

**MELROSE AREA DEVELOPMENT AUTHORITY
REGULAR MEETING
WEDNESDAY, SEPTEMBER 13, 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. Reports
 - a. City Administrator Report
 - b. Community Development Director Report
6. Action Items
 - a. Appoint MADA Member as Park Board Representative
 - b. Appoint MADA Member to Revolving Loan Fund Committee
7. Old Business
 - a. Riverside Flats
8. New Business
 - a. 2024 Budget
 - b. Jennie-O
9. Informational Items
 - a. Next Meeting – October 12, 2023 – 6:00 a.m.
10. Issues of MADA/COC Members and Staff
11. Adjournment

**MELROSE AREA DEVELOPMENT AUTHORITY/
COMMUNITY OPPORTUNITIES COMMITTEE
REGULAR MEETING
WEDNESDAY, SEPTEMBER 13, 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 Wednesday, September 13, 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, Mayor Joe Finken, City Administrator Colleen Winter, and Community Development Director Sheila Hellermann. There are no active COC members. President Bob Mayers presided thereat.

A.I. #2 OATH OF OFFICE

Due to the resignation of MADA Member Sara Hoffner, the Council at its August 17, 2023, meeting appointed Joe Woeste to MADA to fill the unexpired term.

Community Development Director Sheila Hellermann administered the Oath of Office to Mr. Woeste.

A.I. #3 APPROVAL OF AGENDA

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

A.I. #4 APPROVAL OF MINUTES

A motion was made by Mr. Rahn, seconded by Mr. Frieler and unanimously carried to approve the minutes from the August 10, 2023, Regular Meeting.

A.I. #5 REPORTS

- a. City Administrator Winter provided the following update.

WWTF – We are very close to finishing this project up. The main issues yet to be resolved are related to the screens in the headworks building.

RDB – We are not making the final payment on this project until WSB completes some additional punchlist items related to the Dam.

Street projects – The 2023 street reconstruction projects should be almost finished.

Ultrathin bonded wearcourse – We are still expecting to complete this project in 2023 for the following streets:

12th Ave from Main Street to Kraft Drive

8th Ave NW from Main Street to RR Avenue

RR Ave from 3rd Ave to 8th Ave

3rd Ave NW from Railroad Ave to 1st St NW

Generation – The Melrose electric department is exploring additional generation capacity with Missouri River Energy Services and is working through potential site locations.

Electric Supervisor position – The PUC has hired David Drown and Associates, an employee recruitment firm, to conduct a job search for the Electric Supervisor position. We have been without a Supervisor since May.

- b. Community Development Director Sheila Hellermann provided an update on the current project.

Park

In the Sauk River Park, the restroom re-model should be wrapped up this weekend (September 15th). Shower tiling is done, ceiling is in. They just need to place fixtures and pour the concrete pads. This should be complete before the Council meeting. The basketball court may also be poured by the time of the meeting.

Projects

The closing of Lot 1, Block 1 of Railroad West occurred Monday, August 28th. The road project was awarded to C & L Excavating. Work on the utilities/services will begin in early October and be complete by Thanksgiving. Curb, gutter, and paving will be next spring. The builder of the apartment building is putting in silt fencing this week and will begin moving dirt soon. Colleen and I attended the Melrose Township meeting on Thursday, September 7th to keep them informed of traffic in the area and using the bypass. I am meeting with the property owners, completing the right of way purchases and easement agreements, and collecting checks for the special assessments.

Riverside Flats next to City Center has been busy forming and pouring the walls for the underground parking garage. Framing of the 1st, 2nd and 3rd floors will begin next week (September 18th). We have some action items related to this project on the agenda.

Kwik Trip has been busy installing their gas tanks, pumps, and canopies. They will be holding multiple job fairs here at City Center at the end of September and early October.

Comp Plan

The first meeting of the steering committee for the comprehensive plan is Thursday night, September 14th. I will have an update at the Council meeting. We have continued to work on engagement activities including attending both nights of the open houses at the school, promoting the plan and our projects.

Economic Development

There has been significant interest in the rehab grant/ loan program. The subcommittee of MADA is reviewing those applications. One is approved. One is under review now. The committee will be touring the sites.

We are working with the owners of several empty sites on re-development potential.

Matt Imdieke has purchased property from Belgrade Co-op for construction of storage facilities.

Community Development Director Hellermann is working in collaboration with Jodi Teich from Stearns County on a grant application for the Main Street project.

Building permit update: We have almost 225 permits totaling over \$25 million. I looked back 15 years. This is the 2nd highest year (already) in terms of valuation.

A.I. #6 ACTION ITEMS

- a. At last month's meeting we tabled this item while we waited for the Council to appoint a new member to MADA. Joe Woeste was appointed at the August 17, 2023, Council meeting. Sara Hoffner was the MADA representative on the Park Board. A new MADA member needs to be appointed to the Park Board.

A motion was made by Mr. Finken, seconded by Ms. Baum, and unanimously carried appointing Mr. Rahn as the MADA representative to the Park Board.

- b. At last month's meeting we tabled this item while we waited for the Council to appoint a new member to MADA. Joe Woeste was appointed at the August 17, 2023, Council meeting. At MADA's July 13 meeting, Sara Hoffner was appointed as one of the three members of the Revolving Loan Fund Committee. MADA will need to appoint a new member to that sub-committee of MADA.

A motion was made by Ms. Baum, seconded by Mr. Duevel, and unanimously carried appointing Mr. Joe Finken to the revolving loan sub-committee.

A.I. #7 UNFINISHED BUSINESS

- a. Community Development Director Hellermann stated that Riverside Flats is closing on their final financing/loan. They are requesting two items. One is a consent that the documents can be assigned over to Riverside Flats of Melrose, LLC from Riverside Development Group LLC because they created a new entity. The second is for a subordination so the deferred loan agreement with the City be subordinated to their bank's loan. Both of these items will be addressed by the Council at its September 21, 2023, meeting since the property is titled in the City and the documents were executed by the Council.

A.I. #8 NEW BUSINESS

- a. City Administrator Winter presented the 2024 MADA budget. The Council will be adopting a final budget at its September meeting.
- b. Staff have had a discussion with Jennie-O about the future of their property. Community Development Director Hellermann presented JOTS proposal for the property.

A motion was made by Mr. Duevel, seconded by Mr. Frieler and unanimously carried authorizing staff to pursue an option agreement and to work jointly with JOTS on possible grants.

A.I. #9 INFORMATIONAL ITEMS

- a. MADA's next meeting is scheduled for Thursday, October 12, 2023, at 6:00 a.m.

A.I. #10 ISSUES OF MADA/COC MEMBERS AND STAFF

A.I. #11 ADJOURNMENT

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

PATRICIA HAASE – CITY CLERK