

**MELROSE AREA DEVELOPMENT AUTHORITY/
COMMUNITY OPPORTUNITIES COMMITTEE
THURSDAY, AUGUST 10, 2023 – 6:00 A.M.**

AGENDA

1. Call to Order/Roll Call
2. Approval of Agenda
3. Approval of Minutes
4. Reports
 - a. Community Development Director Report
 - b. City Administrator Report
5. Action Items
 - a. Appoint MADA Member as Park Board Representative
 - b. Appoint MADA Member to Revolving Loan Fund Committee
6. Unfinished Business
 - a. Railroad West
 - 1) Resolution No. 2023-01, Resolution Authorizing the Sale of Lot 1, Block 1, Railroad West Stearns County Minnesota
 - b. Billboard
7. New Business
 - a. SWOT Analysis & Budget Discussion
8. Informational Items
 - a. Next Meeting
9. Issues of MADA/COC Members and Staff
10. Adjournment

**REGULAR MEETING
THURSDAY AUGUST 10, 2023 – 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, August 10, 2023, at 6:04 a.m. at the Melrose City Center pursuant to due notice being given thereof. Present were MADA Members Jerome Duevel, Julie Baum, Travis Frieler, Mayor Joe Finken, Community Development Director Sheila Hellermann, and City Administrator Colleen Winter. MADA Member Bob Mayers, and Dave Rahn were absent. There are no active COC members. MADA Secretary Julie Baum presided thereat.

A.I. #2 APPROVAL OF AGENDA

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

A.I. #3 APPROVAL OF MINUTES

A motion was made by Mr. Duevel, seconded by Mr. Frieler and unanimously carried to approve the minutes from the July 13, 2023, Regular Meeting.

A.I. #4 REPORTS

- a. Community Development Director Hellermann provided an update on the current projects. Five individuals have contacted Ms. Hellermann in regard to storage facilities. Six individuals have requested applications for the Commercial Rehab Load Program. One application has been received and will be reviewed once a member is seated on the committee to replace Ms. Hoffner, who has resigned from MADA. Ms. Hellermann is working with an individual who is interested in the Bruder property on Main Street. Building permits are at the second highest valuation in the last 15 years. Construction continues at the Riverside Flats projects. The sidewalk project on 168 is being bid as a fall or spring 2024 project. The Comprehensive Plan Committee is coming along, and the first meeting will be held in September. Kwik Trip is working on the installation of the gas pumps.
- b. City Administrator Winter reported that staff is working diligently on the 2024 budget as well as the 2024-2028 Capital Improvement Plan. The Water/Wastewater Plant completion date has been pushed back to August.

A.I. #5 ACTION ITEMS

- a. Sara Hoffner has resigned from MADA. We are currently accepting applications from individuals interested in serving. The Council will review them at its meeting Thursday, August 17th. However, Sara was also the MADA representative on the Park Board. A new MADA member needs to be appointed to the Park Board.

MADA by consensus tabled action until the next regular meeting.

- b. At MADA's July 13 meeting, Sara Hoffner was appointed as one of the three members of the Revolving Loan Fund Committee. MADA will need to appoint a new member to that sub-committee of MADA.

MADA by consensus tabled action until the next regular meeting.

A.I. #6 UNFINISHED BUSINESS

- a. Bid opening was held on Thursday, August 3, 2023 for the Railroad Avenue NW road project. The results were very favorable.

City Engineer Blommel's estimate was \$1,541,989. The apparent lower bidder (results are not certified yet) is C&L Excavating from St. Joseph, Minnesota, with a bid of \$1,273,463.90.

The bid determined the feasibility of the road project, special assessments, and purchase price for GCRE-Melrose, LLC. Granite City has indicated its bid opening on the multi-family building was favorable. It is moving forward with a planned construction start in September. The closing on Lot 1, Block 1 has been scheduled for August 28, 2023. The title company, as part of the closing documents, is requiring a formal resolution from MADA.

On July 24, 2023 the Planning & Zoning Commission held a public hearing for the preliminary and final plat, re-zoning and planned unit development for Railroad West. The Council will be taking action on August 17, 2023.

MADA reviewed the project.

A motion was made by Mr. Travis Frieler, seconded by Mr. Finken and unanimously carried adopting Resolution No. 2023-01, Resolution Authorizing the Sale of Lot 1, Block 1, Railroad West Stearns County, Minnesota.

- b. On Wednesday, August 2, 2023, Stearns Electric informed us that they are terminating our billboard lease. This is done as part of its headquarter expansion project. Mr. Finken recommended staff have a conversation with potential property owners neighboring Stearns Electric or have staff research installation of a billboard in Industrial Park. A digital billboard was also recommended.

A.I. 7 NEW BUSINESS

- a. As part of budget discussions and planning, city staff has been participating in a SWOT analysis (strengths, weaknesses, opportunities and threats). MADA reviewed the feedback. From MADA perspective the strengths that Melrose has to offer is accessibility to where you need to go by walking or biking. Now has a progressive city council. Good streets. Lot of Industry. Weakness is large industries that are not locally owned. Opportunity is the former church property the house and the parking lot. Ms. Hellermann noted they are only allowed one time split without a plat; therefore, it may only be the house at this time. Not passing the referendum is a big problem for the city. Opportunity is to clean up the blighted area.

A.I. #8 INFORMATIONAL ITEMS

- a. MADA's next meeting is scheduled for Thursday, September 14, 2023, at 6:00 a.m.

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

- a. MADA Member Jerome Duevel questioned if there is a right turn lane coming on Second Avenue coming onto Main Street. If not, it needs to be posted.

A.I. #10 ADJOURNMENT

A motion was made by Mr. Finken, seconded by Mr. Frieler and unanimously carried to adjourn the meeting at 7:00 a.m.

PATRICIA HAASE – CITY CLERK