

# Minutes of the Regular Meeting Wednesday, June 3 • 2015

PINE ISLAND ECONOMIC DEVELOPMENT AUTHORITY  
EDA Office • 106 2<sup>nd</sup> St SW • Pine Island, MN • 5:00 p.m.



**1. Call to Order:** Rick Keane called the meeting to order at 5:00 p.m.

**Members Present:** Rick Keane, Troy Kuball, Mike Kaye, Lennie Broich, Joel Knox, Rod Steele

**Others Present:** Jon Eickhoff, Karen Doll

**2. Approval of Minutes:**

\*\* **Motion** to approve the regular meeting minutes of May 6, 2015 made by Broich; second Steele.  
Passed 6-0-0

**3. Financial Report:**

\*\* **Motion** to accept the Financial Reports for May 31, 2015 made by Steele; second Knox. Passed 6-0-0

**4. Revolving Loan Report:**

\*\* **Motion** to accept the Loan Report dated May 31, 2015 made by Kuball; second Kaye. Passed 6-0-0

**5. Downtown Housing Project Discussion:**

The Board was briefed on a prospective downtown residential housing project staff has been working on with City officials. A draft memo for the City Council which outlines the project and requests authorization to move forward with an RFP was reviewed by the Board. Steele and Doll discussed reasons for the project and potential outcomes. The Board expressed support for the project.

**6. Candidate Interviews:**

The EDA personnel committee met to review applications for the executive director position in early May. Five candidates were selected for a preliminary round of interviews with the Personnel Committee, from which three were selected for a second round of interviews with the full Board: Janet Hanke, Nate Carlson, and Elizabeth Howard. Following the interviews, the Board discussed the candidates and decided to offer the position to Nate Carlson per the terms in the motion (below). Doll was asked to contact Carlson following the meeting to make the offer.

\*\* **Motion** to offer the position to Nate Carlson with the following terms: starting salary - \$35,000; 6 month probationary period; salary increase to \$37,500 at 6 months if performance is satisfactory; a 12 month performance and salary review; annual reviews thereafter; start date – June 22, 2015; hiring to be contingent upon qualified background check. Motion made by Kuball; second Steele. Passed 6-0-0

**7. Director's Report:**

Doll briefly discussed the highlights of Pine Island business and economic development activities and answered the Board's questions.

- Additional handouts in the Board's packet:
  - 5/29/15 email from David Anderson
  - 5/4/15 Pine Island Real Estate Report
  - 5/14/15 EDA Council Report

## 7. Old Business

- **Proposed Solar Farm** – Jon Eickhoff updated the Board on the land parcel which has been sited for this project. The Public Utility Commission’s recent ruling exempts Aurora Solar from having to comply with City Code.
- **Proposed Residential Research Project** – Tom Fisher, Dean of the College of Design, and Tower Investments have expressed interest in participating in this project with the City. A conference call is scheduled for June 10th to discuss the project. Some funding may be needed to conduct the study/charrette for which staff is searching.
- **Oronoco/Pine Island Joint Wastewater Task Force:** - The task force is meeting monthly and has begun to research how other communities have developed joint agreement arrangements. Oronoco completed a Facility Plan last year which clearly defines their needs and timelines. Pine Island is working to gather the information needed concerning its treatment facility in order to assess the viability for our two communities to collaborate on wastewater treatment initiatives.
- **Roads & Streets** – The northwest street project is moving along as planned and on schedule. The Cheese Fest Committee has worked hard to plan for the new location and to work around the challenge of street construction in the northwest quadrant of the City.
- **Residential Brochure** – Doll gave the Board a preliminary bid for printing the residential brochures. Final editing has yet to be done and it was suggested that it might be a good idea to wait until the new director is on board to give them a chance to have input in the brochure’s final design prior to printing.

## 8. New Business

- None

## 9. Meeting Adjourned – 7:15 p.m.

*Respectfully submitted: Karen Doll, EDA Executive Director*