



HOUSING & REDEVELOPMENT AUTHORITY AGENDA

PUBLIC MEETING ROOM	MONDAY, SEPTEMBER 11, 2023	6:00 PM
----------------------------	-----------------------------------	----------------

1. Call to Order
2. Approval of the Minutes
3. Program Reports
 - A. Healthy Community Initiative - August 2023 Updates
 - B. Mobile Home Improvement
 - C. Additional Special Programs
4. Property Reports and List of Claims for Release
 - A. Robinwood, Public Housing, and City Rental Updates - August 2023
 - B. Property Reports and List of Claims for Release
5. Items for Discussion
 - A. Review Meeting Protocols
 - B. Preliminary Discussion: Ellison Properties, LLC and Alexander Faribault House
 - C. Deny Mobile Home Buyout Application for Ineligible Unit Located at 2218 Sundet Lane
 - D. Review Mobile Home Buyout Program
 - E. HRA Budget related to City Staff Support
 - F. General Updates - August 2023
6. Public Hearings (None)
7. Adjournment



HOUSING & REDEVELOPMENT AUTHORITY MINUTES

PUBLIC MEETING ROOM

MONDAY, AUGUST 14, 2023

6:00 PM

Meeting Items

1. Call to Order and Introduction to new HRA Member Colin Maltbie, and Resignation of Chair Speckhals, Election of Officers

The regular meeting of the Housing and Redevelopment Authority was called to order by Vice Chair Ahlers at 6:00 pm. Commissioners: Mandy Barnes, Sara Caron, Travis Kath, Colin Maltbie, Travis McColley and Vice Chair Ahlers were in attendance. Also in attendance were David Wanberg, Ian Luker and Kari Casper. Wanberg then asked Colin Maltbie to introduce himself and went around the room with further introductions.

After a brief discussion on Matthew Speckhals' resignation, Vice Chair Ahlers then requested an election of officers. Travis McColley moved to nominate Loni Ahlers as Chair. Ahlers accepted the nomination and the motion was seconded by Sara Caron. The motion passed on a 6/0 vote.

Travis Kath then moved to nominate Travis McColley as Vice Chair. McColley accepted the nomination, seconded by Sara Carson. That motion passed on a 6/0 vote.

2. Approval of the Minutes

Travis McColley made a motion to approve the July 17th HRA meeting minutes, seconded by Travis Kath. The motion passed unanimously.

3. List of Claims for Release

Travis McColley made a motion to approve the list of claims to be paid as presented, seconded by Travis Kath. The motion passed unanimously.

4. Program Reports

- A. Healthy Community Initiative (HCI)

Nalanie McCutcheon was present to answer any questions. No one raised any questions. Travis McColley made a motion to receive and file the report as presented, seconded by Travis Kath. The motion passed unanimously.

5. Property Reports

- A. Robinwood Manor - July 2023

Sara Caron made a motion to receive and file the report as presented, seconded by Travis McColley. The motion passed unanimously.

- B. Public Housing - July 2023

Travis Kath made a motion to receive and file the report as presented, seconded by Travis McColley. The motion passed unanimously.

C. City Rental Unit (Scattered Sites)

Travis McColley made a motion to receive and file the report as presented, seconded by Sara Caron. The motion passed unanimously.

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

Becky Ford and Paul Gleasen were present to discuss the Community Action Council's plan to apply for grant money through the state. They brought before the board plans to build three scattered site duplexes at various locations throughout the city. Mr. Gleason is the grant writer for the CAC and has identified that the state has a \$98 million grant program to assist communities with infrastructure. The CAC would need to come up with approx. ten percent of the cost requested through local partnerships. The CAC has asked the HRA if they could potentially identify some land that possibly the HRA could donate. The staff were able to come up with two areas in the city that might be available at this time.

Motion by Travis McColley, seconded by Colin Maltbie to Approve Resolution 2023-10 Support Community Action Center's Efforts to Establish Emergency Housing Infrastructure in Faribault as presented. Motion Passed.

B. Housing Presentation from Three Rivers Community Action

Leah Hall presented a list of the properties that Three Rivers Community Action currently owns, some of which have been recently acquired and are being rehabilitated. No action taken on this item at this time.

C. Establish the Preliminary 2024 Work Program and Budget

Motion by Sara Caron, seconded by Mandy Barnes to direct staff to continue to work on the HRA's preliminary 2024 budget and work plan as presented. The motion passed unanimously.

D. Resolution 2023-09 Establish the HRA Preliminary Tax Levy for Fiscal Year 2024

A motion was made by Colin Maltbie, seconded by Travis McColley to approve Resolution 2023-09 to Establish the HRA Preliminary Tax Levy for Fiscal Year 2024. The motion passed unanimously.

E. Resolution 2023-11 Approve Amendment to Cornerstone Agreement related to Insurance

One of the provisions of the agreement for Cornerstone to be able to manage the HRA's multifamily house is to have insurance. Staff learned that it would be at no cost to add them to the existing policy as an insured. A motion was made by Travis McColley, seconded by Mandy Barnes to Approve Resolution 2023-11 the Amendment to the Cornerstone Agreement related to Insurance. The motion passed unanimously.

F. Faribo Downtown Central, LLC Updates

Luker stated that the final close out of the first draw has not yet been completed and that he would be speaking with Mr. Johnson in the near future in this regard. No action taken at this time.

G. September HRA Agenda and Other Discussion Items

Items discussed for the next agenda are 1) the 2024 Work Plan, 2) ownership

management discussions with Three Rivers; 3) current property management approach;
4) the van.

Also discussed was the meeting set up by the Chamber on 8/24 from 11 to 1 for which everyone is invited to attend but not necessary.

8. Adjournment

Motion by Travis McColley, seconded by Sara Caron to Adjourn at 7:54 p.m.. The motion passed unanimously.

Respectfully submitted,

By: _____
Kari Casper



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg, Community & Economic Development Director
MEETING DATE: September 11, 2023
SUBJECT: Healthy Community Initiative - August 2023 Updates

BACKGROUND:

On June 15, 2023, the Faribault Housing and Redevelopment Authority (the "HRA") formalized a partnership with the Healthy Community Initiative (the "HCI"). This collaboration is aimed at delivering mobile home rehabilitation services, facilitated by HCI's Mobile Home Rehabilitation Coordinators.

REQUESTED ACTION:

Please review updates, ask questions, and/or provide feedback.

ATTACHMENTS:

1. Faribault HRA Update 09.07.2023 (GUH)



9/7/2023 Faribault HRA Update*:

- Contractor time is severely slowing down progress in Faribault. Currently GUH has **26 estimates that are pending**, waiting for contractors to have time to come out and assess the work.
- One mobile home had electrical work completed.
- Blueboard and heat tape installation events are scheduled for the week of 9/5/2023. Volunteers are being tapped to assist in these events.
- Another round of comprehensive assessments is scheduled for end of September.
- GUH is partnering with Sustainable Resource Center, Xcel Energy, Center for Energy Efficiency, Slipstream and Three Rivers to develop and implement a customized and holistic delivery model for mobile home parks that meets the needs of customers and guides them through an easy to engage with process with a range of energy saving opportunities and other helpful resources. ***This model project comes with funding to train contractors and complete work on HVAC and insulation/weatherization.*** Residents in Cannon River Mobile Home Park are pre-qualified due to their location. The goal is **60 units** will have comprehensive audits and significant work done, thus reducing the energy burden. If GUH can't get 60 homes in Cannon River to sign up for the program, Evergreen Estates will become a focus, likely this spring.
- **7 weatherization assessments have been completed**, in conjunction with the project described above, and **another 10 are scheduled** at this point. The target would be that all units addressed by the project have assessments completed prior to any work.

* 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.

Mobile Home Rehabilitation Dashboard

May 2022 through Present

Last Updated: 9/5/2023 12:17:55 PM (updates weekly)

Community

Faribault
☐ (All)
☒ Faribault
☐ Northfield

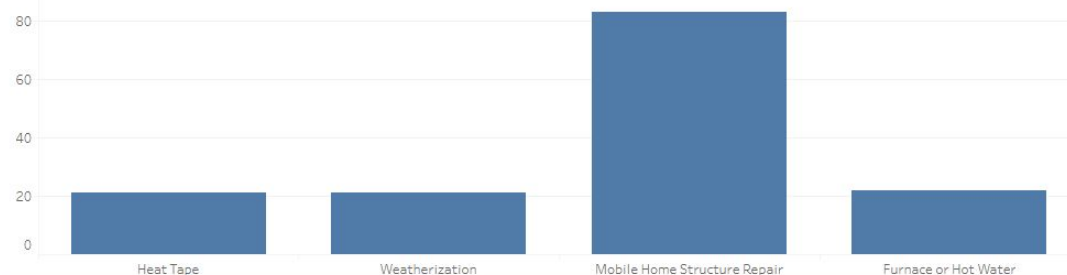
Households Served

62

Interactions

177

Services Provided



Mobile Home Assessments Completed

County Wide : 43

Faribault : 17

Northfield : 26

(not automatically updated)

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 and Economic Development Director
MEETING DATE: September 11, 2023
SUBJECT: Mobile Home Improvement

BACKGROUND:

Faribault's mobile home improvements address a significant area of opportunity in our community, with the potential to enhance energy efficiency and overall quality of life for its residents. This report highlights recent initiatives and upcoming events aimed at achieving this objective.

Partners in Energy Event – August 28, 2023:

On August 28, 2023, Cannon River Mobile Home Park played host to the enlightening "Partners in Energy" event. During this event, dedicated City staff engaged with community members to discuss an array of programs focused on energy efficiency and conservation. The event aimed to educate residents about practical steps they can take to reduce energy consumption, lower utility bills, and contribute to a greener environment.

Cannon River Mobile Home Park – September 11, 2023:

Building on the success of the August 28 event, an identical event is scheduled for September 11, 2023. This second event will provide another opportunity for community members to gain valuable insights and information on energy-saving programs.

Heat Tape Program –

The Heat Tape Program has been under the administration of Healthy Community Initiative (HCI), and they have performed 20 heat tape installations in Faribault. This program focuses on providing residents with the necessary tools and guidance to ensure the proper installation and maintenance of heat tape, essential for protecting pipes in mobile homes from harsh winter conditions.

Mobile Home Buy-Out Program:

In our commitment to improving mobile home conditions, City staff will

continue to administer and actively market the Mobile Home Buy-Out Program.

REQUESTED ACTION:

No action is necessary.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg, Community & Economic Development Director
MEETING DATE: September 11, 2023
SUBJECT: Additional Special Programs

BACKGROUND:

The Housing and Redevelopment Authority (HRA) administers special programs to benefit community housing and neighborhood development needs. Over the coming months, the HRA will explore opportunities to strengthen and market these programs.

Here are HRA's special programs and allocations for 2023:

- Down Payment/First-Time Homebuyer Assistance - \$100,000
- Downtown Rehab Program Focused on 2nd Floor Housing - \$100,000
- Corridor Rehab ("Fix-Up") Program for Improvements to Owner-Occupied Housing City-Wide - \$50,000

REQUESTED ACTION:

No action at this time. Be prepared to discuss these programs in more detail in upcoming HRA meetings.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg, Community & Economic Development Director
MEETING DATE: September 11, 2023
SUBJECT: Robinwood, Public Housing, and City Rental Updates - August 2023

BACKGROUND:

Robinwood is anticipating 100% occupancy by October 1, 2023. Please refer to the attached photo for the status of the wall repair. The budget status for Robinwood is not included in the packet.

Three vacant units were rented in July 2023, two were rented in August 2023, one unit is pending an estimated move-in date, and one unit has an estimated move-in date of October 1, 2023.

Public Housing is at 96% occupancy, and has two units still available.

On September 1, 2023, one unit became occupied, one unit is pending eligibility, and a unit's voucher is expiring on September 25, 2023.

The City-owned rental unit at 16 1st Street SE remains occupied.

REQUESTED ACTION:

No action required.

ATTACHMENTS:

1. Robinwood Manor Update - August 2023
2. Fund 211 Budget Status
3. Fund 241 Budget Status

Robinwood Manor



Photographer: K. Casper (2023-09-06)

General Ledger

Budget Status

User: iluker@ci.faribault.mn.us
Printed: 9/8/2023 - 3:00 AM
Period: 1 to 9, 2023



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 211	City Rental Property Mgmt							
Dept 211-00000								
R06	Miscellaneous Revenue							
211-00000-000-36211	Interest Market Value	0.00	0.00	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	0.00	0.00
211-00000-460-36210	Interest on Investments	1,090.00	1,491.91	1,491.91	-401.91	0.00	-401.91	0.00
211-00000-460-36211	Interest Market Value	0.00	489.89	489.89	-489.89	0.00	-489.89	0.00
211-00000-460-36220	Rents	13,300.00	12,591.00	12,591.00	709.00	0.00	709.00	5.33
211-00000-460-36240	Refunds & Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R06 Sub Totals:	14,390.00	14,572.80	14,572.80	-182.80	0.00	-182.80	0.00
R07	Other Sources							
211-00000-460-39200	Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R07 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	14,390.00	14,572.80	14,572.80	-182.80	0.00	-182.80	0.00
	Dept 00000 Sub Totals:	-14,390.00	-14,572.80	-14,572.80	182.80	0.00		
Dept 211-46310	Urban Redevelopment & Housing							
E02	Supplies							
211-46310-460-42110	General Supplies	500.00	0.00	0.00	500.00	0.00	500.00	100.00
	E02 Sub Totals:	500.00	0.00	0.00	500.00	0.00	500.00	100.00
E03	Other Services & Charges							
211-46310-460-43040	Legal Fees - Civil Process	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211-46310-460-43070	Management Services	1,140.00	760.00	760.00	380.00	0.00	380.00	33.33
211-46310-460-43090	Expert & Professional Services	0.00	0.00	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	0.00	0.00
211-46310-460-43610	Insurance & Bonds	273.00	333.00	333.00	-60.00	0.00	-60.00	0.00
211-46310-460-43810	Electric Utilities	200.00	7.70	7.70	192.30	0.00	192.30	96.15
211-46310-460-43820	Water Utilities	300.00	203.91	203.91	96.09	0.00	96.09	32.03
211-46310-460-43830	Gas Utilities	100.00	24.10	24.10	75.90	0.00	75.90	75.90
211-46310-460-43840	Refuse Disposal	200.00	0.00	0.00	200.00	0.00	200.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
211-46310-460-43850	Sewer Utilities	400.00	266.45	266.45	133.55	0.00	133.55	33.39
211-46310-460-43860	Storm Water Utilities	100.00	52.36	52.36	47.64	0.00	47.64	47.64
211-46310-460-44010	Building Maintenance	3,000.00	580.00	580.00	2,420.00	0.00	2,420.00	80.67
211-46310-460-44160	Rents & Leases	0.00	0.00	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	0.00	0.00
211-46310-460-44390	Taxes & Licenses	2,000.00	2,140.00	2,140.00	-140.00	0.00	-140.00	0.00
211-46310-460-44700	Interest	50.00	3.85	3.85	46.15	0.00	46.15	92.30
	E03 Sub Totals:	7,763.00	4,371.37	4,371.37	3,391.63	0.00	3,391.63	43.69
	Expense Sub Totals:	8,263.00	4,371.37	4,371.37	3,891.63	0.00	3,891.63	47.10
	Dept 46310 Sub Totals:	8,263.00	4,371.37	4,371.37	3,891.63	0.00		
	Fund Revenue Sub Totals:	14,390.00	14,572.80	14,572.80	-182.80	0.00	-182.80	0.00
	Fund Expense Sub Totals:	8,263.00	4,371.37	4,371.37	3,891.63	0.00	3,891.63	47.10
	Fund 211 Sub Totals:	-6,127.00	-10,201.43	-10,201.43	4,074.43	0.00		
	Revenue Totals:	14,390.00	14,572.80	14,572.80	-182.80	0.00	-182.80	0.00
	Expense Totals:	8,263.00	4,371.37	4,371.37	3,891.63	0.00	3,891.63	47.10
	Report Totals:	-6,127.00	-10,201.43	-10,201.43	4,074.43	0.00		

General Ledger

Budget Status

User: iluker@ci.faribault.mn.us
Printed: 9/8/2023 - 3:05 AM
Period: 1 to 9, 2023



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 241	Public Housing							
Dept 241-00000								
R03	Intergovernmental Revenue							
241-00000-461-33160	Federal Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R03 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R06	Miscellaneous Revenue							
241-00000-461-36200	Other Miscellaneous Revenue	6,000.00	2,382.16	2,382.16	3,617.84	0.00	3,617.84	60.30
241-00000-461-36210	Interest on Investments	2,300.00	414.74	414.74	1,885.26	0.00	1,885.26	81.97
241-00000-461-36211	Interest Market Value	0.00	9,248.93	9,248.93	-9,248.93	0.00	-9,248.93	0.00
241-00000-461-36220	Rents	631,000.00	100,393.98	100,393.98	530,606.02	0.00	530,606.02	84.09
241-00000-461-36240	Refunds & Reimbursements	0.00	-10.00	-10.00	10.00	0.00	10.00	0.00
	R06 Sub Totals:	639,300.00	112,429.81	112,429.81	526,870.19	0.00	526,870.19	82.41
	Revenue Sub Totals:	639,300.00	112,429.81	112,429.81	526,870.19	0.00	526,870.19	82.41
	Dept 00000 Sub Totals:	-639,300.00	-112,429.81	-112,429.81	-526,870.19	0.00		
Dept 241-46330	Public Housing Projects							
E02	Supplies							
241-46330-461-42110	General Supplies	23,000.00	4,261.93	4,261.93	18,738.07	0.00	18,738.07	81.47
241-46330-461-42120	Motor Fuels	0.00	0.00	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	0.00	0.00
	E02 Sub Totals:	23,000.00	4,261.93	4,261.93	18,738.07	0.00	18,738.07	81.47
E03	Other Services & Charges							
241-46330-461-43010	Auditing & Accounting Services	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
241-46330-461-43040	Legal Fees - Civil Process	6,500.00	57,630.54	57,630.54	-51,130.54	0.00	-51,130.54	0.00
241-46330-461-43070	Management Services	17,550.00	26,828.00	26,828.00	-9,278.00	0.00	-9,278.00	0.00
241-46330-461-43090	Expert & Professional Services	116,000.00	24,517.85	24,517.85	91,482.15	0.00	91,482.15	78.86
241-46330-461-43430	Advertising - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
241-46330-461-43610	Insurance & Bonds	22,945.00	27,702.00	27,702.00	-4,757.00	0.00	-4,757.00	0.00
241-46330-461-43810	Electric Utilities	1,100.00	656.15	656.15	443.85	0.00	443.85	40.35
241-46330-461-43820	Water Utilities	1,000.00	443.85	443.85	556.15	0.00	556.15	55.62

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
241-46330-461-43830	Gas Utilities	750.00	505.88	505.88	244.12	0.00	244.12	32.55
241-46330-461-43840	Refuse Disposal	3,000.00	735.20	735.20	2,264.80	0.00	2,264.80	75.49
241-46330-461-43850	Sewer Utilities	500.00	85.00	85.00	415.00	0.00	415.00	83.00
241-46330-461-43860	Storm Water Utilities	700.00	338.33	338.33	361.67	0.00	361.67	51.67
241-46330-461-44010	Building Maintenance	107,317.00	35,792.19	35,792.19	71,524.81	0.00	71,524.81	66.65
241-46330-461-44050	Extraordinary Maintenance	240,000.00	32,591.39	32,591.39	207,408.61	0.00	207,408.61	86.42
241-46330-461-44320	Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00
241-46330-461-44325	Bank Fees & Charges	800.00	313.01	313.01	486.99	0.00	486.99	60.87
241-46330-461-44370	Miscellaneous Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
241-46330-461-44375	Utility Reimbursement	0.00	2,921.00	2,921.00	-2,921.00	0.00	-2,921.00	0.00
241-46330-461-44390	Taxes & Licenses	10,000.00	1,520.00	1,520.00	8,480.00	0.00	8,480.00	84.80
241-46330-461-44700	Interest	300.00	51.11	51.11	248.89	0.00	248.89	82.96
	E03 Sub Totals:	529,962.00	212,631.50	212,631.50	317,330.50	0.00	317,330.50	59.88
E04	Capital Outlay							
241-46330-461-45200	Building & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E04 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	552,962.00	216,893.43	216,893.43	336,068.57	0.00	336,068.57	60.78
	Dept 46330 Sub Totals:	552,962.00	216,893.43	216,893.43	336,068.57	0.00		
	Fund Revenue Sub Totals:	639,300.00	112,429.81	112,429.81	526,870.19	0.00	526,870.19	82.41
	Fund Expense Sub Totals:	552,962.00	216,893.43	216,893.43	336,068.57	0.00	336,068.57	60.78
	Fund 241 Sub Totals:	-86,338.00	104,463.62	104,463.62	-190,801.62	0.00		
	Revenue Totals:	639,300.00	112,429.81	112,429.81	526,870.19	0.00	526,870.19	82.41
	Expense Totals:	552,962.00	216,893.43	216,893.43	336,068.57	0.00	336,068.57	60.78
	Report Totals:	-86,338.00	104,463.62	104,463.62	-190,801.62	0.00		



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg, Community and Economic Development Director
MEETING DATE: September 11, 2023
SUBJECT: Property Reports and List of Claims for Release

BACKGROUND:

A copy of the list of claims is available for HRA review through the Community & Economic Development Director, which includes invoices over \$1,000.

If requested, you can view the invoices in person, but they are not included with the packet.

REQUESTED ACTION:

Please review, discuss, and pass the appropriate motion.

ATTACHMENTS:

1. 08.18.2023 HRA AP Aging Report
2. 08.18.2023 Robinwood Manor AP Aging Report
3. Fund 280 Budget Status

Payables Aging Report

Period: 01/2023-08/2023

As of : 08/18/2023

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												
HD Supply Facilities Maintenance, Ltd.												
		Public Housing HI	5/5/2023	5/5/2023	6216 Supplies - Maintenance	9213999021	-509.77	0.00	0.00	0.00	-509.77	
		Public Housing HI	5/16/2023	5/16/2023	6216 Supplies - Maintenance	9214311178	-197.88	0.00	0.00	0.00	-197.88	Items returned
		Public Housing HI	6/16/2023	6/16/2023	6216 Supplies - Maintenance	1409366582	-312.53	0.00	0.00	-312.53	0.00	
		Public Housing HI	5/1/2023	5/31/2023	6216 Supplies - Maintenance	9213822459	\$40.25	0.00	0.00	0.00	\$40.25	
		Public Housing HI	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	0.00	-312.53	-56.88	
Property Pros of Faribault, LLC												
		Public Housing HI	8/3/2023	8/3/2023	6225 Grounds/Lawn Care	7098	2,341.08	2,341.08	0.00	0.00	0.00	
		Public Housing HI	8/3/2023	8/3/2023	6225 Grounds/Lawn Care	7099	4,538.89	4,538.89	0.00	0.00	0.00	
Property Pros of Faribault, LLC							6,879.97	6,879.97	0.00	0.00	0.00	
Virg's Appliance												
		Public Housing HI	8/9/2023	8/9/2023	1850 Machinery, Equipment, & A	19114	85.00	85.00	0.00	0.00	0.00	
		Public Housing HI	8/15/2023	8/15/2023	1850 Machinery, Equipment, & A	19123	889.00	889.00	0.00	0.00	0.00	
Virg's Appliance							974.00	974.00	0.00	0.00	0.00	
Xcel Energy												
		Public Housing HI	8/9/2023	8/9/2023	6410 Electricity	840090785	193.79	193.79	0.00	0.00	0.00	\$106.20 was true up from past balance we never had.
		Public Housing HI	8/17/2023	8/17/2023	6410 Electricity	51-7050560-9 08	100.10	100.10	0.00	0.00	0.00	\$50.75 was true up from past balances we didn't have.
Xcel Energy							293.89	293.89	0.00	0.00	0.00	
Grand Total							7,778.45	8,147.86	0.00	-312.53	-56.88	

Payables Aging Report

Period: 01/2023-08/2023
As of : 08/18/2023

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												
Arrow Electric, LLC.												
		Robinwood Mano	8/13/2023	8/13/2023	1701 Building Improvements	2663	1,530.98	1,530.98	0.00	0.00	0.00	
Arrow Electric, LLC.							1,530.98	1,530.98	0.00	0.00	0.00	
City of Faribault												
		Robinwood Mano	8/3/2023	9/3/2023	6430 Water and Sewer	0070504	3,911.68	3,911.68	0.00	0.00	0.00	
City of Faribault							3,911.68	3,911.68	0.00	0.00	0.00	
Environmental Pest Management												
		Robinwood Mano	8/16/2023	8/16/2023	6227 Pest Control	52485	38.50	38.50	0.00	0.00	0.00	
		Robinwood Mano	8/17/2023	9/16/2023	6227 Pest Control	52542	50.50	50.50	0.00	0.00	0.00	
Environmental Pest Management							89.00	89.00	0.00	0.00	0.00	
Flex Comm Security												
		Robinwood Mano	8/16/2023	9/1/2023	6211 Contracted Labor - Mainten	55305	70.54	70.54	0.00	0.00	0.00	
Flex Comm Security							70.54	70.54	0.00	0.00	0.00	
MN Department of Labor and Industry												
		Robinwood Mano	7/29/2023	8/28/2023	6257 Elevator Maintenance	A180150157X	100.00	100.00	0.00	0.00	0.00	
MN Department of Labor and Industry							100.00	100.00	0.00	0.00	0.00	
Virg's Appliance												
		Robinwood Mano	8/4/2023	8/4/2023	1850 Machinery, Equipment, & A;	19108	919.88	919.88	0.00	0.00	0.00	
		Robinwood Mano	8/8/2023	8/8/2023	1850 Machinery, Equipment, & A;	19112	85.00	85.00	0.00	0.00	0.00	
		Robinwood Mano	8/15/2023	8/15/2023	1850 Machinery, Equipment, & A;	19121	85.00	85.00	0.00	0.00	0.00	
		Robinwood Mano	8/15/2023	8/15/2023	1850 Machinery, Equipment, & A;	19122	160.11	160.11	0.00	0.00	0.00	
Virg's Appliance							1,249.99	1,249.99	0.00	0.00	0.00	
Grand Total							6,952.19	6,952.19	0.00	0.00	0.00	

General Ledger

Budget Status

User: iluker@ci.faribault.mn.us
Printed: 9/8/2023 - 3:26 AM
Period: 1 to 9, 2023



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 280	Faribault HRA							
Dept 280-00000								
R01	Taxes							
280-00000-461-31010	Current Ad Valorem Taxes	328,850.00	174,443.54	174,443.54	154,406.46	0.00	154,406.46	46.95
280-00000-461-31020	Delinquent Ad Valorem Taxes	0.00	1,597.37	1,597.37	-1,597.37	0.00	-1,597.37	0.00
280-00000-461-31030	Mobile Home Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-00000-461-31035	Delinquent Mobile Home Taxes	0.00	110.18	110.18	-110.18	0.00	-110.18	0.00
280-00000-461-31040	Excess Tax Increment	0.00	0.00	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	0.00	0.00
280-00000-461-31550	Green Acres	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R01 Sub Totals:	328,850.00	176,151.09	176,151.09	152,698.91	0.00	152,698.91	46.43
R03	Intergovernmental Revenue							
280-00000-461-33160	Federal Grants	0.00	0.00	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	0.00	0.00
280-00000-461-33422	Other State Grants & Aids	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R03 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R04	Charges for Services							
280-00000-461-34108	Administrative Fees	45,250.00	36,011.62	36,011.62	9,238.38	0.00	9,238.38	20.42
280-00000-461-34700	Application Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-00000-461-36240	Refunds & Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R04 Sub Totals:	45,250.00	36,011.62	36,011.62	9,238.38	0.00	9,238.38	20.42
R06	Miscellaneous Revenue							
280-00000-461-36200	Other Miscellaneous Revenue	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
280-00000-461-36210	Interest on Investments	7,500.00	17,106.28	17,106.28	-9,606.28	0.00	-9,606.28	0.00
280-00000-461-36211	Interest Market Value	0.00	-63,198.48	-63,198.48	63,198.48	0.00	63,198.48	0.00
280-00000-461-36215	Loan Interest	943.00	741.57	741.57	201.43	0.00	201.43	21.36
280-00000-461-36400	Loan Principal	0.00	2,251.00	2,251.00	-2,251.00	0.00	-2,251.00	0.00
	R06 Sub Totals:	9,443.00	-43,099.63	-43,099.63	52,542.63	0.00	52,542.63	556.42
R07	Other Sources							
280-00000-461-39101	Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
280-00000-461-39200	Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R07 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	383,543.00	169,063.08	169,063.08	214,479.92	0.00	214,479.92	55.92
	Dept 00000 Sub Totals:	-383,543.00	-169,063.08	-169,063.08	-214,479.92	0.00		
Dept 280-46310	Urban Redevelopment & Housing							
E02	Supplies							
280-46310-461-42115	Meeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E02 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E03	Other Services & Charges							
280-46310-461-43010	Auditing & Accounting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-46310-461-43040	Legal Fees - Civil Process	5,000.00	3,169.20	3,169.20	1,830.80	0.00	1,830.80	36.62
280-46310-461-43070	Management Services	0.00	5,961.89	5,961.89	-5,961.89	0.00	-5,961.89	0.00
280-46310-461-43080	Indirect Cost Allocation	281,925.00	88,732.14	88,732.14	193,192.86	0.00	193,192.86	68.53
280-46310-461-43090	Expert & Professional Services	20,000.00	0.00	0.00	20,000.00	0.00	20,000.00	100.00
280-46310-461-43095	Software Maintenance & Support	3,200.00	6,232.12	6,232.12	-3,032.12	0.00	-3,032.12	0.00
280-46310-461-43130	Special Programs	533,500.00	64,207.00	64,207.00	469,293.00	0.00	469,293.00	87.96
280-46310-461-43140	Training & Education	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	100.00
280-46310-461-43310	Travel Expense	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
280-46310-461-43430	Advertising - Other	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
280-46310-461-43510	Legal Notices Publishing	500.00	0.00	0.00	500.00	0.00	500.00	100.00
280-46310-461-43520	Recording Fees	0.00	345.00	345.00	-345.00	0.00	-345.00	0.00
280-46310-461-43610	Insurance & Bonds	2,643.00	2,258.00	2,258.00	385.00	0.00	385.00	14.57
280-46310-461-43810	Electric Utilities	0.00	0.00	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	0.00	0.00
280-46310-461-43830	Gas Utilities	0.00	0.00	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	0.00	0.00
280-46310-461-43850	Sewer Utilities	0.00	0.00	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	0.00	0.00
280-46310-461-44010	Building Maintenance	0.00	0.00	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	0.00	0.00
280-46310-461-44320	Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-46310-461-44330	Dues & Subscriptions	55,500.00	0.00	0.00	55,500.00	0.00	55,500.00	100.00
280-46310-461-44390	Taxes & Licenses	0.00	0.00	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	0.00	0.00
	E03 Sub Totals:	911,268.00	170,905.35	170,905.35	740,362.65	0.00	740,362.65	81.25
E04	Capital Outlay							
280-46310-461-45200	Building & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-46310-461-45500	Vehicles	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E04 Sub Totals:	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
E05	Debt Service							
280-46310-461-46020	Other Long Term Obligation Pri	0.00	0.00	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	0.00	0.00
	E05 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E06	Other Uses							
280-46310-461-47200	Transfer Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E06 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	951,268.00	170,905.35	170,905.35	780,362.65	0.00	780,362.65	82.03
	Dept 46310 Sub Totals:	951,268.00	170,905.35	170,905.35	780,362.65	0.00		
	Fund Revenue Sub Totals:	383,543.00	169,063.08	169,063.08	214,479.92	0.00	214,479.92	55.92
	Fund Expense Sub Totals:	951,268.00	170,905.35	170,905.35	780,362.65	0.00	780,362.65	82.03
	Fund 280 Sub Totals:	567,725.00	1,842.27	1,842.27	565,882.73	0.00		
	Revenue Totals:	383,543.00	169,063.08	169,063.08	214,479.92	0.00	214,479.92	55.92
	Expense Totals:	951,268.00	170,905.35	170,905.35	780,362.65	0.00	780,362.65	82.03
	Report Totals:	567,725.00	1,842.27	1,842.27	565,882.73	0.00		



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: September 11, 2023
SUBJECT: Review Meeting Protocols

BACKGROUND:

The City Attorney periodically provides detailed meeting protocol training for all elected and appointed City officials. However, given recent changes in the HRA's composition, the HRA should review its meeting protocols. The chair and staff liaison will guide the HRA's discussion and address questions and comments. The following outlines the proposed discussion:

1. **Robert's Rules of Order.** Most boards and commissions loosely follow Robert's Rules of Order. Here are the HRA's key procedures:
 - The chair presides over the meeting.
 - The staff liaison provides an overview of an agenda item.
 - The chair asks for a motion from an HRA member related to an agenda item.
 - The chair asks if an HRA member wants to second the motion.
 - Presuming there is a second to the motion, the chair will ask if anyone on the HRA wants to discuss the motion. To the extent possible, anyone wanting to discuss the motion should ask to be recognized by the chair. While the HRA should encourage discussion, the HRA cannot have multiple discussions happening simultaneously. The discussion must focus on the agenda item/motion.
 - After the HRA concludes its discussion, the chair will restate the motion and the second and call for a vote.

The HRA must appropriately balance the benefits of open and meaningful discussion with the need to maintain reasonable order.

2. Open Meeting Law. Here are the key open meeting law procedures the HRA must follow:

- The staff liaison must post the HRA's agenda at least three days before the HRA meeting.
- The HRA meetings are open to the public and the press. The HRA can allow a member of the public to speak if it chooses.
- The HRA can only discuss and take action on items if the HRA has a quorum of members present.
- The HRA can only act on the items posted on the agenda. If an HRA member wants to discuss something not on the agenda, the member should ask the chair and HRA to place that item on the next agenda.
- The HRA should refrain from discussing HRA matters before and after the HRA meeting. Avoid HRA discussions with other HRA members in the hall, parking lot, and other locations, regardless of whether there is a quorum.
- HRA members cannot engage in serial phone calls or meetings with individual members related to HRA matters. In other words, HRA members cannot have separate discussions with each member of the HRA and thereby circumvent the open meetings law.
- If there is a potential to have a quorum of HRA members at an event (like the recent daycare event sponsored by the Chamber), the staff liaison must notice there may be a quorum of HRA members at the event.
- HRA members should not email the full HRA about HRA topics. If there is an issue that an HRA member wants everyone else to know about, that member should contact the staff liaison, who may notify the HRA.

3. Terms and Attendance. Here is the key information that the HRA should know about member terms and attendance:

- The City's website lists the terms of each HRA member. No HRA member can serve more than three consecutive five-year terms.
- Members should strive to attend all HRA meetings. However, if a member cannot attend a meeting, they must notify the staff liaison as soon as possible.
- HRA members must attend at least two-thirds of all regularly scheduled meetings during the year. In general, if a member misses over four regular meetings a year, the HRA (or City Council) may remove that member.

4. Conflict of Interest and Representation. All HRA members must abide by conflict of interest laws. You must disclose any connection or

financial interest you have in an item on the HRA agenda. For example, suppose you have a financial interest in a property seeking HRA funds. In that case, you must acknowledge the conflict and not participate in the HRA's discussion and decisions related to that item.

An HRA member cannot direct others on behalf of the HRA or represent the HRA independently. For example, an HRA member who attends a meeting of realtors working on redevelopment issues cannot represent that they are providing direction on behalf of the HRA.

5. Meeting Decorum. The League of Minnesota Cities outlines the following meeting decorum expectations:

- Do not engage in private conversations while in the meeting.
- Do not use offensive words, threats of violence, or other objectionable language.
- Limit speech to the subject of current debate.
- Be respectful of time when speaking.
- Do not use cell phone use or other personal electronic devices during meetings.

The League also suggests the following meeting decorum standards:

- Cut people slack — remember, the situation likely is new for everyone and may be causing angst for all.
- Do not play the blame game or the power game. The HRA, City staff, and the public represent a team striving to strengthen the community.
- Focus on the process, not the people involved.
- Assume good motives of others.
- Listen to learn rather than pretend to listen while formulating a counterargument.
- Ask expansive questions and be patient with silence while waiting for a response. Understanding all underlying interests may lead to a new idea that meets everyone's needs.
- Practice interpersonal empathy. Remember that empathy does not mean giving up your beliefs; it means listening, respecting others' positions, and validating their worth.
- Identify individual strengths of team members and recognize their unique contributions to validate belonging.
- Celebrate success. Realize success comes in all shapes and sizes.

Again, the City Attorney periodically schedules a joint meeting of all boards and commissions to review meeting protocols. However, in the meantime, please get in touch with the HRA's staff liaison with any questions or

Agenda Item: 5.A

comments. If helpful, Kari Casper can provide members with additional information from the League of Minnesota Cities. She can also provide members with a copy of the HRA bylaws.

REQUESTED ACTION:

Review and discuss the HRA's meeting protocols. Identify additional meeting protocol resources or future discussions that the HRA would find helpful.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg, Community & Economic Development Director
MEETING DATE: September 11, 2023
SUBJECT: Preliminary Discussion: Ellison Properties, LLC and Alexander Faribault House

BACKGROUND:

Ellison Properties, LLC intends to improve a downtown building and has asked to meet with the HRA to discuss if any of the HRA's special programs could apply to their plans. The subject building is not in the FDC portfolio of downtown buildings. Ellison Properties is interested in exploring if the HRA could provide funding similar to the funding the HRA provided for the redevelopment of 230 Central. Tim Ellison and Jennifer Denmark will attend the HRA meeting and respond to questions and comments from the HRA.

The Rice County Historical Society Director, David Nichols, has requested to meet with the HRA to discuss funding for repairs to the caretaker's quarters entrance area of the Alexander Faribault House in the downtown. In the past, the HRA provided conditional funding to help with necessary repairs to the house. David will attend the meeting and respond to questions and comments from the HRA.

The HRA need only provide general feedback related to the above discussions. Based on the HRA feedback, Ellison Properties and the Rice County Historical Society may consider submitting an official request for funding that the HRA can consider at an upcoming meeting.

REQUESTED ACTION:

Provide direction on the HRA's expectations related to potential HRA funding.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg, Community & Economic Development Director
MEETING DATE: September 11, 2023
SUBJECT: Deny Mobile Home Buyout Application for Ineligible Unit Located at 2218 Sundet Lane

BACKGROUND:

Faribault's Housing and Redevelopment Authority (HRA) established the Mobile Home Buyout Program to purchase and remove substandard mobile homes and to promote appropriate redevelopment through the acquisition and removal of vacant, abandoned, and mobile homes.

On August 10th, the HRA received a mobile home buyout application for a mobile home not located in one of the four mobile home parks designated in the program's guidelines (Evergreen Estates, Sunrise, Cannon River, and Knollwood). The unit is located in a subdivision at 2218 Sundet Lane, which is not in one of the approved mobile home parks. Nevertheless, on August 21, a Faribault Property Maintenance & Fire Code Inspector confirmed the unit was uninhabitable due to several structural issues.

City staff recommends the HRA deny the application and reassess the program guidelines.

REQUESTED ACTION:

Approve Resolution 2023-12 Denying the Mobile Home Buy-Out Application for 2218 Sundet Lane

ATTACHMENTS:

1. Resolution 2023-12 Deny Application for Ineligible Mobile Home Located at 2218 Sundet Lane

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

Resolution #2023-12

**DENY APPLICATION FOR INELIGIBLE MOBILE HOME LOCATED AT 2218 SUNDET LANE
PID 18.31.2.52.009**

WHEREAS, on August 10, 2023, John and Linda Remillard (the "Owner") applied for the Mobile Home Buy-Out Program (the "MHBOP") for a mobile home located at 2218 Sundet Lane; and

WHEREAS, on August 21, 2023, Faribault's Property Maintenance & Fire Code Inspector deemed the mobile home uninhabitable, but stated the unit does not meet the criteria for the MHBOP due to its location; and

WHEREAS, the MHBOP policy requires the eligible mobile home owners to reside in one of the four approved mobile home parks (Evergreen Estates, Sunrise Mobile Home Park, Cannon River Mobile Home Park, and Knollwood Courts Mobile Home City); and

WHEREAS, the Owners' mobile home is located in a subdivision at 2218 Sundet Lane, which is not located in one of the four approved mobile home parks; and

WHEREAS, City staff has reviewed the Owners' request for MHBOP acceptance and found it to not be consistent with the program's policies; and

NOW, THEREFORE, BE IT RESOLVED, by the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") denies the Owner's application for MHBOP assistance described in the recitals above. The unit does not meet the HRA's established guidelines for the program based on its location.

NOW, THEREFORE, BE IT RESOLVED FURTHER, the HRA will re-evaluate the program and see if the current program warrants refinements for 2023 and beyond.

ADOPTED: September 11, 2023

Loni Ahlers, Chair

ATTEST:

Travis McColley, Vice Chair



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg, Community & Economic Development Director
MEETING DATE: September 11, 2023
SUBJECT: Review Mobile Home Buyout Program

BACKGROUND:

The Faribault Housing and Redevelopment Authority (HRA) established the Mobile Home Buyout Program in 2009 to remove blight and improve living conditions in the following manufactured home parks in Faribault:

1. Cannon River,
2. Evergreen,
3. Knollwood, and
4. Sunrise.

The program aims to remove and encourage the replacement of substandard mobile homes in the specified manufactured home parks, thereby strengthening the safety and quality of mobile home neighborhoods and the community.

On August 10, 2023, the HRA received an application for the HRA to buyout and remove a dilapidated mobile home in the Sundet manufactured home subdivision. The Mobile Home Buyout Program does not include mobile homes located in manufactured home subdivisions in Faribault (like Sundet or Copaco) or mobile homes on private properties scattered throughout the city. Consequently, the application is not eligible for a buyout through the program.

Presumably, the HRA designed the program to address abandoned and unsafe mobile homes in the four manufactured home parks where the homeowner leases a space in the park for their mobile home. These homeowners have no equity in the land. As a result, it was not uncommon for homeowners to abandon their mobile home rather than pay the cost of removing their dilapidated home and buying a home on a new site in the

park.

Mobile homeowners in manufactured home subdivisions own the parcel on which their home sits. Most parcels have an estimated market value of \$30,000 or more. If the HRA were to buyout and remove a mobile home on a parcel owned by the homeowner, the owner could sell the property for a significant profit. While the program's overarching goal is to remove dilapidated and unsafe mobile homes, it is unclear if the HRA intended the program to apply to mobile homeowners with equity in the land on which the mobile home sits.

The HRA should review its Mobile Home Buyout Program and modify it if desired. Here are some options the HRA may consider:

1. **Maintain the program as is.** The HRA typically receives one or two mobile home buyout applications in the four specified manufactured home parks. Until recently, staff is unaware that the HRA has received applications related to mobile homes on property the homeowner owns.
2. **Modify the program to include all mobile homes.** If the HRA's primary goal is to facilitate the removal of dilapidated and unsafe mobile homes, it could extend the program to all mobile homes in the city, regardless of whether the homeowner owns the land on which it sits.
3. **Develop a hybrid program.** Potentially, the HRA's program could treat mobile home buyouts differently depending on the ownership of the land. For example, if a mobile homeowner owns the land on which the mobile home sits, the HRA could loan the homeowner money with conditions related to the removal and redevelopment of the property.

The HRA can consider other options as well.

REQUESTED ACTION:

Provide direction regarding maintaining or modifying the Mobile Home Buyout Program.

ATTACHMENTS:

1. Mobile Home Buyout Guidelines and Application
2. MH Buy-Out Program Purchase Agreement

FARIBAULT HRA MOBILE HOME BUYOUT PROGRAM PROGRAM GUIDELINES

PROGRAM: Voluntary program designed to purchase and remove substandard mobile home units from the following parks: Evergreen Estates, Sunrise Mobile Home Park, Cannon River Mobile Home Park and Knollwood Courts Mobile Home City.

PURPOSE: To remove structurally substandard housing and to provide appropriate redevelopment through the acquisition and removal of vacant, abandoned and substandard mobile homes.

PROGRAM DESIGN: Upon submission of a completed application and proof of ownership, the condition of the mobile home will be evaluated by the City of Faribault's Building and Housing Code Department.

The HUD Manufactured Home Standards and the State Building Code shall serve as the basis for the evaluation. Units with serious code and life safety violations shall be determined to be eligible for acquisition.

Rental units that result in the displacement of tenants are ineligible for participation.

Applications shall be ranked based on the seriousness of life and safety code violations present in the mobile home.

Purchase price shall be fixed at \$2,000. Unpaid lot rent and taxes will be deducted from the purchase price.

Owners must remove all belongings from the mobile home, including underneath the mobile home, by the time of closing or one-half of the purchase price will be withheld until all belongings have been removed.

Owners may take appliances provided the appliances are removed by the time of closing.

Park manager(s) and owner(s) shall be notified of the acquisition(s) and the removal of the mobile home(s) in accordance with the terms of their lease.

An independent contractor will remove acquired mobile homes from their respective parks. Every effort shall be made to coordinate the removal of the units with the park managers and to limit disruption to the park and its residents.

TIMETABLE:

Ongoing

APPLICATION:

Attached

Faribault HRA
MOBILE HOME BUYOUT PROGRAM APPLICATION

Applicant Name: _____
Mailing Address: _____
Address of Mobile Home: _____
Daytime Phone Number: _____

Do you live in your mobile home? Yes _____ No _____

If yes, how long have you lived there? _____

Do you rent your mobile home? Yes _____ No _____

If yes, is it currently occupied? Yes _____ No _____

How long have you owned the mobile home? _____

Attach a copy of your Certificate of Title to the application to verify ownership.

Do you owe any money on your mobile home? Yes _____ No _____

If yes, whom do you owe money to?

Name: _____

Address: _____

Phone #: _____

Would you describe the condition of your mobile home as:

Excellent _____ Good _____ Fair _____ Poor _____

I hereby certify, under penalty of law, that I am the rightful owner of the mobile home listed above and that I have the right and authority to sell this property as I so desire. I also certify that all of the above information is true and correct to the best of my knowledge.

Signature of Applicant

Signature of Applicant

Date

Date

**Faribault Housing and Redevelopment Authority
Mobile Home Buyout Program
PURCHASE AGREEMENT**

Date:

Parties:

Buyer: Faribault Housing and Redevelopment Authority
208 NW 1st Avenue
Faribault, MN 55021

Seller:

Offer/Acceptance: Seller agrees to sell to Buyer that certain _____ (year/make/model) mobile home located at: Lot XX, Mobile Home Park, Address, City, State; Vehicle Identification Number _____.

Property included in the sale. This sale includes the above described mobile home and all wheels, axles, hitches, and other equipment in the possession of Seller necessary to transport the home on the highway. In addition, any property on the lot at the time of closing becomes the property of Buyer unless a later possession date is established in writing. The sale also includes:

Price. At closing Buyer shall pay Seller Two Thousand and no/100 dollars (\$2,000) for the home, less the following expenses which will be paid from Seller's money at closing:

- Unpaid lot rent;
- Unpaid taxes (prorated to date of closing);
- Liens against the unit;
- Any other obligations of seller which may constitute a lien against the unit;
- Reserve for clean up if any.

Closing. Closing shall be on _____, 2023, at a.m./p.m., Community Development office. If there is garbage, refuse, or other material the HRA has retained from the Seller's money \$250.00 to pay the cost of cleanup. Any unused funds will be forwarded to Seller at: _____

Seller

Buyer

Date

Date



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: September 11, 2023
SUBJECT: HRA Budget related to City Staff Support

BACKGROUND:

The City Council is in the midst of determining its 2024 budget. The HRA passed a resolution at its August meeting asking the City Council to approve the maximum tax levy allowed by law to the HRA, which the City Council will consider as it determines its final budget for 2024.

The HRA, the Elderly Housing Corporation/Robinwood Manor, and the HRA's scattered housing sites have experienced significant changes over the past year, including the following:

- The RAD/repositioning of the scattered housing sites;
- The resignation of all but one of the Elderly Housing Corporation members;
- The resignation of the Housing Coordinator, Housing Specialist, and Housing Maintenance Specialist;
- The hiring of Cornerstone Management to manage Robinwood and the scattered housing sites; and
- The creation of separate bank accounts for the HRA, Robinwood Manor, and the scattered housing sites.

The HRA is an independent authority. Some HRAs have staff and office space independent of the City. In fact, in the early years of Robinwood Manor, the Elderly Housing Corporation/HRA managed Robinwood without City staff support. Eventually, and for various reasons, the Elderly Housing Corporation/HRA contracted with the City to staff and manage Robinwood Manor. However, at other times, the HRA contracted with others (like G&H) to provide services to the HRA.

In recent years, the HRA has allocated funds to cover the City's costs to provide services to the HRA. Now that the HRA, Robinwood Manor, and the scattered housing sites have separate bank accounts, the City is no

longer collecting a set allocation from the HRA. Rather, the City is billing its direct costs to the HRA, Robinwood Manor, and scattered housing site bank accounts (which the HRA reviews and approves). Given the recent HRA and City transitions, we do not have a sufficient track record to provide annual projected costs for City services. Furthermore, the City has not tracked or charged the HRA for copy costs, a percentage of equipment costs associated with conducting HRA work, etc.

The Council requests that the HRA provide direction on how to cover the City's costs related to the HRA. The City Council likely will not raise the City's levy to cover the HRA's costs for City services, especially if the City Council approves the maximum tax levy explicitly dedicated to the HRA. Here are some options the City Council is asking the HRA to consider:

1. **Prepare and execute a contract with the City that covers the City's costs to provide services to the HRA.** This could be a set number or potentially a percentage of the tax levy (or a percentage of the tax levy increase) that the HRA receives. Regardless, the intent would be that the HRA fully covers the City's costs to provide services to the HRA.
2. **Set a maximum allowed balance in the various HRA/Elderly Housing funds.** If the Elderly Housing Corporation/HRA exceeds the maximum allowed balance, the City could reduce the amount it contributes to the HRA through the tax levies.
3. **Operate the HRA independent of the City.** In this approach, the HRA would function like it did in the past and be responsible for staffing, office space, equipment, etc. The HRA would operate like the Chamber of Commerce and the Senior Center.
4. **Identify ways to reduce the City's costs associated with the HRA.** For example, in coordination with the Elderly Housing Corporation, sell Robinwood Manor to a nonprofit organization that would maintain existing housing services. The funds from the sale could potentially fully cover the HRA's staffing costs moving forward.
5. **Analyze the HRA's existing programs and shift funding as necessary to cover all City costs associated with the HRA.** Some existing HRA programs have balances from which the HRA has not drawn for years. In the coming months, the HRA should review its funds and potentially shift money from some funds to help cover the City's costs in staffing and managing the HRA.

Again, in the coming months, the HRA and City Council must address the City's costs to provide services to the HRA.

REQUESTED ACTION:

Agenda Item: 5.E

Provide preliminary directions on how to cover the City's costs related to the HRA. In the coming months, the HRA and City Council will finalize their 2024 budgets.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Ian Luker, Economic Development Coordinator
THROUGH: David Wanberg, Community & Economic Development Director
MEETING DATE: September 11, 2023
SUBJECT: General Updates - August 2023

BACKGROUND:

Here is a quick overview of the various community projects and items of note:

The Van - Staff are still looking at options for the sale of the van.

Riverchase Apartments - Intend to lease by the end of 2023.

Rick Cashin's Construction's Phase II - 19-Unit Apartment project has continued with foundation work and permits have been submitted for fire alarms, electricity, and plumbing.

Faribault Apartments - Crews are moving forward with water piping and foundation work.

Faribo Downtown Central, LLC. - Representatives of Faribo Downtown Central, LLC., are compiling receipts, invoices, lien waivers, plans, and affidavits to close out Phase 1 and begin Phase 2. City staff will send updates when available.

Joint Meeting (EDA & HRA) - City staff will update the heads of both commissions when they have received all documents, allowing them to solidify a date for their meeting.

Permits in August 2023 - Two new residential construction permits were issued in August 2023, and a total of 10 have been issued for the year. Conversely, 36 total new residential construction permits were issued in 2022, and 30 had been issued by August 31, 2022.

REQUESTED ACTION:

No action is necessary.

ATTACHMENTS: