SPECIAL HOUSING & REDEVELOPMENT AUTHORITY AGENDA

PUBLIC MEETING ROOM	WEDNESDAY, MARCH 29, 2023	6:00 PM

1. New Board Member Introductions/Call to Order
2. Approval of the Minutes of Regular HRA Meeting dated 2/13/2023 and Special HRA Meeting dated 3/1/2023
3. Program Reports
   - A. HRA and HCI Service Agreement Update
   - B. Unsheltered Hotel Voucher Program Update
   - C. Other HRA Program Updates
4. Property Reports
   - A. Robinwood Manor
   - B. Public Housing
   - C. Scattered Site/Market Rate
5. Public Hearings
6. Items for Discussion
   - A. RAD/Repositioning Update
   - B. Establish HRA Bank Accounts
   - C. Approve HRA Board Members to Serve on Elderly Housing Corporation LLC (EHC) Board
   - D. Authorize the Entering into a Service Agreement for Property Management Services
   - E. Other Matters related to the Management of HRA and EHC Properties
7. Adjournment

HOUSING & REDEVELOPMENT AUTHORITY MINUTES

PUBLIC MEETING ROOM	MONDAY, FEBRUARY 13, 2023	6:00 PM

Meeting Items

1. Call to Order, Oath of Office and Introductions

   The regular meeting of the Housing and Redevelopment Authority was called to order by Chair Speckhals at 6:00 pm. Kari Casper administered the Oath of Office to Council Member Sara Caron. Commissioners: Loni Ahlers, Sara Caron, Travis Kath, Brendan Kennedy and Chair Matt Speckhals were in attendance. Also in attendance was Housing Coordinator, Rebecca Rand and Administrative Assistant II, Kari Casper.

2. Approval of the Minutes of December 12, 2022 and January 30, 2023 Special HRA Meeting

   Motion to approve December 12, 2022 Meeting Minutes made by Loni Ahlers, seconded by Brendan Kennedy to Approved. Motion Passed.

   Motion to approve January 30, 2023 Special Meeting Minutes made by Loni Ahlers, seconded by Brendan Kennedy to Approved. Motion Passed.

3. Program Reports

A. Robinwood Manor Program Report

   Motion by Brendan Kennedy, seconded by Loni Ahlers to receive and file as presented. Motion Passed.

B. Public Housing Program Report

   Motion by Travis Kath, seconded by Brendan Kennedy to receive and file as presented. Motion Passed.

C. Scattered Site Program Report

   Motion by Loni Ahlers, seconded by Brendan Kennedy to receive and file as presented. Motion Passed.

4. Public Hearings

   None.

5. Items for Discussion

A. Election of Officers

   Motion by Brendan Kennedy, seconded by Loni Ahlers to Approve Matt Speckhals as Chairperson and Brendan Kennedy as Vice Chair for one more term. Motion Passed.

   Introductions were made at this time.

B. Proposed Change to HRA Meeting Date

Ahlers asked why the change? Rand said staff requested the change.
Motion by Brendan Kennedy, seconded by Travis Kath to Approve the change in the date of the meeting to the 4th Wednesday of every month starting March 22, 2023. Motion Passed.

C. RAD Repositioning -- Contract for Professional Services- Public Housing Asset Repositioning Analysis

Rand gave an update stating that the RAD Repositioning is closing next week, followed by a sum up from Wanberg. The change is in 2.1 Extends the date which expired at the end of 2022 but this extends it to April 6, 2023. Under 3.1 the fees have not changed and the expectation is that we are not paying any extra than what was agreed to. The closing will be next week.

Motion by Brendan Kennedy, seconded by Sara Caron to Approve. Motion Passed.

D. HCI Service Agreement update

Rand stated that there were some organizational and staffing changes at HCI and at this time the service agreement is on hold and they may come back.
No action was taken at that time.

E. Surplus Property Report

Rand reported that the HRA does not have any surplus property at this time.

Motion by Loni Ahlers, seconded by Brendan Kennedy to Approve. Motion Passed.

F. Van Update

Rand referred to the pictures of the van. Ahlers asked what the purchase price and Casper responded that it was around $40,000 but with taxes, etc. Rand stated it was around $41,000. Dan is very happy with the van.
No action was taken at that time.

G. Management and Occupancy Review Audit Update

Rand gave an update on the Robinwood audit and stated that we did well overall. However, the moment that the auditor left, the awning on the wall fell. No one was injured. There is a pending insurance claim.
No action was taken at that time.

H. Preliminary Community Homelessness Discussion

Rand stated that she conferred with the Police Chief, John Sherwin, regarding the need for a program. Ahlers asked what the need was; do we have information on that? Staff stated that she requested data to present but hadn't seen it come through yet.

Rand stated that in her conversation with Sherwin, he did say that just the evening before their conversation, one of his officers could have used a voucher. Kennedy stated that he's seen many living by the river.

Ahlers asked if the hotels worked with us to provide a discount. Rand indicated that she wasn't familiar with a discount but that the stays range from $40 to $60/night. Kath stated that at the Cathedral, they have someone that sleeps there in the entranceway. Kath stated he really sees a need. Kennedy stated that maybe next month come back with an exact amount. Caron added that with the Council, they had discussions with Sherwin and stated that homelessness is not a crime. She is all in favor.

Rand stated it's a matter of creating a program and amending the budget. Kath stated he would like to get more data. Ahlers stated that we were looking for immediate funding due to the weather. Casper stated that maybe $1,000 as an emergency fund. Casper asked if we needed a resolution. Wanberg stated yes that would be appropriate. Wanberg suggested that we make a motion tonight to get this put this together as quickly as possible,

check with the legal team and call a short special meeting and provide that data.

Casper asked about what other cities do. Kennedy said he would be interested in what other cities do in this regard. Rand said she could connect with Northfield. Rand also added that most people are looking for a long-term solution and it's important to help the police help people to have a warm place to stay for the evening, take a shower and have a place to heat up a meal.
No action was taken at that time.

6. Adjournment

   Motion by Brendan Kennedy, seconded by Travis Kath to Adjourn at 6:30 p.m. Motion Passed.

Respectfully Submitted,

Kari Casper
Administrative Assistant II

HOUSING & REDEVELOPMENT AUTHORITY MINUTES

PUBLIC MEETING ROOM	WEDNESDAY, MARCH 1, 2023	6:00 PM

Meeting Items

1. Call to Order

   A special meeting was called to order by Chair Speckhals at 6:00 p.m. In attendance were Sara Caron, Travis Kath, Brendan Kennedy, Travis McColley and Chair Matt Speckhals. Absent was Loni Ahlers. Also present was Staff Liason, Rebecca Rand.

2. Items for Discussion

A. Unsheltered Hotel Voucher

A motion was made McColley, seconded by Kennedy to approve the program guidelines and amount as presented The motion carried on a 5/0 vote.

B. Housing and Redevelopment Authority of Faribault Monthly Meeting Date/ Time Confirmation

After a brief discussion, the new date and time were agreed upon by all parties. No action was taken at this time.

3. Adjournment

   The meeting was adjourned at approximately 6:15. No formal motion was made.

   By:_____
   Rebecca Rand, Housing Coordinator

Request for Action

TO:	Faribault Housing & Redevelopment Authority
FROM:	David Wanberg, Community and Economic Development Director
MEETING DATE:	March 29, 2023
SUBJECT:	HRA and HCI Service Agreement Update

BACKGROUND:

At its December 12, 2022, meeting, the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA"), approved a Service Agreement with Healthy Community Initiative (HCI) to help support a Mobile Home Rehabilitation Coordinator in Rice County (see the attached Agreement). The Agreement allocates $55,000 in HRA funds to the program/coordinator position in 2023 and $55,000 in 2024. The coordinator's job description is as follows:

1. Meet with mobile home residents to assess repair and weatherization needs;
2. Assist residents in coordinating with qualified people to complete repairs;
3. Build a network of contractors and volunteers to assist with repairs;
4. Track and manage repairs; and
5. Compile and share data related to repairs.

Unfortunately, HCI has had significant challenges in fully implementing the Mobile Home Rehabilitation Program. It has been unable to fill the coordinator position and find qualified contractors for the mobile homes. Existing HCI and Growing Up Healthy staff currently do not have the capacity to conduct the work outlined in the program.

The 462 mobile homes in Faribault provide an affordable housing option for hundreds of families who contribute greatly to Faribault's workforce and community. However, the average age of a mobile home in Faribault is 38 years old, and these homes need repairs. Currently, there are few other housing options for these families.

Sandy Malecha of HCI will attend this HRA meeting to discuss issues and opportunities related to the Mobile Home Rehabilitation Program/Coordinator. The HRA can terminate or amend its Agreement with HCI. However, at this point, the HRA, HCI, and other program partners should acknowledge and begin to explore opportunities to resolve the issues.

REQUESTED ACTION:

Identify potential opportunities to address the issues associated with the Mobile Home Rehabilitation Program/Coordinator.

ATTACHMENTS:

1. HRA and HCI Service Agreement

SERVICE AGREEMENT

This Service Agreement (the "Agreement") is made this ___ day of December, 2022, by and between the Faribault Housing & Redevelopment Authority, a public body politic and corporate (the "HRA"), and Northfield Healthy Community Initiative, a Minnesota nonprofit corporation ("HCI"). The HRA and HCI are collectively referred to herein as the "Parties."

RECITALS

WHEREAS, HCI provides mobile home rehabilitation services through its Mobile Home Rehabilitation Coordinator position, an independent contractor, in an ongoing effort to improve and stabilize existing housing in the City of Faribault (the "Program"); and

WHEREAS, the HRA is responsible for administering and supporting a variety of housing programs in the City of Faribault; and

WHEREAS, the HRA believes that the Program, as accomplished through this Agreement, is in the vital and best interests of the City of Faribault and the health, safety, morals, and welfare of its residents, and in accord with the public purposes and provisions of the applicable State and local laws and requirements; and

WHEREAS, the HRA has the authority to enter into this Agreement pursuant to Minnesota Statutes, section 469.012, subd. 1; and

WHEREAS, the HRA desires to engage HCI to provide the services described in this Agreement and HCI is willing to provide such services on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the promises and the mutual obligations of the Parties hereto, each of them does hereby covenant and agree with the other as follows:

AGREEMENT

1. **Services Provided.** HCI agrees to continue to operate and support the Program for at least the duration of this Agreement. HCI agrees to provide all resources and support necessary for the Program. HCI further agrees to perform the following responsibilities:

    a. Maintain its Mobile Home Rehabilitation Coordinator position in order to provide mobile home rehabilitation services to all of Faribault's mobile home housing, including the following:

        i. Meeting with mobile home residents in Faribault to assess home repair and weatherization needs;

        ii. Assisting residents to coordinate with capable/qualified people to complete repairs;

iii. Building a local network of licensed and insured contractors and skilled volunteers to work on mobile homes;

iv. Tracking data related to mobile home repair and weatherization needs, resources to meet needs, resource gaps, and time from assessment of needs to completion of repair and/or weatherization project;

v. Sharing data, including data related to per-home costs to coordinate repairs/weatherization, with HCI to include with reports to funders; and

b. Work cooperatively with the HRA and the City of Faribault by serving in an advisory role regarding various issues related to Faribault's mobile homes; and

c. Prepare monthly reports for the HRA, as outlined and required in paragraph 8.

All services and obligations required by this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professionals currently providing similar services.

2. **Term.** The term of this Agreement shall begin on the date of execution and shall end on December 31, 2024. The date of execution is the date on which the second party executes the Agreement.

3. **Compensation**. In consideration for HCI's services, the HRA agrees to provide annual compensation to HCI in the following manner:

a. For services provided from January 1, 2023 to December 31, 2023, the HRA agrees to remit $55,000.00 to HCI on or before January 31, 2023.

b. For services provided from January 1, 2024 to December 31, 2024, the HRA agrees to remit $55,000.00 to HCI on or before January 31, 2024.

c. No compensation for any additional services shall be distributed to HCI unless approved by the HRA.

4. **Termination.** Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:

a. The Parties, by mutual written agreement, may terminate this Agreement at any time.

b. HCI may terminate this Agreement in the event of a breach of the Agreement by the HRA upon providing sixty (60) days written notice to the HRA.

c. The HRA may immediately terminate this Agreement at any time for any cause upon written notice to HCI, or for no reason or cause upon sixty (60) days written notice to HCI.

d. The HRA may also terminate this Agreement immediately upon HCI's failure to have in force any insurance required by this Agreement.

In the event of any termination, the HRA shall only be obligated to compensate HCI for its services in a prorated manner based upon the annual amount for the year of termination and the date of termination.

5. **Remedies.** In the event of a termination of this Agreement, the Parties shall each be entitled to any and all legal or equitable remedies available by law.

6. **Records/Inspection.** This Agreement is subject to the requirements of Minnesota Statutes, Section 16C.05, subd. 5. HCI agrees that the HRA or any authorized representative may have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, or other materials during normal business hours and as often as deemed necessary. HCI agrees to maintain these materials, records, and documents for six years from the date of the termination of this Agreement.

7. **Liaisons**. Each party shall designate a representative to serve as its liaison with respect to the obligations set forth in this Agreement. Each representative, or their designee, shall serve as the primary contact for the other party and shall have the authority to instruct, interpret, and define their respective entity's policies regarding the obligations set forth in this Agreement.

8. **Monthly Report**. HCI shall submit a monthly report to the HRA ("Monthly Report"), including the following information:

   a. Detailed summaries of the Program's future goals and initiatives;

   b. Detailed summaries of the Program's accomplishments and work during the preceding month, including the amount of time the Mobile Home Rehabilitation Coordinator worked in the City of Faribault and projects completed; and

   c. An identification of HCI's prospective uses for any compensation that might be provided during the upcoming calendar year.

9. **Additional Support**. Nothing in this Agreement shall prohibit or prevent HCI or the Program from seeking additional funding or support from the HRA for projects or initiatives that are not specifically covered herein. Such requests and any additional funding or support shall be deemed outside the scope of this Agreement.

10. **Indemnification.** To the fullest extent permitted by law, HCI, and HCI's successors or assigns, agree to protect, defend, save, and hold harmless the HRA, its officers, agents, and employees from all claims, suits, or actions of any kind, nature, or character, and the costs,

disbursements, and expenses of defending the same, including but not limited to, attorneys' fees, consulting marketing and promotion services, and other technical, administrative or professional assistance resulting from or arising out of the negligence, breach of contract or willful misconduct of HCI or its subcontractors, agents, or employees under this Agreement. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the HRA is otherwise entitled.

11. **Insurance and Bonds.** HCI will maintain, at HCI's sole expense, insurance coverage for itself, including the following: Workers Compensation, General Liability, and Directors and Officers Liability in an amount of not less than $1 million per occurrence (except only statutory limits for workers compensation coverage) and at least $2 million aggregate coverage and an umbrella policy with limits of at least $1 million, and will provide information as to specific limits upon receipt of signed Agreement. Such insurance must cover all losses related to this Agreement. If requested by the HRA, HCI shall provide the HRA with current certificate(s) of liability insurance for all insurance coverage referenced above. Such certificate(s) of General Liability insurance shall list the HRA as an additional insured and all certificate(s) of liability insurance shall contain a statement that such policies of insurance shall not be canceled or amended unless sixty (60) days written notice is provided to the HRA (ten (10) days written notice in the event of non-payment of premium). Acceptance of a certificate of insurance that does not comply with these requirements does not operate as a waiver of HCI's or any other party's obligations hereunder. In addition, HCI shall cause all vendors and participants to maintain insurance coverage for all vendors and participants at tourism-related events conducted pursuant to this Agreement.

    In addition to the insurance requirements set forth above, HCI shall obtain a fidelity bond in the minimum amount of $100,000 covering the person or persons on a position or name-scheduled basis that handles any money pursuant to this Agreement. The amount of such bond shall be reviewed annually and modified, if necessary, based on the compensation paid to HCI pursuant to this Agreement.

12. **Subcontracting; Assignment.** WITH HCI shall not subcontract or assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that may become due or moneys that are due) in the Agreement without the prior written consent of the HRA. Any assignment in violation of this provision is null and void. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

13. **Independent Contractor.** HCI shall be deemed an independent contractor. HCI's duties will be performed with the understanding that HCI has special expertise as to the services which HCI is to perform and is customarily engaged in the independent performance of the same or similar services for others. The manner in which the services are performed shall be controlled by HCI. HCI is not to be deemed an employee or agent of the HRA and has no authority to make any binding commitments or obligations on behalf of the HRA except to the extent expressly provided herein. All services provided by HCI pursuant to this Agreement shall be provided by HCI as an independent contractor and not as an employee

of the HRA for any purpose, including but not limited to: income tax withholding, workers compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

14. **Compliance with Laws.** HCI shall exercise due professional care to comply with applicable federal, state and local laws, rules, ordinances and regulations.

15. **Notices.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

HCI: Northfield Healthy Community Initiative
Northfield Community Resource Center (NCRC)
1651 Jefferson Parkway, Suite 128
Northfield, MN 55057-2760
Attn: Sandy Malecha

HRA: Faribault Housing & Redevelopment Authority
208 1st Avenue NW
Faribault, MN 55021
Attn: Rebecca Rand

Or such other address as either party may provide to the other by notice given in accordance with this provision.

16. **Attorneys' Fees.** In the event of any action to enforce or interpret this Agreement, the prevailing party shall be entitled to recover from the losing party reasonable attorneys' fees incurred in the proceeding, as set by the court, at trial, on appeal or upon review.

17. **Entire Agreement; Amendments.** This Agreement shall constitute the entire agreement between the Parties and supersedes any other written or oral agreements between the Parties. This Agreement can only be modified or amended in writing signed by both Parties.

18. **Third Party Rights.** The parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

19. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

20. **Conflict of Interest.** In the execution of the services outlined in this Agreement, HCI shall use reasonable care to avoid conflicts of interest and appearances of impropriety in providing its services. In the event of a conflict of interest, HCI shall advise the HRA and

either secure a waiver of the conflict or advise the HRA that it will be unable to provide requested services.

21. **Data Practices Act Compliance.** Any and all data provided to HCI, received from HCI, created, collected, received, stored, used, maintained, or disseminated by HCI pursuant to this Agreement shall be administered in accordance with, and is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. This paragraph does not create a duty on the part of HCI to provide access to public data to the public if the public data are available from the HRA, except as required by the terms of this Agreement.

22. **No Discrimination**. HCI agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion. Violation of any part of this provision may lead to immediate termination of this Agreement.

23. **Survivability**. All covenants, indemnities, guarantees, releases, representations, and warranties of one or both Parties and any undischarged obligations of the parties arising prior to the expiration or termination of this Agreement, shall survive such expiration or termination.

24. **Severability**. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.

[The rest of this page was left blank intentionally.]

IN WITNESS WHEREOF, the Parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement as of the day and year first written above.

FARIBAULT HOUSING & REDEVELOPMENT AUTHORITY

By: _____
Matt Speckhals
Its: Chair

By: _____
Brendan Kennedy
Its: Vice Chairperson/Secretary

NORTHFIELD HEALTHY COMMUNITY INITIATIVE

By: _____
Sandy Malecha
Its: Interim Executive Director

Request for Action

TO:	Faribault Housing & Redevelopment Authority
FROM:	Rebecca Rand, Housing Coordinator, through David Wanberg, Community and Economic Development Director
MEETING DATE:	March 29, 2023
SUBJECT:	Unsheltered Hotel Voucher Program Update

BACKGROUND:

At its last meeting, the Housing and Development Authority of Faribault, Minnesota (the "HRA") approved the creation of an Unshetered Hotel Voucher Program and provided $1,000 for the program. The Faribault Police Department reports that it issued all of the program's vouchers to provide rooms at Hometown Inn and Suites for those in need. The Police Department feels the program has been helpful, and is grateful for any additional funding that the HRA can provide to maintain the program until a long-term solution is available.

Various entities are meeting regularly to discuss issues and opportunities associated with housing and emergency shelter needs in Faribault. The Unsheltered Hotel Voucher Program provides an opportunity to provide shelter for those with a unique and immediate need until a long-term solution can be implemented. Staff is seeking feedback from the HRA, the Faribault Police Department, and others regarding the program.

REQUESTED ACTION:

Provide feedback on the Unsheltered Hotel Voucher Program and provide additional funding for the program if desired.

ATTACHMENTS:

Request for Action

TO:	Faribault Housing & Redevelopment Authority
FROM:	Rebecca Rand, Housing Coordinator, through David Wanberg, Community and Economic Development Director
MEETING DATE:	March 29, 2023
SUBJECT:	Other HRA Program Updates

BACKGROUND:

The Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") has various funded programs, including a Down Payment/First Time Homebuyer Assistance Program, a Mobile Home Improvement Program, a Downtown Rehab Program, and a Corridor Rehab Program. However, due to Staff's efforts to complete the RAD/Repositioning work, Staff has not focused on implementing these programs. As a result, the HRA has not expended funds on these programs in 2023.

REQUESTED ACTION:

Provide feedback on the HRA programs that have not expended funds in 2023.

ATTACHMENTS:

Request for Action

TO:	Faribault Housing & Redevelopment Authority
FROM:	Rebecca Rand, Housing Coordinator, through David Wanberg, Community and Economic Development Director
MEETING DATE:	March 29, 2023
SUBJECT:	Robinwood Manor

BACKGROUND:
Robinwood Manor February 2023

1. Occupancy: 92% through February 2023
2. Turnovers: 3
3. Vacancy: Four apartments - 109 (unit ready), Apt 223 (turnover moved out 12/14/22), Apt 220 (turnover moved out 01/05/23), Apt 221 (turnover transferred units 02/01/23)
4. Extraordinary Expense: $20,838.70 (BCM Construction, Janna's Market & Grill, Kennedy & Graven Chartered, Bug Busters, Property Pros, Virgil's Appliance, Faribault Interiors, Arrow Electric, Faribo Air & Heating, Minnesota Elevator)
5. Routine Maintenance: $10,763.3 (Security deposits, Faribault Ace Hardware, HD Supply, Lamperts, Xcel, City of Faribault, Flom Disposal, Metronet, All Pro Cleaners, Cintas, Culligan, Jimmie Larkin, Minnesota Elevator, Raw Construction)

REQUESTED ACTION:
Review and File

ATTACHMENTS:
1. Robinwood Manor 898 Feb 23 Expenditure Summary

General Ledger
Expenditure Summary

User: rrand@ci.faribault.mn.us
Printed: 3/3/2023 2:28:42 PM
Period 02 - 02
Fiscal Year 2023

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% ExpendCollect
898	**Robinwood Manor**					
898-00000-000-33160	Federal Grants	-239,842.00	-239,842.00	-25,454.00	-46,920.00	19.56
	Intergovernmental Revenue	-239,842.00	-239,842.00	-25,454.00	-46,920.00	19.56
898-00000-000-36200	Other Miscellaneous Revenue	-6,000.00	-6,000.00	-537.00	-877.00	14.62
898-00000-000-36210	Interest on Investments	-7,000.00	-7,000.00	0.00	-1,104.39	15.78
898-00000-000-36211	Interest Market Value	0.00	0.00	0.00	-7,131.46	0.00
898-00000-000-36220	Rents	-239,842.00	-239,842.00	-12,790.00	-25,352.00	10.57
898-00000-000-36221	Vacancies	0.00	0.00	0.00	0.00	0.00
898-00000-000-36227	Excess Utilities	-1,000.00	-1,000.00	-43.00	-58.00	5.80
898-00000-000-36280	Project Reimbursement	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	-253,842.00	-253,842.00	-13,370.00	-34,522.85	13.60
898-00000-000-39200	Transfer In	0.00	0.00	0.00	0.00	0.00
	Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Total		-493,684.00	-493,684.00	-38,824.00	-81,442.85	0.165
Revenue Total		-493,684.00	-493,684.00	-38,824.00	-81,442.85	-0.165
Expense Total		0.00	0.00	0.00	0.00	0
00000		***-493,684.00***	***-493,684.00***	***-38,824.00***	***-81,442.85***	***16.50***
898-46310-000-42110	General Supplies	23,000.00	23,000.00	2,312.15	2,312.15	10.05
898-46310-000-42115	Meeting	0.00	0.00	161.06	161.06	0.00
898-46310-000-42210	VehicleEquipment Parts	0.00	0.00	0.00	0.00	0.00
898-46310-000-42230	Building Repair Supplies	0.00	0.00	0.00	0.00	0.00
898-46310-000-42410	Minor Equipment & Tools	0.00	0.00	0.00	0.00	0.00
	Supplies	23,000.00	23,000.00	2,473.21	2,473.21	10.75
898-46310-000-43010	Auditing & Accounting Services	10,000.00	10,000.00	0.00	0.00	0.00
898-46310-000-43040	Legal Fees - Civil Process	1,000.00	1,000.00	562.90	562.90	56.29
898-46310-000-43070	Management Services	45,250.00	45,250.00	0.00	3,370.42	7.45
898-46310-000-43090	Expert & Professional Services	20,500.00	20,500.00	70.05	140.10	0.68
898-46310-000-43095	Software Maintenance & Support	3,060.00	3,060.00	0.00	0.00	0.00
898-46310-000-43130	Tenant Services	3,000.00	3,000.00	0.00	0.00	0.00
898-46310-000-43210	Telephone	0.00	0.00	0.00	0.00	0.00
898-46310-000-43250	Other Communications	900.00	900.00	279.10	558.20	62.02
898-46310-000-43430	Advertising - Other	500.00	500.00	0.00	0.00	0.00

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% ExpendCollect
898-46310-000-43610	Insurance & Bonds	10,086.00	10,086.00	0.00	0.00	0.00
898-46310-000-43810	Electric Utilities	26,000.00	26,000.00	0.00	0.00	0.00
898-46310-000-43820	Water Utilities	2,200.00	2,200.00	182.40	182.40	8.29
898-46310-000-43830	Gas Utilities	15,000.00	15,000.00	0.00	0.00	0.00
898-46310-000-43840	Refuse Disposal	3,500.00	3,500.00	247.54	643.24	18.38
898-46310-000-43850	Sewer Utilities	3,100.00	3,100.00	292.27	292.27	9.43
898-46310-000-43860	Storm Water Utilities	750.00	750.00	90.21	90.21	12.03
898-46310-000-44010	Building Maintenance	95,000.00	95,000.00	5,400.46	14,262.66	15.01
898-46310-000-44045	Equipment Repairs	0.00	0.00	0.00	0.00	0.00
898-46310-000-44050	Extraordinary Maintenance	158,000.00	158,000.00	8,277.92	9,520.62	6.03
898-46310-000-44060	Laundry Services	900.00	900.00	51.57	67.31	7.48
898-46310-000-44160	Rents & Leases	0.00	0.00	0.00	0.00	0.00
898-46310-000-44200	Depreciation	0.00	0.00	0.00	0.00	0.00
898-46310-000-44320	Bad Debt	0.00	0.00	0.00	0.00	0.00
898-46310-000-44325	Bank Fees & Charges	300.00	300.00	0.00	0.00	0.00
898-46310-000-44330	Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00
898-46310-000-44370	Miscellaneous Charges	0.00	0.00	0.00	0.00	0.00
898-46310-000-44390	Taxes & Licenses	18,200.00	18,200.00	0.00	0.00	0.00
898-46310-000-44450	Claims & Damages	0.00	0.00	0.00	0.00	0.00
898-46310-000-44700	Interest	200.00	200.00	16.01	16.01	8.01
898-46310-000-45950	Loss on Disposal	0.00	0.00	0.00	0.00	0.00
	Other Services & Charges	417,446.00	417,446.00	15,470.43	29,706.34	7.12
898-46310-000-46020	Other Long Term Obligation Pri	0.00	0.00	0.00	0.00	0.00
898-46310-000-46120	Other Long Term Obligation Int	0.00	0.00	0.00	0.00	0.00
898-46310-000-46200	Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.00
	Debt Service	0.00	0.00	0.00	0.00	0.00
898-46310-000-47200	Transfer Out	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
Grand Total		440,446.00	440,446.00	17,943.64	32,179.55	0.0731
Revenue Total		0.00	0.00	0.00	0.00	0
Expense Total		440,446.00	440,446.00	17,943.64	32,179.55	0.0731
46310	***Urban Redevelopment & Housing***	***440,446.00***	***440,446.00***	***17,943.64***	***32,179.55***	***7.31***
898	**Robinwood Manor**	**-53,238.00**	**-53,238.00**	**-20,880.36**	**-49,263.30**	**92.53**

Request for Action

TO:	Faribault Housing & Redevelopment Authority
FROM:	Rebecca Rand, Housing Coordinator, through David Wanberg, Community and Economic Development Director
MEETING DATE:	March 29, 2023
SUBJECT:	Public Housing

BACKGROUND:

Public Housing February 2023

1. Occupancy: 94%
2. Turnovers: 2
3. Vacancy: 3
4. Extraordinary Expense: $12,192.00 (Kennedy &Graven, Chartered, Kim Clausen)
5. Routine Maintenance: $5,682.25 (Xcel, Raw Construction, Utility Reimbursements, Flom Disposal, Property Pros, Faribault Ace Hardware, Tom's Lock and Key)

REQUESTED ACTION:

Review and File

ATTACHMENTS:

1. Public Housing 241 Feb 23 Expenditure Summary

General Ledger
Expenditure Summary

User: rrand@ci.faribault.mn.us
Printed: 3/3/2023 2:31:57 PM
Period 02 - 02
Fiscal Year 2023

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% ExpendCollect
241	**Public Housing**					
241-00000-461-33160	Federal Grants	0.00	0.00	0.00	0.00	0.00
	Intergovernmental Revenue	0.00	0.00	0.00	0.00	0.00
241-00000-461-36200	Other Miscellaneous Revenue	-6,000.00	-6,000.00	-729.97	-879.97	14.67
241-00000-461-36210	Interest on Investments	-2,300.00	-2,300.00	0.00	-270.74	11.77
241-00000-461-36211	Interest Market Value	0.00	0.00	0.00	-1,246.01	0.00
241-00000-461-36220	Rents	-631,000.00	-631,000.00	-18,439.00	-34,802.00	5.52
241-00000-461-36240	Refunds & Reimbursements	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	-639,300.00	-639,300.00	-19,168.97	-37,198.72	5.82
Grand Total		-639,300.00	-639,300.00	-19,168.97	-37,198.72	0.0582
Revenue Total		-639,300.00	-639,300.00	-19,168.97	-37,198.72	-0.0582
Expense Total		0.00	0.00	0.00	0.00	0
00000		***-639,300.00***	***-639,300.00***	***-19,168.97***	***-37,198.72***	***5.82***
241-46330-461-42110	General Supplies	23,000.00	23,000.00	0.00	0.00	0.00
241-46330-461-42120	Motor Fuels	0.00	0.00	0.00	0.00	0.00
241-46330-461-42410	Minor Equipment & Tools	0.00	0.00	0.00	0.00	0.00
	Supplies	23,000.00	23,000.00	0.00	0.00	0.00
241-46330-461-43010	Auditing & Accounting Services	1,500.00	1,500.00	0.00	0.00	0.00
241-46330-461-43040	Legal Fees - Civil Process	6,500.00	6,500.00	8,570.60	8,570.60	131.86
241-46330-461-43070	Management Services	17,550.00	17,550.00	0.00	6,707.00	38.22
241-46330-461-43090	Expert & Professional Services	116,000.00	116,000.00	410.00	410.00	0.35
241-46330-461-43430	Advertising - Other	0.00	0.00	0.00	0.00	0.00
241-46330-461-43610	Insurance & Bonds	22,945.00	22,945.00	0.00	0.00	0.00
241-46330-461-43810	Electric Utilities	1,100.00	1,100.00	131.74	131.74	11.98
241-46330-461-43820	Water Utilities	1,000.00	1,000.00	138.10	138.10	13.81
241-46330-461-43830	Gas Utilities	750.00	750.00	116.44	116.44	15.53
241-46330-461-43840	Refuse Disposal	3,000.00	3,000.00	183.26	368.68	12.29
241-46330-461-43850	Sewer Utilities	500.00	500.00	20.00	20.00	4.00
241-46330-461-43860	Storm Water Utilities	700.00	700.00	107.79	107.79	15.40
241-46330-461-44010	Building Maintenance	107,317.00	107,317.00	3,517.92	10,253.17	9.55
241-46330-461-44050	Extraordinary Maintenance	240,000.00	240,000.00	0.00	0.00	0.00
241-46330-461-44320	Bad Debt	0.00	0.00	0.00	0.00	0.00
241-46330-461-44325	Bank Fees & Charges	800.00	800.00	0.00	0.00	0.00

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% ExpendCollect
241-46330-461-44370	Miscellaneous Charges	0.00	0.00	0.00	0.00	0.00
241-46330-461-44375	Utility Reimbursement	0.00	0.00	1,467.00	2,921.00	0.00
241-46330-461-44390	Taxes & Licenses	10,000.00	10,000.00	0.00	0.00	0.00
241-46330-461-44700	Interest	300.00	300.00	0.00	0.00	0.00
	Other Services & Charges	529,962.00	529,962.00	14,662.85	29,744.52	5.61
241-46330-461-45200	Building & Improvements	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
Grand Total		552,962.00	552,962.00	14,662.85	29,744.52	0.0538
Revenue Total		0.00	0.00	0.00	0.00	0
Expense Total		552,962.00	552,962.00	14,662.85	29,744.52	0.0538
46330	***Public Housing Projects***	***552,962.00***	***552,962.00***	***14,662.85***	***29,744.52***	***5.38***
241	**Public Housing**	**-86,338.00**	**-86,338.00**	**-4,506.12**	**-7,454.20**	**8.63**

Request for Action

TO:	Faribault Housing & Redevelopment Authority
FROM:	Rebecca Rand, Housing Coordinator, through David Wanberg, Community and Economic Development Director
MEETING DATE:	March 29, 2023
SUBJECT:	Scattered Site/Market Rate

BACKGROUND:
Scattered Site February 2023

1. Occupancy: 100%
2. Turnovers: 0
3. Vacancy: 0
4. Extraordinary Expenses: $0
5. Routine Maintenance: $214.29 (City of Faribault Water, Xcel, Raw Construction- Snow removal)

REQUESTED ACTION:
Review and File

ATTACHMENTS:
1. Market Rate_Scattered SIte 211 Feb 23 Expenditure Summary

General Ledger
Expenditure Summary

User: rrand@ci.faribault.mn.us
Printed: 3/3/2023 2:37:21 PM
Period 02 - 02
Fiscal Year 2023

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% ExpendCollect
211	**City Rental Property Mgmt**					
211-00000-000-36211	Interest Market Value	0.00	0.00	0.00	0.00	0.00
211-00000-460-36200	Other Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
211-00000-460-36210	Interest on Investments	-1,090.00	-1,090.00	0.00	-140.75	12.91
211-00000-460-36211	Interest Market Value	0.00	0.00	0.00	-958.21	0.00
211-00000-460-36220	Rents	-13,300.00	-13,300.00	-2,043.00	-3,895.00	29.29
211-00000-460-36240	Refunds & Reimbursements	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	-14,390.00	-14,390.00	-2,043.00	-4,993.96	34.70
211-00000-460-39200	Transfer In	0.00	0.00	0.00	0.00	0.00
	Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Total		-14,390.00	-14,390.00	-2,043.00	-4,993.96	0.347
Revenue Total		-14,390.00	-14,390.00	-2,043.00	-4,993.96	-0.347
Expense Total		0.00	0.00	0.00	0.00	0
00000		***-14,390.00***	***-14,390.00***	***-2,043.00***	***-4,993.96***	***34.70***
211-46310-460-42110	General Supplies	500.00	500.00	0.00	0.00	0.00
	Supplies	500.00	500.00	0.00	0.00	0.00
211-46310-460-43040	Legal Fees - Civil Process	0.00	0.00	0.00	0.00	0.00
211-46310-460-43070	Management Services	1,140.00	1,140.00	0.00	95.00	8.33
211-46310-460-43090	Expert & Professional Services	0.00	0.00	0.00	0.00	0.00
211-46310-460-43430	Advertising - Other	0.00	0.00	0.00	0.00	0.00
211-46310-460-43610	Insurance & Bonds	273.00	273.00	333.00	333.00	121.98
211-46310-460-43810	Electric Utilities	200.00	200.00	7.70	7.70	3.85
211-46310-460-43820	Water Utilities	300.00	300.00	28.36	28.36	9.45
211-46310-460-43830	Gas Utilities	100.00	100.00	24.10	24.10	24.10
211-46310-460-43840	Refuse Disposal	200.00	200.00	0.00	0.00	0.00
211-46310-460-43850	Sewer Utilities	400.00	400.00	36.65	36.65	9.16
211-46310-460-43860	Storm Water Utilities	100.00	100.00	7.48	7.48	7.48
211-46310-460-44010	Building Maintenance	3,000.00	3,000.00	110.00	345.00	11.50
211-46310-460-44160	Rents & Leases	0.00	0.00	0.00	0.00	0.00
211-46310-460-44320	Bad Debt	0.00	0.00	0.00	0.00	0.00
211-46310-460-44390	Taxes & Licenses	2,000.00	2,000.00	0.00	0.00	0.00
211-46310-460-44700	Interest	50.00	50.00	0.00	0.00	0.00
	Other Services & Charges	7,763.00	7,763.00	547.29	877.29	11.30

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% ExpendCollect
Grand Total		8,263.00	8,263.00	547.29	877.29	0.1062
Revenue Total		0.00	0.00	0.00	0.00	0
Expense Total		8,263.00	8,263.00	547.29	877.29	0.1062
46310	***Urban Redevelopment & Housing***	***8,263.00***	***8,263.00***	***547.29***	***877.29***	***10.62***
211	**City Rental Property Mgmt**	**-6,127.00**	**-6,127.00**	**-1,495.71**	**-4,116.67**	**67.19**

Request for Action

TO:	Faribault Housing & Redevelopment Authority
FROM:	Rebecca Rand, Housing Coordinator, through David Wanberg, Community and Economic Development Director
MEETING DATE:	March 29, 2023
SUBJECT:	RAD/Repositioning Update

BACKGROUND:

Earlier this year, the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") closed on its public housing units related to the RAD/Repositioning work. This work took longer than anticipated. Most of the legal fees associated with this work will be paid in 2023 and may require adjustments to the HRA's budget. However, starting in 2024, the RAD/Repositioning work will pay dividends in that the HRA will receive additional funds to manage its projected-based housing (formerly public housing).

REQUESTED ACTION:

Provide feedback, if any, on the RAD/Repositioning efforts.

ATTACHMENTS:

1. Expenditure Summary 2023 280

General Ledger
Expenditure Summary

User: rrand@ci.faribault.mn.us
Printed: 3/15/2023 11:59:59 AM
Period 01 - 02
Fiscal Year 2022

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% ExpendCollect
280	**Faribault HRA**					
280-00000-461-31010	Current Ad Valorem Taxes	-309,820.00	-309,820.00	0.00	0.00	0.00
280-00000-461-31020	Delinquent Ad Valorem Taxes	0.00	0.00	0.00	0.00	0.00
280-00000-461-31030	Mobile Home Taxes	0.00	0.00	0.00	0.00	0.00
280-00000-461-31035	Delinquent Mobile Home Taxes	0.00	0.00	0.00	0.00	0.00
280-00000-461-31040	Excess Tax Increment	0.00	0.00	0.00	0.00	0.00
280-00000-461-31500	PILOT	0.00	0.00	0.00	0.00	0.00
280-00000-461-31550	Green Acres	0.00	0.00	0.00	0.00	0.00
	Taxes	-309,820.00	-309,820.00	0.00	0.00	0.00
280-00000-461-33160	Federal Grants	0.00	0.00	0.00	0.00	0.00
280-00000-461-33402	Market Value Homestead Credit	0.00	0.00	0.00	0.00	0.00
280-00000-461-33422	Other State Grants & Aids	0.00	0.00	0.00	0.00	0.00
	Intergovernmental Revenue	0.00	0.00	0.00	0.00	0.00
280-00000-461-34108	Administrative Fees	-125,734.00	-125,734.00	-20,977.45	-20,977.45	16.68
280-00000-461-34700	Application Fees	0.00	0.00	-35.00	-35.00	0.00
280-00000-461-36240	Refunds & Reimbursements	0.00	0.00	0.00	0.00	0.00
	Charges for Services	-125,734.00	-125,734.00	-21,012.45	-21,012.45	16.71
280-00000-461-36200	Other Miscellaneous Revenue	-1,000.00	-1,000.00	0.00	0.00	0.00
280-00000-461-36210	Interest on Investments	-12,500.00	-12,500.00	-2,474.18	-2,474.18	19.79
280-00000-461-36211	Interest Market Value	0.00	0.00	15,580.35	15,580.35	0.00
280-00000-461-36215	Loan Interest	-1,297.00	-1,297.00	-244.97	-244.97	18.89
280-00000-461-36400	Loan Principal	-11,640.00	-11,640.00	-7,993.00	-7,993.00	68.67
	Miscellaneous Revenue	-26,437.00	-26,437.00	4,868.20	4,868.20	-18.41
280-00000-461-39101	Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
280-00000-461-39200	Transfer In	0.00	0.00	0.00	0.00	0.00
	Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Total		-461,991.00	-461,991.00	-16,144.25	-16,144.25	0.0349
Revenue Total		-461,991.00	-461,991.00	-16,144.25	-16,144.25	-0.0349
Expense Total		0.00	0.00	0.00	0.00	0
00000		***-461,991.00***	***-461,991.00***	***-16,144.25***	***-16,144.25***	***3.49***
280-46310-461-42115	Meeting	0.00	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% ExpendCollect
280-46310-461-43010	Auditing & Accounting Services	0.00	0.00	0.00	0.00	0.00
280-46310-461-43040	Legal Fees - Civil Process	5,000.00	5,000.00	666.20	666.20	13.32
280-46310-461-43070	Management Services	0.00	0.00	0.00	0.00	0.00
280-46310-461-43080	Indirect Cost Allocation	228,245.00	228,245.00	38,040.84	38,040.84	16.67
280-46310-461-43090	Expert & Professional Services	20,000.00	20,000.00	0.00	0.00	0.00
280-46310-461-43095	Software Maintenance & Support	3,200.00	3,200.00	0.00	0.00	0.00
280-46310-461-43130	Special Programs	280,000.00	280,000.00	0.00	0.00	0.00
280-46310-461-43140	Training & Education	0.00	0.00	0.00	0.00	0.00
280-46310-461-43310	Travel Expense	0.00	0.00	0.00	0.00	0.00
280-46310-461-43430	Advertising - Other	1,500.00	1,500.00	0.00	0.00	0.00
280-46310-461-43510	Legal Notices Publishing	1,500.00	1,500.00	0.00	0.00	0.00
280-46310-461-43520	Recording Fees	0.00	0.00	0.00	0.00	0.00
280-46310-461-43610	Insurance & Bonds	9,116.00	9,116.00	0.00	0.00	0.00
280-46310-461-43810	Electric Utilities	0.00	0.00	0.00	0.00	0.00
280-46310-461-43820	Water Utilities	0.00	0.00	0.00	0.00	0.00
280-46310-461-43830	Gas Utilities	0.00	0.00	0.00	0.00	0.00
280-46310-461-43840	Refuse Disposal	0.00	0.00	0.00	0.00	0.00
280-46310-461-43850	Sewer Utilities	0.00	0.00	0.00	0.00	0.00
280-46310-461-43860	Storm Water Utilities	0.00	0.00	0.00	0.00	0.00
280-46310-461-44010	Building Maintenance	0.00	0.00	0.00	0.00	0.00
280-46310-461-44040	Vehicle & Machinery Repairs	0.00	0.00	0.00	0.00	0.00
280-46310-461-44320	Bad Debt	0.00	0.00	0.00	0.00	0.00
280-46310-461-44330	Dues & Subscriptions	500.00	500.00	0.00	0.00	0.00
280-46310-461-44390	Taxes & Licenses	0.00	0.00	0.00	0.00	0.00
280-46310-461-44450	Claims & Damages	0.00	0.00	0.00	0.00	0.00
	Other Services & Charges	549,061.00	549,061.00	38,707.04	38,707.04	7.05
280-46310-461-45200	Building & Improvements	0.00	0.00	0.00	0.00	0.00
280-46310-461-45500	Vehicles	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
280-46310-461-46020	Other Long Term Obligation Pri	0.00	0.00	0.00	0.00	0.00
280-46310-461-46120	Other Long Term Obligation Int	0.00	0.00	0.00	0.00	0.00
	Debt Service	0.00	0.00	0.00	0.00	0.00
280-46310-461-47200	Transfer Out	0.00	0.00	0.00	0.00	0.00
280-46310-461-49999	Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
Grand Total		549,061.00	549,061.00	38,707.04	38,707.04	0.0705
Revenue Total		0.00	0.00	0.00	0.00	0
Expense Total		549,061.00	549,061.00	38,707.04	38,707.04	0.0705
46310	***Urban Redevelopment & Housing***	***549,061.00***	***549,061.00***	***38,707.04***	***38,707.04***	***7.05***
280	**Faribault HRA**	**87,070.00**	**87,070.00**	**22,562.79**	**22,562.79**	**25.91**

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% Expend/Collect
Grand Total		87,070.00	87,070.00	22,562.79	22,562.79	0.2591
Revenue Total		-461,991.00	-461,991.00	-16,144.25	-16,144.25	-0.0349
Expense Total		549,061.00	549,061.00	38,707.04	38,707.04	0.0705

Request for Action

TO:	Faribault Housing & Redevelopment Authority
FROM:	David Wanberg, Community and Economic Development Director
MEETING DATE:	March 29, 2023
SUBJECT:	Establish HRA Bank Accounts

BACKGROUND:

The United States Department of Housing and Redevelopment (HUD) requires that bank accounts receiving HUD funds not be intermingled with another bank account. Consequently, the HRA's attorney recommends that the HRA have separate bank accounts. Staff recommends that the HRA approve Resolution 2023-05, which authorizes bank accounts and signatories.

REQUESTED ACTION:

Approve Resolution 2023-05.

ATTACHMENTS:

1. Resolution 2023-05

HOUSING AND REDEVELOPMENT AUTHORITY OF FARIBAULT, MINNESOTA

RESOLUTION 2023-05

APPROVE DESIGNATION OF AUTHORIZED SIGNATORIES FOR ALL HOUSING AND REDEVELOPMENT AUTHORITY OF FARIBAULT, MINNESOTA ACCOUNTS

WHEREAS, Minnesota State Statute 118A allows the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") to designate authorized signatories; and

WHEREAS, the City of Faribault (the "City") agrees to act and perform the finance duties of the HRA.

WHEREAS, the listed individuals have agreed, pursuant to the Agreement attached hereto as **Exhibit A**, to follow the HRA's direction related to all financial transactions they perform on behalf of the HRA.

NOW, THEREFORE, BE IT RESOLVED, that the following individuals of the City be designated as the official signatories for the HRA:

1. Jeanne M. Schmuck, Finance Director
2. Ann M. Remold, Assistant Finance Director
3. Timothy C Murray, City Administrator

ALSO, BE IT RESOLVED, that these responsibilities are to be carried out in relation to the following accounts:

1. HRA of Faribault, Minnesota Operations
2. Faribault HRA, LLC/Faribault Housing Deposits
3. Faribault HRA, LLC/Faribault Housing Operations
4. EHC, LLC/Robinwood Manor Deposits
5. EHC, LLC/Robinwood Manor Operations

ALSO, BE IT RESOLVED, that the City will perform any necessary audits relating to any accounts controlled by the HRA.

ALSO, BE IT RESOLVED, the staff of the HRA and the HRA's attorney are hereby directed to take all other actions necessary to implement this resolution.

ADOPTED: March 29, 2023

_____
Matt Speckhals, Chair

ATTEST:

_____
Brendan Kennedy, Vice Chair/Secretary

Exhibit A

AGREEMENT

AGREEMENT TO PERFORM FINANCIAL AND ACCOUNTING SERVICES FOR THE HOUSING AND REDEVELOPMENT AUTHORITY OF FARIBAULT, MINNESOTA.

This Agreement to Perform Financial and Accounting Services for the Housing and Redevelopment Authority of Faribault, Minnesota (the "Agreement") is made by and between the Housing and Redevelopment Authority of Faribault, Minnesota, a public body corporate and politic, organized and existing under the laws of Minnesota (the "HRA"), and the City of Faribault, a Minnesota municipal corporation (the "City"), collectively referred to as the "Parties".

WHEREAS, Minnesota State Statute 118A allows the HRA to designate authorized signatories; and

WHEREAS, The City agrees to act and perform the finance duties for the HRA; and

WHEREAS, The HRA also finds it is in the best interest of the organization to designate certain individuals as signatories (the "Signatories") for all bank accounts maintained by the HRA; and

WHEREAS, the HRA intends to adopt a resolution designating the Signatories as the official signatories for the HRA's existing bank accounts.

NOW THEREFORE, the Parties mutually agree as follows:

1. The Signatories agree to follow the HRA's direction related to all financial transactions performed pursuant to this Agreement.

2. The HRA agrees to direct the Signatories to perform their duties under this Agreement as needed.

3. This Agreement shall commence upon the adoption of Resolution 2023-05 by the HRA and shall terminate only upon the adoption of a resolution terminating this Agreement by the HRA or the City.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement on _____.

HOUSING AND REDEVELOPMENT AUTHORITY OF FARIBAULT, MINNESOTA

By: _____
Matt Speckhals
Its: Chairperson

By: _____
Brendan Kennedy
Its: Vice Chair/Secretary

CITY OF FARIBAULT

By: _____
Kevin F. Voracek
Its: Mayor

By: _____
Timothy C. Murray
Its: City Administrator

Request for Action

TO:	Faribault Housing & Redevelopment Authority
FROM:	David Wanberg, Community and Economic Development Director
MEETING DATE:	March 29, 2023
SUBJECT:	Approve HRA Board Members to Serve on Elderly Housing Corporation LLC (EHC) Board

BACKGROUND:

The Elderly Housing Corporation (EHC) has a five-member Board of Directors. However, there are currently two vacancies on the board, and one member will resign as soon as a replacement is found. To have a functioning EHC Board of Directors, City Staff is asking for three members of the HRA agree to serve with Patricia Gustafson and Brendan Kennedy on the EHC Board. The EHC Board typically meets once a year.

REQUESTED ACTION:

Identify three HRA members (in addition to Brendan Kennedy) to serve on the EHC Board of Directors.

ATTACHMENTS:

Request for Action

TO:	Faribault Housing & Redevelopment Authority
FROM:	David Wanberg, Community and Economic Development Director
MEETING DATE:	March 29, 2023
SUBJECT:	Authorize the Entering into a Service Agreement for Property Management Services

BACKGROUND:

The City of Faribault Community and Economic Development staff have traditionally managed Robinwood Manor and the HRA's public housing. However, recent staff resignations have prompted a discussion of the best way to manage the properties in the short term and long term. City Staff recommends that the HRA and EHC enter into a service agreement with a property management firm to provide management services for the 51 units at Robinwood, the HRA's 49 project-based housing units, and the one HRA scattered site market-rate housing unit in Faribault. City Staff has had discussions with several property management firms and recommends that the HRA authorize Staff to finalize an agreement with a property management firm to manage said properties. Then, in the coming months, the HRA and EHC should discuss its long-term plans related to property ownership and management.

REQUESTED ACTION:

Approve Resolution 2023-4

ATTACHMENTS:

1. Resolution 2023-04

HOUSING AND REDEVELOPMENT AUTHORITY OF FARIBAULT, MINNESOTA

RESOLUTION 2023-04

APPROVING THE HIRING OF A MANAGEMENT COMPANY FOR PROPERTIES OWNED BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF FARIBAULT, MINNESOTA

WHEREAS, Minnesota State Statute 469.018, Subd. 2 allows the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") to employ real estate operators, firms, brokers, or a municipality to perform management and operation services for HRA owned properties; and

WHEREAS, The HRA currently owns and manages 50 units, 49 of which are known as Faribault Housing and 1 of which is known as Market Rate (the "Properties"); and

WHEREAS, The Elderly Housing Corporation (EHC) owns a 51 unit facility known as Robinwood Manner; and

WHEREAS, The EHC has previously agreed to transfer all interest in management of Robinwood Manor to the HRA; and

WHEREAS, The HRA intends to hire a management company to aid in the management of the Properties and Robinwood Manor.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF FARIBAULT, MINNESOTA, AS FOLLOWS:

1. The HRA directs HRA and City staff to take any appropriate action and to prepare any appropriate documents to facilitate the directives of the HRA as set forth in this Resolution.

2. The President, Executive Director, HRA and City staff, City attorney, and HRA and City consultants are hereby authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this Resolution.

ADOPTED: March 29, 2023

_____
Matt Speckhals, Chair

ATTEST:

_____
Brendan Kennedy, Secretary

Request for Action

TO:	Faribault Housing & Redevelopment Authority
FROM:	David Wanberg, Community and Economic Development Director
MEETING DATE:	March 29, 2023
SUBJECT:	Other Matters related to the Management of HRA and EHC Properties

BACKGROUND:

The HRA may discuss other items related to the ownership and management of HRA and EHC properties.

REQUESTED ACTION:

None

ATTACHMENTS: