



HOUSING & REDEVELOPMENT AUTHORITY AGENDA

PUBLIC MEETING ROOM

MONDAY, JANUARY 8, 2024

6:00 PM

1. Call to Order
2. Approval of the Minutes
3. List of Claims to be Released
4. Program Reports
 - A. Healthy Community Initiative – December Updates
5. Property Reports
 - A. Robinwood Manor
 - B. Public Housing -- Project Based Voucher Program
 - C. Scattered Site -- City Rental
6. Items for Discussion
7. Adjournment



HOUSING & REDEVELOPMENT AUTHORITY MINUTES

PUBLIC MEETING ROOM

MONDAY, DECEMBER 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 Ahlers at 5:58 pm. Commissioners: Sara Caron, Eric Delgado, Travis Kath, Colin Maltbie, and Chair Ahlers 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 the minutes as presented. Motion carried unanimously..

3. List of Claims for Release

Motion by Sara Caron, seconded by Travis Kath to approve the list of claims as presented. The motion passed unanimously.

4. Program Reports

A. Healthy Community Initiative - November Updates

Jansen Gonzalez attended the meeting to give the HRA the update for November. Mr. Gonzelez stated that there are many barriers to working on manufactured homes. He finds it difficult to find contractors for the various needs. Mr. Gonzalez also mentioned that sometimes when they start working on a project, they find more things wrong with the home and the cost to repair exceeds the value of the home. Wanberg asked if he could appropriate the amount of time in Faribault versus in Northfield. He said that he's probably 60 in Faribault and 40 in Northfield and Jennyfer is about 70 in Northfield and 30 in Faribault.

Wanberg mentioned that the HRA does have a Mobile Home Buyout program that will purchase the home and demolish it. Wanberg asked Casper to send Gonzalez the paperwork to make him aware of the various programs the HRA has to help with.

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

5. Property Reports

A. Robinwood Manor

Rachel Johnson introduced herself and Rick Karow. She stated that there was sewer

backup in mid-October. Stated that about 30ft. down the pipe, the technician found wipes that possibly caused the backup. She stated that they replaced the drywall and carpet in the unit and moved her to another unit while hers was rehabbed. An insurance claim has been filed and Johnson reported that the work is complete, and she has moved back into the unit. They are working on filling the two vacant units.

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

B. Public Housing

Wanberg started out stating there are 4 vacant units according to the financial statement presented by Cornerstone. Wanberg mentioned that there is an eviction notice they are working through which is an unsafe situation. Rachel Johnson corrected the statement in that they had only made a Notice to Vacate, which is different from an eviction. Termination of tenancy is what will happen. Unless she doesn't move out by the end of the year, then they will have an eviction. Caron was concerned about vacating in the winter. Johnson stated it could be done. Wanberg is stating that we are working through a lot of things. RAD will happen after the first of the year.

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

C. Scattered Sites/City Rental

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

6. Public Hearings

7. Items for Discussion

A. Cornerstone Update

Rachel Johnson and Rick Karow attended the meeting to give an update on the status of Cornerstone's management of both public housing and Robinwood. Johnson added that there are only two units available in public housing and two units in Robinwood to fill.

Cornerstone is interested in purchasing Robinwood and the board asked that they submit an offer at the January meeting. Caron wanted to ensure that it cannot be resold again in the purchase agreement and to keep it as a low income housing complex.

B. Status of the HRA's Van

Wanberg added that the van went to auction but hasn't heard to date whether there was any interest. Bliss made the offer to buy the van for \$33,000. Motion by Sara Caron, seconded by Travis Kath to Approve the sale of the van to Bliss Ford for \$33,000. Motion passed unanimously.

C. Status of the FDC, LLC Phase 1 and Phase 2 Work

Wanberg stated that a meeting is set up on 12/12 to discuss the final closing out of Phase one with Nort Johnson. It was decided that a joint meeting with the HRA and EDA will not be productive in this regard, and it will be on the next agenda with the close out documents and entering into Phase 2 by resolution.

8. Adjournment

Wanberg gave some additional updates, including adding 204 Centrals' request for funding that will be on the next agenda for consideration.

Wanberg has been in touch with the Minnesota State Historic Tax Credit office. Wanberg hopes to create a forum for the downtown to attend.

Wanberg also mentioned that he will be holding a summit for a Downtown Development Handbook, hopefully in February 2024. Also on next month's agenda will be a request for funding assistance for the bowling alley.

Motion by Sara Caron, seconded by Colin Maltbie to adjourn at 7:10 p.m. Motion passed unanimously

Respectfully Submitted,

Kari Casper
Administrative Assistant



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH:
MEETING DATE: January 8, 2024
SUBJECT: List of Claims to be Released

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. 01.03.2024 HRA Aging Report
2. 01.03.2024 Robinwood Aging Report
3. HRA Faribo Air Conditioning #19997
4. HRA Faribo Air Conditioning #20277
5. HRA Summit Fire #140014443
6. HRA Virg's Appliance #19159
7. invoice_10234

Payables Aging Report

Period: -01/2024
As of : 01/03/2024

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												
Faribo Air Conditioning & Heating, Inc.												
		Public Housing Hf	10/31/2023	10/31/2023	6612 Miscellaneous Financing Exj	FC006190	248.84	0.00	0.00	248.84	0.00	
		Public Housing Hf	11/2/2023	11/2/2023	1701 Building Improvements	19997	5,470.00	0.00	0.00	5,470.00	0.00	
		Public Housing Hf	11/2/2023	11/2/2023	6212 Repairs & Maintenance - Bu	20205	210.00	0.00	0.00	210.00	0.00	
		Public Housing Hf	11/2/2023	11/2/2023	6212 Repairs & Maintenance - Bu	20086	731.00	0.00	0.00	731.00	0.00	
		Public Housing Hf	12/28/2023	12/28/2023	6212 Repairs & Maintenance - Bu	20416	624.00	624.00	0.00	0.00	0.00	
		Public Housing Hf	12/28/2023	12/28/2023	6212 Repairs & Maintenance - Bu	20410	563.72	563.72	0.00	0.00	0.00	
		Public Housing Hf	12/28/2023	12/28/2023	1701 Building Improvements	20277	2,303.00	2,303.00	0.00	0.00	0.00	
		Public Housing Hf	12/29/2023	12/29/2023	6612 Miscellaneous Financing Exj	FC006217	96.17	96.17	0.00	0.00	0.00	
Faribo Air Conditioning & Heating, Inc.							10,246.73	3,586.89	0.00	6,659.84	0.00	
Summit Fire Protection												
		Public Housing Hf	11/30/2023	11/30/2023	6260 Fire Prevention & Maintenan	140014443	1,091.00	0.00	1,091.00	0.00	0.00	
Summit Fire Protection							1,091.00	0.00	1,091.00	0.00	0.00	
Virg's Appliance												
		Public Housing Hf	9/29/2023	9/29/2023	1850 Machinery, Equipment, & A;	19159	1,000.00	0.00	0.00	0.00	1,000.00	
		Public Housing Hf	12/11/2023	12/11/2023	1850 Machinery, Equipment, & A;	19197	85.00	85.00	0.00	0.00	0.00	
Virg's Appliance							1,085.00	85.00	0.00	0.00	1,000.00	
Yardi Systems, Inc.												
		Public Housing Hf	9/15/2023	9/15/2023	6853 Computer	4235160	417.48	0.00	0.00	0.00	417.48	
Yardi Systems, Inc.							417.48	0.00	0.00	0.00	417.48	
Grand Total							12,840.21	3,671.89	1,091.00	6,659.84	1,417.48	

Payables Aging Report

Period: -01/2024
As of : 01/03/2024

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												
Cintas Corp		Robinwood Mano	12/14/2023	12/14/2023	7246 Housekeeping Supplies	4177123751	19.74	19.74	0.00	0.00	0.00	
Cintas Corp							19.74	19.74	0.00	0.00	0.00	
City of Faribault		Robinwood Mano	11/9/2023	12/5/2023	6430 Water and Sewer	014197-000 11/0	637.79	0.00	637.79	0.00	0.00	
City of Faribault							637.79	0.00	637.79	0.00	0.00	
Faribault Ace Hardware & Ace Sports		Robinwood Mano	12/14/2023	12/14/2023	6216 Supplies - Maintenance	486835/1	19.32	19.32	0.00	0.00	0.00	
		Robinwood Mano	12/14/2023	12/14/2023	6216 Supplies - Maintenance	486831/1	17.99	17.99	0.00	0.00	0.00	
		Robinwood Mano	12/27/2023	12/27/2023	6216 Supplies - Maintenance	487220/1	11.58	11.58	0.00	0.00	0.00	
Faribault Ace Hardware & Ace Sports							48.89	48.89	0.00	0.00	0.00	
MEI Total Elevator Solutions		Robinwood Mano	12/1/2023	12/1/2023	6257 Elevator Maintenance	1049607	216.13	0.00	216.13	0.00	0.00	
MEI Total Elevator Solutions							216.13	0.00	216.13	0.00	0.00	
Virg's Appliance		Robinwood Mano	11/30/2023	11/30/2023	1850 Machinery, Equipment, & A/	19187	525.13	0.00	525.13	0.00	0.00	
		Robinwood Mano	12/11/2023	12/11/2023	1850 Machinery, Equipment, & A/	19196	85.00	85.00	0.00	0.00	0.00	
Virg's Appliance							610.13	85.00	525.13	0.00	0.00	
Xcel Energy		Robinwood Mano	11/9/2023	12/8/2023	6410 Electricity	852636753	388.38	0.00	388.38	0.00	0.00	
		Robinwood Mano	11/9/2023	12/8/2023	6420 Gas	852636753	709.01	0.00	709.01	0.00	0.00	
		Robinwood Mano	11/20/2023	12/19/2023	6410 Electricity	853984572	2,173.11	0.00	2,173.11	0.00	0.00	
		Robinwood Mano	12/12/2023	1/10/2024	6410 Electricity	856739087	447.85	447.85	0.00	0.00	0.00	
		Robinwood Mano	12/12/2023	1/10/2024	6420 Gas	856739087	910.30	910.30	0.00	0.00	0.00	
Xcel Energy							4,628.65	1,358.15	3,270.50	0.00	0.00	
Yardi Systems, Inc.		Robinwood Mano	9/15/2023	9/15/2023	6853 Computer	4235160	434.52	0.00	0.00	0.00	434.52	
Yardi Systems, Inc.							434.52	0.00	0.00	0.00	434.52	
Grand Total							6,595.85	1,511.78	4,649.55	0.00	434.52	

[illegible]

FARIBO AIR CONDITIONING & HEATING, INC.

18021 CANNON CITY BOULEVARD
FARIBAULT, MINNESOTA 55021-4322
(507) 334-6408



12-28-23
20277

DATE 11/10/23
DATE ORDERED /
DATE SCHEDULED /

PHONE 323-4823
WK. Q8.0EL
tyler

WARRANTY
CONTRACT
SERVICE CONTRACT
NORMAL
RES
COMM.

NAME: Faribault HEA LLC d/c Cornerstone
STREET: 206 S. Broadway Suite 460
CITY: Rochester MN 55904
STATE: MN
ZIP: 55904
MAKE: MODEL: SERIAL NUMBER:
JOB LOCATION: Public Housing
DESCRIPTION OF WORK: PM Extras
ORIGINAL COMPLAINT: replaced exters spgs as should
Return 3 motor's
Thermostat as Return Air

TECH		REGULAR		OVERTIME	
#1	HRS. @	/HR. =		HRS. @	/HR. =
TECH #2	HRS. @	/HR. =		HRS. @	/HR. =
TECHNICIAN SIGNATURE	CERT. #		TOTAL OTHER CHARGES		
SUB-TOTAL		TOTAL		TOTAL	

TERMS: DUE UPON COMPLETION
I HAVE THE AUTHORITY TO ORDER THE ABOVE WORK AND DO SO ORDER AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL FURNISHED UNTIL FINAL & COMPLETE PAYMENT IS MADE, AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF. INVOICE PAYABLE UPON RECEIPT. 1 1/2% SERVICE CHARGE ADDED PER MONTH ON UNPAID BALANCE.

TOTAL	
AMOUNT	DUE
\$ 2303.00	

AUTHORIZED SIGNATURE: _____
DATE: _____
X

CHECK LIST	QUANTITY	ITEM OR PART DESCRIPTION	PRICE	AMOUNT
☐ COMPRESSOR ☐ SUCTON ☐ HEAD ☐ VOLTS ☐ ELECTRICAL CONNECTIONS ☐ CONTRACTOR TIGHT & CLEAN V/N ☐ OIL LEVEL & CONDITION ☐ BURN OUT ☐ CONDENSER COIL ☐ CLEAN COIL & CHECK FIN COND. ☐ ENT. _____ °F LGV _____ °F ☐ REFRIGERANT ☐ LEAK ☐ FAN AND MOTOR ☐ VOLTS _____ AMPS ☐ ELECTRICAL CONNECTIONS ☐ CONTACTS TIGHT & CLEAN ☐ FAN PULLEY (ADJUST BELT) ☐ CHECK LUBE BEARINGS & MOTOR ☐ CFM ☐ EVAPORATOR COIL ☐ CLEAN COIL & CHECK FIN ☐ ENT DB _____ °F LGV DB _____ °F ☐ ENT WB _____ °F LGV WB _____ °F ☐ CONDENSATE AREAS ☐ INSPECT & CLEAN DRAIN PAN ☐ AIR FILTERS ☐ CLEANED ☐ REPLACED ☐ FILTER SIZE ☐ HEATING ASSY. ☐ BURNER & HEAT EXCHANGER ☐ FUEL SUPPLY & PRESSURE ☐ PILOT ASSEMBLY ☐ FLAME ADJUSTMENT ☐ PRIMARY RELAY & FLUE ☐ FAN & LIMIT SWITCH OPER. ☐ BLOWER ASSEMBLY ☐ RV VALVE ☐ STRIP HEAT ☐ DEFROST CYCLE ☐ ELECTRICAL COMPTS. ☐ RELAYS ☐ CONTACTORS ☐ OVERLOAD ☐ PRESS. SWITCH ☐ THERMOSTAT ☐ O.K. ☐ REPLACE ☐ RELOCATE	3	12 motors		
EMMAILED 12-28-23				
RETOFIT APPLIED				
REFRIGERANT ADDED				
MISC. SMALL TOOLS, MATERIALS, EQUIP. & SALES				
TOTAL PARTS				
WRITE OR CODE				
AMOUNT				
PARTS WARRANTY				
All parts as recorded are warranted as per manufacturer specifications.				
LABOR GUARANTY				
The labor charge as recorded here relative to the equipment serviced as noted, is guaranteed for a period of 30 days.				
We do not, of course, guaranty other parts than those we supply. If repairs later become necessary due to other defective parts, they will be charged separately.				
OTHER CHARGES \$				
TOTAL				
TOTAL CHARGES \$				
ENVIRONMENT				
CHECK				
LIST				
CHRG. TYPE				
SYSTEM				
QTY.				
1 RECOVERED?				
2 RECYCLED?				
3 RECLAIMED?				
4 RETURNED TO THIS SYSTEM?				
5 DISPOSAL				
NON USEABLE				
YES				
NO				
QTY.				
OWNER'S INITIALS				
ACCEPTED				
DECLINED				

SUMMIT FIRE PROTECTION
PO BOX 851675
MINNEAPOLIS, MN 55485-1675



ROCHESTER, MN
(507) 280-0622

INVOICE

Bill to: City Of Faribault
208 1ST AVE NW
FARIBAULT, MN 55021-5105

Invoice No: 140014443
Invoice Date: 11/30/2023
Work Order: 140020433
Complete Date: 11/28/2023
PO Number:
Alt WO Number:
Customer ID: CITYOFFARI
Terms: Net 30

Service at: FARIBAULT PUBLIC HOUSING APARTMENTS JENI
910-920 1ST STR SW
WHIPPLE HTS,

Description	Quantity	Rate	Amount
Truck Charge	1.00	60.00	60.00
Fire Extinguisher Annual Inspection	28.00	8.00	224.00
AX DRYCHE 5# ABC AL HSE&HRN NO BKT	4.00	143.00	572.00
Fire Extinguisher Inspection	1.00	235.00	235.00

Work Description: Fire Extinguisher - Annual Inspection
Gave Trevor 4 new 5 lb extinguishers because 4 apartments had missing extinguisher

To Pay by Check or Credit Card
(651) 272-3251

Account Inquiries
ar@summitcompanies.com

MAKE CHECKS PAYABLE TO
SUMMIT FIRE PROTECTION
PO BOX 851675
MINNEAPOLIS, MN 55485-1675

Subtotal:	1,091.00
Sales Tax:	0.00
Payments:	0.00
Total Due:	\$1,091.00

Cust: CITYOFFARI

Inv: 140014443

Virg's Appliance Service

1817 Prairie Avenue
Faribault, MN 55021

Invoice

Date	Invoice #
9/29/2023	19159

Bill To
Faribault HRA LLC c/o Cornerstone 206 S. Broadway, Suite 460 Rochester, MN 55904

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Refrigerator/White	850.00	850.00
	Labor	85.00	85.00
	Shipping	65.00	65.00
	Repair Order #021650 (Refrigerator Sale and Service for City of Faribault - 1317 7th St NW) -- Public Housing/TAX EXEMPT		
	MN Sales Tax	7.375%	0.00
		Total	\$1,000.00

PRINTED IN U.S.A.

GENERAL REPAIR ORDER



Virgil's
APPLIANCE SERVICE
 full service most brands
 1817 Prairie Ave.
 Faribault, MN 55021
 (507) 339-9640

(Virgil Zunkel, Owner)

"OVER THIRTY YEARS OF APPLIANCE SERVICE"

REPAIR ORDER

021650

NAME <i>Corner Store / City of Fbr Publicity</i>		DATE RECEIVED 9-29-23 ☒ A.M. ☒ P.M.	
ADDRESS 1317 7th St N.W.		DATE PROMISED 9-29-23 ☒ A.M. ☒ P.M.	
CITY Fbr	PHONE R.O.K.	MODEL NO.	
APPLIANCE RF	☐ PICK UP ☐ SERVICE ☐ WARRANTY ☐ DELIVER ☐ INSTALL ☐ ESTIMATE	SERIAL NO.	
REPAIRED IN ☐ HOME ☐ SHOP	ESTIMATE	DELIVERY ☐ OURS ☐ PICK UP	☐ C.O.D. ☐ CHG.
CUSTOMER'S COMPLAINT <i>Replace due to Recurring trouble that can't be repaired.</i>			
QTY.	PART NO.	DESCRIPTION	AMOUNT
1	C4518	HONRWW of white	850.00
MAJOR LABOR PERFORMED <i>Replaced RF as per Rock due to age & repairs on OK.</i>		TOTAL PARTS, MATERIAL	850.00
		TAX	N/A
		LABOR	85.00
		PICK UP, DELIVERY OR SERVICE CALL	65.00
		TAX	
		TOTAL (C.O.D.)	1000.00
OWNERS SIGNATURE INDICATES SATISFACTORY PERFORMANCE OF SET AT TIME OF DELIVERY OR COMPLETION OF REPAIRS IN HOME.		SIGNATURE	

GUARANTEE: ALL WORK PERFORMED BY QUALIFIED TECHNICIANS. ALL MATERIALS USED IN REPAIR OF THIS UNIT ARE OF FIRST QUALITY AND GUARANTEED FOR A PERIOD OF NINETY DAYS AFTER DATE OF REPAIR.

GROCC-563-3



CCS Cleaning & Restoration

1202 Lyndale Ave
Faribault, MN 55021

INVOICE	#10234
SERVICE DATE	Oct 27, 2023
INVOICE DATE	Dec 01, 2023
DUE	Upon receipt

AMOUNT DUE	\$280.00
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City Of Faribault
City Of Faribault
208 1st Street Northwest
Faribault, MN 55021

☎ (507) 334-2222
✉ MLaessig@Cornerstonemgmt.com

SERVICE ADDRESS

900b Spring Road
Faribault, MN 55021

CONTACT US

☎ (507) 334-1774
✉ andrew@ccsrestore.com

Service completed by: Erik Hernandez,
Stephanie Gardner

INVOICE

Services	qty	unit price	amount
Strip and wax floors main level only	1.0	\$280.00	\$280.00
Subtotal			\$280.00
Total Tax			\$0.00
Tax Rate Rice County (7.375%)			\$0.00
Total			\$280.00

Thank you for using CCS Cleaning & Restoration!

Invoices not paid within 30 days will incur a finance charge of 1.5 % (18% annul)



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH:
MEETING DATE: January 8, 2024
SUBJECT: Healthy Community Initiative – December 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.

ATTACHMENTS:

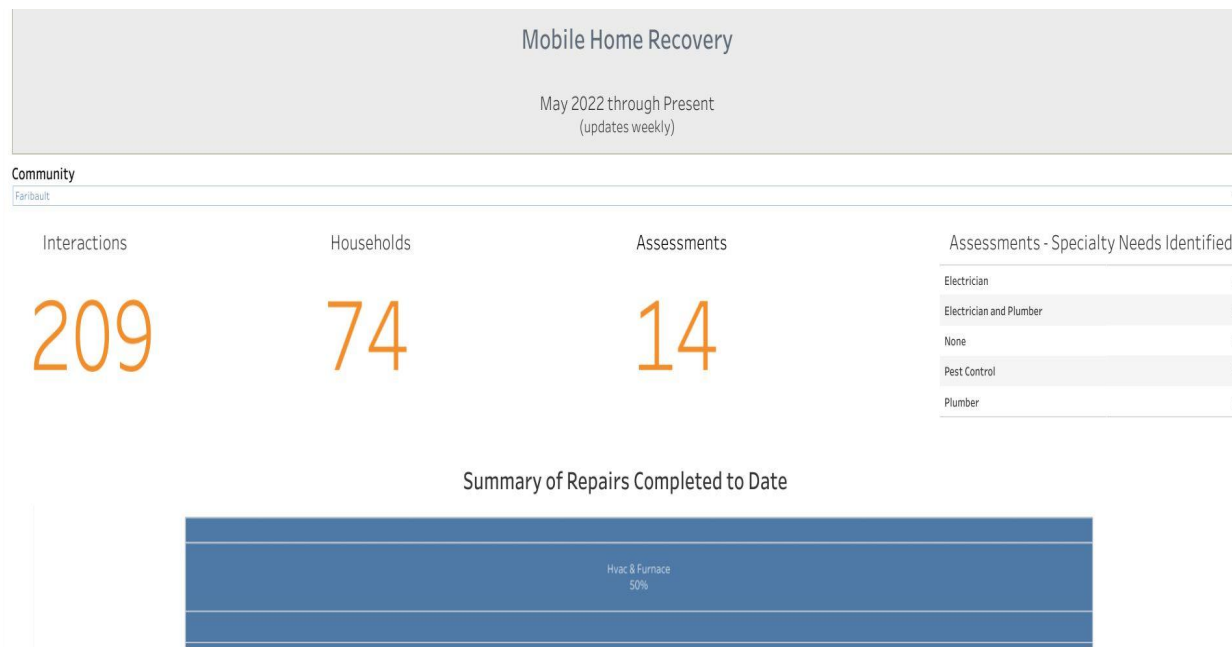
1. MHR Update Slide



1/8/24 Faribault HRA Update

- 3 plumbing jobs competed
- 4 Furnace/HVAC jobs completed
- 6 roof repairs pending
- Interactive dashboard can be found at this [Link!](#)

GUH - Mobile Home Rehabilitation





Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH:
MEETING DATE: January 8, 2024
SUBJECT: Robinwood Manor

BACKGROUND:

Robinwood's occupancy is currently at 98% with one vacant unit. During the month of December, staff did receive two notices to vacate by the end of January. The staff continues to go through the wait list to fill the vacant units.

Cornerstone has prepared the attached Executive Summary for your reference which is attached.

REQUESTED ACTION:

Receive and file as presented.

ATTACHMENTS:

1. 2023.11 Robinwood Manor- Executive Summary

CORNERSTONE

Creating Healthy Communities

Executive Summary for City of Faribault- Robinwood Manor November 2023

Overview

- Total operating income was \$44,747 for November.
- Occupancy for November is at 98% with 1 vacant unit.
- There were 0 move ins for the month of November.
- There were 0 move outs in the month of November.

Financial Summary

	Current Month	Budget	Variance (+/-)	YTD Total	YTD Budget	Variance (+/-)
Total Revenue	44,747	44,747	0	278,582	278,582	0
Operating Expenses	-20,018	-20,018	0	-125,405	-125,405	0
Other Income	0	0	0	0	0	0
Other Expenses (Debt Service)	0	0	0	0	0	0
Net Income	24,729	24,729	0	153,176	153,176	0
Total Aged			Operating Acct Bal			
Total Accounts Receivable	5,183		Beginning Cash	1,234,903		
Total Accounts Payable	9,205		Ending Cash	1,234,518		
			Cash Flow	-385		

Narrative:

- The Accounts Payable balance of \$9,205 is made up of current invoices with payments made in December.
- Accounts Receivable balance is \$5,183.
- The operating cash account balance ended with \$1,234,518 a decrease of \$385.
- Net Income is \$24,729 for the month of November.

Monthly Status	October 2023	November 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, Community and Economic Development Director
THROUGH:
MEETING DATE: January 8, 2024
SUBJECT: Public Housing -- Project Based Voucher Program

BACKGROUND:

Occupancy is currently at 93.87% with three vacant units. The staff continues to go through the wait list to fill the vacant units.

Cornerstone has prepared the attached Executive Summary for your reference which is attached.

REQUESTED ACTION:

Receive and file as presented.

ATTACHMENTS:

1. 2023.11 City of Faribault - Public Housing HRA Executive SummaryHRA

CORNERSTONE

Creating Healthy Communities

Executive Summary for City of Faribault Public Housing HRA November 2023

Overview

- Total operating income was \$55,181.
- Occupancy for November was 93.87% with 3 vacant units.
- There was 1 move in for the month of November.

Financial Summary

	Current Month	Budget	Variance (+/-)	YTD Total	YTD Budget	Variance (+/-)
Total Revenue	55,181	55,181	0	272,390	272,390	0
Operating Expenses	-35,929	-35,929	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	19,251	19,251	0	179,313	179,313	0
Total Aged			Operating Acct Bal			
Total Accounts Receivable	7,090		Beginning Cash		517,496	
Total Accounts Payable	5,185		Ending Cash		502,071	
			Cash Flow		-15,425	

Narrative:

- The Accounts Receivable balance is \$7,090 at the end of November.
- The Accounts Payable balance of \$5,185 is made up of current invoices with payments made in December.
- The operating account balance for the month of November ended at \$502,071, a decrease of \$15,425.

Monthly Status	October 2023	November 2023
Vacant Units	4	3
Move-Outs	0	0
Move-Ins	0	1
Evictions	0	0
Current Occupancy	45	46
Full Occupancy	49	49
Occupancy %	91.83%	93.87%



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH:
MEETING DATE: January 8, 2024
SUBJECT: Scattered Site -- City Rental

BACKGROUND:

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

REQUESTED ACTION:

Receive and file as presented.

ATTACHMENTS:

1. 211 Budget Status

General Ledger

Budget Status

User: kcasper
Printed: 1/5/2024 - 1:43 PM
Period: 12, 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	2,562.77	-1,472.77	0.00	-1,472.77	0.00
211-00000-460-36211	Interest Market Value	0.00	0.00	1,270.14	-1,270.14	0.00	-1,270.14	0.00
211-00000-460-36220	Rents	13,300.00	1,207.00	16,713.00	-3,413.00	0.00	-3,413.00	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	1,207.00	20,545.91	-6,155.91	0.00	-6,155.91	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	1,207.00	20,545.91	-6,155.91	0.00	-6,155.91	0.00
	Dept 00000 Sub Totals:	-14,390.00	-1,207.00	-20,545.91	6,155.91	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	1,140.00	0.00	0.00	0.00	0.00
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	31.90	325.07	-25.07	0.00	-25.07	0.00
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	43.14	427.22	-27.22	0.00	-27.22	0.00
211-46310-460-43860	Storm Water Utilities	100.00	7.48	82.28	17.72	0.00	17.72	17.72
211-46310-460-44010	Building Maintenance	3,000.00	0.00	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	1.95	7.75	42.25	0.00	42.25	84.50
	E03 Sub Totals:	7,763.00	179.47	5,195.12	2,567.88	0.00	2,567.88	33.08
	Expense Sub Totals:	8,263.00	179.47	5,195.12	3,067.88	0.00	3,067.88	37.13
	Dept 46310 Sub Totals:	8,263.00	179.47	5,195.12	3,067.88	0.00		
	Fund Revenue Sub Totals:	14,390.00	1,207.00	20,545.91	-6,155.91	0.00	-6,155.91	0.00
	Fund Expense Sub Totals:	8,263.00	179.47	5,195.12	3,067.88	0.00	3,067.88	37.13
	Fund 211 Sub Totals:	-6,127.00	-1,027.53	-15,350.79	9,223.79	0.00		
	Revenue Totals:	14,390.00	1,207.00	20,545.91	-6,155.91	0.00	-6,155.91	0.00
	Expense Totals:	8,263.00	179.47	5,195.12	3,067.88	0.00	3,067.88	37.13
	Report Totals:	-6,127.00	-1,027.53	-15,350.79	9,223.79	0.00		



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH:
MEETING DATE: January 8, 2024
SUBJECT: Items for Discussion

BACKGROUND:

The Community and Development Director will discuss the following with the HRA:

- **Status of the HRA Van.** Bliss Ford was not able to find a buyer at the auctions. Consequently, Bliss Ford will buy the van for \$33,000.00, as previously quoted. The paperwork should be finalized in January.
- **Robinwood Annual Dinner.** The Elderly Housing Corporation (EHC) plans to hold its annual dinner for Robinwood tenants at 5:00 p.m. on Wednesday, January 24. HRA members are encouraged to attend the dinner and get to know the Robinwood tenants. Staff will provide additional information in the coming weeks.
- **Robinwood Exterior Wall Repair.** The Robinwood exterior wall repairs have been completed, except for the final brick cleaning, which will happen in early spring. The smoking shelter for Robinwood will likely arrive in mid-January.
- **Emergency Shelter Vouchers.** Community Action Center (CAC) has offered to manage the HRA's emergency shelter vouchers for those in need. CAC has access to grants, so CAC will likely not have to provide additional funding beyond the funds it has already earmarked. Staff will update the HRA at its February meeting.
- **Potential Townhomes for Those Needing Emergency Shelter.** CAC has been awarded a grant to construct and manage two to three townhomes for those needing shelter. At this point, CAC may not have an "ask" of the HRA.
- **Annual Election of Officers and HRA Program Updates.** The Council will finalize HRA appointments related to any expiring terms in January. Then, in February, the HRA will elect its officers for 2024. Also, in February, Staff will provide an overview of the HRA's

programs and budgets, including the residential property rehabilitation program.

- **Status of Faribo Downtown Central.** Staff and representatives from Faribo Downtown Central (FDC) have been working to close out the Phase 1 funding and provide the Phase 2 funding. HRA action on Phase 1 and Phase 2 funding will likely happen in March.
- **Status of Robinwood Ownership and Management Discussions.** Staff has continued to explore Robinwood ownership and management options. To date, the HRA has had informal discussions with Three Rivers Community Action and Cornerstone. Staff has also received information from a national broker specializing in HUD properties. In the coming months, Staff will continue to coordinate with the HRA and the Elderly Housing Corporation to explore the best ownership and management options. The ultimate goal is to ensure appropriate housing options for elderly and disabled persons.
- **Other Updates.** The Community and Economic Development and HRA members may want to share other updates that will not involve specific HRA action at this meeting.

REQUESTED ACTION:

No specific action is required. However, the HRA may want to ask the Community and Economic Development Director for additional updates.

ATTACHMENTS: