HOUSING AND REDEVELOPMENT AUTHORITY

CITY OF WELLS, MINNESOTA

MINUTES
Regular Session of the Housing and Redevelopment Authority
City of Wells, Minnesota

The Housing and Redevelopment Authority of Wells, Minnesota (WHRA) convened in regular session on February 18, 2010 at 5:30 p.m. in the Wells City Hall Conference Chambers. President Ann Schuster called the meeting to order with the following members present: Vice-President Bill Groskreutz, and Commissioner David Braun. Employee present: Community Development Director Austin Bleess and City Administrator Jeremy Germann. Also present was Jim Abbe of Life Style Inc.

CONSENT ITEMS:
Commissioner Groskreutz motioned to approve the minutes from the January 21, 2010 meeting with the following changes:

> *The Housing and Redevelopment Authority of Wells, Minnesota (WHRA) convened in regular session on January 21, 2010 at 5:50 p.m. in the Wells City Hall Conference Chambers.*

Commissioner Braun seconded. President Schuster called for a vote with Braun, Groskreutz, and Schuster voting yea. **Motion carried.**

The Annual Meeting Minutes were reviewed. Discussion held.

Director Bleess presented the financial report. Commissioner Groskreutz asked what we can do to try and get our money from the Wellington TIF and if we needed to re-disburse the SCDP funds that are being held by the city. Discussion held. Commissioner Groskreutz motioned to approve the financial report and pay the US Bank bill. Commissioner Braun seconded. President Schuster called for a vote with Braun, Groskreutz, and Schuster voting yea. **Motion carried.**

City Administrator Germann discussed the LGA cuts that are coming. He asked if the HRA would have 1/3 of the Community Development Director's salary. Discussion held. Commissioner Groskreutz asked to have this issue on the March meeting agenda for the full commission.

BROADWAY APARTMENT/PARK PLACE TOWNHOME REPORT:
Jim Abbe presented the operating reports for Broadway Apartments and Park Place Townhomes.

The report included the following information:

- There are currently 2 vacant units and one more coming.
- The Assembly's of God church had a Valentines Day program that the residents enjoyed.

- There was a free tax preparation service at the building.
- A sink backed up on the 4th floor and caused some damage to the ceiling of the apartment underneath it in the third floor.
- The annual fire alarm check occurred and everything was okay.
- Park Place will have one vacancy coming at the end of April.

Jim Abbe discussed two potential elevator contracts. Minnesota Elevator offered a 5 year contract at the rate of $140/month. ThyssenKrupp Elevator offered a 5 year contract at $480/quarter. Both contracts have a clause that the rates can be raised based on labor rates with no cap in the increase. Discussion held. Mr. Abbe will look to get a guarantee that the rates won't increase above a certain percentage. Mr. Abbe will also get us a 5 year history on how much we have paid on for elevator service.

Jim Abbe presented the quotes for placemats. They were 2,000 for $201.93 or 2,500 for $226.00. Discussion held. Commissioner Braun motioned to buy the 2,500 placemats. Commissioner Groskreutz seconded the motion. President Schuster called for a vote with Braun, Groskreutz, and Schuster voting yea. **Motion carried.**

Commissioner Groskreutz asked on the maintenance issues from the previous month. Discussion held.

Mr. Abbe left the meeting.

Diane Viessleman was present to discuss a Statewide Health Improvement Program (SHIP) grant. A group of Wells citizens have joined together to start a community garden. They are applying for a grant, but they need a local government entity to be the legal sponsor for the grant. They are asking the Wells HRA to be the sponsor. The HRA would not have any costs for being the sponsor. Discussion held. Commissioner Groskreutz motioned to approve being the sponsor for the SHIP grant for the community garden. Commissioner Braun seconded. President Schuster called for a vote with Braun, Groskreutz, and Schuster voting yea. **Motion carried.**

OLD BUSINESS:

President Schuster brought the issue of the rain garden at Broadway Apartments to the table. Director Bleess informed the commissioners a 12 inch high sign would cost $62. The sign would read "A joint project by the Wells HRA and the Faribault County Soil and Water Conservation District". Discussion held. Commissioner Groskreutz motioned to approve purchasing a sign. Commissioner Braun seconded. President Schuster called for a vote with Braun, Groskreutz, and Schuster voting yea. **Motion carried.**

President Schuster brought the issue of the trailer court to the table. Commissioner Groskreutz gave an update on the project. Discussion held.

President Schuster brought the issue of the Public Housing Grant to the table. Director Bleess informed the commissioners that we did not get the grant, but there are other funding possibilities the MN Housing Finance Agency is looking into. Discussion held.

President Schuster brought the issue of the MCCP program to the table. Director Bleess informed the commissioners that we were awarded $100,000 to be used for first time homebuyers of lower income. The fee to participate in the program is 1% of the awarded amount and a $20 processing fee. Commissioner Groskreutz motioned to move forward with this and pay the fees. Commissioner Braun seconded. President Schuster called for a vote with Braun, Groskreutz, and Schuster voting yea. **Motion carried.**

President Schuster brought the issue of the Blighted Residential Property Demolition Grant to the table. Commissioner Braun motioned to table the issue until next meeting. Commissioner Groskreutz seconded. President Schuster called for a vote with Braun, Groskreutz, and Schuster voting yea. **Motion carried.**

President Schuster brought the issue of the offer of the HRA property at 160 3rd Ave NW to the table. Director Bleess informed the commissioners the potential buyer rejected our counter offer. Discussion held.

NEW BUSINESS:

President Schuster brought the issue of the MN NAHRO Working Together conference to the table. Director Bleess discussed the conference and asked the HRA to pay for his attendance at the conference, March 17 and 18. Discussion held. Commissioner Groskreutz motioned to approve paying $229 for Director Bleess to attend the conference. Commissioner Braun seconded the motion. President Schuster called for a vote with Braun, Groskreutz, and Schuster voting yea. **Motion carried.**

President Schuster brought the issue of the 2010 Day At The Capitol to the table. Director Bleess informed this event is sponsored by MN NAHRO and EDAM and that the EDA has approved paying for half of the registration fee and travel costs. Commissioner Braun motioned to approve paying half of the registration fee and travel costs, a total cost of $87.40. Commissioner Groskreutz seconded. President Schuster called for a vote with Braun, Groskreutz, and Schuster voting yea. **Motion carried.**

President Schuster opened the meeting to public comment. There was no public comment. President Schuster closed the meeting to public comment.

The March 2010 meeting was set for Thursday, March 11th.

President Schuster declared the meeting adjourned.

Respectfully submitted;

Thomas Schindler	Austin Bleess
Secretary/Treasurer	Community Development Director