



Meeting Agenda

May 7, 2018 (7:00 P.M.)

Please call 507-479-3219 if you are unable to attend.

- I. **Call meeting to order (7:00 P.M.)**
- II. **Agendas & Minutes:**
 1. Consider 5/7/2018 agenda
 2. Consider 4/2/2018 minutes
- III. **Bills and Communications:**
 - A. **EDA Fund Balances**
 - B. **Periodic Financial Reports**
- IV. **Monthly Reports/Updates:**
 1. Mayor's report
 2. Council liaison report
 - i. Mark Wentzlaff
 - ii. Diane Brown
- V. **Unfinished Business:**
 1. Update on USDA RLF grant
 2. Child care update from Brandy Barrett , Green Isle Community School
- VI. **New Business:**
 1. SBDC/USDA Succession planning grant application (information only)
- VII. **Adjournment**



April 2, 2018
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 7:30 P.M.

Members present: Randal Bruegger (President), Mark Wentzlaff, Scott Vos, Jason Mackenthun, Diane Brown, Mark Miller

Members absent: None

Staff present: Amy Newsom (EDA Director)

Staff absent: None

Guests present: Joe Kreger (Ex-Officio)

II. MINUTES & AGENDA –

1. 3/12/2018 EDA minutes
2. 3/12/2018 EDA agenda – Motion by Vos, second by Brown at accept minutes and agenda. Motion carried.

III. BILLS & COMMUNICATIONS – Mayor Kreger to check if \$5,000 has been transferred to an EDA account.

A. EDA Fund Balances:

B. Periodic Financial Reports:

IV. MONTHLY REPORTS/UPDATES

1. Mayor's report –

- a. Mayor Kreger announced that City Clerk Bert Panning has resigned and the City is about to start advertising for the position. The job description is being rewritten, and the City plans to increase the City Clerk's hours to 20 hours per week.
- b. Mayor Kreger also provided an update on the work that is being done at the community room and reported that the painting is complete.

- c. Mayor Kreger also reported that Ryan Voss has closed on another home in Green Isle and plans to start another on 6th Street. He also stated that he spoke to Mike Westphalen who said a builder from Lakeville is looking at some lots.
2. **Council liaison reports (Mark Wentzlaff and Diane Brown):** Wentzlaff reported that another house is also going up in town.

V. UNFINISHED BUSINESS

1. **Update on USDA RLF grant:**
 - a. Newsom reported that she is still working with Wade Scott to make corrections to the loan application to resubmit to USDA. Scott is waiting for contractor bids. Motion by Miller, second by Brown to give Scott a deadline of May 1 to get the application in. Motion carried. Newsom will contact Scott and let him know of the Board's decision and ask him if he would prefer to take \$7,500 instead of the full \$15,000.
2. **Child Care:**
 - a. Newsom reported that she spoke with Brandy Barrett and the school is moving forward with State licensing for a child care center. There are 5 children already on the waiting list.
3. **Consider listing 34.0037.000 with Coldwell Banker Commercial Fisher Group:**
 - a. Motion by Vos, second by Wentzlaff not to list the property with Coldwell Banker. Motion carried. The City will continue to market the lot.
4. **Sibley County Business Expo:**
 - a. Brown and someone from the school will sit at the City's booth at the Expo, Mackenthun will also be at the booth if he has time.
5. **New EDA Member:** Mayor Kreger reported that it looks like it will not work for Norm Lindberg to be an EDA member this year because of his responsibilities with the Lions. The EDA will keep him on the list for the future.

VI. NEW BUSINESS

1.

VII. ADJOURNMENT: At 7:23 P.M.

Amy Newsom, EDA Director

Randal Bruegger, EDA President

Search

HOME

ABOUT US

PURPOSE

COMING SOON!
AN ALL NEW
CLOVER KIDS
CHILD CARE

CLASSROOMS

RESOURCES &
LINKS

EVENTS &
CALENDAR

CONTACT US



Green Isle Community School | 190 McGrann St. PO Box 277 Green Isle, MN 55338
Phone: 507.326.7144 | Fax: 507.326.5434 | info@greenislecommunityschool.org | [FACEBOOK](#)

Coming Soon! An All New Clover Kids Child Care (CKCC)!



Program Description

At GICS, we believe that in order for your child to grow emotionally, physically and intellectually he or she must be given the freedom of choice. Each day that your child attends they will be given age appropriate choices that will help them to become self-disciplined, independent and respectful of the rights of others. Our new program is designed for those children that are infants, toddlers and preschool age.

Join Our List

Email

Submit

What's New

[Contact Us](#) (08/25/2015)

[Donate Now](#) (08/25/2015)

Live News

[This RSS feed URL is deprecated](#) (05/04/2018)

[Green Isle School opening licensed daycare next fall - KNUJ](#) (04/17/2018)

Calendar

May 2018						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Survey Poll

Have You ever made an Online Donation to a Nonprofit?

Yes

No

Submit

Secure Login

Email

Password

CKCC will care for a maximum of 8 infants, 14 toddlers, 20 preschool children. This number is based on the indoor and outdoor square footage of the child care facility as well as the number of child care providers on staff.

CKCC provides care for children between the ages of 6 weeks and 5 years. In order to provide quality child care services, CKCC has established limits on the number of children in each age group as follows: 8 Infants, 14 Toddlers, 20 Preschoolers.

CKCC strictly complies with child care regulations regarding child-to-staff ratios.

[Waitlist-form.pdf](#)

Registration Forms Coming Soon:

Clover Kids Child Care Policy Statement

Health Care Summary Form

Emergency Information Contact Card

Child Care Immunization Form

Physician Directive for Alternative Infant Sleep Position

Parental Consent for Swaddling an Infant

Optional Form for Parent Statement Infant Less Than 6 Months of Age Regularly Rolling Over

WEEKLY ROOM RATES~

- Infants (6 weeks-16 months) - \$180
- Toddlers (16 months-3 years) - \$145
- Preschool age (3 years-Kindergrten) - \$100

SOCIAL/EMOTIONAL GROWTH~

- Achieving a sense of self –knowing oneself and relating to other people
- Taking responsibility for self and others-following rules and routines, respecting others
- Behaving in a pro-social way- showing empathy, sharing and taking turns

PHYSICAL GROWTH~

- Gross motor- Develop balance and stability and large muscle movements
- Fine motor- Coordinating small muscles to perform self-help skills, manipulate small objects

COGNITIVE GROWTH~

- Learning and Problem solving- ask questions, make predictions, and test possibilities
- Thinking logically- comparing, contrasting, sorting, classifying, counting, measuring and recognizing patterns
- Thinking symbolically- drawing representation pictures, and dramatic play

LANGUAGE GROWTH~

- Listening and speaking- expressing oneself, understanding others, and participating in meaningful conversation
- Reading and writing- gain knowledge of the alphabet, writing letters and words, understanding the purpose of print

Please contact Green Isle Community School at 507-326-7144 or

info@greenislecommunityschool.org for more information!

Scope of Work Rural Business Development Grant

Small Business Development Center (SBDC) at Minnesota State University, Mankato

The SBDC at Minnesota State University, Mankato] is applying for a Rural Business Enterprise Grant (RBEG) from Rural Development (hereafter referred to as "grantor"), an Agency of the USDA. The following Scope of work will be used to measure the performance of the [SBDC at Minnesota State University, Mankato (hereafter referred to as "grantee").

1) The specific purposes for which grant funds will be utilized:

Entrepreneurship is vital to the continued growth and diversity of Minnesota's rural economy. One of key problems facing outstate Minnesota is the shrinking population in rural communities. Rural entrepreneurs do not have the access to the resources and infrastructure that exists in urban communities. Without the continued growth and persistence of entrepreneurs in rural communities, they will continue to lose population, jobs, and wealth.

As established business owners look to exit their business, they have limited transition options. Many rural business owners have seen children move to urban areas in and outside the state. Compounding the problem, many of these businesses have not been adequately prepared for a sale. This includes developing key management, improving company efficiencies, establishing well-defined policies and procedures and generating strong performance outcomes.

Unfortunately, with lackluster appeal to an outside buyer and limited internal transition options, too many rural businesses eventually close which results in jobs and wealth lost to the local community. To continue to have economic diversity we must find a way to help transition these businesses.

The purpose of the Minnesota Rural Business Succession Program is to provide customized technical assistance to rural entrepreneurs who are considering exiting in transitioning their venture to a potential seller. The technical assistance proposed will tie a marketing component to a web portal promoting the available business opportunities within the county. The web portal will be marketed through traditional and digital media targeting existing county residents and alumni.

This program will advance the transaction of businesses within rural communities by educating potential sellers (those considering exiting a business) and in preparing prospective buyers on the aspects of an individual venture. It is not our intent to replace private sector professionals in the business succession field, but to accelerate dialog between a potential seller and a buyer. It will be up to the seller and buyer to engage with specialized business succession experts.

The SBDC at Minnesota State University, Mankato is seeking **\$24,998** from USDA RBEG which will be matched to develop a pilot for this project. Sibley County will serve as the location for the pilot. The SBDC has a strong working relationship with the Sibley County Community Development, who will assist in all aspects of this proposal.

Sibley County is strategically located in south central Minnesota, 50 miles southwest of the Twin Cities. The county's population is 15,226 spread across 7 rural towns and 17 townships. The county seat and largest community is Gaylord with a population of 2,270. The second largest city is Arlington with a population of 2,233. According to US Census estimates for 2016, the county's median house income was \$59,596 with 9.1 percent of the population living under the poverty line. Sibley County Community Development is very aggressive in rural economic development. They do not rely on just chasing smokestacks, but embrace the total community development ecosystem strengthening all four pillars including industry, commercial, housing and tourism. Sibley County is definitely a leader in rural economic development, a great partner and a great place to pilot this effort.

The goal of this program is to involve a total of 30 existing businesses considering selling or existing their enterprises. Out of this initial group, 18 businesses will be successfully transitioned retaining 36 jobs. With growth and ongoing follow up by the SBDC and Sibley County, it is anticipated that eight (8) new jobs will be added during the duration of this project.

2) Timeframes or dates by which action surrounding the use of funds will be accomplished.

The grantee anticipates having all documentation completed for the purposes of closing the grant within three (3) months after notification of grant funding. The grantee also anticipates having all funds expended within twelve (12) months after notification of grant funding.

The Minnesota Rural Business Succession Program is divided into four functions that will be implemented over four quarters these include:

- Marketing and Promotions – July 2018 to September 2018
 - Development of the web portal will commence with input from the advisory committee.
 - Media templates will be developed in coordination with the advisory committee.
 - Buys for digital and traditional media will be purchased. Targets will include existing residents, students and community alumni. Schools districts in the area indicated their cooperation to participate in promoting this effort.
 - Two networking events will be held within the community. Event sites will be secured. Food and beverage will be provided.
 - Educational events presented.
 - Prospective sellers along with potential buyers sign up for the program.
 - Intake forms for sellers and buyers will be developed by the advisory committee.
 - Unlinking information to web portal of potential businesses for sale. Businesses will be identified by industry type.
- Education of Prospective Sellers – October 2018 to December 2018
 - Intake visits conducted by student assistant of prospective sellers.
- Education of Prospective Buyers – January 2019 to March 2019
 - Screening of prospective buyers conducted by SBDC Regional Director.
 - With input from advisory committee, prospective buyers are screened.

- If needed a professional development plan is created for the potential buyer.
- Transaction of Agreements/Follow-Up – April 2019 to June 2019
- With input from advisory committee, prospective buyers are matched with sellers.
- A proposal is presented to the seller with the business purchasable value presented. This value will be based on generally accepted business valuation models; the specific purchase price and deal terms will, of course, be up to the seller to negotiate with the buyer. This may be the point that the buyer or seller may engage professional business succession consultants.
- Follow up will be available to assist the seller and/or replacement management team to ensure a smooth transition and future growth.

3) **Who will be carrying out the purpose for which the grant is made (key personnel should be identified).**

The Minnesota Rural Business Succession Program will be administered by the Michael C. Hahn, Regional Director, SBDC at Minnesota State University, Mankato responsible person along with the project committee. Members of the Committee include:

Michael (Mike) Hahn is the Regional Director of the Small Business Development Center at Minnesota State University, Mankato. The Mankato center serves a nine county region in south central Minnesota.

Prior to his position at Minnesota State, he was the President and CEO of the Downtown Community Partnership, a private non-profit development corporation involved in the revitalization of historic downtown Fargo. He also served as the administrator of Fargo's Business Improvement District (BID), the first self-assessment district of its kind in North Dakota.

Hahn was also the Director of the Small Business Development Center at the University of Northern Iowa in Cedar Falls. He understands the challenges facing small businesses and has assisted numerous entrepreneurs in business intelligence, market research, turnaround strategies, the formation of financial projections, and in capital acquisition. He is a graduate of the University of Northern Iowa.

Julie Nelson is the Association Director of the SBDC at Minnesota State University, Mankato. For 20 years, I have been helping businesses and entrepreneurs find solutions and resources, as well as providing organizational leadership and managing projects and initiatives. I can do ideas, and I can do execution. I am an organized achiever and connector, who gets things done with attention to detail, fiscal responsibility, problem solving, tenacity and integrity. I have built an extensive network of relationships with the business community, higher education, local and state government, elected officials, and the economic development and nonprofit arenas.

Specialties: organizational leadership, public/private partnerships, project management, communications, public relations, resource development, grant writing and administration, marketing, training, event management, working with a board.

Amy Newsom is the Program Manager for Sibley (Minnesota) County Development. Sibley County is one of the most innovative economic development organizations in rural Minnesota. The organization is involved in industrial, commercial, residential and tourism development in the county.

Prior to her position with the county, Newsom was Director for the Gaylord (Minnesota) Economic Development Authority. She holds a Bachelor of Science degree from North Dakota State University and a Master's of Public Administration from Minnesota State University, Mankato.

The SBDC at Minnesota State University, Mankato exists to champion and encourage the entrepreneurial spirit in all of us. It focuses in growing and strengthening south central Minnesota's economy through macro and micro entrepreneurship services assisting entrepreneurs in all stages of development from an idea through a successful exit. The SBDC has a well-established legacy with roots in the Mankato region going back to 1981. It's core strength of competency is working with entrepreneurs to remove barriers they face, which is especially true in rural America where services, resources, and support for entrepreneurship are limited. Our mission is to elevate opportunity and create a culture of empowerment, especially in rural communities where many businesses are in mature and waning industries. As the lifeblood of these communities, their continuation is essential to the economic vitality of the region. The SBDC is uniquely positioned to understand and address these issues.

Mike Hahn has over twenty (20) years of experience. He has worked on several USDA Regional Business Opportunity Grants (RBOGs) in Iowa, including a technical assistance program that offered business succession planning, known as MyEntreNet. This program provided onsite as well as online advanced technical assistance services that assisted in stabilizing and growing rural small businesses in northeast Iowa.

Julie Nelson is a twenty (20) years economic development professional and is native to the region. With nearly nine years with the SBDC at Minnesota State University, Mankato, she recognizes the challenges facing small business owners and is connected into Minnesota's economic development network.

Amy Newsom is a resident of Sibley County residing in Gaylord. As the Program Manager for Sibley County Community Development, she provides the "hometown" connections needed in making a USDA RBEG successful.

The team assembled has worked in succession and exit planning services for several years. Folks on our team have a combined expertise of over 25 years of experience with helping owners transition their businesses. We have a well-established road map for helping owners and prospective owners of companies walk through a process of ownership transfer. It involves looking at several topics of exit planning including owner objectives, business valuation, value creation, role transitions, and family dynamics.

4) How the grant purposes will be accomplished.

We propose to provide a heightened and more targeted approach to the technical assistance offered for small and emerging businesses. Our plan is to deliver this assistance through strategic and succession planning work and leadership training and development. We will work in conjunction with Sibley County Community Development to identify those companies with a goal for transition in the next 3-5+ years and utilize their local presence to provide ongoing accountability to transitioning clients.

With the development of this service, we will first focus our work with existing business owners and help them to create a viable succession plan for their business. We will focus on refining their

processes and assisting them to better align their operation to improve its efficiencies and profitability. Once a plan is developed, targeted goals are established for improvement and an assessment is performed on the current capacity and capabilities of the current management team and prospective ownership group. We will create a transition map that will include leadership development and training, role development and the establishment of the requisite incentives to engage this group and prepare them financially for business ownership. By working with this next generation of leaders, entrepreneurial opportunities that previously may not have been available and are now open for consideration. By combining the current owners planning and preparing the next generation of entrepreneurs, we hope to keep business in rural communities where they will continue to employ residents, generate wealth and provide stability to the rural communities.

Conceptually, this is how the project will flow:

- Development of a web portal marketing existing business opportunities in Sibley County. Businesses marketing on the site will be anonymous promoted by industry only. The web application will be completed by Minnesota State University, Mankato in conjunction with Sibley Community Development.
- Marketing to existing business owners and potential new business owners of upcoming networking event. This will be done through traditional and digital media specifically targeting existing residents, community alumni and students.
- A series of networking events held in the county to promote the specialized technical services offered. This will also provide potential sellers and buyers to initiate networking.
- Business owners considering exiting will sign up for the program.
- An intake coordinated utilizing a student assistant.
- An analysis of the intake completed by the SBDC in partnership with Sibley County Community Development.
- Intake of client will be determined.
- If client has family or potential employee(s) interested in venture, they will be interviewed. If interest is determined, a professional development plan will be assembled for the buyer.
- If there is no potential buyer, business will be marketed on website, social media and traditional media.
- When a potential buyer is identified, a proposal is presented to the buyer and seller. The program will arrange a meeting at which an estimate of the business purchasable value will be presented. This estimate will be based on generally accepted business valuation models; the specific purchase price and deal terms will, of course, be up to the seller to negotiate with the buyer.
- The SBDC and Sibley County Community Development will be available to help both the business owner and the replacement management conduct a successful purchase and transition, including providing business counsel and advice post acquisition to help the seller to grow the business.

5) Documentation regarding the availability and amount of other funds to be used in conjunction with the grant funds.

The SBDC at Minnesota State University, Mankato will contribute \$25,002 to the Rural Minnesota Business Succession Program. Verification of these funds is provided in the form of support letter from University President is attached.

See attachment.

6) **Project Budget.**

Activity #	Task Name and Description	Start Date	End Date	RBDG Funds	Supplemental Funds	Total Project Costs
1	<u>Marketing & Promotions</u>	7-1-18	9-30-18	9,450.00	9,451.00	18,901.00
2	<u>Sellers Education</u>	10-1-18	12-31-18	5,193.00	5,194.00	10,387.00
3	<u>Buyers Education</u>	1-1-19	3-31-19	5,604.00	5,605.00	11,209.00
4	<u>Transactions/Follow-Up</u>	4-1-19	6-30-19	4,751.00	4,752.00	9,503.00
	TOTAL PROJECT			<u>\$24,998.00</u>	<u>\$25,002.00</u>	<u>\$50,000.00</u>

The proposed project budget is \$50,000. The SBDC at Minnesota State University Mankato is seeking a RBEG of \$24,998 with a match of \$25,002. Direct charges are \$38,524 with indirect charges of \$11,575. The University proposes 352 hours to be allocated the project year. Staffing will include the SBDC Regional Director at a rate of \$45.15 plus 30 percent in fringe benefits. A student assistant will be hired at the rate of \$14.75 per hour with no fringes. The following is an outline of estimated costs:

- \$25,872.00 - Total personnel with fringes
- \$ 1,400.00 - Travel
- \$ 5,465.00 - Advertising purchases including digital and traditional media
- \$ 1,688.00 – Professional consultants
- \$ 4,000.00 – Web portal development/maintenance

\$38,425.00 – Direct Charges

\$11,575.00 - Indirect Charges

\$50,000.00 - TOTAL

This Scope of Work is submitted by the grantee. Upon approval by the grantor, the grantee agrees that no changes will be made to the Scope of Work without prior written approval by the grantor.

[SMALL BUSINESS DEVELOPMENT CENTER (SBDC) at Minnesota State University, Mankato] (GRANTEE)

By: _____, _____, _____
 (Signature) (Title) (Date)

This Scope of Work is hereby approved by USDA - Rural Development.

USDA - RURAL DEVELOPMENT

By: _____, _____, _____
(Signature) (Title) (Date)