

**MELROSE AREA DEVELOPMENT AUTHORITY/
COMMUNITY OPPORTUNITIES COMMITTEE
REGULAR MEETING
THURSDAY, FEBRUARY 7, 2019 – 6:00 A.M.**

AGENDA

1. Call to Order/Roll Call
2. Oath of Office
3. Election of Officers
4. Approval of Agenda
5. Approval of Minutes
6. Reports
7. Action Items
 - a. Kraft Lot Development
 - b. Deferred Loan – The Cut Above
8. Unfinished Business
 - a. Sauk River Dam
9. New Business
10. Informational Items
11. Issues of MADA/COC Members and Staff
12. Adjournment

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REGULAR MEETING
THURSDAY, FEBRUARY 7, 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 Regular Meeting on Thursday, February 7, 2019 at 6:00 a.m. at the Melrose City Center pursuant to due notice being given thereof. Present were MADA Members Jerome Duevel, Don Brower, Travis Frieler, Mayor Joe Finken, and City Administrator Michael Brethorst along with Community Planning/Economic Development Director Lisa Atkinson. MADA Members Bob Mayers and George Jensen were absent. There are no active COC members. Director Atkinson called the meeting to order.

A.I. #2 OATH OF OFFICE

At its January 3, 2019 meeting, the Council appointed Travis Frieler as the Council representative for a one-year term.

Director Atkinson administered the Oath of Office to Mr. Frieler.

A.I. #3 ELECTION OF OFFICERS

Director Atkinson called for nominations for the offices of President, Vice President and Secretary.

A motion was made by Mr. Duevel, seconded by Mr. Finken and unanimously carried reappointing the same slate of officers as 2018 – President Bob Mayers, Vice President George Jensen and Secretary Jerome Duevel

Although the MADA/COC ordinance states that the City Clerk-Treasurer serves as the MADA Treasurer, this position has not been filled in previous years. It was noted that the City Administrator/Treasurer, or his designee, serves as the MADA Treasurer and carries out the responsibilities of the position. In addition, although the position of Assistant Treasurer is addressed in the MADA ordinance, but not in the by-laws, that position is intentionally being left vacant.

Due to both the President and Vice President being absent, Director Atkinson presided over the meeting.

A.I. #4 APPROVAL OF AGENDA

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

A.I. #5 APPROVAL OF MINUTES

A motion was made by Mr. Brethorst, seconded by Mr. Frieler and unanimously carried to approve the minutes from the November 8, 2018 Regular Meeting.

A.I. #6 REPORTS

None

A.I. #7 ACTION ITEMS

- a. City Administrator Brethorst stated that staff met with Spider Development to kickstart the conversation about the Kraft lot. As it was last left, the City was going to wait to make any sort of real effort on this until the Legislature came into Session. As of today, we have a letter from Spider outlining the funding gap for Spider Development. The City also has correspondence stating that they are still interested in moving forward with discussions. Staff has also reached out to other developers.

The process most recently discussed was to develop a draft terms letter and then present that to MADA for discussions. After that, the City would then move forward with finalizing the draft terms and bringing it forward to the full Council and Utilities Commission, if needed. Mr. Brethorst reviewed the draft terms with MADA.

MADA meets the first week of February. The Council and/or Utilities Commission would then meet at their regular meeting on February 21. If MADA feels it is appropriate, the following could be done:

- 1) First week of February – MADA to meet to discuss tentative terms agreement
- 2) February 21 – Council to adopt the draft terms agreement pending the final disposition of the State appropriations (approximately May 19, 2019)
- 3) February 21 – Council to direct WSB to initiate the Environmental Assessment Worksheet (EAW) (120-day process)
- 4) February 21 - June 1 – Final terms to be negotiated and settled
- 5) June 1 – Final terms to be potential agreed to and signed

After further discussion, a motion was made by Mr. Finken, seconded by Mr. Duevel and unanimously carried recommending the Council table action on the EAW until a development agreement/preliminary terms are agreed to with a developer.

- b. City Administrator Brethorst stated that The Cut Above was approved for participation in the Deferred Loan program for the improvements that occurred on their property. This was approved on March 9, 2017. In reviewing the past files, the final agreement was not signed nor were all the receipts submitted. As of January 25, 2019, all receipts and work have been completed. MADA originally approved a project cost of \$3,321.53, which makes the project eligible for \$1,660.77. Now that the project is complete, the final project cost is \$3,650.67, which makes the project eligible for \$1,825.34.

A motion was made by Mr. Finken, seconded by Mr. Frieler and unanimously carried approving the additional eligible cost of \$164.57, for a total of \$1,8524.34 forgivable loan.

A.I. #8 UNFINISHED BUSINESS

- a. City Administrator Brethorst provided an update on the Sauk River Dam. Mr. Brethorst stated that the Council has opted not to move forward with the river restoration at this time. They will look at addressing east of the dam in a phased approach. Mr. Brethorst presented the conceptual plans that would be used to present to LCCMR and Lessard Sams for potential funding sources.

A.I. #9 NEW BUSINESS

None

A.I. #10 INFORMATIONAL ITEMS

A.I. #11 ISSUES OF MADA/COC MEMBERS AND STAFF

None

A.I. #12 ADJOURNMENT

A motion was made by Mr. Finken, seconded by Mr. Frieler and unanimously carried to adjourn the meeting at 7:05 a.m.

PATRICIA HAASE – CITY CLERK