

# Minutes of the Regular Meeting Thursday, August 13 • 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, Mike Kaye, Joel Knox, Rod Steele, Jason Andrist, Troy Kuball

**Others Present:** EDA Director Nate Carlson, Gary Smith, Heather Holmes, Paul Meciklaski

**2. Approval of Minutes:**

**\*\* Motion** to approve the regular meeting minutes of July 1, 2015 made by Steele; second Kuball.  
Passed 6-0-0

**3. Financial Report:**

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

EDA Director Carlson updated the Board on the new Checking account that has a balance of \$7,080.91 as of 8/7/15.

**4. Revolving Loan Report:**

EDA Director Carlson updated the Board that all loans are paid to the up to date amount.

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

**5. J2G Invitation by Gary Smith and Heather Holmes:**

Smith and Holmes updated the Board on the status of the Journey to Growth Initiative. J2G is requesting municipalities within the J2G region for financial support. The request was made for \$2,100 from the Pine Island EDA. Discussion took place, and the Board members asked questions of Smith and Holmes. The Board requests that the EDA Director provided reports on J2G.

**\*\* Motion** to approve financing Journey to Growth (J2G) by complying to their request of \$2,100 made by Andrist; second Steele. Passed 6-0-0

**6. Director Debrief of Duluth Seminar:**

EDA Director Carlson provided a Staff Report detailing the activities and topics surrounding the Duluth seminar. The Director plans to implement new initiatives, which were the result of the seminar. After short discussion on the Duluth seminar, the Director introduced the Board to another seminar that the Director would find useful for the EDA as well as for the Director's professional career. This new course along with the Duluth course complete two of the six courses needed for CEcD Certification. The Director requested funding for the September 10-11 IEDC Seminar in Minneapolis, which totaled an estimate of \$385.

**\*\* Motion** to approve financing the Director's request for the September IEDC seminar made by Steele; second Kaye. Passed 6-0-0

**7. Implementation of Fall and Spring Retreats**

EDA Director Carlson debriefed the Board on the benefits of implementing Fall and Spring EDA retreats. A Staff Report was provided detailing the possible topics to be covered during an EDA Retreat. No action was requested. The EDA will implement bi-annual, EDA retreats beginning with this upcoming Fall.

## **8. Loan Reminder Discussion:**

Discussion was held by the Board on whether the EDA Director should send out loan payment reminders. The Board found that the Director's time can be spent better elsewhere and should not be reminding borrowers of their loan payments.

## **9. RAB Home Show Involvement:**

The EDA recognizes the importance of participating in the RAB Home Show. However, the Board requests that Director Carlson no longer pursues this until the following year. The Board requests that Director Carlson attends this year's Home Show and report on what can be done for next year.

## **10. Director's Report:**

EDA Director 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:
  - July EDA Activity
  - 7/21/15 EDA Council Report

## **11. Old Business**

- **Downtown Residential Development (DRD) Project** - Director Carlson informed the Board on the progress of the DRD project. There are interested parties for this project. Director Carlson continues to be the main contact for this project. The Board received the finished RFP that was sent to several local developers.
- **Proposed Residential Research Project** – Director Carlson discussed the development of the project with the U of M, DMC, and SMIF. There is a great deal of interest with this "healthy development" initiative around the new school. Discussions continue to happen, and the Director will keep the EDA Board up to date on the project progress.
- **Oronoco/Pine Island Joint Wastewater Task Force** - Members of the WWTF discussed the previous month's meeting. The WWTF meets on August 17th at 6 pm in Pine Island City Hall. Further discussion will be held at that time.
- **Museum Update** - Director Carlson updated the Board on the current status of the Veteran's Museum that is looking to locate in Pine Island. The Board discussed possible locations for said museum. The Board requests the Director to stay involved with the process.

## **12. New Business**

- **Loan Committee Update**

Loan Committee personnel notified the Board of a Micro-Loan application submitted by a Mr. Paul Mecikalski (Total Farming Technologies, LLC). The Loan Committee provided the EDA with their recommendation of not approving the loan at this time. Mr. Mecikalski was present and responded to questions from the EDA Board. The Board concluded that more information was needed and that the Loan Committee review their recommendation once all information was acquired.

- **Hiring of New City Administrator**

Mayor Steele provided an up to date status on the hiring of the new City Administrator.

## **13. Meeting Adjourned – 8:00 p.m.**

*Respectfully submitted: Nate Carlson, EDA Executive Director*