



HOUSING & REDEVELOPMENT AUTHORITY AGENDA

PUBLIC MEETING ROOM

MONDAY, JUNE 12, 2023

6:00 PM

1. Call to Order
2. Recent Resignation of Brendan Kennedy and Election of New Officer
3. Approval of the Minutes
4. List of Claims to be Paid
5. Program Reports
 - A. Unsheltered Hotel Voucher Program Update
6. Property Reports
 - A. Robinwood Manor
 - B. Public Housing
 - C. Scattered Sites
7. Items for Discussion
 - A. Faribo Downtown Central LLC Update on Funding Request for 2023
 - B. Property Management Update
 - C. Resolution 2023-08 Repeal and Replace HRA and HCI Service Agreement Update
8. Adjournment



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: Ian Luker, Economic Development Coordinator
MEETING DATE: June 12, 2023
SUBJECT: Accept Resignation of Vice Chair/Secretary Brendan Kennedy and Elect New Vice Chair/Secretary

BACKGROUND:

With the recent resignation of Vice Chair/Secretary, Brendan Kennedy, the HRA must elect a new Vice Chair/Secretary to take his place for the remainder of his term.

Per the HRA's bylaws:

ARTICLE IV OFFICERS

Section 1. Election of Officers

The HRA Board, at its regularly scheduled monthly meeting in February of each fiscal year, shall elect to office from its membership, a Chairperson and a Vice-Chairperson / Secretary. Each officer shall hold office for one (1) year.

Board members may serve a maximum of three (3) consecutive one-year terms in any office. After completing three (3) terms in any office, the Board member must wait one (1) year before serving in that role again. All board members are eligible for the office of Chairperson and Vice-Chairperson/Secretary.

The current HRA Board includes:

- Loni Ahlers - *term expires 1/31/2026*
- Mandy Barnes - *term expires 1/31/2026*

- *Travis Kath -- term expires 1/31/2027*
- *Travis McColley - term expires 1/31/2027*
- *Matt Speckhals, Chairperson - term expires 1/31/2024*
- *OPEN SEAT - term expires 1/31/2025*
- *Sara Caron - City Council Representative - term expires 1/31/2024*

The HRA is asked to elect the 2023 Vice Chairperson for the remainder of this year's term.

REQUESTED ACTION:

Elect of New Officer as Vice Chairman.

ATTACHMENTS:



HOUSING & REDEVELOPMENT AUTHORITY MINUTES

PUBLIC MEETING ROOM

MONDAY, MAY 8, 2023

6:00 PM

Meeting Items

1. Call to Order

The regular meeting of the Housing and Redevelopment Authority was called to order at 6:00 p.m. Present were Loni Ahlers, Mandy Barnes, Sara Caron, Travis Kath, Brendan Kennedy, and Chair Matthew Speckhals. Also in attendance were David Wanberg, Ian Luker and Kari Casper.

2. Introduction of Ian Luker

David Wanberg introduced Mr. Ian Luker as our new Economic Development Coordinator and explained that he will be assisting the Community and Economic Development with the Housing and Redevelopment Authority Board as well. After Mr. Luker's gave a short presentation, the Board then introduced themselves to him as well.

3. Approval of the Minutes of 4/10/2023 and Special Meeting of 4/28/2023

Travis McColley made a motion, seconded by Loni Ahlers to approve the meeting minutes as presented. The motion passed on a 7/0 vote.

4. List of Claims for Release

A list of claims was presented for payment through Cornerstone. There were questions about why the Cornerstone bills showed up four times; two for Robinwood and two for Public Housing. Also, there were some questions about the statement of charges for Faribo Air Conditioning and Heating; staff will look into those charges.

Ahlers asked if there was an amount that staff could administratively approve so that the lower bills could be paid quicker. Staff will look into that and bring it back.

Motion by Travis McColley, seconded by Sara Caron to approve the list of claims to be paid with followup on the two in question. The motion passed on a 7/0 vote.

5. Property Reports for Robinwood, Public Housing, and Market Rents

A motion was made by Travis McColley, seconded by Brendan Kennedy to receive and file the Property Reports as presented. The motion passed on a 7/0 vote.

In further discussion, McColley asked if there was a way that the board could see what the balance on each account is for each month.

6. Items for Discussion

A. Overview of HRA Housing

Wanberg presented a PowerPoint on the history of the HRA's involvement in housing and then told the board that they will now have the opportunity to focus on special programs

and to think about what they would like to work on in the coming year.

No action was taken at that time.

B. Transition to Cornerstone Management Services

Wanberg gave a short presentation on the transition to Cornerstone.

No action was taken at that time.

7. Adjournment

Motion by Sara Caron, seconded by Travis Kath to Adjourn at 6:56 p.m.. The motion passed on a 7/0 vote.

Respectfully submitted,

By: _____
Kari Casper, Recording Secretary



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker
THROUGH: Ian Luker
MEETING DATE: June 12, 2023
SUBJECT: List of Claims to be Paid

BACKGROUND:

A copy of the list of claims is available for HRA's review for each account.

REQUESTED ACTION:

Approve list of claims to be paid for each program.

ATTACHMENTS:

1. List of Claims to Be Paid

Open Payables Report

Period: 01/2021-06/2023

As of : 06/07/2023

Vendor	Program	Date of Invoice	Description of Service	Cost
All Pro Cleaners, LLC.	Public Housing HRA	5/1/2023	6211 Contracted Labor - Maintenance	218.13
All Pro Cleaners, LLC.	Public Housing HRA	6/1/2023	6211 Contracted Labor - Maintenance	750.35
Blesener's Quality Exteriors Inc.	Public Housing HRA	5/20/2023	1701 Building Improvements	575.00
City of Faribault	Public Housing HRA	5/10/2023	6430 Water and Sewer	13.81
City of Faribault	Public Housing HRA	5/10/2023	6430 Water and Sewer	13.81
City of Faribault	Public Housing HRA	5/10/2023	6430 Water and Sewer	38.87
City of Faribault	Public Housing HRA	5/10/2023	6430 Water and Sewer	13.81
City of Faribault	Public Housing HRA	5/10/2023	6430 Water and Sewer	30.27
City of Faribault	Public Housing HRA	5/10/2023	6430 Water and Sewer	31.38
City of Faribault	Public Housing HRA	5/10/2023	6430 Water and Sewer	24.01
City of Faribault	Public Housing HRA	5/10/2023	6430 Water and Sewer	13.81
City of Faribault	Public Housing HRA	5/10/2023	6430 Water and Sewer	40.96
City of Faribault	Public Housing HRA	5/10/2023	6430 Water and Sewer	13.81
City of Faribault	Public Housing HRA	5/10/2023	6430 Water and Sewer	64.15
Cornerstone Management Services	Public Housing HRA	6/1/2023	6820 Management Fees	5,500.00
Environmental Pest Management	Public Housing HRA	5/16/2023	6227 Pest Control	594.00
FLOM Disposal Service	Public Housing HRA	5/25/2023	6450 Trash Disposal	22.31
FLOM Disposal Service	Public Housing HRA	5/25/2023	6450 Trash Disposal	165.63
HD Supply Facilities Maintenance, Ltd.	Public Housing HRA	4/25/2023	6216 Supplies - Maintenance	114.65
HD Supply Facilities Maintenance, Ltd.	Public Housing HRA	5/16/2023	6216 Supplies - Maintenance	197.88
HDS, LLC DBA Kansa Software	Public Housing HRA	5/15/2023	6853 Computer	375.00
Kennedy & Graven, Chartered	Public Housing HRA	4/30/2023	6870 Legal	4,933.45
Property Pros of Faribault, LLC	Public Housing HRA	5/1/2023	6225 Grounds/Lawn Care	1,753.32
Property Pros of Faribault, LLC	Public Housing HRA	6/1/2023	6225 Grounds/Lawn Care	3,460.00
Property Pros of Faribault, LLC	Public Housing HRA	6/1/2023	6225 Grounds/Lawn Care	594.00
Property Pros of Faribault, LLC	Public Housing HRA	6/1/2023	6225 Grounds/Lawn Care	1,276.73
Rice County HRA	Public Housing HRA	6/1/2023	6880 Miscellaneous Expenses	3,902.85
Rice County HRA	Public Housing HRA	5/4/2023	6801 Admin Payroll Fee	3,902.85
Rice County Property Taxes	Public Housing HRA	5/4/2023	2230 Accrued Property Tax	225.12
Xcel Energy	Public Housing HRA	5/8/2023	6410 Electricity	60.71
Xcel Energy	Public Housing HRA	5/8/2023	6410 Electricity	62.95

Open Payables Report

Period: 01/2021-06/2023

As of : 06/07/2023

Xcel Energy	Public Housing HRA	5/10/2023	6410 Electricity	32.52
Xcel Energy	Public Housing HRA	5/10/2023	6420 Gas	35.09
Total:				29,051.23
All Pro Cleaners, LLC.	Robinwood Manor	5/1/2023	6211 Contracted Labor - Maintenance	1,387.28
All Pro Cleaners, LLC.	Robinwood Manor	6/1/2023	6211 Contracted Labor - Maintenance	1,378.55
B & B Excavating, Inc.	Robinwood Manor	4/20/2023	6219 Purchased Services - Maintenance	185.00
BerganKDV	Robinwood Manor	5/15/2023	6355 Tax preparation	8,500.00
Cintas Corp	Robinwood Manor	5/18/2023	7246 Housekeeping Supplies	75.57
Cintas Corp	Robinwood Manor	6/1/2023	7246 Housekeeping Supplies	19.74
City of Faribault	Robinwood Manor	5/10/2023	6430 Water and Sewer	510.85
Cornerstone Management Services	Robinwood Manor	6/1/2023	6820 Management Fees	6,500.00
DeAnn Bertkey	Robinwood Manor	5/23/2023	2250 Tenant Deposits	273.14
Environmental Pest Management	Robinwood Manor	5/16/2023	6227 Pest Control	594.00
Faribault Ace Hardware & Ace Sports	Robinwood Manor	4/30/2023	6216 Supplies - Maintenance	237.96
Faribault Ace Hardware & Ace Sports	Robinwood Manor	6/1/2023	6216 Supplies - Maintenance	13.52
Faribault Interiors Inc	Robinwood Manor	5/11/2023	1701 Building Improvements	4,200.00
Flex Comm Security	Robinwood Manor	5/1/2023	6211 Contracted Labor - Maintenance	277.50
Flex Comm Security	Robinwood Manor	3/1/2023	6257 Elevator Maintenance	35.27
Flex Comm Security	Robinwood Manor	3/1/2023	6260 Fire Prevention & Maintenance	35.27
Flex Comm Security	Robinwood Manor	3/2/2023	6260 Fire Prevention & Maintenance	1,150.00
FLOM Disposal Service	Robinwood Manor	5/25/2023	6450 Trash Disposal	279.44
MEI Total Elevator Solutions	Robinwood Manor	6/1/2023	6257 Elevator Maintenance	207.82
Property Pros of Faribault, LLC	Robinwood Manor	6/1/2023	6225 Grounds/Lawn Care	730.15
Property Pros of Faribault, LLC	Robinwood Manor	6/1/2023	6225 Grounds/Lawn Care	125.63
Rice County Property Taxes	Robinwood Manor	5/4/2023	2230 Accrued Property Tax	263.54
ShofCorp LLC.	Robinwood Manor	5/8/2023	6219 Purchased Services - Maintenance	140.10
Virg's Appliance	Robinwood Manor	5/9/2023	6211 Contracted Labor - Maintenance	85.00
Virg's Appliance	Robinwood Manor	5/15/2023	6219 Purchased Services - Maintenance	200.91
Xcel Energy	Robinwood Manor	5/18/2023	6410 Electricity	2,205.97
Xcel Energy	Robinwood Manor	5/18/2023	6612 Miscellaneous Financing Exp	30.86
Total:				29,643.07



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker
THROUGH: Ian Luker
MEETING DATE: June 12, 2023
SUBJECT: Unsheltered Hotel Voucher Program Update

BACKGROUND:

In followup to the community's housing crisis, the Housing and Redevelopment Authority of Faribault earmarked \$2,000 to the Faribault Police Department to make referrals for a hotel stay for unsheltered individuals and families. To date, \$882.20 has been expended.

At a previous board meeting, the members requested information relative to how each recipient was chosen to receive this assistance. A form has been attached for your review.

REQUESTED ACTION:

Provide feedback on whether the attached forms adequately monitor the voucher program.

ATTACHMENTS:

1. Homeless Spreadsheet_Redacted
2. Unsheltered Hotel Voucher Program
3. Unsheltered Homelessness Hotel Voucher

2023 Unsheltered Homelessness Voucher Program

Dates of Stay	Name	Occcupancy	# of Nights	Cost
3/8/2023		2	4	\$ 353.00
3/24/2023		2	2	\$ 176.00
3/14/2023		1	1	\$ 88.30
3/7/2023		2	1	\$ 88.30
3/13/2023		1	1	\$ 88.30
3/26/2023		2	1	\$ 88.30
				\$ 882.20

REDACTED

HOUSING & REDEVELOPMENT AUTHORITY OF FARIBAUT, MINNESOTA UNSHELTERED HOTEL VOUCHER PROGRAM POLICY GUIDELINES

The Faribault Housing and Redevelopment Authority (HRA) has established a locally funded program to provide hotel vouchers for those who are experiencing unsheltered homelessness in City of Faribault. The goals for the program are to reduce the number of unsheltered homeless sleeping outside by providing the Faribault Police department the ability to temporarily shelter the unsheltered by putting them in a hotel with in the City of Faribault.

ALLOCATION GUIDELINES

1. The unsheltered person or family must be within the city limits of Faribault
2. An employee of the Faribault Police department must make the referral to the hotel.
3. The Faribault Police Department will use their discretion to determine if the person or family is unsheltered.

PROGRAM DESCRIPTION

Due to Minnesota's harsh winters, it can sometimes be difficult for the homeless to find warm places to sleep. The police department will be authorized to use HRA funding in the amount of **\$1000.00** to assist individuals and families to combat this problem, the HRA will contract with Hometown Inn 2509 Lyndale Ave N, Faribault, MN 55021. Every effort will be made to first place a family, or individuals, into a homeless shelter or find a temporary option to stay. When that is not possible the Faribault Police Department will use their discretion to determine when to issue a voucher and how many nights are need. The Faribault Police Department will initiate the stay by calling the Hometown Inn at 507-334-1634. A minimum of one night will be issued for each family or individual. The Faribault Police Department will determine if additional nights are needed. The Hometown Inn will send an invoice to the City of Faribault. Additionally, the Faribault Police Department will communicate the referral for shelter at the Hometown Inn to the Housing Coordinator via email for tracking. A member of the Faribault Police Department will also track the number of vouchers used and will refer to this tracking before determining future referrals.

PROGRAM FUNDING AND REFERRAL PROCESS

1. The Housing and Redevelopment Authority of Faribault will finalize an agreement with the Hometown Inn 2509 Lyndale Ave N, Faribault, MN 55021 to finalize an agreed upon nightly rate that will be invoiced within 10 business days to the Housing and Redevelopment Authority of Faribault after each referral has been made.
2. The Faribault Police Department will use their discretion to determine rather the individual or family meets the definition of unsheltered homeless and how many nights will be needed based on funding availability.
3. A maximum of \$1000 is available.

AMENDMENTS

Program and funding amendments may be made periodically. In this event, the HRA will issue revised guidelines, which will become effective the date of the amendment's approval.



UNSHELTERED HOMELESSNESS HOTEL VOUCHER

Name(s): _____

Phone: _____

Address: _____

Explanation of Crisis: _____

Length of Stay Requested: _____ Date of Stay(s): _____

I, _____, agree to accept this assistance from the Faribault Housing and Redevelopment Authority and given to me by the Faribault Police Department and use it in good faith. I agree to leave the room in the order in which I received it and will vacate the premises at check time as required.

By: _____

Signature of Recipient

Dated: _____

City Hall □ 208 NW 1st Avenue □ Faribault, Minnesota 55021-5105 □ Phone (507) 334-0100

Printed on recycled paper



- AN EQUAL OPPORTUNITY EMPLOYER -



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker
THROUGH: Ian Luker
MEETING DATE: June 12, 2023
SUBJECT: Robinwood Manor

BACKGROUND:

Robinwood Manor updates for May, 2023, are as follows:

- Occupancy is at 88% with one additional turnover.
- There are currently six vacant units. In regard to the expenses -- see attached listing for List of Claims to be Paid.
- The financial report/operating statement for the month of May is attached.

REQUESTED ACTION:

Receive and file.

ATTACHMENTS:

1. 898 Robinwood Operating Stmt - May 2023

General Ledger Expenditure Summary



User: kcasper
Printed: 6/8/2023 7:24:41 AM
Period 01 - 13
Fiscal Year 2023

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% ExpendCollect
898	Robinwood Manor					
898-00000-000-10100	Cash	0.00	0.00	55,949.70	736,084.98	0.00
898-00000-000-10125	Cash in Escrow - Sec Dep	0.00	0.00	220.58	14,656.85	0.00
898-00000-000-10130	Cash Held by Trustee	0.00	0.00	0.00	0.00	0.00
898-00000-000-10410	Investments - Fair Value	0.00	0.00	42,622.20	0.00	0.00
	Adj					
898-00000-000-10450	Interest Receivable	0.00	0.00	-2,237.58	0.00	0.00
898-00000-000-11500	Accounts Receivable	0.00	0.00	0.00	6,030.45	0.00
898-00000-000-11520	Accounts	0.00	0.00	0.00	-5,826.52	0.00
	Receivable-Collection					
898-00000-000-13200	Due From Other	0.00	0.00	0.00	0.00	0.00
	Governments					
898-00000-000-13600	Rent Receivable	0.00	0.00	0.00	5,513.52	0.00
898-00000-000-13610	Uncollectible Rents	0.00	0.00	0.00	-5,282.52	0.00
898-00000-000-15500	Prepaid Items	0.00	0.00	0.00	0.00	0.00
	Current Assets	0.00	0.00	96,554.90	751,176.76	0.00
898-00000-000-16100	Land	0.00	0.00	0.00	62,426.00	0.00
898-00000-000-16200	Building & Improvements	0.00	0.00	0.00	1,888,852.44	0.00
898-00000-000-16210	Accum Depreciation -	0.00	0.00	0.00	-1,590,559.92	0.00
	Buildings					
898-00000-000-16300	Improvements Other Than	0.00	0.00	0.00	226,297.00	0.00
	Bldgs					
898-00000-000-16310	Accum Depreciation - Other	0.00	0.00	0.00	-22,060.73	0.00
	Imp					
898-00000-000-16400	Machinery & Equipment	0.00	0.00	0.00	79,754.39	0.00
898-00000-000-16410	Accum Depreciation - Mach	0.00	0.00	0.00	-75,958.03	0.00
	& Eq					
898-00000-000-16500	Construction In Progress	0.00	0.00	0.00	0.00	0.00
	Capital Assets	0.00	0.00	0.00	568,751.15	0.00
898-00000-000-25300	Unreserved Fund Balance	0.00	0.00	0.00	-1,169,043.05	0.00
	Fund Balance	0.00	0.00	0.00	-1,169,043.05	0.00
898-00000-000-20110	Unclaimed Property	0.00	0.00	-699.12	-699.12	0.00
898-00000-000-20200	Accounts Payable	0.00	0.00	24,589.13	699.12	0.00
898-00000-000-20210	Payment in Lieu Taxes	0.00	0.00	0.00	-13,177.02	0.00
	Payab					
898-00000-000-20600	Contracts Payable	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% ExpendCollect
898-00000-000-20610	Contracts Payable-Retained \$	0.00	0.00	0.00	0.00	0.00
898-00000-000-20800	Due to Other Governments	0.00	0.00	0.00	0.00	0.00
898-00000-000-20815	Use Tax Payable	0.00	0.00	0.00	0.00	0.00
898-00000-000-22000	Deposits	0.00	0.00	-196.16	-14,434.09	0.00
898-00000-000-22200	Deferred Revenues	0.00	0.00	3,025.00	0.00	0.00
898-00000-000-22530	Mortgage Payable - Current	0.00	0.00	0.00	0.00	0.00
	Current Liability	0.00	0.00	26,718.85	-27,611.11	0.00
898-00000-000-22400	Unamortized Mortgage	0.00	0.00	0.00	0.00	0.00
	Financing					
898-00000-000-23130	Mortgage Payable - Noncurrent	0.00	0.00	0.00	0.00	0.00
	Noncurrent Liability	0.00	0.00	0.00	0.00	0.00
898-00000-000-33160	Federal Grants	-239,842.00	-239,842.00	-115,264.00	-115,264.00	48.06
	Intergovernmental Revenue	-239,842.00	-239,842.00	-115,264.00	-115,264.00	48.06
898-00000-000-36200	Other Miscellaneous Revenue	-6,000.00	-6,000.00	-1,743.75	-1,743.75	29.06
898-00000-000-36210	Interest on Investments	-7,000.00	-7,000.00	-2,392.56	-2,392.56	34.18
898-00000-000-36211	Interest Market Value	0.00	0.00	-42,622.20	-42,622.20	0.00
898-00000-000-36220	Rents	-239,842.00	-239,842.00	-58,298.00	-58,298.00	24.31
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	-191.00	-191.00	19.10
898-00000-000-36280	Project Reimbursement	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	-253,842.00	-253,842.00	-105,247.51	-105,247.51	41.46
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	-97,237.76	-97,237.76	0.197
Revenue Total		-493,684.00	-493,684.00	-220,511.51	-220,511.51	-0.4467
Expense Total		0.00	0.00	0.00	0.00	0
00000		-493,684.00	-493,684.00	-97,237.76	-97,237.76	19.70
898-46310-000-42110	General Supplies	23,000.00	23,000.00	4,670.62	4,670.62	20.31
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	4,831.68	4,831.68	21.01
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	3,505.65	3,505.65	350.57
898-46310-000-43070	Management Services	45,250.00	45,250.00	14,426.48	14,426.48	31.88
898-46310-000-43090	Expert & Professional Services	20,500.00	20,500.00	645.28	645.28	3.15
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	1,239.28	1,239.28	137.70
898-46310-000-43430	Advertising - Other	500.00	500.00	0.00	0.00	0.00
898-46310-000-43610	Insurance & Bonds	10,086.00	10,086.00	10,438.00	10,438.00	103.49

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% ExpendCollect
898-46310-000-43810	Electric Utilities	26,000.00	26,000.00	5,630.29	5,630.29	21.65
898-46310-000-43820	Water Utilities	2,200.00	2,200.00	583.34	583.34	26.52
898-46310-000-43830	Gas Utilities	15,000.00	15,000.00	4,225.03	4,225.03	28.17
898-46310-000-43840	Refuse Disposal	3,500.00	3,500.00	1,138.32	1,138.32	32.52
898-46310-000-43850	Sewer Utilities	3,100.00	3,100.00	943.00	943.00	30.42
898-46310-000-43860	Storm Water Utilities	750.00	750.00	268.98	268.98	35.86
898-46310-000-44010	Building Maintenance	95,000.00	95,000.00	37,132.06	37,132.06	39.09
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	12,045.88	12,045.88	7.62
898-46310-000-44060	Laundry Services	900.00	900.00	101.26	101.26	11.25
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	51.06	51.06	17.02
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	32.17	32.17	16.09
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	92,406.08	92,406.08	22.14
898-46310-000-46020	Other Long Term	0.00	0.00	0.00	0.00	0.00
	Obligation Pri					
898-46310-000-46120	Other Long Term	0.00	0.00	0.00	0.00	0.00
	Obligation Int					
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	97,237.76	97,237.76	0.2208
Revenue Total		0.00	0.00	0.00	0.00	0
Expense Total		440,446.00	440,446.00	97,237.76	97,237.76	0.2208
46310	Urban Redevelopment & Housing	440,446.00	440,446.00	97,237.76	97,237.76	22.08
898	Robinwood Manor	-53,238.00	-53,238.00	0.00	0.00	0.00

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% Expend/Collect
Grand Total		-53,238.00	-53,238.00	0.00	0.00	0
Revenue Total		-493,684.00	-493,684.00	-220,511.51	-220,511.51	-0.4467
Expense Total		440,446.00	440,446.00	97,237.76	97,237.76	0.2208



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker
THROUGH: Ian Luker
MEETING DATE: June 12, 2023
SUBJECT: Public Housing

BACKGROUND:

The purpose of this memorandum is to provide the HRA with an update on activity for Public Housing (Project Based Voucher Program) for the month of May, 2023:

Occupancy is at 92% with one additional turnover. There are currently four vacant units. In regard to the expenses -- see attached listing for List of Claims to be Paid.

The financial report/operating statement for the month of May is attached.

REQUESTED ACTION:

Receive and file.

ATTACHMENTS:

1. 241 PBV Operating Stmt -- May, 2023

General Ledger Expenditure Summary



User: kcasper
Printed: 6/8/2023 7:25:11 AM
Period 01 - 13
Fiscal Year 2023

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% ExpendCollect
241	Public Housing					
241-00000-000-10100	Cash	0.00	0.00	118,316.32	246,491.28	0.00
241-00000-000-10125	Cash in Escrow - Sec Dep	0.00	0.00	340.35	22,616.33	0.00
241-00000-000-10410	Investments - Fair Value Adj	0.00	0.00	9,248.93	0.00	0.00
241-00000-000-10450	Interest Receivable	0.00	0.00	-429.66	0.00	0.00
241-00000-000-11500	Accounts Receivable	0.00	0.00	0.00	8,044.38	0.00
241-00000-000-11520	Accounts Receivable-Collection	0.00	0.00	0.00	-4,886.12	0.00
241-00000-000-13200	Due From Other Governments	0.00	0.00	0.00	0.00	0.00
241-00000-000-13600	Rent Receivable	0.00	0.00	0.00	15,056.20	0.00
241-00000-000-13610	Uncollectible Rents	0.00	0.00	0.00	-9,398.20	0.00
241-00000-000-15500	Prepaid Items	0.00	0.00	0.00	0.00	0.00
	Current Assets	0.00	0.00	127,475.94	277,923.87	0.00
241-00000-000-25300	Unreserved Fund Balance	0.00	0.00	0.00	-98,719.77	0.00
	Fund Balance	0.00	0.00	0.00	-98,719.77	0.00
241-00000-000-20110	Unclaimed Property	0.00	0.00	0.00	-159.00	0.00
241-00000-000-20200	Accounts Payable	0.00	0.00	12,230.26	0.00	0.00
241-00000-000-20210	Payment in Lieu Taxes Payab	0.00	0.00	0.00	-11,255.79	0.00
241-00000-000-20700	Due to Other Funds	0.00	0.00	-250,000.00	-250,000.00	0.00
241-00000-000-20800	Due to Other Governments	0.00	0.00	0.00	0.00	0.00
241-00000-000-22000	Deposits	0.00	0.00	-456.11	-22,252.93	0.00
241-00000-000-22200	Deferred Revenues	0.00	0.00	6,286.29	0.00	0.00
	Current Liability	0.00	0.00	-231,939.56	-283,667.72	0.00
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	-2,382.16	-2,382.16	39.70
241-00000-461-36210	Interest on Investments	-2,300.00	-2,300.00	-414.74	-414.74	18.03
241-00000-461-36211	Interest Market Value	0.00	0.00	-9,248.93	-9,248.93	0.00
241-00000-461-36220	Rents	-631,000.00	-631,000.00	-100,393.98	-100,393.98	15.91
241-00000-461-36240	Refunds & Reimbursements	0.00	0.00	10.00	10.00	0.00
	Miscellaneous Revenue	-639,300.00	-639,300.00	-112,429.81	-112,429.81	17.59
Grand Total		-639,300.00	-639,300.00	-216,893.43	-216,893.43	0.3393

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% ExpendCollect
Revenue Total		-639,300.00	-639,300.00	-112,429.81	-112,429.81	-0.1759
Expense Total		0.00	0.00	0.00	0.00	0
00000		-639,300.00	-639,300.00	-216,893.43	-216,893.43	33.93
241-46330-461-42110	General Supplies	23,000.00	23,000.00	4,261.93	4,261.93	18.53
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	4,261.93	4,261.93	18.53
241-46330-461-43010	Auditing & Accounting	1,500.00	1,500.00	0.00	0.00	0.00
	Services					
241-46330-461-43040	Legal Fees - Civil Process	6,500.00	6,500.00	57,630.54	57,630.54	886.62
241-46330-461-43070	Management Services	17,550.00	17,550.00	26,828.00	26,828.00	152.87
241-46330-461-43090	Expert & Professional	116,000.00	116,000.00	24,517.85	24,517.85	21.14
	Services					
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	27,702.00	27,702.00	120.73
241-46330-461-43810	Electric Utilities	1,100.00	1,100.00	656.15	656.15	59.65
241-46330-461-43820	Water Utilities	1,000.00	1,000.00	443.85	443.85	44.39
241-46330-461-43830	Gas Utilities	750.00	750.00	505.88	505.88	67.45
241-46330-461-43840	Refuse Disposal	3,000.00	3,000.00	735.20	735.20	24.51
241-46330-461-43850	Sewer Utilities	500.00	500.00	85.00	85.00	17.00
241-46330-461-43860	Storm Water Utilities	700.00	700.00	338.33	338.33	48.33
241-46330-461-44010	Building Maintenance	107,317.00	107,317.00	35,792.19	35,792.19	33.35
241-46330-461-44050	Extraordinary Maintenance	240,000.00	240,000.00	32,591.39	32,591.39	13.58
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	313.01	313.01	39.13
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	2,921.00	2,921.00	0.00
241-46330-461-44390	Taxes & Licenses	10,000.00	10,000.00	1,520.00	1,520.00	15.20
241-46330-461-44700	Interest	300.00	300.00	51.11	51.11	17.04
	Other Services & Charges	529,962.00	529,962.00	212,631.50	212,631.50	40.12
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	216,893.43	216,893.43	0.3922
Revenue Total		0.00	0.00	0.00	0.00	0
Expense Total		552,962.00	552,962.00	216,893.43	216,893.43	0.3922
46330	Public Housing Projects	552,962.00	552,962.00	216,893.43	216,893.43	39.22
241	Public Housing	-86,338.00	-86,338.00	0.00	0.00	0.00

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% Expend/Collect
Grand Total		-86,338.00	-86,338.00	0.00	0.00	0
Revenue Total		-639,300.00	-639,300.00	-112,429.81	-112,429.81	-0.1759
Expense Total		552,962.00	552,962.00	216,893.43	216,893.43	0.3922



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker
THROUGH: Ian Luker
MEETING DATE: June 12, 2023
SUBJECT: Scattered Sites

BACKGROUND:

The purpose of this memorandum is to provide the HRA with an update on activity for Market Rate for the month of May, 2023:

Occupancy is at 100%. In regard to the expenses -- see attached listing for List of Claims to be Paid.

The financial report/operating statement for the month of May is attached.

REQUESTED ACTION:

Receive and file.

ATTACHMENTS:

1. 211 Market Rate Operating Stmt - 5, 2023

General Ledger Expenditure Summary



User: kcasper
Printed: 6/8/2023 7:26:05 AM
Period 01 - 13
Fiscal Year 2023

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% ExpendCollect
211	City Rental Property Mgmt					
211-00000-000-10100	Cash	0.00	0.00	6,114.17	98,520.34	0.00
211-00000-000-10410	Investments - Fair Value Adj	0.00	0.00	1,388.26	-4,895.83	0.00
211-00000-000-10450	Interest Receivable	0.00	0.00	0.00	302.19	0.00
211-00000-000-11500	Accounts Receivable	0.00	0.00	0.00	0.00	0.00
211-00000-000-11520	Accounts Receivable-Collection	0.00	0.00	0.00	0.00	0.00
211-00000-000-13200	Due From Other Governments	0.00	0.00	0.00	0.00	0.00
211-00000-000-13600	Rent Receivable	0.00	0.00	0.00	5,292.50	0.00
211-00000-000-13610	Uncollectible Rents	0.00	0.00	0.00	-5,292.50	0.00
	Current Assets	0.00	0.00	7,502.43	93,926.70	0.00
211-00000-000-25300	Unreserved Fund Balance	0.00	0.00	0.00	-85,112.18	0.00
	Fund Balance	0.00	0.00	0.00	-85,112.18	0.00
211-00000-000-20200	Accounts Payable	0.00	0.00	219.44	0.00	0.00
211-00000-000-20800	Due To Other Governments	0.00	0.00	0.00	0.00	0.00
211-00000-000-22000	Deposits	0.00	0.00	-1.92	-903.57	0.00
211-00000-000-22200	Deferred Revenues	0.00	0.00	0.00	-191.00	0.00
	Current Liability	0.00	0.00	217.52	-1,094.57	0.00
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	-722.88	-722.88	66.32
211-00000-460-36211	Interest Market Value	0.00	0.00	-1,388.26	-1,388.26	0.00
211-00000-460-36220	Rents	-13,300.00	-13,300.00	-9,366.00	-9,366.00	70.42
211-00000-460-36240	Refunds & Reimbursements	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	-14,390.00	-14,390.00	-11,477.14	-11,477.14	79.76
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	-3,757.19	-3,757.19	0.2611
Revenue Total		-14,390.00	-14,390.00	-11,477.14	-11,477.14	-0.7976
Expense Total		0.00	0.00	0.00	0.00	0
00000		-14,390.00	-14,390.00	-3,757.19	-3,757.19	26.11
211-46310-460-42110	General Supplies	500.00	500.00	0.00	0.00	0.00

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% ExpendCollect
	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	380.00	380.00	33.33
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	113.61	113.61	37.87
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	146.94	146.94	36.74
211-46310-460-43860	Storm Water Utilities	100.00	100.00	29.92	29.92	29.92
211-46310-460-44010	Building Maintenance	3,000.00	3,000.00	580.00	580.00	19.33
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	2,140.00	2,140.00	107.00
211-46310-460-44700	Interest	50.00	50.00	1.92	1.92	3.84
	Other Services & Charges	7,763.00	7,763.00	3,757.19	3,757.19	48.40
Grand Total		8,263.00	8,263.00	3,757.19	3,757.19	0.4547
Revenue Total		0.00	0.00	0.00	0.00	0
Expense Total		8,263.00	8,263.00	3,757.19	3,757.19	0.4547
46310	Urban Redevelopment & Housing	8,263.00	8,263.00	3,757.19	3,757.19	45.47
211	City Rental Property Mgmt	-6,127.00	-6,127.00	0.00	0.00	0.00

Account Number	Description	Original Budget	Amended Budget	Month to Date	YTD	% Expend/Collect
Grand Total		-6,127.00	-6,127.00	0.00	0.00	0
Revenue Total		-14,390.00	-14,390.00	-11,477.14	-11,477.14	-0.7976
Expense Total		8,263.00	8,263.00	3,757.19	3,757.19	0.4547



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: Ian Luker, Economic Development Coordinator
MEETING DATE: June 12, 2023
SUBJECT: Faribo Downtown Central LLC Update on Funding Request for 2023

BACKGROUND:

Nort Johnson will update the HRA on the status of the first half of funds awarded to Faribo Downtown Central, LLC, as well as plans for requesting the second half of the funds for 2023; and the updates will include the most accurate and current information for review.

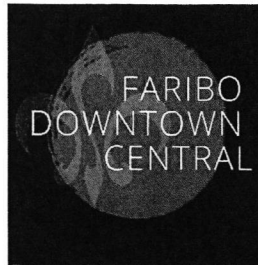
REQUESTED ACTION:

Discuss the HRA's observations regarding the expenditure of funds to date, and its expectations for Faribo Downtown Central, LLC's use of the second half of funds.

ATTACHMENTS:

1. 7A Attachment by Nort Johnson 6-12-2023 HRA Mtg

**Memorandum from
the desk of
Nort Johnson**



Memo: Faribault HRA, Faribault EDA
To; FDC Forgivable Loan updates

6/12/2023

Greetings HRA and EDA,

Forgivable Loan update for Draw 1 (see attachment).

- | | |
|---|-----------|
| • Eligible expenses incurred (paid and pending payment) | \$510,727 |
| • Eligible expenses in progress | \$176,225 |

Roofs repaired/replaced on 13 structures with 3 more in progress. Furnace replaced in two apartments. Preservation work started on two tin ceilings. Over 60 yards (about 9 dump-trucks full) of debris removed. 2 insect infestations treated. New sub-flooring in two commercial units. Misc. mechanical updates. One new bathroom installed.

Two rooftop patios are being accommodated in Eastmans as well as 219 Central.

The United Way is opening a bookstore in 227 Central (Dandeleit's). We've been working together to preserve much of that main floor character and are adding a main floor accessible bathroom.

225 Central is sold and we are requesting the subordination of \$49,250 to the new owner from our forgivable loan dollars for the roof.

Eastman's is requiring a significant repair on the south wall (roof surface #4). We're pursuing the separation of the parcel into 3 or 4 IDs for electric service purposes as well as future agility for ownership opportunities. This property will stay in this or the next fund with the Industrial Corp and partners as the viability for investment will require a long term hold.

We currently have 2 apartments and 7 commercial spaces rented. 1 building carries an option to purchase by the main tenant. We also have a pending trade to discuss, and 2 potential buyers.

The feedback on the project has been quite positive! We've been approached by a number of potential lessees, and have an application process in place. We are committed to only leasing space once they are prepared with appropriate plumbing/electrical/HVAC.

The same process will be in place for apartments.

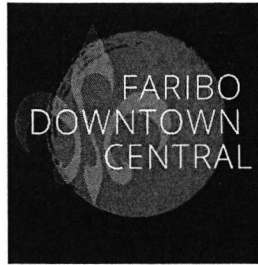
Steady ahead - Thanks so much,

Nort Johnson

Cc; file

	A	B	C	D	E	F	G	H	I	J	K	L
1	Income Statement - Property Comparison											
2	Exported On: 2023-06-12 10:00:11 -0500											
3												
4	G & H Properties											
5	Properties: FDC 114 / 116 - 116 Central Ave Faribault, MN 55021, FDC 219 - 219 Central Ave Faribault, MN 55021, FDC 223 - 223 Central Ave Faribault, MN 55021, FDC 225 Sold 01/06/23 - 225 Central Ave											
6	Owned By: Faribo Downtown Central, LLC											
7	Date Range: Jan 2022 to May 2023											
8	Accounting Basis: Cash											
9	GL Account Map: Faribo Downtown											
10	Level of Detail: Detail View											
11	Include Zero Balance GL Accounts: No											
12												
13	Account Name	FDC 114 / 116	FDC 219	FDC 223	FDC 225 Sold 01/06/23	FDC 227	FDC 229	FDC 301 / 303 / 305	FDC 311	FDC 313	FDC 329	Total
14	Operating Income & Expense											
15	Income											
18	Grants	0.00	56,246.00	5,100.00	0.00	47,850.00	63,650.00	167,080.00	61,650.00	51,024.00	47,400.00	500,000.00
21	Expense											
30	Building Repairs / Maintenance	0.00	22,627.02	0.00	3,734.11	3,047.48	1,083.79	28,843.57	1,296.86	3,201.42	0.00	63,834.25
31	Appliances / Equipment	0.00	0.00	0.00	711.90	0.00	0.00	0.00	0.00	0.00	0.00	711.90
32	Building Supplies	0.00	0.00	0.00	220.06	0.00	159.00	420.99	106.69	0.00	0.00	906.74
37	Trash Removal	0.00	0.00	1,864.84	0.00	0.00	844.34	1,007.27	0.00	0.00	0.00	3,716.45
63	Cap Expenses (Roofs only) DONE			5100	49250	47850	63650	198875	46150	51025	47400	509300
64	Support for Roofs				1427.35	0		0				1427.35
65	Cap Expenses (Roofs only) In Progress		73925					102300				176225
66	Total Grant Expenses	0	96,552.02	6964.84	55343.42	50897.48	65737.13	331,446.83	47553.55	54226.42	47400	659569.67
67												
68							Eastmans 8	DONE				
69							1	61800				
70							2	39600				
71							3	10850				
72							5	6650				
73							6	14250				
74							8	65725				
75												
76							Eastmans 8	Pending				
77							4	51700				
78							7	50600				

**Memorandum from
the desk of
Nort Johnson**



Memo: Faribault HRA, Faribault EDA

To; FDC Forgivable Loan Phase II Requests, Misc. updates

6/12/2023

Greetings HRA and EDA,

Forgivable Loan update for Draw 2. See attachment.

Qualifying expenses will include roofs, rooftop patios, supporting roof expenses, exterior glass and doors plus electrical upgrades.

Other topics for discussion;

- 10/12/14/16 3rd Street spaces
- Alley overhead wires in 200 and 300 blocks
- "Critical need" acquisition

Steady ahead - Thanks so much,

Nort Johnson

Cc; file

	A	B	C	D	E	F	G	H	I	J	K	L
13	Account Name	FDC 114 / 116	FDC 219	FDC 223	FDC 225 Sold 01/06/23	FDC 227	FDC 229	FDC 301 / 303 / 305	FDC 311	FDC 313	FDC 329	Total
69	Phase 2 Requested Funding		42000	25000	49250	25000	25000	258750	25000	25000	25000	500000
70												
71	Qualified expenses will include roofs and											
72	rooftop patios, supporting roof expenses,											
73	exterior glass and doors, electrical upgrades.											
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Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH: David Wanberg, Community and Economic Development Director
MEETING DATE: June 12, 2023
SUBJECT: Property Management Update

BACKGROUND:

Cornerstone Property Management continues to transition into its role of managing HRA properties. Cornerstone and Community and Economic Development staff are working hard to resolve HUD permissions, filling vacant units, and other issues.

Dan Peterson, Maintenance Technician, submitted his resignation effective Friday, June 23. Dan has done an outstanding job maintaining the HRA's properties. We will miss Dan, his institutional knowledge of HRA properties, and his relationship with the residents. We wish Dan the best in his new job with Northfield Hospital.

Cornerstone has stated that it is prepared to maintain all HRA properties. The HRA will continue to use Property Pros as a backup. Cornerstone and Community and Economic Development staff will meet the week of June 12 to draft and execute a maintenance agreement. The HRA can authorize the chair and vice chair to execute an amended agreement related to maintenance services. If the HRA is uncomfortable authorizing the execution of an amendment before reviewing it, the HRA may wish to hold a special meeting the week of June 19 to ensure that the HRA has a viable plan to maintain its properties.

Given the many changes over the last several years, it is an opportune time to explore ownership and management options for HRA properties. For example, now that Robinwood is paid for, what role should the Elderly Housing Corporation play? Would a nonprofit organization like Community Action Center or Three Rivers be better suited to own and

provide services to residents? Should the HRA hold on to or sell its “new” maintenance van? The HRA has a unique opportunity to explore its role in addressing Faribault’s housing needs. Staff recommends that the HRA schedule time over the next several months to develop short and long-term plans for the HRA’s properties.

REQUESTED ACTION:

Direct Community and Economic Development staff to schedule future HRA meetings with HUD and nonprofit representatives to explore ownership and management options for HRA properties.

Direct Community and Economic Development staff to amend the agreement with Cornerstone to cover maintenance of all HRA properties. Authorize the HRA chair and vice chair to execute the amended agreement.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: Ian Luker, Economic Development Coordinator
MEETING DATE: June 12, 2023
SUBJECT: Resolution 2023-08 Repeal and Replace HRA and HCI Service Agreement Update

BACKGROUND:

At the December HRA meeting, the HRA agreed to provide funding in the amount of \$55,000 each year for two years to Healthy Community Initiative (HCI) to help support a newly created Mobile Home Coordinator position. The successfully executed service agreement outlines the expectations and obligations of HCI, in return for \$55,000 from the HRA each year for two years. The current agreement states in Paragraph #3 –

3. Compensation. In consideration of 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.

The current agreement is still in place, but no funds have been spent, due to the following:

- The hiring process took longer than anticipated.

- Work completed in Faribault manufactured home neighborhoods, since 2022, was accomplished with the support of other grants;

The HRA and HCI should repeal and replace the agreement to reflect the new dates and reconfirm the HRA's Mobile Home Coordinator funding. Refer to Resolution 2023-08

REQUESTED ACTION:

Approve Resolution 2023-08.

ATTACHMENTS:

1. HCI Work done to date
2. Resolution 2023-08 HCI Amended Agreement - 06.13.2023 - Amended
3. Amended HCI Service Agreement #843647 - 06.13.2023 AMENDED

Since launching in May 2022:

- Home assessments completed (**22+** other homes received immediate repairs)
 - Faribault Community (20): Cannon River-15; Chester Court-2; Other-3
 - 2 homes in Faribault got their entire water pipeline re-done
 - 1 home had new belly insulation added to exposed area (>33%)
 - *8 homes with children could be replaced due to irreparable conditions*
 - *1 home with vulnerable adults living in it could be replaced due to the irreparable conditions*
- Rice County YouthBuild: 6 wooden boxes to cover water pipes were made; drywall project completed in Faribault mobile home
- Heat tape corrections/additions
 - Cannon River-10 ; Chester Court-5
- Blue Board insulation
 - At least 3 homes will be getting blue board installed this week with the help of new hires and Hosanna volunteers.

**HOUSING AND REDEVELOPMENT AUTHORITY OF FARIBAULT,
MINNESOTA**

RESOLUTION #2023-08

REPEAL AND REPLACE AGREEMENT WITH HCI MOBILE HOME COORDINATOR

WHEREAS, on December 19, 2022, Health Community Initiative's ("HCI") Interim Executive Director, Sandy Malecha (the "Interim Executive Director") entered into Service Agreement #843647 (the "Agreement"), with the City of Faribault Housing & Redevelopment Authority of Faribault (the "HRA"), to help support the creation and implementation of the Mobile Home Rehabilitation Coordinator (the "MHRC") position, an independent contractor, in an ongoing effort to improve and stabilize existing housing in the City of Faribault (The "Program"); and

WHEREAS, the HCI provides mobile home rehabilitation services through the recently acquired Mobile Home Rehabilitation Coordinator position; and

WHEREAS, the HRA agreed to provide funding in the amount of \$55,000, for services provided, from January 1, 2023 to December 31, 2023; and

WHEREAS, the HRA agreed to provide funding in the amount of \$55,000, for services provided, from January 1, 2024 to December 31, 2024; and

WHEREAS, on May 15, 2023, Interim Executive Director requested an amended Agreement to City of Faribault Community & Economic Development Director, (the "Director") David Wanberg to coincide with the start date of the MHRC, since hiring the position took an extended time; and

WHEREAS, the start date of the MHRC is June 15, 2023

WHEREAS, HCI has been using grant money from Rice County and the City of Northfield, for expenditures up to this point in 2023; and

WHEREAS, HCI has not received funding from the Agreement, year-to-date; and

WHEREAS, HCI needs to initiate agreement in June 2023; and

WHEREAS, the HRA believes 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:

ADOPTED: June 12, 2023

Matt Speckhals, Chair

ATTEST:

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

SERVICE AGREEMENT

This Service Agreement (the “Agreement”) is made this ____ day of June, 2023, 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 June 15, 2025. 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 June 15, 2023 to June 14, 2024, the HRA agrees to remit \$55,000.00 to HCI on or before June 30, 2023.
 - b. For services provided from June 15, 2024 to June 14, 2025, the HRA agrees to remit \$55,000.00 to HCI on or before June 30, 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: David Wanberg

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: _____
Its: Vice Chairperson/Secretary

**NORTHFIELD HEALTHY
COMMUNITY INITIATIVE**

By: _____
Sandy Malecha
Its: Interim Executive Director