


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 Hanson 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



Special Strategic Planning Meeting Tuesday, July 12, 2010, 12:00 Noon
Minutes

1. **CALL TO ORDER:** Chairman Joel Kraft called the meeting to order. Members Present: Becky Felling, and LaVonne Hansen. Staff Present: Jean Ward and Judy Flemming.
2. **STRATEGIC PLANNING PROCESS**
The group reviewed the HRA vision, mission, and five-year work plan with the objectives, goals and strategies.
3. **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, July 20, 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. CONSIDERATION OF MINUTES OF THE REGULAR BOARD MEETING ON JUNE 22, 2010 AND THE STRATEGIC PLANNING MEETING ON JULY 12, 2010
Ruth Kimball moved to approve the Minutes of the regular board meeting on June 22, 2010 as written. LaVonne Hansen seconded and the motion carried unanimously. Ruth Kimball moved to approve the Minutes of the strategic planning meeting on July 12, 2010 as written. LaVonne Hansen seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
LaVonne Hansen moved to approve the City Center General Fund payments of \$10,178.61 for checks 7637 to 7653 and June 2010 Financial Statements and Park Towers payments of \$9,182.90 for checks 11192 to 11221 and May 2010 Financial Statements. Ruth Kimball seconded and the motion carried unanimously.
4. LETTER OF RESIGNATION FROM HRA BOARD MEMBER RUTH KIMBALL EFFECTIVE DECEMBER 31, 2010
Ruth Kimball presented her letter to the Board.
5. PARK TOWERS UPDATES
 - a. Jean Ward updated the Board on the Parking Lot project.
 - b. Jean Ward reviewed the Occupancy Report with the Board - Full.
6. NE NEIGHBORHOOD UPDATE
 - a. Ruth Kimball moved to approve NEN SCDP Loans #8683-2 Larson, 8683-3 Burks, 8683-4 Zuehlke and 8683-6 Ruzicka contingent to the Loan Review Committee's approval. LaVonne Hansen seconded and the motion carried unanimously.
7. CONSIDERATION OF EXECUTION OF CONTRACT WITH MHFA TO ADMINISTER HOME RENTAL REHAB PROGRAM
LaVonne Hansen moved to execute the contract with MHFA to administer the HOME Rental Rehab Program. Ruth Kimball seconded and the motion carried unanimously.
8. CONSIDERATION OF HRA VISION, MISSION AND 2010 – 2015 HRA WORKPLAN
Jean revised the vacated apartment turnover to be consistent with the Standard Performer of HUD. LaVonne Hansen moved to approve the HRA Vision, Mission and 2010-2015 HRA Work Plan. Ruth Kimball seconded and the motion carried unanimously.
9. DAN HATTEN-CITY OF HUTCHINSON NUISANCE ORDINANCE
Tabled until next meeting

10. 2010 DRAFT BUDGET CITY CENTER

Jean Ward reviewed the 2010 draft City Center budget. The Board decided to not increase the HRA levy. LaVonne Hanson moved to approve the 2010 draft City Center budget with no levy increase. Ruth Kimball seconded and the motion carried unanimously.

11. SCHOOL CONSTRUCTION PROGRAM UPDATE

- a. 1116 Lewis Avenue: Jean Ward reviewed the budget with the Board. With all the gap funding and entry cost assistance available the homebuyer only needs to qualify for a \$85,000 first mortgage.
 - Rachel Huls reviewed with the Board the current Hutchinson housing sales and listings.
 - She recommended leaving the purchase price at \$129,900.
- b. 318 Alan: Owner will be out by the end of the month, so an inspection can be done the beginning of August.

12. OTHER - FYI

- a. Planning Staff Meeting Agenda
- b. 2010 List of Hutchinson Foreclosure Sales to Date

13. 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, August 17, 2010 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. **CONSIDERATION OF MINUTES OF THE REGULAR BOARD MEETING ON JULY 20, 2010**
Ruth Kimball moved to approve the Minutes of the regular board meeting as written. Joel Kraft seconded and the motion carried unanimously.
3. **FINANCIAL REPORTS**
Bill Arndt moved to approve the City Center General Fund payments of \$14,936.64 for checks 7654 to 7662 and July 2010 Financial Statements and Park Towers payments of \$97,635.41 for checks 11222 to 11251 and June 2010 Financial Statements. Becky Felling seconded and the motion carried unanimously.
4. **PARK TOWERS UPDATES**
Jean Ward updated the Board on the Weatherization Assistance Program project. Another update is that the bed bugs were back; the thermo treatment did not work, so now the chemical treatment will be used.
5. **NE NEIGHBORHOOD UPDATE**
Bill Arndt moved to approve Resolution #10-09, Amendment to City SCDP Owner Occupied Housing Rehab Program Procedural Guide. Ruth Kimball seconded and the motion carried unanimously.
6. **SCHOOL CONSTRUCTION PROGRAM 1116 LEWIS AVE UPDATE**
Jean Ward updated the Board on the radon mitigation at 1116 Lewis Avenue – an interior drain tile will be installed.
7. **SCHOOL CONSTRUCTION PROGRAM 318 ALAN STREET- CONSIDERATION OF AUTHORIZING THE LOAN REVIEW COMMITTEE TO APPROVE ENTERING INTO A PURCHASE AGREEMENT UPON REVIEW OF FAVORABLE PROJECT BUDGET.**
The Board decided that Jean could do an email survey of the Board for approval to submit a purchase agreement.
8. **DAN HATTEN-CITY OF HUTCHINSON NUISANCE ORDINANCE**
Dan Hatten gave the Board a presentation on the City of Hutchinson Nuisance Ordinance.
9. **IAN MCDONALD –CORNERSTONE MORTGAGE UPDATES ON FIRST TIME HOMEBUYER MORTGAGE PROGRAMS INCLUDING NEW MHFA PROGRAM AFFORDABLE ADVANTAGE FIRST TIME HOME BUYER PROGRAM AND REVIEW OF HUTCHINSON HRA ENTRY COST ASSISTANCE PROGRAM GENERAL CRITERIA**
Bill Arndt moved to approve the revised Hutchinson HRA Entry Cost Assistance Program General Criteria. Ruth Kimball seconded and the motion carried unanimously.

10. CONSIDERATION OF RESOLUTION NO. 10-07 APPROVING REVISED REVOLVING SINGLE FAMILY EQUITY GAP PROCEDURAL GUIDELINES

Ruth Kimball moved to approve Resolution #10-07 approving revised revolving single family equity gap procedural guidelines. Bill Arndt seconded and the motion carried unanimously.

11. CONSIDERATION OF RESOLUTION NO. 10-08 APPROVING AMENDED HRA PERSONNEL POLICY

Bill Arndt moved to approve Resolution #10-08 approving amended HRA personnel policy. Ruth Kimball seconded and the motion carried unanimously.

12. PARK TOWERS UPDATE CONTINUED

Jean Ward reviewed with the Board the 2011 Draft Budget.

13. OTHER - FYI

- a. Planning Staff Meeting Agenda
- b. 2010 List of Hutchinson Foreclosure Sales to Date and new information from MHFA regarding foreclosure

14. ADJOURNMENT

Bill Arndt moved to adjourn and 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, September 21, 2010 7:00 AM
Corrected Minutes

1. CALL TO ORDER: Chairman Joel Kraft called the meeting to order. Members Present: Bill Arndt, LaVonne Hansen and Ruth Kimball. Staff Present: Jean Ward and Judy Flemming.
2. CONSIDERATION OF MINUTES OF THE REGULAR BOARD MEETING ON AUGUST 17, 2010
LaVonne Hansen moved to approve the Minutes of the regular board meeting 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 \$40,981.23 for checks 7663 to and August 2010 Financial Statements and Park Towers payments of \$160,273.79 for checks 11252 to 11292 and July 2010 Financial Statements. LaVonne Hansen seconded and the motion carried unanimously.
4. PARK TOWERS UPDATES
 - a. FYI: New Logo Design
 - b. Ruth Kimball move to approve Change Order #2 Parking Lot Improvement Project \$990 to remove encroaching trees for sidewalk work. Bill Arndt seconded and the motion carried unanimously.
 - c. LaVonne Hansen move to approve Resolution #10-10 Approving 2011 Park Towers Budget. Ruth Kimball seconded and the motion carried unanimously.
 - d. Bill Arndt moved to accept Weatherization Work at Park Towers for New Boilers and a Hot Water Heater in the amount of \$130,970.00 and Authorization to Execute Contract. LaVonne Hansen seconded and the motion carried unanimously.
 - e. Bill Arndt moved to set the Public Hearing for November 16th at 7:30 A.M. City Center Main Conference Room regarding any changes to the public housing goals, objectives, and policies. LaVonne Hansen seconded and the motion carried unanimously.
5. NE NEIGHBORHOOD UPDATE
Bill Arndt moved to approve NEN SCDP Loans #8683-8 Damlow, 8683-9 Zackrison, 8683-10 Dammann and 8683-11 Rea contingent to the Loan Review Committee's approval. Ruth Kimball seconded and the motion carried unanimously.
6. HHPOP UPDATE
Ruth Kimball moved to approve Schultz Existing Home CASA, HRA Entry Cost Loan contingent to the Loan Review Committee approval. LaVonne Hansen seconded and the motion carried unanimously.
7. SCHOOL CONSTRUCTION PROGRAM 1116 LEWIS AVE UPDATE
Jean Ward updated the Board on the proposed closing date of October 15th.

8. CONSIDERATION OF MEMORANDUM OF UNDERSTANDING WITH HUTCHINSON IDS FOR 2010/2011 SCHOOL YEAR

Ruth Kimball moved to approve the Memorandum of Understanding with Hutchinson IDS for 2010/2011 school year. LaVonne Hansen seconded and the motion carried unanimously.

9. CONSIDERATION OF BUDGET FOR 755 MILWAUKEE AVE SW

Bill Arndt moved to approve the budget for 755 Milwaukee Avenue SW along with authorization for the Executive Director to enter into a purchase agreement with a purchase price up to \$65,000. Ruth Kimball seconded and the motion carried unanimously.

10. OTHER - FYI

- a. Planning Staff Meeting Agenda
- b. Foreclosure Update
- c. MHFA Energy Rebate Program coming back September 30, 2010

11. ADJOURNMENT

Bill Arndt moved to adjourn and 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



Hutchinson Housing &
Redevelopment Authority

ANNUAL BOARD MEETING
SEPTEMBER 21, 2010

Minutes

1. Call to Order Chairperson, Joel Kraft called the meeting to order.
Members Present: Bill Arndt, LaVonne Hansen, and Ruth Kimball. Staff
Present: Jean Ward and Judy Flemming.

2. Election of Officers

LaVonne Hansen made a motion to nominate Becky Felling as
Chairman. Bill seconded and the motion carried unanimously.

Bill Arndt made a motion to nominate:

- Joel Kraft as the Vice Chairman.
- LaVonne Hansen as the Secretary/Treasurer.
- Continue with the same loan review committee (Becky Felling and
Joel Kraft)

And to authorize Becky Felling as the Signatory for the bank accounts as
stated in the bylaws. Ruth Kimball seconded and the motion carried
unanimously.

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

Recorded by Jean Ward, HRA Executive Director

LaVonne Hansen Secretary/Treasurer



Regular Board Meeting Tuesday, October 19, 2010 7:00 AM

Minutes

1. CALL TO ORDER: Chairman Becky Felling called the meeting to order. Members Present: LaVonne Hansen, Ruth Kimball and Joel Kraft. Staff Present: Jean Ward and Judy Flemming.
2. CONSIDERATION OF MINUTES OF THE REGULAR BOARD MEETING ON SEPTEMBER 21, 2010 AND CONSIDERATION OF MINUTES OF ANNUAL MEETING SEPTEMBER 21, 2010
 - Joel Kraft moved to approve the Minutes of the regular board meeting as written. Ruth Kimball seconded and the motion carried unanimously.
 - Ruth Kimball moved to approve the Minutes of the Annual Board Meeting as written. Joel Kraft seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
 - Joel Kraft moved to approve the City Center General Fund payments of \$82,692.96 for checks 7686 to 7695 and September 2010 Financial Statements. LaVonne Hansen seconded and the motion carried unanimously.
 - LaVonne Hansen moved to approve the Park Towers payments of \$160,273.79 for checks 11293 to 11320 and August 2010 Financial Statements. Ruth Kimball seconded and the motion carried unanimously.
4. PARK TOWERS UPDATES
 - a. LaVonne Hansen moved to approve Resolution #10-11 Approving Park Towers Revised Lease effective November 1, 2010. Joel Kraft seconded and the motion carried unanimously.
 - b. Jean Ward reviewed the Proposed 2011 Flat Rent with the Board. Joel Kraft moved to leave the proposed 2011 flat rent the same at the 2010 flat rent. Ruth Kimball seconded and the motion carried unanimously.
 - c. Jean reviewed with the 12/31/2009 Board the Public Housing Assessment System (PHAS) score, 93 out of 100 High Performer.
 - d. Joel Kraft move to approve Parking Lot project, change order #3 contingent to the engineer's cost analysis. Ruth Kimball seconded and the motion carried unanimously.
 - e. Jean Ward gave the Board an update on the installation of the New Boilers and a Hot Water Heater.
5. NE NEIGHBORHOOD UPDATE

Joel Kraft moved to approve the Damlow Revolving Loan. Ruth Kimball seconded and the motion carried unanimously.
6. Update on 755 MILWAUKEE AVE SW

After numerous addenda and negotiation the home was purchased for \$62,500.
7. CONSIDERATION OF BUDGET FOR 318 ALAN STREET SW

LaVonne Hansen moved to proceed with negotiating a purchase agreement for 318 Alan Street after 1116 Lewis Ave closes and requested that the Board be e-mailed to approve the purchase price prior

to entering into a purchase agreement for 318 Alan Street. Ruth Kimball seconded and the motion carried unanimously.

8. HHPOP UPDATE

Joel Kraft moved to approve the Entry Cost Assistance loan up to \$5,000 with exception to \$1,000 homebuyer contribution requirement for Allison Duesterhoff, purchaser of 1116 Lewis Ave with updated closing date on or before October 29, 2010. LaVonne Hansen seconded and the motion carried unanimously.

9. OTHER - FYI

a. Foreclosure Update

10. ADJOURNMENT

There being no other business, Chairman Becky Felling declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

LaVonne Hansen, Secretary/Treasurer



Regular Board Meeting Tuesday, November 16, 2010 7:00 AM
Minutes Revised

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

7:30 A.M. PUBLIC HEARING TO HEAR PUBLIC INPUT REGARDING CHANGES TO PUBLIC HOUSING GOALS, OBJECTIVES AND POLICIES

Bill Arndt moved to open the public hearing. Ruth Kimball seconded. Jean Ward reviewed the changes to the public housing goals, objectives and policies. No other comments were made. Bill Arndt moved to close the public hearing. Ruth Kimball seconded.

2. CONSIDERATION OF MINUTES OF THE REGULAR BOARD MEETING ON OCTOBER 19, 2010 AND CORRECTED MINUTES FOR TUESDAY, SEPTEMBER 21, 2010
Ruth Kimball moved to approve the Minutes of the Regular Board Meeting on October 19, 2010 and the corrected Minutes for the Regular Board Meeting on September 21, 2010 as written. Joel Kraft seconded and the motion carried unanimously.
3. FINANCIAL REPORTS
 - Joel Kraft moved to approve the City Center General Fund payments of 34,938.70 for checks 7696 to 7724 and the City Center October 2010 Financial Statements. Bill Arndt seconded and the motion carried unanimously.
 - Joel Kraft moved to approve the Park Towers payments of \$38,363.99 for checks 11321 to 11355 and Park Towers September 2010 Financial Statements with no 2010 budget revision recommended at this time. Ruth Kimball seconded and the motion carried unanimously.
4. PARK TOWERS UPDATES
 - a. Jean Ward reviewed the raised garden Eagle Scout Project by Evan Metzger.
 - b. Jean Ward reviewed the changes to the Park Towers Resident Handbook. Areas changed: adding smoke free building information; adding information on the new parking lot with permit parking and visitor parking and the pest policy. Joel Kraft moved to approve Resolution # 10-13 approving the revised Park Towers Resident Handbook effective December 1, 2010. Bill Arndt seconded and the motion carried unanimously.
 - c. Bill Arndt move to approve the Lutheran Social Service Lease for Senior Dining at Park Towers. Joel Kraft seconded and the motion carried unanimously.
5. HRA LOAN PROGRAMS
 - a. Bill Arndt moved to approve Resolution #10-12 approving revision of Subordination Policies for Rehab Loan Programs and for HHPOP loans. Ruth Kimball seconded and the motion carried unanimously.
 - b. Joel Kraft moved to approve the Subordination request of the Peterson city rehab loans. Ruth Kimball seconded and the motion carried unanimously.

6. CONSIDERATION OF MATERIALS FOR SCHOOL CONSTRUCTION PROGRAM AT 755 MILWAUKEE AVE SW

Bill Arndt moved to award contracts to the lowest bidders. Ruth Kimball seconded and the motion carried unanimously.

7. UPDATE ON 318 ALAN STREET SW

Ruth Kimball moved to submit a purchase agreement for \$67,000. Bill Arndt seconded and the motion carried unanimously.

8. 1116 LEWIS AVENUE UPDATE

Jean Ward reviewed with the Board that the 1116 Lewis Ave house sold for \$131,000. The expenses through October 31st are \$132,171.18, not including the HRA developer fee. A few bills have yet to come in before the final value gap is calculated.

9. 400 LYNN ROAD UPDATE

Habitat for Humanity found out that the property is scheduled to be sold to another investor. If Habitat for Humanity is unable to acquire 400 Lynn Road, the Board consensus was to plan to use the residual MHFA value gap from 1116 Lewis Ave projected at around \$23,000 to acquire/demolish and build a new house similar to the HRA school construction house built on Harmony Lane.

10. OTHER - FYI

a. Foreclosure Update

11. ADJOURNMENT

There being no other business, Chairman Becky Felling declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

LaVonne Hansen, Secretary/Treasurer



Regular Board Meeting Wednesday, December 22, 2010 7:00 AM

Minutes

1. **CALL TO ORDER:** Chairman Becky Felling called the meeting to order. Members Present: Bill Arndt, LaVonne Hansen, Ruth Kimball and Joel Kraft. Staff Present: Jean Ward and Judy Flemming.
2. **CONSIDERATION OF MINUTES OF THE REGULAR BOARD MEETING ON NOVEMBER 16, 2010**

Chairman Becky Felling had a correction to 4b, Park Towers Update. It should be Pest Policy instead of Bed Bug Policy. Bill Arndt moved to approve the corrected Minutes of the Regular Board Meeting on October 19, 2010. LaVonne Hansen seconded and the motion carried unanimously.
3. **FINANCIAL REPORTS**
 - Joel Kraft moved to approve the City Center General Fund payments of \$44,200.17 for checks 7725 to 7762 and the City Center November 2010 Financial Statements. Ruth Kimball seconded and the motion carried unanimously.
 - Joel Kraft moved to approve the Park Towers payments of \$36,543.87 for checks 11356 to 11399 and Park Towers October 2010 Financial Statements. LaVonne Hansen seconded and the motion carried unanimously.
4. **CONSIDERATION OF RESOLUTION #10-14 TO APPROVE 2011 HRA RETIREMENT CONTRIBUTION RATE CHANGES**

Jean Ward told the Board the City Council approved an increase of 2.5% for the employee and employer portions for PERA. LaVonne Hansen moved to approve Resolution #10-14 to approve the 2011 HRA Retirement Contribution Rate Changes to be the same as the City of Hutchinson. Ruth Kimball seconded and the motion carried unanimously.
5. **PARK TOWERS UPDATES**
 - a. Jean Ward reviewed with the Board the new state law regarding late rent fees. Joel Kraft moved to approve Resolution #10-15 to Approve Implementation of New State Law Regarding Late Rent Fees. Bill Arndt seconded and the motion carried unanimously.
 - b. Bill Arndt move to approve Resolution #10-16 to remove items from the Park Towers Depreciation Report. Ruth Kimball seconded and the motion carried unanimously.
 - c. Jean Ward review with the Board that current report that shows Park Towers 2010 average occupancy to be 99%. Bill Arndt move to approve the Occupancy report. Ruth Kimball seconded and the motion carried unanimously.
 - d. Joel Kraft moved to approval the execution of the Housing with Services Application of Park Towers. LaVonne Hansen seconded and the motion carried unanimously.
6. **1116 LEWIS AVE FINAL BUDGET AND VALUE GAP CALCULATION**

Bill Arndt moved to approve the final rehabilitation cost of \$46,200.61 for the 1116 Lewis Avenue project and the need of \$11,623.46 in value gap from the awarded MHFA CRV funds.
7. **755 MILWAUKEE AVE UPDATE**

Bill Arndt moved to approve the 755 Milwaukee Avenue update and the newly installed foundation anchor system. Ruth Kimball seconded and the motion carried unanimously.

8. 925 STEVEN STREET SW UPDATE ON SUBMITTED PURCHASE AGREEMENT WITH CLOSING DATE ON OR BEFORE JANUARY 20, 2011

After Board discussion, Bill Arndt moved to formally approve the 925 Steven St SW purchase agreement for \$75,000 with a closing date on or before January 20, 2011. LaVonne Hansen seconded and the motion carried unanimously.

9. 400 LYNN ROAD UPDATE

Habitat for Humanity is considering the purchase of 400 Lynn Road at their January 17th Board Meeting.

10. 2010 HOMELESS MCLEOD COUNTY POINT IN TIME DATA

According to the 2010 Point in Time Homeless Survey, there appears to be very little need. However, the Point in Time Survey is conducted the last Wednesday of every January. With the high vacancy rate in Hutchinson, Justin Vorbach of SWMHP suggested rental vouchers as a solution for Hutchinson. Park Towers does house homeless people as long as they meet admissions eligibility criteria including having an acceptable criminal background. After the next Point in Time Homeless Survey results are available, the Board talked about inviting Justin Vorbach and the Mayor to an HRA meeting to discuss the results.

11. OTHER

a. FYI:

- Foreclosure Update
- Vacancy Update
- City Council Housing Update Presentation Synopsis
- Hutchinson Leader articles regarding radon and HRA programs
- Staff Planning Agenda

- b. Consideration of RD Recipient Form for technical assistance for potential Hutchinson Manufactured Home project. The Board decided that they want more details on the project and would want the City Attorney to review the agreement before they would agree to executing the form.

12. ADJOURNMENT

Bill Arndt move for adjournment and LaVonne Hansen seconded. There being no other business, Chairman Becky Felling declared the meeting adjourned.

Recorded by Jean Ward, HRA Executive Director

LaVonne Hansen, Secretary/Treasurer