



Regular Meeting

Agenda

- Regular 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 Minutes - August 18, 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 Presentation - Garden Gem Awards

7.2 Levy for Debt Service on YMCA Bonds

7.3 General Updates

8. MOTION TO ADJOURN



**Meeting of the Economic Development
Authority
Held at the Elk River City Hall
Monday, August 18, 2025**

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

Members Absent: President Matthew Westgaard

Staff Present: Economic Development Director Brent O'Neil, Economic Development Specialist Joshua Mollan, and City Clerk Tina Allard

1. CALL MEETING TO ORDER

Pursuant to due call and notice thereof, the meeting was called to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

Moved by Commissioner Mike Beyer and seconded by Commissioner J. Brian Calva to approve the agenda. Motion Carried 6-0.

4. CONSENT AGENDA

Moved by Commissioner Cory Grupa and seconded by Commissioner Jeff Hartwig to approve the following consent items as outlined in their respective staff reports. Motion Carried 6-0.

4.1 DRAFT Minutes - July 21, 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

There were no public hearings.

7. GENERAL BUSINESS

7.1 2026 Budget Resolution

The staff report was presented.

Moved by Commissioner J. Brian Calva and seconded by Commissioner Mike Beyer to adopt Resolution 25-01 establishing the tax levy for the Economic Development Authority, adopting the budget for 2026, and recommending \$429,850 for inclusion in the 2026 levy. Motion Carried 6-0.

7.2 Committee and General Updates

Beautification Committee

Mr. Mollan stated they have winners in four of the five beautification award categories, noting there were no nominations for the townhome category. He stated the commercial winner will be brought to the September meeting with the remaining category winners going to the next Housing and Redevelopment Authority meeting.

Together Elk River

Mr. Mollan provided an update on the Play campaign.

Development Minute

Mr. Mollan stated three businesses were recently filmed and will be released soon.

EDA Loan

Mr. O'Neil stated the Twin Cities Metalworks (formally Orluck Industries) loan is on the last payment, which will involve some attorney, interest and late fees. He noted a release of the mortgage will be scheduled for a future meeting.

Elk Park Center

Mr. O'Neil discussed a call he had with representatives from the Elk Park Center multi-tenant facility regarding the clients they are looking for and informing them of the assistance city staff can offer. Commissioner Blesener suggested the Center sell off a smaller space in the parking lot for a restaurant. Mr. O'Neil noted this was part of the discussion and the Center has indicated they are hoping to fill current vacant space before searching for tenants at a new building. Commissioner Calva suggested that a new restaurant could also help attract tenants.

Mr. O'Neil stated staff is looking at creating stronger engagement for manufacturing month in October and they will have more details at a future meeting.

8. MOTION TO ADJOURN

Moved by Commissioner J. Brian Calva and seconded by Commissioner Charlie Blesener to adjourn the meeting. Motion Carried 6-0.

Report Criteria:

Vendor.Vendor number = {<>} 35099
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								
8-2025 EDA	1	EDA SALARIES - AUG 25	Invoice	09/04/2025	09/15/2025	15,190.62	15,190.62	920-4-6210-4101
8-2025 EDA	2	EDA SALARIES - AUG 25	Invoice	09/04/2025	09/15/2025	1,050.00	1,050.00	920-4-6210-4103
8-2025 EDA	3	EDA SALARIES - AUG 25	Invoice	09/04/2025	09/15/2025	1,157.73	1,157.73	920-4-6210-4104
8-2025 EDA	4	EDA SALARIES - AUG 25	Invoice	09/04/2025	09/15/2025	952.70	952.70	920-4-6210-4105
8-2025 EDA	5	EDA SALARIES - AUG 25	Invoice	09/04/2025	09/15/2025	228.30	228.30	920-4-6210-4107
8-2025 EDA	6	EDA SALARIES - AUG 25	Invoice	09/04/2025	09/15/2025	1,445.40	1,445.40	920-4-6210-4108
8-2025 EDA	8	EDA REIMB - SUPPLIES/STAPLES	Invoice	09/04/2025	09/15/2025	25.54	25.54	920-4-6210-4201
8-2025 EDA	7	EDA REIMB - INS OCT/DEC	Invoice	09/04/2025	09/15/2025	27.00	27.00	920-4-6210-4361
Total 17440 CITY OF ELK RIVER:						20,077.29	20,077.29	
Total 920:						20,077.29	20,077.29	
ELK RIVER AREA CHAMBER OF COMMERCE								
920								
17388	1	NEWSLETTER AD	Invoice	08/20/2025	09/19/2025	50.00	50.00	920-4-6210-4349
Total 17355 ELK RIVER AREA CHAMBER OF COMMERCE:						50.00	50.00	
Total 920:						50.00	50.00	
Total :						20,127.29	20,127.29	
Grand Totals:						20,127.29	20,127.29	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
920-4-6210-4101	15,190.62	.00	15,190.62
920-4-6210-4103	1,050.00	.00	1,050.00
920-4-6210-4104	1,157.73	.00	1,157.73
920-4-6210-4105	952.70	.00	952.70
920-4-6210-4107	228.30	.00	228.30
920-4-6210-4108	1,445.40	.00	1,445.40
920-4-6210-4201	25.54	.00	25.54
920-4-6210-4349	50.00	.00	50.00
920-4-6210-4361	27.00	.00	27.00
Grand Totals:	20,127.29	.00	20,127.29

Summary by General Ledger Posting Period

<u>GL Posting Period</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
00/00	20,127.29	.00	20,127.29
Grand Totals:	<u>20,127.29</u>	<u>.00</u>	<u>20,127.29</u>

Report Criteria:

Vendor.Vendor number = {<>} 35099
Invoice Detail.GL account = {>=} "920"

Report Criteria:

Report type: Invoice detail
 Vendor.Vendor number = 35099
 Check.Type = {<>} "Adjustment"
 Bank.Bank number = 2

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
998080725										
08/25	08/07/2025	998080725	35099	US BANK	7252025 EDA	920-4-6210-4349	.00	932.99	932.99	2
Total 998080725:							.00		932.99	
Grand Totals:							.00		932.99	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
920-2020	.00	932.99-	932.99-
920-4-6210-4349	932.99	.00	932.99
Grand Totals:	932.99	932.99-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Vendor.Vendor number = 35099

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

Bank.Bank number = 2

CITY OF ELK RIVER

Balance Sheet
August 31, 2025

Fund 920 - EDA

<u>Assets</u>			
920-1010	Cash - EDA	<u>2,512,126.77</u>	
	Total Assets		<u><u>2,512,126.77</u></u>
<u>Fund Equity</u>			
920-2400	Fund Balance	2,418,623.64	
	Revenues over Expenditures - YTD	<u>93,503.13</u>	
	Total Fund Equity		<u>2,512,126.77</u>
	Total Liabilities & Equity		<u><u>2,512,126.77</u></u>

CITY OF ELK RIVER
 Revenues with Comparison to Budget
 For the Months Ending August 31, 2025

Fund 920 - EDA

		Period Actual	YTD Actual	Budget	Unexpended	PCNT
920-3-0000-3111	Property Taxes	1.67	220,862.92	427,000.00	206,137.08	52%
920-3-0000-3342	Other Local Grants	-	1,600.00	-	(1,600.00)	0%
920-3-0000-3621	Interest Income	9,401.45	55,337.16	25,000.00	(30,337.16)	221%
920-3-0000-3949	Transfer-HRA	-	4,000.00	4,000.00	-	100%
	Total Fund Revenue	9,403.12	281,800.08	456,000.00	174,199.92	62%

CITY OF ELK RIVER
Expenditures with Comparison to Budget
For the Months Ending August 31, 2025

Fund 920 - EDA

	Period Actual	YTD Actual	Budget	Unexpended	PCNT
920-4-6210-4101 Regular Pay	10,090.09	68,966.80	130,800.00	61,833.20	53%
920-4-6210-4103 Part-time Pay	1,050.00	7,350.00	12,600.00	5,250.00	58%
920-4-6210-4104 PERA	775.20	5,295.97	10,000.00	4,704.03	53%
920-4-6210-4105 FICA	636.48	4,322.33	8,800.00	4,477.67	49%
920-4-6210-4107 Medicare	154.23	1,046.77	2,100.00	1,053.23	50%
920-4-6210-4108 Insurance	1,445.40	11,197.80	25,500.00	14,302.20	44%
920-4-6210-4109 Workers Comp	-	399.00	650.00	251.00	61%
920-4-6210-4201 Office Supplies	35.91	191.68	3,000.00	2,808.32	6%
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	-	330.00	400.00	70.00	83%
920-4-6210-4322 Postage	-	0.70	100.00	99.30	1%
920-4-6210-4331 Travel, Conferences & Schools	-	4,895.16	11,000.00	6,104.84	45%
920-4-6210-4349 Advertising/Marketing	932.99	13,824.98	73,600.00	59,775.02	19%
920-4-6210-4359 Publishing	-	77.40	1,000.00	922.60	8%
920-4-6210-4361 Insurance	27.00	81.00	250.00	169.00	32%
920-4-6210-4404 Software Services	-	3,990.33	15,000.00	11,009.67	27%
920-4-6210-4433 Dues & Subscriptions	350.00	15,327.03	4,650.00	(10,677.03)	330%
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	-	100%
Total Fund Expenditures	15,497.30	188,296.95	456,000.00	267,703.05	41%
Net Revenue Over Expenditures	(6,094.18)	93,503.13	-	(93,503.13)	0%



Request for Action

To
Economic Development Authority

Item Number
7.1

Meeting Date
September 15, 2025

Prepared By
Joshua Mollan, Economic Development Specialist

Item Description
Presentation - Garden Gem Awards

Reviewed by
Brent O'Neil
Cal Portner

Action Requested

Recognize the 2025 Commercial Garden Gem Award winner, Plaisted Companies, with a photo and presentation of the award by President Westgaard.

Background/Discussion

During the inaugural Garden Gem Awards, the Beautification and Public Art Committee received 12 nominations for 10 properties.

In August, the volunteer judging panel visited and scored the participating properties, recommending the highest scorer in each category. Plaisted Companies earned recognition for commercial properties.

The HRA recognized the winners of the single-family and neighborhood categories at its September meeting.

The winners will be presented with a personalized garden stone and a winner's sign to be temporarily displayed at the property.

Financial Impact

Program expenses are under \$200.

Mission/Policy/Goal

The Garden Gem Awards aim to recognize exceptional gardens and landscaping in Elk River thereby supporting the beauty of the neighborhood and the community as a whole.

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
7.2

Meeting Date
September 15, 2025

Prepared By
Joshua Mollan, Economic Development Specialist

Item Description
Resolution 25-02: Levy for Debt Service on YMCA Bonds

Reviewed by
Brent O'Neil
Cal Portner

Action Requested

Approve, by motion, Resolution 25-02 establishing the 2026 referendum tax levy of \$518,866 for debt service on the YMCA facility.

Background/Discussion

In 2007, the EDA issued \$12 million in bonds for the construction of a recreational facility to be leased to the YMCA. In 2013, the EDA issued \$9,685,000 crossover refunding bonds to redeem the Series 2007 bonds. The refunding created interest savings and set the maturity of the bonds for 2033.

Under the lease agreement with the YMCA, the EDA pays two-thirds of the debt service, and the YMCA pays the remaining one-third. The EDA portion of the scheduled bond payment for 2026 is \$494,158. The bond issuance requirements necessitate funding the annual payments with a coverage ratio of 1.05, or 105% percent of the bond payment. Therefore, the required levy for the 2026 bond payment is \$518,866.

Financial Impact

The required levy for bond payments in 2026 is \$518,866.

Mission/Policy/Goal

Support Elk River's existing businesses through relationship building, programmatic offerings, and high-quality city services.

Attachments

- I. EDA RES 25-02 YMCA Resolution

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Resolution 25-02

A Resolution of the City of Elk River Economic Development Authority Establishing the Referendum Tax Levy as Approved by Voters for a Recreational Facility to be leased to the YMCA

WHEREAS, on September 12, 2006, the voters of the City of Elk River approved a referendum pledging the City's full faith, credit, and resources to \$12,000,000 of bonds for a recreational facility to be leased to the YMCA; and

WHEREAS, in 2013, the EDA issued \$9,685,000 cross-over refunding bonds to redeem the Series 2007 Bonds on February 1, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Economic Development Authority of the City of Elk River, Minnesota, as follows: that it hereby levies a tax of \$518,866 for taxes payable in 2026 for the purposes of funding the debt service on \$9,685,000 of bonds as approved by voters to build a recreational facility to be leased to the YMCA.

Passed and adopted this 15th day of September, 2025.

Matt Westgaard, EDA President

ATTEST:

Brent O'Neil, EDA Executive Director





Request for Action

To
Economic Development Authority

Item Number
7.3

Meeting Date
September 15, 2025

Prepared By
Joshua Mollan, Economic Development Specialist

Item Description
General Updates

Reviewed by
Brent O'Neil
Cal Portner

Action Requested
This item is presented for information and discussion purposes.

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 commercial and industrial development in Elk River.

Attachments
None

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