



Hutchinson Housing & Redevelopment Authority


Regular Board Meeting Tuesday, January 17, 2006

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 DECEMBER 20, 2005**
Joel Kraft moved to approve the Minutes as written. Dan Carlson seconded and the motion carried unanimously.
3. **FINANCIAL REPORTS**
Dan Carlson moved to approve the City Center and the Park Towers Financials. Joel Kraft seconded and the motion carried unanimously.
4. **RESOLUTION #06-2**
Joel Kraft moved to approve Resolution #06-2 Authorizing Mileage Reimbursement According to IRS Set 2006 Rates. Dan Carlson seconded and the motion carried unanimously.
5. **PARK TOWERS**
 - a. Becky Felling moved to approve Resolution #06-1 for Deletion of Twelve Ranges and Twelve Refrigerators from 2005 Depreciation Report. Thor Skeie seconded and the motion carried unanimously.
 - b. Jean Ward reviewed with the Board the PHAS Vacant Unit Turnaround Report and Park Towers CFP Grant Portfolio Status
6. **HHPOP**
Joel Kraft moved to approve HHPOP Loan #8815 contingent upon the Loan Review Committee review and approval. Dan Carlson seconded and the motion carried unanimously.
7. **SCHOOL CONSTRUCTION PROGRAM**
 - a. Jean Ward reviewed with the Board the MHFA CRV application for construction financing for the school construction program. Thor Skeie moved to approve the submission of the CRV application to MHFA. Joel Kraft seconded and the motion passed unanimously.
 - b. Jean Ward, Joel Kraft and Becky Felling review with the rest of the Board the results of review and analysis of the idea of purchasing more lots at Island View Heights. Thor Skeie moved to purchase Lots 9 and 10 at Island View Heights for \$32,500 each. Joel Kraft seconded and the motion passed unanimously.
 - c. Becky Felling moved to approve the Repayment Agreement from HHI for a Credit Line of up to \$35,000 to purchase lots for the School Construction Program. Dan Carlson seconded and the motion passed unanimously.
 - d. Jean reviewed with the Board the draft proposal ranking criteria for realtor services for the School Construction Program house. Dan Carlson moved to approve the ranking criteria for realtor services for the School Construction Program house. Joel Kraft seconded and the motion passed unanimously.
 - e. HRA Board member's are invitation to Open House Friday, January 27th from 9:30 AM– 2:30 PM at the School Construction house at 1160 Prairie View Drive SW.
8. The Board decided to schedule a meeting with the City Council March 21st at 8:30 AM to review the HRA 2005 Year End Report.
9. **ADJOURNMENT**
Becky Felling moved to adjourn. Dan Carlson 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, February 21, 2006
Minutes

1. CALL TO ORDER: Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling, and Dan Carlson. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON JANUARY 17, 2006
Dan Carlson moved to approve the Minutes as written. Becky Felling seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Jean Ward reviewed the 2005 Year End Reports and the January 2006 financials. Becky Felling moved to approve the City Center and the Park Towers Financials and 2005 Year End Reports. Dan Carlson seconded and the motion carried unanimously.
4. PARK TOWERS
Jean Ward reviewed with the Board the PHAS Vacant Unit Turnaround Report and updated the Board on the Capital Fund Program. The renovation of apartment #211 will be done in March and a new tenant will move-in in April.
5. PROPERTY & LIABILITY INSURANCE PROPOSALS
After Joel Kraft, Becky Felling & Jean Ward reviewed the three proposals, they recommend the \$5,000 deductible proposal from Housing Authority Insurance Group. Dan Carlson moved to approve the \$5,000 deductible proposal from Housing Authority Insurance Group. Becky Felling seconded and the motion carried unanimously.
6. HHPOP
Jean Ward updated the Board on new program changes occurring at MHFA, the new acquisition price at Rolling Meadows, and the award of CASA funds for existing homes.
7. HOME RENTAL REHAB PROGRAM
Dan Carlson moved to approve Resolution #60-03 approving the MHFA 2006 HOME Rental Rehabilitation Program Agreement for Administrative Assistance with the Hutchinson Housing & Redevelopment Authority. Becky Felling seconded and the motion carried unanimously.
8. SCHOOL CONSTRUCTION PROGRAM
 - a. Jean Ward updated the Board on the purchase Lots 9 and 10 at Island View Height Sixth Addition.
 - b. Jean presented to the Board the realtor proposals to sell the home at 1160 Prairie View Dr. SW. Becky Felling moved to approve Hometown Realty's proposal. Dan Carlson seconded and the motion carried unanimously.
9. ADAM STREET SCDP LOAN SATISFACTION REQUEST
Judy Flemming presented an early satisfaction request for an Adam Street SCDP loan. Becky Felling moved to approve the early satisfaction request. Dan Carlson seconded and the motion carried unanimously.

10. FYI

- a. Outcome Based Budgeting – City Council Meeting Minutes from Feb. 7, 2006
- b. Nahro Monitor – 2007 HUD Budget Proposal Including Cuts in Public Housing and CDBG Programs
- c. ICMA Meeting Update


11. The Board decided to start next month's meeting at 7:30AM and meet with the City Council at 8:30 AM to review the HRA 2005 Year End Report.

12. 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, March 21, 2006, 7:30 AM
Minutes


1. CALL TO ORDER: Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling, Joel Kraft and Thor Skeie. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON FEBRUARY 21, 2006
Thor Skeie moved to approve the Minutes as written. Joel Kraft seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Joel Kraft moved to approve the City Center and the Park Towers Financials. Thor Skeie seconded and the motion carried unanimously.
4. PARK TOWERS
Jean Ward updated the Board on the renovation of apartment #211, which will be done in March 31st. Final project contract is \$415,347. Jean reviewed with the Board the new operating subsidy and capital fund estimates for Park Towers. Joel Kraft moved to approve Resolution #06-4, for Disposition of Wall unit Air Conditioner. Becky Felling seconded and the motion carried unanimously.
5. HHPOP
Jean Ward reviewed with the different City fund balances. Becky Felling moved to recommend to the City Council to allocate the affordable housing fees to the HRA Entry Cost Assistance Program. Joel Kraft seconded and the motion carried unanimously. Jean said that once the City Council approved the allocation then maybe we could consider increasing the maximum loan amount to \$6,500.

Jean presented to the Board a CASA Lender application from Mid Country Bank. Becky Felling moved to approve Mid Country Bank as a CASA lender. Thor Skeie seconded and the motion carried unanimously.

Joel Kraft moved to approve HHPOP Loan #8817 that was not complete yet but would be closing before the next Board Meeting, contingent to the loan review committee's approval. Becky Felling seconded and the motion carried unanimously.
6. SCHOOL CONSTRUCTION PROGRAM
 - a. Jean Ward told the Board the house is now listed with Hometown Realty for \$161,000.
7. FYI
 - a. Jean will be emailing the Park Towers ACOP within a couple of weeks for the Board to review.
 - b. MN Nahro 2006 Legislative Agenda
8. ADJOURNMENT
Joel Kraft 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
Joint Meeting with the City Council & the HRA Board
Tuesday, March 21, 2006, 8:30 AM

Minutes

CALL TO ORDER: Chairman Casey Stotts called the meeting to order. HRA Board Members Present: Becky Felling, Joel Kraft and Thor Skeie. Staff Present: Jean Ward, and Judy Flemming. No City Council Members present. City Staff Present: Ken Merrill

1. YEAR END REPORT PRESENTATION


Jean Ward presented the HRA 2005 Year End Report.

2. 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, April 18, 2006, 7:00 AM
Minutes

1. CALL TO ORDER: Secretary/Treasurer Becky Felling called the meeting to order. Members Present: Joel Kraft and Thor Skeie. Staff Present: Jean Ward, and Judy Flemming.
2. WELCOME TO MAYOR AND YEAR END REPORT PRESENTATION
3. MINUTES OF THE HRA BOARD MEETING ON MARCH 21, 2006
Thor Skeie moved to approve the Minutes as written. Joel Kraft seconded and the motion carried unanimously.
4. FINANCIAL REPORTS
Joel Kraft moved to approve the City Center Financials. Thor Skeie seconded and the motion carried unanimously. Thor Skeie moved to approve the Park Towers Financials. Joel Kraft seconded and the motion carried unanimously. Thor Skeie moved to approve to pay the Green Communities Conference invoice that was just received. Joel Kraft seconded and the motion carried unanimously.
5. PARK TOWERS
 - a. Jean Ward asked the Board to review the draft ACOP and will discuss next board meeting.
 - b. Jean Ward reviewed the PHAS vacant unit turnaround time with the Board.
 - c. The final payment for Park Towers renovation project is pending project completion documents.
 - d. A resident has requested that her rent be paid by direct deposit. Joel moved to approve the contract for direct deposit with CB & T. Thor Skeie seconded and the motion carried unanimously.
 - e. The preliminary estimates for the hot water joints, gasket replacement is about \$15,000 - \$20,000. The exact number of gaskets needed to be determined for a final estimate.
 - f. The City Attorney is reviewing a proposed lease for a cellular antenna on Park Towers' roof.
6. HHPOP
 - a. Joel Kraft moved to approve the Resolution #06-05 to increase the HRA Entry Cost Assistance loan maximum to \$6,500 for new construction. Thor Skeie seconded and the motion carried unanimously.
 - b. Becky Felling moved to approve HHPOP Loan #8819 contingent to the loan review committee's approval. Joel Kraft seconded and the motion carried unanimously.
 - c. Joel Kraft moved to approve additional \$1,000 to cover additional closing costs for HHPOP Loan #8818 contingent to the loan review committee's approval of final file. Thor Skeie seconded and the motion carried unanimously.
7. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE
Becky Felling moved to approve Franklin-Grove Neighborhood SCDP Loan #8680-28 & #8680-29. Joel Kraft seconded and the motion carried unanimously.
8. SCHOOL CONSTRUCTION PROGRAM
After next months board meeting the Board would like to take a tour of the house.

9. FYI


- a. QuickBooks will be the new accounting system for City Center.
- b. Continuing Education
 - Jean/Judy: Creating Livable Green Communities
 - Byron, Maintenance Seminars: Landlord/Tenant Law for Maintenance, Emergency Plumbing & Spring Clean-up
- c. Becky Felling offered to work with Jean to draft some letters to Senators and Representatives re HUD's Implementation of New Operating Fund Rule.
- d. State Deed Tax Increase to Affordable Housing

10. ADJOURNMENT

Thor Skeie moved to adjourn. Joel Kraft seconded and the motion carried unanimously. There being no other business, Secretary/Treasurer Becky Felling declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority
Regular Board Meeting Tuesday, May 16, 2006, 7:00 AM
Minutes

1. CALL TO ORDER: Chairman Casey Stotts called the meeting to order. Members Present: Dan Carlson, Becky Felling, Joel Kraft and Thor Skeie. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON APRIL 18, 2006
Joel Kraft 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. Joel Kraft seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward reviewed with the Board a memo on the revised ACOP that will be effective 6/1/2006. Thor Skeie moved to approve Resolution #06-06, Revised ACOP. Dan Carlson seconded and the motion carried unanimously.
 - b. Jean Ward reviewed with the Board a memo on the revised lease that will be effective 6/1/2006. Joel Kraft moved to approve Resolution #06-07, Revised Lease. Dan Carlson seconded and the motion carried unanimously.
 - c. Jean Ward reviewed with the Board ConnectCare contract. About 15 residents currently use ConnectCare. Dan Carlson moved to approve the ConnectCare contract. Joel Kraft seconded and the motion carried unanimously.
 - d. Jean Ward updated the Board on Cellular Antennae Option to Lease. Marc Sebor and Jean reviewed the document and Marc will be talking to them about a couple issues.
 - e. The Board reviewed the 2005 Audit Report. Joel Kraft moved to approve the 2005 Audit Report. Thor Skeie seconded and the motion carried unanimously.
 - f. Becky Felling moved to approve Resolution #06-08 to Delete 3 Ranges & 3 Refrigerators from Park Towers Inventory. Thor Skeie seconded and the motion carried unanimously.
5. HHPOP
 - a. Jean Ward reviewed with the Board the HHPOP funding memo.
 - b. Jean Ward reviewed with the Board the memo in regards of creating an Existing CASA Taskforce – Employer Based Initiative. The Board would like the taskforce to be composed of Lenders, Employers, Realtors and an HRA Board member. Becky Felling volunteered to be a member. Dan Carlson said he would ask someone from the 3M HR to consider being on the taskforce.
 - c. Becky Felling moved to approve HHPOP Loans #8820 & #8822 for Rolling Meadows East contingent to the loan review committee’s approval. Thor Skeie seconded and the motion carried unanimously.
6. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - a. Jean Ward reviewed with the Board a Market Update Letter from Diane Sorensen.
 - b. FYI - MHFA Staff Approval of 2%Construction Loan for 2006/2007 School Year

7. DOWNTOWN HOUSING UPDATE

Jean Ward reviewed with the Board the four proposed sites that are being considered for downtown housing.

8. FYI


- a. Hutchinson "Minnesota Living Well Community" Data Summary and Analysis
- b. Letter Sent to Collin Peterson in Support of Affordable Housing and Community Development

9. ADJOURNMENT

Thor Skeie moved to adjourn. Joel Kraft seconded and the motion carried unanimously. There being no other business, Secretary/Treasurer Becky Felling declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority
Regular Board Meeting Tuesday, June 20, 2006, 7:00 AM
Minutes

1. CALL TO ORDER: Chairman Casey Stotts 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 MAY 16, 2006
Thor Skeie moved to approve the Minutes as written. Becky Felling seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Thor Skeie moved to approve the Financials. Becky Felling seconded. Thor Skeie amended the motion to approve payment of bill received from HRLARP. The amended motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward reviewed with the Board the closeout documents for the apartment renovation project. Becky Felling moved to approve the closeout documents for the apartment renovation project that includes:
 - 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.Thor Skeie seconded and the motion carried unanimously.
 - b. Jean Ward reviewed with the Board the ACC Agreement for the 2006 CFP. Thor Skeie moved to execute the ACC Agreement for the 2006 CFP. Becky Felling seconded and the motion carried unanimously.
 - c. Becky Felling moved to set the Public Hearing for the Agency Annual Plan for 7:30 AM, August 15th at City Center Main Conference Room. Thor Skeie seconded and the motion carried unanimously.
 - d. Jean Ward updated the Board on the ruling of exemption from asset management accounting. Becky Felling moved to not proceed with asset management accounting. Thor Skeie seconded and the motion carried unanimously.
 - e. Becky Felling moved to approve execution of the Housing with Services Registration. Thor Skeie seconded and the motion carried unanimously.
5. HHPOP
 - a. Jean Ward updated the Board about the Rolling Meadows Homeowners Association.
 - b. Jean Ward updated the Board on Existing CASA Taskforce – Employer Based Initiative. Three employers are interested on being on the taskforce. Will be scheduling the first meeting sometime in the beginning of July once the 3M person is available.

Jean also asked the Board if they would be willing to do a match of funds raised if a fundraiser is proposed. The Board agreed to the idea.
 - c. Becky Felling moved to approve HHPOP Loan #8817 for Rolling Meadows East contingent to the loan review committee's approval. Thor Skeie seconded and the motion carried unanimously.

6. SCHOOL CONSTRUCTION PROGRAM UPDATE

- a. Jean Ward updated the Board on the sale of the home.
- b. Becky Felling moved to approve execution of the MHFA CRV 2% Construction Financing Loan. Thor Skeie seconded and the motion passed unanimously.
- c. Becky Felling moved to approve the payment of \$1,500 appliance allowance. Thor Skeie seconded and the motion passed unanimously.
- d. Jean Ward informed that there was an interested homebuyer for next years school construction home.

7. FRANKLIN-GROVE NEIGHBORHOOD PROJECT UPDATE

- a. Becky Felling moved to approve Resolution #06-09, to Amend the Franklin-Grove Street Housing Rehabilitation Project Area in the SCDP Procedural Guidelines. Thor Skeie seconded and the motion passed unanimously.
- b. Becky Felling moved to approve Loan #8680-30, Franklin Grove Neighborhood SCDP loan up to \$15,000 & City Revolving Loan up to \$10,000 contingent to the loan review committee's approval. Thor Skeie seconded and the motion carried unanimously.

8. DOWNTOWN HOUSING UPDATE

Jean Ward informed the Board that there would be a presentation of some conceptual ideas for the downtown sites in July. Once she knows the date she will let the Board know.

9. REVIEW OF INTERESTED CANDIDATES FOR HRA BOARD POSITION

The Board reviewed the interested candidates and will make a decision next month.

10. DRAFT 2007 BUDGET

Jean Ward reviewed with the Board a memorandum describing the changes to the budget. Becky Felling moved to approve the draft 2007 budget and to forward it to Ken Merrill, City Finance Director. Thor Skeie seconded and the motion carried unanimously.

11. AVIAN FLU PLAN

Jean Ward discussed some ideas with the Board on what to include in the Avian Flu Plan.

12. COMMUNICATIONS


Thank You Note from Dan Carlson

13. 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
Wednesday, June 28, 2006
Minutes

1. Judy Flemming called the following Board members: Chairman Casey Stotts, Becky Felling and Thor Skeie.
2. All the Board members called approved the HHPOP loan that was reviewed and approved by the loan review committee for the homebuyer that is purchasing the school construction house.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority
Regular Board Meeting Tuesday, July 18, 2006, 7:00 AM
Minutes

1. CALL TO ORDER: Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling and Joel Kraft. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON JUNE 20, 2006
Becky Felling moved to approve the Minutes as written. Joel Kraft seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Joel Kraft moved to approve the Financials. Becky Felling seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward invited the Board to National Night Out, August 1st 4:30 – 6:30 at Park Towers. The whole neighborhood is invited. Ham sandwiches, chips and floats will be served.
 - b. Jean Ward will be going to Operating Subsidy Training, July 31 & August 1st in Minneapolis.
 - c. Jean Ward told the Board she is still working on the Avian Flu plan for Park Towers. She asked the Board if they thought if it would be a good idea to have an on-site person be able to open apartment doors if a resident is locked out. She would have to do a background check on the person though. The Board thought it would be a good idea and told Jean to start the process.
5. HHPOP
Jean Ward updated the Board on Existing CASA Taskforce – Employer Based Initiative meeting that was July 13th. It was a good meeting. The next meeting will be September 6th.
 - a. Becky Felling moved to approve HHPOP Loans #8818, #8821 & #8824 for Rolling Meadows East contingent to the loan review committee’s approval. Joel Kraft seconded and the motion carried unanimously.
6. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - a. Judy Flemming reviewed with the Board the items that were over budget and what will do next year to prevent the unknown overages.
 - b. Jean Ward reviewed with the Board the expected net proceeds.
 - c. Jean Ward updated the Board about the meeting with the new superintendent, Daron Vanderheiden.
7. DOWNTOWN HOUSING UPDATE
Jean Ward reviewed with the Board conceptual ideas for three downtown sites. One more site is still being worked on. Some of the City staff and the Hutchinson Downtown Association will be reviewing the concepts.

8. REVIEW OF TARGET AREAS FOR REHAB APPLICATION TO DEED

Judy Flemming reviewed with the Board the three areas/neighborhoods that she did windshield surveys. Jean Ward reviewed with the Board some of the criteria that DEED was looking for in the new applications. The Board recommended moving ahead with the neighborhood adjacent to the Franklin Grove Neighborhood.

9. REVIEW OF INTERESTED CANDIDATES FOR HRA BOARD POSITION

Tabled until next month.

10. COMMUNITY LAND TRUST

There is a new interest in community land trusts now that construction costs are increasing and it is hard to keep new homes affordable. Jean Ward will invite Michael Brown to a Board Meeting to explain to the Board how a land trust works.

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

Annual Board Meeting – August 16, 2005

Minutes

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

2. MINUTES OF ANNUAL HRA BOARD MEETING ON AUGUST 17, 2004
Casey Stotts moved to approve the Minutes of Annual HRA Board Meeting on August 17, 2004. Dan Carlson seconded and the motion carried unanimously.

3. ELECTION OF OFFICERS
Casey Stotts moved to nominate the following slate of candidates: Casey Stotts as Chairman of the Board; Dan Carlson as Vice Chairman and Becky Felling as Secretary/Treasurer. Thor Skeie seconded and the motion carried unanimously.

Casey Stotts moved to nominate Thor Skeie to the Loan Review Committee and to keep the other position open until a replacement is found for Ian McDonald. Dan Carlson seconded and the motion carried unanimously.


4. PROGRESS OF 2005 HRA PLANS/OBJECTIVES
Jean Ward reviewed with the Board the Progress Report.

5. REVIEW OF 2006 HRA PLANS/OBJECTIVES
Jean reviewed the 2006 HRA Plans/Objectives with the Board.

6. 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 15, 2006, 7:00 AM
Minutes

1. CALL TO ORDER: Vice Chairman Joel Kraft 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 JULY 18, 2006
Thor Skeie 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. Thor Skeie seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward reviewed with the Board the Memorandum on the 2007 Park Towers Operating Budget
Becky Felling moved to approve Resolution #06-11 Approving 2007 Operating Budget. Thor Skeie seconded and the motion carried unanimously.
 - b. Jean Ward reviewed with the Board the PHAS – Vacant Unit Turnaround Time Report.
 - c. Jean Ward presented to the Board the 2007 Capital Fund Program 2007 Annual PHA Plan. Becky Felling moved to approve Resolution #06-10, PHA Certifications of Compliance with PHA Plans & Related Regulations. Thor Skeie seconded and the motion carried unanimously.
 - d. Becky Felling moved to approve Resolution #06-12 to Write Off Balance of Doubtful Account.
Thor Skeie seconded and the motion carried unanimously.
 - e. Becky Felling moved to approve the Daak Refrigeration & Appliances proposal to replace four washers. Thor Skeie seconded and the motion carried unanimously.


Public Hearing for the Agency Annual Plan

1. CALL TO ORDER: Vice Chairman Joel Kraft called the meeting to order. Members Present: Becky Felling and Thor Skeie. Staff Present: Jean Ward and Judy Flemming.
 2. No Comments.
 3. There being no other business, Vice Chairman Joel Kraft declared the meeting adjourned.
5. HHPOP
Jean Ward reviewed with the Board the revised City Revolving Loan Procedural Guide. Becky Felling moved to approve the revised City Revolving Loan Procedural Guide. Thor Skeie seconded and the motion carried unanimously.
 6. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - a. Jean Ward reviewed with the Board the expected net proceeds.
 - b. Judy Flemming reviewed with the Board the bids for the 2006/2007 School House. Thor Skeie moved to approve bids from Juul Contracting, UBC, CR Electric and B & C Plumbing & Heating. Thor Skeie seconded and the motion carried unanimously.
 - c. Becky Felling moved to approve a check for the building permit fee. Thor Skeie seconded and the motion carried unanimously.

7. DOWNTOWN HOUSING UPDATE
Tabled until next months meeting.
8. REVIEW OF COLLECTED INFORMATION FOR TARGET AREA FOR REHAB APPLICATION TO DEED
Judy Flemming reviewed with the Board the information collected so far from the new target area.
9. CONSIDERATION FOR APPROVAL OF 2007 CITY CENTER BUDGET PREPARED AUGUST 2006
Becky Felling moved to approve the 2007 City Center Budget. Thor Skeie seconded and the motion carried unanimously.
10. CONSIDERATION OF CREATING A TASK FORCE FOR PREPARATION OF DISASTER PLAN
Tabled until next months meeting.
11. REVIEW OF HRA FEE SCHEDULE
Becky Felling moved to approve the revised HRA Fee Schedule. Thor Skeie seconded and the motion carried unanimously.
12. CONSIDERATION OF SETTING DATE FOR SPECIAL MEETING ON LAND TRUST – SEPTEMBER 14, 2006
The Board felt September 14th at 7:30 AM to 8:30AM will work for their schedules.
13. REVIEW OF INTERESTED CANDIDATES FOR HRA BOARD POSITION
Becky Felling moved to approve whomever the Mayor and Chairman of the HRA Board recommend. Thor Skeie seconded and the motion carried unanimously.
14. ADJOURNMENT
There being no other business, Vice Chairman Joel Kraft declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer


Hutchinson Housing & Redevelopment Authority
Regular Board Meeting Tuesday, September 19, 2006, 7:00 AM
Minutes

1. CALL TO ORDER: Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling and Joel Kraft. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON AUGUST 15, 2006
There were no corrections or additions to the minutes. Chairman Casey Stotts declared the August 15, 2006 Minutes Approved as Read.
3. FINANCIAL REPORTS
Joel Kraft moved to approve the Financials. Becky Felling seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward reviewed with the Board the 2007 Park Towers Operating Subsidy.
 - b. Jean Ward reviewed with the Board the proposals for a facility assessment. Joel Kraft moved to approve the proposal from Center for Energy & Environment. Becky Felling seconded and the motion carried unanimously.
 - c. Joel Kraft moved to approve Resolution #06-13, Deletion of 3 Washers. Becky Felling seconded and the motion carried unanimously.
 - d. Becky Felling moved to approve Resolution #06-14 to Approve Maintenance Plan. Joel Kraft seconded and the motion carried unanimously.
 - e. Jean Ward reviewed with the Board the 2007 flat rent proposal. Becky Felling moved to approve the Flat Rent for 2007. Joel Kraft seconded and the motion carried unanimously.
 - f. FYI -
 - Violence Against Women
 - Email Release from St. Paul PHA
5. HHPOP
 - a. Joel Kraft moved to approve Rolling Meadows East, HHPOP Loan #8825. Becky seconded and the motion carried unanimously.
 - b. Joel Kraft moved to approve the Keith Heikes as a HHPOP Lender. Becky Felling seconded and the motion carried unanimously.
 - c. Jean updated the Board on the CASA Taskforce meeting and what she is going to include in the Application.
6. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - a. Jean Ward reviewed with the Board the final net proceeds statement for 2005/2006 School Construction house.
7. UPDATE ON REHAB APPLICATION TO DEED
Jean Ward reviewed with the Board the proposed contract with SWMNHP for the SCDP Grant Application. Becky Felling moved to approve the contract with SWMNHP for the SCDP Grant Application. Joel Kraft seconded and the motion carried unanimously.
8. CONSIDERATION OF CREATING A TASK FORCE FOR PREPARATION OF DISASTER PLAN
The Board decided to just have Jean/Staff to prepare the disaster plan.

9. REVIEW OF INTERESTED CANDIDATES FOR HRA BOARD POSITION

The Board discussed the applicants and what they felt was important criteria that the new board member should have. Joel Kraft moved to approve whomever the Chairman of the HRA Board found out to have more of the criteria they had discussed. Becky Felling seconded and the motion carried unanimously.

10. UPDATE ON COMMUNITY LAND TRUST MEETING

Joel Kraft informed the Board on what was discussed at the CLT meeting.

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 17, 2006, 7:00 AM

Minutes

1. CALL TO ORDER: Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling, LaVonne Hansen, Ruth Kimball and Joel Kraft. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON SEPTEMBER 19, 2006
Joel Kraft moved to approve the Minutes as written. Casey Stotts seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
 - a. Joel Kraft moved to approve the Financials. Becky Felling seconded and the motion carried unanimously.
 - b. LaVonne Hansen said she would be interested in being on the Loan Review Committee. Joel Kraft moved to nominate LaVonne Hansen to the Loan Review Committee and Becky Felling seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward reviewed with the Board the 2005 PHAS Audited Financial Score, 29.69 out of 30.
 - b. Jean Ward updated the Board on the facility assessment from the Center for Energy & Environment.
 - c. Jean Ward reviewed with the Board the Vacancy Rate and Vacant Unit Turnaround Report.
 - d. Jean Ward updated the Board on the recertification status.
5. HHPOP
 - a. Jean updated the Board on the scattered site CASA Application. Becky Felling moved to approve leverage funds for the CASA application. Joel Kraft seconded and the motion carried unanimously.
6. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - a. Judy Flemming reviewed with the Board the cabinet proposal from the High School. Joel Kraft moved to approve the High School's proposal as long as the price is close to the UBC bid, and the contract is locked into a price and that they guarantee to have it completed by a certain time. Becky Felling seconded and the motion carried unanimously.
7. UPDATE ON REHAB APPLICATION TO DEED
Jean Ward updated the Board on the status of the pre-application.
8. HOME RENTAL REHAB UPDATE
 - The Evergreen Apartment project is 51% complete.
 - Approached to possibly do the HOME Rental Rehab monitoring for one of the Carver County projects.
9. CITY OF HUTCHINSON TRASH HOUSES
Casey Stotts and Becky Felling volunteered to be part of a discussion on Hutchinson trash houses.

10. CINGULAR LEASE DISCUSSIONS

Cingular has contacted Jean at Park Towers again about putting an antenna on the roof. Marc Sebor is negotiating with them currently. Marc is very familiar with this process, because he has negotiated all of the City's tower contracts.

11. COMMUNICATIONS

- a. Ruth Kimball updated the Board on the Mid MN Transportation Survey meeting she went to in Willmar.
- b. The HRA Offices at the City Center have moved.
- c. Jean will be getting QuickBooks for City Center finances.
- d. FYI - Washington Update "Second Chance Act" introduced in Congress

12. ADJOURNMENT

Becky Felling 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



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting Tuesday, November 21, 2006, 7:00 AM

Minutes

1. CALL TO ORDER: Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling, LaVonne Hansen, Ruth Kimball and Joel Kraft. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON OCTOBER 17, 2006
Becky Felling moved to approve the Minutes as written. Joel Kraft seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
 - a. Joel Kraft moved to approve the Financials. Ruth Kimball seconded and the motion carried unanimously.
4. CONSIDERATION OF RETIREMENT CONTRIBUTION RATE CHANGE
Joel Kraft moved to follow the retirement contribution rate change the same as the City for the same period of time. LaVonne Hansen seconded and the motion carried unanimously.
5. PARK TOWERS
 - a. Jean Ward reviewed with the Board a memorandum outline the changes to the 2006 Park Towers Budget. LaVonne Hansen moved to approve Resolution #06-15, Revised 2006 Budget. Ruth Kimball seconded and the motion carried unanimously.
 - b. Jean Ward updated the Board on the some energy improvements suggested by the Center for Energy & Environment. She also reviewed with the Board two proposals to change out the T12 lights to T8's and the exit lights. Joel moved to approve the Proposal from Quade's for Change out T12's – T8's and Exit Lights. Becky Felling seconded and the motion carried unanimously.
 - c. Jean Ward reviewed with the Board the 2007 Housing & Services new regulations. Becky Felling moved to approve the revised Housing with Services Leas Addendum. Joel Kraft seconded and the motion carried unanimously.
 - d. Jean Ward reviewed with the Board the Cingular contract. Marc Seborá gave his approval. LaVonne Hansen suggested checking if Cingular is self insured and if that will increase our liability. Joel Kraft moved to approve the Cingular contract contingent to Jean Ward checking if Cingular is self insured and if that will increase our liability. Ruth Kimball seconded and the motion carried unanimously.
 - e. Becky Felling moved to approve Resolution #06-16 for Disposition of Management Office Desk. Ruth Kimball seconded and the motion carried unanimously.
6. CASA WORKFORCE HOUSING INITIATIVE UPDATE
 - a. Jean Ward reviewed with the Board the approval from MHFA of CASA Funds for the City of Hutchinson CASA Workforce Housing Initiative. LaVonne Hansen suggested stating in the guidelines the criteria of rehab. Jean Ward stated that a checklist will be created and she will bring it to next month's board meeting.
7. ROLLING MEADOWS ASSOCIATION UPDATE
Jean Ward updated with the Board on the meeting she went to in regards to the Rolling Meadows Association issue.

8. UPDATE ON REHAB APPLICATION TO DEED

Jean Ward updated the Board on the status of the pre-application and gave them a timeline for the next steps of the application process.

9. HOUSE CLEAN-UP EMERGENCY LOANS

Fire Chief, Brad Emans and Planning Director Rebecca Bowers gave the background to the issues that they were facing and the need for house clean-up emergency loans.

- a. LaVonne Hansen moved to approve Resolution #06-17, Approval of HRA Funding for House Clean-up Emergency Loan Program. Becky Felling seconded and the motion carried unanimously.
- b. Jean Ward reviewed with the Board the draft program guidelines. There was some discussion and some additions made to the guidelines. Joel Kraft moved to approve the newly revised House Clean-up Emergency Loan Program Guidelines. Ruth Kimball seconded and the motion carried unanimously.
- c. Jean Ward reviewed with the Board the proposed housekeeping standards stated in the program guidelines.
- d. Joel Kraft moved to approve the loan administration fees contingent to Marc Seboras review and approval. Ruth Kimball seconded and the motion carried unanimously.

10. HOME RENTAL REHAB UPDATE

Jean Ward reviewed with the Board the Contract Monitoring with Carver County HRA. After the Board asked some questions, Becky Felling moved to approve the contract with the Carver County HRA for HOME Rental Rehab monitoring. Ruth Kimball seconded and the motion carried unanimously.

11. SCHOOL CONSTRUCTION PROGRAM UPDATE

- a. Judy Flemming reviewed with the Board the revised Hutchinson High School Cabinetry contract. LaVonne Hansen moved to approve the contract. Joel Kraft seconded and the motion carried unanimously.

12. FRANKLIN GROVE SCDP LOAN, SUBORDINATION REQUEST

Judy Flemming presented to the Board the subordination request for a Franklin Grove Loan that the Loan review committee reviewed and approved. Becky Felling moved to approve the Franklin Grove SCDP loan, subordination request. Ruth Kimball seconded and the motion carried unanimously.

13. APARTMENT VACANCY UPDATE

Jean Ward reviewed with the Board the apartment vacancy update.

14. COMMUNICATIONS

- a. "Soldier Visits Park Towers Residents" newspaper article. Ruth Kimball told the Board about the visit.
- b. Conversion to QuickBooks is in process for the City Center finances.

15. 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 19, 2006, 7:00 AM

Minutes

1. CALL TO ORDER: Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling, LaVonne Hansen, and Ruth Kimball. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON NOVEMBER 21, 2006
LaVonne Hansen moved to approve the Minutes as written. Ruth Kimball seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
 - a. Becky Felling moved to approve the Financials. Ruth Kimball seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward reviewed with the Board the Senior Dining Lease and Contract Agreement for Services. Ruth Kimball moved to approve the Senior Dining Lease and Contract Agreement for Services. LaVonne Hansen seconded and the motion carried unanimously.
 - b. Jean Ward updated the Board on the year end vacant unit turnaround.
 - c. Jean Ward reviewed with the Board the ConnectCare Client Satisfaction Survey.
 - d. Resolution to Delete Items from Park Towers Inventory was tabled until January.
5. CASA WORKFORCE HOUSING INITIATIVE UPDATE
 - a. Judy Flemming reviewed with the Board the flowcharts and checklists for the HHPOP projects and how the new CASA allocation will fit into them.
6. ROLLING MEADOWS ASSOCIATION UPDATE
Jean Ward updated with the Board on the progress of the Rolling Meadows Association issue.
7. UPDATE ON REHAB APPLICATION TO DEED
Jean Ward informed the Board that the pre-application was approved and DEED invited the HRA to Submit a full application. There were over 70 pre-applications submitted and over 40 were approved. Items that Jean will be working on for the full application is a public hearing at the City Council meeting in January and the Community Development Plan (draft on this months HRA agenda).
8. HOME RENTAL REHAB UPDATE
Jean Ward reviewed with the Board the Amendment to the Contract for Monitoring with Carver County HRA. Becky Felling moved to approve the Amendment to the Contract for Monitoring with Carver County HRA. LaVonne Hansen seconded and the motion carried unanimously.
9. CONSIDERATION OF 2007 DRAFT COMMUNITY DEVELOPMENT PLAN
Jean Ward reviewed with the Board the 2007 changes to the Community Development Plan. LaVonne Hansen moved to approve the 2007 Community Development Plan. Ruth Kimball seconded and the motion carried unanimously.

10. CONSIDERATION OF RESOLUTION #06-18, RESOLUTION TO RETIREMENT CONTRIBUTION RATE CHANGE

Becky Felling moved to approve Resolution #06-18, Resolution to Retirement Contribution Rate Change. Ruth Kimball seconded and the motion carried unanimously.

11. COMMUNICATIONS

- a. "Article "Turning 25 – New Urbanism marks a milestone"
- b. Invitation to the School Construction House Open House, Friday December 22nd

12. ADJOURNMENT

There being no other business, Chairman Casey Stotts declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer