


Hutchinson Housing & Redevelopment Authority
Regular Board Meeting Tuesday, July 21, 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 JUNE 16, 2009**
LaVonne Hansen moved to approve the Minutes as written. Ruth Kimball seconded and the motion carried unanimously.
3. **FINANCIAL REPORTS**
 - a. Becky Felling moved to approve the City Center General Fund payments of \$127,555.17 for checks 7453 to 7471 and June 2009 Financial Statements and Park Towers May Financial Statements and payments of \$39,256.42 for checks 10762 to 10807. LaVonne Hansen seconded and the motion carried unanimously.
4. **REVIEW OF PARK TOWERS SURVEY AND PROPOSED PRELIMINARY PLAT**
Jean Ward reviewed with the Board the Park Towers' property survey and the 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)**
 - Jean Ward reviewed with the Board the REO property process to purchase and the REO property review checklist.
 - LaVonne Hansen moved to execute the Memorandum of Understanding with GMHF; approve the resolution to authorize the Loan Review Committee to accept, counter, or decline a price from the bank and negotiate an acceptable purchase agreement; and to approve the Borrowing Resolution, that designates the Executive Director and/or the Board Chairman to execute the purchase agreement. Ruth Kimball seconded and the motion carried unanimously.
6. **CONSIDERATION OF APPROVAL OF 2009 HUTCHINSON HOUSING PLAN AND RECOMMENDATION TO CITY COUNCIL FOR APPROVAL**
Becky Felling moved to approve the 2009 Hutchinson Housing Plan and to recommend to the City Council approval of the Plan. Ruth Kimball seconded and the motion carried unanimously.
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**
Ruth Kimball moved to approve to amend the Revolving Housing Loan Program to allow purchase/rehab of foreclosed properties by the HRA and the use of Rehab Revolving loans in the proposed NE Neighborhood as leverage to SCDP pre-application; recommend amendment to the City Council for approval; and to allocate up to \$30,000 of HRA Rehab funds as leverage to the SCDP NE Neighborhood Rehab pre-application as owner match financing.

9. 2009/2010 SCHOOL CONSTRUCTION HOUSE UPDATE

Jean Ward reviewed with the Board the draft Memorandum of Understanding. Becky Felling moved to approve the MOU plus adding that the School could have 25% of the profit if there is any. Ruth Kimball seconded and the motion carried unanimously.

10. CONSIDERATION OF RESOLUTION #09-06 TO ADOPT REVISED PROCUREMENT POLICY

LaVonne Hansen moved to approve Resolution #09-06 to Adopt Revised Procurement Policy. Ruth Kimball seconded and the motion carried unanimously.

11. CONSIDERATION OF 2010 HRA CITY CENTER BUDGET

Jean Ward reviewed the 2010 HRA Budget with the Board. Becky Felling moved to approve the 2010 HRA Budget. Ruth Kimball seconded and the motion carried unanimously.

12. LOAN ADMINISTRATION

Becky Felling moved to approve EFG Hierlmaier Loan #86994 and EFG Stammer Loan #86995 contingent to the Loan Review Committee approval. Ruth Kimball seconded and the motion carried unanimously.

13. OTHER/FYI:

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

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



Hutchinson Housing & Redevelopment Authority
Regular Board Meeting Tuesday, August 18, 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 JULY 21, 2009
LaVonne Hansen 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 General Fund payments of \$34,804.03 for checks 7472 to 7483 and August 5, 2009 Financial Statements and Park Towers June Financial Statements and payments of \$31,045.69 for checks 10808 to 10843. Becky Felling seconded and the motion carried unanimously.
4. PROPOSED PRELIMINARY PLAT PARK TOWERS ADDITION PLANNING COMMISSION REVIEW AUGUST 18, 2009
Jean Ward reviewed with the Board the Park Towers' the plat process.
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
Bill Arndt moved to Resolution #09-08 to adopt the 2010 annual and Five Year PHA Public Housing Plan. LaVonne Hansen seconded and the motion carried unanimously.
6. CONSIDERATION OF 2010 FLAT RENT FOR PARK TOWERS
Ward reviewed with the Board the calculation of 2010 flat rent. LaVonne Hansen moved to approve the proposed 2010 Flat rent. Becky Felling seconded and the motion carried unanimously.
7. CONSIDERATION OF 2010 DRAFT BUDGET FOR PARK TOWERS
Ward reviewed the 2010 Budget with the Board.
8. OTHER UPDATES PARK TOWERS PROJECT
Ward updated the Board on:
 - a. Stucco Project: Just finishing up this week.
 - b. Parking Lot Project: Waiting for the plat and designs.
 - c. Ventilation Balancing: Got some estimates.
 - d. Vacancy Rate: 2 apartments available, but given out some applications.
9. 2009/2010 SCHOOL CONSTRUCTION HOUSE UPDATE
 - Ward reviewed with the Board the executed Memorandum of Understanding.
 - Ward also discussed with the Board the bank owned properties available.
10. FUNDING REQUESTS
 - a. RFQ for Home Rehab Loan: The Board agreed to submit the application to include McLeod and Meeker County.
 - b. Ward updated the Board on the SCDP pre-application.
 - c. Ward updated the Board on the plans to apply for CRV funds.

11. OTHER/FYI:

- a. Ward reviewed with the Board the Foreclosure Sale Update/Foreclosures in Minnesota Semi-Annual Report. The Board suggested contacting the local lenders/bankers to see if they have any homes for sale.
- b. FYI: City Planning Agenda
- c. FYI: Non-smoking Policies in Public Housing

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


Hutchinson Housing & Redevelopment Authority
Regular Board Meeting Tuesday, September 15, 2009, 7:00 AM
Minutes

1. CALL TO ORDER: Chairman Joel Kraft called the meeting to order. Members Present: Bill Arndt, and LaVonne Hansen. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON AUGUST 18, 2009
Bill Arndt moved to approve the Minutes as written. LaVonne Hansen seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Bill Arndt moved to approve the City Center General Fund payments of \$21,568.09 for checks 7484 to 7494 and August 31, 2009 Financial Statements and Park Towers July Financial Statements and payments of \$49,755.54 for checks 10844 to 10875. LaVonne Hansen seconded and the motion carried unanimously.
4. CONSIDERATION OF RESOLUTION #09-09 TO APPROVE 2010 PARK TOWERS BUDGET
LaVonne Hansen moved to approve Resolution #09-09 to Approve 2010 Park Towers Budget. Bill Arndt seconded and the motion carried unanimously.
5. OTHER UPDATES PARK TOWERS PROJECT
 - a. Parking Lot Project - Jean Ward reviewed with the Board the timeline. The goal is to bid out in December or January so we can execute the contract and start in the early spring.
 - b. 2009 Capital Fund Program Award – LaVonne Hansen moved to accept the 2009 Capital Fund Program Award of \$116,999. Bill Arndt seconded and the motion carried unanimously.
 - c. FYI – Invitation to the Park Towers Open House Ice Cream Social.
 - d. Other projects: Upcoming boiler repairs and ventilation balancing. Bill Arndt moved to approve the estimate of \$3,400 for the ventilation project. LaVonne Hansen seconded and the motion carried unanimously.
6. FUNDING REQUESTS
 - a. Bill Arndt moved to approve the execution of the contract for the MHFA Rehab loan. LaVonne Hansen seconded and the motion carried unanimously.
 - b. September 3rd the SCDP pre-application was submitted to DEED.
 - c. LaVonne Hansen moved to approve the submission of a CRV application to MHFA for owner match for the SCDP rehab program and for value gap for foreclosed homes program. Bill Arndt seconded and the motion carried unanimously.
7. LOAN ADMINISTRATION
 - a. Consideration of Request to forgive a portion of an HRA Entry Cost Assistance Loan due to a short sale–Karg loan: The Board discussed a short sale forgiveness strategy where the goal is to partner to prevent foreclosure in hardship situations. It was decided that if there is a hardship due to job loss or medical expenses the HRA would offer to forgive the loan at the same percentage as the first mortgage is forgiving and that the Loan Review Committee has the authority to review the short sale request and negotiate and approve short sale loan forgiveness. A Satisfaction of Mortgage will be executed at the time the Loan Review Committee approves the short sale request. A policy will be presented at the next Board meeting. LaVonne Hansen moved to approve authorization for the Loan Review Committee to negotiate the Karg loan forgiveness request. Bill Arndt seconded and the motion carried unanimously.

- b. Bill Arndt moved to approve the Stammer City Revolving Rehab loan. LaVonne Hansen seconded and the motion carried unanimously.
- c. Bill Arndt moved to approve Pulkrabek EFG Loan #86996 contingent to the Loan Review Committee approval. LaVonne Hansen seconded and the motion carried unanimously.

8. OTHER/FYI:

- a. Jean Ward reviewed with the Board the Foreclosure Sale Report.
- b. FYI: City Planning Agenda

9. 2009/2010 SCHOOL CONSTRUCTION HOUSE UPDATE


- a. Bill Arndt moved to approve the Addendum to the Purchase Agreement for 1116 Lewis Avenue.
- b. Tour of 1116 Lewis Avenue.

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, October 20, 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 SEPTEMBER 15, 2009
Bill Arndt moved to approve the Minutes as written. Ruth Kimball seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
 - a. Bill Arndt moved to approve the City Center General Fund payments of \$11,409.91 for checks 7495 to 7506 and September 30, 2009 Financial Statements and Park Towers August Financial Statements and 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). Ruth Kimball seconded and the motion carried unanimously.
 - b. Jean Ward reviewed with the Board the spreadsheet showing local leverage allocated by program.
4. OTHER UPDATES PARK TOWERS PROJECT
 - a. ARRA funds - Parking Lot Project: The City Council had the first reading of the ordinance authorizing the transfer of municipally owned real property. The next step is the second reading.
 - b. Park Towers Vacancy Status: there is one apartment vacant right now.
 - c. Other projects FYI: boiler repairs estimate is around \$4,800.
 - d. Final HUD pre-ratio 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
LaVonne Hansen moved to approve Resolution #09-10 to Approve the Short Sale Loan Forgiveness Policy. Becky Felling seconded and the motion passed unanimously.
6. CONSIDERATION OF RESOLUTION #09-11 TO WRITE OFF \$2,000 ENTRY COST ASSISTANCE LOAN FOR SHORT SALE SANDRA KARG
Bill Arndt moved to table Resolution #09-11 until next meeting because the closing was postponed. Ruth Kimball seconded and the motion carried unanimously.
7. 2009/2010 SCHOOL CONSTRUCTION HOUSE UPDATE
 - a. 1116 Lewis Avenue Update: The bank would like to get the first mortgage amount of \$86,000, so the bank's next step is to get an updated broker's price option. The High School has projects to keep busy until November.
 - b. 400 Lynn Road Discussion is tabled until next meeting.
8. LOAN ADMINISTRATION
 - a. Becky Felling moved to approve Krumwiede HHPOP Loan. LaVonne Hansen seconded and the motion carried unanimously.
 - b. Bill Arndt moved to approve the subordination request for Franklin Grove Loan #8680-26. Ruth Kimball seconded and the motion carried unanimously.

9. OTHER/FYI:


- a. Preliminary General Apartment Vacancy Rate October 2009 13.98% vs. 7.54% in 2008.
- b. Jean Ward reviewed with the Board the Foreclosure Sale Report.
- c. Jean Ward reviewed with the Board the Website Analytics
- d. FYI: Plans for Hospital Senior Campus
- e. Section 3 Compliance now required for PHA. Federally funded projects will have met Section 3 compliance by hiring low-income people from the area to work on the projects.

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, November 17, 2009, 7:00 AM
Minutes

1. CALL TO ORDER: Chairman Joel Kraft called the meeting to order. Members Present: Bill Arndt, Becky Felling, and Ruth Kimball. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON OCTOBER 20, 2009
Bill Arndt moved to approve the Minutes as written. Ruth Kimball seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
 - a. Bill Arndt moved to approve the City Center General Fund payments of \$29,390.27 for checks 7507 to 7513 and October 31, 2009 Financial Statements and Park Towers September Financial Statements and payments of \$35,456.02 for checks 10916 to 10950. Ruth Kimball seconded and the motion carried unanimously.
 - b. Jean Ward reviewed with the Board the spreadsheet showing local leverage allocated by program including potential house purchase at 1116 Lewis Avenue. Ruth Kimball moved to use the City Center reserves in the potential purchase of the house at 1116 Lewis Avenue to avoid paying interest on a loan from GMHF.
 - c. Becky Felling moved to approve the revised HRA fee schedule. Bill Arndt seconded and the motion carried unanimously.
4. PARK TOWERS UPDATES
 - a. ARRA funds - Parking Lot Project: The engineer is putting the final specification together.
 - b. Park Towers Vacancy Status: there are 3 vacancies, but processing applicants.
 - c. Recertifications of all the residents will be done by December 1st.
 - d. Bill Arndt moved to approve 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
Ruth Kimball moved to approve Resolution #09-11 to write off \$2,000 entry cost assistance loan for a short sale Sandra Karg. Becky Felling seconded and the motion carried unanimously.
6. 2009/2010 SCHOOL CONSTRUCTION HOUSE UPDATE
 - a. 1116 Lewis Avenue Update: Bill Arndt moved to submit a counter offer of \$73,000 with a closing of December 15th. Ruth Kimball seconded and the motion carried unanimously.
 - b. 400 Lynn Road Update: Jean Ward reviewed with the Board the new listing price of \$39,900 and the new regulations regarding asbestos and lead based paint removal. The Board was not interested in the property at this time.
7. CONSIDERATION OF LETTER OF SUPPORT TO REPLACE BURNS MANOR
Bill Arndt moved to approve the Letter of Support to replace Burns Manor. Becky Felling seconded and the motion carried unanimously.
8. OTHER/FYI:
 - a. General Apartment Vacancy Rate – final data 14.9%.
 - b. No additions to the Foreclosure Sale Report.
 - c. FYI: Tax Incentives Extension for First Time Homebuyers
 - d. FYI: Planning/Zoning/Building Department

- e. Jean Ward reviewed with the Board the Section 3 Compliance requirements. She is still waiting for more guidance for HUD.

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, December 15, 2009, 7:00 AM
Minutes

1. CALL TO ORDER: Vice Chairman LaVonne Hansen called the meeting to order. Members Present: Bill Arndt, Becky Felling, and Ruth Kimball. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON NOVEMBER 17, 2009
Bill Arndt moved to approve the Minutes as written. Ruth Kimball seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
 - a. Bill Arndt moved to approve the City Center General Fund payments of \$30,229.17 for checks 7514 to 7525 and November 30, 2009 Financial Statements and Park Towers October Financial Statements and payments of \$139,912.21 for checks 10951 to 10985. Becky Felling seconded and the motion carried unanimously.
4. PARK TOWERS UPDATES
 - a. ARRA funds - Parking Lot Project: The engineer put the final specification together. Jean Ward reviewed with the Board the estimated budget. Bill Arndt moved to authorize up to \$72,500 in operation reserve funds for the project and to hire an excavation supervisor to monitor the soil remediation. Ruth Kimball seconded and the motion carried unanimously.
 - b. Bill Arndt moved to approve Resolution #09-13 to Write Off Uncollectable Account. Ruth Kimball seconded and the motion carried unanimously.
 - c. Becky Felling moved to approve the AT & T cell antennae lease modification according to original lease agreement. Bill Arndt seconded and the motion carried unanimously.
5. CONSIDERATION OF RESOLUTION #09-14 TO ADOPT PROCUREMENT POLICY
Ruth Kimball moved to approve Resolution #09-14 to adopt procurement policy with the recommendation for the Board. Bill Arndt seconded and the motion carried unanimously.
6. CONSIDERATION OF APPROVING UP TO \$21,000 IN LEVERAGE FOR 2010 CASA APPLICATION \$3,000 X 7 HOUSEHOLDS
Bill Arndt moved to approve up to \$21,000 in leverage for the 2010 CASA application. Becky Felling seconded and the motion carried unanimously.
7. REVIEW OF NEW FIX UP FUND/COMMUNITY FIX UP FUND ENERGY REBATE PROGRAM
Jean Ward reviewed with the Board the new Fix-Up Fund/CFUF Energy rebate program.
8. 2009/2010 SCHOOL CONSTRUCTION HOUSE UPDATE
Bill Arndt moved to continue waiting for Wells Fargo's to respond even with the delayed timeline/closing. Ruth Kimball seconded and the motion carried unanimously.
9. CONSIDERATION OF RESOLUTION #09-15 ADOPTING 2010 CITY OF HUTCHINSON COMPENSATION PLAN
Becky Felling moved to approve Resolution #09-15 adopting 2010 City of Hutchinson compensation plan. Bill Arndt seconded and the motion carried unanimously.
10. OTHER/FYI:
Jean Ward reviewed with the Board the Foreclosure Sale Report.

11. ADJOURNMENT

Bill Arndt moved to adjourn. Ruth Kimball seconded. There being no other business, Vice Chairman LaVonne Hansen declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer