



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – January 20, 2004

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Casey Stotts, Patrick Spethman, Thor Skeie, and Becky Felling. Staff Present: Jean Ward, and Judy Flemming.
2. YEAR END REPORT
Jean Ward reviewed the year end report with the board, so the new board members could be introduced to all the programs the HRA administers. Casey Stotts moved to approve the year end report. Becky Felling seconded and the motion carried unanimously.

Jean will talk to Sandy, the City Council secretary, to set up a time to meet with the City Council to review the HRA's 2003 Year End Report.
3. MINUTES OF HRA BOARD MEETING ON DECEMBER 16, 2003
Casey Stotts moved to approve the Minutes as written. Patrick Spethman seconded and the motion carried unanimously.
4. FINANCIAL REPORTS
Thor Skeie moved to approve the Financials. Patrick Spethman seconded and the motion carried unanimously.
5. CONSIDERATION OF RESOLUTION #04-01
Becky Felling moved to approve Resolution #04-01 Authorizing Mileage Reimbursement. Casey Stotts seconded and the motion carried unanimously.
6. PARK TOWERS
Jean Ward updated the Board on the second allocation of the 2003 Capital Funds from HUD for Park Towers.
7. SCHOOL CONSTRUCTION UPDATE
Judy Flemming reviewed with the Board the Budget for the 2003/2004 project. The soft costs are on track. It is possible that a realtor will not be needed for this home, because there is a couple interested in purchasing the home already. The foundation/flat work, plumbing/HVAC and building material are going to be slightly over the proposed budget, but it will be a wash if a realtor is not needed.

Jean Ward reviewed with the Board comparables of the home on Harmony Lane. Patrick Spethman suggested that the Board set a range for the sale price, so Jean won't have to come back to the Board with the presented offers. Pat also suggested that Ian be the Board Representative if an offer is presented out of the range. Casey Stotts moved to set the sale price at \$157,000 and allowing negotiations to go down \$5,000. Thor Skeie seconded and the motion carried unanimously.

Jean also presented to the Board the proposed home plans for the 2004/2005 school construction program. Six plans were discussed. Another area that needed to be considered was the type of construction financing to use. If the MHFA's CRV program is used for construction financing, visitability would need to be considered when selecting the house plan.

Ian McDonald informed the Board that construction financing offered at the local banks is about a 7% interest rate. Ian McDonald thought that a visitability waiver from MHFA should be asked for first, and if a waiver is not possible then apply for construction financing from a local bank. With Ian suggestion in mind the Board prioritized the plans as: Split Entry 2.3, One Story 1.3, Split Level 1.3, Split Level 2.3, Split Entry 1.3, and Split Entry 3.3.

Thor Skeie moved to use the prioritized list of floor plans established by the Board and to first try to get a visitability waiver from MHFA for the split entry floor plan; if the waiver is possible, apply for construction financing from MHFA; and if the waiver is not possible, apply for construction financing from a local bank. Becky Felling seconded and the motion carried unanimously.

6. **FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE**
Judy Flemming reviewed with the board the memorandum outlining the progress of the project.
7. Ian McDonald reminded the Board of the Recognition Party for Duane Hoversten.
8. **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

Regular Board Meeting – February 17, 2004

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Casey Stotts, Patrick Spethman, and Becky Felling. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF HRA BOARD MEETING ON JANUARY 20, 2004
Casey Stotts moved to approve the Minutes as written. Patrick Spethman seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Jean Ward presented to the Board the Year End Financial Reports. Becky Felling moved to approve the Financials. Patrick Spethman seconded and the motion carried unanimously.
4. PARK TOWERS
Casey Stotts moved to approve Resolution #04-2, Resolution for Disposition of Park Towers Parking Lot Striper and Typewriter. Patrick Spethman seconded and the motion carried unanimously.
5. SCHOOL CONSTRUCTION UPDATE
Ian McDonald updated the Board on the submitted Purchase Agreement. Don & Renate Rath submitted an offer of \$148,500 cash or \$152,000 contingent to the sale of their home until April 15th. The purchase agreement will be executed at \$152,000 with a contingency addendum that the house will continued to be marketed during the contingency period.
6. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
The loan review committee recommended approving the Franklin-Grove Neighborhood SCDP Loans #8680-08 and #8682-09. Becky Felling moved to approve the Franklin-Grove Neighborhood SCDP Loans #8680-08 and #8680-09. Patrick Spethman seconded and the motion carried unanimously.
7. Jean Ward presented to the Board three recommendations for the use of the new construction revolving fund: homebuyer equity gap for Rolling Meadows East and School Construction program, construction financing for School Construction program and/or acquire land/property and prepare for a new housing development. Patrick Spethman moved to have Jean present to the City Council the three recommendations. Casey Stotts seconded and the motion carried unanimously.
8. FYI
Ian McDonald informed the Board that MHFA awarded \$500,000 for the Hutchinson Existing Homes 2004.
9. REVIEW 2003 YEAR END REPORT WITH CITY COUNCIL (8:30 AM)
Introductions were made and then Jean Ward presented a PowerPoint presentation of HRA Projects 1993-2003. She next reviewed the HRA Plans/Objectives for 2004; the city housing funds and DTED loans issued; recommendations of the use of the New Construction Revolving Loan fund; the Downtown Master Plan for housing redevelopment and preliminary data for redevelopment of Block 51, North Half of Hutchinson.

The City Council liked Jean's recommendations for the New Construction Revolving Loan fund and agreed that Jean should move to the next step of creating the Procedural Guidelines. Mayor Torgerson asked Jean her ideas on the Habitat for Humanity's issue of no garages for new construction. Jean told the HRA Board and the City Council what she knew of the issue. The HRA Board will consider some ideas that may help Habitat for Humanity.

Gary Plotz also updated the HRA Board on some ideas on riverfront housing. He also wanted to know about getting an updated Maxfield Housing study that would include housing ideas for the riverfront. Jean Ward will find out the cost for updating the housing study.

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

Regular Board Meeting – March 16, 2004

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Casey Stotts, Patrick Spethman, Thor Skeie, and Becky Felling. Staff Present: Jean Ward, and Judy Flemming.

2. MINUTES OF HRA BOARD MEETING ON FEBRUARY 17, 2004
Patrick Spethman moved to approve the Minutes as written. Casey Stotts seconded and the motion carried unanimously.

3. FINANCIAL REPORTS
Jean Ward thanked the Hutchinson Utilities Commission for donating a workstation for Judy Flemming. Patrick Spethman asked why the HRA has insurance with the Housing Authority Insurance group and not with the League of Minnesota Cities. Jean Ward said that she would check to see if HRA's are eligible.

Thor Skeie moved to approve the Financials. Patrick Spethman seconded and the motion carried unanimously.

4. PARK TOWERS
Jean Ward updated the Board on the Capital Funds Program. The energy star, air conditioner will be purchased for the residents with the Capital Funds Program. Jean also applied to the Hutchinson Utilities Commission for some of the funds.

The Board reviewed the two bids. Allied National Appliance Sales supplied the air conditioners last year. Becky Felling moved to approve the lowest bidder, Allied National Appliance Sales. Casey Stotts seconded and the motion carried unanimously.

Jean Ward reviewed the results of the electronic submitted REAC Financial Assessment. The financial score on the unaudited numbers were considered a "High Performer".

5. SCHOOL CONSTRUCTION UPDATE
Jean Ward informed the Board that Don & Renate Rath wanted to cancel the purchase agreement. Jean talked to Marc Sebora and he gave two options on how to deal with the cancellation. First, cancel the purchase agreement and give back all the earnest money or keep all the earnest money, whichever the Board wanted to do. The second option was have the Raths sign a release of the Purchase Agreement, and give a portion of the earnest money back to the Raths. The Board discussed what they felt was right to do about the earnest money. Casey Stotts moved to approve the signing of the Release of the Purchase agreement and to return \$700 of the earnest money and keep \$300. Becky Felling seconded and the motion carried unanimously.

Judy Flemming reviewed with the Board the revised budget.

Jean Ward discussed with the Board the need to list the home on Harmony Lane. Jean contacted some realtors to find out their commissions. Diane Sorensen of Hometown Realty has a 5% commission and is will to sell a lot to the HRA for next years school construction

program. Casey Stotts moved to approve the signing of the Listing Agreement with Diane Sorensen. Thor Skeie seconded and the motion carried unanimously.

6. MCLEOD COUNTY SECTION 8 HOUSING CHOICE VOUCHER PROGRAM UPDATE
Sandy Tischer from the McLeod County HRA updated the Board on the Section 8 Housing Choice Voucher program. Voucher Program funding is in such flux at the federal level that she didn't feel that McLeod County would be able to get anymore vouchers.
7. SCHOOL CONSTRUCTION UPDATE CONTINUED
Jean Ward reviewed with the Board an affordability gap worksheet and a memo with recommendations to establish the home purchase price limits for existing construction vs. new construction. The Board felt that the loan amount for the City New Construction Revolving Gap Loan should be \$10,000, and the prioritization approved last month should switch points 2 and 3. Use funds first for equity gap financing for Rolling Meadows East and the school construction home. Second, the funds could be used for the purchase of land/property, prepare the site for development and install infrastructure improvements for the school construction program. The third item would now be construction financing for the school construction program. Thor Skeie moved to have Jean present to the City Council the three recommendations. Casey Stotts seconded and the motion carried unanimously.
8. HOME RENTAL REHAB PROGRAM UPDATE
Becky Felling moved to approve the HOME Rental Rehab Program Local Requirements for application. Casey Stotts seconded and the motion carried unanimously.

There has been some interest in the program, but no has turned in an application yet.
9. DRAFT PROPOSAL FOR FEASIBILITY OF HOUSING AT CENEX, HUTCHINSON COOP SITE
Tabled until next meeting.
10. FYI
CASA Program Updates
Legislative Updates
11. 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

Regular Board Meeting – April 20, 2004

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Casey Stotts, Patrick Spethman, Thor Skeie, and Becky Felling. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF HRA BOARD MEETING ON MARCH 16, 2004
Thor Skeie moved to approve the Minutes as written. Casey Stotts seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Casey Stotts moved to approve the Financials. Becky Felling seconded and the motion carried unanimously.
4. PARK TOWERS
Jean Ward reviewed with the Board the memorandum explaining PHAS scoring. Jean also reviewed with the Board the PHAS Vacant Unit Turnaround report.

The Hutchinson Utilities Commission approved \$31,000 from the Utility Energy Conservation Program for the purchase of energy star, air conditioner for the residents. A small portion of the operating funds will also be used for the purchase.

Jean Ward proposed to the Board that the next three years Capital Funds be targeted in the Annual plan for a three-phase renovation project. The project would include the continuation of the renovation of the apartments, the third floor tub room and the second floor laundry room. The Board consensus was to have Jean look for an architect.
5. UPDATE ON VACANCY RATE OF HUTCHINSON APARTMENTS
Jean Ward reviewed the report with the Board.
6. SCHOOL CONSTRUCTION UPDATE
Ian McDonald informed the Board that a purchase agreement was submitted. After Jean and he reviewed the proposal they signed the agreement because it fit into the range the Board had set in the February Board meeting.

Judy Flemming reviewed with the Board the revised budget.

The Board discussed the future of the school construction program by reviewing the 2004/2005 Memorandum of Understanding with the School District and an Email that Jean received from the school about proposed changes. The Board had some questions that Jean will ask the School District and then report back to the Board next month.
7. HOME RENTAL REHAB PROGRAM UPDATE
Judy Flemming informed the Board of the one applicant that she is working with to get the application completed. Looks like a very good project.

8. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
Becky Felling moved to approve the Franklin-Grove Neighborhood SCDP Loans #8680-10 & #8680-11. Casey Stotts seconded and the motion carried unanimously.
9. SUBORDINATION REQUEST FOR LOAN #95HR3D1
Casey Stotts moved to approve the subordination request for loan #95HR3D1. Thor Skeie seconded and the motion carried unanimously.
10. DRAFT PROPOSAL FOR FEASIBILITY OF HOUSING AT CENEX, HUTCHINSON COOP SITE (Tabled from last meeting)
Jean Ward distributed the proposal she just received and suggested that the review it and bring back comments to the next Board Meeting.
11. FYI
Information from the MHFA Capital Bonding Proposal Informational Meeting
Memo Submitted to the Mayor and the City Council
12. 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

Regular Board Meeting – May 18, 2004

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Casey Stotts, Patrick Spethman, Thor Skeie, and Becky Felling. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF HRA BOARD MEETING ON APRIL 20, 2004
Thor Skeie moved to approve the Minutes as written. Casey Stotts seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Jean Ward reviewed the financial reports with the Board. The funds from the sale of the home on Harmony Lane were listed in the City Center Financials. Jean would like to pay any school construction bills that may be received before the next Board meeting, so she can report the closeout of the program at the meeting. Becky Felling moved to authorize Jean to pay any school construction bills that may be received prior to the next Board meeting. Casey Stotts seconded and the motion carried unanimously.

Thor Skeie moved to approve the financials. Patrick Spethman seconded and the motion carried unanimously.
4. PARK TOWERS
Jean Ward informed the Board that the two-bedroom apartment is still vacant even after all the marketing she has done. She is offering the apartment to the people on the one-bedroom apartment waiting list.

Jean Ward reviewed with the Board the Connect Care Agreement. Becky Felling moved to approve the agreement. Casey Stotts seconded and the motion carried unanimously.

The last shipment of air conditioners will be today and they all should be installed by the end of the week.
5. SCHOOL CONSTRUCTION UPDATE
Jean Ward reviewed with the Board the MHFA contract for 2% Construction Financing. There will be a meeting with School on May 21st to discuss the future of the program.
6. MAXFIELD STUDY FOR FEASIBILITY OF HOUSING AT CENEX, HUTCHINSON COOP SITE (Tabled from last meeting)
The Board discussed the proposed study. It was suggested to get a cost for a complete study and to get some ideas from the City if there are any other sites that should be included in the complete study.
7. ROLLING MEADOWS UPDATE
Jean Ward updated with the Board on the swale issue at Rolling Meadows. She attended a meeting with the homeowner association to inform them of a grant that GMHF has available for landscaping. Jean has worked with Dolf Moon and Lawrence Winter to prepare for the grant. Dolf and Lawrence did the landscaping plan, plant list and proposed budget for the swale project.

8. ROLLING MEADOWS EAST UPDATE
GMHF has increased the maximum Acquisition Cost Limit. In addition they added a minimal landscaping requirement too.
9. HOME RENTAL REHAB PROGRAM UPDATE
Judy Flemming updated the Board on the progress of the application.
10. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
Casey Stotts moved to approve the Franklin-Grove Neighborhood SCDP Loan #8680-12. Patrick Spethman seconded and the motion carried unanimously.
11. REQUEST FOR TWO BOARD MEMBERS TO REVIEW THE DRAFT CITY CENTER BUDGET AND AUDITS
Ian McDonald and Becky Felling volunteered to review with Jean the draft City Center Budget and draft Audit.
12. AUDIT UPDATE
Jean Ward informed the board that the City requested that the HRA submit a GASB-34 Audit even though HUD does not require it this year.
13. FYI
Updated Information on the MHFA Capital Bonding
14. 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

Regular Board Meeting – June 15, 2004

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Casey Stotts, Thor Skeie, and Becky Felling. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF HRA BOARD MEETING ON MAY 18, 2004
Thor Skeie moved to approve the Minutes as written. Casey Stotts seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Casey Stotts moved to approve the Financials. Becky Felling seconded and the motion carried unanimously.
4. RECOMMENDATION TO CITY COUNCIL FOR REPLACEMENT OF PATRICK SPETHMAN ON HRA BOARD
The Board reviewed the one interest form submitted after the advertisement period. Thor Skeie moved to recommend Brig Knott to the City Council for the HRA Board Commissioner Position.
5. PARK TOWERS
The Board agreed to set the date for the required public hearing for the Agency Plan as July 30th at Park Towers.

Jean Ward reviewed with the Board the Capital Funds table that is part of the Agency Plan.
6. SCHOOL CONSTRUCTION UPDATE
Judy Flemming reviewed with the Board the final budget.
Jean Ward reviewed with the Board the Proceeds Statement. Becky Felling moved to approve cutting a check to the School District for their portion of the proceeds. Casey Stotts seconded and the motion carried unanimously.
7. PRESENTATION BY AUDITOR
Marc Babcock reviewed with the Board the HUD REAC Audit and City Requested GASB-34 Audit. The GASB-34 Audit will be submitted to the City Finance Director for review.
8. MAXFIELD STUDY PROPOSAL UPDATE
Casey Stotts moved to execute the contract for \$10,500 to have Maxfield Research Inc. update the comprehensive housing study for the City of Hutchinson. Becky Felling seconded and the motion carried unanimously.
9. ROLLING MEADOWS UPDATE
Jean Ward submitted the landscaping grant application to GMHF and expects to be notified by July 1st.
10. ROLLING MEADOWS EAST UPDATE
GMHF has approved the request for Rolling Meadows East acquisition cost limit to be \$142,000 for a High Cost Area.

11. HOME RENTAL REHAB PROGRAM UPDATE
Judy Flemming informed the Board that the one applicant has withdrawn his application, so the HRA will not be doing a HOME Rental Rehab project this year.
12. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
Becky Felling moved to approve the Franklin-Grove Neighborhood SCDP Loan #8680-13. Casey Stotts seconded and the motion carried unanimously.
13. FYI
The Section 8 Program has had funding reduced; HUD is negotiating with NAHRO and PHADA for changes to the Public Housing operating subsidy system.
14. 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

Regular Board Meeting – July 20, 2004

Minutes

1. CALL TO ORDER: Vice Chairman Thor Skeie called the meeting to order. Members Present: Casey Stotts, and Becky Felling. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON JUNE 15, 2004
Casey Stotts moved to approve the Minutes as written. Becky Felling seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Becky Felling moved to approve the Financials. Casey Stotts seconded and the motion carried unanimously.
4. REVIEW OF INTEREST FORMS FOR HRA BOARD REPLACEMENT
The Board reviewed all the interest forms on file. Thor Skeie moved to recommend Brig Knott to the City Council for the HRA Board Commissioner Position. Casey Stotts seconded and the motion carried unanimously.
5. PARK TOWERS
Becky Felling moved to approve the submission of the Housing with Services Registration with the Department of Health. Casey Stotts seconded and the motion carried unanimously.

Jean Ward reviewed with the Board the Memorandum that detail how the proposed 2005 Flat Rent was calculated. Casey Stotts moved to approve the 2005 Flat Rent Proposal. Becky Felling seconded and the motion carried unanimously.

The Board was reminded of Public Hearing for the Agency Plan that will be at Noon on July 30th at Park Towers.

6. SCHOOL CONSTRUCTION UPDATE
Jean Ward reviewed with the Board the Purchase Agreement for a lot in Rolling Meadows East for the 2004/2005 construction period. The closing date is still to be determined, because the title opinion is not done yet. Becky Felling moved to approve the purchase of the lot once the title opinion is completed. Casey Stotts seconded and the motion carried unanimously.
7. ROLLING MEADOWS EAST UPDATE
Becky Felling moved to approve Resolution #04-03 Approving the Submission of the CASA Application for Rolling Meadows East. Casey Stotts seconded and the motion carried unanimously.

Jean Ward informed the Board that MHFA extended the HRA CRV Award until February 2006.

Jean Ward informed the Board that the closing cost maximum of 3.5 percent might be difficult to met when the HRA administration fees are included for all the layers of funds available to the homebuyer. She proposed to revise the procedural guide to say, "Closing cost maximum of 3.5% excluding prepaids and HRA administration fees."

Casey Stotts moved to approve the revised CRV Gap Assistance Program Procedural Guide. Becky Felling seconded and the motion carried unanimously.

8. ROLLING MEADOWS UPDATE
GMHF informed Jean that the Landscaping Grant for the swale at Rolling Meadows was approved. Becky Felling moved to execute the contract with GMHF for the landscaping grant at Rolling Meadows. Casey Stotts seconded and the motion carried unanimously.
9. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
Becky Felling moved to approve the Franklin-Grove Neighborhood SCDP Loan #8680-14 & #8680-15. Casey Stotts seconded and the motion carried unanimously.
10. REVIEW OF DRAFT 2005 HRA PLANS/OBJECTIVES & 2004 HRA PROGRAMS/PROJECTS
Jean Ward reviewed with the Board the 2004 HRA Programs/Projects & the draft 2005 HRA Plans/Objectives.
11. CONSIDERATION OF 2005 HRA BUDGET
Jean Ward reviewed with the Board the 2005 Budget that included a possible pay upgrade for Judy Flemming. Casey Stotts moved to approve the 2005 Budget and the pay upgrade for Judy Flemming. Becky Felling seconded and the motion carried unanimously.
12. CONSIDERATION OF APPROVAL FOR THE 2003 HRA AUDIT
Casey Stotts moved to approve the 2003 HRA Audit. Becky Felling seconded and the motion carried unanimously.
13. FYI
NAHRO Steering Committee Teleconference Summary
Section 8 Housing Voucher Letter
"NIMBY-ism" Articles
14. ADJOURNMENT
There being no other business, Vice Chairman Thor Skeie declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – August 17, 2004

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Casey Stotts, Thor Skeie and Becky Felling. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON JULY 20, 2004
Thor Skeie moved to approve the Minutes as written. Casey Stotts seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Casey Stotts moved to approve the Financials. Becky Felling seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward reviewed with the Board the draft 2005 Park Towers' budget. She will have the final budget for the September Board Meeting.
 - b. Thor Skeie moved to approve the Cooperative Agreement between the Hutchinson Police Department and the HRA. Becky Felling seconded and the motion carried unanimously.
 - c. Ian McDonald updated the Board on the Public Hearing for the Agency Plan that was at Noon on July 30th at Park Towers. The Annual Plan will be submitted to HUD in September.
 - d. Jean Ward reviewed with the Board the PHAS Vacant Unit Turnaround.
 - e. Jean Ward reviewed with the Board the results RFP for Architectural Services. She is still verifying a couple areas before she will have a selection recommendation.
 - f. Jean Ward reviewed with the Board the updated Park Towers' Brochure.
5. SCHOOL CONSTRUCTION UPDATE
Judy Flemming reviewed with the Board the proposals received for the school construction program house. A proposal for the electrical work was not received for this Board meeting but will be available for the next. The Board decided that they liked the idea of the High School Students installing the foam form foundation. Also the board liked Richard Buchholz's idea for a vaulted ceiling. Casey Stotts moved to have Juul Contracting do the excavation, the High School Students do the foundation and flat work, UBC supply the building materials with the vaulted ceiling option included and B & C Plumbing and Heating to do the plumbing and heating. Becky Felling seconded and the motion carried unanimously.

The closing date for the lot purchase is still to be determined, because the title opinion is not done yet.
6. REVIEW CITY CENTER HRA BUDGET - KEN MERRILL
Ken Merrill reviewed with the Board the tax levy process. Ken recommended keeping the same percent of the taxable market value for the HRA levy as last year and keeping the difference in a project fund for leverage for future projects. Casey Stotts moved to approve

the revised City Center budget that keeps the same percent of the taxable market value for the HRA levy as last year. Becky Felling seconded and the motion carried unanimously.

7. FYI
 - a. Approval of CASA for Rolling Meadows East
 - b. Brig Knott Commissioner Appointment
 - c. Farr Development – Rose Arbor

8. 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

Regular Board Meeting –

September 21, 2004

Minutes

1. CALL TO ORDER: Vice Chairman Thor Skeie called the meeting to order. Members Present: Casey Stotts, Brig Knott and Becky Felling. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON AUGUST 17, 2004
Casey Stotts moved to approve the Minutes as written. Becky Felling seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Casey Stotts moved to approve the Financials. Brig Knott seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward reviewed with the Board the contract for Architectural Services with Engan & Associates. Casey Stotts moved to enter in a contract for Architectural Services with Engan & Associates. Brig Knott seconded and the motion carried unanimously.
 - b. Jean Ward reviewed with the Board the 2005 Operating Budget. Casey Stotts moved to approve Resolution #04-4 adopting the 2005 Operating Budget. Becky Felling seconded and the motion carried unanimously.
 - c. Jean Ward reviewed with the Board the 2005 Streamlined Annual PHA Plan. One additional point that Jean plans to add to the plan is to review the need for a tenant service coordinator on a yearly basis. At the present time most activities are coordinated on a volunteer basis. Casey Stotts moved to approve Resolution #04-5 approving the Submission of the 2005 Streamlined Annual PHA Plan. Becky Felling seconded and the motion carried unanimously.
 - d. Jean Ward reviewed with the Board the Capital Funds Program.
 - e. Jean Ward reviewed with the Board the results of her and Ian McDonald's investigation of the most profitable place for Park Towers' savings. Casey Stotts moved to enter in an agreement for safekeeping of pledged securities with First MN Bank. Brig Knott seconded and the motion carried unanimously.
5. SCHOOL CONSTRUCTION PROGRAM UPDATE
Judy Flemming reviewed with the Board the proposals from electricians received for the school construction program house. Becky Felling moved to enter into a contract with CR Electric to do the electrical work for the school construction program. Casey Stotts seconded and the motion carried unanimously.

The closing for the lot purchase occurred September 2nd.

6. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
Becky Felling moved to approve the Franklin-Grove Neighborhood SCDP Loan #8680-16.
Casey Stotts seconded and the motion carried unanimously.

The Board brainstormed about some alternative uses for the City Rehab Revolving Loan Program.

- Broader target area
- Set up the program so it can be used on a case-by-case basis
- Set up the program so that the loan will be paid back at some point in time
- Set a maximum loan amount (in current policy)
- Pay funds directly to the contractor (in current policy)

7. FYI
- a. Maxfield should have a draft of the housing study ready by next week.
 - b. Jean Ward gave the Board a report on the NAHRO Conference in St. Cloud
 - c. Article from GMHF “The Importance of Stable Housing for Families with Children: Child Success, Workforce Development, Strong Communities” was included in the packet.

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

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting –

October 19, 2004

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Thor Skeie, Casey Stotts, Brig Knott and Becky Felling. Staff Present: Jean Ward, and Judy Fleming.
2. MINUTES OF THE HRA BOARD MEETING ON SEPTEMBER 21, 2004
Thor Skeie moved to approve the Minutes as written. Casey Stotts seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Casey Stotts moved to approve the Financials. Thor Skeie seconded and the motion carried unanimously.

Becky Felling moved to approve Resolution #04-06 to Officially Void Outstanding Checks. Casey Stotts seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward reviewed with the Board the calculation of the 2004 & 2005 Operating Subsidy. Casey Stotts moved to approve Resolution #04-07 adopting the Calculation of the 2005 Operating Subsidy. Thor Skeie seconded and the motion carried unanimously.
 - b. Renovation Update: Jean Ward informed the Board the architect is working on the plans. Bids will hopefully be sent out to contractors in December/January and the renovation will start in January/February.
 - c. Jean Ward provided the Board with a copy of the Public Housing Resident Service & Satisfaction Survey.
 - d. Jean Ward reviewed with the Board the current demographic statistics report.
5. SCHOOL CONSTRUCTION PROGRAM UPDATE
The Board reviewed the pictures of what has been constructed.
6. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
Brig Knott moved to approve the Franklin-Grove Neighborhood SCDP Loan #8680-17. Becky Felling seconded and the motion carried unanimously.
7. MAXFIELD STUDY UPDATE
The Board decided to have a public presentation of the housing study. The presentation will be Tuesday, November 16th at 8 AM immediately after the HRA Board meeting.

8. DISCUSSION OF PROPOSED CITY REVOLVING REHAB LOAN PROGRAM GUIDELINES

Jean Ward reviewed with Board a memorandum that outlined the guidelines of the City Revolving Rehab Loan Program and the proposed changes. Becky Felling moved to approve the proposed changes to the guidelines of the City Revolving Rehab Loan Program. Brig Knott seconded and the motion carried unanimously.

Becky Felling requested that Heartland Community Action Agency be contacted to inform them of the HRA programs.

9. FYI

- a. Birchwood Fact Sheet
- b. NAHRO Monitor
- c. Pictures of Rolling Meadows Swale Planting

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

Regular Board Meeting –

November 16, 2004

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Thor Skeie, Casey Stotts, Brig Knott and Becky Felling. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON OCTOBER 19, 2004
Casey Stotts moved to approve the Minutes as written. Thor Skeie seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Casey Stotts moved to approve the Financials. Becky Felling seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward reviewed with the Board the 2004 Revised Budget. Casey Stotts moved to approve Resolution #04-08 adopting the Revised 2004 Budget. Brig Knott seconded and the motion carried unanimously.
 - b. Renovation Update: Jean Ward informed the Board that all the windows will probably need to be re-caulked, so there may not be as many apartments renovated this phase.
 - c. Thor Skeie moved to approve Resolution #04-09 approving to Open a Saving Account at Premier Savings Mid Country Bank at 1.7% and to Close the First Plus Savings at First Federal that was at 1.00%. Becky Felling seconded and the motion carried unanimously.
 - d. Jean Ward informed the Board of the Senior Companion Program and reviewed the Memorandum of Understanding with them. Casey Stotts moved to execute the Memorandum of Understanding for the Senior Companion Program. Brig Knott seconded and the motion carried unanimously.
5. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
Judy Flemming reviewed with the Board the request for a partial payoff for a homeowner that received a rehab loan in the Franklin Grove Neighborhood. Casey Stotts moved to except the partial payoff of \$15,426 for loan #8680-02. Becky Felling seconded and the motion carried unanimously.
6. CONSIDERATION OF APPROVAL OF CITY REVOLVING REHAB LOAN PROGRAM GUIDELINES
Jean Ward reviewed with Board the updated document. Thor Skeie moved to approve the guidelines of the City Revolving Rehab Loan Program. Brig Knott seconded and the motion carried unanimously.
7. WAIVER REQUEST FOR HRA AFFORDABLE HOUSING FUND FEE
Waiver request was withdrawn.

8. CASA APPLICATION REQUEST

Wells Fargo inquired about submitting a CASA application for a development. The Board discussed setting criteria for preparing CASA Applications for organizations and also setting a \$500 CASA Application Preparation Fee. Jean will have more details for the next Board Meeting.

9. 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

Regular Board Meeting –

December 4, 2004

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Thor Skeie, Casey Stotts, and Brig Knott. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON NOVEMBER 16, 2004
Casey Stotts moved to approve the Minutes as written. Thor Skeie seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Casey Stotts moved to approve the Financials. Brig Knott seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward updated the Board on the need to add exterior window caulking to the capital fund program. Casey Stotts moved to approve the proposal by Engan & Associates for the fees related to the exterior window caulking. Thor Skeie seconded and the motion carried unanimously.
 - b. Jean Ward updated the Board on the progress of the Senior Companion Program. The Senior Companion can take care of up to four or five residents. Currently, two residents have signed up for the program.
5. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
Casey Stotts moved to approve the Franklin-Grove Neighborhood SCDP Loan #8680-18 & 19 and an emergency furnace loan for #8680-21. Brig Knott seconded and the motion carried unanimously.
6. CITY REVOLVING REHAB LOAN PROGRAM UPDATE
Thor Skeie moved to approve City Revolving Rehab Loan #8680-1R. Casey Stotts seconded and the motion carried unanimously.

Casey Stotts moved to approve City Revolving Rehab Loan #8700R and a waiver for maximum loan amount so that an air exchanger can be included in the project. Brig Knott seconded and the motion carried unanimously.
7. MHFA REHAB LOAN PROGRAM UPDATE
Judy Flemming informed the Board that the MHFA Rehab Loan Program would also be used in the #8700 project along with the City Revolving Rehab Loan.
8. ROLLING MEADOWS EAST UPDATE
Casey Stotts moved to approve HHPOP loans #8800, #8801 & #8802. Brig Knott seconded and the motion carried unanimously.

Bruce Naustdal and Diane Sorensen presented to the Board a request to allow sweat equity for upgrades on homes receiving HHPOP funds. Bruce also requested a waiver for home under construction that the homeowner is doing sweat equity to for a third stall garage. After a great deal of discussion the Board decided to table the request of allowing sweat equity for upgrades until Marc Seboria reviewed the issue. However Casey Stotts did move to approve a one time waiver for sweat equity to install a third stall garage because the homebuyer is not using any state gap funds. Thor Skeie seconded and the motion carried unanimously.

Diane Sorensen presented to the Board on the marketing of Rolling Meadows East. She provided a drawing showing the lots with homes under construction, lots with model homes, and the lots sold.

Jean Ward told the Board that she is working with Diane to determine the demand at Rolling Meadows, but it does seem like an RFP Application would need to be worked on for additional gap funds.

9. CONSIDERATION OF DRAFT 2005 HOUSING COMMUNITY DEVELOPMENT PLAN
Jean Ward presented to the Board the draft 2005 Housing Community Development Plan. Casey Stotts moved to approve the 2005 Housing Community Development Plan. Thor Skeie seconded and the motion carried unanimously.
10. SCHOOL CONSTRUCTION PROGRAM UPDATE
Richard Buchholz, school construction program instructor extended an invitation to the HRA Board for the High School Open House at the School Construction House on December 23rd from 11am – 2 PM.
11. FYI
2005 MN NAHRO Legislative Agenda
Letter from MHFA re Rehabilitation Loan Program.
12. ADJOURNMENT
There being no other business, Chairman Ian McDonald declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer