



HOUSING & REDEVELOPMENT AUTHORITY AGENDA

PUBLIC MEETING ROOM

MONDAY, OCTOBER 9, 2023

6:00 PM

1. Call to Order/Introduction of New HRA Member
2. Approval of the Minutes
3. List of Claims for Release
4. Program and Property Reports
 - A. Healthy Community Initiative - September 2023 Updates
5. Items for Discussion
 - A. HRA Property Management Update
 - B. Status of HRA Work Plan, Programs, and Budget
 - C. Resolution 2023-13 Authorize the Community and Economic Development Director to Sell the HRA's Maintenance Van
6. Announcements and Other Updates
7. Adjournment



HOUSING & REDEVELOPMENT AUTHORITY MINUTES

PUBLIC MEETING ROOM

MONDAY, SEPTEMBER 11, 2023

6:00 PM

Meeting Items

1. Call to Order

The regular meeting of the Housing and Redevelopment Authority was called to order by Chair Loni Ahlers at 6:00 pm. In attendance were Sara Caron, Travis Kath, Travis McColley, Colin Maltbie, and Mandy Barnes. Also in attendance was David Wanberg, Director of Community and Economic Development, Ian Luker, Economic Development Coordinator, and Kari Casper, Administrative Assistant II.

A motion was made by McColley, seconded by Kath to move 5B up since there were guests in the audience. Motion carried on 6/0 vote.

2. Approval of the Minutes

A motion was made by McColley, seconded by Maltbie to approve the meeting minutes of August 14, 2023 as presented. Motion carried on a 6/0 vote.

5B. Preliminary Discussion: Ellison Properties, LLC and Alexander Faribault House

The Ellison's with Ellison Investment Group, began their presentation regarding the purchase of the Lieb Building located at 202 Central, showing pictures of their building at 206 Central and the work that they've done to date. They went on to show the current state of 202 Central as well as a rendering of what they are shooting for. They indicated that there are five apartments on the upper level that need to be repaired with tenants. The families that currently live there are low income and they have been subsidizing their rent to date. They have found one location for one family and intend on working on the vacant unit and then moving the tenants around to work on the remaining units. They also intend on completely remodeling the front facade and the rear needs a lot of work as well. They anticipate that they may need upwards of \$400,000 to complete the project and are asking the HRA to consider assisting in the funding. While this wouldn't be the only ask of the City, they intend on asking the EDA for assistance as well.

Following that presentation, David Nichols came forward with a request for money to assist in rehabbing the two porches on the Alexander Faribault House. The board felt that this was not the appropriate entity to request the funds for this from and declined assistance to the Rice County Historical Society. McColley suggested a fundraiser.

3. Program Reports

A. Healthy Community Initiative - August 2023 Updates

A motion was made by Travis McColley, seconded by Sara Caron to approve receiving and filing as presented. The motion passed on a 6/0 vote.

B. Mobile Home Improvement

A motion was made by Travis McColley, seconded by Sara Caron to approve receiving and filling the report as presented. The motion passed on a 6/0 vote.

C. Additional Special Programs

Luker stated that he intends to advertise these programs to utilize the available funds. It was suggested to give application for some of the program to the local banks and realtors to get the word out. No action taken at this time.

4. Property Reports and List of Claims for Release

A. Robinwood, Public Housing, and City Rental Updates - August 2023

Luker gave the update on the occupancy for both Robinwood and Public Housing. He stated that Robinwood will be at 100% on October 1, 2023. There are three vacant units in public housing at this time. Motion by Travis McColley, seconded by Sara Caron to Approve. Motion Passed.

B. Property Reports and List of Claims for Release

A motion was made by Travis McColley, seconded by Colin Maltbie to approve the List of Claims to be paid as presented. The motion passed on a 6/0 vote.

5. Items for Discussion

A. Review Meeting Protocols

Wanberg presented the meeting protocols as per the League of Minnesota Cities. No action taken at this time.

C. Deny Mobile Home Buyout Application for Ineligible Unit Located at 2218 Sundet Lane

Ian Luker presented the application which is outside the program guidelines. Both Travis McColley and Loni Ahlers felt that the HRA needed to keep the guidelines as presented. Travis McColley made a motion to deny the application, seconded by Sara Caron. The motion passed on a 6/0 vote to deny the application.

D. Review Mobile Home Buyout Program

Ian Luker presented the guidelines for potential modification to include the parks where the owners of the homes own the land as well. The board felt that they did not want to modify them to include those parks. Sara Caron made a motion to keep the guidelines as presented with no modifications, seconded by Mandy Barnes. The motion carried on a 6/0 vote.

E. HRA Budget related to City Staff Support

Wanberg explained that the EHC is actually the HRA and the attorneys strongly recommended dissolving the EHC and moving that over to the HRA. They are one in the same. Maltbie asked about a conflict of interest with the EHC and the board members being on that board as well as the HRA; Wanberg said that there wasn't one. Travis McColley made the motion to move forward with the first option of having City Staff bring a contract to the next meeting with a proposed amount the HRA would budget for, seconded by Colin Maltbie. The motion passed on a 5/0 vote with McColley leaving the room at the time of the vote.

F. General Updates - August 2023

The next meeting, the board requested information on apartment inspections as per the conversation regarding the Ellison presentation on 202 Central and how it got to the point they described.

Also, to go through the different programs and identify them and assess the money that hasn't been used.

Wanberg mentioned the money from the legislature that was passed this year. This would be a pass through from the City Council, if they chose to give it to the HRA for

affordable housing. He thought that it might be around \$114,000. The following year it may be around \$50 or \$60,000/year. He suggested using it for the workforce housing. They have grant money for 5 or 6 Habitat homes that need to be completed by 2025. Caron asked about the unsheltered housing with the CAC. Wanberg said that it would be questionable since they would like the money spent quickly.

6. Public Hearings (None)

None.

7. Adjournment

Travis McColley made a motion to adjourn at 8:37 p.m., seconded by Sara Caron. The motion passed on a 6/0 vote.

Respectfully Submitted,

By: _____
Kari Casper
Administrative Assistant, II



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Director of Community and Economic Development
THROUGH: David Wanberg, Community and Economic Development Director
MEETING DATE: October 9, 2023
SUBJECT: List of Claims for Release

BACKGROUND:

Review the attached list of claims that are the HRA's responsibility. City staff will be available to answer HRA's questions regarding the claims.

REQUESTED ACTION:

Approve the release of the attached list of claims.

ATTACHMENTS:

1. HRA AR Aging
2. Robinwood AR Aging

Payables Aging Report

Period: -10/2023

As of : 10/04/2023

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												
Arrow Electric, LLC.												
		Public Housing Hf	9/9/2023	9/9/2023	6212 Repairs & Maintenance - Bu	2704	250.56	250.56	0.00	0.00	0.00	
Arrow Electric, LLC.							250.56	250.56	0.00	0.00	0.00	
HD Supply Facilities Maintenance, Ltd.												
		Public Housing Hf	5/5/2023	5/5/2023	6216 Supplies - Maintenance	9213999021	-509.77	0.00	0.00	0.00	-509.77	
		Public Housing Hf	5/16/2023	5/16/2023	6216 Supplies - Maintenance	9214311178	-197.88	0.00	0.00	0.00	-197.88	Items returned
		Public Housing Hf	6/16/2023	6/16/2023	6216 Supplies - Maintenance	1409366582	-312.53	0.00	0.00	0.00	-312.53	
		Public Housing Hf	5/1/2023	5/31/2023	6216 Supplies - Maintenance	9213822459	540.25	0.00	0.00	0.00	540.25	
		Public Housing Hf	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	0.00	-369.41	
Kennedy & Graven, Chartered												
		Public Housing Hf	9/6/2023	9/6/2023	7266 Legal Fees - Business Entity	FA155-00090 09/	129.90	129.90	0.00	0.00	0.00	
		Public Housing Hf	6/22/2023	6/22/2023	7266 Legal Fees - Business Entity	FA155-00087 06/	371.00	0.00	0.00	0.00	371.00	
Kennedy & Graven, Chartered							500.90	129.90	0.00	0.00	371.00	
Lampert Lumber												
		Public Housing Hf	9/7/2023	9/7/2023	6216 Supplies - Maintenance	2008141	27.47	27.47	0.00	0.00	0.00	
Lampert Lumber							27.47	27.47	0.00	0.00	0.00	
ShofCorp LLC.												
		Public Housing Hf	9/8/2023	10/10/2023	6219 Purchased Services - Mainte	171351	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 Hf	8/18/2023	8/18/2023	6216 Supplies - Maintenance	0013562	80.00	0.00	80.00	0.00	0.00	
Tom's Lock & Key							80.00	0.00	80.00	0.00	0.00	
Yardi Systems, Inc.												
		Public Housing Hf	9/11/2023	9/11/2023	6853 Computer	09/11/2023	703.64	703.64	0.00	0.00	0.00	
		Public Housing Hf	9/15/2023	9/15/2023	6853 Computer	4235160	417.48	417.48	0.00	0.00	0.00	
Yardi Systems, Inc.							1,121.12	1,121.12	0.00	0.00	0.00	
Grand Total							1,750.74	1,669.15	80.00	0.00	1.59	

Payables Aging Report

Period: -10/2023

As of : 10/04/2023

Payee Name	Invoice Notes	Property	Invoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Cintas Corp		Robinwood	9/21/2023	9/21/2023	7246 Housekeeping Sup	4168561393	19.74	19.74	0.00	0.00	0.00	
Cintas Corp							19.74	19.74	0.00	0.00	0.00	
Flex Comm Security		Robinwood	9/22/2023	10/1/2023	6211 Contracted Labor - 55392		70.54	70.54	0.00	0.00	0.00	
Flex Comm Security							70.54	70.54	0.00	0.00	0.00	
HD Supply Facilities Maintenance, Ltd.		Robinwood	7/12/2023	8/11/2023	6216 Supplies - Mainter	9216219836	66.68	0.00	0.00	66.68	0.00	
HD Supply Facilities Maintenance, Ltd.							66.68	0.00	0.00	66.68	0.00	
Kennedy & Graven, Chartered		Robinwood	9/6/2023	9/6/2023	7266 Legal Fees - Busin	FA155-0001	64.95	64.95	0.00	0.00	0.00	
		Robinwood	7/31/2023	7/31/2023	7266 Legal Fees - Busin	FA155-0001	1,104.15	0.00	0.00	1,104.15	0.00	
Kennedy & Graven, Chartered							1,169.10	64.95	0.00	1,104.15	0.00	
Yardi Systems, Inc.		Robinwood	9/11/2023	9/11/2023	6853 Computer	09/11/2023	732.36	732.36	0.00	0.00	0.00	
		Robinwood	9/15/2023	9/15/2023	6853 Computer	4235160	434.52	434.52	0.00	0.00	0.00	
Yardi Systems, Inc.							1,166.88	1,166.88	0.00	0.00	0.00	
Grand Total							2,492.94	1,322.11	0.00	1,170.83	0.00	



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Director of Community and Economic Development
THROUGH:
MEETING DATE: October 9, 2023
SUBJECT: Program and Property Reports

BACKGROUND:

Occupancy for Robinwood is at 99%, there is one vacant unit, #106 which will hopefully be filled on November 1, 2023. The contractor has asked us to review the brick samples which are attached since they cannot get an exact match. Staff will meet with them next week to confirm the sample.

Occupancy for 49 units of Project-based housing is at 97%. There are three units still unoccupied. Rice County HRA has a potential tenant looking at one of the three-bedroom units.

REQUESTED ACTION:

Receive and file as presented.

ATTACHMENTS:

1. Brick Samples



SandRock- IvoryBuff

4.A



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Director of Community and Economic Development
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: October 9, 2023
SUBJECT: Healthy Community Initiative - September 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:

Receive and file as presented.

ATTACHMENTS:

1. GUH Faribault HRA Update 10.9.2023

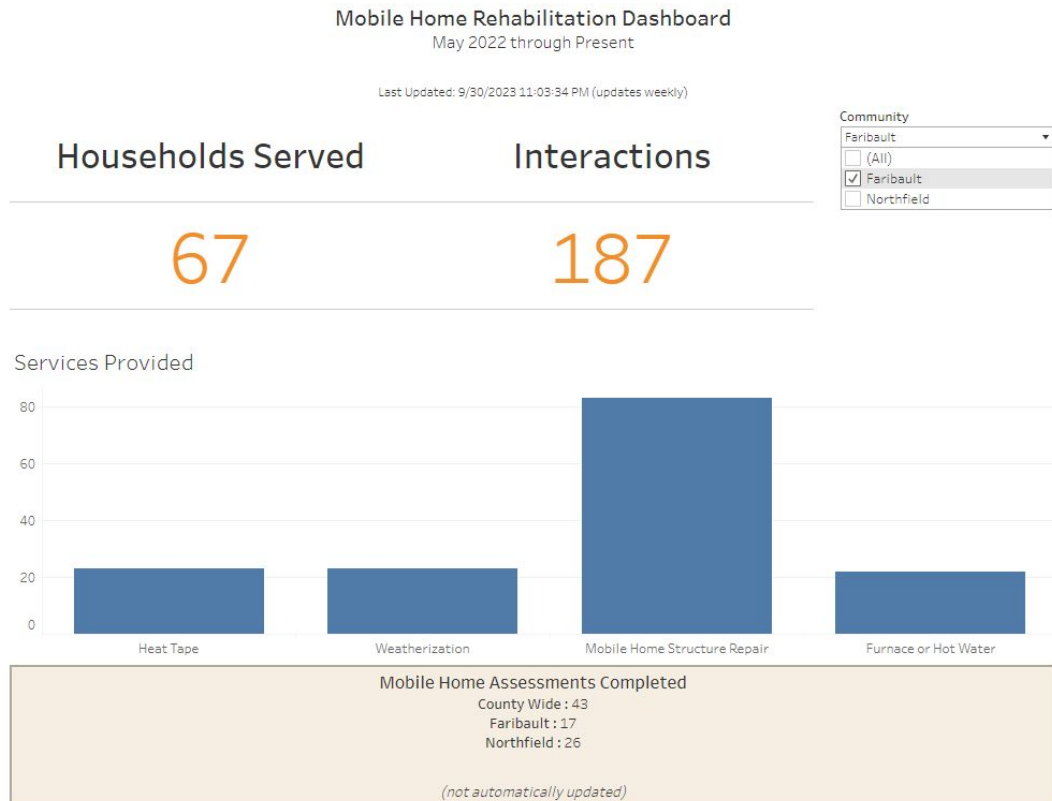


10/9/2023 Faribault HRA Update*:

- The Pilot Project of Excel Energy is still in process. 30 homes have had completed assessments, and those that qualify are in the process of getting energy assistance repairs and appliances paid for by the Pilot Project. Mobile Home Rehabilitation coordinators translated for 11 of the home energy visits.
- 3 homes have had heat tape installed and 2 homes had blue board insulation installed.
- 2 houses had toilets replaced, and 1 house had their water heater repaired.
- 8 stoves were purchased and four have been installed (3 at Hulett, 1 at Evergreen.) The other 4 should be installed on 10/5.
- Heat Tape event dates are coming up on October 14th and 21st from 8-noon and noon-4 p.m. If anyone is interested in helping out please let me know!

Michele Lane left HCI on 9/29 to work for the City of Faribault. Growing Up Healthy is in process of determining next steps to continue to assist Jansen Gonzales in the Mobile Home Rehab 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.



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

5.A



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: October 9, 2023

SUBJECT: HRA Property Management Update

BACKGROUND:

City staff and Cornerstone Management are having extensive discussions over the capacity and ability of Cornerstone to properly manage the HRA's housing. Cornerstone is working diligently to train staff, address management shortcomings, and rectify outstanding issues. City staff is reviewing the HRA's Agreement with Cornerstone and will likely recommend refinements to the Agreement in the coming weeks.

In the meantime, City staff continues to explore a range of ownership and management options that the HRA and Elderly Housing Corporation may consider regarding its housing. Three Rivers is scheduling a tour of Robinwood Manor soon. City staff contacted Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) to learn about their interest in owning and/or managing Faribault HRA's housing. Finally, City staff contacted HUD to ask for recommendations and help managing the HRA's properties. All parties sympathize with the HRA's issues and are considering what, if anything, they can do to help the situation.

Again, Cornerstone is strengthening its efforts to properly manage the HRA's properties. City staff will update the HRA on Cornerstone's progress.

REQUESTED ACTION:

No action required. However, City staff will gladly accept questions, comments, and recommendations from the HRA.

ATTACHMENTS:

5.A

Agenda Item:



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: October 9, 2023
SUBJECT: Status of HRA Work Plan, Programs, and Budget

BACKGROUND:

In recent weeks, City staff received inquiries from residents interested in the HRA's programs. Specifically, residents have asked for HRA money to replace a single-family residential driveway, paint a single-family residential house, and replace asphalt shingles on a single-family residence. In addition, City staff received inquiries from a downtown property owner and another commercial property owner elsewhere in the city. Each is looking for assistance in the range of \$500,000 to stabilize their properties.

Given new City staff and new HRA members, it is a good time for the HRA to conduct a detailed review and update of the HRA's work plan, programs, and budgets. Although City staff is not prepared to lead that review at this HRA meeting, staff will conduct a detailed review of the programs and prepare recommendations to review with the HRA at its upcoming meetings. In the meantime, given the financial uncertainties associated with the RAD repositioning work and the costs associated with Cornerstone's management of the HRA's properties, City staff recommends holding off on funding related to driveway, roofing, and painting projects. Again, we intend to have a better handle on the HRA's programs and budget in the coming months.

REQUESTED ACTION:

No action required. However, City staff welcomes questions, comments, and recommendations from the HRA.

ATTACHMENTS:

5.B

Agenda Item:



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: October 9, 2023
SUBJECT: Resolution 2023-13 Authorize the Community and Economic Development Director to Sell the HRA's Maintenance Van

BACKGROUND:

Since the resignation of Dan Peterson, Housing Maintenance Specialist, the Housing and Redevelopment Authority (HRA) no longer needs its maintenance van, which it had purchased from Bliss Ford. Cornerstone Management currently handles the HRA's maintenance needs with backup from Property Pros.

City staff contacted Bliss Ford to see if it would purchase the van from the HRA. Bliss Ford said they could not offer a good price for the outright purchase of the van, but they could sell it on consignment for at least as much as the HRA paid for the van. Bliss would charge the HRA a small consignment fee (yet to be determined).

City staff also contacted Harry Brown's, which offered roughly \$31,000 for the van, which is probably in the range of what Bliss Ford could offer for an outright purchase. The HRA paid roughly \$40,000 for the van, with another roughly \$2,000 for title, transfer, etc.

City staff believes having Bliss Ford sell the van on consignment will net the HRA the most money. Staff requests that the HRA approve Resolution 2023-13, which authorizes City staff to either sell or offer the van on consignment, whichever approach would net the greatest monetary benefit for the HRA.

REQUESTED ACTION:

Approve Resolution 2023-13.

5.C

ATTACHMENTS:

1. Resolution 2023-13 Authorize the Community and Economic Development Director to Sell the HRA's Maintenance Van

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

Resolution #2023-13

**AUTHORIZE THE COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR TO SELL THE
HRA'S MAINTENANCE VAN**

WHEREAS, the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") no longer needs its maintenance van and wishes to sell the van for the best available price; and

WHEREAS, City staff requested quotes from Harry Brown's and Bliss Ford to purchase the van; and

WHEREAS, Bliss Ford stated that the HRA would likely get the best price for the van if the HRA sold the van on consignment; and

WHEREAS, City staff requests that the HRA authorize the Community and Economic Development Director to sell the van for the best available price, which may mean selling the van on consignment.

NOW, THEREFORE, BE IT RESOLVED, that the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") authorizes the Community and Economic Development Director to sell the HRA's van for the best price available.

ADOPTED: October 9, 2023

Loni Ahlers, Chair

ATTEST:

Travis McColley, Vice Chair