

**MELROSE AREA DEVELOPMENT AUTHORITY/
COMMUNITY OPPORTUNITIES COMMITTEE
REGULAR MEETING
THURSDAY, NOVEMBER 14, 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, November 14, 2024, at 6:00 a.m. at the Melrose City Center pursuant to due notice being given thereof. Present were MADA Members Dave Rahn, Joe Woeste, Jose Morelos, Travis Frieler, Mayor Joe Finken, City Administrator Colleen Winter, and Community Development Director Sheila Hellermann. MADA Member Bob Mayers and Jerome Duevel, were absent. There are no active COC members. Secretary Dave Rahn called the meeting to order.

A.I. #2 APPROVAL OF AGENDA

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

A.I. #3 APPROVAL OF MINUTES

A motion was made by Mr. Finken, seconded by Mr. Woeste and unanimously carried to approve the minutes from the October 10, 2024, Regular Meeting as submitted.

A.I. #4 REPORTS

- a. City Administrator Winter stated that staff has filled the position of journey lineworker. Mr. Justin Lundblad started on November 13. We are still looking to hire an Electrical Lead/Supervisor and a police officer. Staff continues to work on the 2025 budget. Staff is still working on labor negotiations. Well #7 will need to be replaced in 2025.
- b. Community Development Director Sheila Hellermann reported that there is interest in the Highland development lots. The comprehensive plan steering committee met on October 29th and again November 18th. We are reviewing and editing the written chapters. There will be a series of community opportunities for comment coming up, as well as review by Planning & Zoning, Park Board and MADA, whose input has been sought throughout the process. We are committed to making sure the plan reflects Melrose.

Another traffic study was completed at the intersection of County Road 13 and Kraft Drive. Prior to the construction of Kwik Trip, the traffic patterns were high four (4) hours a day. The new study showed that has increased to six (6) hours a day. It needs to be eight (8) hours a day to warrant a light or some traffic control measure by Stearns County.

The Melrose Bakery has been sold. Casey's North negotiations with local buyer has become more serious. Sonnen Trust – all the property has been sold.

A.I. #5 ACTION ITEMS

None

A.I. #6 UNFINISHED BUSINESS

- a. At MADA's October 10, 2024, meeting, we discussed the property at 406 Main Street East. MADA agreed to move forward with a Development Agreement and support the project with a deferred payment loan of \$75,000. On October 30th Mr. Hiltner's company purchased the property from Mr. Wiehoff. Attorney Scott Dymoke drafted the Development Agreement for consideration by MADA. Staff reviewed the status of the project.

A motion was made by Mr. Travis Frieler, seconded by Mr. Morelos and unanimously carried approving the Development Agreement with Northstars Property.

- b. At the October 23, 2024, work session the City Council discussed the vacant building ordinance. A consensus was reached regarding an acceptable timeline. Staff have worked with Attorney Scott Dymoke to make changes to the proposed ordinance. MADA reviewed the revised ordinance which the Council will be considering at its November 21, 2024, meeting.

MADA by consensus agreed that a vacant building ordinance should be established. MADA recommended that an inspection of the property takes place when the building is vacant for more than 18 months or sooner if affected by health or safety.

- c. At the October 23, 2024, work session the City Council discussed cannabis businesses. The city's moratorium expires on December 31, 2024, requiring us to establish ordinances soon. City Attorney Scott Dymoke drafted an ordinance modeled after Stearns County's ordinances. It deals with licensing. He is working on a zoning ordinance addressing locations. Planning & Zoning will hold a public hearing on the zoning portion at its November 25, 2024 meeting. MADA reviewed the ordinance and is recommending that a conditional use permit be required for all cannabis business in all zoning districts and that C-1 is an acceptable district for cannabis manufacturing subject to the radius limitations around schools and parks.
- d. Planning & Zoning held at a public hearing on October 28, 2024 to address electronic billboards. They also reviewed other cities' ordinances. Attorney Dymoke is drafting an ordinance for Melrose using those ideas. Planning & Zoning is recommending:

- *The support structure for the sign shall include the illuminated logo of the City with name "City of Melrose" inscribed.*
- *No dynamic display electronic sign shall be erected that, by reason of position, shape, movement or color, interferes with the proper functioning of a traffic sign, signal or which constitutes a traffic hazard.*
- *All dynamic display electronic message signs shall have installed ambient light monitors and shall, at all times, allow such monitors to automatically adjust the brightness level of the electronic sign based on light conditions.*

- *Setback from residential. The leading edge of an electronic sign must be located at least 500 feet from any parcel that is both residentially zoned and residentially used.*
- *Operational requirements. Electronic signs are subject to the following operational requirements:*
 - Dwell time.*
 - *Electronic changeable copy signs with ten words or less must have a static display for a minimum of eight seconds.*
 - *Electronic changeable copy signs with 11 words or more or electronic graphic display signs must have a static display for a minimum of 20 seconds.*
 - *Transition. The change sequence of any electronic sign must be accomplished by means of instantaneous repixelization. Fading, dissolving, scrolling, traveling, or any transition that creates the illusion of movement is prohibited.*
 - *Video, audio or any form of pyrotechnics are prohibited in association with an electronic sign.*
 - *Modes which cause the message to flash are prohibited.*
 - *Nighttime use. When located within 1000 feet of a site that is both residentially zoned and residentially used, an electronic sign must be static or turned off between the hours of 9:00 p.m. and 7:00 a.m. The following sign types are exempt from the nighttime use limitation:*
 - *Price signs designed to change infrequently; and*
 - *Electronic signs that are oriented so that no portion of the sign face is visible from a permitted principal structure on a site that is both residentially zoned and residentially used.*

These billboards will also be subject to a conditional use permit process, allowing Planning & Zoning and the Council to establish other conditions warranted by a given situation. MADA discussed and concurred with the recommendations from the Planning & Zoning Commission.

A.I. #7 NEW BUSINESS

- a. MADA to review the proposed 2025 Meeting Schedule and advise of any changes. MADA by consensus approved the 2025 Meeting Schedule
- b. Staff have been in discussions with the realtor marketing Diane Nathe's property along Kraft Drive. Community Development Director Sheila Hellermann stated that the city will allow the property owner to do some lot splitting and reconfiguration.

A.I. #8 INFORMATIONAL ITEMS

- a. MADA's next meeting is scheduled for Thursday, December 12, 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. Woeste and unanimously carried to adjourn the meeting at 6:46 a.m.


PATRICIA HAASE – CITY CLERK