


Hutchinson Housing & Redevelopment Authority
Regular Board Meeting Tuesday, January 19, 2010 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 DECEMBER 15, 2009
LaVonne Hansen moved to approve the Minutes as written. Ruth Kimball seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Bill Arndt moved to approve the City Center General Fund payments of \$100,716.30 for checks 7526 to 7541 and December 31, 2009 Financial Statements prior to Year End Adjustments and Park Towers November Financial Statements and payments of \$42,106.33 for checks 10986 to 11023. LaVonne Hansen seconded and the motion carried unanimously.
4. CONSIDERATION OF RESOLUTION #10-01 AUTHORIZING MILEAGE REIMBURSEMENT
LaVonne Hansen moved to approve Resolution #10-01 Authorizing Mileage Reimbursement. Ruth Kimball seconded and the motion carried unanimously.
5. PARK TOWERS UPDATES
ARRA funds - Parking Lot Project: Jean Ward reviewed with the Board the Bids. LaVonne Hansen moved to award the parking lot improvements project to the lowest bidder, Reiner Contracting, for \$254,326.59; to have an excavation supervisor to monitor the project; and to approve the project budget total of \$254,326.59 with \$139,273 from ARRA funds and \$115, 053.59 from Park Towers' reserves funds. Becky Felling seconded and the motion carried unanimously. RESOLUTION #10-02 awarding parking lot improvement project to lowest bidder Reiner Contracting for \$254,326.59.
6. ENERGY REBATE PROGRAM UPDATE
Jean Ward updated the Board on the citizen interest in the program.
7. 2009/2010 SCHOOL CONSTRUCTION HOUSE UPDATE
Judy Flemming updated the Board on the current stage the project:
 - Lead assessment completed – no lead based paint;
 - Radon test sent in to lab:
 - Students and the instructors compiled the material list and will be going out to bid this week.
 - Energy audit and blower door test will be done the end of the month.
8. OTHER/FYI:
 - a. Jean Ward reviewed with the Board the 2009 & 2010 Foreclosure Sale Reports.
 - b. Bill Arndt asked is there were any HRA programs that would be able to help the residents on Adams Street with the new street assessments. Jean Ward told him that none of current HRA programs would but she will research to see if there are any other programs available.
9. ADJOURNMENT
Bill Arndt moved to adjourn. Ruth Kimball seconded. There being no other business, Chairman Joel Kraft declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Regular Board Meeting Tuesday, February 16, 2010 7:00 AM

Minutes

1. CALL TO ORDER: Secretary/Treasurer Becky Felling called the meeting to order. Members Present: Bill Arndt and Ruth Kimball. Staff Present: Jean Ward and Judy Flemming.
2. MINUTES OF THE HRA BOARD MEETING ON JANUARY 19, 2010
Ruth Kimball moved to approve the Minutes as written. Bill Arndt seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Ruth Kimball moved to approve the City Center General Fund payments of \$17,688.09 for checks 7542 to 7556 and December 31, 2009 Financial Statements after Year End Adjustments and Park Towers December Financial Statements and payments of \$39,987.79 for checks 11024 to 11056. Bill Arndt seconded and the motion carried unanimously.
4. PARK TOWERS UPDATES
 - a. Bill Arndt moved to approve RESOLUTION #10-03 to execute contract with Reiner Contracting Hutchinson MN. Ruth Kimball seconded and the motion carried unanimously.
 - b. Bill Arndt moved to approve RESOLUTION #10-04 to approve submission of 2009 MASS. Ruth Kimball seconded and the motion carried unanimously.
 - c. Bill Arndt moved to approve the submission of a Letter of Support for Operating Fund Change to Support Energy Improvement in Public Housing. Ruth Kimball seconded and the motion carried unanimously.
5. CONSIDERATION OF EXECUTION OF CONTRACT WITH MHFA FOR FUNDED APPLICATION AS FOLLOWS: \$30,600 for rehabbing 4 units using deferred loan funding (Require soft second mortgages) for the NE Neighborhood as leverage to our SCDP application for homeowners with 60% AMI unable to make a CFUF payment. The deferred loan will be a 0% deferred loan with a 30 year term. The HRA also received \$17,000 in grant funding for an estimated 10 units for a home improvement loan via CFUF write down to 4%. The HRA also received \$105,000 or \$35,000 in value gap for three units for Foreclosure activity(Acquisition/Rehab/Resale)
 - a. Ruth Kimball moved to execute the contract with MHFA for awarded funds. Bill Arndt seconded and the motion carried unanimously.
6. CONSIDERATION OF EXECUTION OF CONTRACT WITH GREATER MN HOUSING FUND FOR OWNER OCCUPIED REHAB FUNDING IN THE AMOUNT OF \$50,000 FOR THE NE NEIGHBORHOOD OF HUTCHINSON AS A RESOURCE FOR OWNER MATCHES.
 - a. Bill Arndt moved to execute the contract with GMHA for awarded funds. Ruth Kimball seconded and the motion carried unanimously.
7. CONSIDERATION OF APPROVAL TO APPLY FOR LEAD GRANT FUNDS FROM MDH FOR THE NE NEIGHBORHOOD AS A RESOURCE FOR OWNER MATCHES.
 - a. Bill Arndt moved to apply for the lead grant funds from MDH for the NE Neighborhood as a resource for owner matches. Ruth Kimball seconded and the motion carried unanimously.

8. CONSIDERATION OF RESOLUTION #10-05 APPROVING AMENDMENT TO THE HOUSING REHABILITATION REVOLVING LOAN FUND PROCEDURAL GUIDELINES ALLOWING USE OF REVOLVING REHAB FUNDS FOR HRA PURCHASE, ACQUISITION, REHAB OF SHERIFF AUCTION, REO, SHORT SALE, VACANT, OR BLIGHTED SINGLE FAMILY HOMES.
 - a. Jean Ward reviewed with the Board the amendment. Bill Arndt moved to approve Resolution #10-05 approving amendment to the Housing Rehabilitation Revolving Loan Fund Procedural Guidelines allowing use of revolving rehab funds for HRA Purchase, Acquisition, Rehab of Sheriff Auction, REO, short sale, vacant, or blighted single family homes. Ruth Kimball seconded and the motion carried unanimously.

9. CONSIDERATION OF APPROVAL TO SUBMIT AN APPLICATION TO MINNESOTA HOUSING FINANCE AGENCY TO INCLUDE USE OF DISCOUNT LOANS AS PART OF THE HUTCHINSON CFUF ENERGY INITIATIVE.
 - a. Bill Arndt moved to submit an application to Minnesota Housing Finance Agency to include use of discount loans as part of the Hutchinson CFUF Energy Initiative. Ruth Kimball seconded and the motion carried unanimously.

10. ENERGY REBATE PROGRAM UPDATE
 - a. Judy Flemming updated the Board on the citizen interest in the program.
 - b. Bill Arndt recommends presenting the program information at a City Council meeting.
 - c. Jean Ward updated the Board on Bill Arndt's request about researching for programs to help with the Adam's Street Assessments and she found that there are no programs available currently.

11. 2009/2010 SCHOOL CONSTRUCTION HOUSE UPDATE
 - a. Judy Flemming updated the Board on the current stage the project:
 - Lowest bid contractors: ProBuild, E², and Mikolichek Plumbing & Heating;
 - Radon test below 4 so no mitigation is needed;
 - Energy audit and blower door test was done.
 - b. Jean Ward reviewed with the Board the Procurement Policy for Realtor services for the sale of the school house. Bill Arndt moved to select Rachael Huls, the realtor that helped purchase the home on 1116 Lewis Avenue, for the sale of the remodeled home. Ruth Kimball seconded and the motion carried unanimously.
 - c. Jean Ward also updated the Board on another possible house for the next school project.

12. OTHER/FYI:
 - a. Jean Ward reviewed with the Board the Hutchinson Workforce Housing CASA Initiative 2010 Award from MHFA.
 - b. 2010 Foreclosure Sale Report
 - c. February 1, 2010 Planning Staff Meeting Agenda

13. ADJOURNMENT
Bill Arndt moved to adjourn. Ruth Kimball seconded. There being no other business, Secretary/Treasurer Becky Felling declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Regular Board Meeting Tuesday, March 16, 2010 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 16, 2010
LaVonne Hanson moved to approve the Minutes as written. Ruth Kimball seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Becky Felling moved to approve the City Center General Fund payments of \$19,846.52 for checks 7557 to 7571 and January and February 2010 Financial Statements and Park Towers payments of \$53,677.19 for checks 11057 to 11091 and January 2010 Financial Statements. Ruth Kimball seconded and the motion carried unanimously.
4. PARK TOWERS UPDATES
 - a. Jean Ward reviewed with the Board the change in 2010 Operating Fund Formula and the affect on the 2010 Park Towers budget.
 - b. Jean Ward informed the Board that she is working with Heartland Community Action Agency to determine if Park Towers is eligible for weatherization stimulus money for an energy audit and energy improvements.
 - c. Becky Felling moved to approve to pay for no more than half the cost for the request for a reasonable accommodation for an automatic apartment door opener.
5. 2009 HUTCHINSON HRA YEAR END REPORT
Jean Ward reviewed with the Board the 2009 Hutchinson HRA Year End Report.
6. ENERGY REBATE PROGRAM UPDATE
Judy Flemming updated the Board on the citizen interest in the program.
7. 2009/2010 SCHOOL CONSTRUCTION HOUSE UPDATE
 - a. Jean Ward reviewed with the Board the CRV Budget for 1116 Lewis Avenue
 - b. Jean Ward also updated the Board on the possible next school project. It looks like a private entity is interested in purchasing the property at 400 Lynn Road, so she will have to keep looking for another property.
8. OTHER/FYI:
 - a. 2008, 2009, 2010 Foreclosure Reports cross referenced with utility (gas, electric or water) shut offs as of March, 2010.
 - b. 2010 Foreclosure Sale Report
 - c. March 1, 2010 Planning Staff Meeting Agenda
9. ADJOURNMENT
There being no other business, Chairman Joel Kraft declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Regular Board Meeting Tuesday, April 20, 2010 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 16, 2010
LaVonne Hanson moved to approve the Minutes as written. Bill Arndt seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Bill Arndt moved to approve the City Center General Fund payments of \$34,282.54 for checks 7572 to 7590 and March 2010 Financial Statements and Park Towers payments of \$43,037.52 for checks 11092 to 11126 and February 2010 Financial Statements. Ruth Kimball seconded and the motion carried unanimously.
4. PARK TOWERS UPDATES
 - a. Jean Ward reviewed with the Board the PHADA and NAHRO Statement on Small Housing Reform Recommendation information.
 - b. Jean Ward informed the Board of the NAHRO 2010 Legislative and Regulatory Agenda including HUD TRA (Transforming Rental Assistance) for Public Housing.
 - c. Jean Ward updated the Board on the Parking Lot project. The preconstruction meeting was held but the Buy American Certification is still needed and the wage rate classification approval from HUD before the Notice to Proceed will be issued. The proposed start date is June. Jean has Braun Intertech set up to supervise/monitor the excavation. The project engineer is going to monitor the concrete phase.
5. MARCH 26, 2010 HUTCHINSON HRA FORECLOSURE AND REMEDIATION PLAN
Jean Ward reviewed with the Board the March 26, 2010 Hutchinson HRA Foreclosure and Remediation Plan.
6. ENERGY REBATE PROGRAM UPDATE
 - a. Judy Flemming updated the Board on the FUF/CFUF loan program with the energy saver rebate program: 5 CFUF loans given & 4 FUF loans given for a total of \$94,818.78.
 - b. Jean Ward informed the Board that the Hutch HRA has been approved to be CFUF discount lender of a home equity loan at 4% interest for energy improvement for about ten City of Hutchinson homeowners.
7. CONSIDERATION OF 400 LYNN ROAD PROJECT BUDGET AND DRAFT OF MEMORANDUM OF UNDERSTANDING WITH SCHOOL DISTRICT
 - a. Jean Ward reviewed with the Board the proposed project budget. Bill Arndt suggested that this house may be considered a nuisance house and that Jean might want to talk to Marc Seborá about getting a letter. Rachel Huls told the Board what the purchase offer process would be on this property. LaVonne Hansen moved to approve the proposed project budget; getting the asbestos inspection/removal estimate; to ask Marc Seborá to write a letter in regards to the City's Nuisance Ordinance; and to offer the bank \$2,000 for the property. Bill Arndt seconded and the motion carried unanimously.
 - b. Becky Felling moved to approve the draft Memorandum of Understanding with the School District. Ruth Kimball seconded and the motion carried unanimously.

8. 1116 LEWIS AVE SCHOOL CONSTRUCTION HOUSE MARKETING UPDATE-RACHEL HULS
Rachel Huls reviewed with the Board the marketing plan for the house. The other realtors that have looked at the house also felt that the proposed \$129,900 was reasonable in today's market. She is hoping to start having Open Houses in the middle of May. Bill Arndt moved to set the purchase price at \$129,900. Ruth Kimball seconded and the motion carried unanimously.
9. SCDP NE NEIGHBORHOOD UPDATE/CONSIDERATION OF EXECUTION OF LEAD HAZARD CONTROL GRANT AND ATTENDANCE AT APRIL 28TH SCDP IMPLEMENTATION CONFERENCE IN ST. CLOUD FOR NE NEIGHBORHOOD
Becky Felling moved to execute the Lead Hazard Control grant agreement contingent to DEED funding the SCDP NE Neighborhood project. Bill Arndt seconded and the motion carried unanimously.
10. CONSIDERATION OF REVISED HUTCHINSON HRA ENTRY COST ASSISTANCE PROGRAM GENERAL CRITERIA
LaVonne Hansen moved to approve the revised Hutchinson HRA Entry Cost Assistance Program General Criteria. Becky Felling seconded and the motion carried unanimously.
11. OTHER/FYI:
 - a. Planning Staff Meeting Agenda
 - b. 2010 List of Hutchinson Foreclosure Sales to Date
 - c. Attendance at Greening the Heartland Conference May 19- 21 at Minneapolis Convention Center
12. ADJOURNMENT
There being no other business, Chairman Joel Kraft declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer



Regular Board Meeting Tuesday, May 18, 2010 7:00 AM
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.
2. MINUTES OF THE HRA BOARD MEETING ON APRIL 20, 2010
LaVonne Hanson 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 General Fund payments of \$29,535.59 for checks 7591 to 7612 and April 2010 Financial Statements and Park Towers payments of \$50,979.93 for checks 11127 to 11161 and March 2010 Financial Statements. LaVonne Hansen seconded and the motion carried unanimously.
4. PARK TOWERS UPDATES
 - a. Jean Ward updated the Board on the Parking Lot project. The Notice to Proceed was issued except for the lighting part of the project, because the fixtures still need to be determined and the Buy American Certification is still needed. The proposed start date is May 27th. Jean will be having a General Meeting with the tenant today to explain the temporary parking and garbage plan.
 - b. Jean Ward reviewed the Occupancy Report with the Board.
5. SUBORDINATION REQUESTS
LaVonne Hansen moved to approve the subordination requests, Levine City & HRA New Construction Gap Loans and the Johansson HRA New Construction Gap Loan on the recommendation from the Loan Review Committee. Ruth Kimball seconded and the motion carried unanimously.
6. 1116 LEWIS AVE SCHOOL CONSTRUCTION HOUSE
The project is on schedule and is within the budget submitted to MHFA for value gap funding.
7. 400 LYNN ROAD PROJECT BUDGET UPDATE
The Memorandum of Understanding with the School District is signed.
8. CONSIDERATION OF EXECUTION OF CONTRACT WITH THE CITY OF HUTCHINSON FOR THE ADMINISTRATION OF SCDP NE NEIGHBORHOOD PROJECT
Ruth Kimball moved to execute the contract with the City of Hutchinson for the administration of the SCDP NE Neighborhood project. LaVonne Hansen seconded and the motion carried unanimously.
9. CONSIDERATION OF CHANGING HRA MEETING DATE FROM JUNE 15TH TO JUNE 22ND
LaVonne Hansen moved to approve changing HRA meeting date from June 15th to June 22nd. Ruth Kimball seconded and the motion carried unanimously.

10. OTHER - FYI

- a. Planning Staff Meeting Agenda
- b. 2010 List of Hutchinson Foreclosure Sales to Date
- c. Attendance at Greening the Heartland Conference May 19- 21 at Minneapolis Convention Center
–Judy and Jean will attend
- d. Nahro Conference May 26-28
- e. Jean Vacation June 1-June 11

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



Regular Board Meeting Tuesday, June 22, 2010 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 MAY 18, 2010
LaVonne Hansen moved to approve the Minutes as written. Ruth Kimball seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
Bill Arndt moved to approve the City Center General Fund payments of \$28,922.68 for checks 7613 to 7636 and May 2010 Financial Statements and Park Towers payments of \$34,284.81 for checks 11162 to 11191 and April 2010 Financial Statements. LaVonne Hansen seconded and the motion carried unanimously.
4. PARK TOWERS UPDATES
 - a. Jean Ward updated the Board on the Parking Lot project and Charge Order #1.
 - b. Ruth Kimball moved to approve Resolution #10-06, Approving Acceptance of 2010 Capital Fund Program Funding and Execution of the Capital Fund Program Amendment to the Consolidated Annual Contributions contract. Becky Felling seconded and the motion carried unanimously.
 - c. Jean Ward reviewed the Occupancy Report with the Board - Full.
5. NE NEIGHBORHOOD UPDATE
 - a. Jean Ward reviewed with the Board the different owner match options available to homeowners in the NE Neighborhood.
 - b. LaVonne Hansen moved to approve NEN SCDP Loans #8683-7 Le and 8683-1 Anderson contingent to the Loan Review Committee's approval. Becky Felling seconded and the motion carried unanimously.
6. SUBORDINATION REQUESTS
Becky Felling moved to approve the subordination request for EFG SCDP loan #8696 Wehde contingent to the Loan Review Committee's approval. Bill Arndt seconded and the motion carried unanimously.
7. SCHOOL CONSTRUCTION PROGRAM UPDATE
 - a. 1116 Lewis Avenue: The school has completed the scope of work.
 - b. 400 Lynn Road: Still waiting to put in offer.
 - c. 318 Alan: Good location because it is close to the High school, but will not be available until August.
8. OTHER - FYI
 - a. Planning Staff Meeting Agenda
 - b. 2010 List of Hutchinson Foreclosure Sales to Date

9. 2010 DRAFT BUDGET CITY CENTER

Jean Ward reviewed with the Board the draft City Center budget. It follows the City Council's perimeters. A project fund category was added as leverage for HRA Programs.

10. CONSIDERATION OF DECEMBER 31, 2009 HRA AUDIT REPORT

Jean Ward reviewed with the Board the December 31, 2009 HRA Audit Report. Bill Arndt moved to approve the December 31, 2009 HRA Audit Report. Ruth Kimball seconded and the motion carried unanimously.

11. OVERVIEW OF STRATEGIC PLANNING PROCESS

The Board decided to have a special meeting to do strategic planning on July 12th at noon.

12. ADJOURNMENT

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

Recorded by Jean Ward, HRA Executive Director

Becky Felling, Secretary/Treasurer