



# Economic Development Authority

Monday, May 19, 2025

5:30 PM

Elk River City Hall

## Regular Meeting & Closed Meeting Agenda

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

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### 1. CALL MEETING TO ORDER

### 2. PLEDGE OF ALLEGIANCE

### 3. CONSIDER AGENDA

### 4. CONSENT AGENDA

Considered to be routine and noncontroversial and will be approved by one motion. There will be no separate discussion of these items unless there is a request to remove the item from the consent agenda to the regular agenda.

#### 4.1 Draft Minutes - April 21, 2025

#### 4.2 Check Register

#### 4.3 Balance Sheet

#### 4.4 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 General Updates

### 8. MOTION TO ADJOURN REGULAR MEETING

### 9. CLOSED MEETING - PID # 75-00757-0105 - 17610 TYLER ST. NW

#### 9.1 Statement to be read by the Chair:

"The Economic Development Authority will be closing the meeting pursuant to MN Statute

Section 13D.05, Subdivision 3(c)(1) to consider offers or counteroffers relating to the sale of PID 75-00757-0105, 17610 Tyler ST. NW."

9.2 Motion Calling Closed Meeting

9.3 Hold Closed Meeting

9.4 Motion to Adjourn Closed 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, April 21, 2025**

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

Members Absent: None

Staff Present: Economic Development Director Brent O'Neil, Economic Development Specialist Joshua Mollan, and Recording Secretary Katie Porath

1. CALL MEETING TO ORDER

Pursuant to due call and notice thereof, the meeting was called to order at 5:32 p.m.

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 7-0.**

4. CONSENT AGENDA

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

4.1 Draft Minutes - March 17, 2025

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

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There were no public hearings.

## 7. GENERAL BUSINESS

### 7.1 Consider Elk River Garden Gem Awards

Mr. Mollan gave an update on the proposed awards. There would be four housing related categories under the Housing and Redevelopment Authority and one commercial category related award under the EDA. Awards would be presented at September HRA and EDA meetings and applications will be accepted starting May 1, 2025.

Chair Westgaard questioned the timing of the program and if plants would be established in time to submit them or if a homeowner was planning a fall project.

**Moved by Commissioner Jennifer Wagner and seconded by Commissioner J. Brian Calva to approve the creation of Elk River Garden Gem Awards, a new landscape and garden recognition program, in partnership with the Housing and Redevelopment Authority. Motion carried 7-0.**

### 7.2 Marketing Committee

Mr. O'Neil gave an update on the proposed temporary marketing committee. He asked for volunteers from the committee.

Commissioner Blesener stated that the Together Elk River committee has been having conversations about marketing and there seems to be some overlap with the proposed Destination Marketing Organization efforts.

Commissioner Blesener and Commissioner Wagner, who are already on the Together Elk River committee, agreed to be on the new subcommittee. Commissioner Calva also volunteered.

**Moved by Commissioner Mike Beyer and seconded by Commissioner J. Brian Calva to designate a temporary marketing committee and assign 2-3 members to the committee.**

Chair Westgaard asked if the names of the committee members should be included in the motion.

**Commissioner Beyer moved to amend the motion to include the committee members Charlie Blesener, Jennifer Wagner, and J. Brian Calva seconded by Commissioner J. Brian Calva. Motion carried 7-0.**

### 7.3 General Updates

Mr. Mollan updated the commission on website analytics and videos that had been recorded.

Mr. O'Neil updated the council on businesses looking for land in Elk River. Placer.ai contract renewal is coming up and they are asking for a 5% increase.

## 8. MOTION TO ADJOURN REGULAR MEETING

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**Moved by Commissioner J. Brian Calva and seconded by Commissioner Jennifer Wagner to adjourn the meeting. Motion Carried 7-0.**

The meeting adjourned at 5:52 p.m.

Minutes prepared by Katie Porath.

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Matt Westgaard, EDA President

\_\_\_\_\_  
Tina Allard, City Clerk

DRAFT

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
<b>CITY OF ELK RIVER</b>								
<b>920</b>								
4-2025 EDA	1	EDA SALARIES - APR 25	Invoice	05/12/2025	05/19/2025	9,979.11	9,979.11	920-4-6210-4101
4-2025 EDA	2	EDA SALARIES - APR 25	Invoice	05/12/2025	05/19/2025	1,050.00	1,050.00	920-4-6210-4103
4-2025 EDA	3	EDA SALARIES - APR 25	Invoice	05/12/2025	05/19/2025	763.44	763.44	920-4-6210-4104
4-2025 EDA	4	EDA SALARIES - APR 25	Invoice	05/12/2025	05/19/2025	611.00	611.00	920-4-6210-4105
4-2025 EDA	5	EDA SALARIES - APR 25	Invoice	05/12/2025	05/19/2025	147.26	147.26	920-4-6210-4107
4-2025 EDA	6	EDA SALARIES - APR 25	Invoice	05/12/2025	05/19/2025	1,445.40	1,445.40	920-4-6210-4108
4-2025 EDA	7	EDA REIMB - SUPPLIES/AMAZON	Invoice	05/12/2025	05/19/2025	3.80	3.80	920-4-6210-4201
4-2025 EDA	8	EDA REIMB - POSTAGE	Invoice	05/12/2025	05/19/2025	.70	.70	920-4-6210-4322
Total 17440 CITY OF ELK RIVER:						14,000.71	14,000.71	
Total 920:						14,000.71	14,000.71	
<b>JOSHUA MOLLAN</b>								
<b>920</b>								
4232025 JM	1	REIMB MILEAGE MOLLAN	Invoice	04/23/2025	05/23/2025	50.05	50.05	920-4-6210-4331
5152025 JM	1	REIMB MILEAGE&PARKING 5/13-15 2	Invoice	05/15/2025	06/15/2025	198.52	198.52	920-4-6210-4331
Total 14730 JOSHUA MOLLAN:						248.57	248.57	
Total 920:						248.57	248.57	
Total :						14,249.28	14,249.28	
Grand Totals:						14,249.28	14,249.28	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
920-4-6210-4101	9,979.11	.00	9,979.11
920-4-6210-4103	1,050.00	.00	1,050.00
920-4-6210-4104	763.44	.00	763.44
920-4-6210-4105	611.00	.00	611.00
920-4-6210-4107	147.26	.00	147.26
920-4-6210-4108	1,445.40	.00	1,445.40
920-4-6210-4201	3.80	.00	3.80
920-4-6210-4322	.70	.00	.70
920-4-6210-4331	248.57	.00	248.57
Grand Totals:	14,249.28	.00	14,249.28

Summary by General Ledger Posting Period

<u>GL Posting Period</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
00/00	14,249.28	.00	14,249.28
Grand Totals:	<u>14,249.28</u>	<u>.00</u>	<u>14,249.28</u>

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Report Criteria:

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

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**CITY OF ELK RIVER**

Balance Sheet

April 30, 2025

Fund 920 - EDA

Assets

920-1010 Cash - EDA 2,381,279.49

Total Assets 2,381,279.49

Fund Equity

920-2400 Fund Balance 2,418,623.64  
Revenues over Expenditures - YTD (37,344.15)

Total Fund Equity 2,381,279.49

Total Liabilities & Equity 2,381,279.49

**CITY OF ELK RIVER**  
 Revenues with Comparison to Budget  
 For the Months Ending April 30, 2025

Fund 920 - EDA

	Period Actual	YTD Actual	Budget	Unexpended	PCNT
920-3-0000-3111 Property Taxes	-	-	427,000.00	(427,000.00)	0%
920-3-0000-3342 Other Local Grants	-	1,600.00	-	1,600.00	0%
920-3-0000-3621 Interest Income	6,983.41	29,113.80	25,000.00	4,113.80	116%
920-3-0000-3949 Transfer-HRA	-	-	4,000.00	(4,000.00)	0%
Total Fund Revenue	6,983.41	30,713.80	456,000.00	(425,286.20)	7%

**CITY OF ELK RIVER**  
Expenditures with Comparison to Budget  
For the Months Ending April 30, 2025

Fund 920 - EDA

	Period Actual	YTD Actual	Budget	Unexpended	PCNT
920-4-6210-4101 Regular Pay	9,979.11	28,939.40	130,800.00	(101,860.60)	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	763.44	2,230.45	10,000.00	(7,769.55)	22%
920-4-6210-4105 FICA	610.99	1,815.67	8,800.00	(6,984.33)	21%
920-4-6210-4107 Medicare	147.21	442.00	2,100.00	(1,658.00)	21%
920-4-6210-4108 Insurance	1,445.40	5,416.20	25,500.00	(20,083.80)	21%
920-4-6210-4109 Workers Comp	133.00	266.00	650.00	(384.00)	41%
920-4-6210-4201 Office Supplies	12.11	86.04	3,000.00	(2,913.96)	3%
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	-	-	400.00	(400.00)	0%
920-4-6210-4322 Postage	-	-	100.00	(100.00)	0%
920-4-6210-4331 Travel, Conferences & Schools	1,390.00	3,021.77	11,000.00	(7,978.23)	27%
920-4-6210-4349 Advertising/Marketing	8,938.99	11,481.99	73,600.00	(62,118.01)	16%
920-4-6210-4359 Publishing	-	77.40	1,000.00	(922.60)	8%
920-4-6210-4361 Insurance	27.00	54.00	250.00	(196.00)	22%
920-4-6210-4404 Software Services	-	3,600.00	15,000.00	(11,400.00)	24%
920-4-6210-4433 Dues & Subscriptions	187.50	4,477.03	4,650.00	(172.97)	96%
920-4-6210-4440 Miscellaneous	-	3,000.00	73,500.00	(70,500.00)	4%
920-4-6210-4721 Transfer-General Fund	-	-	48,000.00	(48,000.00)	0%
<b>Total Fund Expenditures</b>	<b>24,684.75</b>	<b>68,057.95</b>	<b>456,000.00</b>	<b>(387,942.05)</b>	<b>15%</b>
<b>Net Revenue Over Expenditures</b>	<b>(17,701.34)</b>	<b>(37,344.15)</b>	<b>-</b>	<b>(37,344.15)</b>	<b>0%</b>



# Request for Action

**To**  
Economic Development Authority

**Item Number**  
7.1

**Meeting Date**  
May 19, 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 purposes.

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

**Financial Impact**  
N/A

**Mission/Policy/Goal**  
Support commercial and industrial development in Elk River.

**Attachments**  
None

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