



Meeting Agenda
Monday, July 10, 2017 (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 7/10/2017 agenda
 2. Consider 6/5/2017 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 (Mark Wentzloff)
- V. Unfinished Business:**
 1. Commercial Lots Policy
 2. New businesses
 - i. Branton Wibsted
 - ii. Bryan Malz
- VI. New Business:**
 1. SMIF Small Town Grant
 2. 2017 Annual Report
 3. 2018 Budget
 4. Leading Sibley Together
- VII. Adjournment**



June 5, 2017
7:00 P.M.

I. CALL TO ORDER

Pursuant to due call and notice thereof, Mark Wentzlaff called the Green Isle Economic Development Authority meeting to order at Green Isle City Hall at 7:00 P.M.

Members present: Bert Panning, Scott Vos, Mark Miller, Mark Wentzlaff

Members absent: Scott Beebe, Brian Oelfke, Randal Bruegger (President)

Staff present: Amy Newsom (EDA Director), Sierra Fedder (Sibley County Intern)

Staff absent: None

Guests present: Branton Wibsted

II. MINUTES & AGENDA – Motion by Miller, second by Vos to approve minutes for 5/1/17 and 5/8/17, and to approve the 6/5/17 agenda with no additions, motion carried.

1. 5/1/17 and 5/8/17 EDA minutes
2. 6/5/17 EDA agenda

III. BILLS & COMMUNICATIONS

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

IV. MONTHLY REPORTS/UPDATES

1. Mayor's report – None.
2. Council liaison report (Mark Wentzlaff): Wentzlaff stated the Green Isle Lions have shown their plan to put the memorial on the south lot and the north lot can be advertised for sale.

V. UNFINISHED BUSINESS

1. New businesses:
 - a. Basic discussion about what is needed if Wibsted wants to buy a lot. A sketch was requested.

2. **Housing:**
 - a. NB Development – Staff Member Newsom is reaching out to them about marketing their lots.
 - b. REMAX is posting lots for Nexus Construction.
3. **Marketing City property by Lions Memorial Park**
 - a. Discussion by EDA to survey the lots. A motion to advertise the northern lot as 'negotiable' was made by Miller with a second by Wentzlaff, motion carried.
4. **Industrial Park Design Guidelines**
 - a. Discussion by the EDA not to implement design guidelines.

VI. NEW BUSINESS

1. **Industrial Park Lots Policy**
 - a. Discussion by EDA to change to "Commercial Lots Policy," and to allow those businesses bringing at least 2 employees to buy a lot for \$1. Any other businesses would negotiate a price. Newsom will take the policy to City Council.
2. **Promotion of the Community School**
 - a. Newsom reported that permission was granted and encouraged to market the Community School. Discussion by the EDA about welcome bags and advertising Community School gym space is for rent.

VII. ADJOURNMENT: At 8:50 P.M.

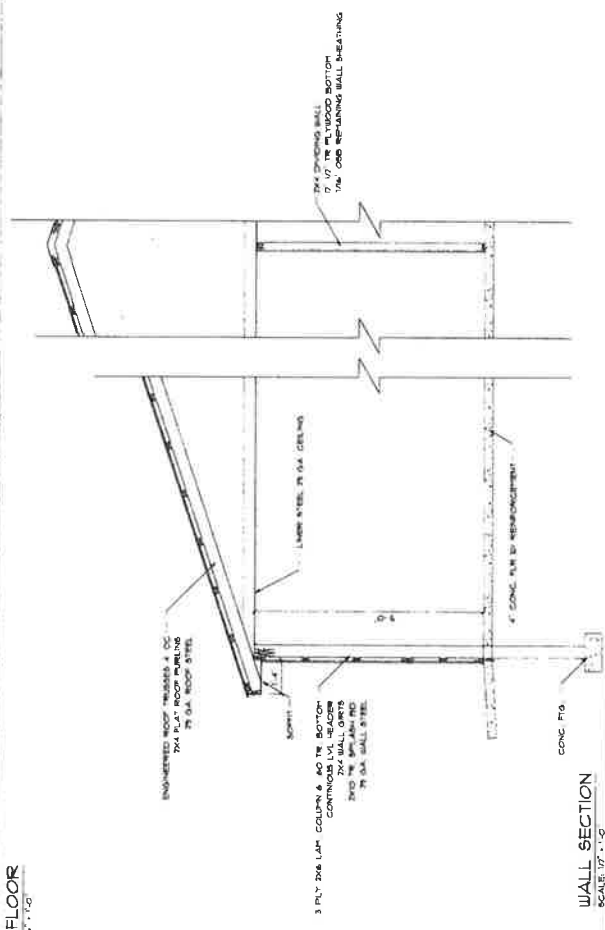
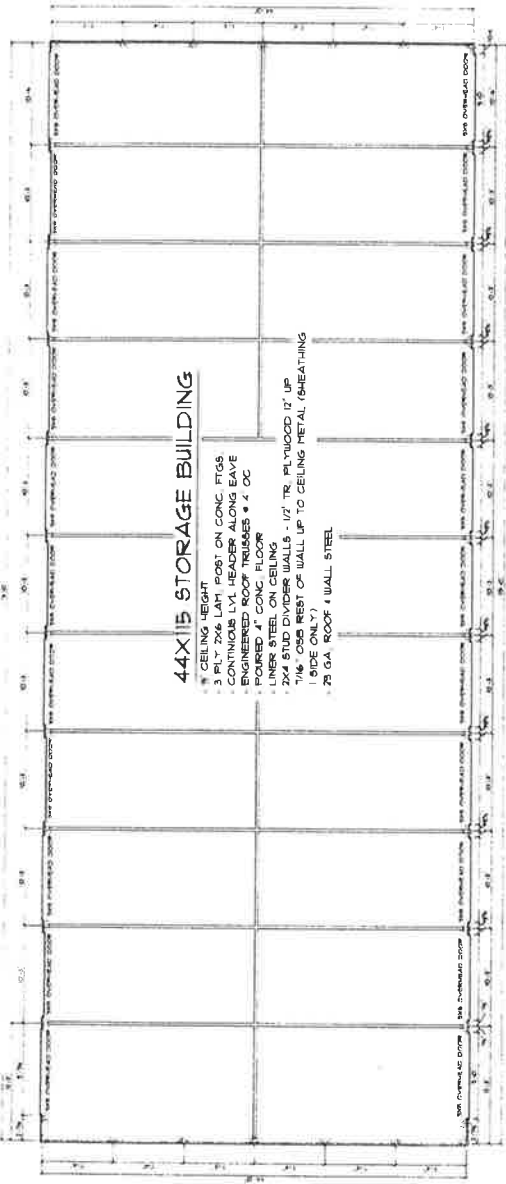
Sierra Fedder, Sibley County Intern
Amy Newsom, EDA Director

Randal Bruegger, EDA President

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.



AGGENMILLER LUMBER

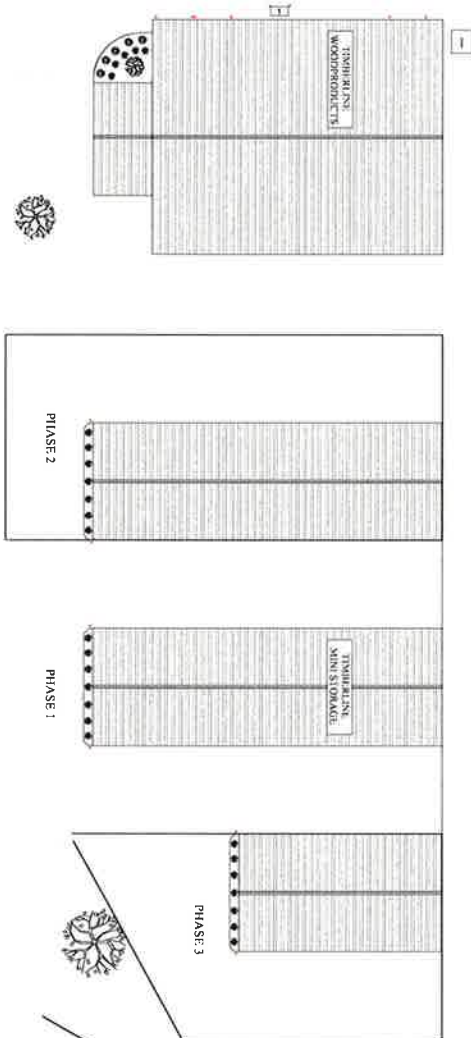
UNIBSTAD - GREEN ISLE STORAGE

127 Parkside Dr. • Green Isle, N.C. 28745
 Phone: (813) 885-1111 • Fax: (813) 885-1112
 Website: www.aggenmiller.com

V. 2. i

SIXTH STREET NORTH

SHAMROCK DRIVE



ALLOW 2 EXTRA ACRES FOR TIMBERLINE WOODPRODUCTS
 WATER WASTE & SEWER
 BUILDING MATERIAL TYPE?
 ALLOW SUB DIVISION?
 BUILDING/PAID SIZE OF PROPERTY?
 MAILBOX POSTAL SERVICES?
 ANY ASSIGNMENTS?
 ANY UTILITIES TO REPORT & AFFECT TRAFFIC?
 REQUIRE SIGN ON PARKING LOTS? (ARE FRANK 10 COMPLETE?
 TAXES?

VI. 1.



SOUTHERN MINNESOTA INITIATIVE FOUNDATION

525 Florence Avenue • PO Box 695 • Owatonna, MN 55060-0695
PH 507.455.3215 • FAX 507.455.2098 • smifoundation.org

Small Town Grant Application

Official application available at <http://smifoundation.egrant.net>

Click in the boxes below to type your information. Use the Tab key to navigate through full application. Save and/or print the full application to submit to Southern Minnesota Initiative Foundation (SMIF).

I. Applicant Organization			
Organization		Federal Employer ID # (FEIN)	
Primary Contact Person		Title	
Address	City	Zip	
	County	Telephone	
Email Address		Community Population	
Tax Status (Eligible organizations are tax exempt 501(c)(3) organizations, units/agencies of local, state or federal government and public schools): <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> Unit of Government <input type="checkbox"/> Public Agency <input type="checkbox"/> Public School/Higher Education Institution <input type="checkbox"/> *Other (describe): (Government Created) <i>*Ineligible organization, requires eligible fiscal agent</i>			
If Project Contact person is different from above, please provide that information.			
Project Contact Person		Title	
Organization			
Address	City	Zip	
	County	Telephone	



Email Address	Facsimile
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II. Fiscal Agent (if applicable)

Organization	Federal Tax ID # (FEIN)
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Primary Contact Person	Title
------------------------	-------

Address	City	Zip
	County	Telephone

Email Address	Facsimile
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Tax Status (Eligible organizations are tax exempt 501(c)(3) organizations, units/agencies of local, state or federal government and public schools):

501(c)(3) Unit of Government Public Agency
 Public School/Higher Education Institution (Government Created)

III. Project Description

Project Beginning Date	Project End Date
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Project Title

Provide a 1-2 sentence summary of your project including overall project description

IV. Narrative (Please limit to 6 pages)

I. ORGANIZATION INFORMATION

A. Brief summary of organization history and why you are leading this community effort.





II. PURPOSE OF GRANT

A. Situation

1. The opportunity or issue for your community addressed by your proposal.
2. What transformative change do you want to see in your community because of this grant?
3. How will your community go about making that change?
4. How was that project determined and what community members and organizations were involved in that decision-making process?
5. Describe the assets and resources available in your community and how you will leverage those assets to accomplish your goals.

B. Project Details (Please note: all grant projects must be completed within a 12-month timeframe)

1. State the overall goal(s).
2. List the objectives (How will you achieve the goal(s)).
3. Identify the activities that you request SMIF funding for.

Who will carry out those activities?

4. What other funding source will be used?
5. Describe how you will sustain this effort.

III. EVALUATION

- ### A. Describe what you plan to measure in order to determine if you project is successful.





B. How will you gather feedback from constituents?

C. Who will be involved in evaluation (staff, board, constituents, community, consultants)?

V. Attachment – Project Budget Worksheet

Please complete the Small Town Grant Project Budget Worksheet (required). This form is available on our website or by request.

VI. Proposal Checklist – Required Documents from Fiscal Agent/Applicant Organization

Nonprofit Organization:

- Completed application (available on website)
- SMIF Project Budget Worksheet (balanced, available on website)
- Audited financials or filed tax forms if unaudited
- IRS 501(c)(3) Determination Letter
- Letter(s) of support from partner organization(s) other than the applicant organization and fiscal agent

All items above must be included or application will be rejected.

Unit of Government, Public Agency or Public School:

- Completed application (available on website)
- SMIF Project Budget Worksheet (balanced, available on website)
- Audited financials or filed tax forms if unaudited
- Letter(s) of support from partner organization(s) other than the applicant organization and fiscal agent

All items above must be included or application will be rejected.

VII. Application Submittal





SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

525 Florence Avenue • PO Box 695 • Owatonna, MN 55060-0695
PH 507.455.3215 • FAX 507.455.2098 • smifoundation.org

I have read thoroughly and comply with the Small Town Grant Program Guidelines. To the best of my knowledge, all information provided in this application is true and correct.

Authorized Signature

Date

Print Name

Title

Applications are available at www.smifoundation.org.

Please contact the Grants Coordinator if you have any questions:

Jennifer Heien

Grants Coordinator

507-455-3215 x133

jenniferh@smifoundation.org



Collaborating for Regional Vitality

VI. 2.



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
- 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	
Mark Wentzlaff	Member, Board of Directors	City Council	
Mark Miller	Member, Board of Directors	Business Owner	
Scott Vos	Member, Board of Directors	Business Owner	
Bert Panning	Member, Board of Directors	Green Isle Resident	
Brian Oelfke	Member, Board of Directors	Green Isle Resident	
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.

C. Attract Businesses

The City of Green Isle has received interest from 3 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.

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

Newsom has created an annual report for 2017 and the EDA has discussed creating a 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 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.

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 Initiative 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 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.

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.

J. Commercial Lots Policy

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 established 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.

IV. 2018 GOALS AND INITIATIVES

A. Ongoing Initiatives

1.

B. 2018 Goals

1.

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.

Submitted January 2018:

Randal Bruegger
EDA President

Amy Newsom
EDA Director

2018 Expenditures

	Budgeted	Expended
Supplies		
Per Diems	\$1,800.00	
Administration	\$8,320.00	
Meetings & Travel		
Ads & Notices	\$500.00	
Insurance		
Postage		
Capital Outlay	\$2,000.00	
Other		
Total	\$12,620.00	

2018 Revenue

- Lot sales
- Interest - RLF
- Principal - RLF

How are you currently involved in the community or county?

What do you hope to gain by participating in the program?

Deadline to submit your application is **August 4, 2017**

Mail or email to:

Leading Sibley Together
Roxy Traxler, Program Coordinator
PO Box 256
400 Court Avenue
Gaylord, MN 55334
LeadingSibley@co.sibley.mn.us
507-237-7805

Participants are notified and sent additional information in mid-August.

Steering Committee

Jim Arnsden
Sibley East Schools

Laurie Via
Oak Terrace Health Care

Liza Donabauer
City of Arlington

Bobbie Harder
Henderson Township

Leah Prahl
Premier Choice Realty

Dana Lietzau
City of Gibbon

Melissa Lorenz
Winthrop Utilities

Kim Moore
City of Gaylord

Jennifer Wendinger
United Farmers Cooperative

Jim Swanson
Sibley County Commissioner

Committee Staff

Roxy Traxler
Program Coordinator

Amy Newsom
Day Chair Coordinator

Yurianna Soto
Community Health Worker

Lisa Hinz & Katie Rasmussen
University of Minnesota Extension

Program Schedule

Typical session runs 8:00 am – 4:30 pm

September 7, 2017
New Auburn
Leading with Your Strengths

October 5, 2017
Gibbon
Leading Across Generations

November 2, 2017
Gaylord
Growing Committees That Work Better

December 7, 2017
Arlington
Leadership for Our Common Good

January 4, 2018
Government Day - Gaylord
Navigating Conflict

February 1, 2018
Green Isle
Visionary Leadership

March 1, 2018
Henderson
Brain Gain, Trends in Rural Migration

April 5, 2018
Sibley County Agriculture
Navigating Change

May 3, 2018
Winthrop
Art of Hosting and Evening Graduation



**2017 - 2018
Leadership
Program**

Mission:

Developing leadership by connecting people, businesses, and communities to create a stronger tomorrow

Sponsored in partnership by Sibley County & University of Minnesota Extension with support from the Blandin Foundation
www.co.sibley.mn.us

H. 4.

Why Leading Sibley Together?

This county-wide leadership program offers community members an opportunity to network, develop leadership skills, and gain an increased awareness and understanding of the assets of Sibley County. The results are more skilled individuals, increased networks, and stronger links between communities to address local issues.

How Does The Program Work?

Participants gather one day each month in communities throughout the county. Each day includes leadership learning activities, meeting with community leaders, and tours of businesses and organizations in that particular community. Participants tour together, learn together, and dine together. Each day ends with reflection and discussion around the day's events.

Who Can Participate?

Each class is comprised of a maximum of 24 participants who either live or work in Sibley County. Participants can be either current or emerging leaders with an interest in the future of our county. Selected participants are notified in mid-August.

- Acceptance is based on:
- Desire to better understand and improve leadership skills
 - Demonstrated interest in the Sibley County area
 - Interest in future community involvement
 - Ability to commit the time needed to attend program sessions
 - Representation from all diverse segments of the county

How Do Employers Benefit?

Gain employees who:

- Create connections throughout the county to promote their respective business or organization
- Develop their personal leadership, communication, and team skills
- Develop greater personal vision and ability for "big picture" thinking
- Increase their capacity to address critical issues and challenges

How Do Participants Benefit?

- Increase ability to lead and work more effectively with others
- Build personal and professional networks with community leaders and organizations
- Gain a greater awareness of resources and assets within the county and local communities
- Identify ways to "make a difference" and give back to the community

Skill development sessions are led by highly trained personnel and include:

- Leading with Strengths
- Facilitating More Effective Meetings
- Communication Skills
- Conflict Management
- Working with Different Generations
- Visioning
- Navigating Change
- Effective Followership

Testimonials by Participants

"This program has been invaluable. It has helped me at home and in the work place. This program has completely changed how I think and do my job".

"The program has given me a greater understanding of the county & how each area has something different to offer. Would recommend the program to all residents to learn, network, and develop new skills which will help in all aspects of your life and work. I've meet some very nice people who I hope to keep in contact after the program".

"This is a class that helps you better understand yourself as well as your community. I would also explain to them that there are many hidden businesses within a community and this class shows you them".

For more information, contact:

Roxy Traxler, Program Coordinator
LeadingSibley@co.sibley.mn.us
507-237-7805

www.co.sibley.mn.us

Find us on Facebook: [Leading Sibley Together Organization](https://www.facebook.com/LeadingSibleyTogetherOrganization)
www.co.sibley.mn.us/leading_sibley_county/index.php

SIBLEY COUNTY



UNIVERSITY OF MINNESOTA | EXTENSION

Application

Name: _____

Address: _____

Phone: (W) _____

(C) _____

Email: _____

Employer: _____

Address: _____

Supervisor: _____

Years living and/or working in Sibley County: _____

Tuition is \$375 which helps off-set the cost of meals, refreshments and training. Payment is due after notification of participation. A limited number of scholarships are available for those who need assistance. Will you need scholarship assistance in order to participate?

Yes No

I understand the purpose of Leading Sibley Together, the expectation to attend scheduled sessions, and that completion of this application does not guarantee my acceptance as a participant.

Signature _____

Date _____