

**MELROSE AREA DEVELOPMENT AUTHORITY/  
COMMUNITY OPPORTUNITIES COMMITTEE  
SPECIAL MEETING  
THURSDAY, AUGUST 8, 2019 – 6:00 A.M.**

**AGENDA**

1. Call to Order/Roll Call
2. Approval of Agenda
3. Approval of Minutes
4. Reports
5. Action Items
  - a. Daylight Court Assessment
  - b. Broadband Submittal – I-94 Industrial Park
6. Unfinished Business
  - a. Kraft Lot Development
7. New Business
  - a. MADA Budget
8. Informational Items
  - a. Next Meeting
9. Issues of MADA/COC Members and Staff
10. Adjournment

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SPECIAL MEETING  
THURSDAY, AUGUST 8, 2019 – 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 Special Meeting on Thursday, August 8, 2019 at 6:00 a.m. at the Melrose City Center pursuant to due notice being given thereof. Present were MADA Members Bob Mayers, Jerome Duevel, George Jensen, Don Brower, Travis Frieler, Mayor Joe Finken, and City Administrator Colleen Winter. President Mayers presided thereat.

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

A motion was made by Mr. Finken seconded by Mr. Frieler and unanimously carried to approve the agenda as submitted.

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

A motion was made by Mr. Finken, seconded by Mr. Frieler and unanimously carried to approve the minutes from the June 18 Special Meeting.

**A.I. #4 REPORTS**

None

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

- a. City Administrator Winter stated that Harland Hector purchased two tax forfeited properties in Daylight Court, Lots 6 and 7 in Block 1. Mr. Hector purchased these lots for \$1,900 each and stated he was unaware of any assessments on them. On the County website, it specifically states under Special Assessments to be recertified after Sale: Contact the City of Melrose. On July 26, 2016, the City made a motion to reduce the assessments in Daylight Court as follows:

Daylight Court, Block 1, Lot 6 – waive interest and reassess at \$25,462

Daylight Court, Block 1, Lot 7 – waive interest and reassess at \$25,462

At the Council's June 13, 2019 Regular Meeting, the Council further defined the assessment policy as follows:

Assessments under \$20,000 shall be paid in full immediately and an option be given to those with assessments greater than \$20,000 to be assessed over a seven-year period at an interest rate of 2% over the average municipal bond yield. If a building permit is not pulled within two years of purchase, the balance is due in full. If the property is re-sold, the assessments are due immediately upon sale of the property. Mr. Hector would like to build a twin home and combine Lots 6 and 7 and is requesting that the assessment be reduced to \$12,000.

A motion was made by Mr. Jensen, seconded by Mr. Frieler and unanimously carried that the assessments stand as per the prior arrangement which states if Lot 6 and 7 are merged, waive interest for both lots and waive assessment on Lot 6 and reassess newly merged lot at \$25,462.

- b. City staff has been in discussions with Arvig to bring fiber out to the businesses in the I-94 Industrial Park. Currently, they have limited capabilities due to the poor internet service. City Administrator Winter spoke with Mark Birkholz requesting that Arvig apply for a Broadband grant from the MN DEED office for this project. The final application deadline is September 13, 2019. In order for the grant application to be competitive, the City would have to participate financially in the process. Currently, the City has approximately \$13,000 that could be used towards a contribution. This \$13,000 is the City's portion of funds from Municipal District No. 7. Depending on the final numbers, there may be a need for additional dollars contributed from the City.

A motion was made by Mr. Finken, seconded by Mr. Jensen and unanimously carried recommending allowing staff to continue working with Arvig for a Broadband grant submittal and to utilize funds from Municipal Development District No. 7 as the City contribution.

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

- a. City Staff has been in contact with two different development groups to discuss the potential of the Kraft lot. City Administrator Winter is in the process of putting together a marketing piece and will be meeting with other groups to discuss the commercial space. Ms. Winter noted that housing is sparse in Melrose, both in workforce housing and single-family homes.

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

- a. MADA next reviewed the preliminary 2020 budget. Currently, there is \$2,000 set aside for marketing. Long term, MADA needs to consider completing a Strategic Plan and setting up an annual work plan.

A motion was made by Mr. Duevel, seconded by Mr. Finken and unanimously carried approving the budget as presented.

#### **AI. #8 INFORMATIONAL ITEMS**

- a. MADA's next meeting is scheduled for Thursday, September 12, 2019 at 6:00 a.m. however, it will most probably be held on Thursday, October 10, 2019.

#### **A.I. #9 ISSUES BY PLANNING AND ZONING COMMISSION MEMBERS**

None

**A.I. #10 ADJOURNMENT**

A motion was made by Mr. Finken, seconded by Mr. Jensen and unanimously carried to adjourn the meeting at 6:50 a.m.

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PATRICIA HAASE – CITY CLERK