



**INVER GROVE HEIGHTS
ECONOMIC DEVELOPMENT AUTHORITY AGENDA
TUESDAY, NOVEMBER 13, 2018
CITY HALL COUNCIL CHAMBERS
5:00 P.M.**

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

A. Consider Approval of Minutes from the August 13, 2018 Regular
Economic Development Authority Meeting

B. Consider Approval of Claims

4. REGULAR AGENDA

A. Consider Redevelopment Process of City-Owned Property

B. Hear Progress Plus Update

C. Open to Business Quarterly Report

5. NEXT MEETING – February 11, 2019

6. ADJOURN

**INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY REGULAR MEETING
MONDAY, AUGUST 13, 2018 – 8150 BARBARA AVENUE**

1 & 2 CALL TO ORDER/ROLL CALL The Economic Development Authority (EDA) of Inver Grove Heights met on Monday, August 13, 2018, in the City Hall Council Chambers. President Piekarski Krech called the meeting to order at 6:00 p.m. Present were Economic Development Authority Members Bartholomew, Hark, Perry, and Tourville; Executive Director Link, City Attorney Kuntz, Finance Director Smith, Community Development Director Gundlach, and Secretary Fox.

3. CONSENT AGENDA

A, B, C & D. Minutes and Claims

Boardmember Bartholomew advised he would be abstaining from 3A as he did not attend that meeting.

Motion by Tourville, second by Hark, to approve the minutes from the July 2, 2018 and July 23, 2018 Special Economic Development Authority Meetings, and the disbursements from May 14, 2018 to August 13, 2018.

Ayes: 4

Nays: 0

Abstention: 1 Motion carried

Motion by Tourville, second by Hark, to approve the minutes from the May 14, 2018 Regular Economic Development Authority Meeting.

Ayes: 5

Nays: 0

Motion carried

4. REGULAR AGENDA

A. Consider Approval of 2019 EDA Budget

Tom Link, Community Development Director, advised that the proposed 2019 budget is down by approximately \$8,000 from last year. The proposed budget continues to include funding for the 'Open To Business' contract, Progress Plus membership, and the real estate search software. It also includes \$35,000 for consultant services, which will likely be used for small area plans. The only new activity is a \$700 request for a recording secretary to prepare meeting minutes, similar to the request in the Planning budget for a recording secretary for the Planning Commission. Staff is not looking for specific direction on that tonight as it was indicated at previous meetings that Council would like to package the two together and discuss it at future budgetary meetings. The EDA is being asked to make a recommendation to City Council on the draft 2019 EDA budget.

Boardmember Bartholomew asked what was included in the Professional Services request for \$41,900.

Mr. Link replied that the \$41,900 included \$6,900 for the 'Open To Business' program and \$35,000 for consultant services, which would be primarily for small area plans.

Boardmember Bartholomew asked how much money had been invested in professional services for the Railroad Quiet Zone.

INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY MEETING – August 13, 2018

Mr. Link replied that he believed the original contract for the concept analysis was for \$15,000 and going through the Federal process was another \$5,000 to \$6,000. He advised he would research it and get that information to Boardmembers.

Boardmember Piekarski Krech asked if the recording secretary cost was new or just being billed from a different fund.

Mr. Link replied that it was a new line item to the budget. Currently Ms. Fox's time for meeting attendance and recording the minutes was taken out of the regular 40-hour work week budget, but in some cases required overtime. The \$700 for recording secretary would be partly offset by the removal of \$200 in overtime, resulting in a true cost of \$500.

Boardmember Tourville noted that they still had to discuss whether it could be the same person or not.

Motion by Bartholomew, second by Perry, to approve the 2019 EDA Budget

Ayes: 5

Nays: 0 Motion carried

B. Hear Progress Plus Update

Janice Gundlach, Community Development Director, summarized the last quarter's activities as Jennifer Gale was unable to attend tonight's meeting. She advised that she and Ms. Gale attended the annual GrowMN Partnership meeting. Two programs highlighted at that meeting include the Minnesota Supplier Match, which is a Chamber effort to try to connect business to business suppliers. The other was the Minnesota Job Match, an alternative way to search for jobs. She noted that the most heavily requested assistance from the GrowMN visits was for help finding employees (22%), 10% was financial, 10% was finding customers, and 4% or less was regulatory or public policy. Ms. Gundlach encouraged Boardmembers to share the GrowMN interview form they were provided with businesses interested in filling it out. Businesses need not fill out the entire questionnaire; any information they provide the Chamber would be useful. The Chamber coordinated with the Minnesota Vikings on their private and public grand openings of their training facility, completed a marketing piece targeted to breweries and tap rooms, and promoted IGH Food Truck Days and numerous available properties on their Facebook page and website. The report lists eight local businesses they visited last quarter and notes that they connected with WNK Kitchen on their lease expiration of their commercial kitchen.

Ms. Gundlach noted that just under 9.5 hours were served for five different IGH businesses by the 'Open To Business' program from April to June.

Boardmember Bartholomew encouraged Ms. Gundlach to put an emphasis on increasing participation in 'Open To Business'.

Ms. Gundlach agreed, stating she had a few ideas, including marketing to home-based businesses.

5. NEXT MEETING: November 13, 2018 at 5:00 p.m.

6. ADJOURNMENT: Motion by Perry, second by Hark, to adjourn. The meeting was adjourned by unanimous vote at 6:16 p.m.

**MEMORANDUM
CITY OF INVER GROVE HEIGHTS**

DATE: November 5, 2018

TO: Economic Development Authority

FROM: Janice Gundlach, Community Development Director 

SUBJECT: Claims

The Finance Director has prepared the attached claims on the EDA's operations fund through September 30, 2018.

ATTACHMENTS
Claims

City of Inver Grove Heights EDA Operations Fund 290

Budget vs Actual through 9/30/18

Account Description	2018 Amended Budget	9/30/18 Actual	Budget Remaining
Investment Earnings	200.00	913.77	(713.77)
Operating Transfers In	83,100.00	-	83,100.00
Total Revenue	83,300.00	913.77	82,386.23
Personnel	17,800.00	14,639.75	3,160.25
Prof/Tech Services	88,900.00	14,746.89	74,153.11
Purchased Services	400.00	299.97	100.03
Other Purchased Sevices	13,400.00	7,700.03	5,699.97
Supplies	100.00	-	100.00
Total Expenditure	120,600.00	37,386.64	83,213.36
Fund 290 Surplus (Deficit)	(37,300.00)	(36,472.87)	827.13

Claim on Cash

98,338.21



Fund: 290 - EDA Operations

[290.100.1010199](#)

Claim on Cash

Post Date	Source Transaction	Description	Vendor	Amount	Running Balance
		Agrees to Previous report ending 7/27/18			106,083.50
7/1/2018	JN09230	July Budget Allocations & Depreciation		(74.99)	106,008.51
08/01/2018	224739	LEVANDER, GILLEN & MILLER P.A. SEC REI PMT	00538 - LEVANDER, GILLEN & MILLER P.A.	(120.00)	105,888.51
08/01/2018	JN09388	Record August Allocations & Depreciation		(74.99)	105,813.52
08/03/2018	PYPKT01313 - PR 08/03/18: 7/14/2018-7/27/2018	Payroll		(1,222.73)	104,590.79
08/07/2018	DFT0009757	Vista Print - Gundlach Business Cards	11726 - WELLS FARGO CREDIT CARD ACH	(3.01)	104,587.78
08/15/2018	224916	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(1.36)	104,586.42
08/15/2018	224959	Railroad Crossing Traffic Counts	12415 - TRAFFIC DATA INC.	(1,025.00)	103,561.42
08/17/2018	PYPKT01317 - PR 08/17/18: 7/28/2018-8/10/2018	Payroll		(1,233.16)	102,328.26
08/22/2018	224997	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(0.26)	102,328.00
08/22/2018	225039	Quiet Zone Implementation	03465 - SRF CONSULTING GROUP, INC	(520.46)	101,807.54
08/29/2018	225084	Legal Costs	00538 - LEVANDER, GILLEN & MILLER P.A.	(48.00)	101,759.54
08/29/2018	225112	Quiet Zone Concept Analysis	03465 - SRF CONSULTING GROUP, INC	(1,252.79)	100,506.75
08/31/2018	PYPKT01321 - PR 08/31/18: 8/11/2018-8/24/2018	Payroll		(949.98)	99,556.77
09/01/2018	JN09391	Record September Allocations & Depreciation		(74.99)	99,481.78
09/14/2018	PYPKT01326 - PR 09/14/18: 8/25/2018-9/7/2018	Payroll		(570.20)	98,911.58
09/18/2018	225245	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(1.71)	98,909.87
09/28/2018	PYPKT01333 - PR 09/28/18: 9/8/2018-9/21/2018	Payroll		(571.66)	98,338.21
10/01/2018	JN09533	Record October Alloc & Depr		(74.99)	98,263.22
10/02/2018	225427	Legal Costs	00538 - LEVANDER, GILLEN & MILLER P.A.	(36.00)	98,227.22
10/12/2018	PYPKT01340 - PR 10/12/18: 9/22/2018-10/5/2018	Payroll		(570.20)	97,657.02
10/16/2018	225609	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(1.71)	97,655.31
10/26/2018	PYPKT01345 - PR 10/26/18: 10/6/2018-10/19/2018	Payroll		(571.66)	97,083.65

City of Inver Grove Heights EDA Acquisitions Fund 291

Revenues Over (Under) Expenditures by Project

Project costs to Date as of 9/30/18

Project	Revenues	Expenditures	Revenue Over (Under) Expenditures
E001 - Golf Course Land Purchase	353,485.52	358,535.52	(5,050.00)
E002 - 8195 Babcock Trail	356,879.70	218,379.70	138,500.00
E003 - 6671 Concord	159,942.39	159,957.24	(14.85)
E004 - 6685 Concord	139,503.54	139,518.39	(14.85)
E005 - River Country Cooperative	682,448.90	682,448.90	-
E006 - 6845 Dixie Ave	337,485.79	337,497.83	(12.04)
E007 - 4196 68th St E	228,183.18	228,205.27	(22.09)
E008 - 6639 Concord	465,199.02	466,570.70	(1,371.68)
E009 - 6656 Doffing	-	450.00	(450.00)
E010 - McPhillips	394,215.35	500,730.36	(106,515.01)
E011 - 6863 Dickman Trail	-	3,000.00	(3,000.00)
E012 - 6840 Dixie Ave E	-	21,958.88	(21,958.88)
E013 - 6900 & 6910 Dixie Ave	274,558.84	274,593.17	(34.33)
E014 - 6653 Concord Blvd	217,030.67	217,045.52	(14.85)
E015 - 11025 Courthouse Blvd	-	2,200.00	(2,200.00)
E016 - 11105 Courthouse Blvd	-	2,200.00	(2,200.00)
E017 - 11097 Courthouse Blvd	-	2,200.00	(2,200.00)

Account Balances as
of 9/30/18

Claim on Cash

(148,037.12)

E002 - Land Available for Sale

1,138,500.00

E002 - Loan from Host Community Fund for Land Purchase

1,000,000.00



City of Inver Grove Heights

Account Detail

Date Range: 7-28-18 - 10-26-18

Fund: 291 - EDA Acquisitions

[291.100.1010199](#)

Claim on Cash

Post Date	Source Transaction	Description	Vendor	Amount	Running Balance
		Agrees to Previous report ending 7/27/18			(168,542.83)
07/31/2018	JN09212	7/2018 CITY Utility Payments		(46.68)	(168,589.51)
08/01/2018	224739	Biljan E008	00538 - LEVANDER, GILLEN & MILLER P.A.	(348.00)	(168,937.51)
08/07/2018	JN09258	EDA txfr for Biljan E008		465,199.02	296,261.51
08/07/2018	DFT0009742	Biljan E008	06585 - DCA TITLE	(448,605.27)	(152,343.76)
08/22/2018	225007	Biljan E008	00543 - LILLIE SUBURBAN NEWSPAPERS	(54.63)	(152,398.39)
08/29/2018	JN09354	8/2018 CITY Utility Payments		(10.38)	(152,408.77)
08/29/2018	225084	Biljan E008	00538 - LEVANDER, GILLEN & MILLER P.A.	(1,296.00)	(153,704.77)
09/30/2018	CR General Receipts 10-1-18	PETRO Grant - McPhillips E010		5,686.22	(148,018.55)
09/30/2018	JN09483	9/2018 CITY Utility Payments		(18.57)	(148,037.12)
10/02/2018	225427	Biljan E008	00538 - LEVANDER, GILLEN & MILLER P.A.	(932.00)	(148,969.12)

**MEMORANDUM
CITY OF INVER GROVE HEIGHTS**

DATE: November 5, 2018

TO: Economic Development Authority

FROM: Janice Gundlach, Community Development Director 

SUBJECT: Redevelopment Process

PURPOSE/ACTION REQUESTED

The Economic Development Authority is being asked to provide comments and feedback regarding the proposed redevelopment process outlined herein, then direct staff to proceed with this process to seek redevelopment interest of the City-owned properties identified on the map provided.

BACKGROUND

Before engaging in redevelopment negotiation/actions, specifically those that involve City-owned property, I felt it was important to engage with the EDA on the process I intend to undergo. Additionally, this memo intends to outline certain public assistance tools that may be used to incentivize developers to undertake these projects and achieve redevelopment success. This memo will be split into three parts: 1) Redevelopment Process (to dispose of City-owned property), 2) Creating Partnerships, and 3) Public Assistance Tools/Incentives.

REDEVELOPMENT PROCESS

I have examined a map of all City-owned property to gain a greater understanding of the various properties that are available for redevelopment purposes. While there are a few properties that could simply be listed for sale on the open market for re-use consistent with the underlying zoning (for single-family home construction), the process outlined in this memo aims to address the larger redevelopment opportunities. I have outlined six main properties to focus on in the short term, which are identified on the attached map. Staff proposes the following process to gauge development interest and to ultimately dispose of the properties for development/redevelopment purposes:

- Informal developer meetings
- Concept proposals (not an RFP or RFQ)
- Term sheet
- Contract negotiation/authorization
- Land use entitlements
- Closing
- Construction start

These steps are described below in more detail:

Informal Developer Meetings

I intend to set up informal meetings with developers to introduce the redevelopment property to the developer community and to gain feedback on potential strengths and weaknesses of the properties. I will select developers whose focus matches my suspected end use (housing or commercial), but the feedback received will

confirm or deny the ultimate end use. These meetings are helpful to understand the market and development realities. I understand the City underwent a similar process in August of 2012 concerning the Concord neighborhood and some of those same developers would again be asked for feedback, as the market has changed significantly since 2012.

Concept Proposals

Following informal developer meetings, we will follow-up and determine if any developers are interested in the property. If so, we would solicit a concept proposal that outlines the general parameters for redevelopment. This would include end use, density, financials, timeline, etc. I am not supportive of the RFP or RFQ process as these processes are generally frowned upon in the development community, unless it's a key site with metro or state-wide recognition. This is because this process requires a lot of effort by the developer with little back-and-forth engagement with staff, resulting in a concept developed in a vacuum that often conflicts with City/community goals. Concept proposal solicitation allows better dialogue between staff and the developer. Based on development interest of one or multiple concept proposals, I would seek direction from the EDA on which proposals to pursue by advancing to the next steps in the process.

Term Sheet

It's important for the developer to have some sense of City Council support before spending money advancing a concept plan by developing a Site Plan and understanding the engineering components of the project. A term sheet is something the EDA would approve, yet it wouldn't legally bind the Council to approve any project. Details of a term sheet would include number of housing units, square footage of commercial space, construction costs, market value, land price, construction and completion timing, etc. The EDA would be asked to approve a term sheet and the document would be signed by the Mayor and developer. Once a term sheet is in place, both the developer and City would advance to more formal contract negotiations and preparation of higher-level detail plans to advance a land use application.

Contract Negotiation

Once a term sheet is approved, the developer and City would advance to negotiation of a development agreement. This document would legally bind the developer to a project, outline development details, and if the developer didn't perform the City could act to force development, up to and including taking the site back.

Land Use Entitlements

At the same time the development agreement negotiation is occurring, the developer would be making the necessary land use applications to secure approval for the end use of the property. The intent would be for the development agreement and land use approvals to occur at the same Council meeting, or very close to one another, as the developer will not close on the property until land use entitlements are secured.

Closing

Once the developer and City have an executed development agreement and land use approvals in place, a land closing would be scheduled. The development agreement would clearly outline the timeframe under which the closing is to occur.

Construction Start

The intent with any redevelopment project is to develop the property as quickly as possible to create market value and/or job generation. The development agreement would outline construction start and completion dates that motivate the developer to perform in a timely fashion.

CREATING PARTNERSHIPS

To successfully engage in economic development efforts, especially physical redevelopment of City-owned property, the process should be viewed as a partnership between the EDA/City Council and the developer. The metro-area market is performing well, and developers have the luxury of choosing where they want to work. Because of this, developers choose to partner with cities that want them and are motivated to advance projects in a timely fashion. Cities that are successful in redevelopment can make decisions quickly and adapt to an evolving market. Developers are not interested in investing in a project that takes an unusually long time to get approval for or if there is concern nimbyism could kill the project. Staff intends to work with the developer to hold neighborhood meetings to address concerns well in advance of any land use application. The development community is relatively small and the success or failure of one or two projects will create a City reputation amongst developers that either encourages them to come to Inver Grove Heights or discourages them. Staff would advise the EDA to be mindful of this as projects materialize and advance through this process.

TOOLS TO CONSIDER

There are various public assistance tools that financially make a project more feasible. Most often, a City engages in redevelopment because the private marketplace is less able to take such projects on. In recognition of this, the legislature has created several public financing mechanisms to overcome the “but-for” test, meaning such project would not be possible “but-for” the use of public financing. One or more of these tools are almost always expected to be utilized in some form or another to incentivize developers to take on a City-owned property for redevelopment. The complexity of the project, and the law will drive which tools are most likely to be used. Attached to this memo is a table of the most commonly used tools, when these tools are legislatively allowed to be used, and locally what type of development outcome would make most sense in considering use of these tools. Staff is requesting the EDA review this table and provide feedback to staff on the far-right column, as this will play in role in discussing various redevelopment projects with developers and development of a more formal Public Assistance Policy (sometime referred to as a Business Subsidy Policy).

Using these tools will require the developer to complete an application and submit various financial information to confirm need. This process requires staff to work with a public finance consultant (Ehler’s) to determine what financial gaps exist, what public assistance tools could/should be utilized to fill those gaps, and the legal mechanisms to implement those tools. A draft application is attached outlining the information the City would request to consider use of these tools. Additionally, we would note the developer would be asked to submit a cash escrow to pay for consultant costs to consider and implement any applicable public assistance tools. It’s also important to note that simply completing the application and engaging in a public finance discussion does not guarantee approval and this is clearly outlined to applicants on page 6, paragraph 5. Having an application and a Public Assistance Policy does not obligate the EDA/Council to use it on anything.

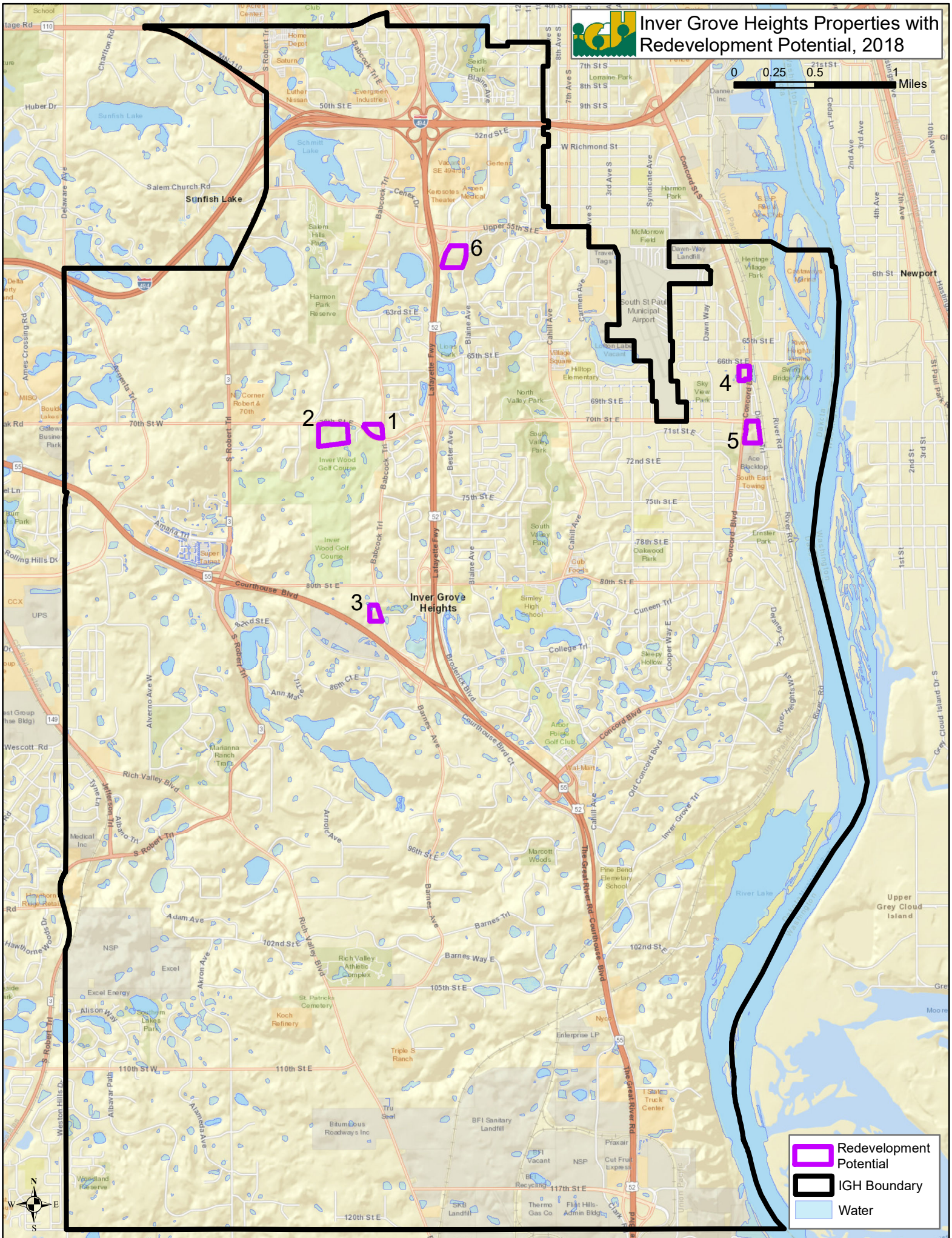
ATTACHMENTS

Maps of Priority City-Owned Redevelopment Properties
Draft Public Assistance Tools Table
Draft Application for Public Financing



Inver Grove Heights Properties with Redevelopment Potential, 2018

0 0.25 0.5 1 Miles

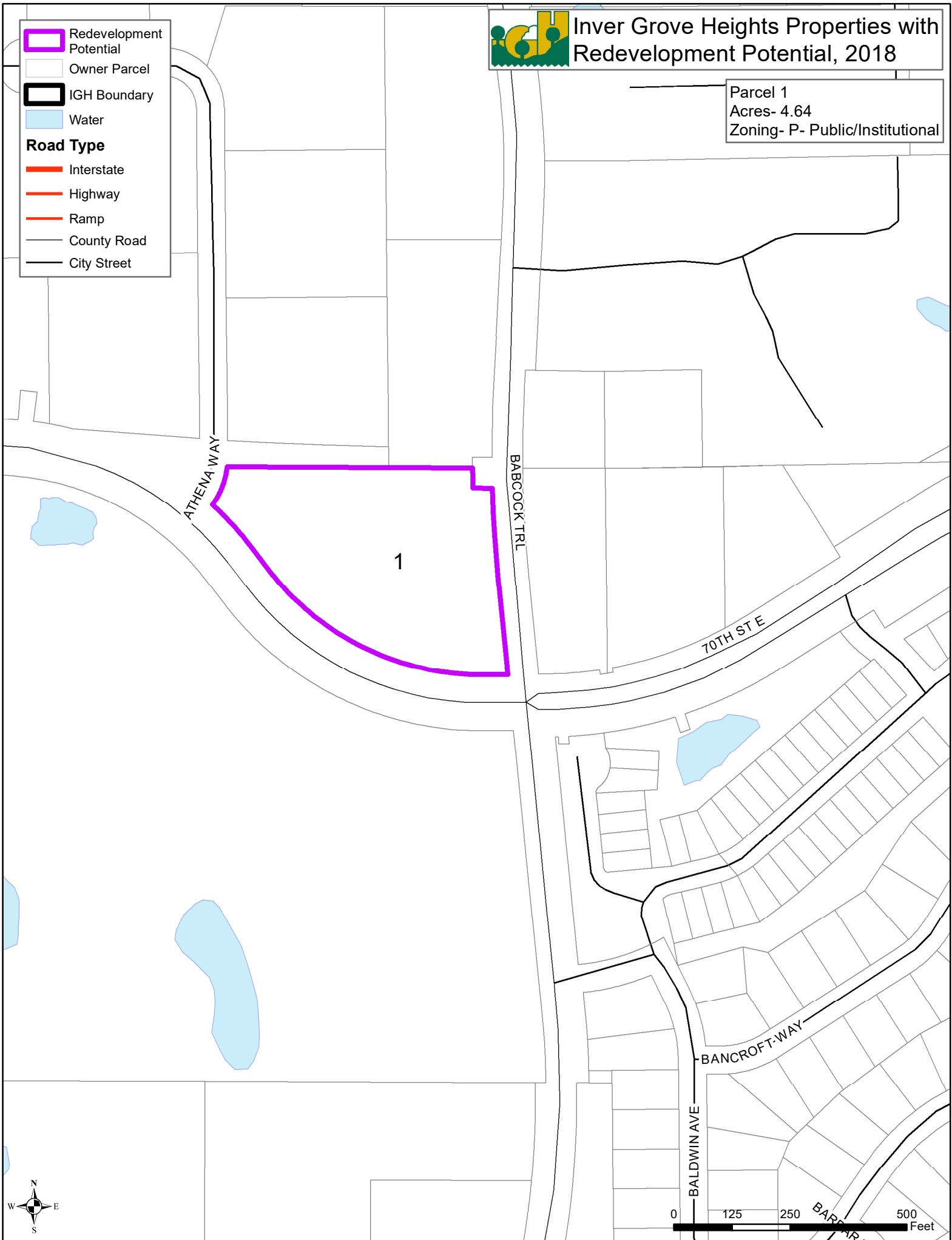




Inver Grove Heights Properties with Redevelopment Potential, 2018

Parcel 1
Acres- 4.64
Zoning- P- Public/Institutional

- Redevelopment Potential
- Owner Parcel
- IGH Boundary
- Water
- Road Type**
 - Interstate
 - Highway
 - Ramp
 - County Road
 - City Street

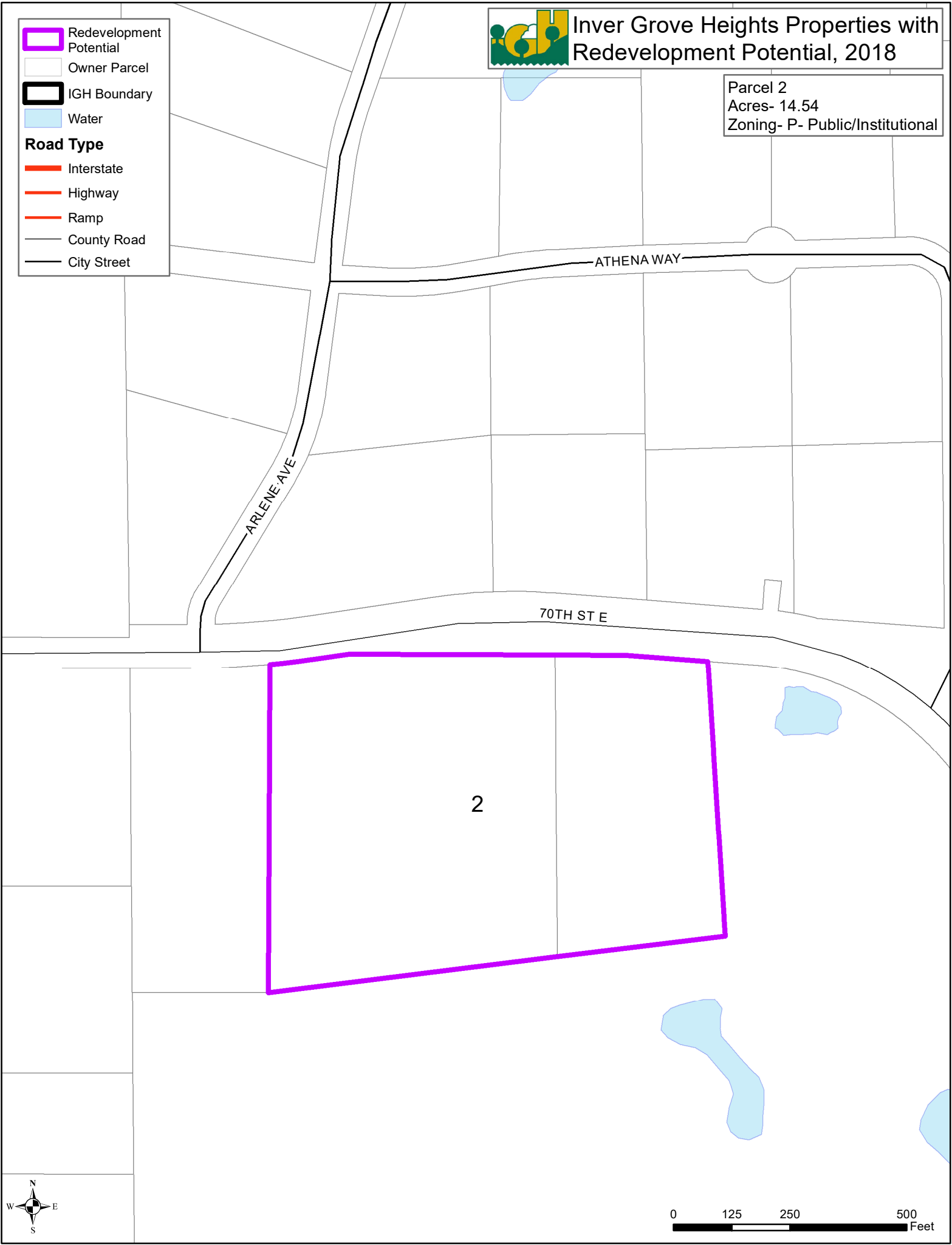




Inver Grove Heights Properties with Redevelopment Potential, 2018

Parcel 2
Acres- 14.54
Zoning- P- Public/Institutional

- Redevelopment Potential
- Owner Parcel
- IGH Boundary
- Water
- Road Type**
 - Interstate
 - Highway
 - Ramp
 - County Road
 - City Street



0 125 250 500 Feet



Inver Grove Heights Properties with Redevelopment Potential, 2018

- Redevelopment Potential
- Owner Parcel
- IGH Boundary
- Water
- Road Type**
 - Interstate
 - Highway
 - Ramp
 - County Road
 - City Street

Parcel 3
Acres- 3.85
Zoning- A- Agricultural

BABCOCK TRL

BANKS PATH

80TH ST E

BARNES AVE

3

BABCOCK-TRL

BARBARA AVE

COURTHOUSE BLVD



0 125 250 500 Feet



Inver Grove Heights Properties with Redevelopment Potential, 2018

Parcel 4
Acres- 3.40
Zoning- Multiple
B-3- General Business
A- Agricultural
R-1C- Single Family (0.25 ac)



Redevelopment Potential



Owner Parcel



IGH Boundary



Water

Road Type

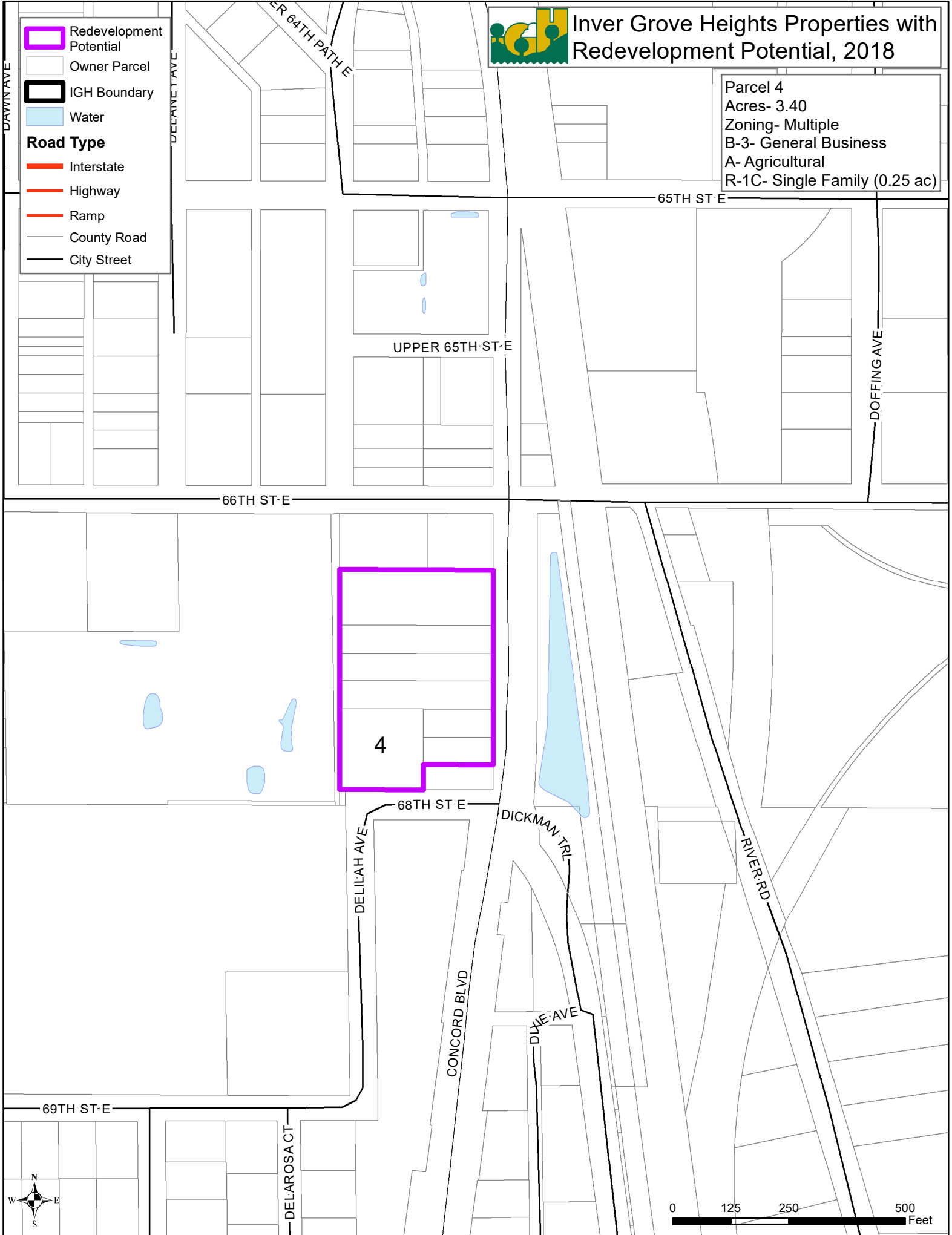
Interstate

Highway

Ramp

County Road

City Street

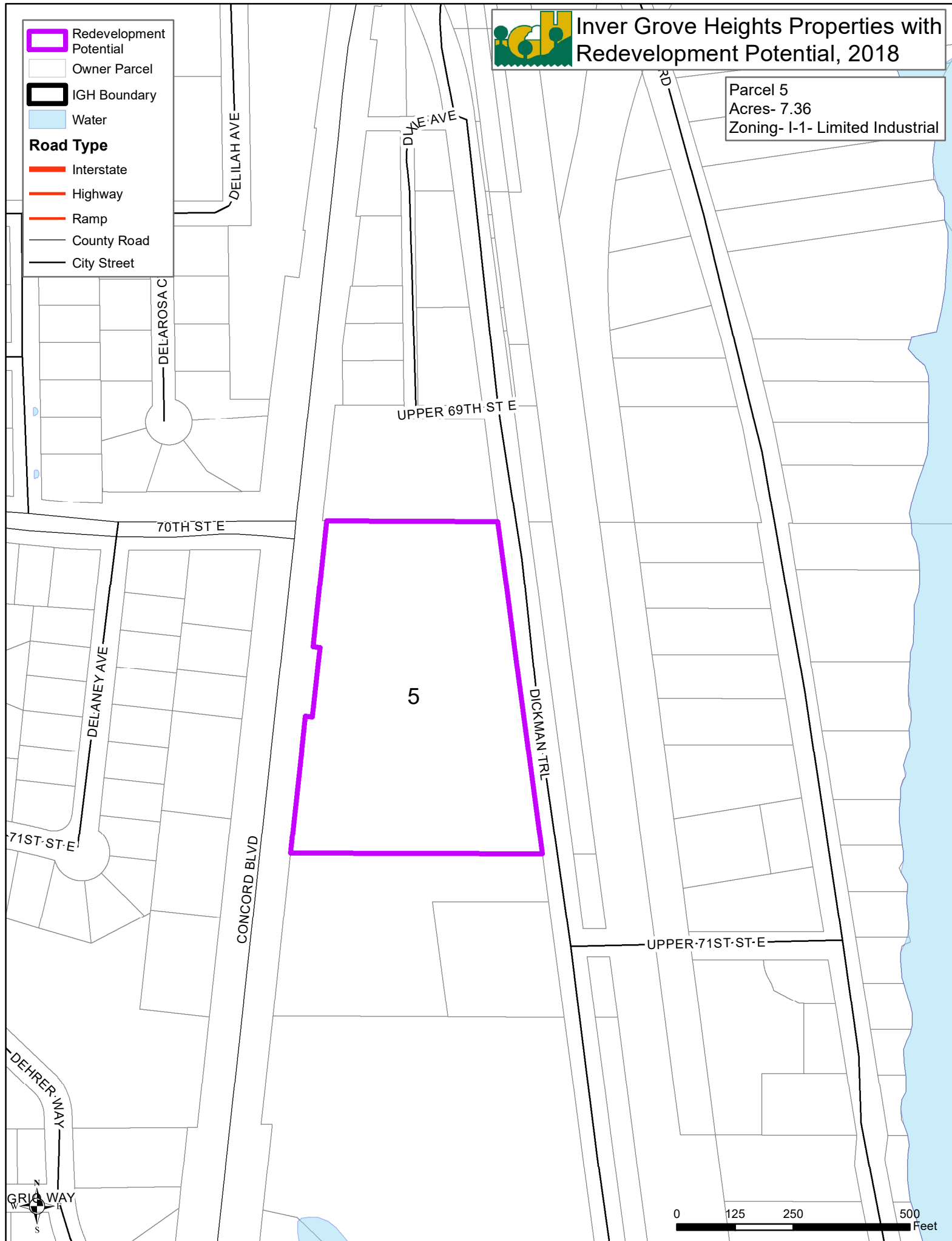




Inver Grove Heights Properties with Redevelopment Potential, 2018

Parcel 5
Acres- 7.36
Zoning- I-1- Limited Industrial

- Redevelopment Potential
- Owner Parcel
- IGH Boundary
- Water
- Road Type**
 - Interstate
 - Highway
 - Ramp
 - County Road
 - City Street

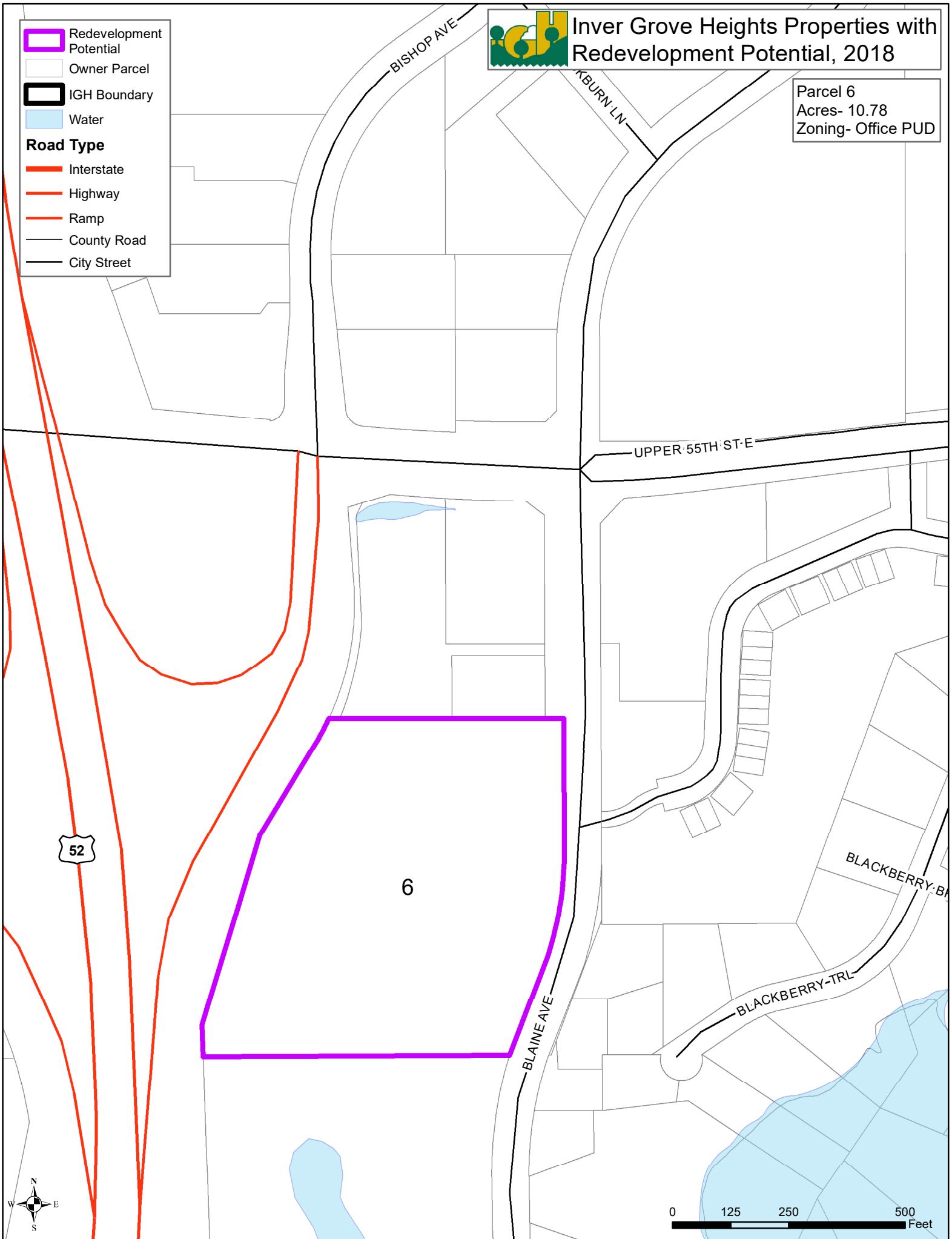




Inver Grove Heights Properties with Redevelopment Potential, 2018

Parcel 6
Acres- 10.78
Zoning- Office PUD

- Redevelopment Potential
- Owner Parcel
- IGH Boundary
- Water
- Road Type**
 - Interstate
 - Highway
 - Ramp
 - County Road
 - City Street



PUBLIC ASSISTANCE TOOLS TABLE

TOOL	WHAT	WHEN (“but-for” test must always apply)
SAC Deferral Loan*	Loan program allowing 25 or fewer SAC units to be financed over a period of 10 years	New service retail uses that create jobs (mostly for absorption of existing commercial SF)
Fee Deferral	City defers development fees at City Council’s discretion	When no other public assistance tools can be applied, can be used in combination with other public assistance tools
Tax Abatement (limited to 15-20 years)	Abate property taxes owed, limited to 10% of the net tax capacity or \$200,000, whichever is greater, each taxing entity must approve abatement of their portion	Development of new commercial/industrial tax base, new housing, infrastructure, or job growth when Council has determined the public benefit exceeds the cost
Land Price Concession	City elects to reduce land price below market value as a form of assistance	Development of new commercial/industrial tax base, new housing, or job growth on City-owned property
Tax Increment Financing Pooling**	Tax increment assistance in the form of a grant or loan spent outside the district (limit at 10%, exception is district 4-1), allowed only for affordable housing	Strategic affordable housing projects where a funding gap can be met without the need to create a new Housing TIF district or when a new Housing district cannot legally be created
Low Income Housing Tax Credits***	For new housing or housing preservation for low and moderate income, includes rent restriction (no more than 30% income spend on rent) and income restriction (50% or 60% AMI)	N/A – Dakota County awards tax credits
Redevelopment Tax Increment Financing District (limited to 25 years)	To redevelop parcels that are 70% occupied by buildings, streets, utilities, paved or gravel parking lots AND when 50% of the buildings (accessory buildings not included) are substandard	Redevelopment of blighted property in strategic areas (such as the Concord neighborhood) where the redevelopment may serve as a catalyst for continued renewal within the neighborhood
Housing Tax Increment Financing (limited to 25 years)	New housing or housing preservation for low and moderate income persons at 50% or 60% AMI, can include no more than 20% commercial, retail or other nonresidential	To increase the number of housing units within the City, to revitalize an underutilized property, and when no other public assistance tool is available to realize the project
Economic Development Tax Increment Financing (limited to 8 years)	Development of manufacturing, processing, warehousing, storage, distribution, R & D, telemarketing, tourism, and retail	To achieve new commercial and industrial business that adds tax base and jobs anywhere within the City

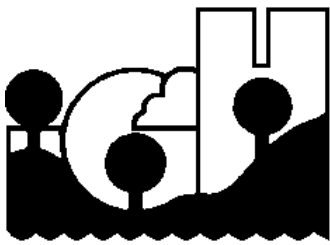
Notes:

*program to be brought back to Council at a work session in early 2019, City not yet enrolled

**only source would be excess tax increment from TIF District 4-1 (or future districts) and use is limited to affordable housing – TIF pooling restrictions apply

***Dakota County controls this tool, often used in combination with other City-controlled public finance tools

There are additional TIF districts allowed under state statute, including Renewal & Renovation, Soils Condition, Hazardous Substance Sub-district, and Compact Development, however the districts noted in the above table represent those most likely to be applied to projects in Inver Grove Heights.



City of Inver Grove Heights, 8150 Barbara Avenue, Inver Grove Heights, MN 55077

APPLICATION FOR PUBLIC FINANCING

Applicant Information

1. **Applicant Name:** _____
(Name should be the officially registered name of the business entity.)

Address: _____

Telephone: _____ Email Address: _____

2. **Name of Person Completing the application:** _____

Address: _____

Telephone: _____ Email Address: _____

3. **Names and Addresses of Architect, Engineer, and General Contractor for this project:**

Attorney Name: _____

Address: _____

Telephone: _____ Email Address: _____

Architect Name: _____

Address: _____

Telephone: _____ Email Address: _____

Engineer Name: _____

Address: _____

Telephone: _____ Email Address: _____

General Contractor Name: _____

Address: _____

Telephone: _____ Email Address: _____

4. **If the applicant is a corporation, please name officers, directors, or stockholders holding more than 5% of the stock of the corporation. If the corporation is not formed, provide as much information as possible concerning potential officers, directors, or stockholders:**

4a. If the applicant is a general partnership, name of the general partners and if a limited partnership, state the general partners and limited partners with more than 5% interest in the limited partnership. If the partnership is not formed, provide as much information as possible concerning potential officers, directors or stockholders.

4b. Has the applicant ever been in bankruptcy? If yes, please describe the circumstances.

Yes (please Explain): _____

No: _____

4c. Has the applicant ever been convicted of a felony? Is yes, please describe the circumstances.

Yes (please Explain): _____

No: _____

4d. Has the applicant ever defaulted on any bond or mortgage commitment?

Yes (please Explain): _____

No: _____

Project Information

1. PID#'s, legal description, address, and size of project site:

PID#: _____

Address: _____

Legal Description: _____

Size of Project Size (Acres): _____

2. Current ownership of the site: _____

3. Do you have current control of the site:

Yes: _____

No: _____

4. Project description.

5. If property is to be subdivided or replatted, please describe.

6. Estimated project costs: (Please enclose detailed sources and uses and 15-year operating *Pro Forma*).

- a. Land Acquisition: \$ _____
- b. Environmental/Soil Corrections: _____
- c. Surveys: _____
- d. Public Improvements: _____
- e. Site Development: _____
- f. Demolition: _____
- g. Building(s): _____
- Shell (if applicable) _____
- Tenant Improvements
 (if applicable) _____
- h. FF&E: _____
- i. Architectural & Engineering Fees: _____
- j. Legal Fees/Other Consulting Fees: _____
- k. Financing Costs: _____
- l. Construction Interest: _____
- m. Title Insurance: _____
- n. Mortgage Registration: _____
- o. Bank/Borrower Legal: _____
- p. Recording/Closing: _____
- q. Construction Loan Fees: _____

- r. SAC/WAC: _____
- s. Park Dedication: _____
- t. Appraisal: _____
- u. Taxes: _____
- v. Contingencies (construction): _____
- w. Contingencies (soft): _____
- x. Other: _____

TOTAL \$ _____

7. Source of Financing

- a. Equity: \$ _____
- b. Bank Financing: _____
- c. Public Assistance:
(TIF or Tax Abatement) _____
- d. Other governmental loans/grants: _____
- e. Deferred Developer Fees: _____
- f. Other: _____

TOTAL \$ _____

Terms of Financing (years): _____

Rate of Financing: _____

Cap Rate: _____

8. Project Construction Schedule:

- a. Construction Start Date: _____
- b. Construction Completion Date: _____
- c. If Phased Project :

January 2, (year) _____ % Completed _____

January 2, (year) _____ % Completed _____

9. Total Estimated Market Value of Project upon completion \$ _____

10. Will any public official of the City, either directly or indirectly, benefit from the issuance of public assistance within the meaning of Minnesota Statutes, Section 412.311 or 471.87? If yes, please explain the circumstances.

Yes (please Explain): _____

No: _____

Public Assistance Request

1. Amount of public assistance and term.

Amount: _____

Term (years): _____

2. Describe the purpose for which public assistance (TIF, Tax Abatement, etc.) is required.

3. Please submit an itemized list of project costs for which public assistance is being requested.

4. State specific reasons why, "but for" the use of public assistance, this project would not be possible.

Application Process

1. The following documents must accompany the Application:

- A. A detailed sources & uses statement and 15-year project *Pro Forma*
- B. Parcel Map depicting the proposed redevelopment area
- C. Site plans and floors plans (as available)

D. Significant additional information may be requested at any time by the City/EDA and may be in addition to the materials outlined in this application. The Applicant shall be required to submit any and all information as requested by the City/EDA.

2. Applicant acknowledges and agrees to pay the \$3,000 Public Assistance Application Fee and is **non-refundable**.
3. At the time of acceptance by staff of the Public Financing Application, the applicant shall deposit \$10,000 with the City/EDA to cover attorney and consultant costs incurred as part of conducting any fiscal analysis that may be required to meet the requirements of utilizing any public financing, drafting and negotiating a development agreement, and establishing a TIF district or abatement. If additional expenses are incurred beyond the \$10,000, prior to the execution of a development agreement, the City/EDA shall notify the applicant in writing and the applicant will be required to deposit additional funds upon notice.
4. The Applicant shall hold the City/EDA, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Project or Public Assistance Application, including but not limited to, any legal or actual violations of any State or Federal securities laws.
5. The Applicant recognizes and agrees that the City/EDA reserves the right to deny any application for Public Assistance at any stage of the proceedings prior to adopting the resolution approving the public assistance, that the Applicant is not entitled to rely on any preliminary actions by the City/EDA prior to the final resolution, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Project are incurred by the Applicant at its sole risk and expense and not in reliance on any actions of the City/EDA.

The undersigned, a duly authorized representative of the Applicant, hereby certifies that the foregoing information is true, correct, and complete as of the date hereof and agrees that the Applicant shall be bound by the terms and provisions herein.

APPLICANT'S NAME

DATE

CITY ACCEPTANCE OF APPLICATION

DATE

\$ _____
FEE AMOUNT REMITTED

DATE

**MEMORANDUM
CITY OF INVER GROVE HEIGHTS**

DATE: November 5, 2018

TO: Economic Development Authority

FROM: Janice Gundlach, Community Development Director 

SUBJECT: Progress Plus Update

Jennifer Gale, President of the River Heights Chamber of Commerce has provided the attached Progress Plus update. Ms. Gale will be present to provide an oral update and to address questions or concerns of the EDA.

ATTACHMENTS

Progress Plus Report: October 2018

PROGRESS PLUS



ECONOMIC DEVELOPMENT PARTNERSHIP

Report: October 2018

Economic Development Activities

Events/meetings:

- Met with Big Heist Brewing partners to discuss financing, business plan and location for their start up brewery
- Met with Charles Fitzgibbon to discuss the DEED site selector Midwest magazine. Wrote a letter of recommendation to Dakota County encouraging the county to participate in it for 2019.
- Met with rep. from the Department of Labor and Industry on their Pipeline Grant program, awarding dual training grants to help employers and dual training providers
- Continue working with the MN Vikings on community events at the TCO Performance Center
- Met with Brian Emerson with Point North Communications from WSP to discuss their future space needs. PP ran an Xceligent report with desired needs. Point North signed a purchase agreement in Inver Grove Heights.
- Met with Bjorn Gunnerud, former VP of Marketing for Gillette Children's Specialty Hospital to discuss changes in MN healthcare and ideas for employers
- Attended the Leaders in Local Government Award Luncheon where the city of SSP was nominated for an award in economic development
- Staff attended the Talent Symposium in St. Louis Park in partnership with 7 other organizations to hear about/discuss workforce solutions

Marketing:

- Promoted the fall Inver Grove Heights Food Truck Day, new Drovers residence living, new IGH Community Development Director, new SSP City Manager and available properties in IGH and SSP through Progress Plus social media and on the weekly update ED section
- Connected workforce resources for business like [Real time talent](#), [Center for Workforce Solutions](#) and [MN Job Match](#)
- Invited all local retail businesses to the annual MN Retail Association Retail Rally

Grow Minnesota:

- GrowMN visits were made with:
 1. Century Construction
 2. Midwest Fabrics
 3. Cobra Transportation
 4. Total Construction
 5. Vermillion Bank
 6. Schadegg Mechanical
 7. Week Night Kitchen
 8. Sportsman's Guide

GrowMN forms are available for any Councilmember/EDA Commissioner, city staff and volunteers to complete and return to Jennifer at Progress Plus.

Inquiries:

- At the Request of Councilmen Perry, connected with WNK Kitchen on their lease expiration of their commercial kitchen to try to assist them. PP referred them to a local banker for financing on their own building.

GROW MINNESOTA!® PARTNERSHIP

2018 ADVISORY COMMITTEE RETREAT RESULTS

September 7, 2018

Grow Minnesota!® Partnership: 2018-2019 Fiscal Year Goals

The Advisory members unanimously emphasized that the Grow MN! Partnership should continue to focus and grow its efforts in the areas of, 1) face-to-face business retention visits, and 2) one-on-one business assistance.

GOALS

- 1. Conduct strategic business retention visits and support local partners.**
 - a. Complete out-of-state visits with companies having a significant presence in MN, but controlled/HQ outside of the state. (Goal: 4 by end of FY)
 - b. Research and identify a specific industry sector to target each year. (Goal: 40 target industry visits by end of FY)
 - c. Increase partner engagement and the overall number of visits completed. (Goal: Exceed 800 total visits by end of FY)
- 2. Grow and enhance our business assistance resources.**
 - a. Significantly increase the use and value of the MN Supplier Match database.
 - 1) Increase the number of MN Supplier Match registrations. (Goal: 1,000 by end of FY)
 - 2) Identify needs and related costs for MN Supplier Match Phase 2. (Goal: By Q4 FY)
 - 3) Host MN Supplier Match Roundtables. (Goal: Quarterly Roundtable events)
 - 4) Provide MN Supplier Match database access to the membership of all local GM! partners. (Goal: Ongoing – Access given when GM! partner registers a minimum of 10 B2B businesses. No cost to register. No cost to access database.)
 - b. Share assistance results & success stories regularly with GM! Partnership, MN Chamber members, media outlets, and other economic development stakeholders. (Goal: Quarterly reports)
 - 1) Develop a process to better track and report back on one-on-one GM!-provided business assistance. (Goal: By December 2018)
 - c. Update the Business Resources web pages monthly and seek opportunities to better promote the website and refresh its content. (Goal: Ongoing)
- 3. Improve communications to demonstrate value of the program; and the GM! Staffs' business retention and assistance expertise.**
 - a. Utilize GM! data to more proactively report on the State's economy.
 - 1) Provide regional reports/presentations. (Goal: 4 Regional presentations by end of FY)
 - 2) Integrate GM! data with the MN Chamber Foundation's economic research. (Goal: Ongoing)
 - b. Meet with economic development/like-missioned entities, e.g. DEED, APEX, GreaterMSP, St Paul Port Authority, etc. to, 1) share GM! data/results, and 2) develop ways to better coordinate on common goals. (Goal: Meet Semi-annually)
 - c. Identify and implement effective communications strategies with local GM! partners to, 1) disseminate GM! data, and 2) increase their awareness and engagement. (Goal: Implement by end of Q1 FY)
- 4. Increase GM!-generated revenue.**
 - a. Research, develop and implement a plan to monetize different facets of GM! (Goal: By end of Q2 FY)
 - b. Research Grow MN! as a program under the MN Chamber Foundation – Advantages/Disadvantages.

ADDITIONAL RETREAT DISCUSSION NOTES:

Grow MN! Staff utilized Advisory members' valuable feedback to determine the Fiscal Year 2018-2019 (FY) goals. A number of resources mentioned by the Advisory Committee members will be researched. These may prove beneficial to us as we work to accomplish our FY Goals.

Business resources:

Staff will follow-up with the Advisory Committee member who is noted.

- Legacy Next – Mentoring program for start-ups. (Liz Diedrich – Diedrich RPM)
- Xcel Energy – New Economic Development programs, including business retention. (Dan Pfeiffer – Xcel)
- Drug Use Data – This data is being mapped & used by site selectors. (Dan Pfeiffer – Xcel)

Complete more strategic visits:

- Who do we visit?
 - At-risk businesses?
 - Key industries in MN's economy? Schedule Industry tours?
 - Visit businesses in specific areas of the Business Life Cycle, e.g. Angel Investing Groups, Start-Ups.
 - An industry that is contracting?
 - Visits can result in lead generation and be a conduit for business attraction.
 - Focus on Merger & Acquisition (M&A) firms and private equity groups – What is happening in the M&A arena? - retiring individuals, no succession planning, MN businesses acquired by companies with HQ outside of MN?
 - Out-of-state HQs?
 - Past out-of-state visits focused on natural resources: e.g. mining, paper. What's next?
 - Companies with high employment or capital investment in MN, but controlled/HQ located outside of the state?
 - Partner with utilities on business retention visits? e.g. Xcel economic development program.
 - Partner with Trade associations?

Communications – Events & Presentations:

- Focus on fewer topics, but take the Grow MN! data on the road and present it statewide.
 - Seek opportunities for greater collaboration with other economic development(ED) entities to avoid fragmentation.
 - Grow MN! could provide greater information to ED groups by reporting regularly, and could act as the convener of regional or statewide stakeholders. (Dan mentioned a good example in Iowa).
 - Share data to the broader external community – customize it to the audience, make it local.
 - Consider CEO Group presentations – Be proactive.
- Events must be purposeful and provide resources to those who attend.
 - Events should be affordable in order to increase attendance numbers and gain broader MN business participation (More people = More exposure for Grow MN! and its services.)

Monetize Grow MN! – Ideas:

- Grant opportunities
 - Federal economic development agency
 - Collaborative state effort
 - MN Chamber Foundation
 - Explore Grow MN! as a MN Chamber Foundation program?
- Fee-for-services
- Don't create programs to chase the money
- Identify who really likes our data and then target them to "sponsor" the data. Funding would support our work.



MINNESOTA CHAMBER OF COMMERCE

GROWING MINNESOTA

Grow MN!® Partnership
2018 Advisory Committee Retreat



WHAT IS THE GROW MN![®] PARTNERSHIP?

Business
Retention

Business
Assistance

Statewide:
74 local
partners

15 years old

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GROW MN!® PARTNERSHIP 2003-PRESENT

11,254
business
retention
visits



2,164
businesses
assisted



19,692
jobs
protected



3,652 Metro
7,602 Greater MN

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GROW MN!® PARTNERSHIP 2017



214 Metro
457 Greater MN

A dashed line with an arrow points from the first circle to the text '214 Metro' and '457 Greater MN'.

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GROW MN!® PARTNERSHIP

HOW DOES IT WORK?

Grow MN! staff and local partners conduct one-on-one business visits



Information from visits is recorded using Grow MN! reporting guide/questionnaire



Data is analyzed and turned into action through 4 mechanisms

One-on-one business
assistance

Events, forums, and
one-time initiatives

Large scale programs

Inform Chamber's
public policy priorities

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GROW MN!® PARTNERSHIP LEADING INDICATORS



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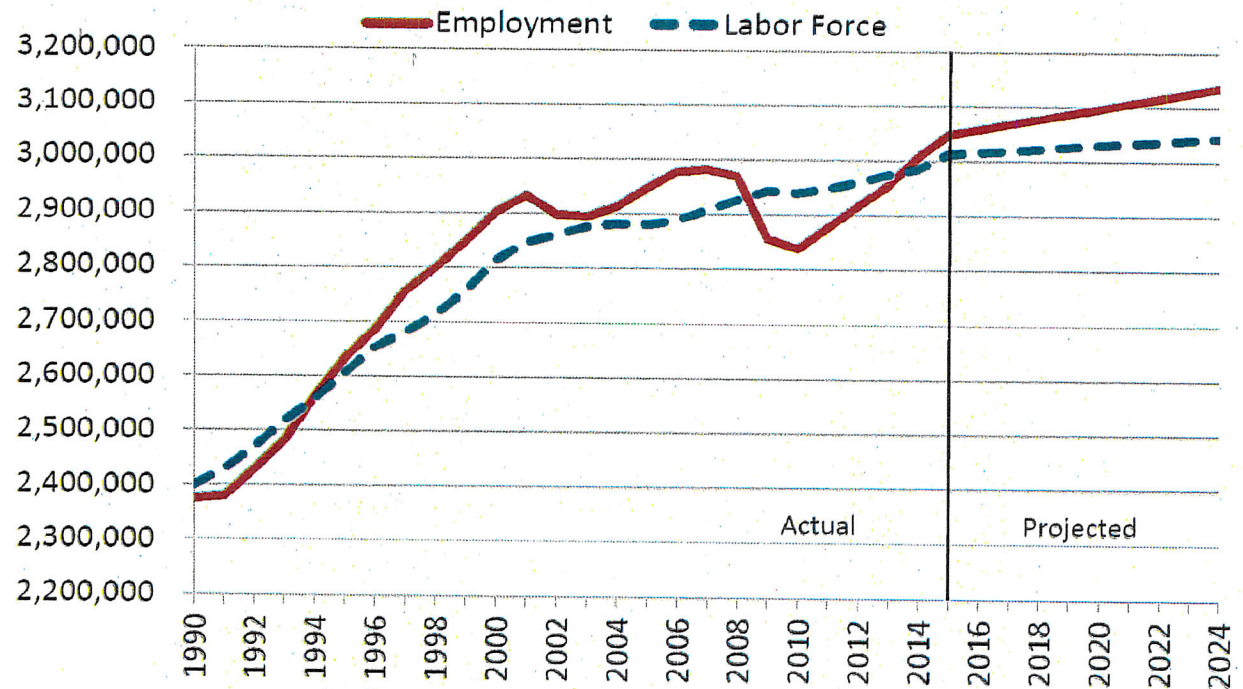
GROWING MINNESOTA

SLOWING LABOR FORCE GROWTH

Worsening gap between the number of jobs available in Minnesota and the number of workers present to work at those jobs

Shortage of workers could decrease economic growth

Actual and Projected Minnesota Labor Force and Employment, 1990-2024



Note: Based on historical and projected employment and labor force data by the Minnesota Department of Employment and Economic Development.

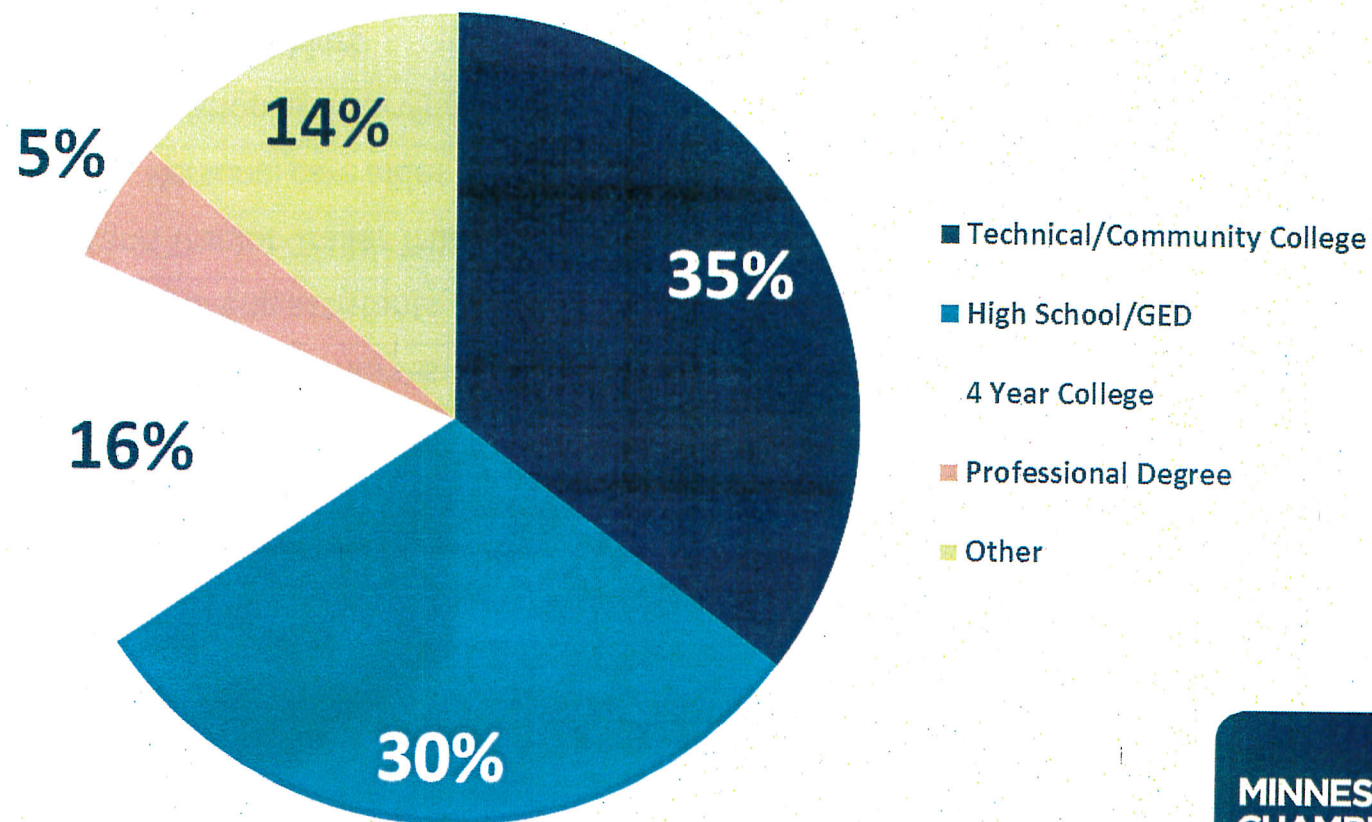
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Report and appendices available for download at <http://z.umn.edu/immigrantworkforce>

MOST ENTRY LEVEL JOBS REQUIRE 2-YR OR LESS

Education required for entry-level positions at your business



Source: Grow MN! Program

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TOP 10 JOBS IN DEMAND IN MINNESOTA: HIGH DEMAND IN HEALTHCARE AND RETAIL

Current Demand Rank	Job Title	MN Projected Growth Rate (10yr)	Education Requirements
1	Retail salesperson	-0.1%	< High school
2	Registered nurses	11.1%	AA degree
3	Nursing assistants	5.8%	Some postsecondary
4	Heavy and Tractor-Trailer Truck Drivers	6.4%	High School/GED
5	Personal care aides	33.6%	< High school
6	Food Preparation and Serving Workers	12%	< High school
7	Cashiers	-0.4%	< High school
8	Home health aides	30.7%	< High school
9	Maids and housekeeping cleaners	8%	< High school
10	First-Line supervisors of retail sales workers	2.6%	High School/GED

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FASTEST GROWING JOBS IN MINNESOTA: WIDE RANGE OF EDUCATION NEEDED

Current Demand Rank	Job Title	MN Projected Growth Rate (10yr)	Education Requirements
256	Wind Turbine Service Technicians	100.4%	Some postsecondary
277	Statisticians	39.1%	MA degree
5	Personal Care Aides	33.6%	< High school
78	Physicians Assistants	30.9%	MA degree
8	Home Health Aides	30.7%	< High school
42	Nurse Practitioners	27.8%	MA degree
112	Phlebotomists	26.2%	High School/GED
283	Magnetic Resonance Imaging Technologists	26.2%	AA degree
20	Medical Assistants	25.3%	High School/GED
311	Computer & Information Research Scientists	24.9%	Doctorate
17	Software Developers, Applications	23.8%	BA degree

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FINDING WORKERS: WHAT'S WORKING IN MN?

Challenges

- Senior staff retiring in next 5 yrs
- “Poaching” by other firms
- Too few candidates...
- ...Especially so for physically demanding jobs
- Skills gap
- Recruiting professionals to move to MN

Strategies

- Partner with local schools
- Internships
- Promote from within
- Staffing agencies
- Referrals by existing employees
- Raise wages
- Refugee employment programs
- Automation/robotics

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Source: Grow MN! Program

WORKFORCE BENCHMARKS

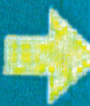
MINNESOTA RANKING 1ST IS BEST

**TWO-YEAR DEGREE
OR HIGHER
(AGE 25-64)**

2015
Ranked 2nd
50%

National Average: 41%

**SAME
RANKING**



**8TH-GRADE
READING SCORES**

2015
Ranked 6th
270.2 average

National Average: 264

**BETTER
4
SPOTS**



**ON-TIME
HIGH SCHOOL
GRADUATION RATE**

2015
Ranked 32nd
82%

National Average: 83%

**BETTER
1
SPOT**

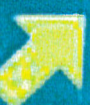


**LABOR
PARTICIPATION
RATE**

2017
Ranked 3rd
70.1%

National Average: 62.9%

**BETTER
3
SPOTS**



**NET DOMESTIC
MIGRATION**

2010-2016
Ranked 34th
38,178 net loss

**BETTER
3
SPOTS**



**GROWTH IN
INTERNATIONAL
IMMIGRATION**

2010-2016
Ranked 6th
20.8%

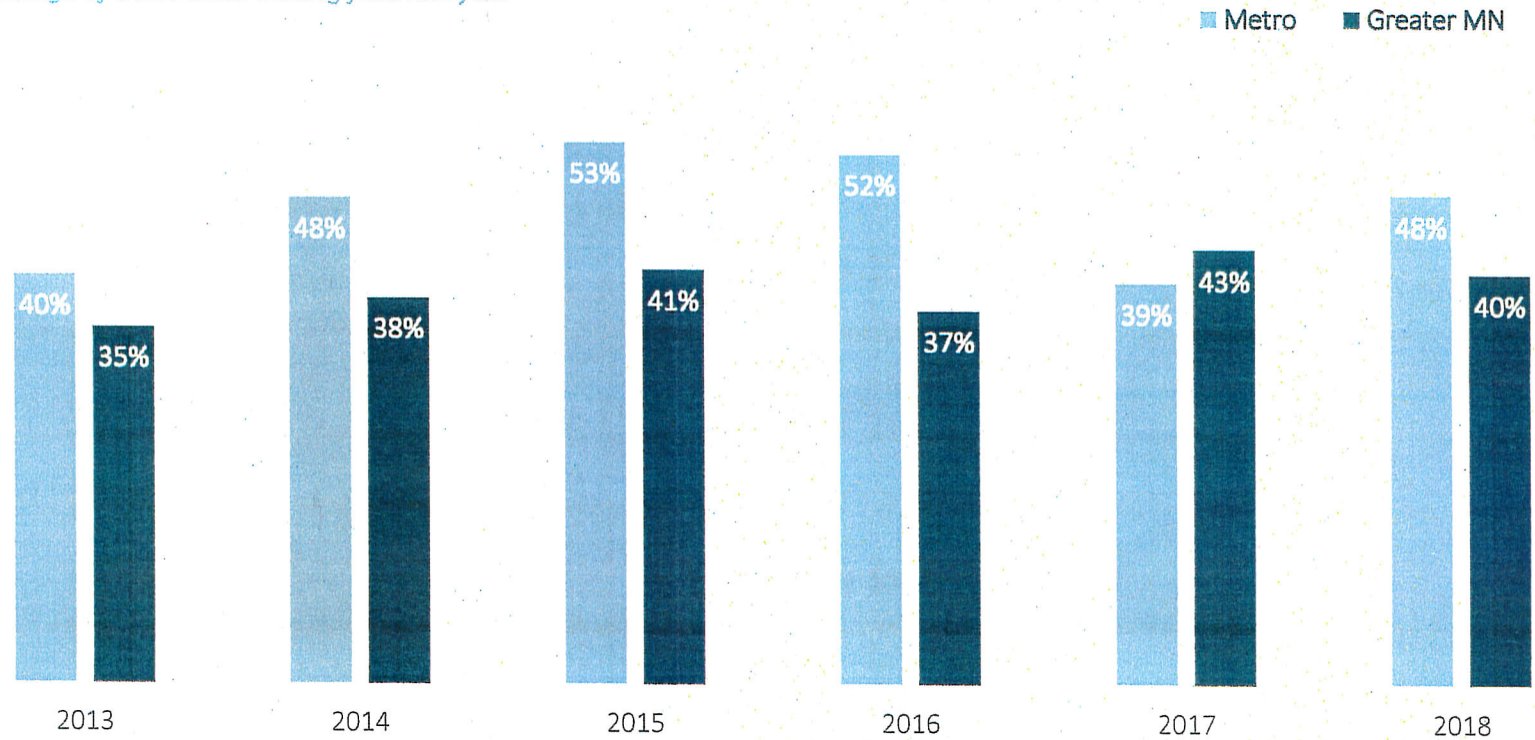
NEW RANKING

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BUSINESSES ADDING JOBS

Percentage of businesses adding jobs last year



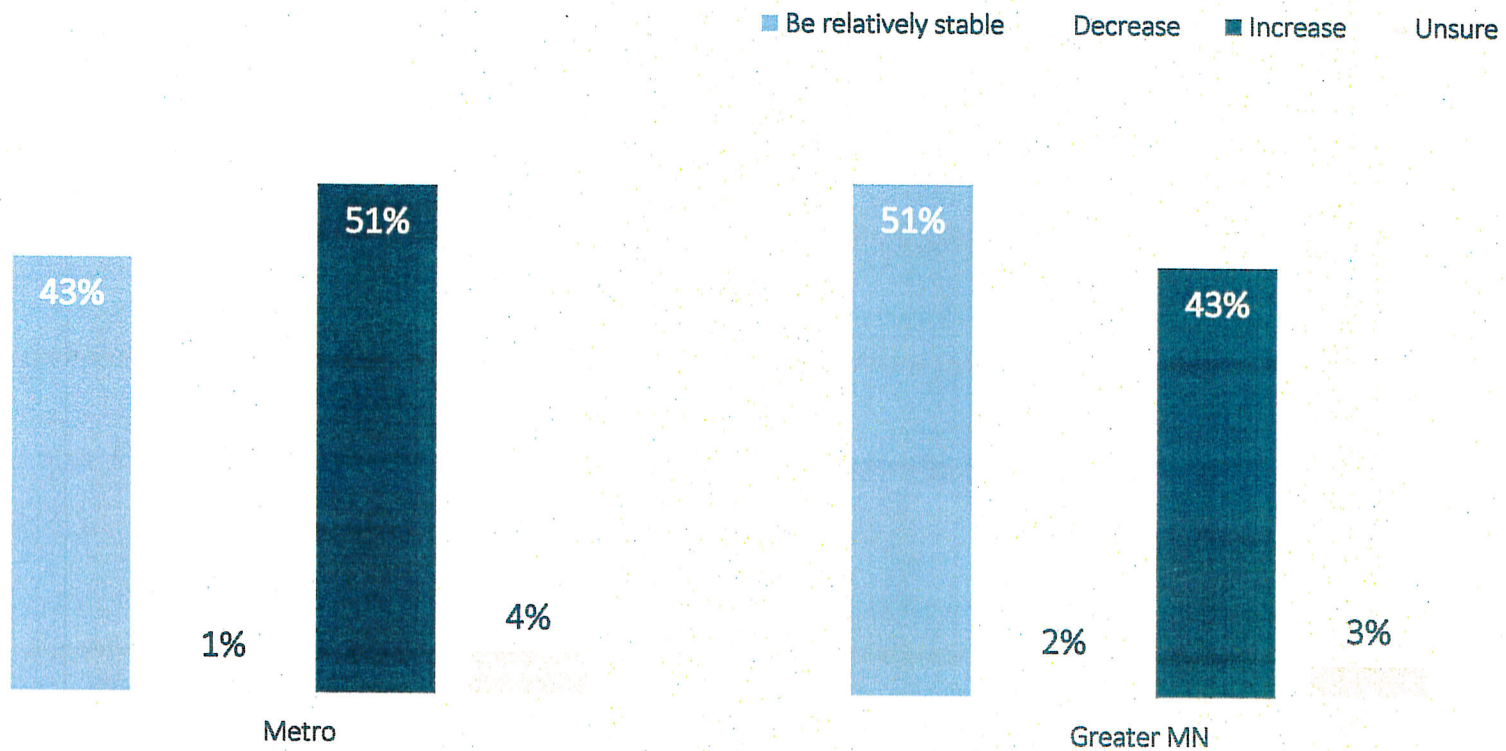
Source: Grow MN! Program

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2018-19 JOBS OUTLOOK

Percentage of businesses expecting to add jobs in next 12 months



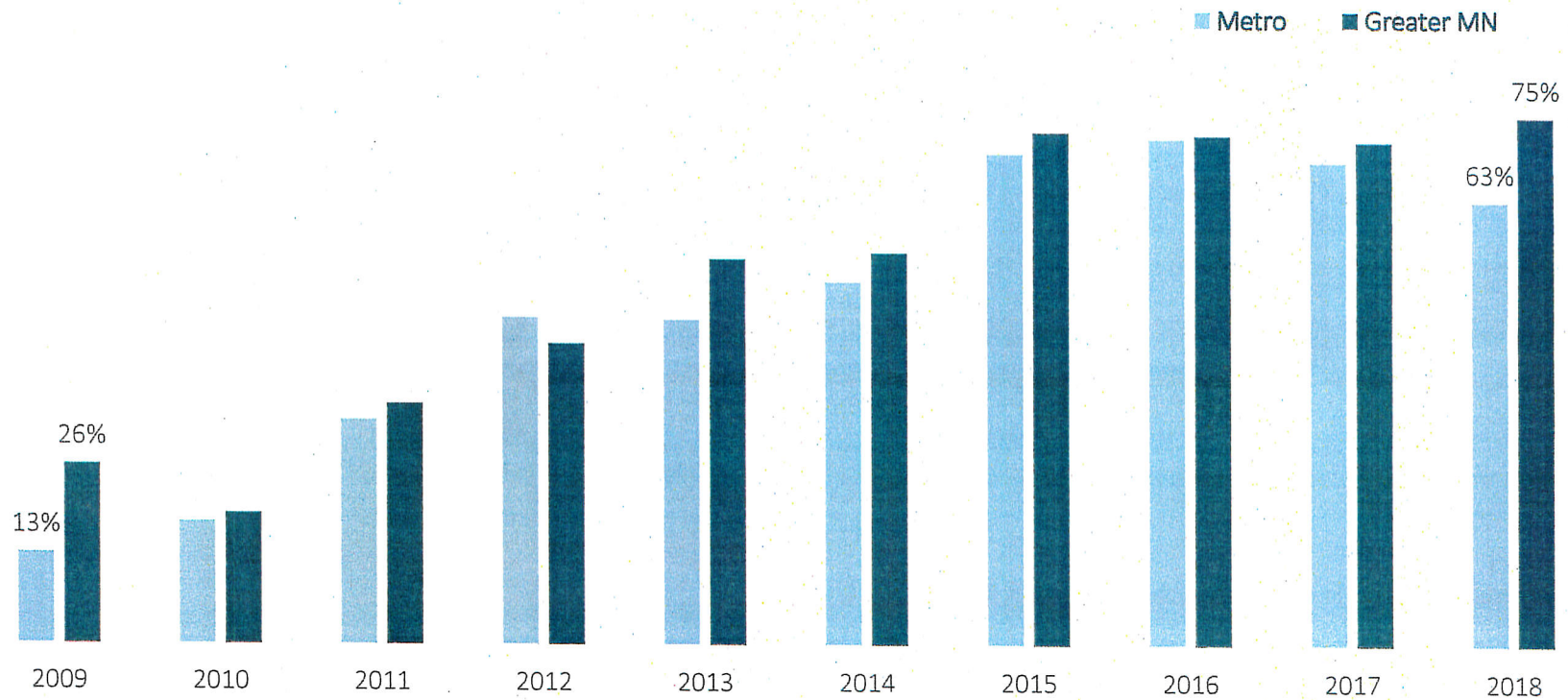
Source: Grow MN! Program

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TROUBLE FILLING JOBS CONTINUES

Percentage of businesses reporting difficulty finding employees



Source: Grow MN! Program

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LABOR SHORTAGE CONSTRAINING GROWTH

- **Manufacturer in Greater MN**
 - Delaying \$7 million expansion because they can't fill the jobs it would create
 - 11,000 work hours behind schedule – can't take on new customers
- **Engineering firm in Metro**
 - Experiencing 9-10% growth/yr but can't find engineers to meet demand.

WHAT'S DRIVING LABOR SHORTAGE?

3.0%

MN unemployment rate
(10th lowest in nation)

80%-90%

Labor force participation rate for Minnesotans aged 20-59

0.1%

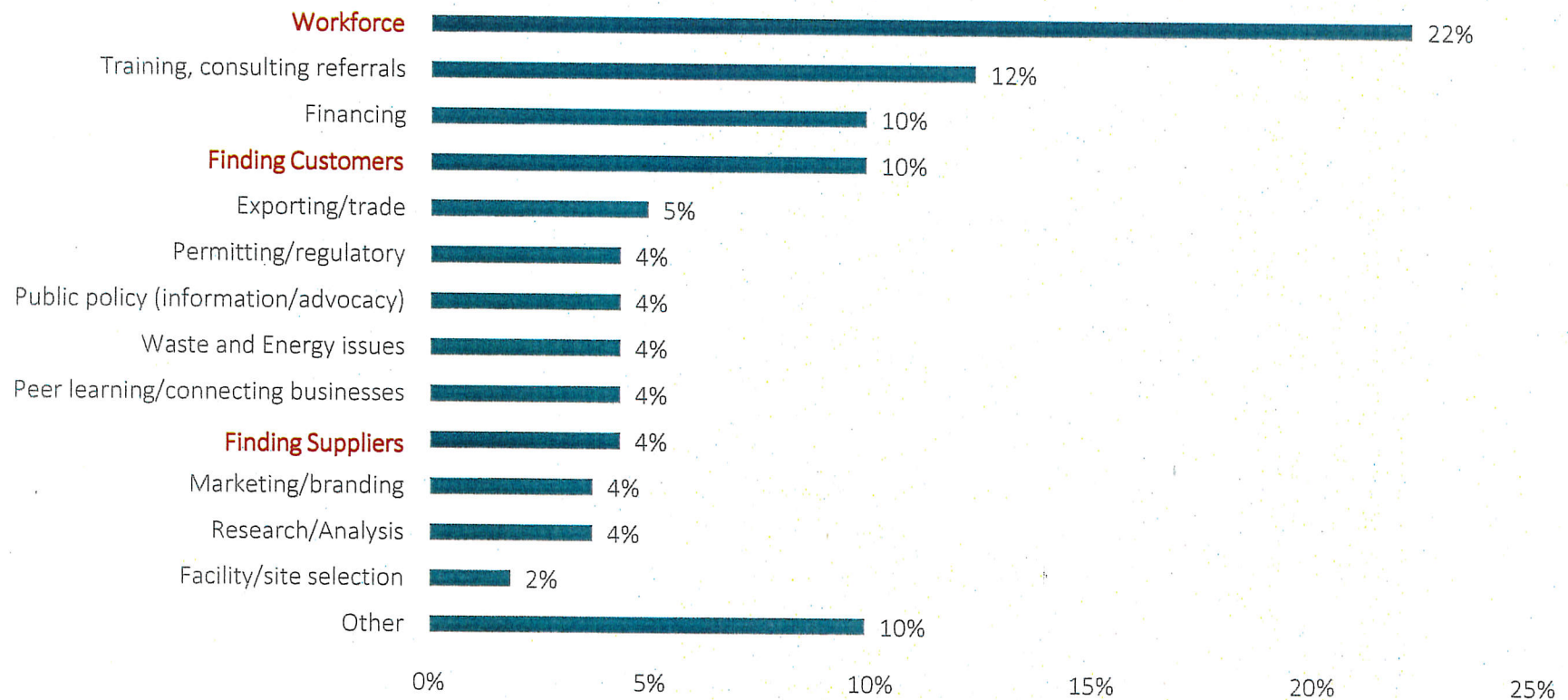
Projected MN labor force growth rate between 2020-2025

Source: DEED, Labor Market Statistics, 2018

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WHAT TYPES OF ASSISTANCE?



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OVERVIEW OF STRATEGIC GOALS

Member poll

Trends in 2018 worth further study:

- Health care affordability is a higher priority
- Workforce is a high priority, but efforts should be focused outside legislative solutions
- Paid family leave –adjustments based on sick time mandates?
- Transportation – Why increasing interest in a gas tax increase?
- Education – More open to spending increases
- Unemployment insurance – Why no immediate relief from changes two years ago?
- Drug use and testing policies

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**MEMORANDUM
CITY OF INVER GROVE HEIGHTS**

DATE: November 5, 2018

TO: Economic Development Authority

FROM: Janice Gundlach, Community Development Director 

SUBJECT: Open to Business 3rd Quarter Report

Laurie Crow from Open to Business has prepared the attached 3rd Quarter Report. Overall program hours throughout Dakota County are up from both the 1st and 2nd quarter at 484. Staff has attached excerpts from the activity report that include information on four clients from Inver Grove Heights. Staff intends to invite Ms. Crow in for the next regularly scheduled EDA meeting, where she will provide a 2018 year-end report and address any questions or concerns the EDA may have. Staff will also discuss marketing efforts for the program.

ATTACHMENTS
3rd Quarter Report



Dakota County Jan-Sep 2018

Open to Business

3137 Chicago Ave
Minneapolis, MN 55407
612-789-7337

Clients Served:

Pre-Start Planning	34
Start-up	16
Existing Business- Opportunity	32
Existing Business- Challenged	20

Total Clients: 102

Financing:

Approved:

Number	7
Amount	\$450,000
Leveraged	\$5,564,300

Program Hours:

1 st QTR-	454.75
2 nd QTR-	404.00
3 rd QTR-	484.00
4 th QTR-	

Total Contract: 1342.75

Referral Source:

Municipality	65
Other Entrepreneur	3
Bank Referral	5
Family/Friend	7
Other	14
Web	8

Industry Segment:

Retail	15
Service	54
Food	20
Health/Fitness	6
Manufacturing	2
Construction/Real Estate	3
Technology	0
Professional/Consulting	2

City*:

	Bus.	Res.
Apple Valley	6	8
Burnsville	18	14
Eagan	13	14
Farmington	8	9
Hastings	9	9
Inver Grove Heights	7	5
Lakeville	9	11
Mendota Heights	5	7
Rosemount	6	5
S. St. Paul	4	3
W. St. Paul	6	4

* Many clients are both residents of the County, and operate or plan to operate in the County as well. For the purposes of City identification *only* they may appear in both columns above. **Total Clients** reported reflects unique engagements- aggregating multiple cities- or owners- to a single client engagement.

Financing to Businesses Located in Dakota County:

Approved Loan:

Business Type: Construction/Real Estate

Location: Farmington

Referred by: Municipality

OTB Financing: \$50,000

Other Financing: \$38,000 Owner Equity

Overview: Founded in 2008 this construction company specializes in window and roof replacements. In 2011, the Owner sustained an injury from a fall while working on a job. The resulting injury impacted both his health and the health of the business. In 2016 ownership of the business was transferred to the Owners daughter. Since the transfer the business has become bonded and is bidding on larger projects. MCCD has provided several transactional loans to help this Farmington based business pay for materials and labor until payment was received from the state. The most recent financing provides permanent working capital to help the company sustain its growth.

Approved Loan:

Business Type: Retail

Location: Hastings

Referred by: Municipality

OTB Financing: \$15,000

Other Financing: \$25,000 City of Hastings, \$10,000 Owner Equity

Overview: Borrower is a start-up retail business that will sell contemporary women's apparel and accessories in the Meyer Company Building in downtown Hastings. In conjunction with their brick and mortar location they also plan to sell their wares online. Their target date to open is March/April 2018. Their target consumer will be women from Hastings and the surrounding communities, and they will carry designer collections from apparel markets located in Minneapolis and Chicago as well as local designers who are unable to meet the production quantities required by larger department stores. As well as stylish apparel and accessories, the business will also offer a variety of services for the tech savvy shopper. Their website will launch prior to their Grand Opening and will include all of the stores pertinent information as well as a stylist blog and will contain an ecommerce platform including Facebook and Instagram.

Approved Loan:

Business Type: Service

Location: West St Paul

Referred by: Bank

OTB Financing: \$180,000

Other Financing: \$3,275,500 Bank, \$381,800 Equity

Overview: Borrower is a new business entity formed in November of 2017 to own and operate a climate controlled mini-storage facility in West St. Paul. The company ownership includes Inver Grove Heights residents who are also part-owners of Inver Grove Storage. The proposed project will be the construction of a three-story, climate controlled self-storage facility in West St. Paul. The project will have individual storage units with roll up doors. The proposed building will be 51,900 square feet with a net leasable unit mix of about 41,000 square feet. In total, the project will have about 469 individual storage units.

Approved Funding:

Business Type: Food

Location: Apple Valley

Referred by: Municipality

Other Funding: \$1,000 Grant

Overview: Catering/Food Service business making steady progress, and looking to add retail rubs/sauces to supplement revenue. OTB assisted with accessing a Micro grant to help with her expansion.

Financing to Dakota County Residents Operating Elsewhere:

Approved Loan:

Business Type: Service

Resident City: Rosemount

Referred by: Bank

OTB Financing: \$30,000

Other Financing: \$635,300 Bank, \$28,350 Equity

Overview: This entrepreneur has operated his garage storage systems sales and services business, out of his home since he founded it in 2011. However, the business has outgrown the home. The Owner has identified commercial space in Blaine that will allow the business to continue its growth over the next several years. 21st Century Bank provided a 1st mortgage on the property, while Open to Business provided gap financing to help with the purchase, allowing the business to meet equity requirements and retain cash in the business for working capital.

Approved Loan:

Business Type: Service

Resident City: Eagan

Referred by: Other Entrepreneur

OTB Financing: \$10,000

Other Financing: N/A

Overview: The Client has been filling a niche in the automotive world since fall of 2015; providing auto detailing for car dealerships. The business has grown quickly, but after running

into an issue with a former co-owner, the client decided to separate from his partner and form his own company. Open to Business provided an initial loan- along with help from a pro-bono attorney- to help the client launch the new business, and funded this second loan in the first quarter of 2018 to provide some needed working capital.

Approved Loan:

Business Type: Retail

Resident City: Apple Valley

Referred by: Bank

OTB Financing: \$150,000

Other Financing: \$1,627,500 Bank, \$257,500 Equity

Overview: Apple Valley resident purchasing an operating business and real estate of a St Paul Grocery/market. Open to Business provided gap financing in the project to meet the Bank's Loan to Value guidelines and reduce the operator's equity requirements, allowing the business to retain much-needed working capital.

Approved Loan:

Business Type: Retail

Resident City: Lakeville

Referred by: Other

OTB Financing: \$15,000

Other Financing: \$6,000 Equity

Overview: Lakeville residents have tapped into the arts culture of Stillwater with their new retail store and gallery. Their shop on Main Street sells their own art work along with collections from other artists. Open to Business financing will allow the partners to purchase additional inventory and expand their marketing efforts.

Business Description	Industry	Business Stage	Business Source	City Impacted - Business	City Impacted - Resident	Summary Comments	All assistance Provided	Total TA Hours
Chicken Food Truck	Food	Existing - Opportunity	Municipality	Apple Valley	Apple Valley	This client continues to follow up on her progress with her business. She is now expanding to rubs/sauces. Has received a Microgrant in which will help with her expansion.	Projections;Loan packaging;Business Plan Development;Lease review/negotiation;Regulatory assistance;Strategic planning;Operation/logistics;General	76.25
Kombucha Brewery	Manufacturing	Existing - Opportunity	Municipality	Apple Valley	Lakeville	Continue advising this client on his business and the growth over the past year.	TA for Existing Clients	1
Home Inspection	Service	Start-up	Municipality	Apple Valley	Apple Valley	Client wants to start his own home inspection business and needs help with regulations and liability.	TA for Existing Clients	0.25
Tap Room	Food	Start-up	Municipality	Apple Valley	Shakopee	This client would like to start a tap room, he is looking in the Apple Valley area.	TA for Existing Clients;Initial Consultation;General business issues/guidance;Loan Facilitation	3.75
Clothing and Cosmetic Sales	Retail	Start-up	Municipality	Apple Valley	Apple Valley	This client would like to start an online shop selling women's clothing for Somalian women.	TA for Existing Clients;Business Plan Development;General business issues/guidance;Initial Consultation;Marketing;Networking/referrals;Operation/logistics	6.5
Indoor Activity/Recreational Facility	Service	Pre-start planning	Municipality	Apple Valley	Apple Valley	This client has multiple business ideas but is swaying towards opening an indoor recreational facility.	TA for Existing Clients;Initial Consultation;Business Plan Development;General business issues/guidance	3.75
Wellness Center	Service	Existing - Opportunity	Friends_and_Family	Bayport	Hastings	center and has identified a building she would like to purchase. She has not been able to secure traditional financing and has asked for assistance in reviewing her bank package and business plan.	Initial Consultation;Business Plan Development;General business issues/guidance;Other Loan Related	6.75
Garage storage system	Service	Existing - Opportunity	Bank_Referral	Blaine	Rosemount	Bank partnership financing.	Other Loan Related;Loan Committee;Initial Consultation	26.5

Auto Detailing	Service	Start-up	Entrepreneur	Brooklyn Park	Eagan	Came to OTB for help to dissolve business partnership, start new working independently. OTB connected client with free legal help, provided working capital financing.	Tax Advice & Assistance;Other Loan Related	5
Personal Care Assistant	Service	Pre-start planning	Municipality	Burnsville	Burnsville	Client will be closing this business so that she can focus on her new business.	TA for Existing Clients	13.5
Veterinary Clinic	Service	Existing - Opportunity	Municipality	Burnsville	Lakeville	This loan client is interested in paying off their existing loan with MCCD, sooner than expected.	General business issues/guidance;TA for Existing Clients	0.75
Re-purposed furniture - retail	Retail	Existing - Challenged	Municipality	Burnsville	Burnsville	Working with client on finishing her business plan so that she may move forward with possible funding.	General business issues/guidance;TA for Existing Clients	2.5
Fitness Studio	Health / Fitness	Existing - Opportunity	Friends_and_Family	Burnsville	Burnsville	Follow up with client on existing business.	TA for Existing Clients	0.25
Cat/Dog Grooming - In-Home	Service	Start-up	Municipality	Burnsville	Burnsville	Client continues to work her dream of starting her own pet grooming business. Multiple locations are being explored. Assistance is needed with projections and business plan.	TA for Existing Clients;Business Plan Development;Cash Flow Analysis & Projections;Operation/logistics;General business issues/guidance;Relocation Assistance	4.95
Drive Thru Coffee Hut	Food	Pre-start planning	Other	Burnsville	Burnsville	Location possibilities continue to be an issue for this client. Additional request for assistance on locations throughout Dakota County.	TA for Existing Clients	0.5
Cleaning Business	Service	Pre-start planning	Municipality	Burnsville	Burnsville	Client started a cleaning business in which she would like to set up properly with regards to licensing, insurance, etc.	TA for Existing Clients	1
Cell phone purchasing	Service	Existing - Challenged	Friends_and_Family	Burnsville	Savage	Business moving to a new location. Interested in obtaining a business loan with little to no collateral.	Lease review/negotiation;Operation/logistics;General business issues/guidance;TA for Existing Clients	2.5

Online/Retail Dance Clothes Consignment Shop	Retail	Pre-start planning	Web	Burnsville	Burnsville	Client needs assistance in how to open a retail and/or start an online consignment store.	TA for Existing Clients;Initial Consultation	2
Commercial Cleaning Business	Service	Pre-start planning	Other	Burnsville	Burnsville	Client needs assistance with start up on a new commercial cleaning business.	TA for Existing Clients;Initial Consultation;General business issues/guidance	1.5
Retail Women's Formal Wear	Retail	Pre-start planning	Web	Burnsville	Savage	This client would like to have a retail store specializing in women's formal wear.	TA for Existing Clients;Initial Consultation;Business Plan Development;Operation/logistics;General business issues/guidance	3.75
Various - Laundromat	Service	Pre-start planning	Web	Burnsville	Burnsville	This client would like to start a business and take the profits to start a ministry with his wife.	TA for Existing Clients;Initial Consultation;General business issues/guidance	2.25
Service	Service	Existing - Opportunity	Other	Burnsville	Lakeville	This client is interested in obtaining a loan for an additional employee, new equipment and a company car.	TA for Existing Clients;Cash Flow Analysis & Projections;General business issues/guidance;Loan Facilitation	5.5
Marketing/Consulting Agency	Service	Existing - Challenged	Other	Burnsville	Burnsville	This client started a marketing company but is need of assistance with possible financing and obtaining clients.	TA for Existing Clients;Initial Consultation;Business Plan Development;Marketing;Operation/logistics;General business issues/guidance;Loan Facilitation	3.25
Beauty Supply Store	Retail	Existing - Opportunity	Other	Burnsville	Apple Valley	This client is opening a beauty supply store and is in need of funding for her signage.	TA for Existing Clients;Initial Consultation;Loan packaging;General business issues/guidance;Loan Facilitation	8.5
Auto Repair Shop/Gas Station	Service	Existing - Challenged	Municipality	Burnsville	Burnsville	This client recently purchased this business and is in need of assistance with staffing, marketing, signage and possible funding.	TA for Existing Clients;Initial Consultation;Business Plan Development;Strategic planning;Operation/logistics;General business issues/guidance;Other Loan Related	6.5
Grave Care	Service	Pre-start planning	Municipality	Burnsville	Burnsville	This client was recently laid off and is interested in starting her own business.	TA for Existing Clients;Initial Consultation;Business Plan Development;Marketing;General business issues/guidance	2.25

Tutoring	Service	Pre-start planning	Municipality	Burnsville	Burnsville	This client is a licensed teacher and would like to start her own tutoring business. We will be discussing options on locations and how to market to various clients.	Initial Consultation;Business Plan Development;General business issues/guidance	4
Evening Child Care	Service	Pre-start planning	Municipality	Chaska	Burnsville	Client looking to rent a space for a new evening child care center - needs help with financing equipment and potentially financing the building purchase	Other Loan Related;Cash Flow Analysis & Projections;Loan packaging;Initial Consultation	8
Fitness and Health Education	Health / Fitness	Existing - Opportunity	Municipality	Eagan	Eagan	Continued work with this client on how she can increase her class sizes and possible new locations.	TA for Existing Clients	0.5
Flooring	Service	Existing - Challenged	Other	Eagan	Eagan	Existing Loan Client. Payment modifications.	Other Loan Related	1
Commercial Kitchen	Service	Pre-start planning	Friends_and_Family	Eagan	Eagan	This client wants to discuss options of possibly opening a commercial kitchen for individuals to rent kitchen time.	TA for Existing Clients	4.5
Chiropractic	Health / Fitness	Existing - Opportunity	Municipality	Eagan	Mendota Heights	Business continues after initial start up a few years ago.	TA for Existing Clients	0.25
Commercial Real Estate Broker	Construction / Real Estate	Existing - Opportunity	Municipality	Eagan	Edina	Assisted commercial broker with all financing options for his client considering buying the building they currently are leasing for their grocery store and restaurant	Real estate analysis;Networking/referrals	4
Chiropractic Office	Health / Fitness	Existing - Opportunity	Other	Eagan	Eagan	Client looking for QuickBooks training and best practices for running multiple locations of this franchise.	Initial Consultation	0.25
Food Safety Consulting	Service	Pre-start planning	Municipality	Eagan	Eagan	Client wants to expand on his vast knowledge of food safety and start his own consulting business.	TA for Existing Clients;Initial Consultation;Business Plan Development;General business issues/guidance	3.75

Professional Gardening	Service	Existing - Opportunity	Municipality	Eagan	Eagan	Interested in moving business to a new location as they are outgrowing their current location.	TA for Existing Clients;Initial Consultation;General business issues/guidance;Relocation Assistance;Zoning Assistance	2.75
Bagel Shop	Food	Existing - Opportunity	Municipality	Eagan	Bloomington	New business purchase, needs marketing assistance and help with community outreach.	TA for Existing Clients;Marketing;Networking/referrals;Initial Consultation;General business issues/guidance	7.25
Commercial and Residential Clean-Out Services	Service	Pre-start planning	Municipality	Eagan	Eagan	Client wants to start a new business in which he wants to give back to charity. He will need assistance with a possible location and funding.	Initial Consultation;Cash Flow Analysis & Projections;General business issues/guidance	1
Small Engine Repair	Service	Pre-start planning	Municipality	Eagan	Eagan	This client is interested in starting a small engine repair business. We will go over his options, ensuring that he follows any/all regulatory issues within the city/state.	TA for Existing Clients	4
Roadside Assistance/Locksmith	Service	Start-up	Municipality	Eagan	Eagan	This client would like to start his own roadside assistance/locksmith business. He is currently working under a franchise name. He will need funding assistance as well.	TA for Existing Clients;Business Plan Development	4.75
Personal Care Assistance/Adult Day Care	Service	Pre-start planning	Web	Eagan	Eagan	personal care assistance business. She has worked in the field before but will need funding in order to start. We are also discussing a partnership with her current boss.	TA for Existing Clients;Initial Consultation;General business issues/guidance	3.25
General Contractor	Construction / Real Estate	Existing - Opportunity	Municipality	Farmington	Farmington	Contractor utilising OTB revolving financing for projects.	Loan packaging;Other Loan Related;Loan Committee;TA for Existing Clients	20.75
Daycare	Service	Existing - Challenged	Municipality	Farmington	Farmington	Follow up with existing business.	TA for Existing Clients	0.25
Screen printing	Service	Existing - Challenged	Municipality	Farmington	Farmington	This client will be showcased at the State of the City. We will also continue working on preparing a loan request.	TA for Existing Clients;Cash Flow Analysis & Projections;General business issues/guidance;Loan Facilitation	8.5

Auto Repair Shop	Service	Existing - Opportunity	Friends_and_Family	Farmington	Farmington	Client is rebuilding his business after fire. He has moved into a temporary location during the interim.	TA for Existing Clients	9
International Grocery	Food	Pre-start planning	Other	Farmington	Farmington	Client wants to open a grocery/market in an existing location that is owned by his family. There are also other business opportunities here as the family owns multiple businesses in the area.	Zoning Assistance	4.5
Retail - Door Lock	Retail	Pre-start planning	Municipality	Farmington	Farmington	This client is interested in manufacturing and/or creating a lock for school doors.	Initial Consultation;General business issues/guidance	2.5
Organizational Coaching	Service	Pre-start planning	Web	Farmington	Farmington	This client would like to start a business as an organizational coach. His experience in a variety of roles will help him do so. We will go over marketing strategies and start up steps.	TA for Existing Clients;General business issues/guidance	5
Quilting, Online Sales	Retail	Existing - Opportunity	Municipality	Farmington	Farmington	This client has been selling her items online, as a hobby, but would like to take her business to the next level and start it as a full functioning business.	TA for Existing Clients;General business issues/guidance	4
Restaurant	Food	Existing - Opportunity	Municipality	Hastings	Hastings	Client continues to work on obtaining a loan to buy building, expand business/build out.	TA for Existing Clients	2.75
Café and Arts Studio	Food	Existing - Challenged	Municipality	Hastings	Hastings	Business continues but may have some areas in which opportunities may exist.	TA for Existing Clients	0.5
Heavy Equipment Use for Entertainment	Service	Existing - Opportunity	Municipality	Hastings	Farmington	Client continuing to build business, he is now offering additional activities. He has also opened his second location in Texas.	TA for Existing Clients	1
In door playground	Service	Pre-start planning	Other	Hastings	Hastings	Client wants to open an indoor play area with her friend, and fellow mother.	TA for Existing Clients	0.25

Clothing Boutique	Retail	Start-up	Municipality	Hastings	Hastings	Financing for a start-up business	TA for Existing Clients;Other Loan Related	19.5
Full Service Car Wash	Service	Pre-start planning	Other	Hastings	Hastings	Location and financial preparation discussion for a possible new car wash.	TA for Existing Clients;Initial Consultation;Business Plan Development;Real estate analysis;General business issues/guidance	2.5
BBQ Catering	Food	Existing - Challenged	Web	Hastings	Hastings	Client took over business and no longer has a business partner. Opportunity to buy a food truck, will need financing.	TAActivity;Business Plan Development;Cash Flow Analysis & Projections;Loan packaging;Loan Facilitation	3
Functional Health Coach		Pre-start planning	Municipality	Hastings	Hastings	This client would like to start a business as a functional health coach. She will need assistance with each step as this will be her first business .	TA for Existing Clients;Business Plan Development;Initial Consultation	7
Car Wash	Service	Pre-start planning	Municipality	Hastings	Hastings	This client wants to open a car wash. Discussions regarding funding, which does not look like she will need, as well as various locations for the shop.	Initial Consultation;Real estate analysis;General business issues/guidance;TA for Existing Clients	2.5
Clothing for teens	Retail	Existing - Opportunity	Municipality	Inver Grove Heights	Inver Grove Heights	Client has officially started her business after receiving a Microgrant. The next phase will include production and sales.	TAActivity;TA for Existing Clients;Business Plan Development;General business issues/guidance;Other Loan Related	8.25
Pediatric Therapy Office	Service	Existing - Opportunity	Municipality	Inver Grove Heights	Maplewood	Client continues to build client list at new location.	TA for Existing Clients	0.25
Advertising and Marketing	Service	Existing - Challenged	Municipality	Inver Grove Heights	Inver Grove Heights	Client has started a new job. She has been working on re-branding her business to better suit her new schedule.	TA for Existing Clients	3
Various Artistic Sales	Retail	Existing - Challenged	Municipality	Inver Grove Heights	Mendota Heights	Follow up with this client to see what business expansions she is now pursuing as out last discussion presented multiple options.	TA for Existing Clients	1.25

Boat Marina	Service	Existing - Challenged	Municipality	Inver Grove Heights	Inver Grove Heights	Client wants to expand the business location. He continues to work with the city on this project.	TA for Existing Clients	0.25
Restaurant	Food	Start-up	Municipality	Inver Grove Heights	Inver Grove Heights	These clients currently own a restaurant and want to open a second. They will need assistance with their funding.	TA for Existing Clients;Loan Facilitation	11.75
Tobacco Shop	Retail	Existing - Challenged	Web	Inver Grove Heights	Saint Paul	This client owns a tobacco shop and would like to split the shop and open a hair salon in part of the building.	Initial Consultation;Loan packaging;TA for Existing Clients;Business Plan Development;Regulatory assistance;Operation/logistics;General business issues/guidance;Zoning Assistance	7
Custom Cakes - Cupcakes - Desserts	Food	Existing - Opportunity	Municipality	Lakeville	Lakeville	Business expanding from rental kitchen to stand-alone location. OTB approved direct financing in 2017, and is working with the client to secure matching funding from another lender.	TA for Existing Clients;Loan packaging;Other Loan Related;Loan Committee	62.25
Bakery	Food	Existing - Opportunity	Municipality	Lakeville	Apple Valley	Business continues to grow. Client also continues to work on creative marketing. Additional talk/focus on balancing daily business tasks.	TA for Existing Clients	1
Restaurant	Food	Pre-start planning	Municipality	Lakeville	Minneapolis	This client is interested in opening a restaurant.	TA for Existing Clients;Loan Committee;Loan Facilitation;Loan packaging	46.5
IT Security, Cloud, Data	Professional / Consulting	Existing - Opportunity	Municipality	Lakeville	Lakeville	Client is interested in assistance with lending facilitation.	TA for Existing Clients	2
Therapy - Music	Service	Pre-start planning	Municipality	Lakeville	Lakeville	Client wants to start a non-profit.	Initial Consultation;General business issues/guidance	2
Chiropractic Office	Health / Fitness	Start-up	Friends_and_Family	Lakeville	Lakeville	A chiropractic student, soon to graduate, wants to open her own practice. She will need funding, assistance with business plan and projections.	assistance;Zoning Assistance;Initial Consultation;Business Plan Development;Cash Flow Analysis & Projections;General business issues/guidance	6.2

Arcade	Service	Pre-start planning	Municipality	Lakeville	Lakeville	Business feasibility discussion, including cost and funding.	TA for Existing Clients;Initial Consultation;Business Plan Development;Financial Management Assistance	1.75
Restaurant	Food	Existing - Opportunity	Bank_Referral	Lakeville	Lakeville		Cash Flow Analysis & Projections;Initial Consultation;Loan packaging;TA for Existing Clients;Loan Facilitation;Real estate analysis;Networking/referrals;Relocation Assistance	23.5
Lawn Maintenance	Service	Pre-start planning	Municipality	Lakeville	Lakeville	This client is interested in starting a lawn care business.	TA for Existing Clients;Initial Consultation;Business Plan Development;General business issues/guidance	2.25
martial arts instruction and fitness	Health / Fitness	Existing - Opportunity	Municipality	Mendota Heights	Mendota Heights	This client has finished his build out of the new expansion. There will be a follow up project with the parking lot at a later date.	TA for Existing Clients;General business issues/guidance;Other Loan Related	3.5
Retail - RV Interior Decorating Accessories	Retail	Existing - Challenged	Municipality	Mendota Heights	Mendota Heights	This client would like to protect (ie: patent/trademark) his product idea as well as possibly license it to a larger corporation.	TA for Existing Clients;Initial Consultation;Regulatory assistance;General business issues/guidance	5
Software engineering		Pre-start planning	Municipality	Mendota Heights	Mendota Heights	This client is interested in starting a software engineering business.	TA for Existing Clients;Initial Consultation;General business issues/guidance	1.75
Tap Room	Food	Start-up	Municipality	Mendota Heights	Minneapolis	This client would like to open a tap room and is looking in the Mendota Heights area.	Consultation;Regulatory assistance;Strategic planning;Operation/logistics;General business issues/guidance;Licensing Assistance;Loan Facilitation;Zoning Assistance	3.75
Residential Broker	Service	Existing - Challenged	Municipality	Mendota Heights	Mendota Heights	This client will need to find a new location for his business. He is also in need of assistance with marketing his company to new audiences.	TA for Existing Clients;Initial Consultation;Business Plan Development;Marketing;Networking/referrals;Operation/logistics;General business issues/guidance;Relocation Assistance	3.25
Restaurant	Food	Existing - Challenged	Entrepreneur	Minneapolis	Eagan	Long time OTB client with multiple food locations. Client is working thru ongoing challenges with cash flow and general financial management.	TA for Existing Clients;Cash Flow Analysis & Projections;Financial Management Assistance;General business issues/guidance	6.75

Auto repair	Service	Existing - Opportunity	Entrepreneur	Minneapolis	Eagan		Cash Flow Analysis & Projections;Business purchase evaluation;Financial Management Assistance	3
Artist	Retail	Start-up	Other	Minneapolis	Mendota Heights		General business issues/guidance;Financial Management Assistance;Initial Consultation	3
Dog Training	Service	Existing - Challenged	Municipality	Richfield	Eagan	Advised long standing dog training business on relocation. Suggested that consider subleasing or contacting businesses that have underutilized space to lease in the evenings.	Real estate analysis;Relocation Assistance	2.5
Book Publishing	Service	Start-up	Municipality	Rosemount	Rosemount	Follow up to see if client is still publishing.	TA for Existing Clients	0.25
Childcare	Service	Existing - Opportunity	Municipality	Rosemount	Maple Grove	Client wants to possibly expand business to a new location.	TA for Existing Clients	0.25
Custom Cabinet	Manufacturing	Existing - Opportunity	Municipality	Rosemount	Apple Valley	Business is still looking to change direction and focus to work that is more profitable and time effective.	TA for Existing Clients	0.25
Brewery/Tap Room	Food	Pre-start planning	Municipality	Rosemount	Rosemount	Client wants to open a taproom, has been working with the city on a location. Will need financing.	TA for Existing Clients;Initial Consultation;Business Plan Development;Cash Flow Analysis & Projections;Strategic planning;General business issues/guidance;Other Loan Related	2.75
Residential/Commercial Clean-Out Service	Service	Pre-start planning	Municipality	Rosemount	Rosemount	Interested in business structure, location and funding for a new start up.	Initial Consultation;Real estate analysis;Other Loan Related	1.5
Transportation	Service	Existing - Opportunity	Other	Rosemount	Rosemount		Initial Consultation	1

Grocery store- purchase an existing bus	Retail	Existing - Opportunity	Bank_Referral	Saint Paul	Apple Valley	financing a business and CRE purchase	Other Loan Related;Loan Facilitation;Loan packaging;Loan Committee	41
Agriculture	Food	Start-up	Municipality	Saint Paul	West Saint Paul	This client would like to start an agriculture business (strawberries).	TA for Existing Clients;Initial Consultation;General business issues/guidance;Business Plan Development;Strategic planning;Other Loan Related	3.3
Bakery	Food	Existing - Challenged	Municipality	South Saint Paul	Woodbury	Working on talks with existing landlord and the continuation of the current lease. Working with efficiency of space, time, staffing and resources.	Lease review/negotiation;Operation/logistics;General business issues/guidance;TA for Existing Clients	3
Music Teacher	Service	Start-up	Municipality	South Saint Paul	South Saint Paul	Expand business from her current location to enable her to teach more students.	TA for Existing Clients	0.25
Restaurant	Food	Pre-start planning	Other	South Saint Paul	South Saint Paul	Client would like to purchase an existing business.	evaluation;Business Plan Development;Cash Flow Analysis & Projections;Lease review/negotiation;Strategic planning;General business issues/guidance;Initial Consultation	12.5
Bakery Cafe	Food	Pre-start planning	Web	South Saint Paul	South Saint Paul	This client is interested in opening a bakery/cafe. We discussed some of the steps that it would take for her to reach this goal. She is now at a point with her family that this dream may become a reality.	TA for Existing Clients;Business Plan Development;Initial Consultation	4.5
Art Store	Retail	Existing - Challenged	Other	Stillwater	Lakeville	Client is requesting a loan for inventory, working capital and some marketing expenses for her retail art store in Stillwater.	Other Loan Related;Loan packaging;Cash Flow Analysis & Projections;Financial Management Assistance;Loan Facilitation	23.25
CRE entity	Construction / Real Estate	Start-up	Bank_Referral	West Saint Paul	Shakopee	Loan client, Bank partnership	Other Loan Related	0.5
Painting, Staining & Pre-Finish	Service	Existing - Challenged	Municipality	West Saint Paul	West Saint Paul	Client struggles with finding and marketing business.	TA for Existing Clients;Business Plan Development;Marketing;General business issues/guidance	4

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