



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

Regular Meeting – 5:30pm

Thursday, February 17, 2011

Conference Room, Wells City Hall

125 S. Broadway Wells, MN 56097

Call to Order / Roll Call

Chair Schuster called the meeting to order at 5:31 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.

Approval of Agenda

Chair Schuster entertained a motion to add introduction of new member, Ross Hermanson, and guest presentation from RJF Windows & Doors and to the agenda.

Sec. Schindler moved to approve the agenda with the noted changes. Vice-Chair Groskreutz seconded and the motion passed.

Introduction of New Member

Chair Schuster introduced Com. Hermanson to the board. Mr. Hermanson delivered some brief background information and was welcomed by the board.

RJF Windows & Doors, Inc.

Jim Abbe stated at the last meeting he was given the OK to invite RJF to the meeting and asked them to give a review of their materials presentation and installation techniques.

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

JoAnn Matejcek introduced herself from RJF Windows & Doors and reviewed product information as a refresher from their previous visit to the HRA. She briefly explained energy savings, warranties, and aesthetic options. She also introduced Rich Jensen of RJS Contracting who would serve as their installer.

Mr. Jensen presented a review of his company's installation techniques and their collective experience. He explained the rationale behind his particular reasons for removing all portions of any existing frame and replacing with new, as well as the guarantees that method provides. He briefly addressed on-going maintenance, moisture, and lighting concerns. He estimated it would take two weeks to complete the project.

The board thanked the presenters and they exited the meeting.

Approval of Minutes

Vice Chair Groskreutz moved to approve the January 20, 2011 Regular Meeting minutes and the January 28, 2011 Special Meeting minutes. He noted one correction to the January 20 set. Commissioner Braun seconded and the motion passed.

LifeStyle, Inc. Management Report

By consensus, the Board approved a change in the agenda to accommodate the Broadway Apartments report before the Park Place Townhomes report.

Jim Abbe presented the review of the Broadway Apartments November & December reports and the Park Place Townhomes January reports. He also delivered the January Broadway Apartments report to the meeting attendees. He noted that the elevator is leaking hydraulic fluid in the cylinder and some apartment heat issues and flooring work.

He also presented a proposed budget for Broadway Apartments as his educated "best guess" for year 2011 and that they are working on a revised ten year plan.

Mr. Abbe reviewed some additional information about the various window installers, equipment they would use, and color options for window frames.

After receiving questions from the board he responded that he would check with Lamperts as another possible local contractor who could conceivably bid the window project, informed the board he would try to collect revised bids from Window Depot and RJF, and see if the RJF installer would be interested in working with Window Depot.

The H.R.A. members discussed the potential need for a special meeting to ensure contractor selection at the March meeting and program close-out with the state by June. Mr. Abbe said he would check with the contractors and get back to everyone if a meeting was needed.

By consensus the board moved forward on the agenda to:

New Business

1) Refinance Park Place Townhomes Loan:

Director Elvebak said that he and the City Administrator had been researching the Park Place Townhomes 2003 Bond as part of their efforts to streamline & improve the financial reports. It was discovered that it was not a bond but instead an adjustable rate mortgage that the board took out via Wells Federal Bank.

Vice-Chair Groskreutz said they used that method at the time as it was more affordable and cost efficient than bonding at that time. Chair Schuster added additional questions regarding the mortgage & potential replacement bond that staff was proposing.

By consensus, the board decided to give staff time to research and see if Wells Federal Bank would work with the HRA on this. The issue would be raised at the March meeting to decide the best course of action.

By consensus the board moved backward on the agenda to:

LifeStyle, Inc. Management Report

Jim Abbe distributed and reviewed the 2011 Budget for Broadway Apartments. He answered several questions of the members and described the various line items. Furthermore, he explained the entries between the ten year capital improvement plan and the proposed budget.

Also, he pointed out to the board that he cut the payment-in-lieu-of-taxes because the 2009 payment was missed and paid by the City of Wells.

Mr. Abbe suggested a monthly transfer of \$11,770. After discussion, Chair Schuster suggested \$12,030 for a monthly transfer. After additional discussion Vice-Chair Groskreutz moved to approve the budget and establish a \$12,000 monthly transfer. Commissioner Braun seconded and the motion passed.

Financial Reports

The membership reviewed two bills from the Wells Mirror for S.C.D.P. Public Hearing Notices and U.S. Bank for Bond Administration Fees.

Secretary/Treasurer Schindler moved to approve the bills as presented. Commissioner Braun seconded. After discussion the motion passed.

The membership reviewed the statements for the SHIP Grant and the monthly summary spreadsheets for all HRA accounts. The board discussed and reviewed some of the line items with Commissioner Hermanson.

Sec./Tres. Schindler moved to approve the financial statements as presented. Vice-Chair Groskreutz seconded the motion and it passed unanimously.

Other Business / Misc.

1) Automatic Transfer Authorization:

The board noted that the automatic transfer was approved for Lifestyle and that the officers were authorized to sign the form for Peoples State Bank.

Old Business

1) Rain Garden

Sec./Tres. Schindler discussed his activities to date with the rain garden.

2) Trailer Court

Dir. Elvebak informed the board that he had not yet seen the deed for the trailer court property from the county but that it should be coming soon. Chair Schuster asked if he would remind the City Administrator to include the property in the mowing contract.

3) Facility Cost Share Grant

Dir. Elvebak informed the board of expenditures to date under the terms of the F.C.S.G. The City Administrator, noting that the window project has yet to begin, wanted to know if the H.R.A. would be willing to wait on their reimbursement until all project costs are tabulated. That way, as it appears project costs may exceed initial estimates, a more proportional reimbursement can take place.

By consensus the membership agreed to waive immediate reimbursement and wait for the window project to be completed before submission.

4) Joint SCDP Pre-Application

Dir. Elvebak informed the board of progress to date.

Public Forum

Seeing no one present to address the board, Director Elvebak asked to be recognized. He quickly reviewed some issues with tracking terms of office and told the board that the City Attorney was working on recommending a course of action for the City Council to correct the problem. It is possible that all members may be reappointed so that each seat runs for a five year term per Minnesota State Statutes.

Adjournment

Sec./Tres. Schindler moved to adjourn. Com. Braun seconded and the motion passed at 7:51 p.m.

Respectfully Submitted:

Christopher Elvebak
Community Development Director

Attest:

Tom Schindler
Secretary/Treasurer

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