



HOUSING & REDEVELOPMENT AUTHORITY AGENDA

PUBLIC MEETING ROOM

MONDAY, AUGUST 14, 2023

6:00 PM

1. Call to Order and Introduction to new HRA Member Colin Maltbie, and Resignation of Chair Speckhals, Election of Officers
2. Approval of the Minutes
3. List of Claims for Release
4. Program Reports
 - A. Healthy Community Initiative (HCI)
5. Property Reports
 - A. Robinwood Manor - July 2023
 - B. Public Housing - July 2023
 - C. City Rental Unit (Scattered Sites)
6. Public Hearings - None
7. Items for Discussion
 - A. Resolution 2023-10 Support Community Action Center's Efforts to Establish Emergency Housing Infrastructure in Faribault
 - B. Housing Presentation from Three Rivers Community Action
 - C. Establish the Preliminary 2024 Work Program and Budget
 - D. Resolution 2023-09 Establish the HRA Preliminary Tax Levy for Fiscal Year 2024
 - E. Resolution 2023-11 Approve Amendment to Cornerstone Agreement related to Insurance
 - F. Faribo Downtown Central, LLC Updates
 - G. September HRA Agenda and Other Discussion Items
8. Adjournment



HOUSING & REDEVELOPMENT AUTHORITY MINUTES

PUBLIC MEETING ROOM

MONDAY, JULY 10, 2023

6:00 PM

Meeting Items

1. Call to Order

Travis McColley was acting Chair in the absence of both Matt Speckhals, Chair, and Loni Ahlers, Vice Chair. Chair McColley called the meeting to order at 6:07 p.m. Present were Mandy Barnes, Sara Caron, Travis Kath and Travis McColley. The staff present were Ian Luker, David Wanberg and Kari Casper. Special guests were John Sherwin, Chief of Faribault Police, Scott Wopata, Executive Director of CAC, Anika Rychner, Senior Executive of CAC and Becky Ford, Director of Youth Investment of the CAC, Cathy Thielbar was also present on behalf of the Salvation Army, as well as Nalani McCutcheon who is the Senior Director of Healthy Communities Initiative.

2. Approval of the Minutes

Motion by Sara Caron, seconded by Travis Kath to Approve. Motion Passed.

3. List of Claims for Release, June 2023

4. Program Reports

A. Status of Unsheltered Hotel Voucher Program Earmarks

Status report on the update of the voucher program. Luker stated that there had been \$2,000 earmarked for this and two more vouchers had been used since the last meeting.

Motion by Sara Caron, seconded by Travis Kath to receive and file as presented. The motion passed unanimously.

5. Property Reports

A. Robinwood Manor

McColley asked about the vacancy rate and why it was so low in Robinwood, Wanberg stated that it's not the management company that is holding things up, it's the process. He turned it over to Kari Casper to elaborate. Casper explained that they go from the waiting list and documents received go by date and time. Casper sends out five packets and gives them 14 days before a second letter goes out. In the meantime, another group of five may be sent out depending on how many vacancies RW has and how many packets have been returned. On the whole, an applicant has 30 days to respond. Casper reported that they have filled one apt, have another moving in on August 1 and is working diligently on one other applicant who viewed the vacant apt recently. That will make three units filled with still four available. McColley asked why so many. Casper added that many go on to assisted living homes or just move out. Chair asked for a motion. A motion was made by Travis Kath, seconded by Sara Caron to receive and file the property reports as presented. The motion passed unanimously.

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

Luker introduced everyone present. Chief Sherwin went over the process of how his staff decided on who and under what circumstances one would receive these vouchers. He stated that Officer Gramling had been emailing Casper with the details of who received the vouchers. Casper maintains a list of who receives the vouchers. McColley asked what happened after the night's stay. Scott Wopata then chimed in explaining how the CAC functions in this regard. They have been exploring the "scattered sites" alternative to the homeless situation. They have also engaged in Hillcrest, which is a development in Northfield they use. Wopata then turned it over to Becky Ford to explain the many functions and resources the CAC engages in to assist in this regard. Cathy Thielbar of the Salvation Army talked a little about her vouchers. Wopata explained that when they worked with Northfield, their HRA gave CAC \$5,000 and they deposited it in an account to be used for vouchers. When the need comes up in Northfield, they do a diligent search for funding to use through their grant processes before they tap into the HRA fund. McColley questioned the purview of HRA and wanted to make sure that there was follow-up; not to just be a band-aid. McColley asked that CAC come back and give additional feedback for the members of the board that couldn't be there tonight. Caron asked if there was a current encampment of Chief Sherwin and he confirmed that there are. Wanberg wrapped it up stating that there are a number of organizations to work on this issue.

B. Housing Presentation from Scott Wopata of Community Action Center
Wopata gave an overview of the options that CAC offers.

C. Update on Mobile Home Rehabilitation Coordinator Scope of Work in Faribault

Nalani McCutcheon, who is the Senior Director of Healthy Communities Initiative (HCI) gave an update on the progress they've been able to make this year. They did hire two people to take on the positions. They are expanding the contractor pool. Their dashboard is up and running now. In terms of funding, they do pursue grants. She discussed that they do require something from the home owner. If it's an emergency, they can make it happen. It comes back to a "day-by-day" for funding. Wanberg stated that we just need to ensure continued contact. We will be receiving monthly updates.

D. Update on Faribo Downtown Central, LLC

Johnson did not provide anything for this report by the time of the meeting. McColley asked about the joint meeting. No point until we get more info. Inspections have yet to be done in the 1st phase.

E. Topics for the August 2023 Meeting

Need to start discussing work programs and budget. Three Rivers, Jenny Larson who manages a number of units and Wanberg received permission to invite Ms. Larson to the next meeting.

7. Adjournment

Motion by Sara Caron, seconded by Travis Kath to adjourn at 8:01 p.m. Motion Passed.

By: _____
Kari Casper, Recording Secretary



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg, Community & Economic Development Director
MEETING DATE: August 14, 2023
SUBJECT: List of Claims for Release

BACKGROUND:

A copy of the list of claims is available for HRA review through the Community & Economic Development Director, in the amount of \$44,397.41, which includes 10 invoices over \$1,000. If requested, you can view the invoices in person, but they are not included with the packet.

Items of note for July 2023:

- The invoice for innovative Basement Authority (IBA) states the balance due is \$7,544.31. The actual balance due is \$7,113.87, and the List of Claims and corresponding email from IBA's Certified Field Inspector confirm the otherwise undocumented removal of unnecessary work (\$430.44) from the final invoice.
- The Xcel invoice has a past due balance.

REQUESTED ACTION:

Please receive and file. Thank you.

ATTACHMENTS:

1. List of Claims for Release - July 2023

Payables Aging Report

Period: 01/2022-08/2023

As of : 08/04/2023

Payee Name	Invoice	Property	Invoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Notes												
Adam Thompson Tree Service LLC												
		Public Housing H	7/19/2023	7/19/2023	6225 Grounds/Lawn Care	7-19-23	600.00	600.00	0.00	0.00	0.00	
Adam Thompson Tree Service LLC							600.00	600.00	0.00	0.00	0.00	
All Pro Cleaners, LLC.												
		Public Housing H	8/1/2023	8/11/2023	6211 Contracted Labor - Mainten	1972	506.05	506.05	0.00	0.00	0.00	
All Pro Cleaners, LLC.							506.05	506.05	0.00	0.00	0.00	
B & B Excavating, Inc.												
		Public Housing H	6/24/2023	7/8/2023	6219 Purchased Services - Mainte	20830	900.00	0.00	900.00	0.00	0.00	
B & B Excavating, Inc.							900.00	0.00	900.00	0.00	0.00	
Cornerstone Management Services LLC												
		Public Housing H	8/1/2023	8/1/2023	6810 Pass thru Payroll - Corporat	08.2023 MGMT F	2,500.00	2,500.00	0.00	0.00	0.00	
		Public Housing H	8/1/2023	8/1/2023	6820 Management Fees	08.2023 MGMT F	3,000.00	3,000.00	0.00	0.00	0.00	
Cornerstone Management Services LLC							5,500.00	5,500.00	0.00	0.00	0.00	
Faribault Ace Hardware & Ace Sports												
		Public Housing H	4/25/2023	4/25/2023	6216 Supplies - Maintenance	477014/1	22.99	0.00	0.00	0.00	22.99	
		Public Housing H	7/10/2023	7/10/2023	6216 Supplies - Maintenance	480370/1	7.19	7.19	0.00	0.00	0.00	
Faribault Ace Hardware & Ace Sports							30.18	7.19	0.00	0.00	22.99	
HD Supply Facilities Maintenance, Ltd.												
		Public Housing H	5/5/2023	5/5/2023	6216 Supplies - Maintenance	9213999021	-509.77	0.00	0.00	0.00	-509.77	
		Public Housing H	5/16/2023	5/16/2023	6216 Supplies - Maintenance	9214311178	-197.88	0.00	0.00	-197.88	0.00	Items returned
		Public Housing H	6/16/2023	6/16/2023	6216 Supplies - Maintenance	1409366582	-312.53	0.00	-312.53	0.00	0.00	
		Public Housing H	5/1/2023	5/31/2023	6216 Supplies - Maintenance	9213822459	540.25	0.00	0.00	0.00	540.25	
		Public Housing H	5/3/2023	6/2/2023	6216 Supplies - Maintenance	9213903287	110.52	0.00	0.00	0.00	110.52	
HD Supply Facilities Maintenance, Ltd.							-369.41	0.00	-312.53	-197.88	141.00	
Innovative Basement Authority												
		Public Housing H	6/5/2023	6/5/2023	1701 Building Improvements	129481	7,113.87	0.00	0.00	7,113.87	0.00	
Innovative Basement Authority							7,113.87	0.00	0.00	7,113.87	0.00	
Property Pros of Faribault, LLC												
		Public Housing H	6/5/2023	6/5/2023	6225 Grounds/Lawn Care	7049	1,594.75	0.00	0.00	1,594.75	0.00	
		Public Housing H	7/6/2023	7/6/2023	6225 Grounds/Lawn Care	7055	5,660.07	5,660.07	0.00	0.00	0.00	
		Public Housing H	7/6/2023	7/6/2023	6225 Grounds/Lawn Care	7053	3,370.00	3,370.00	0.00	0.00	0.00	
		Public Housing H	7/6/2023	7/6/2023	6225 Grounds/Lawn Care	7095	1,594.75	1,594.75	0.00	0.00	0.00	
	per doubled paid an i	Public Housing H	5/26/2023	5/26/2023	6225 Grounds/Lawn Care	6997	-1,370.70	0.00	0.00	-1,370.70	0.00	per doubled paid an invoice
Property Pros of Faribault, LLC							10,848.87	10,624.82	0.00	224.05	0.00	
ShofCorp LLC.												
		Public Housing H	7/7/2023	7/7/2023	6219 Purchased Services - Mainte	171032	140.10	140.10	0.00	0.00	0.00	
ShofCorp LLC.							140.10	140.10	0.00	0.00	0.00	
Tom's Lock & Key												
		Public Housing H	4/18/2023	4/18/2023	6216 Supplies - Maintenance	0013333	6.00	0.00	0.00	0.00	6.00	
		Public Housing H	4/7/2023	4/7/2023	6216 Supplies - Maintenance	0013319	137.00	0.00	0.00	0.00	137.00	
		Public Housing H	6/15/2023	6/15/2023	6216 Supplies - Maintenance	0013420	128.83	0.00	128.83	0.00	0.00	
		Public Housing H	4/28/2023	4/28/2023	6216 Supplies - Maintenance	0013301	202.28	0.00	0.00	0.00	202.28	
Tom's Lock & Key							474.11	0.00	128.83	0.00	345.28	
Tom's Pro Glass												
		Public Housing H	7/20/2023	7/20/2023	6212 Repairs & Maintenance - Bu	290167	36.50	36.50	0.00	0.00	0.00	
		Public Housing H	7/20/2023	7/20/2023	6212 Repairs & Maintenance - Bu	290235	60.00	60.00	0.00	0.00	0.00	
Tom's Pro Glass							96.50	96.50	0.00	0.00	0.00	
Virg's Appliance												
		Public Housing H	7/5/2023	7/5/2023	1850 Machinery, Equipment, & A	19079	85.00	0.00	85.00	0.00	0.00	
		Public Housing H	7/5/2023	7/5/2023	1850 Machinery, Equipment, & A	19078	952.09	0.00	952.09	0.00	0.00	
Virg's Appliance							1,037.09	0.00	1,037.09	0.00	0.00	
Xcel Energy												
		Public Housing H	7/13/2023	7/13/2023	6410 Electricity	836290233	21.00	21.00	0.00	0.00	0.00	0.00 900 Spring Rd apt. B
		Public Housing H	7/13/2023	7/13/2023	6420 Gas	836290233	25.50	25.50	0.00	0.00	0.00	0.00 900 Spring Rd apt. B
Xcel Energy							46.50	46.50	0.00	0.00	0.00	
Grand Total							26,923.86	17,521.16	1,753.39	7,140.04	509.27	

Payables Aging Report

Period: 01/2022-08/2023
As of : 08/04/2023

Payee Name	Invoice	Property	Invoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Notes												
All Pro Cleaners, LLC.		Robinwood Mano	8/1/2023	8/11/2023	6211 Contracted Labor - Mainten	1971	1,317.48	1,317.48	0.00	0.00	0.00	
All Pro Cleaners, LLC.							1,317.48	1,317.48	0.00	0.00	0.00	
Arrow Electric, LLC.		Robinwood Mano	7/8/2023	7/8/2023	6212 Repairs & Maintenance - Bu	2618	175.00	175.00	0.00	0.00	0.00	
		Robinwood Mano	7/8/2023	7/8/2023	6212 Repairs & Maintenance - Bu	2619	140.00	140.00	0.00	0.00	0.00	
		Robinwood Mano	7/8/2023	7/8/2023	6212 Repairs & Maintenance - Bu	2620	143.49	143.49	0.00	0.00	0.00	
Arrow Electric, LLC.							458.49	458.49	0.00	0.00	0.00	
Cintas Corp		Robinwood Mano	7/13/2023	7/13/2023	7246 Housekeeping Supplies	4161542836	75.57	75.57	0.00	0.00	0.00	
Cintas Corp							75.57	75.57	0.00	0.00	0.00	
City of Faribault		Robinwood Mano	7/10/2023	8/5/2023	6430 Water and Sewer	014197-000 7/10	492.81	492.81	0.00	0.00	0.00	
City of Faribault							492.81	492.81	0.00	0.00	0.00	
Cornerstone Management Services LLC		Robinwood Mano	8/1/2023	8/1/2023	6810 Pass thru Payroll - Corporat	08.2023 MGMT F	2,500.00	2,500.00	0.00	0.00	0.00	
		Robinwood Mano	8/1/2023	8/1/2023	6820 Management Fees	08.2023 MGMT F	3,000.00	3,000.00	0.00	0.00	0.00	
Cornerstone Management Services LLC							5,500.00	5,500.00	0.00	0.00	0.00	
Culligan of Faribault		Robinwood Mano	7/31/2023	8/20/2023	6214 Routine Maintenance - Equi	119X00897004	122.50	122.50	0.00	0.00	0.00	
Culligan of Faribault							122.50	122.50	0.00	0.00	0.00	
Faribault Ace Hardware & Ace Sports		Robinwood Mano	7/10/2023	7/10/2023	6216 Supplies - Maintenance	4803971	24.78	24.78	0.00	0.00	0.00	
		Robinwood Mano	7/10/2023	7/10/2023	6216 Supplies - Maintenance	480372/1	13.50	13.50	0.00	0.00	0.00	
		Robinwood Mano	7/14/2023	7/14/2023	6216 Supplies - Maintenance	480583/1	13.50	13.50	0.00	0.00	0.00	
Faribault Ace Hardware & Ace Sports							51.78	51.78	0.00	0.00	0.00	
Faribault Interiors Inc		Robinwood Mano	7/21/2023	7/21/2023	1701 Building Improvements	59569	3,630.00	3,630.00	0.00	0.00	0.00	
Faribault Interiors Inc							3,630.00	3,630.00	0.00	0.00	0.00	
HD Supply Facilities Maintenance, Ltd.		Robinwood Mano	6/23/2023	7/23/2023	6216 Supplies - Maintenance	9215616702	354.64	0.00	354.64	0.00	0.00	
HD Supply Facilities Maintenance, Ltd.							354.64	0.00	354.64	0.00	0.00	
MEI Total Elevator Solutions		Robinwood Mano	7/1/2023	7/1/2023	6257 Elevator Maintenance	1027336	207.82	0.00	207.82	0.00	0.00	
		Robinwood Mano	8/1/2023	8/1/2023	6257 Elevator Maintenance	1031818	207.82	207.82	0.00	0.00	0.00	
MEI Total Elevator Solutions							415.64	207.82	207.82	0.00	0.00	
Property Pros of Faribault, LLC		Robinwood Mano	7/6/2023	7/6/2023	6225 Grounds/Lawn Care	7054	1,414.67	1,414.67	0.00	0.00	0.00	
Property Pros of Faribault, LLC							1,414.67	1,414.67	0.00	0.00	0.00	
Xcel Energy		Robinwood Mano	7/19/2023	8/14/2023	6410 Electricity	837068988	3,639.97	3,639.97	0.00	0.00	0.00	
Xcel Energy							3,639.97	3,639.97	0.00	0.00	0.00	
Grand Total							17,473.55	16,911.09	562.46	0.00	0.00	



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg, Community & Economic Development Director
MEETING DATE: August 14, 2023
SUBJECT: Healthy Community Initiative (HCI)

BACKGROUND:

Healthy Community Initiative's Mobile Home Rehabilitation Coordinators are on their second month in Faribault. The updates will be included in the packet and available for review at the meeting.

REQUESTED ACTION:

Discuss and ask questions, if applicable.

ATTACHMENTS:

1. Faribault HRA Update 08.07.2023 (HCI)



Mobile Home Rehabilitation Dashboard

May 2022 through Present

Last Updated: 8/5/2023 11:03:33 PM (updates weekly)

Community

Faribault

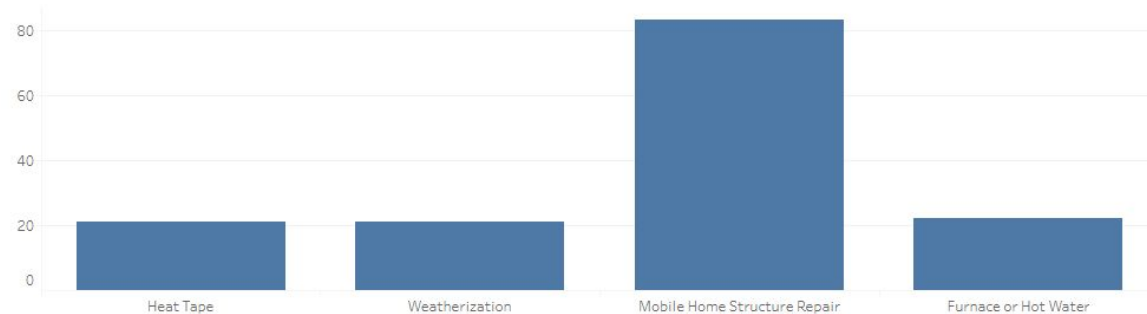
Households Served

50

Interactions

145

Services Provided



Mobile Home Assessments Completed

County Wide : 43
Faribault : 17
Northfield : 26

8/7/2023 Faribault HRA Update*:

- Staff have noticed that Cannon River Mobile Home Park has the most significant needs, with many homes showing significant deterioration.
- This last week alone (July 31- August 4th) GUH staff have gotten 5 new referrals. Some have been from word of mouth and others from the City of Faribault
- The month of July/August staff are focused on emergency repairs. Currently working on four: all need roof repairs, and three have mold in them. ***Right now we are looking for resources for the families with mold in their homes as Public Health has a waiting list for their program.***
- The process for the roof repairs is taking longer than expected due to contractor staffing issues. We are still waiting on appointments for estimates.

* GUH's contract with the City of Faribault HRA began 6/15/2023 and runs through 6/15/2025. Funding prior to 6/15/2023 for work in Faribault was supported by the Rice County Family Services Collaborative.

Interactive dashboard can be found at this [LINK!](#)



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg, Community & Economic Development Director
MEETING DATE: August 14, 2023
SUBJECT: Robinwood Manor - July 2023

BACKGROUND:

Robinwood updates for July 2023:

- Occupancy is at 90 percent. Since the last HRA meeting, two vacancies have been filled and three requests are pending.
- Staff are still working to receive the end-of-month reports from property management.
- Property Management has been working with staff on a regular basis to get the units maintained and occupied.

REQUESTED ACTION:

Celebrate the new occupants and discuss pending requests.

ATTACHMENTS:

1. Fund 898 - Expenditure Summary July 2023

General Ledger

Expenditure and Revenue Summary



User: iluker@ci.faribault.mn.us
 Printed: 8/14/2023 10:25:37 AM
 Period 01 - 12
 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 Adj	0.00	0.00	42,622.20	0.00	0.00
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 Receivable-Collection	0.00	0.00	0.00	-5,826.52	0.00
898-00000-000-13200	Due From Other Governments	0.00	0.00	0.00	0.00	0.00
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 - Buildings	0.00	0.00	0.00	-1,590,559.92	0.00
898-00000-000-16300	Improvements Other Than Bldgs	0.00	0.00	0.00	226,297.00	0.00
898-00000-000-16310	Accum Depreciation - Other Imp	0.00	0.00	0.00	-22,060.73	0.00
898-00000-000-16400	Machinery & Equipment	0.00	0.00	0.00	79,754.39	0.00
898-00000-000-16410	Accum Depreciation - Mach & Eq	0.00	0.00	0.00	-75,958.03	0.00
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

<u>Account Number</u>	<u>Description</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Month to Date</u>	<u>YTD</u>	<u>% Expend/Collect</u>
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, Economic Development Coordinator
THROUGH: David Wanberg, Community & Economic Development Director
MEETING DATE: August 14, 2023
SUBJECT: Public Housing - July 2023

BACKGROUND:

- Public housing occupancy remains at 92%.
- Rice County is responsible for filling the vacant units on behalf of the HRA.
- Staff is still working with new property management firm to provide month-end reports, which the HRA can review at future meetings.

REQUESTED ACTION:

Discuss and provide feedback on desired report content.

ATTACHMENTS:

1. Fund 241 - Expenditure Summary - July 2023

General Ledger

Expenditure and Revenue Summary



User: iluker@ci.faribault.mn.us
 Printed: 8/14/2023 10:29:00 AM
 Period 01 - 12
 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, Economic Development Coordinator
THROUGH: David Wanberg, Community & Economic Development Director
MEETING DATE: August 14, 2023
SUBJECT: City Rental Unit (Scattered Sites)

BACKGROUND:

The City-owned rental unit at 16 1st Street SE remains occupied. Refer to the attached Fund 211 Expenditure Summary for an overview of revenue and expenses.

REQUESTED ACTION:

Review and ask questions, if applicable.

ATTACHMENTS:

1. Fund 211 - Expenditure Summary - July 2023

General Ledger

Expenditure and Revenue Summary



User: iluker@ci.faribault.mn.us
 Printed: 8/14/2023 10:36:48 AM
 Period 01 - 12
 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	9,645.29	102,051.46	0.00
211-00000-000-10410	Investments - Fair Value Adj	0.00	0.00	490.28	-5,793.81	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	10,135.57	96,559.84	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	-3.85	-905.50	0.00
211-00000-000-22200	Deferred Revenues	0.00	0.00	0.00	-191.00	0.00
	Current Liability	0.00	0.00	215.59	-1,096.50	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	-1,491.91	-1,491.91	136.87
211-00000-460-36211	Interest Market Value	0.00	0.00	-490.28	-490.28	0.00
211-00000-460-36220	Rents	-13,300.00	-13,300.00	-12,281.00	-12,281.00	92.34
211-00000-460-36240	Refunds & Reimbursements	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	-14,390.00	-14,390.00	-14,263.19	-14,263.19	99.12
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	-3,912.03	-3,912.03	0.2719
Revenue Total		-14,390.00	-14,390.00	-14,263.19	-14,263.19	-0.9912
Expense Total		0.00	0.00	0.00	0.00	0
00000		-14,390.00	-14,390.00	-3,912.03	-3,912.03	27.19
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	173.13	173.13	57.71
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	225.37	225.37	56.34
211-46310-460-43860	Storm Water Utilities	100.00	100.00	44.88	44.88	44.88
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	3.85	3.85	7.70
	Other Services & Charges	7,763.00	7,763.00	3,912.03	3,912.03	50.39
Grand Total		8,263.00	8,263.00	3,912.03	3,912.03	0.4734
Revenue Total		0.00	0.00	0.00	0.00	0
Expense Total		8,263.00	8,263.00	3,912.03	3,912.03	0.4734
46310	Urban Redevelopment & Housing	8,263.00	8,263.00	3,912.03	3,912.03	47.34
211	City Rental Property Mgmt	-6,127.00	-6,127.00	0.00	0.00	0.00

<u>Account Number</u>	<u>Description</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Month to Date</u>	<u>YTD</u>	<u>% Expend/Collect</u>
Grand Total		-6,127.00	-6,127.00	0.00	0.00	0
Revenue Total		-14,390.00	-14,390.00	-14,263.19	-14,263.19	-0.9912
Expense Total		8,263.00	8,263.00	3,912.03	3,912.03	0.4734



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: August 14, 2023

SUBJECT: Resolution 2023-10 Support Community Action Center's Efforts to Establish Emergency Housing Infrastructure in Faribault

BACKGROUND:

In 2021, River Valleys Continuum of Care (CoC) – a community planning group in southeast Minnesota – found that there were 222 unsheltered households in Rice County, of which 65 of the households included children. In addition, the Faribault school district found 39 families in Faribault public schools did not have housing during the 2022-23 school year. Refer to **Exhibit B** for additional information regarding unsheltered households in Faribault. In short, individuals and families in Faribault need short-term emergency housing and support while they work to secure long-term housing solutions. Addressing these issues helps unsheltered individuals and families and strengthens the community.

Community Action Center (CAC) is applying for a Minnesota Department of Human Services grant to acquire property and build and manage emergency housing in Faribault. Based on input from stakeholders, CAC believes that scattered emergency housing provides the best solution to address current and projected emergency housing needs.

CAC asked city staff to identify two to three potential residential sites - each of which could accommodate a duplex with three bedrooms in each unit. CAC is modeling the proposed duplex based on their Hillcrest Village in Northfield (see **Exhibit C**).

The CAC model would allow individuals and families needing emergency housing to stay in a unit from one to ninety days. During that period, CAC staff would work with the residents to find long-term housing solutions and direct residents to other support services. Neither city staff nor the

Housing and Redevelopment Authority (HRA) would be responsible for owning or managing the properties. However, CAC requests that the HRA and the City Council support CAC's grant application by approving a resolution of support and providing other support, which may include the HRA buying down the cost of land and building permits.

The City and HRA have little developable land. However, city staff identified the following two sites that the HRA and City Council could consider working with CAC for their proposed emergency housing:

1. **21 1st Street NW.** In 2019, the City acquired two residential parcels at the southeast intersection of 1st Avenue NW and 1st Street NW. The City marketed the parcels for redevelopment but has not yet received an offer for the land. The property is undeveloped and in the Central Business District (CBD) and Heritage Preservation District. The east parcel has an area of 6,000 square feet and is adjacent to Crown Apartments, and the west parcel has an area of 10,500 square feet. The City Council could continue to market the west parcel for development and negotiate with CAC on the east parcel for emergency housing. Any standalone residential development on these parcels requires a conditional use permit or rezoning. Refer to **Exhibit D** for a conceptual layout of a CAC duplex on the east parcel.
2. **State Avenue and Division Street.** The City originally acquired the residential property at the northwest corner of State Avenue and Division Street to facilitate the extension of State Avenue to State Highway 60/1st Street NE. The City Council then transferred the property to the HRA, and the HRA transferred the property to the Chamber Trust to develop a model home for workforce housing. The Trust's plan for a model workforce home at the site fell through. Therefore, the Trust is willing to transfer the property back to the HRA, so the HRA could then transfer the property to CAC for emergency housing. Any residential development on this site will likely require setback variances due to the unusual shape of the parcel. Refer to **Exhibit E** for a conceptual layout of a CAC duplex on the site.
3. **Other Possible Sites.** CAC, Rice County, and others are exploring other potential sites for emergency housing. However, we are unable to share any additional information at this time.

CAC's grant application is due on September 21, 2023. With community support, CAC feels it has an excellent opportunity to receive a grant from the Minnesota Department of Human Services. Staff recommends that the HRA approve Resolution 2023-10 (see **Exhibit A**), which supports Community Action Center's efforts to establish emergency housing

infrastructure in Faribault. Representatives from CAC will be at the HRA meeting to address any questions or comments that the HRA may have.

REQUESTED ACTION:

Approve Resolution 2023-08.

ATTACHMENTS:

1. Exhibit A: Resolution 2023-10 Support Community Action Center's Efforts to Establish Emergency Housing Infrastructure in Faribault
2. Exhibit B: Overview of Unsheltered Households in Rice County
3. Exhibit C: Overview of Hillcrest Village Housing in Northfield and Proposed Emergency Housing Model in Faribault
4. Exhibit D: Conceptual Layout of Emergency Housing Duplex at 21 1st Street NW
5. Exhibit E: Conceptual Layout of Emergency Housing Duplex at State Avenue and Division Street

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

RESOLUTION #2023-10

**SUPPORT COMMUNITY ACTION CENTER'S EFFORTS TO ESTABLISH
EMERGENCY HOUSING INFRASTRUCTURE IN FARIBAULT**

WHEREAS, in 2021, Rice County had roughly 222 unsheltered households, of which 65 of the households included children; and

WHEREAS, roughly 39 families in Faribault public schools in the 2022-2023 school year did not have their own housing; and

WHEREAS, the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") administers a variety of housing programs, many of which target low to moderate-income households, including unsheltered individuals and families; and

WHEREAS, the HRA has helped address homelessness issues by providing hotel vouchers for those in need of emergency housing; and

WHEREAS, the HRA does not view its hotel voucher program as a sustainable solution that adequately addresses Faribault's emergency housing needs; and

WHEREAS, the HRA does not have the resources to address emergency housing needs on its own, but the HRA can partner with others to help address emergency housing needs; and

WHEREAS, Community Action Center (CAC) – a nonprofit community organization serving Rice County individuals and families - requests that the HRA support its efforts to obtain a grant through the Minnesota Department of Human Services to establish emergency housing infrastructure in Faribault; and

WHEREAS, CAC intends to own and manage the emergency housing infrastructure; and

WHEREAS, the HRA's contribution to CAC's emergency housing efforts may include buying down land costs, paying building permit fees, and similar contributions.

NOW, THEREFORE, BE IT RESOLVED, by the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA"), as follows:

1. The HRA supports Community Action Center's grant application through the Minnesota Department of Human Services to establish emergency housing infrastructure in Faribault; and
2. The HRA intends to contribute to CAC's emergency housing efforts by helping buy down the cost of land, paying building permit fees, and/or similar contributions; and
3. The HRA authorizes City Staff, on behalf of the HRA, to assist CAC in identifying potential sites for emergency housing and to review and refine CAC's grant application per the intent of this resolution.

ADOPTED: August 14, 2023

_____, Chair

ATTEST:

_____, Vice Chair/Secretary

EXHIBIT B OVERVIEW OF UNSHELTERED HOUSEHOLDS IN RICE COUNTY



Scattered-Site Emergency Housing

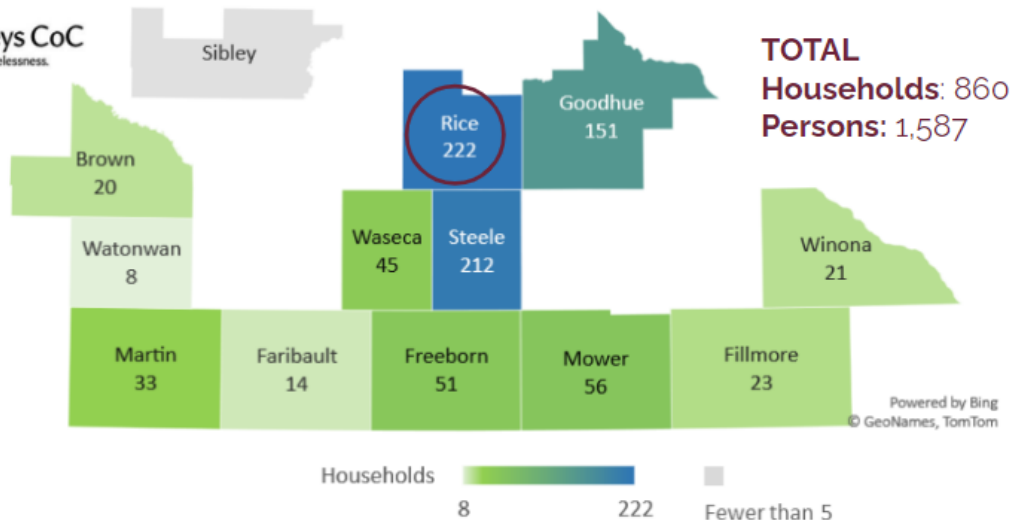
A bridge to housing stability.



Community Action Center

Homeless Households as identified by Coordinated Entry

January 1-December 31, 2021



Youth & Families with Children

January 1-December 31, 2021



22-23 MDE Report Card:

FPS: 35

NPS: 9

Other: 0

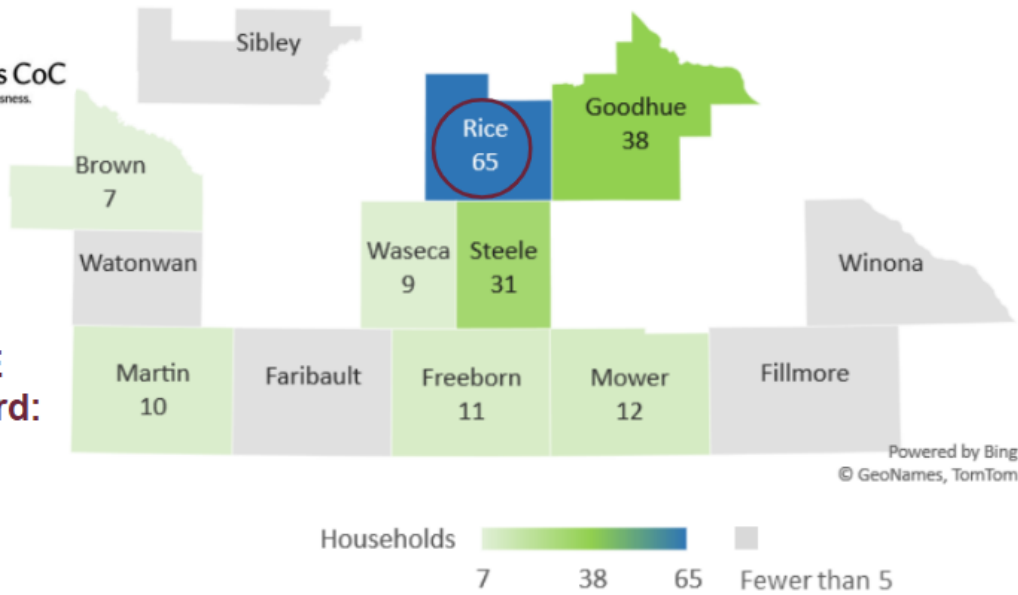


EXHIBIT C

OVERVIEW OF HILLCREST VILLAGE HOUSING IN NORTHFIELD AND PROPOSED EMERGENCY HOUSING MODEL IN FARIBAULT

CAC Housing Experience

-  Eviction Prevention
-  Emergency Shelter
-  Supportive Housing
-  Affordable Housing
-  Sustainable Housing



Hillcrest Village Quick Facts

- 17 rentals / 6 buildings
- Mixed use of emergency (free), supportive (subsidized), and workforce (market) housing
- Locally fundraised, financed and built
- Total project cost - \$5,250,000
- 62% reduction in energy use compared to new high-quality construction

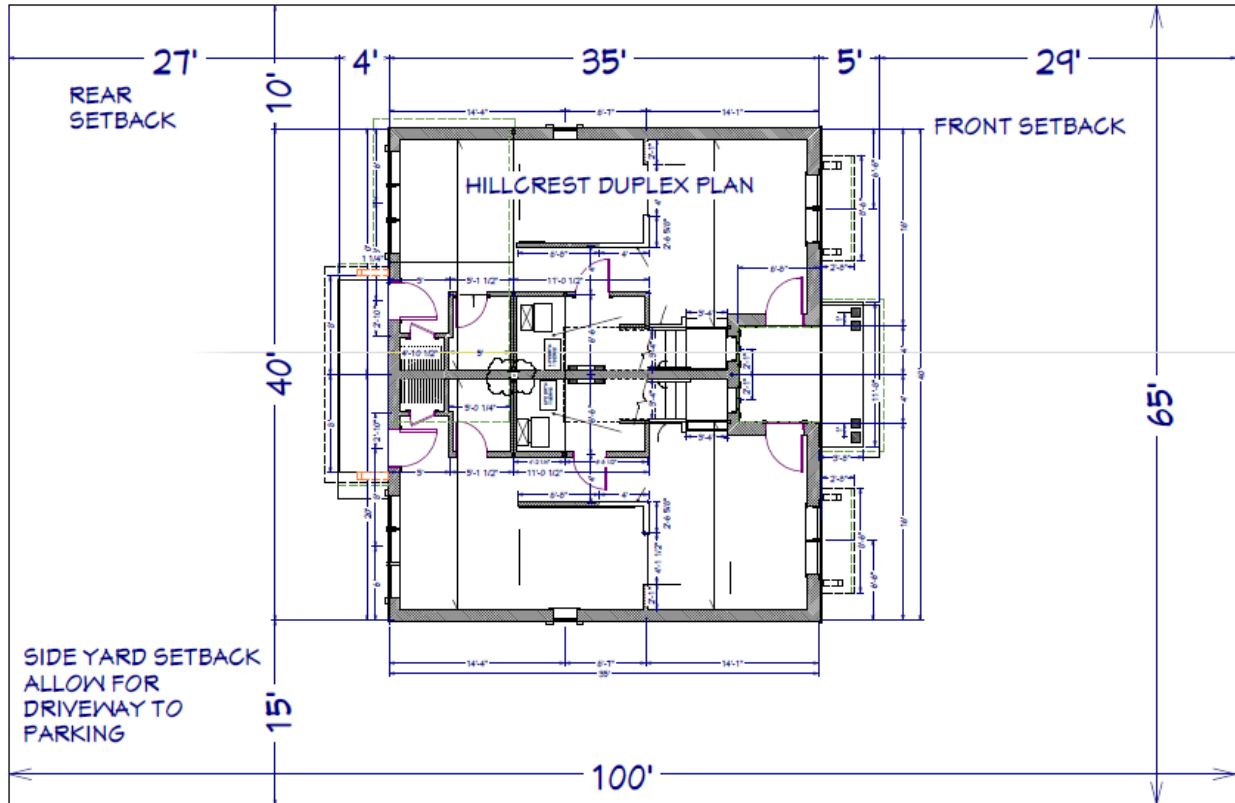
2022 Builder of the Year - Xcel Energy Top Electric Saver

MN DHS Funding Opportunity



Ideal Proposal:

- City/County/CAC Partnership
- In-kind bare land & fee reduction = 10% of request
- Net-zero energy



DUPLEX EXAMPLE CHECK ALL REQUIREMENTS WITH ZONING OFFICIAL

EXHIBIT D

CONCEPTUAL LAYOUT OF EMERGENCY HOUSING DUPLEX AT 21 1ST STREET NW

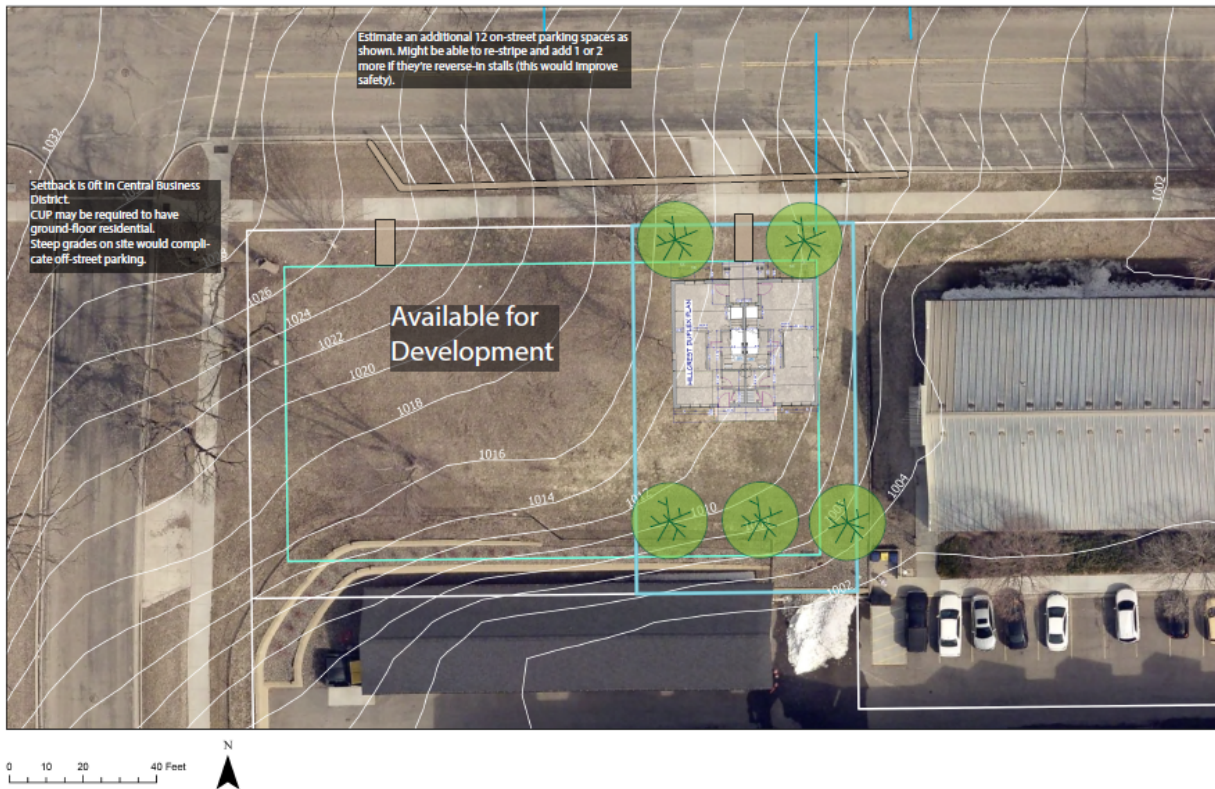
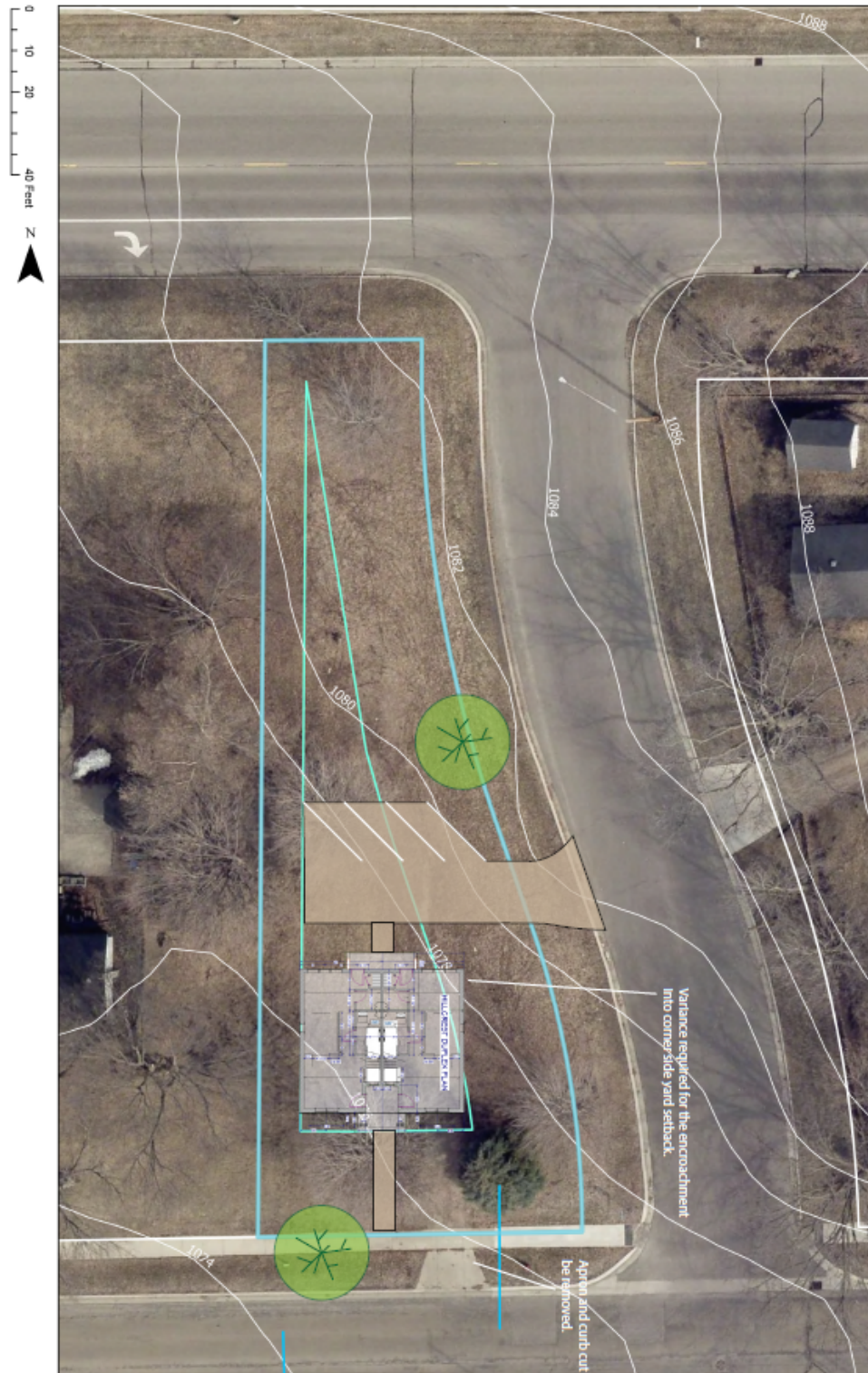


EXHIBIT E
CONCEPTUAL LAYOUT OF EMERGENCY HOUSING DUPLEX AT
STATE AVENUE AND DIVISIONS STREET





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: August 14, 2023
SUBJECT: Housing Presentation from Three Rivers Community Action

BACKGROUND:

Given recent property management changes related to the HRA's housing, the HRA is exploring housing ownership and/or management alternatives. The ultimate goal is to provide HRA's residents with the best and most cost-effective services possible.

Leah Hall and Randi Callahan of Three Rivers Community Action will attend the HRA's August meeting to give an overview of its housing services in Faribault and other communities. Over the coming months, the HRA will continue to discuss how it can best address the housing needs of HRA residents.

REQUESTED ACTION:

Provide general feedback on how an organization like Three Rivers Community Action may help address Faribault's housing needs, including the housing the HRA owns and manages.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg, Community and Economic Development Director
MEETING DATE: August 14, 2023
SUBJECT: Establish the Preliminary 2024 Work Program and Budget

BACKGROUND:

The Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") annually approves a preliminary budget and work plan to support its 2024 tax levy request. Items to consider when establishing the Preliminary 2024 Work Plan and Budget include the following:

- City Staff resignations in 2022 and 2023 resulted in the HRA hiring a property management firm to help the HRA manage its housing properties. New City Staff and the property management firm will take months to settle into their new roles. Although City Staff intends that using the property management firm will result in savings for the HRA, we will not know that for sure for several months.
- The RAD Repositioning work has largely been completed. Starting in 2024, the HRA will be receiving additional rental income from the HRA's scattered project-based housing. However, the details of the additional income are not fully known. The HRA incurred more legal costs for the RAD Repositioning work than it had originally budgeted.
- The \$40,000 van, which the HRA purchased for its Housing Maintenance Staff, is no longer needed. The HRA may choose to sell its van in 2023.
- The HCI Mobile Home Coordinator has started work, albeit a year behind schedule. As a result, the two-year budget for the coordinator will need to be extended into 2024.
- The HRA has expressed interest in helping address the homelessness issues in Faribault. Depending on the HRA's involvement, this may impact the 2024 budget.

- Starting in 2023, City Staff started direct billing its time to the HRA, rather than agreeing to an allocation. This new practice should result in savings for the HRA.

Given the many HRA changes that have occurred in the last two years, City Staff feels it is prudent for the HRA to request the maximum tax levy allowed in 2024. The HRA will continue to prepare and refine its 2024 budget in the coming months.

REQUESTED ACTION:

Provide initial feedback on the HRA's preliminary 2024 budget and work plan.

ATTACHMENTS:

1. HRA 2023 Budget
2. Summary Trial Balance - HRA Fund 280
3. 2024 - HRA WORK PLAN

HRA 2023 BUDGET

Entry Name	Acct 1	Acct 2	Acct 3	Acct 4	Account Description	Detail Description	Detail Amount
HRA	280	00000	461	31010	Current Ad Valorem Taxes	From Finance - HRA levy (100%)	\$328,850.00
HRA	280	00000	461	34108	Administrative Fees	No Public Housing Administration with Repositioning	-\$80,484.00
HRA	280	00000	461	34108	Administrative Fees	Public Housing Administration	\$80,484.00
HRA	280	00000	461	34108	Administrative Fees	Robinwood Administration - rent increase results in mgmt fee increase	\$45,250.00
HRA	280	00000	461	34700	Application Fees		\$0.00
HRA	280	00000	461	36200	Other Miscellaneous Revenue		\$1,000.00
HRA	280	00000	461	36210	Interest on Investments	Automatic Adjustment	\$7,500.00
HRA	280	00000	461	36211	Interest Market Value		\$0.00
HRA	280	00000	461	36215	Loan Interest	T Nelson Loan interest (principal payments go right to loans receivable on balance sheet)	\$943.00
HRA	280	00000	461	36240	Refunds & Reimbursements		\$0.00
HRA	280	00000	461	36400	Loan Principal		\$0.00
HRA	280	00000	461	39101	Sale of Capital Assets		\$0.00
HRA	280	00000	461	39200	Transfer In		\$0.00
REVENUE							\$383,543.00
HRA	280	46310	461	42115	Meeting		\$0.00
HRA	280	46310	461	43010	Auditing & Accounting Services		\$0.00
HRA	280	46310	461	43040	Legal Fees - Civil Process	Keep - for general HRA legal issues	\$5,000.00
HRA	280	46310	461	43080	Indirect Cost Allocation	Indirect Cost Allocation - UPDATED BY FINANCE	\$60,980.00
HRA	280	46310	461	43080	Indirect Cost Allocation	Indirect Cost Allocation from 2022 - There is potential that this will change with Repositioning in the future.	\$210,482.00
HRA	280	46310	461	43090	Expert & Professional Services	Undetermine use at this time.	\$20,000.00
HRA	280	46310	461	43095	Software Maintenance & Support	Direct charge for HDS software	\$3,200.00
HRA	280	46310	461	43130	Special Programs	Final loan installment/payout - T. Nelson - 230 Central Apartments - max \$240,000 (\$180k forgivable, \$60K installment)	\$13,500.00
HRA	280	46310	461	43130	Special Programs	Per agreement with Faribo Downtown Central - Phase 2 funding (total \$500,000 forgivable loan)	\$250,000.00
HRA	280	46310	461	43130	Special Programs	Mobile Home Improvement funds / formerly Mobile Home Buyout	\$20,000.00
HRA	280	46310	461	43130	Special Programs	Program and Mobile Home Heat Tape Program	\$100,000.00
HRA	280	46310	461	43130	Special Programs	Down Payment / First Time Homebuyer Assistance	\$100,000.00
HRA	280	46310	461	43130	Special Programs	Downtown Rehab Program - focused on 2nd floor housing	\$100,000.00
HRA	280	46310	461	43130	Special Programs	Corridor Rehab ("Fix Up") Program - for improvements to owner-occupied housing city-wide	\$50,000.00
HRA	280	46310	461	43130	Special Programs	Mobile Home Heat Tape	\$10,000.00
HRA	280	46310	461	43130	Special Programs	Mobile Home Heat Tape	-\$10,000.00
HRA	280	46310	461	43140	Training & Education	Training for Housing Coordinator and Dept. Specialist. Training used to be included in CD Admin budget until 2023.	\$6,000.00
HRA	280	46310	461	43310	Travel Expense	Travel/Hotel/Mileage associated with training for Coordinator and Specialist	\$2,000.00
HRA	280	46310	461	43430	Advertising - Other	Reduced - but keep to advertise new programs in 2023	\$1,000.00
HRA	280	46310	461	43510	Legal Notices Publishing	Reduced based on trends	\$500.00
HRA	280	46310	461	43520	Recording Fees		\$0.00
HRA	280	46310	461	43610	Insurance & Bonds	2% Increase Over 2022 Actual Expense	\$2,643.00
HRA	280	46310	461	44330	Dues & Subscriptions	HCI - year 1 or a 2 year agreement to provide \$55k per year for Mobile	\$55,000.00
HRA	280	46310	461	44330	Dues & Subscriptions	Home Coordinator. Approved in 2022	\$500.00
HRA	280	46310	461	45500	Vehicles	NAHRO and MN Multi Housing Memberships	\$40,000.00
HRA	280	46310	461	47200	Transfer Out	Van replacement was 2021 - but was not replaced. Needs replacement	\$0.00
EXPENSES							\$940,805.00

USE OF FUND BALANCE / Difference between Revenue & Expenses		Current Fund 280 Cash Balance			
				\$	
"New" Expenses in 2023				\$	1,152,993.00
HCI Funding	\$55,000.00	Restricted Cash (Commitments)			
FDC Funding	\$250,000.00	FDC - 1st Payment	\$		250,000.00
Van Replacement	\$40,000.00				
Training	\$6,000.00	Available	\$		902,993.00
Travel for Training	\$2,000.00				
	\$353,000.00	Available Based on 2023 Budget	\$		345,731.00
Indirect Cost Allocation - non-negotiable expenses	\$271,462.00				
	\$67,200.00				

General Ledger

Summary Trial Balance

User: iluker@ci.faribault.mn.us
 Printed: 08/11/2023 - 10:52AM
 Period: 01 to 08, 2023



Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 280	Faribault HRA					
ASSETS						
280-00000-000-10100	Cash	0.00	1,033,403.97	201,199.84	426,786.83	807,816.98
280-00000-000-10120	Cash Escrow	0.00	0.00	0.00	0.00	0.00
280-00000-000-10410	Investments - Fair Value Adj	0.00	-73,834.50	21,984.69	86,008.12	-137,857.93
280-00000-000-10450	Interest Receivable	0.00	3,399.31	4,203.93	0.00	7,603.24
280-00000-000-10500	Taxes Receivable - Current	0.00	2,529.81	0.00	2,529.81	0.00
280-00000-000-10700	Taxes Receivable - Delinquent	0.00	3,311.16	0.00	0.00	3,311.16
280-00000-000-11500	Accounts Receivable	0.00	0.00	8,624.96	8,624.96	0.00
280-00000-000-13100	Due From Other Funds	0.00	0.00	250,000.00	0.00	250,000.00
280-00000-000-13200	Due From Other Governments	0.00	0.00	0.00	0.00	0.00
280-00000-000-13700	Loans Receivable	0.00	36,910.45	2,251.00	10,208.16	28,953.29
280-00000-000-13710	Loans Receivable-Deferred	0.00	406,666.06	0.00	0.00	406,666.06
280-00000-000-15500	Prepaid Items	0.00	3,944.00	0.00	3,944.00	0.00
280-00000-000-16250	Property Held for Resale	0.00	0.00	0.00	0.00	0.00
	ASSETS Totals:	0.00	1,416,330.26	488,264.42	538,101.88	1,366,492.80
LIABILITIES						
280-00000-000-20200	Accounts Payable	0.00	-51,808.25	123,837.42	72,029.17	0.00
280-00000-000-20800	Due To Other Governments	0.00	0.00	0.00	0.00	0.00
280-00000-000-20910	Advances From Primary Govt	0.00	0.00	0.00	0.00	0.00
280-00000-000-22200	Deferred Revenues	0.00	-3,311.16	0.00	0.00	-3,311.16
280-00000-000-22210	Loans Receivable - Deferred	0.00	-406,666.06	0.00	0.00	-406,666.06
	LIABILITIES Totals:	0.00	-461,785.47	123,837.42	72,029.17	-409,977.22
FUND BALANCE						
280-00000-000-25300	Unreserved Fund Balance	0.00	-954,544.79	0.00	0.00	-954,544.79

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
	FUND BALANCE Totals:	0.00	-954,544.79	0.00	0.00	-954,544.79
REVENUE						
280-00000-461-31010	Current Ad Valorem Taxes	328,850.00	0.00	0.00	174,443.54	-174,443.54
280-00000-461-31020	Delinquent Ad Valorem Taxes	0.00	0.00	0.00	1,597.37	-1,597.37
280-00000-461-31030	Mobile Home Taxes	0.00	0.00	0.00	0.00	0.00
280-00000-461-31035	Delinquent Mobile Home Taxes	0.00	0.00	0.00	110.18	-110.18
280-00000-461-31040	Excess Tax Increment	0.00	0.00	0.00	0.00	0.00
280-00000-461-31500	PILOT	0.00	0.00	0.00	0.00	0.00
280-00000-461-31550	Green Acres	0.00	0.00	0.00	0.00	0.00
280-00000-461-33160	Federal Grants	0.00	0.00	0.00	0.00	0.00
280-00000-461-33402	Market Value Homestead Credit	0.00	0.00	0.00	0.00	0.00
280-00000-461-33422	Other State Grants & Aids	0.00	0.00	0.00	0.00	0.00
280-00000-461-34108	Administrative Fees	45,250.00	0.00	9,561.92	45,573.54	-36,011.62
280-00000-461-34700	Application Fees	0.00	0.00	0.00	0.00	0.00
280-00000-461-36200	Other Miscellaneous Revenue	1,000.00	0.00	0.00	0.00	0.00
280-00000-461-36210	Interest on Investments	7,500.00	0.00	0.00	15,618.02	-15,618.02
280-00000-461-36211	Interest Market Value	0.00	0.00	86,008.12	21,984.69	64,023.43
280-00000-461-36215	Loan Interest	943.00	0.00	0.00	667.80	-667.80
280-00000-461-36240	Refunds & Reimbursements	0.00	0.00	0.00	0.00	0.00
280-00000-461-36400	Loan Principal	0.00	0.00	0.00	2,251.00	-2,251.00
280-00000-461-39101	Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
280-00000-461-39200	Transfer In	0.00	0.00	0.00	0.00	0.00
	REVENUE Totals:	383,543.00	0.00	95,570.04	262,246.14	-166,676.10
EXPENSE						
Department 46310	Urban Redevelopment & Housing					
280-46310-461-42115	Meeting	0.00	0.00	0.00	0.00	0.00
280-46310-461-43010	Auditing & Accounting Services	0.00	0.00	0.00	0.00	0.00
280-46310-461-43040	Legal Fees - Civil Process	5,000.00	0.00	2,931.05	0.00	2,931.05
280-46310-461-43070	Management Services	0.00	0.00	0.00	0.00	0.00
280-46310-461-43080	Indirect Cost Allocation	281,925.00	0.00	98,522.95	9,790.81	88,732.14
280-46310-461-43090	Expert & Professional Services	20,000.00	0.00	0.00	0.00	0.00
280-46310-461-43095	Software Maintenance & Support	3,200.00	0.00	6,232.12	0.00	6,232.12
280-46310-461-43130	Special Programs	533,500.00	0.00	64,207.00	0.00	64,207.00
280-46310-461-43140	Training & Education	6,000.00	0.00	0.00	0.00	0.00
280-46310-461-43310	Travel Expense	2,000.00	0.00	0.00	0.00	0.00
280-46310-461-43430	Advertising - Other	1,000.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
280-46310-461-43510	Legal Notices Publishing	500.00	0.00	0.00	0.00	0.00
280-46310-461-43520	Recording Fees	0.00	0.00	345.00	0.00	345.00
280-46310-461-43610	Insurance & Bonds	2,643.00	0.00	2,258.00	0.00	2,258.00
280-46310-461-43810	Electric Utilities	0.00	0.00	0.00	0.00	0.00
280-46310-461-43820	Water Utilities	0.00	0.00	0.00	0.00	0.00
280-46310-461-43830	Gas Utilities	0.00	0.00	0.00	0.00	0.00
280-46310-461-43840	Refuse Disposal	0.00	0.00	0.00	0.00	0.00
280-46310-461-43850	Sewer Utilities	0.00	0.00	0.00	0.00	0.00
280-46310-461-43860	Storm Water Utilities	0.00	0.00	0.00	0.00	0.00
280-46310-461-44010	Building Maintenance	0.00	0.00	0.00	0.00	0.00
280-46310-461-44040	Vehicle & Machinery Repairs	0.00	0.00	0.00	0.00	0.00
280-46310-461-44320	Bad Debt	0.00	0.00	0.00	0.00	0.00
280-46310-461-44330	Dues & Subscriptions	55,500.00	0.00	3,944.00	3,944.00	0.00
280-46310-461-44390	Taxes & Licenses	0.00	0.00	0.00	0.00	0.00
280-46310-461-44450	Claims & Damages	0.00	0.00	0.00	0.00	0.00
280-46310-461-45200	Building & Improvements	0.00	0.00	0.00	0.00	0.00
280-46310-461-45500	Vehicles	40,000.00	0.00	0.00	0.00	0.00
280-46310-461-46020	Other Long Term Obligation Pri	0.00	0.00	0.00	0.00	0.00
280-46310-461-46120	Other Long Term Obligation Int	0.00	0.00	0.00	0.00	0.00
280-46310-461-47200	Transfer Out	0.00	0.00	0.00	0.00	0.00
280-46310-461-49999	Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00
	280-46310 EXPENSE Totals:	951,268.00	0.00	178,440.12	13,734.81	164,705.31
	EXPENSE Totals:	951,268.00	0.00	178,440.12	13,734.81	164,705.31
	Fund 280 Totals:	-567,725.00	0.00	886,112.00	886,112.00	0.00
	Report Totals:	-567,725.00	0.00	886,112.00	886,112.00	0.00

2024 HRA WORK / ACTION PLAN

Unsheltered	Collaborate with shelters, social services, and mental health agencies to offer support to the unsheltered.
Property Management	- Cornerstone has been working with City staff on a daily basis to ensure the proper transfer and operation of services. We will strive to provide residents with quality cost-effective services. - Implement a proactive maintenance schedule for existing affordable housing units to ensure the safety and comfort of tenants in 2024. - Regular property inspections will assist in prompt detection, mitigation, and thorough management.
Tenant Services and Support	- Enhance communication with tenants to expedite resolution of issues, concerns, and requests. - Collaborate with local service providers to connect residents to educational, job training, and wellness programs.
Affordable Housing	- In 2024, there is a greater need to identify potential sites for affordable housing projects through collaboration with local non-profits. - Secure funding through grants, partnerships, and potential tax credits.
Special Programs	- Mobile Home Improvement Funds/Mobile Home Buyout Program and Heat Tape Program - \$20,000 in 2023 budget, but staff issues and communication gaps have delayed request for assistance. Staff has been in contact with HCI as they compile long list of heat tape requests and coordinate appointments. The need for heat tape is escalating, and the infrastructure is developing to promptly accommodate requests. - First Time Home buyer/Down Payment Assistance - \$100,000 in 2023 budget. Delays in 2023 execution have created a higher demand for funds in 2024. - Downtown Rehab (2nd Floor Apartments) - \$100,000 in 2023 budget. Delays in 2023 execution have created a higher demand for funds in 2024. - Healthy Community Initiative (HCI) Mobile Home Rehabilitation Coordinators - The agreement was amended to enable the program to begin in June 2023 and conclude in June 2025.



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: August 14, 2023
SUBJECT: Resolution 2023-09 Establish the HRA Preliminary Tax Levy for Fiscal Year 2024

BACKGROUND:

Minnesota Statute 469.033, Subdivision 6 provides that a City may, at the request of its Housing and Redevelopment Authority (HRA), levy a tax each year on all taxable property within the taxing district for the benefit of the HRA. Although the City Council approves the levy amount, the statute limits the levy to a maximum of 0.0185 percent of the estimated taxable market value in the district.

Since 2013, the HRA has recommended, and the City Council has approved, the maximum levy amount allowed by the statute (refer to the attached preliminary 2024 HRA levy calculations). The HRA should request the maximum allowed levy for 2024 to support the HRA's 2024 preliminary work program and budget. The levy is the HRA's primary source of flexible revenue that the HRA can use to fund its programs and fulfill its mission. The 2024 estimated taxable market value is \$2,055,421,700. Therefore, the maximum the City Council can levy for the HRA in 2024 is \$380,253 ($\$2,055,421,700 \times 0.000185 = \$380,253$).

The City must certify its proposed 2024 property tax levy to the Rice County Auditor by September 30, 2023. Consequently, the HRA should approve a resolution (at this meeting) requesting that the City Council approve a 2024 tax levy not to exceed \$380,253 for HRA purposes (refer to the attached resolution). Once the City Council certifies the tax levy, the Council can reduce the levy, but it cannot increase it.

REQUESTED ACTION:

Approve Resolution 2023 - 09

ATTACHMENTS:

Agenda Item: 7.D

1. Resolution 2023-09 Establish the HRA Preliminary Tax Levy for Fiscal Year 2024
2. Preliminary 2024 EDA Levy Calculations

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

RESOLUTION #2023-09

ESTABLISH THE HRA PRELIMINARY TAX LEVY FOR FISCAL YEAR 2024

WHEREAS, Minnesota Statute 469.033, Subdivision 6 provides that a City may, at the request of its Housing and Redevelopment Authority (HRA), levy a tax each year on all taxable property within the taxing district for the benefit of the HRA; and

WHEREAS, Minnesota Statute 469.033, Subdivision 6 limits the levy to a maximum of 0.0185 percent of the estimated taxable market value in the district; and

WHEREAS, the 2024 estimated taxable market value in the district is \$2,055,421,700; and

WHEREAS, the maximum the City Council can levy for HRA purposes in 2024 is \$380,253 ($\$2,055,421,700 \times 0.000185 = \$380,253$); and

WHEREAS, the HRA has prepared a preliminary work program and budget that depends on the HRA receiving the maximum levy amount allowed by the statute.

NOW, THEREFORE, BE IT RESOLVED, by the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA"), that it establishes and recommends the City Council approve a 2024 tax levy of \$380,253 for HRA purposes per the proposed 2024 budget on file with the City.

ADOPTED: August 14, 2023

ATTEST:

_____, Chair

_____, Vice Chair/Secretary

**FARIBAULT HOUSING AND REDEVELOPMENT AUTHORITY
GENERAL FUND
PRELIMINARY 2024 HRA LEVY CALCULATIONS**

Authority

Minnesota Statutes 469.033, Subdivision 6

"The amount of the levy shall be an amount approved by the governing body of the city, but shall not exceed 0.0185 percent of the taxable market value."

Maximum Levy Calculation

PY Estimated Market Value	\$ 2,055,421,700
Percentage Allowed	0.0185
Maximum Levy	\$ 380,253

HRA Levy History

<u>Year</u>	<u>Gross Levy*</u>	<u>Net Levy</u>	<u>% of Gross Levy</u>
1998	\$ 74,703	\$ 67,000	
1999	56,325	48,622	
2000	71,356	63,611	
2001	75,568	67,864	
2002	100,267	100,267	100%
2003	105,280	105,280	100%
2004	124,330	124,330	100%
2005	139,552	139,552	100%
2006	156,357	156,357	100%
2007	177,288	177,288	100%
2008	188,107	188,107	100%
2009	270,690 **	211,834	78%
2010	273,620	234,468	86%
2011	266,485	234,468	88%
2012	251,068	239,157	95%
2013	219,726	219,726	100%
2014	197,300	197,300	100%
2015	197,300	197,300	100%
2016	201,682	201,682	100%
2017	206,937	206,937	100%
2018	217,365	217,365	100%
2019	229,713	229,713	100%
2020	251,907	251,907	100%
2021	295,900	295,900	100%
2022	309,820	309,820	100%
2023	328,850	328,850	100%
2024	380,253	380,253	100%

*Assumes \$7,704 HACA for years 1990-2001

*The percentage allowed was increased by the 2008 Legislature from .0144 to .0185.



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: August 14, 2023
SUBJECT: Resolution 2023-11 Approve Amendment to Cornerstone Agreement related to Insurance

BACKGROUND:

The Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") and Cornerstone Management Services, LLC (the "Managing Agent") executed an Agreement on May 1, 2023, for the management of the HRA's housing. Provision 3.(e) of the Agreement required that the Managing Agent obtain appropriate insurance to manage the HRA's properties as outlined in the Agreement. The Managing Agent did not obtain the appropriate insurance and has requested that the HRA add the Managing Agent to the HRA's existing policy as an additional insured.

The HRA's insurance agent stated that adding the Managing Agent as an additional insured can be done at no additional cost. In consultation with the City Attorney, City Staff feels it will minimize potential conflicts with the Department of Housing and Urban Development (HUD) if the Managing Agent is listed as an additional insured as outlined in the attached resolution.

REQUESTED ACTION:

Approve Resolution 2023-11

ATTACHMENTS:

1. Resolution 2023-11
2. First Amendment to Cornerstone Agreement

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

RESOLUTION 2023-11

**APPROVE THE FIRST AMENDMENT TO THE PROPERTY MANAGEMENT
AGREEMENT WITH CORNERSTONE MANAGEMENT SERVICES LLC**

WHEREAS, Cornerstone Management Services LLC ("Cornerstone") and the Housing and Redevelopment Authority of Minnesota ("HRA") previously entered into a Property Management Agreement dated May 1st, 2023 (the "Agreement") concerning the management of several properties owned by the HRA; and

WHEREAS, the HRA wishes to add Cornerstone as an additionally insured party to the City of Faribault's insurance liability coverage; and

WHEREAS, in order to add Cornerstone as an additionally insured, the HRA and Cornerstone must agree to modify the Agreement to include a provision requiring the same; and

WHEREAS, Cornerstone and the HRA wish to modify the Agreement as provided in this First Amendment to the Agreement, attached as **Exhibit A**.

NOW, THEREFORE, BE IT RESOLVED, by the Housing and Redevelopment Authority of Faribault, Minnesota, that:

1. The HRA hereby approves the execution of the First Amendment with such changes, additions, or deletions, in the opinion of the HRA's Attorney, as may be necessary or desirable.
2. The staff of the HRA and the HRA's attorney are hereby directed to take all other actions necessary to implement the First Amendment to the Agreement. The Chair and the Secretary are hereby authorized to execute the First Amendment to the Agreement and to carry out, on behalf of the HRA, its obligations thereunder.

ADOPTED: August 14, 2023.

ATTEST:

_____, Chair

_____, Secretary

EXHIBIT A

FIRST AMENDMENT TO PROPERTY MANAGEMENT AGREEMENT

This First Amendment to Property Management Agreement (the "First Amendment") is made this ____ day of _____, 2023, by and between Cornerstone Management Services LLC, a Minnesota limited liability company ("Managing Agent"), and the Housing and Redevelopment Authority of Faribault, Minnesota, a public body politic and corporate ("HRA").

RECITALS

WHEREAS, the Managing Agent and the HRA previously entered into a Property Management Agreement dated May 1st, 2023 (the "Agreement") concerning the management of several properties owned by the HRA; and

WHEREAS, the Managing Agent and the HRA wish to modify the Agreement as provided in this First Amendment.

AGREEMENT

In consideration of the promises made between the Managing Agent and the HRA, the parties agree as follows:

1. Section 25 is modified as follows:

(c) The HRA must include Managing Agent as an additionally insured party on the City of Faribault's insurance liability coverage.

2. Except as modified by this First Amendment, the Agreement is confined by the parties and continues to be valid and binding. In case of any conflict between this First Amendment and the Agreement, the terms of this First Amendment will control.

3. This First Amendment may be executed in one or more counterparts, each of which shall be deemed an original and all such counterparts together shall constitute one and the same First Amendment.

* * * * *

IN WITNESS WHEREOF, the Managing Agent and the HRA have executed this First Amendment as of the day and year first above written.

**Cornerstone Management Services
LLC**

By: _____
Mark Dickson, President/Owner

**Housing and Redevelopment
Authority of Faribault, Minnesota**

By: _____
_____, Chair

By: _____
_____, Secretary

FIRST AMENDMENT TO PROPERTY MANAGEMENT AGREEMENT

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RECITALS

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WHEREAS, the Managing Agent and the HRA wish to modify the Agreement as provided in this First Amendment.

AGREEMENT

In consideration of the promises made between the Managing Agent and the HRA, the parties agree as follows:

1. Section 25 is modified as follows:

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3. This First Amendment may be executed in one or more counterparts, each of which shall be deemed an original and all such counterparts together shall constitute one and the same First Amendment.

* * * * *

IN WITNESS WHEREOF, the Managing Agent and the HRA have executed this First Amendment as of the day and year first above written.

**Cornerstone Management
Services LLC**

By: _____
Mark Dickson, President/Owner

**Housing and Redevelopment
Authority of Faribault,
Minnesota**

By: _____
_____, Chair

By: _____
_____, Secretary



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg, Community & Economic Development Director
MEETING DATE: August 14, 2023
SUBJECT: Faribo Downtown Central, LLC Updates

BACKGROUND:

On December 27, 2022, Faribo Downtown Central, LLC (FDC), was awarded a forgivable loan from Faribault's Housing & Redevelopment Authority (HRA) and Economic Development Authority (EDA), totaling \$1,000,000 (HRA Allocation \$500,000 + EDA Allocation \$500,000). The loans are structured for incremental disbursement spanning two phases, with an allocation of \$250,000 for each phase, per commission (HRA - \$250,000 + \$250,000) + (EDA - \$250,000 + \$250,000). Since then...

- The funds for Phase 1 have been successfully utilized and documented. The documents are available for in-person review at the meeting, but will not be included in the packet.
- FDC has been in discussions with the Building Inspector to close Phase 1 permits, and discussions will resume after the inspector returns on August 14th.
- On May 24th, the City Council approved a loan to FDC for \$500,000, and the City attorney is working with local staff to revise agreements for both HRA and EDA.
- The funds for Phase 2 have been requested by Faribo Downtown Central, LLC.
- On July 20th, FDC provided additional supporting documents for the project. The documents are available for in-person review, but are not included in the packet.

REQUESTED ACTION:

Confirm the HRA wants to meet with EDA once FDC submits all required documents to close out Phase 1 and start Phase 2.

ATTACHMENTS:



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: August 14, 2023
SUBJECT: September HRA Agenda and Other Discussion Items

BACKGROUND:

The September HRA meeting will include the following topics:

1. Continue to refine the 2024 work program and budget.
2. Continue to discuss the ownership and management alternatives of the HRA's housing stock.
3. Review the current property management approach.
4. Review and identify next steps related to the HRA's maintenance van.
5. Other topics as identified by the HRA.

Nort Johnson of the Faribault Area Chamber of Commerce and Tourism invited the HRA (and many other partners) to participate in a meeting on early education and daycare, Cradle 2 Career, and housing updates. This is an optional meeting for HRA members. The meeting is scheduled for Thursday, August 24, from 11:00 AM to 1:00 PM at Buckham West. Please let City Staff know if you plan to participate. We have posted a notice that this meeting may have a quorum of HRA members.

REQUESTED ACTION:

Provide feedback on the HRA's preliminary September agenda, and identify if you plan to participate in the August 24 Chamber meeting.

ATTACHMENTS: