



**ECONOMIC DEVELOPMENT AUTHORITY
MINUTES
June 13, 2011**

Pursuant to call and notice the Montrose Economic Development Authority met in regular session on Monday, June 13, 2011 at 6:00p.m. Those present were President Scott Jensen, EDA Members Scott Czanstkowski, Roy Henry, Andy Kauffman, Glen Ross, Jeff Petersen* and Roger Ruhr. Justin Kannas, city engineer and Barb Swanson, City Administrator, were also present.

Agenda

Motion by Ruhr, seconded by Kauffman to approve the agenda. Motion carried 7-0.

Minutes

Motion by Kauffman, seconded by Ruhr to approve minutes as written for May 9, 2011. Motion carried 7-0.

Accounts Payable and Financial Report

Motion by Ross, seconded by Kauffman to approve the accounts payable and the financial report. Motion carried 7-0.

HCP Steering

The next meeting will be held on June 8, 2011 at city hall.

Community Pride/Park & Recreation

The Park Commission met on May 3, 2011 and June 7, 2011. Minutes from the May 3rd meeting are enclosed. Following are activities being planned.

- The Best of 12 Wagon Train will be in Montrose on Saturday, June 18th- Sunday June 19th. Various activities are being planned including a watermelon eating contest.
- July - movie in the community center
- September - 8K and 1K races (tentative)
- December - Breakfast with Santa.

Highway 12 Redevelopment Committee

Highway 12/Center Avenue Bump-Out.

The preconstruction meeting was conducted the last week of May. Contracts and bonds are being executed and shop drawing submittals and approvals are being worked on. The contractor plans to start work the week of June 20th or June 27th with construction completed by the end of August, 2011.

Highway 12 East Trail/MnDOT Landscape Partnership Program.

A trail will be constructed along Highway 12 east from Citizens Bank to Arizona Avenue. The City is receiving a \$3000 Cooperative Landscape Grant from MnDOT to landscape areas around the proposed new trail this fall. In order to finalize the Cooperative Landscape Grant, the EDA/Council is required to act on resolutions at the June and July meetings. Enclosed is a copy of the resolution for the June 13th meeting. **The EDA is asked to recommend the City Council adopt the resolution.** MnDOT will then prepare a cooperative agreement and a resolution will be required to be approved in July.

Motion by Ruhr, seconded by Czanstkowski to recommend approval of the MnDOT Landscape grant submission. Motion carried 7-0.

Volunteers will be needed to assist with the planting project, which is tentatively being scheduled for either Saturday, September 10th or Saturday, September 17th. **If Commissioners are willing to volunteer, a form will be available to sign at the EDA meeting.**

Historic Property Inventory.

The Task Force has identified approximately 100 buildings that are over 80 years old, along US TH 12, CR 12 and Center Avenue. Additional research on these parcels will be completed to determine if they have historic relevance for a future historic walking tour brochure.

Business Recruitment Report

Following are updates on Business Recruitment/Expansion for the past month:

Commercial Development - Staff met with a developer to discuss potential redevelopment sites in the community and need for commercial space. The developer is investigating options.

Franchise restaurant - Staff met with the owner of a franchise restaurant business and provided information on demographics, labor force, consumer expenditures and traffic counts for the community and area communities in which their store is located.

Liquor store - We are aware of two potential liquor store businesses interested in the community. Information on various sites was provided to one.

Snap Fitness - Snap Fitness purchased the former Jeff-Ex building and has completed renovations. The business also applied for and was awarded the EDA's matching grant of \$2500 to improve the lot/building including but not limited to paving the parking lot.

Commercial expansion - A business owner met with staff to discuss a possible expansion to their building to accommodate additional businesses.

Homes by Joe Site - Staff has been in contact with the realtor for the Homes by Joe Site and a business inquiring about the space.

The map of “**Available Commercial and Industrial Sites**” has been updated.

Best of 12

The Best of 12 Wagon Train, sponsored by the Lions, continues to be the primary focus at this time. The wagon train will stop in Montrose on Saturday, June 18th around 4pm and spend the night. There are local activities planned for the afternoon and evening. A dinner open to the public will be served by the Montrose Lions.

Montrose-Waverly Chamber of Commerce Update

Thanks to Glenn Ross and Roy Henry for manning the Montrose booth during the May 21st event.

Marketing Update

One of the goals the EDA established in 2011 was to “Develop a marketing plan to promote Montrose to business prospects, developers and residents.”

As a part of the implementation steps, the EDA identified “Investigate, and if financially feasible, complete a market study for commercial uses.” A grant application was prepared and submitted to AgSTAR for a market study. The request was not approved as they indicated they did not have funding for all projects. The cost of the feasibility study was \$8000. The study was to include an analysis on the market for various types of commercial uses including but not limited to a liquor store, daycare, restaurant, etc. We are currently working with or aware of businesses in this area that are considering Montrose and feel there is a market. **Staff would recommend tabling action on the feasibility study** at least another month, as it may not be needed to fulfill these areas.

Other implementation steps identified by the EDA include the following, with an update on what has been done to date.

- Distribution of the Montrose marketing video.
 - *The video is on the city's web site.*
 - *The video was added to You tube on June 7, 2011*
 - *The video was shown at the Montrose-Waverly Expo.*
- Preparation of press releases and/or articles for the Montrose Newsletter relating to EDA projects and programs. *The following press releases have been developed for the City newsletter:*
 - *Montrose Business Park/Xcel Energy,*
 - *Craft Pattern and Mold,*
 - *Residential Growth in Montrose (as it relates to other Wright Co. cities) and*
 - *SCORE FREE Counseling for Businesses*

- Continue to update information on available sites, demographics, traffic counts, etc. for the on-line EDA “toolbox”.
 - *The 2010 Census information was recently released. The web site is being updated to include additional information on the economic development link including demographics, labor force, consumer expenditures, businesses, traffic counts and available sites. This information is attached.*
 - *The Available Sites map has been updated and is attached. Updated flyers for each site will be developed in the next two months.*

By consensus the EDA agreed to table the feasibility study at this time.

2011 Work Plan

The EDA reviewed the work plan as provided by Joann Foust.

Wright County Gold Scramble

By consensus the EDA decided that they would not participate in this 2011 Wright County Economic Development Partnership Gold Scramble.

Adjournment

Motion by Ruhr, seconded by Kauffman to adjourn at 6:30p.m. Motion carried 6-0.

*Petersen attended via Skype pursuant to MN Statute 13D.02 Television Meetings, from White’s R.V. Park, 37400 Chancey Road, Lot 57, Zephyrhills, Florida 33541.

Scott Jensen, President

Barbara Thwing-Swanson, Administrator