



**ECONOMIC DEVELOPMENT AUTHORITY  
MINUTES  
March 28, 2011**

Pursuant to call and notice the Montrose Economic Development Authority met in regular session on Monday, March 28, 2011 at 6:00p.m. Those present were President Scott Jensen, EDA Members Scott Czanstkowski, Roy Henry, Andy Kauffman, Jeff Petersen, Glen Ross and Roger Ruhr. Justin Kannas, city engineer and Barb Swanson, City Administrator, were also present.

**Agenda**

Motion by Kauffman, seconded by Czanstkowski to approve the agenda as written. Motion carried 7-0.

**Minutes**

Motion by Kauffman, seconded by Petersen to accept the February 14, 2011 , minutes as written. Motion carried 7-0.

**Accounts Payable and Financial Report**

Motion by Ruhr, seconded by Petersen to approve the accounts payable in the amount of \$1,566.75. Motion carried 7-0.

**HCP Steering**

The next steering committee meeting will be held March 9<sup>th</sup> at 6:00p.m. at city hall.

**Highway 12 Improvements**

Justin Kannas, city engineer, reported that MN/DOT will allow pedestrian flashers at the intersection of Center Avenue South and US Highway 12. The approximate cost for the flashing pedestrian light is \$10,000.00. The lights are solar and the maintenance cost to replace the battery is approximately \$1,200.00 every 5 - 7 years. This item will be included in the specifications and plans.

Jeff Petersen reported that members of the Highway 12 Redevelopment Committee were beginning a historic research project related to the buildings in Montrose.

**Community Pride (Park & Recreation)**

Roy Henry reported that Community Pride will host a movie night at the community center on April 9<sup>th</sup>. The movie **Mega Mind** will be shown at 7:00p.m. Saturday evening.

**Business Recruitment Report**

Following are updates on prospects and business contacts over the past month:

**Stock Lumber Building** - Craft Pattern and Mold of Maple Plain purchased the former Stock Lumber building in January 2011. The company will be retrofitting the facility over the next few months with plans to move into the facility early this summer.

**Fat Matt's Firehouse Pizza** - A welcome letter was sent to Fat Matt's welcoming them to the community.

**New Commercial construction** - We continue to work with a developer on the construction of a new commercial strip mall project. There are three retail/service businesses that are interested in leasing space. We will continue to pursue this more aggressively over the upcoming months.

**Daycare** - Buffalo-Hanover-Montrose Community Ed and Finance Dept. issued a request for proposals for the space in the Early Education Center for a daycare facility. They will interview interested parties on March 11, 2011.

#### **Montrose-Waverly Chamber of Commerce Update**

The chamber will be holding their 2<sup>nd</sup> annual May event on May 21<sup>st</sup> at Waverly Village Hall. They are looking for a 2012 location in Montrose.

Montrose EDA will have a booth at the event. Czanstkowski, Henry and Ross volunteered to man the booth. Swanson will prepare information for their use as well as register them for the event.

#### **Best of 12**

The cities of Delano, Montrose, Waverly, Howard Lake, Cokato and Dassel have formed a committee to promote the highway 12 corridor. The first major event will be held this summer during the month of June. The Best of 12 Wagon Train will be sponsored by the area Lions Club and held June 16, 17, 18, 19, 20 it will travel from Dassel to Delano.

The wagon train will be in Montrose on Saturday, June 18<sup>th</sup>, in the late afternoon, spend the night and leave mid-morning on the 19<sup>th</sup>. The Montrose Lions will organize events and meals with the assistance of the city and other local organizations.

#### **Marketing Update**

At the Council/Staff/Consultant retreat, there was discussion relating to the completion of a market study to assist in marketing Montrose to commercial businesses and developers. Attached is information on a grant program which may be available to assist with a study. Foust contacted AgStar to obtain information on the current availability of funds and is waiting for more information. As noted in the grant materials, the typical award is \$5,000.

Foust also contacted two firms which are well known in the field of retail market studies to discuss a study for Montrose which would include information relating to the demand and ability to support specific types of retail/service such as: medical clinic, pharmacy, liquor store, restaurant, daycare, small

grocer/convenience, etc. One of the firms noted this type of study would take 45-60 days to complete.

Foust also contacted a couple of communities that are either in the process of completing or recently completed retail market studies. These types of studies typically range from \$8,500 to \$15,000.

Motion by Petersen, seconded by Kauffman to approve submitting the AgStar application for a \$3,500.00 grant and to concentrate the market study in the area of general retail, grocery and liquor store. Motion carried 7-0.

**Matching Grant Program Extension**

Motion by Ross, seconded by Czanstkowski to extend the program through December 31, 2011. Motion carried 7-0.

**Small Cities Grant**

The application process for this grant should wait until 2010 census data is available.

**Work Plan**

Motion by Ross, seconded by Kauffman to adopt the 2011 work plan as written. Motion carried 7-0.

**Adjournment**

Motion by Ruhr, seconded by Kauffman to adjourn at 6:51p.m. Motion carried 7-0.

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Scott Jensen, President

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Barbara Thwing-Swanson, Administrator