

**MELROSE AREA DEVELOPMENT AUTHORITY/  
COMMUNITY OPPORTUNITIES COMMITTEE  
THURSDAY, MARCH 16, 2023 – 6:00 A.M.**

**AGENDA**

1. Call to Order/Roll Call
2. Oath of Office
3. Approval of Agenda
4. Approval of Minutes
5. Action Items
  - a. Authorizing Approval of TIF & Tax Abatement Development Agreement
  - b. Authorizing Public Hearing for Vacation of Easements and ROW
  - c. Authorizing Lease with Theiler's for 2023 Season
6. New Business
  - a. Authorizing Public Hearing for Sale to GC Real Estate Partners
  - b. Review of MADA by-laws
7. Unfinished Business
  - a. Rental Housing Ordinance
  - b. Billboards
8. Informational Items
  - a. Next Meeting
  - b. Spring Open House – April
9. Issues of MADA/COC Members and Staff
10. Adjournment

**MELROSE AREA DEVELOPMENT AUTHORITY/  
COMMUNITY OPPORTUNITIES COMMITTEE  
REGULAR MEETING  
THURSDAY, MARCH 16, 2023 – 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, March 16, 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, Julie Baum, Dave Rahn, Travis Frieler, City Administrator Colleen Winter, City Planner Sheila Hellermann and City Attorney Scott Dymoke. MADA Member Sara Hoffner was absent. There are no active COC members. President Bob Mayers called the meeting to order.

**A.I. #2 OATH OF OFFICE**

At its January 5, 2023, meeting, the Council reappointed Jerome Duevel for a six-year term on MADA.

City Administrator Winter administered the Oath of Office to Jerome Duevel.

**A.I. #3 APPROVAL OF AGENDA**

A motion was made by Ms. Baum, seconded by Mr. Rahn and unanimously carried to approve the agenda as submitted.

Mayor Joe Finken arrived at 6:04 a.m.

**A.I. #4 APPROVAL OF MINUTES**

A motion was made by Ms. Baum, seconded by Mr. Frieler and unanimously carried to approve the minutes from the January 19, 2023, Regular Meeting.

**A.I. #5 ACTION ITEMS**

- a. The City Council at a March 9, 2023, special meeting approved resolutions for the TIF district and tax abatement proposed for the GC Real Estate Partners multi-family housing project.

Economic Development Consultant Ryan has prepared a Tax Increment Financing & Tax Abatement Development Agreement. At a 3 PM meeting on March 9, 2023, the developers, staff, city attorney, and consultants reviewed the Railroad West Street project, this multi-family housing project, and agreements. Staff and Council Member Klasen, and Frieler met with the developer earlier in the day on March 9. The Development Agreement, with changes, were then reviewed at the March 9, 2023 special city council meeting. The City Council approved the Development Agreement, subject to the changes. City Administrator Winter reviewed the

agreement and the revisions that were incorporated into the original agreement. City Administrator Winter reviewed the project timeline.

A motion was made by Mr. Finken, seconded by Mr. Duevel and unanimously carried approving the Tax Increment Financing & Tax Abatement Development Agreement by and between City of Melrose, Minnesota, Melrose Area Development Authority, and Granite City Real Estate LLC, DBA GC Real Estate Partners.

- b. City Planner Hellermann noted that in order to proceed with re-platting the existing Melrose Meadow View plat (Theiler property), the existing easements and rights of way need to be vacated. To do this, there will need be a public hearing with MADA as applicant.

A motion was made by Mr. Rahn, seconded by Mr. Frieler an unanimously carried authorizing staff to bring forward to the Council a request for the vacation of the existing easements and rights of way in the Melrose Meadow View plat.

- c. GC Real Estate Partners' construction is expected to start in August. They will be utilizing the westerly ~5 acres. Staff needs to contact Theiler's about what is available to rent this summer. The portion of the land designated for single family is approximately 12 acres. There will be no utility work in that area.

A motion was made by Mr. Duevel, seconded by Mr. Rahn and unanimously carried authorizing staff to enter into a lease with Theiler's for the easterly 12 acres, subject to a ROW/easement area along Railroad Avenue which is needed for the road project.

#### **A.I. #6 NEW BUSINESS**

- a. The City Council also reviewed a Purchase Agreement for GC Real Estate Partners, with the changes reflected in Attachment 5a(8). This purchase agreement was part of the discussion at the 3 PM meeting on March 9, 2023, with developers, staff, city attorney, and consultants, and special City Council meeting at 6 PM on March 9, 2023. MADA is the owner of the property, and the Purchase Agreement is subject to the approval of MADA. By statute, before selling property, an economic development authority must hold a public hearing. Staff seeks approval to hold a public hearing at MADA's next meeting on Thursday April 20, 2023, at 5:00 P.M.

A motion was made by Mr. Finken, seconded by Ms. Baum and unanimously carried. MADA to give consideration to approving the Purchase Agreement for GC Real Estate Partners and hold a public hearing for said purpose.

- b. Discussions have taken place about the possibility of re-structuring the Property Acquisition/Disposition Committee. This is a subcommittee of MADA as established in its by-laws.

Further discussion is needed about this committee and possible revisions to the MADA by-laws. MADA Member Duevel described the past history of the committee. Mr. Finken felt it was important to have a core group as well as at large members. After further MADA tabled action on the Property/Acquisition/Disposition Committee.

A motion was made by Mr. Rah, seconded by Mr. Duevel to appoint MADA Chair Bob Mayers, and MADA Members Dave Rahn and Travis Frieler to the Property Acquisition/Disposition Committee.

MADA continued reviewing of the By-Laws.

A motion was made by Mr. Rahn, seconded by Mr. Duevel and unanimously carried to change the MADA By-Laws as follows:

#### Article V

3 members of MADA one being the President, one being a City Council representative and one being a member at large. Members of other Boards such as PUC, Park Board, Planning Commission will be asked to join the committee as needed. Community members familiar with the subject matter may also be asked to be part of the committee and the discretion of the President and or other members

#### Article VII

5. Include City Planner

#### Article X

Budget to be presented by the Treasurer to MADA on a semi-annual basis

#### Article XII

City Administrator, Finance Director, and City Planner shall serve as a consultants and advisors to MADA. MADA may hire consultants or other personnel and their eligibility and compensation.

City Attorney will draft the amended by-laws to be emailed out for comment. The by-laws will be presented at the April meeting for approval.

### **A.I. #7 UNFINISHED BUSINESS**

- a. City Planner Hellermann stated that at its last meeting, MADA expressed interest in reviewing the City's ordinance regarding rental housing. As there are two new multi-family housing projects being proposed, MADA wanted to ensure that the ordinance was sufficient, and proactive, in terms of being able to handle enforcement concerns. The Housing Code was presented to MADA for their review. Ms. Baum inquired as to how the housing code was enforced. City Administrator Winter stated that the police department does the rental inspections.

- b. Ideas are sought regarding the billboards along I-94.

#### **A.I. #8 INFORMATIONAL ITEMS**

- a. MADA's next meeting is scheduled for Thursday, April 13, 2023 at 6:00 a.m. MADA by consensus rescheduled its April 13 meeting to Thursday, April 20, 2023 at 5:00 p.m.
- b. Open House Thursday, April 13 5-7 p.m. Planning is underway and we would like to serve hot dogs, chips, and cookies to the general public. We are hoping that some of the Council and other Board members would be willing to serve the food as this is a great way for the public to get to know who represents them on various boards. Each department is responsible to have materials, demonstrations, etc. ready and prepared to answer the questions that come up. There will be a kids table where they can color while their parents walk around. We would also like to have some give aways for both Youth and Adults. Gift cards to various businesses. Total budget should be below \$1,000.00 and we will be utilizing our Marketing budget.

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

None

#### **A.I. #10 ADJOURNMENT**

A motion was made by Mr. Rahn seconded by Mr. Frieler and unanimously carried to adjourn the meeting at 7:40 a.m.

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PATRICIA HAASE – CITY CLERK