

**MELROSE AREA DEVELOPMENT AUTHORITY  
REGULAR MEETING  
THURSDAY, APRIL 16, 2020 – 6:00 A.M.**

Please call in to the phone number and enter the access code below at the meeting start time.

**Phone number: 1-646-749-3122**

**Access code: 129-626-469**

Or join the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/129626469>

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
  - a. Melrose Emergency Revolving Loan Fund Document Review
6. Unfinished Business
  - \* a. Kraft Lot
7. New Business
8. Informational Items
  - a. Next Meeting
  - b. 4:00 on the 4<sup>th</sup> (postponed until after COVID-19)
9. Issues of MADA/COC Members and Staff
- \* Amendment

**MELROSE AREA DEVELOPMENT AUTHORITY/  
COMMUNITY OPPORTUNITIES COMMITTEE  
REGULAR MEETING  
THURSDAY, APRIL 16, 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, April 16, 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. Finken to approve the agenda as amended. The motion was seconded by Ms. Winter with a roll call vote recorded as follows:

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

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

A motion was made by Ms. Baum to approve the minutes from the February 13, 2020 Regular Meeting. The motion was seconded by Mr. Duevel with a roll call vote recorded as follows:

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

**A.I. #4 REPORTS**

- a. Director Atkinson presented the year-to-date building permit report. Ms. Atkinson also noted that Ed Zimney with the Central Minnesota Housing Partnership has been administering the City's federal commercial and housing updates grant. The balance for the funds in the residential program is \$112,019. The balance for the commercial program is \$80,120. There is one residence in the process of getting approved. There is one residence and one business who have requested applications but not yet submitted them. Ms. Atkinson noted that after only one 4:00 on the 4<sup>th</sup> event, the program will be on hold indefinitely due to COVID-19. Ms. Atkinson noted that staff has been working on the Emergency Revolving Loan Fund Program.

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

- a. Director Atkinson noted that staff has been working with City Attorney Scott Dymoke on the Emergency Revolving Loan Fund documentation. Mr. Dymoke has prepared the loan agreement and the promissory note. Staff has also compiled a

checklist for the application process. Ms. Atkinson reviewed the application procedures with MADA. Ms. Atkinson stated that staff is proposing to lengthen the payback period from two years to four years. With the six-month deferment and the two-year payback term, payments would be approximately \$400/month. By extending this to a four -year payback period reduces the monthly payment to \$200/month. A soft release of the program was done last week. The Emergency Revolving Loan Fund Committee will be comprised of Joe Fuechtmann from Freeport State Bank, and Andy Welle from Central Minnesota Credit Union along with City Administrator Colleen Winter and Community Development Director Lisa Atkinson.

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

- a. MADA Member Jensen requested an update on the Kraft Lot Development. Mr. Jensen stated that he would like MADA to reconsider the requirement for the developer to have commercial retail on the lower level, as investors have stated that they would need to charge significantly more than the cost of other retail space in town. Ms. Atkinson stated that staff is working on getting a service to locate on the lower level. Ms. Atkinson stated that it might be best to pause the development at this time and allow the COVID 19 to settle and then allow staff to negotiate with the service entity.

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

None

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

- a. The next regular MADA meeting is scheduled for May 14, 2020 at 6:00 a.m.
- b. 4:00 on the 4<sup>th</sup> postponed until after COVID-19

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

None

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

A motion was made by Mr. Jensen to adjourn the meeting at 6:25 a.m. The motion was seconded by Mr. Frieler with a roll call vote recorded as follows:

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

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PATRICIA HAASE – CITY CLERK