



Meeting Agenda

September 10th, 2018 (7:00 PM)

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

- I. **Call meeting to order**
- II. **Agendas & Minutes**
 1. Consider 9/10/2018 Agenda
 2. Consider 8/6/2018 Minutes
 3. Consider 8/27/2018 Special Meeting Minutes
- III. **Bills and Communications**
 - A. Fund Balances-\$5105.51
 - B. Reports
- IV. **Monthly Reports/Updates**
 1. Mayor's Report
 2. Council Liaison report
 - i. Mark Wentzlaff
 - ii. Diane Brown
- V. **Unfinished business:**
 1. Green Isle Community Child Care Center Update
 2. SMIF Small Town Grant Update
 3. City of Green Isle Economic Profile Update
 4. Green Isle Cold Storage Facility MIF Application Update
 5. MVEC grant for Christmas LED lights Update
- VI. **New Business:**
 1. Workforce Housing Development Program
 2. Rural Initiative Program Grant discussion
- VII. **Adjournment**

August 6, 2018

7:00 PM

I. **CALL MEETING TO ORDER**

Pursuant to due call and notice thereof, Green Isle Board Member Mark Miller called the Green Isle Economic Development Authority meeting to order at the Green Isle City Hall at 7:00 pm.

Members present: Randal Bruegger, Mark Wentzlaff, Scott Vos, and Jason Mackenthun

Members absent: Diane Brown

Staff Present: Amy Newsom (EDA Director)

Staff Absent: Lilian Nakijoba (Intern, Sibley County)

Guests Present: Mayor Joe Kreger

II. **Minutes and Agenda**

1. Consider 8/6/2018 Agenda
2. Consider 7/2/2018 Minutes

III. **Bills and Communications**

A. **Fund Balances**

Motion by Miller to approve the RLF Fund balance of %5,103.77, second by Mackenthun. All members approved. Motion carried.

B. **Reports**

IV. **Monthly Reports/Updates**

1. **Mayor's Report**

Mayor Kreger reported that there are 7 houses for sale with new building permit. Voss House still has not sold, and no funds from Xcel, so looking for someone from CST. National Night out is August 7th from 5-7, there will be hot dogs and root beer floats.

2. **Council Liaison report**

i. **Mark Wentzlaff**

Wentzlaff reported that state dry out ditch today by 5.

- ii. **Diane Brown**
No Report

V. Unfinished business

1. City of Green Isle Economic Profile

Bruegger suggested photos from the past, and of the baseball field. Include playgrounds and more views to exhibit Green Isle. Also create a short film on Green Isle before Lilian leaves.

2. City of Green Isle Annual Report

3. SMIF Small Town Grant Update

The lions Club will be matching 25% of the grant in order to complete this project.

VI. New Business

1. Green Isle Cold Storage facility MIF application

2. Green Isle Community School Child Care Center

Newsom announced that she wrote a letter of support.

VII. Adjournment

Motion by Wentzlaff to adjourn the meeting, second by Vos. Motion Carried. Meeting was adjourned at 7:29 pm.



August 27, 2018

Special EDA Meeting

7:00 PM

I. CALL TO ORDER

Pursuant to due call and notice thereof, Green Isle President Randall Bruegger called the Green Isle Economic Development Authority meeting to order at the Green Isle City Hall at 7:03 PM.

Members present: Randall Bruegger, Mark Wentzlaff, Diane Brown, Joe Kreger, Scott Vos, Jason Mackenthun and Mark Miller

Members absent: None

Staff Present: Amy Newsom, Lilian Nakijoba

Staff Absent: None

Guests present: None

II. NEW BUSINESS

1. Approve/Deny adoption of the Green Isle Business subsidy policy

Newsom explained that the decision to approve or deny this policy will be done at the City Council meeting scheduled for Tuesday, August 28, 2018. She added that the Economic Development Authority would be making a recommendation for adoption of the policy.

Motion by Bruegger to approve adoption of the Green Isle business subsidy policy, second by Mackenthun. All members approved. Vos abstained. Motion carried.

2. Approve/Deny resolution for Green Isle TIF district.

Bruegger asked for any questions and comments on the resolution. None was raised.

Roll call by Bruegger to approve resolution for Green Isle TIF district. Vos abstained. All members approved. Motion carried.

III. Adjournment

Motion by Vos to adjourn the meeting, second by Wentzlaff. Motion carried. Meeting adjourned at 7:07 PM.

Workforce Housing Development Program

This *competitive funding program* targets small to mid-size cities in Greater Minnesota with rental workforce housing needs. Funding is available to build market rate residential rental properties in communities with proven job growth and demand for workforce rental housing.

Communities are required to secure matching funds, one dollar for every two dollars in funding offered through the program.

Who Can Apply

Eligible applicants must satisfy the following requirements:

- Must be an eligible project area (generally small and medium sized cities in Greater Minnesota)
- Must be working with a developer
- Must have a viable proposal for the development of a Market Rate Residential Rental Property, which can include mixed income.

Note: Minnesota Housing will not review applications submitted by developers.

Eligible Recipients/Project Area

An eligible recipient is an eligible project area. An eligible project area is either:

- a home rule charter or statutory city located outside of the metropolitan area with a population exceeding 500;
- a community that has a combined population of 1,500 residents located within 15 miles of a home rule charter or statutory city

located outside the metropolitan area; or

- an area served by a joint county-city economic development authority.

Note: Eligible project areas with fewer than 30,000 people will be given preference.

Apply for Funding

Up to \$1.9 million in grant or deferred loan funds are available. Applications are due by 4:30 p.m. Thursday, October 11, 2018.

Applicants must submit the application and all other required materials using the **Multifamily Secure Upload Tool**.

Submit materials to mhfa.app@state.mn.us. Submitted applications are considered final;

late and incomplete applications will not be considered.;

Review the Application Checklist for a list of all materials and supporting documentation required.

- [Affirmative Action Form](#)
- [Application Checklist](#)
- [Application Narrative](#)
- [Application Workbook](#)
- [Certification Form](#)
- [Equal Opportunity Policy Statement](#)
- [Letter of Employee Support Template](#)
- [Local Government Resolution Template](#)

Resources

- [Program Guide](#)
- [FAQs](#)
- [Eligible City List](#)
- [Grant Contract Template](#) - for reference only

- [Deferred Loan Contract Template](#) - for reference only
- [Disbursement Request Form](#)
- [Payment Information](#)
- Sign up for our [eNews list](#) to make sure you receive timely updates.

Training

- The Workforce Housing Development program manager hosted a webinar Monday, August 20.
 - [Watch the recorded webinar session \(40:40\)](#)
 - [Presentation Slides Notes](#)

[eNews Archive](#)

[Previous Awards](#)

Contact

Katie Moore: 651.296.6354 or katie.moore@state.mn.us.

Rural Initiative Program

THE LAURA JANE MUSSER FUND wants to encourage collaborative and participatory efforts among citizens in rural communities that will help to strengthen their towns and regions in a number of civic areas including, but not limited to, economic development, business preservation, arts and humanities, public space improvements, and education.

PRIORITY IS PLACED ON PROJECTS THAT:

- Bring together a broad range of community members and institutions
- Provide the opportunity for diverse community members to work together
- Contain measurable short-term outcomes within the first 12 to 18 months
- Include community members actively in all phases of the process
- Work toward an outcome of positive change within their community

PROJECTS MUST DEMONSTRATE:

- Support from a diverse cross-section of community members and institutions
- Matching financial and/or in-kind support from the local community
- Significant volunteer participation
- Reasonable plans to complete the project within 18 months or less

LIMITS OF GEOGRAPHY:

- Only programs in **Colorado, Hawaii, Minnesota, Wyoming, and limited counties in Texas may apply.** Eligible counties in Texas are located in the Rio Grande River Valley (Cameron, Hidalgo, Starr, and Willacy counties), Deep East Texas (Angelina, Houston, Jasper, Nacogdoches, Newton, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity, and Tyler counties), and the Brazos Valley (Brazos, Burleson, Grimes, Leon, Madison, Robertson, and Washington counties).
- The applicant community must have a population of 10,000 or less and must be able to demonstrate rural characteristics of their location

FUNDS WILL BE AVAILABLE FOR:

- Planning (up to \$5,000) - These funds may support costs like: consultant or staff time, meeting costs, mailings, secretarial support, refreshments, local travel, childcare, etc. Note - this stage is optional and not a required phase prior to applying for or receiving an implementation grant. If an organization receives a planning grant from the Musser Fund, this in no way implies a commitment on the part of the Musser Fund to provide the organization with any subsequent implementation grant. But organizations that receive a planning grant may apply for subsequent implementation support after their planning activities are completed.
- Implementation (Up to \$25,000) - These funds are available to implement community based rural projects that originate in, have been planned by, and involve diverse people from the local community. The projects should result in a tangible outcome within at least the first 18 months.

Projects will be eligible for either planning or implementation funds during any one grant period.

WHAT THE PROGRAM WILL COVER:

- New programs or projects within their first three years
- A planning or implementation phase

WHAT WILL NOT BE FUNDED:

- Capital campaigns and large capital expenses
- General operating support
- Ongoing program support
- Advocacy

WHO CAN APPLY:

- Nonprofit 501(c)(3) organizations
- Local units of Government



HOW TO APPLY:

Proposals will be accepted starting **September 4, 2018** and must be submitted online by **October 3, 2018**. Funding decisions will be announced by February 2019.

Please construct your application carefully. We suggest you read through the questions and inclusions below PRIOR to beginning your online application.

The Laura Jane Musser Fund requires all of its grantees to provide evidence, through current policies or acknowledgement, of their anti-discrimination policies or practices.

To apply please [click here](#).

PROPOSAL QUESTIONS:

1. **SUMMARY:** Provide a summary of your project in no more than three sentences.
2. **BACKGROUND:** Summarize your organizational background and the history of your involvement in the community.
3. **RURAL IDENTITY:** Describe, using qualitative and quantitative descriptions, the rural identity of your community.
4. **RURAL NEED:** Provide a synopsis of the need or situation in your community that the proposed project will address.
5. **GOALS AND ACTIVITIES:** Describe the overall goals of this project and the activities planned that will accomplish these goals; provide the timeline for the activities that includes schedule and completion date for the project. Please note that projects funded with implementation grants must be completed within at least 18 months.
6. **COMMUNITY SUPPORT:** Describe the community members involved in this project; indicate specifically how the community will provide matching support and volunteer involvement.
7. **PROJECT LEADERS:** Identify the leaders of the project and any special skills they bring to the project.
8. **COMMUNITY INVOLVEMENT:** Describe the process you will use to keep your community engaged in the planning and/or implementation of your project. Please be specific about the role of the community and the methods you will use to facilitate and encourage active, broad, and diverse community participation.
9. **COMMUNITY IMPACT:** Describe the impact the project will have on your community and how it will strengthen your community.
10. **OUTCOMES:** List the expected outcomes and specifically how these outcomes will be measured.
11. **PROJECT REPLICABILITY:** The Directors of the Laura Jane Musser Fund continue to be interested in the replicability of projects requesting funding. If you have plans to share your project results, please describe those plans.
12. **PREVIOUS GRANT UPDATE (if applicable):** Provide a brief update on the Musser grant if one was made to your organization in the last year.
13. **ANTI-DISCRIMINATION:** Indicate whether your organization has anti-discrimination practices or policies and provide a description of any diversity component of the proposed project or program.

ATTACHMENTS:

Personnel Lists:

- **Staff** - Please include a staff list identifying the organization's leaders and the experience they bring to the organization.
- **Board of Directors** - Please include a list of the Board of Directors, their affiliations and their terms.

Budgets:

- **Organizational budgets** - For the previous year and for the current year. For the previous year, please submit your *actual* budget expense and revenue detail. For the current year, please submit a projected, board approved organizational budget that includes expense and revenue detail, revenue sources, and amounts. If your organization is a very large institution, you may submit departmental information instead.
- **Project budget** - Please provide a complete budget for your proposed project, including expense and revenue detail, also include revenue sources, amounts, and what is secured and what is pending.

Letters of Support:

- Please include letters of support from at least two (but not more than four) community members and institutions outlining their support for, knowledge of, and role in your project. These letters should not be from individuals who are paid or unpaid staff, contractors, or Board members of the organization.
- In addition to the letters of support from the community, please provide a letter of support from the local government entity that is most closely involved in your project.

- Please ensure that the letters are signed and, when appropriate, on letterhead. Only letters submitted as part of the proposal will be considered in the review of your proposal.

IRS Status or Local Unit of Government Letter:

- Please include a copy of your 501(c)(3) letter or, if you are a unit of local government, please provide a detailed letter of endorsement for the project on agency letterhead, signed by the lead officer of your unit of government, indicating awareness of and support for this proposed program.

Anti-discrimination Policy:

- If your organization has a written anti-discrimination policy, please provide it.



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