

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

**AGENDA**

1. Call to Order/Roll Call
2. Approval of Agenda
3. Approval of Minutes
4. Reports
  - a. Third Quarter Financial
  - b. Development Activities Summary
  - c. Revolving Loan Fund
5. Action Items
6. Unfinished Business
7. New Business
  - a. I-94 Industrial Park Site Inquiry
  - b. 2010 Meeting Schedule
  - c. Stearns County HRA Marketing Meeting
8. Informational Items
  - a. Next Meeting
9. Issues by MADA/COC Members and Staff
10. Adjournment

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REGULAR MEETING  
MONDAY, NOVEMBER 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, November 23, 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, Jim Carstens, and George Jensen, COC Member Dick Christenson, and Community Development Director Gary Walz. Also in attendance was Public Works Director John Harren. MADA Members Jenny Mayers and Mayor Eric Seanger and COC Members Jerry Primus and Jerome Duevel 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. Jensen, seconded by Mr. Mayers and unanimously carried to approve the agenda as submitted.

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

The minutes from MADA/COC's June 22 Regular Meeting and the August 27 Tour of the City Meeting were approved as submitted.

**A.I. #4 REPORTS**

- a. Director Walz presented the Third Quarter Financial Report. He noted that as of September 30, 2009, 82% of the anticipated annual expenditures had occurred, while only 67% of the annual revenues had been received. The bulk of the expenditures were the result of the Fire and Ambulance Station bond payment in the amount of \$73,572. He noted that it is likely that the revenues for the 2010 budget will be reduced with setaside funds being used to make up the difference.
- b. Director Walz presented an update on development-related activities addressed by staff since MADA/COC's June 22 meeting. He noted, as everyone expected and knew, that development inquiries and interest has been stagnant as a result of the extended downturn in the economy. In addition to talking about several projects, including Munson Feed Company, CentraCare Health Systems – Melrose, Melrose Eye Clinic and Melrose Dental Office, he also noted that Scott Kramer of Melrose Metalworks, Inc. would be accompanying a select group of participants on Governor's Pawlenty's December trade mission to South America. He also reviewed the building permit activity which, through the first three quarters of the year, was comparable to 2008. Finally, he noted that it was announced at the Council's November 19 meeting that ownership of Rose Park had changed, but that no additional details were yet available.

- c. Director Walz presented a general summary of the Revolving Loan Fund program status noting that a detailed report would be presented at the January meeting. He did note that there are currently five outstanding loans with an approximate total balance of \$313,500 which had an original total amount of \$545,000. He reminded MADA/COC that the City had initially received the use of \$500,000 in revolving loan funds from US Bank for re-lending to businesses which has been repaid to US Bank as agreed.

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

None

#### **A.I. #6 UNFINISHED BUSINESS**

None

#### **A.I. #7 NEW BUSINESS**

- a. Director Walz reported that for the second time, the same party has inquired about purchasing a lot in the Melrose I-94 Industrial Park for the construction of a warehouse/shop/office facility. The sale terms presented by the Property Acquisition/Disposition Committee appear to be favorable; however, the interested party is delaying proceeding as a result of the economy's downturn and its effect on their business.
- b. By consensus, MADA/COC approved the meeting schedule for 2010 with the monthly meetings to occur the fourth Monday at 6:30 p.m. for the months of January through November. Director Walz noted that due to budget constraints, these meetings will occur on an as-needed basis.
- c. Director Walz stated that the marketing meeting hosted by the Stearns County HRA and presented by Emily Matchey of Matchey Marketing LLC was introductory in nature and may be the forerunner for future discussions relating to an I-94 marketing program and/or a rural Stearns County program. He also noted that the billboard project had been completed with the installation of the new sign faces along I-94.

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

- a. The next MADA/COC meeting is scheduled for January 25 at 6:30 p.m. which will be its Organizational Meeting.

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

None

**A.I. #10 ADJOURNMENT**

A motion was made by Mr. Mayers, seconded by Mr. Christenson and unanimously carried to adjourn the meeting at 7:18 p.m.

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PATRICIA HAASE – CITY CLERK