

# MINUTES

## EDA



**8:30 AM - Wednesday, August 23, 2023**

City Hall Council Chambers

The City of Pine City Council met in EDA on Wednesday, August 23, 2023 at 8:30 AM in the City Hall Council Chambers.

**1. CALL TO ORDER**

**Members Present:** Vice Chair Mike Sauser, Councilor Steve Ovick, Doug D'Aigle, Sydney Nelson

**Members Absent:** Mayor Carl Pederson, President Kevin Anderson, and Josh Lartch

**Staff and Visitors:** Community Development Coordinator Mike Gainor, City Administrator Scott Hildebrand, Administrative Assistant Tabitha Pickett, Pine City Chamber Becky Schueller, Economic Development Coordinator Lezlie Sauter

**2. APPROVAL OF MEETING MINUTES**

**2.1.**

Ovick made a motion to approve the July 26, 2023 Meeting Minutes, D'Aigle second the motion. Motion carried.

**3. APPROVAL OF TREASURER'S REPORT**

**3.1. FUND BALANCE REPORT**

Gainor presented the EDA financials and explained the highlighted number are the one pending for the 2022 Audit and will reflect any changes once the Audit is complete.

EDA CD Balances: Gainor presented the Bank CD's for the EDA. The City is going to provide the requirements regarding possibly breaking the CD for the one with December's maturity date. The City is also going to look into the requirements for reinvesting and/or splitting the investments.

Orvis Property Expenses will be explained in more detail below.

**3.2.**

Gainor presented the RLF status report. Gainor sent a strongly worded demand letter to EZ Electrical regarding payments. The Committee asked Gainor to reach out to President Kevin Anderson as he has contact with owner of EZ Electrical.

### 3.3.

Gainor presented the SCDP status update and provided that everyone is making their payments on time and are in good standing. He also stated that we have a new company - Mia's Cafe - that will start making their payments on September 1, 2023.

## 4. OLD BUSINESS

### 4.1.

Gainor presented the Memo to the Committee. Sampson Well reported that they could not find any wells for sealing on the property and therefore are not charging any fees.

## 5. NEW BUSINESS

### 5.1. REVIEW FRED STELTER RLF APPLICATION FOR LAKESIDE STUDENT HOUSING

Nelson stated that the application looked to be missing a few documents. She asked that Gainor reach out to Stelter and/or look into the missing documents. They were mentioned in a few spots, but are just missing. President Anderson provided information to Sauser stating he thinks the EDA should proceed slowly and ask more questions.

The Committee requested that Gainor reach out to Stelter to obtain a revenue and expense projection and what Stelter potentially wants the loan agreement to look like - possibility to look similar to Timber Pines loan - 3 year balloon with yearly interest payments. *Nelson made a motion to request the documentation above with a decision hopefully being provided by or at the September EDA meeting, second by Ovick. Motion carried.*

### 5.2. REVIEW AND DISCUSSION REGARDING PROPOSED 2024 EDA BUDGET

City Administrator Scott Hildebrand presented the potential 2024 EDA Budget. There is a September deadline for the levy with a finalization date in December. He presented that there are 2 options for the levy; Option A - Stay with the \$45,000; Option B - move up to the \$57,743. He stated that if the EDA goes with the lower amount - they can't decide to up it. If the EDA decides to go with the higher amount, they can lower it as needed by December.

Nelson is going to provide her opinion to D'Aigle and Lartch and than to the Committee.

## 6. ADDITIONAL ITEMS, COMMENTS OR QUESTIONS

### 6.1.

Community Development Coordinator Lezlie Sauter presented that the County is finalizing their Business Survey and should be going out soon. The County wants to know from the businesses where they can help. The survey is a short - 12 question survey.

Sauter applied for the Small Business Development Coordinator and the deadline is August 31, 2023. She asked the EDA Committee to write a letter of recommendation

for her. She has received a few from other Cities within Pine County also. *Motion to approve Gainor to write the letter by Nelson, second by Ovick. Motion carried.*

Pine City Chamber Becky Schueller informed the Committee that the 2017 City of Pine City maps are finally gone. In 2017 they had 3,000 printed and thinks they could print less this next time around but asked Gainor to possibly help update the map as the map is outdated.

Schueller also provided the update that the grant she applied for through Explore Minnesota came through in the amount of \$5,000 to do a video on the City of Pine City. She thinks it will be a great tourism piece that Pine City needs.

**7. ADJOURNMENT**

Adjourned at 9:36am by Sauser

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CAO

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Mayor