

Minutes

1. CALL TO ORDER: Chairman Joel Kraft called the meeting to order. Members Present: LaVonne Hansen, and Ruth Kimball. Staff Present: Jean Ward and Judy Flemming.

Welcome to Bill Arndt –HRA Board member City Council representative replacing Casey Stotts.

2. MINUTES OF THE HRA BOARD MEETING ON DECEMBER 16, 2008
LaVonne Hansen moved to approve the Minutes as written. Ruth Kimball seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Ruth Kimball moved to approve the City Center and Park Towers Financial Reports and 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. LaVonne Hansen seconded and the motion carried unanimously.
4. CONSIDERATION OF RESOLUTION #09-01, 2009 MILEAGE REIMBURSEMENT RATE
LaVonne Hansen moved to approve Resolution #09-01, 2009 Mileage reimbursement Rate. Ruth Kimball seconded and the motion carried unanimously.
5. PARK TOWERS
 - a. Jean Ward updated the Board on the year end vacancy rates, on the apartment renovation project and the ventilation cleaning project.
 - b. Ruth Kimball moved to approve the execution of the Preservation of Affordable Investment Fund-Public Housing Grant Agreement. LaVonne Hansen seconded and the motion carried unanimously.
 - c. LaVonne Hansen moved to approve the SimplexGrinnell proposal to install CO detectors according to code requirements in the laundry room and the boiler room. Ruth Kimball seconded and the motion carried unanimously.
6. LOAN ADMINISTRATION
Ruth Kimball moved to approve the Solis CFUF & Green Deferred Loans. LaVonne Hansen seconded and the motion carried unanimously.
7. FRANKLIN GROVE EXPANDED REHAB PROJECT UPDATE
Ruth Kimball moved to approve the EFG Otto Loan #86992 and the EFG French Loan #86993 contingent to Loan Review Committee’s approval. LaVonne Hansen seconded and the motion carried unanimously.
8. HOME RENTAL REHAB UPDATE
Jean Ward informed the Board of the 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. Jean Ward reviewed with the Board the Foreclose Prevention and Remediation Plan dated January 6, 2009.
 - b. FYI – January 14, 2009 Star Tribune New Article, “Metro best sellers: foreclosures”

10. OTHER

- a. Judy Flemming updated the Board on the purchase of HRA logo shirts.
- b. FYI-Planning Staff Information

11. ADJOURNMENT

There being no other business, Chairman Joel Kraft declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer

Minutes

1. CALL TO ORDER: Chairman Joel Kraft called the meeting to order. Members Present: Bill Arndt, Becky Felling, LaVonne Hansen, and Ruth Kimball. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON JANUARY 20, 2009
Ruth Kimball moved to approve the Minutes as written. Becky Felling seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Bill Arndt moved to approve the City Center and Park Towers Financial Reports. Ruth Kimball seconded and the motion carried unanimously.
4. PARK TOWERS
 - a. Jean Ward updated the Board on the HUD inspection and the apartment renovation project.
 - b. Ruth Kimball moved to approve the execution of the LSS 2009 Senior Nutrition Program Site Use Agreement. Becky Felling seconded and the motion carried unanimously.
 - c. Jean Ward presented the results of the smoking survey to the Board. Next she will be working on the policy.
5. RFP FOR REALTOR SERVICES TO SELL HRA/SCHOOL CONSTRUCTION HOUSE
Jean Ward reviewed with the Board the proposed RFP for realtor services to sell the HRA/School Construction house. Joel Kraft suggested adding to the selection criteria “how many times the realtor showed the last two HRA/School Construction houses”.
6. CONSIDERATION OF BOARD PER DIEM
Ruth Kimball moved to approve a \$35 per meeting per diem. Becky Felling seconded. Bill Arndt abstained. The motion carried.
7. HOME RENTAL REHAB UPDATE
Bill Arndt moved to approve the execution of the contract with MHFA to act as administrator of the Westgate Home Rental Rehab Project. Ruth Kimball seconded and the motion carried unanimously.
8. FORECLOSURE UPDATE
Jean Ward reviewed with the Board the 2009 Sheriff Sale List.
9. OTHER
 - a. FYI:
 - Planning Staff Information
 - Heartland Community Action Agency factsheet for McLeod County
 - Park Towers News Article
10. ADJOURNMENT
There being no other business, Chairman Joel Kraft declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority

Regular Board Meeting Tuesday, March 17, 2009, 7:00 AM

Minutes

1. CALL TO ORDER: Chairman Joel Kraft 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 FEBRUARY 17, 2009
Becky Felling moved to approve the Minutes as written. Ruth Kimball seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
LaVonne moved to approve the City Center General Fund payments of \$14,167.85 for checks 7374 to 7392 and February 2009 Financial Statements and Park Towers January Financial Statements and payments of \$72,278.02 for checks 10615 to 10661. Ruth Kimball seconded and the motion carried unanimously.
4. CONSIDERATION OF RESOLUTION #09-02 TO APPROVE PAYMENT OF A \$35.00 PER DIEM TO BOARD MEMBERS
Table to Review State Statute and HRA Enabling Resolution
5. PARK TOWERS
 - a. Ruth Kimball moved to approve Resolution #09-03, Board Resolution Approving Capital Fund Annual Statement For American Recovery And Reinvestment Act (ARRA) Funds Capital Fund Grant Number MN46S10350109 to include the concrete parking lot. Becky Felling seconded and the motion carried unanimously.
 - b. Jean Ward updated the Board on the Renovation Project. The final payment should be next month when all the punch list items have been done.
 - c. Ruth Kimball moved to approve the Park Towers Smoking Policy. Becky Felling seconded and the motion carried unanimously.
6. RFP FOR REALTOR SERVICES TO SELL HRA/SCHOOL CONSTRUCTION HOUSE
Jean Ward reviewed with the Board the proposals the realtors submitted to sell the HRA/School Construction house. Becky Felling moved to approve Diane Sorensen of Coldwell Banker Advantage. Ruth Kimball seconded. Joel Kraft abstained. The motion passed.
7. FORECLOSURE UPDATE
Jean Ward reviewed with the Board the Foreclosure Report Updated 3/10/2009.
8. 2008 HRA Year End Report
Jean Ward reviewed with the Board the 2008 HRA Year End Report.
9. OTHER/FYI:
 - March Planning/Zoning/Building Department staff meeting agenda.
 - FYI Census Meeting Thursday, March 26, 2009 City Center Council Chambers
 - Housing Funding Updates
10. ADJOURNMENT
There being no other business, Chairman Joel Kraft declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority
Regular Board Meeting Tuesday, April 21, 2009, 7:00 AM
Minutes

1. CALL TO ORDER: Chairman Joel Kraft called the meeting to order. Members Present: Bill Arndt, Becky Felling, LaVonne Hansen, and Ruth Kimball. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON MARCH 17, 2009
Ruth Kimball moved to approve the Minutes as written. LaVonne Hansen seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
 - a. Bill Arndt moved to approve the City Center General Fund payments of \$20,487.83 for checks 7393 to 7412 and March 2009 Financial Statements and Park Towers February Financial Statements and payments of \$103,981.55 for checks 10662 to 10701. Becky Felling seconded and the motion carried unanimously.
 - b. Bill Arndt moved to approve Resolution #09-03, Resolution to Void Check #10406. LaVonne Hansen seconded and the motion carried unanimously.
4. CONSIDERATION OF RESOLUTION #09-02 TO APPROVE PAYMENT OF A \$35.00 PER DIEM TO BOARD MEMBERS
Jean Ward reviewed with the Board the email from City Attorney, Marc Sebor and the results of the HRA Per Diem Survey. LaVonne Hansen moved to eliminate the payment of a per diem to the HRA Board Members. Bill Arndt seconded and the motion carried unanimously.
5. PARK TOWERS
 - a. Jean Ward reviewed with the Board the results of the REAC inspection. The score was 88 which is better than last year's score.
 - b. Jean Ward updated the Board on the vacancies, as of May 1st will be full.
6. CONSIDERATION OF REVISED HRA ENTRY COST ASSISTANCE PROGRAM CRITERIA
Becky Felling moved to approve the revised HRA Entry Cost Assistance program criteria. Bill Arndt seconded and the motion carried unanimously.
7. CONSIDERATION OF REHAB SPECIALIST SERVICES
Bill Arndt moved to approve to have the City of Hutchinson Building Department provide the rehab specialist services and John Watson of R & S Inspections, Inc do the Lead Assessments and clearances. LaVonne Hansen seconded and the motion carried unanimously.
8. CONSIDERATION OF REVISED LOAN SUBORDINATION PROCESS
LaVonne Hansen moved to approve the revised loan subordination process. Ruth Kimball seconded and the motion carried unanimously.
9. LOAN ADMINISTRATION
 - a. LaVonne Hansen requested a report next month showing the revolving loan funds amounts and terms.
 - b. Becky Felling moved to approve the City Revolving Rehab Otto Loan #86992CR contingent to Loan Review Committee approval. Ruth Kimball seconded and the motion carried unanimously.
 - c. Bill Arndt moved to approve the subordination request for the Rotzien FG Loan as recommended by the Loan Review Committee. Ruth Kimball seconded and the motion carried unanimously.
10. CONSIDERATION OF SCHOOL CONSTRUCTION HOUSE PURCHASE AGREEMENT AND REVIEW DECISION REGARDING 2009/2010 HOUSE
 - a. The HRA Board approved the school construction house purchase agreement.

- b. Review decision on a 2009/2010 house was tabled until next month to see if the school would be interested and to get a house market update.

11. FORECLOSURE UPDATE

Jean Ward reviewed with the Board the Foreclosure Report.

12. STATUS OF HHI DISSOLUTION AND TRANSFER OF ASSETS

Jean Ward informed the Board that all the paperwork has been submitted and after the 45 day waiting period the assets can be transferred.

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

Bill Arndt moved to approve the grant development agreement with Southwest Minnesota Housing Partnership for the SCDP Application. Ruth Kimball seconded and the motion passed unanimously.

14. OTHER/FYI:

- April Planning/Zoning/Building Department staff meeting agenda will be given in next month's packet.
- Web Site Analytics
- Becky Felling will be going to a meeting on future funding for state housing programs.
- Bill Arndt requested the Board packet be printed on both sides.
- After a discussion, the Board decided to keep the Board Meeting at the same time.

15. ADJOURNMENT

There being no other business, Chairman Joel Kraft declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority
Regular Board Meeting Tuesday, May 19, 2009, 7:00 AM
Minutes

1. CALL TO ORDER: Chairman Joel Kraft called the meeting to order. Members Present: Bill Arndt, Becky Felling, and LaVonne Hansen. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON APRIL 21, 2009
LaVonne Hansen moved to approve the Minutes as written. Becky Felling seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
 - a. Becky Felling moved to approve the City Center General Fund payments of \$17,188.30 for checks 7413 to 7433 and April 2009 Financial Statements, HHI dissolution final with payment of \$43,412.82 to City Center HRA account, and Park Towers March Financial Statements and payments of \$12,085.23 for checks 10702 to 10731. LaVonne Hansen seconded and the motion carried unanimously.
4. CONSIDERATION OF 2010 HRA City Center Draft Budget
Jean Ward reviewed with the Board the 2010 HRA City Center Draft Budget. The Board will review and get back to Jean with any ideas. In order to finalize the budget, the HRA will need the parameters for insurance cost increases etc.
5. PARK TOWERS
 - a. Vacancy Update: Jean Ward told the Board all the apartments are now full.
 - b. Jean Ward reviewed with the Board the RFP's for Architects. Becky Felling moved to have Jean pick the architect once they have looked over the proposed project. LaVonne Hansen seconded and the motion carried unanimously.
 - c. New patio furniture was purchased for the designated outdoor smoking patio area.
6. LOAN ADMINISTRATION
 - a. Jean Ward reviewed with the Board the Revolving Loan Funds Report.
 - b. Consideration to Approve CASA Workforce Loans:
 - Becky Felling moved to approve the loan review committee approved HRA Entry Cost Loan CW#14NC/E for Mochinski. LaVonne Hansen seconded and the motion carried unanimously.
 - c. LaVonne Hansen moved to approve EFG Anderson Loan #86993 contingent to loan review committee approval. Becky Felling seconded and the motion carried unanimously.
 - d. LaVonne Hansen moved to waive the lead inspection fee for French EFG Project for this one case and will only consider waivers in the future on a case by case basis. Becky Felling seconded and the motion carried unanimously.
7. CONSIDERATION OF 2008 HRA AUDIT REPORT
Auditor Mark Babcock presented to the Board the 2008 HRA Audit Report. Bill Arndt moved to approve the 2008 HRA Audit report. Becky Felling seconded and the motion carried unanimously.
6. LOAN ADMINISTRATION CONTINUED
 - e. Bill Arndt moved to approve the Memorandum of Understanding to provide rehab services to the City of Stewart. LaVonne Hansen seconded and the motion carried unanimously.
8. CONSIDERATION OF SCHOOL CONSTRUCTION HOUSE PURCHASE AGREEMENT AMENDMENT OF CLOSING DATE AND REVIEW HOUSING DATA FOR DECISION REGARDING 2009/2010 HOUSE.
 - a. Diane Sorensen reviewed with the Board the current Hutchinson housing market.

- b. The Board is interested in investigating more about the purchase/rehab of vacant, foreclosed or other houses already on the market. They want to know if the School would be interested in rehabbing homes instead of building new construction.

9. FORECLOSURE UPDATE

Jean Ward reviewed with the Board the Foreclosure Report.

10. REVIEW OF DRAFT PANDEMIC FLU RESPONSE PLAN

Jean Ward reviewed the draft plan with the Board. Becky Felling recommended making sure the residents are taking precautions by facilitating flu vaccinations.

11. OTHER/FYI:

- Planning/Zoning/Building Department staff meeting agenda.

12. ADJOURNMENT

LaVonne Hansen moved to adjourn and Becky Felling seconded. There being no other business, Chairman Joel Kraft declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Hutchinson Housing & Redevelopment Authority
Regular Board Meeting Tuesday, June 16, 2009, 7:00 AM
Minutes

1. **CALL TO ORDER:** Chairman Joel Kraft called the meeting to order. Members Present: Bill Arndt, and Becky Felling. Staff Present: Jean Ward and Judy Flemming.
2. **MINUTES OF THE HRA BOARD MEETING ON MAY 19, 2009**
Bill Arndt moved to approve the Minutes as written. Becky Felling seconded and the motion carried unanimously.
3. **FINANCIAL REPORTS**
 - a. Becky Felling moved to approve the City Center General Fund payments of \$28,701.11 for checks 7434 to 7452 and May 2009 Financial Statements and Park Towers April Financial Statements and payments of \$30,599.60 for checks 10732 to 10761. Bill Arndt seconded and the motion carried unanimously.
4. **2010 HRA BUDGET PARAMETERS**
Jean Ward updated the Board on the 2010 HRA Budget parameters. The City is waiting for the Governor's budget to set the parameters.
5. **PARK TOWERS**
 - a. Bill Arndt moved to set the Public Hearing for the 5 Year and 2010 Annual Public Housing Plan, August 18, 2009 at 7:30 A.M at the City Center. Becky Felling seconded and the motion carried unanimously.
 - b. Bill Arndt moved to approval of contract award and execution of contract to Widseth, Smith, Nolting based on RFP ranking for Architect/Engineer services for the parking lot project plus the possible addition of the stairs redesign. Becky Felling seconded and the motion carried unanimously.
 - c. Bill Arndt moved to approve the quote from Pellinen Land Surveying for the land survey needed for the parking lot project.
 - d. Jean Ward informed the Board that the \$1,995 proposal was executed with Braun Intertec for the soil borings needed for the parking lot project.
 - e. Becky Felling moved to approve the execution of the Housing with Services Registration. Bill Arndt seconded and the motion carried unanimously.
 - f. A new television was purchased for the community room for compatibility with Wii donation by Nu-Telecom employees.
 - g. Currently 100% occupied, but August will have some to fill.
 - h. The Board asked about any rental rehab programs available for Hutchinson. Jean told them about the MHFA 6% loan and the MHFA Rental Rehab program.
6. **REVOLVING LOAN POLICY DISCUSSION TO ALLOW FUNDING FOR PURCHASE/REHAB OF FORECLOSED PROPERTIES BY THE HRA**
Jean Ward gave the Board the background of the policies. They also discussed the possible changes to the policies.
7. **PRESENTATION BY NANCY DIPASQUALE, GREATER MINNESOTA HOUSING FUND PROGRAM REGARDING PURCHASE OF BANK OWNED PROPERTIES THROUGH THE NATIONAL COMMUNITY STABILIZATION TRUST PROGRAM (NCST)**
Nancy Dipasquale presented to the Board the NCST program. Bill Arndt moved to approve the submission of the application to GMHF. Becky Felling seconded and the motion carried unanimously.
8. **REVIEW HOUSING DATA FOR DECISION REGARDING 2009/2010 SCHOOL CONSTRUCTION HOUSE**
Bill Arndt moved to do purchase/rehab with the High School instead of new construction.

9. FORECLOSURE UPDATE

Jean Ward reviewed with the Board the Foreclosure Report.

10. CONSIDERATION OF RESOLUTION #09-05 TO APPROVE PANDEMIC FLU POLICY

Becky Felling moved to approve Resolution #09-05, Approval of the Pandemic Flu Policy. Bill Arndt seconded and the motion carried unanimously.

11. REVIEW OF DRAFT PROCUREMENT POLICY

Jean Ward reviewed with the Board the draft procurement policy.

12. CONSIDERATION OF TWO WEEKS EARLY FORGIVENESS FOR THE BRACKEN FRANKLIN GROVE REHAB LOAN

Becky Felling moved to approve the early forgiveness of the Bracken, Franklin Grove Rehab Loan. Bill Arndt seconded and the motion carried unanimously.

13. OTHER/FYI:

- Nahro 2009 Legislative Report

14. ADJOURNMENT

There being no other business, Chairman Joel Kraft declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer