

# Minutes of the Regular Meeting Wednesday, October 5 • 2016

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



**1. Call to Order:** Lennie Broich called the meeting to order at 5:05 p.m.

**Members Present:** Rick Keane, Rod Steele, Lennie Broich, and Joel Knox

**Others Present:** EDA Director Nate Carlson

**Members Absent:** Mike Kaye, Jason Andrist, Troy Kuball

**2. Approval of Minutes:**

\*\* **Motion** to approve the regular meeting minutes of September 7, 2016 made by Knox; second Keane.  
Passed 4-0-0

**3. Financial Report:**

\*\* **Motion** to accept the Financial Reports for September 30, 2016 made by Keane; second Steele.  
Passed 4-0-0

EDA Director Carlson updated the Board on the new Checking account that has \$7,080.91.

**4. Revolving Loan Report:**

EDA Director Carlson updated the Board that all loans are paid up to date except for 2 loans that need further investigation. Director Carlson will give an update at the November EDA Regular meeting.

\*\* **Motion** to accept the Loan Report dated September 30, 2016 made by Steele; second Keane.  
Passed 4-0-0

**5. EDA Director Resignation**

Director Carlson informed the Board that he received an employment offer from the City of Northfield to become their Economic Development Coordinator. As of September 27th, 2016, Director Carlson presented the EDA President with his resignation. This began his 60-day notice, which will end on November 26th. Director Carlson's last day in the office will be November 23rd. Included in the Board packet is the resignation letter. Director Carlson is working with the personnel committee to create a timeline for recruitment for the next Director.

**6. 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:
  - August EDA Activity
  - 8/16/16 EDA Council Report

**7. Old Business**

- **Downtown Residential Development (DRD) Project** - RFP's will be delivered by October 7th. Following the delivery date, further discussion will be held to determine the next steps for the project.

- **Proposed Residential Research Project** – No update at this time.
- **Oronoco/Pine Island Joint Wastewater Task Force** - No update at this time.
- **A&W Reuse** - An interested party had submitted an application for funds. However, the application was incomplete and returned to the applicant. The applicant will resubmit a complete application.

#### **8. New Business**

- **Kiosk Sign Invoices** - Director Carlson informed the board that he has sent out the invoices for the Kiosk Sign in front of the Kwik Trip.
- **Spruce-Up CD Maturing** - Director Carlson informed the board that the Spruce-Up CD for Denise Ellingson will be maturing on October 27th. The EDA will not be renewing said CD.
- **EDA Loan Reporting** - Director Carlson informed the board that all required loan reporting has been completed for 2016.
- **New Board members** - Director Carlson informed the board that two vacancies will be created on the Board after this year. EDA member Kuball has hinted that he may renew. Otherwise, EDA member Keane's 1-year term will be completed. Councilmember Knox committed to Keane's remaining two years as he will no longer be on Council.

#### **9. Meeting Adjourned – 6:00 p.m.**

*Respectfully submitted: Nate Carlson, EDA Executive Director*