



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting –

January 18, 2005

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Becky Felling, Thor Skeie, Casey Stotts, and Brig Knott. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON DECEMBER 21, 2004
Thor Skeie moved to approve the Minutes as written. Casey Stotts seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Year End reports will be ready for next months board meeting. Casey Stotts moved to approve the Financials. Brig Knott seconded and the motion carried unanimously.
4. RESOLUTION #05-01
Thor Skeie moved to approve Resolution #05-01 Authorizing Mileage Reimbursement According to IRS Set 2005 Rates. Brig Knott seconded and the motion carried unanimously.
5. PARK TOWERS
 - a. Jean Ward updated the Board on the renovation project. The Bid opening will be January 25, 2005.
 - b. Jean Ward told the Board the MASS report would be ready for the February Board Meeting.
5. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
Casey Stotts moved to approve the Franklin-Grove Neighborhood SCDP Loan #8680-20. Thor Skeie seconded and the motion carried unanimously.
6. CITY REVOLVING REHAB LOAN PROGRAM UPDATE
Casey Stotts moved to approve City Revolving Rehab Loan #8680-17R. Becky Felling seconded and the motion carried unanimously.
7. ROLLING MEADOWS EAST UPDATE
 - a. Becky Felling moved to approve HHPOP loans #8803, #8804 & #8805 & #8806 on the condition the Loan Review Committee approves the files. Thor Skeie seconded and the motion carried unanimously.
 - b. Jean Ward reviewed with the Board the proposed Sweat Equity Policy. Casey Stotts moved to approve the Sweat Equity Policy with the option that allows up to \$2,000 sweat equity for cosmetic upgrades that will not affect the builders warranty.
 - c. Jean Ward reviewed with the Board the draft RFP application for additional gap funds. Becky Felling moved to approve to submit the RFP application to MHFA. Casey Stotts seconded and the motion carried unanimously.

8. SCHOOL CONSTRUCTION PROGRAM UPDATE

Judy Flemming updated the Board on the progress of the construction of the home.

Jean asked Diane Sorensen of Hometown Realty for a proposal for listing the home. In addition she asked for an option on purchasing another lot at Rolling Meadows East contingent on the school district agreement to continue the program.

9. Thor Skeie moved to schedule a meeting with City Council on March 15th at 8 AM to review the 2004 Year End Report. Becky Felling seconded and the motion carried unanimously.

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 –

February 15, 2005

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Becky Felling, Casey Stotts, and Brig Knott. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON JANUARY 18, 2005
Casey Stotts moved to approve the Minutes as written. Brig Knott seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Jean Ward presented the financial reports including the year end data to the Board. 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 bid results for the renovation project. Casey Stotts moved to award the contract to C & L Services that accepts a base bid of \$182,900 and a change order to add 3 Type A apartments and 1 Type B apartment for \$103,000 for a total of \$285,900. Brig Knott seconded and the motion carried unanimously.
 - b. Jean Ward did a power point presentation for Board on the Management Operations Certification (MASS). Becky Felling moved to approve Resolution #05-2 Approving Management Operations Certification (MASS). Brig Knott seconded and the motion carried unanimously.
5. SCHOOL CONSTRUCTION PROGRAM UPDATE
Diane Sorensen of Hometown Realty presented to the Board her proposal for the purchase price for the School Construction Program House. The Real Estate Commission would be 5%. After Diane's presentation the Board reviewed the budget and discussed the purchase price. Becky Felling moved to approve the Listing Agreement with Diane Sorensen of Hometown Realty and to set the purchase price at \$149,500.
6. PARK TOWERS CONTINUED
 - c. Becky Felling moved to approve Resolution #05-3 for Disposition of Front Load Washer. Casey Stotts seconded and the motion carried unanimously.
7. SCHOOL CONSTRUCTION PROGRAM CONTINUED
 - b. Jean Ward presented to the Board the Memorandum of Understanding with the School District. Casey Stotts moved to approve the Memorandum of Understanding with the School District. Becky Felling seconded and the motion carried unanimously.
 - c. Jean Ward presented to the Board a draft purchase agreement to purchase two lots at Island View Heights Sixth Addition. Casey Stotts moved to approve the purchase of the two lots for up to \$28,500 for each lot with the proposal to split the cost of the assessments. Brig Knott seconded and the motion carried unanimously.
 - d. FYI – Hutchinson Leader Article “Students Build New Home as Well as New Skills”

8. ROLLING MEADOWS EAST UPDATE
 - a. Judy Flemming updated the Board on the changes to HHPOP Guidelines as a Glance. Casey Stotts moved to approve the revised HHPOP Guidelines as a Glance purchase price that correspond with GMHF's limits. Brig Knott seconded and the motion carried unanimously.
 - b. Jean Ward reviewed with the Board the MHFA RFP Application that was submitted for additional gap funds.
 - c. Ian McDonald explained the current minimum Housing expense and debt to income ratios of 28/36 for the CRV Gap Loan and the City Revolving Loan are not consistent with MHFA's guidelines for the HAF monthly payment assistance. The monthly payment assistance is available for only 3 years and the amount of the assistance is reduced each year, \$60-\$40-\$20. Casey Stotts moved to allow the minimum Housing expense and debt to income ratios for the CRV Gap Loan and City Revolving Loan to go below the minimum if MHFA HAF monthly payment assistance is being used.
9. Jean Ward reminded the Board of the meeting with City Council on March 15th at 8:30 AM to review the 2004 Year End Report.
10. ADAM STREET NEIGHBORHOOD PROJECT SUBORDINATION REQUEST
Request Withdrawn
11. FYI
 - a. Award Letter from MHFA for CASA for Existing Homes in Hutchinson
 - b. NAHRO Information on the President's FY 2006 Budget
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 –

March 15, 2005

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Becky Felling, and Brig Knott. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON FEBRUARY 15, 2005
Becky Felling moved to approve the Minutes as written. Brig Knott seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Brig Knott moved to approve the Financials. Becky Felling seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward reviewed with the Board the preliminary Resident Satisfaction Survey and Physical Inspection results. Jean will be getting an explanation on how the scores were calculated for the maintenance repair section of the survey.
 - b. Jean Ward updated the Board on the Renovation Project. The Preconstruction meeting will be Thursday March 17th.
 - c. Becky Felling moved to approve the lowest bidder, B & H Seal Coating, to do the front parking lot seal cote. Brig Knott seconded and the motion carried unanimously.
5. ROLLING MEADOWS EAST UPDATE
Becky Felling moved to approve HHPOP loans #8808 & #8809 on the condition the Loan Review Committee approves the files. Brig Knott seconded and the motion carried unanimously.
6. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
 - a. Brig Knott moved to approve the Franklin-Grove Neighborhood SCDP Loan & City Revolving Rehab Loan #8680-21. Becky Felling seconded and the motion carried unanimously.
 - b. Judy Flemming informed the Board that the homeowner at 606 Franklin Street requested to cancel his HRA aided rehab project. Becky Felling moved to cancel Franklin-Grove Neighborhood SCDP Loan & City Revolving Rehab Loan #8680-17. Brig Knott seconded and the motion carried unanimously. Judy will send a letter of Cancellation to the homeowner.
7. SCHOOL CONSTRUCTION PROGRAM UPDATE
Jean Ward told the Board that the owner of the Island View Heights lots agreed to prorate the taxes and the assessments. The Board agreed to set the closing date for April 20, 2005 for the purchase of the lots for the School Construction Program.

8. CONSIDERATION/REVIEW OF CITY COUNCIL MEMO FOR REALLOCATION OF FUNDS TO HRA DOWNPAYMENT ASSISTANCE PROGRAM
Becky Felling moved to submit the memo to the City Council. Brig Knott seconded and the motion carried unanimously.
9. Jean Ward reviewed with the Board the 2004 Year End Report.
10. HOMELESSNESS – SHELTER PLUS
Jean Ward was invited to a McLeod County Emergency Food & Shelter Program meeting about homelessness in our community. The Board discussed the issue and felt that the problem was not only in Hutchinson, but in the surrounding areas too. A needs assessment study was discussed. Jean will get more information a what is incorporated in a study and the costs.
11. MEETING WITH CITY COUNCIL AT 8:30AM
 - a. Ian McDonald reviewed the HRA 2004 Year End Report with the City Council.
 - b. Jean Ward review with the City Council the Memo for Reallocation of funds to HRA Downpayment Assistance 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



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting –

April 19, 2005

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Becky Felling, and Thor Skeie. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON MARCH 15, 2005
Becky Felling moved to approve the Minutes as written. Thor Skeie seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Becky Felling moved to approve the Financials. Thor Skeie seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward updated the Board on the Renovation Project. Everything in the first phase has been demolished. Should be on target for completion in May of the first phase.
 - b. Jean Ward asked the Board to consider adding two units (#103 & #104) to the project. The vacant apartments would be easier to market if renovated and would save the costs for tenant relocation. The 1st floor apartments have drop ceilings, so there will be a slight increase in the renovation costs. Becky Felling moved to approve remodeling of two addition units: 103 & 104. Thor Skeie seconded and the motion carried unanimously.
5. ROLLING MEADOWS EAST UPDATE
Diane Sorenson updated the Board on the status of homes sold at Rolling Meadows East.
8. SCHOOL CONSTRUCTION PROGRAM UPDATE
Diane Sorenson updated the Board on the status of interest for the School Construction Program home. A single female head of household is very interested in the home.
4. PARK TOWERS (Continued)
Jean Ward reviewed with the Board the changes to the Board the Resident Handbook/Housekeeping Standards. Thor Skeie asked if automatic bill pay was available. Jean informed him that at this time it is not available, but will be considering it in the future, if residents request. Becky Felling moved to approve the effective date of May 1st for the revised Resident Handbook/Housekeeping Standards. Thor Skeie seconded and the motion carried unanimously.
5. ROLLING MEADOWS EAST UPDATE (Continued)
Becky Felling moved to approve HHPOP loans #8810 & #8811 on the recommendation of the Loan Review Committee. Thor Skeie seconded and the motion carried unanimously.

The Board reviewed the status of the HHPOP Affordability Gap Loan Funds.
6. CITY REVOLVING LOAN PROJECT UPDATE

- a. Becky Felling moved to approve the City Revolving Rehab Loan amount waiver for an additional \$1,566 for Loan #8680-21R. Thor Skeie seconded and the motion carried unanimously.
7. HOME RENTAL REHAB PROGRAM UPDATE
Jean Ward and Judy Flemming reviewed with the Board the application for the HOME Rental Rehab Program. Becky Felling moved to approve submitting an application to the HOME Rental Rehab Program for Evergreen Apartments. Thor Skeie seconded and the motion carried unanimously.
8. SCHOOL CONSTRUCTION PROGRAM UPDATE (Continued)
Thor Skeie moved to give Jean Ward the authorization to sign any submitted purchase agreement that is for \$147,000 or more for the house built at 425 Maryland Street. Becky Felling seconded and the motion carried unanimously.

The Board reviewed the budget.
9. CONSIDERATION OF LETTER SUPPORTING CONTINUED STATE INVESTMENT IN MHFA CHALLENGE PROGRAM
Becky Felling moved to submit the letter supporting continued state investment in MHFA Challenge program. Thor Skeie seconded and the motion carried unanimously.
10. DISCUSSION ON HOMELESS STUDY
Jean Ward gave the Board the proposal to conduct a special needs housing study. The Board tabled the discussion until the next Board Meeting.
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 –

May 17, 2005

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Becky Felling, and Casey Stotts. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON APRIL 19, 2005
Becky Felling 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 BRIG KNOTT ON HRA BOARD
The Board reviewed the submitted interest forms for serving on Boards/Commissions for the City of Hutchinson. Casey Stotts recommended Dan Carlson the 3M plant manager. Becky Felling seconded and the motion carried unanimously.
5. PARK TOWERS
 - a. Jean Ward presented Resolution #05-05, Disposal of Washing Machine. Casey Stotts moved to approve the Resolution #05-05. Becky Felling seconded and the motion carried unanimously.
 - b. Jean Ward updated the Board on the Renovation Project. The first phase of residents will be moving back to their apartments June 6th.
 - c. Casey Stotts moved to approve the Execution of Change Order # 2 for the remodeling of the two additional units. Becky Felling seconded and the motion carried unanimously.
 - d. Jean Ward reviewed with the Board the PHAS score. 93% is considered a High Performer.
5. Presentation of Draft Audit Report
Mark Babcock presented to the Board the draft Audit Report. Becky Felling moved to forward the audit report to City Finance Director, Ken Merrill for his review. Casey Stotts seconded and the motion carried unanimously.
6. Presentation on Meth Lab Houses
Police Chief Dan Hatten updated the Board on Meth lab houses and how they are dealt with in Hutchinson. The Police Department will keep the HRA informed of any Meth lab houses that are confiscated. It is possible that the HRA could help remodel the home or if it is bad enough it could be demolished and rebuild.

7. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - a. There will be an Open House May 17th from 9:15AM-2:30 PM & 4-8 PM.
 - b. Casey Stotts moved to approve Resolution #05-06, Approving the Sale of the Home located at 425 Maryland Street NW. Becky Felling seconded and the motion carried unanimously.
8. ROLLING MEADOWS EAST UPDATE
 - a. Consideration of Home Stretch Variance

The homebuyer was not able to attend the May Home Stretch class because of scheduling conflicts and the small period between the purchase agreement and the closing. The homebuyer is registered to attend the June class. GMHF will allow a onetime variance for the homebuyer to attend the class after the closing. However it was suggested to keep \$200 back to guarantee that she will attend the class. Becky Felling moved to approve the one time variance and hold back \$200 until the homebuyer takes the Home Stretch class. Casey Stotts seconded and the motion carried unanimously.
 - b. Consideration of HHPOP Loan #8807 for the School Construction Program Homebuyer

The loan review committee reviewed the file and recommended approval. Casey Stotts moved to approve HHPOP Loan #8807. Becky Felling seconded and the motion carried unanimously.
9. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
 - a. Consideration of Franklin-Grove Neighborhood SCDP Loan #8680-17

Judy Flemming presented to the board the recommendation from the Loan Review committee to approve Franklin-Grove Neighborhood SCDP Loan #8680-17 with the option that if the homeowner cannot get an addition \$860 that the City Revolving Rehab loan could be used. Becky Felling moved to approve the Franklin-Grove Neighborhood SCDP Loan #8680-17 and the option. Casey Stotts seconded and the motion carried unanimously.
 - b. Jean submitted a revised budget & extension to DEED - The Board tabled the discussion until the next Board Meeting.
10. DISCUSSION REGARDING HOMELESS STUDY

The Board tabled the discussion until the next Board Meeting.
11. CONSIDERATION OF REVISED UNDERWRITING STANDARDS FOR FUF & CFUF PROGRAM

The Board tabled the discussion until the next Board Meeting.
12. ROLLING MEADOWS EAST UPDATE (Continued)

Ian McDonald presented to the Board the proposed changes to HHPOP. Casey Stotts moved to approve Resolution #05-07 Changing the Procedural Guidelines of the HRA Entry Cost Assistance Program and the New Construction City Revolving Loan Program to incorporate the maximum loan amount increases to \$5,000 for the HRA Entry Cost and \$15,000 for the New Construction City Revolving Loan. Becky Felling seconded and the motion carried unanimously.

13. OTHER

Casey Stotts was wondering if there was any follow-up or inspections on the rehab loans after completion of the project. Currently there is not, because there is not a post-rehab inspection requirement with the state or local rehab program guidelines for owner occupied rehab programs. To our knowledge, there have not been any city enforcement issues post-rehab with our funded owner occupied rehab loans.

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

Special Board Meeting-Reschedule of Regular June 21, 2005 Board Meeting
Thursday, June 30, 2005

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Becky Felling, Thor Skeie, and Dan Carlson. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON MAY 17, 2005
Thor Skeie moved to approve the Minutes as written. Dan Carlson seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Thor Skeie moved to approve the Financials. Dan Carlson seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward presented Change Order #4 for additional time in construction schedule to complete additional apartments. November 18th is the expected completion date. Becky Felling moved to approve Change Order #4 for additional time in construction schedule to complete additional apartments. Thor Skeie seconded and the motion carried unanimously.
 - b. Jean Ward updated the Board the staffing change in the office at Park Towers. Experience Works has supplied Evelyn McGrand to work on Park Towers activates and fill in receptionist.
 - c. Dan Carlson moved to set the public hearing for the annual plan for Tuesday, August 16, 2005 at 8:00 AM in the City Center. Becky Felling seconded and the motion carried unanimously.
 - d. Jean Ward presented Resolution #05-08, Authorizing Designation of 2005 Uncollectible Account. Thor Skeie moved to approve the Resolution #05-08. Dan Carlson seconded and the motion carried unanimously.
 - e. Jean Ward presented Resolution #05-09, Disposition of Office Computer and Monitors. Becky Felling moved to approve the Resolution #05-09. Thor Skeie seconded and the motion carried unanimously.
 - f. Dan Carlson moved to submit the MDH Housing with Services Establishment Registration. Becky Felling seconded and the motion carried unanimously.
 - g. Jean Ward reviewed with the Board the PHAS vacant unit turnaround breakdown.
5. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - a. Jean Ward presented the Board with the estimated proceeds for the 2005 school construction program. Thor Skeie moved to authorization Jean Ward to give the

Hutchinson High School their portion of the proceeds after all the bills are paid. Dan Carlson seconded and the motion carried unanimously.

- b. Judy Flemming presented to the Board three different house plans with projected building costs. Dan Carlson moved to use the Bayside 2 house plan. Becky Felling seconded and the motion carried unanimously.
 - c. Jean Ward reviewed with the Board additional lots for sale in Island View Heights. After review the HRA's financials it was estimated that the HRA could purchase 3 more lots (Lots 3, 5 & 19). The Hutchinson High School would not commit to the program past two years. Thor Skeie moved to authorize Jean to submit a purchase agreement for Lots 3, 5 & 19 starting at \$27,500 each and a maximum of \$29,000 each and to have the closing out at far as possible, preferably after January 1, 2006. Becky Felling seconded and the motion carried unanimously.
6. **ROLLING MEADOWS EAST UPDATE**
Jean Ward reviewed with the Board the MHFA CRV application that will be submitted to MHFA on July 14th. Board members were asked to communicate any suggested changes within the next week.
 7. **FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE**
 - a. Consideration of Franklin-Grove Neighborhood SCDP Loan #8680-22
Judy Flemming presented to the Board the recommendation from the Loan Review committee to approve Franklin-Grove Neighborhood SCDP Loan #8680-22. Becky Felling moved to approve the Franklin-Grove Neighborhood SCDP Loan #8680-22 and the option. Dan Carlson seconded and the motion carried unanimously.
 - b. DEED approved the proposed revised budget & extension for the Franklin Grove Neighborhood project.
 8. **DISCUSSION REGARDING HOMELESS STUDY**
The county was not interested in contributing to the homeless study, so Jean recommended not funding the study for now and waiting to see what the Transitional Housing for Victims of Domestic Abuse Committee finds.

Becky Felling suggested contacting SW Minnesota Foundation to see if they would be interested in a contribution.
 9. **FUF & CFUF PROGRAM UPDATE**
Judy Flemming reviewed with the Board the MHFA application to administer the FUF/CFUF program.
 10. **HOME RENTAL REHAB PROGRAM UPDATE**
Judy Flemming updated the Board on the progress of the Evergreen Apartments Project.
 11. **REVIEW OF PRELIMINARY 2006 HRA CITY CENTER BUDGET**
Jean Ward reviewed with the Board the preliminary 2006 HRA City Center Budget that is due in August.
 12. **APPROVAL OF 2004 HRA AUDIT REPORT**
Becky Felling moved to approve the 2004 HRA Audit Report. Dan Carlson seconded and the motion carried unanimously.

13. ADJOURNMENT

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

Ripped

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting Thursday, July 19, 2005

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Casey Stotts, Becky Felling, Thor Skeie, and Dan Carlson. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON JUNE 30, 2005
Thor Skeie moved to approve the Minutes as written. Dan Carlson seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Casey Stotts moved to approve the Financials. Thor Skeie seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward presented Park Towers Renovation Change Order #5. Dan Carlson moved to approve Change Order #5. Becky Felling seconded and the motion carried unanimously.
 - b. Jean Ward updated the Board on the revised PHAS score. It increased from a 93 High Performer to a 94 High Performer.
5. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - a. Jean Ward informed the Board that she had not given the Hutchinson High School their portion of the proceeds, because we are still waiting for the final billing from Waste Management.
 - b. Still waiting for the new house plan to be drafted.
 - c. Jean Ward updated the Board on the response for the purchase of additional lots in Island View Heights. Bill Gilk said he would accept \$27,500 for each of the three lots if purchased by September 1st. Otherwise the price will go up after September 1st. Becky Felling moved to submit a purchase agreement for \$27,500 each contingent to the road going in and the assessments be included in the purchase. Casey Stotts seconded and the motion carried unanimously.
6. ROLLING MEADOWS EAST UPDATE
Casey Stotts moved to approve HHPOP loan #8812 on the condition the Loan Review Committee approves the files. Dan Carlson seconded and the motion carried unanimously.
7. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
 - a. Judy Flemming updated the Board on a project that homeowner was not happy with the project and did not want to contribute the 10% owner match for a change order.
 - b. Consideration of Franklin-Grove Neighborhood SCDP Loan #8680-23
Judy Flemming presented to the Board the recommendation from the Loan Review committee to approve Franklin-Grove Neighborhood SCDP Loan #8680-23. Casey Stotts

moved to approve the Franklin-Grove Neighborhood SCDP Loan #8680-23. Thor Skeie seconded and the motion carried unanimously.

8. HOME RENTAL REHAB PROGRAM UPDATE

Casey Stotts moved to approve the 2005 MHFA HOME Rental Rehab Agreement. Dan Carlson seconded and the motion carried unanimously.

9. FYI

a. Public Hosing Monthly

b. Jean updated the Board on the meeting about Transitional Housing for Domestic Abuse that she attended.

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 Tuesday, August 16, 2005

Minutes

1. CALL TO ORDER: Chairman Ian McDonald called the meeting to order. Members Present: Casey Stotts, Thor Skeie, and Dan Carlson. Staff Present: Jean Ward, and Judy Fleming.
2. MINUTES OF THE HRA BOARD MEETING ON JULY 19, 2005
Casey Stotts moved to approve the Minutes as written. Dan Carlson seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Casey Stotts moved to approve the Financials. Thor Skeie seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward presented Park Towers Renovation Change Order #6. Casey Stotts moved to approve Change Order #6. Dan Carlson seconded and the motion carried unanimously.
 - b. Jean Ward reviewed with the Board the Draft 2006 Park Towers Budget.
 - c. Jean Ward informed the Board that Cingular Cellular has contacted her about having an antenna on the roof of Park Towers. Cingular is working on the details. Jean will have Marc Seboria review the lease. Cingular is hoping to have the antenna in place by January 1st.
5. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - a. Jean Ward reviewed with the Board proceeds statement for 425 Maryland Street project.
 - b. Judy Fleming presented to the Board the Excavation and Building Materials proposals. Casey Stotts moved to Juul Contracting and UBC proposals contingent to Richard Buchholz review of the proposals and UBC double-checking that nothing was missed in their submitted proposal. Dan Carlson seconded and the motion carried unanimously.
 - c. The Board reviewed the purchase agreement to purchase lots 3, 5, & 19, Island View Heights Sixth Addition. Dan Carlson moved to give \$500 in earnest money and to execute the purchase agreement contingent to the correction of the Vacant Land Addendum and title review. Casey Stotts seconded and the motion carried unanimously.
 - d. The Board reviewed the Repayment Agreement with HHI. Thor Skeie moved to execute the repayment agreement with HHI for the purchase of a lot for the school construction program. Dan Carlson seconded and the motion carried unanimously.
6. ROLLING MEADOWS EAST UPDATE
No loans for this month. It has slowed down a little at Rolling Meadows East.

7. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
 - a. Consideration of Franklin-Grove Neighborhood SCDP Loan #8680-24
Judy Flemming presented to the Board the recommendation from the Loan Review committee to approve Franklin-Grove Neighborhood SCDP Loan #8680-24. Casey Stotts moved to approve the Franklin-Grove Neighborhood SCDP Loan #8680-24. Dan Carlson seconded and the motion carried unanimously.
8. HOME RENTAL REHAB PROGRAM UPDATE
After HQS inspections the owner is in the process of revising the scope of work. Construction should start by November 2005.
9. CONSIDERATION OF APPROVAL OF CITY CENTER 2006 HRA BUDGET AND APPROVAL TO FORWARD TO CITY COUNCIL
Jean Ward reviewed with the Board the City Center 2006 Budget. Dan Carlson moved to approve the City Center 2006 Budget and to forward it to the City Council. Casey Stotts seconded and the motion carried unanimously.
10. PUBLIC HEARING 8:00 A.M. REGARDING 2006 PUBLIC HOUSING ANNUAL PLAN
Chairman Ian McDonald opened the meeting at 8 AM. No one from the public attended the meeting, however Jean did a presentation on the annual plan. Casey Stotts moved to approve Resolution #05-10 approving the PHA Plan. Thor Skeie seconded and the motion carried unanimously. Chairman Ian McDonald closed the meeting.
11. COST OF TERRORISM CLAUSE INCLUDED IN THE HRA'S INSURANCE
Casey Stotts reviewed the HRA's insurance policy. He felt the terrorism clause was not needed and recommended canceling it.
12. Chairman Ian McDonald reminded the Board that he would be moving out of town in October, so he felt that a replacement should be considered and the name brought to the next board meeting.
13. 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 Tuesday, September 20, 2005

Minutes

1. CALL TO ORDER: Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling, Ian McDonald, Thor Skeie, and Dan Carlson. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON AUGUST 16, 2005
Ian McDonald moved to approve the Minutes as written. Thor Skeie seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Becky Felling moved to approve the City Center Financials. Thor Skeie seconded and the motion carried unanimously. Ian McDonald moved to approve the Park Towers Financials. Thor Skeie seconded and the motion carried unanimously.

Thor Skeie moved to approve #05-12 Resolution for Casey Stotts to Sign Signatory Card at Mid Country Bank. Dan Carlson seconded and the motion carried unanimously.

Ian McDonald moved to approve Resolution #05-11 Authorizing Mileage Reimbursement According to the Revised IRS Set 2005 Rates. Becky Felling seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward presented Park Towers Renovation Change Order #7, adding apartment 209 to the project. Becky Felling moved to approve Change Order #7. Dan Carlson seconded and the motion carried unanimously.
 - b. Thor Skeie moved to approve Resolution #05-13 Approving 2006 Park Towers Budget. Ian McDonald seconded and the motion carried unanimously.
 - c. Jean Ward reviewed with the Board the vacant unit turnaround data. She will have filled an estimated 25 apartments by the end of the year.
 - d. Jean Ward updated the Board on the Cingular Cellular proposal. Marc Sebor is reviewing the proposed lease.
5. CONSIDERATION OF CASA LENDER APPLICATION
Ian McDonald moved to approve the CASA lender application from Community Lenders out of Winsted. Dan Carlson seconded and the motion carried unanimously.
6. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
 - a. Consideration of Franklin-Grove Neighborhood SCDP Loan #8680-25
Judy Flemming presented to the Board the recommendation from the Loan Review committee to approve Franklin-Grove Neighborhood SCDP Loan #8680-25. Becky Felling moved to approve the Franklin-Grove Neighborhood SCDP Loan #8680-25. Thor Skeie seconded and the motion carried unanimously.

- b. Judy Flemming presented a request for subordination for Franklin-Grove Neighborhood SCDP Loan #8680-09. Ian McDonald moved to approve the subordination request contingent to Judy Flemming reviewing the new interest rate and payment and they are lower than current rate & payment. Becky Felling seconded and the motion carried unanimously.
7. HOME RENTAL REHAB PROGRAM UPDATE
The project should be going out to bid next week. All required documents should be into MHFA by beginning of November.
8. HUTCHINSON APARTMENT VACANCY RATE DATA & INFORMATION ON VICTIMS OF HURRICANE KATRINA
Jean Ward updated the Board the on the meetings she has attended in regards to the victims of hurricane Katrina.
9. REVIEW OF HRA BOARD APPLICANTS AND RECOMMENDATION TO CITY COUNCIL FOR REPLACEMENT OF IAN MCDONALD ON HRA BOARD
Tabled until next meeting, so Melissa can advertise for any interested applicants.
10. SCHOOL CONSTRUCTION PROGRAM UPDATE
Judy Flemming presented the Electrician and Plumbing & Heating Proposals. The Board discussed the different options they felt were needed to be included in the house. Becky Felling recommended that a devise be added to the home that eliminates radon. The Board felt that if the City Building Official, Lenny Rutledge recommended an air exchanger that it should be included in the house too. Becky Felling moved to except the proposals from B & C Plumbing & Heating and Lite Electric. Dan Carlson seconded and the motion carried unanimously.
11. ADJOURNMENT
There being no other business, Chairman Casey Stotts declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting Tuesday, October 18, 2005

Minutes

1. CALL TO ORDER: Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling, Thor Skeie, and Dan Carlson. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON SEPTEMBER 20, 2005
Becky Felling moved to approve the Minutes as written. Thor Skeie seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Becky Felling moved to approve the City Center Financials. Dan Carlson seconded and the motion carried unanimously. Dan Carlson moved to approve the Park Towers Financials. Becky Felling seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward updated the Board on the renovation project.
 - b. Thor Skeie moved to approve Resolution #05-14 Adopting the Enterprise Income Verification Security Policies & Procedures. Dan Carlson seconded and the motion carried unanimously.
5. HHPOP – ROLLING MEADOWS EAST SINGLE FAMILY RFP AWARD
Jean Ward reviewed with the Board the RFP award.
6. CITY OF HUTCHINSON SCDP REVOLVING LOAN BALANCES AS OF 9/30/2005
Jean Ward reviewed with the Board the balance spreadsheets.
7. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
 - a. Consideration of Franklin-Grove Neighborhood SCDP Loan #8680-26
Judy Flemming presented to the Board the recommendation from the Loan Review committee to approve Franklin-Grove Neighborhood SCDP Loan #8680-26. Becky Felling moved to approve the Franklin-Grove Neighborhood SCDP Loan #8680-26. Dan Carlson seconded and the motion carried unanimously.
8. REVIEW OF HRA BOARD APPLICANTS AND RECOMMENDATION TO CITY COUNCIL FOR REPLACEMENT OF IAN MCDONALD ON HRA BOARD
The Board reviewed the three Interest Forms for applicants for the HRA Board. They felt that all the applicants were good but were interested in a person with banking experience. Chairman Casey Stotts requested that a letter be sent to the two applicants that were not selected, thanking them for their interest. Thor Skeie moved to recommend to the City Council Joel Kraft for the replacement of Ian McDonald on the HRA Board. Dan Carlson seconded and the motion carried unanimously.
9. ADJOURNMENT
Dan Carlson moved to adjourn. Becky Felling seconded and the motion carried unanimously. There being no other business, Chairman Casey Stotts declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting Tuesday, November 15, 2005

Minutes

1. CALL TO ORDER: Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling, Joel Kraft, and Dan Carlson. Staff Present: Jean Ward, and Judy Flemming.
2. INTRODUCTION OF NEW HRA BOARD MEMBER – JOEL KRAFT
3. MINUTES OF THE HRA BOARD MEETING ON OCTOBER 18, 2005
Dan Carlson moved to approve the Minutes as written. Becky Felling seconded and the motion carried unanimously.
4. FINANCIAL REPORTS
Joel Kraft moved to approve the City Center Financials. Dan Carlson seconded and the motion carried unanimously. Dan Carlson moved to approve the Park Towers Financials. Becky Felling seconded and the motion carried unanimously.
5. APPOINTMENT OF BOARD MEMBER TO LOAN REVIEW COMMITTEE
Dan Carlson moved to appoint Joel Kraft to the HRA Loan Review Committee. Becky Felling seconded and the motion carried unanimously.
6. PARK TOWERS
 - a. Jean Ward reviewed with the Board a memorandum of the 2005 revisions of the Park Towers Budget. Dan Carlson moved to approve Resolution #05-15 November 15, 2005 Budget Revision. Becky Felling seconded and the motion carried unanimously.
 - b. Joel Kraft moved to approve Resolution #05-16 Approving Change Order #8. Dan Carlson seconded and the motion carried unanimously.
 - c. Jean Ward updated the Board about the stocks. Becky Felling moved to approve Resolution #05-17 Approving to Sell USA Mobility Shares. Dan Carlson seconded and the motion carried unanimously.
 - d. Jean Ward reviewed with the Board the new operating fund formula.
7. HHPOP
 - a. Casey Stotts moved to approve HHPOP Loan #8813 contingent upon Joel Kraft's review and approval. Dan Carlson seconded and the motion carried unanimously.
 - b. Becky Felling moved to approve to execute the CRV Fund Agreement 9-2005-12-CRV. Dan Carlson seconded and the motion carried unanimously.
8. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
 - a. Dan Carlson moved to approve Franklin-Grove Neighborhood SCDP Loan #8680-27 contingent upon Joel Kraft's review and approval. Becky Felling seconded and the motion carried unanimously.
9. SCHOOL CONSTRUCTION PROGRAM
Jean Ward told the Board that a realtor that has a son in the School Construction Program would like to sell the current house under construction. Jean asked the Board if they would like an RFP sent opening up the opportunity to anyone that is interested. The Board agreed with the idea.
10. ADJOURNMENT
There being no other business, Chairman Casey Stotts declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting Tuesday, December 20, 2005

Minutes

1. **CALL TO ORDER:** Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling, Thor Skeie, Joel Kraft, and Dan Carlson. Staff Present: Jean Ward, and Judy Flemming.
2. **MINUTES OF THE HRA BOARD MEETING ON NOVEMBER 15, 2005**
Dan Carlson moved to approve the Minutes as written. Thor Skeie seconded and the motion carried unanimously.
3. **FINANCIAL REPORTS**
Joel Kraft moved to approve the City Center Financials. Becky Felling seconded and the motion carried unanimously. Dan Carlson moved to approve the Park Towers Financials. Thor Skeie seconded and the motion carried unanimously.
4. **PARK TOWERS**
Jean Ward reviewed a memorandum with the Board that described the following points:
 - a. Becky Felling moved to approve Resolution 05-20 Approving 2006 Calculation of Performance Funding System. Joel Kraft seconded and the motion carried unanimously.
 - b. Thor Skeie moved to approve Resolution 05-19 Approving Revised Park Towers Key Policy and 2006 Park Towers Schedule of Charges. Dan Carlson seconded and the motion carried unanimously.
 - c. Joel Kraft moved to approve Resolution 05-18 Approving Change Order to Renovate Apartment 211. Dan Carlson seconded and the motion carried unanimously.
 - d. Becky Felling moved to approve payment to Service Master, C & L Services, and A & E Plumbing for damage subsequent to boiler malfunction upon completion of work and receipt of insurance check. Dan Carlson seconded and the motion carried unanimously.
5. **HHPOP**
 - a. Becky Felling moved to approve HHPOP Loan #8814 and to approve Loan #8816 contingent upon the Loan Review Committee review and approval. Joel Kraft seconded and the motion carried unanimously.
 - b. Dan Carlson moved to approve HHPOP Loan for an Existing Home. Becky Felling seconded and the motion carried unanimously.
 - c. Joel Kraft moved to approve Resolution #05-21 submitting a CASA application for Existing Homes. Dan Carlson seconded and the motion carried unanimously.
6. **SCHOOL CONSTRUCTION PROGRAM**
 - a. Jean Ward reviewed with the Board the Housing Community Development Plan. Joel Kraft moved to approve contingent to any other comments. Becky Felling seconded and the motion passed unanimously.
 - b. Jean Ward requested some volunteers from the Board to review and analyze the idea of purchasing more lots at Island View Heights. Joel Kraft and Becky Felling volunteered.
7. **FYI**
 - *Time* Article on GMHF
 - Minneapolis Star Tribune Article - *Guide to Reverse Mortgages*
8. **ADJOURNMENT**
Dan Carlson moved to adjourn. Joel Kraft seconded and the motion carried unanimously. There being no other business, Chairman Casey Stotts declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer