



Annual Meeting Agenda

- Meeting in Council Chambers
-

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 EDA Minutes - December 16, 2024

4.2 Check Register

4.3 Balance Sheet

4.4 Revenue/Expenditure Reports

4.5 2025 Meeting Schedule

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 Annual Election of Officers

7.2 Committee Appointments

7.3 Designation of Official Depository

7.4 Annual Review of Bylaws and Enabling Resolution

7.5 Extension to the Real Estate Listing Agreement with Hardin Companies

7.6 General Updates

8. MOTION TO ADJOURN REGULAR MEETING

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, December 16, 2024**

Members Present: Chair Dan Tveite, Commissioners Cory Grupa, Matt Westgaard, Jeff Hartwig, Mike Beyer, Jennifer Wagner, and Charlie Blesener

Members Absent: None

Staff Present: Economic Development 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 05:30 PM.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

Moved by Commissioner Mike Beyer and seconded by Commissioner Cory Grupa to approve the agenda. Motion Carried 7-0.

4. CONSENT AGENDA

Commissioner Blesener explained the November 18, 2024, meeting minutes stated he attended that meeting. However, he was absent and suggested the minutes should be amended.

Moved by Commissioner Matt Westgaard and seconded by Commissioner Charlie Blesener to approve the following amended consent items as outlined in their respective staff reports. Motion Carried 7-0.

4.1 Draft EDA Minutes - November 18, 2024

4.2 Check Register

4.3 Balance Sheet

4.4 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 Presentation - Beautification Award Winner

The staff report was presented.

Mr. Mollan recognized Wayne Swart State Farm, owned by Wayne Swart, as the winner of the 2024 Beautification Award. The award was based on Wayne Swart State Farm's remodel of a vacant downtown building into an attractive insurance office which has contributed to the beauty of the west side of downtown.

In the spring, Wayne Swart State Farm is set to be awarded a garden bench purchased by the EDA from Plants and Things.

President Tveite presented the 2024 Beautification Award to Wayne.

7.2 Recognition of Service - Dan Tveite

Mr. O'Neil recognized Commissioner Tveite for his years of service. Commissioner Beyer read and presented a plaque to Commissioner Tveite recognizing his 24 years of service as an Economic Development Authority member.

The authority members shared their gratitude to Commissioner Tveite.

7.3 General Updates

Mr. O'Neil provided an update on the following items:

- They continue to work with the Utilities Commission regarding taking over the EV chargers downtown. There have been a lot of issues with the third-party vendor in trying to transfer ownership. The contract with the vendor expires in April, and they will be revisiting it at that time.
- Now that the Saxon/Delta apartments are open, they will be going through the TIF certification process, they will issue a certification of completion for the TIF which will initiate payments going forward until the obligation to the developer is satisfied.
- There are two different companies in Elk River that they are having conversations with regarding expansion possibilities. One in particular is expected to be an applicant for tax abatement.
- Confirmed that the social media discussion about Wing Stop coming to Elk River is occurring.

Mr. Mollan provided an update on the following items:

- They posted an open reel on PeaceTree Family Institute.

- They have a Medical on Main Development Minute in progress that will highlight the Main and Gates project parcel.
- They are two and a half weeks into the new Together Elk River campaign focusing on shopping, dining, and playing in Elk River.
- At the end of November Carey Dean's piece "Where Energy Flows" was installed at the FT Center with a reveal event. There has been a video completed and posted to highlight the event as well.

8. MOTION TO ADJOURN REGULAR MEETING

Moved by Commissioner Matt Westgaard and seconded by Commissioner Jennifer Wagner to adjourn the meeting. Motion 7-0.

The regular meeting adjourned at 5:46 p.m. Chair Tveite called the work session to order at 5:49 p.m.

9. WORK SESSION

9.1 Preparation for Annual Meeting

The staff report was presented as information to the commission, stating the EDA will hold its annual meeting on January 21, 2025, which includes agenda items related to the Authority's business operations for the coming year. Among the items are the designation of officers and committee assignments, a review of bylaws, and the annual review of the enabling resolution.

The commissioners discussed how they would like to elect a new president by either volunteer or nomination. President Tveite added that typically the president is an at-large member.

Mr. O'Neil also stated that they would like to look at a marketing committee that would possibly meet quarterly.

9.2 Land Assets and Acquisitions

The staff report was presented.

Mr. O'Neil explained that MnDOT owns the property by Perkins on Elk Hills Drive and has indicated that they would like to dispose of it. There is an opportunity to work directly with MnDOT. Purchasing the land would come with a public-purpose DEED restriction. The properties were residences and are zoned residential. The alternative is that they would have a public bid.

Commissioner Blesener suggested that, given the affordable housing shortage, if they could restore housing in that area for affordable housing and keep it residential that would be a good thing.

President Tveite stated that having the HRA look at those properties is probably more applicable.

Commissioner Beyer stated he would like to see it residential.

Commissioner Westgaard asked if anything would stop the city from selling those properties in the future. He also asked if there was a possibility of using the land to put a roundabout or a better intersection in that location to get traffic off the bridge or help the traffic flow in that area. Mr. O'Neil

stated that it is .8 acres so you could carve out some right of way and leave enough for a buildable lot.

Commissioner Grupa stated that he would rather see them go to bidding to see if anyone would want to make them into a rental property.

Commissioner Blesener would like to see the HRA look at them. If the city purchased the land now, it would be a public purpose and would achieve HRA goals as well.

Commissioner Westgaard asked if we knew what the market value of the properties were. Mr. O'Neil answered stating based on the county's value of \$107,000 and up to \$150,000 on the northern piece and a fraction of that on the southern piece. Mr. O'Neil stated if they worked with MnDOT then they had to go with the appraised value, which hasn't been completed. If they went to acquire it through, they would potentially get a more favorable price.

Commissioner Wagner agreed with Commissioner Westgaard to improve the intersection as well instead of adding more commercial there as it would be close to the intersection.

10. MOTION TO ADJOURN

Moved by Commissioner Matt Westgaard and seconded by Commissioner Jeff Hartwig to adjourn the meeting. Motion Carried 7-0.

The meeting adjourned at 06:06 PM

Minutes prepared by Jolene Richter.

Dan Tveite, EDA President

Tina Allard, City Clerk

Report Criteria:

Invoice Detail.GL account = {>=} "920"

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Net Invoice Check Amount	GL Account Number
CITY OF ELK RIVER								
920								
EDA 12-2024	1	EDA SALARIES - DEC 24	Invoice	12/30/2024	12/31/2024	9,595.29	9,595.29	920-4-6210-4101
EDA 12-2024	2	EDA SALARIES - DEC 24	Invoice	12/30/2024	12/31/2024	1,050.00	1,050.00	920-4-6210-4103
EDA 12-2024	3	EDA SALARIES - DEC 24	Invoice	12/30/2024	12/31/2024	727.15	727.15	920-4-6210-4104
EDA 12-2024	4	EDA SALARIES - DEC 24	Invoice	12/30/2024	12/31/2024	591.00	591.00	920-4-6210-4105
EDA 12-2024	5	EDA SALARIES - DEC 24	Invoice	12/30/2024	12/31/2024	140.41	140.41	920-4-6210-4107
EDA 12-2024	6	EDA SALARIES - DEC 24	Invoice	12/30/2024	12/31/2024	2,392.20	2,392.20	920-4-6210-4108
EDA 12-2024	7	EDA REIMB-SUPPLIES DEC 24	Invoice	12/30/2024	12/31/2024	25.89	25.89	920-4-6210-4201
EDA 12-2024	8	EDA REIMB - PLAQUE/TVEITE	Invoice	12/30/2024	12/31/2024	94.59	94.59	920-4-6210-4440
Total 17440 CITY OF ELK RIVER:						14,616.53	14,616.53	
Total 920:						14,616.53	14,616.53	
E D A M								
920								
2025-10761	1	2025 MEMBERSHIP DUES	Invoice	01/01/2025	01/21/2025	800.00	800.00	920-4-6210-4433
Total 17025 E D A M:						800.00	800.00	
Total 920:						800.00	800.00	
ELK RIVER AREA CHAMBER OF								
920								
16763	1	2025 MEMBERSHIP DUES	Invoice	12/31/2024	01/15/2025	650.00	650.00	920-4-6210-4433
Total 17355 ELK RIVER AREA CHAMBER OF:						650.00	650.00	
Total 920:						650.00	650.00	
INITIATIVE FOUNDATION								
920								
VS-5890	1	2025 CONTRIBUTION	Invoice	01/01/2025	01/31/2025	3,000.00	3,000.00	920-4-6210-4440
Total 22237 INITIATIVE FOUNDATION:						3,000.00	3,000.00	
Total 920:						3,000.00	3,000.00	
MNCAR								
920								
616021	1	2025 ANNUAL ACCESS FEES	Invoice	12/15/2024	01/15/2025	2,360.00	2,360.00	920-4-6210-4433
Total 12540 MNCAR:						2,360.00	2,360.00	
Total 920:						2,360.00	2,360.00	
STAR BANNERS								
920								
68332	1	BANNERS-TOGETHER ER	Invoice	12/16/2024	01/15/2025	84.00	84.00	920-4-6210-4349
Total 12158 STAR BANNERS:						84.00	84.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Net Invoice Check Amount	GL Account Number
Total 920:						84.00	84.00	
BOND TRUST SERVICES CORPORATION								
923								
91569	1	YMCA BOND 2013A - 2/1/25	Invoice	12/11/2024	01/31/2025	590,000.00	590,000.00	923-4-7000-4601
91569		Chk No: 129159 (1)	Calculated	01/21/2025			590,000.00-	923-2020
91569		Chk No: 129159 (1)	Calculated	01/21/2025			590,000.00	923-2020
91569	2	YMCA BOND 2013A - 2/1/25	Invoice	12/11/2024	01/31/2025	75,068.75	75,068.75	923-4-7000-4611
91569		Chk No: 129159 (1)	Calculated	01/21/2025			75,068.75-	923-2020
91569		Chk No: 129159 (1)	Calculated	01/21/2025			75,068.75	923-2020
Total 52260 BOND TRUST SERVICES CORPORATION:						665,068.75	665,068.75	
Total 923:						665,068.75	665,068.75	
E C M PUBLISHERS INC								
920								
1031504	1	EDA ANNUAL MEETING	Invoice	01/11/2025	01/31/2025	77.40	77.40	920-4-6210-4359
Total 14130 E C M PUBLISHERS INC:						77.40	77.40	
Total 920:						77.40	77.40	
Total :						686,656.68	686,656.68	
Grand Totals:						686,656.68	686,656.68	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
920-4-6210-4101	9,595.29	.00	9,595.29
920-4-6210-4103	1,050.00	.00	1,050.00
920-4-6210-4104	727.15	.00	727.15
920-4-6210-4105	591.00	.00	591.00
920-4-6210-4107	140.41	.00	140.41
920-4-6210-4108	2,392.20	.00	2,392.20
920-4-6210-4201	25.89	.00	25.89
920-4-6210-4349	84.00	.00	84.00
920-4-6210-4359	77.40	.00	77.40
920-4-6210-4433	3,810.00	.00	3,810.00
920-4-6210-4440	3,094.59	.00	3,094.59
923-2020	665,068.75	665,068.75-	.00
923-4-7000-4601	590,000.00	.00	590,000.00
923-4-7000-4611	75,068.75	.00	75,068.75
Grand Totals:	1,351,725.43	665,068.75-	686,656.68

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
12/24	14,700.53	.00	14,700.53
01/25	1,337,024.90	665,068.75-	671,956.15
Grand Totals:			
	1,351,725.43	665,068.75-	686,656.68

Report Criteria:

Invoice Detail.GL account = {>=} "920"

CITY OF ELK RIVER
BALANCE SHEET
DECEMBER 31, 2024

FUND 920 - EDA

ASSETS

920-1010	CASH - EDA	2,084,977.09	
920-1610	LAND HELD FOR RESALE	175,000.00	
	TOTAL ASSETS		2,259,977.09

LIABILITIES AND EQUITY

FUND EQUITY

920-2400	FUND BALANCE	1,867,515.88	
	REVENUES OVER EXPENDITURES - YTD	392,461.21	
	TOTAL FUND EQUITY		2,259,977.09
	TOTAL LIABILITIES & EQUITY		2,259,977.09

CITY OF ELK RIVER
BALANCE SHEET
DECEMBER 31, 2024

FUND 923 - YMCA DEBT SERVICE

ASSETS

923-1010 CASH - YMCA DEBT SERVICE

749,953.75

TOTAL ASSETS

749,953.75

LIABILITIES AND EQUITY

FUND EQUITY

923-2400 FUND BALANCE

726,183.16

REVENUES OVER EXPENDITURES - YTD

23,770.59

TOTAL FUND EQUITY

749,953.75

TOTAL LIABILITIES & EQUITY

749,953.75

CITY OF ELK RIVER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

EDA

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	DEPARTMENT 0000					
920-3-0000-3111	PROPERTY TAXES	192,880.39	415,347.89	415,950.00	602.11	99.9
920-3-0000-3322	MV CREDIT	101.72	203.44	.00	(203.44)	.0
920-3-0000-3621	INTEREST INCOME	7,033.66	76,759.85	15,000.00	(61,759.85)	511.7
920-3-0000-3626	CONTRIBUTIONS	.00	6,400.00	.00	(6,400.00)	.0
920-3-0000-3910	SALE OF ASSETS	.00	187,267.35	.00	(187,267.35)	.0
920-3-0000-3949	TRANSFER-HRA	.00	.00	4,000.00	4,000.00	.0
	TOTAL DEPARTMENT 0000	200,015.77	685,978.53	434,950.00	(251,028.53)	157.7
	TOTAL FUND REVENUE	200,015.77	685,978.53	434,950.00	(251,028.53)	157.7

CITY OF ELK RIVER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

EDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ECONOMIC DEVELOPMENT</u>					
920-4-6210-4101 REGULAR PAY	19,190.55	109,461.20	123,900.00	14,438.80	88.4
920-4-6210-4103 PART-TIME PAY	2,100.00	11,550.00	12,600.00	1,050.00	91.7
920-4-6210-4104 PERA	1,454.31	8,292.14	9,500.00	1,207.86	87.3
920-4-6210-4105 FICA	1,181.99	6,796.79	8,350.00	1,553.21	81.4
920-4-6210-4107 MEDICARE	280.76	1,613.49	2,000.00	386.51	80.7
920-4-6210-4108 INSURANCE	4,784.40	26,314.20	24,300.00	(2,014.20)	108.3
920-4-6210-4109 WORKERS COMP	.00	642.57	550.00	(92.57)	116.8
920-4-6210-4201 OFFICE SUPPLIES	9.32	370.34	2,500.00	2,129.66	14.8
920-4-6210-4212 FUELS & LUBES	.00	5.58	50.00	44.42	11.2
920-4-6210-4304 LEGAL FEES	3,220.50	7,516.25	10,000.00	2,483.75	75.2
920-4-6210-4319 PROFESSIONAL SERVICES	.00	.00	27,000.00	27,000.00	.0
920-4-6210-4321 TELEPHONE	.00	.00	400.00	400.00	.0
920-4-6210-4322 POSTAGE	.00	.00	200.00	200.00	.0
920-4-6210-4331 TRAVEL, CONFERENCES & SCHOOLS	.00	3,248.66	10,450.00	7,201.34	31.1
920-4-6210-4349 ADVERTISING/MARKETING	4,521.00	24,730.73	67,200.00	42,469.27	36.8
920-4-6210-4359 PUBLISHING	.00	318.20	350.00	31.80	90.9
920-4-6210-4361 INSURANCE	.00	104.00	250.00	146.00	41.6
920-4-6210-4404 SOFTWARE SERVICES	192.42	16,290.82	11,100.00	(5,190.82)	146.8
920-4-6210-4433 DUES & SUBSCRIPTIONS	325.00	7,090.00	4,750.00	(2,340.00)	149.3
920-4-6210-4440 MISCELLANEOUS	132.25	23,172.35	73,500.00	50,327.65	31.5
920-4-6210-4721 TRANSFER-GENERAL FUND	.00	46,000.00	46,000.00	.00	100.0
TOTAL ECONOMIC DEVELOPMENT	37,392.50	293,517.32	434,950.00	141,432.68	67.5
TOTAL FUND EXPENDITURES	37,392.50	293,517.32	434,950.00	141,432.68	67.5
NET REVENUE OVER EXPENDITURES	162,623.27	392,461.21	.00	(392,461.21)	.0

CITY OF ELK RIVER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

YMCA DEBT SERVICE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	DEPARTMENT 0000					
923-3-0000-3111	PROPERTY TAXES	242,083.91	500,528.53	.00	(500,528.53)	.0
923-3-0000-3621	INTEREST INCOME	1,511.55	10,500.39	.00	(10,500.39)	.0
923-3-0000-3626	CONTRIBUTIONS	.00	243,629.17	.00	(243,629.17)	.0
	TOTAL DEPARTMENT 0000	243,595.46	754,658.09	.00	(754,658.09)	.0
	TOTAL FUND REVENUE	243,595.46	754,658.09	.00	(754,658.09)	.0

CITY OF ELK RIVER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

YMCA DEBT SERVICE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	DEBT SERVICE					
923-4-7000-4601	PRINCIPAL	.00	575,000.00	.00	(575,000.00)	.0
923-4-7000-4611	INTEREST	.00	155,887.50	.00	(155,887.50)	.0
	TOTAL DEBT SERVICE	.00	730,887.50	.00	(730,887.50)	.0
	TOTAL FUND EXPENDITURES	.00	730,887.50	.00	(730,887.50)	.0
	NET REVENUE OVER EXPENDITURES	243,595.46	23,770.59	.00	(23,770.59)	.0



Request for Action

To
Economic Development Authority

Item Number
4.5

Meeting Date
January 21, 2025

Prepared By
Joshua Mollan, Economic Development Specialist

Item Description
2025 Meeting Schedule

Reviewed by
Brent O'Neil
Cal Portner

Action Requested
Approve, by motion, the schedule of regular EDA meetings for 2025.

Background/Discussion

The EDA will hold its regular meetings on the third Monday of each month at 5:30 p.m., or on the first business day thereafter in the event a regular meeting falls on a holiday. The calendar of meeting dates for 2025 is as follows:

Tuesday, January 21
Tuesday, February 18
Monday, March 17
Monday, April 21
Monday, May 19
Monday, June 16
Monday, July 21
Monday, August 18
Monday, September 15
Monday, October 20
Monday, November 17
Monday, December 15

Financial Impact
N/A

Mission/Policy/Goal

Statute provides that the schedule of regular meetings be determined and approved at the EDA annual meeting.

Attachments

- I. 2025 Boards and Commissions Meeting Calendar
The Elk River Vision

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



2025

Advisory Board/Commission Meeting Calendar

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOTE: ALL DATES ARE SUBJECT TO CHANGE.

EDA (5:30 p.m.) and City Council (6:00 p.m. or after EDA mtg)
Heritage Preservation Commission - 6:00 p.m.
HRA (5:30 p.m.) and City Council (6:30 p.m.)
Multipurpose Facility Commission - 6:30 p.m.
Parks and Recreation Commission - 6:30 p.m.

Planning Commission - 6:30 p.m.
Utilities Commission - 3:30 p.m.
City Council
Utilities Commission/Parks and Recreation Commission

Holidays

Jan 1 - New Year's Day observed
 Jan 20 - Martin Luther King Jr. Day
 Feb 17 - Presidents' Day
 May 26 - Memorial Day
 June 19 - Juneteenth
 July 4 - Independence Day

Sept 1- Labor Day
 Nov 11 - Veterans Day observed
 Nov 27 - Thanksgiving
 Nov 28 - Day after Thanksgiving
 Dec 24 & 25 - Christmas holidays observed

Multipurpose Facility Commission meets at Furniture and Things Community Event Center, 1000 School St
 Utilities Commission meets at ERMU, 13069 Orono Parkway
 Unless otherwise noted, all other meetings are held at Elk River City Hall, 13065 Orono Parkway



Request for Action

To
Economic Development Authority

Item Number
7.1

Meeting Date
January 21, 2025

Prepared By
Joshua Mollan, Economic Development Specialist

Item Description
Annual Election of Officers

Reviewed by
Brent O'Neil
Cal Portner

Action Requested

Nominate, and elect, by motion, the EDA President, Vice President, and Treasurer for 2025.

Background/Discussion

Per EDA bylaws, the positions of president, vice president and treasurer are elected annually. The role and duties of the secretary and the assistant treasurer have been delegated in the bylaws to the EDA's Executive Director. In 2024, the officer positions were appointed as follows:

President – Dan Tveite

Vice President – Mike Beyer

Treasurer – Jeff Hartwig

Secretary and Assistant Treasurer – Delegated to Executive Director

The bylaws state the following regarding each position:

President: Shall be selected from among the commissioners, shall preside at all meetings of the commissioners, and shall have general charge of and control over the affairs of the Authority subject to the approval of the commissioners.

Vice President: Shall be selected from among the commissioners, shall preside at all meetings in the absence of the president and shall perform such duties as may be assigned by the commissioners.

Treasurer: Shall be selected from among the commissioners, shall receive and is responsible for Authority money and for acts of the assistant treasurer.

Financial Impact
N/A

Mission/Policy/Goal

Per the EDA bylaws, elections of officers will be confirmed at the EDA annual meeting.

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Attachments

None



Request for Action

To
Economic Development Authority

Item Number
7.2

Meeting Date
January 21, 2025

Prepared By
Joshua Mollan, Economic Development Specialist

Item Description
Committee Appointments

Reviewed by
Brent O'Neil
Cal Portner

Action Requested

Designate, by motion, commissioners to serve on the following committees:

1. EDA-HRA Joint Finance Committee
2. Together Elk River Committee
3. Beautification and Public Art Committee

Background/Discussion

The bylaws outline that committee assignments of commissioners be reviewed at the annual meeting. The EDA has three standing committees in which two EDA members also serve as members. In 2024, the commissioners who served on the committees were as follows:

EDA-HRA Joint Finance Committee

Dan Tveite
Charlie Blesener

Together Elk River Committee

Jennifer Wagner
Charlie Blesener

Beautification and Public Art Committee

Dan Tveite
Jennifer Wagner

Financial Impact
N/A

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Mission/Policy/Goal

Per the EDA bylaws, designation of committee assignments of commissioners will be confirmed at the EDA annual meeting.

Attachments

None



Request for Action

To
Economic Development Authority

Item Number
7.3

Meeting Date
January 21, 2025

Prepared By
Joshua Mollan, Economic Development Specialist

Item Description
Designation of Official Depository

Reviewed by
Brent O'Neil
Cal Portner

Action Requested

Designate, by motion, The Bank of Elk River as the official depository for the EDA for 2025 and 2026.

Background/Discussion

As per the EDA enabling resolution, the designation of the official depository for EDA funds is required every two years, determined at the annual meeting.

Historically, the EDA has designated the depository also designated by the City Council, the Bank of Elk River. For the next two-year cycle, the EDA is asked to continue to use The Bank of Elk River as the depository for its funds.

Financial Impact
N/A

Mission/Policy/Goal

Per the EDA enabling resolution, the designation of official depository will be confirmed at the EDA annual meeting.

Attachments
None

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Request for Action

To
Economic Development Authority

Item Number
7.4

Meeting Date
January 21, 2025

Prepared By
Brent O'Neil, Economic Development Director

Item Description
Annual Review of Bylaws and Enabling Resolution

Reviewed by
Cal Portner

Action Requested
Item is presented for information and discussion purposes.

Background/Discussion

At least once annually, in conjunction with the annual meeting, the EDA's governing documents are subject to review by the board, which includes the Authority's bylaws and enabling resolution. Both documents are attached. No changes are proposed by staff at this time and no action is requested. If the board sees fit, any member may propose amendments by making a motion to that effect.

Financial Impact
N/A

Mission/Policy/Goal
The bylaws and the enabling resolution are reviewed at least once annually.

- Attachments**
1. EDA Bylaws
 2. EDA Enabling Resolution as Amended and Summarized

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**Bylaws
of
The Economic Development Authority
for the City of Elk River, Minnesota**

PREAMBLE

The Economic Development Authority for the City of Elk River (the Authority) was created by Resolution No. 87-63 of the City Council of the City of Elk River and adopted on the 7th day of October 1987 as authorized by Minnesota Statutes, Sections 469.090-469.1081. The purpose is to serve as an Economic Development Authority pursuant to Minnesota Statutes and its affairs shall include, but not be limited to, promoting commercial and industrial growth and development within the City of Elk River.

ARTICLE I – AUTHORITY

- 1.1) Name - The legal name of the Authority is "The Economic Development Authority for the City of Elk River."
- 1.2) Principal Office - The principal office of the Authority shall be the City of Elk River City Hall unless otherwise determined by resolution of the Authority.
- 1.3) Enabling Authority - The Authority shall exist and operate under the supervision of the City of Elk River, Minnesota (the City), in accordance with Minnesota Statutes Sections 469.090 through 469.1081 as amended and revised (the Statute) and Resolution No. 87-63 of the City Council of the City of Elk River (the Enabling Resolution), as amended from time to time.
- 1.4) General Powers and Duties - The Authority shall be a public body corporate and politic and shall have all the powers necessary or convenient to carry out the purposes of an economic development authority, including the powers granted by the Statute.

ARTICLE 2 - MEETINGS

- 2.1) Open to the Public - All meetings of the Authority shall be open to the public and governed by the Minnesota Open Meeting Law, Minn. Stat. Section 471.705.
- 2.2) Quorum - A majority of the commissioners in office at any time shall constitute a quorum for all purposes. There shall be a quorum to conduct business at all meetings. If a quorum is not present for the annual meeting, those present shall adjourn the meeting and the executive director shall establish a new annual meeting date and cause notice to be given as provided in section 2.5(02) of this article. If a quorum is not present at any regular or special meeting, those present shall adjourn the meeting to the next regular meeting, unless a special meeting is called before the next regular meeting.
- 2.3) Rules of Order - Meetings shall be conducted in accordance with *Robert's Rules of Order Revised*.
- 2.4) Voting - In addition to a quorum being required for each meeting of the Authority in order to transact business, a majority of all of the commissioners present shall be required to approve any matter before the commissioners.
- 2.5) Annual Meeting
 - (01) Time and Place - The annual meeting shall be held on the 3rd Monday of January at 5:30 p.m. at the principal office or another location as designated in the notice of annual meeting. An annual meeting falling upon a holiday shall be held on the next business day at the same time and location.

(02) Notice - Notice of the annual meeting shall be published in the official newspaper of the Authority not less than ten (10) days in advance of such meeting and shall be delivered to each commissioner of the Authority and each member of the governing body of the City. It shall be the responsibility of the executive director to give this notice.

(03) Order of Business - The suggested order of business at the annual meeting shall be:

1. Call meeting to order.
2. Oath of Office.
3. Election of officers and establishment of their terms.
4. Designation of committee assignments to commissioners.
5. Consider Agenda.
6. Consent Agenda.
7. Open Forum.
8. Public Hearings.
9. General Business.
10. Adjournment.

2.6) Regular Meetings

(01) Time and Place – Regular meetings shall be held on the 3rd Monday of each calendar month at 5:30 p.m. Any regular meeting falling upon a holiday shall be held on the next business day at the same time and place. Regular meetings shall be held by the Authority at such time and place as determined by the Authority at its annual meeting, unless the Authority, by subsequent resolution, establishes a different time and place for regular meetings.

(02) Notice - No separate notice need be given for regular meetings held at the time and place designated by the Enabling Resolution of the Authority.

(03) Order of Business - The suggested order of business at regular meetings shall be:

1. Call meeting to order.
2. Consider Agenda.
3. Consent Agenda.
4. Open Forum.
5. Public Hearings.
6. General Business.
7. Work Session.
8. Adjournment.

- 2.7) Special Meetings - Shall be called by the executive director at any time upon written request of any commissioner or by the executive director. Notice shall be given to each commissioner and to each member of the governing body of the City and shall be posted at the Authority's principal office.
- 2.8) Attendance Policy - The city council has adopted an Attendance Policy applicable to all commissioners. The city council may amend the Attendance Policy from time to time. At all times, commissioners shall comply with the Attendance Policy then in effect on file with the executive director. Failure to comply with the Attendance Policy may result in removal from the board of commissioners in accordance with the Attendance Policy.

ARTICLE 3 - OFFICERS AND STAFF

- 3.1) Officers - Authority officers shall consist of a president, a vice president, a treasurer, a secretary, and an assistant treasurer. The Authority shall elect the president, vice president, treasurer, and secretary annually. The offices of president and vice president may not be held by the same commissioner concurrently. The offices of assistant treasurer and secretary need not be held by commissioners. The economic development director of the City shall be the Authority's executive director.
- (01) President - Shall be selected from among the commissioners, shall preside at all meetings of and shall have general charge of and control over the affairs of the Authority subject to the approval of the commissioners.
- (02) Vice President - Shall be selected from among the commissioners, shall preside at all meetings in the absence of the president and shall perform such duties as may be assigned to him by the commissioners. In case of death, retirement, resignation, or disability of the president, the vice president shall perform and be vested with all the duties and powers of the president.
- (03) Treasurer - Shall be selected from among the commissioners, shall receive and is responsible for Authority money and for acts of the assistant treasurer.
- (04) Secretary - The secretary shall be the Authority's executive director. The secretary shall be responsible for taking and preparing minutes of each meeting of the Authority. Further, the secretary shall be responsible for maintaining any appropriate files as deemed necessary by the commissioners, including files of the minutes, publications of meetings, and meeting agenda. The Secretary shall also perform such functions as may be deemed necessary by the president.
- (05) Assistant Treasurer - The assistant treasurer shall be the Authority's executive director. The powers of the treasurer are delegated to the assistant treasurer. The assistant treasurer shall receive and is responsible for authority money. The assistant treasurer shall disburse Authority money by check only and keep an account of the source of all receipts and the nature, purpose, and authority of all disbursements. By March 31 of each year, the assistant treasurer shall file with the secretary detailed financial statements of the Authority covering the financial operations of the Authority during the twelve (12) month period ending on December 31 of the current year. The assistant treasurer shall provide a bond as required by law. All checks issued by the Authority shall be signed by the assistant treasurer and the President.
- 3.2) Absentee - In the case of the absence or inability to act of any officer of the Authority or of any person authorized by these bylaws to act in place of the officer, the Authority may from time to time delegate the powers or duties of such officer to any other officer or any commissioner whom it may select.
- 3.3) Vacancies - Vacancies in office arising from any cause shall be noticed to the Mayor and the City Council. The Authority may recommend a replacement to fill the vacancy to the City Council and the Mayor at its annual meeting or at any regular or special meeting.
- 3.4) Staff - The Authority shall appoint an executive director and such other staff as deemed necessary to

Commented [FGA1]: The enabling resolution requires that commissioners be appointed by the Mayor and the Council. This is also a requirement of the EDA law.a

carry out the business of the Authority and may determine their duties, qualifications, and compensation.

(01) The executive director shall have the duties and responsibilities delegated by these bylaws and as assigned by the Authority.

(02) The Authority may delegate to its staff, employees, or agents such powers or duties deemed proper.

3.5) Consultants - The Authority may contract for the services of consultants as needed to perform its duties and exercise its powers.

(01) The fees, if any, of all contracted agents or consultants of the Authority shall be fixed by the Authority.

ARTICLE 4 – FINANCE, CONTRACTS AND OTHER DUTIES

4.1) Fiscal Year - The fiscal year of the Authority shall be the same as the fiscal year of the City.

4.2) Budget - The following budgetary proceedings shall apply to the transaction of business:

(01) A budget shall be prepared by the treasurer in accordance with the Statute. The treasurer shall present the budget to the Authority each year at such time as established by the Authority, but not later than July 31.

(02) The budget shall include estimated revenues, the source of revenues and an estimate of the amount of money needed from the City, the costs of projects for the ensuing year, the estimated costs for personnel, and the purposes to which money on hand is to be applied, as well as the general administrative and overhead costs estimated for the ensuing year, and a proposed levy.

(03) After full consideration of the budget, the Authority shall approve and the president shall submit the budget to the city council.

4.3) Financial Statements - Must be prepared, presented, approved, and filed in accordance with Minnesota Statutes Sections 469.096 and 469.100 and other relevant statutes as amended or revised.

4.4) Contracts and Procurement

(01) All construction work and work of demolition and clearing, contracts for services or for repairs, maintenance and replacements, and every purchase of equipment, supplies or materials and contracts therefore shall be in accordance with the Statute and procurement policies, if any, established by resolution of the Authority.

(02) Approval of Contract by Attorney - Contracts shall be in writing and, except when deemed unnecessary by the Authority or the executive director, shall be approved as to form by the attorney for the Authority.

(03) Execution of Contracts - Unless otherwise directed by the Authority, required by law or required by state or federal agencies furnishing funds to the Authority, all purchasing contracts of the Authority shall be executed on behalf of the Authority as provided by the Purchasing Policy set forth in the Financial Management Policies of the City of Elk River, as amended from time to time. Non-purchasing contracts and other instruments of the Authority shall be executed by the president or other officer if the president is unavailable and the executive director or the executive director's delegate.

4.5) Disbursements

(01) Federal Funds - All funds received from the Government of the United States or any of its agencies shall be disbursed and accounted for in accordance with the regulations or requirements

from time to time made by the federal agencies furnishing said funds to the Authority.

(02) Official Depository - All monies of the Authority shall be deposited in the name of the Authority in official city depositories in accordance with Minnesota Statutes. Monies shall be disbursed only by check, signed by persons designated by the Authority, except that petty cash funds not exceeding at any time One Hundred Dollars (\$100) may be maintained by the Authority.

(03) Checks - All checks drawn on bank accounts of the Authority shall indicate the fund and, in the case of a project, the project to be charged. All checks shall be signed by the treasurer and the president. In accordance with Minnesota law, the treasurer has delegated the duty of signing checks to the assistant treasurer.

4.6) Records - The books and records of the Authority shall be kept at the Principal Office.

4.7) Ongoing Duties. The Authority shall evaluate and consider staff assignments, the status of existing Authority projects, any modifications or amendments to Minnesota Statutes, Sections 469.090 - 469.1081 and suggested amendments and changes to the Authority's bylaws from time to time as needed.

4.8) Official Newspaper. The official newspaper of the Authority shall be the official newspaper of the City of Elk River, unless otherwise determined by resolution of the Authority.

ARTICLE 5 – AMENDMENTS

5.1) Amendments - These bylaws may be amended at any meeting of the Authority provided that notice of such proposed amendment shall be given to each commissioner and each member of the governing body of the City prior to such meeting. Amendment of the bylaws shall be in accordance with the procedural and voting requirements established by these bylaws or by resolution of the Authority.

5.2) Existing Projects - The Authority shall have no control or authority over any existing economic development or redevelopment project in the City unless specifically so provided by resolution of the city council. If the city council adopts a resolution transferring control, authority and operation of any existing project to the Authority, the Authority shall accept control, authority, and operation of the project. When taking control of an existing project the Authority may exercise all for the powers that the governmental unit established in the project could exercise with respect to the project and shall covenant and pledge to perform the terms, conditions, and covenants of any bond indentures or other agreements executed with respect to the project.

ARTICLE 6 – COMMITTEES

6.1) Committees – The Authority may establish and maintain committees to advise and enhance the work of the Authority and to work with the executive director of the Authority and City staff on assignments if needed. Composition of any committee may include Authority Commissioners, members at-large, or any combination of membership as the Authority finds suitable.

6.2) Establishment of Committees – Committees established for the purpose of a specific task or initiative may be created by motion specifying the name and purpose of the committee, the composition of membership, expected duration, and other direction the Authority finds necessary. Appointments to a committee shall be by motion of the Authority unless otherwise stated.

6.3) Standing Committees – Committees which are expected to provide continual support and advice to the Authority may be established and articulated through these bylaws as standing committees. The Authority has established the following standing committees, as amended:

- Joint Finance Committee - A joint Finance Committee of the Authority and Housing and Redevelopment Authority (HRA) to provide input and advice to the Authority, HRA, and City Council on financing, incentives, and other similar activities. Composition of the committee shall be comprised of (i) two HRA Commissioners appointed by the HRA, (ii) two Authority Commissioners appointed by the Authority, and (iii) up to five at-large members with a residential or business connection to the Elk River community. When possible, appointment of at-large members should give preference to professional representation such that there are two members of the banking profession, one member of the legal profession, one member of the real estate profession and one member of the community at large, each of whom shall be appointed, as needed, by the then-existing members of the Finance Committee to fill any vacancy consistent with foregoing community categories. The professional distinction or expertise of a HRA or Authority Commissioner need not be a factor in considering satisfaction of the professional representation of at-large members. The Chair of the Finance Committee shall be selected by the Committee on a biannual basis at the Committee's first-occurring meeting of each odd-numbered year, and shall be an HRA or Authority Commissioner.
 - Beautification and Public Art Committee – A committee to promote beautification, art placement, and overall enhancement of the community's visual appearance. Composition of the committee shall consist of two Authority members, and up to five at-large members.
- 6.3) Facilitating Committees – Any committee may choose to appoint a chairperson to lead meetings. A staff liaison shall facilitate meetings in the absence or non-appointment of a chairperson.

Amendments:

December 12, 1994 – Annual Meeting time changed to 6:00 p.m.

December 9, 2002 – Annual Meeting time changed to 5:30 p.m.

January 13, 2003 – Regular Meeting date and time changed to second Monday at 5:30 p.m.

With exceptions for holidays; dates and time changes can be made at Annual Meeting, or by Resolution

May 13, 2013 – Regular meetings changed to third Monday

July 15, 2013 – Changes to 3.1(01); 4.4(02) and 4.4(03) regarding contracts

December 14, 2016 – Changes to 5.3 (01)

May 15, 2017 – Changes to 5.3 (01) (a)

March 18, 2019 – Minor capitalization and wording changes throughout bylaws; changes to 2.5(03) and 2.6(03) relating to order of business for annual meeting and regular meetings; changes to 3.1 relating to officers; deletion of 3.5(02) relating to services; changes to 4.4(03) and 4.5(03) relating to execution of checks; addition of 2.8 relating to attendance policy; addition of 4.7 relating to ongoing duties of the Authority; addition of 4.8 relating to the official newspaper of the Authority

April 19, 2021 – Revise Section 5.3 eliminate one HRA Commissioner from the Joint Finance Committee.

January 17, 2023 – Set date on providing budget to Authority; vacancy procedure, strike inactive committees, and clarification on the Joint Finance Committee.

January 16, 2024 – Create separate article for Committees, and modify language regarding committees.

**WORKING SUMMARY OF THE ENABLING RESOLUTION OF
THE ELK RIVER ECONOMIC DEVELOPMENT AUTHORITY
Res. 87-63, as Amended by Res. 90-5, 94-122, 97-95 and 11-04**

(Official Resolutions on File at Elk River City Hall)

- WHEREAS,** Minnesota Statutes 469.090 et seq. (the Statute) authorizes The City of Elk River (the City) to establish an Economic Development Authority pursuant to the procedures and subject to the restrictions set forth therein; and,
- WHEREAS,** on October 7, 1987, the City Council for the City of Elk River (the City Council) adopted Resolution No. 87-63 creating the City of Elk River Economic Development Authority (the Authority); and,
- WHEREAS,** on February 12, 1990, the City Council adopted Resolution No. 90-5 to expand the Authority from five (5) to seven (7) Commissioners by including, along with the City Council, two (2) residents to serve the Authority at-large, and to adjust the compensation of the Commissioners from One Dollar (\$1.00) for each regular or special meeting of the Authority attended to One Hundred Dollars (\$100.00) for each full month of service; and,
- WHEREAS,** on November 21, 1994, the City Council adopted Resolution No. 94-122 to change the composition of the Authority from five (5) City Councilmembers and two (2) residents to: the Mayor of the City of Elk River; three (3) additional City Councilmembers of the City of Elk River; and three (3) residents of the City of Elk River who are not members of the city Council; and,
- WHEREAS,** on September 15, 1997, the City Council adopted Resolution No. 97-95 to adjust the compensation of the Commissioners from One Hundred Dollars (\$100.00) for each full month of service to One Hundred Fifty Dollars (\$150.00); and,
- WHEREAS,** on January 3, 2011, the City Council adopted Resolution No. 11-04 to change the composition of the Authority from: the Mayor of the City of Elk River; three (3) additional City Councilmembers of the City of Elk River; and three (3) residents of the City of Elk River who are not members of the city Council to: four (4) City Councilmembers and three (3) residents of the City of Elk River who are not members of the city Council; and,
- NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Elk River, Minnesota, as follows:

1. Establishment of Economic Development Authority

There is hereby established in the City of Elk River an Economic Development Authority (hereinafter referred to as the "Authority"), effective upon passage by the City Council of this resolution.

2. Commissioners

- a. The Commissioners of the Authority shall include; four (4) members of the City Council and three (3) residents of the City of Elk River who are not members of the City Council. The mayor shall make all appointments to the Authority, with the approval of the City Council.
- b. The terms of the Commissioners who are members of the City Council shall coincide with their term of office, unless a Commissioner resigns earlier. Commissioners who are not City Council members shall serve six (6) year terms.
- c. The Commissioners shall be compensated at the rate of One Hundred Fifty Dollars (\$150.00) for each full month of service. In addition, Commissioners shall be reimbursed for actual expenses incurred in doing official business of the Authority.

3. Officers

- a. The Authority shall annually elect a president, a vice president, a treasurer, a secretary, and an assistant treasurer. A Commissioner must not serve as president and vice president at the same time. The offices of secretary and assistant treasurer need not be held by a Commissioner.
- b. The officers shall have the usual duties and powers of their offices, including those set forth in the Statute.

4. Bylaws and Rules

- a. The Authority shall adopt bylaws and rules to govern its procedures and for the transaction of its business. The records of the Authority shall be a public records, as provided by law.
- b. The Authority shall adopt an official seal.

5. Employees

- a. The Authority may employ an executive director and such other employees as it may require, and determine their duties, qualifications, and compensation.
- b. The Authority may contract for the services of consultants as needed to perform its duties and exercise its powers.
- c. The Authority shall use the services of the City attorney as its chief legal advisor.
- d. The Authority may delegate to its agents or employees such powers or duties as it may deem proper.

6. Conflict of Interest

Except as otherwise provided by law, a Commissioner, officer, or employee of the Authority must not acquire any financial interest, direct or indirect, in any project or in any property included or

planned to be included in any project, nor shall the person have any financial interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project.

7. Powers

The Authority shall have all powers conferred upon Economic Development Authorities by the Statute, as amended from time to time, including:

- a. The powers of a housing and redevelopment authority under Minn. Stat. § 469.001 et seq.;
- b. The powers of a City under Minn. Stat. § 469.124 et seq.;
- c. The powers and duties of a redevelopment agency under Minn. Stat. § 469.152 et seq.;
- d. The power to create and define the boundaries of economic development districts, as provided by law;
- e. The power to acquire by lease, purchase, gift, devise, or condemnation proceedings property required to create economic development districts; and to dispose of property acquired, as provided by the Statute;
- f. The power to sign options to purchase, sell, or lease property;
- g. The right of eminent domain, as provided by the Statute;
- h. The power to make contracts for the purpose of economic development, as provided by the Statute;
- i. The authority to be a limited partner in a partnership whose purposes are consistent with the Authority's purpose;
- j. The power to acquire rights or an easement for a term of years, or perpetually, for development of an economic development district;
- k. The power to buy the supplies and materials it needs to carry out the purposes of the Statute;
- l. The right to receive public property, as provided by the Statute;
- m. The power to sell or lease land held by it for economic development in economic development districts;
- n. The power to operate and maintain a public parking facility or other public facility to promote development in an economic development district;

- o. The right to cooperate with or act as agent for the federal or state government or other public body to carry out the Statute;
- p. The power to study and analyze economic development needs in the City and ways to meet the needs; to study the desirable patterns for land use for economic development and community growth, and other factors effecting local economic development in the City; to make the result of the studies available to the public and to industry in general; to engage in research and to disseminate information on economic development within the City;
- q. The power to carry out public relations activities to promote the City and its economic development, as permitted by the Statute;
- r. The right to accept conveyances of land from all other public agencies, commissions, or other units of government, if the land can be properly used by the authority in an economic development district to carry out the purposes of the Statute;
- s. The power to develop and improve the lands in an economic development district to make it suitable and available for economic development uses and purposes; to fill, grade, and protect the property and do anything necessary and expedient, after acquiring the property, to make it suitable and attractive as a tract for economic development; and to lease some or all of its lands or property; and may set up local improvement districts in all or part of an economic development district;
- t. The power to borrow money in anticipation of bonds, after bonds have been authorized, as provided by the Statute;
- u. The power to issue general obligation bonds, pursuant to the procedures set forth in and as provided by the Statute, and when authorized by two-thirds (2/3) majority vote of the City Council, to:
 - i. Secure funds needed by the Authority to pay for acquired property; or
 - ii. For other purposes as provided in the statute.
- v. The power to issue revenue bonds pursuant to the procedures set forth in and as authorized by the Statute;
- w. The power to sell or convey property owned by it within the City or an economic development district pursuant to the procedure set forth in the Statute, if it determines that the sale or conveyance is in the best interest of the City or district and its people and that the transaction furthers the Authority's general plan of economic development;
- x. The power to advance its general fund money or its credit or both without interest for the objects and purposes of the Statute, as allowed by the Statute;

- y. The right to request that the City levy a tax for the benefit of the Authority, pursuant to the procedures and as provided for in the Statute.

8. Existing Projects

- a. The Authority shall have no control nor authority over any existing economic development or redevelopment project in the City, unless specifically so provided by subsequent resolution of the City Council. If the City Council adopts a resolution transferring control, authority, and operation of any existing project to the Authority, the Authority shall accept control, authority and operation of the project;
- b. When taking control of an existing project, the Authority may exercise all of the powers that the governmental unit establishing the project could exercise with respect to the project and shall covenant and pledge to perform the terms, conditions, and covenants of any bond indentures or other agreements executed with respect to the project.

9. Banks and Audits

- a. Every two years the Authority shall name a national or state bank within the state as a depository, in the manner provided by the Statute.
- b. The financial statements of the Authority shall be prepared, audited, filed, and published in the manner required by the Statute.

10. Annual Reports

The Authority shall prepare and submit all annual reports required by the Statute, including:

- a. An annual report stating whether and how this enabling resolution should be modified;
- b. An annual budget;
- c. An annual report giving a detailed account of the Authority's activities and its receipts and expenditures during the preceding year.

11. Modification of Enabling Resolution

This enabling resolution, or any part thereof, may be modified at any time by the City Council, as provided by the Statute.

Summarized Res. 87-63, as Amended by Res. 90-5, 94-122, 97-95 and 11-04
Official Resolutions on File at Elk River City Hall



Request for Action

To
Economic Development Authority

Item Number
7.5

Meeting Date
January 21, 2025

Prepared By
Brent O'Neil, Economic Development Director

Item Description
Extension to the Real Estate Listing Agreement with Hardin Companies

Reviewed by
Cal Portner

Action Requested

Approve, by motion, a one-year extension to the Real Estate Listing Agreement with Hardin Companies. This agreement has included the sale of the Fox Haven properties and the 171st Avenue property for development. Approving this agreement will continue the representation agreement with Hardin Companies for the EDA's North Star property at 17610 Tyler St. NW.

Background/Discussion

Ryan Hardin of Hardin Companies has represented EDA-owned properties since 2022.

Financial Impact
N/A

Mission/Policy/Goal
Support the growth and development of the community.

Attachments
I. Tyler Property Listing Contract Amendment

The Elk River Vision

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





NorthstarMLS Listing Change Form and Contract Amendment

This form may function as an amendment to the listing agreement between the parties.

(Asterisk denotes Required Field if the Section is used)

*Listing Number Multiple *Address Multiple Parcels See "Other" Below

*Listing Office ID 26332 *Listing Agent ID 496506940 *Listing Agent Name Ryan D Hardin

☐ Price Change *New List Price \$ _____	☐ Status Change (May be entered by listing firm) ☐ *Active (from a Temp. Not Avail. For Showing, Coming Soon, or Pending status) _____	☐ Sold (Listing must be entered into Pending first) *Sale Price _____ *Date Closed _____
☒ Expiration Date Change If Old Expiration Date is past, extension must be signed within 7 days of that date. Otherwise, must enter new listing. *Old Expiration Date <u>01/18/25</u> *New Expiration Date <u>01/18/26</u>	☐ *Pending (includes all listings not available for showings IF an offer has been accepted) *Pending Date _____ *Projected Close Date _____ *Selling Office ID _____	Loan Amount _____ *Seller Contribution _____ *Financing Terms (choose only 1) ☐ FHA ☐ Contract For Deed ☐ FHA Rehab 203k ☐ Lease Purchase ☐ DVA ☐ Special Funding ☐ Conventional ☐ Federal Land Bank ☐ Conv Rehab ☐ MHFA/WHEDA ☐ Rural Dev ☐ Cash ☐ USDA ☐ Contract/Deed w/Assumption ☐ Assumable ☐ Exchange/Trade ☐ Adj. Rate/Gr. Pay ☐ Other
☐ Status Change (To be entered by your association) ☐ *Temp. Not Avail. For Showing ☐ *Cancelled (The Owner(s) and the Broker must sign for a listing to be Cancelled.) *Off-Market Date _____	*Selling Agent ID _____ *Selling Agent Name: _____ Co-Selling Office ID _____ Co-Selling Agent ID _____ Co-Selling Agent Name: _____	☐ Rented *Rented Monthly Rate _____ *Rented Date _____ *Renting Office ID _____ *Renting Agent ID _____ *Renting Agent Name _____

OTHER: (Write the name of the field and the value it should contain, e.g. "Bedrooms = 4")

Expiration Date hereby amended for: PID# 75-757-0105 17610 Tyler Street NW, Elk River, MN 55330,

The Undersigned do hereby agree that the listing contract dated 01/19/2022, (original contract date) between the undersigned is changed as shown above. All other terms of such listing contract shall remain unchanged and in full force and effect, except as we may agree in writing to change it in the future.

Owner acknowledges receipt of a copy of this transmittal form.

Owner (Signature) _____

Date _____

Owner (Signature) _____

Date _____

Agent _____

Date _____

Broker (Required for Cancellation) Ryan Hardin

Date _____

NorthstarMLS Change Form Instructions

This form is split into multiple sections, each serving a different function. Keep in mind that the fields with asterisks are REQUIRED. If the information is not complete, the change cannot be made. This form will also serve as the owner's authorization to broker to make changes to the listing and owners agree that the changes are correct.

BASIC INFORMATION

Property address, listing number, listing office ID and listing agent ID are required for ALL changes.

WHO SHOULD INPUT THIS CHANGE INTO NORTHSTARMLS?

- The office broker may make most MLS changes without sending this form to NorthstarMLS. The change form should be retained and made available to NorthstarMLS upon request.
- **Expiration Date Correction:** MLS rules allow a listing contract to be extended within 7 days of the expiration date (After 7 days, a new contract and new MLS listing are required). The office broker may correct an inaccurate listing date if it is corrected within 7 days of listing entry.
- If the listing status is sold, the information cannot be updated by the agent or broker. The change form should be sent to NorthstarMLS at help@northstarmls.com

STATUS CHANGE

1. Temporarily Not Available for Showing - does not terminate listing rights. A listing contract still exists but the listing is off the market, not available for showings to anyone, for a time that exceeds 24 hours. The property owner is not free to dispose of the property or re-list it with another broker without first recognizing the rights of the current listing broker.
2. Cancelled - terminates the listing rights of the broker as of a specific date, except for those prospects whom the seller has been notified of in writing in accordance with the listing agreement terms. Upon the effective cancellation date of the listing, the seller is free to relist, sell directly, or take the property off the market. The listing broker must sign the form for this status change.
3. Active - The listed property is available for showings.
4. Pending - Enter the date the purchase agreement/contract was accepted in the Off-Market date field. Enter the projected closing date, the selling office ID and the selling agent ID.
5. Sold - Enter the sale price, the date the sale closed, the loan amount (if any) and the amount the seller contributed to the transaction (points paid or other). Select the type of financing used. This entry must be made within 2 business days of the closing.
6. Rented - Enter the Rented Monthly Rate, Rented Date (the date the lease/contract was accepted), Renting Office ID, Renting Agent ID and Renting Agent name. This entry must be made within 2 business days of the lease agreement/contract being accepted.

OTHER CHANGES

Write the name of the field you wish to change along with the correct, new information. If you wish to change a remarks section, write the name of the remarks field (e.g. "Agent Remarks") on this form and attach the text you wish to have entered.

SIGNATURES

Be sure to get signatures from all the identified individuals.

Contact the NorthstarMLS Help Desk with any questions at 651-251-5456 or help@northstarmls.com



Request for Action

To
Economic Development Authority

Item Number
7.6

Meeting Date
January 21, 2025

Prepared By
Brent O'Neil, Economic Development Director

Item Description
General Updates

Reviewed by
Cal Portner

Action Requested
This item is presented for information and discussion.

Background/Discussion
This item is an opportunity to discuss relevant topics and other non-action items of the board.

Financial Impact
N/A

Mission/Policy/Goal
Support the growth and development of the community.

Attachments
I. 2024 Q4 Website Analytics Report

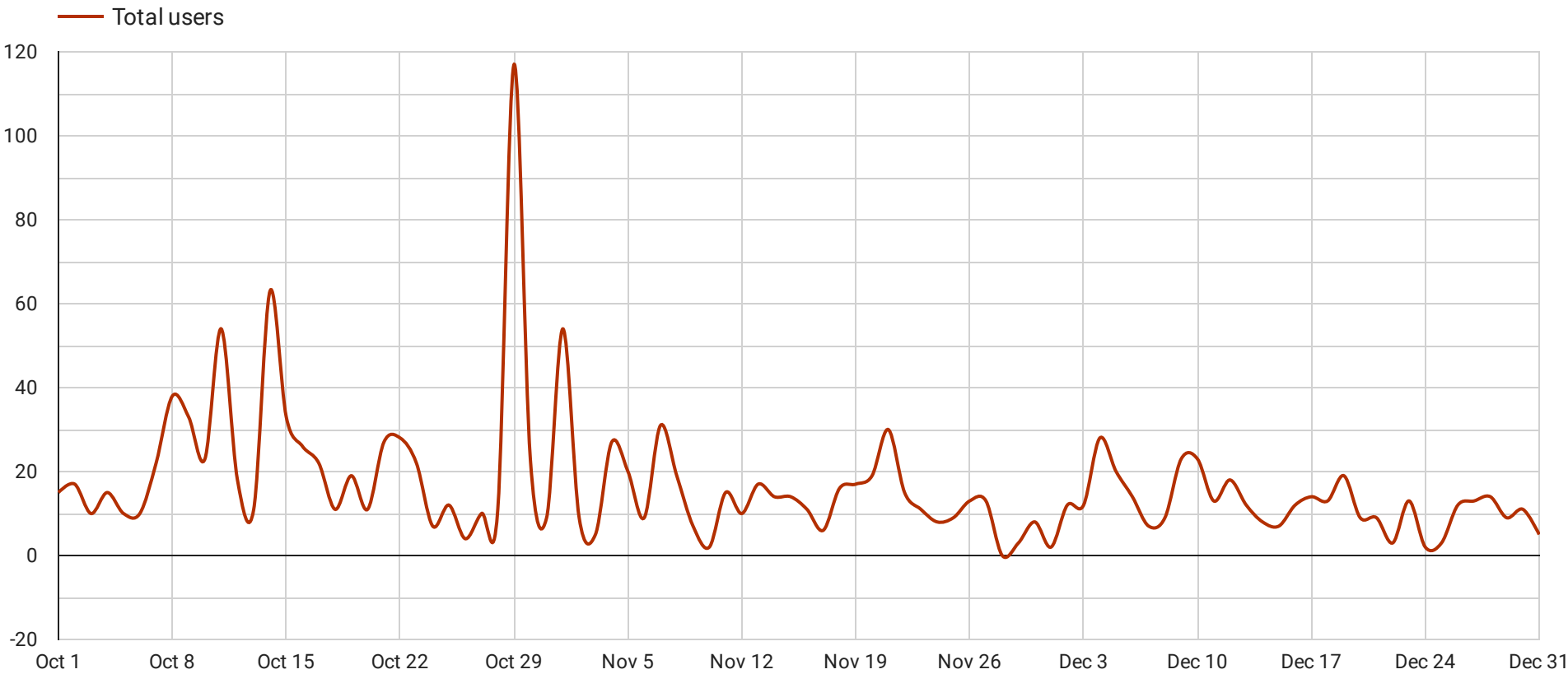
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WEBSITE METRICS

Your audience at a glance!



Total users

1,386

New users

1,334

Sessions

1,696

Sessions per user

1.23

Engagement rate

53.66%

Views

3,347

Engaged sessions

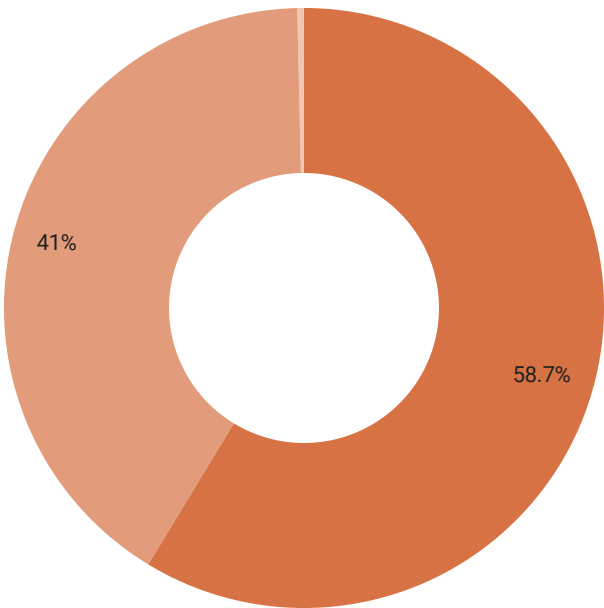
910



Total users 1 • ● 1,252

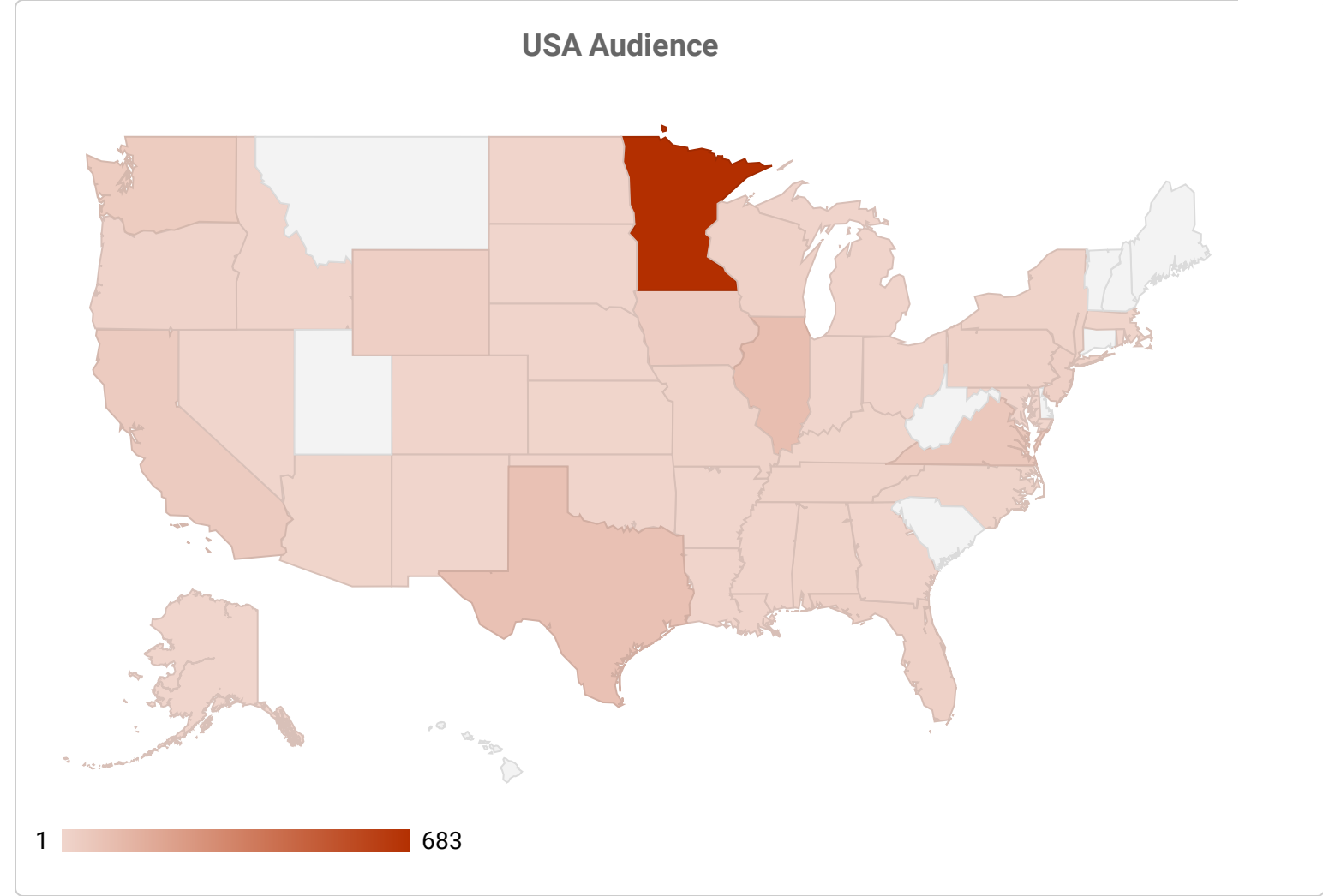
	Country	Total users ▾
1.	United States	1,224
2.	China	37
3.	Ireland	18
4.	India	17
5.	Philippines	7
6.	South Korea	3
7.	United Kingdom	3
8.	Canada	2
9.	Mexico	2
10.	Sweden	2

What device are people using?



desktop mobile tablet

	Device category ▴	Total users
1.	desktop	814
2.	mobile	568
3.	tablet	5

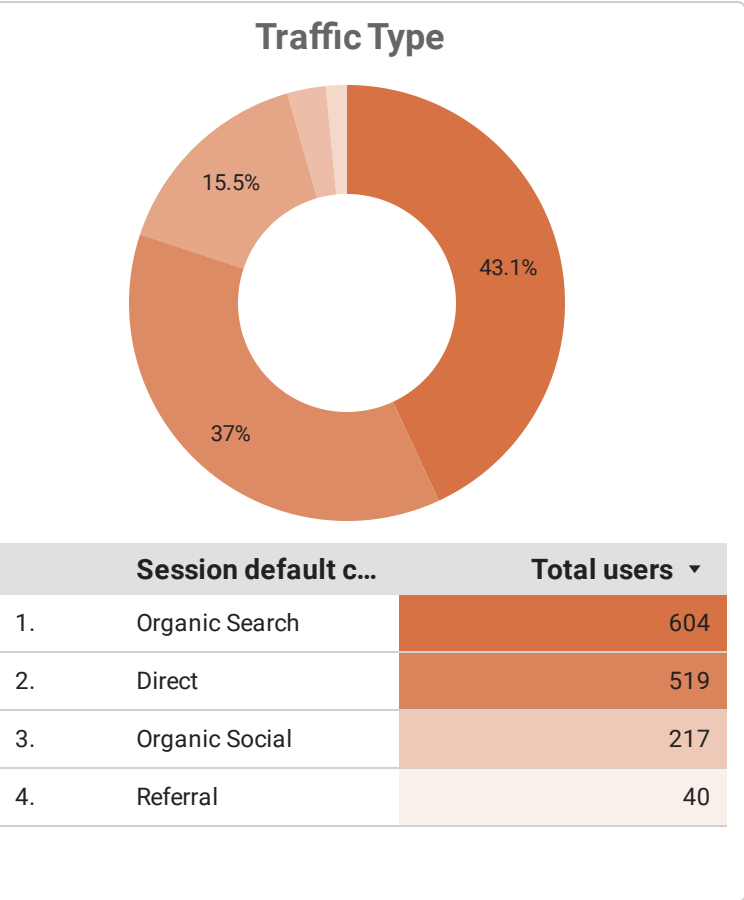
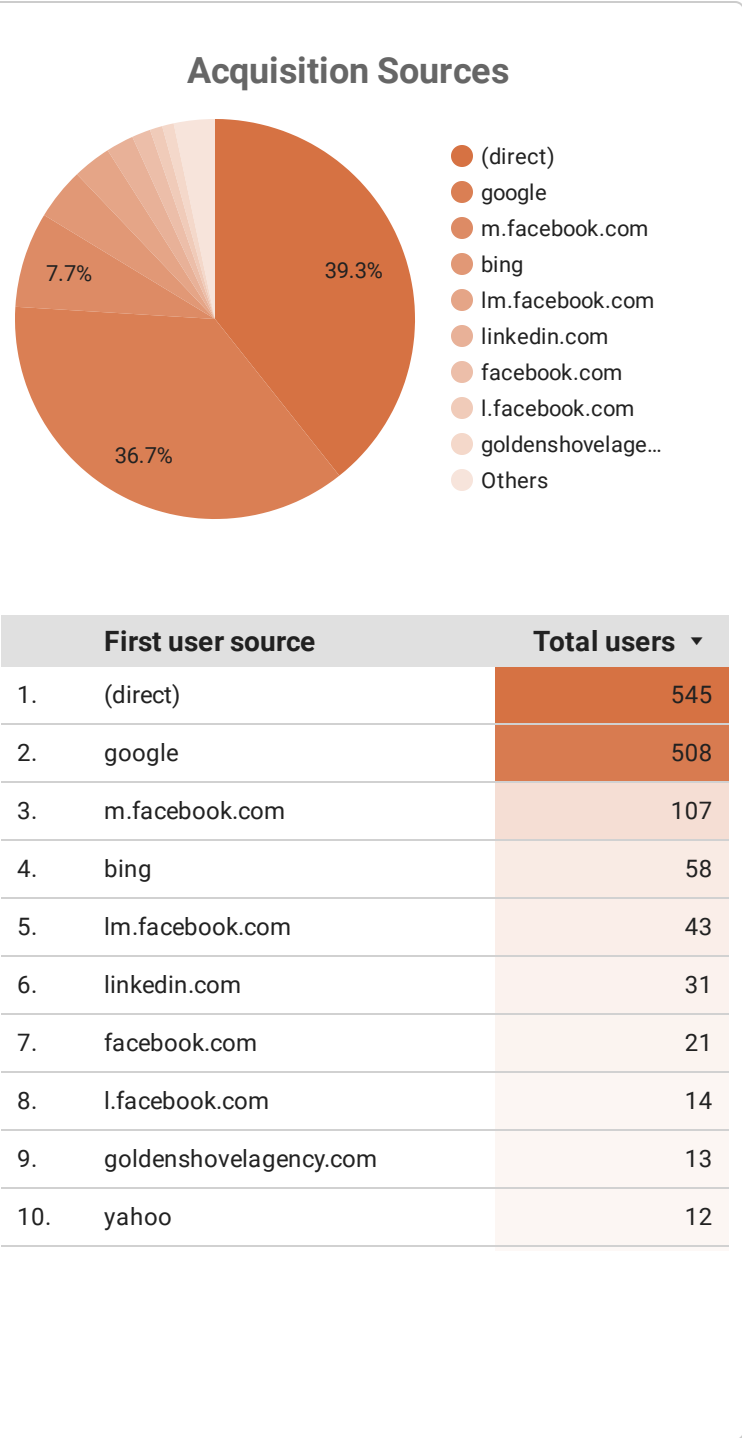
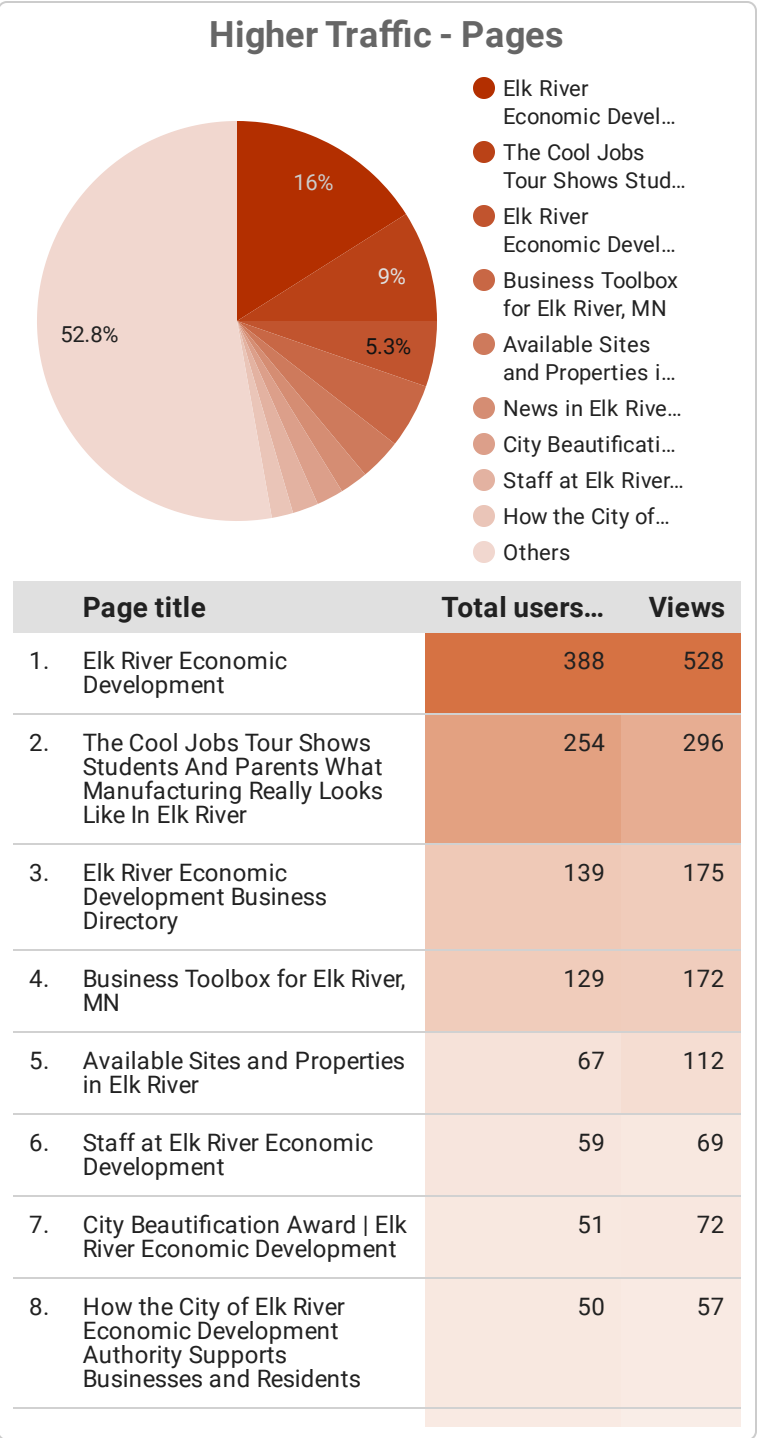


Higher Traffic - States (globally)

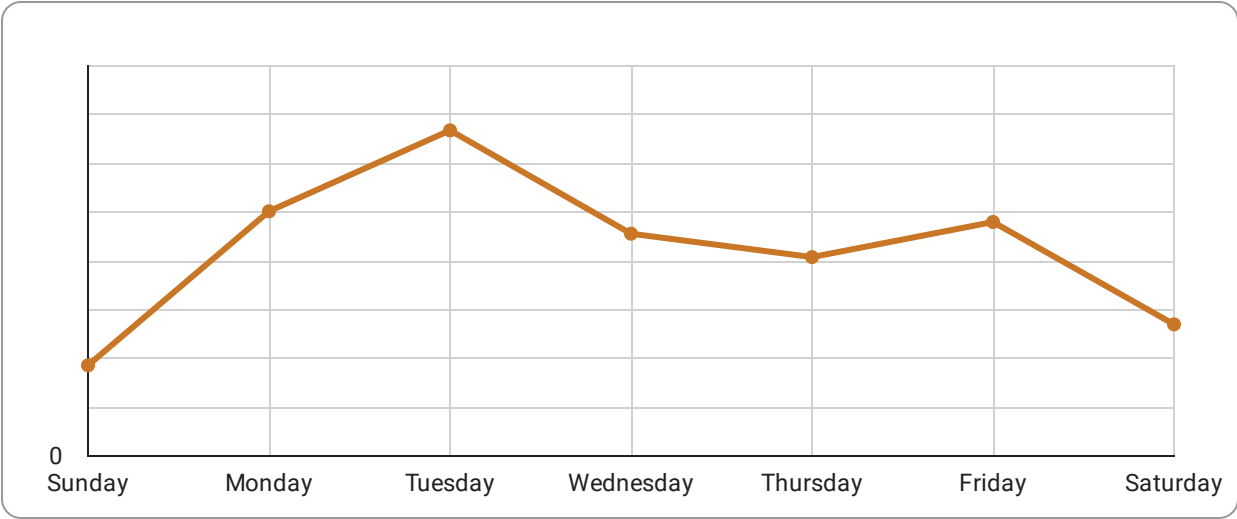
Region		Total users ▾
1.	Minnesota	683
2.	Illinois	94
3.	Texas	82
4.	Virginia	54
5.	California	42
6.	Washington	40
7.	Iowa	36
8.	Wyoming	25
9.	New Jersey	22
10.	Florida	19

Higher Traffic - Cities (globally)

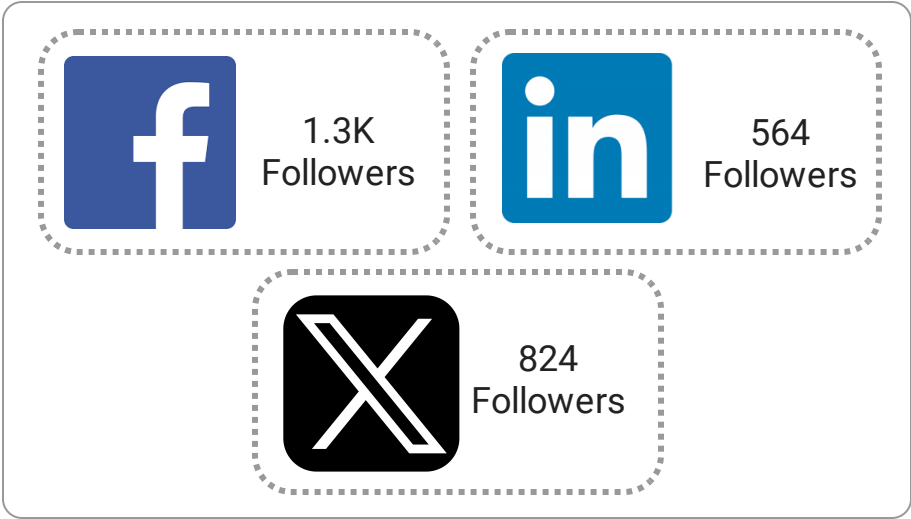
City		Total users ▾
1.	Minneapolis	181
2.	Elk River	140
3.	Chicago	83
4.	Dallas	37
5.	Moses Lake	37
6.	San Antonio	28
7.	Cheyenne	25
8.	Des Moines	24
9.	San Jose	20
10.	Saint Paul	19



What day of week users visit your website?



Social Media Following



Thank you for being a valued client!





43 EAST BROADWAY
LITTLE FALLS, MN 56345
GOLDENSHOVELAGENCY.COM

**Thank You
for Being a
Valued Client!**