



HOUSING & REDEVELOPMENT AUTHORITY AGENDA

PUBLIC MEETING ROOM

MONDAY, JULY 10, 2023

6:00 PM

1. Call to Order
2. Approval of the Minutes
3. List of Claims for Release, June 2023
4. Program Reports
 - A. Status of Unsheltered Hotel Voucher Program Earmarks
5. Property Reports
 - A. Robinwood Manor
 - B. Public Housing
 - C. City Rental Unit (Scattered Sites)
6. Items for Discussion.
 - A. Update on Unsheltered Work: Police Chief John Sherwin and Representatives from Salvation Army and Community Action Center
 - B. Housing Presentation from Scott Wopata of Community Action Center
 - C. Update on Mobile Home Rehabilitation Coordinator Scope of Work in Faribault
 - D. Update on Faribo Downtown Central, LLC
 - E. Topics for the August 2023 Meeting
7. Adjournment



HOUSING & REDEVELOPMENT AUTHORITY MINUTES

PUBLIC MEETING ROOM

MONDAY, JUNE 12, 2023

6:00 PM

Meeting Items

1. Call to Order

The regular meeting of the Housing and Redevelopment Authority was called to order by Chair Speckhals at 6:00 pm. Commissioners: Loni Ahlers, Mandy Barnes, Sara Caron, Travis Kath, Travis McColley and Chair Matt Speckhals were in attendance. Also in attendance, Ian Luker, David Wanberg and Kari Casper.

2. Accept Resignation of Vice Chair/Secretary Brendan Kennedy and Elect New Vice Chair/Secretary

Brendan Kennedy has resigned the Loni Ahlers stepped up to the plate and said that she'd do it again.

Motion by Travis McColley, seconded by Travis Kath to Approve. Motion Passed.

3. Approval of the Minutes

Motion by Travis McColley, seconded by Travis Kath to Amend to include Travis McColley's name in the initial roll call of the meeting minutes. Motion passed on a 6/0 vote.

A second motion was made then to approve the minutes as amended by Travis McColley, seconded by Loni Ahlers. Motion passed on a 6/0 vote.

4. List of Claims to be Paid

Loni Ahlers had a question about the description of RCHRA's monthly charges for May and April. Kari Casper confirmed that they are for the same administrative fees and she asked that they be corrected and consistent.

A motion by Travis McColley, seconded by Sara Caron to request that any charges over \$1,000 be more descriptive and asked staff to have the information available to them at the meeting to respond to any questions regarding those charges. The motion passed on a 6/0 vote.

Motion by Travis McColley, seconded by Loni Ahlers to Approve the list of claims to be paid. The motion passed on a 6/0 vote.

5. Program Reports

A. Unsheltered Hotel Voucher Program Update

Travis McColley voiced concern about the program, followed by Chair Speckhals in that does buying a person a hotel room for the evening fit within the purview of the HRA? Kari Casper stated that there have been no additional requests since winter and the program did help those homeless persons stay out of the cold for a short time. After some discussion, the board stated that they would like to be able to ask questions of the Chief on the program and how they chose who receives the assistance and when.

A motion was made by Travis Kath and seconded by Travis McColley to table further discussion of this program until Chief Sherwin can provide the HRA with additional insight. The motion passed on a 6/0 vote.

6. Property Reports

A. Robinwood Manor

Motion by Travis McColley, seconded by Sara Caron to Receive and File the report. The motion passed on a 6/0 vote.

B. Public Housing

Motion by Travis McColley, seconded by Travis Kath to receive and file the monthly statement. The motion passed on a 6/0 vote.

C. Scattered Sites

Motion by Loni Ahlers, seconded by Sara Caron to receive and file the monthly statement. The motion passed on a 6/0 vote.

7. Items for Discussion

A. Faribo Downtown Central LLC Update on Funding Request for 2023

Nort Johnson was in attendance on behalf of the FDC and IDC investment groups to give an update to the board regarding the Forgivable Loan Updates and present the request for the 2nd draw of the additional and final \$250,000 as previously pledged by the HRA.

Johnson gave the breakdown of how the first draw of the \$250,000 was spent along with the funds from the EDA for the 13 various buildings. Johnson presented a memo in addition to the packet that will be added to the minutes. After some discussion on the proposal for the request for the monies on the 2nd draw down, Johnson presented that since the "Eastman" building has eight roofs and three addresses and needs a lot of work per the breakdown of proposed spending; perhaps they could keep costs down and have less agreements to sign and they just assigned on fund to those addresses/building. After further discussion, the board questioned if the possibility of allowing the investment of a "boutique hotel" to take the place of rental housing as originally presented would fit the purview of the HRA and the contracts previously agreed upon. Travis McColley reminded Johnson that in the initial ask they presented there would be approximal 27 rental units added to the mix of commercial retail. McColley also wanted to know when they might see some of the tenants housing in these units. Johnson stated that it would be some time yet but about a year. Caron asked if the Chamber was investing any funds into this project and Jonson said no but that his time is part of the consideration. A motion was made by Travis Kath, seconded by Sara Caron to have Johnson bring the 2nd draw agreements to the next meeting and that it be a joint meeting with the EDA for further discussion on the 2nd drawn down. The motion passed on a 6/0 vote.

B. Property Management Update

Wanberg started out by announcing the resignation of Dan Peterson which falls with heavy heart since he is such a great asset to these programs regarding the buildings and the maintenance of them. There was some discussion about the recent purchase of the van; Wanberg stated that he's reached out already to other departments to offer a sale to those and will keep the board posted. Wanberg stated that there would need to be an amendment to the agreement with Cornerstone regarding Dan's departure. A motion was made by Travis McColley, seconded by Mandy Barnes to allow staff to enter into the amended agreement with Cornerstone. Loni Ahlers left at 7:25 p.m. The motion passed on a 5/0 vote.

C. Resolution 2023-08 Repeal and Replace HRA and HCI Service Agreement Update

Ian Luker began his presentation by stating that HCI was unable to hire someone to fill the

position until recently and that since it is already June, 2023 and half a year has passed, HCI has requested an amendment to the monies slated for this year's commitment. HCI is requesting that the funds allocated start in June, 2023 and go to June, 2024 for the first year's commitment of \$55,000/yr. The second commitment of the additional \$55,000 would then go from June, 2024 through June, 2025. Up until now, the program was able to draw on grants from other sources. Sandy Malecha (not present) had given Luker a breakdown of what has been spent in each community it serves to date. Travis Kath mentioned a typo in the agreement that will be fixed.

A motion was made by Travis McColley, seconded by Sara Caron to approve Resolution 2023-08 To Repeal and Replace Agreement with HCI Mobile Home Coordinator as presented. The motion passed on a 5/0 vote.

8. Adjournment

A motion was made by Travis McColley, seconded by Travis Kath to adjourn at 7:38 p.m. The motion passed on a 5/0 vote.

Respectfully Submitted,

By: _____
Karii Casper, Recording Secretary



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg
MEETING DATE: July 10, 2023
SUBJECT: List of Claims for Release, June 2023

BACKGROUND:

A copy of the List of Claims for June 2023 is available for HRA's review of each account. At its June 12, 2023, meeting, the HRA directed staff to include a detailed account of all invoices over \$1,000.

REQUESTED ACTION:

Approve List of Claims to be paid for each program.

ATTACHMENTS:

1. List of Claims to Be Paid
2. All Pro
3. Flom
4. Kennedy #FA155-00006
5. Kennedy #FA155-00087
6. Rice County
7. City of Faribault #0067022
8. City of Faribault #0067023
9. City of Faribault #0067024

Open Payables Report

Period: 01/2021-07/2023

As of : 07/05/2023

All Pro Cleaners, LLC.	Public Housing HI	7/3/2023	7/13/2023	6211 Contracted Labor - Mainten 1938	226.85
City of Faribault	Public Housing HI	6/20/2023	7/20/2023	6612 Miscellaneous Financing Ex 0067023	21.12
City of Faribault	Public Housing HI	6/20/2023	7/20/2023	6249 Maintenance Salaries 0067023	477.91
City of Faribault	Public Housing HI	6/20/2023	7/20/2023	7264 Activities Event 0067023	2,334.78
City of Faribault	Public Housing HI	6/20/2023	6/20/2023	7264 Activities Event 0067024	2,410.57
Cornerstone Management Services	Public Housing HI	6/1/2023	6/1/2023	6820 Management Fees 07.2023 MGMT F	5,500.00
Environmental Pest Management	Public Housing HI	6/28/2023	7/28/2023	6227 Pest Control 50906	81.00
Fareway	Public Housing HI	6/23/2023	6/23/2023	7210 Food Service 16482	51.96
Faribault Interiors Inc	Public Housing HI	6/26/2023	6/26/2023	1701 Building Improvements 59510	576.00
Faribault Vacuum & Sewing Center	Public Housing HI	6/13/2023	6/13/2023	6216 Supplies - Maintenance 39753	25.99
FLOM Septic Service	Public Housing HI	5/2/2023	5/2/2023	6219 Purchased Services - Maint 18178	250.00
FLOM Septic Service	Public Housing HI	12/28/2021	12/28/2021	6219 Purchased Services - Maint 16913	1,400.00
Kennedy & Graven, Chartered	Public Housing HI	4/30/2023	4/30/2023	7266 Legal Fees - Business Entity FA155-00090	281.45
Kennedy & Graven, Chartered	Public Housing HI	4/30/2023	4/30/2023	7266 Legal Fees - Business Entity FA155-00010	627.85
Kennedy & Graven, Chartered	Public Housing HI	4/30/2023	4/30/2023	7266 Legal Fees - Business Entity FA155-00087	1,018.90
Kennedy & Graven, Chartered	Public Housing HI	4/30/2023	4/30/2023	7266 Legal Fees - Business Entity FA155-00006	4,005.25
Property Pros of Faribault, LLC	Public Housing HI	6/5/2023	6/5/2023	6225 Grounds/Lawn Care 7049	224.05
Rice County HRA	Public Housing HI	7/1/2023	7/1/2023	6880 Miscellaneous Expenses HRA 07/01/2023	4,016.53
Xcel Energy	Public Housing HI	6/7/2023	7/6/2023	6420 Gas 831413941	21.47
Xcel Energy	Public Housing HI	6/7/2023	7/6/2023	6410 Electricity 831413941	22.06
Xcel Energy	Public Housing HI	6/13/2023	6/13/2023	6420 Gas 832190464	24.05
Xcel Energy	Public Housing HI	6/13/2023	6/13/2023	6410 Electricity 832190464	26.83
Xcel Energy	Public Housing HI	6/8/2023	6/8/2023	6410 Electricity 831595156	38.85
Xcel Energy	Public Housing HI	6/9/2023	6/9/2023	6410 Electricity 831797344	51.63
Xcel Energy	Public Housing HI	6/9/2023	6/9/2023	6410 Electricity 831816210	68.29
All Pro Cleaners, LLC.	Robinwood Mano	7/3/2023	7/13/2023	6211 Contracted Labor - Mainten 1937	1,413.46
B & B Excavating, Inc.	Robinwood Mano	6/7/2023	6/21/2023	6219 Purchased Services - Maint 20795	750.00
Cintas Corp	Robinwood Mano	6/29/2023	6/29/2023	7246 Housekeeping Supplies 4160158987	19.74
Cintas Corp	Robinwood Mano	6/15/2023	6/15/2023	7246 Housekeeping Supplies 4158717623	75.57
City of Faribault	Robinwood Mano	6/20/2023	7/20/2023	6440 Telephone/Internet 0067022	339.52
City of Faribault	Robinwood Mano	6/20/2023	7/20/2023	7264 Activities Event 0067022	1,984.28
City of Faribault	Robinwood Mano	6/20/2023	7/20/2023	6249 Maintenance Salaries 0067022	4,990.26
Cornerstone Management Services	Robinwood Mano	6/1/2023	6/1/2023	6820 Management Fees 07.2023 MGMT F	6,500.00
Culligan of Faribault	Robinwood Mano	6/30/2023	7/20/2023	6214 Routine Maintenance - Equi 119X00880505	122.50
Faribault Ace Hardware & Ace Sports	Robinwood Mano	6/26/2023	6/26/2023	6216 Supplies - Maintenance 479854/1	12.58

Open Payables Report

Period: 01/2021-07/2023

As of : 07/05/2023

Faribault Ace Hardware & Ace Sports	Robinwood Mano	6/28/2023	6/28/2023	6216 Supplies - Maintenance	479957/1	13.50
Flex Comm Security	Robinwood Mano	7/1/2023	7/1/2023	6211 Contracted Labor - Mainten	55092	70.54
Virg's Appliance	Robinwood Mano	6/16/2023	6/16/2023	1850 Machinery, Equipment, & A	19052	896.26
Virg's Appliance	Robinwood Mano	6/28/2023	6/28/2023	1850 Machinery, Equipment, & A	19070	900.55
Xcel Energy	Robinwood Mano	6/13/2023	6/13/2023	6420 Gas	832202386	214.49
Xcel Energy	Robinwood Mano	6/13/2023	6/13/2023	6410 Electricity	832202386	397.78
						42,484.42

507-412-1248
laura@all-procleaners.com



BILL TO Elderly Housing Corporation c/o Cornerstone 206 S Broadway, Suite 460 Rochester, MN 55904		DATE 07/03/2023	PLEASE PAY \$1,413.46	DUE DATE 07/13/2023
SERVICE LOCATION Robinwood Manor				
DESCRIPTION		AMOUNT		
31 hours at Robinwood Manor - Regular monthly janitorial service - June		1,081.90		
Apt 221 at Robinwood Manor - 3.75 hours		130.88		
Apt 106 at Robinwood Manor - 5.75 hours		200.68		
Thank you for your business, it is much appreciated !		SUBTOTAL	1,413.46	
		TAX	0.00	
Mailing Address: All Pro Cleaners, LLC PO Box 472 Faribault, MN 55021		TOTAL	1,413.46	
		TOTAL DUE	\$1,413.46	

THANK YOU.

Flom Septic & Drain Inc

23220 Glynview Trail
Faribault MN 55021
507-334-7867

Statement

Date

6/20/2023

Bill To

City of Faribault
Accounts Payable
208 NW 1st Ave
Faribault MN 55021

Amount Due	Amount Enc.
\$1,400.00	

Date	Description				Amount	Balance
12/28/2021	INV #16913. Due 12/28/2021. Orig. Amount \$1,400.00. --- Drain Cleaning \$1,400.00 --- Tax: Sales Tax @ 0.00 = 0.00				1,400.00	1,400.00
Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	Amount Due	
0.00	0.00	0.00	0.00	1,400.00	\$1,400.00	

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

Faribault HRA
Attn: Accounts Payable

April 30, 2023

FA155-00006 General Matters

Through April 30, 2023

For All Legal Services As Follows:

			Hours	Amount
4/5/2023	SJR	Phone conference with David Wanberg regarding meeting and resolution; review David Wanberg email and respond	0.20	43.30
4/6/2023	CACJ	Conversation with S Riggs regarding Cornerstone contract review and timeline	0.10	21.65
4/7/2023	SJR	Review Cristina Cruz-Jennings and David Wanberg emails and resolution; draft email responses regarding resolutions; phone conference with David Wanberg	0.20	43.30
4/10/2023	SJR	Review Jean Short email and Kari Casper message; follow-up regarding Cornerstone matter; phone conference with David Wanberg	0.40	86.60
4/11/2023	SJR	Phone conference with David Wanberg	0.40	86.60
4/11/2023	SJR	Phone conference with David Wanberg regarding matter; phone conference with Cristina Cruz-Jennings regarding matter; review various emails (David Wanberg, Mark Dickson, Joy Watson, Rich Karow)	0.40	86.60
4/12/2023	CACJ	Follow-up on Sam.gov issue	0.50	108.25
4/12/2023	SJR	Review Kari Casper email and respond; review Cristina Cruz-Jennings email; phone conference with David Wanberg	0.30	64.95
4/13/2023	SJR	Review David Wanberg email and respond	0.50	108.25
4/14/2023	SJR	Review David Wanberg emails; review file, etc; work on Cornerstone agreement; email exchange with David Wanberg; email exchange with Jean Short; phone conference with David Wanberg	2.40	519.60
4/16/2023	SJR	Review and revise Cornerstone agreement; review file; draft emails	1.40	303.10
4/17/2023	SJR	Work on matter; phone conference with David Wanberg; review and revise agreement; draft email; phone	4.00	866.00

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

Faribault HRA
Attn: Accounts Payable

April 30, 2023

		conferences with Jean Short -- various; email exchange with David Wanberg; phone conference with David Wanberg; revise agreement; draft emails; phone conference with Jean Short; follow-up, etc		
4/18/2023	SJR	Work on matter; phone conference with David Wanberg	0.10	21.65
4/20/2023	CACJ	Review correspondence from the Federal Service Desk regarding administrative access to Sam.gov	0.30	64.95
4/20/2023	SJR	Work on matter; review Dave Wanberg email and revised agreement; phone conferences with David Wanberg -- various; review David Wanberg email; review Cornerstone email and attachments; follow-up regarding agreement; phone conference with Jean Short; draft email; review David Wanberg email; phone conference with Jean Short; review Cristina Cruz-Jennings email; review David Wanberg email; review Cristina Cruz-Jennings emails	1.20	259.80
4/21/2023	SJR	Review David Wanberg email and requested revisions to Cornerstone agreement; work on matter; email David Wanberg	0.20	43.30
4/24/2023	CACJ	Letter for Sam.gov	0.20	43.30
4/24/2023	CACJ	Phone call with David Wanberg regarding Entity Administrator process for Sam.gov access	0.20	43.30
4/24/2023	SJR	Review David Wanberg email and agreement revisions; review Cornerstone email; work on matter; revise agreement; phone conference with Jean Short; phone conference with David Wanberg regarding project and revisions; review David Wanberg email; review Mark Peterson email	1.90	411.35
4/25/2023	CACJ	Conversation and correspondence with Jean Short regarding Entity Administrator Letter	0.10	21.65
4/25/2023	SJR	Work on matter; review file; prepare for meeting; attend Zoom meeting with City staff and Cornerstone representatives); review Jeanne Schluck and David Wanberg emails; office conference with David Wanberg regarding various matters	1.50	324.75
4/26/2023	CACJ	Review Sam.gov letter, communicate with Jean and Dave regarding letter	0.20	43.30

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

Faribault HRA
Attn: Accounts Payable

April 30, 2023

4/26/2023	SJR	Review meeting notice, etc; work on resolution; review Jean Short emails and revised letter; review David Wanberg email; work on pending matters; phone conference with Jean Short; phone conference with David Wanberg; email Jean Short	0.50	108.25
4/27/2023	SJR	Work on matter and resolution; review Jean Short emails; draft resolution; draft emails; email exchange with Jean Short; revise resolution; draft emails; phone conference with David Wanberg; phone conference with Jean Short; revise resolution; email exchange with Jean Short; review David Wanberg email	1.30	281.45
Total Services:			\$	4,005.25
Total Services and Disbursements:			\$	4,005.25

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

Faribault HRA
Attn: Accounts Payable

April 30, 2023

FA155-00087 Public Housing Declaration of Trust

Through April 30, 2023

For All Legal Services As Follows:

			Hours	Amount
4/5/2023	CACJ	Communication with S Riggs, Lynn Green, and Dave Wanberg regarding submission of Final Closing Docket	0.30	79.50
4/5/2023	SJR	Review David Wanberg email; review Lynn Greene email; phone conference with David Wanberg; phone conference with Cristina Cruz-Jennings; review David Wanberg emails and attachment; review Cristina Cruz-Jennings emails	0.40	106.00
4/6/2023	CACJ	Review correspondence from Lynn Greene, prepare closing docket	0.80	212.00
4/6/2023	SJR	Work on matter; phone conference with Cristina Cruz-Jennings regarding matter; review Lynn Greene emails; review Cristina Cruz-Jennings emails and links; review David Wanberg email	0.40	106.00
4/10/2023	CACJ	Communication with Nicole Wickliffe and editing of folder to include relevant documents	0.10	26.50
4/10/2023	SJR	Review Matt Jensen, et al. email; review David Wanberg email; review Nicole Wickliffe email; review Cristina Cruz-Jennings email	0.20	53.00
4/12/2023	CACJ	Review correspondence with Lynne Green	0.10	26.50
4/19/2023	CACJ	Correspondence with Lynn Green regarding docket of documents	0.10	26.50
4/20/2023	CACJ	Communicatio9n with Lynn Greene regarding resource desk submissions	0.80	212.00
4/21/2023	CACJ	RAD docket closing	0.40	106.00
4/21/2023	SJR	Review Cristina Cruz-Jennings emails; review David Wanberg email; follow-up regarding matter	0.10	26.50
4/21/2023	TMR	Phone call to Christina Cruz-Jennings regarding uploading documents	0.30	38.40

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

Faribault HRA
Attn: Accounts Payable

April 30, 2023

Total Services: \$ 1,018.90

Total Services and Disbursements: \$ 1,018.90

Rice County HRA

320 3rd St NW

507-333-3787

Faribault MN 55021

City of Faribault-Housing

Address: 208 1st Avenue NW Faribault
MN 55021

Invoice Date: 7/1/2023

Invoice For: PBV admin fees

Item #	Description	Qty	Unit Price	Discount	Price
	PBV admin fees 7-1-23	49	\$ 81.97		\$ 4,016.53
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				Invoice Subtotal	\$ 4,016.53
				Tax Rate	
				Sales Tax	\$ -
				Other	
Make all checks payable to Rice County HRA.				Deposit Received	
				TOTAL	\$ 4,016.53



DATE	INVOICE NO
6/20/2023	0067022

BILL TO
Elderly Housing Corporation-Robinwood Manor Cornerstone Management Services 3520 E River Rd NE Rochester, MN 55906-5407

DUE DATE
7/20/2023

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
Metronet Hosted Phone System (May) - Robinwood	1.00	339.52	339.52	0.00	0.00	339.52
Community Development Staff Time (May) - Robinwood	1.00	1,788.66	1,788.66	0.00	0.00	1,788.66
Maintenance Robinwood (May) - Dan Peterson	1.00	4,990.26	4,990.26	0.00	0.00	4,990.26
Finance Staff Time (May) - Robinwood	1.00	195.62	195.62	0.00	0.00	195.62
INVOICE TOTAL:			7,314.06	0.00	0.00	7,314.06

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (507) 334-2222

Customer Name: Elderly Housing Corporation-Robinwood Manor
Customer No: 014197
Account No: 0001739 - Accounts Receivable for Elderly Housing Corporation -

DUE DATE	INVOICE NO
7/20/2023	0067022



Please remit payment by the due date to:

City of Faribault
208 NW First Avenue
Faribault, MN 55021

INVOICE BALANCE: \$7,314.06
AMOUNT PAID: _____

**COMMUNITY DEVELOPMENT
MAY 2023 BILLING**

	Dave Wanberg			Mathias Hughey			Kari Casper			Dan Peterson		Total	
	Hours	Total		Hours	Total		Hours	Total		Hours	Total	Hours	Total
Public Housing	1.50	\$ 107.00		-	\$ -		46.00	1,850.78		10.75	\$ 477.91	58.25	\$2,435.69
HRA	23.25	\$ 1,658.46		1.00	\$ 48.01		17.50	704.10		-	\$ -	41.75	\$2,410.57
Robinwood	9.00	\$ 641.98		-	\$ -		28.50	1,146.68		112.25	\$4,990.26	149.75	\$6,778.92

FINANCE
MAY 2023 BILLING

	Ann Remold			Jamie Walburn			Jeanne Schmuck			Gina Carlson			Total	
	Hours	Total		Hours	Total		Hours	Total		Hours	Total		Hours	Total
Public Housing	0.25	\$ 17.76		2.50	\$ 3.75		3.75	\$ 355.49		-	\$ -		6.50	\$ 377.00
HRA	0.50	\$ 35.52		0.75	\$ 40.92		7.50	\$ 710.97		-	\$ -		8.75	\$ 787.41
Robinwood	0.50	\$ 35.52		2.50	\$ 136.40		0.25	\$ 23.70		-	\$ -		3.25	\$ 195.62



DATE	INVOICE NO
6/20/2023	0067023

BILL TO
Faribault HRA LLC - Public Housing c/o Cornerstone Management 3520 E River Rd NE Rochester, MN 55906-5407

DUE DATE
7/20/2023

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
Maintenance Public Housing (May) - Dan Peterson	1.00	477.91	477.91	0.00	0.00	477.91
Credit Card Fees (April - Billed in May)	1.00	21.12	21.12	0.00	0.00	21.12
Community Development Staff Time (May) - Public Housing	1.00	1,957.78	1,957.78	0.00	0.00	1,957.78
Finance Staff Time (May) - Public Housing	1.00	377.00	377.00	0.00	0.00	377.00
INVOICE TOTAL:			2,833.81	0.00	0.00	2,833.81

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (507) 334-2222

Customer Name: Faribault HRA LLC - Public Housing
Customer No: 025893
Account No: 0001738 - Accounts Receivable for Faribault HRA LLC - Public H

DUE DATE	INVOICE NO
7/20/2023	0067023



Please remit payment by the due date to:

City of Faribault
208 NW First Avenue
Faribault, MN 55021

INVOICE BALANCE: \$2,833.81
AMOUNT PAID: _____

**COMMUNITY DEVELOPMENT
MAY 2023 BILLING**

	Dave Wanberg			Mathias Hughey			Kari Casper			Dan Peterson		Total	
	Hours	Total		Hours	Total		Hours	Total		Hours	Total	Hours	Total
Public Housing	1.50	\$ 107.00		-	\$ -		46.00	1,850.78		10.75	\$ 477.91	58.25	\$2,435.69
HRA	23.25	\$ 1,658.46		1.00	\$ 48.01		17.50	704.10		-	\$ -	41.75	\$2,410.57
Robinwood	9.00	\$ 641.98		-	\$ -		28.50	1,146.68		112.25	\$4,990.26	149.75	\$6,778.92

FINANCE
MAY 2023 BILLING

	Ann Remold			Jamie Walburn			Jeanne Schmuck			Gina Carlson			Total	
	Hours	Total		Hours	Total		Hours	Total		Hours	Total		Hours	Total
Public Housing	0.25	\$ 17.76		2.50	\$ 3.75		3.75	\$ 355.49		-	\$ -		6.50	\$ 377.00
HRA	0.50	\$ 35.52		0.75	\$ 40.92		7.50	\$ 710.97		-	\$ -		8.75	\$ 787.41
Robinwood	0.50	\$ 35.52		2.50	\$ 136.40		0.25	\$ 23.70		-	\$ -		3.25	\$ 195.62



DATE	INVOICE NO
6/20/2023	0067024

BILL TO
Faribault HRA LLC Cornerstone Management Services 3520 E River Rd NE Rochester, MN 55906-5407

						DUE DATE
						7/20/2023
DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
Community Development Staff (May) - Faribault HRA	1.00	2,410.57	2,410.57	0.00	0.00	2,410.57
INVOICE TOTAL:			2,410.57	0.00	0.00	2,410.57

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (507) 334-2222

Customer Name: Faribault HRA LLC
Customer No: 005090
Account No: 0001231 - Accounts Receivable for Faribault HRA

DUE DATE	INVOICE NO
7/20/2023	0067024



Please remit payment by the due date to:

City of Faribault
208 NW First Avenue
Faribault, MN 55021

INVOICE BALANCE: \$2,410.57
AMOUNT PAID: _____

**COMMUNITY DEVELOPMENT
MAY 2023 BILLING**

	Dave Wanberg		Mathias Hughey		Kari Casper		Dan Peterson		Total	
	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total
Public Housing	1.50	\$ 107.00	-	\$ -	46.00	1,850.78	10.75	\$ 477.91	58.25	\$ 2,435.69
HRA	23.25	\$ 1,658.46	1.00	\$ 48.01	17.50	704.10	-	\$ -	41.75	\$ 2,410.57
Robinwood	9.00	\$ 641.98	-	\$ -	28.50	1,146.68	112.25	\$ 4,990.26	149.75	\$ 6,778.92

FINANCE
MAY 2023 BILLING

	Ann Remold			Jamie Walburn			Jeanne Schmuck			Gina Carlson			Total	
	Hours		Total	Hours		Total	Hours		Total	Hours		Total	Hours	Total
Public Housing	0.25	\$	17.76	2.50	\$	3.75	3.75	\$	355.49	-	\$	-	6.50	\$ 377.00
HRA	0.50	\$	35.52	0.75	\$	40.92	7.50	\$	710.97	-	\$	-	8.75	\$ 787.41
Robinwood	0.50	\$	35.52	2.50	\$	136.40	0.25	\$	23.70	-	\$	-	3.25	\$ 195.62



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg
MEETING DATE: July 10, 2023
SUBJECT: Status of Unsheltered Hotel Voucher Program Earmarks

BACKGROUND:

Earlier this year, the HRA earmarked \$2,000 to allow the Faribault Police Department to issue hotel vouchers to unsheltered individuals and families in need. On June 12, 2023, City Staff reported that \$1,117.80 remained out of the \$2,000 originally earmarked. However, on June 29, 2023, the Police Department issued another hotel voucher for someone in need.

At its last meeting, the HRA asked that Chief Sherwin provide the HRA with additional information on the status of the voucher program. Chief Sherwin and others working on unsheltered issues will attend the July 10 HRA meeting to provide further insight into the unsheltered issues – refer to Item 6.A of this packet.

REQUESTED ACTION:

Receive and file.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg
MEETING DATE: July 10, 2023
SUBJECT: Robinwood Manor

BACKGROUND:

Robinwood Manor updates for June 2023:

- Occupancy is at 86 percent, below the 98 percent goal for the facility. As the HRA's new property management firm gets up to speed in the coming month, the occupancy rate should return to 98 percent or so.
- Staff is working with the new property management firm to provide end-of-month reports. We plan to have these reports ready for HRA review in August.

REQUESTED ACTION:

Receive and file.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg
MEETING DATE: July 10, 2023
SUBJECT: Public Housing

BACKGROUND:

- Occupancy is at 92%, with four vacant units.
- Rice County is responsible for filling the vacant units on behalf of the HRA. In the next month or two, the occupancy rate should return to a healthier level.
- Staff is working with the new property management firm to provide month-end reports, which the HRA can review at its August meeting.

REQUESTED ACTION:

Receive and file.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg
MEETING DATE: July 10, 2023
SUBJECT: City Rental Unit (Scattered Sites)

BACKGROUND:

The City-owned rental unit at 16 1st Street SE remains occupied. Refer to the attached ledger for an overview of revenues and expenses.

REQUESTED ACTION:

Receive and file.

ATTACHMENTS:

1. City Rental Unit Expenditure Summary June 2023

General Ledger

Expenditure Summary



User: iluker@ci.faribault.mn.us
 Printed: 7/5/2023 6:18:09 PM
 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	7,295.60	99,701.77	0.00
211-00000-000-10410	Investments - Fair Value Adj	0.00	0.00	1,048.23	-5,235.86	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	8,343.83	94,768.10	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	-906.70	-906.70	83.18
211-00000-460-36211	Interest Market Value	0.00	0.00	-1,048.23	-1,048.23	0.00
211-00000-460-36220	Rents	-13,300.00	-13,300.00	-10,441.00	-10,441.00	78.50
211-00000-460-36240	Refunds & Reimbursements	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	-14,390.00	-14,390.00	-12,395.93	-12,395.93	86.14
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	-3,834.58	-3,834.58	0.2665
Revenue Total		-14,390.00	-14,390.00	-12,395.93	-12,395.93	-0.8614
Expense Total		0.00	0.00	0.00	0.00	0
00000		-14,390.00	-14,390.00	-3,834.58	-3,834.58	26.65
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	143.70	143.70	47.90
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	186.76	186.76	46.69
211-46310-460-43860	Storm Water Utilities	100.00	100.00	37.40	37.40	37.40
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	3,834.58	3,834.58	49.40
Grand Total		8,263.00	8,263.00	3,834.58	3,834.58	0.4641
Revenue Total		0.00	0.00	0.00	0.00	0
Expense Total		8,263.00	8,263.00	3,834.58	3,834.58	0.4641
46310	Urban Redevelopment & Housing	8,263.00	8,263.00	3,834.58	3,834.58	46.41
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	-12,395.93	-12,395.93	-0.8614
Expense Total		8,263.00	8,263.00	3,834.58	3,834.58	0.4641



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg
MEETING DATE: July 10, 2023
SUBJECT: Update on Unsheltered Work: Police Chief John Sherwin and Representatives from Salvation Army and Community Action Center

BACKGROUND:

Police Chief Sherwin and representatives from the Salvation Army and Community Action Center will update the HRA on community efforts to address issues and opportunities related to unsheltered individuals and families in Faribault.

REQUESTED ACTION:

Discuss next steps and what role, if any, the HRA may have in helping address the issue of unsheltered individuals and families in Faribault.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg
MEETING DATE: July 10, 2023
SUBJECT: Housing Presentation from Scott Wopata of Community Action Center

BACKGROUND:

Given recent property management changes related to the HRA's housing, it is an opportune time to discuss Faribault's housing needs and the role of the HRA and others in addressing those needs. Over the next several months, Community and Economic Development staff will invite guests from other organizations to share their perspectives and work on housing issues. At this meeting, Scott Wopata of Community Action Center (CAC) will provide an overview of CAC's unique housing solutions for individuals and families with special housing needs.

Ultimately, the HRA should understand Faribault's housing needs and the role of the HRA and others in addressing those needs. At some point, the HRA may find that a nonprofit organization may be better suited to own and operate some of the HRA's housing. Again, the HRA will have preliminary and general housing discussions in the coming months. Pending the outcome of those general discussions, the HRA will begin developing a more specific housing plan.

REQUESTED ACTION:

Provide general feedback on how nonprofit organizations may help address Faribault's housing needs, including the housing that the HRA owns and manages.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg
MEETING DATE: July 10, 2023
SUBJECT: Update on Mobile Home Rehabilitation Coordinator Scope of Work in Faribault

BACKGROUND:

Healthy Community Initiative Senior Director, Nalani McCutcheon, will update the HRA on the Mobile Home Rehabilitation Coordinator position, and the past and upcoming work related to Faribault's mobile homes.

REQUESTED ACTION:

Provide feedback on the Mobile Home Coordinator's work to date and the Coordinator's upcoming work plans.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg
MEETING DATE: July 10, 2023
SUBJECT: Update on Faribo Downtown Central, LLC

BACKGROUND:

Community and Economic Development staff are working with Faribo Downtown Central (FDC) representatives to obtain documentation for their Phase 1 downtown work. Staff are also working with FDC to obtain and review their Phase 2 downtown plans.

The HRA requested a joint meeting with the EDA to discuss the status of the HRA and EDA's funding for FDC's work. Staff will schedule a joint meeting with the EDA after FDC submits its required documentation and plans.

REQUESTED ACTION:

No action is requested at this time.

ATTACHMENTS: