

**MELROSE AREA DEVELOPMENT AUTHORITY/
COMMUNITY OPPORTUNITIES COMMITTEE
REGULAR MEETING
THURSDAY, DECEMBER 7, 2023 – 6:00 A.M.**

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

The Melrose Area Development Authority/Community December 7, 2023, 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, Dave Rahn, Joe Woeste, Travis Frieler, Mayor Joe Finken, City Administrator Colleen Winter, and Community Development Director Sheila Hellermann. MADA Members Julie Baum, and Travis Frieler were absent. There are no active COC members. President Bob Mayers presided thereat.

A.I. #2 APPROVAL OF AGENDA

A motion was made by Mr. Rahn, seconded by Mr. Woeste and unanimously carried to approve the agenda as amended.

A.I. #3 APPROVAL OF MINUTES

A motion was made by Mr. Rahn, seconded by Mr. Woeste and unanimously carried to approve the minutes from the November 9, 2023, as presented.

A.I. #4 REPORTS

- a. City Administrator Winter provided an update:
Main Street Open House – City staff met to plan the 2024 street projects and are recommending that an Open House be held sometime in January for the Main Street project. This project will last about 4 months and traffic will be closed from Coborn's out to the bridge on the west side.

Ben Murphy the Electrical Director candidate visited Melrose December 4 and 5. Mr. Murphy will make his decision regarding the Electrical Director position by Monday, December 11. Staff will be conducting interviews for the Streets/Parks Supervisor position. Water/Wastewater Supervisor Tim Vogel will be retiring in July of 2024. We are also looking to hire a police officer. Railroad West Street and utility work is done for the season and will starting up again in spring of 2024. The Melrose Ambulance Department has obtained ALS certification.

A.I. #5 ACTION ITEMS

None

A.I. #6 UNFINISHED BUSINESS

- a. Board and staff reviewed the status of projects – including:

Carstens Industries
Single family lots/developments

Ms. Hellermann provided information regarding potential single family development projects. MADA discussed the estimated assessments of the potential developments and discussed options that may be used to help offset these costs. MADA has requested that staff contact a consultant to make a presentation on housing development financing.

Commercial Rehabilitation Deferred Loan program

2024 Projects

Road Projects – Main Street and Railroad

Businesses with 2024 building plans including Stearns Electric, and storage units on a portion of the Belgrade Coop property now owned by MKI, and Harland Hector will be adding storage units at Blue Door Storage.

- b. Staff provided an update on a potential redevelopment of the JOTS property. Staff also reviewed grant application options. The first ones are due in February.

A.I. 7 NEW BUSINESS

- a. Staff reviewed commercial properties which are concerning from a nuisance standpoint. The Melrose Police Department does not take enforcement action on commercial properties. Staff is looking at options on how to address blighted commercial properties. MADA Member Finken recommended contacting the State Fire Marshall.
- b. Staff reviewed business sales and ownership changes which have taken place. The Melrose Bakery is being sold as well as Pundsack Body Shop. CentraCare has sold the Pine Villa, Pine Haven and Park View.
- c. Community Development Director stated that MADA Member Julie Baum has resigned effectively immediately. MADA Member Finken noted that Craig Sawyer may be interested in the position. MADA Member Duevel recommended that the COC be brought back.

A motion was made by Mr. Duevel, seconded by Mr. Woeste and unanimously carried appointing Mr. Rahn as Secretary.

A.I. #8 INFORMATIONAL ITEMS

- a. MADA's next meeting is scheduled for Thursday, January 11, 2024, at 6:00 a.m.

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

None

A.I. #10 ADJOURNMENT

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