  
**Hutchinson Housing & Redevelopment Authority**  
Regular Board Meeting Tuesday, January 15, 2008, 7:00 AM  
**Minutes**

1. **CALL TO ORDER:** Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling, and LaVonne Hansen. Staff Present: Jean Ward and Judy Flemming.
2. **MINUTES OF THE HRA BOARD MEETING ON DECEMBER 18, 2007**  
LaVonne Hansen 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 Reports and to pay incoming 2007 Invoices in January 2008. LaVonne Hansen seconded and the motion carried unanimously.
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**
  - a. LaVonne Hansen moved to approve Resolution #08-01 HRA Personnel Policy. Becky Felling seconded and the motion carried unanimously.
  - b. Becky Felling moved to approve Resolution #08-02 Sexual Harassment Prevention Policy. LaVonne Hansen seconded and the motion carried unanimously.
  - c. LaVonne Hansen moved to approve Resolution #08-03 Respectful Workplace Policy. Becky Felling seconded and the motion carried unanimously.
  - d. Becky Felling moved to approve Resolution #08-04 Program for a Drug Free Workplace. LaVonne Hansen seconded and the motion carried unanimously.
5. **CONSIDERATION OF RESOLUTION #08-05, 2008 MILEAGE REIMBURSEMENT RATE**  
Becky Felling moved to approve Resolution #08-05, 2008 Mileage reimbursement Rate. LaVonne Hansen seconded and the motion carried unanimously.
6. **PARK TOWERS**  
Jean Ward updated the Board on the Park Towers Energy Challenge.
7. **FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE**  
Becky moved to approve the EFG Kashuba Loan #8690 Contingent to Loan Review Committees. Casey seconded and the motion carried unanimously.
8. **SCHOOL CONSTRUCTION UPDATE**
  - a. Casey Stotts moved to approve Diane Sorensen for Realtor Services to Sell the HRA/School Construction House. Becky Felling seconded. LaVonne Hansen abstained. The motion passed.
  - b. LaVonne moved to approve the execution of the MOU with the School District for the School Construction House. Casey Stotts seconded and the motion carried unanimously.
  - c. Jean Ward reviewed the construction financing costs with the Board: MHFA 2% versus CB&T 5.25%. Becky Felling moved to submit an application to MHFA for construction financing. LaVonne seconded and the motion carried unanimously.

9. **CONSIDERATION OF APPROVAL OF 2008 HOUSING COMMUNITY DEVELOPMENT PLAN**

LaVonne Hansen moved to approve the 2008 Housing Community Development Plan. Casey Stotts seconded and the motion carried unanimously.

10. COMMUNICATIONS

- a. MHFA Approved Workforce CASA Application
- b. Jean will be putting in an application to MHFA for CFUF
- c. The HRA will not be doing MHFA HOME Rental Rehab Program


11. ADJOURNMENT

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

Recorded by Jean Ward, HRA Executive Director

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Becky Felling, Secretary/Treasurer


  
**Hutchinson Housing & Redevelopment Authority**  
Regular Board Meeting Tuesday, February 19, 2008, 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 JANUARY 15, 2008**  
LaVonne Hansen 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 and 2007 Year End Balances. LaVonne Hansen seconded and the motion carried unanimously.
4. **PARK TOWERS**
  - a. Becky Felling moved to execute the grant agreement with MHFA. LaVonne Hansen seconded and the motion carried unanimously.
  - b. LaVonne Hansen moved to approve the retirement notice from LoAnn Hansen. Ruth Kimball seconded and the motion carried unanimously. Becky Felling moved to authorize giving notice to Lutheran Social Services that Park Towers will no longer provide staff for the Senior Dining Program. Ruth Kimball seconded and the motion carried unanimously.
5. **FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE**  
Becky moved to approve the EFG Billiet Loan #8691 Contingent to Loan Review Committees. Ruth Kimball seconded and the motion carried unanimously.
6. **SCHOOL CONSTRUCTION UPDATE**  
The Board discussed the RFP for the 2008/2009 School Construction Program House.
7. **HHPOP UPDATE**  
LaVonne Hansen moved to approve the revised HRA Entry Cost General Criteria. Ruth Kimball seconded and the motion carried unanimously.
8. **COMMUNICATIONS**
  - a. FYI: Letter from Coldwell Banker
  - b. Jean updated the Board on the Highway 7 Corridor Study Workshop and Downtown Housing.
  - c. FYI: City of Hutchinson National Citizen Survey Summary & Report of Normative Comparisons
  - d. Becky Felling moved to authorize to research a summer intern for Judy's maternity leave. LaVonne Hansen 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

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Becky Felling, Secretary/Treasurer

  
**Hutchinson Housing & Redevelopment Authority**  
Regular Board Meeting Tuesday, March 18, 2008, 7:00 AM  
**Minutes**

1. **CALL TO ORDER:** Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling, Joel Kraft and Ruth Kimball. Staff Present: Jean Ward and Judy Flemming.
2. **MINUTES OF THE HRA BOARD MEETING ON FEBRUARY 19, 2008**  
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 Reports. Ruth Kimball seconded and the motion carried unanimously.
4. **PARK TOWERS**  
Jean Ward updated the Board on the renovations at Park Towers. Bid opening will be April 1<sup>st</sup>.
5. **HHPOP UPDATE**  
Becky Felling moved to approve the HRA Entry Cost Assistance Ubben Loan #CW8E for an Existing Home contingent to the Loan Review Committee's approval. Ruth Kimball seconded and the motion carried unanimously.
6. **YEAR END REPORT**  
Jean Ward reviewed with the Board the HRA Year End Report.
7. **SCHOOL CONSTRUCTION UPDATE**  
Diane Sorensen updated the Board on the showings of the school construction house and the housing market in general.
8. **COMMUNICATIONS**
  - a. FYI: NAHRO Legislative Update
  - b. FYI: Star Tribune Article, "Paulson says US blueprint calls for stronger oversight of mortgage lenders."
  - c. Jean Ward reviewed with the Board the SCDP Application criteria for the next rehab project
  - d. FYI: SWMNHP Letter Re Potential Redevelopment Sites
9. **ADJOURNMENT**  
There being no other business, Chairman Casey Stotts declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

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Becky Felling, Secretary/Treasurer

***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 18, 2008**  
Chairman Casey Stotts asked if there were any corrections or additions to the March 18, 2008 Minutes. There were none, so the March 18, 2008 Minutes were approved as written.
3. **FINANCIAL REPORTS**  
Becky Felling moved to approve the Financials Reports. Joel Kraft seconded and the motion carried unanimously.
4. **PARK TOWERS**
  - a. Jean Ward reviewed with the Board the Tabulation/Recommendation of Bid Award for the Park Towers Renovation Project. Joel Kraft moved to award the contract to KUE Contractors. Ruth Kimball seconded and the motion carried unanimously.
  - b. LaVonne Hansen moved to execute the consulting agreement/contract with Center for Energy & Environment for the commission to update the ventilation system at Park Towers.
  - c. Jean Ward updated the Board on a potential insurance claim.
5. **SCHOOL CONSTRUCTION UPDATE**  
Jean Ward reviewed with the Board the letter from Ron Johnson re next year's school construction project. Joel Kraft moved to allow Jean Ward to negotiate the different scenarios with the school. LaVonne Hansen seconded and the motion carried unanimously.
6. **FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE**  
LaVonne Hansen moved to approve the EFG Humphrey Loan #8692 contingent to the Loan Review Committee's approval. Ruth Kimball seconded and the motion carried unanimously.
7. **TARGET AREA FOR NEW SCDP APPLICATION**  
Jean Ward and Judy Flemming reviewed with the Board the proposed target area for a new SCDP application.
8. **REVIEW UNDERWRITING STANDARDS CREDIT SCORE REQUIREMENTS.**  
Joel Kraft moved to approve the revised FUF/CFUF underwriting standards. Becky Felling seconded and the motion carried unanimously.
9. **COMMUNICATIONS**
  - a. Upcoming Meetings:
    - SCDP Workshop, Mankato
    - League of MN Cities/GMHF on Foreclosures

10. SCHOOL CONSTRUCTION UPDATE CONTINUED

- a. Diane Sorensen updated the Board on 1170 Prairie View Drive SW and the housing market in general. She is going to have an open house April 27<sup>th</sup> or May 4<sup>th</sup>.
- b. LaVonne Hansen moved to lower the asking price of the school construction house to \$163,900. 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

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Becky Felling, Secretary/Treasurer

**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 APRIL 15, 2008**  
Chairman Casey Stotts asked if there were any corrections or additions to the April 15, 2008 Minutes. There were none, so the April 15, 2008 Minutes were approved as written.
3. **FINANCIAL REPORTS**  
LaVonne Hansen moved to approve the Financials Reports. Ruth Kimball seconded and the motion carried unanimously.
4. **PARK TOWERS**
  - a. Jean Ward reviewed with the Board on the new public housing specialist position. The position was offered to Lorri Olsen contingent to the criminal background check and the physical. She would start May 29<sup>th</sup> and her hours would be from 8:30 AM to 5 PM, Monday through Friday.
  - b. Jean also told the Board that a temporary person for the Senior Dining program at Park Towers has been hired, Karen Braaten.
  - c. Joel Kraft moved to approve Resolution #08-06, Board Resolution to Award and Execute 2008 CFP Park Towers Renovation Contract with KUE Contractors. Ruth Kimball seconded and the motion carried unanimously.
  - d. Jean Ward updated the Board on the Capital Fund Program 2008 Award. In 2007 award was \$109,335 and 2008 award will be \$117,920, a 5% increase for high performers versus 3% last year.
  - e. Jean Ward reviewed with the Board the ConnectCare Contract. Joel Kraft moved to execute the ConnectCare Contract. LaVonne Hansen seconded and the motion carried unanimously.
5. **HHPOP UPDATE**  
Becky Felling moved to Approve CASA Workforce Loan CW#9E for Francisa Mendoza Contingent to Loan Review Committees approval. Ruth Kimball seconded and the motion carried unanimously.
6. **SCHOOL CONSTRUCTION UPDATE**
  - a. Jean Ward reviewed with the Board the Minutes from the May 15<sup>th</sup> meeting with the High School.
  - b. Joel Kraft moved to approve the MHFA 2% Construction Financing. LaVonne Hansen seconded and the motion carried unanimously.
  - c. Jean Ward told the Board that Diane Sorensen has showed the house, but has not received any offers yet.
7. **FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE**  
LaVonne Hansen moved to approve the EFG Kahle Loan #8693 contingent to the Loan Review Committee's approval. Ruth Kimball seconded and the motion carried unanimously.
8. **UPDATE ON NEW SCDP APPLICATION**  
Jean Ward told the Board that there have been two mailings to the new proposed neighborhood and there have not been many responses. There will need to be more marketing to the neighborhood so we will have to waiting until next year to submit the application to DEED.

9. FORECLOSURE PREVENTION AND REMEDIATION PLAN UPDATE

Jean Ward reviewed with the Board the Foreclosure Prevention and Remediation Plan.

10. FINANCIAL REPORTS Continued

Mark Babcock reviewed with the Board the 2007 Audit Report.

11. CITY CENTER DRAFT BUDGET

Jean Ward reviewed with the Board Draft City Center Budget.

12. COMMUNICATIONS

Lo Ann's Retirement Party will be May 30<sup>th</sup> from 3 – 5 PM at Park Towers.

13. ADJOURNMENT

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

Recorded by Jean Ward, HRA Executive Director

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Becky Felling, Secretary/Treasurer



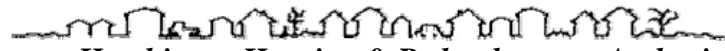
**Hutchinson Housing & Redevelopment Authority**  
Regular Board Meeting Tuesday, June 17, 2008, 7:00 AM  
*Minutes*

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. CENTER FOR ENERGY AND ENVIRONMENT AWARD PRESENTATION TO CASEY STOTTS AND JEAN WARD.
3. MINUTES OF THE HRA BOARD MEETING ON MAY 20, 2008  
Chairman Casey Stotts asked if there were any corrections or additions to the May 20, 2008 Minutes. There were none, so the May 20, 2008 Minutes were approved as written.
4. FINANCIAL REPORTS
  - a. Becky Felling moved to approve the Financials Reports. LaVonne Hansen seconded and the motion carried unanimously.
  - b. Joel Kraft moved to authorize the payment to the City of Hutchinson for HRA salaries and benefits. Ruth Kimball seconded and the motion carried unanimously.
5. PARK TOWERS
  - a. Joel Kraft moved to set the Agency Plan Public Hearing Date for 7:30 AM, August 19, 2008 at the City Center. Becky Felling seconded and the motion carried unanimously.
  - b. Joel Kraft moved to approve Resolution #08-07, Disposition of Activities Office's computer, monitor & printer and the Executive Director's computer. Ruth Kimball seconded and the motion carried unanimously.
  - c. Jean Ward updated the Board on the Renovation Project: notice to proceed has been issued; the pre-construction meeting was June 11, 2008; waiting on the construction schedule. Some other improvements going on at Park Towers are: Landscaping, exterior caulking project and the ventilation assessment.
  - d. Jean Ward reviewed with the Board the PHAS vacant unit turnaround report. Thirteen apartments through 5/30/2008; average unit turnaround is 3.23 days.
6. HHPOP UPDATE  
LaVonne Hansen moved to approve Rolling Meadows East loan #8830 for Scharpe contingent to Loan Review Committees approval. Ruth Kimball seconded and the motion carried unanimously.
7. SCHOOL CONSTRUCTION UPDATE
  - a. Judy Flemming reviewed with the Board the bids for the sub-contractors for the school construction house. LaVonne Hansen moved to approve the lowest bidders. Joel Kraft seconded and the motion carried unanimously.
  - b. Joel Kraft moved to authorize the Executive Director to execute the CRV Funding agreement, 4-2008-13-CRV for the school house construction financing. Becky Felling seconded and the motion carried unanimously.
8. CITY CENTER DRAFT BUDGET  
Becky Felling moved to approve the Draft City Center Budget. 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

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Becky Felling, Secretary/Treasurer



**Hutchinson Housing & Redevelopment Authority**  
Regular Board Meeting Tuesday, July 15, 2008, 7:00 AM  
**Minutes**

1. CALL TO ORDER: Vice Chairman LaVonne Hansen called the meeting to order. Members Present: Becky Felling, and Ruth Kimball. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON JUNE 17, 2008  
Becky Felling moved to approve the Minutes as written. Ruth Kimball seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
  - a. Ruth Kimball moved to approve the City Center Financials Reports. Becky Felling seconded and the motion carried unanimously.
  - b. Becky Felling moved to approve the Park Towers Financials Reports. Ruth Kimball seconded and the motion carried unanimously.
4. CONSIDERATION OF RESOLUTION #08-08, 2008 MILEAGE REIMBURSEMENT RATE  
Becky Felling moved to approve Resolution #08-08, 2008 Mileage Reimbursement Rate. Ruth Kimball seconded and the motion carried unanimously.
5. PARK TOWERS
  - a. Jean Ward reviewed with the Board the revised ACOP, Lease and Resident Handbook. Ruth Kimball moved to change the "Removal of Pets" section in the ACOP from 14 days to 21 days. Becky Felling seconded and the motion carried unanimously. Becky Felling moved to approve the revised ACOP, Lease and Resident Handbook. Ruth Kimball seconded and the motion carried unanimously.
  - b. Jean Ward reviewed with the Board the PHAS vacant unit turnaround report.
  - c. Jean Ward reviewed with the Board the 2008 LSS Senior Nutrition Program Site Use Agreement. Ruth Kimball moved to approve the agreement. Becky Felling seconded and the motion carried unanimously.
  - d. Jean Ward reviewed with the Board the Housing with Services renewal. Becky Felling moved to approve the Housing with Services renewal. Ruth Kimball seconded and the motion carried unanimously.
6. CFUF UPDATE
  - a. Consideration of Resolution #08-10 to Approve Revised Non-Prime Loan Underwriting Criteria – Tabled until next month.
  - b. The Board had a discussion on the proposed CFUF application for energy efficiency rehab.
7. SCHOOL CONSTRUCTION UPDATE
  - a. Jean Ward updated the Board on the grading issues at 1170 Prairie View Drive.
  - b. Diane Sorensen gave the Board an update on the showing of the house and also an update on the Hutchinson housing market.
8. HRA MARKETING SIGNS  
The Board had a discussion on the proposed HRA marketing signs. The slogan decided upon was "Programs to Improve Neighborhoods".
9. FYI
  - a. Community Forum by Cornerstone Mortgage Company
    - HRA Presentation: FUF, CFUF (Rehab Programs) and First-time Homebuyer Programs
  - b. MHFA Approval of CASA Application for Rolling Meadows East

10. CITY CENTER BUDGET

Becky Felling moved to approve the City Center Budget. Ruth Kimball seconded and the motion carried unanimously.

11. ADJOURNMENT

Becky Felling moved for adjournment. Ruth Kimball seconded. Vice Chairman LaVonne Hansen declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

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Becky Felling, Secretary/Treasurer



***Hutchinson Housing & Redevelopment Authority***

Annual Board Meeting – August 21, 2007

***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 ANNUAL HRA BOARD MEETING ON AUGUST 15, 2006  
Joel Kraft moved to approve the Minutes of Annual HRA Board Meeting on August 15, 2006. LaVonne Hansen seconded and the motion carried unanimously.
3. ELECTION OF OFFICERS
  - A. LaVonne Hansen moved to nominate Joel Kraft and Becky Felling for the Loan Review Committee. Ruth Kimball seconded and the motion carried unanimously.
  - B. Ruth Kimball moved to nominate Casey Stotts as Chairman of the Board; LaVonne Hansen as Vice Chairman and Becky Felling as Secretary/Treasurer. Joel Kraft seconded and the motion carried unanimously.
4. REVIEW OF 2007 SIX MONTH REPORT AND THE HRA PLANS/OBJECTIVES FOR 2008  
Jean reviewed the 2007 Six Month Report and the HRA Plans/Objectives for 2008 with the Board. Joel Kraft also wants the HRA to be looking into foreclosure prevention programs for Hutchinson too.
5. ADJOURNMENT  
Becky Felling moved to adjourn and Ruth Kimball seconded the motion. There being no other business, Chairman Casey Stotts declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

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Becky Felling, Secretary/Treasurer



**Hutchinson Housing & Redevelopment Authority**  
Regular Board Meeting Tuesday, August 19, 2008, 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 Lorri Olson.
2. **MINUTES OF THE HRA BOARD MEETING ON JULY 15, 2008**  
LaVonne Hansen moved to approve the Minutes as written. Ruth Kimball seconded and the motion carried unanimously.
3. **FINANCIAL REPORTS**
  - a. Ruth Kimball moved to approve the City Center Financials Reports. LaVonne Hansen seconded and the motion carried unanimously.
  - b. LaVonne Hansen moved to approve the Park Towers Financials Reports. Ruth Kimball seconded and the motion carried unanimously.
4. **PUBLIC HEARING TO REVIEW STREAMLINED PHA PLAN FOR FISCAL YEAR 2009**
  - a. Consideration of Resolution #08-11. Renovation project for Park Towers is a 4 year plan. Currently 11 apartments and laundry room are being renovated. Ruth Kimball moved to approve Resolution #08-11. Casey Stotts seconded and the motion carried unanimously.
5. **PARK TOWERS**
  - a. Jean Ward informed the Board that several valves needed to be replaced at the cost of \$6500. Park Towers Maintenance Staff will verify need to replace. Ruth Kimball moved to give authorization to proceed if needed. LaVonne Hansen seconded and the motion carried unanimously.
  - b. Jean Ward reviewed with the Board the bids for window caulking. There are leaks between the windows and walls. During annual inspections we will inspect for any possible water damage and repair as necessary. Ruth Kimball moved to approve the bid submitted by Right Way Caulking. LaVonne Hansen seconded and the motion carried unanimously.
  - c. Jean Ward reviewed with the Board Resolution #08-12 to Adopt Violence Against Women Act Policy. This policy formally describes what Park Towers will do should this situation arise. LaVonne Hansen moved to approve the Resolution #08-12. Ruth Kimball seconded and the motion carried unanimously.
  - d. Jean Ward reviewed with the Board Resolution #08-13 for a 2.9% increase in the flat rent at Park Towers. LaVonne Hansen moved to approve Resolution #08-13. Casey Stotts seconded and the motion carried unanimously.
  - e. Jean Ward presented a preliminary draft of the 2009 budget.
6. **CFUF UPDATE**
  - a. Consideration of Resolution #08-10 to Approve Revised Non-Prime Loan Underwriting Criteria. LaVonne Hansen moved to approve Resolution #08-10. Ruth Kimball seconded and the motion carried unanimously.
  - b. Jean Ward presented the Board with additional information on the proposed CFUF application for energy efficiency rehab. There will be a leverage of \$30,000 for energy improvement; there must be performance measurement and set standard; and income limits will apply. LaVonne moved to approve the leverage; concept and income limits. Ruth Kimball seconded and the motion carried unanimously.
7. **SCHOOL CONSTRUCTION UPDATE**
  - a. Jean Ward presented the Board a modified estimated net proceeds for 1170 Prairie View Drive showing reduced sales price. LaVonne Hansen made the motion to reduce the sales price to \$159,900. Casey Stotts seconded and the motion carried unanimously.
  - b. Diane Sorensen gave the Board an update on the showing of the house and also an update on the Hutchinson housing market.

- c. Ruth Kimball moved to renew the listing agreement with Diane Sorenson. LaVonne Hansen seconded and the motion carried unanimously.
- 8. HHPOP
  - a. Ruth Kimball moved to approve the HHPOP loan #8831 Suzanne Abeln subject to approval of the Loan Review Committee.
- 9. OTHER
  - A. Jean Ward presented information to the Board regarding foreclosures in Hutchinson/McLeod County.
- 10. ADJOURNMENT

LaVonne Hansen moved for adjournment. Ruth Kimball seconded. Chairman Casey Stotts declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

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Becky Felling, Secretary/Treasurer



**Hutchinson Housing & Redevelopment Authority**

Regular Board Meeting Tuesday, September 16, 2008, 7:00 AM

**Minutes**

1. **CALL TO ORDER:** Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling, Joel Kraft and Ruth Kimball. Staff Present: Jean Ward and Judy Flemming.
2. **MINUTES OF THE HRA BOARD MEETING ON AUGUST 19, 2008**  
Chairman Casey Stotts asked if there were any corrections or additions to the August 19, 2008 Minutes. There were none, so the August 19, 2008 Minutes were approved as written.
3. **FINANCIAL REPORTS**
  - a. Becky Felling moved to approve the City Center and Park Towers Financial Reports. Joel Kraft seconded and the motion carried unanimously.
  - b. Joel Kraft moved to approve the payment of:
    - 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
      - \$9,786 to Cornerstone Contracting for Kahle Loan
      - \$2,800 to Even Temp for Telecky Loan
    - School Construction Bill: \$10,000 to Juul Contracting for Excavation of 1863 Island View Circle House.Becky Felling seconded and the motion carried unanimously.
4. **PARK TOWERS**
  - a. Jean Ward updated the Board on the apartment renovation project schedule.
  - b. Jean Ward informed the Board that she issued a Notice of Eviction to a resident because of the finding of an excessive fire load discovered during the City's Rental Registration Program inspection. HRA staff has made many attempts to work with the tenant and he has not responded.
  - c. Jean Ward informed the Board that the caulking on the building is worse than expected and would like it to be address as soon as possible before the weather turns cold. Joel Kraft moved to approve a Change Order to address the additional needed caulking limited to what the architect feels is reasonable. Ruth Kimball seconded and the motion carried unanimously.
  - d. Jean Ward reviewed with the Board the 2009 draft Park Towers budget and Resolution #08-14 to approve final budget. Ruth Kimball moved to approve the 2009 draft Park Towers budget and Resolution #08-14 to approve final budget. Becky Felling seconded and the motion carried unanimously.
5. **HOME IMPROVEMENT LOANS**
  - a. The CFUF/Green Deferred Loan Program application has been submitted to MHFA and forwarded by MHFA staff for consideration by MHFA Board. Jean Ward reviewed with the Board the program checklists.
  - b. Jean informed the Board that the lender partner renewal application for home improvement loans was submitted to MHFA with \$500 fee.
6. **SCHOOL CONSTRUCTION UPDATE**
  - a. Jean Ward reviewed with the Board the homebuyer financing sheet for 1170 Prairie View Drive.
  - b. Ruth Kimball moved to approve the purchase agreement for 1170 Prairie View Drive. Becky Felling seconded and the motion carried unanimously.
  - c. Jean Ward informed the Board that construction has started on 1863 Island View Circle SW.

7. HHPOP

Jean Ward informed the Board that the first Home Help Loan/CASA Loan closed at the end of August. She also informed them that the first application was given out for the CASA +Energy Revolving Rehab Loan Program for existing houses.

8. OTHER

- a. Jean Ward gave the Board the updates from the NAHRO Housing Conference in Duluth.
  - Most of the new program funds will be for addressing the foreclosure issues in the state.
  - There will be a new PHAS program for Park Towers in the near future.
- b. Jean Ward presented information to the Board regarding foreclosures in Hutchinson.
- c. Diane Sorensen gave the Board an update on the Hutchinson housing market.

9. ADJOURNMENT

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

Recorded by Jean Ward, HRA Executive Director

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Becky Felling, Secretary/Treasurer



**Hutchinson Housing & Redevelopment Authority**

Regular Board Meeting Tuesday, October 21, 2008, 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 SEPTEMBER 16, 2008**  
Chairman Casey Stotts asked if there were any corrections or additions to the September 16, 2008 Minutes. There were none, so the September 16, 2008 Minutes were approved as written.
3. **FINANCIAL REPORTS**
  - a. Joel Kraft moved to approve the City Center Financial Reports. Ruth Kimball seconded and the motion carried unanimously.
  - b. Joel Kraft moved to approve 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). LaVonne Hansen seconded and the motion carried unanimously.
  - c. Ruth Kimball moved to pay Herald Journal Publishing \$433.46 for Marketing Signs. Joel Kraft seconded and the motion carried unanimously.
  - d. LaVonne Hansen moved to approve Park Towers Financial Reports. Ruth Kimball seconded and the motion carried unanimously.
  - e. Becky Felling moved to pay interim pay request of \$49,902 for caulking project upon completion of initial contract work. (Does not include change order amount). Ruth Kimball seconded and the motion carried unanimously.
4. **PARK TOWERS**
  - a. Jean Ward updated the Board on the apartment renovation project schedule.
  - b. Jean Ward updated the Board on the caulking project. The change order amount is \$19,962.
  - c. Jean Ward updated the Board on the occupancy status – 5 apartments currently vacant for renovation, 1 vacant due to eviction, and 1 vacant due to turnover.
  - d. Jean Ward updated the Board on the 2008 Final Operating Subsidy amount of \$163,962 based on 88.96% proration. 2008 budget amount of \$160,000.
  - e. Jean Ward updated the Board on a future need. 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. Becky Felling moved to approve Home Improvement Resolution #08-16. LaVonne Hansen seconded and the motion carried unanimously.
6. **SCHOOL CONSTRUCTION UPDATE**
  - a. Joel Kraft moved to approve Resolution #08-15 to approve sale of house at 1170 Prairie View Drive SW and give authorization to execute closing documents. The closing is October 24, 2008. Ruth Kimball seconded and the motion carried unanimously.
  - b. LaVonne Hansen moved to remove the appliance allowance from the purchase agreement due to CASA loan requirements and approval to revise listing agreement for Diane Sorensen. Ruth Kimball seconded and the motion carried unanimously.
  - c. Judy Flemming updated the Board on the construction of 1863 Island View Circle SW.
  - d. Jean Ward discussed with the Board the correspondence with the School Officials regarding the Memorandum of Understanding for building a house in the 2009-2010 school year. The Board agreed that they would like to take a year off from building to see if the housing market will come around.

7. HHPOP

LaVonne Hansen moved 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. Becky Felling seconded and the motion carried unanimously.

8. FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE

Joel Kraft moved to approve EFG Schumaci Loan #8694 and EFG Solis Loan #8695 contingent to loan review committee approval and to approve the subordination request for CR & EFG Schmeling Loan #8686. Ruth Kimball seconded and the motion carried unanimously.

9. OTHER

- a. Jean Ward presented to the Board Foreclosure Update Report for Hutchinson as of 9-30-2008.
- b. Jean Ward updated the Board on the October 17<sup>th</sup> meeting at MHFA on Neighborhood Stabilization Program for foreclosed homes.
- c. The Board reviewed the different Logo designs. They selected #1.



10. ADJOURNMENT

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

Recorded by Jean Ward, HRA Executive Director

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Becky Felling, Secretary/Treasurer



**Hutchinson Housing & Redevelopment Authority**

Regular Board Meeting Tuesday, November 18, 2008, 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 OCTOBER 21, 2008**  
Chairman Casey Stotts asked if there were any corrections or additions to the October 21, 2008 Minutes. There were none, so the October 21, 2008 Minutes were approved as written.
3. **FINANCIAL REPORTS**  
Joel Kraft moved to approve the City Center and Park Towers Financial Reports and the final payment of the Park Towers caulking project. Ruth Kimball seconded and the motion carried unanimously.
4. **PARK TOWERS**
  - a. LaVonne Hansen moved to approve the 2008 Revised Budget Resolution #08-18. Becky Felling seconded and the motion carried unanimously.
  - b. Jean Ward updated the Board on the ventilation system project. Becky Felling moved to approve to proceed with the exhaust vent cleaning up to \$5,750. Ruth Kimball seconded and the motion carried unanimously.
  - c. Jean Ward updated the Board on the apartment renovation project.
  - d. Jean Ward reviewed with the Board the Low Loss Ratio Award for 2004-2006 liability insurance policies.
5. **LOAN ADMINISTRATION**
  - a. Joel Kraft moved to approve 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. Becky Felling seconded and the motion carried unanimously.
  - b. Loans to Approve:
    - Ruth Kimball moved to approve CFUF, Green Deferred Loan: Robert Kamrath CFUF - \$3,021.25 & GD - \$972.36. LaVonne Hansen seconded and the motion carried unanimously.
  - c. Jean Ward updated the Board on the preliminary meeting about Energy Audit vs. Energy Counseling for CFUF/Green Deferred Loan Program.
6. **FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE**  
Joel Kraft moved to approve the EFG Wehde Loan #8696 and the EFG Bjorge Loan #8697 contingent to Loan Review Committee's approval and to approve the subordination request for CR & EFG Schmelting Loan #8686. Ruth Kimball seconded and the motion carried unanimously.
7. **SCHOOL CONSTRUCTION UPDATE**
  - a. Joel Kraft moved to award the raised-panel cabinet bid to the Hutchinson High School Cabinet Class. LaVonne Hansen seconded and the motion carried unanimously.
  - b. Jean Ward updated the Board on the meeting with School Officials on November 10, 2008.
  - c. Jean Ward presented the Board with the net proceeds statement/lot acquisition costs statement.

8. OTHER

- a. Jean Ward informed the Board that the new HRA Website is estimated to be up and running on December 1, 2008.
- b. Judy Flemming updated the Board on the progress of determining interest in rehab and in choosing a new SCDP rehab target area.
- c. Jean Ward reviewed the Apartment Vacancy Rate Data for October 2008 with the Board.
- d. Jean Ward reviewed with the Board the report on the aging status of foreclosures on the market.
- e. Judy Flemming updated the Board on the marketing efforts of the Farm/City Days event.

9. Neighborhood Stabilization Program

Jean Ward updated the Board on the Neighborhood Stabilization Program. Hutchinson is not considered an area of need, and will not be able to access the NSP funds.

10. ADJOURNMENT

Becky Felling moved for adjournment. LaVonne Hansen seconded and there being no other business, Chairman Casey Stotts declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

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Becky Felling, Secretary/Treasurer



**Hutchinson Housing & Redevelopment Authority**

Regular Board Meeting Tuesday, December 16, 2008, 7:00 AM

**Minutes**

1. **CALL TO ORDER:** Chairman Casey Stotts called the meeting to order. Members Present: Becky Felling, Joel Kraft and Ruth Kimball. Staff Present: Jean Ward and Judy Flemming.
2. **MINUTES OF THE HRA BOARD MEETING ON NOVEMBER 18, 2008**  
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 City Center and Park Towers Financial Reports. Ruth Kimball seconded and the motion carried unanimously.
4. **ELECTION OF HRA BOARD CHAIRMAN AND AUTHORIZATION OF SIGNATORY FOR HRA BANK ACCOUNTS EFFECTIVE JANUARY 2, 2009**  
Becky Felling moved to nominate Joel Kraft for HRA Board Chairman and Authorization of Signatory for HRA Bank Accounts Effective January 2, 2009. Ruth Kimball seconded and the motion carried unanimously.
5. **PARK TOWERS**
  - a. Joel Kraft moved to approve Board Resolution #08-19 to write off Balances of Uncollectable Accounts. Ruth Kimball seconded and the motion carried unanimously.
  - b. Jean Ward updated the Board on the ventilation system project. The goal is to clean the ventilation system ductwork the end of February.
  - c. Jean Ward updated the Board on the apartment renovation project, which should be completed in January.
  - d. Becky Felling moved to approve Resolution #08-20 to Adjust 2008 Park Towers Inventory. Ruth Kimball seconded and the motion carried unanimously.
  - e. The Board discussed having a Smoke Free Clause to the leases for new residents. A survey will be distributed to tenants about having the building go smoke free. If there are a majority of tenants in favor of smoke free a smoke free building policy will be developed. The Board discussed a 6 month transition period for the tenants as part of the implementation schedule. Becky Felling moved to approve that Leases for New Residents have a Smoke Free Clause. Ruth Kimball seconded and the motion carried unanimously.
6. **HHPOP PROGRAM**  
Joel Kraft moved to approve submitting Workforce CASA Application to MHFA and to allocate \$30,000 (\$3,000/ loan for 10 loans) in leverage funds. Ruth Kimball seconded and the motion carried unanimously.
7. **FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE**  
Becky Felling moved to approve the EFG Kahl Loan #8698 and the EFG Palmer Loan #8699 contingent to Loan Review Committee's approval. Ruth Kimball seconded and the motion carried unanimously.
8. **CONSIDERATION OF 2009 HRA FEE SCHEDULE**  
Joel Kraft moved to approve the 2009 HRA Fee Schedule. Ruth Kimball seconded and the motion carried unanimously.
9. **CONSIDERATION OF MEMO REGARDING 2009 CITY COMPENSATION PLAN**

- a. Becky Felling moved to approve 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 and approve Resolution 08-22 Approving Adoption of the 2009 City of Hutchinson Compensation Plan but implementing a freeze on market adjustments and merit increases. Ruth Kimball seconded and the motion carried unanimously.

10. OTHER

- a. FYI-Planning Staff Information regarding Senior Housing Campus
- b. Jean Ward reviewed with the Board the update on foreclosure remediation plan.
- c. Joel Kraft moved to approve the purchase of one HRA logo shirt for each of the staff and Board members. Casey Stotts 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

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Becky Felling, Secretary/Treasurer