

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

Regular Board Meeting – July 21, 2009

## ***Agenda***

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. MINUTES OF HRA BOARD MEETING ON JUNE 16, 2009
3. FINANCIAL REPORTS
  - a. City Center approval of City Center General Fund payments of \$127,555.17 for checks 7453 to 7471 and City Center May 2009 Financial Statements.
  - b. Park Towers approval of Park Towers May Financial Statements and Park Towers payments of \$39,256.42 for checks 10762 to 10807
4. REVIEW OF PARK TOWERS SURVEY AND PROPOSED PRELIMINARY PLAT
5. CONSIDERATION OF EXECUTION OF CONTRACT WITH GREATER MINNESOTA HOUSING FUND PROGRAM REGARDING PURCHASE OF BANK OWNED PROPERTIES THROUGH THE NATIONAL COMMUNITY STABILIZATION TRUST PROGRAM (NCST)
6. CONSIDERATION OF APPROVAL OF 2009 HUTCHINSON HOUSING PLAN AND RECOMMENDATION TO CITY COUNCIL FOR APPROVAL
7. CONSIDERATION OF APPROVAL OF AMENDED REVOLVING HOUSING LOAN PROGRAM TO ALLOW PURCHASE/REHAB OF FORECLOSED PROPERTIES BY THE HRA AND USE OF REHAB REVOLVING LOANS IN THE PROPOSED NE NEIGHBORHOOD AS LEVERAGE TO SCDP PREAPPLICATION AND RECOMMENDATION TO CITY COUNCIL FOR APPROVAL.
8. CONSIDERATION OF ALLOCATING UP TO \$30,000 OF HRA REHAB FUNDS AS LEVERAGE TO THE SCDP NE NEIGHBORHOOD REHAB PREAPPLICATION AS OWNER MATCH FINANCING
9. 2009/2010 SCHOOL CONSTRUCTION HOUSE UPDATE
  - a. Draft MOU
  - b. Net Proceeds Estimate
10. CONSIDERATION OF RESOLUTION #09-06 TO ADOPT REVISED PROCUREMENT POLICY

11. CONSIDERATION OF 2010 HRA CITY CENTER BUDGET

12. LOAN ADMINISTRATION

- a. Consideration to Approve EFG Hierlmaier Loan #86994 and EFG Stammer Loan #86995 Contingent to Loan Review Committee Approval

13. OTHER

- a. Foreclosure Sale Update
- b. New Postponement of Foreclosure law effective June 15, 2009
- c. City Planning Agenda

14. ADJOURNMENT

# *Hutchinson Housing & Redevelopment Authority*

Regular Board Meeting – August 18, 2009

## *Agenda*

1. CALL TO ORDER – 7:00 a.m. - CITY CENTER MAIN CONFERENCE ROOM
2. CONSIDERATION OF MINUTES OF JULY 21, 2009 HRA BOARD MEETING
3. FINANCIAL REPORTS
  - a. City Center approval of City Center General Fund payments of \$34804.03 for checks 7472 to 7483 and City Center August 5, 2009 Financial Statements.
  - b. Park Towers approval of Park Towers June Financial Statements and Park Towers payments of \$31,045.69 for checks 10808 to 10843
4. PROPOSED PRELIMINARY PLAT PARK TOWERS ADDITION PLANNING COMMISSION REVIEW AUGUST 18, 2009.
5. 7:30 A.M. PUBLIC HEARING 2010 ANNUAL AND FIVE YEAR PHA PUBLIC HOUSING PLAN AND CONSIDERATION OF RESOLUTION#09-08 TO ADOPT PLAN
6. CONSIDERATION OF 2010 FLAT RENT FOR PARK TOWERS
7. REVIEW OF 2010 DRAFT BUDGET FOR PARK TOWERS
8. OTHER UPDATES PARK TOWERS PROJECT
  - a. Stucco Project
  - b. Parking Lot Project
  - c. Ventilation Balancing
  - d. Vacancy Rate
9. 2009/2010 SCHOOL CONSTRUCTION HOUSE UPDATE
  - a. MOU executed
  - b. Discussion regarding bank owned properties
10. FUNDING REQUESTS
  - a. RFQ for Home Rehab Loan
  - b. SCDP
  - c. CRV

11. OTHER

- a. Foreclosure Sale Update/Foreclosures in Minnesota Semi-Annual Report
- b. City Planning Agenda
- c. Non-smoking Policies in Public Housing

12. ADJOURNMENT

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

Regular Board Meeting – September 15, 2009

## ***Agenda***

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. CONSIDERATION OF MINUTES OF AUGUST 18, 2009 HRA BOARD MEETING
3. FINANCIAL REPORTS
  - a. City Center approval of City Center General Fund payments of \$21,568.09 for checks 7484 to 7494 and City Center August 31, 2009 Financial Statements.
  - b. Park Towers approval of Park Towers July Financial Statements and Park Towers payments of \$49,755.54 for checks 10844 to 10875
4. CONSIDERATION OF RESOLUTION #09-09 TO APPROVE 2010 PARK TOWERS BUDGET
5. OTHER UPDATES PARK TOWERS PROJECT
  - a. Parking Lot Project
  - b. 2009 Capital Fund Program Award
  - c. Park Towers Open House Ice Cream Social
  - d. Other projects FYI-upcoming boiler repairs and ventilation balancing
6. FUNDING REQUESTS
  - a. RFQ for Home Rehab Loan: if approved consideration of execution of contract
  - b. SCDP: pre-application submitted
  - c. CRV: consideration of owner match application submission and possibly value gap for foreclosed houses
7. LOAN ADMINISTRATION
  - a. Consideration of Request to Forgive a Portion of a HRA Entry Cost Assistance Loan
  - b. Consideration to Approve Stammer City Revolving Rehab Loan
  - c. Consideration to Approve Pulkrabek EFG Loan #86996 Contingent to Loan Review Committee Approval
8. OTHER
  - a. Foreclosure Sale Update
  - b. City Planning Agenda
9. 2009/2010 SCHOOL CONSTRUCTION HOUSE UPDATE
  - a. Addendum to Purchase Agreement
  - b. Tour of 1116 Lewis Avenue at 8:00AM
10. ADJOURNMENT

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

Regular Board Meeting – October 20, 2009

## ***Agenda***

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. CONSIDERATION OF MINUTES OF SEPTEMBER 15, 2009 HRA BOARD MEETING
3. FINANCIAL REPORTS
  - a. City Center approval of City Center General Fund payments of \$11,409.91 for checks 7495 to 7504 and City Center September 30, 2009 Financial Statements.
  - b. Park Towers approval of Park Towers August 2009 Financial Statements and Park Towers September payments of \$138,539.47 for checks 10876 to 10915 and Revised Check Register for August Payments of \$39,755.54 instead of \$49,755.54 to reflect voided check # 10865 of \$10,000 payable to City of Hutchinson (should have been payable to Hutchinson HRA-City Center office)
  - c. Local leverage Allocated by program
4. OTHER UPDATES PARK TOWERS PROJECT
  - a. ARRA funds-Parking Lot Project Update
  - b. Park Towers Vacancy status
  - c. Other projects FYI- boiler repairs estimate around \$4800
  - d. Final HUD pro-ration of operating subsidy for 2009 budget is 88.42% or \$182,462
5. CONSIDERATION OF RESOLUTION 09-10 TO APPROVE SHORT SALE LOAN FORGIVENESS POLICY
6. CONSIDERATION OF RESOLUTION 09-11 TO WRITE OFF \$2,000 ENTRY COST ASSISTANCE LOAN FOR SHORT SALE SANDRA KARG
7. 2009/2010 SCHOOL CONSTRUCTION HOUSE UPDATE
8. Loan Administration
  - a. Consideration to Approve Krumwiede HHPOP Loan
  - b. Consideration of Subordination Request for Franklin Grove Loan 8680-26
9. OTHER
  - a. Preliminary General Apartment Vacancy Rate October 2009 13.98% vs. 7.54% in 2008
  - b. Foreclosure Sale Update
  - c. Website Analytics
  - d. Plans for Hospital Senior Campus
  - e. Section 3 Compliance now Required
10. ADJOURNMENT

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

Regular Board Meeting – November 17, 2009

## ***Agenda***

1. CALL TO ORDER – **7:00 a.m.** - CITY CENTER MAIN CONFERENCE ROOM
2. CONSIDERATION OF MINUTES OF SEPTEMBER 15, 2009 HRA BOARD MEETING
3. FINANCIAL REPORTS
  - a. City Center approval of City Center General Fund payments of \$29,390.27 for checks 7507 to 7513 and City Center October 31, 2009 Financial Statements.
  - b. Park Towers approval of Park Towers September 2009 Financial Statements and Park Towers payments of \$35,456.02 for checks 10916 to 10950
  - c. Local leverage Allocated by program including potential house purchase at 1116 Lewis Ave
  - d. Consideration of Revised HRA fee schedule
4. PARK TOWERS PROJECT
  - a. ARRA funds-Parking Lot Project Update
  - b. Park Towers Vacancy status
  - c. Recertifications of Residents
  - d. Consideration of Resolution 09-12 to Adjust 2009 Park Towers Inventory
5. CONSIDERATION OF RESOLUTION 09-11 TO WRITE OFF \$2,000 ENTRY COST ASSISTANCE LOAN FOR SHORT SALE SANDRA KARG
6. 2009/2010 SCHOOL CONSTRUCTION HOUSE UPDATE
  - a. Status of Purchase Offer Counter Offer
  - b. 400 Lynn Road - New listing price of \$39,900 and new regulations regarding asbestos and lead based paint removal
7. CONSIDERATION OF LETTER OF SUPPORT TO REPLACE BURNS MANOR
8. OTHER
  - a. General Apartment Vacancy Rate Final data – 14.9%
  - b. No Foreclosure Sales Notices This Month
  - c. Tax Incentives Extension for First Time Homebuyers
  - d. Planning/Zoning/Building Department
  - e. Section 3 Compliance Status
9. Presentation Closeout of Expanded Franklin Grove & Full Application Requested for NE Neighborhood
10. ADJOURNMENT

# *Hutchinson Housing & Redevelopment Authority*

Regular Board Meeting – December 15, 2009

## *Agenda*

1. CALL TO ORDER – 7:00 a.m. - CITY CENTER MAIN CONFERENCE ROOM
2. CONSIDERATION OF MINUTES OF NOVEMBER 17, 2009 HRA BOARD MEETING
3. FINANCIAL REPORTS
  - a. City Center approval of City Center General Fund payments of \$30,229.17 for checks 7514 to 7525 and City Center November 30, 2009 Financial Statements.
  - b. Park Towers approval of Park Towers October 2009 Financial Statements and Park Towers payments of \$139,912.21 for checks 10951 to 10985.
4. PARK TOWERS PROJECT
  - a. ARRA funds-Parking Lot Project -consideration of authorizing up to \$72,500 in operating reserve funds for the project
  - b. Consideration of Resolution 09-13 to write off year end collection loss
  - c. Consideration of approval of AT&T cell antennae lease modification according to original lease agreement
5. CONSIDERATION OF RESOLUTION #09-14 TO ADOPT PROCUREMENT POLICY
6. CONSIDERATION OF APPROVING \$21,000 IN LEVERAGE FOR 2010 CASA APPLICATION \$3,000 X 7 HOUSEHOLDS
7. REVIEW OF NEW FIX UP FUND/COMMUNITY FIX UP FUND ENERGY REBATE PROGRAM
8. 2009/2010 SCHOOL CONSTRUCTION HOUSE UPDATE
  - a. Status of Purchase Offer Counter Offer
9. CONSIDERATION OF RESOLUTION #09-15 ADOPTING 2010 CITY OF HUTCHINSON COMPENSATION PLAN
10. OTHER
  - a. Foreclosure Sale Report
11. ADJOURNMENT