



City of Blaine

Economic Development Authority

October 6, 2025 | 8:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

The purpose of the Blaine Economic Development Authority is to increase the City's commercial/industrial tax base, provide employment opportunities, undertake redevelopment to enhance and maintain neighborhood economic stability, and address special needs, such as senior housing. As authorized under Minnesota State statutes, the Blaine City Council also serves as the Blaine Economic Development Authority.

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes

3.1. 2025-225 Approval of the September 3, 2025 Economic Development Authority (EDA) Minutes

Sponsors: Sheila Sellman, Interim Community Development Director

4. New Business

4.1. RES 25-169 Resolution Appointing City Manager as Executive Director and Appointing Interim Community Development Director as Deputy Executive Director of the EDA

Sponsors: Sheila Sellman, Interim Community Development Director

5. Old Business

6. Adjournment



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September 3, 2025 | 8:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

MINUTES

1. Call to Order

The meeting was called to order at 8:45PM by President Sanders followed by the Roll Call.

2. Roll Call

PRESENT: President Tim Sanders, Commissioners Terra Fleming, Chris Ford, Leslie Larson, Chris Massoglia, Tom Newland, and Jess Robertson.

ABSENT: None.

Quorum Present.

ALSO PRESENT: Interim City Manager/Community Development Director Erik Thorvig; Assistant Community Development Director Sheila Sellman; Safety Services Director/Police Chief Brian Podany; Finance Director Jason Zimmerman; Director of Administrative Services Scott Johnson; Community Development Specialist Elizabeth Showalter; and City Clerk Catherine Sorensen.

3. Approval of Minutes

- 3.1.** 2025-203 Approval of the August 11, 2025, Economic Development Authority (EDA) Minutes.
Sponsors:

Moved by Commissioner Robertson, seconded by Commissioner Massoglia, that the minutes of August 11, 2025, be approved.

Motion adopted unanimously.

4. New Business

4.1. RES 25-156 Resolution Allocating up to \$10,000 of Local Affordable Housing Aid to the Heat Tape Installation Program

Sponsors: Elizabeth Showalter, Community Development Specialist

Community Development Specialist Showalter stated staff is proposing allocating up to \$10,000 of local affordable housing aid to the heat tape installation program to allow households within floodplain to participate in the program. The EDA accepted \$60,000 in COVID Relief Community Development Block Grant (CDBG-CV) funds on February 19, 2025 for creation of a heat tape installation program on manufactured homes in the City of Blaine. The program began accepting applications at the end of July with a priority deadline of August 8, 2025. As of preparation of this report, 24 applications were received that meet income qualifications. CDBG funds are generally not permitted to be spent on homes located within the floodplain. Of the applications received thus far, four have been located within the 100 year or 500 year floodplain, which does not allow the use of the CDBG-CV funds for those households. The primary reason for avoiding the use of CDBG in flood zones is to protect the investment of limited public funds, since flooding could result in significant damage or destruction of a home in the floodplain.

Ms. Showalter reported basic heat tape installation is contracted at \$1,500 within the possibility of up to \$4,000 in total cost if necessary for nonstandard installation or for replacement of skirting. Due to the minimal cost for each household, staff considers the risk to the public investment in home repairs minimal. Additionally, ensuring heat tape installation is completed properly reduces the risk of electrical fire during a flood event. The Heat Tape Installation Program is an eligible use of Local Affordable Housing Aid (LAHA). Staff recommends allocation of up to \$10,000 of LAHA to the program to allow for households in the floodplain to participate. This is consistent with the direction of the City Council to utilize LAHA for accessibility improvements/aging in place, home purchase assistance, and manufactured home repair and replacement.

Moved by Commissioner Newland, seconded by Commissioner Larson, to adopt a Resolution Allocating up to \$10,000 of Local Affordable Housing Aid to the Heat Tape Installation Program.

Commissioners Newland and Larson thanked Ms. Showalter for identifying funding alternatives and providing resident education for these programs.

Motion adopted unanimously.

4.2. RES 25-164 Resolution Adopting the Proposed 2026 Blaine Economic Development Authority Property Tax Levy, Having All the Powers of a Housing Redevelopment Authority

Sponsors: Jason Zimmerman, Finance Director

Finance Director Zimmerman stated Minnesota Statute 275.065 requires special taxing authorities, including the Blaine Economic Development Authority, to certify to the county auditor the proposed property tax levy for taxes payable in the following year by September

30th annually. Staff commented on how the EDA has traditionally leveraged its financial position to advance the city's strategic plan and impact targeted development/redevelopment projects. Staff described the benefits the City would be receiving from the 105th Redevelopment Area, which would generate over \$750 million of new sports development. In setting the proposed levy, the EDA Board should consider that the proposed levy can only be decreased, not increased, prior to the adoption of the final levy in December.

Moved by Commissioner Newland, seconded by Commissioner Robertson, to adopt a Resolution Adopting the Proposed 2026 Blaine Economic Development Authority Property Tax Levy, Having All the Powers of a Housing Redevelopment Authority.

Motion adopted unanimously.

5. Old Business

Commissioner Ford discussed how the children in the community were the city's most precious asset and sent his thoughts and prayers to the families and victims of the recent school shootings.

6. Adjournment

President Sanders adjourned the meeting at 8:58PM.



City of Blaine Staff Report

File Number: RES 25-169

Agenda Date	Status
October 6, 2025	
In Control	File Type
Economic Development Authority	Resolution
New Business - Erik Thorvig, City Manager	

Agenda Item # 4.1

Resolution Appointing City Manager as Executive Director and Appointing Interim Community Development Director as Deputy Executive Director of the EDA

Executive Summary

The proposed resolution is an update to reflect the new City Manager.

Background

At the September 15, 2025, Erik Thorvig, was formally hired as the City Manager by the City Council. At that same meeting Sheila Sellman was appointed Interim Community Development Director.

The city manager also acts as the executive director for the Blaine Economic Development Authority and is authorized to execute necessary agreements related to expenditures, purchase agreements, etc.,. An action is required by the EDA to appoint Mr. Thorvig as the Executive Director.

The EDA is also appointing Ms. Sellman as Deputy Executive Director, enabling her to assume the responsibilities of the Executive Director in their absence.

Strategic Plan Relationship

Not applicable.

Board/Commission Review

Not applicable.

Financial Impact

Not applicable.

Public Outreach/Input

Not applicable.

Staff Recommendation

By motion approve the resolution.

Attachment List

None



City of Blaine

Signature Copy

Resolution: RES 25-169

Resolution Appointing City Manager as Executive Director and Appointing Interim Community Development Director as Deputy Executive Director of the EDA

WHEREAS, the Blaine Economic Development Authority of the City of Blaine has duly organized in accordance with Minnesota Statutes; and

WHEREAS, to provide for the operation of the organization, the position of Executive Director has been established; and

WHEREAS, the city manager duly acts as the Executive Director for the EDA; and

WHEREAS, effective September 15, 2025, Erik Thorvig is the City Manager and Sheila Sellman is the Interim Community Development Director.

NOW THEREFORE, BE IT RESOLVED, that the Blaine Economic Development Authority hereby, effective immediately, appoints Erik Thorvig as the EDA Executive Director and Sheila Sellman as the Deputy Executive Director.

PASSED by the Blaine Economic Development Authority this 6th day of October, 2025.