



HOUSING & REDEVELOPMENT AUTHORITY AGENDA

PUBLIC MEETING ROOM

MONDAY, JUNE 10, 2024

6:00 PM

1. Call to Order/Approve Agenda
2. Approval of the Minutes of May 13, 2024
3. List of Claims to be Released
4. Program Reports
 - A. Healthy Communities Initiative Update
5. Property Reports
 - A. Robinwood Manor
 - B. PBV Housing -- Scattered Sites
6. Public Hearings (None)
7. Items for Discussion
 - A. Update and Next Steps related to Proposed Apartment Renovations at 204 Central Avenue
 - B. Potential Creation of a Dedicated HRA Executive Director Position
8. Announcements and Updates
9. Adjournment



HOUSING & REDEVELOPMENT AUTHORITY MINUTES

PUBLIC MEETING ROOM

MONDAY, MAY 13, 2024

6:00 PM

Meeting Items

1. Call to Order

The regular meeting of the Housing and Redevelopment Authority was called to order by Chair Ahlers at 5:59 p.m. Commissioners: Mandy Barnes, Sara Caron, Eric Delgado, Travis Kath, Colin Maltbie, Travis McColley were in attendance with Chair Loni Ahlers. Also in attendance were Director of Community and Economic Development, David Wanberg, and Administrative Assistant II, Kari Casper. Guests included Nort Johnson, Kristine Goodrich, and Dave (last name unknown).

2. Approval of the Minutes of 3/18/2024 4/8/2024 and, 4/24/2024

Motion by Colin Maltbie, seconded by Eric Delgado to approve the meeting minutes as presented. The motion passed unanimously.

3. List of Claims to be Released

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

4. Program Reports

A. Healthy Communities Initiative

Jansen Gonzalez began by telling the board that they are working on 14 manufactured homes, seven in Faribault and seven in Northfield that need rehab. They have been gathering information on the work that needs to be done, such as roofs which can come in as high as \$16,000. At some point, a decision needs to be made about whether the fix is worth it.

Motion by Travis McColley, seconded by Travis Kath to receive and file the report as presented. The motion passed unanimously.

5. Property Reports

Motion by Travis McColley, seconded by Sara Caron to approve the property reports as presented. The motion passed unanimously.

A. Robinwood Manor

B. Project Based Voucher Housing

6. Public Hearings

None.

7. Items for Discussion

- A. Resolution 2024-06 Authorize Payment to HCI for Mobile Home Coordinator Services
Motion by Sara Caron, seconded by Travis Kath to Resolution 2024-06 Authorizing Payment to HCI for Mobile Home Coordinator Services as presented. The motion passed unanimously.

- B. Resolution 2024-07 Approve a Loan Agreement between the Housing and Redevelopment Authority of Faribault and Faribo Downtown Central LLC and Approve Closeout of Phase 1 Funding Assistance

Motion by Travis McColley, seconded by Mandy Barnes to approve Resolution 2024-07 Approving a Loan Agreement Between the Housing and Redevelopment Authority of Faribault and Faribo Downtown Central LLC and Approve Closeout of Phase I Funding Assistance. The motion carried on a 5/2 vote with Caron and Kath voting in the dissent. Councilmember Caron noted that this is the second vote.

- C. Resolution 2024-08 Approve the Operating Budget for FY2024

Motion by Travis McColley, seconded by Eric Delgado to Approve. The motion passed unanimously.

- D. Announcements and Updates

Wanberg stated that the director and council had a retreat and that the new Administrator, Jessica Kinser, as well as the council, were very much in favor of getting additional assistance in our department, starting with the Economic Development Coordinator.

Wanberg went on to discuss the continued early conversations with KGPCo. and reminded the board of the offer of assistance of \$50,000 over the five-year period. He mentioned the options on site selection and how they really would like to be downtown.

Ahlers asked about KGP moving to Bloomington. Wanberg stated that those employees might work remotely. The wish to keep their employees here.

McColley asked about a time frame. Wanberg stated that they have sold their property out on Hwy 60 and have that for 18 months which can be extended if needed. Caron didn't understand how adding the apartment to get the numbers to work. Wanberg stated that they may apply for a TIF. Caron said that is a workaround to get the funding.

Councilmember Caron mentioned that the owner of Sunset Salon came into direct contact with her about how she was not aware at all of any negotiations and was not happy about this. Wanberg stated that the discussions have been with the property owners and nothing has moved forward to date. Delgado was concerned about the car place on the corner finding a new home. Wanberg said that their lease is up and they are looking for other locations but would have at least a year.

CAC has been working on getting the corner of 1st and 1st for workforce housing and emergency shelter in six units at this address. This is continuing to move forward and have applied for funding on this. Maltbie asked about winter shelters. Wanberg stated that there are funds available for that. The HRA did send money through to CAC to assist with this as well.

Wanberg then went on to discuss 204 Central and the application that will be coming forward. Kath mentioned his experience with the rental inspector. Kath leaves at 7:24 p.m. while Barnes explains her thoughts.

Robinwood grant was submitted. NAHRO conference next week -- Wanberg will be going. Need to look at our staffing. Kath then arrives back at 7:27 p.m. The budget is important and need to pull that together.

McColley asked about the management company. Wanberg stated that we have not yet begun conversations with switching yet.

8. Adjournment

Motion by Travis McColley, seconded by Sara Caron to adjourn the meeting at 7:28 p.m.
The motion passed unanimously

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: June 10, 2024
SUBJECT: List of Claims to be Released

BACKGROUND:

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

REQUESTED ACTION:

Approval of payment for the claims presented.

ATTACHMENTS:

1. 06.05.2024 HRA AP Aging Report
2. 06.05.2024 Robinwood Manor AP Aging

Payables Aging Report

Period: -06/2024

As of: 06/05/2024

Payee Name	Invoice Notes	Property	Invoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Advanced Facilities												
		Public Housing HRA	5/31/2024	5/31/2024	6212 Repairs & Mainte	PublicHRA7	4,000.00	4,000.00	0.00	0.00	0.00	
Advanced Facilities							4,000.00	4,000.00	0.00	0.00	0.00	
All Pro Cleaners, LLC.												
		Public Housing HRA	6/1/2024	6/11/2024	6211 Contracted Labor	21533	139.60	139.60	0.00	0.00	0.00	
All Pro Cleaners, LLC.							139.60	139.60	0.00	0.00	0.00	
Environmental Pest Management												
		Public Housing HRA	5/21/2024	5/21/2024	6227 Pest Control	62420	50.50	50.50	0.00	0.00	0.00	
		Public Housing HRA	5/29/2024	5/29/2024	6227 Pest Control	62660	594.00	594.00	0.00	0.00	0.00	
		Public Housing HRA	5/30/2024	5/30/2024	6227 Pest Control	62706	50.50	50.50	0.00	0.00	0.00	
		Public Housing HRA	5/29/2024	5/29/2024	6227 Pest Control	62690	606.00	606.00	0.00	0.00	0.00	
Environmental Pest Management							1,301.00	1,301.00	0.00	0.00	0.00	
FLOM Disposal Service												
		Public Housing HRA	3/15/2024	3/15/2024	6450 Trash Disposal	409110096707 03/15/2024	612.12	0.00	0.00	612.12	0.00	
FLOM Disposal Service							612.12	0.00	0.00	612.12	0.00	
HD Supply Facilities Maintenance, Ltd.												
		Public Housing HRA	5/16/2023	5/16/2023	6216 Supplies - Mainte	1803421206	-56.88	0.00	0.00	0.00	-56.88	
		Public Housing HRA	6/16/2023	6/16/2023	6216 Supplies - Mainte	1409366582	-312.53	0.00	0.00	0.00	-312.53	
HD Supply Facilities Maintenance, Ltd.							-369.41	0.00	0.00	0.00	-369.41	
Property Pros of Faribault, LLC												
		Public Housing HRA	5/20/2024	5/20/2024	6225 Grounds/Lawn Care	7465	1,594.75	1,594.75	0.00	0.00	0.00	
Property Pros of Faribault, LLC							1,594.75	1,594.75	0.00	0.00	0.00	
Virg's Appliance												
		Public Housing HRA	5/16/2024	5/16/2024	1850 Machinery, Equip	19305	1,049.00	1,049.00	0.00	0.00	0.00	
		Public Housing HRA	5/20/2024	5/20/2024	1850 Machinery, Equip	19307	360.85	360.85	0.00	0.00	0.00	
Virg's Appliance							1,409.85	1,409.85	0.00	0.00	0.00	
Xcel Energy												
		Public Housing HRA	4/9/2024	5/6/2024	6410 Electricity	872533843	32.30	0.00	32.30	0.00	0.00	
		Public Housing HRA	4/8/2024	5/3/2024	6410 Electricity	872318196	117.39	0.00	117.39	0.00	0.00	
		Public Housing HRA	4/8/2024	5/3/2024	6420 Gas	872318196	44.48	0.00	44.48	0.00	0.00	
		Public Housing HRA	4/8/2024	5/3/2024	6511 Late Fees	872318196	2.10	0.00	2.10	0.00	0.00	
Xcel Energy							196.27	0.00	196.27	0.00	0.00	
Grand Total							8,884.18	8,445.20	196.27	612.12	-369.41	

Payables Aging Report

Period: -06/2024

As of : 06/05/2024

Payee Name	Invoice #	Property	Invoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Notes												
Advanced Facilities												
		Robinwood Manor	5/13/2024	6/12/2024	6216 Supplies - M	INV12725	807.20	807.20	0.00	0.00	0.00	
		Robinwood Manor	5/31/2024	5/31/2024	6212 Repairs & M	Robinwood7	4,000.00	4,000.00	0.00	0.00	0.00	
Advanced Facilities							4,807.20	4,807.20	0.00	0.00	0.00	
Cintas Corp												
		Robinwood Manor	5/16/2024	5/16/2024	7246 Housekeepi	4192933812	75.57	75.57	0.00	0.00	0.00	
		Robinwood Manor	5/30/2024	5/30/2024	7246 Housekeepi	4194300976	19.74	19.74	0.00	0.00	0.00	
Cintas Corp							95.31	95.31	0.00	0.00	0.00	
City of Faribault												
		Robinwood Manor	4/10/2024	4/10/2024	6430 Water and S	014197-000 04/10/2024	597.71	0.00	597.71	0.00	0.00	
City of Faribault							597.71	0.00	597.71	0.00	0.00	
Faribo Plumbing & Heating												
		Robinwood Manor	5/1/2024	5/1/2024	6212 Repairs & M	63074	495.25	0.00	495.25	0.00	0.00	
Faribo Plumbing & Heating							495.25	0.00	495.25	0.00	0.00	
MEI Total Elevator Solutions												
		Robinwood Manor	5/1/2024	5/31/2024	6257 Elevator M:	1071656	216.13	0.00	216.13	0.00	0.00	
		Robinwood Manor	5/24/2024	5/24/2024	6257 Elevator M:	1074118	369.00	369.00	0.00	0.00	0.00	
MEI Total Elevator Solutions							585.13	369.00	216.13	0.00	0.00	
Rental Research Services												
		Robinwood Manor	4/30/2024	4/30/2024	6890 Tenant Scre	E08610 04/30/2024	24.50	0.00	24.50	0.00	0.00	
		Robinwood Manor	4/30/2024	4/30/2024	6890 Tenant Scre	E08611 04/30/2024	98.00	0.00	98.00	0.00	0.00	
Rental Research Services							122.50	0.00	122.50	0.00	0.00	
Sherwin Williams Co												
		Robinwood Manor	11/6/2023	11/6/2023	6216 Supplies - M	40996CB	-20.36	0.00	0.00	0.00	-20.36	
Sherwin Williams Co							-20.36	0.00	0.00	0.00	-20.36	
Virg's Appliance												
		Robinwood Manor	5/15/2024	5/15/2024	6219 Purchased S	19304	250.25	250.25	0.00	0.00	0.00	
		Robinwood Manor	5/24/2024	5/24/2024	6219 Purchased S	19308	85.00	85.00	0.00	0.00	0.00	
		Robinwood Manor	5/28/2024	5/28/2024	6219 Purchased S	19312	85.00	85.00	0.00	0.00	0.00	
		Robinwood Manor	5/28/2024	5/28/2024	6219 Purchased S	19311	85.00	85.00	0.00	0.00	0.00	
		Robinwood Manor	5/28/2024	5/28/2024	6219 Purchased S	19313	85.00	85.00	0.00	0.00	0.00	
Virg's Appliance							590.25	590.25	0.00	0.00	0.00	
Xcel Energy												
		Robinwood Manor	4/12/2024	5/9/2024	6410 Electricity	873195981	399.88	0.00	399.88	0.00	0.00	
		Robinwood Manor	4/12/2024	5/9/2024	6420 Gas	873195981	779.64	0.00	779.64	0.00	0.00	
		Robinwood Manor	4/18/2024	5/15/2024	6410 Electricity	873973412	2,051.12	0.00	2,051.12	0.00	0.00	
Xcel Energy							3,230.64	0.00	3,230.64	0.00	0.00	
Grand Total							10,503.63	5,861.76	4,662.23	0.00	-20.36	



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Director of Community and Economic Development
THROUGH:
MEETING DATE: June 10, 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. HCI Update



March - 5/3/2024 Faribault HRA Update*:

- 2 Electrical
- 1 Stove installed
- 3 Furnace/HVAC jobs completed
- Heat tape event for June 1st moved to June 15th due to rain.

* GUH's contract with the City of Faribault HRA began 6/15/2023 and runs through 6/15/2025. Funding prior to 6/15/2023 for work in Faribault was supported by the Rice County Family Services Collaborative.



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



Current issues families are facing

There are a lot of needs that we are seeing. However, these are the two we will be focusing on being that summer is right around the corner and we have to take advantage of the weather to get this work done.

- Roof repairs/replacements
- Window replacements



CORNERSTONE

Creating Healthy Communities

Executive Summary for City of Faribault- Robinwood Manor April 2024

Overview

- Total operating income was \$41,577 for April.
- Net Income for the month is \$20,390.
- Occupancy for February is at 98% with 1 vacant unit.

Financial Summary

	Current Month	Budget	Variance (+/-)	YTD Total	YTD Budget	Variance (+/-)
Total Revenue	41,577	41,577	0	181,366	181,366	0
Operating Expenses	-18,944	-18,944	0	-85,086	-85,086	0
Other Income	0	0	0	0	0	0
Other Expenses (Debt Service)	0	0	0	-9,996	-9,996	0
Net Income	19,302	19,302	0	82,614	82,614	0
Total Aged			Operating Acct Bal			
Total Accounts Receivable	9,791		Beginning Cash		1,097,055	
Total Accounts Payable	10,035		Ending Cash		1,119,138	
			Cash Flow		22,081	

Narrative:

- The Accounts Payable balance of \$10,035 is made up of current invoices with payments made in May.
- Accounts Receivable balance is \$9,791.
- The operating cash account balance ended with \$1,119,136, an increase of \$22,081.
- Net Income is \$19,302 for the month of April.

Monthly Status	March 2024	April 2024
Vacant Units	1	1
Move-Outs	0	0
Move-Ins	2	2
Evictions	0	0
Current Occupancy	50	50
Full Occupancy	51	51
Occupancy %	98%	98%

CORNERSTONE

Creating Healthy Communities

Executive Summary for City of Faribault Public Housing HRA April 2024

Overview

- Total operating income was \$55,396.
- Occupancy for April was 100%.

Financial Summary

	Current Month	Budget	Variance (+/-)	YTD Total	YTD Budget	Variance (+/-)
Total Revenue	55,396	53,083	2,312	237,499	212,332	25,167
Operating Expenses	-8,556	-28,428	19,872	-68,135	-113,707	45,572
Other Income	0	0	0	0	0	0
Other Expenses (Debt Service)	0	0	0	0	0	0
Net Income	46,840	24,655	22,184	169,364	98,625	70,739
Total Aged			Operating Acct Bal			
Total Accounts Receivable	38,299		Beginning Cash		504,876	
Total Accounts Payable	7,308		Ending Cash		504,171	
			Cash Flow		-704	

Narrative:

- The Accounts Receivable balance is \$38,299 at the end of April.
- The Accounts Payable balance of \$7,308 is made up of current invoices with payments made in May.
- The operating account balance for the month of April ended at \$504,171.

Monthly Status	March 2024	April 2024
Vacant Units	2	2
Move-Outs	0	0
Move-Ins	0	0
Evictions	0	0
Current Occupancy	47	47
Full Occupancy	49	49
Occupancy %	98%	98%



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH:
MEETING DATE: June 10, 2024
SUBJECT: Update and Next Steps related to Proposed Apartment Renovations at 204 Central Avenue

BACKGROUND:

Jennifer Denmark and Tim Ellison continue to work on improving 204 Central. Earlier, the HRA indicated it would provide a \$100,000 forgivable loan to contribute to the renovation of five existing apartments that are currently in poor shape. The City Attorney is prepared to draft the forgivable loan agreements in compliance with the business subsidy policy and relocation requirements. At this point, Jennifer and Tim intend to renovate apartments as they become vacant, which would not trigger relocation fees. However, they would like some assurance that they can collect the entire \$100,000 forgivable loan over time. They intend to improve the apartments to a quality level that would allow them to collect the average one-bedroom apartment rent in Faribault.

Jennifer and Tim will update the HRA on their work and answer any questions the HRA may have.

REQUESTED ACTION:

Provide direction regarding the status of the proposed renovations and the proposed \$100,000 forgivable loan.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority

FROM: David Wanberg, Community and Economic Development Director

THROUGH:

MEETING DATE: June 10, 2024

SUBJECT: Potential Creation of a Dedicated HRA Executive Director Position

BACKGROUND:

Traditionally, the City's Community and Economic Development (CED) Department provided staff support to the HRA. However, over the past several years, HRA staff retired or resigned, and the department had difficulty finding qualified replacements. Consequently, the HRA hired a property management firm to manage its properties. In addition, the HRA approved preliminary plans to sell Robinwood, which would help with current staffing concerns.

Nevertheless, the HRA would benefit by having qualified staff dedicated exclusively to administering the HRA. The CED Director recently attended the MNNAHRO conference and asked many other HRAs for hiring advice. Virtually all respondents stated that the Faribault HRA should have a dedicated, full-time Executive Director, and that the HRA must expect to pay the necessary salary to have a qualified director.

The City Administrator and CED Director are working hard to address the HRA's staffing and property management issues. The City has started the 2025 budget process. We propose creating a dedicated HRA Executive Director position and seek feedback from the HRA. As proposed, the HRA would fund the position. Still, this approach would not be significantly different than the current approach of the HRA funding a property management firm and reimbursing the City for staff time spent on HRA matters.

Again, Staff is seeking HRA feedback on hiring a dedicated HRA Executive Director. If the HRA supports this approach, we will prepare a job description and salary range to review with the HRA at an upcoming meeting.

REQUESTED ACTION:

Provide direction regarding the creation of a dedicated HRA Executive Director position.

ATTACHMENTS: