HOUSING & REDEVELOPMENT AUTHORITY AGENDA

PUBLIC MEETING ROOM	MONDAY, APRIL 8, 2024	6:00 PM

1. Call to Order/Approve Agenda
2. Approval of the Minutes of February 28th Special Joint Meeting of the City Council, EDA and HRA; March 11, 2024 Regular HRA Meeting and, March 18 HRA Special Meeting Minutes
3. List of Claims to be Released
4. Program Reports
   A. Healthy Communities Initiative Update
5. Property Reports
   A. Robinwood Manor
   B. PBV Scattered Site Housing
6. Public Hearings - None
7. Items for Discussion
   A. Resolution 2024-03 Designate Authorized Signatories for All Housing and Redevelopment Authority of Faribault, Minnesota Accounts
   B. Indicate the HRA's Willingness to Provide Financial Assistance to Keep a Major Employer and Headquarters in Faribault
   C. Provide Direction Regarding Taking Additional Action Related to Closing Out Phase 1 Funding and Providing Phase 2 Funding for Faribo Downtown Central
   D. Identify a Meeting Date and Time for a Special HRA Meeting in April
   E. Updates and Items for Future Discussion
8. Adjournment

Special Joint City Council, EDA and HRA Minutes

BUCKHAM WEST
19 DIVISION ST. W. WEDNESDAY, FEBRUARY 28, 2024 6:00 PM

Call to Order/Roll Call

City Council

The meeting of the City Council was called to order by Mayor Kevin Voracek at 6:00 pm. Councilors in attendance included Sara Caron, Adama Doumbouya, Royal Ross, Peter van Sluis, Tom Spooner and Chuck Thiele. Also in attendance was City Administrator Tim Murray, City Clerk Heather Slechta, Police Chief John Sherwin, City Engineer Mark DuChene, Community and Economic Development Director David Wanberg, Public Works Director Travis Block, Human Resources Director Kevin Bushard and City Attorney Scott Riggs.

Economic Development Authority

The meeting of the Economic Development Authority was called to order at 6:00 pm. by Chair Rodney Gramse. Commissioners in attendance included AJ Smith, Christine Jeanes, Mayor Kevin Voracek and Councilor Tom Spooner. Commissioners David Campbell and Will Fort were absent.

Housing and Redevelopment Authority

The meeting of the Housing and Redevelopment Authority was called to order at 6:00 pm by Vice Chair Travis McColley. Commissioners in attendance included Councilor Sara Caron, Mandy Barnes and Travis Kath. Commissioners Eric Delgado, Loni Ahlers and Colin Maltbie were absent.

Approve Agenda

City Council

Motion by Ross, seconded by van Sluis to approve the agenda and carried unanimously.

Economic Development Authority

Motion by Spooner, seconded by Voracek to approve the agenda and carried unanimously.

Housing and Redevelopment Authority

Motion by Barnes, seconded by Caron to approve the agenda and carried unanimously.

Public Hearing

Public Hearing related to Faribo Downtown Central LLC Business Subsidies

Community and Economic Development Director David Wanberg explained that the Economic Development Authority of Faribault (the “EDA”) and the Housing and Redevelopment Authority of Faribault, Minnesota (the “HRA”) held a special meeting to provide business assistance in the form of forgivable loans to Faribo Downtown Central (“FDC”) for $250,000 from EDA funds and

$250,000 from HRA funds for FDC's Phase 1 work supporting the revitalization of specific buildings in Faribault.

Wanberg stated that both the EDA and HRA are now being asked to consider providing business assistance in the form of additional forgivable loans to FDC for $250,000 from EDA funds and $250,000 from HRA funds for FDC's Phase 2 work. In addition, the EDA, on behalf of the City Council, is considering providing additional business assistance to FDC through a $500,000 Special Commercial Rehabilitation Loan.

Motion by Doumbouya, seconded by Ross to open the public hearing and carried unanimously. The public hearing was opened at 6:04 pm.

Nort Johnson spoke on behalf of Faribo Downtown Central (FDC), which includes the Faribault Industrial Corp, Mike and Mary Richie, and Brett Reese. Since FDC purchased 13 buildings in downtown Faribault, eight businesses have opened and $700,000 in roof repairs have been made. Phase 2 will include the completion of 27-29 apartments over the next few years. Currently there are three potential business ready to move into spaces once they are completed.

Councilor Ross asked how many of the buildings have been sold since the original purchase, Johnson stated one property has been sold, and the goal is that they all become owner occupied. Johnson stated that they are planning to divide the Eastman building, creating space for 10 apartments and eight businesses. Councilor Caron asked what the buildings would be sold for, Johnson stated around $275,000. Commissioner McColley asked why the apartments have been pushed years down the road, Johnson explained that it is the cost of construction and interest rates and that once the buildings are cash flowing through the commercial side the will be able to complete all of the apartments. There are currently three renovated with one in progress. McColley then asked how long until the housing would be completed, Dr. Mike Richie explained they are still in the process of getting the buildings clean and dry as they were in disrepair. Their goal is to get work done and sell the buildings so that they are owner occupied and they can complete the finish work. Commissioner Kath asked if that was five or ten years down the road, Johnson stated that they have already sold a building with two apartments and that they are hoping that it is only 10-18 months down the road. Dr. Richie stated that the goal is that the buildings are out of the investor's hands in five years. McColley asked what would guarantee that housing would be completed; Dr. Richie stated that it has to be to be viable. Johnson stated that the ground work is being done for the housing. Caron asked if they would be requesting more funds, Johnson stated that they were not planning to request additional funding. Caron then asked how much the investors have put into the project. Johnson stated that they have put in over $3,000,000. McColley asked if once the buildings were sold if the new owners would be able to ask for funds. City Attorney Scott Riggs explained that they could not per the agreements, however, that would be an EDA and HRA decision to make. Wanberg stated that subordination agreements could be written, however, the EDA and HRA would not be obligated to give financial assistance. Johnson offered tours to the Council, HRA and EDA to see the buildings.

Motion by van Sluis, seconded by Thiele to close the public hearing and carried unanimously. The public hearing was closed at 6:28 pm.

Councilor Ross stated that this has been a painful process for all involved, he thanked the EDA, HRA and the investors for stepping up as this is a necessary project and will save the City money in the long run as some of these buildings may have had to be torn down due to their condition. Councilor Spooner agreed with Ross. Commissioner Rodney Gramse stated that he would be recusing himself from discussion due to a conflict. Mayor Voracek stated that this is a sizable

investment, and that cities wished they had a downtown, he also stated that people comment on our downtown. Caron did not agree that money should have come from these entities. Commissioner Barnes stated that the downtown is the heart, and we need to preserve it, it is hard to say, take the money and run, but I see the need and fully support this.

Items for Discussion

Resolution 2024-052 Approve a Special Commercial Rehabilitation Loan Agreement between the Economic Development Authority of Faribault, on behalf of the City of Faribault, and Faribo Downtown Central [FOR CITY COUNCIL ACTION]

Motion by Ross, seconded by Voracek to approve Resolution 2024-052 Approve a Special Commercial Rehabilitation Loan Agreement between the Economic Development Authority of Faribault, on behalf of the City of Faribault, and Faribo Downtown Central and carried 6:1 with Caron voting Nay.

Resolution 2024-03 Approve (1) a Special Commercial Rehabilitation Loan Agreement between the Economic Development Authority of Faribault, on behalf of the City of Faribault, and Faribo Downtown Central LLC and (2) a Loan Agreement between the Economic Development Authority of Faribault - [FOR EDA ACTION]

Motion by Smith, seconded by Jeanes to approve Resolution 2024-03 Approve (1) a Special Commercial Rehabilitation Loan Agreement between the Economic Development Authority of Faribault, on behalf of the City of Faribault, and Faribo Downtown Central LLC and (2) a Loan Agreement between the Economic Development Authority of Faribault and carried unanimously, Commissioner Gramse recused himself from voting due to a conflict.

Resolution 2024-02 Approve a Loan Agreement between Housing and Redevelopment Authority of Faribault and Faribo Downtown Central and Approve Closeout of Phase 1 Funding Assistance [FOR HRA ACTION]

Motion by Barnes, seconded by McColley to approve Resolution 2024-02 Approve a Loan Agreement between Housing and Redevelopment Authority of Faribault and Faribo Downtown Central and Approve Closeout of Phase 1 Funding Assistance, motion failed with Barnes and McColley voting in favor and Caron and Kath voting Nay.

City Attorney Scott Riggs recommended that the HRA discuss this at their next regular meeting.

Adjournment

Housing and Redevelopment Authority

Motion by Caron, seconded by Kath to adjourn the Housing and Redevelopment Authority meeting and carried unanimously.

The meeting was adjourned at 6:38 pm.

Economic Development Authority

Motion by Gramse, seconded by Spooner to adjourn the Economic Development Authority meeting and carried unanimously.

The meeting was adjourned at 6:38 pm.

City Council

Motion by Ross, seconded by Thiele to adjourn the City Council meeting and carried unanimously. The meeting was adjourned at 6:38 pm.

Respectfully Submitted,

_____
Heather Slechta
City Clerk

HOUSING & REDEVELOPMENT AUTHORITY MINUTES

PUBLIC MEETING ROOM	MONDAY, MARCH 11, 2024	6:00 PM

Meeting Items

1. Call to Order/Approve Agenda

   The regular meeting of the Housing and Redevelopment Authority was called to order by Vice Chair McColley at 6:00 pm. Commissioners: Mandy Barnes, Sara Caron, Travis Kath, Colin Maltbie, Travis McColley were in attendance. Chair Ahlers and Eric Delgado were absent. Also in attendance were Director of Community and Economic Development, David Wanberg, and Administrative Assistant II, Kari Casper. A motion was made to approve the agenda as presented by Sara Caron, seconded by Mandy Barnes. The motion passed unanimously.

2. Approval of the Minutes

   Motion by Colin Maltbie, seconded by Mandy Barnes to approve the minutes as presented. The motion passed unanimously.

3. List of Claims to be Released

   There was some discussion as to the flat fee presented by Advanced Facilities. The board made a motion to pay all the bills presented except the two bills for Advanced Facilities for $4,000 each. A special meeting will be called to allow Cornerstone to come forward and explain the charges/fee asserted. The motion was made by Colin Maltbie, seconded by Mandy Barnes. The motion passed unanimously.

4. Program Reports

A. Healthy Communities Initiative Update

   A motion was made by Mandy Barnes, seconded by Sara Caron to receive and file as presented. The motion passed on a 5/0 vote.

5. Property Reports

A. Robinwood Manor

   A motion was made by Mandy Barnes, Seconded by Sara Caron to receive and file as presented. The motion passed on unanimously.

B. PBV Housing

   A motion was made by Sara Caron, seconded by Mandy Barnes to receive and file as presented. The motion passed unanimously.

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

A motion was made by Sara Caron, seconded by Travis Kath to give Three Rivers Community Action Center support in applying for the grant funds that would enable them to purchase Robinwood.

B. Update on the Maintenance Van

Wanberg reported that the van will be sold for $28,500 to Ford Bliss.

7. Updates and Upcoming Meeting Items

8. Adjournment

A motion was made by Colin Maltbie, seconded by Mandy Barnes to adjourn the meeting at 7:20 p.m. This motion passed unanimously.

Respectfully submitted,

By:_____
Kari Casper, Recording Secretary

HOUSING & REDEVELOPMENT AUTHORITY MINUTES

PUBLIC MEETING ROOM	MONDAY, MARCH 18, 2024	6:00 PM

Meeting Items

1. Call to Order/Approve Agenda

   A special meeting of the HRA was called to order at 6:00 p.m. In attendance were Mandy Barnes, Sara Caron, Colin Maltbie, Travis Kath, Travis McColley, and Chair Loni Ahlers. Also attending was Davis Wanberg, Director of Community and Economic Development, Rachel Johnson, and Rick Karow with Cornerstone.

2. Items for Discussion

A. Address Payment of Flat Monthly Fee for Advanced Facilities, LLC Maintenance and Related Services

Wanberg began with the history of the reason for the meeting and then turned it over to Rick Karow and Rachel Johnson of Cornerstone to explain. Both Karow and Johnson explained that their maintenance staff would be available 40 hours per week to take care of all the work orders at $50/hr, which turned out to be $4,000 for Robinwood and $4,000 for Public Housing. He will work continuously and only on our projects. Johnson stated they would not be billed per project, just a flat fee. He will do all the carpet. Michele will get a work order and call Drake, and he will figure out who will do the job. She stated that he would be on-site immediately. She alleged that the prior backup maintenance was not on site. She stated that Drake would be available immediately. No charge for gas or travel either, per Johnson.

After much discussion, Cornerstone has agreed to provide a more in-depth executive summary and a better accounting of the time spent by Advanced Facilities.

McColley approved the motion to pay the two invoices for $4,000, seconded by Maltbie. The motion passed

3. Adjournment

   McColley moved to adjourn the meeting at 6:54 p.m., seconded by Barnes. The motion passed unanimously.

   Respectfully submitted,

   By:_____
   Kari Casper, Recording Secretary

Request for Action

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

BACKGROUND:

REQUESTED ACTION:
The board will review the list of bills presented and take action on disbursement.

ATTACHMENTS:
1. HRA AP Aging
2. PH Advanced Facilities Billing Statement
3. Robinwood AP Aging
4. RW Advanced Facilities Billing Stmt
5. Robinwood Creative Planning

Payables Aging Report
Period: -04/2024
As of : 04/03/2024

Payee Name	Invoice Notes	Property	Invoice	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Advanced Facilities												
		Public Housi	3/19/2024	3/19/2024	6212 Repairs & Mainter	INV12635	4,025 00	4,025 00	0 00	0 00	0 00	
		Public Housi	3/19/2024	3/19/2024	6212 Repairs & Mainter	INV12637	665 00	665 00	0 00	0 00	0 00	
		Public Housi	3/29/2024	3/29/2024	6212 Repairs & Mainter	PublicHRA5	4,000 00	4,000 00	0 00	0 00	0 00	
Advanced Facilities							**8,690.00**	**8,690.00**	**0.00**	**0.00**	**0.00**	
Arrow Electric, LLC												
		Public Housi	3/17/2024	4/2/2024	6219 Purchased Service:	2892	147 61	147 61	0 00	0 00	0 00	
Arrow Electric, LLC.							**147.61**	**147.61**	**0.00**	**0.00**	**0.00**	
CCS Cleaning and Restoration												
		Public Housi	3/14/2024	3/14/2024	6450 Trash Disposal	10499-2	332 86	332 86	0 00	0 00	0 00	
CCS Cleaning and Restoration							**332.86**	**332.86**	**0.00**	**0.00**	**0.00**	
Environmental Pest Management												
		Public Housi	3/15/2024	3/15/2024	6227 Pest Control	60406	50 50	50 50	0 00	0 00	0 00	
		Public Housi	3/15/2024	3/15/2024	6227 Pest Control	60405	87 00	87 00	0 00	0 00	0 00	
		Public Housi	3/26/2024	4/25/2024	6227 Pest Control	60703	232 00	232 00	0 00	0 00	0 00	
		Public Housi	3/29/2024	3/29/2024	6227 Pest Control	60809	50 50	50 50	0 00	0 00	0 00	
Environmental Pest Management							**420.00**	**420.00**	**0.00**	**0.00**	**0.00**	
Faribo Air Conditioning & Heating, Inc												
		Public Housi	3/11/2024	3/11/2024	6219 Purchased Service:	20708	235 00	235 00	0 00	0 00	0 00	
Faribo Air Conditioning & Heating, Inc.							**235.00**	**235.00**	**0.00**	**0.00**	**0.00**	
Faribo Plumbing & Heating												
		Public Housi	2/28/2024	2/28/2024	6212 Repairs & Mainter	62794	241 50	0 00	241 50	0 00	0 00	
		Public Housi	3/5/2024	3/5/2024	6212 Repairs & Mainter	62823	151 00	151 00	0 00	0 00	0 00	
		Public Housi	3/6/2024	3/6/2024	6212 Repairs & Mainter	62848	292 50	292 50	0 00	0 00	0 00	
Faribo Plumbing & Heating							**685.00**	**443.50**	**241.50**	**0.00**	**0.00**	
FLOM Disposal Service												
		Public Housi	3/15/2024	3/15/2024	6450 Trash Disposal	409110096707 0	612 12	612 12	0 00	0 00	0 00	
FLOM Disposal Service							**612.12**	**612.12**	**0.00**	**0.00**	**0.00**	
Tom's Lock & Key												
		Public Housi	2/12/2024	2/12/2024	6216 Supplies - Mainter	0014049	112 00	0 00	112 00	0 00	0 00	
		Public Housi	2/14/2024	2/14/2024	6216 Supplies - Mainter	0014046	142 00	0 00	142 00	0 00	0 00	
Tom's Lock & Key							**254.00**	**0.00**	**254.00**	**0.00**	**0.00**	
Virg's Appliance												
		Public Housi	3/21/2024	3/21/2024	1850 Machinery, Equipr	19268	185 00	185 00	0 00	0 00	0 00	
		Public Housi	3/26/2024	3/26/2024	1850 Machinery, Equipr	19272	360 90	360 90	0 00	0 00	0 00	
		Public Housi	3/27/2024	3/27/2024	6219 Purchased Service:	19274	200 95	200 95	0 00	0 00	0 00	
Virg's Appliance							**746.85**	**746.85**	**0.00**	**0.00**	**0.00**	
Xcel Energy												
		Public Housi	3/11/2024	3/11/2024	6410 Electricity	868527963	32 53	32 53	0 00	0 00	0 00	Outdoor lighting
Xcel Energy							**32.53**	**32.53**	**0.00**	**0.00**	**0.00**	
Grand Total							**12,155.97**	**11,660.47**	**495.50**	**0.00**	**0.00**	

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23.19MT

Advanced Facilities, LLC
3520 East River Rd NE
Rochester, MN 55906
+15077184290
admin@afbuildingcare.com
www.afbuildingcare.com

ADVANCED FACILITIES
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INVOICE

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

INVOICE # PublicHRA5
DATE 03/29/2024
DUE DATE 04/28/2024
TERMS Net 30

	DESCRIPTION	AMOUNT
Monthly Maintenance Fee	March 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**

RCHRA annual inspections and City of Faribault rental inspections in the first quarter of 2024 have resulted in a wide range of work orders for Public Housing and Robinwood. Any unit/tenant that is not in compliance with the requirements of Rice County HRA and City of Faribault, receive a 'fail' notification with specific tasks and a 30-day notice to remedy the failures. Tyler's responsiveness and broad scope of knowledge in facilities management ensures these work orders required to maintain requirements of the RCHRA and City of Faribault are completed in a timely fashion and quality manner, completed by the unit/tenant's reinspection date. Amongst the work orders submitted from the inspections, priority is given to tenant work orders submitted daily.In the last month, Tyler has performed 18 (Robinwood) and 54 (Public Housing) site-specific work orders in addition to daily and weekly preventative maintenance.

*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%.

Work Order Report

Filters: Public Housing HRA

ADVANCED FACILITIES
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Entry Date	End Date	Incident Type	Assigned To	Description
3/04/2024	3/04/2024	Maintenance	TDRAKE	900A Spring Road - (1 of 2) stovetop is not working
3/04/2024	3/04/2024	Maintenance	TDRAKE	900A Spring Road - (2 of 2) garage door doesn't open
3/05/2024	3/05/2024	Maintenance	TDRAKE	621 Hulet Avenue - (1 of 3) kitchen cabinet is broken
3/05/2024	3/08/2024	Plumbing	TDRAKE	621 Hulet Avenue - (2 of 3) showerhead does not stop dripping
3/05/2024	3/05/2024	Plumbing	TDRAKE	621 Hulet Avenue - (3 of 3) tub drain is clogged
3/05/2024	1/01/1900	Appliances	TDRAKE	20 14th Street NE - oven/stovetop not working
3/06/2024	3/06/2024	Plumbing	TDRAKE	1814 Shumway Avenue - toilet leak
3/08/2024	3/13/2024	Maintenance	TDRAKE	1520 Western Avenue - missing light switch covers
3/08/2024	3/08/2024	Maintenance	TDRAKE	1526 Western Avenue - faucet handle broken
3/08/2024	3/11/2024	Plumbing	TDRAKE	1808 Shumway Avenue - faucet is broken
3/15/2024	3/15/2024	Maintenance	TDRAKE	902A Spring Road SW - (1 of 3) kitchen cabinet needs to be replaced
3/15/2024	3/15/2024	Maintenance	TDRAKE	902A Spring Road SW - (2 of 3) upstairs outlet is blown
3/15/2024	3/15/2024	Plumbing	TDRAKE	902A Spring Road SW - (3 of 3) bathroom sink is clogged
3/19/2024	3/19/2024	Window	TDRAKE	Window replacement and window repairs 830 9th Ave SW
3/19/2024	3/19/2024	Window	TDRAKE	Several Window Repairs 9/18/23- 1/19/24
3/25/2024	3/26/2024	Maintenance	TDRAKE	521 Lincoln Avenue - (1 of 2) bathroom fan cover is off
3/25/2024	3/26/2024	Maintenance	TDRAKE	521 Lincoln Avenue - (2 of 2) kitchen cabinet door is broken
3/25/2024	3/26/2024	Appliances	TDRAKE	1808 Shumway Avenue - (1 of 2) burners do not work
3/25/2024	3/26/2024	Appliances	TDRAKE	1808 Shumway Avenue - (1 of 2) control panel on stove is broken
3/26/2024	3/29/2024	Maintenance	TDRAKE	910 SW 1st Street - (1 of 5) fridge drawer is broken
3/26/2024	3/27/2024	Maintenance	TDRAKE	910 SW 1st Street - (2 of 5) hood fan is broken
3/26/2024	3/27/2024	Electrical	TDRAKE	910 SW 1st Street - (3 of 5) living room light is not working
3/26/2024	3/27/2024	Maintenance	TDRAKE	910 SW 1st Street - (4 of 5) broken door handle
3/26/2024	3/27/2024	Window	TDRAKE	910 SW 1st Street - (5 of 5) basement window does not open
3/26/2024	3/27/2024	Electrical	TDRAKE	918 SW 1st Street - (1 of 8) kitchen light not working
3/26/2024	3/27/2024	Plumbing	TDRAKE	918 SW 1st Street - (2 of 8) kitchen sink is leaking
3/26/2024	3/28/2024	Maintenance	TDRAKE	918 SW 1st Street - (4 of 8) broken kitchen drawers
3/26/2024	3/28/2024	Maintenance	TDRAKE	918 SW 1st Street - (5 of 8) missing screen on window
3/26/2024	3/27/2024	Maintenance	TDRAKE	918 SW 1st Street - (6 of 8) loose toilet seat
3/26/2024	3/27/2024	Window	TDRAKE	918 SW 1st Street - (7 of 8) broken window screen
3/26/2024	3/27/2024	Electrical	TDRAKE	918 SW 1st Street - (8 of 8) basement light not working
3/26/2024	3/28/2024	Maintenance	TDRAKE	725 Willow Street - (1 of 5) missing baseboards
3/26/2024	3/28/2024	Electrical	TDRAKE	725 Willow Street - (2 of 5) broken light switch
3/26/2024	3/28/2024	Maintenance	TDRAKE	725 Willow Street - (3 of 5) broken window screen
3/26/2024	3/28/2024	Electrical	TDRAKE	725 Willow Street - (4 of 5) basement light does not work
3/26/2024	3/28/2024	Maintenance	TDRAKE	725 Willow Street - (5 of 5) sheetrock broken
3/26/2024	3/28/2024	Plumbing	TDRAKE	404 NW 13th Street - (1 of 4) low water pressure
3/26/2024	3/28/2024	Maintenance	TDRAKE	404 NW 13th Street - (3 of 4) living room defects
3/26/2024	3/28/2024	Window	TDRAKE	404 NW 13th Street - (4 of 4) window does not shut
3/26/2024	3/29/2024	Window	TDRAKE	1812 Shumway Avenue - window is broken
3/26/2024	3/29/2024	Appliances	TDRAKE	408 NW 13th Street - (1 of 5) refrigerator does not maintain cool temp
3/26/2024	3/29/2024	Appliances	TDRAKE	408 NW 13th Street - (2 of 5) refrigerator light does not work
3/26/2024	3/29/2024	Maintenance	TDRAKE	408 NW 13th Street - (3 of 5) toilet seat is loose
3/26/2024	3/29/2024	Maintenance	TDRAKE	408 NW 13th Street - (4 of 5) garage door does not lock and/or close
3/26/2024	3/29/2024	Plumbing	TDRAKE	408 NW 13th Street - (5 of 5) low water pressure
3/26/2024	3/27/2024	Appliances	TDRAKE	900A Spring Road - (1 of 3) 'burner on' light does not work
3/26/2024	3/27/2024	Appliances	TDRAKE	900A Spring Road - (2 of 3) burner does not shut off
3/26/2024	3/26/2024	Maintenance	TDRAKE	918 SW 1st Street - (3 of 8) broken kitchen cabinets
3/26/2024	3/26/2024	Maintenance	TDRAKE	404 NW 13th Street - (2 of 4) floor damage
3/26/2024	3/26/2024	Maintenance	TDRAKE	900C Spring Road - large hole next to tub
3/29/2024	3/29/2024	Plumbing	TDRAKE	725 Willow Street - clogged toilet
3/29/2024	3/29/2024	Maintenance	TDRAKE	1319 NW 7th Street - breaker outage
3/29/2024	3/29/2024	Appliances	TDRAKE	900A Spring Road - stove burner not working

23.19 total time

3/29/2024	3/29/2024	Maintenance	TDRAKE	523 West Division Street - water line from washer is leaking

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, dire+B41:J67ction, 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 completeion with site leaders and management.

ADVANCED FACILITIES
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Invoice #	INV12635
Date	03/19/2024

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

Bill To:	**Ship To:**
Public Housing HRA Public Housing HRA 208 1st Avenue NW Faribault , MN 55021 USA	Public Housing HRA Public Housing HRA 208 1st Avenue NW Faribault, MN 55021 USA

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

HRS/QTY	DESCRIPTION	DATE	UNIT PRICE	EXT. PRICE
1.00	*REG LABOR - Window replacement and window repairs 830 9th Ave SW*	*03/19/2024*	*$4,025.00*	*$4,025.00*
			SUBTOTAL	$4,025.00
			Invoice Total	**$4,025.00**

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
CARING FOR YOUR INVESTMENT

Work Order: 100980

Status: Closed

Entered: 3/29/2024 12:33 PM
Requested: 3/22/2024 11:34 AM
Started: 3/29/2024 2:37 PM
Finished: 3/29/2024 2:47 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/29/2024 14:39 CST TDRAKE
Shut off valve went bad and was leaking

03/29/2024 12:33 RJOHNSON
Tenant states the water line from the washer is leaking slowly.

Solution Notes

Jeff called Fbo plumbing and they came out and fixed it

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/29/2024 2:37 PM	T&M		0.00	0.00	0.16666666666667	0.17
		Totals:	**0.00**	**0.00**	**0.166666666666667**	**0.17**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100979
Status: Closed

Entered: 3/29/2024 12:31 PM
Requested: 3/21/2024 1:11 PM

Started: 3/29/2024 12:42 PM
Finished: 3/29/2024 12:52 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/29/2024 12:44 CST TDRAKE
Virg said the connectors on the burners were dirty

03/29/2024 12:32 RJOHNSON
Stove burners not working. When tenant turns them off they stay on.

Solution Notes

Jeff called Virg and he came and cleaned the connectors on the burners. Burners turn off and no as should.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/29/2024 12:42 PM	T&M		0.00	0.00	0.166666666666667	0.17
		Totals:	**0.00**	**0.00**	**0.166666666666667**	**0.17**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100977
Status: Closed

Entered: 3/29/2024 12:28 PM
Requested: 3/27/2024 9:30 PM

Started: 3/29/2024 12:35 PM
Finished: 3/29/2024 2:35 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:	Serial:	
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/29/2024 12:40 CST TDRAKE
2nd level bathroom toilet was clogged and backed up, flooding kitchen and basement

03/29/2024 12:29 RJOHNSON
EMERGENCY WORK ORDER. Tenant's toilet was clogged.

Solution Notes

Unclogged toilet and retightened bolts that hold toilet to the floor bc they were loose. Recaulk around the toilet and cleaned up the water. Flushes and works as should.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/29/2024 12:35 PM	T&M		0.33	0.33	1.33333333333333	2.00
		Totals:	**0.33**	**0.33**	**1.3333333333333333**	**2.00**
		Total Travel Hours:		**0.67**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100978
Status: Closed

Entered: 3/29/2024 12:30 PM
Requested: 3/20/2024 3:50 PM

Started: 3/29/2024 2:50 PM
Finished: 3/29/2024 3:05 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/29/2024 14:52 CST TDRAKE
Breaker popped

03/29/2024 12:31 RJOHNSON
Fridge and microwave not working due to possible breaker outage.

Solution Notes

By the time Jeff got there the tenants already flipped the breaker back on.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/29/2024 2:50 PM	T&M		0.08	0.08	0.083333333333333333	0.25
		Totals:	**0.08**	**0.08**	**0.083333333333333333**	**0.25**
		Total Travel Hours:		**0.17**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100959
Status: Closed

Entered: 3/26/2024 3:11 PM
Requested: 3/26/2024 3:11 PM

Started: 3/27/2024 11:09 AM
Finished: 3/27/2024 11:19 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/27/2024 11:10 CST TDRAKE
Jeff called Virg on Monday and he went and fixed it

03/26/2024 15:11 RJOHNSON
RCHRA Inspection - the 'burner on' light does not work
3
You have permission to enter.

Solution Notes

Jeff called Virg on Monday 3/25/24 and he went and fixed it

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/27/2024 11:09 AM	T&M		0.00	0.00	0.166666666666667	0.17
		Totals:	**0.00**	**0.00**	**0.166666666666667**	**0.17**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100960
Status: Closed

Entered: 3/26/2024 3:12 PM
Requested: 3/26/2024 3:12 PM
Started: 3/27/2024 11:09 AM
Finished: 3/27/2024 11:19 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:	Serial:	
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/27/2024 11:08 CST TDRAKE
Jeff called Virg on Monday and he went and fixed it

03/26/2024 15:12 RJOHNSON
RCHRA Inspection - right rear burner does not shut off.
[illegible]
You have permission to enter.

Solution Notes

Jeff called Virg on Monday and he went and fixed it

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/27/2024 11:09 AM	T&M		0.00	0.00	0.16666666666667	0.17
		Totals:	**0.00**	**0.00**	**0.166666666666667**	**0.17**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100957
Status: Closed

Entered: 3/26/2024 3:09 PM
Requested: 3/26/2024 3:09 PM

Started: 3/29/2024 2:40 PM
Finished: 3/29/2024 3:15 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/29/2024 14:46 CST TDRAKE
Bottom wheel on one side of door was off the track and was half way out and wedge the door closed so it wasn't opening correctly

**Upon arrival door was closed and locked.

03/26/2024 15:09 RJOHNSON
RCHRA Inspection - garage door does not lock and/or close.
You have permission to enter.

Solution Notes

Pushed wheel back into the proper position and back on the track. Opened and closed as should. Checked the handle and cable and no damage, works as should.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/29/2024 2:40 PM	T&M		0.08	0.08	0.41666666666667	0.58
		Totals:	**0.08**	**0.08**	**0.416666666666667**	**0.58**
		Total Travel Hours:		**0.17**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100958
Status: Closed

Entered: 3/26/2024 3:09 PM
Requested: 3/26/2024 3:09 PM

Started: 3/29/2024 11:55 AM
Finished: 3/29/2024 5:05 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/29/2024 11:57 CST TDRAKE
Clogged aerator in 3rd level bathroom sink making it seem like low pressure

03/26/2024 15:10 RJOHNSON
RCHRA Inspection - low water pressure in bathroom.

You have permission to enter.

Solution Notes

Replaced with a new one. Water pressure is good and runs as should.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/29/2024 11:55 AM	T&M		0.08	0.08	5	5.17
		Totals:	**0.08**	**0.08**	**5**	**5.17**
		Total Travel Hours:		**0.17**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100956
Status: Closed

Entered: 3/26/2024 3:08 PM
Requested: 3/26/2024 3:08 PM

Started: 3/29/2024 11:59 AM
Finished: 3/29/2024 12:14 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:	Serial:	
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/29/2024 11:59 CST TDRAKE
Loose toilet seat

03/26/2024 15:08 RJOHNSON
RCHRA Inspection - bathroom toilet seat is loose.

You have permission to enter.

Solution Notes

Tightened plastic screws on the bottom of seat

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/29/2024 11:59 AM	T&M		0.08	0.08	0.083333333333333333	0.25
		Totals:	**0.08**	**0.08**	**0.083333333333333333**	**0.25**
		Total Travel Hours:		**0.17**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100955
Status: Closed

Entered: 3/26/2024 3:07 PM
Requested: 3/26/2024 3:07 PM

Started: 3/29/2024 12:01 PM
Finished: 3/29/2024 12:16 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/29/2024 12:01 CST TDRAKE
Burnt bulb in fridge

03/26/2024 15:07 RJOHNSON
RCHRA Inspection - light inside fridge does not work.
K
You have permission to enter.

Solution Notes

Replaced with new light bulb. Works as should

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/29/2024 12:01 PM	T&M		0.08	0.08	0.08333333333333333	0.25
		Totals:	**0.08**	**0.08**	**0.0833333333333333333**	**0.25**
		Total Travel Hours:		**0.17**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100952
Status: VendorRequested

Entered: 3/26/2024 3:02 PM
Requested: 3/26/2024 3:02 PM

Started: 3/28/2024 8:30 AM
Finished: 1/01/1900 12:00 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

03/26/2024 15:03 RJOHNSON
RCHRA Inspection - large hole next to tub

You have permission to enter.

Solution Notes

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/28/2024 8:30 AM	T&M		0.00	0.00	0	0.00
		Totals:	**0.00**	**0.00**	**0**	**0.00**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100954
Status: Closed

Entered: 3/26/2024 3:03 PM
Requested: 3/26/2024 3:03 PM

Started: 3/29/2024 12:02 PM
Finished: 3/29/2024 12:17 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/29/2024 12:05 CST TDRAKE
Fridge was on the warmest setting,making it not as cold as it should be

03/26/2024 15:07 RJOHNSON
RCHRA Inspection - fridge does not maintain temperature

You have permission to enter.

Solution Notes

Adjusted fridge setting to proper temp. Went and did cpl other jobs in the house, checked it before I left and it was already getting colder. No one was home so I couldn't explain how the settings work to them.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/29/2024 12:02 PM	T&M		0.08	0.08	0.083333333333333333	0.25
		Totals:	**0.08**	**0.08**	**0.083333333333333333**	**0.25**
		Total Travel Hours:		**0.17**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100950
Status: Closed

Entered: 3/26/2024 2:56 PM
Requested: 3/26/2024 2:56 PM

Started: 3/28/2024 1:16 PM
Finished: 3/28/2024 1:41 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/28/2024 13:18 CST TDRAKE
Loose crank handle and hardware on window making it on shut all the way

03/26/2024 14:57 RJOHNSON
RCHRA Inspection - the window in bedroom #1 does not shut.
|
You do not have permission to enter.

Solution Notes

Tightened up the set screw on the handle and hardware on window and it opens/closes and locks as should

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/28/2024 1:16 PM	T&M		0.08	0.08	0.25	0.42
		Totals:	**0.08**	**0.08**	**0.25**	**0.42**
		Total Travel Hours:		**0.17**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100951
Status: Closed

Entered: 3/26/2024 2:57 PM
Requested: 3/26/2024 2:57 PM

Started: 3/29/2024 11:27 AM
Finished: 3/29/2024 12:06 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/29/2024 11:30 CST TDRAKE
***No broken windows upon arrival. Living room doesn't have windows besides the patio door, and wasn't damaged or broken and the screen was attached with no damages

Kitchen window screen was torn

03/26/2024 14:58 RJOHNSON
RCHRA Inspection - living room window is broken and no screen is found.

You have permission to enter.

Solution Notes

Brought window screen back to the shop and fixed it and returned to tenants house and installed screen. Works as should

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/29/2024 11:27 AM	T&M		0.20	0.20	0.25	0.65
		Totals:	**0.20**	**0.20**	**0.25**	**0.65**
		Total Travel Hours:		**0.40**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100948
Status: VendorRequested

Entered: 3/26/2024 2:49 PM
Requested: 3/26/2024 2:49 PM

Started: 3/27/2024 3:00 PM
Finished: 1/01/1900 12:00 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/28/2024 13:26 CST TDRAKE
Film on one tile in bedroom is peeled off

One tile in the living room has a hole in it about 1/4 inch deep

Will call Sam at Fbo Interiors and get a couple matching tiles to replace them

03/26/2024 14:50 RJOHNSON
RCHRA Inspection - noted their is floor damage but did not specify what kind of damage.

You do not have permission to enter.

Solution Notes

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/27/2024 3:00 PM	T&M		0.00	0.00	0	0.00
		Totals:	**0.00**	**0.00**	**0**	**0.00**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100949
Status: Closed

Entered: 3/26/2024 2:51 PM
Requested: 3/26/2024 2:51 PM

Started: 3/28/2024 1:19 PM
Finished: 3/28/2024 1:39 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/28/2024 13:20 CST TDRAKE
No defects on living room walls

03/26/2024 14:56 RJOHNSON
RCHRA Inspection - noted their are wall defects in living room
k
You do not have permission to enter.

Solution Notes

No wall defects on living room walls

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/28/2024 1:19 PM	T&M		0.08	0.08	0.166666666666667	0.33
		Totals:	**0.08**	**0.08**	**0.166666666666667**	**0.33**
		Total Travel Hours:		**0.17**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100946
Status: Closed

Entered: 3/26/2024 2:36 PM
Requested: 3/26/2024 2:36 PM

Started: 3/28/2024 10:51 AM
Finished: 3/28/2024 11:21 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/28/2024 10:58 CST TDRAKE
Hole in the wall in the living room behind the entry door due to door handle swinging open to hard and fast

**no Sheetrock damage in entry closet

03/26/2024 14:44 RJOHNSON
Tenant states the sheetrock is broken in the entryway closet.

You do not have permission to enter.

Solution Notes

Went back to the shop to look for plastic wall plate pucks, didn't have any so I ran to ace and picked 2 up and returned to tenants house and installed one.

I didn't patch it bc it's going to keep happening.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/28/2024 10:51 AM	T&M		0.08	0.08	0.33333333333333333	0.50
		Totals:	**0.08**	**0.08**	**0.3333333333333333333**	**0.50**
		Total Travel Hours:		**0.17**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100947
Status: Closed

Entered: 3/26/2024 2:48 PM
Requested: 3/26/2024 2:48 PM

Started: 3/28/2024 1:21 PM
Finished: 3/28/2024 1:36 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/28/2024 13:23 CST TDRAKE
Aerator on bathroom sink was corroded making it seem like there was low pressure

03/26/2024 14:49 RJOHNSON
RCHRA Inspection - low water pressure in bathroom

You do not have permission to enter.

Solution Notes

Replaced with new one and water runs and drains as should

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/28/2024 1:21 PM	T&M		0.00	0.08	0.16666666666667	0.25
		Totals:	**0.00**	**0.08**	**0.166666666667**	**0.25**
		Total Travel Hours:		**0.08**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100944
Status: Closed

Entered: 3/26/2024 2:29 PM
Requested: 3/26/2024 2:29 PM

Started: 3/28/2024 11:55 AM
Finished: 3/28/2024 12:22 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/28/2024 11:56 CST TDRAKE
Bedroom had a torn window screen

3/28/2024 10:59 CST TDRAKE
Fixing screen at the shop will install on 3/29/24

03/26/2024 14:29 RJOHNSON
RCHRA Inspection - broken window screen in right bedroom

You do not have permission to enter.

Solution Notes

Brought it back to shop and recut new piece and put it back together and went back to tenants house and installed. Works as should

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/28/2024 11:55 AM	T&M		0.10	0.10	0.25	0.45
		Totals:	**0.10**	**0.10**	**0.25**	**0.45**
		Total Travel Hours:		**0.20**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100945
Status: Closed

Entered: 3/26/2024 2:30 PM
Requested: 3/26/2024 2:30 PM
Started: 3/28/2024 10:48 AM
Finished: 3/28/2024 10:59 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/28/2024 10:50 CST TDRAKE
.

3/28/2024 10:49 CST TDRAKE
Missing light bulb at the top of basement stairs

03/26/2024 14:30 RJOHNSON
RCHRA Inspection - basement light does not work.

You do not have permission to enter.

Solution Notes

Replaced with new light bulb. Turns on and off as should.

**Additional light in basement not working bc of no light bulb but I didn't have a work order for it.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/28/2024 10:48 AM	T&M		0.05	0.05	0.083333333333333333	0.18
		Totals:	**0.05**	**0.05**	**0.083333333333333333**	**0.18**
		Total Travel Hours:		**0.10**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100942
Status: Closed

Entered: 3/26/2024 2:22 PM
Requested: 3/26/2024 2:22 PM

Started: 3/28/2024 10:39 AM
Finished: 3/28/2024 11:15 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/28/2024 10:41 CST TDRAKE
3 missing spots of vinyl trim. 2 in living room and one on the second floor.

03/26/2024 14:25 RJOHNSON
RCHRA Inspection - living room is missing baseboards

You do not have permission to enter.

Solution Notes

Cut and glued 3 new pieces of matching colored vinyl trim in all 3 spots

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/28/2024 10:39 AM	T&M		0.05	0.05	0.5	0.60
		Totals:	**0.05**	**0.05**	**0.5**	**0.60**
		Total Travel Hours:		**0.10**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100943
Status: Closed

Entered: 3/26/2024 2:25 PM
Requested: 3/26/2024 2:25 PM

Started: 3/28/2024 10:43 AM
Finished: 3/28/2024 11:00 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/28/2024 10:47 CST TDRAKE
Light bulb on 3rd floor was burnt out

*** All kitchen light switches would as should

03/26/2024 14:28 RJOHNSON
RCHRA Inspection - broken light switch in kitchen

You do not have permission to enter.

Solution Notes

Ran back to the shop to grab a light bulb. Reinstalled new light bulb, light turns on and off as should. Bc the bulb was burnt out they thought the switches were

*** All kitchen light switches would as should

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/28/2024 10:43 AM	T&M		0.10	0.10	0.083333333333333333	0.28
		Totals:	**0.10**	**0.10**	**0.083333333333333333**	**0.28**
		Total Travel Hours:		**0.20**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100940
Status: Closed

Entered: 3/26/2024 2:20 PM
Requested: 3/26/2024 2:20 PM

Started: 3/27/2024 12:46 PM
Finished: 3/27/2024 1:02 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:	Serial:	
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/27/2024 12:47 CST TDRAKE
.

3/27/2024 12:46 CST TDRAKE
No broken screens in upstairs rooms

03/26/2024 14:21 RJOHNSON
RCHRA Inspection - upstairs window has a broken screen

You have permission to enter.

Solution Notes

No broken screens in upstairs rooms

**Didn't mean to hit vender requested

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/27/2024 12:46 PM	T&M		0.05	0.05	0.16666666666667	0.27
		Totals:	**0.05**	**0.05**	**0.166666666667**	**0.27**
		Total Travel Hours:		**0.10**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100941
Status: Closed

Entered: 3/26/2024 2:21 PM
Requested: 3/26/2024 2:21 PM

Started: 3/27/2024 12:41 PM
Finished: 3/27/2024 12:57 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:	Serial:	
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/27/2024 12:44 CST TDRAKE
Basement light bulb burnt out

03/26/2024 14:22 RJOHNSON
RCHRA Inspection - basement light not working.

You have permission to enter.

Solution Notes

Replaced with new light bulb. Turns off and on as should.

**Stairwell light going to basement wasn't working either. Took bowl off and tightened it up, replaced bowl to light and it turns off and on as should.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/27/2024 12:41 PM	T&M		0.05	0.05	0.16666666666667	0.27
		Totals:	**0.05**	**0.05**	**0.166666666667**	**0.27**
		Total Travel Hours:		**0.10**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100938
Status: Closed

Entered: 3/26/2024 2:18 PM
Requested: 3/26/2024 2:18 PM

Started: 3/28/2024 12:09 PM
Finished: 3/28/2024 12:36 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/28/2024 12:11 CST TDRAKE
Window screen in kitchen window was torn

3/27/2024 12:49 CST TDRAKE
Fixing screen at shop will install on 3/29/24

03/26/2024 14:19 RJOHNSON
RCHRA Inspection - the living room window is missing a screen.
|
You have permission to enter.

Solution Notes

Brought it back to the shop to fix. Cut and installed in piece, returned to tenants apartment and installed. Works as should

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/28/2024 12:09 PM	T&M		0.10	0.10	0.25	0.45
		Totals:	**0.10**	**0.10**	**0.25**	**0.45**
		Total Travel Hours:		**0.20**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100939
Status: Closed

Entered: 3/26/2024 2:19 PM
Requested: 3/26/2024 2:19 PM

Started: 3/27/2024 12:48 PM
Finished: 3/27/2024 12:59 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:	Serial:	
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/27/2024 12:48 CST TDRAKE
Loose toilet seat

03/26/2024 14:20 RJOHNSON
RCHRA Inspection - upstairs bathroom has a loose toilet seat
I
You have permission to enter.

Solution Notes

Tightened up plastic nuts underneath seat. Works as should

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/27/2024 12:48 PM	T&M		0.05	0.05	0.083333333333333333	0.18
		Totals:	**0.05**	**0.05**	**0.083333333333333333**	**0.18**
		Total Travel Hours:		**0.10**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100936
Status: VendorRequested

Entered: 3/26/2024 2:16 PM
Requested: 3/26/2024 2:16 PM

Started: 3/27/2024 11:00 AM
Finished: 1/01/1900 12:00 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/27/2024 12:52 CST TDRAKE
Fixing one cabinet door at the shop and will install on 3/29/24

03/26/2024 14:17 RJOHNSON
RCHRA Inspection - broken kitchen cabinets

You have permission to enter.

Solution Notes

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/27/2024 11:00 AM	T&M		0.00	0.00	0	0.00
		Totals:	**0.00**	**0.00**	**0**	**0.00**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100937
Status: Closed

Entered: 3/26/2024 2:17 PM
Requested: 3/26/2024 2:17 PM

Started: 3/28/2024 12:12 PM
Finished: 3/28/2024 1:54 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/28/2024 12:16 CST TDRAKE
Drawer 1 was off tracks
Drawer 2 face frame was broke and tracks were hanging off the drawer

3/27/2024 12:51 CST TDRAKE
Fixing one drawer and one cabinet door at the shop will install on 3/29/24

03/26/2024 14:18 RJOHNSON
RCHRA Inspection - broken kitchen drawers

You have permission to enter.

Solution Notes

I put Drawer one back on its tracks and opens and closes and should.
I took drawer 2 back to the shop with me and tried fixing it but couldn't so I had to rebuild the drawer. Measure and cut pieces, glued and screwed everything together and reinstalled face frame and tracks. Returned to tenants apartment and installed drawer 2, opens and closes as should.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/28/2024 12:12 PM	T&M		0.10	0.10	1.5	1.70
		Totals:	**0.10**	**0.10**	**1.5**	**1.70**
		Total Travel Hours:		**0.20**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100934
Status: Closed

Entered: 3/26/2024 2:14 PM
Requested: 3/26/2024 2:14 PM

Started: 3/27/2024 12:58 PM
Finished: 3/27/2024 1:09 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/27/2024 12:58 CST TDRAKE
All kitchen lights work as should

03/26/2024 14:15 RJOHNSON
RCHRA Inspection - kitchen light is not working
|
You have permission to enter.

Solution Notes

All kitchen lights work as should

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/27/2024 12:58 PM	T&M		0.05	0.05	0.083333333333333333	0.18
		Totals:	**0.05**	**0.05**	**0.083333333333333333**	**0.18**
		Total Travel Hours:		**0.10**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100935
Status: Closed

Entered: 3/26/2024 2:15 PM
Requested: 3/26/2024 2:15 PM
Started: 3/27/2024 12:53 PM
Finished: 3/27/2024 1:24 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:	Serial:	
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/27/2024 12:57 CST TDRAKE
.

3/27/2024 12:56 CST TDRAKE
Kitchen sink was clogged

**Kitchen sink was not leaking

03/26/2024 14:16 RJOHNSON
RCHRA Inspection - kitchen sink is leaking.
I
You have permission to enter.

Solution Notes

Took pvc piping apart under the sink and pulled out a bunch of hair and sticks and food. Checked all the fittings and washers they were all fine. Ran chemicals through it and drains as should. No leaks.

**Kitchen sink was not leaking

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/27/2024 12:53 PM	T&M		0.05	0.05	0.41666666666667	0.52
		Totals:	**0.05**	**0.05**	**0.416666666666667**	**0.52**
		Total Travel Hours:		**0.10**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100932
Status: Closed

Entered: 3/26/2024 2:12 PM
Requested: 3/26/2024 2:12 PM

Started: 3/27/2024 10:46 AM
Finished: 3/27/2024 11:03 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:	Serial:	
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/27/2024 10:48 CST TDRAKE
All 3 door handles were fine. It was a missing crank handle for one of the bedroom windows

03/26/2024 14:13 RJOHNSON
RCHRA Inspection - middle bedroom has a broken door handle.

You have permission to enter.

Solution Notes

Had to come back to the shop and grab a handle and went back to the tenants apt and replaced it.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/27/2024 10:46 AM	T&M		0.10	0.10	0.083333333333333333	0.28
		Totals:	**0.10**	**0.10**	**0.083333333333333333**	**0.28**
		Total Travel Hours:		**0.20**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100933
Status: Closed

Entered: 3/26/2024 2:13 PM
Requested: 3/26/2024 2:13 PM

Started: 3/27/2024 8:53 AM
Finished: 3/27/2024 9:04 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/27/2024 08:55 CST TDRAKE
Open and closes as should.

03/26/2024 14:14 RJOHNSON
RCHRA Inspection - basement window does not open.

You have permission to enter.

Solution Notes

Nothing is wrong with basement window. Screens are fine and opens/closes and locks as should.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/27/2024 8:53 AM	T&M		0.05	0.05	0.083333333333333333	0.18
		Totals:	**0.05**	**0.05**	**0.083333333333333333**	**0.18**
		Total Travel Hours:		**0.10**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100930
Status: Closed

Entered: 3/26/2024 1:51 PM
Requested: 3/26/2024 1:51 PM

Started: 3/27/2024 9:05 AM
Finished: 3/27/2024 9:16 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:	Serial:	
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/27/2024 09:06 CST TDRAKE
Fan on hood range works on all settings. Light bulb was burnt out.

03/26/2024 14:10 RJOHNSON
RCHRA Inspection - stove fan is broken

You have permission to enter.

Solution Notes

Took out old bulb and replaced it with a new one.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/27/2024 9:05 AM	T&M		0.05	0.05	0.083333333333333333	0.18
		Totals:	**0.05**	**0.05**	**0.083333333333333333**	**0.18**
		Total Travel Hours:		**0.10**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100931
Status: Closed

Entered: 3/26/2024 2:12 PM
Requested: 3/26/2024 2:12 PM

Started: 3/27/2024 9:03 AM
Finished: 3/27/2024 9:14 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:	Serial:	
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/27/2024 09:04 CST TDRAKE
No light in living room bc there's no light fixture in these styles of living rooms.

03/26/2024 14:12 RJOHNSON
RCHRA Inspection - living room light is not working.
;
You have permission to enter.

Solution Notes

Tenant will have to purchase lamps and plug them in, in the living room if they want lighting.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/27/2024 9:03 AM	T&M		0.05	0.05	0.083333333333333333	0.18
		Totals:	**0.05**	**0.05**	**0.083333333333333333**	**0.18**
		Total Travel Hours:		**0.10**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100924
Status: Closed

Entered: 3/25/2024 3:15 PM
Requested: 3/25/2024 3:15 PM

Started: 3/26/2024 10:00 AM
Finished: 3/26/2024 10:10 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/29/2024 08:03 CST TDRAKE
.

3/26/2024 11:17 CST TDRAKE
Burners were just dirty and control panel is bad parts will be in on Thursday, Virg will fix it

3/26/2024 10:00 CST TDRAKE
Virg is going to look at it today and let me know

03/25/2024 15:16 RJOHNSON
During inspection with RCHRA it was noted the control panel on the stove is broken.

You have permission to enter.

Solution Notes

Virg ordered parts and installed and fixed stove on 3/28/24

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/26/2024 10:00 AM	T&M		0.00	0.00	0.16666666666667	0.17
		Totals:	**0.00**	**0.00**	**0.166666666667**	**0.17**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100929
Status: Closed

Entered: 3/26/2024 1:49 PM
Requested: 3/26/2024 1:49 PM

Started: 3/29/2024 8:02 AM
Finished: 3/29/2024 8:12 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/29/2024 08:02 CST TDRAKE
.

3/29/2024 08:01 CST TDRAKE
Broken refrigerator drawer

3/27/2024 08:57 CST TDRAKE
Virg will check it out and let me know

03/26/2024 13:51 RJOHNSON
RCHRA Inspection - fridge drawer is broken
;
You have permission to enter.

Solution Notes

Virg ordered the part and fixed it on 3/28/24

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/29/2024 8:02 AM	T&M		0.00	0.00	0.166666666666667	0.17
		Totals:	**0.00**	**0.00**	**0.166666666666667**	**0.17**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100921
Status: Closed

Entered: 3/25/2024 3:01 PM
Requested: 3/25/2024 3:01 PM

Started: 3/26/2024 12:55 PM
Finished: 3/26/2024 1:08 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/26/2024 12:59 CST TDRAKE
Missing top screw in the hinge, making it not open and close correctly

03/25/2024 15:01 RJOHNSON
Tenant states their kitchen cabinet door is off and broken.

You have permission to enter.

Solution Notes

Put a new longer screw in and adjusted it and opens and closes as should

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/26/2024 12:55 PM	T&M		0.07	0.07	0.083333333333333333	0.22
		Totals:	**0.07**	**0.07**	**0.083333333333333333**	**0.22**
		Total Travel Hours:		**0.13**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100923
Status: Closed

Entered: 3/25/2024 3:13 PM
Requested: 3/25/2024 3:13 PM
Started: 3/26/2024 10:01 AM
Finished: 3/26/2024 10:11 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/26/2024 11:18 CST TDRAKE
Connections on the burners were just dirty

3/26/2024 10:01 CST TDRAKE
Virg is going to take a look at it today and let me know

03/25/2024 15:15 RJOHNSON
During inspection with RCHRA it was noted the stovetop burners do not work.

You have permission to enter.

Solution Notes

Virg cleaned them up and work as should.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/26/2024 10:01 AM	T&M		0.00	0.00	0.16666666666667	0.17
		Totals:	**0.00**	**0.00**	**0.166666666666667**	**0.17**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100871
Status: Invoiced

Entered: 3/19/2024 1:58 PM
Requested: 3/19/2024 1:58 PM

Started: 1/01/1900 12:00 AM
Finished: 1/01/1900 12:00 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:	Serial:	
Description:		
Product Line	Version	Product Line

Assigned To:

Severity: REG

Problem Notes

03/19/2024 14:01 JWESTERGARD
Several Window Repairs 9/18/23- 1/19/24
-Inspected window at 1816 Shumway Ave. for second time. The window was operating fine
-Fix lock at 1532 Western Ave, faribault mn
-Fix window 519 Lincoln Ave
Faribault, MN
-Fix window 900 D spring road
Faribault, MN
-Fix window 404 13th Street
Faribault, MN

Solution Notes

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
1/01/1900 12:00 AM			0.00	0.00	0	0.00
		Totals:	**0.00**	**0.00**	**0**	**0.00**
		Total Travel Hours:		**0.00**		

Parts

Item	Description	Qty	Unit Price	Invoice #	Entry Date
REG LABOR	Fix lock at 1532 Western Ave, faribault mn	1.00	$70.00	INV12637	3/19/2024
REG LABOR	Regular Labor	1.00	$245.00	INV12637	3/19/2024
REG LABOR	Fix window at 1319 7th Street NW Faribault, MN	1.00	$105.00	INV12637	3/19/2024
REG LABOR	404 13th Street Faribault, MN	1.00	$140.00	INV12637	3/19/2024
REG LABOR	Inspected window at 1816 Shumway Ave. for second time. The window was operating fine.	1.00	$105.00	INV12637	3/19/2024

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100920
Status: Closed

Entered: 3/25/2024 2:59 PM
Requested: 3/25/2024 2:59 PM

Started: 3/26/2024 12:51 PM
Finished: 3/26/2024 1:04 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/26/2024 12:53 CST TDRAKE
Wasn't missing it was just hanging

03/25/2024 15:00 RJOHNSON
Tenant states their bathroom fan cover is off.

You have permission to enter.

Solution Notes

Made sure springs weren't broke and pushed it back into place

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/26/2024 12:51 PM	T&M		0.07	0.07	0.083333333333333333	0.22
		Totals:	**0.07**	**0.07**	**0.083333333333333333**	**0.22**
		Total Travel Hours:		**0.13**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100864
Status: Closed

Entered: 3/15/2024 10:37 AM
Requested: 3/15/2024 10:37 AM

Started: 3/15/2024 1:59 PM
Finished: 3/15/2024 2:04 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/15/2024 14:03 CST TDRAKE
Upstairs bathroom sink was not clogged. The aerator was bad and spraying water everywhere.

Tenant also stated she didn't say anything about it being clogged to the person she spoke with.

03/15/2024 10:37 RJOHNSON
Tenant reports her bathroom sink is clogged.

507-491-2922 Ashley McBain - Granddaughter (no other contact info provided)
You have permission to enter.

Solution Notes

Replaced with new aerator

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/15/2024 1:59 PM	T&M		0.00	0.00	0.083333333333333333	0.08
		Totals:	**0.00**	**0.00**	**0.083333333333333333**	**0.08**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100869
Status: Invoiced

Entered: 3/19/2024 8:51 AM
Requested: 3/19/2024 8:51 AM

Started: 1/01/1900 12:00 AM
Finished: 1/01/1900 12:00 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:	Serial:	
Description:		
Product Line	Version	Product Line

Assigned To:

Severity: REG

Problem Notes

03/19/2024 08:53 JWESTERGARD
Window replacement and window repairs 830 9th Ave SW

Solution Notes

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
1/01/1900 12:00 AM			0.00	0.00	0	0.00
		Totals:	**0.00**	**0.00**	**0**	**0.00**
		Total Travel Hours:		**0.00**		

Parts

Item	Description	Qty	Unit Price	Invoice #	Entry Date
REG LABOR	Window replacement and window repairs 830 9th Ave SW	1.00	$4,025.00	INV12635	3/19/2024

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100862
Status: Closed

Entered: 3/15/2024 10:15 AM
Requested: 3/15/2024 10:15 AM

Started: 3/15/2024 2:07 PM
Finished: 3/15/2024 2:21 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/15/2024 14:11 CST TDRAKE
2 hinges on the lazy Susan cabinet door were broke.

03/15/2024 10:16 RJOHNSON
Tenant states her kitchen cabinet needs to be replaced.

507-491-2922 Ashley McBain - Granddaughter (no other contact info provided)
You have permission to enter.

Solution Notes

Had to run back to the shop to grab hinges. Removed broken hinges and replaced with new ones, rehung the door and it opens and closes as should.

Again, description notes did not give me the correct info, that's why I had to come back and forth.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/15/2024 2:07 PM	T&M		0.03	0.03	0.16666666666667	0.23
		Totals:	**0.03**	**0.03**	**0.166666666666667**	**0.23**
		Total Travel Hours:		**0.07**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100863
Status: Closed

Entered: 3/15/2024 10:19 AM
Requested: 3/15/2024 10:19 AM

Started: 3/15/2024 2:05 PM
Finished: 3/15/2024 2:15 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/15/2024 14:06 CST TDRAKE
Blown outlet

03/15/2024 10:33 RJOHNSON
Tenant reports her upstairs outlet is blown and there is black marks on the outlet.
|
507-491-2922 Ashley McBain - Granddaughter (no other contact info provided)
You have permission to enter.

Solution Notes

Replaced with new outlet

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/15/2024 2:05 PM	T&M		0.00	0.00	0.16666666666667	0.17
		Totals:	**0.00**	**0.00**	**0.166666666667**	**0.17**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100762
Status: Closed

Entered: 3/08/2024 12:27 PM
Requested: 3/08/2024 12:27 PM

Started: 3/08/2024 2:06 PM
Finished: 3/08/2024 2:58 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/8/2024 14:10 CST TDRAKE
Upstairs bathroom faucet handle was broken off from corrosion. Super old faucet

03/08/2024 12:28 RJOHNSON
Tenant reports the upstairs bathroom faucet handle is off and needs to be replaced. The faucet is not operable at this time.

You have permission to enter.

Solution Notes

Replaced the old faucet with a new one

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/08/2024 2:06 PM	T&M		0.10	0.10	0.666666666666667	0.87
		Totals:	**0.10**	**0.10**	**0.66666666666667**	**0.87**
		Total Travel Hours:		**0.20**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100763
Status: Closed

Entered: 3/08/2024 12:29 PM
Requested: 3/08/2024 12:29 PM

Started: 3/11/2024 10:00 AM
Finished: 3/11/2024 10:42 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:	Serial:	
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/11/2024 10:03 CST TDRAKE
Hot water handle was loose and it was slowly dipping out the faucet.

03/08/2024 12:30 RJOHNSON
Tenant reports the basement faucet needs to be replaced. Tenant has tried repairing it herself once already.

You have permission to enter.

Solution Notes

Checked all seals and handles to make sure nothing else was loose or bad. Ran the water and shut it off a few times to make sure there was no more dripping.

Since I was here and the property is across town, I replaced her basement Co2/smoke detector. Took me 5 min

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/11/2024 10:00 AM	T&M		0.10	0.10	0.5	0.70
		Totals:	**0.10**	**0.10**	**0.5**	**0.70**
		Total Travel Hours:		**0.20**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100749
Status: Closed

Entered: 3/06/2024 1:00 PM
Requested: 3/06/2024 1:00 PM

Started: 3/06/2024 2:50 PM
Finished: 3/06/2024 4:02 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/6/2024 14:54 CST TDRAKE
Leaking water from the Tank to bowl gasket every time you flushed it.

03/06/2024 13:01 RJOHNSON
The toilet is leaking from the tank.
Unit is vacant.

Solution Notes

Tried replacing gasket but toilet was older and tank to bowl bolts and nuts were corroded and rusted together. Ending up replacing with a new toilet.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/06/2024 2:50 PM	T&M		0.10	0.10	1	1.20
		Totals:	**0.10**	**0.10**	**1**	**1.20**
		Total Travel Hours:		**0.20**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100761
Status: Closed

Entered: 3/08/2024 12:26 PM
Requested: 3/08/2024 12:26 PM
Started: 3/13/2024 1:53 PM
Finished: 3/13/2024 2:10 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/13/2024 13:53 CST TDRAKE
.

3/13/2024 13:52 CST TDRAKE
2 broken outlet covers in upstairs bedroom

3/12/2024 14:12 CST TDRAKE
Due to kids still sick I will be going over on 3/13/24 in stall covers

3/11/2024 08:22 CST TDRAKE
Due to sick kids. I will be going over on 3/11/24 to install light switch covers

03/08/2024 12:27 RJOHNSON
Tenant reports the light switch covers in the small upstairs bedroom are missing and she would like them replaced.
April Schuman 507-210-4421

Solution Notes

Replaced with 2 new outlet covers

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/13/2024 1:53 PM	T&M		0.10	0.10	0.083333333333333333	0.28
		Totals:	**0.10**	**0.10**	**0.083333333333333333**	**0.28**
		Total Travel Hours:		**0.20**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100734
Status: Closed

Entered: 3/05/2024 9:51 AM
Requested: 3/05/2024 9:51 AM

Started: 3/05/2024 11:41 AM
Finished: 3/05/2024 11:59 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:	Serial:	
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/5/2024 11:43 CST TDRAKE
No clogged issue.

03/05/2024 09:51 RJOHNSON
Tenant's tub is not draining.

Solution Notes

Ran the water in tub for 5 min straight, no clog. It filled up but drained as should with no issues.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/05/2024 11:41 AM	T&M		0.07	0.07	0.16666666666667	0.30
		Totals:	**0.07**	**0.07**	**0.166666666666667**	**0.30**
		Total Travel Hours:		**0.13**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100743
Status: Closed

Entered: 3/05/2024 1:06 PM
Requested: 3/05/2024 1:06 PM

Started: 1/01/1900 12:00 AM
Finished: 1/01/1900 12:00 AM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

03/05/2024 13:07 RJOHNSON
Rice County inspector says the oven/stovetop does not work.

Solution Notes

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
1/01/1900 12:00 AM			0.00	0.00	0	0.00
		Totals:	**0.00**	**0.00**	**0**	**0.00**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100732
Status: Closed

Entered: 3/05/2024 9:49 AM
Requested: 3/05/2024 9:49 AM

Started: 3/05/2024 11:44 AM
Finished: 3/05/2024 12:02 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/5/2024 11:45 CST TDRAKE
Face frame of kitchen drawer came off drawer

03/05/2024 09:50 RJOHNSON
Tenant states her kitchen cabinet is broken and does not open.
|
You have permission to enter.

Solution Notes

Attached face frame to drawer using new screws opens and closes as should

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/05/2024 11:44 AM	T&M		0.07	0.07	0.16666666666667	0.30
		Totals:	**0.07**	**0.07**	**0.166666666666667**	**0.30**
		Total Travel Hours:		**0.13**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100733
Status: Closed

Entered: 3/05/2024 9:50 AM
Requested: 3/05/2024 9:50 AM

Started: 3/08/2024 12:49 PM
Finished: 3/08/2024 1:12 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/8/2024 12:51 CST TDRAKE
Tenant thought it was leaking because the water didn't stop instantly after shutting water off.

03/05/2024 09:51 RJOHNSON
Tenant states the showerhead does not stop running when it's turned off.

Solution Notes

Ran water and showed her and explained to her how it works.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/08/2024 12:49 PM	T&M		0.07	0.07	0.25	0.38
		Totals:	**0.07**	**0.07**	**0.25**	**0.38**
		Total Travel Hours:		**0.13**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100717
Status: Closed

Entered: 3/04/2024 12:12 PM
Requested: 3/04/2024 12:12 PM

Started: 3/04/2024 3:06 PM
Finished: 3/04/2024 3:16 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/4/2024 15:06 CST TDRAKE
Burners worked just fine.

03/04/2024 12:13 RJOHNSON
Tenant states the heat is turned to low but the stove top heats up very high.

You do not have permission to enter.

Solution Notes

Burners working just fine

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/04/2024 3:06 PM	T&M		0.00	0.00	0.16666666666667	0.17
		Totals:	**0.00**	**0.00**	**0.166666666667**	**0.17**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100718
Status: Closed

Entered: 3/04/2024 12:13 PM
Requested: 3/04/2024 12:13 PM

Started: 3/04/2024 3:04 PM
Finished: 3/04/2024 3:24 PM

Customer: CS-FHRA

Public Housing HRA
Public Housing HRA
208 1st Avenue NW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/4/2024 15:05 CST TDRAKE
Cable that connects to on handle on the inside of garage broke.

03/04/2024 12:14 RJOHNSON
Tenant states the garage door wires are off and the door does not open.

Solution Notes

Cut the old cable of and replaced it with a new cable. Opens and closes as should

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/04/2024 3:04 PM	T&M		0.00	0.00	0.33333333333333333	0.33
		Totals:	**0.00**	**0.00**	**0.33333333333333333**	**0.33**
		Total Travel Hours:		**0.00**		

Payables Aging Report
Period: -04/2024
As of : 04/03/2024

Payee Name	Invoice Notes	Property	Invoice	Due Date	Account	Invoice #	Current	0-30 Owed	31-60 Owed	61-90 Owed	Over 90	Notes
Advanced Facilities												
		Robinwood Manor	3/5/2024	3/5/2024	6212 Repairs & Maintenance	INV12630	116 05	116 05	0 00	0 00	0 00	
		Robinwood Manor	3/8/2024	3/8/2024	6212 Repairs & Maintenance	INV12632	1,370 82	1,370 82	0 00	0 00	0 00	
		Robinwood Manor	3/22/2024	3/22/2024	6212 Repairs & Maintenance	INV12643	481 84	481 84	0 00	0 00	0 00	
		Robinwood Manor	3/29/2024	3/29/2024	6212 Repairs & Maintenance	Robinwood5	4,000 00	4,000 00	0 00	0 00	0 00	
Advanced Facilities							**5,968.71**	**5,968.71**	**0.00**	**0.00**	**0.00**	
Cintas Corp												
		Robinwood Manor	3/21/2024	3/21/2024	7246 Housekeeping Supplies	4187191633	75 57	75 57	0 00	0 00	0 00	
Cintas Corp							**75.57**	**75.57**	**0.00**	**0.00**	**0.00**	
City of Faribault												
		Robinwood Manor	2/9/2024	2/9/2024	6430 Water and Sewer	014197-000 02/09/2024	613 06	0 00	613 06	0 00	0 00	
		Robinwood Manor	3/8/2024	3/8/2024	6430 Water and Sewer	014197-000 03/08/2024	582 00	582 00	0 00	0 00	0 00	
City of Faribault							**1,195.06**	**582.00**	**613.06**	**0.00**	**0.00**	
Creative Planning												
		Robinwood Manor	1/5/2024	1/5/2024	6870 Fees - Legal	1215390	2,100 00	0 00	0 00	2,100 00	0 00	
Creative Planning							**2,100.00**	**0.00**	**0.00**	**2,100.00**	**0.00**	
Fette Electronics												
		Robinwood Manor	3/19/2024	3/19/2024	6212 Repairs & Maintenance	10599	69 79	69 79	0 00	0 00	0 00	
Fette Electronics							**69.79**	**69.79**	**0.00**	**0.00**	**0.00**	
Xcel Energy												
		Robinwood Manor	3/19/2024	4/15/2024	6410 Electricity	869630229	2,051 02	2,051 02	0 00	0 00	0 00	
		Robinwood Manor	3/14/2024	4/10/2024	6410 Electricity	868948534	422 18	422 18	0 00	0 00	0 00	
		Robinwood Manor	3/14/2024	4/10/2024	6420 Gas	868948534	1,053 21	1,053 21	0 00	0 00	0 00	
Xcel Energy							**3,526.41**	**3,526.41**	**0.00**	**0.00**	**0.00**	
Grand Total							**12,935.54**	**10,222.48**	**613.06**	**2,100.00**	**0.00**	

Advanced Facilities, LLC
3520 East River Rd NE
Rochester, MN 55906
+15077184290
admin@afbuildingcare.com
www.afbuildingcare.com

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

INVOICE

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

INVOICE # Robinwood5
DATE 03/29/2024
DUE DATE 04/28/2024
TERMS Net 30

	DESCRIPTION	AMOUNT
Monthly Maintenance Fee	March 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**

RCHRA annual inspections and City of Faribault rental inspections in the first quarter of 2024 have resulted in a wide range of work orders for Public Housing and Robinwood. Any unit/tenant that is not in compliance with the requirements of Rice County HRA and City of Faribault, receive a 'fail' notification with specific tasks and a 30-day notice to remedy the failures. Tyler's responsiveness and broad scope of knowledge in facilities management ensures these work orders required to maintain requirements of the RCHRA and City of Faribault are completed in a timely fashion and quality manner, completed by the unit/tenant's reinspection date. Amongst the work orders submitted from the inspections, priority is given to tenant work orders submitted daily.In the last month, Tyler has performed 18 (Robinwood) and 54 (Public Housing) site-specific work orders in addition to daily and weekly preventative maintenance.

*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%.

Work Order Report

Filters: Robinwood Manor

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Entry Date	End Date	Incident Type	Assigned To	Description
3/05/2024	3/05/2024	Plumbing	TDRAKE	Plumbing Supplies Order 2/25
3/07/2024	3/07/2024	Maintenance	TDRAKE	Maintenance Supply Order 3/1/24
3/08/2024	3/11/2024	Plumbing	TDRAKE	#110 - kitchen sink is clogged
3/11/2024	3/12/2024	Plumbing	TDRAKE	#116 - drains plugged
3/12/2024	3/12/2024	Maintenance	TDRAKE	Dining Room - blinds need to be replaced
3/12/2024	3/12/2024	Plumbing	TDRAKE	#101 - kitchen sink is leaking
3/12/2024	3/12/2024	HVAC	TDRAKE	#211 - unit too warm
3/13/2024	3/13/2024	HVAC	TDRAKE	#211 - (1 of 2) unit still too warm
3/13/2024	3/14/2024	Maintenance	TDRAKE	#211 - (2 of 2) roaches in unit
3/14/2024	3/14/2024	Maintenance	TDRAKE	Main Office - office is too hot
3/14/2024	3/15/2024	Maintenance	TDRAKE	Main Office - security camera screen not working
3/18/2024	3/29/2024	Maintenance	TDRAKE	#213 - entry door squeaks
3/18/2024	3/19/2024	Plumbing	TDRAKE	#218 - kitchen faucet drips
3/19/2024	3/26/2024	Maintenance	TDRAKE	#117 - leak under kitchen sink
3/21/2024	3/21/2024	Maintenance	TDRAKE	HVAC supplies, maintenance supplies order 3/15
3/25/2024	3/26/2024	Maintenance	TDRAKE	#115 - ceiling fan not working
3/25/2024	3/29/2024	Plumbing	TDRAKE	#201 - water heater making loud noise
3/25/2024	3/26/2024	Maintenance	TDRAKE	Dining Room - water fountain filter change

Total time spent
7.083

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 completeion with site leaders and management.

0.33 +
0.08 +
0.17 +
0.5 +
0.33 +
0.17 +
0.08 +
0.25 +
0.25 +
0.67 +
0.5 +
0.67 +
0.58 +
1. +
1.5 +
7.08MT

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100922
Status: Closed

Entered: 3/25/2024 3:02 PM
Requested: 3/25/2024 3:02 PM

Started: 3/26/2024 10:42 AM
Finished: 3/26/2024 11:02 AM

Customer: CS-ROBIN

Robinwood Manor
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/26/2024 10:46 CST TDRAKE
Water filter for drinking fountains was expired

03/25/2024 15:03 RJOHNSON
The water fountain near the community room needs the filter changed. The light is orange.

Solution Notes

Took off the bottom panel of the fountain and turned the water off and replaced expired filter with a new one. Turned water back on and ran water for 2 minutes to purge air and particles from filter. Put the bottom panel back on.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/26/2024 10:42 AM	T&M		0.00	0.00	0.33333333333333333	0.33
		Totals:	**0.00**	**0.00**	**0.3333333333333333**	**0.33**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100919
Status: Closed

Entered: 3/25/2024 2:58 PM
Requested: 3/25/2024 2:58 PM

Started: 3/29/2024 3:45 PM
Finished: 3/29/2024 3:50 PM

Customer: CS-ROBIN

Robinwood Manor
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/29/2024 15:45 CST TDRAKE
Tenant said noise went away

03/25/2024 14:59 RJOHNSON
Tenant states her water heater makes a loud knocking noise when it turns off and on - loud enough for her neighbor to hear it.

You have permission to enter.

Solution Notes

No issue tenant said the noise went away

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/29/2024 3:45 PM	T&M		0.00	0.00	0.083333333333333333	0.08
		Totals:	**0.00**	**0.00**	**0.083333333333333333**	**0.08**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100914
Status: Closed

Entered: 3/25/2024 9:54 AM
Requested: 3/25/2024 9:54 AM

Started: 3/26/2024 2:24 PM
Finished: 3/26/2024 2:34 PM

Customer: CS-ROBIN

Robinwood Manor
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/26/2024 14:26 CST TDRAKE
Nothing wrong.

03/25/2024 09:55 RJOHNSON
Tenant states her ceiling fan is not working. The blades are no longer spinning when she turns it on.

You have permission to enter.

Solution Notes

Turned on just fine when I was messing with it. Turned it on all 3 speeds turned it off and repeated it a few times and it worked as should each time.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/26/2024 2:24 PM	T&M		0.00	0.00	0.16666666666667	0.17
		Totals:	**0.00**	**0.00**	**0.166666666666667**	**0.17**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100897
Status: Invoiced

Entered: 3/21/2024 3:40 PM
Requested: 3/21/2024 3:40 PM

Started: 1/01/1900 12:00 AM
Finished: 1/01/1900 12:00 AM

Customer: CS-ROBIN

Robinwood Manor
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To:

Severity: REG

Problem Notes

03/21/2024 15:44 JWESTERGARD
HVAC supplies, maintenance supplies order 3/15

Solution Notes

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
1/01/1900 12:00 AM			0.00	0.00	0	0.00
		Totals:	**0.00**	**0.00**	**0**	**0.00**
		Total Travel Hours:		**0.00**		

Parts

Item	Description	Qty	Unit Price	Invoice #	Entry Date
PARTS	HVAC supplies, maintenance supplies order 3/15	1.00	$481.84	INV12643	3/21/2024

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100872
Status: Closed

Entered: 3/19/2024 2:35 PM
Requested: 3/19/2024 2:35 PM

Started: 3/26/2024 1:57 PM
Finished: 3/26/2024 2:27 PM

Customer: CS-ROBIN

Robinwood Manor
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021

Item:	Serial:	
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/26/2024 14:11 CST TDRAKE
The basket nut that connects the basket and straight pipe going down was corroded half way off just enough for it to slowly leak when tenant used that side of sink

03/19/2024 14:36 RJOHNSON
Tenant states their is a leak under her kitchen sink that is dripping slowly.

You have permission to enter.

Solution Notes

Took the pvc pipes apart and removed old nut and replaced it with a new basket nut. Cleaned and checked all plastic washers to make sure none were broke. Put piping back together and ran water on both sides checking for any leaks. No leaks, Drains as should

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/26/2024 1:57 PM	T&M		0.00	0.00	0.5	0.50
		Totals:	**0.00**	**0.00**	**0.5**	**0.50**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100867
Status: Closed

Entered: 3/18/2024 8:35 AM
Requested: 3/18/2024 8:35 AM

Started: 3/19/2024 9:55 AM
Finished: 3/19/2024 10:15 AM

Customer: CS-ROBIN

Robinwood Manor
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/19/2024 09:58 CST TDRAKE
Kitchen sink was dripping from faucet spout.

03/18/2024 08:36 RJOHNSON
Tenant states her kitchen faucet drips and does not shut completely off.

You have permission to enter.

Solution Notes

Turned off water and took of faucet and replaced the valve cartridge with a new one. Put everything back together and turned water back on, i ran the water and shut it off a hand full of times and doesn't leak.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/19/2024 9:55 AM	T&M		0.00	0.00	0.33333333333333333	0.33
		Totals:	**0.00**	**0.00**	**0.3333333333333333333**	**0.33**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100866
Status: Closed

Entered: 3/18/2024 8:33 AM
Requested: 3/18/2024 8:33 AM

Started: 3/29/2024 8:05 AM
Finished: 3/29/2024 8:15 AM

Customer: CS-ROBIN

Robinwood Manor
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/29/2024 08:05 CST TDRAKE
.

3/29/2024 08:05 CST TDRAKE
Door has a very small squeak

03/18/2024 08:34 RJOHNSON
Tenants states the entry door to her apartment squeaks. She has already tried WD40.
S
You have permission to enter.

Solution Notes

Greased and used WD40. No more squeaking

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/29/2024 8:05 AM	T&M		0.00	0.00	0.16666666666667	0.17
		Totals:	**0.00**	**0.00**	**0.166666666667**	**0.17**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100860
Status: Closed

Entered: 3/14/2024 1:54 PM
Requested: 3/14/2024 1:54 PM

Started: 3/15/2024 8:24 AM
Finished: 3/15/2024 8:29 AM

Customer: CS-ROBIN

Robinwood Manor
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/15/2024 08:30 CST TDRAKE
Monitor won't turn on.

03/14/2024 13:55 RJOHNSON
The monitor used to display the video/camera footage for the security cameras is not working.
Michele Lane 507-218-6125

Solution Notes

Checked all connections and outlet that everything is plugged into, it works but monitor and black receiver above it won't turn on.
Im not electronically inclined so I have no idea what it could be. I would call fettes.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/15/2024 8:24 AM	T&M		0.00	0.00	0.083333333333333333	0.08
		Totals:	**0.00**	**0.00**	**0.083333333333333333**	**0.08**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100859
Status: Closed

Entered: 3/14/2024 1:53 PM
Requested: 3/14/2024 1:53 PM

Started: 3/14/2024 2:24 PM
Finished: 3/14/2024 2:39 PM

Customer: CS-ROBIN

Robinwood Manor
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/14/2024 14:27 CST TDRAKE
No problem with heat.

03/14/2024 13:54 RJOHNSON
Property Manager states her office is too hot.
Michele Lane 507-218-6125

Solution Notes

Checked the temp dial on register and it was set to low, Wasn't hot at all in there. I just told her to keep the window cracked until the boilers get turned off.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/14/2024 2:24 PM	T&M		0.00	0.00	0.25	0.25
		Totals:	**0.00**	**0.00**	**0.25**	**0.25**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100824
Status: Closed

Entered: 3/13/2024 8:50 AM
Requested: 3/13/2024 8:50 AM

Started: 3/14/2024 12:53 PM
Finished: 3/14/2024 1:08 PM

Customer: CS-ROBIN

Robinwood Manor
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021

Item:	Serial:	
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/14/2024 12:53 CST TDRAKE
.

3/14/2024 12:53 CST TDRAKE
Roaches in apartment

3/13/2024 10:25 CST TDRAKE
Bug busters will be in contact with me today 3/13/24 on a date and time they will be coming to service unit 211.

03/13/2024 08:52 RJOHNSON
Tenant has roaches in unit. Bug Busters will need to be contacted.

Solution Notes

Called bug busters on 3/13/24 and they will be at RW on 3/15/24 between 9-10am to do there treatment

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/14/2024 12:53 PM	T&M		0.00	0.00	0.25	0.25
		Totals:	**0.00**	**0.00**	**0.25**	**0.25**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100823
Status: Closed

Entered: 3/13/2024 8:49 AM
Requested: 3/13/2024 8:49 AM

Started: 3/13/2024 10:21 AM
Finished: 3/13/2024 11:01 AM

Customer: CS-ROBIN

Robinwood Manor
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/13/2024 10:23 CST TDRAKE
I had the wiring in the wrong spot when I hooked it up yesterday

03/13/2024 08:50 RJOHNSON
Tenant states her unit is still 85 degrees and it's too hot to sleep.

You have permission to enter.

Solution Notes

I moved the wires around and waited a half hr and went and checked on it again and the thermostat is working now. It was a old digital thermostat so I didn't have a cross reference to go off of.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/13/2024 10:21 AM	T&M		0.00	0.00	0.666666666666667	0.67
		Totals:	**0.00**	**0.00**	**0.666666666666667**	**0.67**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100788
Status: Closed

Entered: 3/12/2024 10:13 AM
Requested: 3/12/2024 10:13 AM

Started: 3/12/2024 12:36 PM
Finished: 3/12/2024 1:06 PM

Customer: CS-ROBIN

Robinwood Manor
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/12/2024 12:41 CST TDRAKE
Bad thermostat and Water shut off valve was turned off inside the heat register.

03/12/2024 10:15 RJOHNSON
VM from neighboring tenant reports that he disconnected the thermostat and water element in unit 211.
Please make a visit to unit 211 to remedy the issue.

You have permission to enter.

Solution Notes

Turned everything back on and replaced thermostat. Seemed to be cooling down by the time I left. Told her to let us know if nothing changes.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/12/2024 12:36 PM	T&M		0.00	0.00	0.5	0.50
		Totals:	**0.00**	**0.00**	**0.5**	**0.50**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100787
Status: Closed

Entered: 3/12/2024 10:11 AM
Requested: 3/12/2024 10:11 AM

Started: 3/12/2024 11:16 AM
Finished: 3/12/2024 11:56 AM

Customer: CS-ROBIN

Robinwood Manor
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021

Item:	Serial:	
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/12/2024 11:21 CST TDRAKE
Right drain basket on kitchen sink had bad seal and the nut flange was broke.

03/12/2024 10:12 RJOHNSON
Tenant reports her kitchen sink is leaking.
I
You have permission to enter.

Solution Notes

Took pipes apart and removed old basket. Replaced with a new basket and reconnected pipes. Ran water and did drain test. No leaks and drains as should.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/12/2024 11:16 AM	T&M		0.00	0.00	0.666666666666667	0.67
		Totals:	**0.00**	**0.00**	**0.666666666666667**	**0.67**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100786
Status: Closed

Entered: 3/12/2024 10:08 AM
Requested: 3/12/2024 10:08 AM

Started: 3/12/2024 2:09 PM
Finished: 3/12/2024 2:44 PM

Customer: CS-ROBIN

Robinwood Manor
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/12/2024 14:11 CST TDRAKE
Blinds in the common area are missing and some are broke.

03/12/2024 10:10 RJOHNSON
The blinds in the community room need to be replaced.
Work Order submitted by Michele.

Solution Notes

Replaced both windows with new blinds

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/12/2024 2:09 PM	T&M		0.00	0.00	0.583333333333333333	0.58
		Totals:	**0.00**	**0.00**	**0.583333333333333333**	**0.58**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100769
Status: Closed

Entered: 3/11/2024 12:56 PM
Requested: 3/11/2024 12:56 PM

Started: 3/12/2024 7:29 AM
Finished: 3/12/2024 8:29 AM

Customer: CS-ROBIN

Robinwood Manor
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/12/2024 07:30 CST TDRAKE
.

3/11/2024 13:56 CST TDRAKE
Kitchen sink clogged. Tried snaking it and chemicals. Waiting on Flom to call back.

03/11/2024 12:57 RJOHNSON
Tenant reports her sink drains and tub drain are plugged.

Solution Notes

Called Flom and he came and unclogged pipes.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/12/2024 7:29 AM	T&M		0.00	0.00	1	1.00
		Totals:	**0.00**	**0.00**	**1**	**1.00**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100765
Status: Closed

Entered: 3/08/2024 2:48 PM
Requested: 3/08/2024 2:48 PM

Started: 3/11/2024 8:18 AM
Finished: 3/11/2024 9:48 AM

Customer: CS-ROBIN

Robinwood Manor
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To: TDRAKE

Severity: REG

Problem Notes

3/11/2024 08:20 CST TDRAKE
Clogged kitchen sink. Was flushing her coffee grounds down.

03/08/2024 14:49 RJOHNSON
Tenant reports the kitchen sink does not drain. She tried using a plunger.
,
You do not have permission to enter.

Solution Notes

I tried snaking it 2 times and using chemicals both times and it was still clogged. Since I only have a 25 foot snake I had to call in Flom to fix the clog.

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
3/11/2024 8:18 AM	T&M		0.00	0.00	1.5	1.50
		Totals:	**0.00**	**0.00**	**1.5**	**1.50**
		Total Travel Hours:		**0.00**		

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100756

Status: Invoiced

Entered: 3/07/2024 3:44 PM
Requested: 3/07/2024 3:44 PM
Started: 1/01/1900 12:00 AM
Finished: 1/01/1900 12:00 AM

Customer: CS-ROBIN

Robinwood Manor
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021

Item:		Serial:
Description:		
Product Line	Version	Product Line

Assigned To:

Severity: REG

Problem Notes

03/07/2024 15:47 JWESTERGARD
Maintenance Supply Order 3/1/24

Solution Notes

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
1/01/1900 12:00 AM			0.00	0.00	0	0.00
		Totals:	**0.00**	**0.00**	**0**	**0.00**
		Total Travel Hours:		**0.00**		

Parts

Item	Description	Qty	Unit Price	Invoice #	Entry Date
PARTS	Maintenance Supply Order 3/1/24	1.00	$1,370.82	INV12632	3/07/2024

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Work Order: 100731
Status: Invoiced

Entered: 3/05/2024 8:10 AM
Requested: 3/05/2024 8:10 AM

Started: 1/01/1900 12:00 AM
Finished: 1/01/1900 12:00 AM

Customer: CS-ROBIN

Robinwood Manor
Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021

Item:	Serial:	
Description:		
Product Line	Version	Product Line

Assigned To:

Severity: REG

Problem Notes

03/05/2024 08:11 JWESTERGARD
Plumbing Supplies Order 2/25

Solution Notes

Timesheet Details

Start Date	Category	Description of Work	Travel Hours To	Travel Hours From	Labor	Total (hrs)
1/01/1900 12:00 AM			0.00	0.00	0	0.00
		Totals:	**0.00**	**0.00**	**0**	**0.00**
		Total Travel Hours:		**0.00**		

Parts

Item	Description	Qty	Unit Price	Invoice #	Entry Date
PARTS	Plumbing Supplies Order 2/25	1.00	$116.05	INV12630	3/05/2024

ADVANCED FACILITIES
CARING FOR YOUR INVESTMENT

Invoice #	INV12632
Date	03/08/2024

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

Bill To:	**Ship To:**
Robinwood Manor Robinwood Manor 1324 Prairie Avenue SW Faribault , MN 55021 USA	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 - Maintenance Supply Order 3/1/24*	*03/07/2024*	*$1,370.82*	*$1,370.82*

Need Receipt of Materials obtained!!

SUBTOTAL	$1,370.82
Invoice Total	**$1,370.82**

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%.

CREATIVE PLANNING
BUSINESS SERVICES

RECEIVED
MAR 26 2024
City of Faribault
Community Development

Elderly Housing Corporation of Faribault Minnesota, Inc.
208 1st Avenue NW
Faribault, MN 55021

Date: 3/19/2024
Client: 1002150.000

Invoice	Date	Description	Charge	Credit	Balance
		Balance forward as of 1/1/2024			$0.00
1215390	01/05/2024		$2,100.00		$2,100.00
				Current Amount Due	$2,100.00

Accounts Receivable Aging

Current	31 - 60 Days	61 - 90 Days	91 - 120 Days	Over 120 Days	Balance
$0.00	$0.00	$2,100.00	$0.00	$0.00	$2,100.00

PO Box 950459
St. Louis, MO 63159-0459

Please remit payment to our lock box address above.

833-431-2021

The payment in full is due 30 days after services are provided.
A 1% monthly finance charge will be added to balances over 30 days.
A 25% collection fee will be imposed if the outstanding invoice is sent to collections.

Request for Action

TO:	Faribault Housing & Redevelopment Authority
FROM:	David Wanberg, Executive Director
THROUGH:	
MEETING DATE:	April 8, 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 3.4.2024

Growing Up **Healthy**

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

- 1 Energy assistance applications
- 3 Job applications
- 1 drywall
- 1 homes had furnace repairs done.
- 1 leak repaired
- Heat tape events will be starting next month. Link is attached for sign ups. We have 8 volunteers hooray!

* 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.

Mobile Home Recovery

May 2022 through Present
(updates weekly)

Community

Faribault

Interactions	Households	Assessments
213	76	14

Assessments - Specialty Needs Identified

Electrician	1
Electrician and Plumber	3
Pest Control	1
Plumber	1

Interactive dashboard can be found at this LINK!

Request for Action

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

BACKGROUND:

Occupancy at Robinwood is at 94% with 3 vacant units being turned over. Staff continues to work on the waiting list to fill the units.

REQUESTED ACTION:

Receive and file as presented.

ATTACHMENTS:

1. 2024.02 Robinwood Manor- Executive Summary
2. 2024.02 City of Faribault-Robinwood Manor_Redacted

CORNERSTONE
Creating Healthy Communities

Executive Summary for City of Faribault- Robinwood Manor
February 2024

Overview

- *Total operating income was $44,077 for February.*
- *Net Income for the month is $24,358.*
- *Occupancy for February is at 94% with 3 vacant units.*

Financial Summary

	Current Month	Budget	Variance (+/-)	YTD Total	YTD Budget	Variance (+/-)
Total Revenue	45,321	45,321	0	93,124	93,124	0
Operating Expenses	-17,631	-17,631	0	-38,484	-38,484	0
Other Income	0	0	0	0	0	0
Other Expenses (Debt Service)	-3,330	-3,330	0	-7,004	-7,004	0
Net Income	24,358	24,358	0	47,634	47,634	0

	Total Aged			Operating Acct Bal
Total Accounts Receivable	8,435		**Beginning Cash**	1,219,921
Total Accounts Payable	8,558		**Ending Cash**	1,171,010
			Cash Flow	-48,911

Narrative:

- *The Accounts Payable balance of $8,558 is made up of current invoices with payments made in March.*
- *Accounts Payable Aging has decreased $6,325 from the prior month.*
- *Accounts Receivable balance is $8,435.*
- *The operating cash account balance ended with $1,171,010, a decrease of $48,911.*
- *Net Income is $19,380 for the month of January.*

Monthly Status	January 2024	February 2024
Vacant Units	**2**	**3**
Move-Outs	1	0
Move-Ins	0	0
Evictions	0	0
Current Occupancy	49	48
Full Occupancy	51	51
Occupancy %	96%	94%

Rent Roll with Lease Charges

Property = Robinwood Manor

As Of = 02/29/2024

Month = 02/2024

Unit	Unit SqFt	Tenant Name	Market Rent	Charge Code	Amount	Tenant Deposit	Other Deposit	Move In	Lease Expiration	Move Out	Balance
Current/Notice/Vacant Tenants											
101	0.00		0.00	rent-res	272.00	0.00	0.00	01/01/2023	12/31/2023		51.00
				rentass	619.00						
				Total	**891.00**						
102	0.00		0.00	rent-res	468.00	0.00	0.00	07/01/2022	12/31/2023		73.00
				rentass	423.00						
				Total	**891.00**						
103	0.00		0.00	rent-res	267.00	0.00	0.00	07/01/2022	12/31/2023		250.00
				rentass	624.00						
				Total	**891.00**						
104	0.00		0.00	rent-res	281.00	0.00	0.00	07/01/2022	12/31/2023		-326.00
				rentass	610.00						
				frzr	5.00						
				Total	**896.00**						
105	0.00		0.00	rent-res	270.00	0.00	0.00	07/01/2022	12/31/2023		270.00
				rentass	621.00						
				Total	**891.00**						
106	0.00		0.00	rent-res	381.00	0.00	0.00	02/01/2024	02/03/2025		0.00
				rentass	499.00						
				Total	**880.00**						
107	0.00		0.00	rent-res	453.00	0.00	0.00	07/01/2022	12/31/2023		247.00
				rentass	438.00						
				rentass	438.00						
				rentass	438.00						
				Total	**1,767.00**						
108	0.00		0.00	rent-res	313.00	0.00	0.00	07/01/2022	12/31/2023		0.00
				rentass	578.00						
				Total	**891.00**						
109	0.00		0.00	rent-res	25.00	0.00	0.00	08/14/2023	06/30/2024		-100.00
				rentass	866.00						
				Total	**891.00**						
110	0.00		0.00	rent-res	349.00	0.00	0.00	07/01/2022	12/31/2023		640.00
				rentass	542.00						
				Total	**891.00**						
111	0.00		0.00	rent-res	295.00	0.00	0.00	07/01/2022	12/31/2023	02/29/2024	0.00
				rentass	596.00						
				Total	**891.00**						
112	0.00		0.00	rent-res	270.00	0.00	0.00	07/01/2022	12/31/2023		268.00
				rentass	621.00						
				Total	**891.00**						
113	0.00		0.00	rent-res	289.00	0.00	0.00	07/01/2022	12/31/2023		0.00
				rentass	602.00						
				Total	**891.00**						
114	0.00		0.00	rent-res	284.00	0.00	0.00	07/01/2023	12/31/2023		9.00
				rentass	607.00						
				Total	**891.00**						
115	0.00		0.00	frzr	5.00	0.00	0.00	07/01/2022	12/31/2023		262.00
				rent-res	568.00						
				rentass	323.00						
				Total	**896.00**						
116	0.00		0.00	rent-res	289.00	0.00	0.00	07/01/2022	12/31/2023		40.00
				rentass	602.00						
				Total	**891.00**						
117	0.00	VACANT	0.00		0.00	0.00	0.00				0.00
				Total	**0.00**						
118	0.00		0.00	rent-res	1,010.00	0.00	0.00	03/04/2022	12/31/2023		-30.00
				Total	**1,010.00**						

119	0.00		0.00	rent-res	295.00	0.00	0.00	07/01/2022	12/31/2023	275.00
				rentass	596.00					
				Total	**891.00**					
120	0.00		0.00	rent-res	171.00	0.00	0.00	03/01/2023	12/31/2023	329.00
				rentass	371.00					
				Total	**542.00**					
121	0.00		0.00	frzr	5.00	0.00	0.00	07/01/2022	12/31/2023	40.00
				rent-res	424.00					
				rentass	467.00					
				Total	**896.00**					
122	0.00	VACANT	0.00		0.00	0.00	0.00			0.00
				Total	**0.00**					
123	0.00		0.00	rentass	549.00	0.00	0.00	08/01/2022	12/31/2023	253.00
				rent-res	342.00					
				Total	**891.00**					
124	0.00		0.00	rentass	627.00	0.00	0.00	07/01/2022	12/31/2023	832.00
				rent-res	264.00					
				Total	**891.00**					
125	0.00		0.00	rent-res	289.00	0.00	0.00	07/01/2022	12/31/2023	0.00
				rentass	602.00					
				Total	**891.00**					
201	0.00		0.00	rent-res	264.00	207.00	0.00	09/22/2023	09/21/2024	100.00
				rentass	627.00					
				Total	**891.00**					
202	0.00	VACANT	0.00		0.00	0.00	0.00			0.00
				Total	**0.00**					
203	0.00		0.00	rent-res	289.00	0.00	0.00	07/01/2022	12/31/2023	0.00
				rentass	602.00					
				Total	**891.00**					
204	0.00		0.00	rent-res	295.00	0.00	0.00	07/01/2022	12/31/2023	40.00
				rentass	596.00					
				Total	**891.00**					
205	0.00		0.00	rent-res	362.00	0.00	0.00	07/01/2022	12/31/2023	20.00
				rentass	529.00					
				Total	**891.00**					
206	0.00		0.00	rent-res	357.00	0.00	0.00	08/01/2022	12/31/2023	239.00
				rentass	534.00					
				Total	**891.00**					
207	0.00		0.00	rent-res	300.00	0.00	0.00	07/01/2022	12/31/2023	0.00
				rentass	591.00					
				Total	**891.00**					
208	0.00		0.00	rent-res	222.00	0.00	0.00	07/01/2022	12/31/2023	2.00
				rentass	669.00					
				Total	**891.00**					
209	0.00		0.00	rent-res	327.00	0.00	0.00	09/01/2022	12/31/2023	412.00
				rentass	564.00					
				Total	**891.00**					
210	0.00		0.00	rent-res	258.00	0.00	0.00	07/01/2022	12/31/2023	-260.00
				rentass	633.00					
				Total	**891.00**					
211	0.00		0.00	rent-res	25.00	0.00	0.00	08/29/2023	08/31/2024	-17.00
				rentass	866.00					
				Total	**891.00**					
212	0.00		0.00	rent-res	289.00	0.00	0.00	07/01/2022	12/31/2023	0.00
				rentass	602.00					
				Total	**891.00**					
213	0.00		0.00	rent-res	333.00	0.00	0.00	07/01/2022	12/31/2023	83.00
				rentass	558.00					
				Total	**891.00**					

214	0.00		0.00	rentass	561.00	0.00	0.00	07/01/2022	12/31/2023	-22.00
				rent-res	330.00					
				Total	**891.00**					
215	0.00		0.00	rent-res	316.00	0.00	0.00	09/01/2022	12/31/2023	0.00
				rentass	575.00					
				Total	**891.00**					
216	0.00		0.00	rent-res	334.00	0.00	0.00	07/01/2022	12/31/2023	40.00
				rentass	557.00					
				Total	**891.00**					
217	0.00		0.00	rent-res	110.00	0.00	0.00	07/01/2022	12/31/2023	140.00
				rentass	781.00					
				Total	**891.00**					
218	0.00		0.00	rent-res	626.00	0.00	0.00	07/01/2022	12/31/2023	204.00
				rentass	265.00					
				Total	**891.00**					
219	0.00		0.00	rent-res	218.00	0.00	0.00	07/01/2022	12/31/2023	0.00
				rentass	673.00					
				Total	**891.00**					
220	0.00		0.00	rent-res	61.00	61.00	0.00	07/20/2023	06/30/2024	-154.00
				rentass	830.00					
				Total	**891.00**					
221	0.00		0.00	rent-res	264.00	264.00	0.00	07/06/2023	07/01/2024	24.00
				rentass	627.00					
				Total	**891.00**					
222	0.00		0.00	rent-res	264.00	0.00	0.00	12/15/2022	12/31/2023	1,323.00
				rentass	627.00					
				Total	**891.00**					
223	0.00		0.00	rent-res	264.00	85.00	0.00	07/25/2023	06/30/2024	169.00
				rentass	627.00					
				Total	**891.00**					
224	0.00		0.00	rent-res	390.00	0.00	0.00	07/01/2022	12/31/2023	0.00
				rentass	501.00					
				Total	**891.00**					
225	0.00			rent-res	51.00	0.00	0.00	07/01/2022	12/31/2023	51.00
				rentass	840.00					
				Total	**891.00**					
226	0.00			rent-res	274.00	0.00	0.00	12/14/2022	12/31/2023	120.00
				rentass	617.00					
				Total	**891.00**					
Future Tenants/Applicants										
117	0.00		0.00		0.00	0.00	0.00	03/01/2024	02/28/2025	0.00
				Total	**0.00**					
Total		**Robinwood Mai**	**0.00**		**43,418.00**	**617.00**	**0.00**			**5,897.00**

Summary Groups	Square Footage	Market Rent	Lease Charges	Subsidy	Security Deposit	Other Deposits	# Of Units	% Unit Occupancy	% Sqft Occupied	Balance
Current/Notice/Vacant Tenants	0.00	0.00	43,418.00	0.00	617.00	0.00	51	94.11	0.00	5,897.00
Future Tenants/Applicants	0.00	0.00	0.00	0.00	0.00	0.00	1	0.00	0.00	0.00
Occupied Units	0.00	0.00	0.00	0.00	0.00	0.00	48	94.11	0.00	0.00
Total Non Rev Units	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	
Total Vacant Units	0.00	0.00	0.00	0.00	0.00	0.00	3	5.88	0.00	0.00
Totals:	**0.00**	**0.00**	**43,418.00**	**0.00**	**617.00**	**0.00**	**51**	**100.00**	**0.00**	**5,897.00**

Summary of Charges by Charge Code (Current/Notice Tenants Only) Charge Code	Amount
rent-res	14,692.00
rentass	28,711.00
frzr	15.00
Total	**43,418.00**

Request for Action

TO:	Faribault Housing & Redevelopment Authority
FROM:	David Wanberg, Director of Community and Economic Development
THROUGH:	
MEETING DATE:	April 8, 2024
SUBJECT:	PBV Scattered Site Housing

BACKGROUND:
Public Housing's occupancy for February was at 97.95& with one vacant unit.. The staff continues to go through the waitlist to fill the vacant units.

REQUESTED ACTION:
Receive and file as presented.

ATTACHMENTS:
1. 2024.02 City of Faribault - Public Housing HRA Executive Summary
2. 2024.02 City of Faribault- Public Housing HRA

CORNERSTONE
Creating Healthy Communities

Executive Summary for City of Faribault Public Housing HRA
February 2024

Overview

- *Total operating income was $57,982.*
- *Net Income was $41,810.*
- *Occupancy for February was 97.95%.*
- *There was 1 vacant unit in February.*

Financial Summary

	Current Month	Budget	Variance (+/-)	YTD Total	YTD Budget	Variance (+/-)
Total Revenue	57,982	57,982	0	115,906	115,906	0
Operating Expenses	-16,172	-16,172	0	-38,086	-38,086	0
Other Income	0	0	0	0	0	0
Other Expenses (Debt Service)	0	0	0	0	0	0
Net Income	41,810	41,810	0	77,820	77,820	0

	Total Aged			Operating Acct Bal
Total Accounts Receivable	23,105		**Beginning Cash**	492,828
Total Accounts Payable	6,967		**Ending Cash**	493,131
			Cash Flow	303

Narrative:

- *The Accounts Receivable balance is $23,105 at the end of February.*
- *The Accounts Payable balance of $6,967 is made up of current invoices with payments made in March.*
- *The operating account balance for the month of February ended at $493,131, an increase of #303.*

Monthly Status	January 2024	February 2024
Vacant Units	**1**	**1**
Move-Outs	0	0
Move-Ins	0	0
Evictions	0	0
Current Occupancy	48	48
Full Occupancy	49	49
Occupancy %	97.95%	97.95%

12 Months Income Statement

Public Housing HRA

Period = Jan 2024-Feb 2024

Book = Accrual ; Tree = MutiFamily New

ACCOUNT	Jan 2024	Feb 2024	Total
Ops Income or Loss			
OPERATING INCOME			
Residential Income			
Rent-Residential	26,432.00	24,278.00	50,710.00
Tenant Based Subsidy	31,465.00	33,680.00	65,145.00
Other Income			
Bank Interest	26.51	24.59	51.10
Total Other Income	**26.51**	**24.59**	**51.10**
TOTAL Residential Income	**57,923.51**	**57,982.59**	**115,906.10**
TOTAL OPERATING INCOME	**57,923.51**	**57,982.59**	**115,906.10**
OPS EXPENSES			
Operating Expenses			
Payroll expenses			
Admin Payroll Fee	0.00	-3,902.85	-3,902.85
Pass thru Payroll - Corporate	2,500.00	2,500.00	5,000.00
TOTAL Payroll expenses	**2,500.00**	**-1,402.85**	**1,097.15**
Utilities			
Electricity	129.58	1,423.48	1,553.06
Water and Sewer	94.12	256.28	350.40
Gas	23.00	-23.00	0.00
Trash Disposal	183.26	1,199.75	1,383.01
TOTAL Utilities	**429.96**	**2,856.51**	**3,286.47**
Office Expenses			
Computer	0.00	175.42	175.42
TOTAL Office Expenses	**0.00**	**175.42**	**175.42**
Maintenance expenses			
Supplies - Maintenance	257.03	254.00	511.03
Repairs & Maintenance - Building	4,789.13	4,604.50	9,393.63
Routine Maintenance - Equipment	0.00	-144.00	-144.00
Pest Control	0.00	1,302.50	1,302.50
Contracted Labor - Maintenance	165.78	69.80	235.58
Snow Removal	3,190.00	0.00	3,190.00
Purchased Services-Maintenance	0.00	480.42	480.42
TOTAL Maintenance expenses	**8,401.94**	**6,567.22**	**14,969.16**

Miscellaneous expenses			
Misc Late Fees	345.01	0.00	345.01
Miscellanous Expenses	4,067.12	4,975.46	9,042.58
TOTAL Miscellaneous expenses	**4,412.13**	**4,975.46**	**9,387.59**
Management expense			
Management Fees	3,000.00	3,000.00	6,000.00
TOTAL Management expense	**3,000.00**	**3,000.00**	**6,000.00**
Professional, Permits and tax expenses			
Licenses & Permits - Admin	3,170.00	0.00	3,170.00
TOTAL Professional, Permits and tax expenses	3,170.00	0.00	3,170.00
TOTAL Operating Expenses	21,914.03	16,171.76	38,085.79
TOTAL OPS EXPENSES	**21,914.03**	**16,171.76**	**38,085.79**
NET Ops Income (Loss)	**36,009.48**	**41,810.83**	**77,820.31**
NET INCOME (LOSS)	**36,009.48**	**41,810.83**	**77,820.31**

Request for Action

TO:	Faribault Housing & Redevelopment Authority
FROM:	David Wanberg, Housing and Redevelopment Authority Executive Director
THROUGH:	
MEETING DATE:	April 8, 2024
SUBJECT:	Resolution 2024-03 Designate Authorized Signatories for All Housing and Redevelopment Authority of Faribault, Minnesota Accounts

---

BACKGROUND:

Per Minnesota State Statute 118A, the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") may designate authorized signatories for its financial institution accounts. The HRA has five accounts with Citizens Community Federal. Refer to the attached Resolution 2024-03 for a list of the HRA's accounts and their authorized signatories.

REQUESTED ACTION:

Approve Resolution 2024-03.

ATTACHMENTS:

1. Resolution 2024-03

HOUSING AND REDEVELOPMENT AUTHORITY OF FARIBAULT, MINNESOTA

RESOLUTION 2024-03

DESIGNATE AUTHORIZED SIGNATORIES FOR ALL HOUSING AND REDEVELOPMENT AUTHORITY OF FARIBAULT, MINNESOTA ACCOUNTS

WHEREAS, Minnesota State Statute 118A allows the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") to designate authorized signatories; and

WHEREAS, the City of Faribault (the "City") agrees to act and perform the finance duties of the HRA.

WHEREAS, the listed individuals have agreed, pursuant to the Agreements attached hereto as **Exhibit A** and **Exhibit B**, to follow the HRA's direction related to all financial transactions they perform on behalf of the HRA.

NOW, THEREFORE, BE IT RESOLVED, That the following individuals of the City be designated as the as the official signatories for the HRA:

1. Jeanne M. Schmuck, Finance Director
2. Ann M. Remold, Assistant Finance Director
3. Jessica Kinser, City Administrator
4. Mark Dickson, Cornerstone Management Services LLC (only as to Nos. 2, 3, 4 and 5 below)

ALSO, BE IT RESOLVED, that these responsibilities are to be carried out in relation to the following accounts:

1. The Housing and Redevelopment Authority of Faribault, Minnesota, Faribault HRA Operations
2. Faribault HRA, LLC Public Housing Deposits
3. Faribault HRA, LLC Public Housing Operations
4. Elderly Housing Corporation, LLC Robinwood Manor Deposits
5. Elderly Housing Corporation, LLC Robinwood Manor Operations

ALSO, BE IT RESOLVED, that the City will perform any necessary audits relating to any accounts controlled by the HRA.

ALSO, BE IT RESOLVED, the staff of the HRA and the HRA's attorney are hereby directed to take all other actions necessary to implement this resolution.

ADOPTED: April 8, 2024.

_____
Loni Ahlers, Chair

ATTEST:

_____
Travis McColley, Vice Chair

Exhibit A

AGREEMENT

AGREEMENT TO PERFORM FINANCIAL AND ACCOUNTING SERVICES FOR THE HOUSING AND REDEVELOPMENT AUTHORITY OF FARIBAULT, MINNESOTA.

This Agreement to Perform Financial and Accounting Services for the Housing and Redevelopment Authority of Faribault, Minnesota (the "Agreement") is made by and between the Housing and Redevelopment Authority of Faribault, Minnesota, a public body corporate and politic, organized and existing under the laws of Minnesota (the "HRA"), and the City of Faribault, a Minnesota municipal corporation (the "City"), collectively referred to as the "Parties".

WHEREAS, Minnesota State Statute 118A allows the HRA to designate authorized signatories; and

WHEREAS, The City agrees to act and perform the finance duties for the HRA; and

WHEREAS, The HRA also finds it is in the best interest of the organization to designate certain individuals as signatories (the "Signatories") for all bank accounts maintained by the HRA; and

WHEREAS, THE HRA intends to adopt a resolution designating the Signatories as the official signatories for the HRA's existing bank accounts.

NOW THEREFORE, the Parties mutually agree as follows:

1. The Signatories agree to follow the HRA's direction related to all financial transactions performed pursuant to this Agreement.

2. The HRA agrees to direct the Signatories to perform their duties under this Agreement as needed.

3. This Agreement shall commence upon the adoption of Resolution 2023-__ by the HRA and shall terminate only upon adoption of a resolution terminating this Agreement by the HRA or the City.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement on April _____, 2024.

HOUSING AND REDEVELOPMENT AUTHORITY OF FARIBAULT, MINNESOTA

By: _____
Loni Ahlers
Its: Chair

By: _____
Travis McColley
Its: Vice Chair

CITY OF FARIBAULT

By: _____
Kevin F. Voracek
Its: Mayor

By: _____
Jessica L. Kinser
Its: City Administrator

EXHIBIT B
CORNERSTONE AGREEMENT

PROPERTY MANAGEMENT AGREEMENT

THIS PROPERTY MANAGEMENT AGREEMENT (this "Agreement") is made and entered into as of May 1, 2023, by and among **Cornerstone Management Services LLC**, a Minnesota limited liability company ("Managing Agent"), and the **Housing and Redevelopment Authority of Faribault, Minnesota, a public body politic and corporate (the "HRA"),** on behalf of itself and those of its subsidiaries as may from time to time own properties or manage properties subject to this Agreement.

W I T N E S S E T H:

WHEREAS, The HRA owns or manages properties outlined in Exhibit A of this Agreement; and

WHEREAS, The HRA own various properties and the HRA may, in the future, acquire additional properties which shall automatically become subject to this Agreement without amendment hereof, unless otherwise agreed by the Company and Managing Agent (collectively, the "Managed Premises"); and

WHEREAS, The HRA wish to engage Managing Agent to perform the services and duties set forth herein; and

WHEREAS, Managing Agent is willing to accept such engagement on the terms and conditions set forth therein.

NOW, THEREFORE, in consideration of the premises and the agreements herein contained, the HRA and Managing Agent hereby agree as follows:

1. **Engagement**. Subject to the terms and conditions hereinafter set forth, the HRA hereby continues to engage Managing Agent to provide the property management and administrative services with respect to the Managed Premises contemplated by this Agreement. Managing Agent hereby accepts such continued engagement as managing agent and agrees to devote such time, attention and effort as may be appropriate to operate and manage the Managed Premises in a diligent, orderly and efficient manner. Managing Agent, with the written permission of the HRA, may subcontract out some or all of its obligations hereunder to third parties; provided, however, that, in any such event, Managing Agent shall be and remain primarily liable to HRA for performance hereunder.

Notwithstanding anything to the contrary set forth in this Agreement, the services to be provided by Managing Agent hereunder shall exclude all services (including, without limitation, any garage management or cafeteria management services) whose performance by a manager to the HRA could give rise to the HRA's receipt of "impermissible tenant service income" as defined in §856(d)(7) of the Internal Revenue Code of 1986 (as amended or superseded hereafter, the "Code") or could in any other way jeopardize the HRA's federal or state tax qualification as a real estate investment trust.

2. **General Parameters**.

(a) Any or all services may be performed or goods purchased by Managing Agent under arrangements jointly with or for other properties owned or managed by Managing Agent and the costs shall be reasonably apportioned. Managing Agent may employ personnel who are assigned to work exclusively at the Managed Premises or partly at the Managed Premises and other buildings owned and/or managed by Managing Agent. Wages, benefits and other related costs of centralized accounting personnel and employees employed by Managing Agent and assigned to work exclusively or partly at the Managed Premises shall be fairly apportioned and reimbursed, pro rata.

(b) Managing Agent and the HRA acknowledge that the HRA has entered into an agreement with Rice County (the "County"), entitled, "Memorandum of Understanding for Management and Administration of 49 Scattered Site Affordable Housing Units" (the "MOU"), wherein the County agrees to provide certain services to the HRA as set forth in the MOU. Managing Agent acknowledges that the terms and conditions of the MOU are to be incorporated into this Agreement and affects Managing Agent's performance of its obligations and duties to the HRA under this Agreement. The relationship between the Managing Agent, the HRA and the County shall be coordinated by all parties to effectuate this Agreement.

(c) Managing Agent shall have access to the following HRA bank accounts:

- Robinwood Manor Deposits
- Robinwood Manor Operations
- Public Housing Deposits
- Public Housing Operations

Mark Dickson shall have signatory authority associated with the following HRA bank accounts:

- Robinwood Manor Operations

- Public Housing Operations

3. **Duties**. Without limitation, Managing Agent agrees to perform the following specific duties:

(a) To seek tenants for the Managed Premises in accordance with market rents and to negotiate leases, including renewals thereof, and to lease space to tenants, at rentals, and for periods of occupancy all on market terms.

(b) To collect all rents and other income from the Managed Premises and to give receipts therefor, both on behalf of the HRA, and deposit such funds in such banks and such accounts as are named, from time to time, by the HRA, in agency accounts for and under the name of the HRA. Managing Agent shall be empowered to sign disbursement checks on these accounts. Managing Agent may also use pooled bank accounts for the benefit of the HRA and other entities for whom the Managing Agent provides services, provided separate records and accountings of such funds are maintained.

(c) To make contracts for and to supervise any repairs and/or alterations to the Managed Premises, including tenant improvements on reasonable commercial terms.

(d) For the HRA's account and at its expense, to hire, supervise and discharge employees as required for the efficient operation and maintenance of the Managed Premises.

(e) To obtain appropriate insurance for the Managed Premises protecting the HRA and Managing Agent while acting on behalf of the HRA against all normally insurable risks relating to the Managed Premises and complying with the requirements of the HRA's mortgagee, if any, and to cause the same to be provided and maintained by all tenants with respect to the Managed Premises to the extent required by the terms of such tenants' leases. Notwithstanding the foregoing, the HRA may determine to purchase insurance directly for their own account.

(f) To promptly notify the applicable HRA's insurance carriers, as required by the applicable policies, of any casualty or injury to person or property at the Managed Premises, and complete customary reports in connection therewith.

(g) To procure all supplies, other materials and services as may be necessary for the proper operation of the Managed Premises, at the HRA's expense.

(h) To pay promptly from rental receipts, other income derived from the Managed Premises, or other monies made available by the HRA for such purpose, all costs incurred in the operation of the Managed Premises which are expenses of the HRA hereunder, including wages or other payments for services rendered, invoices for supplies or other items furnished in relation to the Managed Premises, and pay over forthwith the balance of such rental receipts, income and monies to the HRA or as the HRA shall from time to time direct. In the event that the sum of the expenses to operate and the compensation due Managing Agent exceeds gross receipts in any month and no excess funds from prior months are available for payment of such excess, the HRA shall pay promptly the amount of the deficiency thereof to Managing Agent upon receipt of statements therefor.

(i) To keep the HRA apprised of any material developments in the operation of the Managed Premises.

(j) To establish reasonable rules and regulations for tenants of the Managed Premises.

(k) At the direction of the HRA, to provide assistance, as the case may be, in any and all legal actions or proceedings relating to the operation of the Managed Premises.

(l) To maintain the books and records of the HRA reflecting the management and operation of the Managed Premises, making available for reasonable inspection and examination by the HRA or its representatives all books, records and other financial data relating to the Managed Premises at the place where the same are maintained.

(m) To prepare and deliver seasonably to tenants of the Managed Premises such statements of expenses or other information as shall be required on the landlord's part to be delivered to such tenants for computation of rent, additional rent, or any other reason.

(n) To aid, assist and cooperate with the HRA in matters relating to taxes and assessments and insurance loss adjustments, notify the HRA of any tax increase or special assessments relating to the Managed Premises and to enter into contracts for tax abatements services.

(o) To provide such emergency services as may be required for the efficient management and operation of the Managed Premises on a twenty-four (24)-hour basis.

(p) To enter into contracts on commercially reasonable terms for utilities (including, without limitation, water, fuel, electricity and telephone) and for building services (including, without limitation, cleaning of windows, common areas and tenant space, ash, rubbish and garbage hauling, snow plowing, landscaping, carpet cleaning and vermin extermination), and for other services as are appropriate to the Managed Premises.

(q) To seek market terms for all items purchased or services contracted by it under this Agreement.

(r) To take such action generally consistent with the provisions of this Agreement as the HRA might with respect to the Managed Premises if personally present.

(s) To, from time to time, or at any time requested by the Board of the HRA, make reports of its performance of the foregoing services to the HRA.

4. **Authority**. The HRA gives to Managing Agent the authority and powers to perform the foregoing duties on behalf of the HRA and authorizes Managing Agent to incur such reasonable expenses, as approved by the HRA, as contemplated in Sections 2, 3 and 5 on behalf of the HRA as are necessary in the performance of those duties.

5. **Special Authority of Managing Agent**. In addition to, and not in limitation of, the duties and authority of Managing Agent contained herein, Managing Agent shall perform the following duties:

(a) At the direction of the HRA, to terminate tenancies and sign and serve in the name of the HRA such notices therefor as may be required for the proper management of the Managed Premises.

(b) At the direction of the HRA, to provide assistance, as the case may be, in any and all legal actions or proceedings relating to the operation of the Managed Premises, including, but not limited to: institute and prosecute actions to evict tenants and recover possession of rental space, and recover rents and other sums due; and when

expedient, settle, compromise and release such actions or suits or reinstate such tenancies.

6. **Compensation**.

(a) In consideration of the services to be rendered by Managing Agent hereunder, the HRA agrees to pay and Managing Agent agrees to accept as its compensation (i) a management fee (the "Fee") equal to five percent (5%) of the gross income charges or $6,500, whichever is greater, payable on the 1st of the month.

(b) The HRA is responsible for payment of onsite maintenance and management personnel, however, Managing Agent will manage onsite HRA personnel through its company and payments will run through the property operations, with anything not covered by the onsite HRA personnel, being performed by Managing Agent as requested by the HRA.

7. **Term of Agreement; Termination**. This Agreement shall continue in force and effect unless terminated as follows:

Notwithstanding any other provision of this Agreement to the contrary, this Agreement, or any extension thereof, may be terminated prior to the expiration of the term as follows:

(a) by the HRA, upon one hundred and twenty (120) days' prior written notice to Managing Agent; or

(b) by Managing Agent, for Good Reason, upon one hundred twenty (120) days' prior written notice to the HRA.

8. **Duties Upon Termination**. Upon termination of this Agreement with respect to any of the Managed Premises for any reason whatsoever, Managing Agent shall as soon as practicable turn over to the HRA all books, papers, funds, records, keys and other items relating to the management and operation of such Managed Premises, including, without limitation, all leases in the possession of Managing Agent and shall render to the HRA a final accounting with respect thereto through the date of termination. The HRA shall be obligated to pay all compensation for services rendered by Managing Agent hereunder prior and up to the effective time of such termination, and shall pay and reimburse to Managing Agent all expenses and costs incurred by Managing Agent prior and up to the effective time of such termination which are otherwise payable or reimbursable to Managing Agent pursuant to the terms of this Agreement.

In addition to other actions on termination of this Agreement, for up to one hundred twenty (120) days following the date of notice of a termination of this Agreement, Managing Agent shall cooperate with the HRA and use commercially reasonable efforts to facilitate the orderly transfer of management of the Managed Premises. In connection therewith Managing Agent shall assign to the HRA, or to its designee(s), as directed by the HRA, and HRA or its designee(s) shall assume, all contracts entered into by Managing Agent pursuant to this Agreement, but excluding all insurance contracts, and multi-property contracts not limited in scope to the Managed Premises and all contracts with affiliates of Managing Agent. Managing Agent shall also transfer to the HRA all proprietary information with respect to the HRA. Additionally, the HRA, or its designee(s) shall have the right to offer employment to any employee of Managing Agent whom Managing Agent proposes to terminate in connection with a termination of this Agreement and Managing Agent shall cooperate with the HRA, or its designee(s) in connection therewith.

9. **Assignment of Rights and Obligations.**

(a) Without the HRA's prior written consent, Managing Agent shall not sell, transfer, assign or otherwise dispose of or mortgage, hypothecate or otherwise encumber or permit or suffer any encumbrance of all or any part of its rights and obligations hereunder, and any transfer, encumbrance or other disposition of an interest herein made or attempted in violation of this paragraph shall be void and ineffective, and shall not be binding upon the HRA. Notwithstanding the foregoing, Managing Agent may assign its rights and delegate its obligations under this Agreement to any subsidiary of Parent so long as such subsidiary is then and remains controlled by Parent.

(b) Any assignment permitted hereunder shall not release the assignor hereunder.

10. **Indemnification.** To the fullest extent permitted by law, Managing Agent, and Managing Agent's successors or assigns, agree to protect, defend, save, and hold harmless the HRA, its officers, agents, and employees from all claims, suits, or actions of any kind, nature, or character, and the costs, disbursements, and expenses of defending the same, including but not limited to, attorneys' fees, consulting marketing and promotion services, and other technical, administrative or professional assistance resulting from or arising out of the negligence, breach of contract or willful misconduct of Managing Agent or its subcontractors, agents, or employees

under this Agreement. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the HRA is entitled.

11. **Notices**. Any notice, report or other communication required or permitted to be given hereunder shall be in writing and shall be deemed to have been duly given when delivered in person, upon confirmation of receipt when transmitted by facsimile transmission, on the next business day if transmitted by a nationally recognized overnight courier or on the third (3rd) business day following mailing by first class mail, postage prepaid, in each case as follows (or at such other United States address or facsimile number for a party as shall be specified by like notice):

If to the HRA:

Housing and Redevelopment Authority of Faribault, Minnesota
208 1st Avenue NW
Faribault, MN 55021
ATTN: David Wanberg, Community & Economic Development Director

If to Managing Agent:

Cornerstone Management Services LLC
206 S Broadway Ste 460
Rochester, MN 55904
Attn: Mark Dickson

12. **Acquisitions and Dispositions of Properties**. Unless the HRA and Managing Agent otherwise agree in writing, all properties from time to time acquired by the HRA or its affiliates shall automatically become subject to this Agreement without amendment hereof. Similarly, this Agreement shall automatically terminate with respect to all properties disposed of by the HRA in the ordinary course of business, effective upon such disposition.

13. **Modification of Agreement**. This Agreement may not be modified, altered or amended in any manner except by an amendment in writing, duly executed by the parties hereto.

14. **Independent Contractor**. This Agreement is not one of general agency by Managing Agent for the HRA, but Managing Agent is being engaged as an independent contractor. Nothing in this Agreement is intended to create a joint venture, partnership, tenancy-in-common or other similar relationship between the HRA and Managing Agent for any purposes

whatsoever, and, without limiting the generality of the foregoing, neither the terms of this Agreement nor the fact that the HRA and Managing Agent have joint interests in any one or more investments, ownership or other interests in any one or more entities or may have common officers or employees or a tenancy relationship shall be construed so as to make them such partners or joint venturers or impose any liability as such on either of them.

15. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

16. **Successors and Assigns**. This Agreement shall be binding upon, and inure to the benefit of, any successors or permitted assigns of the parties hereto as provided herein.

17. **No Third Party Beneficiary**. No person or entity other than the parties hereto and their successors and permitted assigns is intended to be a beneficiary of this Agreement.

18. **Disputes**. Any disputes, claims or controversies arising out of or relating to this Agreement, the provision of services by Managing Agent pursuant to this Agreement or the transactions contemplated hereby, including any disputes, claims or controversies brought by or on behalf of the HRA, Managing Agent or any holder of equity interests (which, for purposes of this Section 18, shall mean any holder of record or any beneficial owner of equity interests or any former holder of record or beneficial owner of equity interests) of the HRA or Managing Agent, either on his, her or its own behalf, on behalf of the HRA, Managing Agent or on behalf of any series or class of equity interests of the HRA or Managing Agent or holders of any equity interests of the HRA or Managing Agent against the HRA or Managing Agent or any of their respective directors, members, officers, managers (including Managing Agent or its successor), agents or employees, including any disputes, claims or controversies relating to the meaning, interpretation, effect, validity, performance, application or enforcement of this Agreement (all of which are referred to as "Disputes"), or relating in any way to such a Dispute or Disputes shall, on the demand of any party to such Dispute or Disputes, be resolved through the exercise of any one or more legal or equitable remedies available to the HRA or Managing Agent.

19. **Severability**. In the invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.

20. **Survivability**. All covenants, indemnities, guarantees, releases, representations, and warranties of either party or the parties and any undischarged obligations of the parties arising prior to the expiration or termination of this Agreement, shall survive such expiration or termination.

21. **Consent to Jurisdiction and Forum**. The exclusive jurisdiction and venue in any action brought by any party hereto pursuant to this Agreement shall lie in any federal or state court located in Minnesota. By execution and delivery of this Agreement, each party hereto irrevocably submits to the jurisdiction of such courts for itself and in respect of its property with respect to such action. The parties irrevocably agree that venue would be proper in such court, and hereby waive any objection that such court is an improper or inconvenient forum for the resolution of such action. The parties further agree and consent to the service of any process required by any such court by delivery of a copy thereof in accordance with Section 11 and that any such delivery shall constitute valid and lawful service of process against it, without necessity for service by any other means provided by statute or rule of court.

22. **Entire Agreement**. This Agreement constitutes the entire agreement of the parties hereto with respect to the subject matter hereof and supersedes any pre-existing agreements with respect to such subject matter.

23. **Records/Inspection.** This Agreement is subject to the requirements of Minnesota Statutes, Section 16C.05, subd. 5. Managing Agent agrees that HRA or any authorized representatives may have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, or other materials during normal business hours and as often as deemed necessary. Managing Company agrees to maintain these materials, records, and documents for six years from the date of the termination of this Agreement.

24. **HRA and Managing Agent Liaisons**. The Community and Economic Development Director or his/her designee shall serve as the liaison and primary contact to Managing Agent and representative of the HRA with

respect to services rendered pursuant to this Agreement. The HRA's representative has the authority to instruct, interpret, and define the HRA's policies with respect to the Services. Managing Agent shall designate a person or its designee to serve as the liaison and primary contact to the HRA and representative of Managing Agent with respect to services rendered pursuant to this Agreement. Managing Agent's representative has the authority to instruct, interpret, and define Managing Agent's policies with respect to the Services.

25. **Insurance and Bonds.**

(a) Managing Agent will maintain at Managing Agent's sole expense, insurance coverage for itself, including the following: Workers Compensation, General Liability, and Directors and Officers Liability in an amount of not less than $1 million per occurrence (except only statutory limits for workers compensation coverage) and at least $2 million aggregate coverage and an umbrella policy with limits of at least $1 million, and will provide information as to specific limits upon receipt of signed Agreement. Such insurance must cover all losses related to this Agreement. Managing Agent shall provide the HRA with a current certificate(s) of liability insurance for all insurance coverage referenced above. Such certificate(s) of General Liability insurance shall list the HRA as an additional insured and all certificate(s) of liability insurance shall contain a statement that such policies of insurance shall not be canceled or amended unless sixty (60) days written notice is provided to the HRA (ten (10) days written notice in the event of non-payment of premium).

In addition to the insurance requirements set forth above, Managing Agent shall obtain a fidelity bond in the minimum amount of $10,000 covering the person or persons on a position or name-scheduled basis that handles any money pursuant to this Agreement. The amount of such bond shall be reviewed annually and modified to be consistent with the compensation paid to Managing Agent pursuant to this Agreement.

(b) The HRA shall maintain such commercially reasonable insurance as shall from time to time be determined by the HRA.

26. **Compliance with Laws.** Managing Agent shall exercise due professional care to comply with applicable federal, state and local laws, rules, ordinances and regulations in effect as of the date Managing Agent agrees to provide the applicable services detailed this Agreement or any supplemental letter agreement.

27. **Attorney Fees.** In the event of any action to enforce or interpret this Agreement, the prevailing party shall be entitled to recover from the losing party reasonable attorney fees incurred in the proceeding, as set by the court, at trial, on appeal or upon review.

28. **Entire Agreement; Amendments.** This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the HRA and Managing Agent, and supersedes any other written or oral agreements between the HRA and Managing Agent. This Agreement can only be modified or amended in writing signed by the HRA and Managing Agent.

29. **Conflict of Interest.** In the execution of services outlined in this Agreement, Managing Agent shall use reasonable care to avoid conflicts of interest and appearances of impropriety in providing its services for the HRA. In the event of a conflict of interest, Managing Agent shall advise the HRA and either secure a waiver of the conflict or advise the HRA that it will be unable to provide requested services. It is the intent of Managing Agent to refrain from handling matters for any other person or entity that may pose a conflict of interest.

30. **Work Products and Ownership of Documents.** All records, information, materials and other work products, including, but not limited to the completed reports, drawings, plans, and specifications prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the HRA, but reproductions of such records, information, materials and other work products in whole or in part may be retained by Managing Agent.

31. **Data Practices Act Compliance.** Any and all data provided to Managing Agent, received from Managing Agent, created, collected, received, stored, used, maintained, or disseminated by Managing Agent pursuant to this Agreement shall be administered in accordance with, and is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. This paragraph does not create a duty on the part of Managing Agent to provide access to public data to the public if the public data are available from the HRA, except as required by the terms of this Agreement.

32. **No Discrimination.** Managing Agent agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with

regard to public assistance, or religion. Violation of any part of this provision may lead to immediate termination of this Agreement.

33. **Review of Agreement.** The Managing Agent and the HRA intend that this Agreement be an initial attempt at reaching an agreement on the relationship between the parties while certain terms, conditions and responsibilities may still need to be further reviewed and resolved. As such, Managing Agent and the HRA agree to review, discuss and renegotiate the terms of this Agreement after a period of six (6) months to determine if further revisions to this Agreement are necessary.

34. **Office Access**. The HRA agrees to provide access to an office at Robinwood Manor, located at 1324 Prairie Ave SW, Faribault, MN 55021 to allow the Managing Agent to perform its duties and responsibilities as set forth in this Agreement. The office location shall also provide access to internet service to allow the Managing Agent to perform its duties and responsibilities as set forth in this Agreement.

[Signature Page To Follow]

IN WITNESS WHEREOF, the parties hereto have executed this Property Management Agreement as a sealed instrument as of the date above first written.

MANAGING AGENT:

Cornerstone Management Services LLC
Mark Dickson

By: _____
Its: President / Owner

HRA:
Housing and Redevelopment Authority of Faribault, Minnesota

By: _____
Matt Speckhals
Its: Chair

By: _____
Brendan Kennedy
Its: Secretary

EXHIBIT A

LIST OF PROPERTIES

Robinwood Manor – 1324 Prairie Avenue, Faribault, MN 55021

- Fifty (50) subsidized units
- One (1) market rate unit

Public Housing (Section 8 Project-Based Voucher Program)

1319 7th Street NW, Faribault, MN 55021
1323 7th Street NW, Faribault, MN 55021
1522 Western Avenue, Faribault, MN 55021
1524 Western Avenue, Faribault, MN 55021
1526 Western Avenue, Faribault, MN 55021
1528 Western Avenue, Faribault, MN 55021
1530 Western Avenue, Faribault, MN 55021
1532 Western Avenue, Faribault, MN 55021
1534 Western Avenue, Faribault, MN 55021
910 SW 1st Street, Faribault, MN 55021
912 SW 1st Street, Faribault, MN 55021
918 SW 1st Street, Faribault, MN 55021
920 SW 1st Street, Faribault, MN 55021
20 14th Street NE, Faribault, MN 55021
404 13th Street NW, Faribault, MN 55021
408 13th Street NW, Faribault, MN 55021
412 13th Street NW, Faribault, MN 55021
621 Hulet Avenue, Faribault, MN 55021
519 Lincoln Avenue, Faribault, MN 55021
521 Lincoln Avenue, Faribault, MN 55021
523 Lincoln Avenue, Faribault, MN 55021
527 Lincoln Avenue, Faribault, MN 55021

(Properties continued on the following page)

1812 Shumway Avenue, Faribault, MN 55021
1816 Shumway Avenue, Faribault, MN 55021
1820 Shumway Avenue, Faribault, MN 55021
1225 2nd Street NW, Faribault, MN 55021
830 9th Avenue NW, Faribault, MN 55021
725 Willow Street, Faribault, MN 55021
523 Division Street W, Faribault, MN 55021
900 A Spring Road SW, Faribault, MN 55021
900 B Spring Road SW, Faribault, MN 55021
900 C Spring Road SW, Faribault, MN 55021
900 D Spring Road SW, Faribault, MN 55021
902 A Spring Road SW, Faribault, MN 55021
902 B Spring Road SW, Faribault, MN 55021
904 A Spring Road SW, Faribault, MN 55021
904 B Spring Road SW, Faribault, MN 55021
904 C Spring Road SW, Faribault, MN 55021
904 D Spring Road SW, Faribault, MN 55021

Request for Action

TO:	Faribault Housing & Redevelopment Authority
FROM:	David Wanberg, Executive Director of the Faribault HRA
THROUGH:	
MEETING DATE:	April 8, 2024
SUBJECT:	Indicate the HRA's Willingness to Provide Financial Assistance to Keep a Major Employer and Headquarters in Faribault

BACKGROUND:

KGPCo, a large and growing network and communications industry with its headquarters in Faribault, recently sold its property at Interstate Highway 35 and State Highway 60 West. In the coming weeks, KGPCo intends to decide whether it will relocate in Faribault or elsewhere. City Staff and others are working diligently to keep KGPCo in Faribault.

KGPCo is exploring four sites in Faribault, including one redevelopment site on the 500 block of Central Avenue and the vacant County property on 4th Street NW north of the County's Law Enforcement Center. KGPCo is also looking at two other sites closer to Interstate Highway 35.

A significant financial gap ($1 million or more) is associated with keeping KGPCo in Faribault. However, if KGPCo were to leave Faribault, we could lose up to 100 employees and one of our leading industries that has contributed much to the community, economically and socially.

Keeping KGPCo in Faribault will require the concerted effort of many different partners, including the City, HRA, EDA, County, School District, DEED, private investors, and others. The Faribault EDA recently indicated its willingness to contribute $250,000 over five years to help offset KGPCo's anticipated development costs. City Staff requests that the Faribault HRA consider the same contribution.

While the HRA has focused on housing, the HRA has also played a significant role in redevelopment, especially in the downtown. For example, the HRA purchased and removed derelict buildings for parking lots and supported businesses like the 3 Ten Event Venue.

If a major company's headquarters, like KGPCo, were to relocate to the downtown as envisioned by the Downtown Master Plan and Community Vision 2040, it would further strengthen the downtown and likely promote additional housing opportunities within walking distance to the headquarters. Consequently, the HRA can play a role in helping KGPCo remain in Faribault and fulfill its mission to promote housing and redevelopment in Faribault. Refer to the attached memorandum dated March 19, 2023, from Tim Murray (former City Administrator) and David Wanberg (Community and Economic Development Director) for more information.

REQUESTED ACTION:

Provide City Staff direction regarding the HRA's willingness to provide financial assistance to help keep a major employer and headquarters in Faribault. More specifically, indicate if the HRA would be willing to provide a $250,000 forgivable loan based on five $50,000 payments over five years.

ATTACHMENTS:

1. Proposed Financial Incentives to Keep a Major Employer and Headquarters in Faribault

March 19, 2024

To: Faribault City Council
Faribault Economic Development Authority
Faribault Housing and Redevelopment Authority

Cc: Sara Folsted, Rice County Administrator
Jaime Bente, ISD 656 Superintendent

From: Tim Murray, City Administrator
David Wanberg, Community & Economic Development Director

Subject: "Project Buckeye" – Outline of Proposed Incentives

City Staff has been working with a local business, KGPCo, to identify and secure a new location within the city of Faribault for their operations. During initial discussions, when the search was still confidential, it was identified locally under the codename "Project Buckeye." From their website, the firm is described as follows:

> *KGPCo is a key strategic partner to the world's leading communication and technology companies creating the next generation of networks. By uniquely combining Network Services and Supply Chain Solutions to build, optimize, and maintain networks, our team's unmatched expertise enables our customers to navigate today's challenges, implement tomorrow's innovations, and build the future. KGPCo OneTouch™ provides a single source for everything from design and architecture to production and sourcing to installation and support.*

In late 2021, the following announcement was made regarding the formation of a partnership between KGPCo and the French company Circet, headquartered in Paris:

> *Circet, Europe's largest communications network services provider, backed by its management team and Intermediate Capital Group (ICG), a global alternative asset manager, and KGPCo, the leading communications infrastructure services and product supply chain provider in the United States, announced today that the companies have agreed to join forces.*
>
> *The combination of Circet's existing network infrastructure services scale and market leading presence across Europe with KGPCo's extensive network infrastructure services and supply chain services throughout the United States will create one of the largest and most experienced*

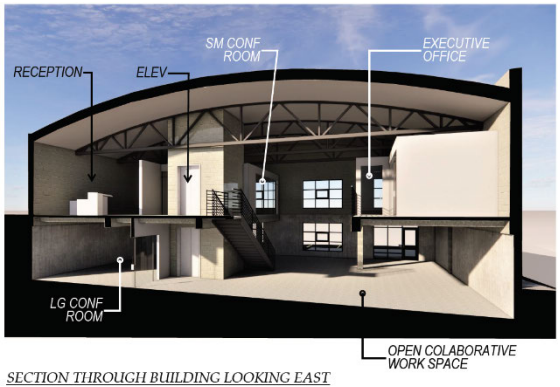
network infrastructure services providers in the North American and European communications markets, with combined global network infrastructure services revenue of $3.1 Billion USD, in addition to KGPCo's large supply chain and product business revenue.
KGPCo and Circet currently support the largest communications service providers with operations across the United States and Europe, supported by over 13,000 employees, over 200 regional facilities, and decades of experience and trust that drives significant value to existing customers, supplier partners, and the industry overall.

While now an expansive company with a global presence, KGP was started in Faribault in 1973 by Kathleen and Dale Putrah. Their four children have continued with the company, serving in top leadership and management positions. In addition to creating and growing a successful business, the Putrah family also has a long, generous history of charitable giving to various organizations within the Faribault community.

KGPCo has retained a commercial search firm to evaluate potential locations for their new headquarters. This includes two downtown Faribault locations, but also includes other locations elsewhere in Minnesota, as well as other sites outside of Minnesota. The company has sold their current property (3305 Highway 60 West—the south side of Trunk Highway 60, just west of Interstate 35), and plan to be in a new location in 18 to 36 months.

The Faribault Real Estate Fund (FREF) has now become involved in this exciting, but challenging, opportunity as well. FREF is proposed to be the redevelopment entity and the owner of the preferred downtown location property (KGPCo would lease space), which is at 511 & 513 Central Avenue. Some initial concept sketches were provided that depict what could be done to convert the building to KGPCo headquarters.

AERIAL VIEW LOOKING AT NORTH EAST CORNER OF BUILDING



SECTION THROUGH BUILDING LOOKING EAST

1.) IMAGE LOOKING EAST AT ELEV & EXTERIOR WALL

This little bit of background on Project Buckeye is intended to help emphasize the significance and importance of the opportunity before us, working to retain the headquarters of an international corporation in Faribault. It is estimated that there would initially be 50-75 employees located at their downtown headquarters, with the potential to increase to 100 or more. It is our recommendation that the City of Faribault, and our various development partners and other governmental agencies put forth a substantial and creative incentive package to make this project financially viable and retain KGPCo in the community.

Most, if not all of you, are familiar with the Community Vision 2040 (CV 2040), the culmination of months of work from a diverse group of stakeholders to create a guiding document for the betterment of the community. CV 2040 was adopted in 2015, and continues to provide clear objectives on six main initiatives. The first initiative outlined in CV 2040 is "Thriving Economic Development" that provides the following direction:

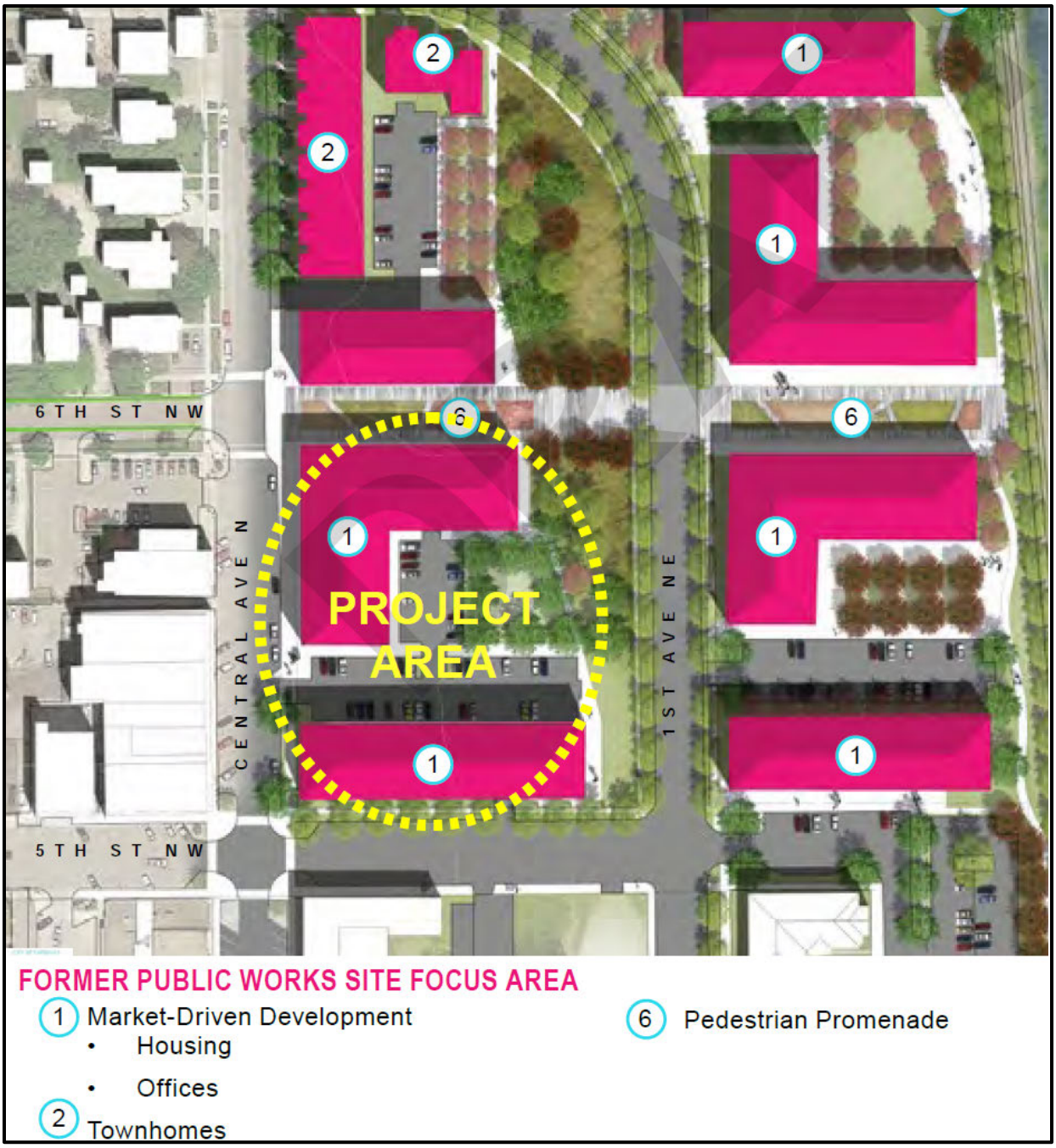
> *Faribault's economic vitality reflects the quality of life found in the community. Proactively attract and retain a broad mix of quality businesses that provide quality jobs, strengthen our tax base, build on our existing industrial parks and commercial corridors, and promote tourism.*

Another of the six initiatives is "A Thriving Downtown," and Goal 1 under this initiative states:

> *Establish anchor businesses in the downtown that complement and strengthen existing downtown businesses.*

The retention of KGPCo in Faribault and the relocation of their headquarters to the downtown area clearly falls under the guiding principles of CV 2040.

A second guiding document that applies to Project Buckeye is the Downtown Master Plan, which was adopted in September 2019. This document was one of three that were developed under the Journey to 2040 strategic planning efforts, that also include a Comprehensive Plan Update and a Parks, Trails, and Open Space Plan. The Downtown Master Plan calls for the redevelopment of the east side of Central Avenue, north of 5th Street NE, as shown in the following graphic:



The proposed redevelopment would represent the third project done in this focus area—the first two were the construction of Fleckenstein Bluffs Park (by the City) and the construction of the Straight River Apartments (by private developers), a 111-unit market rate apartment building that was completed in September 2022.

The following is a general summary of the proposed incentives that are recommended to be considered and pursued in the formation of an incentive package to make Project Buckeye economically viable at the 511-513 Central Avenue site (hereinafter referred to as the "Redevelopment Property"). Should there be support for the proposed incentives and the project appears to be advancing, more detailed calculations/determination of the amounts will be determined.

1. It is recommended that the City Council, in cooperation with the EDA, provide Tax Abatement for a period of 15 years, to be structured as follows:

   Years 1 through 10 - 100% of City Property Taxes
   Year 11 - 90% of City Property Taxes
   Year 12 - 70% of City Property Taxes
   Year 13 - 50% of City Property Taxes
   Year 14 - 30% of City Property Taxes
   Year 15 - 10% of City Property Taxes

   Estimated amount of incentive = $75,000

   These levels of abatement, while allowable, have not been the typical abatements provided on past projects. Those have been based on the increase in the amount of property tax, due to the development of the property, not the overall amount. However, when looking at the timeline of the City's various tax abatement commitments, it can be seen that more than the annual amount proposed to be allocated to this project will be coming off next year, helping to balance out the financial impacts of the proposed levels of abatement.

City of Faribault Tax Abatement Payment Projections

	2021 & Prior	2022	2023	2024	2025	2026	2027
SageGlass	247,479	166,182	166,943	162,747	33,907	-	-
SteinAir, Inc	9,187	8,561	8,110	7,919	8,075	8,075	7,785
Daikin Corp.	170,114	154,811	158,209	158,973	161,915	161,915	6,014
Trystar, LLC	23,316	54,312	61,056	78,194	44,838	-	-
Tru Vue, Inc.	-	-	-	-	44,445	44,445	44,445
TOTAL	450,096	383,865	394,319	407,833	293,179	214,435	58,243

2. The City will request that both Rice County and the Faribault Independent School District 656 provide Tax Abatement for a period of up to 10 years as allowed in Minnesota Statute Ch. 469.1813, Subd. 6. Discussions will need to be held with those entities to determine their participation and level of support. It is intended that between the two, a minimum of $25,000 in tax abatement would be committed to this project.
   Estimated amount of incentive = $25,000

3. Staff recommends that the Economic Development Authority provide a forgivable loan (grant) of $250,000, to be paid as follows: $50,000 per year for five (5) years, beginning in 2026. Annual loan disbursements and forgiveness of the loan will be conditioned upon KGPCo remaining in operation at the Redevelopment Property and meeting minimum employment requirements that would be negotiated and made part of the Loan Agreement.
   Estimated amount of incentive = $250,000

   (In just the past five years (2020-2024), the EDA's annual property tax levy has increased more than $125,000, just over a 50% increase. The County Assessor has indicated they anticipate one more year of similar valuation increases, then starting to level off. We believe that the EDA can allocate this level of funding with little or no significant impacts to its current programming).

Year	*2020*	*2021*	*2022*	*2023*	*2024*
Levy	*$246,869*	*$289,982*	*$303,623*	*$322,273*	*$372,648*

4. Staff recommends that the Housing and Redevelopment Authority (HRA) provide a forgivable loan (grant) of $250,000, to be paid as follows: $50,000 per year for five (5) years, beginning in 2026. Annual loan disbursements and forgiveness of the loan will be conditioned upon KGPCo remaining in operation at the Redevelopment Property and meeting minimum employment requirements that would be negotiated and made part of the Loan Agreement.
   Estimated amount of incentive = $250,000

   (In just the past five years (2020-2024), similar to the EDA, the HRA's property tax levy has increased more than $128,000, just under a 52% increase. The County Assessor has indicated they anticipate one more year of similar valuation increases, and then starting to level off. It is believed that the HRA can allocate this level of funding with little or no significant impacts to its current programming).

Year	*2020*	*2021*	*2022*	*2023*	*2024*
Levy	*$251,907*	*$295,900*	*$309,820*	*$328,850*	*$380,523*

   The HRA's support falls under the "Redevelopment" part of their mission, as given under their powers and duties specified in Minnesota Statutes Ch. 469, Economic Development – Housing and Redevelopment Authorities, further defined as an urban renewal project.

5. A portion of the $780,000 Main Street Economic Revitalization Program grant that the Faribault Area Chamber of Commerce and Tourism received in 2022 from the Minnesota Dept. of Employment and Economic Development (DEED) should be applied towards this project. It has been indicated that $75,000 of those funds had originally been allocated to improve the parking areas on the Redevelopment Property—this funding should continue to be allocated towards improvements on this site.
   Estimated amount of incentive = $75,000

6. The City agrees to purchase a portion of the Redevelopment Property from FREF to allow for future expansion of public parking and/or to enhance area landscaping and pedestrian facilities. This will require the FREF to re-plat the Redevelopment Property.
   Estimated amount of incentive = $100,000

7. City Staff will work with representatives from DEED to identify and secure any State funding assistance for which this project may qualify. These would likely be the Minnesota Investment Fund (MIF) and/or the Job Creation Fund (JCF) programs. Note that this assistance would go to KGPCo, and will require necessary documentation be provided to qualify, with on-going performance measures.
   Estimated amount of incentive = $250,000

In addition to the economic incentives being proposed, the following actions are recommended to be taken by the City – not just in support of this project, but as part of further implementation of the Downtown Master Plan, providing future redevelopment options and opportunities in this block.

1. The City will pursue acquisition of the two privately owned properties at 505 Central Avenue and 16 5th Street NE. The City already has a purchase agreement for the 505 Central Ave. parcel (PID 18.31.1.26.051). The City has also had initial negotiation with the owners of the property located at 16 5th St. NE (PID 18.31.1.26.052), and while no agreement has currently been reached, the City will continue to make all reasonable efforts to acquire that parcel moving forward as time and/or conditions change.
   Estimated City investment = $500,000

2. The City will make improvements to the public parking lot located south of and adjacent to the Redevelopment Property upon acquisition of the two parcels previously mentioned. These improvements could also include the use of a portion of the properties for a new commercial, residential, or mixed-use development. Should that occur, the public parking should be expanded to the north, on the property being acquired by the City from FREF.
   Estimated City investment = $150,000

The opportunity to retain the headquarters of a locally founded, international company such as KGPCo demands a concerted and substantial effort, calling upon the resources from as many entities and programs as can be brought to bear. Once they're gone, they're gone. The retention of KGPCo's headquarters in Faribault is a challenge we must meet.

Respectfully submitted:
CITY OF FARIBAULT

Tim Murray
City Administrator

David Wanberg
Community & Economic Development Director

Request for Action

TO:	Faribault Housing & Redevelopment Authority
FROM:	David Wanberg, Housing and Redevelopment Authority Executive Director
THROUGH:	
MEETING DATE:	April 8, 2024
SUBJECT:	Provide Direction Regarding Taking Additional Action Related to Closing Out Phase 1 Funding and Providing Phase 2 Funding for Faribo Downtown Central

BACKGROUND:

On Wednesday, February 28, 2024, the Faribault City Council, EDA, and HRA held a special joint meeting to act on requests to provide business assistance in the form of forgivable loans to Faribo Downtown Central LLC. HRA Vice Chair Travis McColley and Commissioners Mandy Barnes, Sara Caron, and Travis Kath were in attendance. Chair Loni Ahlers, and Commissioners Eric Delgado and Colin Maltbie were absent.

Commissioner Barnes made a motion, seconded by Commissioner McColley, to approve Resolution 2024-02, Approve a Loan Agreement between the Housing and Redevelopment Authority of Faribault and Faribo Downtown Central and Approve Closeout of Phase 1 Funding Assistance. The motion failed, with Commissioners Barnes and McColley voting in favor and Commissioners Caron and Kath voting nay. Scott Riggs, City Attorney, subsequently recommended that the HRA could consider revisiting Resolution 2024-02 at an upcoming HRA meeting - preferably a meeting at which all Commissioners would be present.

In a memorandum dated March 25, 2024, Nort Johnson, on behalf of Faribo Downtown Central LLC, requested that the full HRA act on Resolution 2024-02 (see the attached memorandum). The City Attorney stated that given the HRA's 2-2 vote, it could (but is not required to) place Resolution 2024-02 on an upcoming HRA agenda – preferably on an agenda where all Commissioners would be present. City Staff requests HRA direction on how it would like to respond to the request from Faribo Downtown Central to bring Resolution 2024-02 back to the HRA for action that does not result in an evenly split vote.

REQUESTED ACTION:

Direct City Staff on the HRA's willingness to revisit Resolution 2024-02 at an upcoming regular or special meeting of the HRA, at which - preferably - all HRA Commissioners would be in attendance.

ATTACHMENTS:

1. Faribo Downtown Central LLC Request for HRA Action on Resolution 2024-02

Memorandum from the desk of Nort Johnson

FARIBO DOWNTOWN CENTRAL

FARIBAULT INDUSTRIAL CORPORATION
EST. 1944

Memo: HRA Commitment, Full Commission Vote
To: David Wanberg, Faribault HRA

3/25/2024

Dear Mr. Wanberg,

We respectfully request that the HRA asks for a renewed motion with a full commission vote on the topic of the HRA fulfilling the second half of their 2022 commitment to Faribo Downtown Central (FDC) of $250,000 on qualified building improvements in their acquisition portfolio.

FDC moved forward on the acquisition and subsequent activities to secure these important, historic structures in Downtown Faribault based, in part, on the commitment from the Faribault HRA for $500,000 in forgivable loan assistance. It was subsequently decided by staff that the funds would be made available in two disbursements of $250,000 one in 2022 and the next in 2023. We acted in good faith as the funding was indeed committed and that we fulfilled, contractually, our obligations with the first disbursement. The routine business of the HRA should be to release the second disbursement which has already been approved and committed to this project.

Procedurally, a renewed (made again) motion with greater commission attendance, preferably full attendance would be appropriate and appreciated.

Thank you so much.

On behalf of Faribo Downtown Central and the Faribault Industrial Corporation,

Nort Johnson

Request for Action

TO:	Faribault Housing & Redevelopment Authority
FROM:	David Wanberg, Faribault Housing and Redevelopment Authority Executive Director
THROUGH:	
MEETING DATE:	April 8, 2024
SUBJECT:	Identify a Meeting Date and Time for a Special HRA Meeting in April

BACKGROUND:

Pending direction from the HRA at its April 8 Special Meeting, City Staff requests a meeting date and time for the HRA - with preferably all Commissioners present - to hold a special meeting to act on Three Rivers Community Action's pending request to support its grant application for significant funding to purchase and significantly renovate Robinwood Manor. At this special meeting, the HRA would also have the option to consider Resolution 2024-02 related to funding for Faribo Downtown Central LLC. Possible special meeting dates and times include the following:

1. Tuesday, April 23, at 5:00 p.m.
2. Wednesday, April 24, at 5:00 or 6:00 p.m.
3. Thursday, April 25, at 6:00 p.m.
4. Monday, April 29, at 5:00 p.m. or 6:00 p.m.

REQUESTED ACTION:

Identify a date and time that works for HRA to hold a special meeting in April.

ATTACHMENTS:

Request for Action

TO:	Faribault Housing & Redevelopment Authority
FROM:	David Wanberg, Faribault Housing and Redevelopment Authority Executive Director
THROUGH:	
MEETING DATE:	April 8, 2024
SUBJECT:	Updates and Items for Future Discussion

BACKGROUND:

1. HRA Maintenance Van. Bliss Ford purchased the HRA maintenance van for $28,500.
2. 204 Central. City Staff will work with Jennifer Denmark and Tim Ellison (the owners of 204 Central Avenue) regarding a forthcoming application for a $100,000 forgivable loan to renovate five apartments. The forthcoming application is based on a similar application for 206 Central Avenue, which did not address affordable housing needs.
3. HCI Phase 2 Funding for Manufactured Home Communities. The second phase of HRA's funding to HCI for work in manufactured home communities is due in June. The HRA will act on the Phase 2 funding at its regular meeting in May.
4. Refinement of HRA Financial Reports. Cornerstone and City Staff will continue to work together to refine the financial reports related to the HRA's housing income and expenses.
5. Other Updates and Future Items for Discussion. City Staff and HRA Commissioners may provide other updates or identify other items for discussion and action at an upcoming HRA meeting.

REQUESTED ACTION:

None, but the HRA can identify items for future discussion at an upcoming HRA meeting.

ATTACHMENTS: