

**MELROSE AREA DEVELOPMENT AUTHORITY/
COMMUNITY OPPORTUNITIES COMMITTEE
REGULAR MEETING
MONDAY, MARCH 23, 2009 – 6:30 P.M.**

AGENDA

1. Call to Order/Roll Call
2. Oath of Office
3. Appointment of Officers
4. Approval of Agenda
5. Approval of Minutes
6. Reports
 - a. Development Activities, Community Development Director
7. Action Items
8. Unfinished Business
 - a. 2009 Budget
 - b. 2008 Small Cities Development Program (SCDP) – Housing Rehabilitation Status Report
9. New Business
 - a. City Signage
 - b. MADA/COC and Planning and Zoning Commission Relationship
10. Informational Items
 - a. Next Meeting
11. Issues of MADA/COC Members and Staff
 - a. Development-Related Expectations in the Current Economic Environment
 - * b. 2025 Comprehensive Plan
12. Adjournment

* Amendment

**MELROSE AREA DEVELOPMENT AUTHORITY/
COMMUNITY OPPORTUNITIES COMMITTEE
REGULAR MEETING
MONDAY, MARCH 23, 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, March 23, 2009 at 6:30 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were MADA Members Richard Horn, Jim Carstens, George Jensen, Jenny Mayers, and Mayor Eric Seanger, COC Members Dick Christenson and Jerome Duevel, and Community Development Director Gary Walz and Public Works Director John Harren. MADA Member Bob Mayers 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. Director Walz called the meeting to order.

A.I. #2 OATH OF OFFICE

The Council, at its January 8 meeting, appointed former Council representative George Jensen to MADA to fill the remaining four years of the unexpired term of Dean Mohs created by his resignation. Council Member Jenny Mayers was appointed for a one-year term as the Council representative to MADA. Director Walz administered the Oath of Office to Mr. Jensen and Ms. Mayers.

A.I. #3 APPOINTMENT OF OFFICERS

A motion was made by Mr. Jensen to appoint Mr. Horn as President for 2009 and that nominations close. The motion was seconded by Mr. Carstens and passed.

President Horn presided over the remainder of the meeting.

A motion was made by Mr. Christenson to appoint Mr. Mayers as Vice President for 2009 and that nominations close. The motion was seconded by Mr. Duevel and passed.

A motion was made by Mr. Carstens to appoint Mr. Jensen as Secretary for 2009 and that nominations close. The motion was seconded by Mr. Duevel and passed.

It was noted that the City Administrator, or his designee, serves as the Treasurer. Although the position of Assistant Treasurer is addressed in the MADA Ordinance but not in the by-laws, the position is intentionally being left vacant.

A.I. #4 APPROVAL OF AGENDA

A motion was made by Mr. Carstens, seconded by Mrs. Mayers and unanimously carried to approve the agenda as amended.

A.I. #5 APPROVAL OF MINUTES

The minutes of the January 28, 2008 Regular Meeting, May 19, 2008 Regular Meeting, July 7, 2008 Regular Meeting, August 28, 2008 Special Joint City Tour Meeting, and November 3, 2008 Regular Meeting were approved as submitted.

A.I. #6 REPORTS

- a. Director Walz presented an update on economic and community development activities, including inquiries, since the last meeting.

A.I. #7 ACTION ITEMS

None

A.I. #8 UNFINISHED BUSINESS

- a. Director Walz presented the MADA budget in the amount of \$97,357 as adopted by the Council for 2009. This budget is \$64,857 larger than the 2008 budget to account for the new budget item for 2009 for the Fire and Ambulance Station bond payment. The actual MADA operating budget for 2009 is reduced by 26.8%, or \$8,715, from the 2008 level of \$32,500.
- b. Director Walz reported that building permits have been taken out for the majority of the 10 Melrose residents selected to participate in the 2008 Small Cities Development Program (SCDP) – Melrose Housing Rehabilitation Program. He noted that the program is ahead of schedule and that it is expected to be completed by later summer. He also stated that there has been a significant number of inquiries from homeowners interested in the program who did not originally apply. Attempts will be made to procure additional funding.

A.I. #9 NEW BUSINESS

- a. Director Walz reported that City staff is in the process of assembling the necessary information to address the repair of the City's two "billboard signs" along I-94 and the smaller "Welcome" sign located five miles north of Melrose at the intersection of CR #13 and CR #17. The billboard signs are proposed to receive new wood facing and new vinyl and the "Welcome" sign is proposed to receive new alumacore facing. He noted that, initially, consideration had been given to a City-wide marketing program to incorporate a new sign face design along with accompanying printed and website material.

However, he stated a recommendation will be made to the Marketing Task Force to utilize, as a cost-savings measure, the same general designs as were used on the various signs when they were last renovated. It is expected that the MADA/COC marketing reserve fund will have adequate balances to cover these expenditures. Director Walz stated that the goal for completion of the project is end of June or early July. Signage for the industrial parks, particularly the Eighth Avenue West park, which has been discussed on several occasions, has not been determined.

A motion was made by Mr. Jensen, seconded by Mr. Carstens and unanimously carried to proceed with the project.

- b. Director Walz noted that among the benefits of combining development and planning into a single department will be increased communication and coordination between the MADA/COC and the Planning and Zoning Commission.

A.I. #10 INFORMATIONAL ITEMS

- a. It was noted that although the next MADA/COC meeting is scheduled for Monday, April 27, if it is necessary to hold that meeting, it may be rescheduled to early May to accommodate the revised Council schedule.

A.I. #11 ISSUES BY MADA/COC MEMBERS

- a. In response to staff's question regarding the role of MADA and staff regarding development and planning in the current economic environment, it was the Authority's position that the core responsibilities remain unchanged, but that the approach may have to be modified reflect the present situation.

It was noted by one of the members that a summary of recent Stearns County residential sales showed that 50% of them had sold for less than their tax value.

- b. Director Walz noted that the Planning and Zoning Commission, along with staff, has not resumed work on the Comprehensive Plan update.

A.I. #12 ADJOURNMENT

A motion was made by Mayor Seanger, seconded by Mr. Carstens and unanimously carried to adjourn the meeting at 7:24 p.m.