

**MELROSE AREA DEVELOPMENT AUTHORITY/
COMMUNITY OPPORTUNITIES COMMITTEE
SPECIAL MEETING
TUESDAY, JUNE 18, 2019 – 6:00 A.M.**

AGENDA

1. Call to Order/Roll Call
2. Oath of Office
3. Approval of Agenda
4. Approval of Minutes
5. Reports
 - a. Director Atkinson – Report
6. Action Items
 - a. Potential Land Sale
7. Unfinished Business
 - a. Kraft Lot Development / Riverview Redevelopment Project
8. New Business
 - a. Comprehensive Plan Update
9. Informational Items
 - a. Next Meeting
10. Issues of MADA/COC Members and Staff
11. Adjournment

**MELROSE AREA DEVELOPMENT AUTHORITY/
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SPECIAL MEETING
TUESDAY, JUNE 18, 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 Tuesday, June 18, 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, Travis Frieler, Mayor Joe Finken, City Administrator Colleen Winter, and Community Planning/Economic Development Director Lisa Atkinson. There are no active COC members. Also in attendance was Development Consultant Traci Ryan with Ryan Development Consulting LLC via phone conference. MADA Members Don Brower and George Jensen were absent. President Mayers called the meeting to order.

A.I. #2 OATH OF OFFICE

Director Atkinson administered the Oath of Office to Ms. Winter.

A.I. #3 APPROVAL OF AGENDA

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

A.I. #4 APPROVAL OF MINUTES

A motion was made by Mr. Frieler, seconded by Mr. Duevel and unanimously carried to approve the minutes from the February 7 Regular Meeting and the April 9 Special Joint Meeting with the Council.

A.I. #5 REPORTS

- a. Director Atkinson provided an update on the outdoor seating ordinance which has been revised and will be brought back before the Council at its June 20 meeting.

Ms. Atkinson reviewed the rezoning of several parcels for development or City-initiated rezoning to reflect current zoning districts.

Ms. Atkinson also reported on additional projects that staff is currently working on.

A.I. #6 ACTION ITEMS

- a. The City acquired some of the former Burlington Northern land when the railroad was vacated and the trail constructed. Portions of this land have been sold to abutting properties when they expressed interest.

One parcel (66.37010.0762), abutting land owned by Maria De Lourdes Martinez (4 1st Avenue SE), has been maintained by that abutting property for years under the assumption that it was part of their land. That property owner has expressed interest in purchasing it from the City.

The land abutting the trail is located just south of Coborn's / Main St, on the east side of 1st Ave SE. The abutting land to the east was purchased by the property to the south of that parcel in 1999 (LeClarie). The Martinez property owner would like the opportunity to similarly purchase the land abutting their property.

According to documents filed with the County, other properties along the railroad corridor were purchased at a cost of \$1.00 per parcel. One parcel was purchased at a cost less than \$500. Valuation for the LeClaire property is \$3,600 sold for \$1.00 (taxes \$51.75) The valuation for the property in question is \$4,700.

Mr. Finken stated that the property located at 7 1st Avenue SE is also located along the railroad corridor and is recommending that the City contact the property owner and give them the option to purchase parcels 66.37010.0760 and 66.37010.0761 for \$1.00 with the stipulation that all the parcels be combined.

A motion was made by Mr. Duevel, seconded by Mr. Finken and unanimously carried recommending the Council sell parcel 66.37010.0762 to Maria De Lourdes Martinez for \$1.00 and that the property owner located at 7 1st Avenue SE also be given the option to purchase parcels 66.37010.0760 and 66.37010.0761 for \$1.00 with the stipulation that all the parcels be combined.

A.I. #7 UNFINISHED BUSINESS

- a. Ms. Ryan with Ryan Development Consulting LLC reviewed the Riverview Redevelopment Project details. Ms. Ryan noted that the City has not received the signed Letter of Intent from Bradbury Stamm. The Letter of Intent was based on the building being mixed use and the City reserves the right to withdraw from the Letter of Intent if agreement cannot be reached by the Planning and Zoning Commission on an acceptable site plan and building design. The developer is now considering asking the City to allow them to construct just apartments if they could not get tenants for commercial use.

Ms. Ryan asked MADA how important is the retail component of the development.

Mr. Mayers asked what other surrounding communities are getting for commercial or retail space.

Mr. Duevel stated that it is important to find a developer for this property in a timely manner to take advantage of the funding before its deadline.

Mr. Duevel left the meeting at 7:00 a.m.

MADA directed staff to continue discussions with Bradbury Stamm; however, until the Letter of Intent is signed, the City is open to entertaining other interests in the site.

Ms. Ryan stated that by defining the project as mixed used or removing that requirement is needed in order to help the developer move forward.

MADA, by consensus, is interested in continuing efforts to find potential commercial or retail clients for the main level.

MADA would consider supporting subsidizing the commercial / retail space for five years or less.

A.I. #8 NEW BUSINESS

- a. Director Atkinson stated that staff has been working on updating the existing 2030 Melrose Comprehensive Plan in preparation for the 2040 Comprehensive Plan. The first few chapters have been updated on the document but quite a few chapters still need to be addressed. Overall, the document is in the early stages of being updated. Staff is hoping to do a significant portion of the updating in-house to save costs; however, at the minimum, the community input/survey portion will likely need to be completed by a consultant.

Below are two main questions to be addressed, including staff comments regarding the topics. There is an overview of the revisions underway on the document, including restructuring parts of the Plan. Finally, Chapter 2 is included in draft form, which includes an overview of the Visions, Goals and Strategies. Comments from review of this Chapter will be helpful in setting the tone for updating the overall document.

The two questions for your consideration:

Question 1: What Level of Community Input is Desired?

- a. **Online Survey**
- b. **Paper Survey**
- c. **Open Forum(s)**

The direction for community input needs to be determined by the Commission and Council. In the past, it seems several open house and listening sessions were held to gather public input. A citizen survey was also utilized in the past. Another option available is a "Survey Monkey" type of on-line survey with paper copies. There are limitations to having more than one survey type in that sometimes people may submit more than one survey, especially if it is anonymous. The City could send notice of the survey or an actual paper copy of the survey in a future utility bill, but electronic payment (automatic withdrawal) bills may not be opened in time to respond to the survey if at all, so using multiple methods of informing the public would need to be used (Facebook, newspaper, etc).

Question 2: Does the City want to form a Comprehensive Plan Committee to review the draft versions and provide input?

The Planning and Zoning Commission and Council will determine how to proceed with this although MADA members can provide input as they see fit.

A.I. #9 INFORMATIONAL ITEMS

- a. MADA's next meeting is scheduled for Thursday, July 11, 2019 at 6:00 a.m.

A.I. #10 ISSUES OF MADA/COC MEMBERS AND STAFF

None

A.I. #11 ADJOURNMENT

A motion was made by Mr. Finken, seconded by Mr. Frieler and unanimously carried to adjourn the meeting at 7:15 a.m.

PATRICIA HAASE – CITY CLERK