



HOUSING AND REDEVELOPMENT AUTHORITY

CITY OF WELLS, MINNESOTA

Wells Housing and Redevelopment Authority Mission Statement:
"To provide assistance and advocacy in the development of affordable housing for low and moderate income families and act as a catalyst for the upgrading of the existing housing stock in the City of Wells"

MINUTES

November 18, 2010 5:30pm

Conference Room, Wells City Hall

1) Call To Order / Roll Call

Chair Schuster called the meeting to order at 5:32 pm.

Members Present: Ann Marie Schuster, Chair; Bill Groskreutz, Vice-Chair; Tom Schindler, Secretary/Treasurer; David Braun, Commissioner.

Members Absent: None. (One vacancy)

Staff Present: Christopher Elvebak, Community Development Director.
Jim Abbe, Lifestyle Inc. Property Director.

2) Approval of Agenda

By consensus the commissioners added the formal acceptance of Marilyn Birk's resignation as Item A under New Business.

Com. Schindler moved to approve the agenda as revised. Com. Groskreutz seconded and the motion passed.

3) Approval of Minutes

Com. Schindler moved and Com. Groskreutz seconded a motion to approve the minutes of the October 21, 2010 minutes with corrections. After discussion the motion passed.

4) Financial Reports

a) Bills:

Pettpiece & Associates, Inc
Assessment for 160 3rd Ave NW

Dir. Elvebak presented an itemized invoice from the SCDP grant consultant for review. He informed the board that payment is not due

Wells Housing & Redevelopment Authority Commission:
Ann Marie Schuster, Chair; Bill Groskreutz Jr., Vice-Chair;
Tom Schindler, Secretary/Treasurer; David Braun, Commissioner. One vacancy

at this time and that typically DEED allows these administrative costs to be included in the program's reimbursement limits.

The commissioners reviewed statements displaying a \$750 assessment charged against the property at 160 3rd Ave. NW. The membership determined that the HRA's portion was negotiated during the property sale, held in escrow by R. Bichler's law office, not to exceed \$400. Staff informed the board that a check for \$375 had already been received from R. Bichler's office and it had been made out directly to the City for assessment payment. The remaining \$25 had also been returned and deposited into the checking account. After discussion the HRA determined the remaining half of the assessment is the responsibility of the current property owner.

b) SHIP Grant:

An informational summary spreadsheet was presented to the board. No action was taken.

c) Statements:

Balance Sheet Detail
HRA Checking 500-108
HRA Money Market 500-264
Deposit / Collateral Position
Broadway Checking 723700
Broadway Lifestyle Operating Checking 723719
Broadway Money Market 500-272

The membership reviewed a revised balance sheet summarizing the accounts listed in the financial statements. After discussion the board accepted the revised spreadsheet with the knowledge that "paper" accounts will be revised in the near future. The board accepted all financial statements.

Com. Schindler moved to transfer \$10,000 from the 500-264 money market account to the 500-108 checking account. Com. Braun seconded and the motion passed unanimously.

d) Investments:

CD69744_WFB 2.07_12/20/10

The members accepted the Substitution of Collateral Notice from Paragon Bank for the certificate of deposit. The commissioners discussed the maturation date and options for C.D. 69744. It was

noted on the financial summary spreadsheet that the maturation date was 12/10/10 and staff was directed to change it to the correct date of 12/20/10.

Com. Groskreutz moved to invest the certificate of deposit at a local bank with the best terms for an additional twelve months. Com. Braun seconded the motion and it passed unanimously.

- e) Other / Miscellaneous
 - LMCIT Coverage Changes
 - LMCIT Rates & Dividends
 - Eide Bailey LLP Audit Balance Inquiry

The commissioners accepted the informational reports and took no action.

5) LifeStyle, Inc. Management Report

- a) Parkplace Townhomes
- b) Broadway Apartments

Financial summaries and a review of activities to-date were presented to the board from Director Abbe. He asked the board if they wanted Park Place Townhomes to repay a three thousand dollar loan to Broadway Apartments at this time. By consensus the board decided not to repay the loan.

Schindler moved to approve all financial statements. Groskreutz seconded and the motion passed unanimously.

6) Old Business

- a) Rain Garden

Com. Schindler informed the board he donated and installed some plants for the garden. He stated his concern that the snow pile from plowing of the parking lot is being pushed too far into the garden. He also informed the board that with the early snow arrival the mulch will have to wait until spring.

- b) Trailer Court

Dir. Elvebak informed the board that the revised payment has been made to Faribault County. He also presented a brief report on permissible land uses per city code.

Chair Schuster asked the membership to begin brainstorming ideas on what to do with the site.

c) Facility Cost Share Grant

The board was informed that the paperwork for submitting reimbursement for the boiler system installation has begun. Jim Abbe has received an invoice from Royers and Chris Elvebak will be in contact with Dick Royer to obtain the required paperwork for reports on the waste management plan and Davis-Bacon prevailing wage requirements. The City Hall and Broadway boiler replacements will be submitted together to the Office of Energy Security.

The commissioners discussed how to provide payment to the contractor. Chair Schuster suggested taking out the usual \$11,500 as well as the \$71,365 from the Royers invoice for reserve and payment. The refund will come later.

Com. Groskreutz moved to transfer the usual \$11,500 and \$71,365 for the Royers invoice from account #PSB - 723700 (Broadway Checking) to account #PSB - 723719 (Lifestyle Operating Checking) for boiler payment. Com. Schindler seconded and the motion passed unanimously.

d) Joint SCDP Pre-Application

Director Elvebak delivered a current status report to the board. The City has just been informed that the joint application with Winnebago has been accepted into the final round. The DEED staff recommendation is that the project is awarded funding for eighteen residential rehabilitation projects and five commercial projects.

Staff asked the board how they would like to pursue a division of likely project funds. The board discussed the question and by consensus asked Dir. Elvebak to pursue a proportional award and division of funds with Winnebago based on population and number of applications.

7) New Business

The Commissioners made a formal determination of ineligibility for continuing participation from Commissioner Marilyn Birk due to her changing her homestead outside of the City of Wells. The board thanked her for her service and will compose a formal letter of gratitude to her on behalf of the board.

Director Elvebak informed the membership that he had received an application from Dan Treptow for the residential demolition program just before the meeting started. He asked the members if they wished

to review the application now or wait until staff has an opportunity to vet the application.

The commissioners decided to review the application immediately. After review, it was moved by Com. Groskreutz and seconded by Com. Braun to approve the grant request. The motion passed unanimously.

8) Public Forum

No members of the public addressed the board. Chair Schuster called the next regular meeting for December 16th.

9) Adjournment

Chair Schuster adjourned the meeting at 7:54 p.m.

Respectfully submitted,

Christopher Elvebak
Community Development Director

Tom Schindler
Secretary / Treasurer