

**MELROSE AREA DEVELOPMENT AUTHORITY/
COMMUNITY OPPORTUNITIES COMMITTEE
REGULAR MEETING
THURSDAY, SEPTEMBER 11, 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, September 11, 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, Jose Morelos, Joe Woeste, Travis Frieler, Mayor Joe Finken, City Administrator Colleen Winter, and Community Development Director Sheila Hellermann. 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. Duevel and unanimously carried to approve the agenda as amended.

A.I. #3 APPROVAL OF MINUTES

A motion was made by Mr. Frieler, seconded by Mr. Woeste and unanimously carried to approve the minutes from the August 14, 2025, Regular Meeting.

A.I. #4 REPORTS

- a. Community Development Director Sheila Hellermann stated that she spoke with the owners of the bakery and they are waiting on some equipment that has been delayed getting here. A purchase agreement has been signed on the former Bruder's Butcher Shop. The new digital billboard over by Blue Door Storage is being installed. Casey's North has been re-listed with a new broker for \$700,000.
- b. City Administrator Winter stated that staff is working on budgets. The Public Utilities Commission has approved a 4% increase to the electric rates and a 5% increase on the water/wastewater rates.

A.I. #5 ACTION ITEMS

None

A.I. #6 UNFINISHED BUSINESS

- a. As discussed last month, city staff met with representatives from the school district, health care industries, Montessori school, and major employers at the end of July to discuss the challenges in daycare. Since that time, we have launched a survey of individuals about their daycare situations and asked for feedback. Staff presented the responses to the questions about potential ideas.

MADA Member Duevel stated that if the city goes with a daycare center we will need to find a location. We briefly discussed at the last meeting whether MADA wanted to extend the Commercial Rehabilitation Deferred Loan Program to new and existing daycares to help with updates and the requirements of the licensure system. Ms. Hellermann stated that if so, criteria would need to be very limited to things such as playground equipment, fencing, hot water heater. Community Development Director Hellermann will contact current day care providers to inquire what improvements they could use assistance funding.

- b. Since the last MADA meeting, a portion of the Massmann farm has been listed for sale. Two different interested parties, both local, have met with staff with questions and ideas for development of the property. One will be discussing their ideas with the PUC at their meeting on Monday, September 8th. MADA was updated on those discussions and the PUC's feedback at that meeting. The Melrose Public Utilities Commission did not support allowing private sewer and well. They would require service be provided by the city. This would place special assessments at approximately 105K per lot. MADA also discussed the potential of constructing 9th Street.
- c. Community Development Director Sheila Hellmernann provided an update on the Melrose Area Development Authority Facebook page..
- d. Community Development Director Sheila Hellmernann stated that she is asking to reaffirm the payout of \$75,000 to Nate Hiltner for the improvements to the property at 406 Main Street. Mr. Hiltner has submitted receipts for improvements to the property. The receipts total more than \$220,000, which does not include the cost of the roof replacement. Ms. Hellermann is requesting that(subject to review of the invoices by the Deferred Loan Committee) that MADA approves the payout of \$75,000.

A motion was made by Mr. Finken, seconded by Mr. Frieler and unanimously carried, approving the payout of \$75,000 to Mr. Hiltner upon review and approval of the invoices by the Deferred Loan Committee.

A.I. #7 NEW BUSINESS

- a. On Wednesday, September 3rd staff met with the owners of Dan Schmidt Printing, who have an issue with their roof. They were seeking the city's assistance. However, the Commercial Rehabilitation Deferred Loan Program specifically excludes flat roof work in its guidelines. To pitch the roof, like 406 Main Street East, would require structural engineering. Further, there are concerns about where the pitched roof would drain. The owner has asked for an exception to allow the CRDL to assist with the flat roof. Community Development Director Hellermann will request the owner to obtain a quote to replace the roof and any additional improvements and present it at the next MADA meeting. MADA would potentially consider a Revolving Loan.

A.I. #8 INFORMATIONAL ITEMS

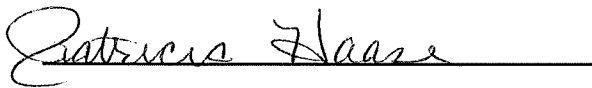
- a. MADA's next meeting is scheduled for Thursday, October 9, 2025, at 6:00 a.m.

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

MADA Member Duevel presented information on the Minnewaska referendum. Staff will share with the Melrose Area School District Superintendent and School Board.

A.I. #10 ADJOURNMENT

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

A handwritten signature in cursive script, reading "Patricia Haase", is written over a solid horizontal line.

PATRICIA HAASE – CITY CLERK