



**ECONOMIC DEVELOPMENT AUTHORITY  
MINUTES  
September 12, 2011**

Pursuant to call and notice the Montrose Economic Development Authority met in regular session on Monday, September 12, 2011 at 6:00p.m. Those present were President Scott Jensen, EDA Members Roy Henry, Andy Kauffman, Jeff Petersen, Glenn Ross, Scott Czanstkowski 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. Motion carried 7-0.

**Minutes**

Motion by Kauffman, seconded by Ross to approve the minutes as written. Motion carried 6-0-1. Czanstkowski abstained because he was absent.

**Accounts Payable and Financial Report**

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

**2012 Preliminary Budget**

Motion by Ross, seconded by Kauffman to accept the proposed budget of \$29,667.00 and \$10,000.00 grant application as presented for the 2012 levy. Motion carried 7-0.

**7W CEDS**

Motion by Ruhr, seconded to approve proposed al submitted with the possible addition of a multi-use city facility. Motion carried 7-0.

**HCP Steering**

**HCP Steering Committee** -Enclosed are minutes from the August 10, 2011 Steering Committee meeting. The Annual Meeting to report on the HCP Accomplishments and recognize volunteers is scheduled for **Wednesday, October 12, 2011 at 6 p.m.** at the Community Center. **A volunteer or two from the EDA is requested to report on Business Recruitment efforts**, successes and plans for 2012. The Highway 12 Task Force and Park Board will also provide updates. Enclosed is a draft invitation. These will be mailed to all committee members on various city boards and commissions.

**Community Pride/Park and Recreation:**

The following projects are underway:

- Creation of a disk golf course

- Development of volleyball leagues
- October 15, 2011 at 7 p.m. Movie in the Community Center
- December - Breakfast with Santa.

Additional members for Park Board are being sought.

**Highway 12 Task Force** - The Highway 12 Task Force met on Tuesday, August 16, 2011 at 6:30 p.m. Following are updates:

- **Council liaison** - A council liaison has not been present for several meetings. Task Force members have asked if another council member could be appointed to attend.
- **Highway 12/Center Avenue Bump-Out.** The locations of bump-outs have been marked and construction is scheduled for September and October, 2011.
- **Highway 12 East Trail/MnDOT Landscape Partnership Program.** The trail to be constructed along Highway 12 east from Citizens Bank to Arizona Avenue are started with construction to continue in September and early October. The MnDOT Cooperative Landscape project will occur mid-October, after the trail is paved. A Cooperative Agreement has been received from MnDOT and will be acted on by the City Council at the September 12, 2011 meeting. We currently have nine (9) volunteers signed up to assist with the project. If others are willing to assist, please contact me or city staff.
- **Historic Property Inventory.** The Task Force continues to work on a historic walking tour brochure. The geographic boundary for the walking tour has been redefined as: Highway 12 between Buffalo and Center Avenue and along Buffalo Avenue and Center Avenue from Highway 12 to the railroad.
- **Projects proposed for 2012 include:** benches, possibly to be constructed by Public Works, flower pots for spruce tips in the winter and flowers in spring/summer, boulevard trees and plantings funded through the MnDOT Cooperative Landscape Grant, seating area and boulevard trees on the west end - possibly by Garfield Avenue (Bayrischer Hof corner), and a future trail extension on the west side along Highway 12.

### **Business Recruitment**

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

- **Liquor store** - The City Council approved a liquor license for O Brothers Wine and Spirits. They will be opening their new store in a 2,400 square foot space at 125 Nelson Boulevard. They still need to complete the build-out of the interior of their space, which is estimated to take 45 days once they start. They are hoping to be open by the winter holiday season. We have offered to host a ribbon cutting to welcome them once they ready.

- **Franchise restaurant** - We remain in contact with the owner of a franchise restaurant business, providing information on available sites, traffic counts, demographics and consumer expenditures.
- **Snap Fitness** - Snap Fitness has relocated to 125 Nelson Boulevard. The business was awarded the EDA's matching grant of \$2500 to improve the lot/building including but not limited to paving the parking lot. They are planning to expand the building to accommodate additional commercial businesses. The Planning Commission will be conducting a public hearing on the project at their September meeting.
- **Homes by Joe Site** - A business has expressed an interest in the Homes by Joe site and EDA assistance programs.
- **Video Express Building**-We have prepared a flyer to market the site. A couple of businesses have inquired with staff about the space, but have not contacted the owner of the building.
- **Craft Pattern & Mold** - A message was left for the owner inquiring about the anticipated move in date and an offer to host a ribbon cutting.

**Montrose - Waverly Chamber of Commerce**

Ruhr updated the EDA on current activities of the Montrose - Waverly Chamber. They will be holding a Chili Cook-Off at the Montrose Community Center in February.

**2011 Work Plan**

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

**Adjournment**

Motion by Petersen, seconded by Czanstkowski to adjourn at 6:35p.m. Motion carried  
7-0.

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Scott Jensen, President

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Barbara Thwing-Swanson, Administrator