
Hutchinson Housing & Redevelopment Authority
Regular Board Meeting Tuesday, January 16, 2007, 7:00 AM
Minutes

1. CALL TO ORDER: Secretary/Treasurer Becky Felling called the meeting to order. Members Present: Joel Kraft, LaVonne Hansen, and Ruth Kimball. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON DECEMBER 19, 2006
Ruth Kimball moved to approve the Minutes as written. Joel Kraft seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
 - a. Jean Ward told the Board that the City Center Financials do not include the accruals. Joel Kraft moved to approve the City Center Financials. Ruth Kimball seconded and the motion carried unanimously.
 - b. Joel Kraft moved to approve the Park Towers Financials. Ruth Kimball seconded and the motion carried unanimously.
4. RESOLUTION #07-1
 - a. LaVonne Hansen moved to approve Resolution #07-01, Authorizing Mileage Reimbursement According to IRS Set 2007 Rates. Joel Kraft seconded and the motion carried unanimously.
5. PARK TOWERS
 - a. Jean Ward informed the Board that the Cingular Lease was executed. She did receive a Certificate of Insurance. Now she is just waiting for them to install the devise.
 - b. Jean Ward reviewed with the Board the Memorandum listing the results and actions of the January 4th HUD inspection. She will be collecting more information on the need and use of the pull cords in the apartments.
 - c. Jean Ward reviewed with the Board the 2007 Operating subsidy, first quarter 76.4% eligibility.
 - d. Jean Ward reviewed with the Board the quote for a resident activities office computer. LaVonne Hansen moved to approve the quote for the resident activities office computer. Joel Kraft seconded and the motion carried unanimously.
6. CASA WORKFORCE HOUSING INITIATIVE UPDATE
 - a. Jean Ward reviewed with the Board the press release and flowcharts for the program.
 - b. The Board discussed the Housing Inspection Fee for Pre-application for the CASA Rehab Program. One idea was to suggest to the applicant to submit a purchase agreement contingent to the home being eligible for the CASA Rehab Program. Joel Kraft moved to approve the Housing Inspection Fee for Pre-application for the CASA Rehab Program. Ruth Kimball seconded and the motion carried unanimously.
7. UPDATE ON REHAB APPLICATION TO DEED
Jean Ward reviewed with the Board the draft PowerPoint presentation for the public hearing meeting at the January 23rd City Council Meeting.
8. UPDATE ON THE SCHOOL CONSTRUCTION HOUSE
Jean Ward informed with the Board that there were two possible parties that were interested in purchasing the school house already. The purchase price will be set once the Building Better Neighborhoods purchase price limits are set by GMHF which will be hopefully at the end of this

month. Once the purchase price is set, the Board decided to advertise the home for sale in the local paper for everyone to see and have a chance to put in an offer.

9. UPDATE ON HOUSE CLEAN-UP EMERGENCY LOAN

- a. Judy Flemming reviewed with the Board the first House Clean-up Emergency Loan.
- b. Jean Ward reviewed with the Board the proposed subordination policies. LaVonne Hansen moved to approve the subordination policies. Ruth Kimball seconded and the motion carried unanimously.

10. CONSIDERATION OF REVISED HRA FEE SCHEDULE

Ruth Kimball moved to approve the revised HRA fee schedule. Joel Kraft seconded and the motion carried unanimously.

11. COMMUNICATIONS


- a. Jean reviewed the Minnesota Nahro 2007 Legislative Agenda with the Board.
- b. Petition by Nahro to limit operating subsidy losses to 5% for PHA's with fewer than 250 units
- c. Nahro publication-"Paying the Price: The Costs of Cutting Public Housing Funding"
- d. Salon Fulfills Owners Dream

12. ADJOURNMENT

Joel Kraft moved to adjourn. Ruth Kimball seconded. 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, February 20, 2007, 7:00 AM
Minutes


1. **CALL TO ORDER:** Chairman Casey Stotts called the meeting to order. Members Present: Joel Kraft, and Ruth Kimball. Staff Present: Jean Ward and Judy Flemming.
2. **MINUTES OF THE HRA BOARD MEETING ON JANUARY 16, 2007**
Joel Kraft moved to approve the Minutes as written. Ruth Kimball seconded and the motion carried unanimously.
3. **MONTHLY FINANCIAL REPORTS AND 2006 YEAR END PRE-AUDIT**
Joel Kraft moved to approve the Monthly Financials Reports and 2006 Year End Pre-Audit. Ruth Kimball seconded and the motion carried unanimously.
4. **PARK TOWERS**
 - a. Jean Ward reviewed the Board the Public Housing Management Assessment. Ruth Kimball moved to approve Resolution #07-02 Board Resolution Approving Public Housing Assessment System (PHAS) Management Operations Certification. Joel Kraft seconded and the motion carried unanimously.
 - b. Joel Kraft moved to approve Resolution #07-03 Resolution for Deletion of a Computer Purchased 7/20/99 and a Computer Purchased 4/17/2001. Ruth Kimball seconded and the motion carried unanimously.
 - c. Jean Ward reviewed with the Board a memorandum in regards to the pull cord survey and recommendation. Joel Kraft moved to approve the recommendation of removing the obsolete pull cord system and replace it with the Guardian 911 system for Allina Home Oxygen & Medical Equipment. Ruth Kimball seconded and the motion carried unanimously.
 - d. Jean Ward reviewed with the Board the proposals for the renewal of the commercial property insurance. Joel Kraft moved to approve the proposal from Housing Authority Insurance. Ruth Kimball seconded and the motion carried unanimously.
 - e. Jean Ward reviewed with the Board the HUD Proposed FY 2008 Budget.
5. **UPDATE ON THE SCHOOL CONSTRUCTION HOUSE**
 - a. Judy Flemming reviewed with the Board the flooring bids for the School Construction House. Joel Kraft moved to approve the flooring bid from Multiple Concepts Interiors. Ruth Kimball seconded and the motion carried unanimously.
 - b. The Board reviewed the Marketing Ad/Flyer
6. **HHPOP UPDATE**
 - a. Joel Kraft moved to approve HHPOP Loan #8826 for Rolling Meadows East contingent to the Loan Review committee's Approval. Ruth Kimball seconded and the motion carried unanimously.
7. **YEAR END REPORT**
Jean Ward reviewed with the Board the HRA Year End Report.
8. **COMMUNICATIONS**
None

9. ADJOURNMENT

Ruth Kimball moved to adjourn. Joel Kraft seconded. 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 20, 2007, 7:00 AM
Minutes

1. **CALL TO ORDER:** Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling, LaVonne Hansen, Joel Kraft, and Ruth Kimball. Staff Present: Jean Ward and Judy Flemming.
2. **MINUTES OF THE HRA BOARD MEETING ON FEBRUARY 20, 2007**
Ruth Kimball moved to approve the Minutes as written. LaVonne Hansen seconded and the motion carried unanimously.
3. **FINANCIAL REPORTS**
LaVonne Hansen moved to approve the Financials Reports. Becky Felling seconded and the motion carried unanimously.
4. **PARK TOWERS**
 - a. Jean Ward updated the Board on the progress of the Center for Energy and Environment analysis of Park Towers.
 - b. Jean Ward reviewed with the Board the updated PHAS score for Park Towers
5. **UPDATE ON THE SCHOOL CONSTRUCTION HOUSE**
 - a. Jean Ward reviewed with the Board the RFP's received from Hometown Realty and Coldwell Banker Advantage. Ruth Kimball moved to approve Coldwell Banker Advantage. Becky seconded the motion. LaVonne Hansen and Joel Kraft abstained from the vote. The motioned passed.
6. **COMMUNICATIONS**
Chairman Casey Stotts reviewed with the Board the results from the focus groups outcome based budgeting survey.
7. **HOUSING AMERICA 2007, SAMPLE PROCLAMATION**
Becky moved to approve the sample proclamation. Joel Kraft seconded and the motion carried unanimously.
8. **YEAR END REPORT**
Jean Ward reviewed with the Board the HRA Year End Report presentation in the Council Chambers.
9. **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 17, 2007, 7:00 AM
Minutes

1. CALL TO ORDER: Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling, LaVonne Hansen, Joel Kraft, and Ruth Kimball. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON MARCH 20, 2007
Joel Kraft moved to approve the Minutes as written. LaVonne Hansen seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Joel Kraft moved to approve the Financials Reports. LaVonne Hansen seconded and the motion carried unanimously.
4. UPDATE ON THE SCHOOL CONSTRUCTION HOUSE
Diane Sorensen of Coldwell Banker, Advantage updated the Board on what has been done for marketing and the comments from the 6 showings. Diane also updated the Board on the housing market.
5. PARK TOWERS
 - a. The facility assessment presentation by Mark Opdahl of the Center for Energy and Environment analysis will be rescheduled.
 - b. Jean Ward reviewed with the Board the Vacant Unit Turnaround Time Report.
 - c. Jean Ward reviewed with the Board the Elevator proposal to install lunar key holes and escutcheon locks on the elevator openings. Becky Felling moved to approve the proposal from MEI. Ruth Kimball seconded and the motion carried unanimously.
6. FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE
Jean Ward updated the Board on the DEED program implementation meeting held last week in Mankato. LaVonne Hansen moved to approve Resolution #07-04 Approving and Agreeing to Enter into Administrative Contract of SCDP for the Franklin Grove Neighborhood Housing Rehabilitation Project for Low and Moderate Income Households to Rehabilitate Their Homes. Becky Felling seconded and the motion carried unanimously.
7. COMMUNICATIONS
Chairman Casey Stotts updated with the Board on the process that the City Council is going through for "Budgeting for Outcomes".
8. ADJOURNMENT
LaVonne Hansen moved to adjourn. Ruth Kimball seconded. 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, May 15, 2007, 7:00 AM
Minutes

1. **CALL TO ORDER:** Chairman Casey Stotts called the meeting to order. Members Present: LaVonne Hansen, Joel Kraft, and Ruth Kimball. Staff Present: Jean Ward and Judy Flemming.
2. **MINUTES OF THE HRA BOARD MEETING ON APRIL 17, 2007**
Joel Kraft moved to approve the Minutes as written. Ruth Kimball seconded and the motion carried unanimously.
3. **FINANCIAL REPORTS**
Ruth Kimball moved to approve the Financials Reports. Joel Kraft seconded and the motion carried unanimously.

Joel Kraft moved to approve authorization to pay school construction house bills that may be due before next Board Meeting. Ruth Kimball seconded and the motion carried unanimously.
4. **PARK TOWERS**
 - a. Mark Opdahl of the Center for Energy and Environment presented the facility assessment to the Board. The Board would like to move forward, so an RFP will be requested for the next step.
 - b. Jean Ward reviewed with the Board the Capital Fund Program Amendment.
 - c. Jean Ward reviewed with the Board the Vacant Unit Turnaround Time Report.
5. **FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE**
Jean Ward reviewed with the Board the SCDP Procedural Guidelines, the Housing Rehabilitation Revolving Loan fund Procedural Guidelines and the Amendment to the Administrative Contract with the City of Hutchinson. Joel Kraft moved to approve the SCDP Procedural Guidelines, the Housing Rehabilitation Revolving Loan fund Procedural Guidelines and the Amendment to the Administrative Contract with the City of Hutchinson. LaVonne Hansen seconded and the motion carried unanimously.

Jean Ward also reviewed with the Board the amendment to the contract for grant development agreement with SWMNHP. LaVonne Hansen moved to approve the amendment to the contract for grant development agreement with SWMNHP. Ruth Kimball seconded and the motion carried unanimously.
6. **UPDATE ON THE SCHOOL CONSTRUCTION HOUSE**
The Board discussed the house plan for next year. LaVonne suggested moving the kitchen to the front of the house so it would be closer to the garage. Chairman Casey Stotts suggested that we talk to Diane Sorensen to see what arrangement would be more saleable.
7. **HOME RENTAL REHAB PROGRAM UPDATE**
Jean Ward informed the Board that SWMNHP would like the Hutchinson HRA to administer the HOME Rental Rehab program on two buildings it owns. Also the Hutchinson HRA may want to consider administrating the program in the county too.
8. **HHPOP UPDATE**
Ruth Kimball moved to approve HHPOP Loan #8828 for Rolling Meadows East contingent to the Loan Review Committee's Approval. LaVonne Hansen seconded and the motion carried unanimously.

Jean Ward informed the Board that a Rolling Meadows East homeowner that received a City Revolving Loan and an HRA Entry Cost Loan filed for Chapter 7 Bankruptcy. City attorney, Marc Sebor is tracking it.

9. COMMUNICATIONS


- FYI - Letter to Star Tribune re Affordable Housing
- The Board discussed the housing for employees of Customer Elation.
- The Board also discussed current homebuyers' affordability of newly constructed homes in Hutchinson.

10. ADJOURNMENT

Ruth Kimball moved to adjourn. LaVonne Hansen seconded. 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, June 19, 2007, 7:00 AM
Minutes

1. CALL TO ORDER: Chairman Casey Stotts called the meeting to order. Members Present: LaVonne Hansen, and Joel Kraft. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON MAY 15, 2007
Joel Kraft moved to approve the Minutes as written. LaVonne Hansen seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
LaVonne Hansen moved to approve the Financials Reports. Joel Kraft seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Joel Kraft moved to set the Annual Plan Public Hearing Date for August 21, 2007 at 7:30 AM. LaVonne Hansen seconded and the motion carried unanimously.
 - b. Jean Ward updated the Board on the progress of the Cingular Cell Tower. Construction is expected to start this July or August.
 - c. Jean Ward reviewed with the Board the proposal from the Center for Energy for Replacement of Boiler Controls. Joel Kraft moved to approve the proposal for the Center for Energy. LaVonne Hansen seconded and the motion carried unanimously.
 - d. Jean Ward reviewed with the Board the Housing with Services registration form. Joel Kraft moved to submit the Housing with Services registration form. LaVonne Hansen seconded and the motion carried unanimously.
5. FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE
 - a. LaVonne Hansen moved to approve EFG Loan #8681 contingent to the Loan Review Committee's Approval. Joel Kraft seconded and the motion carried unanimously.
 - b. Joel Kraft moved to approve immediate payment to Mid MN Development Commission for the four lead assessments completed. LaVonne Hansen seconded and the motion carried unanimously.
6. UPDATE ON THE SCHOOL CONSTRUCTION HOUSE
The Board discussed the house plan for next year. The Board decided to use the plan that Diane Sorensen of Coldwell Banker Advantage recommends.
7. HHPOP/CASA UPDATE
 - a. Joel Kraft moved to approve \$5,000 Downpayment Assistance for 5 homes in Rolling Meadows East and for Applying to Super RFP CRV and GMHF Affordability Gap. LaVonne Hansen seconded and the motion carried unanimously.
 - b. Entry Cost Assistance/Gap Loans for Purchase of Existing Homes: Casey Stotts moved to approve a Waiver Request from Ian McDonald to increase Entry Cost Assistance from \$3,000 to \$5,000 for a proposed CASA financed existing home. LaVonne Hansen seconded and the motion carried unanimously.
8. DOWNTOWN HOUSING
 - Jean Ward reviewed with the Board a downtown housing site. The Board requests input from the City regarding replacement parking options.

9. REVIEW OF DRAFT HRA CITY CENTER BUDGET


Jean Ward reviewed with the Board the draft HRA City Center Budget.

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, July 17, 2007, 7:00 AM
Minutes

1. CALL TO ORDER: Chairman Casey Stotts called the meeting to order. Members Present: LaVonne Hansen, Ruth Kimbal and Joel Kraft. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON JUNE 19, 2007
Joel Kraft moved to approve the Minutes as written. LaVonne Hansen seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
 - a. Joel Kraft moved to approve the Financials Reports. Ruth Kimball seconded and the motion carried unanimously.
 - b. LaVonne Hansen moved to approve the 2006 HRA Audit Report. Ruth Kimball seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward reviewed with the Board the Vacant Unit Turn Around Report.
 - b. Jean Ward updated the Board on the progress of the Cingular Cell Tower. Construction is expected to start the beginning of August.
 - c. Jean Ward gave the Board an update on the replacement of the boiler controls.
 - d. Jean Ward reviewed with the Board the Resident Handbook updates. Ruth Kimball moved to approve the revised Resident Handbook. LaVonne Hansen seconded and the motion carried unanimously.
 - e. Jean Ward informed the Board that the HUD resident satisfaction survey is postponed until August 2007.
5. FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE
Joel Kraft requested that a name is also given when the loans are presented to the Board for approval. Ruth Kimball moved to approve EFG Meece Loan #8682, Schuette Loan #8683 and Koeppen Loan #8684, contingent to the Loan Review Committee's Approval. LaVonne Hansen seconded and the motion carried unanimously.
6. UPDATE ON THE SCHOOL CONSTRUCTION HOUSE
 - a. Jean Ward reviewed with the Board the final report on the sale of the school construction house located at 1150 Prairie View Drive.
 - b. Judy Flemming reviewed with the Board the Bids for the 2007/2008 School Construction House. Joel Kraft moved to approve the bids of UBC with the vinyl siding option, Mikolichek Plumbing & Heating with the programmable digital thermostat and low flow shower head options, Lite Electric, and Juul Contracting. Ruth Kimball seconded and the motion carried unanimously.
7. UPDATE ON HIGHWAY 7 CORRIDOR STUDY
Rebecca Bowers, the Planning and Zoning Director, updated the Board on the Highway 7 corridor study.
8. HOUSING SITES FOR DOWNTOWN REDEVELOPMENT
Rebecca Bowers and Jean Ward reviewed with the Board some different downtown redevelopment housing sites.

9. HHPOP/CASA UPDATE

- a. Jean Ward told the Board that a Super RFP Application for affordability gap for 4 homes in Rolling Meadows East was submitted July 11, 2007 for CRV funds and 3 homes for GMHF funding.
- b. Judy Flemming updated the Board on the 1st closed loan from the 2006 CASA Workforce Initiative for purchase of an existing home.
- c. Judy Flemming updated the Board on Rolling Meadows East Loan #8827 that Closed 6/29/2007.
- d. LaVonne Hansen moved approve the Karg and Burnison HRA Entry Cost Assistance Loans for existing homes contingent to the loan review committees approval. Ruth Kimball seconded and the motion carried unanimously.

10. REVIEW OF HRA CITY CENTER BUDGET

Ruth Kimball moved to approve the HRA City Center Budget. Joel Kraft 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


Annual Board Meeting – August 15, 2006

Minutes

1. CALL TO ORDER: Secretary/Treasurer Becky Felling called the meeting to order. Members Present: Thor Skeie, and Joel Kraft. Staff Present: Jean Ward, and Judy Flemming.
2. MINUTES OF ANNUAL HRA BOARD MEETING ON AUGUST 16, 2005
Thor Skeie moved to approve the Minutes of Annual HRA Board Meeting on August 16, 2005. Joel Kraft seconded and the motion carried unanimously.
3. ELECTION OF OFFICERS
Thor Skeie moved to nominate Casey Stotts as Chairman of the Board; Joel Kraft as Vice Chairman and Becky Felling as Secretary/Treasurer and Joel Kraft for the Loan Review Committee and to keep the other position open until the other Board Members are selected. Joel Kraft seconded and the motion carried unanimously.
4. FINAL REPORT: FRANKLIN GROVE SCDP REHAB PROJECT
Jean Ward and Judy Flemming gave a presentation to the Board on the Franklin Grove neighborhood rehab project.
5. REVIEW OF 2007 HRA PLANS/OBJECTIVES
Jean reviewed the 2007 HRA Plans/Objectives with the Board.
6. ADJOURNMENT
Joel Kraft moved to adjourn and Thor Skeie seconded the motion. 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, August 21, 2007, 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 JULY 17, 2007
Joel Kraft moved to approve the Minutes as written. LaVonne Hansen seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Becky Felling moved to approve the Financials Reports. Ruth Kimball seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward reviewed with the Board the draft 2008 Park Towers Budget.
 - b. Jean Ward updated the Board on the progress of the Cingular Cell Tower. The crane will be coming on the 22nd to put construction equipment on the roof.
 - c. Jean Ward gave the Board an update on the replacement of the boiler controls.
 - d. Jean Ward reviewed with the Board the Memorandum on the 2008 Flat Rent Proposal. Joel Kraft moved to approve the revised Resident Handbook. Ruth Kimball seconded and the motion carried unanimously.
5. FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE
 - a. Judy Flemming updated the Board on the following EFG Loans:
 - Meece Loan #8682: loan amount \$12,318 plus CO#1 for \$312
 - Schuette Loan #8683: loan amount \$6,689 and Loan #CR8683: loan amount \$4,460
 - Koeppen Loan #8684: loan amount \$14,185
 - b. Becky Felling moved to approve EFG Watzke Loan #8685: loan amount \$9,437. Ruth Kimball seconded and the motion carried unanimously.
 - c. Becky Felling moved to approve EFG and City Revolving Loans for the Schmeling Loan #8686 with an estimated project cost of around \$35,200 contingent to Loan Review Committee's approval. Ruth Kimball seconded and the motion carried unanimously.
 - d. Consideration to approve EFG Loan #8687 for Christensen Loan is tabled until next months meeting.
6. UPDATE ON THE SCHOOL CONSTRUCTION HOUSE
 - a. Jean Ward updated the Board on last years school construction house.
 - b. Judy Flemming reviewed with the Board the progress of the 2007/2008 School Construction House.
7. PUBLIC HEARING FOR THE AGENCY ANNUAL PLAN
 - a. Chairman Casey Stotts opened the public hearing at 7:30 AM.
 - b. Jean Ward reviewed with the Board the plan.
 - c. Joel Kraft moved to approve Resolution #07-05 Approving 2008 Annual Plan. LaVonne Hansen seconded and the motion passed unanimously.


Hutchinson Housing & Redevelopment Authority
Regular Board Meeting Tuesday, September 17, 2007, 7:00 AM
Minutes

1. CALL TO ORDER: Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling, Ruth Kimball and Joel Kraft. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON AUGUST 21, 2007
Joel Kraft moved to approve the Minutes as written. Ruth Kimball seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Becky Felling moved to approve the Financials Reports. Ruth Kimball seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward reviewed with the Board the draft 2008 Park Towers Budget. Becky Felling moved to approve Resolution #07-06 Approval of the Operating Budget. Ruth Kimball seconded and the motion carried unanimously.
 - b. Jean Ward reviewed with the Board the Computer Back-up Policy. Joel Kraft moved to approve the computer Back-up Policy. Becky Felling seconded and the motion carried unanimously.
 - c. Jean Ward reviewed with the Board the RFP for architect services.
5. FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE
 - a. Judy Flemming updated the Board on the following EFG Loans:
 - Schmeling Loan #8686: loan amount \$18,378 & #CR8686 - \$5,000
 - Becky Felling moved to approve Christensen Loan #8687: \$11,669: and Peterson Loan #8689:\$23,797 & #CR8689: \$5,000. Ruth Kimball seconded and the motion carried unanimously.
6. UPDATE ON THE SCHOOL CONSTRUCTION HOUSE
 - a. Judy Flemming reviewed with the Board the progress of the 2007/2008 School Construction House.
7. COMMUNICATIONS
 - a. Jean Ward updated the Board on the foreclosure prevention program offered through Lutheran Social Services.
8. PARK TOWERS ENERGY CHALLENGE, MARK OPDAHL, CENTER FOR ENERGY & ENVIRONMENT
 - a. Mark Opdahl expanded the energy challenge. Joel Kraft moved to approve the purchase of the CFL for the challenge. Ruth Kimball seconded and the motion carried unanimously.
9. 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 16, 2007, 7:00 AM
Minutes

1. **CALL TO ORDER:** Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling, LaVonne Hansen and Joel Kraft. Staff Present: Jean Ward and Judy Flemming.
2. **MINUTES OF THE HRA BOARD MEETING ON SEPTEMBER 17, 2007**
Joel Kraft moved to approve the Minutes as written. LaVonne Hansen seconded and the motion carried unanimously.
3. **FINANCIAL REPORTS**
 - a. Becky Felling moved to approve the Financials Reports. LaVonne Hansen seconded and the motion carried unanimously.
 - b. Jean Ward reviewed with the Board the Explanation of 2007 Proration Public Housing Operating Fund.
4. **PARK TOWERS**
 - a. Jean Ward reviewed with the Board the 2006 PHAS Score.
 - b. Jean Ward reviewed updated the Board on the Park Towers Energy Challenge. The Utility Commission will be sending a crew to help put in CFL's in each apartment.
 - c. Jean Ward reviewed with the Board the draft proposal to MHFA Preservation of Affordable Rental Investment Fund for Public Housing. Becky Felling moved to approve the proposal to MHFA Preservation of Affordable Rental Investment Fund for Public Housing. Joel Kraft seconded and the motion carried unanimously.
 - d. Jean Ward reviewed with the Board the received RFP's for architect services. Joel Kraft moved to approve Widseth Smith Nolting RFP but to have Jean negotiate the contract to include the addition of caulking the windows to the project. Becky Felling seconded and the motion carried unanimously.
5. **FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE**
Judy Flemming updated the Board on the progress of the program and the neighborhood meeting hold October 10th.
6. **UPDATE ON THE SCHOOL CONSTRUCTION HOUSE**
Judy Flemming reviewed with the Board the cabinet proposals. Joel Kraft moved to approve the Hutchinson High School's proposal of \$3,900 with change orders for student mistakes. LaVonne Hansen seconded and the motion carried unanimously.
7. **UPDATE BY REBECCA BOWERS ON HIGHWAY 7 STUDY**
Rebecca Bowers updated the Board on the Highway 7 Study. She also invited the Board to the Open House at the Event Center on November 1st at 6PM.
8. **COMMUNICATIONS**
 - a. Low Loss Achievement Award
9. **ADJOURNMENT**
Becky Felling moved adjourn. Joel Kraft seconded. 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 20, 2007, 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 16, 2007**
LaVonne Hansen 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 Reports. Becky Felling seconded and the motion carried unanimously.
4. **PARK TOWERS**
Jean Ward updated the Board on the Park Towers Energy Challenge. Joel Kraft moved to buy the CFL light bulbs from ACE Hardware. Ruth Kimball seconded and the motion carried unanimously.
5. **FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE**
 - a. Becky Felling moved to approve EFG and City Revolving Loans for the Melancon Loan #8688 contingent to Loan Review Committee's approval. Ruth Kimball seconded and the motion carried unanimously.
 - b. Jean Ward has been in communication with Dan Taylor from DEED about possibly opening the target area to the whole city.
6. **HHPOP UPDATE**
 - a. Jean Ward updated the Board on the CRV & GMHF Awards. Becky Felling move to approve the execution of contracts with MHFA and GMHF. LaVonne Hansen seconded and the motion carried unanimously.
 - b. Jean Ward reviewed with the Board the 2008 CASA Application. LaVonne Hansen moved to approve the 2008 CASA Application and to authorize funds for the HRA Entry Cost Assistance fund. Ruth Kimball seconded and the motion carried unanimously.
7. **COMMUNICATIONS**
 - a. Guidelines for Electronic Communications
 - b. Jean will be having a meeting with the Hospital on subsidized housing in Hutchinson.
8. **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 18, 2007, 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 20, 2007**
Becky Felling moved to approve the Minutes as written. Ruth Kimball seconded and the motion carried unanimously.
3. **FINANCIAL REPORTS**
 - a. LaVonne Hansen moved to approve the Financials Reports. Ruth Kimball seconded and the motion carried unanimously.
4. **PARK TOWERS**
 - a. Jean Ward updated the Board on the Park Towers Energy Challenge.
 - b. Jean also reviewed with the Board the construction time table for the renovation project. Becky Felling moved to execute the A/E Contract. LaVonne Hansen seconded and the motion carried unanimously.
 - c. Jean also reviewed with the Board the PHAS report on the vacant unit turnaround time.
5. **REVIEW OF PERSONNEL POLICY**
Jean Ward reviewed the personnel policy with the Board. She is still working on some areas yet.
6. **RFP FOR REALTOR SERVICES TO SELL HRA/SCHOOL CONSTRUCTION HOUSE**
Jean Ward reviewed with the Board the RFP for realtor services. LaVonne Hansen moved to send out the RFP for realtor services to sell the HRA/School construction house. Ruth Kimball seconded and the motion carried unanimously.
7. **COMMUNICATIONS**
 - a. Review of foreclosure.com's listing of foreclosures in Hutchinson.
 - b. Jean Ward reviewed the GMHF Development Progress Survey with the Board.
 - c. Jean also reviewed the 2008 Housing Community Development Plan that she plans on submitting to the City Council in January.
8. **ADJOURNMENT**
There being no other business, Chairman Casey Stotts declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer