



***Hutchinson Housing & Redevelopment Authority***

Regular Board Meeting – January 15, 2008

***Agenda***

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON DECEMBER 18, 2007
3. FINANCIAL REPORTS
  - 3a. City Center
  - 3b. Park Towers
  - 3c. Consideration of Approval to Pay Incoming 2007 Invoices in January 2008.
4. CONSIDERATION OF RESOLUTION #08-01 HRA PERSONNEL POLICY, RESOLUTION #08-02 SEXUAL HARASSMENT PREVENTION POLICY, RESOLUTION #08-03 RESPECTFUL WORKPLACE POLICY, AND RESOLUTION #08-04 PROGRAM FOR A DRUG FREE WORKPLACE
5. CONSIDERATION OF RESOLUTION #08-05, 2008 MILEAGE REIMBURSEMENT RATE
6. PARK TOWERS UPDATE
  - 6a. Park Towers Energy Challenge Update – Newspaper Article
7. FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE
  - 7a. Consideration to Approve EFG Kashuba Loan #8690 Contingent to Loan Review Committees
8. SCHOOL CONSTRUCTION UPDATE
  - 8a. Consideration of RFP for Realtor Services to Sell HRA/School Construction House
  - 8b. Consideration of Approval to Execute the MOU with the School District for School Construction House
  - 8c. Review of Construction Financing Costs: MHFA 2% versus CB&T 5.25%
9. CONSIDERATION OF APPROVAL OF 2008 HOUSING COMMUNITY DEVELOPMENT PLAN
10. COMMUNICATIONS
  - 10a. MHFA Approved Workforce CASA Application
  - 10b. Putting in an Application to MHFA for CFUF
  - 10c. Will not be Doing MHFA HOME Rental Rehab Program
11. ADJOURNMENT



***Hutchinson Housing & Redevelopment Authority***

Regular Board Meeting – February 19, 2008

***Agenda***

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON JANUARY 15, 2008
3. FINANCIAL REPORTS
  - a. City Center
    - 2007 Year End and January 2008
  - b. Park Towers
    - 2007 Year End
4. PARK TOWERS UPDATE
  - a. MHFA Award for Ventilation & Exterior Caulking / Consideration of Execution of Grant Agreement with MHFA
  - b. Retirement Notice from LoAnn Hanson
5. FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE
  - a. Consideration to Approve EFG Billiet Loan #8691 Contingent to Loan Review Committees
6. SCHOOL CONSTRUCTION UPDATE
  - a. Discussion of RFP for 2008/2009 School Construction House
7. HHPOP UPDATE
  - a. Consideration of Approval of HRA Entry Cost General Criteria
8. COMMUNICATIONS
  - a. Letter from Coldwell Banker
  - b. Highway 7 Corridor Study Workshop, Downtown Housing
  - c. City of Hutchinson National Citizen Survey Summary & Report of Normative Comparisons
  - d. Authorization to Research Summer Intern for Maternity Leave
9. ADJOURNMENT



***Hutchinson Housing & Redevelopment Authority***

Regular Board Meeting – March 18, 2008

***Agenda***

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON FEBRUARY 19, 2008
3. FINANCIAL REPORTS
  - a. City Center
  - b. Park Towers
4. PARK TOWERS UPDATE
  - a. Renovation Update
5. SCHOOL CONSTRUCTION UPDATE
  - a. Diane Sorensen
6. HHPOP UPDATE
  - a. Consideration of Approval for HRA Entry Cost Assistance Ubben Loan #8830 for an Existing Home
7. YEAR END REPORT
8. COMMUNICATIONS
  - a. NAHRO Legislative Update
  - b. Star Tribune Article, “ Paulson says US blueprint calls for stronger oversight of mortgage lenders.”
  - c. Review of SCDP Application Criteria for Next Rehab Project
  - d. SWMNHP Letter Re Potential Redevelopment Sites
9. ADJOURNMENT



***Hutchinson Housing & Redevelopment Authority***

Regular Board Meeting – April 15, 2008

***Agenda***

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON MARCH 18, 2008
3. FINANCIAL REPORTS
  - a. City Center
    - Approval of Total Payments of \$27,789.53
  - b. Park Towers
    - Approval of Total Payments of \$37,175.03
4. PARK TOWERS UPDATE
  - a. Consideration of Tabulation/Recommendation of Bid Award for Park Towers Renovation Project
  - b. Consideration of Contract with Center for Energy & Environment
  - c. Notice of Potential Insurance Claim
5. SCHOOL CONSTRUCTION UPDATE
  - a. Letter from Ron Johnson re Next Year's School Construction Project
  - b. Update on 1170 Prairie View Drive SW
6. FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE
  - a. Consideration to Approve EFG Humphrey Loan #8692 Contingent to Loan Review Committees
7. TARGET AREA FOR NEW SCDP APPLICATION
8. REVIEW UNDERWRITING STANDARDS CREDIT SCORE REQUIREMENTS
9. COMMUNICATIONS
  - a. Upcoming Meetings:
    - SCDP Workshop, Mankato
    - League of MN Cities/GMHF on Foreclosures
10. ADJOURNMENT



***Hutchinson Housing & Redevelopment Authority***

Regular Board Meeting – May 20, 2008

***Agenda***

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON APRIL 15, 2008
3. FINANCIAL REPORTS
  - a. City Center
    - Approval of Total Payments of \$40,883.81 (checks 7210-7228)
  - b. Park Towers
    - Approval of Total Payments of \$63,106.21 (checks 10197-10241)
4. PARK TOWERS UPDATE
  - a. Public Housing Specialist Position Update
  - b. Resolution to Award & Execute CFP Contract with KUE Contractors
  - c. Capital Fund Program 2008 Award
  - d. Consideration of ConnectCare Contract
5. HHPOP UPDATE
  - a. Consideration to Approve CASA Workforce Loan CW#9E for Francisa Mendoza Contingent to Loan Review Committees
6. SCHOOL CONSTRUCTION UPDATE
  - a. Update on meeting with Ron Johnson re Next Year's School Construction Project
  - b. Approval of MHFA RFP, 2% Construction Financing
7. FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE
  - a. DEED Monitoring Visit, May 16<sup>th</sup>
  - b. Consideration to Approve EFG Kahle Loan #8693 Contingent to Loan Review Committees
8. UPDATE ON NEXT SCDP APPLICATION
9. FORECLOSURE PREVENTION AND REMEDIATION PLAN UPDATE
10. FINANCIAL REPORTS Continued
  - 2007 Audit Report by Mark Babcock
11. CITY CENTER DRAFT BUDGET
12. ADJOURNMENT



**Hutchinson Housing & Redevelopment Authority**

Regular Board Meeting – June 17, 2008

**Agenda**

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON MAY 20, 2008
3. FINANCIAL REPORTS
  - a. City Center
    - Approval of Total Payments of \$17,881.87 (checks 7229 - 7247)
  - b. Park Towers
    - Approval of Total Payments of \$14,843.88 (checks 10242 - 10320) Voided checks: 10247 & 10252-10296 due to printer error.
  - c. Authorization to Pay City of Hutchinson HRA Salary/Benefits
4. PARK TOWERS UPDATE
  - a. Set Agency Public Hearing Date – 7:30 AM August 19, 2008 at City Center
  - b. Consideration of Resolution #08-07 Disposition of Activities Office's Computer, Monitor & Printer and Executive Director's Computer
  - c. Update on Renovation Project
    - Notice to Proceed Issued
    - Pre-Construction Meeting June 11, 2008
    - Waiting for Construction Schedule
    - Other Improvements: Landscaping – mulch, exterior caulking project & ventilation.
  - d. PHAS Vacant Unit Turnaround Time: 13 Apartments through 5/30/2008; Average unit turnaround 3.23 days
5. HHPOP UPDATE
  - a. Consideration to Approve Rolling Meadows East Loan 8830 for Scharpe Contingent to Loan Review Committees
6. SCHOOL CONSTRUCTION UPDATE
  - a. Consideration of Approval of Sub-Contractors for School Construction House
  - b. Consideration of Approval for Executive Director to Execute CRV Funding Agreement, 4-2008-13-CRV for School House Construction Financing
7. CITY CENTER DRAFT BUDGET
8. ADJOURNMENT

**Tour of School Construction House after meeting for interested HRA Board Members.**



***Hutchinson Housing & Redevelopment Authority***

Regular Board Meeting – July 15, 2008

***Agenda***

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON JUNE 17, 2008
3. FINANCIAL REPORTS
  - a. City Center
    - Approval of Total Payments of \$17,472.25 (checks 7248 – 7262)
  - b. Park Towers
    - Approval of Total Payments of \$50,042.02 (checks 10321 – 10355)
4. CONSIDERATION OF RESOLUTION #08-08, 2008 MILEAGE REIMBURSEMENT RATE
5. PARK TOWERS UPDATE
  - a. Consideration of Resolution #08-09 to Approve Revised ACOP, Lease & Resident Handbook
  - b. Update on Vacant Unit Turnaround Time
  - c. LSS Senior Nutrition Program, 2008 Site Use Agreement
  - d. Housing with Services Renewal
6. CFUF UPDATE
  - a. Consideration of Resolution #08-10 to Approve Revised Non-Prime Loan Underwriting Criteria
  - b. Discussion on Proposed CFUF Application for Energy Efficiency Rehab Discount
7. SCHOOL CONSTRUCTION UPDATE
  - a. Grading Issues
  - b. Diane Sorensen Update
8. HRA MARKETING SIGNS
9. FYI
  - Community Forum by Cornerstone Mortgage Company
    - HRA Presentation: FUF, CFUF (Rehab Programs) and First-time Homebuyer Programs
  - MHFA Approval of CASA Application for Rolling Meadows East
10. APPROVAL OF CITY CENTER BUDGET
11. ADJOURNMENT



***Hutchinson Housing & Redevelopment Authority***

Regular Board Meeting – August 19, 2008

***Agenda***

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON JULY 19, 2008
3. FINANCIAL REPORTS
  - a. City Center
    - Approval of City Center General Fund Total Payments of \$17,994.32 (checks 7263 – 7274)
  - b. Park Towers
    - Approval of Total Payments of \$21,466.66 (checks 10356 –10394 )
4. Public Hearing 7:30 A.M. Review of Streamlined PHA Plan for Fiscal Year: 2009
  - a. Consideration of Resolution #08-11 PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual PHA Plan
5. PARK TOWERS UPDATE
  - a. Update on Apartment Renovation Project
  - b. Consideration of Architect Recommendation for Caulking Proposals
  - c. Consideration of Resolution 08-12 Resolution to Adopt Violence Against Women Act (VAWA) Policy
  - d. Resolution 08-13 to Approve 2009 Flat Rent for Park Towers
6. CFUF UPDATE
  - a. Consideration of Resolution #08-10 to Approve Revised Non-Prime Loan Underwriting Criteria
  - b. Discussion on Proposed CFUF Application for Energy Efficiency Rehab Discount
7. SCHOOL CONSTRUCTION UPDATE
  - a. Estimated Net Proceeds 1170 Prairie View Drive SW
  - b. Diane Sorensen Update and Consideration of Renewal of MLS listing agreement
8. HHPOP
  - a. Consideration of Approval of HHPOP loan #8831 Suzanne Abeln CRV and HRA Entry Cost Assistance Loan subject to approval by Loan Review Committee.
9. OTHER
  - a. Fact Sheets from Minnesota Home Ownership Center
10. ADJOURNMENT



***Hutchinson Housing & Redevelopment Authority***  
Annual Board Meeting – August 19, 2008

***Agenda***

1. CALL TO ORDER – **8:00 A.M.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF ANNUAL HRA BOARD MEETING ON AUGUST 21, 2007
3. ELECTION OF OFFICERS
  - Appointment of Loan Committee Members  
(2 Board Members & HRA Director)
4. REVIEW OF 2008 INTERIM REPORT AND HRA PLANS/OBJECTIVES FOR 2009
5. ADJOURNMENT



**Hutchinson Housing & Redevelopment Authority**

Regular Board Meeting – September 16, 2008

**Agenda**

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON AUGUST 19, 2008
3. FINANCIAL REPORTS
  - a. City Center
    - Approval of City Center General Fund Total Payments of \$35,053.30 (checks 7275 –7285)
  - b. Park Towers
    - Approval of Total Payments of \$30,968.66 (checks 10394 –10424)
  - c. Approval to pay:
    - up to \$3,000 Downpayment assistance for previously approved HRA entry cost assistance loan CW#9E contingent upon favorable review of loan review committee.
    - MHFA Rehab Loans:
      - \$2,505 to Meyeraan Construction for Humphrey Loan
      - \$9,751 to Cornerstone Contracting for Kahle Loan
      - \$2,800 to Even Temp for Telecky Loan
4. PARK TOWERS UPDATE
  - a. Update on Apartment Renovation Project-Project Schedule
  - b. Consideration of 2009 Draft Park Towers Budget and Resolution #08-14 to Approve Final Budget
5. HOME IMPROVEMENT LOANS
  - a. CFUF/Green Deferred Loan Program application has been submitted to MHFA and forwarded by MHFA staff for consideration by MHFA Board.
  - b. Lender partner renewal application for home improvement loans submitted to MHFA with \$500 fee.
6. SCHOOL CONSTRUCTION UPDATE
  - a. 1170 Prairie View Drive SW
    - Financing Sheet with Estimated Payment
    - Consideration of Purchase Agreement
  - b. 1863 Islandview Circle SW
7. HHPOP
  - a. First Home Help Loan/CASA Loan to be closed
  - b. First application given out for CASA +Energy Revolving Rehab Loan Program for existing houses.
8. OTHER
  - a. Updates from Nahro Housing Conference in Duluth
9. ADJOURNMENT



**Hutchinson Housing & Redevelopment Authority**  
Regular Board Meeting – October 21, 2008  
*Agenda*

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON SEPTEMBER 16, 2008
3. FINANCIAL REPORTS
  - a. City Center
    - Approval of City Center September 2008 Financial Statements and City Center General Fund Payments of \$68,925.68 (checks 7286 –7308) and Downpayment Assistance Payments of \$8,000 (checks 1266 & 1267)
    - Approval to pay off MHFA interim construction loan plus interest upon sale of school construction house October 24, 2008. (Total payoff of \$98,933.03 Interim loan \$96,735 with interest at 2% of \$2,198.03)
    - Approval to pay Herald Journal Publishing \$433.46 for Marketing Signs
  - b. Park Towers
    - Approval of Park Towers August 2008 Financial Statements and Park Towers Payments of \$143,947.98 (checks 10425 –10465)
    - Approval to pay interim pay request of \$49,902 for caulking project upon completion of initial contract work. (Does not include change order amount).
4. PARK TOWERS UPDATE
  - a. Update on Apartment Renovation Project-Project Schedule
  - b. Update on Caulking project- Change order \$19,962
  - c. Occupancy Status – 5 apartments currently vacant for renovation, 1 vacant due to eviction, and 1 vacant due to turnover.
  - d. 2008 Final Operating Subsidy amount of \$163,962 based on 88.96% proration. 2008 budget amount of \$160,000.
  - e. Future needs- Stucco replacement needed between 5<sup>th</sup> & 6<sup>th</sup> floors and 6<sup>th</sup> & 7<sup>th</sup> floors at front entrance.
5. HOME IMPROVEMENT LOANS
  - a. Consideration of Home Improvement Resolution #08-16.
6. SCHOOL CONSTRUCTION UPDATE
  - a. 1170 Prairie View Drive SW
    - Consideration of Resolution #08-15 to approve sale of house at 1170 Prairie View Drive SW and authorization to execute closing documents. (Closing scheduled for October 24, 2008)

- Consideration of removal of Appliance Allowance from Purchase Agreement due to CASA loan requirements and approval of revised listing agreement for Diane Sorensen
- b. 1863 Islandview Circle SW
- c. Correspondence to School Officials regarding Memorandum of Understanding for building a house in the 2009-2010 school year.

7. HHPOP

- a. Consideration to Approve CASA Workforce Loans: City Revolving Loan & HRA Entry Cost Loan CW#9NC/E for Amber Wagner to Purchase 1170 Prairie View Dr. School Construction House

8. FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE

- a. Consideration to Approve EFG Schumaci Loan #8694 Contingent to Loan Review Committee
- b. Consideration to Approve EFG Solis Loan #8695 Contingent to Loan Review Committee
- c. Subordination Request for CR & EFG Schmeling Loan #8686

9. OTHER

- a. Foreclosure Update Report for Hutchinson as of 9-30-2008
- b. Report on October 17<sup>TH</sup> Meeting at MHFA on Neighborhood Stabilization Program funding for foreclosed homes
- c. HRA Logo

10. ADJOURNMENT

# *Hutchinson Housing & Redevelopment Authority*

Regular Board Meeting – November 18, 2008

## *Agenda*

1. CALL TO ORDER – 7:00 a.m. - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON OCTOBER 21, 2008
3. FINANCIAL REPORTS
  - a. City Center
    1. Approval of City Center October 2008 Financial Statements and Approval of City Center General Fund payments \$23,859.90 as of November 10, 2008 for checks 7311 to 7327.
  - b. Park Towers
    1. Approval of Park Towers September 2008 Financial Statements and Park Towers payments of \$166,308.51 for checks 10466 to 10498.
    2. Approval to pay final Payment of caulking project \$22,457.10
4. PARK TOWERS UPDATE
  - a. 2008 Consideration of 2008 Revised Budget Resolution #08-18
  - b. Update on Ventilation System Project-approval to proceed with exhaust vent clean for maximum proposal up to \$5,750.
  - c. Update on Apartment Renovation Project
  - d. Low Loss Ratio Award for 2004-2006 liability insurance policy years
5. LOAN ADMINISTRATION
  - a. Consideration of Resolution #08-17 authorizing immediate payment for HRA/HRA Administered Loans based on Loan Review Committee approval AND authorizing payment within thirty days of all undisputed invoices upon Executive Director review.
  - b. Loans to Approve:
    - CFUF, Green Deferred Loan: Robert Kamrath CFUF - \$3,021.25 & GD - \$972.36
  - c. Energy Audit vs. Energy Counseling for CFUF/Green Deferred Loan Program-preliminary meetings
6. FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE
  - a. Consideration to Approve EFG Wehde Loan #8696 Contingent to Loan Review Committee
  - b. Consideration to Approve EFG Bjorge Loan #8697 Contingent to Loan Review Committee
  - d. Subordination Request for CR & EFG Schmeling Loan #8686

7. SCHOOL CONSTRUCTION UPDATE

- a. 1863 Island View Circle SW
  - Approval of Cabinet Bids
- b. Results of meeting with School Officials on November 10, 2008.
- c. Net Proceeds Statement/Lot Acquisition Costs Statement

8. OTHER

- a. New HRA Website estimated to be up and running on December 1, 2008.
- b. Progress on determining interest in rehab to choose a new SCDP rehab target area.
- c. Apartment Vacancy Rate Data October 2008
- d. Aging Status of Foreclosures on Market Report
- e. Marketing Efforts Farm/City Days

9. Consideration of Dissolution of HHI-discussion of process and recommendations of Marc Sebor, City Attorney

10. ADJOURNMENT

# ***Hutchinson Housing & Redevelopment Authority***

Regular Board Meeting – December 16, 2008

## ***Agenda***

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON NOVEMBER 18, 2008
3. FINANCIAL REPORTS
  - a. City Center
    1. Approval of City Center November 2008 Financial Statements and Approval of City Center General Fund payments of \$16314.55 for checks 7328 to 7344.
  - b. Park Towers
    1. Approval of Park Towers October 31, 2008 Financial Statements and Park Towers payments of \$50,603.59 for checks 10499 to 10537.
4. ELECTION OF HRA BOARD CHAIRMAN AND AUTHORIZATION OF SIGNATORY FOR HRA BANK ACCOUNTS EFFECTIVE JANUARY 2, 2009
5. PARK TOWERS UPDATE
  - a. Consideration of Board Resolution #08-19 to write off Balances of Uncollectable Accounts
  - b. Update on Ventilation System Project
  - c. Update on Apartment Renovation Project
  - d. Consideration of Board Resolution #08-20 to Adjust 2008 Park Towers Inventory
  - e. Consideration that Leases for New Residents have a Smoke Free Clause
6. HHPOP PROGRAM
  - a. Consideration of submitting Workforce CASA Application
7. FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE
  - a. Consideration to Approve EFG Kahl Loan #8698 Contingent to Loan Review Committee
  - b. Consideration to Approve EFG Palmer Loan #8699 Contingent to Loan Review Committee
8. CONSIDERATION OF 2009 HRA FEE SCHEDULE
9. Consideration of Memo regarding 2009 City Compensation Plan
  - a. Consideration of Resolution 08-21 Amending the HRA Personnel Policy to reflect approving market adjustments and merit pay adjustments based on the City of Hutchinson Pay Plan effective January 1<sup>st</sup> of each year.

b. Consideration of Resolution 08-22 approving Adoption of the 2009 City of Hutchinson Compensation Plan but implementing a freeze on market adjustments and merit increases.

10. OTHER

- a. FYI-Planning Staff Information regarding Senior Housing Campus
- b. Foreclosure Remediation Plan Update
- c. HRA Logo Apparel

11. ADJOURNMENT

**Breakfast at Country Kitchen after the Meeting!**