

# — PINE ISLAND —

ECONOMIC DEVELOPMENT AUTHORITY

EST 1993

BOARD OF COMMISSIONERS

THURSDAY JULY 28TH 2022

TIME 5:30PM

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## JULY BOARD MEETING AGENDA

- CALL TO ORDER
- DEVELOPMENT PLAN
- APPROVAL OF APRIL MINUTES
- FINANCIAL REPORT
- REVOLVING LOAN REPORT
- COMMUNITY FOUNDATION
- BUSINESS AFTER-HOURS
- BUSINESS KIOSK SIGN
- EXPLORE PINE ISLAND
- DIRECTORS REPORT
- ADJOURN MEETING

## Meeting Minutes April 28 2022

### CALL TO ORDER

Meeting called to order at 5:31pm by Ann Fahy-Gust

### DEVELOPMENT PLAN

Mitch is working with the city to have a line item established for capital expenditures. We will then be able to use this to build a fund specifically for development.

### APPROVAL OF MARCH MINUTES

Motion made by Melissa Haller to approve minutes, second by Ryan Olson. Vote 5-0

### FINANCIAL REPORT

Motion to approve made by Mike Hildenbrand, second by Ryan Olson. Vote 5-0

### REVOLVING LOAN REPORT

Motion made by Mike Hildenbrand to approve loan report, second by Melissa Haller. Vote 5-0

### FAÇADE PROGRAM APPLICATION

Ted Galaty put forward an application to assist with the exterior improvements of Olde Pine Theatre. EDA Board likes the design. However, the program is a reimbursement to be paid after all work has been completed. Ted would like to use the \$2,500 as a down payment. The EDA Board discussed and would like to see some work completed prior to the disbursement of funds. Lee Swanson motioned to approve the loan with the understanding that funds will be disbursed once work begins on the property. Second by Mike Hildenbrand. Vote 5-0

Loan moves on to the City Council for final approval.

### EDA COMMISSIONER

The board discussed potential candidates including Brian Hale and Larry Pahl, both of whom are interested in being on the board. Mayor Friese was not in attendance. The Board would like to see letters of intent. Mayor Friese to make final appointment per MN Statutes.

### COMMUNITY FOUNDATION

Mitch informed the board of the event that took place on April 25<sup>th</sup>. There are few new faces there and the next step is to recruit 5 to 12 board members. Then the foundation can begin its formation process. Tabled discussion on reimbursing Wendell Zwart for cost of advertisement until an invoice is presented.

## LAUNDROMAT DISCUSSION

Ryan updated the board on the work being considered for the laundromat. The new owner of the Bowman's Butcher Block is going to be coming to the City and/or the EDA for assistance to get this projected completed.

## EDA GOALS

The Board agreed to the EDA Goals for this year. With making the Community Foundation a secondary goal rather than a primary goal.

## BUSINESS AFTER-HOURS

Mitch and Courtney updated the Board on the after-hours event. The couple of locations we had in mind fell through. At this point, having one in May is not going to happen. We will be looking to a middle of June date. We will re-evaluate our locations.

## EXPLORE PINE ISLAND

Courtney updated the board on the progress of the website.

## DIRECTOR'S REPORT

Mitch updated the board on an expansion project he is working with KAATS to complete. He notified the board he is working with a business that is looking to move to town. Mitch met with Pine Haven Board Chair to discuss Pine Haven and a potential dog park. The Board is interested in having the dog park on their property. The city will now need to create an official plan to present to the Board. Mitch informed the Board that 4 businesses are now signed up for the Bookkeeping Workshop.

## ADJOURN MEETING

Motion to adjourn by Mike Hildenbrand 6:33pm

Members Present: Ann  
Fahy-Gust, Melissa  
Haller, Lee Swanson,  
Ryan Olson, Mike  
Hildenbrand

Guest: Brian Hale,  
Courtney Schaefer,

**CITY OF PINE ISLAND**  
**Balance Sheet Fund-EDA 260, 261**

Account Descr	Current Balance
<b>FUND 260 PI REVOLVING LOAN FUND</b>	
G 260-10100 Cash - Pine Island Bank	\$116,581.69
G 260-10430 CD-T Kuball Spruce Up Program	\$31,090.25
G 260-11716 Note Receivable - KAATS	\$5,524.41
G 260-11720 Note Receivable - Lets Go Taco	\$6,859.48
G 260-25300 Unreserved Fund Balance	-\$160,055.83
<b>FUND 260 PI REVOLVING LOAN FUND</b>	<b>\$0.00</b>
<b>FUND 261 EDA - REV LOAN FUND</b>	
G 261-10100 Cash - Pine Island Bank	\$278,789.07
G 261-11721 Note Receivable - Douglas	\$16,846.20
G 261-11738 Note Receivable-Renken, J & K	\$23,189.68
G 261-25300 Unreserved Fund Balance	-\$318,824.95
<b>FUND 261 EDA - REV LOAN FUND</b>	<b>\$0.00</b>
	<b>\$0.00</b>

**CITY OF PINE ISLAND**  
**Expenditure Guideline - EDA**

Account Descr	July 2022 Amt	2022 YTD Amt	2022 YTD Budget	Balance	% of Budget	Dept Descr
Dept Descr Economic Development						
FUND 255 ECONOMIC DEV. AUTHORITY						
E 255-41590-101 Full-Time Wages	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Economic Develop
E 255-41590-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Economic Develop
E 255-41590-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Economic Develop
E 255-41590-125 Medicare Contributions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Economic Develop
E 255-41590-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Economic Develop
E 255-41590-151 Worker s Comp Insurance Prem	\$0.00	\$0.00	\$400.00	\$400.00	0.00%	Economic Develop
E 255-41590-201 Office Supplies	\$0.00	\$176.56	\$200.00	\$23.44	88.28%	Economic Develop
E 255-41590-209 Newspapers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Economic Develop
E 255-41590-211 Cleaning Supplies	\$0.00	\$0.00	\$50.00	\$50.00	0.00%	Economic Develop
E 255-41590-231 Farmer s Market	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Economic Develop
E 255-41590-255 Confections	\$0.00	\$250.65	\$200.00	-\$50.65	125.33%	Economic Develop
E 255-41590-260 Bank Service Charges	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Economic Develop
E 255-41590-290 Cleaning Services	\$0.00	\$0.00	\$650.00	\$650.00	0.00%	Economic Develop
E 255-41590-300 Professional Svcs (GENERAL)	\$0.00	\$5,000.00	\$300.00	-\$4,700.00	1666.67%	Economic Develop
E 255-41590-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Economic Develop
E 255-41590-304 Legal Fees	\$0.00	\$1,339.50	\$2,500.00	\$1,160.50	53.58%	Economic Develop
E 255-41590-308 Consultant Fees	\$19,438.75	\$55,807.08	\$77,755.00	\$21,947.92	71.77%	Economic Develop
E 255-41590-310 Recording Fees	\$0.00	\$0.00	\$300.00	\$300.00	0.00%	Economic Develop
E 255-41590-321 Telephone	\$114.85	\$805.20	\$2,500.00	\$1,694.80	32.21%	Economic Develop
E 255-41590-322 Postage	\$0.00	\$1.90	\$0.00	-\$1.90	0.00%	Economic Develop
E 255-41590-331 Travel Expenses	\$0.00	\$0.00	\$500.00	\$500.00	0.00%	Economic Develop
E 255-41590-340 Advertising	\$125.00	\$1,094.10	\$6,000.00	\$4,905.90	18.24%	Economic Develop
E 255-41590-342 Project Events - Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Economic Develop
E 255-41590-343 Promotions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Economic Develop
E 255-41590-352 General Notices and Pub Info	\$0.00	\$0.00	\$300.00	\$300.00	0.00%	Economic Develop
E 255-41590-361 General Liability Ins	\$0.00	\$71.00	\$500.00	\$429.00	14.20%	Economic Develop
E 255-41590-404 Repairs/Maint Machinery/Equip	\$0.00	\$0.00	\$100.00	\$100.00	0.00%	Economic Develop
E 255-41590-415 Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Economic Develop
E 255-41590-433 Dues and Subscriptions	\$549.45	\$3,599.45	\$4,000.00	\$400.55	89.99%	Economic Develop
E 255-41590-435 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Economic Develop
E 255-41590-439 Seminar Registration	\$0.00	\$0.00	\$500.00	\$500.00	0.00%	Economic Develop
E 255-41590-720 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Economic Develop
Dept Descr Economic Development	\$20,228.05	\$68,145.44	\$96,755.00	\$28,609.56		
	\$20,228.05	\$68,145.44	\$96,755.00	\$28,609.56		

**CITY OF PINE ISLAND**  
**Revenue Guideline - EDA**

Account Descr	July 2022 Amt	2022 YTD Amt	2022 YTD Budget	Balance	% of Budget
Fund 255 ECONOMIC DEV. AUTHORITY					
R 255-32100 Business Licenses/Permi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 255-33100 Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 255-33650 Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 255-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 255-34304 Street Signs	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
R 255-34950 Other Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 255-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 255-36210 Interest Earnings	\$0.00	\$4.07	\$100.00	\$95.93	4.07%
R 255-37550 TIF Admin/Projects	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
R 255-39202 Transfers In	\$0.00	\$91,655.00	\$91,655.00	\$0.00	100.00%
R 255-39341 Grants - SMIF	\$0.00	\$5,500.00	\$0.00	-\$5,500.00	0.00%
Fund 255 ECONOMIC DEV. AUTHORI	\$0.00	\$97,159.07	\$96,755.00	-\$404.07	
	\$0.00	\$97,159.07	\$96,755.00	-\$404.07	



David Hewitt or Narrative Experiential DeSigns  
PO Box 315, Pine Island, Minnesota, 55963  
david@narrative.mn  
507-216-3101



www.narrative.mn

# Downpayment Invoice #1366 #1

## EDA Business Sign

SALES REP INFO  
David Hewitt  
david@narrative.mn

QUOTE DATE  
06/06/2022  
QUOTE DUE DATE  
06/24/2022  
QUOTE EXPIRY DATE  
07/06/2022

TERMS  
Due upon receipt Pay now

ORDERED BY  
City of Pine Island PO Box 1000  
250 South Main Street  
Pine Island, MN, 55963, United States

CONTACT INFO  
Mitch Massman  
mitch.massman@cedausa.com  
+1 507-450-0095

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)
1	<b>EDA Sign Panels</b> EDA Sign Panels  Digitally printed polymeric air egress vinyl, matte lamination, mounted to .080 bebond, mounted within sign frame  Pine Island Logo: 28" x 28" 4.86 sq ft Left Panel: 34.5" x 70" 16.77 sq ft Right Panel: 34.5" x 70" 16.77 sq ft Lower Left Panel: 34.5" x 46.5" 11.14 sq ft Lower Right Panel: 34.5" x 46.5" 11.14 sq ft  60.68 sq ft total  Includes: art prep, production and quality control	60.68	Unit	\$11.00	\$667.48
2	<b>Installation</b> Installation  1 Hour installation @ \$90 per hour	1	Unit	\$90.00	\$90.00
<b>Total:</b>					<b>\$757.48</b>

<b>Subtotal:</b>	<b>\$757.48</b>
<b>Sales Tax (0%):</b>	<b>\$0</b>
<b>Downpayment (50.0 %)</b>	<b>\$378.74</b>

SIGNATURE:

DATE:



## **Explore Pine Island Update**

- Put together Explore MN Doc w/ attached business cards
- Went around and collected signatures for the Explore MN Page
- Familiarized myself with where Pine Island is actively at with social media/marketing processes & brainstormed some plans as to how we can more efficiently highlight our assets
- Took some updated photos of the parks / downtown
- Did research in regards to our Google page / google analytics

# Director's Report

## Work Plan

- Land Development
  - Continuing to discuss possible options.
- Housing Developments
  - Working with city to determine potential options for attracting multi-family housing units.
  - Have spoken with multiple developers who are still interested in developing in Pine Island. Perhaps upwards of 40 units if they can find the right piece of property
- Community Foundation
  - Locating Board Members. Held meeting on July 14th
  - We will be holding another meeting in late August and will hopefully be able to formalize the foundation at that point.

## Business Contact

- Working with a business who is looking into purchasing property in town. **Update:** Purchase is completed but have not heard as to when they will start building.
- Working with business that is purchasing a building in town. We are working through some ordinance issues with the type of business they are running but we believe we have a solution.
- Met with local manufacturers to discuss current economic environment and how it is impacting their business
  - Some business has slowed down that they would typically see at this time of the year
  - Manufacturers are completing road shows to develop new revenue streams to offset the slow down in other orders

## Potential Grants/Financial Assistance

- Applied for \$2,000 fire department grant through Minnesota Energy. If awarded, it will pay for a new AED
- SMIF Economic Development Grant
  - We had 3 businesses attend the event. Overall, the information was excellent and the participants were able to get a lot of one-on-one attention to answer all of their questions.
- DEED Infrastructure Grant
  - Offers grant of 50% of project costs up to \$2,000,000 every two years
  - Can be used for WAC and SAC, streets, etc.
  - For Economic Development purposes (i.e., establishing or expanding a business/industrial park)

## Miscellaneous

- Explore Pine Island – Sandra Drees will be running with this project.
  - Local attractions like restaurants, breweries, and golf courses and place their information on Explore Minnesota for FREE.
  - The Chamber of Commerce must be the organization that promotes tourism as Explore MN works with 501 c 3s.
  - Marketing Grant available – opens up in December
  - Co-op marketing available. Can be Chamber in cooperation with local businesses.
- Working with David Hewitt on a new design for the EDA Sign (see attached image)