

MANTORVILLE ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES
TUESDAY, JUNE 6, 2017
6:30 PM

1. **Call to Order** – Meeting called to order by Vice Chair Bradford.

Present: Chuck Bradford, Henry Blair, Brian Hindal, Troy Stafford and Bob Soland.

Others: Char Shrager and Cami Reber.

2. **Approval of Meeting Minutes**

Motion made by Commissioner Blair, second by Commissioner Hindal to approve the meeting minutes of May 2, 2017. Motion passed unanimously.

3. **Financial Report**

Motion made by Commissioner Blair, second by Commissioner Stafford to approve the May month end financial report as presented. Motion passed unanimously.

4. **New Business/Old Business**

- a) **2017 Stagecoach Days Update**

Commissioner Soland gave an update on the advertising in the local papers and has something going in the Post Bulleting and he discussed the schedule of events.

- b) **City Logo Use – Policy**

Commissioner Hindal is getting quotes for the water tower wrap and the vehicle wrap.

Commissioner Bradford gave an update on the status of where we are at with the logo project.

Cami wanted to update the EDA to be aware of the policy that was put in place describing who can use the logo and how it gets used. Technically, approval should be done by the City Council. Is it something we want to continue to review as requests come in? Who can use the logo has to be a 501c3 registered organization and registered with the State of Minnesota, and has to be affiliated with an activity that is community based in the City of Mantorville and has to have a City of Mantorville address. Commissioner Soland asked if we want to suggest an amendment to the policy. Commissioners discussed and agreed it is something to continue working the kinks out of. Discussion on getting the word out there for the other groups to use the logo.

- c) **Gem of Mantorville**

Commissioners were asked to start thinking of this. Cami was asked to pull the list from last year and bring to the July meeting

- d) **Tourism Position**

Cami did some research on how other communities are handling this type of position and put together a draft job description as beginning discussion. Where does the City want to take this position and what do they want to do with it. Commissioner Bradford noted he thinks the idea previously is that it should be a more self-directed position that would take the leadership of it and do some grant writing to help fund the position. But you're not going to get that for \$9,000

per year. Soland noted using the \$9,000 to build the foundation and get grants to fund the rest and keep it going. Commissioners discussed. Cami noted some additional items from the City that could be done by this position such as website, cable channels, Facebook etc. Also to help coordinate City activities. Discussion on where this person will work from as City Hall has limited space although we could set something up temporarily. Commissioner Hindal asked if in the interim, we want to try and do a contract or consultant per hour to get things out and with Char being available. Cami asked what exactly she did to fill 20 hours a week. Char noted distribution, reviewing other Facebook pages to put items on the Tourism webpage, try to keep track of what's going on in town. The items noted to do this position is a phone and a computer. We need to get back with Scott to find out what is needed to put together a contract. We will continue this discussion and also get input from the City Council.

e) Festival and Event Management Online Course

Commissioner Hindal brought forward an online course on Festival and Event Management that he would like attend. Motion made by Commissioner Bradford, second by Commissioner Soland to approve Commissioner Hindal for the online course for festival and Event Management. Motion passed unanimously.

5. Subcommittee Reports - None

- 6. Adjournment** – Motion made by Commissioner Blair, second by Commissioner Hindal to adjourn the meeting at 7:40 pm. Motion passed unanimously.