

**MELROSE AREA DEVELOPMENT AUTHORITY/
COMMUNITY OPPORTUNITIES COMMITTEE
REGULAR MEETING
THURSDAY, JANUARY 9, 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, January 9, 2025, at 6:00 a.m. at the Melrose City Center pursuant to due notice being given thereof. Present were MADA Members Bob Mayers, Jerome Duevel, Joe Woeste, Travis Frieler, City Administrator Colleen Winter, and Community Development Director Sheila Hellermann. There are no active COC members. MADA Member Jose Morelos was absent. MADA Member Mayor Joe Finken arrived at 6:30 a.m. MADA Member Dave Rahn joined via phone conference. Being this is the organizational meeting City Administrator Winter called the meeting to order.

A.I. #2 OATH OF OFFICE

The Council at its January 7, 2025, meeting reappointed Travis Frieler to MADA as the Council Representative for a one-year term.

City Administrator Winter administered the Oath of Office to Mr. Frieler.

A.I. #3 ELECTION OF OFFICERS

MADA to take action appointing a President, Vice President, and Secretary for 2025. For 2023, Mr. Mayers served as President, Mr. Duevel as Vice President, and Mr. Rahn as Secretary.

A motion was made by Mr. Travis Frieler, seconded by Mr. Woeste, and unanimously carried that Mr. Mayers served as President, Mr. Duevel as Vice President, and Mr. Rahn as Secretary for 2025.

Mr. Mayers chaired the remainder of the meeting.

A.I. #4 APPROVAL OF AGENDA

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

A.I. #5 APPROVAL OF MINUTES

A motion was made by Mr. Woeste seconded by Mr. Frieler and unanimously carried to approve the minutes from the December 12, 2024, Regular Meeting.

A.I. #6 REPORTS

- a. City Administrator Winter provided an update.
We are currently hiring for the following positions:

Police Officer
Electric Line Supervisor

Wage Negotiations, market adjustments, COLA – The City has two unions – one for LELS (police) and one for AFSCME (water/wastewater and electric depts.) and both of those contracts have been settled, along with market adjustments and COLA increases for non-union employees. The changes will allow us to stay competitive in retaining employees and hopefully recruiting new employees.

Budgets – All 2025 budgets have been approved by the City Council and PUC

Year in Review – This will be presented to the Council at their regular Feb. 20th meeting.

- b. Community Development Director Hellermann reported that the vacant building ordinance was adopted by the Council at its December 2024 meeting. The lots in Highlands have been selling. Five out of the 14 lots have been sold. Mr. Roach has contacted Ms. Hellermann. He is ready to vacate the street and easements on the Railroad West property. Staff believe the best way to achieve this is to amend the PUD. A lease agreement has been signed by the new occupant of the former North Risk Insurance office. Leon Pierskalla is working on the back of the building of JD's Taphouse. He did receive a rehab loan from MADA. Ms. Hellermann provided an update on the Sonnen property. There is a total of 258 acres. Theiler's purchased 142 acres, Bauer's purchased 55 acres and Matt Imdieke and Jacob Imdieke purchased 61 acres.

A.I. #7 ACTION ITEMS

None

A.I. #8 OLD BUSINESS

- a. Community Development Director Hellermann provided an update on the Northstars Properties project at 406 Main Street East (formerly Scooters). The structural engineer has signed off on the plans.
- b. Community Development Director Hellermann provided MADA with an update on recent discussions regarding Casey's North property. The interested parties to purchase the property met with the current investment group's representative. They seem to have come to an agreement on the price. The property will now be inspected to ensure that it is up to code and can be used for the intended purpose.
- c. MADA reviewed ideas for its own Facebook page, an idea brought forward at last month's meeting. How do you keep it from competing against the Melrose Chamber facebook page? MADA will meet with the Melrose Area Chamber Board to discuss the project and how to collaborate on the project.

- d. MADA revisited the electronic billboard idea in the wellhead now that we have heard from the State of Minnesota about the easement. The current proposal is:
- * Company to provide the billboard and install
 - * Company to pay all operating expenses, including electric, maintenance and insurance
 - * Company to handle all sales, content management and operations related to the billboard
 - * Annual lease amount \$4,500 or 12.5% of gross sales (whichever is greater)
 - > Minimum to be paid monthly
 - > Add'l earnings to be paid at the end of each year for difference of the 2.5% of gross sales
 - * City to receive 2 unsold spots as available on digital faces
 - * City to receive discounted rates for guaranteed ads as needed (40% off rate sheet)
 - * Local City Businesses to receive special discounted rates if they purchase ad spots within 4 months of install / live date (30% off list pricing)
 - * Term of lease to be 20 years with a second term option.

MADA by consensus supported the electronic billboard in the wellhead area. MADA requested that it be negotiated that the city be guaranteed at least one spot on the digital face. MADA also requested staff to determine if there is a set up fee each time the design changes.

A.I. #9 NEW BUSINESS

- a. Community Development Director Sheila Hellermann provided an update on recent discussions regarding JOTS. A local business contacted Ms. Hellermann inquiring as to what is available in Melrose for warehouse space with a loading dock. Ms. Hellermann arranged a meeting with the business and JOTS. This would not be long term. JOTS is not interested in leasing, however would consider selling.
- b. MADA reviewed the MADA bylaws, along with the Ordinance that governs the Parks and Recreation Board. In the past, there has been representation from both MADA and the Planning Commission on the Park Board. It was City Administrator Winter's understanding this was due to the fact that MADA wanted to be appraised as to what was happening on the Park Board, but also due to the lack of interest from the general public.

The Parks and Recreation Board is very active, and there are a number of people that apply for openings on the Board. At the next regular Council meeting there will be a proposal to consider changing the Ordinance that governs the Park Board membership.

MADA by consensus supported increasing the Park and Recreation Board membership.

A.I. #10 INFORMATIONAL ITEMS

- a. MADA's next regular meeting is scheduled for Thursday, February 13, 2025, at 6:00 a.m.

A.I. #11 ISSUES OF MADA/COC MEMBERS AND STAFF

A.I. #12 ADJOURNMENT

A motion was made by Mr. Finken seconded by Mr. Duevel and unanimously carried to adjourn the meeting at 7:10 a.m.



PATRICIA HAASE – CITY CLERK