

**MELROSE AREA DEVELOPMENT AUTHORITY/
COMMUNITY OPPORTUNITIES COMMITTEE
REGULAR MEETING
MONDAY, JUNE 22, 2009 – 6:30 P.M.**

AGENDA

1. Call to Order/Roll Call
2. Approval of Agenda
3. Approval of Minutes
4. Reports
 - a. 2008 Year-End Financial
 - b. Development Activities Summary
5. Action Items
 - a. Resolution No. MADA 2009-01, Resolution Authorizing the City Administrator, Director of Planning and Development, President, and Vice President to Schedule Public Hearings
6. Unfinished Business
 - a. City Signage
7. New Business
8. Informational Items
 - a. Next Meeting
9. Issues by MADA/COC Members and Staff
10. Adjournment

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MONDAY, JUNE 22, 2009 – 6:30 P.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 Monday, June 22, 2009 at 6:50 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were MADA Members Richard Horn, Bob Mayers, Jenny Mayers, and Mayor Eric Seanger, COC Members Dick Christenson and Jerome Duevel, and Community Development Director Gary Walz. MADA Members George Jensen and Jim Carstens and COC Member Jerry Primus were absent. The MADA position normally held by the City Administrator is vacant due to a vacancy in that position. There is one COC vacancy. President Horn presided thereat.

A.I. #2 APPROVAL OF AGENDA

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

A.I. #3 APPROVAL OF MINUTES

The minutes of the March 23 Regular Meeting were approved as submitted.

A.I. #4 REPORTS

- a. For 2008, MADA/COC exceeded its \$32,500 budget by 12%, or \$3,907.55. This includes \$25,150 in "pass-through" payments for the Small Cities Development Program (SCDP) for Rehab Housing which were not allocated for in the expenditures or the revenues of the 2008 budget. Actual MADA/COC operating expenditures for 2009 excluding SCDP-related expenditures totaled \$11,257.55, or 34.6%, of the \$32,500 budget. In response to a question on the SCDP Rehab Housing Program, Director Walz stated that beyond its normal fiscal agent responsibility for the joint project with the City of Brooten, it incurs no liability for program funding or administration.
- b. Director Walz presented an update on economic and community development activities since the last meeting. His report focused more on planning than previous ones due to the combining of departments, the decrease in staffing and accompanying transfer of duties and responsibilities, and the current state of the economy.

A.I. #5 ACTION ITEMS

- a. Director Walz reported that, as a result of action initiated at the Council's January 22 meeting in which it went from two regular meetings a month to only one beginning in April, it passed a resolution at its February 5 meeting authorizing the Mayor, Acting Mayor, City Administrator and Department Heads to schedule public hearings as a means to conserve staff time and City resources and expedite resident requests requiring such hearings. He went on to state that, at its meeting on June 18, the Planning and Zoning Commission adopted a similar resolution authorizing its Chair, Vice Chair, the City Administrator, and the Director of Planning and Development to call similar public hearings before the Commission. Director Walz recommended adoption of a similar resolution appropriate to MADA/COC.

A motion was made by Mayor Seanger, seconded by Mr. Mayers and unanimously carried to adopt Resolution No. MADA 2009-01, Resolution Authorizing the City Administrator, Director of Planning and Development, President, and Vice President to Schedule Public Hearings.

A.I. #6 UNFINISHED BUSINESS

- a. Director Walz reported that the bid for refacing the City's two I-94 signs was awarded to Kraemer Builders, Inc. which submitted the low bid of \$4,890. This refacing was completed several weeks ago and Travis Frieler of TF Graphics has been working on minimal modifications to the existing sign design. A "marketing group" as part of the Economic Development Plan Task Force has reviewed his work. Director Walz presented the "marketing group's" recommendation to MADA/COC, as the funding agency, for consideration so the vinyl sign covering project can be put out to bid. MADA/COC reviewed the original sign project designs which were last displayed as well as the group's proposal.

A motion was made by Mr. Mayers, seconded by Mr. Christenson and unanimously carried to approve the predominantly blue design for both signs for the sake of simplicity, limited wording and ease of reading, but to digress from the group's recommendation by eliminating the website address.

A.I. #7 NEW BUSINESS

None

A.I. #8 INFORMATIONAL ITEMS

- a. President Horn stated that the next MADA/COC meeting is scheduled for July 27 at 6:30 p.m.

A.I. #9 ISSUES BY MADA/COC MEMBERS

None

A.I. #10 ADJOURNMENT

A motion was made by Mr. Duevel, seconded by Mr. Christenson and unanimously carried to adjourn the meeting at 7:30 p.m.

PATRICIA HAASE – CITY CLERK