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# ECONOMIC DEVELOPMENT AUTHORITY

## CITY OF WELLS, MINNESOTA

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Wells Economic Development Authority Mission Statement:  
"To encourage, attract, promote and develop economically sound industry,  
business and commerce within the City of Wells."

### MINUTES

**Regular Meeting – 5:00pm**

**Tuesday, October 19, 2010**

Conference Room, Wells City Hall  
125 S. Broadway Wells, MN 56097

#### **I. Call to Order / Roll Call**

Chair Heggen called the meeting to order at 5:00 pm

Members Present: President Heggen; Vice President Sorenson; Members Burns, Heckman, Mandler, and Savick.

Members Absent: Secretary/Treasurer Magnuson

Staff Present: Community Development Director Christopher Elvebak

Guests: Crystal Dulas, Dan Treptow

#### **II. Approval of Meeting Agenda**

At President Heggen's request, the board approved the agenda with an immediate address by Dan Treptow.

Mr. Treptow asked the board if they would agree to fix a broken tile line in property he rents from the EDA. It has begun ponding and makes his farming operations difficult. He has one year remaining in his land rental contract.

Mem. Savick moved to approve the expense of investigating the location of the tile line break. Mem. Mandler seconded and the motion passed.

Com. Heckman moved to approve the repair at EDA expense. The motion was seconded by Mem. Savick and after continued discussion the motion passed.

Wells Economic Development Authority (WEDA) Membership:  
President, Brad Heggen; Vice President, Kim Sorenson; Secretary/Treasurer, Darin Magnuson;  
Commissioners Steve Burns, Jim Heckman, Bruce Mandler, and Shannon Savick.

### **III. Reading / Approval of Meeting Minutes**

The minutes of regular and special meetings on September 21, September 28, and October 5, 2010 were read. One correction was noted for the special meeting October 5 minutes. Mem. Burns moved to adopt all of the minutes as presented and corrected. Mem. Savick seconded and the motion carried.

### **IV. Financial Reports**

#### a) Bills

None

#### b) Financial Statements

Monthly Financial Statement

Profit & Loss Detail

EDA Checking Monthly Reconciliation

EDA Money Market Monthly Reconciliation

Deposit / Collateral Position

A revised spreadsheet for all accounts was presented by the Director. The board discussed the "Joe's Lawn & Sport" line item and was informed that Region 9 has still not been able to collect on the outstanding payments to date. Director Elvebak said that Region 9 would like to make one more attempt at collecting the joint loan, but if that fails, they would welcome any assistance the EDA could give. Mem. Heckman volunteered to assist once informed that Region 9 has completed their efforts.

V.P. Sorenson asked if the Wildcat's loan was correct and if all payments are current. Dir. Elvebak said that the current month's payment had not yet been received. President Heggen said he is having some difficulty tracking down the owners but is still working on trying to get them onto the auto-pay system.

V.P. Sorenson moved that if no payment for the current month is received by November then the board would act to call the loan. Discussion on the motion took place and the motion died for lack of a second.

V.P. Sorenson moved that if a payment is not received by November 15<sup>th</sup> and the Wildcat's is not on auto-pay by that time that an ad-hoc committee be formed to study and pull the loan. Mem. Burns seconded. During discussion the ad-hoc membership was identified as V.P. Sorenson, Secretary Magnuson, and Member Heckman. The motion passed unanimously.

Member Burns moved to approve the financial statements. Mem. Mandler seconded and the motion passed unanimously.

## **V. Old Business**

### **a) Semi-truck parking**

The board was informed by Members Burns and Savick that the City Council approved temporarily allowing on-street parking for semi-truck vehicles on 2<sup>nd</sup> Street SE. They said the Council was also looking into the street by the old Vet Clinic and Viking Homes to see if they could provide parking there. A concern previously expressed with that area as well as the south industrial park was the lack of safety lighting.

### **b) SCDP joint application**

Director Elvebak informed the board that he was hoping to hear from DEED as to the status of the joint pre-application with Winnebago sometime within the next two to three weeks. Pettipiece & Associates has informed him that our chances still look good.

### **c) Wildcats auto-pay RLF**

Director Elvebak asked the board to examine the revised sheet amortization schedule and confirm for him that any late payments should continue to be recorded with the affect on interest and principal taken into account.

Member Burns moved to approve the revised amortization schedule and incorporate any automatic recalculation for late payments. Mem. Mandler seconded the motion and it passed unanimously.

## **VI. New Business**

### **a) Food-n-Fuel**

The board discussed an upcoming (October 27<sup>th</sup>) Sheriff's sale of the site. During discussion the questions of is the site the EDA would be interested in acquiring or partnering to help redevelop? Does the site have any contaminated soils and what is the condition of any tanks located there? Were any studies already conducted? Director Elvebak said he would look into it and report for the next meeting.

### **b) North Industrial Park Subdivision**

- i. Original tract map
- ii. Highway 22 Access Memo
- iii. Site Plan
- iv. Bolten & Menk Estimated Infrastructure Cost

### **c) South Industrial Park Subdivision**

- i. Site Aerial Photo
- ii. 2004 Street & Utility Estimated Cost
- iii. Preliminary Utility Layout
- iv. 2008 Bolton & Menk Drainage Memo

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The EDA was briefed by the ad-hoc committee working on developing a strategy for ultimately developing the industrial parks. For now, the prevailing thought is that the south industrial park could be serviced by completing phase 6 of the south side interceptor project. Utilities estimates for each run to at least 1.5 million dollars. End-users will have to be identified and committed to developing a site for the EDA to pursue assistance monies via DEED.

**VII. Public Comment**

The meeting was opened to public comment.

Commissioner Heckman asked if there was consensus among the board members on how to evaluate the Community Development Director position for 2010. Director Elvebak discussed having questions or concerns forwarded to the City Administrator. Discussion held on past practice and applicable laws.

**VIII. Adjournment**

Vice President Sorenson moved to adjourn. Commission Burns seconded and the motion passed at 6:27 p.m.

Respectfully submitted,

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Christopher Elvebak, Com. Dev. Dir.