u>
	Total Liabilities & Equity		<u><u>2,645,206.99</u></u>

**CITY OF ELK RIVER**  
 Revenues with Comparison to Budget  
 For the Month Ending January 31, 2026

Fund 920 - EDA

		Period Actual	YTD Actual	Budget	Unexpended	PCNT
920-3-0000-3111	Property Taxes	6,989.27	6,989.27	429,850.00	422,860.73	2%
920-3-0000-3621	Interest Income	6,219.75	6,219.75	75,000.00	68,780.25	8%
920-3-0000-3949	Transfer-HRA	-	-	4,500.00	4,500.00	0%
Total Fund Revenue		13,209.02	13,209.02	509,350.00	496,140.98	3%

**CITY OF ELK RIVER**  
 Expenditures with Comparison to Budget  
 For the Month Ending January 31, 2026

Fund 920 - EDA

	Period Actual	YTD Actual	Budget	Unexpended	PCNT
920-4-6210-4101 Regular Pay	-	-	138,000.00	138,000.00	0%
920-4-6210-4103 Part-time Pay	-	-	12,600.00	12,600.00	0%
920-4-6210-4104 PERA	-	-	10,550.00	10,550.00	0%
920-4-6210-4105 FICA	-	-	9,250.00	9,250.00	0%
920-4-6210-4107 Medicare	-	-	2,200.00	2,200.00	0%
920-4-6210-4108 Insurance	-	-	31,100.00	31,100.00	0%
920-4-6210-4109 Workers Comp	-	-	650.00	650.00	0%
920-4-6210-4201 Office Supplies	-	-	2,000.00	2,000.00	0%
920-4-6210-4212 Fuels & Lubes	-	-	50.00	50.00	0%
920-4-6210-4304 Legal Fees	-	-	10,000.00	10,000.00	0%
920-4-6210-4319 Professional Services	-	-	25,000.00	25,000.00	0%
920-4-6210-4321 Telephone	-	-	700.00	700.00	0%
920-4-6210-4322 Postage	-	-	100.00	100.00	0%
920-4-6210-4331 Travel, Conferences & Schools	-	-	12,500.00	12,500.00	0%
920-4-6210-4349 Advertising/Marketing	6,228.00	6,228.00	115,500.00	109,272.00	5%
920-4-6210-4359 Publishing	-	-	1,000.00	1,000.00	0%
920-4-6210-4361 Insurance	-	-	300.00	300.00	0%
920-4-6210-4404 Software Services	-	-	17,500.00	17,500.00	0%
920-4-6210-4433 Dues & Subscriptions	1,790.00	1,790.00	6,200.00	4,410.00	29%
920-4-6210-4440 Miscellaneous	3,000.00	3,000.00	18,500.00	15,500.00	16%
920-4-6210-4721 Transfer-General Fund	-	-	49,900.00	49,900.00	0%
<b>Total Fund Expenditures</b>	<b>11,018.00</b>	<b>11,018.00</b>	<b>463,600.00</b>	<b>452,582.00</b>	<b>2%</b>
<b>Net Revenue Over Expenditures</b>	<b>2,191.02</b>	<b>2,191.02</b>	<b>45,750.00</b>	<b>43,558.98</b>	<b>95%</b>



# Request for Action

**To**  
Economic Development Authority

**Item Number**  
7.1

**Meeting Date**  
February 17, 2026

**Prepared By**  
Brent O'Neil, Economic Development Director

**Item Description**  
Resolution 26-02: Project Update and Commitment of EDA Funds for IBDPI Grant Application for CDI

**Reviewed by**  
Brent O'Neil  
Cal Portner

## Action Requested

Adopt, by motion, the attached resolution designating EDA funds as the source of matching funds for an infrastructure grant application for the CDI project.

## Background/Discussion

Crystal Distribution, Inc. (CDI) continues to pursue the expansion of its Elk River site. We will provide an overall update on the project status and timelines. Additionally, we are finalizing an application to the state for grant funds under the Innovative Business Development Public Infrastructure program, which would help offset the cost of relocating public storm pipe through the site. A preliminary cost for the relocation is \$242,000, and it is estimated that \$92,000 would be available through the state program. The attached resolution commits the local match, \$150,000, to the relocation project.

As previously discussed with the board, the land sale would be set at a negotiated basis of \$1.70 per square foot, or \$518,000. The sale would include a provision that would provide an offset in the land price to account for CDI's cost of relocating the public utilities if other incentives, including Tax Increment Financing (TIF), were insufficient to cover all acquisition costs. This grant will lessen any offset needed in land price and may result in eliminating any offset requirement. The attachment shows the present estimate of costs and incentives related to the project.

Additionally, a City Council resolution of support is required for the grant, including a commitment of local funds. A similar resolution will be considered by the Council.

## Financial Impact

\$150,000 in match would be pledged from EDA funds. It is likely, however, TIF would be sufficient to cover this local match. If necessary, the land sale proceeds of \$518,000 would be more than sufficient to cover this match.

## Mission/Policy/Goal

Support industrial development.

## Attachments

The Elk River Vision

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



1. EDA IBDPI Resolution
2. Costs and Funding - Incentives



**City of Elk River  
Economic Development Authority**

**Resolution 26-\_\_\_\_\_**

**A Resolution of the Economic Development Authority of the City of Elk River  
Commit Matching Funds for Grant Application.**

**WHEREAS**, the Minnesota Innovative Business Development Public Infrastructure grant program provides funds up to 50% to fund economic development infrastructure needs and may be able to assist a public stormwater pipe relocation to support the building expansion of Crystal Distribution, Inc. (CDI).

**WHEREAS**, the City of Elk River would be the grant applicant and would seek \$92,000 in grant funds to be matched by \$150,000 in local funds to fund the stormwater pipe construction estimated at \$242,000.

**WHEREAS**, it is expected the local funds would be sourced from Tax Increment Financing, land sale proceeds related to the CDI project, or a combination of both.

**NOW, THEREFORE, BE IT RESOLVED** by the Economic Development Authority of the City of Elk River, Minnesota, that it pledges \$150,000 of EDA funds as local match for this grant application and requests the City Council authorize the submission of the application.

Passed and adopted this 17<sup>th</sup> day of February 2026.

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Matthew Westgaard, President

ATTEST:

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Recording Secretary

Proposed Incentive to CDI - Net Incentive for Acquisition Costs

**DRAFT - Estimates Only**

**Best Estimate**

Acquisition Costs

Land Acquisition	\$	518,000
Water Service Relocate	\$	25,000
Storm Water Relocate	\$	220,000
	\$	763,000

Proposed Incentives

TIF	\$	450,000
State JCF	\$	175,000
State IBDPI	\$	92,000
	\$	717,000

Land Price - Add'l Offset	\$	46,000
		(mid-range)

Delta



# Request for Action

**To**  
Economic Development Authority

**Item Number**  
10.1

**Meeting Date**  
February 17, 2026

**Prepared By**  
Brent O'Neil, Economic Development Director

**Item Description**  
Retail Recruitment Strategy and Consultant

**Reviewed by**  
Cal Portner

**Action Requested**  
This item is presented for information and discussion purposes.

**Background/Discussion**  
During the 2026 budget, the Board discussed engaging a consultant to support retail recruitment. The Board decided not to pursue this as a full-scale initiative, but did provide \$30,000 in the current budget for similar activities. We have received a proposal from Retail Strategies provide in-depth data research, psychographic analysis, leakage analysis, and consumer expenditure analysis, as well as strategy and marketing expertise. Further insight into this area can help direct strategy and resources. Board direction is requested, and a contract can be drafted for a future meeting if supported.

**Financial Impact**  
N/A

**Mission/Policy/Goal**  
Support commercial development.

**Attachments**  
None

## The Elk River Vision

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