Trail to the Past. Road to the Future.

ECONOMIC DEVELOPMENT AUTHORITY MEETING

MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
REGULAR MEETING
Monday, October 19, 2026
6:30 PM

1. **Call to Order** ☐ Brian Hindal ☐ Chuck Bradford ☐ Zach Krause ☐ Kim Boyum ☐ Troy Stafford ☐ Bob Soland ☐ Jim Potter

2. **Approval of Meeting Minutes**
   A. August 17, 2026 Minutes

3. **Financial Report**
   A. October 2026 – Will be available at meeting.
   B. USDA Release of Funds

4. **New Business/Old Business**
   A. SMIF Economic Development Grant Update
      i. Mantorville Business Learning Initiative Update

   B. SMIF Taylor Rural Development Grant Update
      i. Application in packet

   C. Music in Mantorville Summary

   D. Building Restoration Corporation
      i. Main Street Limestone Cleaning

   E. December Meeting Date

   F. Other Items

5. **Adjourn**

Next meeting is scheduled for Monday, November 16, 2026, at 6:30 p.m.

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Mantorville EDA Meeting
October 19, 2026 Agenda
Memo

- **New Business/Old Business**

- **Minutes**
  - August 17, 2026 Minutes are in the packet.

- **Financial Update**
  - Remaining 2026 expenditures: based on previous end-of-year spending practices, the EDA budget will be sufficient.
  - Kieffer will be working with USDA to complete a release of funds process. Once the USDA understands the RLF program has met expectations of servicing the business community with success, this release will remove USDA from oversight of the funds. The EDA will have sole responsibility. Once this is completed, the loan funds should be able to be consolidated.

- **County Seat**
  - The new owners are Neng Vue & Seng Vang.

- **SMIF Economic Development Grant**
  - Great news! The grant was awarded to Mantorville Art Guild. The initiative will receive $10,000 from SMIF and $1,000 from the EDA.
  - The first Business Learning Initiative meeting was on Tuesday, September 15. We had a total of 5 in attendance.
  - The October 15 meeting had 5 representatives attend, and they were introduced to Julie Kiehne, Winona State University Business Outreach Program, and formerly the director of the Small Business Development Center-Rochester Office. We had very good dialog. We developed a good idea of the current business landscape in Mantorville. The next step is for Julie and Kieffer to formulate a next step to share with our group before moving forward. Coordination of this initiative with the Marketing Mantorville momentum will be important so the community knows there are not 2 competing initiatives.
    - An attempt to identify all Mantorville businesses in the community will take place with the November Utility Bill mailing. I will share a short description of the initiative and ask all business owners to reply with contact information so we can include them in invites and updates.

- **SMIF Taylor Rural Improvement Grant Submitted**
  - Riverside Park
    - Shade opportunities for green space in front of the bandshell and Wi-Fi installed.
      -
    - We received the quote from KMTel. The total for installing the wi-fi would be approximately $13,000. Then KMTel will write a check to the City of Mantorville for $5,000. In essence, this amount will serve as the matching portion of the grant. If awarded, there will be no expenses for the City of Mantorville. One slight hurdle is that there will be a monthly charge of $99. This will need to be a discussion with the City Council to clarify which funds will support this monthly responsibility.

- **Music in Mantorville**
  - Music in Mantorville 2026 Recap

    We're happy to report a successful second season of our weekly summer concert series! Once again, we had a fully sponsored season including a grant from Hanson Family Foundation. Based on the timing of receiving the grant, we only used part of those funds and intend to scale up more of our performances in 2027.

    This year our average weekly total attendance appears to have increased by a estimated 327.1 (2025) 409.6 (2026). This represents an estimated increase of 82.5 people which is a gain YoY of 25.2%. Our food vendors this year were Hubbell House and Hidden Pines (County Seat occasionally came with a smaller number of offerings prepared off-site) and largely rotated rather than having 3-4 meal vendors at every concert. This rotation was reportedly much better for the food vendors and was made possible by each of them working to become more efficient in their outdoor order-taking and food prep. Additionally, the farmer's market appears to maintain turnout of about 4-6 vendors with a total of 14 different vendors throughout the summer, whom indicated they were generally happy with foot traffic. Marketing this year featured 2 billboards through Reagan (1 was due to a mistake on the side of Reagan), radio, TV, flyers, and boosted social media. Word of mouth also seems to have continued spreading.

    A new offering this year were Music in Mantorville branded t-shirts and can koozies. I will be receiving an end of season inventory at our debrief tomorrow.

    We frequently receive compliments from both attendees and bands on the bandshell, Riverside Park, and overall scenery of Mantorville. Many bands indicate this is the nicest outdoor venue they have played in. Speaking with Joe from public works, we've kept the park clean and avoided the event causing any issues to the amenities.

    We also held a special Saturday event in late July – Beatles Bash which lasted nearly 5 hours and had a peak headcount of approximately 500 people. The headliner flew into Rochester but then became severely ill the morning of the event. The two opening acts were able to offer a modified third set in lieu of his absence.

    A few primary thoughts we have after the 2026 season:
    Do we add a second special event in late June to have a Stagecoach Music Festival with country/bluegrass themes?
    Can we somehow better translate our weekly turnout into more retail/economic traffic throughout Mantorville?
    How can we alleviate the heat on hot sunny days in the green space immediately in front of the bandshell?

    I'm always open to suggestions and welcome feedback on how we can improve. Don't hesitate to reach out with questions or thoughts.

- **Main Street Limestone**
  - I met with Building Restoration Corporation. They specialize in restoring buildings that are on the Historical Register. They have done much work for Mayo Clinic. I should be receiving his report and quotes for what the buildings would need for updates. I asked him to categorize the urgency of each of the suggested updates, too.

- **December Meeting Date**
  - The December meeting falls on December 21. Is this date going to work, or do we need to think about rescheduling? Possible reschedule dates could be December 14 or 16.

- **Other Items**
  - Let me know if you have any items to be added to the agenda.

- The **next meeting is scheduled for Monday, November 16, 2026, at 6:30 p.m.**

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ECONOMIC DEVELOPMENT AUTHORITY MEETING

MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MINUTES
Monday, August 17, 2026
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 Jim Potter

A. Meeting was called to order by President Hindal at 6:30 pm.
B. Not in attendance: Bradford
- *Krause and Stafford needed to be excused from the meeting at 7:35 due to other commitments.*

C. Also in attendance: Todd Kieffer, EDA Coordinator, Mary Ayshford & Cheryl Anderson-Art Guild, Sandra Gouchnauer-Welcome Center.

2. Approval of Meeting Minutes

A. June 15, 2026 Minutes
i. *Motion to approve the June 15, 2026, minutes made by Potter and seconded by Boyum.*
ii. *Motion carried 6-0.*

3. Financial Report

A. June 2026
B. August 2026
i. *Motion to approve the June and August finance reports made by Stafford and seconded by Soland.*
ii. *Motion carried 6-0.*
- *Can we roll the micro loan funds into the RLF account to have one total?*
- *Kieffer and Lohrbach will look at annual expenditures and provide a budget update for the remainder of 2026.*
- *The EDA discussed the unused portion of the funds from Rochester Sales Tax CD. It was thought these were going to be put back into the CD at its next maturation date. However, at this time they feel these funds should not be put back into CD until December and after the EDA has discussed future needs in creating the 2027 budget.*

4. New Business/Old Business

A. Art Guild Advertising: Mary Ayshford & Cheryl Anderson
i. *Art Guild had worked out an arrangement to get a free article in the TODAY magazine, they would need to pay for two ads. The EDA paid for the first and we EDA was asked to pay for the 2nd one as well. Each ad was approximately $300. This is the first year with the hope it would generate more visitors to the Art Guild events.*
ii. *Motion to reimburse the Art Guild for advertising in the amount of approximately $300 was made by Stafford and seconded by Potter.*
iii. *Motion carried 6-0.*

B. Welcome Center Request: Sandra Gauchnauer
    i. *The estimate received from Comet Heating is $4,800. Fundraising has generated $2,812. Requesting $1,988.*
    ii. *It has always been the intention of the EDA to support local businesses through advertising that will hopefully bring more visitors to Mantorville. Following a lengthy discussion, the EDA will make an exception and support a capital investment of up to $1,000. The EDA is hoping the Welcome Center can use this as a matching request to promote additional fundraising.*
        - *Motion to approve funding up to $1,000 was made by Stafford and seconded by Krause.*
        - *Motion carried 6-0.*

C. SMIF Economic Development Grant Update
    i. Mantorville Business Learning Initiative
        - *Kieffer explained the project of utilizing free professional learning experiences to bring any/all business owners to the table to not only learn from various proven presenters, but also with and through each other. The Chamber will be overseeing the day-to-day operations of the project, but the availability to participate is for all business owners in the community to have access to these trainings. They DO NOT need to be a Chamber member. This list will remain fluid as owners come and go.*
        - *We heard from owners on the survey that they feel like they are working in silos and basically competing against each other. The goal of this project is for all businesses to support each other, and in the long run, this will support all Mantorville business owners.*
        - *SMIF will be announcing award recipients in October.*
        - *Grant maximum is $10,000 with a 10% match.*
            - *A motion for the EDA to provide the 10% match was made by Soland and seconded by Krause.*
            - *Motion carried 6-0.*

D. SMIF Taylor Rural Development Grant
    i. Riverside Park
        - *This grant opens September 6 and closes October 8. Two improvements for the park have been heard from Music in Mantorville attendees and vendors throughout the summer. They are:*
            - *Improved Wi-Fi for the park. This would provide for a much more effective and efficient process for vendors and attendees. With the new technology always evolving, it would also provide benefits for the performing musicians.*
            - *Shade for the green space in the park for evening events throughout the Summer. Very few people are able to sit directly in front of the bandshell due to the intensity of the sun and heat. We do believe this will increase attendance and provide greater opportunities for our local vendors and Farmers' Market.*

E. Larger Than Life Update
   i. *Kickoff in June was well attended. 18 artists set up booths this year compared to 14 last year. Visitors are seen daily enjoying the exhibition. Joe Adams also appreciates the set-up as it allows Public Works to maintain around them.*

F. Music in Mantorville Update
   i. *It has been going well. Weather and heat do play a role in nightly attendance. Based on the following of each band, they have seen a high of 1,000 in attendance, but the average for the season so far would be around 450-500.*

G. Marigold Days
   i. Discussion took place regarding a list of GEM candidates for 2027.

H. Review of Expectations
   i. Main Street Limestone
      - *Mayo Clinic was shared as another resource for gathering information regarding Main Street limestone cleaning.*
   ii. Fishing Dock or Pier
      - *This is being removed as an expectation due to logistics.*
   iii. Revolving Loan Promotion
      - *Kieffer believes that as the Chamber continues to build the Business Learning Initiative, owners will be more prepared to understand how an EDA Revolving Loan could provide benefits for expanding individual businesses' opportunities.*
   iv. Business Recruitment
      - *No updates at this time*

I. Other Items

5. Adjourn

A. Motion to adjourn the August 17 meeting at 7:50 was made by Potter and seconded by Boyum.

B. Motion carried 4-0

Next meeting is scheduled for Monday, September 21, 2026, at 6:30 p.m.

Application

Organization Profile

Organization Name

City of Mantorville

Department (when applicable)

Mantorville EDA

AKA (when applicable)

Tax ID

41-0850501

Street 1

21 5th St E

Street 2

PO Box 188

City

Mantorville

State

MN

Postal Code

55955

Organization Email

info@mantorville.com

Phone

507-635-5170

Website

www.mantorville.com

Organization Mission/Description

Primary Contact for Organization
First Name: Gretchen
Last Name: Lohrbach
Job Title: City Clerk/Treasurer
Email Address: gretchen@mantorville.com
Phone Number: 507-635-5170

Eligibility Checklist

>
- **Are you a 501(c)(3), unit of government, public agency, or have a fiscal agent?** *

<

Yes

>
- **Does the community being served have a population of 10,000 or under?** *

<

Yes

>
- **Will this grant support:- individuals, businesses, or other for-profit organizations?- general operating expenses and expenses not directly related to the project?- programs or services mandated by law?- routine maintenance?- campaigns or endowments?(If you answer yes to any of these questions, you will not be eligible to apply for the Taylor Rural Improvements Grant.)** *

<

No

>
- **Will this project be completed within 12 months?** *

<

Yes

I. Applicant Information

Primary Contact

Primary Contact First Name*

Gretchen

Primary Contact Last Name*

Lohrbach

Title*

Mantorville City Clerk

Email Address*

gretchen@mantorville.com

Applicant Organization

Organization Name*

City of Mantorville

Tax ID #

41-0850501

Address Line 1*

21 5th St E

Address Line 2

PO Box 188

City*

Mantorville

State*

MN

Zip Code*

55955

County*

Dodge

Telephone*

507-635-5170

Business Email*

info@mantorville.com

Tax Status*

Unit of Government

Do you have a Project Contact person that is different from the Primary Contact?

Yes

Project Contact (if applicable)

If Project Contact person is different from the Primary Contact, please provide that information.

Project Contact

Project Contact First Name*

Todd

Project Contact Last Name*

Kieffer

Project Contact Title*

Mantorville EDA Coordinator

Project Contact Email*

todd.kieffer@cedausa.com

Organization

Mantorville EDA

Tax ID

410850501

Address Line 1

21 5th Street

Address Line 2

City	State	Zip Code	County	Business Phone	Business Email
Mantorville	MN	55955	Dodge	5076355170	info@mantorville.com

III. Project Description

Impacted Community Name*

Mantorville, MN

2020 Census Community Population*

1111

Project Title*

Riverside Park Shade & Wifi

Is this project routine maintenance or an ADA upgrade on an existing structure? (If yes, this project does not qualify for this grant.) *

No

Is the community space free and open to the public to use at least some of the time? (If no, this project does not qualify for this grant.) *

Yes

Can this project be completed by November 18, 2027? (Projects must completed within this one year timeframe to qualify.) *

Yes

SMIF Counties and/or Native nation served:*

- [ ] Select All
- [ ] Blue Earth
- [ ] Brown
- [x] Dodge
- [ ] Faribault
- [ ] Fillmore
- [ ] Freeborn
- [ ] Goodhue
- [ ] Houston
- [ ] Le Sueur
- [ ] Martin

- [ ] Mower
- [ ] Nicollet
- [ ] Olmsted
- [ ] Prairie Island Indian Community
- [ ] Rice
- [ ] Sibley
- [ ] Steele
- [ ] Wabasha
- [ ] Waseca
- [ ] Watonwan
- [ ] Winona

IV. Narrative

A. Briefly describe what SMIF grant funds will be spent on.

SMIF funds ($17,250) will bring fast public Wi-Fi to Riverside Park and add a 16'x20'x10' 4-post hip shade structure from Midwest Playscapes by the bandshell. The full $26,600 project is co-funded by $5,000 from KMTelecom and $4,350 from city/other grants. High-speed Wi-Fi covers fiber lines, gear, and setup so vendors at all community celebrations can accept credit card payments without delays. The shade structure protects concertgoers from harsh sun so more people can enjoy events in comfort.

B. How will this space provide residents with a place to connect outside of home and work, strengthen bonds, and foster a sense of belonging?

Upgrading the park experience is at the heart of this project. Riverside Park hosts all our major gatherings—from summer music to Marigold Days, Fall Festival, and Old Fashioned Christmas. Shade structures give residents and tourists a comfortable spot to sit together, visit, and enjoy free entertainment. A more welcoming park encourages attendees to also explore the 36 "Larger Than Life" art pieces along the park edge (June–Aug), deepening local pride and fostering a true sense of belonging.

C. Does this project encourage civic engagement, reduce social isolation, and/or create opportunities for collaboration, local culture, or economic activity?

Developed from conversations with vendors, musicians, and attendees, this project reflects true community collaboration. Reliable Wi-Fi removes payment bottlenecks that cause delays, helping Farmers' Market vendors and local food stands increase sales. Shaded seating keeps crowds comfortable so they stay longer at free summer concerts and year-round park gatherings. Organized entirely by volunteers, these upgrades support local culture, drive economic activity, and keep dollars in town.

D. How many people are you expecting to impact?

Music in the Park alone impacts over 6,000 guests each summer (450–500 weekly, hitting 1,000 on peak nights). The prime seating area directly in front of the bandshell sits in harsh sun, leaving the best spot in the park primarily deserted. Adding shade unlocks this unused space and eases heat strain for all ages. These upgrades will impact thousands of uncounted year-round parkgoers, picnic families, art exhibit viewers, and festival crowds, allowing us to comfortably serve far more people.

V. Budget

Enter whole numbers only, no commas or decimals (ex. 10000).

A. Total Project Budget Cost: $*

26850

B. SMIF Grant Request Amount (up to $20,000): $*

17500

C. Project Cash In-Hand or In-Kind/Noncash: $*

5000

D. Project Cash Pending (enter '0' for none, do not include SMIF Grant Request): $*

4350

> • **If you have Project Cash Pending, when do you expect to have it in-hand?** *
<

This project, if awarded, will be completed in the Spring of 2027. We will continue to keep writing grants. We have been told that the City will cover whatever is not secured through grants.

E. Estimated project In-Kind or Noncash (value = if you were to pay cash for this): $*

0

F. Do you have the required 25% cash or in-kind match in-hand? (See note below.)*

- [x] Yes
- [ ] No

G. Total Project Cash Income (C: Project Cash In-Hand + D: Project Cash Pending + B: SMIF Grant Request): $

26850

H. Total Project Income (G: Total Cash + E: In-kind/Noncash income):

26850

I. Is your Total Project Cash and In-kind or Noncash Income equal to your Total Project Budget Cost?*

- [x] Yes
- [ ] No

Note: All grant requests require a 25% cash or in-kind match. (For example, if you are requesting $20,000 you must also have at least $5,000 cash or in-kind match in-hand before SMIF grant funds can be released. You do not need to have the cash or in-kind match in-hand to apply.)

Application Submittal

Submitted by*

Todd Kieffer

Title*

Mantorville EDA Coordinator

Submit Date*

10/06/2026