



## ECONOMIC DEVELOPMENT AUTHORITY AGENDA REGULAR MEETING

Tuesday, February 18, 2020  
12:00 P.M. to 1:00 P.M.

Montrose City Hall  
Conference Room  
311 Buffalo Avenue South  
Montrose, Minnesota 55363

**\* \* Lunch Will Be Provided \* \***

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
  - A. January 21, 2020 Economic Development Authority Meeting Minutes
5. TREASURER'S REPORT
  - A. Economic Development Authority Fund
  - B. Compensation for Meeting Attendance
6. OLD BUSINESS
7. NEW BUSINESS
  - A. Montrose Economic Development Authority Informational Brochure and Website
  - B. Training Opportunities
  - C. Updates
8. ADJOURNMENT

City of Montrose  
 Economic Development Authority Meeting  
 Montrose City Hall  
 Conference Room  
 311 Buffalo Avenue South  
 Tuesday, January 21, 2020  
 12:00 P.M.

# **1. CALL TO ORDER**

**Pursuant** to call and notice the Montrose Economic Development Authority (EDA) met in Regular Session on Tuesday, January 21, 2020 at 12:00 p.m.

Council Member Moynagh called the meeting to order at 12:00 p.m.

# **2. ROLL CALL**

Council Member Moynagh asked the EDA Members to introduce themselves.

Present: Council Member Kirby Moynagh  
 EDA Member Patrick Baumgard  
 EDA Member Joe Rasmussen  
 EDA Member Sonya Tourville

Absent: Council Member Tom Marszalek

Staff Present: Ms. Deborah Boelter, City Clerk-Treasurer

# **3. ELECTION OF OFFICERS**

The EDA Members discussed and appointed the following as Officers of the EDA:

## **A. President**

**Council Member Moynagh motioned to appoint Council Member Marszalek as the Montrose Economic Development Authority President. Mr. Baumgard seconded the motion. Motion carried 4-0.**

## **B. Vice-President**

**Council Member Moynagh motioned to appoint Ms. Sonya Tourville as the Montrose Economic Development Authority Vice-President. Mr. Baumgard seconded the motion. Motion carried 3-1-0. Ms. Tourville abstained.**

## **C. Treasurer**

**Council Member Moynagh motioned to appoint Mr. Patrick Baumgard as the Montrose Economic Development Authority Treasurer. Mr. Rasmussen seconded the motion. Motion carried 3-1-0. Mr. Baumgard abstained.**

## **D. Assistant Treasurer**

**Council Member Moynagh motioned to appoint Ms. Deb Boelter as the Montrose Economic Development Authority Assistant Treasurer. Mr. Baumgard seconded the motion. Motion carried 4-0.**

## **E. Secretary**

**Council Member Moynagh motioned to appoint Ms. Deb Boelter as the Montrose Economic Development Authority Secretary. Mr. Baumgard seconded the motion. Motion carried 4-0.**

#### 4. APPROVAL OF AGENDA

**Mr. Baumgard motioned to approve the Tuesday, January 21, 2020 Economic Development Authority Agenda. Ms. Tourville seconded the motion. Motion carried 4-0.**

#### 5. TREASURER'S REPORT

##### A. Economic Development Authority Fund

Ms. Boelter reviewed the EDA Fund. She presented the City's EDA Fund and then gave an overview of the EDA's Minnesota Investment Fund.

Ms. Boelter stated that the EDA will be considering incentives and financing programs that the City's EDA can make available for existing businesses and/or new businesses that are interested in locating to the City of Montrose. The EDA will also consider funding incentives and/or financing for developers who may be interested in coming to the City of Montrose.

Ms. Boelter stated that there are some restrictions on the Minnesota Investment Fund dollars; but, the City's Finance Consultant, Mr. Shannon Sweeney will work with the EDA to determine how the money can be used for incentives and/or financing programs.

##### B. Compensation for Meeting Attendance

Ms. Boelter stated to compensate EDA Members for the meetings they attend, a Resolution has to be adopted by the Montrose City Council.

Ms. Boelter stated that the members of the Park and Recreation Commission and the Planning and Zoning Commission receive \$25.00 for each meeting that they attend. She continued by asking the EDA Members if \$25.00 per meeting was a fair amount.

The EDA discussed and were in agreement that \$25.00 per meeting was fair compensation.

**Council Member Moynagh motioned to set the compensation for attending the Economic Development Authority Meetings at \$25.00 per meeting. Mr. Baumgard seconded the motion. Motion carried 4-0.**

#### 6. OLD BUSINESS

#### 7. NEW BUSINESS

##### A. Resolution No. 2019-20 and Past Resolutions

Ms. Boelter stated that staff provided copies of the current and past EDA Resolutions for review. She continued by asking if they had any questions about the Resolutions.

Ms. Boelter stated that Resolution No. 92-15 is the most important Resolution; because, it outlines the roles and responsibilities of the EDA.

She continued by stating that today's Meeting is more of an informative meeting. It is a time for clarification and understanding on what role the EDA plays in the Montrose Community.

Mr. Rasmussen asked if the EDA plans to go out and actively seek businesses or just help businesses that inquire about locating to the City of Montrose.

Ms. Boelter stated that the EDA will be actively seeking businesses. She continued by stating that staff has been working with the City Planner to prepare some type of literature that informs potential businesses about what is available in the City of Montrose.



Ms. Boelter stated that the EDA will also work to acquire property for future business development.

Mr. Rasmussen asked if there is a particular type of business that the City is seeking. Ms. Boelter stated that the City is interested in any type of business.

Ms. Boelter gave an overview of the former Casey's Building and its future. She continued by stating that the plan is to schedule a meeting with the gentleman that purchased the building to discuss if there is anyway the City can help him to move forward with locating his business in Montrose.

Ms. Boelter gave an overview of potential businesses that have shown an interest in locating to the City of Montrose.

Ms. Boelter stated that she believes that housing development will increase in the City of Montrose in the future.

Council Member Moynagh asked if there are locations that the City can advertise to potential businesses. Ms. Boelter stated yes. She continued by stating that the Wright County Economic Development Authority Partnership also sends out notices regularly about businesses that are looking for a place to locate. The City's Planner has responded to some of these requests in the past.

Ms. Boelter encouraged the EDA Members to contact her at any time if they have any questions and/or need clarification about the information found in the current and past Resolutions.

#### B. Establish Meeting Day and Time

Ms. Boelter asked the EDA Members if they would like to establish the third (3<sup>rd</sup>) Tuesday of each month from 12:00 noon to 1:00 p.m. for the regular EDA Meetings. She continued by stating that lunch will be provided.

The EDA Members discussed and agreed that the third (3<sup>rd</sup>) Tuesday of each month worked well.

Ms. Boelter stated that if there is ever a reason that a person cannot make the Regularly scheduled EDA Meeting, it can be rescheduled.

Ms. Boelter stated that right now the plan is for the EDA to meet monthly. In the future, the EDA may meet bi-monthly or quarterly. There may also special meetings scheduled if there is a decision that needs to be made by the EDA.

**Mr. Baumgard motioned to establish the third (3<sup>rd</sup>) Tuesday of each month from 12:00 noon to 1:00 p.m. as the Regular Economic Development Authority Meeting. Ms. Tourville seconded the motion. Motion carried 4-0.**

#### C. Future Training

Ms. Boelter stated that there are organizations that provide EDA training. She continued by stating that if this type of training becomes available, she will forward it to membership and if anyone is interested in attending, they just have to contact her and she will take care of the registration and accommodations.

#### D. Wright County Economic Development Authority Partnership

Ms. Boelter stated that staff will schedule to have someone from the Wright County Economic Development Authority Partnership attend a future EDA Meeting to talk about how their organization works with the City's EDA.

#### E. Other

The EDA Members discussed the following items:

1. Traffic control at the intersection of U.S. Highway Twelve (12) and Zephyr Avenue. Mr. Rasmussen stated that it is difficult for his employees to get on U.S. Highway 12 at the end of their shift. The EDA discussed the possibility of a round-about at this intersection. Ms. Boelter stated that the Minnesota Department of Transportation (MN DOT) is planning to install a turn lane at the Zephyr Avenue

intersection. Ms. Boelter stated that she would have the MN DOT Engineer contact Mr. Rasmussen to discuss his concerns regarding traffic control at the Zephyr Avenue intersection.

2. Mr. Rasmussen asked about the status of the City's infrastructure in regards to future development and growth. Public Works Department Director, Mr. Wayne McCormick attended the EDA Meeting to give an overview of the City's infrastructure.
3. Mr. Tourville stated that she would like to see the EDA work on bringing a Childcare Center to the City of Montrose.

## 8. ADJOURNMENT

Council Member Moynagh motioned to the adjourn the Economic Development Authority Meeting at 12:45 p.m. Mr. Baumgard seconded the motion. Motion carried 4-0.

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Ms. Sonya Tourville  
Vice-President  
City of Montrose Economic Development Authority

ATTEST:

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Deborah R. Boelter, CMC  
City Clerk-Treasurer  
City of Montrose

## CITY OF MONTROSE

02/14/20 8:30 AM

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## Cash Balances

Current Period: January 2020

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
<b>Cash</b>				
GENERAL FUND	G 101-10100	\$0.00	\$73,919.33	\$1,001,564.22
BUILDING INSPECTOR FEES	G 201-10100	\$0.00	\$6,860.87	\$45,775.43
REVOLVING LOAN FUND	G 202-10100	\$0.00	\$0.00	\$8,802.43
FIRE DEPARTMENT	G 220-10100	\$0.00	\$2,899.38	\$532,546.76
PARK AND RECREATION	G 230-10100	\$0.00	\$295.33	\$250,248.98
PARK & REC DEVELOPMENT	G 235-10100	\$0.00	\$0.00	\$7,029.38
COMMUNITY CENTER	G 290-10100	\$0.00	\$927.03	\$74,639.64
DEBT SERV MONTROSE MEADOWS	G 303-10100	\$0.00	\$54,000.00	-\$20,642.92
DEBT 2010-CSAH 12 REFUNDED	G 307-10100	\$0.00	\$183,835.75	-\$182,725.25
DEBT SERVICE BUFAVE	G 308-10100	\$0.00	\$97,232.00	\$269,775.31
DEBT SERVICE-CLEMENTA AVE	G 313-10100	\$0.00	\$97,498.25	\$328,687.10
DEBT SERVICE-WATERMAIN EXT	G 314-10100	\$0.00	\$97,357.00	-\$96,794.67
GENERAL CAPITAL PROJECTS	G 401-10100	\$0.00	\$0.00	\$280,121.87
FIRE CAPITOL PROJECTS	G 402-10100	\$0.00	\$0.00	\$655,883.34
WATER EXPANSION FUND	G 405-10100	\$0.00	\$0.00	\$234,779.70
SEWER EXPANSION FUND	G 406-10100	\$0.00	\$0.00	\$340,482.61
WWTP EXPANSION FUND	G 407-10100	\$0.00	\$0.00	\$778,243.93
WATER TRUNK AREA	G 450-10100	\$0.00	\$0.00	\$27.00
SEWER TRUNK AREA	G 451-10100	\$0.00	\$0.00	\$195.97
STORM TRUNK AREA	G 452-10100	\$0.00	\$0.00	\$76,674.75
A.U.A.R.	G 501-10100	\$0.00	\$0.00	-\$266,670.85
GARFIELD AVE/MONTROS MEADOWS	G 502-10100	\$0.00	\$0.00	\$0.00
TH 25 S IMPROVEMENT	G 504-10100	\$0.00	\$2,480.10	-\$34,316.90
WELLHOUSE #3	G 505-10100	\$0.00	\$7,176.00	-\$83,646.04
EMERSON AVE N PROJECT	G 512-10100	\$0.00	\$820.00	-\$758.25
WATER TOWER #3	G 514-10100	\$0.00	\$0.00	-\$4,580.50
WASTEWATER EXPANSION	G 522-10100	\$0.00	\$0.00	\$0.00
PRESERVE OF MONTROSE	G 529-10100	\$0.00	\$0.00	\$0.00
WATER FUND	G 601-10100	\$0.00	\$70,841.78	\$705,436.16
SANITARY SEWER FUND	G 602-10100	\$0.00	\$1,471.25	\$347,003.34
REFUSE (GARBAGE) FUND	G 603-10100	\$0.00	\$69.84	\$255,628.95
STORM WATER FUND	G 604-10100	\$0.00	\$80.95	\$182,563.15
WASTEWATER PLANT	G 605-10100	\$0.00	\$23,988.58	\$370,271.56
DEVELOPERS ESCROW	G 700-10100	\$0.00	\$0.00	\$191,648.51
<b>Total Cash</b>		\$0.00	\$721,753.44	\$6,247,894.71
<b>EDA Cash</b>				
ECONOMIC DEVELOPMENT AUTHORITY	G 275-10150	\$0.00	\$360.00	\$138,733.33
EDA REVOLVING LOAN FUND	G 280-10150	\$0.00	\$0.00	\$253,543.03
<b>Total EDA Cash</b>		\$0.00	\$360.00	\$392,276.36
<b>Petty Cash</b>				
GENERAL FUND	G 101-10200	\$0.00	\$0.00	\$200.00
<b>Total Petty Cash</b>		\$0.00	\$0.00	\$200.00

Cash with Fiscal Agent



**MINNESOTA INVESTMENT FUND GRANT**

2001 - \$236,000

12/31/2019

	Principal Amount Loaned		Year	Repayment Principal	Interest	Balance
	Year	Loan Amount				
Lyman Lumber	2002	\$236,000.00	2008	\$236,000.00	\$34,612.94	\$270,612.94
Alice's Restaurant-Defaulted	2006	\$20,000.00	2008	\$3,446.92	\$576.01	\$254,635.87
Baumann Enterprises Remaining \$4,180.34 Principal Remaining \$31.41 Interest	2013	\$63,750.00	2019	\$59,569.66	\$6,975.83	\$257,431.36

CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

RESOLUTION NO. 2020-07

RESOLUTION ESTABLISHING SALARIES FOR COMMISSIONERS OF  
THE MONTROSE ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, the City Council of the City of Montrose has duly established an Economic Development Authority by resolution passed on the 9<sup>th</sup> day of November, 1992; and

WHEREAS, the Montrose City Council has adopted Resolution Number 2019-20 a Resolution Amending Resolution Number 92-15 Establishing the Economic Development Authority For The City Of Montrose.

WHEREAS, the City of Montrose Economic Development Authority must meet and establish bylaws, a depository, a budget and address various other matters; and

WHEREAS, the time required of the Commissioners in performing their duties the Montrose City Council has been considered; and

WHEREAS, the Montrose City Council has considered the salary level that would represent fair compensation for that time and meet the budgetary restraints of the city;

NOW, THEREFORE, BE IT RESOLVED that the salary for the Commissioners of the Montrose Economic Development Authority be:

1. \$25.00 per meeting and all justifiable and necessary expenses incurred performing the business of the Authority.

BE IT FURTHER RESOLVED that the Montrose City Council shall set the salary to be paid to the Economic Development Authority Commissioners for the performance of their duties and subject to approval by the City Council.

Passed this 10<sup>th</sup> day of February, 2020 by the Montrose City Council.

CITY OF MONTROSE

  
Michelle Otto, Mayor

ATTEST:

  
Deb Boelter, City Clerk-Treasurer