

Minutes of the Regular Meeting Wednesday, March 4 • 2015

PINE ISLAND ECONOMIC DEVELOPMENT AUTHORITY
106 2nd St SW • Pine Island, MN • 5:00 p.m.



1. Call to Order: Rod Steele called the meeting to order at 5:06 pm

Members Present: Rod Steele, Lennie Broich, Joel Knox, Mike Kaye

Others Present: Karen Doll

2. Approval of Minutes:

- A correction to the minutes was noted for agenda item 2, Approval of Minutes.

**** Motion** to approve the regular meeting minutes of February 4, 2015 as amended, made by Broich; second Kaye. Passed 4-0-0

3. Financial Report:

**** Motion** to accept the February 28, 2015 Financial Report made by Broich; second Knox. Passed 4-0-0

Attendance Report: Board member Jason Andrist joined the meeting at 5:20 pm.

4. Revolving Loan Report:

**** Motion** to accept the January 31 and February 28, 2015 Loan Report made by Kaye; second Broich. Passed 5-0-0

- The Board authorized the drafting of Tiark's loan renewal documents by Pine Island Bank.
- An email from Kathy Nelson requesting additional funds was discussed. Doll will meet with Nelson to discuss the details of the request.

5. Planning Session Review:

- The Board reviewed the cumulative results of the Annual Meeting Planning Session Questionnaire and discussed key issues for 2015. It was suggested that most of the items listed are important and for next month staff and board should consider activities that might be eliminated from the list. The Personnel Committee will meet in March to finalize plans to search for a new Executive Director in preparation for Doll's retirement in July.

6. EDA Committee Appointments:

- Loan Committee: Troy Kuball, Jason Andrist
- Budget Committee: Mike Kaye, Rod Steele, & Joel Knox
- Personnel Committee: Rick Keane, Lennie Broich

**** Motion** to approve the EDA Board of Commissioner's committee appointments as listed above made by Joel Knox, second Mike Kaye. Passed 5-0-0.

7. Micro Loan Application - Envirolastech

**** Motion** to approve the recommendation of a \$6,300 loan to Envirolastech Inc. per the terms described in the attached Credit Memorandum dated 3-4-15; and to authorize staff to proceed with loan documents and processing made by Lennie Broich, second Jason Andrist. Passed 5-0-0.

8. Director's Report:

- February EDA Activity - Doll reviewed highlights and provided updates concerning recent Pine Island business activity and answered Board Member questions about specific projects.
- The draft of a new Residential brochure was distributed to Board Members and input was gathered concerning revisions. Staff was directed to contact area printers for quantity printing cost estimates.
- A News Record Article dated 2-25-15 was briefly discussed concerning the use of Rochester Sales Tax dollars by neighboring communities.

9. Old Business

- **Hotel Market Study** - Representatives of Core Distinction Group, LLC visited Pine Island on February 10, 2015 to conduct an on-site review of the community. Personal interviews and touring were scheduled that day. Additional interviews were conducted via phone later. Ron Liu and the EDA each paid \$1,750 for phase one of the study. The results of the preliminary study are expected to be completed in 4-6 weeks which will determine the need for phase two.
- **RSDP Program** - A Joint Wastewater Task Force consisting of members from Oronoco and Pine Island will be convened in the next few weeks to explore the viability for collaboration concerning wastewater facilities. The grant awarded by the Regional Sustainable Development Partnership (RSDP) will be used to work with University of Minnesota students who will conduct applied research on behalf of our communities.
- **Roads & Streets** – The City has requested bids for Pine Island's northwest street project for the 2015 construction season. City officials held a productive meeting with MnDOT and Goodhue County Engineering Department on March 2nd. There was discussion about possible vacation of the Official Map which was developed in 2003 showing a north interchange because it inhibits the ability for commercial development near the County 11 Interchange.
- **DMC Collaborative Community Meeting:** The Regional Transit Hub project which sought funds for a pilot project in Pine Island was not selected.
- **Zip Rail Project** – A meeting between City officials and Zip Rail representatives is scheduled for next week.

8. New Business

- Cobblestone Hotels Conference - The EDA has received an invitation to attend the annual Cobblestone Conference in Milwaukee on March 30-31. If the outcome of the Hotel Market Study is positive, Doll will consider attending.
- The EDA is invited to attend Envirolastech's verification run in Ohio on March 13th. They will be filming the event, so EDA staff does not plan to attend.

9. Meeting Adjourned – 7:10 p.m. Motion made by Broich, seconded by Kaye.

Respectfully submitted: Karen Doll, EDA Executive Director