

Mantorville Economic Development Authority
Agenda/Minutes for Tuesday, December 1, 2009
7 p.m., Mantorville City Hall

Call to Order at 7:05PM: Present: Tammy Neseth, Chuck Bradford, Annie Brannan, Karl Huppler

Approval of Minutes

- October 6, 2009 general meeting
 - *Motion to approve (Brannan/Bradford) –*
 - *Motion passed by voice vote.*

Financial Report

- No change since the October report
- City Council set a preliminary EDA budget at \$5000 for 2010. This is not final, since the final city budget is not closed
- Annie contacted Tom Gall requesting an invoice for tourism, per the EDA commitment of \$1000. Nothing has been received to date.
 - If he chooses not to submit it, we could offer a receipt for donation, but it would make our books more complicated
 - Annie will remind him, again.
 - If the item is outstanding at the first of the year, we can reassess where it stands within our budget.
- We should also have an invoice from the DCI for the public hearing notices, but it is not available at this time.
 - *Motion to pay this bill, when received (Brannan/Neseth)*
 - *Motion passed by voice vote*

Subcommittee Reports

- **Planning**
 - Greatest need is to fill open spots on the EDA
 - There are currently two resignations in flight and one additional opening.
 - Possibilities: PR, finance, real estate, business?

- Question whether the term of 6 years is too long? Quite possibly more than one term is too long, or terms should be shorter
- We could potentially join forces with the Kasson EDA or Dodge County EDA or perhaps meet less often.
 - Monthly meeting is perhaps not enough, already, for some things
 - Kasson and Mantorville have different “identities”
 - Could participate without joining
- Some cities use their City Councils to also serve the EDA functions
- Perhaps the Chamber can fill some of the functions. Perhaps better to invite Chamber members to be EDA commissioners, separate from the Chamber
- Karl will pitch to the Chamber, Annie approach people at the Bank, Chuck and Tammy also have some names that they will contact.
- Tammy will ask Cami to post EDA openings.
- Other Planning: Tammy will attend a Kasson EDA meeting and look into other organizations that we may want to work with.
- Bylaw changes have been drafted, but have not been brought forward to the EDA for approval. It will be better addressed when we have a more complete group. General discussion was that we may want to add an item to change terms to 3 years and put a limit of 2 consecutive terms before taking a year off.
- The next Planning Committee (of one) meeting will be on the plane on Wednesday, December 2nd.
- **Acquisitions and Developments**
 - Karl reported current progress. The sale agreements for the properties on 4th Street are being revised for review by Atypical Title. There was a (now resolved) miscommunication that delayed this, with each party thinking that they were waiting for the other before moving forward. David Dripps is intending to form an LLC to be the official owner of the properties. He will provide the earnest money as soon as the contracts are agreeable to all parties, but the full payment will not be received until well into first quarter of 2010.

- Karl will follow up on availability and process for Dodge County revolving loans
- With Jane's resignation, future invoices will be sent to City Hall for the attention of the EDA
- The next subcommittee meeting will be scheduled when we have contract business to attend.
- **Signage**
 - No report
 - Question/Discussion – The holiday lights look wonderful, but the EDA should have been notified that they would be put there. Communication goes both ways. In July we passed a motion recommending that the Council be notified of decorating plans via the Clerk's office. Since we are still the owners of the signs, we would like the EDA to be notified via the Clerk as well. We discussed the potential of the flags deteriorating over the winter and suggested that they be removed after Old Tyme Days. This will be communicated to the Movers and Shakers this week. If the flags need to be replaced, the EDA will replace them.
- **Tourism**
 - Held a tourism round table on November 4. There were about 15 people in attendance and we had good discussion about the events of 2009. Annie will compile the notes and ideas for future discussion. The group will start meeting the first Wednesday of the middle month of each quarter (as was done in the past)
 - One of the follow-up items is to work more closely with bus tour groups.
 - Chamber is looking to host the February meeting
 - Mary Ann Bucher is investigating a class that will teach how to post businesses on the GPS/GoogleMaps/MapQuest searches.
 - Annie is investigating hosting a class, if it looks promising, possibly in a computer lab in one of the schools.
 - The committee is looking at writing a grant for a tourism ipod tour. This would need to be done in concert with a 501.c.3 organization, such as the Welcome Center.
 - The next meeting will be December 8th.

- In January, we will need to readdress the budget request, depending on what happens with the sale of EDA land.
- Annie is working on getting the volunteer hours properly logged.

New Business

- **Resignations**
 - *Motion to regretfully accept Jane Olive's and Don Swanson's resignation from the EDA.
(Brannan/Bradford)*
 - *Motion carried by voice vote.*
- **Because the treasurer has resigned, the position is open**
 - *Motion to nominate Annie Brannan (Bradford/Neseth)*
 - Accepted by Annie
 - *Motion carried by voice vote.*

Old Business

- No Other old business

Adjournment

- *Motion to adjourn (Bradford/Brannan) passed by vv*