

CITY OF COLUMBUS



ECONOMIC DEVELOPMENT AUTHORITY SPECIAL MEETING AGENDA (Interactive Technology Format - Minnesota Statutes 13D.02) Thursday, June 12, 2025 at 5:30 p.m.

1. Call to Order 5:30 p.m.
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of the April 14, 2025 EDA Meeting Minutes
5. EDA Restructuring
6. Financial Report
7. Business Activity Report
8. Other
9. Adjournment

Zoom Meeting Instructions:

Meeting starts at 5:30 p.m.

Zoom Meeting format will be open starting 5 minutes before meeting start time

Video Conference via Zoom:

<https://us06web.zoom.us/j/88640128726?pwd=BbjASF7lKhbnqgFNuFbjRZ8kiHINko.1>

Meeting ID: 886 4012 8726

Passcode: 466361

June 12, 2025 EDA Special Meeting

Item 4.0 – Meeting Minute Approval

Meeting Minutes from the April 15, 2025 EDA Meeting are presented for Commission review and approval.

Recommendation: Staff request that Commission review the attached April 15, 2025. Meeting Minutes and consider approval.

Attachments:

1. April 15, 2025 EDA Meeting Minutes

Economic Development Authority Action:

Motion by: _____ Second by: _____

Vote Yes: _____ Vote No: _____

No Action: _____

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City of Columbus
Regular Economic Development Authority (EDA) Meeting
Alternative Meeting Format
MN Statute, Section 13D.021
04.15.2025

The April 15, 2025 meeting of the City of Columbus Economic Development Authority was called to order at 6:44 p.m. by President Ron Hanegraaf at City Hall. Present were Commissioners Janet Hegland, Judy Huntosh, Karen Fleming, and Ron Hanegraaf; Executive Director Jack Davis and Secretary Aaron Berg.

Members Absent: Jennifer Lattin, Rob Busch, and Scott Wendell

1. Call to Order – 6:30 p.m.

2. Pledge of Allegiance

3. Approval of Agenda

Commissioner Hegland initially moved to approve the meeting agenda and the April 2, 2025 Planning Commission meeting minutes in error, referencing the wrong agenda. Upon clarification, Commissioner Hegland restated the motion to approve the April 15, 2025 EDA agenda as written.

Motion by Hegland to approve the agenda as written. Seconded by Huntosh. Roll call vote: Huntosh – aye; Hegland – aye; Fleming – aye; Hanegraaf – aye. Motion carries.

4. Annual Organizational Meeting

Executive Director Davis reviewed the EDA Bylaws regarding annual appointments and discussed required positions: Vice President and Treasurer. The Mayor serves as President by default. Discussion included past appointment attempts and attendance issues that delayed elections.

Vice President Election

Motion by Huntosh to nominate Fleming as Vice President. Fleming declined, expressing interest in Treasurer role. Huntosh amended the motion to nominate Janet Hegland as Vice President. Seconded by Fleming. Roll call vote: Fleming – aye; Hegland – aye; Huntosh – aye; Hanegraaf – aye. Motion carries.

Treasurer Election

40 **Motion by Hegland to nominate Karen Fleming as Treasurer. Seconded by Huntosh. Roll call**
41 **vote: Fleming – aye; Hegland – aye; Huntosh – aye; Hanegraaf – aye. Motion carries.**

42

43 Davis confirmed no additional appointments were required at this time, though the Executive
44 Director may appoint an Assistant Secretary. Davis declined to appoint one at this time.

45 **5. Approval of January 16, 2025 EDA Meeting Minutes**

46

47 **Motion by Hegland to approve the January 16, 2025 minutes with previously submitted**
48 **editorial corrections. Seconded by Huntosh.**

49

50 Discussion: Commissioners Fleming and Hanegraaf were absent at the January meeting but
51 confirmed they read and approved the minutes. Davis provided clarification that those not in
52 attendance may vote if they reviewed the material.

53

54 **Roll call vote: Fleming – aye; Hegland – aye; Huntosh – aye; Hanegraaf – aye. Motion carries.**

55 **6. Bylaw Amendments**

56

57 **Motion by Hegland to direct staff to research and incorporate bylaw amendments as**
58 **discussed during the preceding workshop meeting. Seconded by Hanegraaf.**

59

60 Discussion included a desire to ensure conformance with State Statutes and to allow for clearer
61 delegation of duties in the future.

62

63 **Roll call vote: Fleming – aye; Hegland – aye; Huntosh – aye; Hanegraaf – aye. Motion carries.**

64 **7. Business Development and Transportation Report**

65

66 Executive Director Davis reviewed the Q1 2025 development report including: MTW Truck
67 Wash (Hornsby St.): CUP approved; permit pending Rice Creek Watershed comments and Met
68 Council SAC issues, Electric Go-Kart Facility: Concept plan approved; awaiting preliminary plat.
69 Unclear whether project is still active, Minnesota Veterinary Neurology: Currently under
70 construction; targeted summer 2025 completion.

71 Executive Director Davis reviewed the Permits YTD: 49 total permits issued; lower than 2024
72 YTD, though April shows a potential uptick. City-Owned Land Sales: 7.7 acres (north of Hy-Vee):
73 Purchase agreement signed; closing by November 2025. Developer has begun site preparation,
74 5.5 acres (north of Caribou): Market-rate apartment developer has shown interest, West
75 Freeway Drive site: 5.5-acre parcel receiving limited but growing interest. Shell Building Inquiry:
76 Staff expressed concern about lack of detail from the developer and potential cannabis-related
77 use.

78 Executive Director Davis reviewed the Transportation Project Updates: Hornsby/Eureka, Hwy
79 97, Potomac St., Lake Drive, and Lexington Ave improvements.

80 **8. Columbus EDA – Workshop Topics**

81

82 Executive Director Davis reviewed concerns regarding declining business participation Business
83 Breakfast & Forum Attendance. Attendance of these meetings has experienced a trend of a
84 decreasing number of 10 attendees from the business community. The mix at the Columbia's
85 business breakfast on March 20, 2025 was approximately 26 attendees from the business and
86 18 from the public sector. There were 70 invitations mailed in the same number of emails sent
87 and follow up calls were made to all the invitees. And again, if you go behind these numbers of
88 the 26 attendees from the business community, there were only 14 businesses represented
89 there. And nine of those 14 had more than one person with their company present. So in terms
90 of total number of businesses, there weren't that many. Approximately 20% from what we had
91 sent out an invitation to.

92 Suggestions to improve event format and publicity, engage Nannette from the Forest
93 Lake Chamber, survey businesses, and explore alternate event timing.

94

95 Fall Business Forum Date: Staff will coordinate with Running Aces and Chamber for a
96 date before MEA break.

97

98 Survey Development: Berg to draft survey for business input and distribute to EDA
99 Members in advance of the next meeting so it can be sent to businesses and results can
100 be brought back to the next EDA Meeting for discussion.

101

102 EDA Board Reorganization Discussion: Hegland explained that the reorganization
103 suggestion partially came from her. She thinks other people had the same notion, which
104 is, it's frustrating to be on a board where you are constantly questioning what we do at
105 the last meeting as nothing seems to move forward. Hegland asked if there a more
106 effective organizational structure that what the city has now. It was suggested that the
107 EDA hold more meetings. Flemming suggested having 6 meetings would be meeting
108 every other month. Huntosh suggested meeting monthly or every other month.
109 Flemming suggested that old business be reflected on the agendas for reminders of
110 unfinished items. Huntosh suggested identifying and setting goals for 2025 and 2026.
111 Hegland recalled setting yearly goals in past years however the goals remained the same
112 as none were accomplished. The idea of dissolving the EDA or reducing the size of the
113 board was discussed. Hegland thinks that Flemming and Huntosh bring a lot of value to
114 the EDA so she's not looking to get them off the board. Hegland stated, we could have
115 five with two council members and leave room for one more business. Hegland
116 suggested getting advice from the City attorney on the process to make a change. Davis
117 stated that the council approved the creation of the EDA and then the bylaws were
118 approved after this was formed as an authority, but the council could amend that
119 resolution to reflect the change in the structure and the membership.

120

121 Further discussion and direction were provided to staff to explore how the HRA can be
122 part of the EDA and how the County's HRA interacts with the city.

123

124 The concluding suggestion was to reduce from a 7 - member board to a 5 - members (2
125 Council, 3 At-Large), increase meeting frequency to every other month, and add HRA
126 and tourism planning scope.

127

128 Special Meeting Scheduled: Thursday, June 12, 2025 at 5:30 p.m. at City Hall.

129 **9. Adjournment**

130

131 **Motion by Huntosh to adjourn. Seconded by Flemming. Roll call vote: Fleming – aye; Hegland**
132 **– aye; Huntosh – aye; Hanegraaf – aye. Motion carries.**

133

134 Meeting adjourned at approximately 8:02 p.m.

135

136 Respectfully submitted,

137

138 Aaron Berg, Secretary

139 **Disclaimer:**

140 **Portions of these meeting minutes were generated using artificial intelligence (AI) technology**
141 **to assist with drafting. All content has been thoroughly reviewed and verified by a human for**
142 **accuracy and completeness. In accordance with Minnesota Statutes Chapter 13, Section 13.03**
143 **– Data Practices, a full, unedited written transcript, video, and audio recordings are**
144 **considered public data and can be made available to the public upon request.**

June 12, 2025 EDA Special Meeting

Item 5.0 – EDA Restructuring

At the April 15, 2025 EDA Meeting staff were directed to explore and prepare for the restructuring of the Columbus EDA from a 7 member board to a 5 member board.

MN Statute 469.092, Sub. 2. Modification of a resolution. The enabling resolution may be modified at any time, subject to subdivision 5, and provided that any modification is made in accordance with this section.

MN Statute 469.092, Sub. 3. Report on resolution. Without limiting the right of the authority to petition the city council at any time, each year, within 60 days of the anniversary date of the first adoption of the enabling resolution, the authority shall submit to the city council a report stating whether and how the enabling resolution should be modified. Within 30 days of receipt of the recommendation, the city council shall review the enabling resolution, consider the recommendations of the authority, and make any modification it considers appropriate. Modifications must be made in accordance with the procedural requirements of section 469.093.

MN Statute 469.093, Sub. 1. Enabling Resolution. The creation of an authority by a city must be by written resolution referred to as the enabling resolution. Before adopting the enabling resolution, the city council shall conduct a public hearing. Notice of the time and place of hearing, a statement of the purpose of the hearing, and a summary of the resolution must be published in a newspaper of general circulation within the city once a week for two consecutive weeks. The first publication must appear not more than 30 days from the date of the public hearing.

Subd. 2. Modifications. All modifications to the enabling resolution must be by written resolution and must be adopted after notice is given and a public hearing conducted as required for the original adoption of the enabling resolution.

In accordance with State Statute and Resolution No. 10-13, the Authority will need to petition the city council at any time, each year, within 60 days of the anniversary date of the first adoption of the enabling resolution, the authority shall submit to the city council a report stating whether and how the enabling resolution should be modified.

The adoption of Resolution No. 10-13 was June 9th, 2010 therefor this authority can meet the “within in 60 days of the anniversary of the enabling adoption resolution” petition timeline.

Staff have generated a report on behalf of the Authority to be submitted as a petition to the City Council to modify Sec. 5 of Resolution No. 10-13, Enabling Resolution, to modify the Governing Board make up from Consisting of Members of the council to a Five-member authority: the commissioners constituting a five-member authority, two of whom must be members of the city council, shall be appointed by the mayor with the approval of the city council and requesting the City Council hold a Public Hearing in accordance with State Statute 469.093. Upon completion of the Public Hearing the report request that the City Council adopt a Modification Resolution approving the change within 30 days.

Recommendation: As this is somewhat of a time sensitive request staff recommend the EDA review and approve the attached Petition/ Report to the City Council requesting a modification to the enabling resolution.

Attachment:

Attachment 1. - Resolution No. 10-13 – ENABLING RESOLUTION ESTABLISHING AN ECONOMIC DEVELOPPMENT AUTHORITY UNSER MINNESOTA STATUTES, SECTIONS 469.909 TO 469.1081.

Attachment 2. – Report to the Council.

Economic Development Authority Action:

Motion by: _____ Second by: _____

Vote Yes: _____ Vote No: _____

No Action: _____

RESOLUTION NO. 10-13

CITY OF COLUMBUS
COUNTY OF ANOKA
STATE OF MINNESOTA

ENABLING RESOLUTION ESTABLISHING AN
ECONOMIC DEVELOPMENT AUTHORITY UNDER
MINNESOTA STATUTES, SECTIONS 469.090 TO 469.1081

WHEREAS, Minnesota Statutes, Sections 469.090 to 469.1081 (the "EDA Act"), authorizes cities to establish Economic Development Authorities ("EDA") with specified powers and obligations to promote and to provide incentives for economic development; and

WHEREAS, the City Council of the City of Columbus, Minnesota (the "Council") has determined that it is in the best interest of the City of Columbus, Minnesota (the "City") to establish an EDA in order to preserve and create jobs, enhance its tax base, implement certain housing initiatives, to promote the general welfare of the people of the City and to assume primary responsibility for development and redevelopment activities within the City; and

WHEREAS, the Council has provided public notice and conducted a public hearing on May 26, 2010, concerning the establishment of an EDA and has fulfilled all other legal requirements for the establishment of an EDA.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Columbus as follows:

1. The Columbus Economic Development Authority (the "Columbus EDA") is hereby established pursuant to Section 469.091, subdivision 1 of the EDA Act.
2. The Columbus EDA shall have all of the powers, rights, duties, and obligations conferred upon economic development authorities by Section 469.090 to 469.1081, including the powers of a city granted by the Municipal Development District Act, Minnesota Statutes,

Sections 469.124 to 469.134 and of a housing and redevelopment authority granted by the Housing and Redevelopment Authorities Act, Minnesota Statutes, Section 469.001 to 469.047.

3. It is the intention of the Council, by adoption of this enabling resolution, to grant to the Columbus EDA the powers set forth in paragraph 2, while at the same time leaving unaffected by this action all powers of the City. Specifically, the City shall retain all powers necessary to carry out all development activities not hereby transferred to the Columbus EDA.

4. The funds and accounts currently existing in the name of the City and budgeted for the City's Economic Development Committee are hereby designated in the name of the Columbus EDA and transferred to the ownership and control of the Columbus EDA to be used in accordance with and in furtherance of this resolution and the EDA Act.

5. The Columbus EDA shall be governed by a board of commissioners ("Commissioners") consisting of the members of the Council. The terms of the Commissioners shall coincide with their terms of office as members of the Council in that such term shall expire with the expiration of the Council term being served at the time of their appointment.

6. Each Commissioner of the Columbus EDA shall be paid in such amounts as are determined by the Council. Reimbursement of expenses and cost of travel for each Commissioner shall be paid in such amounts and at such rates as are established for Council Members. All money paid for such compensation or reimbursement shall be paid out of the Columbus EDA's budget.

7. The first meeting of the Commissioners shall take place on or before June 23, 2010, at the City Council Chambers. At such first meeting, the Commissioners shall elect a vice-president, treasurer, secretary, and assistant treasurer in accordance with Section 469.096, Subd. 2 of the EDA Act. The Mayor of the City shall be the ex-officio President of the Columbus

EDA. Such officers shall have the duties and powers set forth in Section 469.096 and such other powers and duties as determined by the Commissioners. In addition, the Commissioners shall adopt bylaws and rules of procedure for the Columbus EDA at the first meeting.

8. The City Administrator for the City shall be the ex-officio Executive Director of the Columbus EDA and, in such capacity, shall act at the direction of the Commissioners. The City may provide such City staff to the Columbus EDA as the Columbus EDA may require; provided that the City may require reasonable reimbursement by the Columbus EDA for costs associated with the provision of such staff; and provided further that nothing in this paragraph shall preclude the Columbus EDA from hiring such personnel as the Columbus EDA may from time to time determine necessary.

9. The Columbus EDA may contract for the services of consultants, agents, public accountants, and other persons needed to perform its duties and exercise its powers. The Columbus EDA shall retain the services of the City's legal counsel for its legal needs.

10. The Columbus EDA's fiscal year shall be the same as that of the City. In accordance with Section 469.100, subdivision 2 of the EDA Act, the Columbus EDA shall annually submit its budget to the Council for approval. Within thirty (30) days of the Commissioners' first meeting pursuant to paragraph 6 above, the Commissioners shall submit for Council approval a temporary budget covering the period from the date of such submittal until the end of the current fiscal year. For each subsequent fiscal year, the Columbus EDA shall submit a proposed budget for approval of the Council on or before August 1st of the preceding fiscal year. Upon submittal to the Council of its proposed annual budget, the Columbus EDA shall also provide its report to the Council as required by Section 469.100, subdivision 4 of the EDA Act.

11. The financial statements of the Columbus EDA shall be prepared, audited, filed, and published or posted as required by Section 469.100, subdivision 5 of the EDA Act.

12. Each year, within sixty (60) days of the anniversary date of the first adoption of this enabling resolution, the Columbus EDA shall submit to the Council its report regarding modification of this enabling resolution as provided in Section 469.092, subdivision 3 of the EDA Act.

13. Nothing shall prevent the City from modifying this enabling resolution to impose limits on the powers of the Columbus EDA or provide for other matters as authorized in the EDA Act or other law.


Adopted: June 9, 2010

AYES: Walsh, Peterson, Duraine, Fry and Mettler.

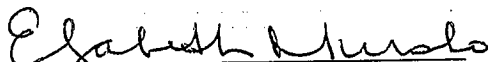
NAYS: None

ABSENT: None

APPROVED


Mel Mettler, Mayor

ATTEST:


Elizabeth Mursko, City Administrator

1304558.2

Columbus Economic Development Authority
16319 Kettle River Blvd NE
Columbus, MN 55025

June 12, 2025

Mayor Ron Hanegraaf
Columbus City Council
16319 Kettle River Blvd NE
Columbus, MN 55025

RE: Formal Petition to Modify Section 5 of Resolution No. 10-13, Enabling Resolution –
Composition of the Columbus Economic Development Authority Governing Board

Dear Mayor Hanegraaf & Councilmembers,

On behalf of the Columbus Economic Development Authority (EDA), we respectfully submit this formal request to the Columbus City Council to consider a modification to Section 5 of Resolution No. 10-13, Enabling Resolution, which currently provides that the EDA Governing Board consist solely of members of the City Council.

The EDA recommends amending this provision to allow for a five-member authority, with two members of the authority being required to be members of the City Council, and the remaining three seats open to appointment from the public at large. This proposed structure will bring broader community engagement, additional expertise, and an expanded perspective to the EDA.

In accordance with Minnesota Statutes Section 469.093, we respectfully request that the City Council hold a public hearing on this proposed modification. Following the public hearing, and in compliance with statutory procedure, we further request that the City Council adopt a Modification Resolution within 30 days approving the change to the governing structure.

The EDA believes this modification will enhance its effectiveness and strengthen its ability to fulfill its mission to facilitate responsible economic growth and redevelopment that contributes significantly to Columbus' taxbase with a goal of maintaining an affordable rural lifestyle for our residents.

Thank you for your consideration of this request.

Sincerely,

Mayor Ron Hanegraaf – President

Robert Busch – Commissioner

Janet Hegland – Commissioner

Jennifer Lattin – Commissioner

Scott Wendell – Commissioner

Karen Fleming – Commissioner

Judy Huntosh – Commissioner

June 12, 2025 EDA Special Meeting

Item 6.0 – Financial Statement

As requested at the April 15, 2025 EDA Meeting, a Financial Statement will be presented at the June 12, 2025 Meeting. Handouts of the report will be distributed at the meeting.

June 12, 2025 EDA Special Meeting

Item 7.0 – New Business Activity Report (April 15 – June 5, 2025)

Update of projects proposed, approved, under construction or for future development

1. MTW Truck Wash Facility, Hornsby Street – The Met Council (METC) Sewer Access Charge (SAC) appeal by MTW has been resolved and the SAC designation has been reduced from 245 to 78. This has resulted in a METC SAC reduction charge from \$616,280 to \$193,830. As City SAC charges use the METC assignments, those fees have changed from \$126,420 to \$40,248. MTW has accepted these reductions, and their building plans have been submitted to the City's Building Official (SafeBuilt) for plan review as the final approval process prior to issuance of building permits. This process takes 3 – 6 weeks depending on the complexity of the plans. They have also received their Conditional Approval Pending Receipt of Changes (CAPROC) from the Rice Creek Watershed District. It is anticipated the construction could commence by mid to late July 2025.
2. Equipmentsshare.com, Inc., a national construction equipment rental business with 326 locations and 6,900 employees, received approval of a Conditional Use Permit (CUP) for their facility at 14045 Lake Drive on May 28, 2025. The previous owner of the site was Universal Services and operated a cable/fiber optic installation business. Equipmentsshare.com, Inc., will employ approximately 20 employees and specialize in aerial lift, earthmoving, agricultural, landscaping, fork lifts and material handling equipment. Equipmentsshare.com, Inc. worked cooperatively with the Planning Commission and City Council to address potential nuisance issues that would potentially affect neighboring residential properties adjacent to this property..
3. Electric Go Kart Track and Storage Facility Project, 14925 Hornsby Street - Mark Guenther with Fenway Land Company notified the City on May 8, 2025 that the kart operator they were negotiating with is no longer interested in pursuing a track. They stated that they have been working with other potential clients and hopefully can get something moving on this site in the near future.
County records do not indicate that they have purchased this site
4. Minnesota Veterinary Neurology, 15186 West Freeway Drive is still under construction. The building is ready for exterior siding but there is no set timeline for the finish and opening of the business.
5. City Council has given staff direction to contact MWF Properties, a development group that specializes in multi-family unit projects and provide the city conditions for the potential sale of the 5.5-acre site adjacent to and north of Caribou Coffee. This group approached the City and was interested in this site for a 140 unit market rate apartment project.
6. West Freeway Drive Property North (located south of the Lamprey Pass Parking Area) - The preliminary and final plat were approved for the NW Quad on June 11, 2025. This approval creates a 6-acre site that will be rezoned to Mixed Use – High Density to

allow more flexibility to market this site for higher density residential use. The re-zoning will involve an Administrative Comprehensive Plan Amendment from the Met Council.