

**MELROSE AREA DEVELOPMENT AUTHORITY/
COMMUNITY OPPORTUNITIES COMMITTEE
REGULAR MEETING
THURSDAY, NOVEMBER 13, 2025 – 6:00 A.M.**

A.I. #1 CALL TO ORDER/ROLL CALL

The Melrose Area Development Authority/Community Opportunities Committee (MADA/COC) met in a Regular Meeting on Thursday, November 13, 2025, at 6:00 a.m. at the Melrose City Center pursuant to due notice being given thereof. Present were MADA Members Bob Mayers, Dave Rahn, Joe Woeste, Jose Morelos, Travis Frieler, Mayor Joe Finken, City Administrator Colleen Winter, and Community Development Director Sheila Hellermann. MADA Member Jerome Duevel was absent. There are no active COC members. President Bob Mayers called the meeting to order.

A.I. #2 APPROVAL OF AGENDA

A motion was made by Mr. Finken seconded by Mr. Rahn and unanimously carried to approve the agenda as submitted.

A.I. #3 APPROVAL OF MINUTES

A motion was made by Mr. Rahn, seconded by Mr. Frieler and unanimously carried to approve the minutes from the October 9, 2025, Regular Meeting.

A.I. #4 REPORTS

- a. Community Development Director Sheila Hellermann stated that Diane Nathe's home does have a purchase agreement. On the Council agenda next week there will be an extension of a lease agreement with Butch Bauer, for land in the I-94 Industrial Park. The Blenker property has not been sold. Jackie at Dan Schmidt Printing has not submitted an application or her financials for a Revolving Loan. Shaggy's Towing is no longer doing impounding for the state; therefore Blue Door Storage is considering offering impound service.
- b. City Administrator Colleen Winter stated that the Melrose Public Utilities Commission will be soliciting RFQ's for an engineering firm. Spencer Notch has been hired as the Water/Wastewater Maintenance Worker and will start on December 1, 2025. We also hired Jake Muellner for the Journey Line Worker position. Mr. Muellner will start on November 17, 2025. We still have not hired an Electric Line Supervisor. City Clerk Patti Haase is retiring at the end of November. We have received a lot of interest in that position. Staff is currently working on the budget.

A.I. #5 ACTION ITEMS

None

A.I. #6 UNFINISHED BUSINESS

- a. Staff has been involved in discussions about the former Stearns Electric location. The owner of Merry Moose properties toured the building and was considering opening a daycare center. She does not have the capacity at this time. She would be willing to consult with anyone who may be interested. Director Hellermann has met with St. Mary's School Board. They are interested.
- b. Staff has received information from a title company that 406 2nd Avenue SE (Casey's North) is sold and the new owner plans to operate it as a C-store/gas station.
- c. At the last meeting we discussed the Contamination Investigation grant, Small Cities Development Program funds, and Local Road Improvement Program funds. Staff provided an update on these processes.

A.I. #7 NEW BUSINESS

- a. MADA reviewed the proposed 2026 Meeting Schedule and advise of any changes.

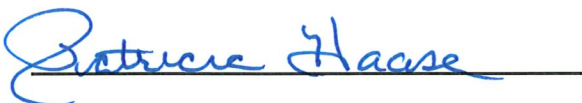
A.I. #8 INFORMATIONAL ITEMS

- a. MADA's next meeting is scheduled for Thursday, December 11, 2025, at 6:00 a.m.

A.I. #9 ISSUES of MADA/COC MEMBERS AND STAFF

A.I. #10 ADJOURNMENT

A motion was made by Mr. Rahn seconded by Mr. Frieler and unanimously carried to adjourn the meeting at 6:15 a.m.



PATRICIA HAASE – CITY CLERK