

**MELROSE AREA DEVELOPMENT AUTHORITY/
COMMUNITY OPPORTUNITIES COMMITTEE
REGULAR MEETING
THURSDAY, JUNE 13, 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, June 13, 2024, 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, Jose Morelos, Travis Frieler, Mayor Joe Finken, and Community Development Director Sheila Hellermann. and City Administrator Colleen Winter. MADA Member Dave Rahn 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. Woeste 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. Duevel and unanimously carried to approve the minutes from the May 9, 2024, Regular Meeting.

A.I. #4 REPORTS

- a. Community Development Director Hellermann provided an update. The Planning & Zoning Commission at its meeting on June 24th will be looking at the Preliminary Plat for Melrose Highlands North from Bob and Theresa Mueller for six (6) residential lots. A preliminary plat from KL Properties for eight (8) lots is expected at the July Planning & Zoning Meeting. The Planning & Zoning Commission will also be looking at the preliminary and final plat for the Melrose I-94 Industrial Park Second Addition. The Council will hold a Special Meeting on June 26 to act on the I-94 Industrial Plat Second Addition. The Council at its June 20 meeting will act on the request from Gerber Collision Midwest, Inc. for a Conditional Use Permit on Parcel No. 66.36667.0010. The Conditional Use Permit would allow vehicle services including body work on the parcel in the C-2 Commercial Highway zoning district. We are still looking for a member for the Planning and Zoning Commission. The Riverside Flats had a good turn out at their open house on Sunday June 9.
- b. City Administrator Winter noted that the Main Street project is moving forward. The seasonal help for the Street Department has been hired and have started. The Streets/Parks Department has installed the playground equipment at the Sauk River Park. Workforce hiring is the top priority at this time. We are currently advertising for the Police department and a vacancy exists in our Street Department for a Part-time position. The PUC will be holding a special meeting on June 18th to determine how to proceed with hiring a Director/Supervisor.

A.I. #5 ACTION ITEMS

None

A.I. #6 UNFINISHED BUSINESS

- a. At the February meeting we discussed a request from Franklin Outdoor Advertising for a billboard in the wellhead protection area. Staff was asked to research other companies to determine if there was additional interest. We have received two proposals – one for a digital board in the wellhead area and another for a digital board replacing our current board near the golf course.

In looking at the wellhead area, there is an easement with the State of Minnesota (similar to the industrial park). After reaching out to them, they offered a conveyance again to straighten the area. If we are interested in a billboard, it would be useful. If we are not interested in a billboard, there is likely no need to pursue a conveyance.

If we are interested in a digital billboard, the zoning ordinance would need to change. Currently digital billboards are not permitted.

Stearns Electric has renewed the billboard lease on its property and the staff is currently working on ideas to switch out our side of the board.

MADA discussed the various options for the billboards. Mr. Finken stated that the priority should be to update the existing billboards. MADA was supportive of a digital board. The consensus was to locate the digital board by the golf course MADA directed staff to research the cost of obtaining the easement from the State of Minnesota in the wellhead area.

- b. We received from Roach Development their requested TIF terms for the housing development. Attorney Scott Dymoke has prepared a purchase agreement and development agreement.

A motion was made by Mr. Woeste, seconded by Mr. Duevel and unanimously carried recommending the Council approve the purchase agreement with Roach Development and that assessments be assumed but not necessarily be paid upfront.

- c. Related to Railroad West, MADA indicated to staff that Theiler's could lease whatever acreage was accessible in Railroad West for the 2024 crop season if they were interested. Theiler's were interested and they determined 7 acres was useable, working around the construction and dirt reserves. The transfer of the lots to the city is not complete yet, so the lease is with MADA.

A motion was made by Mr. Duevel, seconded by Mr. Frieler and unanimously carried approving a lease agreement with Theiler's for the 2024 crop season.

- d. City staff provided an update regarding JOTS discussions. Jennie-O has now changed the price. Jennie-O is recommending that we just let the Letter of

Intent expire. They will continue to work with the City, however a two-month extension will not likely lead to an agreement. There is a grant available for demolition that the city can apply for by August 1. MADA also discussed the possibility of rezoning the property.

A.I. #7 NEW BUSINESS

- a. Stearns Electric will be listing its current office location for sale. Staff met with them about potential uses and buyers. It is zoned industrial, which limits buyers. In discussing this with the Planning & Zoning Commission, it was determined that C-2 Commercial Highway is also an option for rezoning. The location of the new headquarters would also be re-zoned, so there would not be spot zoning.

MADA discussed the potential change, dependent on the future buyer of the property. MADA by consensus was supportive of rezoning to C-2.

A.I. #8 INFORMATIONAL ITEMS

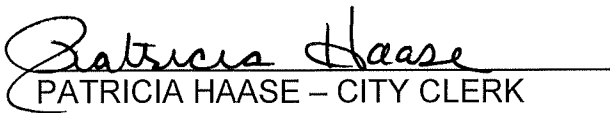
- a. MADA's next meeting is scheduled for Thursday, July 11, 2024, at 6:00 a.m.

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

Staff provided an update on commercial building inspections. Director Hellermann stated that the Melrose Bakery is considering a drive-thru window. The Planning & Zoning Commission was receptive to it, however Chief Maus would like to see it come from the north and go south. MADA by consensus was supportive of the drive-thru window.

A.I. #10 ADJOURNMENT

A motion was made by Mr. Finken seconded by Mr. Frieler and unanimously carried to adjourn the meeting at 6:55 a.m.


PATRICIA HAASE – CITY CLERK