



Regular
&
Closed Meeting
Agenda

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

-
1. CALL MEETING TO ORDER
 2. PLEDGE OF ALLEGIANCE
 3. CONSIDER AGENDA
 4. CONSENT AGENDA

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

 - 4.1 DRAFT Minutes - September 15, 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 Beautification Award Recommendation
 8. OPEN DISCUSSION

This section is reserved for the board and staff to discuss relevant topics, updates, and other non-action items of the board.
 9. MOTION TO ADJOURN REGULAR MEETING
 10. CLOSED MEETING - PID #75-00757-0105 - 17610 TYLER ST. NW

10.1 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."

10.2 Motion Calling Closed Meeting

10.3 Hold Closed Meeting

10.4 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, September 15, 2025**

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

Members Absent: Commissioner Cory Grupa

Staff Present: Economic Development Director 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 5:31 p.m..

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

Moved by Commissioner Charlie Blesener and seconded by Commissioner Jennifer Wagner to approve the agenda. Motion carried 6-0.

4. CONSENT AGENDA

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

4.1 DRAFT Minutes - August 18, 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 Presentation - Garden Gem Awards

The staff report was presented.

President Westgaard presented the Commercial Garden Gem Award winner to Alec Plaisted of Plaisted Companies. Mr. Plaisted expressed his gratitude for the award.

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

The staff report was presented.

Moved by Commissioner J. Brian Calva and seconded by Commissioner Jeff Hartwig to approve Resolution 25-02 establishing the 2026 referendum tax levy of \$518,866 for debt service on the YMCA facility. Motion carried 6-0.

7.3 General Updates

Mr. O'Neil provided the following updates:

- Regarding the budget, Mr. O'Neil caught something he had misrepresented to the board at the July meeting. The final recommendation from the board was to leave out the \$50,000 for future land purchases; however, on the final spreadsheet, land was still included in there for \$50,000. He recommended moving forward with the number that was approved in July for the preliminary levy tonight, then proceed to talk about the land item at the meeting in October.
- The Tyler Street project is still progressing and looking good. Every conversation Mr. O'Neil has had has been positive. He thinks that in October or November, there will be a substantial update or an action item, and a discussion regarding TIF. President Westgaard stated it is nice to hear they are still engaged in the project.

Mr. Mollan provided the following updates:

- The Beautification award nomination period is almost up. As of right now, they have 6 nominations. They will look for the committees to judge the properties in October and look to bring in the winner in November.
- Development Minute: Some of the most recent ones were Les Schwab Tires, Pickle Paradise, and Spectrum Field House and some of the upcoming ones will be J & J Machine and MC's Pub.

8. MOTION TO ADJOURN

Moved by Commissioner J. Brian Calva and seconded by Commissioner Mike Beyer to adjourn the meeting. Motion carried 6-0.

The meeting adjourned at 5:46 p.m.

Minutes prepared by Jolene Richter.

Matt Westgaard, EDA President

Tina Allard, City Clerk

DRAFT

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
998090825										
09/25	09/08/2025	998090825	35099	US BANK	8252025 EDA	920-3-0000-3629	.00	1,396.70	1,396.70	2
Total 998090825:							.00		1,396.70	
998100725										
10/25	10/07/2025	998100725	35099	US BANK	9252025 EDA	920-4-6210-4349	.00	867.93	867.93	2
Total 998100725:							.00		867.93	
Grand Totals:							.00		2,264.63	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
910-2020	.00	117.86-	117.86-
910-4-6100-4349	117.86	.00	117.86
920-2020	38.30	2,185.07-	2,146.77-
920-3-0000-3629	.00	38.30-	38.30-
920-4-6210-4331	302.90	.00	302.90
920-4-6210-4349	1,862.17	.00	1,862.17
920-4-6210-4433	20.00	.00	20.00
Grand Totals:	2,341.23	2,341.23-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Vendor.Vendor number = 35099

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

Bank.Bank number = 2

Report Criteria:

Vendor.Vendor number = {<->} 26120
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								
9-2025 EDA	1	EDA SALARIES - SEP 25	Invoice	10/06/2025	10/20/2025	10,127.08	10,127.08	920-4-6210-4101
9-2025 EDA	2	EDA SALARIES - SEP 25	Invoice	10/06/2025	10/20/2025	1,050.00	1,050.00	920-4-6210-4103
9-2025 EDA	3	EDA SALARIES - SEP 25	Invoice	10/06/2025	10/20/2025	777.97	777.97	920-4-6210-4104
9-2025 EDA	4	EDA SALARIES - SEP 25	Invoice	10/06/2025	10/20/2025	638.77	638.77	920-4-6210-4105
9-2025 EDA	5	EDA SALARIES - SEP 25	Invoice	10/06/2025	10/20/2025	154.84	154.84	920-4-6210-4107
9-2025 EDA	6	EDA SALARIES - SEP 25	Invoice	10/06/2025	10/20/2025	1,445.40	1,445.40	920-4-6210-4108
9-2025 EDA	7	EDA REIMB - WC OCT/DEC	Invoice	10/06/2025	10/20/2025	142.00	142.00	920-4-6210-4109
9-2025 EDA	8	EDA REIMB - SUPPLIES/STAPLES	Invoice	10/06/2025	10/20/2025	.02	.02	920-4-6210-4201
9-2025 EDA	9	EDA - FTCENTER ADVERTISING	Invoice	10/06/2025	10/20/2025	1,283.33	1,283.33	920-4-6210-4349
9-2025 EDA	10	EDA REIMB - 3RD QTR SIGN SUPPLI	Invoice	10/06/2025	10/20/2025	7.44	7.44	920-4-6210-4440
Total 17440 CITY OF ELK RIVER:						15,626.85	15,626.85	
Total 920:						15,626.85	15,626.85	
923								
9-2025 EDA	11	EDA REIMB - CONT DISCLOSURE YM	Invoice	10/06/2025	10/20/2025	440.00	440.00	923-4-7000-4319
Total 17440 CITY OF ELK RIVER:						440.00	440.00	
Total 923:						440.00	440.00	
JOSHUA MOLLAN								
920								
10012025JM	1	REIMB MILEAGE MOLLAN	Invoice	10/01/2025	11/01/2025	16.38	16.38	920-4-6210-4331
9222025JM	1	REIMB MILEAGE MOLLAN	Invoice	09/22/2025	10/22/2025	21.14	21.14	920-4-6210-4349
Total 14730 JOSHUA MOLLAN:						37.52	37.52	
Total 920:						37.52	37.52	
STAR BANNERS								
920								
68701	1	BANNERS-TOGETHER ER	Invoice	09/19/2025	10/19/2025	75.80	75.80	920-4-6210-4349
Total 12158 STAR BANNERS:						75.80	75.80	
Total 920:						75.80	75.80	
CAMPBELL KNUTSON P.A.								
920								
3273 9-30-25 EDA	1	EDA LEVY PROCESS	Invoice	09/30/2025	10/30/2025	240.00	240.00	920-4-6210-4304
3273G 9-30-25 EDA	1	LEGAL SVS - GENERAL	Invoice	09/30/2025	10/30/2025	92.50	92.50	920-4-6210-4304
Total 8001 CAMPBELL KNUTSON P.A.:						332.50	332.50	
Total 920:						332.50	332.50	
ELK RIVER AREA CHAMBER OF COMMERCE								

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Net Invoice Check Amount	GL Account Number
920								
17570	1	ANNUAL MEETING - O'NEIL	Invoice	09/10/2025	10/10/2025	25.00	25.00	920-4-6210-4331
17581	1	ANNUAL MEETING - MOLLAN	Invoice	09/15/2025	09/30/2025	25.00	25.00	920-4-6210-4331
Total 17355 ELK RIVER AREA CHAMBER OF COMMERCE:						50.00	50.00	
Total 920:						50.00	50.00	
KUTAK ROCK LLP								
920								
3583263 - EDA	1	LEGAL SVS - PINWOOD	Invoice	06/24/2025	10/20/2025	106.00	106.00	920-4-6210-4304
Total 52416 KUTAK ROCK LLP:						106.00	106.00	
Total 920:						106.00	106.00	
STONE & STEEL DESIGN LLC								
920								
5890 EDA	1	ENGRAVED STONES (EDA)	Invoice	09/16/2025	10/16/2025	129.00	129.00	920-4-6210-4349
Total 14424 STONE & STEEL DESIGN LLC:						129.00	129.00	
Total 920:						129.00	129.00	
Total :						16,797.67	16,797.67	
Grand Totals:						16,797.67	16,797.67	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
920-4-6210-4101	10,127.08	.00	10,127.08
920-4-6210-4103	1,050.00	.00	1,050.00
920-4-6210-4104	777.97	.00	777.97
920-4-6210-4105	638.77	.00	638.77
920-4-6210-4107	154.84	.00	154.84
920-4-6210-4108	1,445.40	.00	1,445.40
920-4-6210-4109	142.00	.00	142.00
920-4-6210-4201	.02	.00	.02
920-4-6210-4304	438.50	.00	438.50
920-4-6210-4331	66.38	.00	66.38
920-4-6210-4349	1,509.27	.00	1,509.27
920-4-6210-4440	7.44	.00	7.44
923-4-7000-4319	440.00	.00	440.00
Grand Totals:	16,797.67	.00	16,797.67

Summary by General Ledger Posting Period

<u>GL Posting Period</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
00/00	16,797.67	.00	16,797.67
Grand Totals:	<u>16,797.67</u>	<u>.00</u>	<u>16,797.67</u>

Report Criteria:

Vendor.Vendor number = {<>} 26120
Invoice Detail.GL account = {>=} "920"

CITY OF ELK RIVER
BALANCE SHEET
SEPTEMBER 30, 2025

FUND 920 - EDA

<u>ASSETS</u>			
920-1010	CASH - EDA	2,487,068.73	
	TOTAL ASSETS		<u>2,487,068.73</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
920-2400	FUND BALANCE	2,418,623.64	
	REVENUES OVER EXPENDITURES - YTD	68,445.09	
	TOTAL FUND EQUITY		<u>2,487,068.73</u>
	TOTAL LIABILITIES & EQUITY		<u>2,487,068.73</u>

CITY OF ELK RIVER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2025

EDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>DEPARTMENT 0000</u>					
920-3-0000-3111	PROPERTY TAXES	.00	220,862.92	427,000.00	206,137.08 51.7
920-3-0000-3342	OTHER LOCAL GRANTS	.00	1,600.00	.00 (1,600.00) .0
920-3-0000-3621	INTEREST INCOME	.00	51,685.25	25,000.00 (26,685.25) 206.7
920-3-0000-3629	MISCELLANEOUS REVENUE	38.30	38.30	.00 (38.30) .0
920-3-0000-3949	TRANSFER-HRA	.00	4,000.00	4,000.00	.00 100.0
	TOTAL DEPARTMENT 0000	38.30	278,186.47	456,000.00	177,813.53 61.0
	TOTAL FUND REVENUE	38.30	278,186.47	456,000.00	177,813.53 61.0

CITY OF ELK RIVER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2025

EDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ECONOMIC DEVELOPMENT</u>					
920-4-6210-4101	15,190.62	84,157.42	130,800.00	46,642.58	64.3
920-4-6210-4103	1,050.00	8,400.00	12,600.00	4,200.00	66.7
920-4-6210-4104	1,157.73	6,453.70	10,000.00	3,546.30	64.5
920-4-6210-4105	952.70	5,275.03	8,800.00	3,524.97	59.9
920-4-6210-4107	228.30	1,275.07	2,100.00	824.93	60.7
920-4-6210-4108	1,445.40	12,643.20	25,500.00	12,856.80	49.6
920-4-6210-4109	.00	399.00	650.00	251.00	61.4
920-4-6210-4201	25.54	217.22	3,000.00	2,782.78	7.2
920-4-6210-4212	.00	.00	50.00	50.00	.0
920-4-6210-4304	.00	.00	10,000.00	10,000.00	.0
920-4-6210-4319	.00	.00	25,000.00	25,000.00	.0
920-4-6210-4321	.00	330.00	400.00	70.00	82.5
920-4-6210-4322	.00	.70	100.00	99.30	.7
920-4-6210-4331	302.90	5,198.06	11,000.00	5,801.94	47.3
920-4-6210-4349	1,044.24	14,869.22	73,600.00	58,730.78	20.2
920-4-6210-4359	.00	77.40	1,000.00	922.60	7.7
920-4-6210-4361	27.00	108.00	250.00	142.00	43.2
920-4-6210-4404	.00	3,990.33	15,000.00	11,009.67	26.6
920-4-6210-4433	20.00	15,347.03	4,650.00	(10,697.03)	330.0
920-4-6210-4440	.00	3,000.00	73,500.00	70,500.00	4.1
920-4-6210-4721	.00	48,000.00	48,000.00	.00	100.0
TOTAL ECONOMIC DEVELOPMENT	21,444.43	209,741.38	456,000.00	246,258.62	46.0
TOTAL FUND EXPENDITURES	21,444.43	209,741.38	456,000.00	246,258.62	46.0
NET REVENUE OVER EXPENDITURES	(21,406.13)	68,445.09	.00	(68,445.09)	.0



Request for Action

To
Economic Development Authority

Item Number
7.1

Meeting Date
October 20, 2025

Prepared By
Joshua Mollan, Economic Development Specialist

Item Description
Beautification Award Recommendation

Reviewed by
Cal Portner

Action Requested

Approve, by motion, the 2025 Beautification Award winner as recommended by the Beautification and Public Art Committee.

Background/Discussion

The Beautification and Public Art Committee marketed and accepted nominations for the Beautification Award from May through September. Staff received and reviewed five nominees: Price Homes, Thunderstruck Exteriors, Elk River Area Chamber of Commerce, Antiques Downtown, and NRH Plumbing.

The nominees are slated to be reviewed and scored during the October 20 Beautification and Public Art Committee meeting. The Beautification and Public Art Committee will approve a recommendation which will be shared with the EDA at this meeting.

If approved, we will invite the winner to be recognized and accept the award at the November 17 EDA meeting. As part of the awarding process, staff will work with the awardee to place a fixture or furnishing (garden bench) on the site with an engraving highlighting the EDA's recognition of the business.

Financial Impact

The cost of a fixture or furnishing is estimated at \$500 to \$750.

Mission/Policy/Goal

The City Beautification Award recognizes business owners whose efforts to clean, repair, improve, and enhance the overall esthetics of either the interior or exterior of the business, property and/or space thereby maintaining the beauty of their neighborhood and surroundings. It is presented to encourage community improvements and enhance our city's image and economic vitality.

Attachments

- I. Elk River Area Chamber of Commerce

The Elk River Vision

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



Elk River Area Chamber of Commerce

509 US-10

















