

Minutes of the Regular Meeting Wednesday, July 1 • 2015

PINE ISLAND ECONOMIC DEVELOPMENT AUTHORITY
EDA Office • 106 2nd 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, Mike Kaye, Lennie Broich, Joel Knox, Rod Steele, Jason Andrist

Others Present: Jon Eickhoff, Karen Doll, Nate Carlson

2. **Approval of Minutes:**

** **Motion** to approve the regular meeting minutes of June 3, 2015 made by Kaye; second Steele. Passed 6-0-0

3. **Financial Report:**

** **Motion** to accept the Financial Reports for June 30, 2015 made by Steele; second Kaye. Passed 6-0-0

The Board discussed the impact of not renewing the \$8,800 CD. Broich initiated discussion on placing said funds into a checking or savings account. Eickhoff provided insight on the restrictions of said funds. Carlson and Doll notified the Board that there was a large expenditure for the previous hotel study coming from the EDA budget.

** **Motion** to not renew CD funds and place the funds into a checking or savings account made by Broich; second Knox. Passed 6-0-0

** **Motion** to remove Doll from bank signature card and add Carlson made by Kaye; second Steele. Passed 6-0-0

** **Motion** to reimburse EDA with CD funds for the Hotel Study before reinvesting funds into a checking or savings account made by Knox; second Broich. Passed 6-0-0

4. **Revolving Loan Report:**

Doll notified the Board that specific loans needed further analysis and possible visits to the borrowers.

** **Motion** to accept the Loan Report dated June 30, 2015 made by Steele; second Knox. Passed 6-0-0

5. **Budget 2016 Review**

Carlson provided the Board with a detailed chart of possible future expenditures. Steele and Kaye continued discussion as members of the Budget Committee. The Budget Committee expressed their support for Carlson's new initiatives as the new EDA Director. New line item will be created for future studies and/or larger expenses.

** **Motion** to approve the recommendation of the Budget Committee for the 2016 Budget and be sent to Council made by Knox; second Broich. Passed 6-0-0

6. **Downtown Housing Project Discussion:**

A revised RFP was reviewed by the Board. Steele, Knox, Kaye, Doll, and Carlson discussed reasons for the project and potential outcomes. The Board expressed support for the project and agrees to move forward by sending out said RFP.

7. Nate Carlson Debriefing of 1st Week as Executive Director

Director Carlson debriefed the Board on the first week and a half on the job. Carlson described the many meetings Doll had scheduled with the necessary contacts and how those meetings went. Additionally, Carlson discussed how Doll taught him the daily office tasks and drafting budgets, agendas, and Board packets.

8. Director's Report:

Doll and Carlson 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:
 - June EDA Activity
 - 6/11/15 EDA Council Report
 - EDAM Legislative Update
 - McKnight Reports SE MN, Pine Island Feature

9. Old Business

- **Proposed Residential Research Project** – Doll and Carlson discussed the development of the RFP and the time line for said RFP. The Board discussed the next steps of this project. The Board arrived at the conclusion to move forward with the RFP and reach out to developers.
- **Oronoco/Pine Island Joint Wastewater Task Force:** - The task force met July 1 and discussed the immediate actions that needed to take place. 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.

10. New Business

- **City Clerk Transition**

The Board discussed the impact of the City Clerk resigning from his position on the EDA department. Steele also thanked Eickhoff for his many years of service and his ability to step in at a time when things were tough for the City.

- **Retirement of Karen Doll**

The Board gave their final comments by thanking Doll for her many years of service and dedication. Keane concluded the meeting by thanking Doll for her "hard work, tenacity, determination, perseverance, and commitment to the Pine Island EDA."

11. Meeting Adjourned – 6:30 p.m.

Respectfully submitted: Nate Carlson, EDA Executive Director