

HUTCHINSON HOUSING & REDEVELOPMENT AUTHORITY
REGULAR BOARD MEETING
July 17 2001

MINUTES

1. CALL TO ORDER: 12:00 NOON - CITY CENTER CONFERENCE ROOM
Chairman Joel Kraft called the meeting to order. Members present: Duane Hoversten, Debbie Goranowski and Thor Skeie. Members absent: None. Staff present: Jean Ward, Mary Chelin, and Judy Flemming.
2. CONSIDERATION OF BOARD MEETING MINUTES OF JUNE 19, 2001
Duane Hoversten moved to approve. Debbie Goranowski seconded and the motion carried.
3. CONSIDERATION OF STATUS OF ACCOUNTS FOR HRA GENERAL FUND AND PARK TOWERS PROJECT OPERATING FUNDS
Debbie Goranowski moved to approve. Thor Skeie seconded and the motion carried.
4. PARK TOWERS
 - Utility Expense Projections for 2001 Budget were reviewed
 - A Consideration of Approval for Park Towers 2001 Draft Budget Revision #2 was presented. Thor Skeie moved to approve with the understanding that the revision costs will be covered by the 2002 Capital Fund. Duane Hoversten moved to approve and the motion carried.
 - A Consideration of Approval for Change Order#1 per the extra cost for the elevator cylinder removal because of extra sand was presented. Duane Hoversten moved to approve. Debbie Goranowski seconded and the motion carried.
 - The Board reviewed the Draft Capital Fund Plan for 2001 and 2002
 - The Board was asked to review a Flat Rent Increase of from \$450 to \$475. After discussion, Thor Skeie moved to approve the increase. Debbie Goranowski seconded and the motion carried.
 - A Public Hearing Date for review of the Annual Plan was set for 12:00 – Noon on Tuesday, September 11, 2001.
 - Residents at Park Towers have been notified of the opportunity to serve on the Housing Authority Board.
 - Summer Improvement Project is Back Entrance Landscaping.
5. HHPOP
Judy Fleming gave an update on the HHPOP.
6. REHAB UPDATES
 - Adams Street Project was completed and the Final Progress/Closeout submitted to DTED by June 30, 2001.
 - Mary Chelin reported on the status of HOME Rental Projects at Clinton House Apartments and at 565 Jefferson Street.
 - Jean Ward update the Board on the status of the contract with the Willmar HRA per a HOME Rental Rehab Project in Willmar.

- Jean Ward reported on the SCDP Franklin-Grove Application

7. FIX-UP FUND PRGRAM

Jean Ward reported that the first loan closed on July 13, 2001.

8. COMMUNITY FIX-UP FUND (CFUF) PROGRAM

- A Consideration of Resolution to up front loans up to \$35,000 using the City of Hutchinson Revolving Housing Rehabilitation Fund was presented for approval, with targets of homes before 1985, or homes in the Franklin-Grove Neighborhood, or for a sub-prime applicant. Duane Hoversten moved to approve. Thor Skeie seconded and the motion carried.
- Consideration of targeting a fourth for septic repair/replacement was tabled until there has been communication with the County on assisting to up front loans in McLeod County that are not with in the City of Hutchinson Land Use Plan area.

9. LETTER FROM THE AUDITOR

A review and approval of a letter form the HRA Auditor re: Capitalization of prior year expenses was tabled.

10. COMMUNICATIONS FROM THE DIRECTOR

- Jean Ward reported she would be on vacation from July 27th to August 7th.
- There has been \$5,000 raised towards the cost of the Maxfield Study
- Ian McDonald, Wells Fargo Mortgage is planning a Golf Outing for HRA Affordable Housing Initiatives.

11. ADJOURMENT

There being no other business Chairman Joel Kraft declared the meeting adjourned.

Recorded by Jean Ward, Executive Director

Debbie Goranowski, Secretary/Treasurer

HUTCHINSON HOUSING & REDEVELOPMENT AUTHORITY
REGULAR BOARD MEETING
August 21, 2001

Minutes

1. CALL TO ORDER: 8:00 AM – Hutchinson City Center Conference Room.
Chairman Joel Kraft called to meeting to order. Members present: Duane Hoversten, Debbie Goranowski and Thor Skeie. Staff present: Jean Ward, Mary Chelin and Judy Flemming.
2. CONSIDERATION OF BOARD MEETING MINUTES OF JULY 17, 2001
Duane Hoversten moved to approve. Thor Skeie and the motion carried.
3. FINANCIAL UPDATES
 - Debbie Goranowski moved to approve Executive Jean Ward's checking on getting the best interest rate for CD maturing on 8/21/01. Duane Hoversten seconded and the motion carried.
 - Thor Skeie moved to approve the financial reports. Debbie Goranowski seconded and the motion carried.
4. PARK TOWERS UPDATE
Per letter of explanation form Auditor, per request by Board, Duane Hoversten moved to approve the 2000 Audit. Thor Skeie seconded and the motion carried.
5. APPOINTMENT OF BOARD MEMBER
Thor Skeie received Second Term Appointment approval by City Council.
6. REHAB UPDATE
 - A Consideration of Approval of the Administrative Fee Contract for the Willmar Home Rental Project was presented. Thor Skeie moved to approval Debbie Goranowski seconded and the motion carried.
 - The Board was informed that a Public Hearing for the Franklin-Grove SCDP Application is set for August 28th, 2001.
 - Duane Hoversten moved to approve MHFA's Administrative Contract for the 2001-2003 Rehabilitation Loan Phase. Debbie Goranowski moved to second and the motion carried.
7. WELLS FARGO GOLF OUTING
The Board was informed that they were invited to the Golf Outing on Friday, August 24th.
8. OTHER BUSINESS
 - A Subordination Request for Loan #00014D-1A1 was presented for approval. Duane Hoversten moved to approve. Thor Skeie seconded and the motion carried.
 - Judy Hanson reported that there is going to be Two HHPOP Loans requesting for \$30,000 of DTED Gap Assistance.

- Mary Chelin reported on the status of the 565 Jefferson and Clinton House HOME Rental Rehab Projects.
- Jean Ward reported that work continues on the Park Towers Annual Plan including, revised Lease, Admissions Policy and schedule of changes to Grievance Policy.

9. ADJOURNMENT

There being no other business Chairperson, Joel Kraft, declared the meeting adjourned.

Recorded by Jean Ward, Executive Director

Debbie Goranowski, Secretary/Treasurer

**HUTCHINSON HOUSING & REDEVELOPMENT AUTHORITY
REGULAR BOARD MEETING
OCTOBER 15, 2001**

MINUTES

1. CALL TO ORDER: 12:00 NOON - CITY CENTER CONFERENCE ROOM
Chairman Joel Kraft called the meeting to order. Members present: John Houle, Debbie Goranowski and Thor Skeie. Members absent: Duane Hoversten. Staff present: Jean Ward, Mary Chelin, and Judy Flemming.
2. CONSIDERATION OF BOARD MEETING MINUTES OF JUNE 19, 2001
Debbie Goranowski moved to approve. Thor Skeie seconded and the motion carried.
3. CONSIDERATION OF STATUS OF ACCOUNTS FOR HRA GENERAL FUND AND PARK TOWERS PROJECT OPERATING FUNDS
 - Debbie Goranowski moved to approve. John Houle seconded and the motion carried.
 - Jean Ward recommended that the Park Tower CD maturing on 10/11/2001 not be renewed because the interest rates are so low. Depending on unit vacancies it may be better to consider an earlier unit renovation timeline. Debbie Goranowski moved to approve. Thor Skeie seconded and the motion carried.
 - A Consideration to approve borrowing HHI funds for cash flow purposes of City Center operations was presented for approval. Thor Skeie moved to approve. Debbie Goranowski seconded and the motion carried.
4. PARK TOWERS
 - Jean Ward presented the results of the Tenant Satisfaction Survey for 2000. Scores of Park Tower were above the national average in all areas..
 - The final draw request still has not been disbursed per the Davis-Bacon issue.
5. POWER POINT PRESENTATION
 - Jean Ward presented the Housing Comp Plan.
 - Judy Flemming presented possible sites for Senior Housing.
 - The Board was informed that there will be a Maxfield Research Group Housing Study Presentation on November 20th, prior to the regular Board meeting.
6. HHPOP
 - Judy Flemming that thus far there have been 50 home purchases using the program.
 - Judy Flemming reported that there is only \$11,000 of DTED funds available.
7. HOME RENTAL REHAB PROGRAM
 - Mary Chelin reported that the bid packets for 565 Jefferson will sent out as soon as the Owner provides names of Contractors.
 - Mary Chelin reported that the work at is near completion.
9. COMMUNICATIONS FROM THE DIRECTOR

- Jean Ward reported that the contract with Willmar HRA has been executed for Administrative Assistance for a HOME Rental Rehab Project in Willmar.
- The Board received information on the impact of 2001 Tax Reform Legislation per housing.

10. OTHER BUSINESS

Judy Flemming reported that Park Elementary students were asked to participate in a Fire Prevention Poster contest with Park Towers. Three winners will be picked and will receive medallions from the Fire Department. The cash donation for the contest will be divided equally between the 3 Trust Funds for the students of Park Elementary who were tragically lost on October 12, 2001. A presentation ceremony is to be held on October 24th at Park Towers.

11. ADJOURNMENT

There being no other business Chairman Joel Kraft declared the meeting adjourned.

Recorded by Jean Ward, Executive Director

Debbie Goranowski, Secretary/Treasurer

**HUTCHINSON HOUSING & REDEVELOPMENT AUTHORITY
REGULAR BOARD MEETING
NOVEMBER 20, 2001**

MINUTES

1. CALL TO ORDER: 12:00 NOON - CITY CENTER CONFERENCE ROOM
Chairman Joel Kraft called the meeting to order. Members present: John Houle, Debbie Goranowski, Duane Hoversten and Thor Skeie. Members absent: None. Staff present: Jean Ward, Mary Chelin, and Judy Flemming.
2. CONSIDERATION OF BOARD MEETING MINUTES OF OCTOBER 15, 2001
 - Debbie Goranowski moved to approve. Duane Hoversten seconded and the motion carried.
3. CONSIDERATION OF STATUS OF ACCOUNTS FOR HRA GENERAL FUND AND PARK TOWERS PROJECT OPERATING FUNDS
 - Debbie Goranowski moved to approve. John Houle seconded and the motion carried.
4. PARK TOWERS
 - Jean Ward presented the Public Housing Assessment Score. The Park Towers Project rated as a High Performer.
 - A Revised Budget was presented for approval. Thor Skeie moved to approve. Duane Hoversten seconded and the motion carried.
 - Jean Ward requested that a Request for Proposal – Architectural Services be issued. John Houle approved with the condition that the proposals be monetary. Debbie Goranowski seconded and the motion carried.
 - Loan Ann Hanson presented a report on the Senior Dining Program.
 - Continuation of the Senior Dining Lease with Augustana Units was presented for approval. Debbie Goranowski moved to approve. Duane Hoversten seconded and the motion carried.
5. REVIEW OF HOUSING GOALS COMP PLAN
 - Jean Ward presented the revised Housing Comp Plan. John Houle moved to approve. Duane Hoversten seconded and the motion carried.
6. HOUSING REHAB PROGRAMS
 - Mary Chelin reported the following
 - Clinton House – Final Draw and Closeout in progress
 - 565 Jefferson – Out for Bids, bid opening on December 5th
 - Willmar Project – Lead & HQS inspections in progress
 - MHFA Deferred Loan – 1 to close in December
 - Valley Vista HOME Rental Rehab Loan Satisfied
7. HHPOP UPDATE

- The Board was presented Resolution 01-22 – approving HRA Administration Fee of \$500 due from the Homeowner at the time of closing for the GMHF Gap Loan. Thor Skeie moved to approve. John Houle seconded and the motion carried.

8. CITY COMPREHENSIVE PLAN UPDATE

- The Board received the update.

9. CORRESPONDANCE – MINNESOTA HOUSING PARTNERSHIP

- A copy of a letter from MHP thanking Jean Ward for her time and hospitality per a tour of the City of Hutchinson was provided to the Board.

10. OTHER BUSINESS

- The Board was informed that there will be an insurance rate increase for employees per the City Center Budget
- Reduction of asking a 95% Tax Levy instead of 100% from the City was presented. Debbie Goranowski moved to approve. John Houle seconded and the motion carried.
- The Board was informed that one of the properties rehabbed during the Adam Street Project is in Foreclosure.

11. ADJOURNMENT

- There being no other business Chairman Joel Kraft declared the meeting adjourned.

Recorded by Jean Ward, Executive Director

Debbie Goranowski, Secretary/Treasurer

**HUTCHINSON HOUSING & REDEVELOPMENT AUTHORITY
REGULAR BOARD MEETING
DECEMBER 18, 2001**

MINUTES

1. CALL TO ORDER: 7:30 A.M - CITY CENTER CONFERENCE ROOM
Chairman Joel Kraft called the meeting to order. Members present: John Houle, Debbie Goranowski, Duane Hoversten and Thor Skeie. Members absent: None. Staff present: Jean Ward, Mary Chelin, and Judy Flemming.
2. CONSIDERATION OF BOARD MEETING MINUTES OF NOVEMBER 20, 2001
 - John Houle moved to approve. Duane Hoversten seconded and the motion carried.
3. CONSIDERATION OF STATUS OF ACCOUNTS FOR HRA GENERAL FUND AND PARK TOWERS PROJECT OPERATING FUNDS
 - Duane Hoversten moved to approve. John Houle seconded and the motion carried.
4. PARK TOWERS
 - Jean Ward informed the Board that there will be \$146,267 of Operating Subsidy for 2001 received from HUD by the end of 2001.
 - A Consideration of Approval using the Operating Subsidy to continue apartment renovating was presented. Duane Hoversten moved to approve. Thor Skeie seconded and the motion carried.
 - A Consideration of Approval for allowing up to 10 hours a week for Judy Flemming at Park Towers per administrative support for Capital Fund Program & Park Towers Low Rent Program was presented. Thor Skeie moved to approve. John Houle seconded and the motion carried.
 - A Consideration of allowing up to 6 vacancies during the renovation for relocation purposes was presented. Duane Hoversten moved to approve. Thor Skeie seconded and the motion carried.
 - RFP's for Architectural Services were presented to the Board. After review, John Houle moved to negotiate and enter into contract with Haugen Architecture. Thor Skeie seconded and the motion carried.
5. HHPOP
 - Jean Ward presented a copy of letter sent to Hal Clapp of GMHF, requesting an extension of use of the Greater MN Housing Fund ECHO discount funds until December 31, 2002.
 - Jean Ward requested that 2 Board members attend an Evaluation Meeting of the Rolling Meadows Project with GMHFA on January 10, 2002. Duane Hoversten and John Houle volunteered to attend.
 - The Board received copies of the HRA Preliminary Rolling Meadows Evaluation for review and discussion.
 - The Board received a copy of a story in the Hutchinson Leader on Rollin Meadows.

6. MAXFIELD STUDY

- An additional page regarding Impact on Interest Rates was given to the Board to add to their copies of the Maxfield Study.
- Copies of articles from the Hutchinson Leader per the Maxfield Study Presentation were disbursed to the Board, one regarding Senior Housing.

7. COMMUNICATIONS FROM THE DIRECTOR

- Jean Ward informed the Board that the Hutchinson High School has inquired about partnership of the School develops a construction program which may involve construction of a starter type house.
- The Board received a Senior Housing Brochure sponsored by the HRA and 3M. Board members complemented the Brochure.

8. ADJOURNMENT

- There being no other business, Chairperson Joel Kraft declared the meeting adjourned.

Recorded by Jean Ward, Executive Director

Debbie Goranowski, Secretary/Treasurer