



HOUSING AND REDEVELOPMENT AUTHORITY

CITY OF WELLS, MINNESOTA

Wells Housing and Redevelopment Authority's 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

March 17, 2011

Regular Meeting – 5:30pm

Conference Room, Wells City Hall

I. 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 & Ross Hermanson, Commissioners.

Members Absent: None.

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

II. Approval of Agenda

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

III. Approval of Minutes

Com. Braun moved and Com. Schindler seconded a motion to approve the February 17, 2011 regular meeting minutes with corrections. After discussion the motion passed unanimously.

IV. Review of Estimates / Selection of Contractor for Windows Replacement at Broadway Apartments

Tim Borst of Lamperts (Wells) addressed the board. He presented findings of his opinion on the best replacement window for Broadway Apartments. He noted that the board has been looking at Linsey Windows,

Wells Housing & Redevelopment Authority Membership:
Ann Marie Schuster, President; Bill Groskreutz Jr., Vice-President;
Tom Schindler, Secretary/Treasurer; David Braun and Ross Hermanson, Commissioners.

Hayfield Windows, and other brands of similar type. He suggested the board consider moving one step up in quality and presented the specifications and demonstration of the Anderson Windows. He explained what qualities the Anderson Windows possessed that made it a higher quality brand and reviewed characteristics such as solar heat gain, its design to fit with masonry, and the fibrex material construction to eliminate peeling, cracking & warping. He also explained warranties, construction, color options, and use in other facilities such as those approved by the Historic Society.

The board discussed contractor options. The board discussed the ability to bid out labor and disposal separately from the windows. It was also noted that it would take three weeks to manufacture the window order if the Anderson Windows were approved plus time to measure at Broadway.

Commissioner Groskreutz moved to approve the Anderson windows product order with the labor for installation and disposal bid separately. Commission Schindler seconded the motion. Commissioner Hermanson abstained from discussion or voting due to his employment at Lamperts. During discussion the board estimated that the increased cost would be nearly \$10,000 but the quality upgrade and expected shelf-life was far superior. By consensus the board also agreed on terratone for a color. The motion passed with four votes in favor and Commissioner Hermanson abstaining.

V. LifeStyle, Inc. Management Report

Jim Abbe presented the February report for Park Place Townhomes and Broadway Apartments. He distributed copies of the February report to the members.

He reported that both units are 100% occupied and that a waiting list is starting for Broadway. Park Place Townhomes have had some minor repair issues with some appliances due to power surges.

Mr. Abbe brought to the board's attention a certificate of deposit that is ready to mature. The board discussed their options with the c.d. and decided, via consensus, that it should be cashed out. Therefore, a \$3,000 loan from Broadway to Park Place should be paid off and the remainder deposited into the 723700 Broadway checking account.

Mr. Abbe informed the board that he would collect new bids from RJ's Contracting and Dan Treptow Construction for labor for the window project. The board decided that due to the lack of time to close out the grant program this project falls under, that a special meeting should be called to determine the contractor as soon as possible. It was approved via consensus

that Director Elvebak would post a special meeting notice and the board would convene on Thursday, March 24, at 5:30 pm in the meeting room at City Hall to review the labor bids.

VI. Financial Reports

a. Bills:

Schrader Enterprises Lawn & Landscape
Pettipiece & Associates

b. SHIP Grant:

Human Services of Faribault & Martin Counties
Grant Manager (A. Neubauer)

c. Statements

Monthly Summary Spreadsheets

Monthly Balance

HRA Checking 500-108

HRA Money Market 500-264

Broadway Money Market 500-272

Deposit / Collateral Position

Broadway Checking 723700

Broadway Lifestyle Operating Checking 723719

The commissioners reviewed the financial statements. Director Elvebak explained the entries on the Broadway main operating fund summary sheet and explained the need for a reimbursement of an overpayment by the State Health Improvement Program.

Com. Schindler moved to approve the bills as presented and the SHIP grant expenditures. Com. Braun seconded and the motion passed unanimously.

VII. Old Business

a. Rain Garden

Commissioner Schindler said work in the garden could commence with the coming spring. Weeding and some landscaping still needs to be done.

b. Trailer Court

The board discussed the conveyance of the trailer park. Chair Schuster informed the members that the City Council had accepted the deed from the County and would be transferring the title to the HRA.

Com. Groskreutz moved to have the site surveyed when the deed is transferred. Com. Hermanson seconded the motion. The board discussed their desire to level and seed the site. Dir. Elvebak questioned if this task is something that could be left to a potential buyer as this work would need to be done during development. During discussion the board decided that the site still needed to be prepared and asked staff to look into some outstanding issues related to the site including the potential requirement for an NPDES storm water permit. The motion passed.

c. Facility Cost Share Grant

Staff informed the board of reports submitted to date and the need to have all projects finalized by the state by June 30, 2011.

d. Joint SCDP Pre-Application

Staff informed the board that Christine Schieber of DEED was going to attend the April 19 meeting of the EDA to discuss with them some parameters of the program. Any interested members of the HRA are invited to attend.

VIII. New Business

a. Northland Securities: Refunding Summary; General Obligation Bond to replace Wells Federal Bank Mortgage for Park Place Townhomes

The members reviewed four options from Northland Securities on potentially bonding to replace an adjustable rate mortgage for Park Place Townhomes. The members reviewed the options that included long term and short term finance options plus hypothetical payment amounts of \$50,000 and \$100,000 amounts.

Com. Groskreutz moved to table the item until the next meeting. Com. Schindler seconded the motion and it passed unanimously.

IX. Notices & Communications

a. Legislative Updates

The members reviewed the informational updates and took no action.

X. Public Forum

Chair Schuster opened the public forum at 7:29 p.m. No one came forward to address board so the public forum was closed.

XI. Adjournment

Com. Braun moved to adjourn. Com. Hermanson seconded. Seeing no further business the motion passed at 7:30 p.m.

Respectfully Submitted:

Christopher Elvebak
Community Development Director

Attest:

Tom Schindler
Secretary/Treasurer