



Trail to the Past. Road to the Future.

ECONOMIC DEVELOPMENT AUTHORITY MEETING

MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
REGULAR MEETING
Wednesday, July 16, 2025
5:45 PM

- 1. Call to Order**
 - Brian Hindal Chuck Bradford Zach Krause Kim Boyum
 - Troy Stafford Bob Soland Jeff Ingalls

- 2. Approval of Meeting Minutes**
 - A. June 4, 2025, Minutes

- 3. Financial Report**
 - A. June 2025 (These will be available the day of the meeting)

- 4. New Business/Old Business**
 - A. Marigold Days Fireworks Request
 - i. Motion to approve request

 - B. Larger than Life Update
 - i. Reactions
 - ii. Motion to approve request of EDA funds

 - C. Music in Mantorville Update
 - i. Reactions
 - ii. Motion to approve request of EDA funds

 - D. Grant Update
 - i. SMIF Small Town Grant
 - A. Friends of Mantorville-Pickleball Courts

 - E. Future Meetings
 - i. August 5
 - ii. September 2

- 5. Adjourn**

Next meeting is scheduled for Tuesday, August 3, 2025, at 6:30 p.m.



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Mantorville EDA Meeting

July 16, 2025

Agenda Memo

New Business/Old Business

- **Financial Report –**
 - At June 4 meeting, Zach Krause recommended the Authority should take a closer look at the increases in costs for CEDA services. CEDA recommended communities budget for 5% for the following year, but leadership is hoping it will be less than that.

- **Marigold Days Fireworks 2025**
 - Lyle Hoaglund is requesting \$500 for Fireworks made out to Marigold Days Committee. We will need a motion to approve and if approved Lyle will submit receipt for reimbursement. Gretchen shared funds were provided for 2023 but she is not finding anything for 2024.

- **Larger Than Life Art Exhibit**
 - June 28 – September 1, 2025
 - \$500 request for printing of the artwork made out to the Larger Than Life Foundation. The expense was previously approved so we will need a motion to approve the funds to now reimburse with EDA funds.
 - Brian and Mary Jo did a great job of organizing the event and all the volunteers needed for putting up large displays in the park. Volunteers are continuing to trim grass around each display to make mowing more efficient for city workers, too. Reactions from Brian will be shared at the meeting.

- **Music in Mantorville Update:**
 - Financial information included in packet regarding already approved budget items for Music in Mantorville 2025.
 - This is within its previously approve budget. We will need a motion to approve the release of \$3,300 from EDA to reimburse the promotional expenses for Music in Mantorville 2025.
 - Update from Tom Monson
 - Our estimate through June has been an average headcount of 273.75. Food vendors have been nearly exclusively Mantorville and Kasson businesses. Invitations were provided to all our Mantorville restaurants and nearly all of them took us up! The farmer's market has also seen a large increase in sales and foot traffic when they setup during Music in Mantorville. The playground equipment, basketball courts, picnic tables, and other amenities appear to be highly utilized during our event. Parking is somewhat congested but manageable. Talking with Joe Adams, I believe we've kept any mess or litter to a minimum and we've not yet noted any damage. Sound projects very well out the front of the stage and is much quieter behind the stage. I have not yet heard of any complaints from neighbors, so if there's



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any feedback or concerns that seem relevant, please let me know. I think overall, community reception has been positive, vendors seem to make money, and people seem to enjoy themselves.

- We've got a donation box (thank you Joe!) and received \$86 the first night we had it out. After completing the first season, we'll discuss how to diversify revenue, possible incorporation of a social district, and other next phases. We've also had about 10 bands already reach out expressing interest in performing next year. We'd also like to explore a few ideas on how to use this program to support local nonprofits.
- A couple items that have come up for potential small improvements: eyelets above the entries of the south park shelter so we could hang banners that say "Vendor Market", an additional post with another set of outlets on the SW side of the park (we also had one request for a 40 amp outlet), and a gutter/downspout along the back of the bandshell to prevent erosion.

- **Grant Updates**

- **SMIF Small Town Grant**

- A funding opportunity opens at the end of July, offering a maximum award of \$10,000. Awarded funds must be used within 12 months, and recipients are required to submit a confirmation summary upon completion.
 - One potential use for this funding opportunity is the Pickleball Courts project. Donations are still being sought to ensure the project is fully funded, and this grant could support those efforts. Submitting a request through Friends of Mantorville would highlight the project's value in promoting a healthier lifestyle for Mantorville residents
 - I know there has been discussion around Riverside Bathrooms with Joe Adams. One of the requirements for this grant is money needs to be spent within 12 months and a summary shared with the foundation to ensure completion of the project.

- **Future Meetings**

- **August 5 Meeting**

- The discussion will center on whether there is a need for this meeting at this time of the year from the authority's perspective.

- **September 2 Meeting**

- Falls one day after Labor Day. Is there a need for this date to be rescheduled in order to secure quorum?

The next meeting is scheduled for Tuesday, August 5, 2025, at 6:30 p.m.



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ECONOMIC DEVELOPMENT AUTHORITY MEETING

MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955

MINUTES

TUESDAY, June 4, 2025
6:30 PM

1. **Call to Order**
X Brian Hindal Chuck Bradford X Zach Krause X Kim Boyum
X Troy Stafford X Bob Soland X Jeff Ingalls
2. **Approval of Meeting Minutes**
 - A. May 6, 2025, Minutes
 - a. *Motion to approve by Soland and seconded by Boyum*
 - b. *Motion carried unanimously*
3. **Financial Report**
 - A. May 2025 (These will be available the day of the meeting)
 - a. *Hindal responded to a question that budget is discussed in October and approved in November for the following year.*
 - b. *Hindal shared that extra funds at end of 2025 could possibly be used for 2026 Music in Mantorville.*
 - c. *Krause recognized increased costs for CEDA the last several years and recommended looking into it.*
 - d. *Motion to approve by Krause and seconded by Boyum*
 - e. *Motion carried unanimously*
4. **New Business/Old Business**
 - A. Stagecoach Days Update
 - i. *Fiddler Competition Canceled*
 - ii. *Lack of planned events at Riverside Park was main reason. We didn't feel like it would be very well attended. We looked at postponing to Marigold Days but there was no available time throughout the weekend at the bandshell.*
 - B. Music in Mantorville
 - i. Reactions
 - A. *Music was good. No food vendors were present. Estimated 65-70 people attended.*
 - B. *Weather and severe air day could both be responsible for less than expected attendance.*
 - C. *Tom did share they have extensively promoted the summer series through radio, tv, newspapers and all manners of social media.*
 - D. *Food vendors were cancelled due to the weather and they wanted a decision from Tom earlier in the day. With the forecast not looking promising they decided to cancel them due to weather and not able to gauge the amount of food to be made up in advance.*



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C. Larger than Life Art Exhibit Update

- i. SEMAC Grant 2026 Update
 - A. *\$5000 has been awarded and received for next year.*
- ii. Brian Update 2025
 - A. *Everything is set. 30 artists and 2 bands for the day.*
 - a. *30 artists is probably the max that can be supported. This will be an annual goal for future.*
 - B. *Advertising through local media is covered.*

D. Grant Update

- i. Compeer Grant Idea
 - A. *Thought was possibly Ag grant for small communities might incorporate assistance for remodeling the bathrooms at Riverside Park. Todd touched base with them and there are no Compeer grants whereby restoring or rebuilding park bathrooms would be eligible.*

E. July – September Meeting Status

- i. *July 1 meeting is being postponed to Wednesday, July 16. The move to Wednesday evening avoids conflict with Music in Mantorville on Tuesday evenings.*
- ii. *August 5 meeting will be cancelled.*
- iii. *Status of September 2 meeting will be determined at July 16 meeting.*

5. Adjourn:

- i. Motion to adjourn by Ingalls and seconded by Hindall.
- ii. Motion carried unanimously

Next meeting is scheduled for Wednesday, July 16, 2025, at 6:30 p.m.

Posted 06.05.2025

ECONOMIC DEVELOPMENT AUTHORITY



Event Funding Request Reimbursement

TO BE COMPLETED BY THE EDA:

The Mantorville EDA has approved the non-profit/organization _____ the amount of/or up to \$ _____ for the _____ event/project on this _____ day of _____, 20 _____. *If applicable, the event will take place on _____, 20_____.*

Approved by EDA Chair/Board Member

Date

In order to be reimbursed for funds, your organization/non-profit must complete the following information along with **providing invoices and/or proof of payment** (if applicable). If invoices and paperwork are not completed and returned within 30 days of the event occurring, your organization risks forfeiting reimbursement. Funding that was approved but not fully utilized will not be disbursed to the organization, only the amount that can be supported with documentation such as invoices, receipts will be reimbursed. Funding the EDA approves is not automatically guaranteed year to year. The EDA board will review each request as it is submitted.

TO BE COMPLETED BY THE ORGANIZATION:

On behalf of the Mantorville Area Chamber of Commerce (event/non-profit), I Jason Klimavicz, I am returning this form to the Mantorville EDA so that the following invoices may be paid from the above permitted amount.

Signature

5/20/25
Date

(507) 696-5986
Phone

Jason Klimavicz
Printed Name

jason.klimavicz@gmail.com
Email

Business Name	Invoice Number	Invoice Date	Description of Service/Product	Invoice Total	Amount Mantorville EDA to Pay	
KOWZ - FM	12670	5/19/25	Promotion 6/1/25 - 6/15/25	\$400 ⁰⁰	\$400 ⁰⁰	<input type="checkbox"/> Please send check directly to business on invoice. <input checked="" type="checkbox"/> We paid this invoice with check or CC (provide copy of statement/proof of payment). Please reimburse: <u>MV Chamber of Commerce</u>
KAAL - TV	486222-1	5/5/25	Promotion 5/19/25 - 8/24/25	\$500 ⁰⁰	\$500 ⁰⁰	<input type="checkbox"/> Please send check directly to business on invoice. <input checked="" type="checkbox"/> We paid this invoice with check or CC (provide copy of statement/proof of payment). Please reimburse: <u>MV Chamber of Commerce</u>
KWWK - FM	5779771	5/19/25	Promotion 06/01/25 - 06/30/25	\$600 ⁰⁰	\$600 ⁰⁰	<input type="checkbox"/> Please send check directly to business on invoice. <input checked="" type="checkbox"/> We paid this invoice with check or CC (provide copy of statement/proof of payment). Please reimburse: <u>MV Chamber of Commerce</u>

Confirmation

COPY



KOWZ-FM
 255 Cedardale Drive SE
 Owatonna MN 55060
 (507) 444-9224

Contract # 12670
 Date Entered 05/09/2025
 Sales Person CONNOR HENDERSON
 Agency % 0.00
 Billing Cycle Calendar
 Revenue Source Local Direct
 Revenue Type Cash
 Product MUSIC IN MANTORIVLLE PROMOTION
 Contract 06/01/2025 - 06/15/2025

MANTORVILLE CHAMBER OF COMMERCE
 ATTN PAUL
 PO BOX 44
 MANTORVILLE MN 55955

Station	Date Range	Time Range	Len	Schedule	Repeated	P	Avail Type	Rate	Qty	Total
1 KOWZ-FM	06/01/2025-06/15/2025							400.00	1	400.00
PROMOTION										
Total										400.00

Rotation	Station	Date Range	Time Range	Days

Projected Billing		Count	Gross	Net
June	2025	1	400.00	400.00
		1	400.00	400.00

Memo Bill

Music in Mantorville

Invoice #: 486222-1

Date: 5/5/2025

Music In Mantorville Summer 2025

Total Due: \$500.00

KAAL-TV
Rochester, MN

Promotion Dates

- 5/19/25-8/24/25 \$500.00

Total Due **\$500.00**

Thank you for your business!

CONTRACT

COPY



KWWK-FM
 122 4th St. SW
 Rochester, MN 55902
 wopayments4@townsquaremedia.com
 (507) 286-1010

<u>Contract / Revision</u> 5779771 / 1		<u>Alt Order #</u>
<u>Advertiser</u> Mantorville Area Chamber of Commerce		<u>Original Date / Revision</u> 05/19/25 / 05/19/25
<u>Contract Dates</u> 06/01/25 - 06/30/25	<u>Estimate #</u>	<u>Ext. Opp. ID</u>
<u>Product</u> June 2025: Non-Profit Awareness Program		
<u>Billing Cycle</u> EOM/EOC	<u>Billing Calendar</u> Calendar	<u>Cash/Trade</u> Cash
<u>Property</u> KWWK-FM	<u>Account Executive</u> Jessica Williams	<u>Sales Office</u> Local Rochester
<u>Special Handling</u>		
<u>Demographic</u> Households		
<u>Agy Code</u>	<u>Advertiser Code</u>	<u>Product 1/2</u>
<u>Agency Ref</u>	<u>Advertiser Ref</u>	

And:

Mantorville Area Chamber of Commerce
 Attention: Jennifer Galloway
 Box 44
 Mantorville, MN 55955

*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Rate	Rtn	Type	Spots	Amount
1	KWWK	06/01/25	06/30/25	M-F Prime Rotator	6a-7p		:30				NM	20	\$460.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>	<u>Rating</u>			
Week:		05/26/25	06/01/25	-----				0	\$0.00	0.00			
Week:		06/02/25	06/08/25	MTWTF--				4	\$23.00	0.00			
Week:		06/09/25	06/15/25	MTWTF--				5	\$23.00	0.00			
Week:		06/16/25	06/22/25	MTWTF--				5	\$23.00	0.00			
Week:		06/23/25	06/29/25	MTWTF--				5	\$23.00	0.00			
Week:		06/30/25	07/06/25	M-----				1	\$23.00	0.00			
2	KWWK	06/01/25	06/30/25	M-Su Broad Rotator	6a-12a		:30				NM	10	\$50.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>	<u>Rating</u>			
Week:		05/26/25	06/01/25	-----S				1	\$5.00	0.00			
Week:		06/02/25	06/08/25	MTWTFSS				2	\$5.00	0.00			
Week:		06/09/25	06/15/25	MTWTFSS				2	\$5.00	0.00			
Week:		06/16/25	06/22/25	MTWTFSS				2	\$5.00	0.00			
Week:		06/23/25	06/29/25	MTWTFSS				2	\$5.00	0.00			
Week:		06/30/25	07/06/25	M-----				1	\$5.00	0.00			
Totals											0.00	30	\$510.00

Time Period	# of Spots	Gross Amount	Net Amount
06/01/25 - 06/30/25	30	\$510.00	\$510.00
Totals	30	\$510.00	\$510.00

*Line	Start Date	End Date	Description	Imp./Plays	Booked	Rate	Rate Type	Amount
1	06/01/25	06/30/25	:30 Audio Spot (CPP)		30	\$3.00	CPP	\$90.00
Totals					30			\$90.00

(* Line Transactions: N = New, E = Edited, D = Deleted)

Notwithstanding to whom bills are rendered, advertiser, agency and service, jointly and severally, shall remain obligated to pay to station the amount of any bills rendered by station within the time specified and until payment in full is received by station. Payment by advertiser to agency or to service or payment by agency to service, shall not constitute payment to station. Station will not be bound by conditions, printed or otherwise contracts, insertion orders, copy instructions or any correspondence when such conflict with the above terms and conditions. Two week advance cancellation notice is required unless otherwise specified.

QUICK COUNTRY 96.5 KWWK-FM
 122 4th St. SW
 Rochester, MN 55902
 wopayments4@townsquaremedia.com
 (507) 286-1010

<u>Contract / Revision</u> 5779771 / 1	<u>Alt Order #</u>
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<u>Advertiser</u> Mantorville Area Chamber of Commerce	<u>Original Date / Revision</u> 05/19/25 / 05/19/25
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<u>Contract Dates</u> 06/01/25 - 06/30/25	<u>Product</u> June 2025: Non-Profit A	<u>Estimate #</u>
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Time Period	Gross Amount	Net Amount
06/01/25 - 06/30/25	\$90.00	\$90.00
Totals	\$90.00	\$90.00

Contract Group Totals

Cumulative Time Period	Rtn	# of Spots	Gross Amount	Net Amount	Total
06/01/25-06/30/25	0.00	30	\$600.00	\$600.00	\$600.00

Signature: _____ Date: _____

(* Line Transactions: N = New, E = Edited, D = Deleted)

Notwithstanding to whom bills are rendered, advertiser, agency and service, jointly and severally, shall remain obligated to pay to station the amount of any bills rendered by station within the time specified and until payment in full is received by station. Payment by advertiser to agency or to service or payment by agency to service, shall not constitute payment to station. Station will not be bound by conditions, printed or otherwise contracts, insertion orders, copy instructions or any correspondence when such conflict with the above terms and conditions. Two week advance cancellation notice is required unless otherwise specified.

Business Name	Invoice Number	Invoice Date	Description of Service/Product	Invoice Total	Amount Mantorville EDA to Pay	
Rena's Kitchen Music	check 3008	06/03/25	Entertainment (Band)	\$500.00	\$500.00	<input type="checkbox"/> Please send Check Directly to business on invoice. <input checked="" type="checkbox"/> We paid this invoice with check or CC (provide copy of statement/proof of payment). Please reimburse: <u>MV Chamber of Commerce</u>
Nathan Davidson	check 3009	06/10/25	Entertainment (Band)	\$500.00	\$500.00	<input type="checkbox"/> Please send Check Directly to business on invoice. <input checked="" type="checkbox"/> We paid this invoice with check or CC (provide copy of statement/proof of payment). Please reimburse: <u>''</u>
Becky Schlegel	check 3010	06/17/25	Entertainment (Band)	\$500.00	\$500.00	<input type="checkbox"/> Please send Check Directly to business on invoice. <input checked="" type="checkbox"/> We paid this invoice with check or CC (provide copy of statement/proof of payment). Please reimburse: <u>''</u>
The Amethyst Yogi	check 3011	06/17/25	Entertainment (Yoga)	\$300.00	\$300.00	<input type="checkbox"/> Please send Check Directly to business on invoice. <input checked="" type="checkbox"/> We paid this invoice with check or CC (provide copy of statement/proof of payment). Please reimburse: <u>''</u>

EXPENSE RECORD

RENT / MORTGAGE, GAS / ELECTRIC, TELEPHONE / INTERNET, FOOD, CLOTHING, AUTO / TRANSPORTATION, ENTERTAINMENT / TRAVEL, HOME IMPROVEMENT, INSURANCE, MEDICAL, TAXES, SAVINGS / INVESTMENTS, LOAN PAYMENT, CREDIT CARD PAYMENT, OTHER

CHECK HERE IF TAX DEDUCTIBLE ITEM

3009

June 11th

Nathan Davidson
Five Hundred and no/100

MUSIC IN MARLBOROUGH

NOT NEGOTIABLE

Check #3009
Nathan Davidson

EXPENSE RECORD

RENT / MORTGAGE, GAS / ELECTRIC, TELEPHONE / INTERNET, FOOD, CLOTHING, AUTO / TRANSPORTATION, ENTERTAINMENT / TRAVEL, HOME IMPROVEMENT, INSURANCE, MEDICAL, TAXES, SAVINGS / INVESTMENTS, LOAN PAYMENT, CREDIT CARD PAYMENT, OTHER

CHECK HERE IF TAX DEDUCTIBLE ITEM

3010

June 11th

Becky Schlegel
Five Hundred and xx/100

MUSIC IN MV 6/17

NOT NEGOTIABLE

Check #3010
Becky Schlegel

EXPENSE RECORD

RENT / MORTGAGE, GAS / ELECTRIC, TELEPHONE / INTERNET, FOOD, CLOTHING, AUTO / TRANSPORTATION, ENTERTAINMENT / TRAVEL, HOME IMPROVEMENT, INSURANCE, MEDICAL, TAXES, SAVINGS / INVESTMENTS, LOAN PAYMENT, CREDIT CARD PAYMENT, OTHER

CHECK HERE IF TAX DEDUCTIBLE ITEM

3011

June 17th

The Amethyst Yogi
Three Hundred and xx/100

MUSIC IN MV 6/17

NOT NEGOTIABLE

Check #3011
The Amethyst Yogi

EXPENSE RECORD

RENT / MORTGAGE, GAS / ELECTRIC, TELEPHONE / INTERNET, FOOD, CLOTHING, AUTO / TRANSPORTATION, ENTERTAINMENT / TRAVEL, HOME IMPROVEMENT, INSURANCE, MEDICAL, TAXES, SAVINGS / INVESTMENTS, LOAN PAYMENT, CREDIT CARD PAYMENT, OTHER

CHECK HERE IF TAX DEDUCTIBLE ITEM

3008

June 24th

Rena's Kitchen Music LLC
Five Hundred and xx/100

MIM - June 3rd, 2025

NOT NEGOTIABLE

Check #3008
Rena's Kitchen Music

Business Name	Invoice Number	Invoice Date	Description of Service/Product	Invoice Total	Amount Mantorville EDA to Pay	
KLG	11601	5/27/25	Vinyl Banner	\$3000 ⁰⁰	\$3000 ⁰⁰	<input type="checkbox"/> Please send Check Directly to business on invoice. <input checked="" type="checkbox"/> We paid this invoice with check or CC (provide copy of statement/proof of payment). Please reimburse: <u>MV Chamber of Commerce</u>
						<input type="checkbox"/> Please send Check Directly to business on invoice. <input type="checkbox"/> We paid this invoice with check or CC (provide copy of statement/proof of payment). Please reimburse: _____
						<input type="checkbox"/> Please send Check Directly to business on invoice. <input type="checkbox"/> We paid this invoice with check or CC (provide copy of statement/proof of payment). Please reimburse: _____
						<input type="checkbox"/> Please send Check Directly to business on invoice. <input type="checkbox"/> We paid this invoice with check or CC (provide copy of statement/proof of payment). Please reimburse: _____



207 West Main St.
Kasson, MN.
55944

Invoice

Date	Invoice #
5/27/2025	11601

Bill To City of Mantorville <i>Mantorville Area Chamber of Commerce</i> Mantorville, MN. 55935

Ship To

P.O. Number	Terms	Ship	Via	F.O.B.	Rep
Verbal	Due on receipt	5/27/2025	Drop Off	KLK	JH

Item Code	Quantity	Description	Price Each	Amount
Total Sales - Non-taxa...	2	60" x 96" Vinyl Banner for Music in the Park with Sponsors name and dates 2025	200.00	400.00
Total Sales - Non-taxa...	2	Fundraiser discount 25%	-50.00	-100.00
		Sales Tax	7.375%	0.00

All work is complete!

Total	\$300.00
Payments/Credits	\$0.00
Balance Due	\$300.00