

**MELROSE AREA DEVELOPMENT AUTHORITY/
COMMUNITY OPPORTUNITIES COMMITTEE
REGULAR MEETING
THURSDAY, SEPTEMBER 12, 2024 – 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, September 12, 2024, at 6:00 a.m. at the Melrose City Center pursuant to due notice being given thereof. Present were MADA Members Bob Mayers, Joe Woeste, Jose Morelos, Travis Frieler, Mayor Joe Finken, City Administrator Colleen Winter, and Community Development Director Sheila Hellermann. MADA Member Jerome Duevel, and Dave Rahn were 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. Travis Frieler and unanimously carried to approve the agenda as submitted.

A.I. #3 APPROVAL OF MINUTES

A motion was made by Mr. Travis Frieler, seconded by Mr. Woeste and unanimously carried to approve the minutes from the August 8, 2024, Regular Meeting as submitted.

A.I. #4 REPORTS

- a. Community Development Director Sheila Hellermann reported that Bruder's Butchers is on the market. There are other empty buildings of concern in town, therefore staff will be looking at bringing back to the Council a vacant building ordinance. Ms. Hellermann is also working with the owner of Billionaire Barber who is interested in expanding his garage in the back. Blue Door Storage has nine sheds constructed and four more planned, therefore a second access was advised.
- b. City Administrator Winter reported that staff has presented the 2025 preliminary budget. Staff is also in labor negotiation with LELS and AFSCME. Staff is waiting on health care insurance information. Work force continues to be a challenge. Staff is working on hiring for a police officer, part-time streets/parks maintenance worker, a journey lineworker, and electrical department lead person. The Finance Director position has been filled.

A.I. #5 ACTION ITEMS

None

A.I. #6 UNFINISHED BUSINESS

- a. As mentioned at the last meeting Groetsch Properties (PID #66.37103.0000) requested a pre-application review.

The plans and building permit for the remodel when it moved from a restaurant to the dental office and eye clinic were not located. On Monday, August 19, 2024, Staff and Bill Barber, our building official from Inspectron, went to the property and met with Terry Kurowski. The firewall only goes to the height of the walls. There is only draft stopping in the rafters. To proceed, Groetsch Properties would need to remove siding, open the gable end on the north side in the parking lot, and put in the necessary fire rated wall. Initial conversations are that this may be cost prohibitive.

- b. At its July 29, 2024, meeting the Planning & Zoning Commission approved the preliminary plat for KL Plat No. 1. It was also approved by the City Council at its August 15, 2024, meeting. The plan is for P&Z to review the final plat at their meeting in September and it will go to the Council in October. The plat for Melrose Highlands North is complete and recorded. The Highlands Boulevard Road project was awarded to Northern Lines Contracting. They plan to begin the week of September 16th.
- c. Staff provided an update on Casey's North. Ms. Hellermann stated that a local individual is interested in purchasing the property, however the property owner rejected the offer.
- d. The billboard has been approved by the City Council and Stearns Electric. Froggy's will be installing both sides (the new design for the school and our design) in the next couple of weeks.

A.I. #7 NEW BUSINESS

- a. On August 15, 2024, staff received from Roach Development a preliminary design of its 17 building/34-unit townhouse project in Railroad West. MADA members reviewed the preliminary design. The development agreement will come before the city council in October or November with closing end of November or in December.
- b. On the weekend of July 26-28, 2024 there were murals painted on downtown businesses. At the August 15, 2024 Council meeting, residents spoke with concerns. MADA members to discuss their thoughts whether the city should look at any regulation or keep the current ordinance, which is largely silent. Possibilities include:
 - Require written permission of property owners with actual designs before work can commence?
 - Regulate location? No 2nd stories? Visibility from major streets?
 - Require the need to apply for a city permit with the design approved by P&Z or another person or entity?
 - Prohibit words?

MADA recommended that the mural designs must be approved by the business owner, and a signed form by both the artist and business owner must be turned into city staff. Perhaps some regulations as to placement on Main Street frontage.

- c. City staff, building officials, and city attorney have been actively involved in discussions about the structural integrity of the building at 406 Main Street East. The City has entered into an agreement with the owner for demolition of the

structure. Ms. Hellermann provided an overview of the companies that submitted demolition bids. Ms. Hellermann noted that she is still waiting for the bid from Landwehr. The City has authorized the awarding of a contract with a not to exceed \$250,000. If bids come in higher this will have to be brought back before the Council. Staff to research when the city no longer enforced building code violation.

- d. Community Development Director reported that we are over the half-way point for 2024 and we have issued building permits with a total value over 26.5 million.

MADA Member Finken left the meeting at 6:55 a.m.

A.I. #8 INFORMATIONAL ITEMS

- a. MADA's next meeting is scheduled for Thursday, October 10, 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. Travis Frieler, seconded by Mr. Woeste and unanimously carried to adjourn the meeting at 7:00 a.m.



PATRICIA HAASE – CITY CLERK