ITEM #1
Mayor Reed Greer called the meeting to order at 5:15 p.m.

ITEM #2
Those present were: Nicco Warren, Julie Anderson, Dave Kasson, Jason Kaiser and Sharon Weideman. Dick Hayden was absent.

ITEM #3
Discussion of process for re-establishing the Melissa Industrial and Economic Development Corporation Board (4A)

City Manager Jason Little reviewed a preliminary draft budget for the 4A and recommended that a budget be put in place by the current membership prior to handoff to new members. Sharon Weideman asked that the Advertising, Networking and Promotions line item be increased.

Mr. Little confirmed with City Council that their intention is that City Council not be seated as the 4A Board going forward.

Mr. Little then asked Council for their direction on determining any specific criteria for selecting new members of the 4A Board. Council agreed to use a process similar to what was used for selecting the Charter Commission in 2011. Mr. Little agreed to send out a spreadsheet with a list of criteria to keep in mind for selecting possible 4A Board members (i.e. Geography, profession, etc.) Council will then compile their own lists of those they would like to target for possible selection to the 4A Board. This exercise could be done at a future work session or meeting of the 4A Board.

Julie Anderson asked if they could have something to help “market” the 4A Board to these individuals. Mr. Little stated that something would have to be developed, but that should not be a problem.

Mayor Greer shared that the ultimate goal is to find individuals that will make up a cohesive board. Once they have a combined list from the Council, each Councilmember could be assigned different candidates to solicit/market to serve on the 4A Board.

Mr. Little also requested clarification from the Council as to his role with the 4A Board. He requested that Council consider appointing him as Treasurer of the 4A Board and he would serve as an ex-officio, non-voting member of the Board. He suggested that this would eliminate any confusion as to his role with the board once the new members are seated. He also stressed that this would be an administrative position and not intended to replace the Council liaison currently held by Mrs. Weideman.

Mr. Little informed Council that he intends to recommend continuing the partnership with The Retail Coach in the FY14 Proposed Budget. This will allow The Retail Coach to see through the implementation phase and give them an additional year to perform.
Mrs. Weideman asked when Council would be able to see something from The Retail Coach. Jason Kaiser asked if a retainer could be used to hold The Retail Coach accountable and protect the City if they do not perform to expectations. Mr. Little said that he would coordinate with The Retail Coach to bring something forward to Council at a future meeting soon.

Mr. Little asked the Council about their intentions regarding the Scott-Barker House lease. He explained that he is looking for a commitment to a particular direction forward. Specifically do they want to lease it to tenants in addition to the Melissa Area Chamber of Commerce (MACC). Currently the MACC is not paying any rent and a decision needs to be made regarding whether the City wishes to continue in this sort of arrangement. Council indicated a desire to establish a lease with MACC going forward.

Mr. Little also suggested that if Council does wish to lease out office space at the Scott-Barker House, that a Property Management Company be engaged to oversee the process for the City. The hope is that any rent or lease monies would cover a fee for a Property Manager as well as go towards the overall maintenance of the historic home.

**ITEM #4**
Motion was made by Julie Anderson and seconded by Sharon Weideman to adjourn at 5:59 p.m. Vote: 6/0/0

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Reed Greer, Mayor

ATTEST:

Erin Mynatt, Assistant to the City Manager