



*Trail to the Past. Road to the Future.*

## **ECONOMIC DEVELOPMENT AUTHORITY MEETING**

**MUNICIPAL COUNCIL CHAMBERS  
21 5<sup>TH</sup> STREET E, MANTORVILLE, MN 55955  
REGULAR MEETING  
WEDNESDAY, NOVEMBER 13, 2024  
6:30 PM**

- 1. Call to Order**
  - Hindal
  - Stafford
  - Mayor Bradford
  - Soland
  - Krause
  - Ingalls
  - Open Seat
- 2. Approval of Meeting Minutes**
  - A. July 2024 Minutes
- 3. Pavilion Update** – Tom Monson
- 4. Financial Report**
  - A. Oct 2024 (These will be available the day of the meeting)
  - B. 2025 Budget
  - C. Trolley Coins
- 5. New Business/Old Business**
  - A. EDA Meeting time/day change
  - B. Grant Update
    - i. Taylor Family Farm Foundation Award
    - ii. SMIF Small Town Grant Award
  - C. CEDA Updates
    - i. CEDA 2025 Contract
- 6. Adjourn**

**Next meeting is scheduled for Tuesday, December 3, 2024 at 6:30 p.m.**

**Mantorville EDA Meeting**  
**November 13, 2024**  
**Agenda Memo**

**Financials**

- Current EDA Financials will be available the day of the meeting.
- 2025 Budget is ready for review and approval so it can be brought to Council. \$32,725 is the amount the EDA is requesting for 2025. Things to include for 2025:
  - CEDA contract of \$24,013
  - Order more trolley coins– Gretchen create a balance sheet to track how many coins are still in circulation.
  - A request of \$5-\$10k may be coming from Tom Monson to help complete the bandshell in Riverside Park. They're having trouble finding the remaining .1 ;'funds to finish stonework.

**Presentation** – Tom Monson will be giving an update regarding the new pavilion in Riverside Park and the timeline for completion. No financial request is on the agenda, however there may be a future ask.

**New Business/Old Business**

- EDA Meeting Day/Time – Does a new day/time for the EDA meeting need to be made? If the current time is difficult for Commissioners to make the meeting, perhaps a new day/time should be proposed. The Bylaws state that the board must meet quarterly; so if that would work better for the board, maybe adopting that change would best serve the Board.
- Grant Updates
  - **Taylor Family Farms Foundation – \$20,000 award for new tornado sirens**
  - **SMIF Small Town Rural Grant – \$10,000 award for light pole banners. Chamber will collaborate with EDA to design and order.**
  - Compeer General Use Grant – portal opened on November 1st; ask is for \$10,000 toward a pollinator garden/erosion control on Goat Island. This is a collaboration with Dodge County Environmental Services.
  - SEMAC Small Town Grant – when the portal opens this will be submitted for the Larger Than Life Art Exhibit.
- CEDA Updates
  - 2025 CEDA Contract – The 3 day/month contract (24 hours/month) is up for renewal and included in the packet. The 2025 rate is \$24,013 and will need formal approval.

**MINUTES OF THE MANTORVILLE  
ECONOMIC DEVELOPMENT AUTHORITY (EDA)  
Regular Meeting  
TUESDAY, July 2, 2024  
6:15 PM**

1. **Call to Order:** The meeting was called to order at 6:27pm by Brian Hindal. Board members present were Brian Hindal, Zach Krause, Troy Stafford, Mayor Bradford, and Bob Soland. Jeff Ingalls was the only board member absent. Also present: Will Giesen, the CEDA representative.
2. **Approval of Agenda-** Motion by Krause. Seconded by Soland. Approved unanimously.
3. **Approval of June 4, 2024 Meeting Minutes-** Motion by Soland. Seconded by Hindal. Approved unanimously.
4. **Financial Report-** Hindal reported that \$5,000 was taken out of the EDA checking account, which didn't make the June statement. This cleared out the \$5,000 that was deposited from the SEMAC Grant. Motion by Soland. Seconded by Hindal. Approved unanimously.
5. **New Business/Old Business**
  - A. Construction updates- Giesen provided current status of the Hwy 57 construction progress. Bradford stated that Senator Carla Nelson attended the last Coffee & Construction meeting and offered her support for the local businesses feeling the negative effects of having less traffic coming through town. She is going to market Mantorville as open for business in her newsletter and plug Marigold Days. He also stated that having the meeting where residents can feel their voices are heard is much appreciated.
  - B. Grants update- Giesen submitted the DNR EAB grant that was due at the end of June. Reimbursement for roughly \$26k will come in about a month. Hindal gave an status update on the Larger than Life art exhibit. July 13<sup>th</sup> from 11am-2pm will be the meet the artist kick off event. They're coordinating with the Art Guild who is having an event beforehand.
  - C. Project discussion- Giesen wanted to open up the floor for a discussion on what the most important projects are for the city/EDA/residents to give him a better idea of what grants to be searching for. He reminded the group that grant search process comes after projects/budgets have been identified and lined up. He also stated that a lot of grants are only open for a month or two out of the year, so there may not be a lot of grants to be applying for at this or any given time. It is best to have a work plan or project list in place so that he can start mapping out which grants will qualify for the projects the EDA wants to pursue and to know when the grant application periods are open. The follow topics were discussed:
    - i. Business incentives to grow/expand existing businesses and/or attract new ones into town. This includes TIF/Abatement.
    - ii. How the EDA can assist with the new daycare that is being built out of the church that was just purchased.
    - iii. Pickleball Court in Slingerland Park- Bradford is going to request money from the Joint Ventures Board to help build it in October.
    - iv. Updated equipment in Slingerland Park. Hindal asked if this would trigger the whole park needing to be updated to comply with current ADA standards?
    - v. Trail behind dog park connecting Jefferson St. to 9<sup>th</sup> St. NW could be funded by the leftover Rochester sales tax dollars and it could be a way of establishing a trail that the DNR could later justify expanding west to Wasioja. Hindal stated that getting

permission from the landowners/farmers could be difficult. Bradford wants to see Dodge County Trails get back up and running to help grow/improve the area's bike trails.

- vi. Enhancement of Stagecoach Road to Wasioja.
- vii. Canoe ramp somewhere upstream or downstream of the damn in Riverside Park. There has been an effort to install one in the past below the damn by the campground, but it typically gets flooded out.
- viii. Main street beautification- Hindal asked if the city has new lights to line main street. Bradford confirmed. Giesen mentioned the possibility of hanging flowers/banners from the lights and the upkeep could be done by another interested group in town like the Chamber, MRA, etc.
- ix. Campground bathroom/shower- it was discussed that the city had tried to convert the city pump house to include a shower/bathroom, but the plans were too expensive to carry through.

**6. Other Discussion-** Because of the next meeting is scheduled on the same day as national night out, Hindal proposed we play the next meeting by ear, if we end up having to cancel that is okay since the following September meeting will be before Marigold Days. The group all agreed.

**7. Adjourn-** Motion by Bradford. Seconded by Soland. Meeting was adjourned at 6:59pm.



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## **ECONOMIC DEVELOPMENT AUTHORITY MEETING**

**MUNICIPAL COUNCIL CHAMBERS  
21 5<sup>TH</sup> STREET E, MANTORVILLE, MN 55955  
SPECIAL MEETING  
THURSDAY, AUGUST 8, 2024  
6:15 PM**

1. **Call to Order**

<input type="checkbox"/> Hindal	<input type="checkbox"/> Mayor Bradford	<input type="checkbox"/> Krause
<input type="checkbox"/> Stafford	<input type="checkbox"/> Soland	<input type="checkbox"/> Ingalls
  
2. **Approval of Agenda-**
  
3. **Approval of July 2nd, 2024 Meeting Minutes-**
  
4. **Financial Report-** (These will be available at the meeting)-
  
5. **New Business/Old Business**
  - A. Construction Updates
  - B. Marigold Days
  - C. Grants update-
  
6. **Other Discussion-**
  
7. **Adjourn-**

**Next meeting is scheduled for Tuesday, September 3, 2024 at 6:15 p.m.**



*Trail to the Past. Road to the Future.*

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# **ECONOMIC DEVELOPMENT AUTHORITY MEETING**

**MUNICIPAL COUNCIL CHAMBERS  
21 5<sup>TH</sup> STREET E, MANTORVILLE, MN 55955  
REGULAR MEETING  
TUESDAY, SEPTEMBER 3, 2024  
6:15 PM**

## **CANCELLED**

1. **Call to Order**

<input type="checkbox"/> Hindal	<input type="checkbox"/> Mayor Bradford	<input type="checkbox"/> Krause
<input type="checkbox"/> Stafford	<input type="checkbox"/> Soland	<input type="checkbox"/> Ingalls
2. **Approval of Agenda-**
3. **Approval of Meeting Minutes-**
4. **Financial Report-** (These will be available at the meeting)-
5. **New Business/Old Business**
6. **Other Discussion-**
7. **Adjourn-**

**Next meeting is scheduled for Tuesday, October 1, 2024 at 6:15 p.m.**



*Trail to the Past. Road to the Future.*

**ECONOMIC DEVELOPMENT AUTHORITY MEETING**  
**MUNICIPAL COUNCIL CHAMBERS**  
**21 5<sup>TH</sup> STREET E, MANTORVILLE, MN 55955**  
**REGULAR MEETING**  
**TUESDAY, OCTOBER 1, 2024**  
**6:15 PM**

**CANCELLED DUE TO LACK OF QUORUM**

1. **Call to Order**
  - Hindal
  - Stafford
  - Mayor Bradford
  - Soland
  - Krause
  - Ingalls
2. **Approval of Agenda-**
3. **Approval of July 2nd, 2024 Meeting Minutes-**
4. **Financial Report-** (These will be available at the meeting)-
5. **New Business/Old Business**
  - A. Budget Discussion
    - i. Order more trolley coins
    - ii. 2025 CEDA Contract
    - iii. Other budget items desired
  - B. Grants update-
    - i. SMIF- Early Care and Education Grant
    - ii. Taylor Family Farms Foundation Grant
    - iii. SEMAC- Legacy Grant
    - iv. T Mobile Hometown Grant
    - v. Compeer General Use Grant
    - vi. Explore MN Recovery Grant
6. **Other Discussion-**
7. **Adjourn**

**Next meeting is scheduled for Wednesday, November 12, 2024 at 6:30 p.m. Look to reschedule due to election day?**

**2025 General Budget w/ 2024 YTD**

101- 46500		2023 Budget	2023 EOY	2024 YTD	2024 Budget	2025 Budget	COMMENTS
EXPENDITURES		Final Levy 8.0%	EOY Spent	YTD Spent	Final Levy 6.5%	Preliminary	
	EDA						
	101 Salaries	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	
	120 Benefits	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	
	437 Other Miscellaneous	\$30,443.00	\$24,002.50	\$27,532.90	\$34,225.00	\$32,725.00	Cut \$2000 from Budget
	<b>2024 EDA Wish List</b> for Budget included the following: Approx						
	\$500 City Branding						
	\$75 Cross-Community Chamber Membership						
	\$1000 Paper and On-Line Brochures						
	\$6000 City-Wide Event Support						Trolley, Celebrations, etc.
	\$24,000 Contract with CEDA						
	\$650 Administrative Support						
	\$2000 Misc Items (800#, Legal, SHRPA Subscription, etc.)						
	720 Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Unused portion of prior year budget (TBD)
	<b>Total EDA</b>	<b>\$31,093.00</b>	<b>\$24,002.50</b>	<b>\$27,532.90</b>	<b>\$34,225.00</b>	<b>\$32,725.00</b>	

## **Trolley Coin Breakout 2023**

The Chocolate Shoppe – 98 coins - \$490.00

The Hubbell House – 100 coins - \$500.00

The Mantorville Art Guild – 5 coins - \$25.00

Memorabilia – 4 coins - \$20.00

Mantorville Square – 18 coins - \$90.00

Finds on 5<sup>th</sup> – 5 coins - \$25.00

**Total of 230 coins - \$1,150.00**

## **2024**

City Employees – 9 Coins - \$45.00

Church! – 12 coins - \$60.00

**Total of 21 Coins - \$105.00**

**We currently have 61 coins in stock here at the City.**

Revenue/Expenditure  
Audit Detail Brief

**Audit 2024 January to 2024 October**

Fund 201 ECONOMIC DEVT AUTHORITY

Revenue

R 201-36200 Miscellaneous Revenue		Budget	Total	Balance	
		\$0.00	\$1,525.00	-\$1,525.00	
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name/Comments
024-02	Rec	022924REC2023	\$0.00	\$1,125.00	HUBBELL ENTERPRISES, LLC
	Rec/Ck#*				Hubbell House Reimbursement for wooden coins + trolley
024-06	Rec	061424REC-2	\$0.00	\$25.00	HUBBELL ENTERPRISES, LLC
	Rec/Ck#006330*6/14/2024				Trolley Coin Reimbursement for EDA (5)
024-07	Rec	072624REC	\$0.00	\$275.00	marstrand, Johannes
	Rec/Ck#*				Purchase of EDA wooden coins - 55 for \$2
024-09	Rec	092624REC-2	\$0.00	\$100.00	church!
	Rec/Ck#005660*9/26/2024				20 EDA Coins
Total R 201-36200 Miscellaneous Revenue		\$0.00	\$1,525.00	In Balance	
Total Revenue		\$0.00	\$1,525.00	=	(\$1,525.00)
Fund 201		\$0.00	\$1,525.00	=	(\$1,525.00)

Revenue/Expenditure  
Audit Detail Brief

**Audit 2024** January to 2024 October

Fund 101 GENERAL FUND

Expenditure

E 101-46500-437 Other Miscellaneous		Budget	Total	Balance	
		\$34,225.00	\$27,532.90	\$6,692.10	
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name/Comments
024-01	Pay	2023 AP 0103202	\$0.00	\$0.00	KMTELECOM
		Rec/Ck#029672*1/8/2024			EDA 800 NUMBER
024-01	Pay	011824PAY2024	\$5,717.50	\$0.00	CEDA
		Rec/Ck#029704*1/22/2024			1st Qtr Billing 2024
024-02	Pay	020824PAY	\$0.00	\$0.00	KMTELECOM
		Rec/Ck#029765*2/12/2024			EDA 800 NUMBER
024-02	Pay	020824PAY	\$500.00	\$0.00	WELCOME CENTER
		Rec/Ck#029774*2/12/2024			Welcome Center Donation EDA
024-03	Pay	031224PAY	\$0.00	\$0.00	KMTELECOM
		Rec/Ck#029820*3/18/2024			EDA 800 NUMBER
024-04	Pay	040424PAY	\$5,717.50	\$0.00	CEDA
		Rec/Ck#029861*4/8/2024			2nd Qtr 2024
024-04	Pay	040424PAY	\$0.15	\$0.00	KMTELECOM
		Rec/Ck#029871*4/8/2024			EDA 800 NUMBER
024-05	Pay	050224PAY	\$1,500.00	\$0.00	MANTORVILLE CHAMBER OF COMMER
		Rec/Ck#029919*5/2/2024			Coupon Campaign Reimbursement
024-05	Pay	051524PAY	\$0.00	\$0.00	KMTELECOM
		Rec/Ck#029954*5/21/2024			EDA 800 NUMBER
024-06	Pay	060624PAY	\$0.15	\$0.00	KMTELECOM
		Rec/Ck#029989*6/10/2024			EDA 800 NUMBER
024-06	Pay	061324PAY	\$2,000.00	\$0.00	MANTORVILLE RESTORATION ASSOC.
		Rec/Ck#030011*6/13/2024			Contribution to Marigold Days 2024 From M
024-07	Pay	070324PAY	\$5,717.50	\$0.00	CEDA
		Rec/Ck#030050*7/8/2024			3rd Qtr Billing
024-07	Pay	070324PAY	\$0.00	\$0.00	KMTELECOM
		Rec/Ck#030054*7/8/2024			EDA 800 NUMBER
024-08	Pay	080924PAY	\$0.00	\$0.00	KMTELECOM
		Rec/Ck#030108*8/12/2024			EDA 800 NUMBER
024-08	Pay	082324PAY	\$60.00	\$0.00	NASH, LYNETTE
		Rec/Ck#030141*8/26/2024			EDA Coin Reimbursement
024-09	Pay	090624PAY-2 Se	\$2.00	\$0.00	KMTELECOM
		Rec/Ck#030175*9/9/2024			EDA 800 NUMBER
024-09	Pay	091724PAY	\$500.00	\$0.00	HINDAL BRIAN
		Rec/Ck#030190*9/17/2024			Larger Than Life Reimbursement-Grimco
024-09	Pay	091924PAY	\$75.00	\$0.00	CHOCOLATE SHOPPE, THE
		Rec/Ck#030198*9/23/2024			Reimburse 15 wooden coins
024-09	Pay	091924PAY	\$25.00	\$0.00	HUBBELL ENTERPRISES, LLC
		Rec/Ck#030204*9/23/2024			5 Coins reimbursement
024-10	Pay	101024PAY	\$5,717.50	\$0.00	CEDA
		Rec/Ck#030222*10/14/2024			Qtr 4 2024
024-10	Pay	101024PAY	\$0.60	\$0.00	KMTELECOM
		Rec/Ck#030230*10/14/2024			EDA 800 NUMBER
Total E 101-46500-437 Other Miscellaneous		\$27,532.90	\$0.00	<i>In Balance</i>	
Total Expenditure		\$27,532.90	\$0.00	=	\$27,532.90
Fund 101		\$27,532.90	\$0.00	=	\$27,532.90

**MANTORVILLE, MN**  
**Revenue/Expenditure**  
**Audit Detail Brief**

**Audit 2023 January to 2023 Period 15**

Fund 101 GENERAL FUND  
Expenditure

E 101-46500-437 Other Miscellaneous		Budget	Total	Balance	
		\$30,443.00	\$24,002.50	\$6,440.50	
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name/Comments
2023-01	Pay	2023 AP1/9/23	\$0.15	\$0.00	KMTELECOM
		Rec/Ck#028940*1/10/2023			EDA 800 NUMBER
2023-01	Pay	011823PAY	\$5,430.25	\$0.00	CEDA
		Rec/Ck#028986*1/24/2023			1st Quarter 2023 Staffing Services
2023-02	Pay	020823PAY	\$0.45	\$0.00	KMTELECOM
		Rec/Ck#029032*2/13/2023			EDA 800 NUMBER
2023-03	Pay	030823PAY-2	\$0.30	\$0.00	KMTELECOM
		Rec/Ck#029087*3/14/2023			EDA 800 NUMBER
2023-04	Pay	040723PAY	\$5,430.25	\$0.00	CEDA
		Rec/Ck#029127*4/10/2023			2nd Qtr Billing
2023-04	Pay	040723PAY	\$0.15	\$0.00	KMTELECOM
		Rec/Ck#029135*4/10/2023			EDA 800 NUMBER
2023-05	Pay	050423PAY	\$0.00	\$0.00	KMTELECOM
		Rec/Ck#029187*5/8/2023			EDA 800 NUMBER
2023-06	Pay	060723PAY	\$0.00	\$0.00	KMTELECOM
		Rec/Ck#029242*6/12/2023			EDA 800 NUMBER
2023-07	Pay	070623PAY	\$5,430.25	\$0.00	CEDA
		Rec/Ck#029294*7/10/2023			Economic Development Support
2023-07	Pay	070623PAY	\$0.00	\$0.00	KMTELECOM
		Rec/Ck#029304*7/10/2023			EDA 800 NUMBER
2023-08	Pay	080923PAY	\$0.30	\$0.00	KMTELECOM
		Rec/Ck#029361*8/14/2023			EDA 800 NUMBER
2023-09	Pay	090623PAY	\$0.00	\$0.00	KMTELECOM
		Rec/Ck#029467*9/11/2023			EDA 800 NUMBER
2023-09	Pay	091323 Trolley Coi	\$100.00	\$0.00	CITY OF MANTORVILLE-PETTY CASH
		Rec/Ck#029476*9/13/2023			Increase Petty Cash To Accommodate Rede
2023-10	Pay	Aps War List 10.5	\$5,430.25	\$0.00	CEDA
		Rec/Ck#029506*10/9/2023			4th Quarter EDA Support
2023-10	Pay	Aps War List 10.5	\$0.00	\$0.00	KMTELECOM
		Rec/Ck#029516*10/9/2023			Telephone / Internet Charges
2023-10	Pay	102423PAYEDA	\$185.00	\$0.00	CITY OF MANTORVILLE-PETTY CASH
		Rec/Ck#029545*10/24/2023			Money to petty cash for EDA Trolley- Lynett
2023-10	Pay	102423PAYEDA	\$400.00	\$0.00	CITY OF MANTORVILLE-PETTY CASH
		Rec/Ck#029545*10/24/2023			Money to petty cash for EDA Trolley-to mak
2023-11	Pay	110123PAY	\$290.00	\$0.00	HUBBELL ENTERPRISES, LLC
		Rec/Ck#029547*11/1/2023			58 Coins From Trolley \$290.00 Reimbursed
2023-11	Pay	110823PAY	\$0.00	\$0.00	KMTELECOM
		Rec/Ck#029560*11/13/2023			EDA 800 NUMBER
2023-11	Pay	Aps/Warrant 11.2	\$95.00	\$0.00	MINNESOTA DEPARTMENT OF HEALTH
		Rec/Ck#029599*11/27/2023			Stage Coach days food and beverage licen
2023-11	Pay	112823PAY	\$210.00	\$0.00	HUBBELL ENTERPRISES, LLC
		Rec/Ck#029611*11/28/2023			Trolley Coin Reimbursement For Hubble Hou
2023-12	Pay	120723PAY-3	\$0.15	\$0.00	KMTELECOM
		Rec/Ck#029628*12/11/2023			EDA 800 NUMBER
2023-12	Pay	2023 AP 0103202	\$0.00	\$0.00	KMTELECOM
		Rec/Ck#029672*1/8/2024			EDA 800 NUMBER
2023-12	Pay	2023 AP 0103202	\$0.00	\$0.00	KMTELECOM
		Rec/Ck#029672*1/8/2024			EDA 800 NUMBER
2023-12	Pay	020824PAY2023	\$1,000.00	\$0.00	NASH, LYNETTE
		Rec/Ck#029746*2/12/2024			Fall Festival and Olde Fashioned Christma

**Revenue/Expenditure  
Audit Detail Brief**

**Audit 2023 January to 2023 Period 15**

E 101-46500-437 Other Miscellaneous		Budget	Total	Balance	
		\$30,443.00	\$24,002.50	\$6,440.50	
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name/Comments
Total	E 101-46500-437	Other Miscellaneous	\$24,002.50	\$0.00	<i>In Balance</i>
Total	Expenditure		\$24,002.50	\$0.00	= \$24,002.50
Fund 101			\$24,002.50	\$0.00	= \$24,002.50

\* Petty Cash \$ 685.00 for Coin Redemption  
Breakdown

Chocolate shop \$ 285.00 (57 coins)

Chocolate shop \$ 75.00 (15 coins)

Artquid \$ 25.00 (5 coins)

Chocolate shop \$ 130.00 (26 coins)

Memorabilia \$ 110.00 (22 coins)

Mantorville Square \$ 90.00 (18 coins)

Finds on 5th \$ 25.00 (5 coins)

\$ 35.00 remaining in petty cash  
for coin redemption

# **Contract for Professional Services**

This contract is made and entered into by Community and Economic Development Associates, a Minnesota nonprofit corporation exempt from income tax as an organization operated for charitable purposes within the meaning of Internal Revenue Code section 501(c)(3), hereafter “CEDA”, and the Economic Development Authority of the City of Mantorville, an agency or affiliate of a political subdivision of the State of Minnesota, hereafter “the Authority”, to define the terms by which CEDA shall provide technical and management expertise services to the Authority.

## **I. Agreement Scope and Purpose**

The Authority hereby retains CEDA to perform to its benefit the services described in paragraph II, to the end of the Authority more effectively accomplishing:

- \* Prevention and/or combat of community and neighborhood deterioration and revitalization of deteriorated neighborhoods;
- \* Attraction and/or retention of businesses that would not, but for the assistance provided, choose to locate/remain in the area;
- \* The securing of businesses who will be required to provide jobs for unemployed and underemployed residents of the community; and
- \* The expansion of business opportunities for minority entrepreneurs and other entrepreneurs that are viable business opportunities to enhance the well-being of the community and/or for businesses who are unable to obtain financing from conventional sources.

## **II. Services to be Provided by CEDA**

CEDA agrees to provide technical and management expertise in the form of staff and materials to the Authority. Staff’s services, and associated materials, will be provided in order to facilitate and support the accomplishment of the Authority’s undertakings to the ends described in the preceding paragraph. CEDA’s staff and materials shall be made available toward efforts in the following specific arenas of the Authority’s needs and operations:

- \* Accessing of grantor funding for the Authority’s economic development programming.
- \* Providing loan packaging services for the Authority’s business assistance programs.
- \* Administering local, regional and state revolving loan funds, if appropriate.
- \* Drafting the Authority’s Economic Development Annual Work Plan(s).
- \* Planning, facilitating, and/or directly conducting the Authority’s community and business development projects, including as necessary, staffing those projects as directed by the Authority in consultation with CEDA. These efforts shall include (but are not limited to), the following:
  - \* Seeking City and County involvement.
  - \* Developing relationships and partnerships to enhance the Authority’s goals.
  - \* Preparing economic development guidelines.
  - \* Promoting the use of local assets to support and promote value-added processes and unique based businesses.
- \* Assisting with local surveys related to business and industry, community, and land and buildings.

- \* Promoting tourism assets within the community.
- \* Assisting with the Authority's economic development marketing efforts and coordination through website development and maintenance.
- \* Coordinating and hosting forums in which the Authority's economic development programming are open for the public's review.

### **III. Obligations of the Authority**

- A. The Authority shall reimburse CEDA for staff time provided at the rate of \$24,013.00, not to exceed annually. This is based on an average of three days per month.
- B. Materials, conferences, meetings and the like shall be paid for on a unit basis agreed to by the Authority in writing prior to the provision of the materials.
- C. The Authority shall be responsible to provide payment to CEDA within 30 days of the submission of each invoice provided by CEDA.

### **IV. Obligations of CEDA**

- A. CEDA is performing services as an independent contractor. Accordingly, the provision of staff by CEDA to provide technical and management expertise to the Authority under this Agreement neither creates a release of CEDA staff to employment at the Authority nor makes such staff subject to supervision by the Authority.
- B. CEDA has no authority or right, express or implied, to assume or create any obligation or responsibility on behalf of the Authority or to bind the Authority in any manner. CEDA will not represent the contrary, either expressly or implicitly, to anyone.
- C. CEDA is solely responsible for payroll tax responsibilities related to each of its staff persons whose time is provided under this Agreement and shall acquire and maintain necessary insurance related to their efforts under this Agreement, including carrying workers' compensation insurance coverage at all times. CEDA shall supply the Authority with certification of such coverage.
- D. CEDA shall be responsible to invoice the Authority for staff time and materials provided under this Agreement on a periodic basis, no less frequently than quarterly.

### **V. Period/Termination**

The term of this Agreement is one year, commencing January 1, 2025. The Agreement may be terminated earlier in its term upon 30 days' written notice by CEDA to the Authority or by the Authority to CEDA. Upon termination, the Authority shall be liable to pay CEDA for services performed at \$24,013.00 per year and materials provided under this Agreement prior to and through the effective date of termination, unless otherwise specifically agreed by the parties in writing.

### **VI. Construction of Agreement**

This Agreement is to be performed and construed under Minnesota law, and supersedes any and all prior agreements and contains the entire agreement of the parties.

**ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF MANTORVILLE**

By \_\_\_\_\_

Its \_\_\_\_\_

Date \_\_\_\_\_

**COMMUNITY AND ECONOMIC  
DEVELOPMENT ASSOCIATES**



By

Its CEO/President

Date September 25, 2024