



Hutchinson Housing & Redevelopment Authority
Regular Board Meeting – January 21st 2003
Minutes

1. CALL TO ORDER: Vice Chairperson, Thor Skeie called the meeting to order. Members Present: Ian McDonald, Duane Hoversten, and John Houle. Staff Present: Jean Ward, and Judy Flemming. Chairman Joel Kraft arrived after the meeting was called to order.
2. MINUTES OF HRA BOARD MEETING ON DECEMBER 17, 2002
John Houle moved to approve. Ian McDonald seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Duane Hoversten moved to approve the financials. John Houle seconded and the motion carried unanimously.
4. ROLLING MEADOWS EXTENSION UPDATE
Bruce Naustdal & Diane Sorensen presented the Site Plan to the Board. Bruce hopes to start grading the development in the Spring and start building the first phase of homes in the Summer. The Board asked Bruce and Diane if they liked the alleys incorporated in the site plan. They responded by saying they felt that the homes located on the alleys would be the last to be sold; however with the financing packages available that they will sell the homes.

Jean Ward presented the Project Budget to the board. The GMHF application will be requesting over a million dollars for this extension, including construction financing, interim gap financing & homebuyer affordability gap financing. If the actual costs are greater than the budget projections, GMHF said that a waiver would need to be requested for the land costs.

Ian McDonald asked if the paperwork for the homebuyer financing would be streamlined. Jean and Judy assured him that only the necessary paperwork for the specific financing program(s) will be required and will be streamlined as much as possible.

Ian McDonald moved to approve the submission of the GMHF application for the Rolling Meadows Extension. Thor Skeie seconded and the motion carried unanimously.
5. PARK TOWERS UPDATE
Thor Skeie moved to approve the RESOLUTION 03-01, Park Towers 2003 Budget Revision. Duane Hoversten seconded and the motion carried unanimously.

Jean Ward updated the Board on the progress of the renovations at Park Towers. The contractors are starting the third phase. The renovations are scheduled to be finished in February.
6. WILLOW RUN UPDATE
Duane Hoversten moved to execute the new contract for the Willow Run HOME Rental Rehab project. John Houle seconded and the motion carried unanimously.

7. HUTCHINSON SCHOOL CONSTRUCTION PROGRAM UPDATE
John Houle moved to list the Hutchinson School Construction Program home with Diane Sorensen, Hometown Realty. Thor Skeie seconded and the motion carried unanimously.
8. RESOLUTION #03-02
Thor Skeie moved to approve Resolution 03-02 authorizing mileage reimbursement. John Houle seconded and the motion carried unanimously.
9. REVISED CITY CENTER 2003 BUDGET
Duane Hoversten moved to approve the Revised City Center 2003 Budget. Thor Skeie seconded and the motion carried unanimously.
10. FYI
 - Approval notice from DTED for final closeout of 1999 SCDP Equity Gap Loan Program
 - Jean Ward updated the Board on a lot for school program. The lot is located on Harmony Lane and is owned by Evenson Portrait. Ian McDonald also suggested some lots located near the industrial park, next to the Morningside development. He said that the HRA might be able to buy the lots affordably.
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



Hutchinson Housing & Redevelopment Authority
Regular Board Meeting – February 18, 2003
Minutes

1. CALL TO ORDER: Chairman Joel Kraft called the meeting to order at the new time 7:30 a.m. Members Present: Duane Hoversten, and John Houle. Staff Present: Jean Ward, and Judy Flemming.

2. MINUTES OF HRA BOARD MEETING ON JANUARY 21, 2003
John Houle moved to approve. Duane Hoversten seconded and the motion carried unanimously.

3. FINANCIAL REPORTS
Duane Hoversten moved to approve the financials. John Houle seconded and the motion carried unanimously.

4. PARK TOWERS UPDATE
Duane Hoversten moved to approve the RESOLUTION 03-02, Public Housing Assessment System (PHAS) Management Operation Certification. John Houle seconded and the motion carried unanimously.

John Houle moved to approve the RESOLUTION 03-03 – Calculation of 2003 Performance System Operating Subsidy. Duane Hoversten seconded and the motion carried unanimously.

Jean Ward reviewed the FYE 2002 Adjustments to Calculation of Operating Subsidy and the Letter from HUD about the 2003 operating subsidies that will be funded at or near 90% of each housing authority's eligible operating subsidy. The estimate is 90% of \$146,097 or \$131,487.

Jean Ward also updated the Board on the progress of the renovations at Park Towers. The renovations are scheduled to be finished the end of February. The contract stated the apartments were to be done the beginning of February, so the architect is calculating the liquidated damages for not meeting contract date. Apartments available in March will be marketed throughout the year and are estimated to be filled by the end of the year.

5. HUTCHINSON SCHOOL CONSTRUCTION PROGRAM UPDATE
Judy Flemming updated the Board on the budget and the Board approved to include a \$1200 appliance allowance in the budget.

Jean Ward updated the Board on the lot on Harmony Lane. The asking price is \$31,900. Jean proposed that the HRA offer \$25,000 cash and the rest would be a donation (tax break). Duane Hoversten moved to make an offer of \$25,000 on the Harmony Lane lot, contingent on the sale of the current school construction home. John Houle seconded and the motion carried unanimously.

6. FYI

- Existing CASA funded by MHFA

- Application to MHFA CRV Program and GMHF BBN Program submitted. Notifications in April.
- Final draft of downtown master plan
- 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

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 – March 18, 2003
Minutes

1. CALL TO ORDER: Vice Chairman Thor Skeie called the meeting to order at 7:30 a.m. Members Present: Ian McDonald, and John Houle. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF HRA BOARD MEETING ON FEBRUARY 18, 2003
John Houle moved to approve. Ian McDonald seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
City Center:
 - John Houle moved to approve the 2002 Year End Financials. Ian McDonald seconded and the motion carried unanimously.
 - Ian McDonald moved to approve 2003 Financials (January & February)
 - Ian McDonald moved to approve the March Check Register with the exception of check #6152, the earnest money to purchase lot, which will be considered later in the meeting, agenda item #5.Park Towers:
 - John Houle moved to approve the March Check Register. Ian McDonald seconded and the motion carried unanimously.
4. PARK TOWERS UPDATE

Judy Flemming presented to the Board the Year End Report for the ROSS Grant. John Houle moved to approve the ROSS Grant Year End Report. Ian McDonald seconded and the motion carried unanimously.

LoAnn Hanson presented to the Board the Year End Report for Park Towers Senior Dining. Ian McDonald moved to approve the Senior Dining Year End Report. John Houle seconded and the motion carried unanimously.

Jean Ward updated the Board on the progress of the renovations at Park Towers. February 24th was the substantial completion date. The final walk through will be March 25th.

The Hutchinson Utilities Commission contacted Jean Ward about a program for energy conservation. Jean is working with Quade's Electric to get estimates for energy conservation ideas at Park Towers. The estimates are due by April 1st.

Jean Ward asked the Board to consider a date for an Open House/Ice Cream Social for the newly renovated apartments at Park Towers. After discussion, May 18th from 2 to 4 was chosen as a date when most Board members could attend.
5. HUTCHINSON SCHOOL CONSTRUCTION PROGRAM UPDATE
Judy Flemming updated the Board on the budget.

John Houle informed the Board and the HRA Staff that 3M would contribute \$2500 for the Hutchinson School Construction Program.

Jean Ward updated the Board on the negotiations for the lot on Harmony Lane. The purchase price is \$27,000 with \$500 earnest money and \$9,500 at closing on April 9th along with a 0% interest rate, promissory note for \$17,000 due upon sale of home located at 966 Carolina Parkway or by June 1st, which ever occurs first. The HRA would be responsible for the 2003 real estate taxes and the City Attorney would do the title work. Ian McDonald moved to approve the Purchase Agreement for Lot at 626 Harmony Lane and the \$500 earnest money. John Houle seconded and the motion carried unanimously.

The Board would like to walk through the School built home next board meeting.

6. HRA YEAR END REPORT

Jean Ward presented highlights of the 2002 Year End Report with the Board. John Houle moved to approve the HRA Year End Report. Ian McDonald seconded and the motion carried unanimously.

The Board agreed to set a meeting with the Hutchinson City Council April 15th to review the HRA Year End Report.

7. ADJOURNMENT

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

Recorded by Jean Ward, HRA Executive Director

John Houle, Secretary/Treasurer



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

1. CALL TO ORDER: Chairman Joel Kraft called the meeting to order at 7:30 a.m. Members Present: Thor Skeie, Ian McDonald, and John Houle. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF HRA BOARD MEETING ON MARCH 18, 2003
John Houle moved to approve. Ian McDonald seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Ian McDonald moved to approve the Financials. Thor Skeie seconded and the motion carried unanimously.
4. PARK TOWERS UPDATE
Jean Ward reviewed the changes that HRLARP made to the HRA retirement plan. John Houle asked why HRA staff did not have the same retirement plan as city employees. Jean explained that HUD and PERA determined that HRA employees were not eligible for the same retirement plan. Thor Skeie moved to approve Resolution 03-04–Amended HRLARP Retirement Plan. Ian McDonald seconded and the motion carried unanimously.

Jean Ward updated the Board on the estimates for energy conservation ideas at Park Towers and presented the letter she submitted to the Utilities Commission for energy conservation funding. In addition Jean presented to the Board a proposal to purchase air conditioner units for the units that were renovated this last phase. The state electrician required a change of wiring to the air conditioner units from 220 volts to 110 volts. The change means that the residents would need to purchase new A/C units. The appropriate A/C units are becoming very costly to purchase and a hardship to many residents. Jean found out that A/C units are an eligible Capital fund expense in the future. Thor Skeie moved to approve the purchase of the 21 air conditioning units from the operating reserves and putting the purchase of the remainder of the A/C units (80 units) in the 2004 Capital Fund plan. John Houle seconded and the motion carried unanimously.

5. HUTCHINSON 2002/2003 SCHOOL CONSTRUCTION PROGRAM UPDATE
Jean Ward informed the Board that a purchase agreement for the home on Carolina Parkway was reviewed and accepted for \$122,186. The closing is scheduled for May 30, 2003.

Jean Ward presented to the Board the revised budget and included the closing costs and the preliminary statement for the seller. Ian McDonald also informed the Board that the CASA program no longer has points that need to be paid but that these points can be transferred to closing costs.

6. HUTCHINSON 2003/2004 SCHOOL CONSTRUCTION PROGRAM UPDATE
Jean Ward informed the Board that the lot at 626 Harmony Lane was purchased for the 2003/2004 School Construction Program

7. SUBORDINATION REQUEST
Judy Flemming presented to the Board a subordination request for an Adam Street SCDP Loan. They are refinancing with no cash out. John Houle moved to approve the subordination. Ian McDonald seconded and the motion carried unanimously.
8. The Board is invited to the Senior Dining 30th Anniversary at Park Towers May 20th at 11:15AM.
9. ADJOURNMENT
There being no other business, Chairman Joel Kraft declared the meeting adjourned.
10. MEETING WITH CITY COUNCIL
Chairman Joel Kraft reviewed the HRA Year End Report with the City Council Members. Jean Ward reviewed the housing program updates that will be presented at an upcoming City Council Meeting.
11. WALK THROUGH AT SCHOOL CONSTRUCTION HOUSE – 966 CAROLINA PARKWAY NW

Recorded by Jean Ward, HRA Executive Director

John Houle, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Special Board Meeting – May 1, 2003

Minutes

1. CALL TO ORDER: Chairman Joel Kraft called the meeting to order at 8 a.m. Members Present: Duane Hoversten, Ian McDonald, and John Houle. Staff Present: Jean Ward, and Judy Flemming.
2. FINANCIAL REPORTS
Duane Hoversten moved to approved cutting a check for staff to reserve rooms at the Spring NAHRO Conference at Madden's in Brainerd. John Houle seconded and the motion carried unanimously.
3. SUBORDINATION REQUEST
Judy Flemming presented to the Board a subordination request for an Adam Street SCDP Loan. They are refinancing with no cash out. John Houle moved to approve the subordination. Duane Hoversten seconded; Ian McDonald abstained and the motion carried.
4. PROPOSED SUBORDINATION POLICY CHANGE
Jean Ward presented the proposed subordination policy to the Board. The Board discussed how many times a homeowner should be allowed to subordinate. Jean proposed taking out point #7, which stated only one subordination was allowed. 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" was tabled until the regular board meeting so that Marc Seborá can be consulted.
5. FYI
Jean Ward informed the Board that MHFA & GMHF announced that they were awarding some funds to the Rolling Meadows Extension. Jean told the Board she was meeting with the developers, Bruce Naustdal and Diane Sorensen to go through the award letter.
6. 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 – May 20, 2003

Minutes

1. CALL TO ORDER: Chairman Joel Kraft called the meeting to order at 7:30 a.m. Members Present: Duane Hoversten, Ian McDonald, and John Houle. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF HRA BOARD MEETING ON APRIL 15, 2003 & MINUTES OF SPECIAL HRA BOARD MEETING ON MAY 1, 2003
John Houle moved to approve. Duane Hoversten seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Duane Hoversten moved to approve the Financials. John Houle seconded and the motion carried unanimously.
4. PARK TOWERS UPDATE
Jean Ward updated the HRA Board on the completion of the apartment renovation project at Park Towers. John Houle moved to approve the Final Change Order. Ian McDonald seconded and the motion carried unanimously.

Jean updated the Board on the proposed changes to the PHAS Rule. She also reviewed a draft comment letter in response to the proposed changes. Duane Hoversten felt that the letter should be signed, the HRA Board. Ian McDonald moved to approve the Comment Letter. John Houle seconded and the motion carried unanimously.
5. SUBORDINATION POLICIES & LOAN REVIEW COMMITTEE RESOLUTION
Jean presented to the Board the revised subordination policies for Rehab Loans and New Construction Equity Gap Loans. John Houle moved to approve the revised subordination polices. Duane Hoversten seconded and the motion carried. Ian McDonald asked that the newly subordination policies be sent out to the lenders in community.

Jean reviewed the open meeting laws explained to her by Marc Sabora, the City Attorney. Duane Hoversten moved to approve the Resolution for the Loan Review Committee to Review and Make Recommendations to the HRA Board. Ian McDonald seconded and the motion carried unanimously.
6. CONSIDERATION OF FRANKLIN-GROVE NEIGHBORHOOD SCDP LOAN #8680-02
Judy Flemming presented the recommendation for approval from the Loan Review Committee. Duane Hoversten moved to approve SCDP Loan 8680-02. Ian McDonald seconded and the motion carried unanimously.
7. CONSIDERATION OF RECOMMENDATION FOR CITY COUNCIL APPROVAL OF REVISED HOUSING REHABILITATION REVOLVING LOAN FUND PROCEDURAL GUIDELINES
Jean presented to the Board the proposed changes to the Housing Rehabilitation Revolving Loan Fund Procedural Guide. The Board agreed with the changes. Ian McDonald moved to

recommend for the City Council to approve the revised Housing Rehabilitation Revolving Loan Fund Procedural Guidelines. John Houle seconded and the motion carried unanimously.

In addition the HRA will be brainstorming in the near future for ideas on how to use the funds for the Revolving New Construction Equity Gap Loan.

8. CONSIDERATION OF HRA FEE SCHEDULE

Duane Hoversten moved to approve the HRA Fee Schedule. John Houle seconded and the motion carried unanimously.

9. CONSIDERATION OF APPROVAL TO EXECUTE 2003 MHFA HOME RENTAL REHAB AGREEMENT

John Houle moved to execute the 2003 MHFA Home Rental Rehab Agreement. Ian McDonald seconded and the motion carried unanimously.

10. HUTCHINSON 2003/2004 SCHOOL CONSTRUCTION PROGRAM UPDATE

Judy presented to the Board four options of homes for the 2003/2004 School construction program. Ian McDonald moved to approve the Candlelight floor plan (Option B). Duane Hoversten seconded and the motion carried unanimously.

Jean also informed the Board that a second purchase agreement for the asking price was issued with no contingencies. A notice of removal of contingency was issued for the first purchase agreement. The new closing date will be June 20, 2003.

11. CONSIDERATION OF DRAFT AUDIT

Jean presented to the Board the draft audit prepared by Babcock, Langbein and Company. John Houle moved to approve the audit. Ian McDonald seconded and the motion carried unanimously.

12. UPDATE ON ROLLING MEADOWS EAST

There is a question regarding the ability of the City to Bond for the project. Duane Hoversten said that we would have to wait until the state legislature makes a decision if cities are allowed to bond.

13. CONSIDERATION OF CHANGE OF DATE FOR THE JUNE BOARD MEETING

The Board agreed to change the date of the June Board meeting to Thursday, June 19, 2003. Duane Hoversten reminded staff to change the date on the City Calendar too.

14. FYI

Jean Ward informed the Board that MHFA has new rates for the first time homebuyers funds.

15. 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 – June 19, 2003

Minutes

1. CALL TO ORDER: Vice Chairman Thor Skeie called the meeting to order at 8:30 a.m. Members Present: Duane Hoversten, Ian McDonald, and John Houle. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF HRA BOARD MEETING ON MAY 20, 2003
John Houle moved to approve. Ian McDonald seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Ian McDonald moved to approve the Financials. John Houle seconded and the motion carried unanimously.
4. PARK TOWERS UPDATE
Jean Ward reviewed a memo that explained the proposed 2004 flat rent for Park Towers. The rents of Prince of Peace were compared to Park Towers. John Houle moved to approve the flat rent for 2004 to be \$490 for a 1 bedroom and \$592 for a 2 bedroom. Duane Hoversten seconded and the motion carried unanimously.

Next Jean reviewed with the Board the proposed Capital Fund Plan for 2004, 2005 & 2006. Duane Hoversten moved to approve the Capital Fund Plan for 2004, 2005 & 2006. Ian McDonald seconded and the motion carried unanimously.

The Board discussed a date for the Annual Plan public hearing. Ian McDonald moved to have the Annual Plan public hearing on July 30th. Duane Hoversten seconded and the motion carried unanimously.

Jean reviewed with the Board the 2002 PHAS scores. This year's score is 95 which is designated a high performer. Last years score was 96. Next year the management section will not score as high as this year. The vacant unit turnaround time will be longer with all the renovated apartment being available to rent at once. John Houle moved to approve the 2002 PHAS scores. Duane Hoversten seconded and the motion carried unanimously.
5. HUTCHINSON SCHOOL CONSTRUCTION PROGRAM UPDATE
Judy Flemming informed the Board that there were some issues with the drainage and sod at the home on 966 Carolina Parkway. A 10% retainer was held back so White Construction will be working on the grading to help the lot will drain and once the drainage is corrected then the sod will improve.

Jean informed the Board that the closing date for the house will be June 20, 2003.
6. CONSIDERATION OF AUDIT
Jean told the Board that the only change from the draft that the Board had reviewed previously was that construction in progress for the school construction program was added to the combined balance sheet on page 2. Duane Hoversten moved to approve the Audit. John Houle seconded and the motion carried unanimously.

7. EXECUTION OF CRV AGREEMENT WITH MHFA FOR ROLLING MEADOWS EAST GAP LOANS
Ian McDonald moved to execute the CRV Agreement with MHFA for Rolling Meadows East. Duane Hoversten seconded and the motion carried unanimously.
8. CONSIDERATION OF HRA FEE SCHEDULE
The cost to purchase a hard copy of the Maxfield housing study was added to the fee schedule. John Houle moved to approve the HRA Fee Schedule. Duane Hoversten seconded and the motion carried unanimously.
9. CITY CENTER BUDGET
Jean presented the proposed HRA, City Center Budget to the Board. The Board said it looked good. The budget will be presented for formal approval next month.
10. FYI
- Jean Ward informed the Board that the City Council approved the resolution that the board recommended.
 - Also she told them that the Crow River Habitat for Humanity are considering purchasing some lots near the industrial park and that they may sell the HRA some lots for our school construction program.
 - There was a repayment from the new construction gap loans so the new balance in the city revolving new construction loan program is \$21,505.
 - June 23rd staff will be at training for the CRV program.
 - The Franklin Grove Program will be monitored by DTED July 17th and 18th.
 - The first house in the Franklin Grove Program is done. The lead cleared and we got an excellent evaluation from the homeowner.
 - HUD has rescinded the proposed PHAS rule that Jean discussed last month.
11. ADJOURNMENT
There being no other business, Vice Chairman Thor Skeie declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

John Houle, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – July 15, 2003

Minutes

1. CALL TO ORDER: Chairman Joel Kraft called the meeting to order. Members Present: Duane Hoversten, Thor Skeie, and John Houle. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF HRA BOARD MEETING ON JUNE 19, 2003
John Houle moved to approve. Thor Skeie seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
John Houle moved to approve the Financials. Duane Hoversten seconded and the motion carried unanimously.
4. FAIRWELL TO CHAIRMAN JOEL KRAFT AND HRA BOARD MEMBER REPLACEMENT APPLICANTS
This is the last meeting of Chair Joel Kraft's term. The Board and staff thanked Joel Kraft for his 10 years of service. We all greatly appreciated him.

Jean Ward had Melissa Starke, the City Council Secretary, advertise for anyone interested in being on the HRA board. Melissa had two applicants: Becky Felling, who specifically applied for the HRA Board and Lemoine (Lee) Grams, who was interested in any City Board. The Board discussed each application. John Houle moved to recommend to the City Council to appoint Becky Felling to the HRA Board. Thor Skeie second and the motion carried unanimously.

5. PARK TOWERS UPDATE
Jean Ward reminded the Board that the Annual Plan public hearing is at noon on July 30th at Park Towers.

Jean presented to the Board Resolution #03-06 to officially void a list of outstanding check on Park Towers Books. Duane Hoversten wanted to know more about the checks, so the Resolution was tabled.

6. CONSIDERATION FOR APPROVAL OF 2004 CITY CENTER BUDGET
Jean reviewed the budget with the Board. The Board wanted to know what the percent of the allowed tax levy did the HRA request last year. Jean told them that last year the HRA requested 90% of the allowed tax levy and this year would be 91%.

The Board also wanted to know if Jean planned on hiring any additional staff. Jean said that at the present there is no need for additional staff. Jean also told the Board that she was approached by Nan Crary to meet regarding housing programs in McLeod County. Jean will update the Board after her meeting.

Thor Skeie moved to approve the 2004 City Center Budget. John Houle seconded and the motion carried unanimously.

7. CONSIDERATION OF EXECUTION OF REHAB LOAN PROGRAM CONTRACT
Jean reviewed the contract with the Board. John Houle wanted to know why we were doing these loans in other counties. Jean told him that there were not many other agency that would help those communities and that the administration fees covers the cost for these loans. Duane thought it was a good idea to help the other communities because Hutchinson is a Regional Center. Duane Hoversten moved to execute the Rehab Loan Program Contract with MHFA. Thor Skeie seconded and the motion carried unanimously.
8. FYI
- Jean Ward informed the Board Kim Stuart from MHFA was out for a meeting with CASA Lenders and the Hutchinson Realtors. The meeting created interest in having MHFA have a realtor continuing education training in Hutchinson sometime in September. The HRA will be working to set the meeting up. Also, the Research Analyst at MHFA discovered a sorting error in calculating the McLeod County purchase price for existing homes. Instead of going from \$112,000 to \$92,000, the new purchase price will be \$114, 427.
 - Also she told them that Patrick Armon from DTED will be coming to do a Monitoring Visit for the Franklin-Grove Neighborhood Rehab Project July 23rd and 24th. Pat would be available for an Exit Meeting on the 24th.
 - Jean thanked 3M for its donation to the High School Construction Program and the Intergenerational program at Park Towers.
 - The Board decided to have the Annual Meeting, which is scheduled for the next Board Meeting at the same time as the regular meeting.
9. 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 – August 19, 2003

Minutes

1. CALL TO ORDER: Chairman John Houle called the meeting to order. Members Present: Duane Hoversten, Thor Skeie, and Becky Felling. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF HRA BOARD MEETING ON JULY 15, 2003
Duane Hoversten moved to approve the Minutes as written. Thor Skeie seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Duane Hoversten had a question on the Net Activity line item on the Park Towers Balance Sheet provided from the accountant. Jean said she would ask the accountant to clarify this total. Thor Skeie moved to approve the Financials as long as there is an explanation of the totals on the Balance Sheet from the accountant. Duane Hoversten seconded and the motion carried unanimously.
4. PARK TOWERS UPDATE
Jean Ward updated the Board on the list of checks that were requested by the accountant to be voided that was tabled for the July Board Meeting. Duane Hoversten moved to approve Resolution #03-06 to Officially Void List of Outstanding Checks on Park Towers Books. Thor Skeie seconded and the motion carried unanimously.

Jean reviewed with the Board the 2004 Park Towers Budget and a memorandum that presented the assumption used to prepare the budget including the fact that insurance property/liability premiums had doubled. Duane suggested that the HRA get some quotes from other insurance companies before the March renewal.

The Review of New Streamlined Small PHA Plan Update, Annual Plan for Fiscal Year 2004 and the Consideration of Approval of Annual and the Resolution of PHA Certifications of Compliance with the PHA Plans and Related Regulations was tabled because a new 2004 Capital Funds Allocation was just sent to Jean. Jean presented the Capital Fund Program Amendment to the Board based on the 2004 capital funds allocation. Thor Skeie moved to approve the Capital Fund Program Amendment to the Consolidated Annual Contributions Contract. Becky Felling seconded and the motion carried unanimously.
5. CONSIDERATION FOR APPROVAL OF RESOLUTION #03-07 TO ADOPT THE CITY PAY PLAN
Becky Felling moved to approve Resolution #03-07 to adopt the City Pay Plan. Duane Hoversten seconded and the motion carried unanimously.
6. SCHOOL CONSTRUCTION PROGRAM UPDATE
Jean Ward presented the 2002/2003 final budget, proceeds statement, program financing statement and the 2003/2004 Memorandum of Understanding with the School District. Becky Felling moved to approve the Memorandum of Understanding with the School District. Duane Hoversten seconded and the motion carried unanimously.

Judy Flemming presented the budget and the results of the bids received for the project on 626 Harmony Lane. The HRA requested RFP's so the board awarded contracts based on comparables. Duane Hoversten moved to award contracts to the following for the amount listed:

- 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

Thor Skeie seconded and the motion carried unanimously.

Duane Hoversten moved to approve the check to the City of Hutchinson for the Building Permit for 626 Harmony Lane. Thor Skeie seconded and the motion carried unanimously.

7. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE

Jean reviewed with the Board to the Monitoring Visit Letter from DTED's Patrick Armon from visit on July 23rd and 24th.

8. FYI

- Jean Ward updated the Board on the Rolling Meadows Extension. Sorensen Naustdal Properties anticipates Zoning/Platting to be approved in October and construction to start in the spring.

9. ADJOURNMENT

There being no other business, Chairman John Houle declared the meeting adjourned.

10. Chairman John Houle reopened the meeting so that Judy Flemming could present to the Board the Franklin-Grove Neighborhood SCDP Loans #8680-04 & #8680-05. Thor Skeie moved to approve the Franklin-Grove Neighborhood SCDP Loans #8680-04 & #8680-05. Becky Felling seconded and the motion carried unanimously.

11. ADJOURNMENT

There being no other business, Chairman John Houle declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – September 16, 2003

Minutes

1. CALL TO ORDER: Chairman John Houle called the meeting to order. Members Present: Duane Hoversten, Ian McDonald, Thor Skeie, and Becky Felling. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF HRA BOARD MEETING ON AUGUST 19, 2003
Duane Hoversten moved to approve the Minutes as written. Becky Felling seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Thor Skeie moved to approve the City Center Financials. Ian McDonald seconded and the motion carried unanimously.

Jean updated the Board on Duane Hoversten's question on the Net Activity line item on the Park Towers Balance Sheet provided from the accountant. Duane and the accountant will review the format of the Balance Sheet.

Thor Skeie moved to approve the Park Towers Financials. Duane Hoversten seconded and the motion carried unanimously.

Thor Skeie moved to approve Resolution #03-11 to Approve Payment of Routine Utility Bills with Due Dates Prior to Monthly Board Meetings. Ian McDonald seconded and the motion carried unanimously.
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
Duane Hoversten moved to approve Resolution #03-09. Ian McDonald seconded and the motion carried unanimously.
5. PARK TOWERS UPDATE
Jean Ward updated the Board on the changes in the Annual Plan for 2004 Fiscal Year. Ian McDonald moved to approve the Resolution of PHA Certifications of Compliance with the PHA Plans and Related Regulations that was tabled last board meeting. Thor Skeie seconded and the motion carried unanimously.

Jean reviewed with the Board the 2004 Park Towers Budget and a memorandum from Brenda Ewing, the City's Human Resources Director, on the health insurance increase. Duane wanted to know how often the budget is revised. Jean told him the Budget is usually revised in the fall. Ian McDonald moved to approve Resolution #03-10, 2004 Park Towers Budget. Becky Felling seconded and the motion carried unanimously.
6. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
Judy Flemming updated the Board on the progress of the program. Judy also presented loan #8680-06 to the Board. Thor Skeie moved to approve the Franklin-Grove Neighborhood SCDP Loan #8680-06. Duane Hoversten seconded and the motion carried unanimously.

7. REVIEW OF DOWNTOWN MASTER PLAN
Lisa McClure, the acting EDA Director reviewed the Downtown Master Plan with the Board. Jean Ward emphasized some areas in the plan that dealt housing. She also mentioned there are some new construction revolving funds that may be designated for this area. The group brainstormed on some ideas for the downtown and decided that more research needed to be done before taking any other steps. The market value, condition of homes, and taxes paid will be presented at the next Board Meeting.
8. CONSIDERATION OF CREATING A TASK FORCE TO DEVELOP NEW CONSTRUCTION REVOLVING GUIDELINES
Creating a task force was tabled until the project is farther along in the development process.
9. FYI
 - Jean Ward updated the Board on the situation of the Housing Voucher program in McLeod County.
 - Jean also informed the Board that she might need to call a special meeting before the next regular board meeting. HUD informed her that the Board approved Calculation for Operation Subsidy report is due October 27th.
10. ADJOURNMENT
There being no other business, Chairman John Houle declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – October 21, 2003

Minutes

1. CALL TO ORDER: Chairman John Houle called the meeting to order. Members Present: Duane Hoversten, Ian McDonald, Thor Skeie, and Becky Felling. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF HRA BOARD MEETING ON SEPTEMBER 16, 2003
Duane Hoversten moved to approve the Minutes as written. Ian McDonald seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Ian McDonald moved to approve the City Center Financials. Thor Skeie seconded and the motion carried unanimously.

Duane Hoversten moved to approve the Park Towers Financials. Becky Felling seconded and the motion carried unanimously.

Jean Ward told the Board that there were enough funds HRA to pay off the \$20,000 HHI and she felt that everything needed to be ready for the HHI conversion at the end of the year. Ian McDonald moved to pay off the \$20,000 HHI loan. Thor Skeie seconded and the motion carried unanimously.
4. PARK TOWERS
Jean Ward presented to the Board Resolution # 03-12 Authorizing Designation of 2003 Uncollectable Account. Thor Skeie moved to approve Resolution #03-12 Authorizing Designation of 2003 Uncollectable Account. Ian McDonald seconded and the motion carried unanimously.

Jean Ward presented to the Board Resolution # 03-13 Approving Calculation of Performance Funding System. Duane Hoversten moved to approve Resolution #03-13 Approving Calculation of Performance Funding System. Becky Felling seconded and the motion carried unanimously.

Jean reviewed with the Board the 2002 PHAS Score, High Performer Status. Thor Skeie moved to approve the PHAS score. Ian McDonald seconded and the motion carried unanimously.

Jean informed the Board that Park Towers received the Low Loss Achievement Award from Housing Authority Insurance Group.
5. REVIEW OF DOWNTOWN MASTER PLAN WITH JULIE WISCHNACK, LISA MCCLURE, & JAKE WEGNER
Jean Ward reviewed the results of the windshield survey that showed the market value, condition of homes, and taxes paid of the downtown housing area with the Board. She also reviewed a Memo that covered: examples of other community's downtown redevelopment projects, an example of possible tax increments for Block 51, North Half of Hutch and an example budget for redevelopment of Block 51, North Half of Hutch.

The group brainstormed on some ideas for the downtown. It was felt that this project should be viewed as long-term plan that could be 10-25 years out. One possible first step would be to designate the target area as a redevelopment area, and get Right of Refusals on the properties and acquire them when they come available.

Research will be done on redevelopment districts to find examples on the terms and the process to develop a district. Also, Julie and Jean will talk to some developers to find out the appeal of the area and what they would request from the City of Hutchinson to redevelop the area.

6. ADJOURNMENT

Duane Hoversten moved to adjourn. Ian McDonald seconded. There being no other business, Chairman John Houle declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – November 18, 2003

Minutes

1. CALL TO ORDER: Vice Chairman Thor Skeie called the meeting to order. Members Present: Duane Hoversten, Ian McDonald, and Becky Felling. Staff Present: Jean Ward, and Judy Flemming. Guests: Ken Merrill, Julie Wischnack & Lisa McClure
2. MINUTES OF HRA BOARD MEETING ON OCTOBER 21, 2003
Ian McDonald moved to approve the Minutes as written. Duane Hoversten seconded and the motion carried unanimously.
3. UPDATE ON REDEVELOPMENT OF DOWNTOWN HOUSING
Ken Merrill reviewed with the Board a handout that explained Tax Increment Financing. He also went through an example of how TIF could be used for a housing project.

Jean Ward and Julie Wischnack reported to the Board on their meeting with Tom McElveen, President of Hans Hagen Homes. Jean also gave the Board a Memo that outlined what they learned about redevelopment from Tom - a developer's perspective. They will also contact another developer.

Julie also informed the board that she found out the parking lots in the block north of Park Towers has no strings attached to the titles. The parking lots could be turned into housing; however she feels that it would not be a very popular project with the public.

4. FINANCIAL REPORTS
Duane Hoversten moved to approve the City Center Financials. Ian McDonald seconded and the motion carried unanimously.

Ian McDonald moved to approve the Park Towers Financials. Duane Hoversten seconded and the motion carried unanimously.

Jean Ward asked the Board approve an additional check to repay a security deposit that needed to be paid before the next Board Meeting. Becky Felling moved to approve the check to repay the security deposit. Ian McDonald seconded and the motion carried unanimously.

5. PARK TOWERS
Jean Ward reviewed with the Board the 2003 Park Towers Budget Revision #2 Memo. Duane Hoversten moved to approve Resolution #03-14 Operating Budget Revision. Becky Felling seconded and the motion carried unanimously.

Jean Ward told the Board of the Termination of Lease Notice given by Augustana Homes for the Senior Dining Program. Nutrition Services, Inc will be taking over the program and is willing to continue the contract with Park Towers. Jean stated one change in the contract she would like to make would be to change the termination period from 30 days to 60 days. The City Attorney, Marc Seborra will be reviewing the same contract for the Senior Center. Becky Felling moved to approve the contract contingent to Mark reviewing the contract and giving his ok. Duane Hoversten seconded and the motion carried unanimously.

Jean also updated the Board on the progress of the resident Rent Recertification. All the recertifications should be done by the end of this month, so a 30 day notice can be given to the residents. The new rents will be effective in January 2004.

Because Park Towers is classified as a High performer, assessments to HUD need only be submitted every other year now. Only the financials need to be submitted annually.

6. REVIEW OF SUB-PRIME UNDERWRITING GUIDELINES

Jean Ward reviewed with the Board the process undertaken to establish the sub-prime guidelines. Ian McDonald moved to approve the sub-prime underwriting guidelines. Duane Hoversten seconded and the motion carried unanimously.

7. SCHOOL CONSTRUCTION UPDATE

Judy Flemming updated the Board on the progress of the house on Harmony Lane. It looks like the concrete/foundation will be a little over budget, but some of the materials use to brace the foundation will be used in the framing of the home.

The following are some of the options that Jean has been working on for a lot for the 2004/2005 School Year:

1. Habitat for Humanity Lots
2. 533 Hassan Street – Infill Lot
3. Other Developments: Rolling Meadows East, Scenic Homes – Island View Heights 6th, & other new developments

There is a house and detached, 2 ½ stall garage on the lot on Hassan Street. The current owner is planning on demolishing the house and has not yet decided if the garage will be demolished too.

8. UPDATE ON REDEVELOPMENT OF DOWNTOWN HOUSING CONTINUED

Judy Flemming showed a power point presentation of the walk through of Gateway Central Apartments. Also Judy and Jean reviewed the memo describing all the issues of rehabbing the apartment building. The prospective buyer has the list of information needed to apply for a rehab loan.

9. CONSIDERATION FOR APPROVAL OF SUBORDINATION REQUEST FOR AN ADAM STREET NEIGHBORHOOD LOAN #8670

The loan review committee recommended approving the subordination request. Duane Hoversten moved to approve the subordination request for an Adam Street Neighborhood Loan #8670. Becky Felling seconded and the motion carried unanimously.

10. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE

Judy Flemming told the board that five or six projects should be done this year and two or three will be in process.

The loan review committee recommended approving the Franklin-Grove Neighborhood SCDP Loans #8680-07. Ian McDonald moved to approve the Franklin-Grove Neighborhood SCDP Loans #8680-07. Duane Hoversten seconded and the motion carried unanimously.

11. RESIGNATION OF JOHN HOULE (DECEMBER 1, 2004)/ELECTION OF NEW CHAIRMAN AND DESIGNATION OF A NEW LOAN REVIEW COMMITTEE MEMBER

Duane Hoversten moved to nominate Ian McDonald as the new Chairman of the HRA Board. Becky Felling seconded and the motion carried unanimously.

Becky Felling moved to nominate Ian McDonald for the HRA Loan Review Committee. Duane Hoversten seconded and the motion carried unanimously.

The Board talked about a new HRA Board member. Jean Ward said that John Houle did recommend a person from 3M. Ian McDonald also had a recommendation. Jean said that the Board members should have anyone that they wanted on the Board to call her. At the next Board meeting a person will be selected and a recommendation can be given to the City Council.

12. CONSIDERATION OF STEP INCREASE FOR EXECUTIVE DIRECTOR

Ian McDonald moved to approve the step increase for the Executive Director. Becky Felling seconded and the motion carried unanimously.

13. ADJOURNMENT

Ian McDonald moved to adjourn. Becky Felling seconded. There being no other business, Vice Chairman Thor Skeie declared the meeting adjourned.

The next meeting will start at 7 AM and then the HRA Board and Staff will go to Country Kitchen.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – December 16, 2003

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Duane Hoversten, Thor Skeie, and Becky Felling. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF HRA BOARD MEETING ON NOVEMBER 18, 2003
Duane Hoversten moved to approve the Minutes as written. Becky Felling seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Duane Hoversten suggested that the Board look at a new accountant and/or auditor. He felt that a company with more up to date software would be better.

Thor Skeie moved to approve the Financials. Becky Felling seconded and the motion carried unanimously.

Duane Hoversten moved to approve Resolution #03-15, Adding Ian McDonald, Board Chairman as the Authorized Bank Signatory. Becky Felling seconded and the motion carried unanimously.
4. PARK TOWERS
Jean Ward gave the Board an end of the year update on Park Towers. All the apartments are filled and have been for the past few months. There were 24 move-ins this past year, with a 95% average occupancy for the year due to the vacancies for apartment renovations. Jean also gave a breakdown of the ranges of incomes of the residents that live at Park Towers.
5. REVIEW OF CRV PROCEDURAL GUIDELINES
Jean Ward reviewed with the Board the process undertaken to establish the guidelines. Ian McDonald also reviewed the guidelines and gave his approval. Thor Skeie moved to approve the CRV Procedural Guidelines. Duane Hoversten seconded and the motion carried unanimously.
6. SCHOOL CONSTRUCTION UPDATE
Jean Ward reviewed with the Board her Memo that discussed potential lots for the school construction program and some financing ideas. She stressed how important it was to have lots secured for the next two years and how hard it is to find lots.

Duane Hoversten moved to approve moving ahead on trying to purchase the lot at Rolling Meadows East and the bare lot on Hassan Street once there is a Memorandum of Understanding signed with the Hutchinson High School. Thor Skeie seconded and the motion carried unanimously.

Jean also informed the Board that the HRA received a \$2200 donation from the I. J. Burich Foundation and will be receiving a \$250 donation from Roger Stearns for the School Construction Program.

The Hutchinson High School invites the Board to an Open House at the house on Harmony Lane on December 23rd from 11am – 2pm.

7. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE

Judy Flemming told the board that the contractors should be finishing two projects up this month and will have two to work on this winter plus the emergency furnace loan.

The loan review committee recommended approving the Franklin-Grove Neighborhood SCDP Emergency Loan #8680-08. Becky Felling moved to approve the Franklin-Grove Neighborhood SCDP Emergency Loan #8680-08. Duane Hoversten seconded and the motion carried unanimously.

8. CONSIDERATION OF APPROVAL FOR 2004 HOUSING DEVELOPMENT PLAN

Becky Felling moved to approve the 2004 Housing Development Plan and recommends forwarding to the City Council for their approval. Thor Skeie seconded and the motion carried unanimously.

9. RECOMMENDATION FOR NEW HRA BOARD MEMBER

The consensus of the Board was to recommend to the City Council Patrick Spethman for the new HRA Board Member position.

10. ADJOURNMENT

There being no other business, Chairman Ian McDonald declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Annual Board Meeting – August 19, 2003

Minutes

1. CALL TO ORDER: Vice Chairman Thor Skeie called the meeting to order. Members Present: Duane Hoversten, John Houle, and Becky Felling. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF ANNUAL HRA BOARD MEETING ON AUGUST 21, 2002
John Houle moved to approve. Duane Hoversten seconded and the motion carried unanimously.
3. ELECTION OF OFFICERS
 - Thor Skeie moved to nominate John Houle for Chairman of the Board. Duane Hoversten seconded and the motion carried unanimously.
 - Duane Hoversten moved to nominate Thor Skeie for Vice Chairman of the Board. John Houle seconded and the motion carried unanimously.
 - Thor Skeie moved to nominate Becky Felling for Secretary/Treasurer. Duane Hoversten seconded and the motion carried unanimously.
 - Becky Felling moved to nominate John Houle and Thor Skeie for the Loan Review Committee. Duane Hoversten seconded and the motion carried unanimously.
4. REVIEW OF 2004 HRA PLANS/OBJECTIVES
Jean reviewed the 2004 HRA Plans/Objectives with the Board. Becky Felling and Thor Skeie had suggestions for the “Monitor need for additional rental housing development in Hutchinson” section. Becky suggested that we try to lobby our senators to increase the amount of housing choice vouchers in our community. Thor suggested that the senators be invited to one of the HRA Board Meeting.

Duane Hoversten had a suggestion for the “Support redevelopment and revitalization efforts in the Downtown area” section. He suggested that the Board review the Downtown master plan and select a housing area from the plan and then brainstorm to get some ideas on how to proceed. The board liked the idea of Row houses in the downtown.

Jean also told the board that she would be researching the feasibility of the Hutchinson HRA taking over the Home Stretch classes. Heartland has been offering the class, however with the organizational changes Heartland is going through, she didn’t know if they would still offer the class.

Thor Skeie moved to approve the 2004 HRA Plans/Objectives. Becky Felling seconded and the motion carried unanimously.
5. ADJOURNMENT
There being no other business, Chairman John Houle declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer