



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – January 21st 2003

Agenda

1. CALL TO ORDER – **8 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON DECEMBER 17, 2002
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
4. PARK TOWERS UPDATE
 - 4a. Park Towers 2003 Budget Revision – RESOLUTION 03-01
 - 4b. Construction Update
5. ROLLING MEADOWS EXTENSION UPDATE
 - 5a. Site Plan presented by Bruce Naustdal & Diane Sorensen
 - 5b. Project Budget
6. WILLOW RUN UPDATE
 - 6a. Final Negotiated fee
7. HUTCHINSON SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 7a. Consideration of listing home with Diane Sorensen, Hometown Realty
8. RESOLUTION #03-02
 - 8a. Consideration of resolution authorizing mileage reimbursement
9. REVISED CITY CENTER 2003 BUDGET
10. FYI
 - 10a. Approval notice from DTED for final closeout of 1999 SCDP Equity Gap Loan Program
 - 10b. Update on lots for school program
 - 10c. Notice from Dept. of Economic Security re disqualification of unemployment claim
11. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – February 18, 2003

Agenda

1. CALL TO ORDER – **7:30 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON JANUARY 21, 2003
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
 - 3c. Park Towers Year End Operating Budget Report
4. PARK TOWERS UPDATE
 - 4a. Consideration of RESOLUTION 03-02 – Public Housing Assessment System (PHAS) Management Operations Certification
 - 4b. Consideration of RESOLUTION 03-03 – Calculation of 2003 Performance System Operating Subsidy
 - 4c. Review of FYE 2002 Adjustments to Calculation of Operating Subsidy
 - 4d. Review of Letter from HUD - 2003 operating subsidies will be funded at or near 90% of each housing authority's eligible operating subsidy. Estimate is 90% of \$146,097 or \$131,487
 - 4e. Update on Apartment Renovation Project
 - Apartments available in March will be marketed throughout the year – estimated to be filled by year end.
5. HUTCHINSON SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 5a. Budget Update
 - 5b. Request for approval of \$1200 Appliance Allowance
 - 5c. Lot on Harmony Lane Update
 - Asking price \$31,900
6. FYI
 - 6a. Existing CASA funded by MHFA
 - 6b. Application to MHFA CRV Program and GMHF BBN Program submitted. Notifications in April.
 - 6c. Final draft of downtown master plan
 - 6d. HRA Web Page information – HRA and the EDA will be listed under Community Development on City of Hutchinson's Web Page www.ci.hutchinson.mn.us
7. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – March 18, 2003

Agenda

1. CALL TO ORDER – **7:30 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON FEBRUARY 18, 2003
3. FINANCIAL REPORTS
 - 3a. City Center
 1. 2002 Year End Financials
 2. 2003 Financials (January & February)
 3. March Check Register
 - 3b. Park Towers
 1. March Check Register
4. PARK TOWERS UPDATE
 - 4a. Year End Report – Senior Dining
 - 4b. Year End Report – ROSS Grant
 - 4c. Update on Apartment Renovation Project – February 24th Substantial Completion Date
 - 4d. Estimates for Energy Conservation Efforts
 - 4e. Consideration of date for Park Towers Open House – Sunday, May 4th.
5. HUTCHINSON SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 5a. Budget Update
 - 5b. Consideration of Purchase Agreement for Lot at 626 Harmony Lane and \$500 earnest money
6. HRA YEAR END REPORT
7. CONSIDERATION OF SETTING MEETING DATE WITH CITY COUNCIL IN APRIL
8. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – April 15, 2003

Agenda

1. CALL TO ORDER – **7:30 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON MARCH 18, 2003
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
4. PARK TOWERS UPDATE
 - 4a. Resolution 03-04– HRLARP Retirement Plan
 - 4b. Estimates for Energy Conservation Efforts
5. HUTCHINSON 2002/2003 SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 5a. Review of Purchase Agreement for \$122,186
 - 5b. Review of Preliminary Statement for Seller
 - 5c. Review of Revised Budget Estimates
 - 5d. FYI – Approval for CASA Funds, BBN Rolling Meadows
6. HUTCHINSON 2003/2004 SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 6a. FYI – Lot purchased at 626 Harmony Lane
7. SUBORDINATION REQUEST
8. FYI
 - 8a. Senior Dining Invitation
9. ADJOURNMENT
10. HHI QUARTERLY MEETING
11. MEETING WITH CITY COUNCIL
 - 11a. Review the Year End Report – Chairman, Joel Kraft
 - 11b. Review Memo re Housing Programs – Executive Director, Jean Ward
12. WALK THROUGH AT SCHOOL CONSTRUCTION HOUSE – 966 Carolina Parkway NW



Hutchinson Housing & Redevelopment Authority

Special Board Meeting – May 1, 2003

Agenda

1. CALL TO ORDER – **8:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. FINANCE REPORT
 - 2a. Spring NAHRO Conference Registration Fee
 - 2b. Madden's Room Reservation
3. SUBORDINATION REQUEST
4. PROPOSED SUBORDINATION POLICY CHANGE
 - 4a. Proposed Policy
 - 4b. Resolution 03-05 to Appoint Board Members to the Loan Review Committee and to Authorize the Loan Review Committee to Approve Both Loan Applications and Subordination Requests According to the Established Program Guidelines
5. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – May 20, 2003

Agenda

1. CALL TO ORDER – 7:30 a.m. - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON APRIL 15, 2003 & MINUTES OF SPECIAL HRA BOARD MEETING ON MAY 1, 2003
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
4. PARK TOWERS UPDATE
 - 4a. Capital Fund Program Update – Completion of Apartment Renovation Project
 - 4b. Consideration of Final Change Order
 - 4c. Proposed PHAS Rule Draft Comment Letter
5. SUBORDINATION POLICIES & LOAN REVIEW COMMITTEE RESOLUTION
 - 5a. Consideration of Subordination Policies for Rehab Loans
 - 5b. Consideration of Subordination Policies for New Construction Equity Gap Loans
 - 5c. Consideration of Resolution for Loan Review Committee to Review and Make Recommendations
6. CONSIDERATION OF FRANKLIN-GROVE NEIGHBORHOOD SCDP LOAN #8680-02
7. CONSIDERATION OF RECOMMENDATION FOR CITY COUNCIL APPROVAL OF REVISED HOUSING REHABILITATION REVOLVING LOAN FUND PROCEDURAL GUIDELINES
8. CONSIDERATION OF HRA FEE SCHEDULE
9. CONSIDERATION OF APPROVAL TO EXECUTE 2003 MHFA HOME RENTAL REHAB AGREEMENT
10. HUTCHINSON 2003/2004 SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 10a. Consideration of Plan for School Construction Program
 - 10b. Consideration of New Purchase Agreement for full Sale Price – Closing June 20, 2003
Notice of Removal of Contingency for First Purchase Agreement
11. CONSIDERATION OF DRAFT AUDIT
12. UPDATE ON ROLLING MEADOWS EAST – Question regarding City Bonding
13. CONSIDERATION OF CHANGE OF DATE FOR THE JUNE BOARD MEETING – Thursday, June 19, 2003
14. FYI
 - 13a. New Rates on MHFA First Time Homebuyers Funds
15. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority
Regular Board Meeting – June 19, 2003

Agenda

1. CALL TO ORDER – **8:30 a.m.** - CITY CENTER LIBRARY
2. MINUTES OF HRA BOARD MEETING ON MAY 20, 2003
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
4. PARK TOWERS UPDATE
 - 4a. Annual Plan
 1. Flat Rent Proposal
 2. Capital Fund Plan Proposal
 3. Set Annual Plan Public Hearing Date – July 30th
 4. 2002 PHAS Scores – High Performer
5. HUTCHINSON SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 5a. Issues: Sod and Drainage
 - 5b. Closing Date, June 30, 2003
6. CONSIDERATION OF AUDIT
7. EXECUTION OF CRV AGREEMENT WITH MHFA FOR ROLLING MEADOWS EAST GAP LOANS
8. HRA FEE SCHEDULE
9. CITY CENTER BUDGET
10. FYI
 - 10a. Approval of City Council Resolutions
 - 10b. Crow River Habitat for Humanity Lots
 - 10c. Revolving New Construction Loan Balance – Repayment of \$13,755
11. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority
Regular Board Meeting – July 15, 2003

Agenda

1. CALL TO ORDER – **7:30 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON JUNE 19, 2003
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
4. HRA BOARD MEMBER REPLACEMENT APPLICANTS:
 - Becky Felling, Specific Applicant for HRA Board
 - Lemaire Grams, Interested in any City Board
5. PARK TOWERS UPDATE
 - 5a. FYI: Annual Plan Public Meeting, July 30th at Noon
6. CONSIDERATION FOR APPROVAL OF 2004 CITY CENTER BUDGET
7. CONSIDERATION OF EXECUTION OF REHAB LOAN PROGRAM CONTRACT
8. FYI
 - 8a. Update on Meeting Regarding Existing Home CASA Program
 - 8b. Monitoring Visit from DTED's Patrick Armon, July 23rd-24th with an Exit Meeting in the morning on the 24th.
9. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority
Regular Board Meeting – August 19, 2003

Agenda

1. CALL TO ORDER – 8:00 a.m. - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON JULY 15, 2003
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
4. PARK TOWERS UPDATE
 - 4a. Consideration for Approval of 2004 Park Towers Budget
 - 4b. Resolution #03-06 to Officially Void List of Outstanding Checks on Park Towers Books
 - 4c. Review of New Streamlined Small PHA Plan Update, Annual Plan for Fiscal Year 2004
 - 4d. Consideration of Approval of Annual and Resolution of PHA Certifications of Compliance with the PHA Plans and Related Regulations
 - 4e. FYI – Email on Capital Funds
5. CONSIDERATION FOR APPROVAL OF RESOLUTION #03-07 TO ADOPT THE CITY PAY PLAN
6. 2002/2003 SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 6a. Revised Budget
 - 6b. Proceeds Statement
 - 6c. Program Financing Statement
 - 6d. Memorandum of Understanding with School District
7. 2003/2004 SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 7a. Bid Results
 - 7b. Budget
 - 7c. Consideration of Awarding Contracts to Lowest Bidders
 - Excavator - Juul Contracting Co. - \$10,283
 - Concrete – Students w/ Styrofoam Forms - \$10,500
 - Electrical – Bernhagen Electric - \$5,414
 - Plumbing & Heating - B&C Plumbing & Heating - \$8,500
 - Building Materials – UBC - \$27,000
8. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
 - 8a. Consideration of Franklin-Grove Neighborhood SCDP Loans #8680-04 & #8680-05
 - 8b. Monitoring Visit Letter from DTED’s Patrick Armon from visit on July 23rd and 24th.
9. FYI
 - 9a. Rolling Meadows Extension – Sorensen Naustdal Properties anticipates Zoning/Platting to be approved in October and construction to start in the spring.
10. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority

Annual Board Meeting – August 19, 2003

Agenda

1. CALL TO ORDER – **7:30 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF ANNUAL HRA BOARD MEETING ON AUGUST 21, 2002
3. ELECTION OF OFFICERS
 - Appointment of Loan Committee Members
(2 Board Members & HRA Director)
4. REVIEW OF 2004 HRA PLANS/OBJECTIVES
5. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – September 16, 2003

Agenda

1. CALL TO ORDER – 7:30 a.m. - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON AUGUST 19, 2003
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
 - Review of Formula for Current Year Net Activity
 - 3c. Consideration of Resolution 03-11 to Approve Payment of Routine Utility Bills With Due Dates Prior To Monthly Board Meetings
4. CONSIDERATION OF RESOLUTION #03-09 TO REMOVE JOEL KRAFT AS SIGNATORY ON HRA ACCOUNTS AND THEN TO ADD JOHN HOULE AS SIGNATORY ON HRA ACCOUNTS
5. PARK TOWERS UPDATE
 - 5a. Consideration of Resolution #03-08 accompanying PHA Annual Plan
 - 5b. Consideration for Approval of Resolution 03-10 – 2004 Park Towers Budget
6. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
 - 6a. Consideration of Approval for Franklin-Grove Neighborhood SCDP Loan #8680-06
7. REVIEW OF DOWNTOWN MASTER PLAN
 - 7a. FYI – Email to Patrick Armon
8. CONSIDERATION OF CREATING A TASK FORCE TO DEVELOP NEW CONSTRUCTION REVOLVING GUIDELINES
9. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – October 21, 2003

Agenda

1. CALL TO ORDER – **7:30 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON SEPTEMBER 16, 2003
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Authorization to pay \$20,000 HHI Loan
 - 3c. Park Towers
4. PARK TOWERS
 - 4a. Resolution # 03-12 Authorizing Designation of 2003 Uncollectable Account
 - 4b. Resolution # 03-13 Approving Calculation of Performance Funding System
 - 4c. 2002 PHAS Score – High Performer Status
 - 4d. FYI – Low Loss Achievement Award from Housing Authority Insurance Group
5. REVIEW OF DOWNTOWN MASTER PLAN
6. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority
Regular Board Meeting – November 18, 2003
Agenda

1. CALL TO ORDER – **7:30 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON OCTOBER 21, 2003
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
4. PARK TOWERS
 - 4a. 2003 Revised Budget
 - 2003 Revision #2 Park Towers Budget Memo
 - Consideration to Approve Resolution #03-14 Operating Budget Revision
 - 4b. Termination of Lease Notice by Augustana Homes, Contract for Senior Dining Awarded to New Provider - effective January 1, 2004
 - 4c. Resident Rent Recertification Update
 - 4d. FYI – High performers submit assessments to HUD every other year. Only the financials need to be submitted annually.
5. REVIEW OF SUB-PRIME UNDERWRITING GUIDELINES
6. SCHOOL CONSTRUCTION UPDATE
 - 6a. Update on House on Harmony Lane
 - 6b. Working on Options for a Lot for 2004/2005 School Year
 1. Habitat for Humanity Lots
 2. 533 Hassan Street – Infill Lot
 3. Other Developments: Scenic Homes – Island View Heights 6th, & other new developments
7. UPDATE ON REDEVELOPMENT OF DOWNTOWN HOUSING
 - 7a. Ken Merrill regarding Redevelopment Tax Increment Financing
 - 7b. Report on Walk through of Gateway Apartments
 - 7c. Report on Meeting with Hans Hagen, Developer of Monticello Redevelopment Project
8. Consideration for Approval of Subordination Request for an Adam Street Neighborhood Loan #8670.

9. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
 - 9a. Consideration of Franklin-Grove Neighborhood SCDP Loans #8680-07
10. RESIGNATION OF JOHN HOULE – DECEMBER 1, 2004
 - 10a. Election of New Chairman
 - 10b. Designation of a New Loan Review Committee Member
11. CONSIDERATION OF STEP INCREASE FOR EXECUTIVE DIRECTOR
12. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority
Regular Board Meeting – December 16, 2003
Agenda

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON NOVEMBER 18, 2003
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
 - 3c. Consideration of Resolution #03-15 Approve Adding Ian McDonald, Board Chairman as Authorized Bank Signatory
4. PARK TOWERS UPDATE
5. REVIEW OF CRV PROCEDURAL GUIDELINES
6. SCHOOL CONSTRUCTION UPDATE
 - 6a. Update on Options for a Lot for 2004/2005 School Year
 - 6b. Invitation to the High Schools' Open House at the 626 Harmony Lane House December 23rd from 11AM – 2PM
 - 6c. \$2200 Donation from I.J. Burich Foundation Towards Purchase of Lot
7. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
 - 7a. Consideration of Franklin-Grove Neighborhood SCDP Emergency Loan #8680-08
8. CONSIDERATION OF APPROVAL FOR HOUSING DEVELOPMENT PLAN
 - 8a. Recommendation to go to the City Council for Approval.
9. RECOMMENDATION FOR HRA BOARD MEMBER
 - 9a. Recommendation to go to the City Council for Approval.
10. ADJOURNMENT -- **Meet at Country Kitchen for Breakfast.**