



Regular Meeting  
Agenda

- Regular meeting in Council Chambers

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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 DRAFT Minutes - March 16, 2026

4.2 Check Register

4.3 Balance Sheet

4.4 Revenue/Expenditure Reports

4.5 Lien Release - Twin City Metal Works

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.

6.1 Consider Land Sale to Crystal Distribution, Inc.

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 Disbanding the Together Elk River Committee

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



**Meeting of the Economic Development  
Authority  
Held at the Elk River City Hall  
Monday, March 16, 2026**

**Members Present:** President Matt Westgaard, Commissioners Cory Grupa, J. Brian Calva, Jeff Hartwig, Mike Beyer, and Jennifer Wagner

**Members Absent:** Commissioner Charlie Blesener

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

**1. CALL MEETING TO ORDER**

Pursuant to due call and notice thereof, the meeting was called to order at 05:30 PM.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3. CONSIDER AGENDA**

**Moved by Commissioner Jennifer Wagner and seconded by Commissioner Mike Beyer to approve the agenda. Motion carried 6-0.**

**4. CONSENT AGENDA**

**Moved by Commissioner J. Brian Calva and seconded by Commissioner Cory Grupa to approve the following consent items as outlined in their respective staff reports. Motion carried 6-0.**

4.1 DRAFT Minutes - January 20, 2026

4.2 DRAFT Minutes - February 17, 2026

4.3 Check Register

4.4 Balance Sheet

4.5 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 Review and Recommendation - Proposed Tax Increment District No. 30

The staff report was presented.

**Moved by Commissioner Jennifer Wagner and seconded by Commissioner Mike Beyer to Approve, by motion, the attached resolution recommending the City Council create Tax Increment Financing (TIF) No. 30 and adopt the TIF 30 project plan. Motion carried 6-0.**

8. OPEN DISCUSSION

Mr. O'Neil wanted to bring attention to Nature's Edge III business park; the empty parcel was used to dump dirt and fill from the other build sites. He stated that the commission should start thinking strategically about how to move forward with removing the dirt piling up on the parcel.

Mr. O'Neil discussed the Together Elk River Committee wanting to keep the initiative going, but in a different capacity. The committee would like to disband and combine with the marketing committee. They would like to be involved in larger city projects by creating short-term working committees, ex. the downtown project.

Mr. Mollan shared that the Beautification and Public Art Committee is moving forward with the Beautification Award and Garden Gem Awards programs this year, with some minor updates to the policies. The committee is also partnering with DERBA to help with a downtown cleanup project on Earth Day.

9. MOTION TO ADJOURN REGULAR MEETING

**Moved by Commissioner Mike Beyer and seconded by Commissioner Jeff Hartwig to adjourn the meeting of City Council. Motion carried 6-0.**

The regular meeting adjourned at 5:47 p.m. Chair Westgaard called the work session to order at 5:50 p.m.

10. WORK SESSION

10.1 Introduction to Project Fit

Mr. O'Neil shared with the commission that a nearby company, Project Fit, is considering building a new facility in Elk River. The company was described as a seat-cover distributor, with 12 current jobs

and plans to grow to at least 20. The building will be 55,000 sq ft minimum, with future phases to increase to 80,000 - 100,000 sq ft. Mr. O'Neil shared an aerial image of two sites in Elk River: a 7-acre site near the Sherburne County Government Center and the remaining 7-acre city-owned site in Nature's Edge III Business Park. The company has requested an incentive offering or a significant land price write-down.

The board was supportive of selling the city property and was supportive of a moderate incentive to assist the company at either site. Commissioner Westgaard asked about whether the remnant parcel at North Star Business Park would be available or a fit for the company, and to pursue that option as well.

## II. MOTION TO ADJOURN

**Moved by Commissioner Jennifer Wagner and seconded by Commissioner J. Brian Calva to adjourn the meeting. Motion Carried 6-0.**

The meeting adjourned at 6:04

Minutes prepared by Record's Specialist Dawn Robertson.

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Matt Westgaard, EDA President

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Jolene Richter, Deputy City Clerk

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>								
3-2026 EDA	1	EDA SALARIES - MAR 26	Invoice	04/14/2026	04/30/2026	10,405.62	10,405.62	920-4-6210-4101
3-2026 EDA	2	EDA SALARIES - MAR 26	Invoice	04/14/2026	04/30/2026	1,050.00	1,050.00	920-4-6210-4103
3-2026 EDA	3	EDA SALARIES - MAR 26	Invoice	04/14/2026	04/30/2026	798.86	798.86	920-4-6210-4104
3-2026 EDA	4	EDA SALARIES - MAR 26	Invoice	04/14/2026	04/30/2026	648.25	648.25	920-4-6210-4105
3-2026 EDA	5	EDA SALARIES - MAR 26	Invoice	04/14/2026	04/30/2026	157.04	157.04	920-4-6210-4107
3-2026 EDA	6	EDA SALARIES - MAR 26	Invoice	04/14/2026	04/30/2026	1,512.00	1,512.00	920-4-6210-4108
3-2026 EDA	7	EDA REIMB - WC JAN/JUN	Invoice	04/14/2026	04/30/2026	284.00	284.00	920-4-6210-4109
3-2026 EDA	11	EDA SALARIES - MAR 26	Invoice	04/14/2026	04/30/2026	48.85	48.85	920-4-6210-4112
3-2026 EDA	8	EDA REIMB - SUPPLIES/AMAZON	Invoice	04/14/2026	04/30/2026	3.00	3.00	920-4-6210-4201
3-2026 EDA	10	EDA REIMB - POSTAGE	Invoice	04/14/2026	04/30/2026	.77	.77	920-4-6210-4322
926	1	FTCENTER ADVERTISING - 4/1/26 - 3/	Invoice	02/26/2026	04/01/2026	2,200.00	2,200.00	920-4-6210-4349
3-2026 EDA	9	EDA REIMB - INS APR/JUN	Invoice	04/14/2026	04/30/2026	27.00	27.00	920-4-6210-4361
Total 17440 CITY OF ELK RIVER:						17,135.39	17,135.39	
Total 920:						17,135.39	17,135.39	
<b>JOSHUA MOLLAN</b>								
<b>920</b>								
3-30-2026JM	1	MARKETING SUPPLIES REIMBURSE	Invoice	03/30/2026	04/30/2026	11.72	11.72	920-4-6210-4349
Total 14730 JOSHUA MOLLAN:						11.72	11.72	
Total 920:						11.72	11.72	
<b>MNCAR</b>								
<b>920</b>								
262295	1	2026 ANNUAL ACCESS FEES	Invoice	03/15/2026	04/15/2026	2,800.00	2,800.00	920-4-6210-4433
Total 12540 MNCAR:						2,800.00	2,800.00	
Total 920:						2,800.00	2,800.00	
<b>E C M PUBLISHERS INC</b>								
<b>920</b>								
1093936	1	NOTICE - LAND SALE NORTH STAR	Invoice	04/04/2026	04/30/2026	197.00	197.00	920-4-6210-4359
Total 14130 E C M PUBLISHERS INC:						197.00	197.00	
Total 920:						197.00	197.00	
<b>ELK RIVER AREA CHAMBER OF COMMERCE</b>								
<b>920</b>								
17958	1	ANNUAL SUBSCRIPTION-GROW MN	Invoice	03/26/2026	04/10/2026	500.00	500.00	920-4-6210-4433
Total 17355 ELK RIVER AREA CHAMBER OF COMMERCE:						500.00	500.00	
Total 920:						500.00	500.00	
<b>REDI</b>								
<b>920</b>								
164429	1	ANNUAL DATA FEED & VIEWER 2026	Invoice	03/03/2026	04/01/2026	1,800.00	1,800.00	920-4-6210-4349

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Net Invoice Check Amount	GL Account Number
Total 30896 REDI:						1,800.00	1,800.00	
Total 920:						1,800.00	1,800.00	
<b>US BANK</b>								
<b>920</b>								
32526	EDA CC Pay	1 BLUE EGG BAKERY - SUPPLIES	Invoice	03/25/2026	04/08/2026	24.00	24.00	920-4-6210-4201
Total 35099 US BANK:						24.00	24.00	
Total 920:						24.00	24.00	
Total :						22,468.11	22,468.11	
Grand Totals:						22,468.11	22,468.11	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
920-4-6210-4101	10,405.62	.00	10,405.62
920-4-6210-4103	1,050.00	.00	1,050.00
920-4-6210-4104	798.86	.00	798.86
920-4-6210-4105	648.25	.00	648.25
920-4-6210-4107	157.04	.00	157.04
920-4-6210-4108	1,512.00	.00	1,512.00
920-4-6210-4109	284.00	.00	284.00
920-4-6210-4112	48.85	.00	48.85
920-4-6210-4201	27.00	.00	27.00
920-4-6210-4322	.77	.00	.77
920-4-6210-4349	4,011.72	.00	4,011.72
920-4-6210-4359	197.00	.00	197.00
920-4-6210-4361	27.00	.00	27.00
920-4-6210-4433	3,300.00	.00	3,300.00
Grand Totals:	22,468.11	.00	22,468.11

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
00/00	22,468.11	.00	22,468.11
Grand Totals:	22,468.11	.00	22,468.11

Report Criteria:

Report type: Invoice detail  
 Vendor.Vendor number = 12878,35099  
 Check.Type = {<>} "Adjustment"  
 Bank.Bank number = 2  
 [Report].Check Issue Date = 03/10/2026,03/19/2026

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
<b>5536</b>										
03/26	03/19/2026	5536	12878	GOLDEN SHOVEL AGENCY LLC	INV-2026000	920-4-6210-4349	.00	6,228.00-	6,228.00- V	2
Total 5536:							.00		6,228.00-	
<b>5544</b>										
03/26	03/19/2026	5544	12878	GOLDEN SHOVEL AGENCY LLC	INV-2026000	920-4-6210-4349	.00	6,228.00	6,228.00	2
Total 5544:							.00		6,228.00	
<b>998031026</b>										
03/26	03/10/2026	998031026	35099	US BANK	2252026 EDA	920-3-0000-3629	.00	512.70	512.70	2
Total 998031026:							.00		512.70	
Grand Totals:							.00		512.70	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
920-2020	6,654.65	7,167.35-	512.70-
920-3-0000-3629	.00	31.65-	31.65-
920-4-6210-4331	939.35	395.00-	544.35
920-4-6210-4349	6,228.00	6,228.00-	.00
Grand Totals:	13,822.00	13,822.00-	.00

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

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

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

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\_\_\_\_\_

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

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Report Criteria:

Report type: Invoice detail

Vendor.Vendor number = 12878,35099

Check.Type = {<->} "Adjustment"

Bank.Bank number = 2

[Report].Check Issue Date = 03/10/2026,03/19/2026

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**CITY OF ELK RIVER**

Balance Sheet  
March 31, 2026

Fund 920 - EDA

<u>Assets</u>			
920-1010	Cash - EDA	<u>2,620,126.63</u>	
	Total Assets		<u><u>2,620,126.63</u></u>
<u>Fund Equity</u>			
920-2400	Fund Balance	2,641,795.06	
	Revenues over Expenditures - YTD	<u>(21,668.43)</u>	
	Total Fund Equity		<u>2,620,126.63</u>
	Total Liabilities & Equity		<u><u>2,620,126.63</u></u>

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

Fund 920 - EDA

		Period Actual	YTD Actual	Budget	Unexpended	PCNT
920-3-0000-3111	Property Taxes	-	6,989.27	429,850.00	422,860.73	2%
920-3-0000-3621	Interest Income	6,118.58	18,324.87	75,000.00	56,675.13	24%
920-3-0000-3629	Miscellaneous Revenue	31.65	31.65	-	(31.65)	0%
920-3-0000-3949	Transfer-HRA	-	-	4,500.00	4,500.00	0%
Total Fund Revenue		6,150.23	25,345.79	509,350.00	484,004.21	5%

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

Fund 920 - EDA

	Period Actual	YTD Actual	Budget	Unexpended	PCNT
920-4-6210-4101 Regular Pay	10,405.62	25,874.79	138,000.00	112,125.21	19%
920-4-6210-4103 Part-time Pay	1,050.00	2,100.00	12,600.00	10,500.00	17%
920-4-6210-4104 PERA	798.87	1,977.49	10,550.00	8,572.51	19%
920-4-6210-4105 FICA	678.80	1,640.56	9,250.00	7,609.44	18%
920-4-6210-4107 Medicare	164.21	394.58	2,200.00	1,805.42	18%
920-4-6210-4108 Insurance	1,512.00	3,024.00	31,100.00	28,076.00	10%
920-4-6210-4109 Workers Comp	-	-	650.00	650.00	0%
920-4-6210-4112 PFML	50.03	95.90	800.00	704.10	12%
920-4-6210-4201 Office Supplies	29.31	213.40	2,000.00	1,786.60	11%
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	-	11.95	100.00	88.05	12%
920-4-6210-4331 Travel, Conferences & Schools	544.35	591.55	12,500.00	11,908.45	5%
920-4-6210-4349 Advertising/Marketing	-	6,228.00	115,500.00	109,272.00	5%
920-4-6210-4359 Publishing	-	72.00	1,000.00	928.00	7%
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	6,200.00	4,410.00	29%
920-4-6210-4440 Miscellaneous	-	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>15,233.19</b>	<b>47,014.22</b>	<b>464,400.00</b>	<b>417,385.78</b>	<b>10%</b>
<b>Net Revenue Over Expenditures</b>	<b>(9,082.96)</b>	<b>(21,668.43)</b>	<b>44,950.00</b>	<b>66,618.43</b>	<b>148%</b>



# Request for Action

**To**  
Economic Development Authority

**Item Number**  
4.5

**Meeting Date**  
April 20, 2026

**Prepared By**  
Joshua Mollan, Economic Development Specialist

**Item Description**  
Lien Release - Twin City Metal Works

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

## Action Requested

Adopt, by motion, Resolution 26-04 authorizing the release of liens for Twin City Metal Works.

## 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 (TCMW). The reworked loan was scheduled to mature in July 2025. The EDA considered a final payoff amount for TCMW at their November 2026 meeting. This reflects that amount, adjusted for actual days of interest on the outstanding balance.

Since all amounts owed have been paid, this action acknowledges satisfaction of the loan and authorizes the release of applicable liens.

## Financial Impact

N/A

## Mission/Policy/Goal

Support the growth and development of the community.

## Attachments

- I. 26-04 TCMW Satisfaction Resolution

## The Elk River Vision

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



**City of Elk River  
Economic Development Authority**

**Resolution 26-04**

**A Resolution of the Economic Development Authority of the City of Elk River  
Acknowledge receipt of final payment and authorizing the release of liens for  
Orluck Industries and Twin City Metal Works**

**WHEREAS**, the City of Elk River Economic Development Authority (EDA) previously entered into a Loan Agreement and Security Agreement with Orluck Industries, Inc. (Orluck) on July 17, 2018, in the original principal amount of \$200,000.

**WHEREAS**, a loan extension was considered and approved by the board on April 20, 2020.

**WHEREAS**, the EDA entered into a loan workout arrangement with Orluck as the company simultaneously was being acquired by Twin City Metal Works (TCMW), approved by the board October 7, 2022.

**WHEREAS**, as part of the workout and subsequent coordination of payments, the EDA has granted TCMW a partial waiver of late fees, and TCMW has been responsible for legal fees incurred during the workout.

**NOW, THEREFORE, BE IT RESOLVED** by the Economic Development Authority of the City of Elk River, Minnesota as follows:

1. The EDA acknowledges TCMW has outstanding balance of the loan, including all principal (\$200,000.00), interest (\$23,016.44), late penalties (\$1,057.06), and legal fees (\$4,027.00), in accordance with the terms of the Loan Agreement(s), and the terms of the Loan Agreement have been satisfied with no additional amounts owing.
2. The President and Executive Director of the EDA are hereby authorized and directed to execute necessary documents to release the EDA's lien and/or collateral positions on the subject property, and to record said documents as deemed appropriate.

Passed and adopted this 20<sup>th</sup> day of April, 2026.

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Matthew Westgaard, President

ATTEST:

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Brent O'Neil, Executive Director



# Request for Action

**To**  
Economic Development Authority

**Item Number**  
7.1

**Meeting Date**  
April 20, 2026

**Prepared By**  
Joshua Mollan, Economic Development Specialist

**Item Description**  
Disbanding the Together Elk River Committee

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

## Action Requested

Approve, by motion, disbanding of the Together Elk River Committee while retaining the Together Elk River initiative.

## Background/Discussion

The Together Elk River initiative and committee were formed in April 2020, originally tasked with supporting the community during the COVID-19 pandemic. Since then, the Committee and initiative have evolved to support the community in different ways as needed, such as providing themed communications regarding *169 Redefine*, which includes the creation of the *Open For Business* campaign, design work shopping for the new downtown banners, and most recently the ad campaign promoting ways to 'play' in Elk River. Beyond the economic development and communications staff, the committee is composed of two EDA members, local business representatives, and a representative from the Elk River Area Chamber of Commerce.

The committee met last month to discuss the future of the committee and the initiative. The committee reached a consensus that the primary objectives of the committee had been met, and to disband the committee. The expectation is that the publicly recognized Together Elk River initiative, activities, and branding would continue under the oversight of the Board.

## Financial Impact

N/A

## Mission/Policy/Goal

Work with citizens to achieve goals.

## Attachments

None

## The Elk River Vision

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