

Minutes of the Regular Meeting Wednesday, December 2 • 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: Mike Kaye, Joel Knox, Rod Steele, Rick Keane, Leonard Broich

Others Present: EDA Director Nate Carlson

2. Approval of Minutes:

**** Motion** to approve the regular meeting minutes of November 4, 2015 made by Steele; second Broich.
Passed 4-0-0

3. Financial Report:

**** Motion** to accept the Financial Reports for November 30, 2015 made by Steele; second Broich.
Passed 4-0-0

EDA Director Carlson updated the Board on the new Checking account that has a balance of \$7,080.91 as of 11/30/15.

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 November 30, 2015 made by Broich; second Kaye.
Passed 4-0-0

5. Discussion of Director Review:

The Personnel Committee presented their 6 month evaluation of Director Carlson to the Board. The Committee's recommendation to the Board is to end the probationary period and provide a raise of \$2,500 (\$37,500 annual salary) for the Director effective January 1, 2016.

**** Motion** to accept the Personnel Committee's recommendation made by Kaye; second Steele. Passed 4-0-0

6. Annual Meeting and 2016 Officer Discussion

The Board reviewed the Staff Report regarding the date for the annual meeting. The Board reached a consensus to continue having the annual meeting in concert with the February Regular EDA Meeting. Officers and Board members will be elected at that time.

*Joel Knox arrived to the meeting.

7. Projected 2016 Budget

Director Carlson debriefed the Board on the current status of the 2016 Budget. The Board discussed ways to better the process for the following year's budget.

8. 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:

- November EDA Activity
- 11/17/15 EDA Council Report

9. Old Business

- **Museum Update** - Director Carlson informed the Board that the MVESM has elected a new president. They have publicly stated that the museum is looking to move into the Rochester Armory. The MVESM received space in the Post Bulletin dated November 27 that attest to these claims.
- **Downtown Residential Development (DRD) Project** - Director Carlson informed the Board on the progress of the DRD project. There was a public forum on December 2 at the Senior Center where Director Carlson led a presentation. There were more than 30 interested seniors at this meeting and great discussion was held.
- **Proposed Residential Research Project** – Discussions continue to happen, and the Director will keep the EDA Board up to date on the project progress. The Community Planning Team supports this project and has accepted the responsibility to be the Steering Committee for this project.
- **Oronoco/Pine Island Joint Wastewater Task Force** - Members of the WWTF discussed the previous month's meeting.
- **Kiosk Sign Invoices** - The Director has received payments for all but one sign for the Kiosk. The delinquent party will be informed that their sign is to be removed.
- **EDAM Board of Directors Application** - Director Carlson informed the Board that he has been informed that he was not elected to the EDAM Board.

10. New Business

- **RAEDI Board Position**

The Board has expressed that they support Director Carlson being a member on the RAEDI Board for 2016.

11. Meeting Adjourned – 6:30 p.m.

Respectfully submitted: Nate Carlson, EDA Executive Director