



HOUSING & REDEVELOPMENT AUTHORITY AGENDA

PUBLIC MEETING ROOM

MONDAY, MARCH 11, 2024

6:00 PM

1. Call to Order/Approve Agenda
2. Approval of the Minutes
3. List of Claims to be Released
4. Program Reports
 - A. Healthy Communities Initiative Update
5. Property Reports
 - A. Robinwood Manor
 - B. PBV Housing
6. Items for Discussion
 - A. Support Three Rivers Community Action's Proposal to Obtain Funding from the Federal Home Bank related to the Ownership and Maintenance of Robinwood Manor
 - B. Update on the Maintenance Van
7. Updates and Upcoming Meeting Items
8. Adjournment



HOUSING & REDEVELOPMENT AUTHORITY MINUTES

PUBLIC MEETING ROOM

MONDAY, FEBRUARY 12, 2024

6:00 PM

Meeting Items

1. Call to Order / Approve Agenda

Motion by Travis Kath, seconded by Colin Maltbie to Approve the Agenda. The motion passed unanimously.

2. Oath of Office - Eric Delgado

Bypassed due to absence of the individual.

3. Election of Officers

Travis Kath nominated Loni Ahlers to be Chair. Ahlers accepted. A motion was made by Kath, seconded by Barnes to elect Loni Ahlers as Chair for another term. The motion passed unanimously.

Colin Maltbie nominated Travis McColley as Vice Chair. A motion was made by Maltbie, seconded by Kath. The motion passed unanimously.

4. Approval of the Minutes of the January 8, 2024 Meeting

5. List of Claims to be Released

6. Program Reports

A. Healthy Communities Initiative -- Monthly Update

Motion by Mandy Barnes, seconded by Colin Maltbie to receive and file as presented. The motion passed unanimously.

7. Property Reports

Motion by Mandy Barnes, seconded by Travis Kath to receive and file with the change from Healy Construction to come out of the Robinwood Operating Account as opposed to the Public Housing Operating Account. The board also requested additional details on the Advanced Facilities billing statement. The motion passed unanimously.

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

Motion by Mandy Barnes, seconded by Colin Maltbie to Approve Resolution 2024-01 Authorizing the Transfer of \$1,000 to Community Action Center to administer the HRA's Emergency Shelter Voucher Program. Motion Passed.

B. Review the Single-Family Housing Rehabilitation Program Policies

After much discussion, the board decided to raise the amount to \$20,000 for the loan amount. First come-first serve basis. They talked about assigning a timeline to apply to. It will continue to be a deferred loan. The bottom line is they would like to increase the funding. Talked about being income-qualified or having scoring criteria. Open it up to every house in the city. Should the home in the corridor have a higher rating? Barnes asked how many times a person can apply.

C. Updates and Other Discussions

Wanberg began with the van. Casper stated that Bliss told her that he had a buyer. They had offered us \$33,000 for the van at one point, and we thought that there was paperwork prepared, but we didn't see it.

Jennifer Denmark has five apartments which would be \$100,000. They are working on the historic tax credits. They were talking about their current tenants and that their apartments would have to be at the current/average rent for Faribault; they would have to raise the rent. They will be coming back for a request on this. Wanberg stated that Caron didn't want to have anyone displaced. They mentioned that if the HRA cannot give them the \$100,000, nothing will go forward. We need to make sure that we research whether relocation will affect this. They will be asking the EDA for exterior rehab as well. Ahlers stated that for the last loan, they got \$20,000 for each apartment, and she said that they were required to disclose how much they were putting in as well.

Capital Needs Assessment. Wanberg did have a discussion with Three Rivers and there is some grant money coming out and they think that they could actively apply for a grant up to \$3,000,000 to acquire Robinwood. That would mean that they would give us more money for Robinwood. The application is due by the end of May. The bathrooms needs some upgrading, and it was in the capital needs assessment. When Rebecca was here, she received quotes from ISG for the needs assessment. We held off on this and he thinks now, we should get this Capital Needs Assessment done. Three Rivers gave him a name of someone they use who focuses entirely on public housing. Not saying we wouldn't want to go with ISG but we should bring this back in March to get this done.

The Emergency and Affordable Housing, we've been working with CAC and we own some land at 1st and 1st and just last Tuesday, the Council said let's gift that land to CAC. They are looking at putting two emergency housing units there and another four workforce housing units there to. We are moving forward with that.

He did get an opinion article that too many cities have taken a housing first thing and they felt like from a housing standpoint the money is better spent on mental health and drug addiction. There are a lot of people that are in an abusive situation and they need to find housing and Wanberg felt that this approach was a good approach.

Wanberg discussed the joint meeting with EDA, City Council and HRA for FDC and the business subsidy. This meeting will be at Buckham West on the 28th at 6:00 p.m. We are going to try to get this done. The intent is to try to close out things and have discussions. Maltbie will not be at the joint meeting.

Ahlers will not be at the March meeting.

9. Adjournment

Motion by Travis Kath, seconded by Mandy Barnes to adjourn the meeting at 7:35 p.m.
The motion passed unanimously.

By: _____
Kari Casper, Recording Secretary



Request for Action

TO: Faribault Housing & Redevelopment Authority

FROM:

THROUGH:

MEETING DATE: March 11, 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. 03.06.2024 HRA AP Aging
2. Robinwood Advanced Facilities InvoiceINV12630
3. Robinwood Advanced Facilities
4. 03.06.2024 Robinwood AP Aging
5. Robinwood All Pro Cleaners
6. WO Report - Public Housing HRA - Feb 2024
7. WO Report - Robinwood Manor - Feb 2024
8. HRA Advanced Facilities

Payables Aging Report

Period: -03/2024

As of : 03/06/2024

Payee Name	Invoice Notes	Property	Invoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Advanced Facilities		Public Housi	2/29/2024	3/30/2024	6212 Repairs & Maint	PublicHRA4	4,000.00	4,000.00	0.00	0.00	0.00	
Advanced Facilities							4,000.00	4,000.00	0.00	0.00	0.00	
All Pro Cleaners, LLC.		Public Housi	3/1/2024	3/11/2024	6211 Contracted Labor	21428	104.70	104.70	0.00	0.00	0.00	
All Pro Cleaners, LLC.							104.70	104.70	0.00	0.00	0.00	
CCS Cleaning and Restoration		Public Housi	2/20/2024	2/20/2024	6450 Trash Disposal	10499-1	833.23	833.23	0.00	0.00	0.00	
CCS Cleaning and Restoration							833.23	833.23	0.00	0.00	0.00	
Faribo Plumbing & Heating		Public Housi	2/15/2024	3/15/2024	6212 Repairs & Maint	62752	363.00	363.00	0.00	0.00	0.00	
Faribo Plumbing & Heating							363.00	363.00	0.00	0.00	0.00	
ShofCorp LLC.		Public Housi	3/4/2024	4/6/2024	6219 Purchased Service	172335	140.10	140.10	0.00	0.00	0.00	
ShofCorp LLC.							140.10	140.10	0.00	0.00	0.00	
Virg's Appliance		Public Housi	2/13/2024	2/13/2024	6219 Purchased Service	19236	85.00	85.00	0.00	0.00	0.00	
		Public Housi	2/22/2024	2/22/2024	6219 Purchased Service	19241	85.00	85.00	0.00	0.00	0.00	
		Public Housi	2/27/2024	2/27/2024	1850 Machinery, Equip	19247	329.00	329.00	0.00	0.00	0.00	
Virg's Appliance							499.00	499.00	0.00	0.00	0.00	
Yardi Systems, INC.		Public Housi	9/15/2023	9/15/2023	6853 Computer	4235160	294.98	0.00	0.00	0.00	294.98	
		Public Housi	12/15/2023	12/15/2023	6853 Computer	4320630	297.92	0.00	0.00	297.92	0.00	
Yardi Systems, INC.							592.90	0.00	0.00	297.92	294.98	
Grand Total							6,532.93	5,940.03	0.00	297.92	294.98	

Invoice #	INV12630
Date	03/05/2024

Remit To: Advanced Facilities, LLC
 3520 E River Road NE
 Rochester, MN 55906
 507-718-4290

Bill To:
Robinwood Manor Robinwood Manor 1324 Prairie Avenue SW Faribault , MN 55021 USA

Ship To:
Robinwood Manor Robinwood Manor 1324 Prairie Avenue SW Faribault, MN 55021 USA

P.O. NUMBER	CUSTOMER NO.	TERMS	DIVISION
	CS-ROBIN	Net 30	MAIN

HRS/QTY	DESCRIPTION	DATE	UNIT PRICE	EXT. PRICE
1.00	PARTS - Plumbing Supplies Order 2/25	03/05/2024	\$116.05	\$116.05
		SUBTOTAL		\$116.05
		Invoice Total		\$116.05

Any invoice is 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%.

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 # Robinwood4
DATE 02/29/2024
DUE DATE 03/30/2024
TERMS Net 30

DESCRIPTION		AMOUNT
Monthly Maintenance Fee	February Maintenance Fee	4,000.00
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		\$4,000.00

*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%.

Payables Aging Report

Period: -03/2024

As of : 03/06/2024

Payee Name	Invoice Notes	Property	Invoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Advanced Facilities												
		Robinwood	2/29/2024	3/30/2024	6212 Repairs & Maint	Robinwood4	4,000.00	4,000.00	0.00	0.00	0.00	
		Robinwood	3/5/2024	3/5/2024	6212 Repairs & Maint	INV12630	116.05	116.05	0.00	0.00	0.00	
Advanced Facilities							4,116.05	4,116.05	0.00	0.00	0.00	
All Pro Cleaners, LLC.												
		Robinwood	3/1/2024	3/11/2024	6211 Contracted Labor	21427	1,247.68	1,247.68	0.00	0.00	0.00	
All Pro Cleaners, LLC.							1,247.68	1,247.68	0.00	0.00	0.00	
Cintas Corp												
		Robinwood	2/8/2024	2/8/2024	7246 Housekeeping Sup	4182861396	19.74	19.74	0.00	0.00	0.00	
		Robinwood	2/22/2024	2/22/2024	7246 Housekeeping Sup	4184301610	75.57	75.57	0.00	0.00	0.00	
Cintas Corp							95.31	95.31	0.00	0.00	0.00	
Faribo Plumbing & Heating												
		Robinwood	2/15/2024	3/15/2024	6212 Repairs & Maint	62737	351.00	351.00	0.00	0.00	0.00	
Faribo Plumbing & Heating							351.00	351.00	0.00	0.00	0.00	
Flex Comm Security												
		Robinwood	3/1/2024	3/1/2024	6211 Contracted Labor	55870	70.54	70.54	0.00	0.00	0.00	
Flex Comm Security							70.54	70.54	0.00	0.00	0.00	
FLOM Septic Service												
		Robinwood	2/13/2024	2/13/2024	6219 Purchased Service	19045	250.00	250.00	0.00	0.00	0.00	
FLOM Septic Service							250.00	250.00	0.00	0.00	0.00	
Summit Fire Protection												
		Robinwood	2/27/2024	2/27/2024	6260 Fire Prevention &	140015837	97.89	97.89	0.00	0.00	0.00	
Summit Fire Protection							97.89	97.89	0.00	0.00	0.00	
Virg's Appliance												
		Robinwood	2/20/2024	2/20/2024	6219 Purchased Service	19239	85.00	85.00	0.00	0.00	0.00	
Virg's Appliance							85.00	85.00	0.00	0.00	0.00	
Xcel Energy												
		Robinwood	2/21/2024	2/21/2024	6410 Electricity	865956244	1,622.30	1,622.30	0.00	0.00	0.00	
		Robinwood	2/13/2024	2/13/2024	6410 Electricity	864924946	481.22	481.22	0.00	0.00	0.00	
		Robinwood	2/13/2024	2/13/2024	6420 Gas	864924946	958.54	958.54	0.00	0.00	0.00	
Xcel Energy							3,062.06	3,062.06	0.00	0.00	0.00	
Yardi Systems, INC.												
		Robinwood	9/15/2023	9/15/2023	6853 Computer	4235160	307.02	0.00	0.00	0.00	307.02	
		Robinwood	12/15/2023	12/15/2023	6853 Computer	4320630	310.08	0.00	0.00	310.08	0.00	
Yardi Systems, INC.							617.10	0.00	0.00	310.08	307.02	
Grand Total							9,992.63	9,375.53	0.00	310.08	307.02	

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 03/01/2024	PLEASE PAY \$1,247.68	DUE DATE 03/11/2024
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SERVICE LOCATION
Robinwood Manor

DESCRIPTION	AMOUNT
28.25 hours at Robinwood Manor - Regular monthly janitorial service - February	985.93
Apt 117 - 3.5 hours	122.15
Apt 122 - 4 hours	139.60
Thank you for your business, it is much appreciated !	
	SUBTOTAL 1,247.68
	TAX 0.00
	TOTAL 1,247.68
	TOTAL DUE \$1,247.68

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

THANK YOU.

Work Order Report

Filters: Public Housing HRA



Entry Date	End Date	Incident Type	Assigned To	Description
2/05/2024	2/13/2024	Maintenance	TDRAKE	16 SE 1st Street - (1 of 3) basement railing is loose
2/05/2024	2/13/2024	Plumbing	TDRAKE	16 SE 1st Street - (2 of 3) leaky pipes under kitchen sink
2/05/2024	2/13/2024	Maintenance	TDRAKE	16 SE 1st Street - (3 of 3) attic door off hinges
2/07/2024	2/12/2024	Maintenance	TDRAKE	725 Willow Street - (1 of 2) basement blinds need to be replaced
2/07/2024	2/09/2024	Maintenance	TDRAKE	725 Willow Street - (2 of 2) oven drawer is off track
2/07/2024	2/19/2024	Maintenance	TDRAKE	1532 Western Avenue - smoke detector doesn't reset
2/07/2024	2/13/2024	Maintenance	TDRAKE	1526 Western Avenue - bathroom toilet paper holder is broken
2/07/2024	2/20/2024	Maintenance	TDRAKE	1530 Western Avenue - (1 of 3) front entry door does not shut
2/07/2024	3/04/2024	Maintenance	TDRAKE	1530 Western Avenue - (2 of 3) bedroom closet door is off
2/07/2024	2/20/2024	Maintenance	TDRAKE	1530 Western Avenue - (3 of 3) tub and shower need caulk
2/07/2024	2/09/2024	Maintenance	TDRAKE	918 SW 1st Street - new smoke/CO2 detector in bedroom
2/07/2024	2/09/2024	HVAC	TDRAKE	1528 Western Avenue - (1 of 2) basement door off hinges
2/07/2024	2/09/2024	Maintenance	TDRAKE	1528 Western Avenue - (2 of 2) missing kitchen cabinet doors
2/07/2024	2/23/2024	Maintenance	TDRAKE	1524 Western Avenue - (1 of 3) bathroom cabinet missing door
2/07/2024	2/20/2024	Electrical	TDRAKE	1524 Western Avenue - (2 of 3) cabinet above stove is missing handle
2/07/2024	2/20/2024	Maintenance	TDRAKE	1524 Western Avenue - (3 of 3) entry door latch is broken
2/07/2024	2/13/2024	Plumbing	TDRAKE	1522 Western Avenue - leak under kitchen sink
2/07/2024	2/12/2024	Electrical	TDRAKE	1518 Western Avenue - (1 of 2) bedroom light switch not working
2/07/2024	3/05/2024	Maintenance	TDRAKE	1518 Western Avenue - (2 of 2) ants and mice living in unit
2/07/2024	2/14/2024	Plumbing	TDRAKE	1818 Shumway Avenue - kitchen sink is leaking
2/07/2024	3/01/2024	Maintenance	TDRAKE	1816 Shumway Avenue - (1 of 2) hallway light fixture needs to be fixed
2/07/2024	2/12/2024	Appliances	TDRAKE	1816 Shumway Avenue - (2 of 2) replace refrigerator
2/07/2024	2/19/2024	Maintenance	TDRAKE	1820 Shumway Avenue - loose door knob
2/07/2024	2/08/2024	Maintenance	TDRAKE	412 NW 13th Avenue - (1 of 3) smoke detector is expired
2/07/2024	2/08/2024	Maintenance	TDRAKE	412 NW 13th Avenue - (2 of 3) missing kitchen cabinet
2/07/2024	2/08/2024	Maintenance	TDRAKE	412 NW 13th Avenue - (3 of 3) light in fridge flickers
2/07/2024	3/05/2024	Maintenance	TDRAKE	404 NW 13th Street - (1 of 2) bathroom vent fan is broken
2/07/2024	2/08/2024	Maintenance	TDRAKE	404 NW 13th Street - (2 of 2) smoke detector needs to be replaced
2/07/2024	2/07/2024	Maintenance	TDRAKE	1536 Western Avenue - (2 of 2) fire extinguisher holder is broken
2/08/2024	2/08/2024	Maintenance	TDRAKE	914 SW 1st Street - missing smoke alarm
2/08/2024	2/08/2024	Maintenance	TDRAKE	916 SW 1st Street - (3 of 4) bathroom vent cover is missing
2/08/2024	2/14/2024	Plumbing	TDRAKE	1225 NW 2nd Street - (1 of 2) sink is leaking
2/08/2024	2/14/2024	Plumbing	TDRAKE	1225 NW 2nd Street - (2 of 2) toilet is not flushing
2/08/2024	2/19/2024	Plumbing	TDRAKE	830 SW 9th Avenue - kitchen sink isn't draining
2/08/2024	2/09/2024	Maintenance	TDRAKE	519 Lincoln Avenue - missing stove burners
2/08/2024	2/09/2024	Maintenance	TDRAKE	527 Lincoln Avenue - water leaking from bathroom vent
2/08/2024	2/09/2024	Maintenance	TDRAKE	523 Lincoln Avenue - cracked toilet seat
2/08/2024	2/20/2024	Maintenance	TDRAKE	916 SW 1st Street - (1 of 4) front window is off track
2/08/2024	2/20/2024	Maintenance	TDRAKE	916 SW 1st Street - (2 of 4) hallway ceiling needs paint touched up
2/08/2024	2/19/2024	Maintenance	TDRAKE	916 SW 1st Street - (4 of 4) smoke detector needs new battery
2/08/2024	2/12/2024	Maintenance	TDRAKE	900A Spring Road - (1 of 4) kitchen cabinet needs to be screwed back in
2/08/2024	2/12/2024	Maintenance	TDRAKE	900A Spring Road - (2 of 4) missing rods in closets in both bedrooms
2/08/2024	2/12/2024	Maintenance	TDRAKE	900A Spring Road - (3 of 4) blinds need repair and/or replacement
2/08/2024	2/13/2024	Maintenance	TDRAKE	900A Spring Road - (4 of 4) stove burner not working
2/08/2024	2/09/2024	Maintenance	TDRAKE	920 SW 1st Street - (1 of 2) missing kitchen cabinet door
2/08/2024	2/09/2024	Maintenance	TDRAKE	920 SW 1st Street - (2 of 2) kitchen light hanging from ceiling
2/09/2024	2/09/2024	Window	TDRAKE	521 Lincoln Avenue - window does not shut
2/14/2024	2/14/2024	Plumbing	TDRAKE	404 NW 13th Street - toilet does not flush
2/21/2024	2/21/2024	HVAC	TDRAKE	1814 Shumway Avenue - (1 of 2) gas leak
2/21/2024	2/21/2024	Plumbing	TDRAKE	1814 Shumway Avenue - (2 of 2) low water pressure kitchen sink
2/21/2024	2/21/2024	Plumbing	TDRAKE	830 SW 9th Avenue - kitchen sink isn't draining
2/21/2024	2/21/2024	Maintenance	TDRAKE	830 SW 9th Avenue - bathroom door doesn't latch
2/22/2024	2/22/2024	Plumbing	TDRAKE	900C Spring Road - (1 of 2) bathroom sink is plugged

2/22/2024	2/22/2024	Maintenance	TDRAKE	900C Spring Road - (2 of 2) cabinet needs to be replaced
2/22/2024	2/23/2024	Appliances	TDRAKE	1812 Shumway Avenue - (1 of 2) stove top is sparking
2/22/2024	2/22/2024	Appliances	TDRAKE	1812 Shumway Avenue - (2 of 2) fridge is too cold
2/22/2024	2/27/2024	Maintenance	TDRAKE	20 14th Street NE - (1 of 8) small hole in wall
2/22/2024	2/29/2024	Painting	TDRAKE	20 14th Street NE - (2 of 8) refresh paint in living room
2/22/2024	3/01/2024	Maintenance	TDRAKE	20 14th Street NE - (3 of 8) small hole in window screen
2/22/2024	2/27/2024	Appliances	TDRAKE	20 14th Street NE - (4 of 8) broken crisper drawer cover in fridge
2/22/2024	2/27/2024	Maintenance	TDRAKE	20 14th Street NE - (5 of 8) broken cabinet door and drawer
2/22/2024	2/23/2024	Maintenance	TDRAKE	20 14th Street NE - (6 of 8) smoke detectors not working
2/22/2024	2/27/2024	Appliances	TDRAKE	20 14th Street NE - (7 of 8) oven light not working
2/22/2024	2/29/2024	Painting	TDRAKE	20 14th Street NE - (8 of 8) bedroom needs to be painted
2/29/2024	2/29/2024	Plumbing	TDRAKE	1522 Western Avenue - kitchen sink is clogged

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.

Work Order Report

Filters: Robinwood Manor



Entry Date	End Date	Incident Type	Assigned To	Description
2/05/2024	2/08/2024	HVAC	Closed	#211 - unit is too warm
2/07/2024	2/12/2024	HVAC	Closed	#217 - unit is too hot
2/07/2024	2/08/2024	Plumbing	Closed	#103 - bathroom sink and tub are clogged
2/08/2024	2/13/2024	Maintenance	Closed	Main Office - window lock is broken
2/08/2024	2/13/2024	Maintenance	Closed	#117 - change shower head to handheld shower head
2/08/2024	2/08/2024	Maintenance	Invoiced	General maintenance supply order needed
2/12/2024	2/12/2024	Plumbing	Closed	#217 - temperature cannot be controlled
2/21/2024	2/21/2024	Maintenance	Closed	Trash Room - can crusher handle is loose
2/21/2024	2/27/2024	Maintenance	Closed	#115 - (1 of 2) needs assistance with toilet seat riser
2/21/2024	1/01/1900	Maintenance	Closed	#115 - (2 of 2) inquiring about installing new grab bars
2/22/2024	2/22/2024	Plumbing	Closed	#219 - water leaking out from under toilet
2/22/2024	2/23/2024	Maintenance	Closed	#206 - lightbulb burned out in kitchen
2/23/2024	2/23/2024	Maintenance	Closed	#209 - lightbulbs burned out in kitchen
2/27/2024	2/27/2024	Maintenance	Closed	900B Spring Road - bugs trying to enter home

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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 # PublicHRA4
DATE 02/29/2024
DUE DATE 03/30/2024
TERMS Net 30

DESCRIPTION		AMOUNT
Monthly Maintenance Fee	February Maintenance Fee	4,000.00
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		\$4,000.00

*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, Community and Economic Development Director
THROUGH:
MEETING DATE: March 11, 2024
SUBJECT: Healthy Communities Initiative Update

BACKGROUND:

Please see attached the monthly update from Jansen Gonzalez.

REQUESTED ACTION:

Receive and file as presented.

ATTACHMENTS:

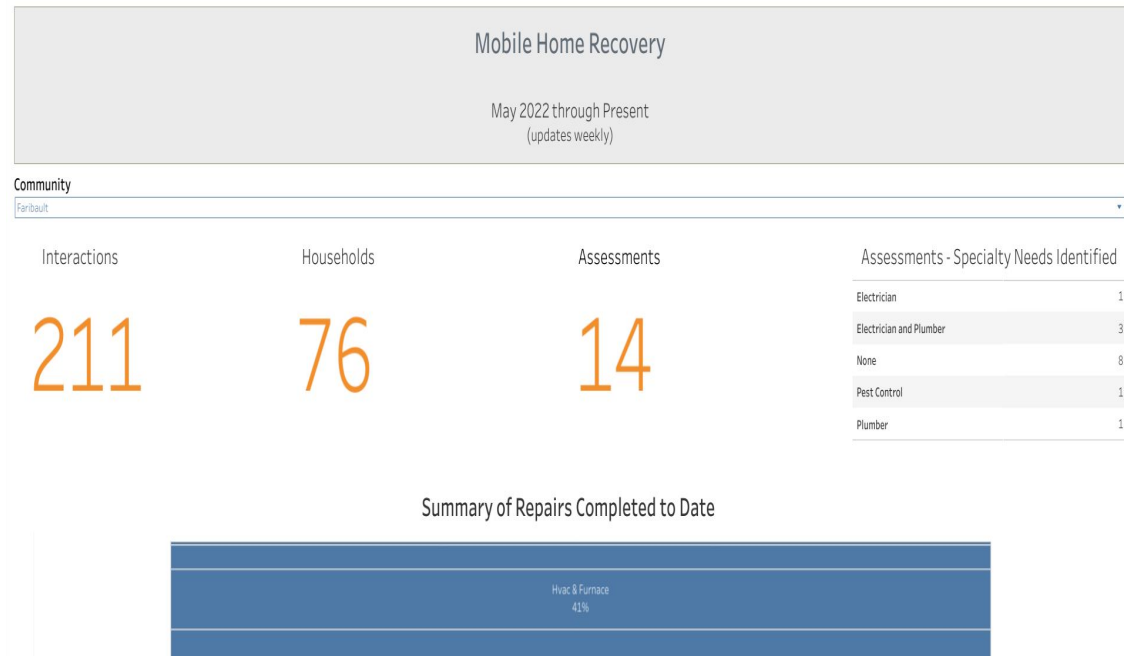
1. Faribault HRA Update 2.6.2023



February - 3/4/2023 Faribault HRA Update*:

- 2 Energy assistance applications
- 1 job application
- 1 home added to heat tape event
- 0 homes had furnace repairs done.
- 3 leaks pending repair
- 1 drywall completed and 1 pending kitchen drywall
- Heat tape sign up now available. [Link](#), please let us know if you or someone you know would like to volunteer!
- 6 Pending Mobile home 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.



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



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH:
MEETING DATE: March 11, 2024
SUBJECT: Robinwood Manor

BACKGROUND:

Robinwood's occupancy for January was at 92% with four vacancies. The staff continues to go through the waitlist to fill the vacant units.

REQUESTED ACTION:

Receive and file as presented.

ATTACHMENTS:

1. 2024.01 Robinwood Manor- Executive Summary

CORNERSTONE

Creating Healthy Communities

Executive Summary for City of Faribault- Robinwood Manor January 2024

Overview

- Total operating income was \$44,077 for January.
- Occupancy for January is at 92% with 4 vacant units.

Financial Summary

	Current Month	Budget	Variance (+/-)	YTD Total	YTD Budget	Variance (+/-)
Total Revenue	44,077	44,077	0	44,077	44,077	0
Operating Expenses	-21,116	-21,116	0	-21,116	-21,116	0
Other Income	0	0	0	0	0	0
Other Expenses (Debt Service)	-3,237	-3,237	0	-3,237	-3,237	0
Net Income	19,380	19,380	0	19,380	19,380	0
Total Aged			Operating Acct Bal			
Total Accounts Receivable	33,096		Beginning Cash		1,247,901	
Total Accounts Payable	14,883		Ending Cash		1,219,921	
			Cash Flow		-27,980	

Narrative:

- The Accounts Payable balance of \$14,883 is made up of current invoices with payments made in February.
- Accounts Receivable balance is \$33,096.
- The operating cash account balance ended with \$1,219,921, a decrease of \$27,980..
- Net Income is \$19,380 for the month of January.

Monthly Status	December 2023	December 2023
Vacant Units	2	2
Move-Outs	0	1
Move-Ins	0	0
Evictions	0	0
Current Occupancy	49	49
Full Occupancy	51	51
Occupancy %	96%	96%



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Development Director
THROUGH:
MEETING DATE: March 11, 2024
SUBJECT: PBV Housing

BACKGROUND:

Occupancy in the 49 units was at 100% in January with no vacant units. Staff is working with RAD Resource to complete the Initial Year Funding Tool for any additional funds that could be awarded before the asset repositioning for FY2023. The repositioning began on April 1, 2023.

REQUESTED ACTION:

Receive and file as presented.

ATTACHMENTS:

1. 2024.01 City of Faribault - Public Housing HRA Executive Summary

CORNERSTONE

Creating Healthy Communities

Executive Summary for City of Faribault Public Housing HRA January 2024

Overview

- Total operating income was \$57,923.
- Occupancy for January was 100%.

Financial Summary

	Current Month	Budget	Variance (+/-)	YTD Total	YTD Budget	Variance (+/-)
Total Revenue	57,923	57,923	0	57,929	57,923	0
Operating Expenses	-21,914	-21,914	0	-21,914	-21,914	0
Other Income	0	0	0	0	0	0
Other Expenses (Debt Service)	0	0	0	0	0	0
Net Income	36,009	36,009	0	36,009	36,009	0
Total Aged			Operating Acct Bal			
Total Accounts Receivable	19,289		Beginning Cash		511,556	
Total Accounts Payable	52,989		Ending Cash		492,827	
			Cash Flow		-18,729	

Narrative:

- The Accounts Receivable balance is \$19,289 at the end of January.
- The Accounts Payable balance of \$52,989 is made up of current invoices with payments made in February.
- The operating account balance for the month of January ended at \$492,827.

Monthly Status	December 2023	January 2024
Vacant Units	1	0
Move-Outs	0	0
Move-Ins	2	0
Evictions	0	0
Current Occupancy	48	49
Full Occupancy	49	49
Occupancy %	97.95%	100%



Request for Action

TO: Faribault Housing & Redevelopment Authority

FROM: David Wanberg, Community and Economic Development Director

THROUGH:

MEETING DATE: March 11, 2024

SUBJECT: Support Three Rivers Community Action's Proposal to Obtain Funding from the Federal Home Bank related to the Ownership and Maintenance of Robinwood Manor

BACKGROUND:

The HRA is exploring various options to ensure the long-term maintenance and management of Robinwood Manor. One option involves the HRA/EHC transferring Robinwood to another entity that has the staffing and ability to ensure that Robinwood continues providing quality, affordable housing units for elderly and disabled persons.

Three Rivers Community Action is interested in acquiring Robinwood Manor and undertaking significant property rehabilitation focusing on kitchens and bathrooms. Three Rivers intends to apply for funds through Federal Home Bank to assist with this effort. Applications for this unique and worthwhile funding opportunity are due May 1, 2024. If successful in obtaining the funds, Three Rivers would offer the HRA/EHC more money for Robinwood than it would otherwise be able to offer.

Three Rivers is requesting HRA's support and assistance in preparing its application to Federal Home Bank. The application requires an appraisal and capital needs assessment. However, regardless of Three Rivers' application, the HRA/EHC must complete an appraisal and assessment. The needs assessment will ensure proper maintenance of Robinwood, and the HRA must have an updated appraisal for any further exploration of selling the property to Three Rivers, Cornerstone, or other entity. The HRA's assistance will also require limited City Attorney time to address the Elderly Housing Corporation, LLC (EHC's) documents associated with Robinwood.

If the HRA supports Three Rivers' proposal and efforts to obtain funding

from Federal Home Bank, then the HRA and EHC will have a joint meeting in April to review and act on Three Rivers' application/proposal. Refer to attachments from the Three Rivers for additional information regarding Three Rivers' request.

REQUESTED ACTION:

Support Three Rivers' proposal and efforts to obtain funding from Federal Home Bank to facilitate the purchase and rehabilitation of Robinwood Manor. Authorize City Staff and the City's consultants to assist Three Rivers in the application process.

ATTACHMENTS:

1. Three Rivers' Robinwood Proposal/Funding Opportunity
2. Overview of Federal Home Bank Funding Opportunity
3. Three Rivers Overview

Opportunity at Robinwood Manor

A proposed partnership of Faribault Housing and Redevelopment Authority (HRA), the Elderly Housing Corporation of Faribault, Minnesota (EHC), and Three Rivers Community Action (Three Rivers)

March 2024

Purpose:

Maintain affordable housing for elderly and disabled community members

Proposed Outcomes:

- EHC transfers legal control to Three Rivers
- Three Rivers completes a multi-million rehab focusing on kitchens and bathrooms
- Three Rivers receives a reserve fund for long-term maintenance at Robinwood
- Three Rivers maintains 51 units of affordable housing for seniors
- Three Rivers adopts original project goals to serve low-income, elderly and disabled residents
- The HRA reduces administrative burden and can focus capacity on new projects
- The HRA retains current Robinwood reserve fund which can be convert to unrestricted funds
- The HRA receives cash in exchange for the property based on appraised value
- Existing legal agreement with HUD remains in place



How it works:

- ❖ Three Rivers applies for funding from the Federal Home Loan Bank of Des Moines; application due May 1.
- ❖ If approved in late 2024, the Federal Home Loan Bank provides:
 - Multi-million-dollar project rehab funds
 - Funds to compensate the HRA for the property based on an appraisal
 - Funds to Three Rivers for long-term maintenance at Robinwood
 - Other costs including legal, appraisal, Capital Needs Assessment, design, developer fee, etc.

Requested action on March 11:

The HRA approves the development of an application to the Federal Home Loan Bank of Des Moines. A proposal will be developed by Three Rivers in collaboration with the HRA's attorneys.

Next Steps:

The EHC and HRA will convene a joint meeting in April to review and take action on a proposal. Both entities must take official action before May 1 to be eligible for Federal Home Loan Bank funding.

Funding Source: Federal Home Loan Bank of Des Moines

Description of Funder: Federal Home Loan Bank of Des Moines is one of 11 regional banks established by Congress in 1932 to support mortgage lending. Composed of 1,258 member institutions including banks, credit unions, insurance companies, thrifts and Community Development Financial Institutions (CDFIs), the Federal Home Loan Bank of Des Moines is regulated by the Federal Housing Finance Agency and registered with the Securities and Exchange Commission. The FHLB Des Moines district includes 13 states and three U.S. Pacific Territories.

Funding Program: Competitive Affording Housing

Award Limits: Maximum grant amount of \$3 million and a maximum subsidy of \$150,000 per eligible unit (limits for 2024 only)

Key Program Requirements:

Ensure that at least 20% of the units in the project are occupied by and affordable to very low-income households, which are defined as households who are at or below 50% of the area median income (AMI), adjusted for family size

AND

Have a physical site identified that the applicant has obtained an enforceable right to use, acquire, or lease the site for the proposed project

AND

A project's rental units must remain occupied by and affordable for households with incomes at or below the levels committed to be served in the approved application for the duration of the retention period of 15 years

Competitive Affordable Housing Awards in Minnesota, 2023:

My Neighbor to Love Coalition	BRAINERD	\$600,000	12 units
Swift County HRA	BENSON	\$223,800	6 units
Red Lake Reservation Housing Authority	REDLAKE	\$1,000,000	28 units
Midwest Minnesota Community Development Corp	MAHNOMEN	\$1,000,000	24 units
National Association Alliance Housing	MINNEAPOLIS	\$1,000,000	59 units
Twin Cities Habitat for Humanity	SAINT PAUL	\$225,000	15 units

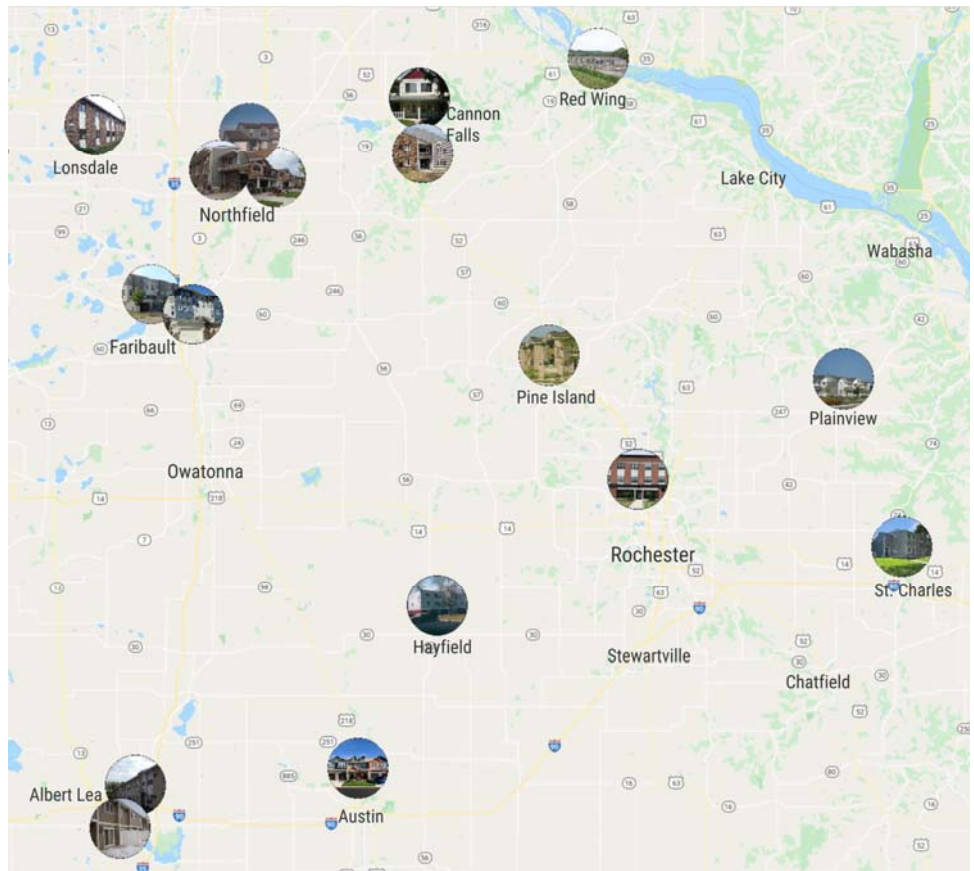
Housing Development

Since the late 1990's, Three Rivers has created hundreds of affordable housing units in Minnesota in collaboration with the local community, private partners, and local government. The organization has extensive experience in cultivating partnerships with state, federal and local funders, creating innovative housing projects and developing strong long-term relationships with local cities, counties/townships, and community leaders.

Three Rivers' Housing Development Division is made up of experienced professionals that ensure each housing project created meets the unique needs of low-income families and individuals. The agency's Development Division has secured housing project funds from multiple sources such as federal Low Income Housing Tax Credits, federal and state Historic Tax Credits, HOME, CDBG, various state sources including PARIF and EDHC deferred loans and local sources such as Tax Increment Financing and employer contributions.

As a Community Housing Development Organization (CHDO) housing developer, the agency has:

- Developed over 880 affordable housing units including over 730 rental units and 150 single family homes
- Attracted over \$160 million in investment capital to create and sustain local construction jobs and needed housing opportunities
- Created supportive housing units for persons with disabilities and families and individuals who have experienced the trauma of homelessness





Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH:
MEETING DATE: March 11, 2024
SUBJECT: Update on the Maintenance Van

BACKGROUND:

Last year, the HRA directed the HRA Director to sell the HRA Maintenance Van to Bliss Ford for \$33,000. Bliss Ford requested that the HRA allow Bliss Ford to sell the van on consignment based on Bliss Ford's belief that it could sell the van at a higher price. The HRA gave Bliss Ford 30 days to sell the van on consignment or purchase the van for \$33,000. Bliss Ford stated it had a buyer for the van. The Director waited for Bliss to prepare the paperwork, which the Director never received. The Director understood others were purchasing the van, but again, the Director did not receive the paperwork. After multiple attempts to resolve the situation, Bliss Ford said the market readjusted and that it would not purchase the HRA's van.

City Staff then contacted Harry Browns to see if they would purchase the van for \$32,000, as they had previously indicated. They confirmed the market readjusted, and they would pay no more than \$22,000 for the van. Staff received an offer from Owatonna Ford Chrysler for \$27,000, but that offer expired in four days of the offer. Staff went back to Bliss Ford and expressed frustration with how Bliss Ford handled the situation. Bliss Ford reiterated that the market for the van had dropped significantly, but also acknowledged that Bliss Ford had agreed to purchase the van for \$33,000 and did not follow through with their proposal. Bliss Ford has now offered to buy the van for \$28,500. Although disappointed, the Director feels the HRA should accept Bliss Ford's \$28,500 offer (see attached) and sign the paperwork immediately.

REQUESTED ACTION:

Authorize the HRA Executive Director to Sell the HRA Van to Bliss Ford for \$28,500.

ATTACHMENTS:

1. Bliss Ford \$28,500 Offer

R.C. BLISS



F A R I B A U L T

901 Lyndale Ave N • Box 425 • Telephone 507-334-6478

FARIBAULT, MINNESOTA 55021

www.blissford.com

City of Faribault

2/26/24

Bid on 2020 Ford Transit 1FTBR1Y89LKB14277, we are pleased to offer the following bid for you as follows:

Purchase Price: \$28,500.00

Good for 30 Days



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH:
MEETING DATE: March 11, 2024
SUBJECT: Updates and Upcoming Meeting Items

BACKGROUND:

At the February 28 joint meeting of the HRA, EDA, and City Council related to Faribo Downtown Central LLC (FDC) funding, the HRA voted two votes in favor and two votes against a resolution closing out the HRA's Phase 1 funding and authorizing the release of Phase 2 funding for FDC. The HRA will take action on the resolution at its April meeting.

Staff is working on HRA budget issues, which the HRA will review in April. The HRA will be asked to transfer some of its unrestricted funding to special programs to allow it to take action on a forthcoming request for a \$100,000 forgivable loan to renovate the apartments in 204 Central.

Staff is finalizing a draft of the Single-Family Rehabilitation Program for HRA review at its April meeting.

The HRA may identify other items for discussion at its April meeting.

REQUESTED ACTION:

No action is requested.

ATTACHMENTS: