

HUTCHINSON HOUSING & REDEVELOPMENT AUTHORITY
REGULAR BOARD MEETING
January 15, 2002

MINUTES

1. CALL TO ORDER: 8:00 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 DECEMBER 18, 2001
 - John Houle moved to approve. Duane Hoversten seconded and the motion carried unanimously.
3. CONSIDERATION OF ELECTION OF OFFICERS IN JANUARY TO MATCH SELECTION OF CITY COUNCIL APPOINTEE TO THE HRA BOARD
 - Duane Hoversten moved to approve. Thor Skeie seconded and the motion carried unanimously.
4. ELECTION OF OFFICERS
 - Duane Hoversten moved to retain the present Officers. Debbie Goranowski seconded and the motion carried unanimously.
5. CONSIDERATION OF STATUS OF ACCOUNTS FOR HRA GENERAL FUND AND PARK TOWERS OPERATING FUNDS
 - Duane Hoversten moved to approve. John Houle seconded and the motion carried unanimously.
6. PARK TOWERS
 - Jean Ward reported that the City Attorney determined that there is a conflict of interest with the awarded Architectural Services.
 - Thor Skeie moved to approve a Consideration of Submission of a letter to HUD requesting a Conflict Exception and if approved to retain the awarded Architectural Services. Duane Hoversten seconded and the motion carried unanimously.
7. SCHOOL BUILD PROGRAM
 - The Board received a copy of the initial meeting of the program held on January 7, 2002.
 - A Consideration of Approving the Draft Memorandum of Understanding was tabled until the Board holds a special meeting on February 1, 2002.
 - Before the February 1st meeting the Board instructed HRA Staff to request a budget for the program from the School.
8. HUTCHINSON HOUSING COMMUNITY DEVELOPMENT PLAN
 - John Houle moved to approve the Plan per input from the public at the Public Hearing to be held on January 16, 20002 and forward to the City Council. Duane Hoversten second and the motion carried unanimously.

9. CONSIDERATION OF SUBORDINATIONS

- Duane Hoversten moved to approve a Subordination Request for Loan # 0020D1. Debbie Goranowski seconded and the motion carried unanimously.
- Duane Hoversten moved to approve a Subordination Request for Loan # 08676. John Houle seconded and the motion carried unanimously.

10. PROGRAM UPDATES

- Judy Flemming reported on the Rolling Meadows Evaluation Meeting held on January 10, 2002.
- The Board received a copy of a Thank You letter on behalf of the owner of Clinton House Apartments per the HOME Rental Rehabilitation Program.
- Mary Chelin reported that the Tenant Surveys were on January 9th with a return deadline of January 25, 2002, for the Willmar Home Rehabilitation Project.

11. OTHER COORESPONDANCE

- The Board received information from NAHRO on 2001 Legislation Policy Positions.

12. BUDGET REVISIONS

- Thor Skeie moved to approve the Park Towers Budget Revision. Debbie Goranowski seconded and the motion carried unanimously.
- John Houle moved to approve the City Center Budget Revision. Duane Hoversten seconded and the motion carried unanimously.

13. 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
SPECIAL BOARD MEETING
February 1, 2002

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 and Duane Hoversten. Members absent: Thor Skeie and Debbie Goranowski. Staff present: Jean Ward, Mary Chelin, and Judy Flemming.
2. DISCUSSION OF SCHOOL BUILD PROGRAM
 - Daron VanderHeiden and Richard Buchholz, Hutchinson School District, presented to the HRA Board the District's plans and initial start up costs for the program.
3. CONSIDERATION OF APPROVAL – MEMORANDUM OF UNDERSTANDING PER THE SCHOOL BUILD PROGRAM
 - John Houle moved to approve with the addition of language regarding Liability Insurance and Builders Risk Insurance. Duane Hoversten seconded and the motion carried unanimously.
4. CONSIDERATION OF SUBMISSION OF BUILDING PROGRAM APPLICATION TO MHFA
 - John Houle moved to approve. Duane Hoversten seconded and the motion carried unanimously.
5. OTHER BUSINESS
 - Subordination Request for Loan #95HR3D1. Duane Hoversten moved to approve. John Houle seconded and the motion carried unanimously.
 - Subordination Request for Loan 08666. Denied due to Board consensus for lack of information on cash out use.
6. ADJOURNMENT

Recorded by Jean Ward, Executive Director

Debbie Goranowski, Secretary/Treasurer

HUTCHINSON HOUSING & REDEVELOPEMENT AUTHORITY
REGULAR BOARD MEETING
FEBRUARY 19, 2002

MINUTES

- I. CALL TO ORDER: Chairperson, Joel Kraft called the meeting to order. Members Present: Debbie Goranowski, Duane Hoversten and John Houle. Members Absent: Thor Skeie. Staff Present: Jean Ward, Judy Flemming and Mary Chelin.

- II. CONSIDERATION OF MINUTES OF BOARD MEETING ON JANUARY 15, 2001
John Houle moved to approve. Duane Hoversten seconded and the motion carried unanimously.

- III. CONSIDERATION OF MINUTES OF SPECIAL BOARD MEETING ON FEBRUARY 1, 2002
Duane Hoversten moved to approve. John Houle seconded and the motion carried unanimously.

- IV. FINANCIAL REPORT
Debbie Goranowski moved to approve. John Houle seconded and the motion carried unanimously.

- V. PARK TOWERS UPDATE
 - Consideration of Resolution 02-1 approving the Public Housing Assessment System (PHAS) was presented for approval. Duane Hoversten moved to approve. John Houle seconded and the motion carried unanimously.
 - The Board was informed that HUD determined a Conflict of Interest with Haugen Architecture.
 - Duane Hoversten moved to approve the contract award to Widseth-Smith-Nolting for architectural services. John Houle seconded and the motion carried unanimously.
 - Consideration of Resolution 02-1 Operating Subsidy was presented for approval. John Houle moved to approve. Debbie Goranowski seconded and the motion carried unanimously.

- VI. HRA VISION STATEMENT
Re-Visiting the wording of the HRA Vision Statement was tabled until after the City Vision statement is finalized.

- VII. 2001 YEAR END REPORT
The Board was given a Copy of the report

- VIII. 2002 PLANS & OBJECTIVES
After review of the 2002 Plans & Objectives, Debbie Goranowski moved to approve. John Houle seconded and the motion carried unanimously.

IX. OTHER BUSINESS

- The Board was informed that the Single Family Request for Proposal was submitted on February 8, 2002. The result should be known in April.
- Board Members Joel Kraft, Duane Hoversten and John Houle volunteered to meet with Mark Ruff of Ehlers to discuss City Participation for another phase of Rolling Meadows.

X. ADJOURNMENT

The there being no other business Chairperson Joel Kraft declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Debbie Goranowski, Secretary/Treasurer

HUTCHINSON HOUSING & REDEVELOPEMENT AUTHORITY
REGULAR BOARD MEETING
MARCH 19, 2002

MINUTES

- I. CALL TO ORDER: Chairperson, Joel Kraft called the meeting to order. Members Present: Thor Skeie, Duane Hoversten and John Houle. Members Absent: Debbie Goranowski. Staff Present: Jean Ward, Judy Flemming and Mary Chelin.

- II. CONSIDERATION OF MINUTES OF BOARD MEETING ON FEBRUARY 19, 2001
John Houle moved to approve. Duane Hoversten seconded and the motion carried unanimously.

- III. FINANCIAL REPORT
Duane Hoversten moved to approve. John Houle seconded and the motion carried unanimously.

- IV. PARK TOWERS UPDATE
 - Jean Ward reported on the REAC inspection. Board members will be forwarded a copy of the written report after it has been received.
 - The contract awarded to Widseth-Smith-Nolting has been executed.

- V. EXTENSION OF ROLLING MEADOWS
 - Diane Sorenson presented plans for continuation of Rolling Meadows as a Building Better Neighborhood along with a request for HRA/City participation to meet Greater MN Housing Fund's requirements. She also presented plans for single family units at the Ravenwood Development and requested that the HRA apply to CASA for First Time Home Buyer Funds for that project.

 - Mark Ruff, Ehlers, presented different options for City participation in the Building Better Neighborhoods concept. After the presentation, it was recommended that a committee of HRA Board representatives and City Council representatives meet to decide which option would be the best to present to recommend to the City Council.

- VI. FRANKLIN-GROVE HOUSING REHABILITATION PROJECT
 - The Board was informed of the Award of \$600,000 for the Project.
 - A timeline was presented for the implementation of the Project

- VIII. HHPOP
Consideration of Resolution 02-0, 2002 Purchase Price Limit was presented for approval. John Houle moved to approve. Thor Skeie seconded and the motion carried unanimously.

- IX. MILEAGE REINBURSEMENT

Consideration of Resolution 02-04, approving an increase from 34.5¢/mile to 36.5¢, per the IRS approved increase for the City was presented. Thor Skeie moved to approve. John Houle seconded and the motion carried unanimously.

XI. LAND TRUST INFORMATION

The Board was given and discussed information on Land Trust. The consensus was that there is no interest in the program at this time.

XII. OLD BUSINESS

The Board was presented a revised Guideline for Subordination Requests. Duane Hoversten moved to approve. John Houle seconded and the motion carried.

XIII. ADJOURNMENT

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

Recorded by Jean Ward, HRA Executive Director

Debbie Goranowski, Secretary/Treasurer

HUTCHINSON HOUSING & REDEVELOPEMENT AUTHORITY
REGULAR BOARD MEETING
April 16, 2002

MINUTES

- I. CALL TO ORDER: Chairperson, Joel Kraft called the meeting to order. Members Present: Thor Skeie, Duane Hoversten, John Houle and Debbie Goranowski. Staff Present: Jean Ward, Judy Flemming and Mary Chelin. Absent: None.
- II. CONSIDERATION OF MINUTES OF BOARD MEETING ON 19th, 2002
John Houle moved to approve. Duane Hoversten seconded and the motion carried unanimously.
- III. FINANCIAL REPORT
Debbie Goranowski moved to approve. John Houle seconded and the motion carried unanimously.
- IV. PARK TOWERS UPDATE
- Jean Ward will be meeting with the Architect on April 17th to review Scope of Work.
 - There are 5 vacancies available for renovating.
- V. RESOLUTION #02-06
A Consideration of Approval of the HRA/City of Hutchinson Contract for the Administration of the Franklin-Grove Street Project was presented for approval. Thor Skeie moved to approve. Duane Hoversten seconded and the motion carried unanimously.
- VI. RESOLUTION #02-07
A Consideration of 2002 HRA Indirect Cost Allocation Plan was presented for approval. John Houle moved to approve. Debbie Goranowski seconded and the motion carried unanimously.
- VII. RESOLUTION #02-08
A Consideration of applying to MHFA for CASA funds for the Ravenwood Development was presented for approval. John Houle moved to approve. Debbie Goranowski seconded and the motion carried unanimously.
- VIII. OTHER INFORMATION
The Board received the following information:
- Hutchinson Apartment Vacancy Rate
 - MN NAHRO Legislative Update
 - Downtown Revitalization Information & Meeting Date & Time
- IX. ADJOURNMENT
There being no other business, Chairman Joel Kraft declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Debbie Goranowski, Secretary/Treasurer

HUTCHINSON HOUSING & REDEVELOPEMENT AUTHORITY
REGULAR BOARD MEETING
May 29, 2002

MINUTES

- I. CALL TO ORDER: Vice Chairperson Thor Skeie, called the meeting to order. Members Present: Duane Hoversten, and John Houle. Staff Present: Jean Ward, Judy Flemming and Mary Chelin. Absent: Joel Kraft and Debbie Goranowski.
- II. CONSIDERATION OF MINUTES OF BOARD MEETING ON April 16, 2002. John Houle moved to approve. Duane Hoversten seconded and the motion carried unanimously.
- III. FINANCIAL REPORT
Duane Hoversten moved to approve. John Houle seconded and the motion carried unanimously.
- IV. PARK TOWERS
 - a. RESOLUTION #02-11:
Consideration of Approval to award the 2001/2002 CFP Park Towers Apartment contract to Gopher State with a project budget for construction of \$429,767 was presented for approval. Duane Hoversten moved to approve. John Houle seconded and the motion carried unanimously.
 - b. Connect Care Contracts:
John Houle moved to approve the Building Agreement with Connect Care. Duane Hoversten seconded and the motion carried unanimously. Duane Hoversten moved to approve the Service Agreement with Connect Care. John Houle seconded and the motion carried unanimously
 - c. John Houle moved to table action on the Garden Tractor/Lawn Mower Proposal until the next meeting. Duane Hoversten seconded and the motion carried unanimously.
- V. RESOLUTION #02-09
A Consideration of Approval was presented for the HRA being originating lender for the MHFA Fix-Up Fund Loan program and the Community Fix-Up Fund Loan program and will comply with MHFA current guidelines for these two programs. Also that the HRA Board recommends that the City of Hutchinson upfront and disburse funds to borrowers for these MHFA Loan Programs. Duane Hoversten moved to approve. John Houle seconded and the motion carried unanimously.
- VI. SCHOOL CONSTRUCTION PROGRAM
Consideration of Execution of Contract for Community Revitalization Fund Program. (Terms: 0% for 20 months – May 1st, 2002 – Nov. 1st 2003) was presented for approval. John Houle moved to approve. Duane Hoversten seconded and the motion carried unanimously.

VII. RESOLUTION #02-10

Consideration of Resolution for Supporting Extension and Request of City Participation in the Rolling Meadows Building Better Neighborhoods Program was presented for approval. Duane Hoversten moved to table action until Jean gets more information and then work with Marc Seboria to write the resolution. John Houle seconded and the motion carried unanimously.

VII. OTHER INFORMATION

- a. Mark Babcock presented the 2001 Audit. Duane Hoversten moved to approve the audit. John Houle seconded and the motion carried unanimously.
- b. Adam Street Rehabilitation Project Suborination Request (Loan #08669) was presented. John Houle moved to approve. Duane Hoversten seconded and the motion carried unanimously.
- c. The Board received the following information:
 - Building Better Neighborhoods Forum
 - Draft of County Tax Abatement Policy
 - City Vision Statement
 - Letter from Phil Graves

VIII. CASA & ECHO Changes tabled until next meeting.

VIV. ADJOURNMENT

There being no other business, Vice Chairman Thor Skeie declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Debbie Goranowski, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting

June 18th, 2002

MINUTES

- I. **CALL TO ORDER:** Chairperson Joel Kraft, called the meeting to order. Members Present: Thor Skeie, and John Houle. Staff Present: Jean Ward, and Judy Flemming. Absent: Duane Hoversten and Debbie Goranowski.
- II. **CONSIDERATION OF MINUTES OF BOARD MEETING ON May 29th, 2002.** John Houle moved to approve. Thor Skeie seconded and the motion carried unanimously.
- III. **FINANCIAL REPORT**
John Houle moved to approve. Thor Skeie seconded and the motion carried unanimously.
- IV. **PARK TOWERS**
 - a. Consideration of Approval was presented for the Garden Tractor/Lawn Mower Proposal.
Thor Skeie moved to approve the L&P Supply proposal of \$10,117.50 for the Garden Tractor/Lawn Mower. John Houle seconded and the motion carried unanimously.
 - b. The Board was presented the following information:
 - Capital Funds Changes Memo
 - Results of PHASS
 - Fire Safety Inspection Report
 - c. **RESOLUTION #02-12**
A Consideration of Approval was presented for Adopting Suspension of Enforcement of the Community Service Requirement. John Houle moved to approve. Thor Skeie seconded and the motion carried unanimously.
- V. **SCHOOL CONSTRUCTION PROGRAM**
Consideration of Proposals Received. Thor Skeie moved to allow Executive Director to accept proposals as long as proposals meet the procurement policy and if the proposals are close to the budget. John Houle seconded and the motion carried unanimously.
- VI. **CASA & ECHO CHANGES**
Jean presented the changes to the CASA and ECHO. The board was also updated on the existing home CASA application. The board is invited to participate in the Hutchinson Housing Initiative Golf Event Monday, September 9, 2002, which is a fundraiser for the existing home CASA application.
- VII. **CITY CENTER BUDGET DRAFT**
The draft budget was reviewed by the board with two changes.

1. Change the insurance expense to 15%.
2. Addition in revenue from SCDP admins.

Thor Skeie moved to approve the draft budget with the changes. John Houle seconded and the motion carried unanimously.

VIII. OTHER INFORMATION

The Board was informed that, Christie Rock, the Economic Development Director was terminated and that HRA Staff will be assisting with the Hutchinson Downtown Association and Downtown Commercial Loan computer reports. The City will reimburse cost of staff hours.

IX. BBN NEIGHBORHOOD – CITY RESOLUTION BY MARC SEBORA

Consideration of Resolution #02-10 for Supporting Extension and Request of City Participation in the Rolling Meadows Building Better Neighborhoods Program was presented for approval. Thor Skeie moved to approve Resolution #02-10. John Houle seconded and the motion carried unanimously. The resolution will now be forwarded to the City Council for approval.

X. ADJOURNMENT

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

Recorded by Jean Ward, HRA Executive Director

Debbie Goranowski, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting

July 17th, 2002

MINUTES

- I. **CALL TO ORDER:** Chairperson Joel Kraft, called the meeting to order. Members Present: Duane Hoversten and John Houle. Staff Present: Jean Ward, and Judy Flemming. Absent: Thor Skeie

- II. **CONSIDERATION OF MINUTES OF BOARD MEETING ON June 18th, 2002.**
Duane Hoversten moved to approve. John Houle seconded and the motion carried unanimously.

- III. **FINANCIAL REPORT**
John Houle moved to approve. Duane Hoversten seconded and the motion carried unanimously.

- IV. **PARK TOWERS**
 - a. Jean Ward reported that construction for this year's apartment renovations is scheduled to begin August 6th with tenants being relocated beforehand July 26th.
 - b. The Public Hearing date for the 2003 Annual Plan was set for September 10, 12:00 Noon Park Towers.
 - c. The Board was informed that two tenants were issued a Notice to Vacate, one due to unsatisfactory housekeeping and the second one for being convicted of a Felony.
 - d. Jean Ward informed the Board the RASS Survey, for tracking tenant satisfaction, is to be conducted in July and August.
 - e. The Board was invited to attend a Neighborhood Ice Cream Social as part of the Hutchinson's Police Departments "Take back the Neighborhood" at Park Towers on Saturday, August 10, at 3:00 p.m.

- V. **REHABILITATION PROGRAMS**
 - a. HOME Rental: Mary Chelin gave an update on the HOME Rental Rehabilitation Projects:
 - 565 Jefferson – The Notice to Proceed is expected to be issued by the middle of August.
 - Willow Run I, Willmar, MN – Per the HOME funding of the project, Tenant income eligibility is still being determined and the Relocation Plan revision is being reviewed by MHFA. Per the PERAF funding, MHFA Staff is working with Willow Run Management. Once the final amount of funding available is determined, the work plan will need to be reviewed for what work actually will be done, before the Loan can be closed and the Notice to Proceed is issued.

- b. Fix-Up & Community Fix-Up Fund Loans: Judy Flemming - reported that between July 13, 2001 and June 21, 2002, there were four Fix-Up Loans and one CFUF loan closings. Currently, three CFUF loans being processed.
- c. Franklin-Grove Street – Jean Ward
 - The City Council executed the contract with DTED on July 8, 2002.
 - Consideration of forwarding the Procedural Guidelines, approved by DTED, to the City Council was presented for approval. Upon Board review of the Procedural Guidelines, Duane Hoversten moved to approve. John Houle seconded and the motion carried unanimously.
 - The Board received an update on the status with MID MN Development for inspection services.

VI. BUILDING BETTER NEIGHBORHOODS

Jean Ward to meet with Diane Sorenson at 9:00 a.m. on July 17th about the Land Survey, House Plans, and Storm Water Requirements per the Extension of Rolling Meadows Technical Assistance Application.

VII. HRA ANNUAL BOARD MEETING

A discussion was held per setting a new date and time for the Annual Meeting. John moved to approve setting the Annual Meeting for in August in conjunction with the regular Board meeting. Duane Hoversten seconded and the motion carried unanimously.

VIII. SCHOOL CONSTRUCTION PROGRAM

- a. A Consideration of Assessment Pay-off was presented for approval. Duane Hoversten moved to approve. John Houle seconded and the motion carried unanimously.
- b. The Board will be notified of the upcoming Ground Breaking date.

IX. POTENTIAL DOWNTOWN REDEVELOPMENT PROJECT

Duane Hoversten informed the Board that there plans for building a new Municipal Liquor Store, and if the plans would include rental housing above the store, there is a possibility that Essential Functions Bonds could be used for the project.

X. REVIEW OF BOARD MEMBER TERMS

- Debbie Goranowski, Secretary/Treasurer, resigned, effective July 12, 2002, due to not being able to attend board meetings due to scheduling conflicts with her employment. John Houle was nominated to replace her as Secretary/Treasurer.
- Discussion was held on possible replacements for the Board vacancy, whereas the HRA Board recommends Ian McDonald of Wells Fargo.

XI. ADJOURNMENT

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

Recorded by Jean Ward, HRA Executive Director

John Houle, Secretary/Treasurer



Annual Board Meeting
August 21, 2002

MINUTES

- I. CALL TO ORDER: Chairperson Joel Kraft, called the meeting to order. Members Present: Duane Hoversten and John Houle. Staff Present: Jean Ward, Mary Chelin and Judy Flemming. Absent: Thor Skeie

- II. ELECTION OF OFFICERS:
John Houle moved to re-nominate all officers for another term. Duane Hoversten seconded and the motion carried unanimously. The officers are Chairman Joel Kraft, Vice-Chairman Thor Skeie and Secretary/Treasurer John Houle.

- III. REVIEW OF 2003 HRA PLANS/OBJECTIVES
John Houle moved to approve. Duane Hoversten seconded and the motion carried unanimously.

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

Recorded by Jean Ward, HRA Executive Director

John Houle, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting

September 17th, 2002

MINUTES

- I. CALL TO ORDER: Chairperson Joel Kraft, called the meeting to order. Members Present: Duane Hoversten, Thor Skeie and John Houle. Staff Present: Jean Ward, and Judy Flemming. Absent: Ian McDonald.
- II. CONSIDERATION OF MINUTES OF BOARD MEETING ON AUGUST 21st, 2002. John Houle moved to approve. Duane Hoversten seconded and the motion carried unanimously.
- III. FINANCIAL REPORT
Duane Hoversten moved to approve. Thor Skeie seconded and the motion carried unanimously.
- IV. PARK TOWERS
 - a. Resolution #15-02 - Park Towers 2003 Operating Budget was presented for approval. Duane Hoversten moved to approve. John Houle seconded and the motion carried unanimously.
 - b. Resolution #16-02 – Park Towers Annual Plan was presented for approval. John Houle moved to approve, with instruction to Jean Ward to find contact HUD regarding whether or not if fire arms can be prohibited in public housing . Thor Skeie seconded and the motion carried unanimously.
 - c. A Consideration of Approval of Dishwasher Purchase was presented for approval. Thor Skeie moved to approve. Duane Hoversten seconded and the motion carried unanimously.
 - d. Jean Ward gave a construction progress report.
 - There will be a two-week delay for toilet installation due to having to special orders the toilets.
 - Due to changing brand of paint there will be at least a \$2,000 savings.
- V. GOLF EVENT FUNDRAISER UPDATE
Jean Ward reported that the event went very well. There was a good turn out. The dollar amount raised will be reported at the October Board Meeting.
- VI. FRANKLIN-GROVE STREET PROGRAM
 - Judy Flemming reported that there are 23 applications.
 - Mary Chelin reported that 7 general contractors have applied, 2 of them have lead certification. A contractor who specializes in Lead and Asbestos work has also applied.

VII. FYI

- a. Mary Chelin reported that the 565 Jefferson Street HOME Rehab Project was in the final stage of processing at MHFA.
- b. Mary Chelin reported on the status of the Willow Run HOME Rehab Project in Willmar.
- c. Discussion of what the sales price for the School Construction Program house should be. The issue will be revisited at the October Board Meeting, with an update on costs thus far.
- d. The Technical Assistance Application for the Rolling Meadows Extension has been submitted to GMHF for consideration.

VIII. ADJOURNMENT

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

Recorded by Jean Ward, HRA Executive Director

John Houle, Secretary/Treasurer

Hutchinson Housing & Redevelopment Authority



Regular Board Meeting – October 15th, 2002

MINUTES

- I. CALL TO ORDER: Chairperson Joel Kraft, called the meeting to order. Members Present: Duane Hoversten, Thor Skeie and Ian McDonald. Staff Present: Jean Ward, and Judy Flemming. Absent: John Houle.

- II. CONSIDERATION OF MINUTES OF BOARD MEETING ON September 17th, 2002. John Houle moved to approve. Duane Hoversten seconded and the motion carried unanimously.

- III. FINANCIAL REPORT
Duane Hoversten moved to approve. Thor Skeie seconded and the motion carried unanimously.

- IV. PARK TOWERS
 - a. The Board received copies of the RASS Results. Due to the good scoring level, a follow up plan is not required.
 - b. A memo from HUD was reviewed regarding the issue of allowing tenants possession of firearms. There was general consensus that this is an issue for the Tenant Council.
 - c. Resolution 02-14 Adopting a Risk Control Policy Statement was presented for approval. Ian McDonald moved to approve. Duane Hoversten seconded and the motion carried unanimously.
 - d. Approval of Change Order #1 was presented for approval. Duane Hoversten moved to approve. Ian McDonald seconded and the motion carried unanimously.
 - e. The Board was informed that the 1st phase of construction is to be completed by Friday, Oct. 25th. Tenant moving day is scheduled for Wednesday, October 30th.
 - f. Jean Ward that the tenant who gave false income information has entered into a Retro-Active Rent and Re-payment agreement of \$50/month.
 - g. Jean Ward reported on the October 11th court date of the Unlawful Detainer issue.

- V. SCHOOL CONSTRUCTION PROGRAM
Discussion was held on setting the Purchase Price of the house, being built under the School Construction Program, at \$118,500. Duane Hoversten moved to approve. Ian McDonald seconded and the motion carried unanimously.

- VI. CONSIDERATION OF AUDIT PROPOSALS
The Board reviewed the two proposals that were submitted for auditing of the HRA. Thor Skeie made a motion to award the audit to Babcock, Langbein & Co. for a total cost of \$1200. Duane Hoversten seconded and the motion carried unanimously.

VII. CASA APPLICATION – RESOLUTION 02-17

A Consideration of Approving a CASA Application for mortgage financing of existing units in Hutchinson was presented. Ian McDonald moved to approve. Duane Hoversten seconded and the motion carried unanimously.

VIII. HOUSING REHABILITATION PROGRAMS

a. Mary Chelin reported on the HOME Rental Rehabilitation Projects being administrated by the HRA.

- The 565 Jefferson Street Project loan closing and pre-construction meeting is scheduled for October 24, 2002.
- The Tenant Verifications for the Willow Run Project in Willmar, MN are completed, with 64 out of a total of 77 units qualifying. As soon as all Soft Costs for the project are finalized the Project Costs will be established and the Loan Closing date will be set.

b. Judy Flemming reported on the Franklin-Grove Street Program. 25 applications have been received out of which 16 have been reviewed. Two units have been inspected and work specifications are being written. Once the write-ups are received they will be forwarded to DTED for approval of the way the work write-ups are to be written for the Program.

IX. CONSIDERATION OF PURCHASE OF LAND FROM HHI

Proposal of purchasing the East 22 feet of Lot Ten (10), Block Twenty-Nine (29), South Half of Hutchinson form Hutchinson Housing Inc., was presented for approval. After discussion Thor Skeie moved that the HRA purchase the land for \$1.00, thereby all land associated with Park Towers will be owned by the HRA. Ian McDonald seconded and the motion carried unanimously.

X. FYI

- The Board received copies of the Housing Initiative Golf Fund Raiser Revenues/Expenses Report. Net Proceeds amounted to \$5,821.02.
- The Board was informed that the Maxfield Housing Study is now available on CD at the Cost of \$15.
- The Board received information on a request for City Annexation and City Services for a proposed 150-200 lots.

XI. ADJOURNMENT

As there was no other business, Chairman Joel Kraft declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

John Houle, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting

November 19th 2002

MINUTES

1. CALL TO ORDER: Chairperson Joel Kraft, called the meeting to order. Members Present: Ian McDonald, Duane Hoversten, Thor Skeie and John Houle. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF HRA BOARD MEETING ON OCTOBER 15, 2002
Thor Skeie moved to approve. Duane Hoversten seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
John Houle moved to approve the financials. Ian McDonald seconded and the motion carried unanimously. Jean Ward discussed the status of the 2002 budget.
4. PARK TOWERS UPDATE
 - a. Consideration of Resolution #02-18 to Approve 2002 Revised Budget #2. John Houle moved to approve. Duane Hoversten seconded and the motion carried unanimously.
 - b. Consideration of Resolution #02-19 to write off rental charges for apartment 616 for evicted tenant. Thor Skeie moved to approve. Ian McDonald seconded and the motion carried unanimously.
 - c. PHAS score for 12/31/2001
This year's PHAS score is 96, which is considered a High Performer. Last year's score was 94.
5. CLOSE OUT 1999 DTED PROGRAM, EQUITY GAP
The last DTED loan closed November 1, 2002. The closeout report was sent into DTED this week.
6. ROLLING MEADOWS MEETING UPDATE
Joel Kraft updated the board on what was discussed at the Rolling Meadows Extension meeting with Greater MN Housing Fund.
7. HOME PROGRAM UPDATE
 - a. Jefferson Street Apartments the closing never occurred. The owner was non-responsive. A letter was sent at the beginning of the month to the owner to respond by the end of the month or the funds will not be available.
 - b. Jean Ward discussed the Willow Run revised contracts. Jean Ward asked for a board member to help negotiate the revised contract if necessary. John Houle said that the

first step should be to figure the actual costs compared to the contract rate. Duane Hoversten and Ian McDonald thought that it should be explained in the letter to the Willow Run owners' lawyer that MHFA requested the Hutchinson HRA to do the extra work for the third party income verifications. Basically anything over the actual costs could be negotiable however the actual costs need to be paid.

8. MCLEOD COUNTY HRA – ADMINISTRATION OF SECTION 8 PROGRAM -
DISCUSSION

Jean Ward informed the board that she was approached to take over administration of the Section 8 Program for McLeod County. One red flag that Jean Ward saw was that HUD is considering lowering the administration fees. There will be some upfront costs too. One would be computer program. Another one would be to hire an additional person to work with the 85 vouchers in McLeod County. Administration fees are currently \$46000 per year. John Houle wanted to know how it would affect the charter. Jean Ward said there would have to be a joint powers agreement. Duane Hoversten suggested that the board should put on hold the discussion until congress has made the changes to the fees. The board would possibly be interested in a contract for the \$46,000 and all the up-front costs; however they would like to get more exact numbers first.

9. FYI

- Housing Minnesota Platform
Jean Ward suggested that the board go through one section of the platform at a time; one section each board meeting until the board has went through all the sections.
- Downtown Association Thank You
Duane Hoversten updated the board on the upcoming events of the downtown master plan. He also informed the board that the new EDA Director would be starting this week.

10. ADJOURNMENT

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

Recorded by Jean Ward, HRA Executive Director

John Houle, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting

December 17th 2002

MINUTES

1. CALL TO ORDER: Chairperson Joel Kraft, called the meeting to order. Members Present: Ian McDonald, Duane Hoversten, Thor Skeie and John Houle. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF HRA BOARD MEETING ON NOVEMBER 19th 2002
John Houle moved to approve. Duane Hoversten seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Duane Hoversten moved to approve the financials. Ian McDonald seconded and the motion carried unanimously.
4. PARK TOWERS UPDATE
 - a. Jean Ward told the board about the Construction Monitoring Visit. She also reviewed the report from the monitoring visit. There were no findings.
 - b. Jean Ward went to the meeting on December 16th regarding street improvements planned to Second Avenue. Jean reported to the board:
 - The street will be narrowing by Park Towers
 - There will be times when the water at Park Towers will be shut off.
 - It will be difficult to access the back parking lot during construction.Jean plans on preparing the residents about the road construction.
5. ROLLING MEADOWS EXTENSION UPDATE
John Rodeberg presented to the board a draft of his calculations of the City Participation for the Rolling Meadows Extension. He estimates a total participation of \$213,200 coming from reduced assessments and land payment for the road.
6. HUTCHINSON SCHOOL CONSTRUCTION PROGRAM UPDATE
 - a. Jean informed the board that MHFA would give the Hutchinson School Construction Program an extension on the financing so another house can be built. Thor Skeie moved to accept the extension. Ian McDonald seconded and the motion carried unanimously.
7. 2003 COMMUNITY DEVELOPMENT PLAN
Jean presented the 2003 Community Development Plan to the board. She pointed out the changes from last year's plan. She also said that a public hearing was needed before the plan could be presented to the City Council on January 14th. Duane Hoversten moved to

set the Public Hearing date for January 8th and also moved to approve Resolution 02-20 approving the 2003 plan. John Houle seconded and the motion carried unanimously.

8. DOWNTOWN MASTER PLAN DRAFT REVIEW/COMMENTS

Duane Hoversten informed the board about the process the Downtown Association has gone through for the master plan.

The board recommended that Jean submit comments stating that the HRA does not want to lose its redevelopment powers.

Duane also would like to have a HRA Board, planning session about the downtown housing after the final draft of the plan is done.

9. SUBORDINATION REQUEST– Adams Street Rehab Loan & City Revolving Loan
After reviewing the subordination request forms John Houle moved to approve the two subordinations. Ian McDonald seconded and the motion carried unanimously.

10. PROGRAM UPDATES

Judy Flemming updated the board on the CASA applications and the progress of the Franklin Grove Neighborhood Rehab Program.

Jean Ward presented to the board the new contract for the Willow Run project in Willmar. The HRA will be paid the stated contract amounts. The board's consensus was to enter into the new contract and approve the execution of the new contract.

11. ADJOURNMENT

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

Recorded by Jean Ward, HRA Executive Director

John Houle, Secretary/Treasurer