



HOUSING & REDEVELOPMENT AUTHORITY AGENDA

PUBLIC MEETING ROOM

MONDAY, FEBRUARY 12, 2024

6:00 PM

1. Call to Order / Approve Agenda
2. Oath of Office - Eric Delgado
3. Election of Officers
4. Approval of the Minutes of January 8, 2024 Meeting
5. List of Claims to be Released
6. Program Reports
 - A. Healthy Communities Initiative -- Monthly Update
7. Property Reports
 - A. Robinwood Manor
 - B. Public Housing -- Project Based Voucher Program
8. Items for Discussion
 - A. Resolution 2024-01 Authorize the Transfer of \$1,000 to Community Action Center to Administer the HRA's Emergency Shelter Voucher Program
 - B. Review the Single-Family Housing Rehabilitation Program Policies
 - C. Updates and Other Discussions
9. Adjournment



Request for Action

TO: Faribault Housing & Redevelopment Authority

FROM:

THROUGH:

MEETING DATE: February 12, 2024

SUBJECT: Oath of Office - Eric Delgado

BACKGROUND:

REQUESTED ACTION:

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority

FROM:

THROUGH:

MEETING DATE: February 12, 2024

SUBJECT: Election of Officers

BACKGROUND:

Per the Housing and Redevelopment Authority of Faribault, Minnesota bylaws, the HRA Board, at its regularly scheduled monthly meeting in February of each fiscal year, shall elect to office from its membership, a Chairperson and a Vice-Chairperson/ Secretary. The current Chairperson and Vice Chairperson are eligible for re-election if the authorities choose. Board members may serve a maximum of three (3) consecutive one-year terms in any office. After completing three (3) terms in any office, the Board member must wait one (1) year before serving in that role again. All board members are eligible for the office of Chairperson and Vice-Chairperson/Secretary.

REQUESTED ACTION:

Elect Chair and Vice Chairperson to a one-year term.

ATTACHMENTS:



HOUSING & REDEVELOPMENT AUTHORITY MINUTES

PUBLIC MEETING ROOM

MONDAY, JANUARY 8, 2024

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 6:20 pm. Commissioners: Mandy Barnes, Sara Caron, Travis Kath, 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. Nort Johnson with the Faribault Area Chamber of Commerce was also in attendance.

2. Approval of the Minutes

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

3. List of Claims to be Released

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

4. Program Reports

A. Healthy Community Initiative – December Updates

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

5. Property Reports

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

A. Robinwood Manor

B. Public Housing -- Project Based Voucher Program

C. Scattered Site -- City Rental

6. Items for Discussion

7. Adjournment

Motion by Travis McColley, seconded by Travis Kath to adjourn at 7:36. Motion Passed.

By: _____
Kari Casper, Recording Secretary



Request for Action

TO: Faribault Housing & Redevelopment Authority

FROM:

THROUGH:

MEETING DATE: February 12, 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. Robinwood - HD Supply #9222482941
2. Robinwood - All Pro Cleaners #21404
3. Robinwood - All Pro Cleaners #21351
4. Robinwood - Advanced Facilites Work Order #Robinwood3
5. Robinwood - Advanced Facilites Invoice #Robinwood3
6. HRA - Rice County #HRA 02.01.2024
7. HRA - Rice County #HRA 01.01.2024
8. HRA - Raw Construction #5825
9. HRA - Raw Construction #5806
10. HRA - Kenneday & Graven #FA155-00092
11. HRA - Healy Construction #1100
12. HRA - Advanced Facilites Work Order #PublicHRA3
13. HRA - Advanced Facilites Invocie #PublicHRA3



Sign up today to process payments online or go
paperless and receive invoices electronically.
Visit <http://hdsupplyfacilities.billtrust.com>
Login Token: VZL RHQ GHZ

INVOICE

PO Box 509058 • San Diego, CA 92150-9058

Page 1 of 1

Credit/Account Information
800/798-8888, FAX 800/930-4930
Orders/Product Information
800/431-3000, FAX 800/859-8889

Please Pay From Invoice

Terms: Net 30 Days

A minimum late charge of \$2.00 or 1.5% per month (18% per year)
is charged on past due invoices.

HD Supply Facilities Maintenance, Ltd. Federal ID 52-2418852

				Invoice Date	Invoice Number
				01/19/2024	9222482941
Customer Number	Ordered By	Authorized By	Order Number	Purchase Order Number	
3215014	KARI CASPER		W222327054		

Ship To:

Robinwood Manor Apts
1324 Prairie Ave SW
Faribault MN 55021-6735

ROBINWOOD MANOR APTS
1324 PRAIRIE AVE SW
FARIBAULT MN 55021-6735

Stock Number	Description	Product Category	Ordered	Shipped	Unit Price	Unit	Extension
631633	Smoking Shelter Bus Stop-US - 15%	TOOLS	1	1	2,514.41	EA	2,514.41
	Country of Origin Code(s)						
	US - USA						
	% - 15% discount off \$2,958.13 has been applied						
	OmniaPartnersContract#16154						

Product Category Summary (Excluding Misc. Charges & Freight)

Tools 2699.85

Ship Date	Sub Total
	2,514.41
Pkg Count	Sales Tax
0	185.44
Weight	Freight
270.00 LB	0.00
TOTAL	
2,699.85	

Question? Call Ruth Talamantez at 800-798-8888 ext:63083 or email Ruth.Talamantez@hdsupply.com



For proper credit to your account, please
do not staple check to remittance form.

Please return this portion with payment.

Thank you for your order.

3215014
Robinwood Manor Apts
1324 Prairie Ave SW
Faribault MN 55021-6735

Invoice Number: 9222482941

Amount Due: 2,699.85

Date Due: 02/18/2024

Amount Paid: _____

☐ If amount paid differs from amount due,
please check and explain on back.

Mail To:

HD Supply Facilities Maintenance, Ltd.
P.O. Box 509058
San Diego, CA 92150-9058

507-412-1248
laura@all-procleaners.com



BILL TO Elderly Housing Corporation c/o Cornerstone 206 S Broadway, Suite 460 Rochester, MN 55904	SHIP TO Robinwood Manor 1324 Prairie Ave SW Faribault, MN 55021	DATE 02/01/2024	PLEASE PAY \$1,177.88	DUE DATE 02/11/2024
--	---	---------------------------	---------------------------------	-------------------------------

SERVICE LOCATION
Robinwood Manor

DESCRIPTION	AMOUNT
33.75 hours at Robinwood Manor - Regular monthly janitorial service - January	1,177.88
Thank you for your business, it is much appreciated !	
	SUBTOTAL 1,177.88
	TAX 0.00
	TOTAL 1,177.88
	TOTAL DUE \$1,177.88

THANK YOU.

All Pro Cleaners LLC

Invoice 21351

507-412-1248
laura@all-procleaners.com



BILL TO Elderly Housing Corporation c/o Cornerstone 206 S Broadway, Suite 460 Rochester, MN 55904	SHIP TO Robinwood Manor 1324 Prairie Ave SW Faribault, MN 55021	DATE 01/03/2024	PLEASE PAY \$1,300.03	DUE DATE 01/13/2024
--	---	---------------------------	---------------------------------	-------------------------------

SERVICE LOCATION
Robinwood Manor

DESCRIPTION	AMOUNT
31.5 hours at Robinwood Manor - Regular monthly janitorial service - December	1,099.35
Apt 106 - 3 hours	104.70
Apt 202 - 2.75 hours	95.98T
Thank you for your business, it is much appreciated !	
	SUBTOTAL 1,300.03
	TAX 0.00
	TOTAL 1,300.03
	TOTAL DUE \$1,300.03

Mailing Address:
All Pro Cleaners, LLC
PO Box 472
Faribault, MN 55021

THANK YOU.

Work Order Report

Filters: Robinwood Manor



Entry Date	End Date	Incident Type	Assigned To	Description
1/10/2024	1/15/2024	Window	TDRAKE	#222 - draft coming in through window
1/15/2024	1/15/2024	Plumbing	TDRAKE	Common Area - hot water is rusty
1/15/2024	1/16/2024	Window	TDRAKE	#211 - (1 of 2) bedroom window does not close
1/15/2024	1/16/2024	Maintenance	TDRAKE	#211 - (2 of 2) kitchen light bulb is out
1/18/2024	1/19/2024	Appliances	TDRAKE	#221 - (1 of 3) stove is shutting off and on
1/18/2024	1/19/2024	Plumbing	TDRAKE	#221 - (2 of 3) kitchen sink is leaking
1/18/2024	1/19/2024	Plumbing	TDRAKE	#221 - (3 of 3) toilet keeps running
1/18/2024	1/19/2024	Maintenance	TDRAKE	Entry - outside door does not fully close
1/24/2024	1/25/2024	Plumbing	TDRAKE	#101 - foreign object in bathtub drain
1/26/2024	1/30/2024	Plumbing	TDRAKE	830 SW 9th Avenue - kitchen sink is leaking
1/29/2024	1/30/2024	Maintenance	TDRAKE	#117 - (1 of 2) remove AC from wall
1/29/2024	1/30/2024	Maintenance	TDRAKE	#117 - (2 of 2) loosen screws on curtain rods
1/30/2024	1/30/2024	Maintenance	TDRAKE	Parking Lot - broken glass
1/30/2024	1/01/1900	HVAC	TDRAKE	#224 - unit is cold
1/30/2024	1/01/1900	HVAC	TDRAKE	#212 - unit is cold
1/30/2024	1/01/1900	HVAC	TDRAKE	#205 - unit is cold
1/30/2024	1/01/1900	HVAC	TDRAKE	#203 - unit is cold

The daily services provided by Advanced Facilities, LLC at Robinwood Manor include HVAC repairs, grounds maintenance, plumbing, electric repairs, preventative maintenance tasks, and other work orders at the request of tenants.

Advanced Facilities, LLC also provides leadership, direction, and project management of capital projects, obtaining multiple bids to ensure the best contractor for each specific project. Advanced Facilities, LLC communicates project updates and work order completion with site leaders and management.

Advanced Facilities, LLC
3520 East River Rd NE
Rochester, MN 55906
507-718-4290
admin@afbuidingcare.com
www.afbuidingcare.com



INVOICE

BILL TO
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021 US

INVOICE # Robinwood3
DATE 01/31/2024
DUE DATE 03/01/2024
TERMS Net 30

DESCRIPTION		AMOUNT
Monthly Maintenance Fee	Maintenance Fee, \$1,500 deduction due to maintenance technician absence	2,500.00
Material and labor costs to perform work as described above, to include any additional costs and fees associated with, but not limited to, any required permitting, inspections, miscellaneous expenses, etc.		
BALANCE DUE		\$2,500.00

*Advanced Facilities is separately affiliated. Invoices are due within 30 days of the billing date. Late charges will be assessed if not paid within billing term at a rate of 1.5%.

Rice County HRA

320 3rd St NW

507-333-3787

Faribault MN 55021

City of Faribault-Housing

Address: 208 1st Avenue NW Faribault
MN 55021

Invoice Date: 2/1/2024

Invoice For: PBV admin fees

Item #	Description	Qty	Unit Price	Discount	Price
	PBV admin fees 2-1-24	49	\$ 81.97		\$ 4,016.53
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Make all checks payable to Rice County HRA.					Invoice Subtotal \$ 4,016.53
					Tax Rate
					Sales Tax \$ -
					Other
					Deposit Received
					TOTAL \$ 4,016.53

Rice County HRA

320 3rd St NW

507-333-3787

Faribault MN 55021

City of Faribault-Housing

Address: 208 1st Avenue NW Faribault
MN 55021

Invoice Date: 2/1/2024

Invoice For: PBV admin fees

Item #	Description	Qty	Unit Price	Discount	Price
	PBV admin fees 1-1-24	49	\$ 81.97		\$ 4,016.53
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Make all checks payable to Rice County HRA.					Invoice Subtotal \$ 4,016.53
					Tax Rate
					Sales Tax \$ -
					Other
					Deposit Received
					TOTAL \$ 4,016.53

RAW CONSTRUCTION LLC

17575 ECHO AVENUE
FARIBAULT, MN 55021

Invoice

Date	Invoice #
1/13/2024	5825

Bill To
CORNERSTONE MANAGEMENT CITY OF FARIBAULT 208 NW 1ST AVE FARIBAULT, MN 55021

P.O. No.	Terms	Project
		23-24 HRA

Quantity	Description	U/M	Rate	Amount
1	1.13.24 Snow Removal/Plow Truck		820.00	820.00
1	1.13.24 Shoveling		250.00	250.00
1	1.13.24 Salt Sanding		245.00	245.00
	Sales Tax		0.50%	0.00
			Total	\$1,315.00

RAW CONSTRUCTION LLC

17575 ECHO AVENUE
FARIBAULT, MN 55021

Invoice

Date	Invoice #
1/9/2024	5806

Bill To
CORNERSTONE MANAGEMENT CITY OF FARIBAULT 208 NW 1ST AVE FARIBAULT, MN 55021

P.O. No.	Terms	Project
		23-24 HRA

Quantity	Description	U/M	Rate	Amount
1	1.9.24 Salt Sanding		245.00	245.00
1	1.9.24 Snow Removal/Plow Truck		820.00	820.00
1	1.9.24 Shoveling		250.00	250.00
	REVISED!! Sales Tax		0.50%	0.00
			Total	\$1,315.00

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

(612) 337-9300

41-1225694

January 16, 2024

Statement No. 179178

Faribault HRA

Attn: Accounts Payable

208 NW First Avenue
Faribault, MN 56002-3327

Through December 31, 2023

FA155-00006	General Matters	151.55
FA155-00092	Termination of Lease: 914 SW 1st Street	1,219.00

Total Current Billing:	1,370.55
-------------------------------	-----------------

I declare, under penalty of law, that this
account, claim or demand is just and
correct and that no part of it has been paid.



Signature of Claimant

Kennedy & Graven, Chartered150 South Fifth Street, Suite 700
Minneapolis, MN 55402Faribault HRA
Attn: Accounts Payable

December 31, 2023

FA155-00006 General Matters

Through December 31, 2023

For All Legal Services As Follows:

			Hours	Amount
12/6/2023	SJR	Office conference with David Wanberg and Kari Casper; work on matter	0.60	129.90
12/15/2023	SJR	Phone conference with David Wanberg regarding pending projects	0.10	21.65
Total Services:			\$	151.55
Total Services and Disbursements:			\$	151.55

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

Faribault HRA
Attn: Accounts Payable

December 31, 2023

FA155-00092 Termination of Lease: 914 SW 1st Street

Through December 31, 2023

For All Legal Services As Follows:

			Hours	Amount
12/6/2023	SJR	Office conference with David Wanberg and Kari Casper; work on matter	0.20	53.00
12/7/2023	DTA	Review emails and attachments related to situation; call with Scott Riggs related to right of entry; review additional emails related to lease	0.30	79.50
12/7/2023	LMW	Intraoffice conference with B Alsop regarding tenancy.	0.10	26.50
12/7/2023	RAA	Call and emails with Scott Riggs re: possession issues related to City property; research options for the city	0.60	159.00
12/7/2023	SJR	Review Kari Casper email and attachments; review Rachel Johnson email; work on matter; email Bob Alsop and David Anderson; phone conference with Bob Alsop; phone conference with David Wanberg; phone conference with Jean Short; review Kari Casper emails and lease; draft email	0.50	132.50
12/8/2023	DTA	Review emails and docs related to matter; conference call with Scott Riggs and Bob Alsop related to same, approach for inspections, next steps	0.50	132.50
12/8/2023	RAA	Review information related to City's owned property and regaining possession as soon as possible; call with Scott Riggs and Dave Anderson re: same	0.50	132.50
12/8/2023	SJR	Review Bob Alsop emails; work on matter; draft email; review David Anderson emails; phone conference with David Wanberg; phone conference with Jean Short	0.70	185.50
12/11/2023	RAA	Review emails from Jean Short regarding additional background information concerning possible hazardous conditions in HRA property	0.30	79.50
12/11/2023	SJR	Phone conference with Jean Short; review Jean Short, Kari Casper, et al. emails and attachments; work on matter	0.60	159.00
12/12/2023	SJR	Work on matter; phone conference with David Wanberg	0.10	26.50

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

Faribault HRA
Attn: Accounts Payable

December 31, 2023

12/15/2023	SJR	Review David Wanberg email; respond; set-up call; phone conference with David Wanberg	0.10	26.50
12/28/2023	SJR	Review Jean Short email; follow-up regarding matter	0.10	26.50
Total Services:			\$	1,219.00
Total Services and Disbursements:			\$	1,219.00

Healy Construction Co., Inc.

PO Box 697
Faribault, MN 55021

Invoice

Date	Invoice #
12/15/2023	1100

Bill To
City of Faribault HRA Attn: David Wanberg

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Robinwood Manor			12/15/2023			
Quantity	Item Code	Description			Price Each	Amount
1	Invoice Per Contrac...	Contract complete per proposal dated: 5/12/2023			39,945.50	39,945.50
					</	

Work Order Report

Filters: Public Housing HRA



Entry Date	End Date	Incident Type	Assigned To	Description
1/03/2024	1/04/2024	Window	TDRAKE	1816 Shumway Avenue - window is not shutting correctly
1/15/2024	1/19/2024	Maintenance	TDRAKE	900C Spring Road - (1 of 2) kitchen cabinet hinges are cracked
1/15/2024	1/15/2024	Plumbing	TDRAKE	900B Spring Road - toilet gushing water
1/15/2024	1/15/2024	Plumbing	TDRAKE	1520 Western Avenue - kitchen sink is clogged
1/15/2024	1/19/2024	Maintenance	TDRAKE	900B Spring Road - (1 of 2) kitchen cabinet is coming off hinges
1/15/2024	1/19/2024	Window	TDRAKE	900B Spring Road - (2 of 2) window handle broken
1/16/2024	1/16/2024	HVAC	TDRAKE	1536 Western Avenue - furnace heating issues
1/16/2024	1/18/2024	Appliances	TDRAKE	910 SW 1st Street - refrigerator not working
1/18/2024	1/23/2024	Maintenance	TDRAKE	725 Willow Street - (1 of 2) front door doesn't latch
1/18/2024	1/24/2024	Maintenance	TDRAKE	725 Willow Street - (2 of 2) missing kitchen cabinets
1/22/2024	1/24/2024	Maintenance	TDRAKE	412 13th Street NW - (1 of 2) broken blinds
1/24/2024	1/25/2024	Maintenance	TDRAKE	1810 Shumway Avenue - smoke alarm beeping
1/15/2024	1/19/2024	Maintenance	TDRAKE	900C Spring Road - (2 of 2) bath rub is cracked

The daily services provided by Advanced Facilities, LLC at Public Housing HRA include HVAC repairs, grounds maintenance, plumbing, electric repairs, preventative maintenance tasks, and other work orders at the request of tenants.

Advanced Facilities, LLC also provides leadership, direction, and project management of capital projects, obtaining multiple bids to ensure the best contractor for each specific project. Advanced Facilities, LLC communicates project updates and work order completion with site leaders and management.

Advanced Facilities, LLC
3520 East River Rd NE
Rochester, MN 55906
507-718-4290
admin@afbuidingcare.com
www.afbuidingcare.com



INVOICE

BILL TO
Public Housing HRA
208 1st Ave NW
Faribault, MN 55021
United States

INVOICE # PublicHRA3
DATE 01/31/2024
DUE DATE 03/01/2024
TERMS Net 30

DESCRIPTION		AMOUNT
Monthly Maintenance Fee	Maintenance Fee, \$1,500 deduction due to maintenance technician absence	2,500.00
Material and labor costs to perform work as described above, to include any additional costs and fees associated with, but not limited to, any required permitting, inspections, miscellaneous expenses, etc.		
BALANCE DUE		\$2,500.00

*Advanced Facilities is separately affiliated. Invoices are due within 30 days of the billing date. Late charges will be assessed if not paid within billing term at a rate of 1.5%.



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Director of Community and Economic Development
THROUGH:
MEETING DATE: February 12, 2024
SUBJECT: Healthy Communities Initiative -- Monthly Update

BACKGROUND:

Please see attached the monthly update from Jansen Gonzalez.

REQUESTED ACTION:

ATTACHMENTS:

1. MHR update 1



MOBILE HOME RENOVATION DASHBOARD

May 2022 through Present

Last Updated: 2/3/2024 11:03:16 PM (updates weekly)

Community

Faribault

Households Served

Interactions

71

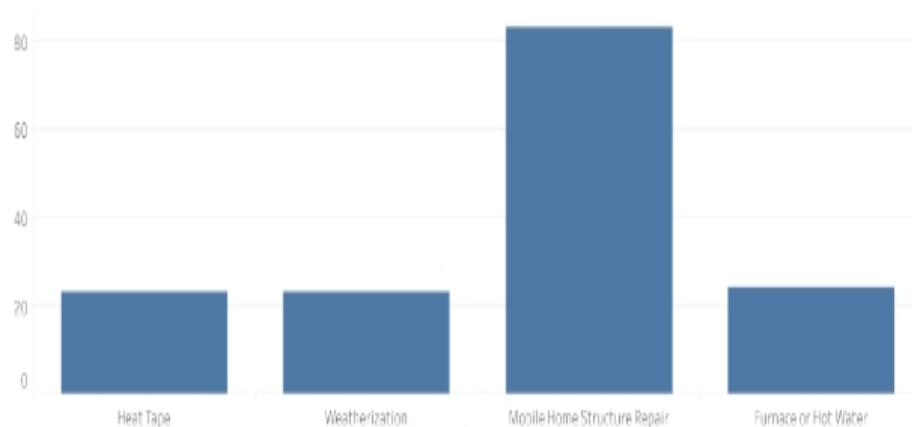
203

January - 2/6/2023 Faribault HRA Update*:

- 4 Energy assistance applications
- 3 homes have had heat tape installed.
- 3 homes had furnace repairs done.
- 2 leaks fixed
- 1 room drywalled and 1 pending kitchen drywall
- Currently planning more events for heat tape, please let us know if you or someone you know would like to volunteer!
- 4 Pending assessments

* 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.

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:

THROUGH:

MEETING DATE: February 12, 2024

SUBJECT: Robinwood Manor

BACKGROUND:

Robinwood's occupancy is currently at 96% with two vacant units. The staff continues to go through the wait list to fill the vacant units.

REQUESTED ACTION:

Receive and file as presented.

ATTACHMENTS:

1. 02.07.2024 Aging Report Robinwood

Payables Aging Report

Period: 02/2024

As of: 02/07/2024

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												
Advanced Facilities		Robinwood Manor	1/31/2024	1/31/2024	6212 Repairs & Maintenance - Buil	Robinwood3	2,500.00	2,500.00	0.00	0.00	0.00	
Advanced Facilities							2,500.00	2,500.00	0.00	0.00	0.00	
All Pro Cleaners, LLC.		Robinwood Manor	1/3/2024	1/13/2024	6211 Contracted Labor - Maintenan	21351	1,300.03	0.00	1,300.03	0.00	0.00	
		Robinwood Manor	2/1/2024	2/1/2024	6211 Contracted Labor - Maintenan	21404	1,177.88	1,177.88	0.00	0.00	0.00	
All Pro Cleaners, LLC.							2,477.91	1,177.88	1,300.03	0.00	0.00	
Cintas Corp		Robinwood Manor	1/11/2024	1/11/2024	7246 Housekeeping Supplies	4179989805	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 Manor	12/8/2023	1/5/2024	6430 Water and Sewer	014197-000 12/08/	578.71	0.00	0.00	578.71	0.00	
City of Faribault							578.71	0.00	0.00	578.71	0.00	
Culligan of Faribault		Robinwood Manor	12/31/2023	12/31/2023	6214 Routine Maintenance - Equipr	119X000983507	144.00	0.00	144.00	0.00	0.00	
		Robinwood Manor	1/31/2024	1/31/2024	6214 Routine Maintenance - Equipr	119X01000400	308.75	308.75	0.00	0.00	0.00	
Culligan of Faribault							452.75	308.75	144.00	0.00	0.00	
HD Supply Facilities Maintenance, Ltd.		Robinwood Manor	1/19/2024	2/18/2024	6216 Supplies - Maintenance	9222482941	2,699.85	2,699.85	0.00	0.00	0.00	
HD Supply Facilities Maintenance, Ltd.							2,699.85	2,699.85	0.00	0.00	0.00	
Kennedy & Graven, Chartered		Robinwood Manor	12/31/2023	12/31/2023	7266 Legal Fees - Business Entity	FA155-00010 12/3	43.30	0.00	43.30	0.00	0.00	
Kennedy & Graven, Chartered							43.30	0.00	43.30	0.00	0.00	
MEI Total Elevator Solutions		Robinwood Manor	12/1/2023	12/1/2023	6257 Elevator Maintenance	1049607	216.13	0.00	0.00	216.13	0.00	
MEI Total Elevator Solutions							216.13	0.00	0.00	216.13	0.00	
Raw Construction LLC		Robinwood Manor	11/26/2023	11/26/2023	6226 Snow Removal	5842	200.00	0.00	0.00	200.00	0.00	
		Robinwood Manor	12/5/2023	12/5/2023	6226 Snow Removal	5843	200.00	0.00	0.00	200.00	0.00	
		Robinwood Manor	12/31/2023	12/31/2023	6226 Snow Removal	5844	200.00	0.00	200.00	0.00	0.00	
		Robinwood Manor	1/8/2024	1/8/2024	6226 Snow Removal	5845	200.00	0.00	200.00	0.00	0.00	
		Robinwood Manor	1/9/2024	1/9/2024	6226 Snow Removal	5846	550.00	550.00	0.00	0.00	0.00	
		Robinwood Manor	1/13/2024	1/13/2024	6226 Snow Removal	5847	550.00	550.00	0.00	0.00	0.00	
Raw Construction LLC							1,900.00	1,100.00	400.00	400.00	0.00	
Sherwin Williams Co		Robinwood Manor	11/6/2023	11/6/2023	6216 Supplies - Maintenance	0836-9	87.65	0.00	0.00	0.00	87.65	
		Robinwood Manor	1/30/2024	1/30/2024	6216 Supplies - Maintenance	1958-4	20.36	20.36	0.00	0.00	0.00	
Sherwin Williams Co							108.01	20.36	0.00	0.00	87.65	
Virg's Appliance		Robinwood Manor	1/19/2024	1/19/2024	6212 Repairs & Maintenance - Buil	19220	85.00	85.00	0.00	0.00	0.00	
		Robinwood Manor	1/19/2024	1/19/2024	1850 Machinery, Equipment, & App	19221	898.40	898.40	0.00	0.00	0.00	
		Robinwood Manor	1/24/2024	1/24/2024	1850 Machinery, Equipment, & App	19228	859.00	859.00	0.00	0.00	0.00	
		Robinwood Manor	1/30/2024	1/30/2024	1850 Machinery, Equipment, & App	19232	188.22	188.22	0.00	0.00	0.00	
Virg's Appliance							2,030.62	2,030.62	0.00	0.00	0.00	
Xcel Energy		Robinwood Manor	12/12/2023	1/10/2024	6410 Electricity	856739087	447.85	0.00	447.85	0.00	0.00	
		Robinwood Manor	12/12/2023	1/10/2024	6420 Gas	856739087	910.30	0.00	910.30	0.00	0.00	
Xcel Energy							1,358.15	0.00	1,358.15	0.00	0.00	
Yardi Systems, Inc.		Robinwood Manor	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							14,819.69	9,857.20	3,245.48	1,194.84	522.17	



Request for Action

TO: Faribault Housing & Redevelopment Authority

FROM:

THROUGH:

MEETING DATE: February 12, 2024

SUBJECT: Public Housing -- Project Based Voucher Program

BACKGROUND:

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

REQUESTED ACTION:

Receive and file as presented.

ATTACHMENTS:

1. 02.07.2024 Aging Report HRA

Payables Aging Report

Period: 02/2024

As of: 02/07/2024

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												
Advanced Facilities		Public Housing HR	1/31/2024	1/31/2024	6212 Repairs & Maintenance - Builc	PublicHRA3	2,500.00	2,500.00	0.00	0.00	0.00	
Advanced Facilities							2,500.00	2,500.00	0.00	0.00	0.00	
All Pro Cleaners, LLC.		Public Housing HR	2/1/2024	2/1/2024	6211 Contracted Labor - Maintenance	21405	69.80	69.80	0.00	0.00	0.00	
All Pro Cleaners, LLC.							69.80	69.80	0.00	0.00	0.00	
Arrow Electric, LLC.		Public Housing HR	1/23/2024	1/23/2024	6212 Repairs & Maintenance - Builc	2839	180.41	180.41	0.00	0.00	0.00	
Arrow Electric, LLC.							180.41	180.41	0.00	0.00	0.00	
City of Faribault		Public Housing HR	12/8/2023	1/5/2024	6430 Water and Sewer	005090-000 12/08/	13.00	0.00	0.00	13.00	0.00	
		Public Housing HR	12/8/2023	1/5/2024	6430 Water and Sewer	005090-001 12/08/	13.00	0.00	0.00	13.00	0.00	
		Public Housing HR	12/8/2023	1/5/2024	6430 Water and Sewer	005090-003 12/08/	12.89	0.00	0.00	12.89	0.00	
		Public Housing HR	12/8/2023	1/5/2024	6430 Water and Sewer	005090-004 12/08/	13.81	0.00	0.00	13.81	0.00	
		Public Housing HR	12/8/2023	1/5/2024	6430 Water and Sewer	005090-006 12/08/	13.81	0.00	0.00	13.81	0.00	
		Public Housing HR	12/8/2023	1/5/2024	6430 Water and Sewer	005090-007 12/08/	12.81	0.00	0.00	12.81	0.00	
		Public Housing HR	12/8/2023	1/5/2024	6430 Water and Sewer	005090-016 12/08/	13.81	0.00	0.00	13.81	0.00	
		Public Housing HR	12/8/2023	1/5/2024	6430 Water and Sewer	005090-026 12/08/	13.00	0.00	0.00	13.00	0.00	
		Public Housing HR	12/8/2023	1/5/2024	6430 Water and Sewer	005090-173 12/08/	2.58	0.00	0.00	2.58	0.00	
		Public Housing HR	12/8/2023	1/5/2024	6430 Water and Sewer	005090-176 12/08/	26.79	0.00	0.00	26.79	0.00	
City of Faribault							135.50	0.00	0.00	135.50	0.00	
Faribault Ace Hardware & Ace Sports		Public Housing HR	1/22/2024	1/22/2024	6216 Supplies - Maintenance	488144/1	11.99	11.99	0.00	0.00	0.00	
Faribault Ace Hardware & Ace Sports							11.99	11.99	0.00	0.00	0.00	
Healy Construction Co., Inc.		Public Housing HR	12/15/2023	12/15/2023	1701 Building Improvements	1100	39,945.50	0.00	39,945.50	0.00	0.00	
Healy Construction Co., Inc.							39,945.50	0.00	39,945.50	0.00	0.00	
Kennedy & Graven, Chartered		Public Housing HR	12/31/2023	12/31/2023	7266 Legal Fees - Business Entity	FA155-00087 12/3	15.00	0.00	15.00	0.00	0.00	
		Public Housing HR	12/31/2023	12/31/2023	7266 Legal Fees - Business Entity	FA15-00006 12/31	151.55	0.00	151.55	0.00	0.00	
		Public Housing HR	12/31/2023	12/31/2023	7266 Legal Fees - Business Entity	FA155-00092 12/3	1,219.00	0.00	1,219.00	0.00	0.00	
Kennedy & Graven, Chartered							1,385.55	0.00	1,385.55	0.00	0.00	
National Association of Housing & Redevelopment Officials		Public Housing HR	1/2/2024	1/2/2024	1330 Prepaid Expenses	INV-21322-47Q18	160.00	0.00	160.00	0.00	0.00	Send invoice w/ check.
National Association of Housing & Redevelopment Officials							160.00	0.00	160.00	0.00	0.00	
Raw Construction LLC		Public Housing HR	11/26/2023	11/26/2023	6226 Snow Removal	5720	140.00	0.00	0.00	140.00	0.00	
		Public Housing HR	12/5/2023	12/5/2023	6226 Snow Removal	5728	140.00	0.00	0.00	140.00	0.00	
		Public Housing HR	12/31/2023	12/31/2023	6226 Snow Removal	5778	140.00	0.00	140.00	0.00	0.00	
		Public Housing HR	1/8/2024	1/8/2024	6226 Snow Removal	5798	140.00	0.00	140.00	0.00	0.00	
		Public Housing HR	1/9/2024	1/9/2024	6226 Snow Removal	5806	1,315.00	1,315.00	0.00	0.00	0.00	
		Public Housing HR	1/13/2024	1/13/2024	6226 Snow Removal	5825	1,315.00	1,315.00	0.00	0.00	0.00	
Raw Construction LLC							3,190.00	2,630.00	280.00	280.00	0.00	
Rice County HRA		Public Housing HR	1/1/2024	1/1/2024	6880 Miscellaneous Expenses	HRA 01/01/2024	4,016.53	0.00	4,016.53	0.00	0.00	
		Public Housing HR	2/1/2024	2/1/2024	6880 Miscellaneous Expenses	HRA 02/01/2024	4,016.53	4,016.53	0.00	0.00	0.00	
Rice County HRA							8,033.06	4,016.53	4,016.53	0.00	0.00	
Tom's Lock & Key		Public Housing HR	1/3/2024	1/3/2024	6216 Supplies - Maintenance	13937	70.00	0.00	70.00	0.00	0.00	
		Public Housing HR	1/9/2024	1/9/2024	6216 Supplies - Maintenance	13933	19.00	19.00	0.00	0.00	0.00	
		Public Housing HR	1/25/2024	1/25/2024	6216 Supplies - Maintenance	13988	147.04	147.04	0.00	0.00	0.00	
Tom's Lock & Key							236.04	166.04	70.00	0.00	0.00	
Virg's Appliance		Public Housing HR	1/22/2024	1/22/2024	1850 Machinery, Equipment, & App	19226	943.00	943.00	0.00	0.00	0.00	
Virg's Appliance							943.00	943.00	0.00	0.00	0.00	
Yardi Systems, Inc.		Public Housing HR	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							57,208.33	10,517.77	45,857.58	415.50	417.48	



Request for Action

TO: Faribault Housing & Redevelopment Authority

FROM: David Wanberg, Community and Economic Development Director

THROUGH:

MEETING DATE: February 12, 2024

SUBJECT: Resolution 2024-01 Authorize the Transfer of \$1,000 to Community Action Center to Administer the HRA's Emergency Shelter Voucher Program

BACKGROUND:

Last year, the HRA allocated funding to allow the Faribault Police Department to issue hotel vouchers to those needing emergency shelter. Roughly \$1,000 remains from the HRA's \$2,000 allocation for the program. Community Action Center (CAC) administers emergency shelter vouchers throughout the area and has agreed to administer the voucher program for the HRA.

The Executive Director of the HRA recommends the HRA transfer \$1,000 to CAC to provide and administer HRA's emergency shelter vouchers in Faribault. CAC has staff and grant resources to help maximize the HRA's response to emergency shelter needs. CAC is currently working with the City to build scattered-site housing for those in need.

REQUESTED ACTION:

Approve Resolution 2024-01.

ATTACHMENTS:

1. Resolution 2024-01

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

Resolution #2024-01

**AUTHORIZE THE TRANSFER OF \$1,000 TO COMMUNITY ACTION CENTER TO
ADMINISTER THE HRA'S EMERGENCY SHELTER VOUCHER PROGRAM**

WHEREAS, in 2023, the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") allocated \$2,000 of its Special Programs budget to provide emergency shelter vouchers to the Faribault Police Department; and

WHEREAS, the HRA has roughly \$1,000 remaining in its budget for emergency shelter vouchers; and

WHEREAS, Community Action Center ("CAC") agreed to administer the HRA's voucher program; and

WHEREAS, CAC currently administers programs for those in need of emergency shelter throughout the region; and

WHEREAS, CAC, the City of Faribault, and others are working together to provide long-term, sustainable solutions to address emergency shelter needs in Faribault; and

WHEREAS, it is the most efficient use of HRA funding to have CAC administer a voucher program for those in need of emergency shelter in Faribault; and

NOW, THEREFORE, BE IT RESOLVED, by the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA"), that it authorizes the transfer of \$1,000 from the HRA's Special Program budget to Community Action Center to administer, in consultation with the Faribault Police Department, hotel vouchers for those in need of emergency shelter.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the HRA and CAC will annually, or more frequently, review the HRA's participation in the emergency shelter voucher program, and the parties may modify their role in the program.

ADOPTED: February 12, 2024

ATTEST:

Chair

Vice Chair



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH:
MEETING DATE: February 12, 2024
SUBJECT: Review the Single-Family Housing Rehabilitation Program Policies

BACKGROUND:

The HRA approved its Single-Family Housing Rehabilitation Program policies in 2018. The program is often called the Corridor Rehab Program because the policies provide funding for single-family residences adjacent to major corridors. In recent years, the HRA asked City Staff to review the program's policies and expand the program to all owner-occupied, single-family residences in Faribault.

The attached review outlines program policies the HRA should reaffirm or amend. City Staff will amend the program's policies accordingly based on the HRA's input. The HRA will take action on the amendments at an upcoming HRA meeting.

REQUESTED ACTION:

Reaffirm or recommend amendments to the Single-Family Housing Rehabilitation Program policies.

ATTACHMENTS:

1. Single-Family Housing Rehabilitation Program Review
2. 2018 Single-Family Housing Rehabilitation Program

Single-Family Housing Rehabilitation Program Review

The HRA asked City Staff to review the Single-Family Housing Rehabilitation Program (also known as the Corridor Rehab Program) and expand the program to all single-family residences in Faribault. The program's policies were last updated in 2018 (see attached). The following review provides a starting point for the HRA to consider potential program amendments. Based on HRA input, Staff will prepare program amendments for HRA action at an upcoming HRA meeting.

1. Program Goals

- Current goal: Stabilize the market value of homes.

Comments: Although related, should this goal focus on "maintenance" rather than "market value"? Should the program be limited to owner-occupied, single-family homes? Much of our deteriorating housing stock involves rental properties and two or more residential units on a parcel.

- Current goal: Improve the aesthetics of neighborhoods along major corridors.

Comments: The HRA previously indicated it would like to expand the program city-wide, not just the 7th Street NW and 2nd Avenue NW corridors. Should the HRA prioritize certain areas of the city over other areas?

- Current goal: Provide affordable assistance.

Comments: The program does not include income qualifications, which makes it much more manageable to administer. Consequently, should a goal of this program be to incentivize maintenance through financial assistance rather than providing affordable assistance, which implies providing financial assistance to those who otherwise cannot afford maintenance work?

- Other potential program goals.

Comments: The City's Property Maintenance and Inspections Division feels the most significant maintenance problems involve rental properties. While the City can enforce certain improvements, other desirable improvements may not rise to the level that requires enforcement action. Should the program

include a goal that prioritizes funding for one, two, or three-unit residences (regardless of ownership) that Property Maintenance and Inspections has deemed a significant problem?

2. Application Fee

- Currently, \$100 non-refundable application fee.

Comments: The existing fee appears appropriate. However, the HRA should know that staff time to process applications will far exceed the fee.

3. Eligible Recipients

- Currently, only owner-occupied, single-family residences can participate in the program. Those who have a contract for deed are ineligible.

Comments: The City's rental inspector notes that many rental homes would benefit from this program. Several rental property owners have commented that they would likely participate in this program if the HRA were to open it to rental properties. Numerous two, three, or more housing units would also benefit from this program.

- Currently, there are no income restrictions to receive a deferred loan.

Comments: It is much easier to administer this program without income restrictions. It is likely unrealistic to provide regular income verifications. Nevertheless, the HRA should recognize that the program funding may have the greatest impact on those who would not otherwise be able to afford maintenance work if not for financial assistance from others like the HRA.

4. Eligible Properties

- Currently, the program limits funding to properties "on 7th Street NW between Highway 21 and 2nd Avenue NW, or on 2nd Avenue NW between 7th Street NW, Willow Street, and Highway 3."

Comments: 2nd Avenue NW does not intersect Willow Street. Willow Street is a major corridor with many properties that could

benefit from this program. The HRA suggested opening the program funding to all owner-occupied, single-family residences regardless of location. The HRA should consider how best to distribute the program funds. Will funding properties along a major corridor have a greater community impact?

- The program currently prohibits floodplain properties from receiving funding.

Comments: The City's floodplain ordinances do not prevent development on floodplain properties provided the development meets the ordinance. Should a house in the floodplain be prohibited from receiving funding to replace a roof?

- The program does not require properties to have "conforming" uses.

Comments: Some owner-occupied, single-family residences are in commercial or industrial zoning districts. Consequently, the ordinance categorizes the properties as "non-conforming properties." Does the HRA want to limit funding to "conforming" properties?

- The program limits funding to owner-occupied single-family residences.

Comments: Often, older houses have detached garages. The program does not specifically address detached accessory structures, like a garage. Yet, the ordinance requires that the roofing and siding of detached garages match that of the house. Is the HRA's intent to limit funding to the house and not a detached garage?

- The program goals focus on the "curb appeal" of existing single-family residences.

Comments: Does the HRA intend to approve funding for improvements that are not visible from the street? For example, what if someone needed to replace a picture window in the back of their house?

5. Eligible Improvements

- The program primarily funds roof replacements, siding, windows, driveway repair, and trimming or removing “overgrown” vegetation.

Comments: The program’s eligible improvements are reasonable. Funding to remove (and replace) dead or diseased vegetation, especially Ash trees, would be helpful for many people.

6. Ineligible Improvements

- The program does not fund “luxuries” (patios, decks, landscaping, etc.). The program also does not fund interior work, new construction, and projects started before loan approvals.

Comments: The HRA may want to clarify the meaning of “new construction.” For example, many older single-family residences have small, dilapidated garages. Some residences have dilapidated porches. Should the program provide funding to replace these structures in their entirety? Or is the funding intended to only paint or re-roof a garage or porch?

7. Funding

- Currently, the program will provide a deferred loan of up to 70 percent of the total project cost, not to exceed \$7,500. A roughly \$10,700 project could receive the maximum award (reimbursement) of \$7,500. The homeowner must pay off the entire program loan when they sell their house.

Comments: Should the program set minimum loans so that the HRA is not inundated with small projects? For example, should the program provide loans between \$5,000 and \$7,500? Should the percentage of total project costs be adjusted for different types of improvements? For example, should a painting project provide a smaller loan (50%)? However, should installation of a low-maintenance siding receive a higher loan (70%)?

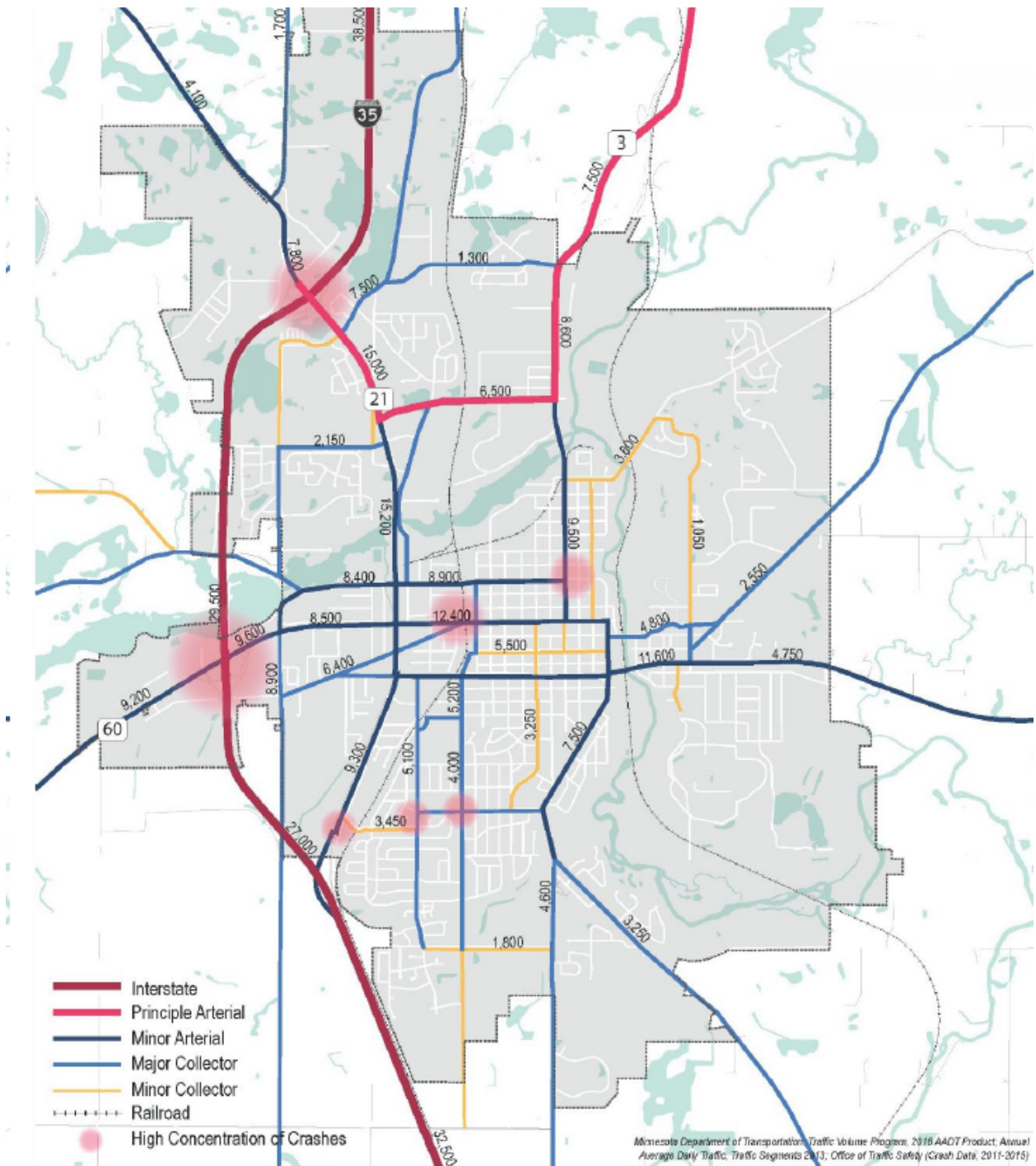
8. Application and Selection

- Applications are on a first-come/first-serve basis.

Comments: Does the HRA want to maintain the first-come/first-serve approach? Alternatively, the HRA could have application deadlines once or twice a year to evaluate and select projects.

- The program does not include scoring criteria. If the project meets the program requirements, the HRA will provide the deferred loan, provided the program has sufficient funds.

Comments: Should the program have scoring criteria to help prioritize funding? For example, should funding for a single-family residence on a major corridor be prioritized over other properties? See the map of the major corridors below.



The HRA should provide City Staff with direction on the above questions. However, the HRA may also want to discuss other aspects of the loan program. The HRA should reaffirm the program as it currently exists or direct amendments for action at an upcoming HRA meeting.

**FARIBAULT HOUSING AND REDEVELOPMENT AUTHORITY
2018 HOUSING REHABILITATION
PROGRAM GUIDELINES**

The Faribault Housing and Redevelopment Authority (HRA) has established a locally funded housing rehabilitation deferred loan program to assist homeowners improve the curb appeal and exteriors of their single-family residences along major corridors within the City of Faribault. The goals for the program are to stabilize the market value of homes in the city and improve the aesthetics of neighborhoods by providing an affordable assistance product for homeowners.

A \$100, non-refundable, application fee is due when the application is submitted. Applications will not be accepted without the application fee.

ELIGIBLE RECIPIENTS

Structure to be improved must be the applicant's principal place of residence.

1. The applicant must have 100% interest in the fee title. No contracts-for-deed allowed.
3. There are no income restrictions on the program.
4. The applicant must be current with payments on his/her mortgage, if appropriate, as well as real estate taxes and insurance.
5. Any person or persons who have defaulted on a publicly funded program within the last five years or are currently in default on an existing loan with the City of Faribault or Faribault HRA are ineligible to receive funding.
6. The HRA will provide up to 70% of the total project costs, with a maximum amount of \$7,500. As a result, eligible recipients must be able to finance the remaining project costs.

ELIGIBLE PROPERTY

1. The property must be located either on 7th Street NW between Highway 21 and 2nd Avenue NW, or on 2nd Avenue NW between 7th Street NW and Highway 3.
2. The property must not be located within a flood plain.
3. The property must be a permanent structure and an owner-occupied single-family residence.

ELIGIBLE IMPROVEMENTS

Projects must be on the outside of the property and enhance the curb appeal of the property. Eligible improvements include:

- Roof replacement/repair
- Soffit, fascia, gutters and siding replacement/repair
- Window replacement/repair
- Exterior Pressure Washing/Painting

- Paving/repair of driveways
- Trim/removal of overgrown vegetation

INELIGIBLE IMPROVEMENTS

Ineligible improvements include:

- Luxuries, decks, patios, landscaping, air conditioning, swimming pools, spas/hot tubs, etc.
- Interior improvements
- New construction.
- Projects started or completed prior to the execution of loan documents.
- Refinancing or paying off an existing debt or for the payment of assessments for public improvements.

PROJECT FUNDING

1. The City of Faribault will make available deferred loans at zero percent interest. The maximum deferred loan amount is 70% of the total project cost up to a maximum of \$7,500.
2. The entire deferred loan amount will be due and payable when the recipient sells any or part of his/her interest in the property or fails to meet any of the guidelines established herein. Sale of the property to immediate family members will not trigger loan repayment. The loan will remain with the property and become due and payable upon subsequent sale.
3. The applicant must make available any additional monies required to complete the entire project if the total project costs exceed the amount of the deferred loan or scale back the project to fit within the budget.
4. Loans will be secured with a Promissory Note and Mortgage.
5. Applicants are responsible for paying the fee to record the mortgage as well as the mortgage registration tax. The fees are due at the time of closing and payable to the City of Faribault.

APPLICATION AND SELECTION PROCEDURE

Application Intake

Eligible applicants will be served on a first-come/first-serve basis. Applications will be processed and approved according to the City of Faribault Procedures Manual.

Property Inspections/Scope of Work

Following determination of eligibility, an inspection of the property will be conducted. The property owner will prepare a scope of work indicating the improvements to be undertaken and submit the scope of work to the Community Development Department for review and approval.

CONTRACTING PROCEDURES AND REQUIREMENTS

1. The applicant is responsible for securing bids from licensed contractors based on the scope of work provided. A minimum of two bids shall be required for each type of improvement.
2. All contractors must be licensed by the State of Minnesota, or where applicable, hold a trade license.
3. Contractors are responsible for securing insurance as specified on the Bidding Instructions sheet. Selected contractors must provide a Certificate of Insurance to the Community Development Department prior to beginning work on the awarded project.
4. If the homeowner, family members of the homeowner, employees of the homeowner, or the construction firm owned in whole or in part by the homeowner is the contractor, only material costs are eligible for reimbursement. A minimum of two bids shall be required for material costs.

5. The contract will be between the homeowner and the contractor. The selection of the contractor is the sole responsibility of the owner. It is generally recommended that the low bidder be selected unless one of the following circumstances occurs.
 - The bid is determined to be unrealistically low.
 - The contractor has failed to follow the procedures as outlined in the instructions to the bidders.
 - Contractor has been barred from participating in any publicly funded programs.
 - The homeowner does not want the low bidder to perform the work and agrees to pay the difference between the lowest bid and the homeowner's preferred contractor.
 - There appears to have been collusion between two or more contractors in which case all bids in the questionable trade category will be thrown out and different contractors solicited for bids.
 - Contractor has history of poor workmanship.

Once the deferred loan package has been approved, the homeowner will be contacted and an appointment scheduled to sign loan documents. The 'Proceed to Work Order' is then issued to the awarded contractor(s).

6. No work may begin on the project until approval is received and the 'proceed to work' orders are issued. Starting work prior to approval may be grounds for denial.
7. The contractor is responsible for obtaining all necessary permits.
8. All work must be completed within 90 days of the date of loan approval.
9. No changes to the scope of work or the cost of the project will be allowed without the execution of a 'Change Order' approved by the owner, contractor, and Community Development staff.
10. A maximum of one partial payment (draw) will be allowed. In the event a draw is requested, the contractor must provide a detailed, itemized accounting of all work completed that is encompassed in the draw request. At no time will more than 50% of the total project costs be paid out before the entire project is completed.
11. Inspections will be minimally conducted when a request for payment is made. Additional inspections will be scheduled at the homeowner's request or as deemed appropriate by Community Development staff.

COMPLAINT/APPEAL PROCEDURE

Complaints or appeals concerning issues related to the rehabilitation program shall be made in writing and addressed to the City of Faribault's Community Development Department at 208 NW 1st Avenue. The Community Development Coordinator will contact the applicant and/or contractor and attempt to resolve the problem. A written response will be made within 15 working days.

If the applicant is not satisfied with the response, he/she may appeal to the Community Development Director. The Director's decision shall be in writing and be made within five working days.

If the applicant is not satisfied with the Community Development Director's response, he/she may appeal to the Faribault HRA. The HRA's decision shall be in writing and be made within five working days following its regularly scheduled month meeting. The HRA's decision will be final.

AMENDMENTS

Program amendments may be made from time to time. In this event the revised guidelines will become effective the date of the amendment's approval.



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH:
MEETING DATE: February 12, 2024
SUBJECT: Updates and Other Discussions

BACKGROUND:

The following updates do not require HRA action at this meeting. However, the HRA may provide comments for detailed discussion and HRA action at an upcoming HRA meeting.

1. **HRA Van.** Bliss Ford notified City Staff that it has a buyer for the HRA van. Staff is awaiting details from Bliss Ford. Staff expects to sign the paperwork related to the sale in the coming days. Staff will update the HRA at its next meeting.
2. **204 Central Avenue.** Jennifer Denmark and Tim Ellison are obtaining State Historic Tax Credits to renovate 204 Central. Previously, the HRA indicated that it would be willing to provide up to \$100,000 to renovate the five existing apartments in the building. Jennifer and Tim are planning applications for HRA funding before the HRA's March meeting. They have emphasized without HRA funding, this project cannot proceed.
3. **Capital Needs Assessment for Robinwood Manor.** Previously, the HRA had budgeted funds to conduct a capital needs assessment of Robinwood Manor and the HRA's project-based voucher housing (public housing). However, given City Staff changes and property management changes, the HRA held off on conducting the assessment. The HRA, in consultation with the Elderly Housing Corporation, is exploring options for the ownership and management of Robinwood Manor. To date, Three Rivers and Cornerstone have expressed interest in owning and managing Robinwood Manor. To further those discussions, it will be important to have a capital needs assessment completed. Staff previously had a proposal from ISG to conduct the assessment. Staff will follow up with at least one more proposal and bring a recommendation to the HRA at its March meeting.

4. **Emergency and Affordable Housing Opportunities at 21 and 29 1st Street NW.** Community Action Center (CAC) received a grant to develop two emergency housing units at 21 and 29 1st NW. The City of Faribault intends to transfer the property to CAC for the proposed development. The development may also include four affordable housing units. At this point, there is no need for HRA action.
5. **February 28 Joint Public Hearing with the City Council and HRA.** City Staff is planning to hold a joint public hearing with the HRA, the EDA, and the City Council. The purpose of the hearing will relate to business subsidy associated with the Faribault Downtown Central funding. City Staff will update the HRA soon. However, HRA members should plan on attending the public hearing tentatively scheduled for 6:00 p.m. on February 28.
6. **Other Updates.** Staff and HRA members may provide other updates.

REQUESTED ACTION:

No specific actions are required.

ATTACHMENTS: