

**MELROSE AREA DEVELOPMENT AUTHORITY  
REGULAR MEETING  
THURSDAY, MAY 14, 2020 – 6:00 A.M.**

Please join the MADA meeting from your computer, tablet or smartphone.

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Access Code: 907-914-693

If you have any technical difficulties, please contact Community and Economic Development Director Lisa Atkinson at 320-256-1969.

**AGENDA**

1. Call to Order/Roll Call
2. Approval of Agenda
3. Approval of Minutes
4. Reports
  - a. Community Development Director Report
5. Action Items
6. Unfinished Business
  - a. Emergency Revolving Loan Fund Update
  - b. Multi-Family Update
7. New Business
  - a. Land for Sale
8. Informational Items
  - a. Next Meeting
9. Issues of MADA/COC Members and Staff
10. Adjournment

**MELROSE AREA DEVELOPMENT AUTHORITY/  
COMMUNITY OPPORTUNITIES COMMITTEE  
REGULAR MEETING  
THURSDAY, MAY 14, 2020 – 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, May 14, 2020 at 6:00 a.m. via global GoTo (remote) Meeting pursuant to due notice being given thereof. Present were MADA Members Bob Mayers, Jerome Duevel, George Jensen, Julie Baum, Travis Frieler, Mayor Joe Finken, City Administrator Colleen Winter, and Community Planning/Economic Development Director Lisa Atkinson. There are no active COC members. President Bob Mayers called the meeting to order.

**A.I. #2 APPROVAL OF AGENDA**

A motion was made by Mr. Frieler to approve the agenda as submitted. The motion was seconded by Mr. Jensen with a roll call vote recorded as follows:

FOR: Commission Member: Frieler, Jensen, Mayers, Duevel, Baum, Finken, and Winter  
AGAINST: None

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

A motion was made by Ms. Winter to approve the minutes from the MADA/COC's April 2, Special Joint Meeting with the Council, and the April 16, 2020 Regular Meeting. The motion was seconded by Mr. Finken with a roll call vote recorded as follows:

FOR: Commission Member: Winter, Finken, Mayers, Jensen, Duevel, Frieler, and Baum  
AGAINST: None

**A.I. #4 REPORTS**

- a. Director Atkinson provided an update on current projects including the Rahn's Oil and Propane and Thom/Hennen variance requests. These will be brought before the City Council at its May 21, 2020 meeting.

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

None

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

- a. Community Development Director Atkinson noted that the City has considered four ERLF applications and funded 3 of the 4 applications. The unfunded application had financial difficulties prior to the COVID-19 disruptions and while it meets the test for being an eligible business, it does not seem to meet the criteria for appearing to be able to repay the loan.

The City received three applications that were not reviewed by the loan committee. One application was withdrawn because the business received federal assistance funds and didn't anticipate needing local funds at this time. There was one application that was withdrawn because it was for refinancing a business loan, which is not an eligible expense. One application was withdrawn by the applicants in an effort to make sure funds were available to other businesses first.

- b., The City was working towards acquiring land for development of multi-family prior to the disruptions of COVID-19. Staff was looking for direction if they should continue moving forward with the project. Commission Member Baum felt that staff should cautiously move forward. Mr. Finken agreed. MADA Member Mayers recommended to place the project on hold at this time.

City Administrator Winter provided an overview of how the development potentially could progress. Staff will need to reach out to the developer to see if they are still interested. Ms. Winter stated that they would have a development agreement in place prior to purchasing the property. Ms. Winter stated that the results of the housing study shows the greatest need for mutli-family and slab on grade homes.

MADA Member Jensen inquired if staff would have a firm commitment from the developer prior to purchasing the land. City Administrator stated that yes the developers agreement would be negotiated prior to pursuing the purchase of the property.

City Administrator Winter stated that the Council at its May 21 meeting will be discussing what step if any should be taken on the mutli-family development.

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

- a. The City has been approached by a realtor asking about the City's possible interest in purchasing parcel 66.36436.0005, which was formerly three parcels (66.36436.0000, 66.36442.0000 and 66.36944.0000) by Rose Park. The land was purchased from the County as prior tax forfeit land on May 29, 2019 for around \$75,000. There is an existing City assessment of around \$12,000 that also needs to be paid for past clean-up of the site. There is an existing billboard that provides some income.

Regarding the potential for development, the site is limited for development due to a wide City road easement between Rose Park and extending far onto this lot to the south. The easement is for the former Old 52 Highway. Because it is easement and not right of way, it doesn't show up on the map. The easement extends about halfway between the north property line and the existing storage structure.

The taxes for the parcel are currently \$8,277.16 plus 1 year of the special assessment payment of \$2,110.84. The property is torrens property (not abstract), which makes it more difficult and costly to survey and plat. The land west of Rose Park is primarily wetlands and not developable. West of this area, the portion that is not wetlands has a City easement for the Kraft Drive road extension that is wider than the road improvement

Community Development Director inquired if MADA Members would be interested

in the City purchasing the property.

MADA Member Mayers stated that the reason the property is not buildable is due to the City's large easement and asked if some of the easement could be vacated to allow the site to have a larger buildable area.

Ms. Atkinson stated that since a portion of the property is torrens property it makes it difficult to vacate the easement.

Mr. Jensen did not think the City should purchase it, as if it is difficult for the current property owner to develop it, the City would have the same issue.

MADA Member Mayers stated that the City should work with the property owner to help make the property more suitable for development.

MADA Member Duevel concurred with Mr. Jensen that if the City can vacate a portion of the easement the lot may be more desirable and more likely to be developed.

MADA by consensus is recommending the City not purchase the property.

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

- a. The next meeting is scheduled for Thursday, June 11, 2020 at 6:00 a.m.

#### **A.I. #9 ISSUES OF MADA/COC MEMBERS AND STAFF**

City Administrator provided an update on the Governor's orders relating to the re-opening of businesses beginning June 1.

MADA Member Jensen questioned the status of the house and garage on 3<sup>rd</sup> Street where the house is in disrepair and the garage is collapsed. Community Development Director Atkinson stated that she would inquire with the Police Department in terms of code enforcement.

#### **A.I. #10 ADJOURNMENT**

A motion was made by Mr. Finken to adjourn the meeting at 6:55 a.m. The motion was seconded by Mr. Jensen with a roll call vote recorded as follows:

FOR: Commission Member: Finken, Jensen, Frieler, Mayers, Duevel, Baum, and Winter  
AGAINST: None

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PATRICIA HAASE – CITY CLERK