

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 Seboria 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


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 3vacancies, 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 #09-11to 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