



**Meeting of the Economic Development  
Authority  
Held at the Elk River City Hall  
Tuesday, January 20, 2026**

**Members Present:** President Matt Westgaard, Councilmember Mike Beyer, Councilmember Cory Grupa, Councilmember Jennifer Wagner, Commissioner Jeff Hartwig, Councilmember J. Brian Calva, Commissioner Charlie Blesener

**Members Absent:** None

**Staff Present:** Economic Development Director Brent O'Neil, Economic Development Specialist Joshua Mollan, 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**

**Moved by Commissioner Cory Grupa and seconded by Commissioner Jennifer Wagner to approve the agenda. Motion carried 7-0.**

**4. ANNUAL MEETING BUSINESS**

**4.1 Annual Election of Officers**

The staff report was presented.

**Moved by Commissioner Mike Beyer and seconded by Commissioner J. Brian Calva to keep the officers the same as 2025, nominating Matthew Westgaard as EDA President, Jennifer Wagner as EDA Vice President, and Jeff Hartwig as EDA Treasurer for 2026. Motion carried 7-0.**

**4.2 Committee Appointments**

**Moved by Commissioner Mike Beyer and seconded by Commissioner J. Brian Calva to keep the committee appointments the same as 2025, designating the following: Charlie Blesener and Matt Westgaard to the EDA-HRA Joint Finance Committee; Jennifer Wagner and Charlie Blesener to the Together Elk River Committee; J. Brian Calva and Cory Grupa to the Beautification and Public Art Committee; and Jennifer Wagner, Charlie Blesener, and J. Brian Calva to the Marketing Committee Motion carried 7-0.**

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4.3 Annual Review of Bylaws and Enabling Resolution

The staff report was presented.

There were no changes to the bylaws; no action needed.

4.4 2026 Meeting Schedule

The staff report was presented.

Mr. O'Neil posed the question for possible future meetings to either stagger the HRA and EDA times so they are closer together on the same day, or have them both on a different night of the week, or revamp the schedule completely.

President Westgaard stated that it makes sense for two purposes: one for efficiency for staff, and two, there is overlap in discussion purposes. For example, if there is an application, then there would be efficiency for the applicant as well.

Further discussion will be brought forward at a future meeting.

**Moved by Commissioner Charlie Blesener and seconded by Commissioner Jennifer Wagner to approve the schedule of regular EDA meetings for 2026. Motion carried 7-0.**

5. CONSENT AGENDA

**Moved by Commissioner Jennifer Wagner and seconded by Commissioner Mike Beyer to approve the following consent items as outlined in their respective staff reports. Motion carried 7-0.**

5.1 DRAFT Minutes - December 15, 2025

5.2 Check Register

5.3 Balance Sheet

5.4 Revenue/Expenditure Reports

5.5 Mortgage Satisfaction - Preferred Powder

6. OPEN FORUM

No one appeared for open forum.

7. PUBLIC HEARINGS

There were no public hearings.

8. GENERAL BUSINESS

No General Business items.

9. OPEN DISCUSSION

The staff report was presented.

Mr. O'Neil gave an update on the following:

- Kwik Trip wants to break ground in May.
- During the budgeting process, there was a marketing discussion. There is a company called Retail Strategies that reached out to staff. The company does research to see what the city has and needs, then goes to market on behalf of the community. Retail Strategies gave a proposal of \$10,000, which would include the research portion, but not the marketing portion. Mr. O'Neil stated that it is something worth considering to have better data for retail improvement. Commissioner Calva asked how they were gathering their information. Mr. O'Neil explained that they have a multitude of data sources, specifically one that is very comprehensive and has been able to pinpoint the flow of money and foot traffic. Mr. O'Neil has asked for a deliverable that they have done for another community, so we can see the things they have been able to track down and the sources they use. Mr. O'Neil would like to bring this discussion back to a future meeting. Commissioner Calva suggested that if they could provide a community that is local, in which they are familiar.
- Mr. O'Neil stated they have had a conversation with a hotel developer who has had some progress on a property in Elk River.

10. MOTION TO ADJOURN REGULAR MEETING

**Moved by Commissioner Mike Beyer and seconded by Commissioner J. Brian Calva to adjourn the regular meeting. Motion carried 7-0.**

The regular meeting adjourned at 5:49 p.m. President Westgaard called the work session to order at 5:50 p.m.

11. WORK SESSION

11.1 Tyler Site Project

The staff report was presented.

They received a call last week from DEED regarding one of the programs that has funding. DEED stated that they have \$92,000 available that could go towards the relocation of the pipes on the site. Staff is working fast to get the application submitted; as of right now, it doesn't sound like there is competition for the funding. The company for the site stated they have further good news to take additional steps for advanced design to get the project going as quickly as they can, and are projecting for April to move things forward. Mr. O'Neil asked the board if they needed to have any special meetings to move forward with this project with the aggressive timeline and needing permission from the EDA and the Council for the grant. He stated they would like to submit the grant application early in February. The board discussed possibly meeting on February 2, 2026, if needed.

Mr. O'Neil explained the history of the property as it was asked about in an earlier conversation. He

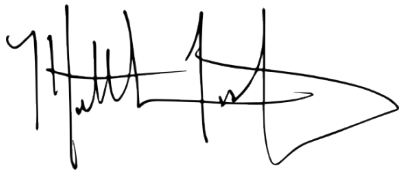
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explained that in 1999, the EDA purchased a Contract for Deed from Leroy and Ruth Brown that was about 80 acres. The EDA sold about half of that, which was wetland and unbuildable, and the rest of it was developed, except for the current site. The price at the time was \$470,000.

12. MOTION TO ADJOURN

**Moved by Commissioner Jeff Hartwig and seconded by Commissioner Charlie Blesener to adjourn the meeting. Motion carried 7-0.**

The meeting adjourned at 5:57 p.m.

Minutes prepared by Jolene Richter.



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Matt Westgaard, EDA President



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Jolene Richter, Deputy City Clerk