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# HOUSING & REDEVELOPMENT AUTHORITY

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CITY OF WELLS, MINNESOTA

## MINUTES

### Regular Session of HRA City of Wells

The Housing & Redevelopment Authority of Wells, Minnesota (HRA) convened in regular session on December 27, 2012 at 5:30 p.m. in the Wells City Hall, Conference Room. President Ann Marie Schuster called the meeting to order with the following members present: Vice-President Bill Groskreutz Jr., Commissioner David Braun, and Commissioner Ross Hermanson. Also present were LifeStyle representative Jim Abbe, and Deputy City Clerk Deb Redman. Absent was Secretary/Treasurer Tom Schindler.

#### AGENDA:

The agenda for the December 27, 2012 regularly scheduled meeting was reviewed with Commissioner Braun making a motion to approve the agenda with the addition of "Abdo, Eick, & Meyers contract under new business". Commissioner Hermanson seconded the motion. President Schuster called for a vote with Braun, Groskreutz, and Hermanson voting yea. Motion carried.

#### CONSENT ITEMS:

The minutes of the November 15, 2012 regularly scheduled meeting were reviewed with Commissioner Groskreutz making a motion to approve as written. Commissioner Braun seconded the motion. President Schuster called for a vote with Braun, Groskreutz, and Hermanson voting yea. Motion carried.

The monthly bills were reviewed with Commissioner Groskreutz making a motion to approve payment to Schrader Enterprises (\$307.80) and US Bank (\$57,246.25). Commissioner Hermanson seconded the motion. President Schuster called for a vote with Braun, Groskreutz, and Hermanson voting yea. Motion carried.

The monthly financial reports were reviewed. President Schuster brought the topic of CD 70244 to the table. Discussion held. Commissioner Groskreutz made a motion to reinvest the CD at the bank with the best rate for one (1) year. Commissioner Braun seconded the motion. President Schuster called for a vote with Braun, Groskreutz, and Hermanson voting yea. Motion carried. Commissioner Hermanson made a motion to approve the financial reports as presented. Commissioner Groskreutz seconded the motion. President Schuster called for a vote with Braun, Groskreutz, and Hermanson voting yea. Motion carried.

## **BROADWAY APARTMENT/PARK PLACE TOWNHOME REPORT:**

LifeStyle representative Jim Abbe discussed the financial reports regarding Broadway Apartments and Park Place Townhomes. Mr. Abbe reported the Broadway Apartments has one vacancy and the apartment building inspection went well. They received a very good rating over all. Park Place Townhomes is full and is in need of having a damaged tree removed in the near future. Mr. Abbe presented the 2013 budget for Broadway Apartments and Park Places Townhomes. Discussion held on a “capital improvement” line item. Commissioner Groskreutz made a motion to approve the 2013 budgets with an addition of \$10,000.00 to replace 2 patio doors at the Broadway Apartments. Commissioner Braun seconded the motion. President Schuster called for a vote with Braun, Groskreutz, and Hermanson voting yea. Motion carried. Commissioner Groskreutz made a motion to transfer \$10,000.00 from the 700 account to the 719 account for the year 2013. Commissioner Braun seconded the motion. Discussion held. President Schuster called for a vote with Braun, Groskreutz, and Hermanson voting yea. Motion carried.

## **NEW BUSINESS:**

President Schuster brought the topic of the 2013 Management Agreement for the Broadway Apartments and Park Place Townhomes to the table. Commissioner Groskreutz made a motion to approve the agreements as written. Commissioner Braun seconded the motion. Discussion held. President Schuster called for a vote with Braun, Groskreutz, and Hermanson voting yea. Motion carried.

President Schuster brought the topic of the 2013 HRA Meeting Schedule to the table. With no information to act on, the commission moved on to the next item on the agenda.

President Schuster brought the topic of the Minnesota Redevelopment Grant Program & Demolition Loan Program to the table. Discussion held. With no action taken, the commission moved on to the next item on the agenda.

President Schuster brought the topic of the U.S. Department of Commerce 2012 Census to the table. City Administrator Bloom can have city staff answer the finance questions.

President Schuster brought the topic of the Housing Assistance Payment Contract to the table. Discussion held. President Schuster signed the Addendum and gave the documents to LifeStyle Manager, Jim Abbe.

President Schuster brought the topic of Abdo, Eick, & Meyers LLC Auditing Contract to the table. Commissioner Groskreutz made a motion to enter into an agreement with them for one (1) year at \$5,650 and revisit this item next fall. Commissioner Hermanson seconded the motion. Discussion held. President Schuster called for a vote with Braun, Groskreutz, and Hermanson voting yea. Motion carried.

**ADJOURNMENT:**

The Annual Meeting was scheduled for Thursday, January 17, 2013 at 5:30 p.m. in the Wells City Hall Conference Room with the regular scheduled monthly meeting to follow.

Commissioner Braun made a motion to adjourn the meeting, with a second by Commission Hermanson. Motion carried. Meeting adjourned at 7:00 p.m.

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Secretary/Treasurer Thomas Schindler

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Deputy Clerk, Deb Redman