

Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – January 20, 2008

Agenda

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
Welcome to Bill Arndt –HRA Board member City Council representative replacing Casey Stotts
2. MINUTES OF HRA BOARD MEETING ON DECEMBER 16, 2008
3. FINANCIAL REPORTS
 - a. City Center
 1. Approval of City Center December 2008 Financial Statements and Approval of City Center General Fund payments of \$21,048.91 for checks 7345 to 7358.
 - b. Park Towers
 1. Approval of Park Towers November 30, 2008 Financial Statements and Park Towers payments of \$31,973.27 for checks 10538 to 10571.
 - c. Authorization for Joel Kraft, HRA Board Chairman and Jean Ward, Executive Director to act as signatories on Hutchinson Housing & Redevelopment Authority Accounts according to HRA Bylaws.
4. CONSIDERATION OF RESOLUTION #09-01, 2009 MILEAGE REIMBURSEMENT RATE
5. PARK TOWERS UPDATE
 - a. Update on Year end vacancy rates at Park Towers
 - b. Update on Apartment Renovation Project
 - c. Ventilation Cleaning Proposals
 - d. Consideration of Execution of Preservation Affordable Investment Fund-Public Housing Grant Agreement
 - e. Consideration of SimplexGrinnell proposal to install CO detectors according to code requirements.
6. LOAN ADMINISTRATION
 - a. Loans to Approve:
 - CFUF, Green Deferred Loan: Solis CFUF & GD – Up to Maximum Loans
7. FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE
 - a. Consideration to Approve EFG Otto Loan #86992 Contingent to Loan Review Committee
 - b. Consideration to Approve EFG French Loan #86993 Contingent to Loan Review Committee

8. HOME RENTAL REHAB UPDATE

- a. Request by MHFA to act as administrator of Westgate Home Rental Rehab project. Preliminary administrative charge estimated at around \$6,000-contract to follow with MHFA.

9. FORECLOSURE UPDATE

- a. Foreclosure Prevention and Remediation Plan dated January 6, 2009
- b. Star Tribune News Article

10. OTHER

- a. HRA Logo Apparel
- b. Planning/Zoning/Building Department agenda for January 5, 2009 staff meeting

11. ADJOURNMENT

Tour of completed construction project at Park Towers and Ribbon Cutting

Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – February 17, 2009

Agenda

1. CALL TO ORDER – 7:00 a.m. - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON JANUARY 20, 2009
3. FINANCIAL REPORTS
 - a. City Center
 1. Approval of City Center December 31, 2008 Financial Statements and Approval of City Center General Fund payments of \$35,905.98 for checks 7359 to 7373 and City Center January 2009 Financial Statements.
 - b. Park Towers
 1. Approval of Park Towers December 31, Financial Statements and Park Towers payments of \$212,729.56 for checks 10572 to 10614.
4. PARK TOWERS UPDATE
 - a. HUD Inspection
 - b. Renovation Project
 - c. LSS 2009 Senior Nutrition Program Site Use Agreement
 - d. Park Towers Smoking Survey Results
5. RFP FOR REALTOR SERVICES TO SELL HRA/SCHOOL CONSTRUCTION HOUSE
6. CONSIDERATION OF BOARD PER DIEM
7. HOME RENTAL REHAB UPDATE
 - a. Consideration of Contract with MHFA to act as administrator of Westgate Home Rental Rehab project.
8. FORECLOSURE UPDATE
 - a. 2009 Sheriff Sale List
9. OTHER
 - a. February Planning/Zoning/Building Department staff meeting agenda.
 - b. Heartland Community Action Agency , Inc. Fact Sheet for McLeod County
 - c. Park Towers News Article
10. ADJOURNMENT

Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – March 17, 2009

Agenda

1. CALL TO ORDER – 7:00 a.m. - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON FEBRUARY 17, 2009
3. FINANCIAL REPORTS
 - a. City Center approval of City Center General Fund payments of \$14167.85 for checks 7374 to 7392 and City Center February 2009 Financial Statements.
 - b. Park Towers
 1. Approval of Park Towers January Financial Statements and Park Towers payments of \$72,278.02 for checks 10615 to 10661.
4. CONSIDERATION OF RESOLUTION #09-02 TO APPROVE PAYMENT OF A \$35.00 PER DIEM TO BOARD MEMBERS
 - a. Table to Review State Statute and HRA Enabling Resolution
5. PARK TOWERS UPDATE
 - a. Consideration of Resolution #09-03, Board Resolution Approving Capital Fund Annual Statement For American Recovery And Reinvestment Act (ARRA) Funds Capital Fund Grant Number MN46S10350109
 - b. Renovation Project
 - c. Park Towers Smoking Policy Draft
6. CONSIDERATION OF RFP FOR REALTOR SERVICES TO SELL HRA/SCHOOL CONSTRUCTION HOUSE
7. FORECLOSURE UPDATE
 - a. Foreclosure Report Updated 3/10/2009
8. 2008 HRA YEAR END REPORT
9. OTHER
 - a. March Planning/Zoning/Building Department staff meeting agenda.
 - b. FYI Census Meeting Thursday, March 26, 2009 City Center Council Chambers
 - c. Housing Funding Updates
10. ADJOURNMENT

Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – APRIL 21, 2009

Agenda

1. CALL TO ORDER – 7:00 a.m. - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON MARCH 17, 2009
3. FINANCIAL REPORTS
 - a. City Center approval of City Center General Fund payments of \$20,487.83 for checks 7393 to 7412 and City Center March 2009 Financial Statements.
 - b. Park Towers
 1. Approval of Park Towers February Financial Statements and Park Towers payments of \$103,981.55 for checks 10662 to 10701.
 2. Resolution to Void Check #10406
4. DISCUSSION OF PAYMENT OF A PER DIEM TO BOARD MEMBERS
 - a. Survey of similar HRA's
5. PARK TOWERS
 - a. Results of REAC inspection
 - b. Vacancy update
6. CONSIDERATION OF REVISED HRA ENTRY COST ASSISTANCE PROGRAM CRITERIA
7. CONSIDERATION OF REHAB SPECIALIST SERVICES
8. CONSIDERATION OF REVISED LOAN SUBORDINATION PROCESS
9. LOAN ADMINISTRATION
 - a. Consideration to Approve City Revolving Rehab Otto Loan #86992CR Contingent to Loan Review Committee
 - b. Updated on Subordination Request for Rotzien FG Loan.
10. CONSIDERATION OF SCHOOL CONSTRUCTION HOUSE PURCHASE AGREEMENT AND REVIEW DECISION REGARDING 2009/2010 HOUSE
11. FORECLOSURE REPORT UPDATE
12. STATUS OF HHI DISSOLUTION AND TRANSFER OF ASSETS

13. CONSIDERATION OF GRANT DEVELOPMENT AGREEMENT WITH SOUTHWEST MINNESOTA HOUSING PARTNERSHIP FOR SCDP APPLICATION

14. OTHER
 - a. April Planning/Zoning/Building Department staff meeting agenda.
 - b. Web Site Analytics

15. ADJOURNMENT

Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – MAY 19, 2009

Agenda

1. CALL TO ORDER – 7:00 a.m. - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON APRIL 21, 2009
3. FINANCIAL REPORTS
 - a. City Center approval of City Center General Fund payments of \$17,188.30 for checks 7413 to 7433 and City Center April 2009 Financial Statements. HHI dissolution final with transfer of \$43,412.82 to City Center HRA account.
 - b. Park Towers
 1. Approval of Park Towers March Financial Statements and Park Towers payments of \$12,085.23 for checks 10702 to 10731.
4. CONSIDERATION OF 2008 HRA AUDIT REPORT
 - a. Presentation by Mark Babcock, auditor
5. CONSIDERATION OF 2010 HRA CITY CENTER DRAFT BUDGET
6. PARK TOWERS
 - a. Vacancy update
 - b. RFP for Architect Review –Review and recommendation to be distributed at meeting
 - c. Outdoor smoking area patio designated/Patio furniture purchased
7. LOAN ADMINISTRATION
 - a. Revolving Loan Funds Report
 - b. Consideration to Approve CASA Workforce Loans:
 - Loan Review Committee approved HRA Entry Cost Loan CW#14NC/E for Mochinski
 - c. Consideration to Approve EFG Anderson Loan #86993 Contingent to Loan Review Committee Approval
 - d. Consideration to Waive Inspection Fee for French EFG Project
 - e. Consideration of Memorandum of Understanding to provide rehab services to the City of Stewart.
8. CONSIDERATION OF SCHOOL CONSTRUCTION HOUSE PURCHASE AGREEMENT AMENDMENT OF CLOSING DATE AND REVIEW HOUSING DATA FOR DECISION REGARDING 2009/2010 HOUSE
9. FORECLOSURE REPORT UPDATE

10. REVIEW OF DRAFT PANDEMIC FLU RESPONSE PLAN

11. OTHER

a. Planning/Zoning/Building Department staff meeting agenda.

12. ADJOURNMENT

Hutchinson Housing & Redevelopment Authority

Regular Board Meeting – June 16, 2009

Agenda

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON MAY 19, 2009
3. FINANCIAL REPORTS
 - a. City Center approval of City Center General Fund payments of \$28701.11 for checks 7434 to 7452 and City Center April 2009 Financial Statements.
 - b. Park Towers
 1. Approval of Park Towers April Financial Statements and Park Towers payments of \$30,599.60 for checks 10732 to 10761
4. PRESENTATION BY NANCY DIPASQUALE, GREATER MINNESOTA HOUSING FUND PROGRAM REGARDING PURCHASE OF BANK OWNED PROPERTIES THROUGH THE NATIONAL COMMUNITY STABILIZATION TRUST PROGRAM (NCST)
5. 2010 HRA BUDGET PARAMETERS
6. PARK TOWERS
 - a. Consideration of setting Public Hearing August 18, 2009 at 7:30 A.M. for 5 year and 2010 Annual Public Housing Plan
 - b. Consideration of approval of contract award and execution of contract to Widseth, Smith, Nolting based on RFP ranking for Architect/Engineer services for parking lot project
 - c. Consideration of survey quotes for parking lot project
 - d. \$1995 Proposal executed with Braun Intertec for soil borings for parking lot project
 - e. Consideration of Approval of Execution of Housing with Services Registration
 - f. Purchase of new television for community room for compatibility with Wii donation by Nu-Telecom employees
 - g. Monthly vacancy rate
7. REVOLVING LOAN POLICY DISCUSSION TO ALLOW FUNDING FOR PURCHASE/REHAB OF FORECLOSED PROPERTIES BY THE HRA
8. REVIEW DATA FOR DECISION REGARDING 2009/2010 SCHOOL CONSTRUCTION HOUSE
9. FORECLOSURE REPORT UPDATE

10. CONSIDERATION OF RESOLUTION #09-05 TO APPROVE PANDEMIC FLU POLICY
11. REVIEW OF DRAFT PROCUREMENT POLICY
12. CONSIDERATION OF TWO WEEKS EARLY FORGIVENESS FOR THE BRACKEN FRANKLIN GROVE REHAB LOAN
13. OTHER
 - a. Nahro 2009 Legislative Report
14. ADJOURNMENT