**MANTORVILLE ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES**

**WEDNESDAY, AUGUST 3, 2016**

**6:30 PM**

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

Commissioners Present: Karl Huppler, Bob Soland. Chuck Bradford, and Henry Blair (6:45).

Others Present: Nancy Naatz and Dave Dripps.

1. **Approval of Meeting Minutes July 21, 2016**

Commissioner Soland asked about the shuttle request and no one thought if the shuttle request had been assigned to anyone. Chair Huppler stated that they stand approved as written as there are no comments.

1. **Financial Report**
2. **Deferred June/July 2016**

Chair Huppler asked Commissioner Soland if what he sees in everything from SCD listed. Commissioner Soland thought there would still be some ads from the DCI and the Dodge Center paper; he thinks it is $450 for the DCI and $280 from Dodge Center Paper. Budget balance should be in the $700-$800 range for the SCD event. That should just roll over to the EDA General Budget. Motion made by Commissioner Soland, second by Commissioner Bradford to accept the financial report from June and July. Motion passed unanimously.

Welcome Center will be added to the agenda.

1. **New Business/Old Business**
2. **Dave Dripps – RLF Request**

Dave did submit an official application for the loan. Chair Huppler worked through it with information we had from the past and created a draft note and draft mortgage registration. Dave is requesting $27,000, which is what we have. Interest rate on previous was 2%, the Bergs 2.9%, traditionally 2% under what the bank rate would be. Chair Huppler proposes 2.5% for this loan. Subsequent loan, they pay the mortgage registration, $102 + change that we would ask Dave to pay as part of this loan.

Dave spoke about the process being started back in April. He is hoping for the same terms as before. USDA does not need to approve a new loan because all of the funds have been sent to us, but we still need to follow all of the USDA rules. We don’t need to go through the MN State Historical Society either. Dave other terms in the loan, incentives to pay off early, built in to terms of the loan and he did that, doesn’t think he should be penalized for doing that. Commissioner Huppler doesn’t feel this is a penalty. There was no guarantee that he would get the loan if someone else was in line. Commissioner Soland asked how he is handling the rest. Dripps noted some savings and some home equity, not a construction loan. He wanted to wait for the West lot to get approved before the East lot was started. He is ready to proceed with the engineering work for the East lot.

Term for 5 years with a balloon payment at the end. Commissioner Bradford discussed the interest and noted the rate being proposed is in line with current interest rates. Commissioners discussed. Motion made by Chair Huppler, second by Commissioner Bradford to approve $27,000, 5 years at 2.5% with an annual payment of at least $2,160 for each of the 4 years with the balance due at the end of 5th year is 2021, mortgage registration $108.10 subject to signature of documents required by the USDA. One year from signature of the loan is the first payment date, when Dave is available for the signatures. Mortgage registry is required from Davidson Developments. Motion passed unanimously. Chair Huppler and Dave will work on getting the documents signed this week.

1. **Donation to Saloon for Shuttle Request**

Commissioner Soland noted the shuttle is geared towards getting the truck show people here during the two evening’s because they can’t leave there; they don’t have alternative transportation. The goal is to provide an opportunity to get those people to Mantorville in the evening. Also allow people to get between the two events. Chair Huppler suggested that it should be a next year thing, make a deal with the school district to use the High School parking lot to run a shuttle back and forth. Use this year as an experiment and proceed next year. Commissioner Soland suggested a donation jar be set up. They are going to check with the Big Iron Classic and the Hubbell House to see if they will contribute. Commissioner Soland suggested donating $200 towards this. Motion made by Commissioner Soland, second by Chair Huppler to make a donation of $200 towards the shuttle request by the Saloon. The EDA is also requesting that there be a donation jar on the shuttle, having a report back to how much came in for donations, how many passengers used the shuttle, and consider broadening it next year to allow parking and shuttle during the day from a Marigold Days prospective. This will come out of the EDA General Fund as it is a non-budget item. Motion passed unanimously.

1. **City Logo Tag Line Final Draft Policy**

Recommendation to the City Council that the amended draft policy be put in place. No recommendation on how to fill in the blanks in the policy. Discussion on policy versus ordinance for violations. City will maintain the policy for the use of city owned trademark and publicity materials. The policy would be an addendum to the ordinance and then it does become a violation of the ordinance. Motion made by Commissioner Blair, second by Commissioner Bradford to move that the EDA recommend to the City Council approval of the final draft policy with the addition of item 4 under procedures as the City Council sees fit to defend the use of the brand. This places additional onus on the City Clerk’s office to make the initial assessment if the initial application is good or not. Would want to empower the Clerk to only have to come to the Council if there was a question. In regards to the stipulation that the City Council can assess a fee, Commissioner Huppler would like to see it initially at 0 but could be $10 to pay back time spent.

1. **Update on City Logo Registration**

Discussion by the Commissioners on how to proceed. Either commissioners can take on the research or ask Abby Bradford what the hourly rate is if we were to ask her to do this. Chair Huppler feels it is a small enough piece of work to not have to put out bids to seek assistance. Request to find out what the expected expense would be from Abby. Chair Huppler to send Abby an email to ask what it would take to get this registration cleared up. Motion made by Commissioner Blair, second by Commissioner Soland, to allow Chair Huppler to contract with Abby for a fee up to $250 for registration of logo and tagline. Motion passed with Commissioner Bradford abstaining from the vote.

1. **Creation of the 2017 Stagecoach Days Committee and Fundraiser**

Commissioner Soland discussed his thoughts for the 2017 SCD. Commissioner Soland would like to be involved in it and suggested others. Plan a party on a Sunday evening, or a time when we can get everyone together and invite key people from the community and see if we can get involvement. Plan it for after Marigold Days. Send Cami a list by September 6 for people to attend a meeting put on by the EDA on September 18. Provide snacks and beverages, do it at the stagecoach room at the Hubbell is suggested, one of the coffee shops, VFW? Assuming the Hubbell House is available for people we believe are interested to be part of SCD Committee, provide up to $200 of h’orderves. Motion by Chair Huppler, second by Commissioner Blair to approve a meeting at the Hubbell House, if it is available, and invite people we believe are interested to be part of the SCD Committee and provide up to $200 in h’orderves. Motion passed unanimously.

1. **2017 Budget Wish List**

Think of things for 2017 Budget. Anything specific? Some discussion on trails.

1. **Welcome Center Request**

Nancy Naatz handed out some information to the Commissioners regarding the need being requested by the Welcome Center. Due to the fact that the finances are going down and there is no energy to do fund raisers, they are requesting help with the sewer and water (bills) from Memorial Day to the end of September. Then they can shut off the water and sewer. Dave Dripps noted he would help pay the water bill if he can use some water. A lot of people use the bathroom during Marigold Days. Request to not have a bill during the winter months. They disconnect the telephone and turn the heat way down. Huppler noted they haven’t approached the City on this? Nancy noted that they use to have wonderful people to do the fundraisers but they don’t have that anymore. Chair Huppler noted this is something that the City Council should be approached on. The Welcome Center is something that provides a service to the City of Mantorville. Dave Dripps noted that he would pay the bill for the months that he is using the water. As an EDA, they could make a recommendation to the City to not bill the welcome center the months that they aren’t active. If the City doesn’t accept that, we can revisit it. They will approach the City Council on this. Motion made by Commissioner Huppler, second by Commissioner Soland that the City not bill the Welcome Center for water and sewer for the months the welcome center is closed down. Motion passed unanimously.

1. **Subcommittee Reports** - None
* Planning
* Acquisitions and Developments
* Signage
* Tourism
* Happy Trails
1. **Adjournment** – Meeting adjourned at 8:15 pm due to the agenda being completed.