

**MELROSE AREA DEVELOPMENT AUTHORITY/
COMMUNITY OPPORTUNITIES COMMITTEE
REGULAR MEETING
THURSDAY, JANUARY 11, 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, January 11, 2024, at 6:00 a.m. at the Melrose City Center pursuant to due notice being given thereof. Present were MADA Members Bob Mayers, Dave Rahn, Joe Woeste, Travis Frieler, Mayor Joe Finken, City Administrator Colleen Winter, and Community Development Director Sheila Hellermann. There are no active COC members. MADA Member Jerome Duevel was absent. MADA Member Jose Morelos arrived at 6:02 a.m. City Administrator Winter called the meeting to order.

A.I. #2 OATH OF OFFICE

At its December 14, 2023, meeting the Council appointed Jose Morelos to MADA to fill the vacancy of Julie Baum's resignation. At the Council's January 4, 2024, meeting Travis Frieler was reappointed as the Council representative to MADA for a one-year term.

Administrator Winter administered the Oath of Office to Jose Morelos and Travis Frieler.

A.I. #3 ELECTION OF OFFICERS

MADA to take action appointing a President, Vice President, and Secretary for 2024. For 2023, Mr. Mayers served as President, Mr. Duevel as Vice President, and Mr. Rahn as Secretary.

A motion was made by Mr. Rahn, seconded by Mr. Finken, and unanimously carried that Mr. Mayers served as President, Mr. Duevel as Vice President, and Mr. Rahn as Secretary for 2024.

Mr. Mayers chaired the remainder of the meeting.

A.I. #4 APPROVAL OF AGENDA

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

A.I. #5 APPROVAL OF MINUTES

A motion was made by Mr. Frieler seconded by Mr. Rahn and unanimously carried to approve the minutes from the December 7, 2023, Regular Meeting.

A.I. #6 REPORTS

- a. City Administrator Winter stated that Andrew Rousslange has started as the new Street/Parks Supervisor. The application for the full-time police officer closes on

Friday, January 12. The Electrical Supervisor position has not yet been filled. There will be an Open House on January 22, 2024, at 5:00 p.m. to discuss the 2024 Main Street project. Stephanie Perez has accepted the position as the Police Department Office Assistant. The Receptionist/Building Permit Technician position has been posted. Water/Wastewater Supervisor Tim Vogel will be retiring in July of 2024.

- b. Community Development Director Hellermann provided an update on the purchase agreement with Carsten's Industries. The city has received two requests for billboards. The land lease with Butch Bauer in the I-94 Industrial Park has been extended. The Melrose City Council will hold a work session on February 6 to discuss special assessments, billboards, and potential redevelopment.

A.I. #7 ACTION ITEMS

None

A.I. #8 NEW BUSINESS

- a. Community Development Director Hellermann stated that at the December 7, 2023, meeting MADA reviewed the terms of the Letter of Intent and the Site Access Agreement for JOTS. The City Council reviewed the same at its January 4, 2024, meeting. It was signed by the mayor and delivered to JOTS on Friday, January 5th. The Letter of Intent and Site Access Agreement has been signed and returned; therefore, the city now has six months to decide whether to purchase or walk away. Ms. Hellermann has obtained information from Stearns County on the property valuation. MADA discussed the next steps including soil borings, and demolition estimates.
- b. At the December 7, 2023, meeting, MADA tabled a decision regarding adding a new member to the Commercial Rehabilitation Deferred Loan Program Committee.

A motion was made by Mr. Finken, seconded by Mr. Woeste, and unanimously carried appointing Mr. Morelos to the Commercial Rehabilitation Deferred Loan Program Committee.

A.I. #9 UNFINISHED BUSINESS

- a. On Thursday, January 4th the members of the Land Acquisition subcommittee met to discuss two developments. A developer is interested in purchasing the two cul-de-sacs in the Railroad West Development. Based on their estimates they would construct seventeen twin homes for a total of 34 homes. The Land Acquisition Subcommittee discussed a purchase price for the lots. Ms. Hellermann contacted the developer, and they are interested and will consider the acquisition. They anticipate a 2026 development date if they move forward.

Staff while working with a business interested in the I-94 Industrial Park, a wide easement to the State of Minnesota was discussed. Staff reached out to the State of Minnesota. After many months, we have received an offer from them. Staff also inquired about the easement area behind Genex. The State will only sell to the underlying fee title owners of the property. Ms. Hellermann will contact Genex, to see if they are interested in acquiring its easement. MADA by consensus supports the purchase of the easements from the state.

- b. The city has received a request from Franklin Outdoor Advertising to install a billboard on the city's wellhead area on the south side of I-94. MADA member Finken was not in favor of the billboard. MADA by consensus was not in favor of the billboard.

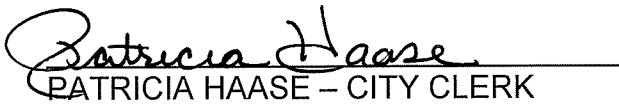
A.I. #10 INFORMATIONAL ITEMS

- a. MADA's next regular meeting is scheduled for Thursday, February 8, 2024, at 6:00 a.m. Community Development Director Hellermann reviewed the Comprehensive Plan Survey preliminary results.

A.I. #11 ISSUES OF MADA/COC MEMBERS AND STAFF

A.I. #12 ADJOURNMENT

A motion was made by Mr. Finken seconded by Mr. Rahn and unanimously carried to adjourn the meeting at 7:05 a.m.


PATRICIA HAASE – CITY CLERK