



HOUSING & REDEVELOPMENT AUTHORITY AGENDA

PUBLIC MEETING ROOM

MONDAY, DECEMBER 11, 2023

6:00 PM

1. Call to Order
2. Approval of the Minutes
3. List of Claims for Release
4. Program Reports
 - A. Healthy Community Initiative - November Updates
5. Property Reports
 - A. Robinwood Manor
 - B. Public Housing
 - C. Scattered Sites/City Rental
6. Public Hearings
7. Items for Discussion
 - A. Cornerstone Update
 - B. Status of the HRA's Van
 - C. Status of the FDC, LLC Phase 1 and Phase 2 Work
8. Adjournment



HOUSING & REDEVELOPMENT AUTHORITY MINUTES

PUBLIC MEETING ROOM

MONDAY, NOVEMBER 13, 2023

6:00 PM

Meeting Items

1. Call to Order

The regular meeting of the Housing and Redevelopment Authority was called to order by Vice Chair Travis McColley at 6:01 pm. Commissioners: Mandy Barnes, Sara Caron, Colin Maltbie, Travis McColley were in attendance. Also in attendance was Director of Community and Economic Development, David Wanberg and Administrative Assistant II, Kari Casper.

2. Approval of the Minutes

Motion by Colin Maltbie, seconded by Sara Caron to Approve. Motion Passed.

3. List of Claims for Release

Motion by Sara Caron, seconded by Mandy Barnes to Approve. Motion Passed.

4. Program Reports

A. Healthy Community Initiative - October 2023 Updates

Motion by Sara Caron, seconded by Mandy Barnes to Approve. Motion Passed.

David Wanberg stated that Nalanie McCutcheon has resigned and Sandy Malecha has indicated that she will be attending the next meeting.

5. Property Reports

A. Robinwood Manor

Motion by Sara Caron, seconded by Mandy Barnes to receive and file as presented.
Motion Passed.

B. Public Housing

Motion by Colin Maltbie, seconded by Mandy Barnes to receive and file as presented.
Motion Passed.

McColley stated that this should be in the copy of Cornerstone Management to see that these tasks get done. After much discussion, a motion was made by Travis McColley, seconded by Sara Caron to table the matter until the January meeting to bring back more information on the cost and scope. Motion Passed.

C. Scattered Sites/City Rentals- Monthly Operating and Budget Statement

Motion by Colin Maltbie, seconded by Sara Caron to receive and file as presented.
Motion Passed.

6. Items for Discussion

A. Preliminary Discussion with Three Rivers regarding Robinwood Manor

Jenny Larson, Executive Director of Three Rivers Community Action Center, went over the proposed goals and the three options presented for Robinwood. After much discussion, McColley stated that he was not in favor of Option 1, which would be to turn Robinwood over to Three Rivers and either transfer the reserves or utilize the reserves in lieu of the sale price. Larson talked about doing a comparison on other properties and bringing that information back. McColley would like staff to provide numbers on reserves, incoming rents, expenses. No action taken at this time.

B. Update on the Sale of the HRA's Maintenance Van

Wanberg stated that in a previous conversation with Bliss, there had been interest in the van and they thought that they could sell it for more than what they were offering. The board decided to continue with Bliss trying to sell the van and come back in January with more information. No action was taken at that time.

C. Preliminary Discussion Related to the Use of Downtown Housing Improvement Program Funds for 204 Central Avenue

Wanberg stated that the Ellison's would like to make the same type of proposal they had with the HRA on the 206 building. That agreement was for \$20,000 per unit, which would bring this ask to \$100,000. After much discussion, the board was favorable to assist in the requested funding; however, did ask get a breakdown on what they would spend the money on. The board also asked them to look into all other potential funding sources as well. No action taken at this time.

D. Housing Rehab Program

Wanberg explained that since the article was in the paper, the city has received at least five inquiries about this program. After a review of the documents and research on the history of the program, it was discovered that the program guidelines were never adopted and revised, only discussed. The board directed staff to come back once they've had a chance to update the guidelines and proposed application to make a formal motion to adopt the changes in a resolution. Wanberg stated that staff would update this and bring it back. No action had been taken at that time.

E. Resolution 2023-14 Approve Final Property Tax Levy for FY2024

Motion by Sara Caron, seconded by Mandy Barnes to Approve. Motion Passed.

F. 2024 Statutory Tort Liability Waiver

Motion by Sara Caron, seconded by Colin Maltbie to approve signing the 2024 Statutory Tort Liability Waiver and not waive the limits. Motion Passed.

7. Other Updates

Wanberg reminded everyone that if their term is up and they want to remain on the board, they go to the website and complete the application form. He also stated that with upcoming events, we may need to hold a special meeting since Barnes and

McColley may not be able to make the December meeting. He also mentioned that the bowling alley is looking for funding.

8. Adjournment

Motion by Sara Caron, seconded by Mandy Barnes to adjourn the meeting at 7:45 p.m..
Motion Passed.

By: _____
Kari Casper, Recording Secretary



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Director of Community and Economic Development
THROUGH:
MEETING DATE: December 11, 2023
SUBJECT: List of Claims for Release

BACKGROUND:

Review the attached list of claims. City staff will be available to answer any questions regarding the claims.

REQUESTED ACTION:

Approve the release of the attached list of claims to be paid.

ATTACHMENTS:

1. 12.06.2023 HRA Aging Report
2. 12.06.2023 Robinwood AP Aging Report

Payables Aging Report

Period: 12/2023

As of : 12/06/2023

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.												
		Public Housing Hf	12/1/2023	12/11/2023	6211 Contracted Labor - Mainten	2113	593.31	593.31	0.00	0.00	0.00	
All Pro Cleaners, LLC.							593.31	593.31	0.00	0.00	0.00	
Property Pros of Faribault, LLC												
		Public Housing Hf	11/30/2023	11/30/2023	6225 Grounds/Lawn Care	7261	1,688.08	1,688.08	0.00	0.00	0.00	
Property Pros of Faribault, LLC							1,688.08	1,688.08	0.00	0.00	0.00	
Rice County HRA												
		Public Housing Hf	11/6/2023	11/6/2023	6880 Miscellaneous Expenses	HRA 11/06/2023	4,016.53	0.00	4,016.53	0.00	0.00	
		Public Housing Hf	8/1/2023	8/1/2023	6880 Miscellaneous Expenses	HRA 08/01/2023	4,016.53	0.00	0.00	0.00	4,016.53	
		Public Housing Hf	9/1/2023	9/1/2023	6880 Miscellaneous Expenses	HRA 09/01/2023	4,016.53	0.00	0.00	0.00	4,016.53	
		Public Housing Hf	12/1/2023	12/1/2023	6880 Miscellaneous Expenses	HRA 12/01/2023	4,016.53	4,016.53	0.00	0.00	0.00	
Rice County HRA							16,066.12	4,016.53	4,016.53	0.00	8,033.06	
Virg's Appliance												
		Public Housing Hf	11/28/2023	11/28/2023	1850 Machinery, Equipment, & A;	19184	85.00	85.00	0.00	0.00	0.00	
		Public Housing Hf	11/28/2023	11/28/2023	1850 Machinery, Equipment, & A;	19186	943.00	943.00	0.00	0.00	0.00	
		Public Housing Hf	11/28/2023	11/28/2023	1850 Machinery, Equipment, & A;	19185	106.95	106.95	0.00	0.00	0.00	
Virg's Appliance							1,134.95	1,134.95	0.00	0.00	0.00	
Yardi Systems, Inc.												
		Public Housing Hf	9/15/2023	9/15/2023	6853 Computer	4225160	417.48	0.00	0.00	417.48	0.00	
Yardi Systems, Inc.							417.48	0.00	0.00	417.48	0.00	
Grand Total							19,899.94	7,432.87	4,016.53	417.48	8,033.06	

Payables Aging Report

Period: -12/2023
As of : 12/06/2023

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	12/1/2023	12/11/2023	6211 Contracted Labor - Mainten	2114	1,221.50	1,221.50	0.00	0.00	0.00	
All Pro Cleaners, LLC.							1,221.50	1,221.50	0.00	0.00	0.00	
Cintas Corp												
		Robinwood Mano	11/30/2023	11/30/2023	7246 Housekeeping Supplies	4175630376	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	10/10/2023	11/5/2023	6430 Water and Sewer	014197-000 10/1	612.62	0.00	612.62	0.00	0.00	
		Robinwood Mano	11/9/2023	12/5/2023	6430 Water and Sewer	014197-000 11/0	637.79	637.79	0.00	0.00	0.00	
City of Faribault							1,250.41	637.79	612.62	0.00	0.00	
Culligan Bottled Water												
		Robinwood Mano	11/30/2023	12/20/2023	6212 Repairs & Maintenance - Bu	119X00965900	144.00	144.00	0.00	0.00	0.00	
Culligan Bottled Water							144.00	144.00	0.00	0.00	0.00	
Culligan of Faribault												
		Robinwood Mano	10/31/2023	10/31/2023	6214 Routine Maintenance - Equi	119X00948906	339.43	0.00	339.43	0.00	0.00	
Culligan of Faribault							339.43	0.00	339.43	0.00	0.00	
Faribault Ace Hardware & Ace Sports												
		Robinwood Mano	11/21/2023	11/21/2023	6216 Supplies - Maintenance	485921/1	75.14	75.14	0.00	0.00	0.00	
Faribault Ace Hardware & Ace Sports							75.14	75.14	0.00	0.00	0.00	
Flex Comm Security												
		Robinwood Mano	11/21/2023	12/1/2023	6211 Contracted Labor - Mainten	55588	70.54	70.54	0.00	0.00	0.00	
Flex Comm Security							70.54	70.54	0.00	0.00	0.00	
MEI Total Elevator Solutions												
		Robinwood Mano	12/1/2023	12/1/2023	6257 Elevator Maintenance	1049607	216.13	216.13	0.00	0.00	0.00	
MEI Total Elevator Solutions							216.13	216.13	0.00	0.00	0.00	
Virg's Appliance												
		Robinwood Mano	11/14/2023	11/14/2023	1850 Machinery, Equipment, & A;	19177	207.25	207.25	0.00	0.00	0.00	
		Robinwood Mano	11/13/2023	11/13/2023	1850 Machinery, Equipment, & A;	19175	85.00	85.00	0.00	0.00	0.00	
		Robinwood Mano	11/13/2023	11/13/2023	1850 Machinery, Equipment, & A;	19176	85.00	85.00	0.00	0.00	0.00	
Virg's Appliance							377.25	377.25	0.00	0.00	0.00	
Xcel Energy												
		Robinwood Mano	11/9/2023	12/8/2023	6410 Electricity	852636753	388.38	388.38	0.00	0.00	0.00	
		Robinwood Mano	11/9/2023	12/8/2023	6420 Gas	852636753	709.01	709.01	0.00	0.00	0.00	
		Robinwood Mano	11/20/2023	12/19/2023	6410 Electricity	853984572	2,173.11	2,173.11	0.00	0.00	0.00	
Xcel Energy							3,270.50	3,270.50	0.00	0.00	0.00	
Yardi Systems, Inc.												
		Robinwood Mano	9/15/2023	9/15/2023	6853 Computer	4235160	434.52	0.00	0.00	434.52	0.00	
Yardi Systems, Inc.							434.52	0.00	0.00	434.52	0.00	
Grand Total							7,474.99	6,088.42	952.05	434.52	0.00	



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Director, Community and Economic Development
THROUGH:
MEETING DATE: December 11, 2023
SUBJECT: Healthy Community Initiative - November Updates

BACKGROUND:

A representative of Healthy Community Initiative will attend the HRA meeting to update the HRA on its mobile home rehabilitation work on behalf of the HRA.

REQUESTED ACTION:

Receive and file as presented at the meeting.

ATTACHMENTS:

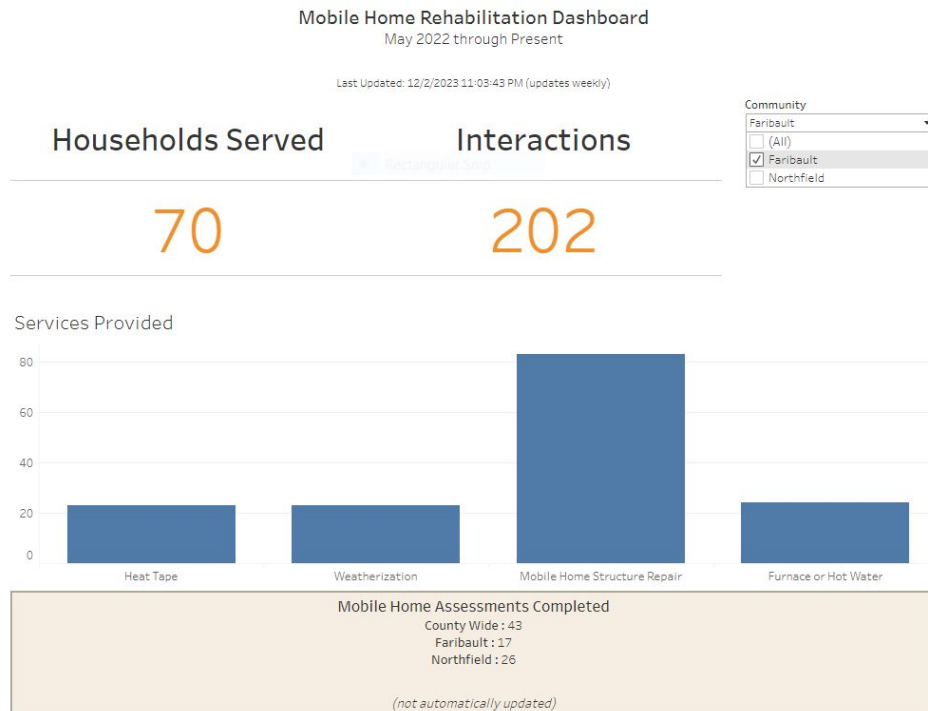
1. MHR Update Slide



12/7/23 Faribault HRA Update

- 2 electrical jobs done
- 2 plumbing jobs competed
- 5 Furnace/HVAC jobs completed
- 2 roof repairs pending
- New Tracking Platform Implemented, Dashboard launched
- Interactive dashboard can be found at this [LINK!](#)

GUH - Mobile Home Rehabilitation





Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Director of Community and Economic Development
THROUGH:
MEETING DATE: December 11, 2023
SUBJECT: Robinwood Manor

BACKGROUND:

Occupancy is at 94 percent, with two vacant units. During the month of October, Unit 106 had a major sewer backup, which resulted in management moving the tenant into one of the vacant units while the unit was being cleaned and renovated. An insurance claim has been filed with the League of Minnesota Cities for the repairs. Management is in the process of going through the waiting list for the other vacant units.

REQUESTED ACTION:

Receive and file as presented.

ATTACHMENTS:

1. 2023.10 Robinwood Manor- Executive Summary

CORNERSTONE

Creating Healthy Communities

Executive Summary for City of Faribault- Robinwood Manor October 2023

Overview

- Total operating income was \$44,738 for October.
- Occupancy for October is at 98% with 1 vacant unit.
- There were 0 move ins for the month of October.
- There were 0 move outs in the month of October.

Financial Summary

	Current Month	Budget	Variance (+/-)	YTD Total	YTD Budget	Variance (+/-)
Total Revenue	44,738	44,738	0	233,835	233,835	0
Operating Expenses	-14,625	-14,625	0	-105,387	-105,387	0
Other Income	0	0	0	0	0	0
Other Expenses (Debt Service)	0	0	0	0	0	0
Net Income	30,113	30,113	0	128,448	128,448	0
Total Aged			Operating Acct Bal			
Total Accounts Receivable	388		Beginning Cash			1,310,424
Total Accounts Payable	10,137		Ending Cash			1,348,294
			Cash Flow			37,870

Narrative:

- The Accounts Payable balance of \$10,137 is made up of current invoices with payments made in November.
- Accounts Receivable balance is \$388.
- The operating cash account balance ended with \$1,348,294.
- Net Income is \$30,113 for the month of October.

Monthly Status	September 2023	October 2023
Vacant Units	1	1
Move-Outs	0	0
Move-Ins	0	0
Evictions	0	0
Current Occupancy	50	50
Full Occupancy	51	51
Occupancy %	98%	98%



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Director of Community and Economic Development
THROUGH:
MEETING DATE: December 11, 2023
SUBJECT: Public Housing

BACKGROUND:

Occupancy is currently at 92 percent, with four vacant units. There was one move-out during November. Under the terms of the lease, the tenant is required to fulfill the one-year term of the lease.

During the month of November, two annual inspections took place. The first inspection was to ensure the furnaces were running properly. During the inspection of one unit, property management staff noted that the unit was in an unsafe and uninhabitable condition. Proper notice was given to clean the unit, and a follow-up inspection was scheduled. During the follow-up inspection, staff noted that the unit was still in an unsafe and unacceptable state. Staff issued a Notice to Vacate with a vacation date of December 31, 2023.

The second annual inspection was for pest control. No potential situations were found during those inspections.

REQUESTED ACTION:

File and receive.

ATTACHMENTS:

1. 2023.10 City of Faribault - Public Housing HRA

CORNERSTONE

Creating Healthy Communities

Executive Summary for City of Faribault Public Housing HRA October 2023

Overview

- Total operating income was \$59,430.
- Occupancy for October was 91.83% with 4 vacant units.
- There was 1 move out for the month of October.

Financial Summary

	Current Month	Budget	Variance (+/-)	YTD Total	YTD Budget	Variance (+/-)
Total Revenue	59,430	59,430	0	272,390	272,390	0
Operating Expenses	-14,356	-14,356	0	-93,077	-93,077	0
Other Income	0	0	0	0	0	0
Other Expenses (Debt Service)	0	0	0	0	0	0
Net Income	45,073	45,073	0	179,313	179,313	0
Total Aged			Operating Acct Bal			
Total Accounts Receivable	2,885		Beginning Cash		464,788	
Total Accounts Payable	8,007		Ending Cash		517,496	
			Cash Flow		52,718	

Narrative:

- The Accounts Receivable balance is \$2,885 at the end of October.
- The Accounts Payable balance of \$8,007 is made up of current invoices with payments made in October.
- The operating account balance for the month of October ended at \$517,496, an increase of \$52,718.

Monthly Status	September 2023	October 2023
Vacant Units	4	4
Move-Outs	1	0
Move-Ins	0	0
Evictions	0	0
Current Occupancy	45	45
Full Occupancy	49	49
Occupancy %	91.83%	91.83%



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Director of Community and Economic Development
THROUGH:
MEETING DATE: December 11, 2023
SUBJECT: Scattered Sites/City Rental

BACKGROUND:

The City property at 16 1st Street SE remains occupied with no known concerns.

REQUESTED ACTION:

Receive and file.

ATTACHMENTS:

1. 211 Budget Status

General Ledger

Budget Status

User: kcasper
 Printed: 12/5/2023 - 10:23 AM
 Period: 11, 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	0.00	2,352.76	-1,262.76	0.00	-1,262.76	0.00
211-00000-460-36211	Interest Market Value	0.00	0.00	184.75	-184.75	0.00	-184.75	0.00
211-00000-460-36220	Rents	13,300.00	1,075.00	15,506.00	-2,206.00	0.00	-2,206.00	0.00
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	1,075.00	18,043.51	-3,653.51	0.00	-3,653.51	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	1,075.00	18,043.51	-3,653.51	0.00	-3,653.51	0.00
	Dept 00000 Sub Totals:	-14,390.00	-1,075.00	-18,043.51	3,653.51	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	95.00	1,045.00	95.00	0.00	95.00	8.33
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	0.00	333.00	-60.00	0.00	-60.00	0.00
211-46310-460-43810	Electric Utilities	200.00	0.00	7.70	192.30	0.00	192.30	96.15
211-46310-460-43820	Water Utilities	300.00	29.26	293.17	6.83	0.00	6.83	2.28
211-46310-460-43830	Gas Utilities	100.00	0.00	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	38.31	384.08	15.92	0.00	15.92	3.98
211-46310-460-43860	Storm Water Utilities	100.00	7.48	74.80	25.20	0.00	25.20	25.20
211-46310-460-44010	Building Maintenance	3,000.00	128.00	708.00	2,292.00	0.00	2,292.00	76.40
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	0.00	2,140.00	-140.00	0.00	-140.00	0.00
211-46310-460-44700	Interest	50.00	0.00	5.80	44.20	0.00	44.20	88.40
	E03 Sub Totals:	7,763.00	298.05	5,015.65	2,747.35	0.00	2,747.35	35.39
	Expense Sub Totals:	8,263.00	298.05	5,015.65	3,247.35	0.00	3,247.35	39.30
	Dept 46310 Sub Totals:	8,263.00	298.05	5,015.65	3,247.35	0.00		
	Fund Revenue Sub Totals:	14,390.00	1,075.00	18,043.51	-3,653.51	0.00	-3,653.51	0.00
	Fund Expense Sub Totals:	8,263.00	298.05	5,015.65	3,247.35	0.00	3,247.35	39.30
	Fund 211 Sub Totals:	-6,127.00	-776.95	-13,027.86	6,900.86	0.00		
	Revenue Totals:	14,390.00	1,075.00	18,043.51	-3,653.51	0.00	-3,653.51	0.00
	Expense Totals:	8,263.00	298.05	5,015.65	3,247.35	0.00	3,247.35	39.30
	Report Totals:	-6,127.00	-776.95	-13,027.86	6,900.86	0.00		



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH:
MEETING DATE: December 11, 2023
SUBJECT: Cornerstone Update

BACKGROUND:

Rachel Johnson and Rick Darrow of Cornerstone Management will address issues and opportunities associated with managing Robinwood Manor and the scattered HRA housing.

REQUESTED ACTION:

No action is required, but be prepared to ask questions and provide comments.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH:
MEETING DATE: December 11, 2023
SUBJECT: Status of the HRA's Van

BACKGROUND:

As of the writing of this report, Bliss Ford has not sold the HRA's van. However, Bliss Ford is offering the van at an auction before the HRA's December 11 meeting. Consequently, Staff will update the HRA at its December meeting. If the van does not sell before the HRA's meeting, the HRA should direct Staff on how to proceed. Bliss Ford's offer to buy the van for \$33,000 still stands.

REQUESTED ACTION:

Direct Staff on how to proceed with the sale of the HRA van.

ATTACHMENTS:

1. Ford Bliss Website Listing of HRA Van as of 12



0c9a6595830--fa1a174a.html

2020 Ford Transit 250 3dr SWB Low Roof Cargo Van Cargo Van V6

3.5L V6 Engine
Mileage: 17,661 miles
● White Exterior
● Black Interior
Stock #: 10717A
1FTBR1Y89LKB14277

Sale Price** **\$36,995**

[View Window Sticker](#) >

[Get ePrice](#) >



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH:
MEETING DATE: December 11, 2023
SUBJECT: Status of the FDC, LLC Phase 1 and Phase 2 Work

BACKGROUND:

Faribo Downtown Central, LLC (FDC) provided City Staff with documents for the closeout of Phase 1 and the proposed renovations of Phase 2 related to HRA and EDA funding for improvements to its downtown buildings. Staff reviewed the documents and asked FDC to provide some additional information. Presuming the documents are in order, Staff will prepare a resolution for the closeout of Phase 1 and the authorization to release funds for Phase 2. Per the HRA's previous direction, Staff will plan to arrange a joint meeting between the HRA and EDA in January.

REQUESTED ACTION:

No action is required but be prepared to ask questions or provide comments.

ATTACHMENTS: