

**MANTORVILLE ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES**  
**THURSDAY, AUGUST 3, 2017**  
**6:30 PM**

1. **Call to Order** – Chair Huppler called the meeting to order at 6:30 pm.

Members Present: Karl Huppler, Troy Stafford, Henry Blair, Brian Hindal, and Bob Soland

Others Present: Cami Reber and Char Shrager

2. **Approval of Meeting Minutes** – Motion made by Commissioner Blair, second by Commissioner Stafford to approve the June 6, 2017 meeting minutes.
  - a) **Financial Report** – Motion made by Commissioner Blair, second by Commissioner Hindal to approve the June and July Month End Financial Report. Cami noted that she sent a reminder out to Dave Dripps on his Revolving Loan Fund payment due on August 4, 2017. Motion passed unanimously.  
Commissioners discussed the Stagecoach Days financials and after everything is paid, they should have \$1,000 to carryover for next year's event. Motion made by Commissioner Stafford, second by Commissioner Soland to use anything remaining for next year. Motion passed unanimously.

3. **New Business/Old Business**

- a) **2017 Stagecoach Days Update**

Commissioner Soland spoke that the 2017 event had people to attend but there wasn't a lot of traffic. It was a chilly weekend and people seemed to come through it then left. The Rubber Duck Regatta was fun for people once they caught on to it. They want to continue that for next year. They (SCD) have an active committee of 6-8 people. Commissioner Hindal noted a lot of good ideas and enthusiasm at the first meeting.

- b) **Walking Tour Booklets**

Chair Huppler asked if Cami has the master for the brochures to be cut and pasted into the walking tour booklets. He also asked what needed to be factually changed in the walking tour. Char just noted updated pictures as the buildings have changed. Discussion on the things that Char did. When asked about documenting it she said that Cami put together a draft job description and that is pretty much what she was doing. Chair Huppler noted that we need to discuss and determine what more we want to expand on with this position.

Discussion on getting the walking tour brochure completed. Just to update in the existing format, Char noted it would take her 10-15 hours max including printing to work on it. Chair Huppler noted maybe double that if it was in a new format. He suggested working on this in two steps; let's contract for X number of hours to just do the walking tour and make the position a more major discussion in September. Does the EDA Tourism Committee put together the job description? Cami noted the City said to work with the EDA in coming up with a job description. They continued the discussion.

Commissioner Blair noted to go with the contracting thing to get the brochures worked on, that sounds reasonable. Motion made by Chair Huppler to contract with Char Shrager up to 40 hours to update the walking tour brochure at \$10 per hour. Commissioner Soland asked is the City taking

this on or the EDA? Chair Huppler noted we have a budget for brochures. Commissioner Stafford noted he would be more inclined to specify \$400 as a contractor because we are not at liberty to hire her as an employee. We don't want to get into the employee and employer relationship at this time. Chair Huppler amended the motion to contract up to \$400 to update the facts, photos and format of the walking tour brochure. Cami needs to forward to Char what she has as far as the logo and brochure so she can make the updates. Motion passed unanimously.

**c) Tourism Position**

Commissioner Soland asked where we are at on the Tourism position. The Chamber would like to know also. The EDA will work to define exactly what they want that position to do. Chair Huppler noted two pieces to that; The Tourism position and the immediate Tourism needs which is the walking tour brochure. Cami noted they have been mailing out brochure requests to the people who have requested via Lynette Nash who gets the request from MN Explorer. We have not sent anything out from the actual master list that has been put together by Char.

**d) Request for Donation Mantorville Art Guild**

Commissioner Hindal asked if we can request a balance sheet or ask for more information and ask them to present it to us. Commissioner Stafford would like to see an actual budget. Commissioner Blair asked if the EDA is financially able to do this and did we budget for it? Chair Huppler noted a 10% contingency fund that this could fall under. Motion made by Commissioner Stafford, second by Commissioner Blair to table this request until we get more information. Chair Huppler noted that if they demonstrate a need that we felt was worthwhile we would fund it. Commissioner Stafford responded that it is not out of the realm of possibilities. Chair Huppler noted that if we do it once, we will do it year by year by year. What does the art guild do to promote economic development in the City? We should invite them back in September for further discussion. Motion passed unanimously.

**e) Gem of Mantorville**

Motion made by Chair Huppler, second by Commissioner Stafford to recognize Paul Pappas as the Historic Gem and Don Pappas as the present day Gem. Chair Huppler won't be here to present this year so someone else will have to do it. Motion passed unanimously.

**4. Subcommittee Reports**

- Branding (Huppler, Bradford, Hindal) – Commissioner Hindal noted a second meeting will take place next week, there has been good involvement and lots of enthusiasm. Commissioner Hindal asked about the bike committee and they would like to organize a bike trek for next year's event. It was suggested to get a hold of Dick Leonard.
- Tourism (Olive, Soland Huppler)
- Stagecoach Days (Soland, Hindal, Blair)
- Happy Trails (Bradford, Stafford, Blair)

**5. Adjournment** – Meeting adjourned at 7:31pm.