



Trail to the Past. Road to the Future.

ECONOMIC DEVELOPMENT AUTHORITY MEETING

**MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
TUESDAY, FEBRUARY 7, 2023
6:30 PM**

1. **Call to Order**
 - Hindal
 - Stafford
 - Mayor Bradford
 - Soland
 - Hemker
 - Ingalls
2. **Approval of Agenda**
3. **Approval of Meeting Minutes**
 - A. December 6, 2022 Minutes
 - B. Special Meeting Minutes January 24, 2023
4. **Financial Report**
 - A. December 2022
 - B. January 2023
5. **New Business/Old Business**
 - A. Loan Updates
 - i. County Seat
 - ii. Creative Change- Berg Properties
 - iii. Seim Properties
 - B. Trolley
 - C. Stagecoach Days
 - D. 2023 Annual Report/CEDA Update
 - E. Virtual Coffee and Conversations / Virtual Business Trainings
6. **Adjourn**

Next meeting is scheduled for Tuesday, March 7, 2023 at 6:30 p.m.

**MINUTES OF THE
MANTORVILLE ECONOMIC DEVELOPMENT
AUTHORITY (EDA) December 6, 2022 Meeting Minutes
6:30 P.M.**

I. Call To Order – 6:30pm

- a. Roll Call – The meeting was called to order by Hindal at 6:34 PM. Board members Hindal, Mayor Bradford, Stafford, Hemker, Ingalls, Soland Absent:
CEDA Representative Alexandria Slocum

II. Approval of meeting minutes

- a. November 2022 - Approved by Hemker/Bradford

III. Financial Report

- a. Approved Bradford/Soland

IV. New/Old Business

a. Tri-Fold Brochure

- i. going to take off instructions on how to get to mantorville since everyone has it on their phone, going with Dale at Minuteman Press

b. Trolley update

- i. going well for the most part, going to take off a couple months during the cold months, will start again in March/April

c. Country Seat loan update

- a. has not paid and will start to collect interest

d. Yearly Update

- i. EDA priorities, EDA plans/goals, grants update, meeting dates, EDA terms and chairs, renewal for Department of Health License

e. Adjourn

- i. 7:15 Stafford/Bradford
- ii. next meeting is scheduled for Tuesday January 3, 2023

**MINUTES OF THE
MANTORVILLE ECONOMIC DEVELOPMENT
AUTHORITY (EDA) SPECIAL MEETING
January 24, 2023 Meeting Minutes 6:00 P.M.**

I. Call To Order – 6:00pm

- a. Roll Call – The meeting was called to order by Hindal at 6:34 PM. Board members Hindal, Mayor Bradford, Stafford, Hemker, Ingalls, Soland Absent:
Other: CEDA Representative Laura Qualey, Scott and Koreen Seim (The Saloon)

II. New Business

- i. Loan: Coreen and Scott: The Saloon
 - 1. Koreen and Scott would like to pay off their current loan of around \$35,000 and re-apply for a \$50,000 loan. They have someone willing to buy the VFW. They would then use that money from the sell to pay off the loan at the Byron bank, then us. Then re-apply for the new loan. This would go to fix outside and other maintenance.
 - 2. We will vote once get the application at next EDA meeting.

III. Adjourn

- i. 6:25 Stafford/Bradford
- ii. next meeting is scheduled for Tuesday Feb 7, 2023

Mantorville EDA - Financial Activity - 2022 (Checking)

Month	Date	Check	Description	Payment	Deposit	Balance	Treasurer Notes
	01.01.22		Balance Forward			\$7,680.63	
January	01.06.22	1379	Check: Marigold Days (Reimbursement for 2021)	\$1,500.00		\$6,180.63	Reconciled to 01.06.22 statement
	01.06.22	1380	Check: MN Dept of Health; 2022 Food License	\$95.00		\$6,085.63	
	01.18.22		Deposit; Revolving Fund Payment from Creative Change		\$1,920.00	\$8,005.63	
February	02.02.22		Transfer out of Checking to Savings (bank originally deposited to checking in error)	\$1,920.00		\$6,085.63	
	02.04.22		Interest		\$0.69	\$6,086.32	Reconciled to 02.04.22 statement
	02.25.22		Transferred Balance of CD 60591 into Checking		\$21,092.93	\$27,179.25	EDA Approved 02.02.22
March	03.04.22		Interest		\$1.04	\$27,180.29	Reconciled to 03.04.22 statement
	03.18.22	1381	Chamber of Commerce - Fall Fest and Olde Fashioned Christmas 2021	\$1,000.00		\$26,180.29	
April	04.05.22	1382	Kasson Laser Graphics	\$124.00		\$26,056.29	
	04.06.22		Deposit		\$500.00	\$26,556.29	
	04.20.22		Transfer into Checking from Savings		\$35,000.00	\$61,556.29	
	04.20.22	1383	Check: Seim Properties LLC (Revolving Fund Loan)	\$35,000.00		\$26,556.29	
	04.24.22		Interest		\$3.76	\$26,560.05	Reconciled to 04.24.22 statement
Bank Changed from Citizens Bank to MBT Bank							
	04.29.22		Account Service Fee; Paper Statement Fee	\$3.00		\$26,557.05	
	04.30.22		Interest		\$4.48	\$26,561.53	
May	05.02.22		Descriptive Deposit; Paper Statement Fee Reversal for 04.29.22 Charge		\$3.00	\$26,564.53	
	05.31.22		Account Service Fee; Paper Statement Fee	\$3.00		\$26,561.53	
	05.31.22		Interest		\$0.22	\$26,561.75	Reconciled to 05.31.22 statement
June	06.01.22		Descriptive Deposit; Paper Statement Fee Reversal for 05.31.22 Charge		\$3.00	\$26,564.75	
	06.01.22		Deposit		\$5,000.00	\$31,564.75	Reconciled to 06.01.22 interim statement
	06.07.22	1384	By All Means Graphics	\$199.00		\$31,365.75	
	06.21.22	1385	Kraig Thoreson - Stagecoach Appearance	\$500.00		\$30,865.75	
	06.21.22	1386	Bruce Ebnet - Miniature Horse Carriage Rides	\$100.00		\$30,765.75	
	06.21.22	1387	Brian Hindal - Larger Than Life Metal Print Material	\$1,200.00		\$29,565.75	
	06.25.22	1388	Gregg Hasse - Petting Zoo	\$1,000.00		\$28,565.75	
	06.30.22		Interest		\$0.26	\$28,566.01	
	06.30.22		Account Service Fee; Paper Statement Fee	\$3.00		\$28,563.01	Reconciled to 06.30.22 statement
July	07.01.22	1389	Sean Kelley	\$500.00		\$28,063.01	
	07.05.22	1390	RJ's Stables - roping lessons	\$150.00		\$27,913.01	
	07.05.22	1391	Laura Qualey - Larger Than Life Facebook	\$125.83		\$27,787.18	
	07.05.22	1392	Earl Schultz - SE Area Tractor Pullers	\$400.00		\$27,387.18	
	07.05.22	1393	Road Farming, LLC - Fiddlers Contest	\$1,200.00		\$26,187.18	
	07.12.22	1394	Johnson Printing - Larger Than Life Printing	\$1,391.00		\$24,796.18	
	07.12.22	1395	City of Mantorville; Shelter Rental/Artist Meet & Greet	\$30.00		\$24,766.18	
	07.19.22		Deposit - Refund from Stagecoach Days Fiddle Contest		\$70.00	\$24,836.18	
	07.21.22	1396	Mark McGlinch - Band, Larger Than Life	\$150.00		\$24,686.18	
	07.21.22	1397	Laura Qualey - Larger Than Life Facebook Ad	\$250.00		\$24,436.18	
	07.21.22	1398	Brian Hindal - Larger Than Life Meet the Artist Day Event	\$444.66		\$23,991.52	
	07.21.22	1399	Brian Hindal - Larger Than Life Supplies	\$715.02		\$23,276.50	
	07.29.22		Paper Statement Fee	\$3.00		\$23,273.50	
	07.31.22		Interest		\$0.22	\$23,273.72	Reconciled to 07.29.22 statement

Mantorville EDA - Financial Activity - 2022 (Checking)

Month	Date	Check	Description	Payment	Deposit	Balance	Treasurer Notes
August	08.09.22	1400	City of Mantorville - Check Stock	\$19.86		\$23,253.86	
	08.09.25	1401	Dodge County Independent - Larger Than Life	\$80.00		\$23,173.86	
	08.18.22	1402	ALLEGRA - Stagecoach Days Poster	\$60.69		\$23,113.17	
	08.31.22		Interest		\$0.55	\$23,113.72	Reconciled to 08.31.22 statement
September		1403	Laura Qualey - Walking Tour Booklets	\$616.96		\$22,496.76	
		1404	Lynnette Nash - Explore MN Travelers Guide 1/12 Page	\$595.00		\$21,901.76	
		1405	Mantorville Chamber of Commerce, Stagecoach Days Ad	\$310.80		\$21,590.96	
		1406	Mary Jo Rosin - Larger Than Life: Assembly, Disassembly, Cleanup	\$363.20		\$21,227.76	
		1407	Brian Hindal; Larger Than Life Assembly, Disassembly, Cleanup	\$481.91		\$20,745.85	
		1408	John Hazuka - Larger Than Life: Moving of Art Easels	\$40.00		\$20,705.85	
	09.30.22		Interest		\$0.56	\$20,706.41	Reconciled to 10.02.22 statement
	October		1409	Kasson Laser Graphics - Inv 9985; 2 GEM Plaques	\$90.00		\$20,616.41
		1410	Will Lampert - Fireworks Display	\$500.00		\$20,116.41	
		1411	John Olive - 300 2-sided copies of Brewery Brochure	\$64.88		\$20,051.53	
		1412	John Olive - Brewery Expenses	\$759.59		\$19,291.94	
		1413	Luverne Vagness - Brewery Expenses	\$1,500.00		\$17,791.94	
		1414	Olive Bros. - Inv 3056; Brewery Work	\$3,950.00		\$13,841.94	
10.31.22			Interest		\$0.45	\$13,842.39	Reconciled to 10.31.22 statement
November			1415	Marigold Days - Festival Funds	\$1,500.00		\$12,342.39
		1416	John Olive - Brewery Invoices	\$608.18		\$11,734.21	
		1417	John Olive - Printing for Brewery	\$110.00		\$11,624.21	Pending next statement
		1418	Olive Bros - Clean up at Brewery	\$2,250.00		\$9,374.21	Pending next statement
	11.30.22		Interest		\$0.33	\$9,374.54	Reconciled to 11.30.22 statement
December	12.06.22	1419	MN Dept of Health - 2023 License	\$95.00		\$9,279.54	
	12.15.22	1420	Minuteman Press (Check was payable to? No copy)	\$200.00		\$9,079.54	
Total Revenues/Expenses				\$62,202.58	\$63,601.49	\$9,079.54	
						\$0.00	
Unless there are outstanding checks (highlighted in yellow), the difference between the current balance (see last line above) and the total revenues/expenses (highlighted in blue) should be zero to be in balance:							
Total Revolving Loan MM Savings (details next page)						\$22,751.08	
Rochester Sales Tax Dollars CD						\$73,481.00	
Total EDA Funds						\$96,232.08	

Reconciled: 12.06.22

Current Account Balance	Pending Item on Next Statement	Bank Rec
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USDA REVOLVING LOAN FUND ACTIVITY

Applicant	Loan Date	Loan Amount	Interest Rate	Payment Amount	Due Date	Last Date Paid	Interest Paid YTD	Principal Paid YTD	Balance	Final Payment Due
Chocolate Shoppe	21-Feb-2013	\$12,500.00	3.25%	COMPLETE	COMPLETE	Dec-2016	\$1,614.70	\$12,500.00	\$0.00	COMPLETE
Berg Properties - Creative Change	11-Dec-2015	\$24,000.00	2.90%	1920.00	December 11, 2016 and each year after	Jan-2022	\$3,708.55	\$7,811.45	\$16,188.55	11-Dec-2025
Davidson Development West	22-May-2015	\$25,000.00	2%	COMPLETE	COMPLETE		N/A	\$25,000.00	\$0.00	COMPLETE
Davidson Development East	4-Aug-2016	\$27,000.00	3%	2160.00	August 4, 2017 and each year after	4-Aug-2021	\$2,994.36	\$27,000.00	\$0.00	COMPLETE
Seim Properties LLC	20-Apr-2022	\$35,000.00	1.50%	1744.00	83 monthly payments of \$217.56 beginning 05.15.22 and 1 balloon payment of \$19,870.71 on 04.15.29 (final amount may change)	27-Dec-2022			\$33,256.00	15-Apr-29
Total		<u>\$123,500.00</u>					<u>\$8,317.61</u>	<u>\$72,311.45</u>	<u>\$49,444.55</u>	

Payments:
 May 18, 2022 \$218.00
 Jun 16, 2022 \$218.00
 Jul 19, 2022 \$218.00
 Sep 16, 2022 \$218.00
 Dec 27, 2022 \$872.00

MICRO LOAN FUND ACTIVITY

Applicant	Loan Date	Loan Amount	Interest Rate	Payment Amount	Due Date	Last Date Paid	Interest Paid YTD	Principal Paid YTD	Balance	Final Payment Due
Paul G. Larsen; Memorabilia	13-May-2020	\$949.00		\$949.00		14-Dec-2020			\$0.00	COMPLETE
Ronald Ruport; Mantorville Square	13-May-2020	\$3,000.00		\$3,000.00		7-Dec-2020			\$0.00	COMPLETE
Sakhann Douk; County Seat	1-Jun-2020	\$2,068.00			30-Jun-22	See next tab for loan amount due			\$2,138.98	30-Jun-22
Total		<u>\$6,017.00</u>		<u>\$3,949.00</u>					<u>\$2,138.98</u>	

\$60,000.00 Initial RLF
 \$49,444.55 Less Outstanding Revolving Loans (above)
\$8,317.61 Plus Interest Paid to Date
\$18,873.06 Balance (Initial RLF -Outstanding Loans + Interest Paid)

\$6,017.00 Micro Loan Program
 \$2,138.98 Less Outstanding Micro Loans (above)
\$3,878.02 Balance (Micro Loan Program - Outstanding Loans + Interest Paid)

\$22,751.08 Total Amount Available for Loans

Mantorville EDA - Financial Activity - 2022 (Revolving Fund Savings)

Month	Date	Check	Description	Payment	Deposit	Balance	Treasurer Notes
	01.01.22		Balance Forward			\$47,087.83	
January	01.06.22		Interest		\$4.00	\$47,091.83	Reconciled to 01.06.22 statement
February	02.02.22		Deposit; Payment Received from Creative Change		\$1,920.00	\$49,011.83	
	02.04.22		Interest		\$3.76	\$49,015.59	Reconciled to 02.04.22 statement
March	03.04.22		Interest		\$3.76	\$49,019.35	Reconciled to 03.04.22 statement
April	04.20.22		Transfer out of Savings to Checking (for Revolving Fund Loan to Seim Properties LLC)	\$35,000.00		\$14,019.35	
	04.24.22		Interest		\$6.46	\$14,025.81	
	04.30.22		Interest		\$0.06	\$14,025.87	
May	05.18.22		Deposit; Payment Received from Seim Properties		\$218.00	\$14,243.87	
	05.31.22		Interest		\$0.36	\$14,244.23	Reconciled to 05.31.22 statement
June	06.16.22		Deposit; Payment Received from Seim Properties		\$218.00	\$14,462.23	
	06.30.22		Interest		\$0.36	\$14,462.59	Reconciled to 06.30.22 statement
July	07.19.22		Deposit; Payment Received from Seim Properties		\$218.00	\$14,680.59	
	07.31.22		Interest		\$0.36	\$14,680.95	Reconciled to 07.29.22 statement
August	08.31.22		Interest		\$0.58	\$14,681.53	Reconciled to 08.31.22 statement
September	09.16.22		Deposit - Payment Received from Seim Properties		\$218.00	\$14,899.53	
	09.30.22		Interest		\$0.91	\$14,900.44	Reconciled to 10.02.22 statement
October	10.31.22		Interest		\$1.85	\$14,902.29	Reconciled to 10.31.22 statement
November	11.30.22		Interest		\$1.82	\$14,904.11	Reconciled to 11.30.22 statement
December	12.27.22		Deposit - Payment Received from Seim Properties		\$872.00	\$15,776.11	
			Total Revenues/Expenses	\$35,000.00	\$3,688.28	\$15,776.11	
Difference between current balance above and total revenues/expenses should be zero to be in balance:						\$0.00	

Reconciled: 12.06.22

Current Account Balance	Pending Item on Next Statement	Bank Rec
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Mantorville EDA - Financial Activity - 2023 (Checking)

Month	Date	Check	Description/Paid To	Payment	Deposit	Balance	Reconciled on
November	11.01.22	1415	Marigold Days - Festival Funds	\$1,500.00		\$12,342.39	
	11.28.22	1416	John Olive - Brewery Invoices	\$608.18		\$11,734.21	
	11.28.22	1417	John Olive - Printing for Brewery; 500 brochures from Minuteman Press	\$110.00		\$11,624.21	Email sent to Payee; not cashed as of 02.01.23
	11.28.22	1418	Olive Bros - Clean up at Brewery	\$2,250.00		\$9,374.21	
	11.30.22		Interest		\$0.33	\$9,374.54	11.30.22
December	12.06.22	1419	MN Dept of Health - 2023 License (mailed 01.05.23)	\$95.00		\$9,279.54	
	12.15.22	1420	Minuteman Press; 500 brochures	\$200.00		\$9,079.54	
	12.31.22		Interest		\$0.26	\$9,079.80	
January	01.01.23		Balance Forward			\$9,079.80	
	01.24.23	1421	Olde Fashioned Christmas	\$500.00		\$8,579.80	
	01.24.23	1422	Fall Festival	\$500.00		\$8,079.80	
	01.31.23		Interest		\$0.23	\$8,080.03	02.01.23
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
			Total Revenues/Expenses	\$1,000.00	\$0.23	\$8,080.03	
Unless there are outstanding checks (highlighted in yellow), the difference between the current balance (see last line above) and the total revenues/expenses (highlighted in blue) should be zero to be in balance:						\$0.00	
			Total Revolving Loan MM Savings (details next page)			\$27,179.04	
			Rochester Sales Tax Dollars CD			\$73,481.00	
			Total EDA Funds			\$100,660.04	

Current Account Balance	Pending Item on Next Statement	Bank Rec
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USDA REVOLVING LOAN FUND ACTIVITY

Applicant	Loan Date	Loan Amount	Interest Rate	Payment Amount	Due Date	Last Date Paid	Interest Paid YTD	Principal Paid YTD	Balance	Final Payment Due
Chocolate Shoppe	21-Feb-2013	\$12,500.00	3.25%	COMPLETE	COMPLETE	12.2016	\$1,614.70	\$12,500.00	\$0.00	COMPLETE
Berg Properties - Creative Change	11-Dec-2015	\$24,000.00	2.90%	2000.00	December 11, 2016 and each year after	01.05.23	\$3,708.55	\$9,811.45	\$14,188.55	11-Dec-2025
Davidson Development West	22-May-2015	\$25,000.00	2%	COMPLETE	COMPLETE		N/A	\$25,000.00	\$0.00	COMPLETE
Davidson Development East	4-Aug-2016	\$27,000.00	3%	2160.00	August 4, 2017 and each year after	08.04.21	\$2,994.36	\$27,000.00	\$0.00	COMPLETE
Seim Properties LLC	20-Apr-2022	\$35,000.00	1.50%	1962.00	83 monthly payments of \$217.56 beginning 05.15.22 and 1 ballooon payment of \$19,870.71 on 04.15.29 (final amount may change)	01.12.23			\$33,038.00	15-Apr-29
Total		<u>\$123,500.00</u>					<u>\$8,317.61</u>	<u>\$74,311.45</u>	<u>\$47,226.55</u>	

MICRO LOAN FUND ACTIVITY

Applicant	Loan Date	Loan Amount	Interest Rate	Payment Amount	Due Date	Last Date Paid	Interest Paid YTD	Principal Paid YTD	Balance	Final Payment Due
Paul G. Larsen; Memorabilia	13-May-2020	\$949.00		\$949.00		12.14.20			\$0.00	COMPLETE
Ronald Ruport; Mantorville Square	13-May-2020	\$3,000.00		\$3,000.00		12.07.20			\$0.00	COMPLETE
Sakhann Douk; County Seat	1-Jun-2020	\$2,068.00	70.98	\$2,138.98		01.05.23	70.98	2,068.00	\$0.00	COMPLETE
Total		<u>\$6,017.00</u>	70.98	<u>\$6,087.98</u>					<u>\$0.00</u>	

\$60,000.00 Initial RLF
 \$47,226.55 Less Outstanding Revolving Loans (above)
\$8,317.61 Plus Interest Paid to Date
\$21,091.06 Balance (Initial RLF - Outstanding Loans + Interest Paid)

\$6,087.98 Micro Loan Program
 \$0.00 Less Outstanding Micro Loans (above)
\$6,087.98 Balance (Micro Loan Program - Outstanding Loans + Interest Paid)

\$27,179.04 Total Amount Available for Loans

Mantorville EDA - Financial Activity - 2023 (Revolving Fund Savings)

Month	Date	Check	Description	Payment	Deposit	Balance	Reconciled on
	01.01.23		Balance Forward			\$15,778.65	12.31.22
January	01.05.23		Deposit - Payment from Berg Properties/Creative Change		\$2,000.00	\$17,778.65	
	01.05.23		Deposit - Payment from County Seat Coffeehouse		\$2,138.98	\$19,917.63	
	01.12.23		Deposit - Payment from Seim's/Mantorville Saloon		\$218.00	\$20,135.63	
	01.31.23		Interest		\$3.21	\$20,138.84	1.31.23
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
			Total Revenues/Expenses	\$0.00	\$4,360.19	\$20,138.84	
Difference between current balance above and total revenues/expenses should be zero to be in balance:						\$0.00	

Current Account Balance	Pending Item on Next Statement	Bank Rec
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2022



Annual Report

Mantorville, MN

Submitted To,
Mantorville EDA



Submitted By,
**Alexandria Slocum
Laura Qualey**



Mantorville Annual
Report Table of
Contents
2022

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- III. Looking Forward to 2023



EDA Background Information

A. Establishment of the Mantorville Economic Development Authority (EDA): Resolution Number 95-209, approved March 13, 1995, states that the EDA's establishment will "result in a conscientious and coordinated effort to encourage and precipitate future development within the City so as to increase tax base, promote employment, and enhance the health, safety, and welfare of city residents." Also to "carry out economic, housing and industrial development and redevelopment." EDA by-laws adopted March 16, 1995.

B. Mantorville EDA Mission Statement: "To retain, expand, assist, and attract businesses to the City of Mantorville consistent with the City's Comprehensive Plan and adopted ordinances, resulting in jobs and tax base growth."

C. Four common themes have been expressed in the EDA section of the Mantorville Comprehensive Plan (2011 Update, p. 11-13), and four of them have been pursued in 2022:

- Tourism
- Business Retention and Attraction
- Resident Retention and Attraction
- Historic Identity
- EDA has added Networking and Partnerships as an additional priority in our community development efforts.

D. EDA Coordinator Position:

- Contract with Community Economic Development Associates (CEDA) was renewed for 2022 with CEDA for three days/month = 36 days per year. 24 hours per month = 288 hours per year.
- Contracted EDA Coordinator/Director Roles: grant-seek and author for economic development programming, assist businesses, draft EDA work plans, promote tourism, assist with local surveys, assist with marketing and website development and maintenance, coordinate and host public forums, develop relationships and partnerships, prepare economic development guidelines, promote the use of local assets to support added value to the community.



EDA Past Annual Goals

2020 Goals and Priorities:

- Forge new and strengthen existing community partnerships, reinvigorate SCD, promote Mantorville History, and secure grant funding
- Host 1-2 community events helping businesses and orgs; one event will collaborate with Kasson EDA

2021 Goals and Priorities:

- Forge new and strengthen existing community partnerships, reinvigorate SCD, promote Mantorville History, and secure grant Funding for community events and tourism
- Drive tourism to the area
- Support local businesses with any relief funding or other support they may need

2022 Goals and Priorities:

- Forge new and strengthen existing community partnerships, reinvigorate SCD, promote Mantorville History, and secure grant Funding for community events and tourism
- Drive tourism to the area
- Support local businesses with any relief funding or other support they may need



2022 OVERVIEW: TOURISM



A. The EDA has discussed carefully researched grant options for Mantorville tourism and other projects on a monthly basis and has actively explored and pursued grants regularly.

- In March 2021, City of Mantorville applied for the DNR Emerald Ash Borer grant asking for and receiving \$46,000. Used over 2021-2022.
- EDA applied and received the SEMAC Grant for \$5,000 for the Larger Than Life Art Exhibit. Final report was completed and approved October 2022.
- Denneson Park. Equipment has been purchased and was delivered end of November 2022. Plans to be put up in the spring of 2023.
- Dodge County SHIP Grant \$3,000 for park bench and picnic table for Denneson Park.
- In October 2022, grant application submitted to the Quadratic Cares 'Energize The Environment' Grant Program for the request of \$3,500 to update and beautify the covered bridge.
- In December 2022, grant application submitted to the No Child Left Inside Grant (Mini) to help fund up to \$5,000 materials for the Marigold Days Youth Fishing Tournament.
- EDA funded the 10 week trial of the Mantorville trolley tour that the Chamber of Commerce put on. This trolley picks up on Thursday's at 2 Rochester Hotels. They come to Mantorville and local businesses stay open for them to shop for up to 1 hour prior to going to dinner at the Hubble House.
- In December, grant application submitted to the Operation Round Up to help cover up to \$5,000 in expenses for the next round of trolley tour fees.
- Applied for 2 AED's from AEDgrants.com and applied for a contest to win an AED.

Grants Applied For	\$21,500
Grants Received	\$8,000

MANTORVILLE SOCIAL MEDIA

SOCIAL MEDIA METRICS 2020



- Page Followers: 148
- 75% Followers are Women and 25% Men
- Highest Followers between ages 35-44.

SOCIAL MEDIA METRICS 2021



- Page Reach: 18,963
- Page Followers:
 - January 2021: 834
 - November 2021: 982
- 76% Followers are Women and 24% Men
- Highest Followers between ages 35-44.



- Page Followers:
 - November 2021: 54

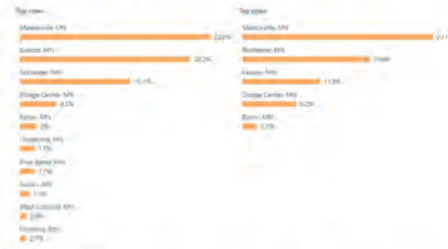
SOCIAL MEDIA METRICS 2022



- Page Reach:
 - July-September: 18,963
 - October-December: 21.8K
- Page Followers:
 - September: 1,205
 - November: 1,210
 - December: 1,224
- Page Visits: 1,382
- New Page Likes: 83
- 75% Followers are Women and 25% Men
- Highest Followers between ages 35-44.



- Page Followers:
 - November: 132
 - December: 139
- Accounts Engaged:
 - July-September: 14
 - October-December: 26
- Accounts Reached:
 - July-September: 87
 - October-December: 108



Stagecoach Days Facebook Page as of December 1,006 Page Likes Larger Than Life Facebook Page Created and has 1 Follower

SUBMITTED BY: ALEXANDRIA SLOCUM, CEDA



C. The EDA regularly collaborates with Stagecoach Days (SCD) Committee.

Stagecoach Days was a two full day event with multiple activities around town. It was mainly chaired by the MRA.

D. The EDA regularly collaborates with the Chamber of Commerce.

CEDA maintains a working relationship with the Chamber of Commerce to keep in touch with what is going on with the local businesses and CEDA shares updates with the Chamber as well as grant funding options that have been available to the business and nonprofit community.

E. In the Fall of 2021, the EDA Coordinator completed a Mobile Friendly Digital Walking Tour that visitors could find by scanning a QR code on flyers around town.

The booklet was also redesigned with updated photos and information. In 2022, 250 copies of the updated booklet were printed and are available at Mantorville Square, The Chocolate Shoppe, the Art Guild, The Welcome Center, and City Hall. Updated matching posters were reprinted November 2022 to be available in December 2022.

F. Cable Cast.

Having regularly updated content available to our citizens.
G. Branding efforts of Mantorville logo. Almost all of the posts on the Facebook page include the stagecoach Mantorville logo to reinforce the brand. Also, City staff has displayed the Mantorville apparel in City Hall behind the counter for visitors to see. Sales have significantly increased since this has occurred.

H. City Brochure.

The City Tri-fold has been updated, added QR Codes and reprinted.



2022 OVERVIEW: BUSINESS RETENTION & ATTRACTION

WWW.MANTORVILLE.COM

MANTORVILLE ANNUAL
REPORT 2022



Mantorville Annual
Report
2022

III. BUSINESS RETENTION AND ATTRACTION

A. Met with business owners on site:

Throughout the year, EDA Coordinator stopped in to Mantorville businesses to 'check in' on how business was going. Scheduled one-on-one meetings if requested to discuss business needs. Also communicated any possible grant opportunities with business owners or non-profits that were relevant to their industry.

B. EDA has marketed vacant EDA Board, Park Board, Chamber Board and other community organizational positions to Mantorville residents. Plan is to highlight the desirability of the position and provide information about it via social media, cable cast, and business site visits; it is also listed on the city website under Alerts.



2022 OVERVIEW: RESIDENT RETENTION & ATTRACTION



IV. RESIDENT RETENTION AND ATTRACTION

A. In addition to promotion of tourism, Facebook, Instagram, and Cable Cast was used for community member awareness and interaction.

- Facebook, Instagram, and Cable Cast serves as a way to interact with citizens, pique their interest in events and happenings in the community.
- The EDA plans to maintain the sharing of relevant information—including community news, opportunities, and photos when possible-- to the community and tourists on Facebook.

B. In 2021-2022, EDA/Laura Qualley was in close contact with SEMMCHRA to identify a strategy for uncovering housing options. SEMMCHRA went to City council October 10, 2022 to get approval for surveys. Surveys have been approved and will start the process in 2023. EDA has expressed that they no longer want CEDA rep to help this process.

2022 OVERVIEW: HISTORIC IDENTITY

CONE

MANTO



V. HISTORIC IDENTITY

A. Visited and gathered info from Dodge County Historical Society (DCHS), Mantorville Restoration Association (MRA), Dodge County Environmental Services and internet sources of Mantorville History.

EDA collaborated with Dodge County to develop an interactive map of historical structures of the area that is on the Dodge County GIS map.

B. Historical Walking Tour Booklet updated and mobile friendly version created as well.

This was mentioned earlier in the report under Tourism as well.



2022 OVERVIEW: OTHER NETWORKING & PARTNERSHIPS



VI. OTHER NETWORKING AND PARTNERSHIPS

A. CEDA:

Contracted communities have access to the expertise of the whole team and natural exposure to regional partners and stakeholders.

B. Kasson and Dodge County EDAs:

Kasson EDA Coordinator, Dodge County EDA Qualey, and Slocum have met and plan to meet regularly to talk about future collaborative projects for the K-M communities and how we can work together to cross promote our communities businesses, events, and more.

C. Revolving Loan Fund Activity: The Mantorville Saloon 2 received a \$35000 loan to update their exterior seating area and parking lot.



2023 GOALS

WWW.MANTORVILLE.COM

MANTORVILLE ANNUAL REPORT 2022



Mantorville Annual Report 2022

Looking Forward to 2023

- Tourism
 - Grants (Stagecoach days, Larger Than Life, Marigold Days)
 - Social Media Posts
- Business/Resident Retention and Attraction
 - Research and apply for opportunities for the 2024 Highway Project
 - Continue to support the SEMMCRA Housing Study
 - Grants: Events, parks, city
 - Assist Local businesses and Community members by:
 - Social Media Trainings
 - Business Spotlight (certificate and social media post)
 - Host Coffee and Conversation Events
- Historic Identity
 - Mantorville History Social Media Post 1-3 times per month

Future 2022-2023 Potential Grant Opportunities:

QUARTER 1: January, February, March <ul style="list-style-type: none"> • MN State Fiddlers Association Grant: TBD • DNR Outdoor Recreation Grant Program: March 10-31 • Operation Round Up: March 20 • SEMAC: Letter of Intent Feb, Application March • Oktobermer Grant: February 9 • Better Communities Grant: Letter of Intent Jan 1 and then due Feb 2023 (Roch Area) • US Bank play Grant: Opens Jan 1, 2023 • Twins: Field for Kids 	QUARTER 2: April, May, June <ul style="list-style-type: none"> • Operation Round Up: June 20 • Quadratic (\$3,500): June 30 • Compoer General Funds Grant: May 1-31 • Oktobermer Grant: April 6 • Oktobermer Grant: June 8 • SMIF Small Town Grants: May-June 2023
QUARTER 3: July, August, September <ul style="list-style-type: none"> • Operation Round Up: September 20 • Oktobermer Grant: August 3 	QUARTER 4: October, November, December <ul style="list-style-type: none"> • Operation Round Up: December 20 • Compoer General Funds Grant: November 1-December 4 • Quadratic (\$3,500): October 30 • No Child Left Inside DNR Grant: Deadline December 7, 2022

Watch for SHIP Grant

TO: Mantorville EDA
 FROM: Alexandria Slocum, CEDA
 SUBJECT: Monthly Update



January 2023

Total Hours: 24.25

December 2022

Total Hours: 29 5 hrs extra

Contracted for

3 days= 24 Hours

12/1-12/9	<u>In Mantorville</u> <ul style="list-style-type: none"> DNR No Child Left Outside Grant submitted, follow up on County Seat Payment, Annual Report work, EDA Meeting 	12
12/12-12/16	<ul style="list-style-type: none"> Grant Work, Annual Report, websites, social media, (virtual due to being sick) 	7.5
12/19-12/23	<ul style="list-style-type: none"> Email Addresses, Grant Work and submitted for Operation Round Up Grant, Website Updates, annual report, tri-fold, calls (virtual due to being sick) 	4.5
12/26-12/29	<ul style="list-style-type: none"> January EDA Agenda and Packet, Business retention survey, grant work, AED Grants, Annual Report (virtual due to being sick) 	5

1/3	<u>Meeting Cancelled (virtual due to weather)</u> <ul style="list-style-type: none"> follow up on County Seat Payment, EDA meeting changes, emails, Social Media 	4
1/10	<u>In Mantorville</u> <ul style="list-style-type: none"> Grant Work, social media, emails, scheduling, next EDA materials, meeting with Mantorville Art Guild 	8
1/16-1/28	<ul style="list-style-type: none"> Special EDA Meeting questions, set up, follow up, meeting with Rolling Hills Transport, set up meetings for next week 	7.5
1/31	<u>In Mantorville</u> <ul style="list-style-type: none"> Grant Work, Meet with Mike Peck and Martha Vrieze regarding Denneson Park/Field and other grant opportunities. Martha shared about Friends of Mantorville moving forward. Meet with Tom from MBT Bank 	4.75

Looking Forward

Goals

First, Second, and Last Tuesday of each Month (3 days)

2/7	In Mantorville, EDA meeting
2/14	In Mantorville
2/28	In Mantorville
3/7	In Mantorville, EDA Meeting
3/14	In Mantorville
3/28	In Mantorville
4/4	In Mantorville, EDA Meeting
4/11	In Mantorville, Please have any May agenda items to me by 10am.
4/13-4-30	Alexandria on honeymoon. Laura Q covering on-call
5/2	In Mantorville, EDA Meeting
5/9	In Mantorville
5/30	In Mantorville

- 23Q1: Share Annual Report, Mantorville Business trainings set up, Coffee and Conversations set up, Ottobremmer grant, DNR outdoor grant, operation round up grant. Letter of intents
- 23Q2: Continue Morning Marketing for Mantorville Businesses, Ottobremmer Grant due, compeer grant, anything to prep for Stage Coach Days?
- 23Q3: Ottobremmer grant, operation round up grant, Q grant, MM or LL for businesses?
- 23Q4: operation round up grant, Q Grant, compeer grant,

In 2022, I worked 23 hours over contract time.
 In 2023:

January and February 2023

From: Alexandria Slocum, EDA/CEDA

To: City of Mantorville/EDA

Re: Grant Recap

Updates on Past/Current Grants:

- SEMAC Grant 19SV
 - For: Larger Than Life Exhibit Grant from SEMAC Small Towns/Rural Areas Fund for \$5,000 on May 12, 2022. Final Report Submitted October 15, 2022
- Quadratic Cares Energize The Environment Grant
 - Grant submitted for \$3,500 to help restore and beautify the covered bridge on Oct 7, 2022 . Did not received
- No Child Left Inside Grant
 - Grant submitted for \$5,000 for the Marigold Days youth fishing event on October 4, 2022. Did not receive.
- Operation Round Up Grant
 - Grant Submitted for \$5,000 for Trolley fees on behalf of Friends of Mantorville
- AED Grants
 - 1 Grant submitted for two AED's in December for City Hall and Fire Department. These had been approved/awarded but were just discounts on AED's. 1 contest submitted for an AED.

Grants First Quarter:

- **Larger Than Life:**
 - SEMAC Letter of Intent February and Grant March
 - Operation Round Up Grant due March 20th
- **Denneson Park** (Slocum met with Peck we have approximately \$100k+ needed not including benches, picnic tables, litter prevention, or landscaping/plants. He is going to work on sending me documents to show what we already have for donations, materials, and bids for what is still needed)
 - Field for Kids- Joe and Mike will chat about applying for new sod for the baseball field and bring it to park board as it needs a match. This is TBD. We tabled the choose to write for making the parking to the field and field to the dugouts ADA Compliant for this year.
 - Ottobremmer Trust
 - Apply to help with funding of making the ADA compliant sidewalk from the parking to the playground. Also work on benches and picnic tables, park beautification.
 - Operation Round Up due March 20th
 - Apply to help with funding of making the ADA compliant sidewalk from the parking to the playground.
 - Quadratic Cares Grant \$3,500
 - Park litter prevention and park beautification project. Due June 30th. Essay
 - DNR Outdoor Grant
 - The Outdoor Recreation Grant Program provides matching grants to local units of government for up to 50% of the cost of acquisition, development and/or redevelopment of local parks and recreation areas. Only one park may be included in an application and only one application per park. Applicants are eligible to submit more than one application and receive more than one grant. Apply to help with funding of making the ADA compliant sidewalk from the parking to the playground.
- Other:
 - DNR Outdoor Recreation Grant- multi-purpose outdoor hockey/basketball area?
 - Minnesota State Fiddlers Association Mini-Grants (has not been opened yet- may not be until Spring now)
 - MBT Grant

Mantorville Virtual Coffee Conversations

- Community Events
 - Dates of future events
 - What ideas do you have regarding events and how can we create more opportunities for people to engage?
- Law Enforcement/Fire Department
 - What is needed in our community?
 - How can we improve safety?
- When /Why do I need a permit?
 - Join us with City Clerk to learn more about when you need to stop by City Hall to get a permit.
- How to get involved?
 - Ever wanted to be more involved? We will talk about different ways and groups you can get involved with! Share openings on boards, have someone from chamber available? Have someone from MRA available? Friends of Mantorville, Art Guild
- Parks and Recreation
 - How can we continue to make our park systems better?
 - How can we promote it to families/individuals?

Mantorville Virtual Business Networking and Training

- Introductions and Questions
 - Names and Businesses, how comfortable do you feel with social media marketing? What questions do you have or what us to cover in the future?
- Scheduling Social Media for Businesses
 - Facebook, Twitter, Instagram, etc
- Using Canva to create Social Media
 - Review how to use canva
- Social Media Ideas for any business
 - Holiday's
 - Get to know your clients
 - Information about specials/sales
 - Polls
 - Live Videos
 - "Day in the life of"
 - contests
- See if Chamber wants to be part of this event for maybe the "networking, social time?"

MANTORVILLE 2023
VIRTUAL COFFEE & CONVERSATIONS

UPCOMING

- APRIL** COMMUNITY EVENTS 9AM
- MAY** HOW TO GET INVOLVED? 9AM
- JULY** PERMITS 9AM
- SEPT** PARKS AND RECREATION 9AM

FOR MORE INFORMATION VISIT:
WWW.MANTORVILLE.COM/

MANTORVILLE 2023
BUSINESS NETWORKING & TRAINING

UPCOMING

- APRIL** SOCIAL MEDIA IDEAS FOR ANY BUSINESS 11AM
- MAY** SCHEDULING SOCIAL MEDIA FOR BUSINESSES 11AM
- JUNE** USING CANVA TO CREATE SOCIAL MEDIA 11AM
- JULY** TAGGING & EVENTS 11AM

FOR MORE INFORMATION VISIT:
WWW.MANTORVILLE.COM/