



Minnesota Brownfields Board Meeting

Monday, February 2, 2026

8:30AM – 10:00AM

1. Consent Agenda Approval 8:30AM – 8:35AM
2. Introduce New Board Members 8:35AM – 8:40AM
 - Rick Kubler – Lathrop GPM
 - Cathy Mehelich – City of Saint Cloud
3. Executive Director’s Report (Elizabeth) 8:40AM – 8:55AM
 - a. December Action Items
 - b. 20th Anniversary Celebration Program Agenda
 - c. ReScape Nominations
4. Management Company Report (Megan) 8:55AM – 9:05AM
5. Treasurer’s Report 9:05AM – 9:15AM
 - a. Financials
6. Committee Reports 9:15AM – 9:45AM
 - a. Advisory (Adam)
 - b. Membership (Richard)
 - c. ReScape/Programming (Derek)
7. Executive Session 9:45AM – 10:00AM
8. Adjourn



Minnesota Brownfields Board Meeting

December 2, 2025

8:30AM – 10:00AM

Meeting called to order at: 8:32 am

In attendance: Kristin Lukes, Derek Schilling, Sean Leary, Charlie Vander Aarde, Adam Zobel,

Sarah Illi, Sean Leary, Adam Zobel, Kaitlin Ouverson, Richard Manser, Betsy Schmiesing

Absent:

Staff: Elizabeth Kluesner

Contractors: Megan Dobberstein

First approved: Betsy, Richard

Consent Agenda Approval

8:30AM – 8:35AM

1. Executive Director's Report (Elizabeth)

8:35AM – 8:55AM

- a. Elizabeth noted the drop in attendance from State of Brownfields this year from previous year – what were we missing? Was it a change in location? Parking was not ideal given the field trips and the tree lighting.
- b. 20th Anniversary Celebration Board Speaker – Tuesday, January 27th at Surly Brewery – working on gathering candid photos from MN Brownfields from over the years – Adam to say a few words since Kristin will be OOO.
 - i. Richard to touch base with Omar (owner of Surly to say a few words)
 - Richard to talk about the Surly Brewery Brownfield process
- c. 2026 Programming List
 - 20th Anniversary Celebration Happy Hour - January 27, 2026 @ Surly Brewing
 - Vapor Workshop - 1st Week of March 2026 @ Location: TBD
 - 15th Anniversary ReScape Awards - April 23, 2026 @ Royalston Square – Minneapolis
 - Deal or No Deal Game Show (Could also include a social hour to follow) - Late May/Early June @ Location TBD
 - Emerging Developers Workshop - October 7, 2026 @ Westwood Hills Nature Center
 - State of Brownfields - November 12, 2026 (tentative) @ Location TBD
 - Three Webinars – Q1-3 of 2026 - Topics to be suggested by membership

- d. Review Webinar Submittals – 3 currently submitted
 - i. Braun proposal seems ready to go
 - ii. Cathy’s proposal is good but might need to get a bit more guidance
 - iii. Kaitlin – the top three would be the easiest to put into a webinar
 - iv. Charge non-members a low fee - \$25
 - v. Can we offer these for credit?
 - vi. Who are we targeting for these – can we partner with other groups to help with the CE opportunities?
 - vii. We could send out a certificate of completion?
 - viii. Offer the first one free as a tease to get folks involved

- e. New 2026 Board Members/2026 Board Executive Committee
 - i. Kristin: President
 - ii. Adam: Vice Chair
 - iii. Richard: Secretary
 - iv. Kaitlin: Treasurer

- f. Betsy and Charlie’s last meeting
 - i. Need a legal presence – Thomas Braun, Christopher Cerny, Rick Kubler would be good options (Rick and Chris are the most active – Rick is the longest standing member)
 - Rick seems like a good person for this position now and the others in the coming years (Sean will reach out to Rick)
 - Lindsey would be a great person to get involved on a committee first
 - Next top candidate: Cathy Mehelich (Kristin will reach out to Cathy)
 - **Committee selected: Rick Kubler & Cathy Mehelich**
 - On boarding will be end of December/early January

2. Management Company Report (Megan) 8:55AM – 9:05AM
 a. Staying busy planning for 2026, Giving Tuesday post will go out today, Surly is a great venue and affordable for non-profits, lots of great education events planned for 2026

3. Treasurer’s Report 9:05AM – 9:15AM
 a. Financials – Kaitlin covered the October financials
 b. 2026 Budget Discussion and Vote: First: Betsy, Second: Adam
 Budget approved on 12/2/2025 at 9:43 am CT

4. Committee Reports 9:15AM – 9:45AM

- a. Advisory (Kristin): Next meeting on January 20th – nothing new to report – might add a few new members
- b. Membership (Richard): Richard on PTO for last meeting, talked about 2026 programming, fee structure, 20th anniversary happy
- c. ReScape/Programming (Derek): programming and brainstorming for 2026, 2026 ReScape ticket and sponsorship pricing, 20th anniversary celebration

5. Adjourn at 9:48 am CT

6. Executive Session

Board Meeting Action Items:

1. Adam Zobel Speaking Bullets for January 27th Event. (EK)
2. Put a footnote on webinar promo that says we can offer a certificate of participation (Megan)
3. Reach out to Lindsey R. about joining a Minnesota Brownfields Committee. (EK)
4. 2026 Board Member Outreach. Sean to contact Rick Kubler. Kristin to contact Cathy Mehelich.
5. Add free webinar idea to January 19th Programming Committee Agenda. (EK)

Date: *January 26, 2026*
To: *Minnesota Brownfields Board of Directors*
From: *Elizabeth Kluesner – Executive Director*
Subject: *December, January Executive Director’s Report*

December is typically a pretty quiet month at Minnesota Brownfields. We use this time away from formal programming to work on administrative items. The 2025 Annual Report was published and sent to the membership. We finalized our administrative services contract with Hennepin County. 2026 Board Meeting Invites and Committee Meeting Invites were sent out. We held onboarding meetings with our two new Board Members.

Megan and the team have finalized venues for the 2026 Vapor Workshop, the Emerging Developers Workshop and State of Brownfields.

I have also been doing outreach to our greater Minnesota partners to promote the upcoming Webinar series. Finally, I have been reaching out to the list of Foundations that might have an interest in funding Minnesota Brownfields.

COMMITTEE MEETINGS

Membership Committee: The membership committee met on December 9th January 13th. The committee has been working on the program for the January 27th Anniversary Happy Hour. And, the committee has given me a list of potential new members to reach out to for 2026.

Advisory Committee: The Advisory Committee met on January 20th. This was Adam’s first meeting in the chair. He introduced Torre Ippolito from USEPA Region V, Erin Welle from DEED and Steven Schwanke from Inland Development. It is great to have three new people serving on this committee.

Executive Committee: The Executive Committee met on January 22nd to go over the roles of the committee and goals for the upcoming year. Elizabeth will begin a review of the by-laws for the Board to consider. Other items discussed include: reaching out to foundations to seek outside funding; Brownfields and Beyond Happy Hour and Minnesota Brownfields role; and Heidi succession plan.

ReScape Programming Committee: The ReScape/Programming Committee met on January 19th and the primary agenda item was review/discussion/vote on the 2026-2027 ReScape Judges. We had 16 applications for 9 spots. The judges are:

El	Langland
Miluska	Novota
Lynette	Carney
Paul	Kammuller
Steve	Schwanke
James	Kelly
Scott	Spisak

Dave Liverseed
Jackie Dylla

We are still actively looking for a ReScape Emcee and a Keynote Speaker. Please reach out to me if you have any suggestions.

2026 EVENTS

20th Anniversary Celebration: The 20th Anniversary happy hour is on January 27th at Surly Brewing. We have a 20th Anniversary Slide Show and will hear from: Adam Zobel; Ken Haberman & Kristina Smitten; Richard Manser; and Omar Ansari, owner of Surly.

February 9th Webinar: I have been promoting this webinar with our greater Minnesota partners and we are hoping that communities outside of the metro will participate in this first, free webinar. The topic is: *Protecting Public Utilities from Contamination During Redevelopment*. and thank you to Braun Intertec for providing speakers: Jill Mickelson; and Josh Kadrmaz. We currently have over 40 registrations for the webinar.

March 5th Vapor Workshop: This workshop is scheduled for March 5th at the Wilder Center. Elizabeth has started the planning process for this workshop with the MPCA staff.

ReScape 2026: We are waiting for project nominations and Mac Hyde Scholarship applications to come in. Please promote the scholarship with any of your summer interns who might qualify. So far we have \$26,000 in ReScape Sponsorships. I will begin direct outreach to sponsors now that we are into the New Year.

CONTRACTOR UPDATES

Hennepin County Gap Financing Program: Elizabeth signed the administrative services contract with Hennepin County so we are set for the 2026 administrative cost reimbursement.

Activity in the Gap Financing program has been brisk since the start of the new funding round on November 1st. We have had 12 approved grant applications so far this funding round.

Ramsey County Site Assessment Grant Program Update:

The Ramsey County program applications have been slower than Hennepin County.

Meetings: New Ulm Redevelopment Project; Iron Range Virtual Lunch and Learn; Steve Schwanke new member meeting; New Director On-Boarding Meetings; Mike Harley.

Balance Sheet
As of 11/30/2025

Minnesota Brownfields (MNB)

Assets

Current Assets

1020	Bremer Checking	\$	4,660.58	
1050	Bell Checking	\$	83,376.15	
1051	Bell Bank MM	\$	36,122.47	
1100	Accounts Receivable	\$	5,855.00	

Total Current Assets: \$ 130,014.20

Fixed Assets

1500	Prepaid Expenses	\$	7,242.07	
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Total Fixed Assets: \$ 7,242.07

Total Assets: \$ 137,256.27

Liabilities

Current Liabilities

2010	Accounts Payable	\$	23,778.41	
2020	Grants Hennepin County	\$	-38,616.80	
2021	Grants Ramsey County	\$	122,772.64	
2022	Hours Ramsey County	\$	25,627.13	
2200	Deferred Revenue	\$	22,975.00	

Total Current Liabilities: \$ 156,536.38

Long-Term Liabilities

2510	Accrued Interest	\$	12,691.32	
2520	EIDL Loan	\$	100,000.00	

Total Long-Term Liabilities: \$ 112,691.32

Total Liabilities: \$ 269,227.70

Equity

3002	Unrestricted Net Assets	\$	136,952.45	
3200	Retained Earnings	\$	-207,226.83	
3200	Retained Earnings-Current Year	\$	-61,697.05	

Total Equity: \$ -131,971.43

Total Liabilities & Equity: \$ 137,256.27

**Income Statement
For The 11 Periods Ended 11/30/2025**

Minnesota Brownfields (MNB)

		<u>Year to Date</u>	<u>Annual Budget</u>	<u>Variance</u>
Revenue				
Membership Services				
4001	Individual Membership	8,475.00	9,000.00	-525.00
4002	Corporate Membership	57,710.00	56,000.00	1,710.00
Total Membership Services:		<u>66,185.00</u>	<u>65,000.00</u>	<u>1,185.00</u>
ReScape Revenue				
4004	Sponsorships - ReScape	45,750.00	42,000.00	3,750.00
4019	ReScape Submission Revenue	175.00	525.00	-350.00
4020	Program Revenue-ReScape	8,250.00	8,000.00	250.00
Total ReScape Revenue:		<u>54,175.00</u>	<u>50,525.00</u>	<u>3,650.00</u>
Sponsorships, Grants, Donations				
4010	Grants-Unrestricted	9,610.52	5,000.00	4,610.52
4013	Event Sponsorship	1,000.00	5,000.00	-4,000.00
4040	General Donation	35.00	0.00	35.00
Total Sponsorships, Grants, Donations:		<u>10,645.52</u>	<u>10,000.00</u>	<u>645.52</u>
Hennepin County				
4015	Hennepin County Grants- Admin Fees	34,387.75	33,000.00	1,387.75
Total Hennepin County:		<u>34,387.75</u>	<u>33,000.00</u>	<u>1,387.75</u>
Program Revenue				
4023	Program Revenue	10,595.00	12,000.00	-1,405.00
Total Program Revenue:		<u>10,595.00</u>	<u>12,000.00</u>	<u>-1,405.00</u>
Other Revenue				
4032	Interest Income	228.77	0.00	228.77
Total Other Revenue:		<u>228.77</u>	<u>0.00</u>	<u>228.77</u>
Total Revenue:		<u>176,217.04</u>	<u>170,525.00</u>	<u>5,692.04</u>
Gross Profit:		<u>176,217.04</u>	<u>170,525.00</u>	<u>5,692.04</u>
Expenses				
Operating Expenses				
5000	Management Company Expenses	56,049.75	71,080.30	15,030.55
5005	Goodwill/Staff appreciation	0.00	400.00	400.00
5010	Computer/Technology	1,324.36	3,500.00	2,175.64
5011	Accounting Services/Tax Prep	2,572.70	1,500.00	-1,072.70
5012	Insurance	2,471.21	2,500.00	28.79
5016	Program Expense - Travel & Meetings	1,438.00	2,000.00	562.00
5017	Education/Conference Registration	395.00	1,000.00	605.00
5020	Postage and Shipping	16.52	200.00	183.48
5030	Outside Membership Dues & Sponsors	981.13	1,500.00	518.87
5032	Bank and CC fees	3,618.14	4,700.00	1,081.86
5035	Copier/Printing/Office Supplies	521.45	500.00	-21.45
5037	Website	4,055.79	5,000.00	944.21
5048	Board Expenses	400.52	300.00	-100.52
Total Operating Expenses:		<u>73,844.57</u>	<u>94,180.30</u>	<u>20,335.73</u>
Hennepin County				
5014	Program Expense-Hennepin County	21,926.04	33,000.00	11,073.96
Total Hennepin County:		<u>21,926.04</u>	<u>33,000.00</u>	<u>11,073.96</u>
Program Expenses				
5013	Program Expenses-ReScape	38,945.37	47,000.00	8,054.63
5041	Program Expenses-ReScape Printing	607.72	1,500.00	892.28
5046	Program Expense - Events	5,320.88	16,000.00	10,679.12

**Income Statement
For The 11 Periods Ended 11/30/2025**

Minnesota Brownfields (MNB)

		Year to Date	Annual Budget	Variance
Program Expenses	(Continued)			
5065	MachHyde Scholarship Expenses	4,000.00	4,000.00	0.00
Total Program Expenses:		<u>48,873.97</u>	<u>68,500.00</u>	<u>19,626.03</u>
Salary, Tax, Benefit Expenses				
5001	Salaries	76,615.20	84,800.00	8,184.80
5002	Payroll Taxes	10,240.78	8,500.00	-1,740.78
5003	Other Payroll Expenses-Simple IRA/M	4,652.16	4,800.00	147.84
5004	Payroll Fees	1,761.37	1,700.00	-61.37
Total Salary, Tax, Benefit Expenses:		<u>93,269.51</u>	<u>99,800.00</u>	<u>6,530.49</u>
Total Expenses:		<u>237,914.09</u>	<u>295,480.30</u>	<u>57,566.21</u>
Net Income From Operations:		<u>-61,697.05</u>	<u>-124,955.30</u>	<u>63,258.25</u>
Earnings Before Income Tax:		<u>-61,697.05</u>	<u>-124,955.30</u>	<u>63,258.25</u>
Net Income (Loss):		<u><u>-61,697.05</u></u>	<u><u>-124,955.30</u></u>	<u><u>63,258.25</u></u>

**Income Statement YTD
For The 11 Periods Ended 11/30/2025**

Minnesota Brownfields (MNB)

		Year to Date	% of Revenue
Revenue			
Membership Services			
4001	Individual Membership	8,475.00	4.81
4002	Corporate Membership	57,710.00	32.75
Total Membership Services:		<u>66,185.00</u>	<u>37.56</u>
ReScape Revenue			
4004	Sponsorships - ReScape	45,750.00	25.96
4019	ReScape Submission Revenue	175.00	0.10
4020	Program Revenue-ReScape	8,250.00	4.68
Total ReScape Revenue:		<u>54,175.00</u>	<u>30.74</u>
Sponsorships, Grants, Donations			
4010	Grants-Unrestricted	9,610.52	5.45
4013	Event Sponsorship	1,000.00	0.57
4040	General Donation	35.00	0.02
Total Sponsorships, Grants, Donations:		<u>10,645.52</u>	<u>6.04</u>
Hennepin County			
4015	Hennepin County Grants- Admin Fees	34,387.75	19.51
Total Hennepin County:		<u>34,387.75</u>	<u>19.51</u>
Program Revenue			
4023	Program Revenue	10,595.00	6.01
Total Program Revenue:		<u>10,595.00</u>	<u>6.01</u>
Other Revenue			
4032	Interest Income	228.77	0.13
Total Other Revenue:		<u>228.77</u>	<u>0.13</u>
Total Revenue:		<u>176,217.04</u>	<u>100.00</u>
Gross Profit:		<u>176,217.04</u>	<u>100.00</u>
Expenses			
Operating Expenses			
5000	Management Company Expenses	56,049.75	31.81
5010	Computer/Technology	1,324.36	0.75
5011	Accounting Services/Tax Prep	2,572.70	1.46
5012	Insurance	2,471.21	1.40
5016	Program Expense - Travel & Meetings	1,438.00	0.82
5017	Education/Conference Registration	395.00	0.22
5020	Postage and Shipping	16.52	0.01
5030	Outside Membership Dues & Sponsorships	981.13	0.56
5032	Bank and CC fees	3,618.14	2.05
5035	Copier/Printing/Office Supplies	521.45	0.30
5037	Website	4,055.79	2.30
5048	Board Expenses	400.52	0.23
Total Operating Expenses:		<u>73,844.57</u>	<u>41.91</u>
Hennepin County			
5014	Program Expense-Hennepin County	21,926.04	12.44
Total Hennepin County:		<u>21,926.04</u>	<u>12.44</u>
Program Expenses			

Income Statement YTD
For The 11 Periods Ended 11/30/2025

Minnesota Brownfields (MNB)

		Year to Date	% of Revenue
Program Expenses			
	(Continued)		
5013	Program Expenses-ReScape	38,945.37	22.10
5041	Program Expenses-ReScape Printing	607.72	0.34
5046	Program Expense - Events	5,320.88	3.02
5065	MacHyde Scholarship Expenses	4,000.00	2.27
	Total Program Expenses:	<u>48,873.97</u>	<u>27.74</u>
Salary, Tax, Benefit Expenses			
5001	Salaries	76,615.20	43.48
5002	Payroll Taxes	10,240.78	5.81
5003	Other Payroll Expenses-Simple IRA/Medical	4,652.16	2.64
5004	Payroll Fees	1,761.37	1.00
	Total Salary, Tax, Benefit Expenses:	<u>93,269.51</u>	<u>52.93</u>
	Total Expenses:	<u>237,914.09</u>	<u>135.01</u>
	Net Income From Operations:	<u>-61,697.05</u>	<u>-35.01</u>
	Earnings Before Income Tax:	<u>-61,697.05</u>	<u>-35.01</u>
	Net Income (Loss):	<u><u>-61,697.05</u></u>	<u><u>-35.01</u></u>