



Annual Meeting Agenda
Wednesday, January 10, 2018 (6:30 P.M.)
Please call 507-479-3219 if you are unable to attend.

- I. **Call meeting to order (6:30 P.M.)**
- II. **Oath of Office – Diane Brown and Jason Mackenthun**
- III. **Election of Officers**
 1. President
 2. Vice President
 3. Secretary
- IV. **Agendas & Minutes:**
 1. Consider 1/10/2018 agenda
 2. Consider 12/12/17 and 12/4/17 minutes
- V. **Bills and Communications:**
 - A. **EDA Fund Balances**
 - B. **Periodic Financial Reports**
- VI. **Monthly Reports/Updates:**
 1. Mayor's report
 2. Council liaison report
 - i. Mark Wentzlaff
 - ii. Diane Brown
- VII. **Unfinished Business:**
 1. USDA Rural Development Grant update (Newsom)
 2. 2018 Goals and Objectives
 - Create/use an EDA bank account
 - Attract businesses to Green Isle
 - Promote the City of Green Isle
 - Complete an economic profile
 - Create a City of Green Isle Facebook page
 - Identify areas of need/improvement in the community
 3. Review 2017 Annual Report
 4. Water meters
 5. Christmas lights
- VIII. **New Business:**
 1. Housing and Commercial lots for sale - Mike Westphalen
 2. Succession planning event in Arlington
 3. One-on-one Facebook and website
- IX. **Adjournment**



OFFICIAL OATH

State of Minnesota
County of Sibley

I, **Diane Brown**, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the office of Economic Development Commissioner of the City of Green Isle, Minnesota, to the best of my judgment and ability, so help me God.

Economic Development Authority Commissioner

Subscribed and sworn to before me this 10th day of January 2018.

Economic Development Authority Director



OFFICIAL OATH

State of Minnesota
County of Sibley

I, **Jason Mackenthun**, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the office of Economic Development Commissioner of the City of Green Isle, Minnesota, to the best of my judgment and ability, so help me God.

Economic Development Authority Commissioner

Subscribed and sworn to before me this 10th day of January 2018.

Economic Development Authority Director



December 4, 2017

7:00 P.M.

I. CALL TO ORDER

Pursuant to due call and notice thereof, Green Isle EDA President Randal Bruegger called the Green Isle Economic Development Authority meeting to order at Green Isle City Hall at 7:05 P.M.

Members present: Randal Bruegger (President), Mark Wentzlaff, Scott Vos

Members absent: Mark Miller, Bert Panning

Staff present: Amy Newsom (EDA Director)

Staff absent: None

Guests present: Joe Kreger, ex-officio

II. MINUTES & AGENDA –

1. 11/6/2017 EDA minutes
2. 12/4/2017 EDA agenda – Motion by Bruegger, second by Wentzlaff to approve minutes and agenda. Motion carried.

III. BILLS & COMMUNICATIONS

- A. EDA Fund Balances:
- B. Periodic Financial Reports:

IV. MONTHLY REPORTS/UPDATES

1. **Mayor's report** – Mayor Kreger reported that Timberline has their building permits and started to dig today. Their address is 301 Shamrock Drive.
Kreger also discussed hiring a commercial realtor to market the commercial lots in Green Isle. The EDA is interested in marketing the smaller lot off of HWY 5 to attract fast food or a restaurant. The EDA directed Newsom and Kreger to contact commercial realtors for more information.
Kreger also reported that he spoke with a possible new EDA member, Jason Mackenthun. Mackenthun requested that the EDA meetings May to October begin at 8 pm instead of 7

pm. The EDA Board members were open to changing the meeting time to accommodate Mackenthun.

2. Council liaison report (Mark Wentzlaff): None.

V. UNFINISHED BUSINESS

1. USDA Rural Development Grant approved:

a. Newsom reported that she had not heard back from the business that was interested in applying for the City's RLF. Wentzlaff would like to apply for the RLF to replace his roof. Newsom will send him the application.

2. 2. JIT – Right of First Refusal

a. Newsom presented a document from City Attorney Ross Arneson showing that JIT does indeed have Right of First Refusal. JIT has 30 days after being notified by the City of Gaylord of a Third Party offer to exercise their Right of First Refusal and match any other best offer received for the purchase of said lot.

VI. NEW BUSINESS

1. 2018 Goals and Objective

a. The EDA Board narrowed down their 2018 Goals and objectives to the following six items:

- Create/use an EDA bank account
- Attract businesses to Green Isle
- Promote the City of Green Isle
- Complete an economic profile
- Create a City of Green Isle Facebook page
- Identify areas of need/improvement in the community

2. Storage units :

a. Newsom shared information on the need for storage units in the area.

3. Water meters:

a. Mayor Kreger reported that the City of Green Isle will need to replace water meters in the City soon. The cost for the software will be in the \$5,000 to \$8,000 range; the cost for software and meters in the \$30,000 to \$40,000 range. Consensus of the EDA Board to allow Newsom to use some hours to research grants.

4. Christmas lights:

a. Mayor Kreger also reported that the Christmas lights were a similar situation. The lights need to be updated to energy efficient LED lights. Consensus of the EDA Board to have Newsom research grant options for new Christmas lights.

5. Time and date for January's meeting:

a. Discussion was held to hold the EDA annual meeting after the City Council Annual meeting. Mayor Kreger plans to appoint at least one new EDA Board member who will be invited to attend the January EDA meeting. The January EDA Annual meeting will be held on Wednesday, January 10th at 6:30 pm.

VII. ADJOURNMENT: At 8:14 P.M.

Amy Newsom, EDA Director

Randal Bruegger, EDA President



Special EDA meeting
December 12, 2017
7:00 P.M.

I. CALL TO ORDER

Pursuant to due call and notice thereof, Green Isle Mayor Joe Kreger called the Green Isle Economic Development Authority meeting to order at Green Isle City Hall at 7:10 P.M.

Members present: Mark Wentzlaff, Scott Vos, Mark Miller

Members absent: Randal Bruegger (President), Bert Panning

Staff present: Amy Newsom (EDA Director), Barb Anderson (City Clerk/Treasurer)

Staff absent: None

Guests present: Joe Kreger, ex-officio, Diane Brown, Shawn Harms, John Schauer, Art & Kathy Worm, Kim Schwich, Josh Klein

II. NEW BUSINESS

1. Approve/deny resolution for Green Isle Community School bond refinancing
 - a. According to City Attorney Ross Arneson, bonds were originally issued for the renovations of the schools to be paid back at a rate of \$12,500 per month by the Green Isle Community School. These numbers were based on enrollment and school enrollment has gone down since the bonds originated. It was consensus of City Council that the bonds should be refinanced with bond payments of \$8,000 per month because of the decreased enrollment. Cornerstone State Bank has agreed to the new terms. The Community School will continue to make \$8,000 per month bond payments until the bonds are paid off, and then continue to make \$8,000 per month least payments until the City's general fund has been reimbursed the \$186,000 that was paid out to cover the bond payments. City Attorney Ross Arneson stated that this would push out the bond payments from 2035 until 2041. Council member Mark Wentzlaff stated that if the school closed it would cost the City close to \$100,000 per year. Mayor Kreger stated that the refinancing would stop the cash flow from the City funds.
Motion by Wentzlaff, second by Vos to approve resolution #2017-01. Motion carried 3-0. EDA members Bruegger and Panning were absent for the vote.

III. ADJOURNMENT: At 7:15 P.M.



City of Green Isle
Economic Development Authority
Annual Report 2017

**City of Green Isle
Economic Development Authority
Annual Report 2017**

Report Contents:

- I. Green Isle Economic Development Authority
- II. 2017 Goals and Objectives
 - A. Get organized
 - B. Create a revolving loan fund
 - C. Attract businesses
 - D. Create an annual report for 2017 and budget for 2018
 - E. EDA website
 - F. Facebook
 - G. Housing
 - H. Promoting Green Isle
 - I. Economic Profile
 - J. Promote RS Fiber
 - K. Create an EDA Bank Account
- III. Activity Report
 - A. USDA Rural Development Grant Application
 - B. Booth at the Sibley County Business Expo
 - C. Advertising Residential Lots
 - D. Met with 3 Potential Businesses for Industrial Park
 - E. Compiled List of City Owned Commercial Properties
 - F. SMIF Grant
 - G. Tax Abatement Policy
 - H. TIF Policy
 - I. Advertising Lot North of Lions Memorial
 - J. Commercial Lots Policy
 - K. Marketing the Community School
 - L. Establishment of Planning & Zoning Commission
 - M. New business in the Industrial Park
- IV. 2018 Goals and Initiatives
 - A. Ongoing Initiatives
 - B. 2018 Goals
- V. Conclusion

**City of Green Isle
Economic Development Authority
Annual Report 2017**

I. GREEN ISLE ECONOMIC DEVELOPMENT AUTHORITY

The Green Isle Economic Development Authority (EDA) is governed by a seven member Board of Directors. The Board consists of two members from the business community, four residents, and one City Council liaison. The structure of the Board during 2017 is provided in the table below.

<i>Member</i>	<i>Position</i>	<i>Affiliation</i>	<i>Term Expires</i>
Randal Bruegger	President	Green Isle Resident	12/2019
Mark Wentzlaff	Member, Board of Directors	City Council	12/2022
Mark Miller	Member, Board of Directors	Business Owner	12/2022
Scott Vos	Member, Board of Directors	Business Owner	12/2021
Bert Panning	Member, Board of Directors	Green Isle Resident	12/2017
Brian Oelfke	Member, Board of Directors	Green Isle Resident	Resigned 10/2017
Scott Beebe	Member, Board of Directors	Green Isle Resident	Resigned 5/2017

The EDA decided to contract with Sibley County for Economic Development assistance. Amy Newsom was hired in this position.

II. 2017 GOALS AND OBJECTIVES

At the start of the 2017 contract with Sibley County, the EDA specified several goals and objectives for the year. With the mission of creating jobs, raising incomes and broadening the City’s tax base, the following goals and objectives were undertaken:

A. Get Organized

Newsom began with the City of Green Isle in March of 2017. The EDA’s first objective was to get organized. The Board decided to meet on the first Monday of every month at 7 pm. Newsom began notifying the press of meetings, preparing agendas, sending out packets the Friday before an EDA meeting, and preparing minutes. Agendas, minutes and packets are now available at the City Office and also online.

B. Create a Revolving Loan Fund

The EDA applied for a \$10,000 grant from the USDA Rural Development grant program. The City agreed to match \$5,100, which would give the City a \$15,100 revolving loan fund if the City receives the USDA grant.

The City was awarded a USDA revolving loan fund, but the business that had agreed to take the first loan has decided against taking out the loan. Newsom is currently working with another business owner to apply for the revolving loan funds so the EDA can secure the USDA grant money.

C. Attract Businesses

The City of Green Isle has received interest from 4 different businesses and is working to promote the lots in the Industrial Park as well as the lot next to the Lions Memorial. The City has also established policies on the use of Tax Abatement and TIF.

In November of 2017, Timberline Wood Products broke ground in the Green Isle Industrial Park.

D. Create an Annual Report for 2017 and Budget for 2018

Newsom has created an annual report for 2017 and the EDA has also created a \$15,000 budget for 2018.

E. EDA Website

The EDA section of the website has been updated and now includes the Green Isle EDA resources including: Green Isle Tax Abatement Policy, Green Isle TIF Policy & Application, Local Developer Listings, Available Commercial Property, Residential Homes for Sale, and Residential Lots for Sale. The EDA portion of the website also includes a link to several resources available on the Sibley County website including: Minnesota Department of Employment, Small Business Development Center, R9, Rural Minnesota Energy Board, Sibley County Funding Sources, Sibley Talk, Southern Minnesota Initiative Foundation, Twin Cities & Western Railroad Company, and Sibley County Workforce information.

F. Facebook

The EDA has not moved forward with creating a Facebook page yet.

G. Housing

Newsom has been in touch with NB Development and Nexus Construction which is now called Harpe Homes. Newsom was then put in touch with Mike Westphalen who is the realtor for the lots in Green Isle and Westphalen has shared listing information. This listing information is now available on both the Green Isle website and the Sibley County website.

H. Promoting Green Isle

The City of Green Isle shared a booth with the Green Isle Community School at the Sibley County Business Expo in April of 2017. Newsom put together a tri-fold flyer for the City of Green Isle which can be used to promote the City.

I. Economic Profile

This has not been started yet, but may be something that the EDA would like to consider because it can be used as an economic development tool.

L. Promote RS Fiber

The Green Isle EDA has not started promoting RS Fiber yet.

M. Create EDA Bank Account

The Green Isle EDA is waiting to receive the USDA funds to open a bank account.

III. ACTIVITY REPORT

In addition to the identified goals and objectives above, there were other activities undertaken by the EDA in 2017. These activities included:

A. USDA Rural Development Grant Application

The Green Isle EDA approved Resolution 2017-01 approving the grant application to the United States Department of Agriculture for a grant under its Rural Business Development Grant Program. It will be used to fund a revolving loan fund under the administration of the Green Isle Economic Development Authority.

The City agreed to a \$5,100 match for the revolving loan/grant application.

The City was awarded the grant and is waiting for a business to take out the initial revolving loan.

B. Booth at the Sibley County Business Expo

The EDA shared a booth with the Community School at the Sibley County Business Expo in Arlington on April 20th. This was an opportunity for the City/EDA to promote itself to the community.

C. Advertising Residential Lots

The EDA Board and City Council recommended that Newsom contact NB Developers to ask if there was anything the City could do to help promote the residential lots in Green Isle. Newsom has posted lot listings on the City and County websites.

D. Met with 3 Potential Businesses for the Industrial Park

The EDA met with three potential businesses this year. A brewery was interested in a lot in the industrial park. Another individual approached the EDA about buying a lot in the industrial park for a storage unit. Finally, a third individual came before the EDA and presented a plan for a cabinet shop and storage units.

E. Compiled list of City owned commercial property

The EDA received a list of properties owned by the City of Green Isle to determine if there was any additional property the EDA could promote. The EDA decided to market the lot north of the Lions Memorial Park.

F. SMIF grant

The City participated in the County's application to Southern Minnesota Imitative Foundation. The County received a \$12,000 grant from SMIF; part of the grant was used to cover half of the EDA Director's hours for 2017.

G. Tax Abatement Policy

EDA Director Newsom drafted a tax abatement policy and Green Isle City County approved the policy on June 13. The policy provides tax abatement information to any businesses considering locating in Green Isle and is now available on the City's website.

H. TIF Policy

EDA Director Newsom drafted a TIF policy and Green Isle City County approved the policy on June 13. The policy information is available to any businesses considering locating in Green Isle and is now available on the City's website.

I. Advertising Lot North of Lions Memorial

EDA Director Newsom prepared a listing for the lot north of the Lions Memorial (across from Cenex). The listing is on the City's website and has been featured on the Sibley County Facebook page.

J. Commercial Lots Policy

On July 10, 2017 the Green Isle EDA approved the following commercial lots policy: The City of Green Isle has acquired lots for the purpose of economic development. The intention of this policy is to set the price of commercial lots. The goal of the City of Green Isle is to increase the tax base for the City. It is the purpose of this policy to outline the terms and conditions of the sale of lots.

1. Sale of lots will be approved by the Green Isle City Council. 2. Commercial Lots will be sold for \$1 per lot when the business meets the following criteria: A. Will create at least 2 full-time equivalent (FTE) positions based in the City of Green Isle. 3. Commercial Lots will be sold for \$5,000 when the business meets the following criteria: A. Will create at least 2 full-time equivalent (FTE) positions. 4. If a lot(s) is purchased for \$1 or \$5,000 and construction is not started within 180 days of closing, the lot(s) will be returned to the City of Green Isle. Purchase price will be refunded, minus closing costs. 5. Commercial Lots that do not meet any of the above criteria will be sold at the Assessed Value. 6. Closing will occur within 4 months of signing the purchase agreement. 7. A Development Agreement must be approved by City Council and both parties must adhere to the terms of the agreement.

K. Marketing the Community School

The City of Green Isle will begin marketing the Community School. The City shared a booth at this year's Community and Business Expo at the Arlington Community Center on April 20th. EDA Director Newsom will advertise the Gym rental, and City Clerk Panning has agreed to hand out welcome bags from the school to new residents.

L. Establishment of a Planning and Zoning Commission

EDA Director Newsom suggested that Green Isle consider establishing a Planning and Zoning Commission to take that burden off of the EDA. City Attorney Ross Arneson will draft an ordinance that will address a Planning and Zoning Commission. The Commission will include two citizens and one Council member.

Green Isle City Council established a 3 person Planning Commission. The new Commission members were offered online training from the League of Minnesota Cities <https://www.lmc.org/page/1/landuse.jsp>.

M. New business in the Industrial Park

The City of Green Isle approved a tax abatement request for Timberline Woodproducts in November of 2017 and the businesses broke ground in the industrial park that same month. The new business will employ at least two people that will be paid \$20-\$26 per hour.

IV. 2018 GOALS AND INITIATIVES

A. Ongoing Initiatives

1. Creating a revolving loan fund. Still an ongoing initiative as the EDA works to lend out the money.
2. Attract businesses
3. Facebook
4. Promoting Green Isle
5. Economic Profile
6. Create EDA bank account

B. 2018 Goals

For 2018, the Green Isle EDA has narrowed down their goals to include the following:

- Create/use an EDA bank account
- Attract businesses to Green Isle
- Promote the City of Green Isle
- Complete an economic profile
- Create a City of Green Isle Facebook page
- Identify areas of need/improvement in the community

V. CONCLUSION

The EDA contracted with Sibley County to hire Amy Newsom as EDA Director in March of 2017. They had an aggressive list of goals for 2017 beginning with the reorganization of the Economic Development Authority. The EDA is still working on lending their first revolving loan and creating their own bank account and funds so they can purchase property, etc. in the future. Many of the other goals involve promoting the City of Green Isle and attracting businesses to the community; these will continue to be ongoing goals.

Submitted January 2018:

Randal Bruegger
EDA President

Amy Newsom
EDA Director

MnTAP is an outreach program within the University of Minnesota School of Public Health.

Minnesota Technical Assistance Program

Address: 200 Oak St SE | Suite 350-1 | Minneapolis, MN 55455

Phone: 612-624-1300 | 800-247-0015

Email: mntap@umn.edu (mailto:mntap@umn.edu)

Latest Tweets

MnTAP partners with POTWs to alleviate concerns with wastewater loading by industrial users.

...
twitter.com/i/web/status/944270881597149186

...
(<https://twitter.com/i/web/status/944270881597149186>)

about 6 days ago
(http://twitter.com/MnTAP_UMN/status/944270881597149186)

Researchers found that when punitive measures from regulatory agencies were followed by help from business support...
twitter.com/i/web/status/943589947491135488

...
(<https://twitter.com/i/web/status/943589947491135488>)

about 8 days ago
(http://twitter.com/MnTAP_UMN/status/943589947491135488)

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Spoke w
Nathan on 12-29
He will look
into it + get
back to me.



Water & Waste Disposal Loan & Grant Program Program 101

Program Fact Sheet

Are applications currently being accepted: YES

What does this program do?

This program provides funding for clean and reliable drinking water systems, sanitary sewage disposal, sanitary solid waste disposal, and storm water drainage to households and businesses in eligible rural areas.

Who may apply?

This program assists qualified applicants who are not otherwise able to obtain commercial credit on reasonable terms. Eligible applicants include:

- Most state and local governmental entities
- Private nonprofits
- Federally-recognized tribes

What is an eligible area?

Areas that may be served include:

- Rural areas and towns with populations of 10,000 or less -- check **eligible addresses**
- Tribal lands in rural areas
- Colonias

What kinds of funding are available?

- Long-term, low-interest loans
- If funds are available, a grant may be combined with a loan if necessary to keep user costs reasonable.

How may the funds be used?

Funds may be used to finance the acquisition, construction or improvement of:

- Drinking water sourcing, treatment, storage and distribution
- Sewer collection, transmission, treatment and disposal
- Solid waste collection, disposal and closure
- Storm water collection, transmission and disposal

In some cases, funding may also be available for related activities such as:

- Legal and engineering fees

- Land acquisition, water and land rights, permits and equipment
- Start-up operations and maintenance
- Interest incurred during construction
- Purchase of facilities to improve service or prevent loss of service
- Other costs determined to be necessary for completion of the project
- See 7 CFR Part 1780.7 and 1780.9 for a complete list

What is the loan term and rate?

- Up to 40-year payback period, based on the useful life of the facilities financed
- Fixed interest rates, based on the need for the project and the median household income of the area to be served

Contact us for details and current interest rates applicable for your project

Are there additional requirements?

- Borrowers must have the legal authority to construct, operate and maintain the proposed services or facilities.
- All facilities receiving federal financing must be used for a public purpose.
- Partnerships with other federal, state, local, private and nonprofit entities that offer financial assistance are encouraged.
- Projects must be financially sustainable.

How do we get started?

[RD Apply](#)

- Applications are accepted year round and may be filed electronically using [RD Apply](#). The [RD Apply Customer Help Guide](#) is provided to help you get started and work through the application process
- Applications are also accepted through your [local RD office](#).
- Program resources are available online (i.e., forms, guidance, certifications, etc.).

Who can answer questions?

- Contact the local representative who serves your area
- Participating nonprofits in your area may also offer assistance and training

What governs this program?

- Basic Program – 7 CFR, Part 1780
- Loan Servicing – 7 CFR, Part 1782
- Section 306 of the Consolidated Farm and Rural Development Act

Why does USDA Rural Development do this?

This program helps very small, financially distressed rural communities extend and improve water and waste treatment facilities that serve local households and businesses. Good practices can save tax dollars, improve the natural environment, and help manufacturers and businesses to locate or expand operations.

NOTE: Program details may change over time. Before you begin an application, please confirm you have the most current information by contacting a program specialist in your [local RD office](#) for

assistance or consult the program instructions listed in the section above titled " *What Governs this Program?*"

Forms & Resources

NOTE: Please ensure that your state is selected in the dropdown menu above to find the **state office** contact information, and speak to a program specialist before attempting to fill out any forms or applications. This will save you time in completing your application.

Engineering

Key WEP Engineering Resource Page

Individual states will have particular requirements based on state and local regulations. Please contact the **local RD office** in the state where your project is located.

Environmental

RD 1970 Environmental Policies and Procedures.

7 CFR 1970 Benefits

Interest Rates

Current interest rates for 2nd Quarter FY 2018, effective January 1, 2018 to March 31, 2018

Poverty:	2.125%
Intermediate:	2.750%
Market:	3.500%

SUCCESSFULLY SELLING YOUR BUSINESS

Are you considering selling your business?

Experts in buying and selling businesses will be at the Arlington Community Center on Tuesday, January 23rd from 5:30 to 7:30 pm.

Panel Presentation:

Mike Hahn – South Central Minnesota Small Business Development Center

Gary Schott – Mentor with South Central Minnesota SCORE #710

April Femrite – Business Broker with Coldwell Banker Commercial, Fisher Group

Paul Schneider – Attorney with Blethen, Gage & Krause

Evy Olson – CPA with CliftonLarsonAllen, LLP

David Krueger – Meeker Development Corporation, SMIF

Individual meetings on January 24th:

Experts will be available to answer individual questions that evening, or you can sign up for a visit from Mike Hahn or April Femrite on Wednesday, January 24th. Please see Amy Newsom to schedule a meeting.



JANUARY 23RD
5:30 – 7:30 PM
ARLINGTON COMMUNITY
CENTER
204 SHAMROCK DR.
ARLINGTON, MN



Please register
for this free
event with:

Amy Newsom
AmyN@co.sibley.mn.us
507-237-4117





SIBLEY COUNTY ENRICHMENT PROGRAMS



Does your business need help with a website or Facebook page?

- Would you like assistance with setting up or maintaining your business website or Facebook page. Would you like help creating a logo?
- Community Development will be offering up to 4 hours of consultant time to assist with websites and Facebook pages, or the creation of a logo for your business.
- The cost is \$60 for up to 4 hours of consultant time.

To register for assistance please contact:
Amy Newsom
Sibley County Community Development
AmyN@co.sibley.mn.us
507-237-4117



SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

