



*Hutchinson Housing & Redevelopment Authority*

Regular Board Meeting – January 18, 2005

*Agenda*

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON DECEMBER 21, 2004
3. FINANCIAL REPORTS
  - 3a. City Center
  - 3b. Park Towers
4. RESOLUTION #05-01
  - 4a. Consideration of Resolution Authorizing Mileage Reimbursement According to IRS Set 2005 Rates
5. PARK TOWERS UPDATE
  - 5a. Renovation Project Update -
    1. Bid opening date set for January 25<sup>th</sup>
  - 5b. FYI – MASS to be presented at February Board Meeting
6. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
  - 6a. Consideration of Franklin-Grove Neighborhood SCDP Loans #8680-20
7. CITY REVOLVING REHAB LOAN PROGRAM UPDATE
  - 7a. Consideration of Loan #8680-17R
8. ROLLING MEADOWS EAST UPDATE
  - 8a. Consideration of Loans #8803, #8804, #8805 & #8806
  - 8b. Proposed Sweat Equity Policy
  - 8c. Draft RFP Application for Additional Gap Funds
9. SCHOOL CONSTRUCTION PROGRAM UPDATE
10. Schedule Meeting with City Council in March to Review 2004 Year End Report
11. ADJOURNMENT



**Hutchinson Housing & Redevelopment Authority**  
Regular Board Meeting – February 15, 2005

***Agenda***

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON JANUARY 18, 2005
3. FINANCIAL REPORTS
  - 3a. City Center
  - 3b. Park Towers
4. PARK TOWERS UPDATE
  - 4a. Consideration of Contract Award to C & L Services That Accepts Base Bid of \$182,900 and Change Order to Add 3 Type A Apartments and 1 Type B Apartment for \$103,000 for a **Total of \$285,900**
  - 4b. Resolution #05-2 Approving Management Operations Certification (MASS)
  - 4c. Resolution #05-3 for Disposition of Front Load Washer
5. SCHOOL CONSTRUCTION PROGRAM UPDATE
  - 5a. Consideration of Memorandum of Understanding with School District
  - 5b. Budget
  - 5c. Listing Agreement with Diane Sorensen of Hometown Realty
  - 5d. Consideration of Draft Purchase Agreement to Purchase 2 Lots for the Next 2 Years School Construction Program
  - 5e. Hutchinson Leader Article “Students Build New Home as Well as New Skills”
6. ROLLING MEADOWS EAST UPDATE
  - 6a. Approval of HHPOP Guidelines at a Glance
  - 6b. RFP Application for Additional Gap Funds
  - 6c. Proposed Change to CRV Loan and City Revolving Loan Procedural Guide
7. ADAM STREET NEIGHBORHOOD PROJECT SUBORDINATION REQUEST
8. Scheduled Meeting with City Council March 15<sup>th</sup> at 8:30AM to Review 2004 Year End Report
9. FYI
  - 9a. Award Letter from MHFA for CASA for Existing Homes in Hutchinson
  - 9b. NAHRO Information on the President’s FY 2006 Budget
10. ADJOURNMENT



**Hutchinson Housing & Redevelopment Authority**

Regular Board Meeting – March 15, 2005

***Agenda***

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON FEBRUARY 15, 2005
3. FINANCIAL REPORTS
  - 3a. City Center
  - 3b. Park Towers
4. PARK TOWERS UPDATE
  - 4a. Preliminary Resident Satisfaction Survey Results
  - 4b. Preliminary Physical Inspection Results
  - 4c. Update on Renovation Project
  - 4d. Consideration of Front Parking Lot Seal Cote
5. ROLLING MEADOWS EAST UPDATE
  - 5a. Consideration of Loans #8808 & #8809
6. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
  - 6a. Consideration of Franklin-Grove Neighborhood SCDP Loan & City Revolving Rehab Loan #8680-21
  - 6b. Cancellation of Franklin-Grove Neighborhood SCDP Loan & City Revolving Rehab Loan #8680-17
7. SCHOOL CONSTRUCTION PROGRAM UPDATE
  - 7a. Consideration of Setting Closing Date for April 20, 2005 for Purchase of Lots for School Construction Program
8. CONSIDERATION/REVIEW OF CITY COUNCIL MEMO FOR REALLOCATION OF FUNDS TO HRA DOWNPAYMENT ASSISTANCE PROGRAM
9. YEAR END REPORT
10. MEETING WITH CITY COUNCIL AT 8:30AM
  - 10a. Review 2004 Year End Report
  - 10b. Consideration/Review of Memo for Reallocation of funds to HRA Downpayment Assistance Program
11. ADJOURNMENT



***Hutchinson Housing & Redevelopment Authority***

Regular Board Meeting – April 19, 2005

***Agenda***

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON MARCH 15, 2005
3. FINANCIAL REPORTS
  - 3a. City Center
  - 3b. Park Towers
4. PARK TOWERS UPDATE
  - 4a. Update on Renovation Project
  - 4b. Consideration of Remodeling 2 Additional Units: 103 & 104
  - 4c. Consideration of Resident Handbook/Housekeeping Standards
5. ROLLING MEADOWS EAST UPDATE
  - 5a. Consideration of Loans #8810 & #8811
  - 5b. Status of HHPOP Affordability Gap Loan Funds
6. CITY REVOLVING LOAN PROJECT UPDATE
  - 6a. Consideration of Franklin-Grove Neighborhood City Revolving Rehab Loan Amount Waiver for an Additional \$1,566
7. HOME RENTAL REHAB PROGRAM UPDATE
  - 7a. Consideration of Approval of Submitting Application for the HOME Rental Rehab Program for Evergreen Apartments
8. SCHOOL CONSTRUCTION PROGRAM UPDATE
9. CONSIDERATION OF LETTER SUPPORTING CONTINUED STATE INVESTMENT IN MHFA CHALLENGE PROGRAM
10. DISCUSSION REGARDING HOMELESS STUDY
11. ADJOURNMENT

**HHI Meeting**



***Hutchinson Housing & Redevelopment Authority***

Regular Board Meeting – May 17, 2005

***Agenda***

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON APRIL 19, 2005
3. FINANCIAL REPORTS
  - 3a. City Center
  - 3b. Park Towers
4. RECOMMENDATION TO CITY COUNCIL FOR REPLACEMENT OF BRIG KNOTT ON HRA BOARD
5. PARK TOWERS UPDATE
  - 5a. Consideration of Approval of Resolution #05-05, Disposal of Washing Machine
  - 5b. Update on Renovation Project
    - 5b1. Consideration of Approval of Execution of Change Order #2
  - 5c. PHAS Score of 93% - High Performer
6. SCHOOL CONSTRUCTION PROGRAM UPDATE
  - 6a. Open House May 17<sup>th</sup> from 9:15AM-2:30 PM & 4-8 PM
7. ROLLING MEADOWS EAST UPDATE
  - 7a. Consideration of Home Stretch Variance & Consideration of Loan #8807 (School Construction House)
  - 7b. Consideration to Restructure HHPOP Affordability Gap Loans
8. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
  - 8a. Consideration of Franklin-Grove Neighborhood SCDP Loan #8680-17
  - 8b. Submitted Revised Budget & Extension
9. DISCUSSION REGARDING HOMELESS STUDY
10. CONSIDERATION OF REVISED UNDERWRITING STANDARDS FOR FUF & CFUF PROGRAM
11. PRESENTATION OF DRAFT AUDIT REPORT BY MARK BABCOCK
12. PRESENTATION ON METH HOUSES - DAN HATTEN
13. ADJOURNMENT



*Hutchinson Housing & Redevelopment Authority*

Special Board Meeting-Reschedule of Regular June 21, 2005 Board Meeting

Thursday, June 30, 2005

*Agenda*

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM  
Introduction of Dan Carlson, replacement Board member for Brig Knott
2. MINUTES OF HRA BOARD MEETING ON MAY 17, 2005
3. FINANCIAL REPORTS
  - 3a. City Center
  - 3b. Park Towers
4. PARK TOWERS UPDATE
  - 4a. Consideration of Change Order for Additional Time in Construction Schedule to Complete Additional Apartments
  - 4b. Staffing Change - Experience Works Hire, Evelyn McGrand, to work on Park Towers activities and fill in receptionist
  - 4c. Consideration of Setting Public Hearing for Annual Plan for Tuesday, August 16, 2005 at 8:00 A.M.
  - 4d. Resolution #05-8 Board Resolution Regarding Uncollectable Account
  - 4e. Resolution #05-9 Disposition of Management Office Computers
  - 4f. Consideration of Submission MDH Housing with Services Establishment Registration
  - 4g. FYI - PHAS Vacant Unit Turnaround
5. SCHOOL CONSTRUCTION PROGRAM UPDATE
  - 5a. Estimated Proceeds
  - 5b. House Plans
  - 5c. Additional Lots
6. ROLLING MEADOWS EAST UPDATE
  - 6a. Review MHFA CRV Application
7. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
  - 8a. Consideration of Franklin-Grove Neighborhood SCDP Loan #8680-22
  - 8b. DEED Approved Revised Budget & Extension
8. DISCUSSION REGARDING HOMELESS STUDY (Tabled from last month)
9. FUF/CFUF UPDATE
  - 9a. Consideration of Submitting Application to Administer CFUF
10. HOME RENTAL REHAB PROGRAM UPDATE
11. REVIEW OF PRELIMINARY 2006 HRA CITY CENTER BUDGET
12. APPROVAL OF 2005 HRA AUDIT REPORT
13. ADJOURNMENT



*Hutchinson Housing & Redevelopment Authority*

Regular Board Meeting - July 19, 2005

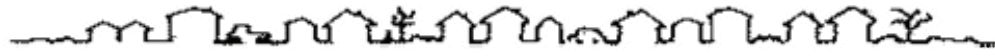
*Agenda*

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON JUNE 30, 2005
3. FINANCIAL REPORTS
  - 3a. City Center
  - 3b. Park Towers
4. PARK TOWERS UPDATE
  - 4a. Renovation Update
    - Consideration of Change Order #5 for Park Towers Renovation
  - 4b. PHAS Score Review
    - Score Revision – 93 High Performer to 94 High Performer
5. SCHOOL CONSTRUCTION PROGRAM UPDATE
  - 5a. Waiting for Final Billing from Waste Management
  - 5b. Waiting for New House Plan to be Drafted
  - 5c. Waiting for Bill Gilk to Respond to Offer
6. ROLLING MEADOWS EAST UPDATE
  - 6a. Consideration of HHPOP Loan #8812
7. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
  - 7a. Consideration of Franklin-Grove Neighborhood SCDP Loan #8680-23
8. HOME RENTAL REHAB PROGRAM UPDATE
  - 8a. Consideration of 2005 MHFA HOME Rental Rehab Agreement
9. FYI
  - 9a. Public Hosing Monthly
  - 9b. Meeting re Transitional Housing for Domestic Abuse
10. ADJOURNMENT



*Hutchinson Housing & Redevelopment Authority*  
Regular Board Meeting – August 16, 2005  
*Agenda*

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON JULY 19, 2005
3. FINANCIAL REPORTS
  - 3a. City Center
  - 3b. Park Towers
4. PUBLIC HEARING 8:00 A.M. REGARDING 2006 PUBLIC HOUSING ANNUAL PLAN
5. PARK TOWERS UPDATE
  - 5a. Renovation Update
    - Consideration of Change Order #6 for Park Towers Renovation
  - 5b. Review and Comments Draft 2006 Park Towers Budget
  - 5c. FYI-Information re Proposal to Install Cingular Cellular Antennae on Park Towers Roof
6. SCHOOL CONSTRUCTION PROGRAM UPDATE
  - 6a. Proceeds Statement for 425 Maryland Street
  - 6b. New House Plan/Consideration of Excavation Proposals and Materials Proposals
  - 6c. Consideration of Execution Purchase Agreement to Purchase lots 3, 5 & 19 at Island View Heights for the School Construction Program
  - 6d. Consideration of execution of Repayment Agreement with HHI
7. ROLLING MEADOWS EAST UPDATE
8. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
  - 8a. Consideration of Franklin-Grove Neighborhood SCDP Loan #8680-24
9. HOME RENTAL REHAB PROGRAM UPDATE
10. CONSIDERATION OF APPROVAL OF CITY CENTER 2006 HRA BUDGET AND APPROVAL TO FORWARD TO CITY COUNCIL
11. ADJOURNMENT




***Hutchinson Housing & Redevelopment Authority***

Annual Board Meeting – August 16, 2005

***Agenda***

1. CALL TO ORDER – **8:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF ANNUAL HRA BOARD MEETING ON AUGUST 17, 2004
3. ELECTION OF OFFICERS
  - Appointment of Loan Committee Members  
(2 Board Members & HRA Director)
4. PROGRESS OF 2005 HRA PLANS/OBJECTIVES
5. REVIEW OF HRA PLANS/OBJECTIVES FOR 2006
6. ADJOURNMENT

  
**Hutchinson Housing & Redevelopment Authority**  
Regular Board Meeting – September 20, 2005  
**Agenda**

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON August 16, 2005
3. FINANCIAL REPORTS
  - 3a. City Center
  - 3b. Park Towers
  - 3c. #05-12 Resolution for Signatory Card at Mid Country Bank
  - 3d. Consideration of Resolution #05-11 Authorizing Mileage Reimbursement According to the Revised IRS Set 2005 Rates
4. PARK TOWERS UPDATE
  - 4a. Renovation Update
    - Consideration of Change Order #7 for Park Towers Renovation
  - 4b. Consideration of Resolution#05-13 Approving 2006 Park Towers Budget
  - 4c. Review Vacant Unit Turnaround Data
  - 4d. FYI-Information re Proposal to Install Cingular Cellular Antennae on Park Towers Roof
5. SCHOOL CONSTRUCTION PROGRAM UPDATE
  - 5a. Consideration of Electrician and Plumbing & Heating Proposals
  - 5b. Update on Purchase of Lots 3, 5 & 19 at Island View Heights for the School Construction Program
6. CONSIDERATION OF CASA LENDER APPLICATION
7. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
  - 7a. Consideration of Franklin-Grove Neighborhood SCDP Loan #8680-25
  - 7b. Consideration of Subordination Request
8. HOME RENTAL REHAB PROGRAM UPDATE
9. HUTCHINSON APARTMENT VACANCY RATE DATA
10. INFORMATION ON VICTIMS OF HURRICANE KATRINA
11. REVIEW OF HRA BOARD APPLICANTS AND RECOMMENDATION TO CITY COUNCIL FOR REPLACEMENT OF IAN MCDONALD ON HRA BOARD
12. ADJOURNMENT



*Hutchinson Housing & Redevelopment Authority*  
Regular Board Meeting – October 18, 2005  
*Agenda*

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON September 20, 2005
3. FINANCIAL REPORTS
  - 3a. City Center
  - 3b. Park Towers
4. PARK TOWERS UPDATE
  - 4a. Renovation Update
  - 4b. Resolution #05-14 to Adopt Enterprise Income Verification Security Policies & Procedures
5. HHPOP – ROLLING MEADOWS EAST SINGLE FAMILY RFP AWARD
6. CITY OF HUTCHINSON SCDP REVOLVING LOAN BALANCES AS OF 9/30/2005
7. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
  - 7a. Consideration of Franklin-Grove Neighborhood SCDP Loan #8680-26
8. REVIEW OF HRA BOARD APPLICANTS AND RECOMMENDATION TO CITY COUNCIL FOR REPLACEMENT OF IAN MCDONALD ON HRA BOARD
9. ADJOURNMENT



*Hutchinson Housing & Redevelopment Authority*  
Regular Board Meeting

November 15, 2005

*Agenda*

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. INTRODUCTION OF NEW HRA BOARD MEMBER – JOEL KRAFT
3. MINUTES OF HRA BOARD MEETING ON OCTOBER 18, 2005
4. FINANCIAL REPORTS
  - 4a. City Center
  - 4b. Park Towers
5. APPOINTMENT OF BOARD MEMBER TO LOAN REVIEW COMMITTEE
6. PARK TOWERS UPDATE
  - 6a. Consideration of Resolution #05-15, November 15, 2005 Budget Revision
  - 6b. Consideration of Resolution #05-16 Resolution to Approve Change Order #8
  - 6c. Review of New Operating Fund Formula
  - 6d. Consideration of Resolution #05-17 Resolution to Approve to Sell USA Mobility Shares
7. HHPOP
  - 7a. Consideration of HHPOP Loan #8813 for Rolling Meadows East
  - 7b. Consideration of Approval to Execute CRV Fund Agreement 9-2005-12-CRV
8. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
  - 8a. Consideration of Franklin-Grove Neighborhood SCDP Loan #8680-27
9. ADJOURNMENT

**7:45 AM - Tour of Historic State Theater**



***Hutchinson Housing & Redevelopment Authority***

Regular Board Meeting

December 20, 2005

***Agenda***

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON NOVEMBER 15, 2005
3. FINANCIAL REPORTS
  - 4a. City Center
  - 4b. Park Towers
4. PARK TOWERS UPDATE
  - 4a. Consideration of Resolution 05-20 Approving 2006 Calculation of Performance Funding System
  - 4b. Consideration of Resolution 05-19 Approving Revised Park Towers Key Policy and 2006 Park Towers Schedule of Charges
  - 4c. Consideration of Resolution 05-18 Approving Change Order to Renovate Apartment 211
  - 4d. Consideration of Request to Pay Contractors for Damage Subsequent to Boiler Malfunction Upon Completion of Work and Receipt of Insurance Check.
    - Service Master – mold mitigation clean up and drying out affected areas
    - C& L Services – repair to drywall and other misc.
    - A & E Plumbing to repair frozen water pipes
5. HHPOP
  - 5a. Consideration of HHPOP Loan #8814 & 8816 for Rolling Meadows East
  - 5b. Consideration of HHPOP Loan for an Existing Home
  - 5c. Consideration of Resolution #05-21 Submitting a CASA Application for Existing Homes
6. SCHOOL CONSTRUCTION PROGRAM UPDATE
7. FYI
  - *Time* Article on GMHF
  - Minneapolis Star Tribune Article - *Guide to Reverse Mortgages*
8. ADJOURNMENT

**8 AM – Breakfast at Country Kitchen**