



Economic Development Authority

Monday, May 18, 2026

5:30 PM

Elk River City Hall

Regular Meeting & Work Session Agenda

- Regular meeting in Council Chambers
- Work Session 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 - April 20, 2026 Regular Meeting

4.2 DRAFT Minutes - May 4, 2026 Special Meeting

4.3 Check Register

4.4 Balance Sheet

4.5 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 Placer.ai Presentation

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 Project Fit and Nature's Edge Land

11. 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



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

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

Members Absent: None

Staff Present: Economic Development Director Brent O'Neil, Economic Development Specialist Joshua Mollan, City Clerk Justin Dunford, and Records Specialist 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 Councilmember Wagner and seconded by Councilmember Beyer to approve the agenda. Motion Carried 7-0.
4. **CONSENT AGENDA**
Moved by Commissioner Cory Grupa and seconded by Commissioner J. Brian Calva. Motion carried 7-0.
 - 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

No one appeared for open forum.

6. PUBLIC HEARINGS

There were no public hearings.

6.1 Consider Land Sale to Crystal Distribution, Inc.

Mr. O'Neil requested the public hearing be continued to a May 4th special meeting. He also mentioned there was an error in the agenda software and information did not post correctly. He discussed the reasons for continuing the public hearing for the land sale, such as coordinating the relocation and cost of the storm pipe that is located on the site. CDI is requesting the city to consider splitting the work. Ultimately, the design and engineering will be to city standards.

Staff recommended the continued hearing be scheduled during a special EDA meeting between the May 4 HRA meeting at 5:30 pm. and the City Council meeting at 6:30 pm., and targeting just before at 6:15 pm.

No members of the public were in attendance to speak during the hearing.

Moved by Commissioner J. Brian Calva and seconded by Commissioner Cory Grupa to continue, by motion, the public hearing to May 4, 2026, prior to the City Council meeting. Motion Carried 7-0.

7. GENERAL BUSINESS

7.1 Disbanding the Together Elk River Committee

Mr. Mollan shared that the Together Elk River Committee was created in 2020 to support businesses through COVID. It evolved and did other things for the city; however, the committee is in consensus that it has reached its goals. Commissioner Wagner shared her appreciation of the support the committee received.

Moved by Commissioner Jennifer Wagner and seconded by Commissioner Mike Beyer to Approve, by motion, disbanding of the Together Elk River Committee while retaining the Together Elk River initiative. Motion Carried 7-0.

8. OPEN DISCUSSION

Mr. Mollan shared with the Commission the Earth Day clean-up event planned with DERBA and the Beautification and Public Art Committee. Mr. O'Neil shared an update on the proposal received from Project Fit. He reminded the Commission about the large dirt pile at one of the potential build sites, Nature's Edge, noting the new Northbound Liquor Store will need some fill. Mr. O'Neil mentioned the potential of the two city entities working together to use the fill. He listed that there may be other options with potentially lower costs that the city could consider and that there is likely less dirt to be move. Mr. O'Neil brought attention to the downtown project happening next year and wants the commission to consider ways to support business during what may be a challenging time. He mentioned Placer Software is up for renewal, and he shared with the commission that staff have been evaluating the use and cost-effectiveness. He will share more of what he finds beneficial at a later date.

9. MOTION TO ADJOURN

Moved by Commissioner Charlie Blesener and seconded by Commissioner J. Brian Calva to adjourn the meeting. Motion Carried 7-0.

The meeting adjourned at 05:58 p.m.

Minutes prepared by Dawn Robertson.

Matt Westgaard, EDA President

Justin Dunford, City Clerk



**Meeting of the Economic Development
Authority
Held at the Elk River City Hall
Monday, May 4, 2026**

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

Members Absent: Commissioner Charlie Blesener

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 6:15 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

Moved by Commissioner Beyer and seconded by Commissioner Calva to approve the agenda. Motion carried 6-0.

4. GENERAL BUSINESS

4.1 Update on Tyler Site Stormwater Relocation Project

Mr. O'Neil stated that the original estimate for the stormwater relocation project was around \$250,000. Based on more advanced design work the engineer has provided an estimate closer to \$400,000. Due to risks on the project it contains an unusually high contingency of 35%. Mr. O'Neil asked the EDA their thoughts on the higher cost as this amount would come from EDA funds.

President Westgaard stated that any time earthwork is involved there is a possibility for unforeseen costs. He wants to see this project continue to move forward.

Commissioner Grupa stated he thought it was fair to go back to CDI to discuss sharing the increased cost.

Commissioner Calva discussed a past project involving the Beaudry lubricants building which involved

tax abatement. Mr. O'Neil reviewed the financing of that project.

Commissioner Wagner stated that, in order to respect taxpayer dollars, she felt it would be reasonable to put a cap on the amount of the relocation project, after which time, CDI could contribute financially to share the cost.

Commissioners Beyer and Hartwig agreed. Mr. O'Neil will have a conversation with CDI and bring more information to the May 18, 2026 EDA meeting. The Commission agreed that if the cost goes over \$320,000 the EDA should discuss with CDI.

5. PUBLIC HEARINGS

5.1 Resolution Approving Land Sale to O'Brien Holdings/Crystal Distribution, Inc. and Subsidy Agreement

President Westgaard announced the public hearing. Mr. O'Neil reviewed the purchase price is \$518,000 at closing. He also stated that the EDA will receive part of the subsidy agreement reimbursed at the end of TIF if enough is available for covering the storm pipe relocation.

There was no one in the audience wishing to speak to this item.

Moved by Commissioner Grupa and seconded by Commissioner Hartwig to approve Resolution 26-05 approving a land sale agreement and business subsidy agreement to O'Brien Holdings and Crystal Distribution, Incorporated (CDI). Motion carried 6-0.

6. MOTION TO ADJOURN

Moved by Commissioner Beyer and seconded by Commissioner Grupa to adjourn the meeting. Motion carried 6-0.

The meeting adjourned at 6:30 p.m.

Minutes prepared by Katie Porath.

Matt Westgaard, EDA President

Justin Dunford, 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								
4-2026 EDA	1	EDA SALARIES - APR 25	Invoice	05/12/2026	05/22/2026	10,405.61	10,405.61	920-4-6210-4101
4-2026 EDA	2	EDA SALARIES - APR 25	Invoice	05/12/2026	05/22/2026	1,050.00	1,050.00	920-4-6210-4103
4-2026 EDA	3	EDA SALARIES - APR 25	Invoice	05/12/2026	05/22/2026	795.42	795.42	920-4-6210-4104
4-2026 EDA	4	EDA SALARIES - APR 25	Invoice	05/12/2026	05/22/2026	650.92	650.92	920-4-6210-4105
4-2026 EDA	5	EDA SALARIES - APR 25	Invoice	05/12/2026	05/22/2026	157.66	157.66	920-4-6210-4107
4-2026 EDA	6	EDA SALARIES - APR 25	Invoice	05/12/2026	05/22/2026	1,512.00	1,512.00	920-4-6210-4108
4-2026 EDA	7	EDA SALARIES - APR 25	Invoice	05/12/2026	05/22/2026	48.85	48.85	920-4-6210-4112
4-2026 EDA	9	EDA REIMB - SUPPLIES/STAPLES	Invoice	05/12/2026	05/22/2026	23.72	23.72	920-4-6210-4201
4-2026 EDA	8	EDA REIMB - INSURANCE APR/JUN	Invoice	05/12/2026	05/22/2026	27.00	27.00	920-4-6210-4361
Total 17440 CITY OF ELK RIVER:						14,671.18	14,671.18	
Total 920:						14,671.18	14,671.18	
JOSHUA MOLLAN								
920								
4-29-2026JM	1	REIMB MILEAGE MOLLAN	Invoice	04/29/2026	05/29/2026	16.75	16.75	920-4-6210-4331
Total 14730 JOSHUA MOLLAN:						16.75	16.75	
Total 920:						16.75	16.75	
Total :						14,687.93	14,687.93	
Grand Totals:						14,687.93	14,687.93	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
920-4-6210-4101	10,405.61	.00	10,405.61
920-4-6210-4103	1,050.00	.00	1,050.00
920-4-6210-4104	795.42	.00	795.42
920-4-6210-4105	650.92	.00	650.92
920-4-6210-4107	157.66	.00	157.66
920-4-6210-4108	1,512.00	.00	1,512.00
920-4-6210-4112	48.85	.00	48.85
920-4-6210-4201	23.72	.00	23.72
920-4-6210-4331	16.75	.00	16.75
920-4-6210-4361	27.00	.00	27.00
Grand Totals:	14,687.93	.00	14,687.93

Summary by General Ledger Posting Period

<u>GL Posting Period</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
00/00	14,687.93	.00	14,687.93
Grand Totals:	<u>14,687.93</u>	<u>.00</u>	<u>14,687.93</u>

CITY OF ELK RIVER

Balance Sheet

April 30, 2026

Fund 920 - EDA

Assets

920-1010 Cash - EDA 2,603,590.33

Total Assets 2,603,590.33

Fund Equity

920-2400 Fund Balance 2,641,795.06
Revenues over Expenditures - YTD (38,204.73)

Total Fund Equity 2,603,590.33

Total Liabilities & Equity 2,603,590.33

CITY OF ELK RIVER
 Revenues with Comparison to Budget
 For the Months Ending April 30, 2026

Fund 920 - EDA

		Period Actual	YTD Actual	Budget	Unexpended	PCNT
920-3-0000-3111	Property Taxes	-	-	429,850.00	429,850.00	0%
920-3-0000-3621	Interest Income	5,915.90	24,240.77	75,000.00	50,759.23	32%
920-3-0000-3629	Miscellaneous Revenue	-	31.65	-	(31.65)	0%
920-3-0000-3949	Transfer-HRA	-	-	4,500.00	4,500.00	0%
Total Fund Revenue		5,915.90	24,272.42	509,350.00	485,077.58	5%

CITY OF ELK RIVER
Expenditures with Comparison to Budget
For the Months Ending April 30, 2026

Fund 920 - EDA

	Period Actual	YTD Actual	Budget	Unexpended	PCNT
920-4-6210-4101 Regular Pay	10,405.62	30,176.31	138,000.00	107,823.69	22%
920-4-6210-4103 Part-time Pay	1,050.00	3,150.00	12,600.00	9,450.00	25%
920-4-6210-4104 PERA	798.86	2,319.34	10,550.00	8,230.66	22%
920-4-6210-4105 FICA	648.25	1,928.74	9,250.00	7,321.26	21%
920-4-6210-4107 Medicare	157.04	467.62	2,200.00	1,732.38	21%
920-4-6210-4108 Insurance	1,512.00	4,536.00	31,100.00	26,564.00	15%
920-4-6210-4109 Workers Comp	284.00	284.00	650.00	366.00	44%
920-4-6210-4112 PFML	48.85	144.75	800.00	655.25	18%
920-4-6210-4201 Office Supplies	27.00	240.40	2,000.00	1,759.60	12%
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	0.77	12.72	100.00	87.28	13%
920-4-6210-4331 Travel, Conferences & Schools	-	591.55	12,500.00	11,908.45	5%
920-4-6210-4349 Advertising/Marketing	4,011.72	10,239.72	115,500.00	105,260.28	9%
920-4-6210-4359 Publishing	197.00	269.00	1,000.00	731.00	27%
920-4-6210-4361 Insurance	27.00	27.00	300.00	273.00	9%
920-4-6210-4404 Software Services	-	-	17,500.00	17,500.00	0%
920-4-6210-4433 Dues & Subscriptions	3,300.00	5,090.00	6,200.00	1,110.00	82%
920-4-6210-4440 Miscellaneous	-	3,000.00	18,500.00	15,500.00	16%
920-4-62104510 Land	-	-	50,000.00	50,000.00	0%
920-4-6210-4721 Transfer-General Fund	-	-	49,900.00	49,900.00	0%
Total Fund Expenditures	22,468.11	62,477.15	514,400.00	451,922.85	12%
Net Revenue Over Expenditures	(16,552.21)	(38,204.73)	(5,050.00)	33,154.73	-657%



Request for Action

To
Economic Development Authority

Item Number
7.1

Meeting Date
May 18, 2026

Prepared By
Joshua Mollan, Economic Development Specialist

Item Description
Placer.ai Presentation

Reviewed by
Cal Portner

Action Requested
Item presented for information and discussion purposes.

Background/Discussion
Staff will use this time to share a presentation of relevant reports and features from Placer.ai.

Financial Impact
N/A

Mission/Policy/Goal
Support Elk River's existing businesses through relationship building, programmatic offerings, and high-quality city services. Attract new business development to Elk River to build the city's economic vibrancy, job offerings, and tax base.

Attachments
None

The Elk River Vision

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



Request for Action

To
Economic Development Authority

Item Number
10.1

Meeting Date
May 18, 2026

Prepared By
Brent O'Neil, Economic Development Director

Item Description
Project Fit and Nature's Edge Land

Reviewed by
Cal Portner

Action Requested
This item is for discussion and feedback.

Background/Discussion
We will provide an update on Project Fit and seek feedback on other potential uses for the site.

Financial Impact
N/A

Mission/Policy/Goal
Responsibly grow

Attachments
None

The Elk River Vision

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