



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – January 17, 2006

Agenda

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON DECEMBER 20, 2005
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
4. RESOLUTION #06-2
 - 4a. Consideration of Resolution Authorizing Mileage Reimbursement According to IRS Set 2006 Rates
5. PARK TOWERS UPDATE
 - 5a. Resolution #06-1 For Deletion of Twelve Ranges and Twelve Refrigerators from 2005 Depreciation Report
 - 5b. FYI –PHAS Vacant Unit Turnaround Report and Park Towers CFP Grant Portfolio Status
6. HHPOP UPDATE
 - 6a. Consideration of HHPOP Loan #8815 for Rolling Meadows East
7. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 7a. MHFA CRV Application
 - 7b. Consideration of Purchase Lots 9 and 10 at Island View Heights for \$32,500 Each
 - 7c. Consideration of Approval of Repayment Agreement to HHI for a Credit Line of up to \$35,000 to Purchase Lots for the School Construction Program.
 - 7d. Review Draft Proposal Ranking Criteria for Realtor Services for School Construction house
 - 7e. Invitation to Open House January 27th from 9:30 AM– 2:30 PM
8. Schedule Meeting with City Council in March to Review 2005 Year End Report
9. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – February 21, 2006

Agenda

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON JANUARY 17, 2006
3. FINANCIAL REPORTS
 - 3a. City Center
 - 2005 Year End, & January 2006
 - 3b. Park Towers
 - 2005 Year End, & January 2006
4. PARK TOWERS UPDATE
 - 4a. PHAS Vacant Unit Turnaround
 - 4b. Capital Fund Program Update – Renovation of Apt. # 211
5. PROPERTY & LIABILITY INSURANCE PROPOSALS
6. HHPOP
 - 6a. Existing CASA Application Approval
 - 6b. CASA/HAF Program Change
 - 6c. New BBN Purchase Price at Rolling Meadows East
7. HOME RENTAL REHAB PROGRAM
Resolution #60-03 approving the MHFA 2006 HOME Rental Rehabilitation Program Agreement for Administrative Assistance with the Hutchinson Housing & Redevelopment Authority
8. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 8a. Lot Purchase – Lot 9 & 10, Island View Heights Sixth Addition
 - 8b. Realtor Proposals to Sell Home at 1160 Prairie View Dr. SW
9. ADAM STREET SCDP LOAN SATISFACTION REQUEST
10. FYI
 - 10a. Outcome Based Budgeting – City Council Meeting Minutes from Feb. 7, 2006
 - 10b. Nahro Monitor – 2007 HUD Budget Proposal Including Cuts in Public Housing and CDBG Programs
11. ADJOURNMENT

March 21st at 8:30 AM will be Joint Board Meeting with City Council.



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – March 21, 2006

Agenda

1. CALL TO ORDER – **7:30 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON FEBRUARY 21, 2006
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
4. PARK TOWERS UPDATE
 - 4a. Apartment 211 Completion date 3/31/2006 Final Project Contract of \$415,347
 - 4b. New Operating Subsidy and Capital Fund Estimates
 - 4c. Resolution for Disposition of Wall unit Air Conditioner
5. HHPOP
 - 5a. Consideration of Recommendation to Allocate Affordable Housing Fees to HRA Entry Cost Assistance Program
 - 5b. Consideration of Gap funding for Rolling Meadows East Development
 - 5c. CASA Lender Application-Mid-country Bank
 - 5d. Consideration of HHPOP Loan #8817 for Rolling Meadows East Contingent to Loan Review Committee's Approval
6. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 6a. House listed with Hometown Realty
7. FYI
 - 7a. MN Nahro 2006 Legislative Agenda
8. ADJOURNMENT

8:30 AM

Joint Board Meeting with City Council.

1. Year End Report Presentation



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – April 18, 2006

Agenda

1. CALL TO ORDER – 7:00 a.m. - CITY CENTER MAIN CONFERENCE ROOM
2. WELCOME TO MAYOR AND YEAR END REPORT PRESENTATION
3. MINUTES OF HRA BOARD MEETING ON MARCH 21, 2006
4. FINANCIAL REPORTS
 - 4a. City Center
 - 4b. Park Towers
5. PARK TOWERS UPDATE
 - 5a. Review Draft of ACOP
 - 5b. PHAS Vacant Unit Turnaround Time
 - 5c. Final Payment for Park Towers Renovation Project Pending Project Completion Documents
 - 5d. Contract for Direct Deposit – CB & T
 - 5e. Preliminary Estimates for Hot Water Joints – Gasket Replacement
 - 5f. Proposed Lease to City Attorney for Cellular Antennae on Park Towers Roof
6. HHPOP
 - 6a. Consideration of Resolution to Increasing HRA Entry Cost Gap Loan Maximum to \$6,500 for Rolling Meadows East Development
 - 6b. Consideration of HHPOP Loan #8819 for Rolling Meadows East Contingent to Loan Review Committee's Approval
 - 6c. Consideration to Approve Additional \$1,000 to Cover Additional Closing Costs for HHPOP Loan #8818 for Rolling Meadows East
7. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
 - 7a. Consideration of Franklin-Grove Neighborhood SCDP Loan #8680-28 & #8680-29
8. SCHOOL CONSTRUCTION PROGRAM UPDATE
9. FYI
 - 9a. New Accounting System for City Center
 - 9b. Continuing Education – Jean/Judy, Creating Livable Green Communities - Byron, Maintenance Seminars: Landlord/Tenant Law for Maintenance, Emergency Plumbing & Spring Clean-up
 - 9c. Authorization to Draft Letter to Senators and Representatives re HUD's Implementation of New Operating Fund Rule
 - 9d. State Deed Tax Increase to Affordable Housing
10. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – May 16, 2006

Agenda

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON APRIL 18, 2006
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
4. PARK TOWERS UPDATE
 - 4a. Consideration of Approval of Resolution #06-06, Revised ACOP – effective 6/1/2006
 - 4b. Consideration of Approval of Resolution #06-07, Revised Lease – effective 6/1/2006
 - 4c. Consideration of Approval of ConnectCare Contract
 - 4d. Update on Cellular Antennae Option to Lease
 - 4e. 2005 Audit Report (Distributed at meeting.)
 - 4f. Resolution #06-08 to Delete 3 Ranges & 3 Refrigerators from Inventory
5. HHPOP UPDATE
 - 5a. Funding Availability Memo
 - 5b. Consideration of Creation of Existing CASA Task Force – Employer Based Initiative
 - 5c. Consideration of HHPOP Loan #8820 & 8822 for Rolling Meadows East Contingent to Loan Review Committee’s Approval
6. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 6a. FYI – MHFA Staff Approval of 2% Construction Loan for 2006/2007 School Year
7. DOWNTOWN HOUSING UPDATE
8. FYI
 - 8a. Hutchinson “Minnesota Living Well Community” Data Summary and Analysis
 - 8b. Letter Sent to Collin Peterson in Support of Affordable Housing and Community Development
9. ADJOURNMENT

Tour of the School Construction House



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – June 20, 2006

Agenda

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON MAY 16, 2006
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
4. PARK TOWERS UPDATE
 - 4a. Consideration of Close-Out Documents for Apartment Renovation Project
 - Change Order 10 – Deduct \$575.90
 - Execution of Certificate of Substantial Completion
 - Approval to Void Check #9385 for \$20,520 and Change Payment to \$19,944.10
 - 4b. Consideration of Execution of ACC Agreement for 2006 CFP
 - 4c. Consideration of Setting Public Hearing for 7:30 AM, August 15th at City Center Main Conference Room
 - 4d. Exemption from Asset Management
 - 4e. Execution of Housing with Services Registration
5. HHPOP UPDATE
 - 5a. Rolling Meadows Homeowners Association
 - 5b. Update on Existing CASA Task Force – Employer Based Initiative
 - 5c. Consideration of HHPOP Loan #8817 for Rolling Meadows East Contingent to Loan Review Committee's Approval
6. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 6a. Update on Sale of Home
 - 6b. Execution of CRV Contract for Construction Financing Purchase Agreement
 - 6c. Approval of Payment of \$1,500 Appliance Allowance
 - 6d. Prospective Buyer for Next Years School Construction House
7. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
 - 7a. Consideration of Approval of Resolution #06-09, to Amend the Franklin-Grove Street Housing Rehabilitation Project Area in the SCDP Procedural Guidelines
 - 7b. Consideration of Franklin-Grove Neighborhood SCDP Loan #8680-30 Contingent to Loan Review Committee's Approval
8. DOWNTOWN HOUSING UPDATE
9. REVIEW OF INTERESTED CANDIDATES FOR HRA BOARD POSITION
10. DRAFT 2007 BUDGET
11. AVIAN FLU PLAN
12. COMMUNICATIONS
 - 12a. Thank You Note from Dan Carlson
13. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority
Regular Board Meeting – July 18, 2006
Agenda

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON JUNE 20, 2006 & SPECIAL LOAN APPROVAL MINUTES, WEDNESDAY, JUNE 28, 2006
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
4. PARK TOWERS UPDATE
 - 4a. National Night Out, August 1st 4:30 – 6:30 at Park Towers
 - 4b. Operating Subsidy Training, July 31 & August 1st in Minneapolis
5. HHPOP UPDATE
 - 5a. Update on Existing CASA Task Force – Employer Based Initiative Meeting
 - 5b. Consideration of HHPOP Loans #8818, #8821 & #8824 for Rolling Meadows East Contingent to Loan Review Committee’s Approval
6. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 6a. Update on Sale of Home
 - 6b. Update on Meeting with New Superintendent, Daron Vanderheiden
7. DOWNTOWN HOUSING UPDATE
8. REVIEW OF TARGET AREAS FOR REHAB APPLICATION TO DEED
9. REVIEW OF INTERESTED CANDIDATES FOR HRA BOARD POSITION
10. FYI
11. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority

Annual Board Meeting – August 15, 2006

Agenda

1. CALL TO ORDER – **8:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF ANNUAL HRA BOARD MEETING ON AUGUST 16, 2005
3. ELECTION OF OFFICERS
 - Appointment of Loan Committee Members
(2 Board Members & HRA Director)
4. FINAL REPORT: FRANKLIN GROVE SCDP REHAB PROJECT
5. REVIEW OF HRA PLANS/OBJECTIVES FOR 2007
6. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority
Regular Board Meeting – August 15, 2006
Agenda

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON JULY 18, 2006
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
4. PARK TOWERS UPDATE
 - 4a. Presentation of 2007 Park Towers Operating Budget
 - Consideration of Resolution 06-11 Approving 2007 Operating Budget
 - 4b. PHAS – Vacant Unit Turnaround Time Report
 - 4c. Presentation of 2007 Capital Fund Program 2007 Annual PHA Plan
 - 4d. Consideration of Resolution 06-10, PHA Certifications of Compliance with PHA Plans & Related Regulations.
 - 4e. Consideration of Resolution to Write Off Balance of Doubtful Accounts.
 - 4f. Consideration of Proposal to Replace Four Washers.
- *7:30 AM Public Hearing for the Agency Annual Plan**
5. HHPOP UPDATE
 - 5a. Revised City Revolving Loan Procedural Guide
6. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 6a. Update on Net Proceeds
 - 6b. Approval of Bids for 2006/2007 School Home
7. DOWNTOWN HOUSING UPDATE
8. REVIEW OF COLLECTED INFORMATION FOR TARGET AREA FOR REHAB APPLICATION TO DEED
9. CONSIDERATION FOR APPROVAL OF 2007 CITY CENTER BUDGET PREPARED AUGUST 2006
10. CONSIDERATION OF CREATING A TASK FORCE FOR PREPARATION OF DISASTER PLAN
11. REVIEW OF HRA FEE SCHEDULE
12. CONSIDERATION OF SETTING DATE FOR SPECIAL MEETING ON LAND TRUST – SEPTEMBER 14, 2006
13. GOODBYE TO THOR SKEIE AND REVIEW OF INTERESTED CANDIDATES FOR HRA BOARD POSITION
14. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority
Regular Board Meeting – September 19, 2006
Agenda

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON AUGUST 15, 2006
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
4. PARK TOWERS UPDATE
 - 4a. Review of 2007 Operating Subsidy
 - 4b. Consideration of Proposals for Facility Assessment
 - 4c. Consideration of Resolution #06-13, Deletion of 3 Washers
 - 4d. Consideration of Resolution #06-14, to Approve Maintenance Plan
 - 4e. Consideration of Approval of Flat Rent for 2007
 - 4f. FYI -
 - Violence Against Women
 - Email Release from St. Paul PHA
5. HHPOP UPDATE
 - 5a. Consideration of HHPOP Loan #8825 for Rolling Meadows East
 - 5b. Consideration of Keith Heikes HHPOP Lender Application
6. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 6a. Final Net Proceeds Statement for 2005/2006 School Construction House
7. UPDATE ON REHAB APPLICATION TO DEED
 - 7a. Consideration of Contract with SWMNHP for SCDP Grant Application
8. UPDATE ON CASA TASKFORCE MEETING AND CASA APPLICATION
9. CONSIDERATION OF CREATING A TASK FORCE FOR PREPARATION OF DISASTER PLAN
10. CONSIDERATION OF BOARD MEMBER REPLACEMENT FOR THOR SKEIE
11. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority
Regular Board Meeting – October 17, 2006
Agenda

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
Welcome to LaVonne Hansen
2. MINUTES OF HRA BOARD MEETING ON SEPTEMBER 19,2006
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
 - 3c. Appointment to Loan Review Committee
4. PARK TOWERS UPDATE
 - 4a. 2005 PHAS Audited Financial Score
 - 4b. Status of Facility Assessment for Park Towers
 - 4c. Park Towers Report-Vacancy Rate and Vacant Unit Turnaround
 - 4d. Park Towers Recertifications status
5. HHPOP UPDATE
 - 5a. Scattered site CASA application update
6. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 6a. Consideration of Cabinet proposals for School Construction House
7. UPDATE ON REHAB APPLICATION TO DEED
 - 7a. Status of Pre-application
8. HOME RENTAL REHAB UPDATE
 - 8a. 51% Complete
9. CITY OF HUTCHINSON TRASH HOUSES
10. CINGULAR LEASE DISCUSSIONS
11. COMMUNICATIONS
 - 11a. Ruth Kimball - Mid MN Transportation Survey
 - 11b. Office Moves
 - 11c. QuickBooks for City Center
 - 11d. FYI - Washington Update “Second Chance Act” introduced in Congress
12. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – November 21, 2006

Agenda

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON OCTOBER 17, 2006
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
4. CONSIDERATION OF RETIREMENT CONTRIBUTION RATE CHANGE
 - 4a. Comparison to PERA
5. PARK TOWERS UPDATE
 - 5a. Consideration of Resolution #06-15, Revised 2006 Budget
 - Energy Improvements
 - Consideration of Proposal from Quade's for Change out T12's – T8's and Exit Lights.
 - 5b. 2007 Housing & Services New Regulations
 - Approval of Revised Housing with Services Lease Addendum
 - 5c. Consideration of Cingular Lease
 - 5d. Consideration of Resolution #06-16 for Disposition of Management Office Desk
6. CASA WORKFORCE HOUSING INITIATIVE UPDATE
 - 6a. Approval of CASA Funds for the City of Hutchinson CASA Workforce Housing Initiative
7. ROLLING MEADOWS ASSOCIATION UPDATE
8. UPDATE ON REHAB APPLICATION TO DEED
 - 8a. Status of Pre-application
9. HOUSE CLEAN-UP EMERGENCY LOANS
 - 9a. Approval of Resolution #06-17, Approval of HRA Funding for House Clean-up Emergency Loan Program
 - 9b. Approval of House Clean-up Emergency Loan Program Guidelines
 - 9c. Sample of Proposed Housekeeping Standards
 - 9d. Approval of Proposed Loan Administration Fees
10. HOME RENTAL REHAB UPDATE
 - 10a. Consideration of Contract with Carver County HRA
11. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - 11a. Approval of Hutchinson High School Cabinetry Contract
12. FRANKLIN GROVE SCDP LOAN, SUBORDINATION REQUEST
13. APARTMENT VACANCY UPDATE
14. COMMUNICATIONS
 - 14a. Soldier Visits Park Towers Residents
 - 14b. Conversion to Quickbooks
15. ADJOURNMENT



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – December 19, 2006

Agenda

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON NOVEMBER 21, 2006
3. FINANCIAL REPORTS
 - 3a. City Center
 - 3b. Park Towers
4. PARK TOWERS UPDATE
 - 4a. Consideration of Senior Dining Lease and Contract Agreement for Services
 - 4b. Vacant Unit Turnaround
 - 4c. ConnectCare Client Satisfaction Survey
 - 4d. Resolution to Delete Items from 2006 Park Towers Inventory
5. CASA WORKFORCE HOUSING INITIATIVE UPDATE
 - 5a. Checklist
6. ROLLING MEADOWS ASSOCIATION UPDATE
7. UPDATE ON REHAB APPLICATION TO DEED
 - 7a. Pre-application Approved – Invitation to Submit Full Application
8. HOME RENTAL REHAB UPDATE
 - 8a. Consideration of Amendment to Contract with Carver County HRA
9. CONSIDERATION OF 2007 DRAFT COMMUNITY DEVELOPMENT PLAN
10. CONSIDERATION OF RESOLUTION TO APPROVE HRA RETIREMENT CONTRIBUTION CHANGES
11. COMMUNICATIONS
 - 11a. Article “Turning 25 – New Urbanism marks a milestone”
 - 11b. Invitation to the School Construction House Open House, Friday December 22nd
12. ADJOURNMENT