



**City of Lake Elmo Economic Development Meeting  
City Council Chambers – 3880 Laverne Avenue North  
Minutes of Regular Meeting of  
June 3, 2025**

**CALL TO ORDER:** Called to order the meeting of the Lake Elmo Economic Development Authority at 6:30 P.M.

**COMMISSIONERS PRESENT:** Charles Cadenhead, Jeff Holz, Nina Waldoch, Brandon Quam, Anthony Manzara, Don Place, Mitchell McNeil

**COMMISSIONERS ABSENT:** None

**STAFF PRESENT:** City Administrator Miller, Community Development Director Stopa, Senior Planner Jensen, City Planner Monterusso, Communications Coordinator Smith

1. **Manzara called meeting to order at 6:00pm.**
2. **Approve Minutes from April 15, 2025. Motioned by Place, seconded by Holtz. Vote: 7-0, motion carried unanimously at 6:01pm.**
3. **EDA Officer Election. Motion to approve appointments recommended by staff (that is Treasurer: President Manzara; Secretary: Ashley Monterusso; Assistant Treasurer: Jason Stopa) by Manzara. Seconded by Place. Vote: 7-0, motion carried unanimously at 6:04pm.**
4. **New Unfinished Business/Communication**
  - a. **Update on RFP.** Director Stopa discussed the new timeline for the RFP for the Old Fire Station and Public Works buildings.
    - The timeline has been updated after receiving the results of the Phase I Environmental Assessment on the properties. Councilmember Holtz had questions regarding the topics of discussion that have been received initially at building showings.
    - Manzara initiated short discussion around the results of the EA I and remediation for properties.
    - EDA Review committee procedures discussed. Asked staff to consider making potential projects blind for scoring.
  - b. **Update on ULI TAP.** Director Stopa gave updates on the ULI TAP that was approved at City Council on May 20, 2025. City Council approved moving forward with a 2.5 day panel. Staff will meet with ULI for a meeting the week of 6/9/2025 and will provide relevant updates moving forward. Staff will apply for CDA grant to help cover some of the costs associated with the TAP.
    - Manzara gave updated on LOI for 3M grant submission. No updates but expecting to hear more later this summer.
  - c. **Next meeting: August 19, 2025.**
5. **Meeting adjourned** meeting at 7:22pm. Manzara motioned, Quam seconded (7-0).

Respectfully submitted,  
Ashley Monterusso, City Planner

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