

# — PINE ISLAND —

ECONOMIC DEVELOPMENT AUTHORITY

EST 1993

BOARD OF COMMISSIONERS

THURSDAY NOVEMBER 17TH 2022

TIME 5:30PM

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## NOVEMBER BOARD MEETING AGENDA

- CALL TO ORDER
- DEVELOPMENT PLAN
- APPROVAL OF SEPTEMBER MINUTES
- FINANCIAL REPORT
- REVOLVING LOAN REPORT
- WORK PLAN
- EXPLORE PINE ISLAND
- DIRECTORS REPORT
- ADJOURN MEETING

## Meeting Minutes August 25 2022

### CALL TO ORDER

Meeting called to order at 5:34pm by Ann Fahy-Gust

### KAATS

Kathy Nelson of KAATS Gymnastics presented on her upcoming expansion plans to the gym. Soil samples came back and will need remediation which is not a planned expense. She is still waiting to hear from the bank if they will be able to finance the entire project.

### DEVELOPMENT PLAN

Mitch and Elizabeth informed the Board that there is progress being made on the Walter Property. More to come on this at the next city council meeting.

### APPROVAL OF AUGUST MINUTES

Motion made by David Frieze to approve minutes, second by Melissa Haller. Vote 4-0

### FINANCIAL REPORT

Motion to approve made by David Frieze, second by Melissa Haller. Vote 4-0

### REVOLVING LOAN REPORT

Motion made by David Frieze to approve loan report, second by Melissa Haller. Vote 4-0

### PREMIUM SUPPORT PRESENTATION

Melissa Leuning presented the spreadsheet that was created to give to Pine Island businesses from a grant received through SMIF. This spreadsheet is best for small businesses with minimal accounting needs.

### RAEDI

Mitch presented the invoice from RAEDI of \$3,150 to continue being part of RAEDI in 2023. The board discussed what RAEDI has done including assisting the city with doing a commercial rent study and gathering information on available property. David Frieze motioned to approve the investment and to continue discussions about follow through from RAEDI in the future support of Pine Island. Second by Melissa Haller. Vote 4-0

### BUSINESS AFTER-HOURS

Confirmed October 19<sup>th</sup> at Island Tool from 5-7pm. David Frieze motioned to approve expenditure of up to \$500 to host the event. Second by Melissa Haller. Vote 4-0

Melissa Haller motioned to approve the purchase of cocktail tables for the event and future events. Second by David Friese. Vote 4-0

#### EXPLORE PINE ISLAND

Sandra updated the board on her recent activities including adding information for businesses to Explore MN as well as obtaining more signatures from businesses. She has been adding content for channel 7 and editing current posts. She is creating an organized plan for social media postings. Lastly, she has been collecting photos of the community.

#### DIRECTOR'S REPORT

Mitch updated the board on his work for the Walter Property. Mitch, Elizabeth, and Mike met with a developer interested in purchasing 150 acres for a mixed-use development. The community foundation has officially been accepted to be part of SMIF and the board will take over all duties. Additionally, he is researching grant opportunities for accessible parks. Lastly, he is working on some presentations for manufacturing week.

#### ADJOURN MEETING

Motion to adjourn by David Friese, second by Melissa Haller 6:50pm

Members Present: Ann  
Fahy-Gust, Lee Swanson,  
David Friese, Melissa  
Haller

Guest: Sandra Drees,  
Elizabeth Howard,  
Melissa Leuning, Kathy  
Nelson

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

Account Descr	November 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	\$185.92	\$200.00	\$14.08	92.96%	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	\$1,689.50	\$2,500.00	\$810.50	67.58%	Economic Develop
E 255-41590-308 Consultant Fees	\$0.00	\$75,245.83	\$77,755.00	\$2,509.17	96.77%	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	\$114.50	\$1,263.86	\$2,500.00	\$1,236.14	50.55%	Economic Develop
E 255-41590-322 Postage	\$3.12	\$6.21	\$0.00	-\$6.21	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	\$0.00	\$2,993.93	\$6,000.00	\$3,006.07	49.90%	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	\$0.00	\$6,749.45	\$4,000.00	-\$2,749.45	168.74%	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	\$117.62	\$93,456.35	\$96,755.00	\$3,298.65		
	\$117.62	\$93,456.35	\$96,755.00	\$3,298.65		

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

Account Descr	November 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	\$6.81	\$100.00	\$93.19	6.81%
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	\$97,161.81	\$96,755.00	-\$406.81	
	\$0.00	\$97,161.81	\$96,755.00	-\$406.81	

**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 - Frandsen Bank & Trust	\$118,985.77
G 260-10430 CD-T Kuball Spruce Up Program	\$31,157.64
G 260-11716 Note Receivable - KAATS	\$3,856.59
G 260-11720 Note Receivable - Lets Go Taco	\$6,162.10
G 260-25300 Unreserved Fund Balance	<u>-\$160,162.10</u>
<b>FUND 260 PI REVOLVING LOAN FUND</b>	<b>\$0.00</b>
<b>FUND 261 EDA - REV LOAN FUND</b>	
G 261-10100 Cash - Frandsen Bank & Trust	\$281,121.07
G 261-11721 Note Receivable - Douglas	\$16,270.34
G 261-11738 Note Receivable-Renken, J & K	\$22,068.68
G 261-25300 Unreserved Fund Balance	<u>-\$319,460.09</u>
<b>FUND 261 EDA - REV LOAN FUND</b>	<b>\$0.00</b>
	<u>\$0.00</u>

# Director's Report

## Work Plan

- Land Development
  - Documents should be drawn up and presented to City Council for approval in November.
- Housing Developments
  - In discussions with developer who has done multi-family housing in Owatonna who is looking for new projects.
  - 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
  - Spoke with realtor representing developer looking to purchase 150 acres for development. He is working on setting up a second meeting with the developer and the city.
- Community Foundation
  - I have handed this off to the Foundation Board to complete the foundation set up. They have been accepted to be part of SMIF.

## Business Contact

- KAATS has determined the gap for financing. I am waiting for her to provide me with financials and then will set up a meeting with the loan committee.
- Completed manufacturing visits and provided certificate of appreciation to our manufacturers for manufacturing month.
- Working with business and the bank on potential financing for a building purchase
- Met with Carmen and went over her loan. No recommended changes currently. Working with her to find a tenant for the One Tasty Treat building

## Potential Grants/Financial Assistance

- Applied for a SMIF grant for \$20,000 for use on the accessible playground
- 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

- Working with Scheels and SHIP to obtain some ice skates for the ice rink.
- CEDA performance evaluation
- Moderated both Sheriff and City Council/Mayoral forums
- Attended multiple in-person sessions with USDA/DEED/elected officials

**Sandra's Report:**

- Updating / creating Channel 7 content
- Gathering photo's
- Scavenger hunt
- Social media calendar / process