# HOUSING & REDEVELOPMENT AUTHORITY AGENDA

| 3RD FLOOR CONFERENCE ROOM | MONDAY, SEPTEMBER 9, 2024 | 6:00 PM |
| --- | --- | --- |

1. Call to Order/Approve Agenda
2. Approval of the Minutes
3. List of Claims to be Released
   A. Public Housing -- List of Claims for Approval
   B. Robinwood -- List of Claims for Approval
4. Program Reports
   A. Healthy Communities Initiative
5. Property Reports
6. Public Hearings - None
7. Items for Discussion

A. Overview of the Financial Audit of the HRA's Housing

B. Overview of Affordable Housing Opportunities - Dave Berglund of Northcountry Cooperative Foundation

C. Resolution 2024-16 Authorize the Payment of Certain HRA-Related Claims if the HRA Cannon Review and Approve Payment of the Claims Before They Are Due

D. Preliminary Discussion on 2025 Work Plan and Budget

8. Adjournment

# HOUSING & REDEVELOPMENT AUTHORITY MINUTES

| PUBLIC MEETING ROOM | MONDAY, AUGUST 12, 2024 | 6:00 PM |
|---|---|---|

**Meeting Items**

1. Call to Order

   A regular meeting of the Housing and Redevelopment Authority was called to order by Vice Chair Travis McColley at 6:00 p.m. The members in attendance were Sara Caron, Travis Kath, Colin Maltbie, Mandy Barnes and Vice Chair McColley. Also in attendance were David Wanberg, Director of Community and Economic Development, Jessica Kinser, City Administrator, and Kari Casper, Administrative Assistant, II. Dayna Norvold was also present on behalf of Habitat for Humanity.

2. Approval of the Minutes

   Motion by Mandy Barnes, seconded by Sara Caron to Approve. Motion Passed.

3. List of Claims to be Released

   Casper reported that we did get the list of claims to be released in another format. Casper asked if the format was acceptable. The consensus was that the information as presented is a bit small. Vice Chair McColley asked about the bill for Property Pros. Casper explained that they are the backup maintenance and have the contract for lawn care as well. He then asked about All Pro Cleaners. Casper said that they do the monthly cleaning at Robinwood and clean the unit turnovers. Jamie Radtke stated that they can send the information any way they want it. Vice Chair McColley requested an Xcel spreadsheet of the list when we get it. Casper stated that Cornerstone sends the list on the Wednesday before the packet. She will send out the Xcel spreadsheet upon receipt.

   A motion was made by Sara Caron, seconded by Colin Maltbie to approve payment of the bills as presented. The motion passed unanimously.

4. Program Reports

A. Healthy Communities Initiative Update

   Motion by Colin Maltbie, seconded by Mandy Barnes to Approve. Motion Passed.

5. Property Reports

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

6. Public Hearings

7. Items for Discussion

A. Resolution 2024-10 Authorize the Payment of Certain HRA-Related Claims if the HRA Cannot Review and Approve Payment of the Claims Before They Are Due

McColley said that he would be in support of paying the regular bills. There was some discussion about the amount chosen in terms of the $10,000. Casper tried to get Cornerstone to understand that all the bills need to be approved by the HRA. Kinser stated that Cornerstone gets paid under their contract. The board agreed that the utilities need to be paid. Approval for all bills should be paid after the HRA approves the invoices. Kinser stated that we should strike No. 2 and revise No. 3, on the resolution stating that anything that is paid related to the above will be presented at the next HRA meeting. There was a motion by Mandy Barnes, seconded by Colin Maltbie, to deny the resolution presented to revise the terms. The motion failed unanimously.

B. Resolution 2024-15 Approve Financial Assistance to Habitat for Humanity to Help Offset Affordable Housing Development Costs

McColley stated that he would entertain a motion to approve the financial assistance request for assistance with permits for the six homes at $30,000, which amounts to $5,000 each. A motion was made by Sara Caron, seconded by Mandy Barnes to approve payment of the $30,000 for this year. The motion passed unanimously. Norvold then gave a presentation on a proposed Down Payment Assistance Program.

C. Resolution 2024-12 Approve Public Housing Closeout and ACC Termination

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

D. Resolution 2024-13 Approve Establishing Reserve for Replacement Bank Accounts for the HRA's Housing

Motion by Mandy Barnes, seconded by Colin Maltbie to approve Resolution 2024-13 to Approve Establishing Reserve for Replacement Bank Accounts for the HRA's Housing as presented. The motion passed unanimously.

E. Provide Direction regarding the Preliminary FY2025 HRA Budget

Vice Chair McColley stated that he would like to see the $30,000 in support of the six houses being built by Habitat for Humanity be provided in the 2024 budget year and would like to increase the program budget to $200,000 for the downpayment assistance program that he would like to see implemented.

8. Adjournment

Motion by Sara Caron, seconded by Mandy Barnes to Adjourn at 8:15 p.m. Motion Passed.

By:_____________________________

Kari Casper, Recording Secretary

City Of Faribault

# Request for Action

| | |
|---|---|
| **TO:** | Faribault Housing & Redevelopment Authority |
| **FROM:** | David Wanberg, Director of Community and Economic Development |
| **THROUGH:** | |
| **MEETING DATE:** | September 9, 2024 |
| **SUBJECT:** | List of Claims to be Released |

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

**REQUESTED ACTION:**
Approve both lists of claims to be released.

**ATTACHMENTS:**

# Request for Action

| | |
|---|---|
| **TO:** | Faribault Housing & Redevelopment Authority |
| **FROM:** | David Wanberg, Director of Community and Economic Development |
| **THROUGH:** | |
| **MEETING DATE:** | September 9, 2024 |
| **SUBJECT:** | Public Housing -- List of Claims for Approval |

**BACKGROUND:**
Review the list of claims to be paid for public housing.

**REQUESTED ACTION:**
Approve payment of the list of claims for Public Housing

**ATTACHMENTS:**
1. 08.07.2024 - 09.04.2024 HRA Check Comparison Summary Report
2. 09.04.2024 HRA AP Aging Report

**Payables Aging Report**
Period: -08/2024
As of : 08/07/2024

| Payee Name | Invoice Notes | Property | Invoice Date | Due Date | Account | Invoice # | Current Ow | 0-30 Owed | 31-60 Owed | 61-90 Owed | Over 90 Ow | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Advanced Facilities | | | | | | | | | | | | |
| | | Public Housing HRA | 7/31/2024 | 8/31/2024 | 6212 Repairs & Mainter | PublicHRA9 | 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 | 7/1/2024 | 7/11/2024 | 6211 Contracted Labor - | 21589 | 104.70 | 0.00 | 104.70 | 0.00 | 0.00 | |
| | | Public Housing HRA | 8/1/2024 | 8/11/2024 | 6211 Contracted Labor - | 21622 | 610.76 | 610.76 | 0.00 | 0.00 | 0.00 | |
| **All Pro Cleaners, LLC.** | | | | | | | **715.46** | **610.76** | **104.70** | **0.00** | **0.00** | |
| City of Faribault | | | | | | | | | | | | |
| | | Public Housing HRA | 6/10/2024 | 7/5/2024 | 6430 Water and Sewer | 005090-000 06/10/2024 | 13.80 | 0.00 | 13.80 | 0.00 | 0.00 | |
| | | Public Housing HRA | 6/10/2024 | 7/5/2024 | 6430 Water and Sewer | 005090-001 06/10/2024 | 13.80 | 0.00 | 13.80 | 0.00 | 0.00 | |
| | | Public Housing HRA | 6/10/2024 | 7/5/2024 | 6430 Water and Sewer | 005090-003 06/10/2024 | 13.80 | 0.00 | 13.80 | 0.00 | 0.00 | |
| | | Public Housing HRA | 6/10/2024 | 7/5/2024 | 6430 Water and Sewer | 005090-004 06/10/2024 | 14.61 | 0.00 | 14.61 | 0.00 | 0.00 | |
| | | Public Housing HRA | 6/10/2024 | 7/5/2024 | 6430 Water and Sewer | 005090-006 06/10/2024 | 14.61 | 0.00 | 14.61 | 0.00 | 0.00 | |
| | | Public Housing HRA | 6/10/2024 | 7/5/2024 | 6430 Water and Sewer | 005090-007 06/10/2024 | 13.81 | 0.00 | 13.81 | 0.00 | 0.00 | |
| | | Public Housing HRA | 6/10/2024 | 7/5/2024 | 6430 Water and Sewer | 005090-016 06/10/2024 | 14.61 | 0.00 | 14.61 | 0.00 | 0.00 | |
| | | Public Housing HRA | 6/10/2024 | 7/5/2024 | 6430 Water and Sewer | 005090-026 06/10/2024 | 13.80 | 0.00 | 13.80 | 0.00 | 0.00 | |
| **City of Faribault** | | | | | | | **112.84** | **0.00** | **112.84** | **0.00** | **0.00** | |
| Environmental Pest Management | | | | | | | | | | | | |
| | | Public Housing HRA | 7/5/2024 | 7/5/2024 | 6227 Pest Control | 63875 | 87.00 | 0.00 | 87.00 | 0.00 | 0.00 | |
| | | Public Housing HRA | 7/5/2024 | 7/5/2024 | 6227 Pest Control | 63876 | 89.00 | 0.00 | 89.00 | 0.00 | 0.00 | |
| | | Public Housing HRA | 7/16/2024 | 7/16/2024 | 6227 Pest Control | 64176 | 137.00 | 137.00 | 0.00 | 0.00 | 0.00 | |
| **Environmental Pest Management** | | | | | | | **313.00** | **137.00** | **176.00** | **0.00** | **0.00** | |
| Faribo Plumbing & Heating | | | | | | | | | | | | |
| | | Public Housing HRA | 7/17/2024 | 7/17/2024 | 6212 Repairs & Mainter | 63570 | 220.00 | 220.00 | 0.00 | 0.00 | 0.00 | |
| **Faribo Plumbing & Heating** | | | | | | | **220.00** | **220.00** | **0.00** | **0.00** | **0.00** | |
| FLOM Disposal Service | | | | | | | | | | | | |
| | | Public Housing HRA | 7/22/2024 | 7/22/2024 | 6450 Trash Disposal | 409110024428 07/22/2024 | 161.34 | 161.34 | 0.00 | 0.00 | 0.00 | |
| | | Public Housing HRA | 7/25/2024 | 7/25/2024 | 6450 Trash Disposal | 409110024430 07/25/2024 | 21.92 | 21.92 | 0.00 | 0.00 | 0.00 | |
| **FLOM Disposal Service** | | | | | | | **183.26** | **183.26** | **0.00** | **0.00** | **0.00** | |
| HD Supply Facilities Maintenance, Ltd. | | | | | | | | | | | | |
| | | Public Housing HRA | 5/16/2023 | 5/16/2023 | 6216 Supplies - Mainter | 1803421206 | -56.88 | 0.00 | 0.00 | 0.00 | -56.88 | |
| | | Public Housing HRA | 6/16/2023 | 6/16/2023 | 6216 Supplies - Mainter | 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** | |
| Lampert Lumber | | | | | | | | | | | | |
| | | Public Housing HRA | 7/29/2024 | 8/15/2024 | 6216 Supplies - Mainter | 2643981-019 | 179.41 | 179.41 | 0.00 | 0.00 | 0.00 | |
| **Lampert Lumber** | | | | | | | **179.41** | **179.41** | **0.00** | **0.00** | **0.00** | |
| Property Pros of Faribault, LLC | | | | | | | | | | | | |
| | | Public Housing HRA | 7/1/2024 | 7/1/2024 | 6225 Grounds/Lawn Ca | 7517 | 1,146.00 | 0.00 | 1,146.00 | 0.00 | 0.00 | |
| | | Public Housing HRA | 7/1/2024 | 7/1/2024 | 6225 Grounds/Lawn Ca | 7519 | 3,460.00 | 0.00 | 3,460.00 | 0.00 | 0.00 | |
| | | Public Housing HRA | 7/1/2024 | 7/1/2024 | 6225 Grounds/Lawn Ca | 7516 | 1,380.00 | 0.00 | 1,380.00 | 0.00 | 0.00 | |
| **Property Pros of Faribault, LLC** | | | | | | | **5,986.00** | **0.00** | **5,986.00** | **0.00** | **0.00** | |
| ShofCorp LLC. | | | | | | | | | | | | |
| | | Public Housing HRA | 7/8/2024 | 7/8/2024 | 6219 Purchased Service | 173000 | 140.10 | 0.00 | 140.10 | 0.00 | 0.00 | |

**Payables Aging Report**
Period: -08/2024
As of : 08/07/2024

| Payee Name | Invoice Notes | Property | Invoice Date | Due Date | Account | Invoice # | Current Ow | 0-30 Owed | 31-60 Owed | 61-90 Owed | Over 90 Ow | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **ShofCorp LLC.** | | | | | | | **140.10** | **0.00** | **140.10** | **0.00** | **0.00** | |
| Virg's Appliance | | | | | | | | | | | | |
| | | Public Housing HRA | 7/2/2024 | 7/2/2024 | 1850 Machinery, Equipı | 19332 | 862.00 | 0.00 | 862.00 | 0.00 | 0.00 | |
| | | Public Housing HRA | 7/2/2024 | 7/2/2024 | 6219 Purchased Service: | 19330 | 85.00 | 0.00 | 85.00 | 0.00 | 0.00 | |
| | | Public Housing HRA | 7/24/2024 | 7/24/2024 | 6219 Purchased Service: | 19340 | 190.95 | 190.95 | 0.00 | 0.00 | 0.00 | |
| **Virg's Appliance** | | | | | | | **1,137.95** | **190.95** | **947.00** | **0.00** | **0.00** | |
| Xcel Energy | | | | | | | | | | | | |
| | | Public Housing HRA | 4/8/2024 | 5/3/2024 | 6410 Electricity | 872318196 | 117.39 | 0.00 | 0.00 | 0.00 | 117.39 | |
| | | Public Housing HRA | 4/8/2024 | 5/3/2024 | 6420 Gas | 872318196 | 44.48 | 0.00 | 0.00 | 0.00 | 44.48 | |
| | | Public Housing HRA | 4/8/2024 | 5/3/2024 | 6511 Late Fees | 872318196 | 2.10 | 0.00 | 0.00 | 0.00 | 2.10 | |
| | | Public Housing HRA | 6/7/2024 | 7/8/2024 | 6410 Electricity | 880711477 | 33.32 | 0.00 | 0.00 | 33.32 | 0.00 | |
| | | Public Housing HRA | 7/8/2024 | 8/2/2024 | 6410 Electricity | 884522367 | 34.24 | 0.00 | 34.24 | 0.00 | 0.00 | |
| | | Public Housing HRA | 3/8/2024 | 4/4/2024 | 6410 Electricity | 868237373 | 91.74 | 0.00 | 0.00 | 0.00 | 91.74 | |
| | | Public Housing HRA | 3/8/2024 | 4/4/2024 | 6420 Gas | 868237373 | 48.58 | 0.00 | 0.00 | 0.00 | 48.58 | |
| | | Public Housing HRA | 5/9/2024 | 6/6/2024 | 6410 Electricity | 876833324 | 119.18 | 0.00 | 0.00 | 0.00 | 119.18 | |
| | | Public Housing HRA | 5/9/2024 | 6/6/2024 | 6420 Gas | 876833324 | 31.88 | 0.00 | 0.00 | 0.00 | 31.88 | |
| | | Public Housing HRA | 6/11/2024 | 7/10/2024 | 6410 Electricity | 881190482 | 102.68 | 0.00 | 102.68 | 0.00 | 0.00 | |
| | | Public Housing HRA | 6/11/2024 | 7/10/2024 | 6420 Gas | 881190482 | 72.35 | 0.00 | 72.35 | 0.00 | 0.00 | |
| | | Public Housing HRA | 7/9/2024 | 8/5/2024 | 6410 Electricity | 884737896 | 156.35 | 156.35 | 0.00 | 0.00 | 0.00 | |
| | | Public Housing HRA | 7/9/2024 | 8/5/2024 | 6420 Gas | 884737896 | 48.41 | 48.41 | 0.00 | 0.00 | 0.00 | |
| **Xcel Energy** | | | | | | | **902.70** | **204.76** | **209.27** | **33.32** | **455.35** | |
| **Grand Total** | | | | | | | **13,521.31** | **5,726.14** | **7,675.91** | **33.32** | **85.94** | |

**Summary Check Register**
Period = 08/2024-09/2024
Date = 08/07/2024 - 09/04/2024

| Period | Date | Person | Property | Amount | Payment# | Notes |
|---|---|---|---|---|---|---|
| 08/2024 | 8/13/2024 | Xcel Energy | Public | 45.57 | 1 | One time |
| 08/2024 | 8/13/2024 | Advanced Facilities | Public | 4,000.00 | 273 | |
| 08/2024 | 8/13/2024 | All Pro Cleaners, LLC. | Public | 715.46 | 274 | |
| 08/2024 | 8/13/2024 | Environmental Pest Management | Public | 313.00 | 275 | |
| 08/2024 | 8/13/2024 | Faribo Plumbing & Heating | Public | 220.00 | 276 | |
| 08/2024 | 8/13/2024 | Lampert Lumber | Public | 179.41 | 277 | |
| 08/2024 | 8/13/2024 | Property Pros of Faribault, LLC | Public | 5,986.00 | 278 | |
| 08/2024 | 8/13/2024 | ShofCorp LLC. | Public | 140.10 | 279 | |
| 08/2024 | 8/13/2024 | Virg's Appliance | Public | 1,137.95 | 280 | |
| 08/2024 | 8/15/2024 | Xcel Energy | Public | 60.39 | 1 | One time |
| 09/2024 | 9/3/2024 | Cornerstone Management Services L | Public | 5,500.00 | 281 | |
| | | | **Total** | **18,297.88** | | |

| Check Run Comparison | |
|---|---|
| 08/07/2024 Check Authorization Total | $12,691.92 |
| Checks Authorized From Aging Report | $12,691.92 |
| Check Authorized not from Aging | $105.96 |
| Cornerstone Management Fees | $5,500.00 |

**Payables Aging Report**

Period: -08/2024

As of : 08/07/2024

| Payee Name | Invoice | Property | Invoice Date | Due Date | Account | Invoice # | Current Ow | 0-30 Owed | 31-60 Owed | 61-90 Owed | Over 90 Ow | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Notes | | | | | | | | | | | |
| | | | Total | $18,297.88 | | | | | | | | |

**Payables Aging Report**
Period: -09/2024
As of : 09/04/2024

| 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 | 8/30/2024 | 9/29/2024 | 6212 Repairs & Mainten | PublicHRA10 | 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 | 9/1/2024 | 9/1/2024 | 6235 Purchased Services | 21646 | 645.66 | 645.66 | 0.00 | 0.00 | 0.00 | |
| **All Pro Cleaners, LLC.** | | | | | | | **645.66** | **645.66** | **0.00** | **0.00** | **0.00** | |
| City of Faribault | | | | | | | | | | | | |
| | | Public Housing HRA | 7/11/2024 | 8/5/2024 | 6430 Water and Sewer | 005090-000 07/11/2024 | 13.80 | 0.00 | 13.80 | 0.00 | 0.00 | |
| | | Public Housing HRA | 7/11/2024 | 8/5/2024 | 6430 Water and Sewer | 005090-001 07/11/2024 | 13.80 | 0.00 | 13.80 | 0.00 | 0.00 | |
| | | Public Housing HRA | 7/11/2024 | 8/5/2024 | 6430 Water and Sewer | 005090-003 07/11/2024 | 13.80 | 0.00 | 13.80 | 0.00 | 0.00 | |
| | | Public Housing HRA | 7/11/2024 | 8/5/2024 | 6430 Water and Sewer | 005090-004 07/11/2024 | 14.61 | 0.00 | 14.61 | 0.00 | 0.00 | |
| | | Public Housing HRA | 7/11/2024 | 8/5/2024 | 6430 Water and Sewer | 005090-006 07/11/2024 | 14.61 | 0.00 | 14.61 | 0.00 | 0.00 | |
| | | Public Housing HRA | 7/11/2024 | 8/5/2024 | 6430 Water and Sewer | 005090-007 07/11/2024 | 13.80 | 0.00 | 13.80 | 0.00 | 0.00 | |
| | | Public Housing HRA | 7/11/2024 | 8/5/2024 | 6430 Water and Sewer | 005090-016 07/11/2024 | 14.61 | 0.00 | 14.61 | 0.00 | 0.00 | |
| | | Public Housing HRA | 7/11/2024 | 8/5/2024 | 6430 Water and Sewer | 005090-026 07/11/2024 | 13.80 | 0.00 | 13.80 | 0.00 | 0.00 | |
| | | Public Housing HRA | 8/12/2024 | 9/5/2024 | 6430 Water and Sewer | 005090-000 08/12/2024 | 13.80 | 13.80 | 0.00 | 0.00 | 0.00 | |
| | | Public Housing HRA | 8/12/2024 | 9/5/2024 | 6430 Water and Sewer | 005090-001 08/12/2024 | 13.80 | 13.80 | 0.00 | 0.00 | 0.00 | |
| | | Public Housing HRA | 8/12/2024 | 9/5/2024 | 6430 Water and Sewer | 005090-003 08/12/2024 | 13.81 | 13.81 | 0.00 | 0.00 | 0.00 | |
| | | Public Housing HRA | 8/12/2024 | 9/5/2024 | 6430 Water and Sewer | 005090-004 08/12/2024 | 14.61 | 14.61 | 0.00 | 0.00 | 0.00 | |
| | | Public Housing HRA | 8/12/2024 | 9/5/2024 | 6430 Water and Sewer | 005090-006 08/12/2024 | 14.61 | 14.61 | 0.00 | 0.00 | 0.00 | |
| | | Public Housing HRA | 8/12/2024 | 9/5/2024 | 6430 Water and Sewer | 005090-007 08/12/2024 | 13.80 | 13.80 | 0.00 | 0.00 | 0.00 | |
| | | Public Housing HRA | 8/12/2024 | 9/5/2024 | 6430 Water and Sewer | 005090-016 08/12/2024 | 14.73 | 14.73 | 0.00 | 0.00 | 0.00 | |
| | | Public Housing HRA | 8/12/2024 | 9/5/2024 | 6430 Water and Sewer | 005090-026 08/12/2024 | 13.80 | 13.80 | 0.00 | 0.00 | 0.00 | |
| **City of Faribault** | | | | | | | **225.79** | **112.96** | **112.83** | **0.00** | **0.00** | |
| Environmental Pest Management | | | | | | | | | | | | |
| | | Public Housing HRA | 6/24/2024 | 7/24/2024 | 6227 Pest Control | 63495 | 87.00 | 0.00 | 0.00 | 87.00 | 0.00 | |
| | | Public Housing HRA | 8/29/2024 | 8/29/2024 | 6227 Pest Control | 66345 | 232.00 | 232.00 | 0.00 | 0.00 | 0.00 | |
| **Environmental Pest Management** | | | | | | | **319.00** | **232.00** | **0.00** | **87.00** | **0.00** | |
| FLOM Disposal Service | | | | | | | | | | | | |
| | | Public Housing HRA | 8/26/2024 | 9/25/2024 | 6450 Trash Disposal | 409110024430 08/26/2024 | 21.92 | 21.92 | 0.00 | 0.00 | 0.00 | |
| | | Public Housing HRA | 8/26/2024 | 9/25/2024 | 6450 Trash Disposal | 409110024428 08/26/2024 | 161.34 | 161.34 | 0.00 | 0.00 | 0.00 | |
| **FLOM Disposal Service** | | | | | | | **183.26** | **183.26** | **0.00** | **0.00** | **0.00** | |
| HD Supply Facilities Maintenance, Ltd. | | | | | | | | | | | | |
| | | Public Housing HRA | 5/16/2023 | 5/16/2023 | 6216 Supplies - Mainten | 1803421206 | -56.88 | 0.00 | 0.00 | 0.00 | -56.88 | |
| | | Public Housing HRA | 6/16/2023 | 6/16/2023 | 6216 Supplies - Mainten | 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** | |
| Virg's Appliance | | | | | | | | | | | | |
| | | Public Housing HRA | 8/26/2024 | 8/26/2024 | 6219 Purchased Services | 19355 | 85.00 | 85.00 | 0.00 | 0.00 | 0.00 | |
| **Virg's Appliance** | | | | | | | **85.00** | **85.00** | **0.00** | **0.00** | **0.00** | |
| Xcel Energy | | | | | | | | | | | | |
| | | Public Housing HRA | 4/8/2024 | 5/3/2024 | 6410 Electricity | 872318196 | 117.39 | 0.00 | 0.00 | 0.00 | 117.39 | |
| | | Public Housing HRA | 4/8/2024 | 5/3/2024 | 6420 Gas | 872318196 | 44.48 | 0.00 | 0.00 | 0.00 | 44.48 | |
| | | Public Housing HRA | 4/8/2024 | 5/3/2024 | 6511 Late Fees | 872318196 | 2.10 | 0.00 | 0.00 | 0.00 | 2.10 | |
| | | Public Housing HRA | 3/8/2024 | 4/4/2024 | 6410 Electricity | 868237373 | 91.74 | 0.00 | 0.00 | 0.00 | 91.74 | |
| | | Public Housing HRA | 3/8/2024 | 4/4/2024 | 6420 Gas | 868237373 | 48.58 | 0.00 | 0.00 | 0.00 | 48.58 | |
| | | Public Housing HRA | 5/9/2024 | 6/6/2024 | 6410 Electricity | 876833324 | 119.18 | 0.00 | 0.00 | 0.00 | 119.18 | |
| | | Public Housing HRA | 5/9/2024 | 6/6/2024 | 6420 Gas | 876833324 | 31.88 | 0.00 | 0.00 | 0.00 | 31.88 | |
| | | Public Housing HRA | 6/11/2024 | 7/10/2024 | 6410 Electricity | 881190482 | 102.68 | 0.00 | 0.00 | 102.68 | 0.00 | |

**Payables Aging Report**
Period: -09/2024
As of : 09/04/2024

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Public Housing HRA | 6/11/2024 | 7/10/2024 | 6420 Gas | 881190482 | 72.35 | 0.00 | 0.00 | 72.35 | 0.00 | |
| | | Public Housing HRA | 7/9/2024 | 8/5/2024 | 6410 Electricity | 884737896 | 156.35 | 0.00 | 156.35 | 0.00 | 0.00 | |
| | | Public Housing HRA | 7/9/2024 | 8/5/2024 | 6420 Gas | 884737896 | 48.41 | 0.00 | 48.41 | 0.00 | 0.00 | |
| | | Public Housing HRA | 7/25/2024 | 8/21/2024 | 6420 Gas | 887191394 | 28.77 | 0.00 | 28.77 | 0.00 | 0.00 | |
| | | Public Housing HRA | 8/9/2024 | 9/6/2024 | 6410 Electricity | 889476002 | 47.38 | 47.38 | 0.00 | 0.00 | 0.00 | |
| | | Public Housing HRA | 8/9/2024 | 9/6/2024 | 6420 Gas | 889476002 | 41.28 | 41.28 | 0.00 | 0.00 | 0.00 | |
| | | Public Housing HRA | 8/6/2024 | 8/6/2024 | 6410 Electricity | 888860535 | 34.24 | 34.24 | 0.00 | 0.00 | 0.00 | |
| **Xcel Energy** | | | | | | | **986.81** | **122.90** | **233.53** | **175.03** | **455.35** | |
| **Grand Total** | | | | | | | **6,076.11** | **5,381.78** | **346.36** | **262.03** | **85.94** | |

City Of Faribault

# Request for Action

| | |
|---|---|
| **TO:** | Faribault Housing & Redevelopment Authority |
| **FROM:** | David Wanberg, Director of Community and Economic Development |
| **THROUGH:** | |
| **MEETING DATE:** | September 9, 2024 |
| **SUBJECT:** | Robinwood -- List of Claims for Approval |

---

**BACKGROUND:**
Review the list of claims to be paid for Robinwood

**REQUESTED ACTION:**
Approval of the list of claims to be paid.

**ATTACHMENTS:**
1. 08.07.2024 - 09.04.2024 Robinwood Check Comparison Summary Report
2. 09.04.2024 Robinwood AP Aging Report

**Payables Aging Report**

Period: -08/2024

As of : 08/07/2024

| Payee Name | Invoice Notes | Property | Invoice Date | Due Date | Account | Invoice # | Current Owed | 0-30 Owed | 31-60 Owed | 61-90 Owed | Over 90 Owed | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Advanced Facilities | | | | | | | | | | | | |
| | | Robinwood Manor | 7/31/2024 | 8/30/2024 | 6212 Repairs & Mainter | Robinwood9 | 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. | | | | | | | | | | | | |
| | | Robinwood Manor | 7/1/2024 | 7/11/2024 | 6211 Contracted Labor - | 21590 | 1,500.70 | 0.00 | 1,500.70 | 0.00 | 0.00 | |
| | | Robinwood Manor | 8/1/2024 | 8/11/2024 | 6211 Contracted Labor - | 21623 | 1,177.88 | 1,177.88 | 0.00 | 0.00 | 0.00 | |
| **All Pro Cleaners, LLC.** | | | | | | | **2,678.58** | **1,177.88** | **1,500.70** | **0.00** | **0.00** | |
| Cedar Lake Electric, Inc. | | | | | | | | | | | | |
| | | Robinwood Manor | 6/27/2024 | 6/27/2024 | 6219 Purchased Service | 74555 | 494.44 | 0.00 | 494.44 | 0.00 | 0.00 | |
| **Cedar Lake Electric, Inc.** | | | | | | | **494.44** | **0.00** | **494.44** | **0.00** | **0.00** | |
| Cintas Corp | | | | | | | | | | | | |
| | | Robinwood Manor | 7/11/2024 | 7/11/2024 | 7246 Housekeeping Sup | 4198649379 | 75.57 | 75.57 | 0.00 | 0.00 | 0.00 | |
| | | Robinwood Manor | 7/25/2024 | 7/25/2024 | 7246 Housekeeping Sup | 4200062039 | 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 | 6/10/2024 | 7/5/2024 | 6430 Water and Sewer | 014197-000 | 635.44 | 0.00 | 635.44 | 0.00 | 0.00 | |
| **City of Faribault** | | | | | | | **635.44** | **0.00** | **635.44** | **0.00** | **0.00** | |
| Faribo Plumbing & Heating | | | | | | | | | | | | |
| | | Robinwood Manor | 7/17/2024 | 7/17/2024 | 6212 Repairs & Mainter | 63549 | 165.00 | 165.00 | 0.00 | 0.00 | 0.00 | |
| | | Robinwood Manor | 1/17/2024 | 1/17/2024 | 6212 Repairs & Mainter | 62556 | 110.00 | 0.00 | 0.00 | 0.00 | 110.00 | |
| **Faribo Plumbing & Heating** | | | | | | | **275.00** | **165.00** | **0.00** | **0.00** | **110.00** | |
| FLOM Disposal Service | | | | | | | | | | | | |
| | | Robinwood Manor | 7/1/2024 | 7/1/2024 | 6450 Trash Disposal | 4091100244 | 247.54 | 0.00 | 247.54 | 0.00 | 0.00 | |
| **FLOM Disposal Service** | | | | | | | **247.54** | **0.00** | **247.54** | **0.00** | **0.00** | |
| MN Dept. of Labor and Industry | | | | | | | | | | | | |
| | | Robinwood Manor | 7/27/2024 | 8/26/2024 | 6257 Elevator Maintena | ALR016445 | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | |
| **MN Dept. of Labor and Industry** | | | | | | | **100.00** | **100.00** | **0.00** | **0.00** | **0.00** | |
| Property Pros of Faribault, LLC | | | | | | | | | | | | |
| | | Robinwood Manor | 7/1/2024 | 7/1/2024 | 6225 Grounds/Lawn Ca | 7518 | 730.15 | 0.00 | 730.15 | 0.00 | 0.00 | |
| | | Robinwood Manor | 4/1/2024 | 4/1/2024 | 6225 Grounds/Lawn Ca | 7410 | 70.50 | 0.00 | 0.00 | 0.00 | 70.50 | |
| | | Robinwood Manor | 7/1/2024 | 7/1/2024 | 6225 Grounds/Lawn Ca | 7515 | 681.71 | 0.00 | 681.71 | 0.00 | 0.00 | |
| **Property Pros of Faribault, LLC** | | | | | | | **1,482.36** | **0.00** | **1,411.86** | **0.00** | **70.50** | |
| Rental Research Services | | | | | | | | | | | | |
| | | Robinwood Manor | 7/31/2024 | 7/31/2024 | 6890 Tenant Screening ( | E08610 07/3 | 49.00 | 49.00 | 0.00 | 0.00 | 0.00 | |
| **Rental Research Services** | | | | | | | **49.00** | **49.00** | **0.00** | **0.00** | **0.00** | |
| Sherwin Williams Co | | | | | | | | | | | | |
| | | Robinwood Manor | 11/6/2023 | 11/6/2023 | 6216 Supplies - Mainter | 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 | 7/2/2024 | 7/2/2024 | 6219 Purchased Service | 19331 | 85.00 | 0.00 | 85.00 | 0.00 | 0.00 | |
| | | Robinwood Manor | 7/16/2024 | 7/16/2024 | 6219 Purchased Service | 19339 | 85.00 | 85.00 | 0.00 | 0.00 | 0.00 | |
| | | Robinwood Manor | 7/24/2024 | 7/24/2024 | 1850 Machinery, Equipı | 19341 | 1,115.30 | 1,115.30 | 0.00 | 0.00 | 0.00 | |
| | | Robinwood Manor | 7/30/2024 | 7/30/2024 | 1850 Machinery, Equipı | 19342 | 85.00 | 85.00 | 0.00 | 0.00 | 0.00 | |

**Payables Aging Report**
Period: -08/2024
As of : 08/07/2024

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Virg's Appliance** | | | | | | | **1,370.30** | **1,285.30** | **85.00** | **0.00** | **0.00** | |
| Xcel Energy | | | | | | | | | | | | |
| | | Robinwood Manor | 6/18/2024 | 7/17/2024 | 6410 Electricity | 882194081 | 2,501.12 | 0.00 | 2,501.12 | 0.00 | 0.00 | |
| | | Robinwood Manor | 6/12/2024 | 7/11/2024 | 6410 Electricity | 881416690 | 389.74 | 0.00 | 389.74 | 0.00 | 0.00 | |
| | | Robinwood Manor | 6/12/2024 | 7/11/2024 | 6420 Gas | 881416690 | 233.15 | 0.00 | 233.15 | 0.00 | 0.00 | |
| | | Robinwood Manor | 7/18/2024 | 8/14/2024 | 6410 Electricity | 886239007 | 3,264.76 | 3,264.76 | 0.00 | 0.00 | 0.00 | |
| | | Robinwood Manor | 7/12/2024 | 8/8/2024 | 6410 Electricity | 885376834 | 303.40 | 303.40 | 0.00 | 0.00 | 0.00 | |
| | | Robinwood Manor | 7/12/2024 | 8/8/2024 | 6420 Gas | 885376834 | 205.76 | 205.76 | 0.00 | 0.00 | 0.00 | |
| **Xcel Energy** | | | | | | | **6,897.93** | **3,773.92** | **3,124.01** | **0.00** | **0.00** | |
| **Grand Total** | | | | | | | **18,305.54** | **10,646.41** | **7,498.99** | **0.00** | **160.14** | |

**Summary Check Register**
Period = 08/2024-09/2024
Date = 08/07/2024 - 09/04/2024

| Period | Date | Person | Property | Amount | Payment# | Notes |
|---|---|---|---|---|---|---|
| 08/2024 | 8/8/2024 | Xcel Energy | Robinwood | 509.16 | ACH | ACH |
| 08/2024 | 8/13/2024 | Advanced Facilities | Robinwood | 4,000.00 | 296 | |
| 08/2024 | 8/13/2024 | All Pro Cleaners, LLC. | Robinwood | 2,678.58 | 297 | |
| 08/2024 | 8/13/2024 | Cedar Lake Electric, Inc. | Robinwood | 494.44 | 298 | |
| 08/2024 | 8/13/2024 | Cintas Corp | Robinwood | 95.31 | 299 | |
| 08/2024 | 8/13/2024 | Faribo Plumbing & Heating | Robinwood | 275.00 | 300 | |
| 08/2024 | 8/13/2024 | MN Dept. of Labor and Industry | Robinwood | 100.00 | 301 | |
| 08/2024 | 8/13/2024 | Property Pros of Faribault, LLC | Robinwood | 1,482.36 | 302 | |
| 08/2024 | 8/13/2024 | Virg's Appliance | Robinwood | 1,370.30 | 303 | |
| 08/2024 | 8/13/2024 | Rental Research Services | Robinwood | 49.00 | 304 | |
| 09/2024 | 9/3/2024 | Cornerstone Management Services L | Robinwood | 5,500.00 | 305 | |
| 08/2024 | 8/14/2024 | Xcel Energy | Robinwood | 3,264.76 | ACH | ACH |
| | | | **Total** | **19,818.91** | | |

| | |
|---|---|
| 08/07/2024 Check Authorization Total | $10,544.99 |
| Checks Authorized From Aging Report | $10,544.99 |
| Check Authorized not from Aging | $3,773.92 |
| Cornerstone Management Fees | $5,500.00 |
| Total | $19,818.91 |

**Payables Aging Report**
Period: -09/2024
As of : 09/04/2024

| Payee Name | Invoice Notes | Property | Invoice Date | Due Date | Account | Invoice # | Current Owed | 0-30 Owed | 31-60 Owed | 61-90 Owed | Over 90 Owed | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Advanced Facilities | | | | | | | | | | | | |
| | | Robinwood Manor | 8/30/2024 | 9/29/2024 | 6212 Repairs & Mainter | Robinwood10 | 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. | | | | | | | | | | | | |
| | | Robinwood Manor | 9/1/2024 | 9/1/2024 | 6235 Purchased Service | 21647 | 1,745.01 | 1,745.01 | 0.00 | 0.00 | 0.00 | |
| **All Pro Cleaners, LLC.** | | | | | | | **1,745.01** | **1,745.01** | **0.00** | **0.00** | **0.00** | |
| Cintas Corp | | | | | | | | | | | | |
| | | Robinwood Manor | 8/8/2024 | 8/8/2024 | 7246 Housekeeping Sup | 4201447155 | 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 | 8/12/2024 | 9/5/2024 | 6430 Water and Sewer | 014197-000 08/12/2024 | 736.93 | 736.93 | 0.00 | 0.00 | 0.00 | |
| **City of Faribault** | | | | | | | **736.93** | **736.93** | **0.00** | **0.00** | **0.00** | |
| Environmental Pest Management | | | | | | | | | | | | |
| | | Robinwood Manor | 8/29/2024 | 8/29/2024 | 6227 Pest Control | 66346 | 50.50 | 50.50 | 0.00 | 0.00 | 0.00 | |
| **Environmental Pest Management** | | | | | | | **50.50** | **50.50** | **0.00** | **0.00** | **0.00** | |
| Faribo Plumbing & Heating | | | | | | | | | | | | |
| | | Robinwood Manor | 8/15/2024 | 9/16/2024 | 6212 Repairs & Mainter | 25310 | 550.00 | 550.00 | 0.00 | 0.00 | 0.00 | |
| **Faribo Plumbing & Heating** | | | | | | | **550.00** | **550.00** | **0.00** | **0.00** | **0.00** | |
| Fette Electronics | | | | | | | | | | | | |
| | | Robinwood Manor | 8/15/2024 | 8/15/2024 | 6212 Repairs & Mainter | 10867 | 123.47 | 123.47 | 0.00 | 0.00 | 0.00 | |
| **Fette Electronics** | | | | | | | **123.47** | **123.47** | **0.00** | **0.00** | **0.00** | |
| Lampert Lumber | | | | | | | | | | | | |
| | | Robinwood Manor | 8/13/2024 | 8/13/2024 | 6216 Supplies - Mainter | 2678169-019 | 173.76 | 173.76 | 0.00 | 0.00 | 0.00 | |
| **Lampert Lumber** | | | | | | | **173.76** | **173.76** | **0.00** | **0.00** | **0.00** | |
| MEI Total Elevator Solutions | | | | | | | | | | | | |
| | | Robinwood Manor | 9/1/2024 | 9/1/2024 | 6257 Elevator Maintena | 1090606 | 216.13 | 216.13 | 0.00 | 0.00 | 0.00 | |
| **MEI Total Elevator Solutions** | | | | | | | **216.13** | **216.13** | **0.00** | **0.00** | **0.00** | |
| Rental Research Services | | | | | | | | | | | | |
| | | Robinwood Manor | 8/31/2024 | 8/31/2024 | 6890 Tenant Screening ( | E08610 08/31/2024 | 24.50 | 24.50 | 0.00 | 0.00 | 0.00 | |
| **Rental Research Services** | | | | | | | **24.50** | **24.50** | **0.00** | **0.00** | **0.00** | |
| Sherwin Williams Co | | | | | | | | | | | | |
| | | Robinwood Manor | 11/6/2023 | 11/6/2023 | 6216 Supplies - Mainter | 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 | 8/6/2024 | 8/6/2024 | 1850 Machinery, Equip | 19346 | 107.56 | 107.56 | 0.00 | 0.00 | 0.00 | |
| **Virg's Appliance** | | | | | | | **107.56** | **107.56** | **0.00** | **0.00** | **0.00** | |
| Xcel Energy | | | | | | | | | | | | |
| | | Robinwood Manor | 8/12/2024 | 8/12/2024 | 6410 Electricity | 889678139 | 393.15 | 393.15 | 0.00 | 0.00 | 0.00 | |
| | | Robinwood Manor | 8/12/2024 | 8/12/2024 | 6420 Gas | 889678139 | 235.98 | 235.98 | 0.00 | 0.00 | 0.00 | |
| | | Robinwood Manor | 8/20/2024 | 9/17/2024 | 6410 Electricity | 890845355 | 3,836.39 | 3,836.39 | 0.00 | 0.00 | 0.00 | |
| **Xcel Energy** | | | | | | | **4,465.52** | **4,465.52** | **0.00** | **0.00** | **0.00** | |
| **Grand Total** | | | | | | | **12,248.59** | **12,268.95** | **0.00** | **0.00** | **-20.36** | |

City Of Faribault

# Request for Action

| | |
|---|---|
| **TO:** | Faribault Housing & Redevelopment Authority |
| **FROM:** | David Wanberg, Director of Community and Economic Development |
| **THROUGH:** | |
| **MEETING DATE:** | September 9, 2024 |
| **SUBJECT:** | Healthy Communities Initiative |

**BACKGROUND:**

Please see attached the monthly update from Jansen Gonzalez. A to-date snapshot of the interactive dashboard showing what's been done is also provided for review.

**REQUESTED ACTION:**

Receive and file as presented.

**ATTACHMENTS:**

1. Snapshot of HCI's Interactive Dashboard
2. HCI Update

# Mobile Home Recovery

May 2022 through Present
(updates weekly)

**Community**

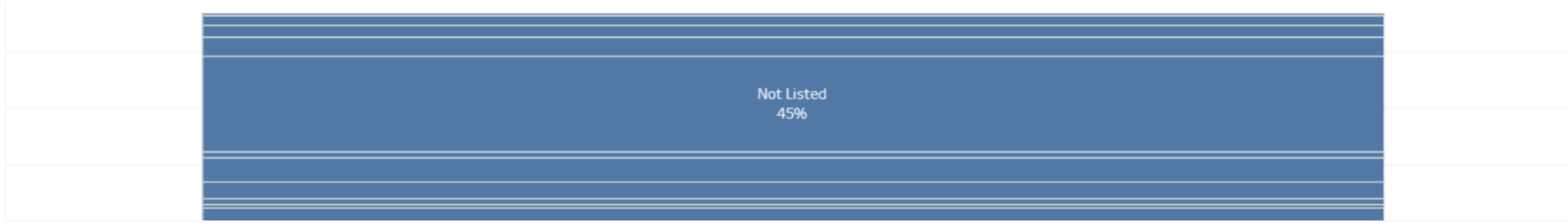
Faribault

| Interactions | Households | Assessments |
|---|---|---|
| 223 | 81 | 14 |

### Assessments - Specialty Needs Identified

| | |
|---|---|
| Electrician | 1 |
| Electrician and Plumber | 3 |
| Pest Control | 1 |
| Plumber | 1 |

## Summary of Repairs Completed to Date



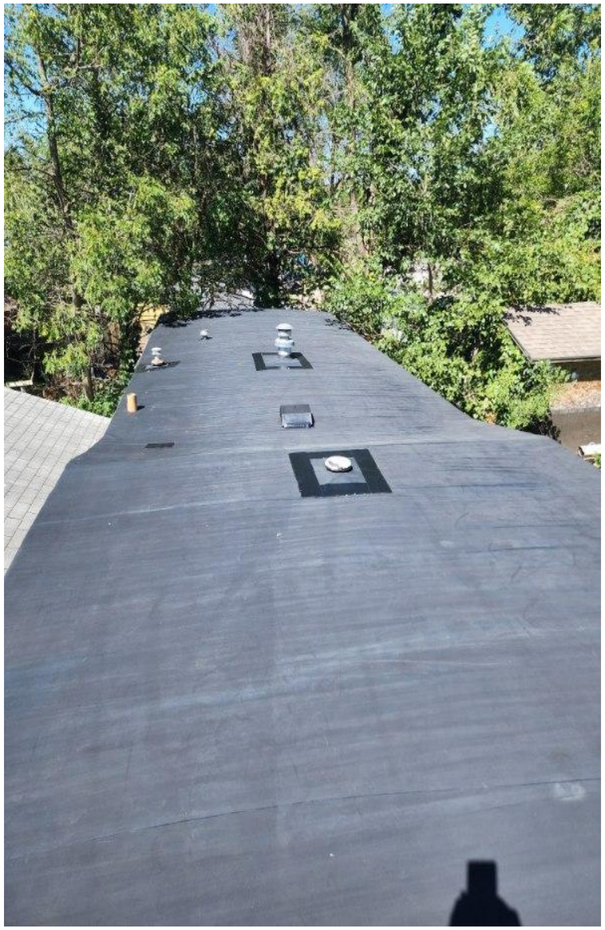

Priority (All)
Status (All)
Type of Repair (All)
Paid for Work (All)
Contractor (All)

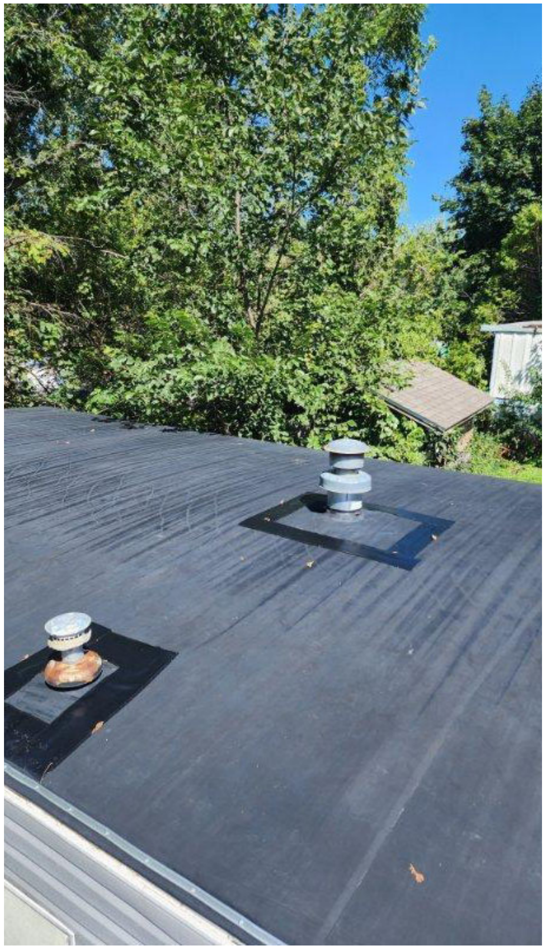
Growing Up **Healthy**

**August 2024  Faribault HRA Update*:**

**Heat Tape - 1**
**Plumbing  - 2**
**Electrical  - 1**
**Hvac & Furnace - 2**
**Roof - 1**

* 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!

# Hearing from the Community

Residents wanting more funds/assistance to be able to afford major repairs.

Request for repairs on leaking windows is increasing.

Windows are not cheap and labor is really expensive estimates around $350 - $800 per window.

Agenda Item: 7.A

# Request for Action

| | |
|---|---|
| **TO:** | Faribault Housing & Redevelopment Authority |
| **FROM:** | David Wanberg, Community and Economic Development Director |
| **THROUGH:** | |
| **MEETING DATE:** | September 9, 2024 |
| **SUBJECT:** | Overview of the Financial Audit of the HRA's Housing |

---

**BACKGROUND:**

Nancy Schultzetenberg of Creative Planning, the City's financial auditor, will provide the HRA with an overview of the Robinwood Manor audit (refer to the attached documents) and briefly discuss the 49-unit, project-based voucher housing audit findings, which are not attached but were included in the City Financial Statements. Cornerstone staff will also participate in this conversation. Our goal is to set expectations and protocols to ensure proper financial management of the HRA's property as we move forward.

**REQUESTED ACTION:**

Set clear expectations and protocols to ensure proper financial management of the HRA's properties.

**ATTACHMENTS:**

1. Robinwood Manor - Preliminary Communications Letter
2. Robinwod Manor - Preliminary Annual Financial Report

# Robinwood Manor Elderly Housing Project
# Faribault, Minnesota

# HUD Project No. 092-11023

# Communications Letter

# December 31, 2023

## Robinwood Manor Elderly Housing Project
## Table of Contents

## Report on Matters Identified as a Result of the Audit of the Basic Financial Statements

Board of Directors
Robinwood Manor Elderly Housing Project
Faribault, Minnesota

In planning and performing our audit of the basic financial statements of the Robinwood Manor Elderly Housing Project (the Project), Minnesota, as of and for the year ended December 31, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the Project's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Project's internal control. Accordingly, we do not express an opinion on the effectiveness of the Project's internal control over financial reporting.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that have not been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error, or fraud may occur and not be detected by such controls. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the Project's basic financial statements will not be prevented, or detected and corrected, on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible*. The chance of the future event or events occurring is more than remote but less than likely.
- *Probable*. The future event or events are likely to occur.

We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. The significant deficiency identified is stated within this letter.

This communication, which is an integral part of our audit, is intended solely for the information and use of the Board of Directors and management and is not intended to be, and should not be, used by anyone other than these specified parties.

St. Cloud, Minnesota
March 10, 2024

**Robinwood Manor Elderly Housing Project**
**HUD Project No. 092-11023**
**Significant Deficiency and**
**Recommendation for Management**

**Lack of Segregation of Accounting Duties**

The Project has a lack of segregation of accounting duties due to a limited number of office employees. The lack of adequate segregation of accounting duties could adversely affect the Project's ability to initiate, record, process, and report financial data consistent with the assertions of management in the financial statements.

During 2023, claims were made without prior approval of the Board. A Board may opt to delegate its authority to review claims before payment, but this delegation was not evident.

Management and Members of the Board are aware of this condition and have taken certain steps to compensate for the lack of segregation but due to the number of staff needed to properly segregate all of the accounting duties, the costs of obtaining desirable segregation of accounting duties can often exceed benefits which could be derived. However, management and the Members of the Board must remain aware of this situation and should continually monitor the accounting system, including changes that occur.

We recommend segregation or independent review be implemented whenever practical and cost effective.

**Improve Tenant Reporting Internal Control**

During our audit, we analyzed the reporting process for the tenant information for the Robinwood Manor Elderly Housing Project. We noted inconsistencies in the reporting of tenant balances and security deposit information amongst the reports. Internal reports should be updated to remove old tenant balances that were previously written off with proper resolution and to reflect accurate security and pet deposit information. Additionally, year-end trial balances were not reconciled in a timely manner.

To improve internal control over the reporting process and to prevent potential omissions and errors, we recommend the Project implement additional oversight procedures to ensure the accuracy, timeliness, and completeness of housing reports.

**Robinwood Manor Elderly Housing Project**
**HUD Project No. 092-11023**
**Required Communication**

We have audited the basic financial statements of the Project as of and for the year ended December 31, 2023. Professional standards require that we advise you of the following matters related to our audit.

**Our Responsibility in Relation to the Financial Statement Audit**
As communicated in our engagement letter, our responsibility, as described by professional standards, is to form and express opinions about whether the basic financial statements prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the basic financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the basic financial statements are free of material misstatement. An audit of the basic financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Project's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Project solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgement, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Our responsibility for the supplementary information accompanying the basic financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the basic financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Our Responsibility in Relation to *Government Auditing Standards***
As communicated in our engagement letter, part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we performed tests of the Project's compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of basic financial statement amounts. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

**Planned Scope and Timing of the Audit**
We conducted our audit consistent with the planned scope and timing we previously communicated to you.

**Compliance with All Ethics Requirements Regarding Independence**
The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

**Robinwood Manor Elderly Housing Project**
**HUD Project No. 092-11023**
**Required Communication**

**Significant Risks Identified**
We have identified the following significant risks of material misstatement:

- Management Override of Controls – Management override of internal control is considered a risk in substantially all engagements as management may be incentivized to produce better results.
- Misappropriation of Assets – If duties cannot be appropriately segregated, there is a risk of unauthorized disbursements being made by the Project. In addition, generally this results in less review taking place as transactions are recorded in the financial statements.
- Improper Revenue Recognition – Revenue recognition is considered a fraud risk on substantially all engagements as it generally has a significant impact on the results of the entity's operations. In addition, complexities exist surrounding the calculation and recording of various revenue sources.
- Depreciation – Depreciation expense is generally material to the financial statements and involves significant estimates.

**Qualitative Aspects of the Project's Significant Accounting Practices**

*Significant Accounting Policies*
Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Project is included in the notes to the basic financial statements. There have been no initial selection of accounting policies and no changes to significant accounting policies or their application during 2023. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

*Significant Accounting Estimates*
Accounting estimates are an integral part of the basic financial statements prepared by management and are based on management's current judgements. Those judgements are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgements. The most sensitive estimate affecting the basic financial statements relate to:

Depreciation – The Project is currently depreciating its capital assets over their estimated useful lives, as determined by management, using the straight-line method.

We evaluated the key factors and assumptions used to develop the accounting estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

*Financial Statement Disclosures*
Certain basic financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The basic financial statement disclosures are neutral, consistent, and clear.

**Significant Difficulties Encountered during the Audit**
We encountered no significant difficulties in dealing with management relating to the performance of the audit.

**Uncorrected and Corrected Misstatements**
For the purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effects of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the basic financial statements taken as a whole and each applicable opinion unit.

Management did not identify, and we did not notify them of any uncorrected financial statement misstatements

**Disagreements with Management**
For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Project's basic financial statements or the auditor's report. No such disagreements arose during the course of our audit.

**Representations Requested from Management**
We have requested certain written representations from management, which are included in the management representation letter.

**Management's Consultations with Other Accountants**
In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management has informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

**Other Significant Matters, Findings, or Issues**
In the normal course of our professional association with the Project, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the Project, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Project's auditor.

**Other Information in Documents Containing Audited Financial Statements**
With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the basic financial statements or to the basic financial statements themselves.

# Robinwood Manor Elderly Housing Project
# Faribault, Minnesota

# HUD Project No. 092-11023

# Annual Financial Report

# December 31, 2023



Lead Auditor: Nancy Schulzetenberg, CPA
BerganKDV Ltd.
220 Park Avenue South
P.O. Box 1304
St. Cloud, MN 56302-3713
320-251-7010
Federal EIN: 41-1431613
Licensing: Licensed by State of Minnesota

**Robinwood Manor Elderly Housing Project**
**Table of Contents**

## Independent Auditor's Report

Board of Directors
Robinwood Manor Elderly Housing Project
Faribault, Minnesota

## Report on the Audit of the Financial Statements

### Opinions

We have audited the financial statements of Robinwood Manor Elderly Housing Project (the Project), a Minnesota non-profit corporation, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Project's basic financial statements as listed in the Table of Contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the Robinwood Manor Elderly Housing Project as of December 31, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Project and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Responsibilities of Management for the Financial Statements

The Project's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Project's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

**Auditor's Responsibilities for the Audit of the Financial Statements**
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Project's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Project's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

**Supplementary Information**
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Project's basic financial statements. The accompanying supplementary information is presented for purposes of additional analysis as required by the *Consolidated Audit Guide for Audits of HUD Programs* issued by the U.S. Department of Housing and Urban Development, Office of the Inspector General, and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements.

The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 10, 2024, on our consideration of the Project's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Project's internal control over financial reporting and compliance.

St. Cloud, Minnesota
March 10, 2024

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BASIC FINANCIAL STATEMENTS

**Robinwood Manor Elderly Housing Project**
**HUD Project No. 092-11023**
**Statements of Financial Position**
**December 31, 2023**



| | | General Fund | Project |
|---|---|---|---|
| **Assets** | | | |
| Current Assets | | | |
| 1120 | Cash and cash equivalents | $ - | $ 1,224,670 |
| 1140 | Accounts receivable - operations | - | 8,188 |
| 1140 | Due from other governments | - | 192,072 |
| 1140 | Due from other funds | 472,924 | - |
| | Total current assets | 472,924 | 1,424,930 |
| Deposits Held in Trust - funded | | | |
| 1191 | Tenant deposits held in trust | - | 14,653 |
| Fixed Assets | | | |
| 1410 | Land | - | 62,426 |
| 1420 | Buildings | - | 1,900,382 |
| 1440 | Building equipment | - | 226,297 |
| 1470 | Maintenance equipment | - | 79,754 |
| | Total fixed assets, cost | - | 2,268,859 |
| 1495 | Less accumulated depreciation | - | (1,728,546) |
| | Total fixed assets, net | - | 540,313 |
| | Total assets | $ 472,924 | $ 1,979,896 |
| **Liabilities and Net Assets** | | | |
| Current Liabilities | | | |
| 2110 | Accounts payable | $ - | $ 11,906 |
| 2150 | Accrued property taxes | - | 13,021 |
| 2190 | Due to other funds | - | 472,924 |
| | Total current liabilities | - | 497,851 |
| Deposit Liabilities | | | |
| 2191 | Total deposits held in trust | - | 14,727 |
| | Total liabilities | - | 512,578 |
| Net Assets | | | |
| 3131 | Unrestricted net assets | 472,924 | 1,467,318 |
| | Total liabilities and net assets | $ 472,924 | $ 1,979,896 |

See notes to basic financial statements.

**Robinwood Manor Elderly Housing Project**
**HUD Project No. 092-11023**
**Statements of Activities**
**Year Ended December 31, 2023**

| | General Fund | Project |
|---|---|---|
| **Income** | | |
| Rental, net | $ - | $ 551,583 |
| Financial | 34,540 | 42,014 |
| Other | - | 9,171 |
| Total income | 34,540 | 602,768 |
| **Project Expense** | | |
| Administrative | - | 84,455 |
| Utilities | - | 50,025 |
| Operating and maintenance | - | 106,585 |
| Taxes and insurance | - | 23,459 |
| Total project expense | - | 264,524 |
| Income before depreciation | 34,540 | 338,244 |
| **Depreciation** | - | 39,967 |
| Net income (loss) | $ 34,540 | $ 298,277 |



See notes to basic financial statements.

**Robinwood Manor Elderly Housing Project**
**HUD Project No. 092-11023**
**Statements of Changes in Net Assets**
**Year Ended December 31, 2023**

| | General Fund | Project |
|---|---|---|
| Beginning balance, January 1 | $ 438,384 | $ 1,169,041 |
| Net income (loss) | 34,540 | 298,277 |
| Ending balance, December 31 | $ 472,924 | $ 1,467,318 |



See notes to basic financial statements.

**Robinwood Manor Elderly Housing Project**
**HUD Project No. 092-11023**
**Statements of Cash Flows**
**Year Ended December 31, 2023**



| | General | Project |
|---|---|---|
| **Cash Flows - Operating Activities** | | |
| Receipts | | |
| Tenants rents, net | $ - | $ 348,732 |
| Interest received | 36,077 | 44,252 |
| Other income | - | 9,171 |
| Total receipts | 36,077 | 402,155 |
| Project Disbursements | | |
| Administrative | - | 84,455 |
| Utilities | - | 50,025 |
| Operating and maintenance | - | 118,569 |
| Tenant security deposits | - | (272) |
| Real estate taxes | - | 13,177 |
| Miscellaneous taxes and insurance | - | 10,438 |
| Total project disbursements | - | 276,392 |
| Net cash flows - operating activities | 36,077 | 125,763 |
| **Cash Flows - Capital and Related Financing Activities** | | |
| Interfund activity | (472,924) | 472,924 |
| Acquisition of fixed assets | - | (11,530) |
| Net cash flows - capital and related financing activities | (472,924) | 461,394 |
| Net change in cash and cash equivalents | (436,847) | 587,157 |
| **Cash and Cash Equivalents, January 1** | 436,847 | 637,513 |
| **Cash and Cash Equivalents, December 31** | $ - | $ 1,224,670 |
| **Reconciliation of Net Income to Net Cash Flows - Operating Activities** | | |
| Net income | $ 34,540 | $ 298,277 |
| Adjustments to reconcile operating Income (loss) to net cash flows - Operating activities | | |
| Depreciation expense | - | 39,967 |
| Change in operating assets and liabilities | | |
| Accrued interest receivable | 1,537 | 2,238 |
| Tenant accounts receivable | - | 231 |
| Accounts receivable - other | - | (7,985) |
| Due from other governmental units | - | (192,072) |
| Tenant security deposits held in trust | - | (217) |
| Accounts payable | - | (11,401) |
| Due to other governmental units | - | (583) |
| Property taxes | - | (156) |
| Unearned revenue | - | (3,025) |
| Tenant security deposits | - | 489 |
| Total adjustments | 1,537 | (172,514) |
| Net cash flows - operating activities | $ 36,077 | $ 125,763 |

See notes to basic financial statements.

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## Robinwood Manor Elderly Housing Project
## Notes to Basic Financial Statements

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**A. Reporting Entity**

Robinwood Manor Elderly Housing Project (the Project), wholly owned by the Elderly Housing Corporation (EHC) of Faribault, Minnesota, is a 51-unit housing Project located in Faribault, Minnesota. The Project is operated under section 223(a)(7) of the Housing Act of 1959. Substantially all of the Project's income is derived from the rental of its apartment units and Section 8 Housing Assistance Payments from HUD.

The General Fund on these financial statements represents remaining funds from a 1991 refinancing.

**B. Basis of Accounting**

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Revenues are recognized when earned and expenses are recorded when a liability is incurred.

**C. Financial Statement Presentation**

The Project has adopted Financial Accounting Standards Board Accounting Standards Codification Subtopic (FASB ASC) 958-205, *Financial Statements of Not-for-Profit Organizations*. Under FASB ASC 958-205, the Project is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Unrestricted net assets are free of donor-imposed restrictions and include all revenues, expenses, gains, and losses that are not subject to donor-imposed restrictions. Temporarily restricted net assets are those stipulated by donors for specific operating purposes or those not currently available for use until commitments regarding their use have been fulfilled. Permanently restricted net assets are those contributed with donor stipulations that they be held in perpetuity with the use of income for unrestricted or temporarily restricted purposes. In addition, the Project is required to present a statement of cash flows.

**D. Assets, Liabilities, and Net Assets**

**1. Cash and Investments**

For purposes of the statements of cash flows, all highly liquid investments with a maturity of three months or less are considered to be cash equivalents.

**2. Receivables and Credit Policies**

Trade receivables are uncollateralized tenant obligations due under normal trade terms requiring payment within five days from the 1st of the month. Unpaid trade receivables do not bear interest.

Trade receivables are stated at the signed contract price. Tenant account balances over five days old are considered delinquent.

Payments of trade receivables are applied to the earliest unpaid monthly rent.

## NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### D. Assets, Liabilities, and Net Assets (Continued)

#### 2. Receivables and Credit Policies (Continued)

The carrying amount of trade receivables is reduced by a valuation allowance that reflects management's best estimate of the amounts that will not be collected. After 30 days, management begins legal proceedings against the tenant. An unlawful detainer is retained, and the eviction process begins. Once a tenant vacates with an amount outstanding, the security deposit is applied to the balance due, and the balance is written off per the adopted write-off policy.

#### 3. Fixed Assets

Fixed assets are defined by the Project as assets with an initial, individual cost of more than $5,000 (amount not rounded) and an estimated useful life in excess of one year. Fixed assets are stated at cost and are being depreciated using straight line methods based on estimated useful lives as follows:

| Assets | Years |
|---|---|
| Buildings and improvements | 5 - 40 |
| Building equipment | 5 - 15 |
| Maintenance equipment | 7 - 10 |

Upon retirement or other disposition, the cost and related accumulated depreciation of disposed assets are removed from the accounts and any resulting gain or loss is recognized in operations.

Repairs and maintenance are charged to expense as incurred. Renewals and improvements that extend the useful life of assets are capitalized and depreciated over future periods.

#### 4. Tenant Deposits Held in Trust

Tenant deposits are funds that are paid at the inception of a lease agreement by the lessee, in order to provide the Project protection in the case the property is damaged. These funds are released at the commencement of the lease, plus accrued interest, to the lessee, provided certain requirements have been met.

#### 5. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles of the United States of America requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

#### 6. Subsequent Events

In preparing these financial statements, the Project has evaluated events and transactions for potential recognition or disclosure through March 10, 2024, the date the financial statements were available to be issued.

## NOTE 2 – INCOME TAXES

The Project reviews and assesses its tax positions taken or expected to be taken in tax returns. Based on this assessment the Project determines whether it is more likely than not that the position would be sustained upon examination by tax authorities. The Project's assessment has not identified any significant positions that it believes would not be sustained under examination.

The Project is a nonprofit corporation that is exempt from income tax under section 501(c)(3) of the Internal Revenue Code and has determined that such tax position does not result in an uncertainty requiring recognition. The Organization is not currently under examination by any taxing jurisdiction. Its federal income tax returns are generally open for examination for three years after the date of filing, including extensions.

## NOTE 3 – RISK MANAGEMENT

The Project is exposed to various risks of loss to torts; theft, damage, and destruction of assets; errors on omissions; and natural disasters for which the Project carries commercial insurance. There has been no significant reduction in insurance coverage from the previous year. In addition, there have been no material settlements in excess of coverage in any of the prior three fiscal years.

## NOTE 4 – VULNERABILITY DUE TO CONCENTRATION IN A MULTIFAMILY PROJECT

The Project's sole asset is its apartment project. The Project's operations are concentrated in the multifamily real estate market. In addition, the Project operates in a heavily regulated environment. The operations of the Project are subject to the administrative directives, rules, and regulations of federal, state, and local regulatory agencies, including, but not limited to, HUD. Such administrative directives, rules and regulations are subject to change by an act of Congress, or an administrative change mandated by HUD. Such changes may occur with little notice or inadequate funding to pay for the related cost, including the additional administrative burden, to comply with a change. The Project's most vulnerable concentration is Housing Assistance Payments, which have to be appropriated by Congress annually.

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**SUPPLEMENTARY INFORMATION**

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**Robinwood Manor Elderly Housing Project**
**HUD Project No. 092-11023**
**Supplementary Information**
**Statements of Changes in Fixed Assets**
**Year Ended December 31, 2023**

| | | Fixed Assets | | | |
|---|---|---|---|---|---|
| | | Balance 12/31/2022 | Additions | Retirements | Balance 12/31/2023 |
| 1410 | Land | $ 62,426 | $ - | $ - | $ 62,426 |
| 1420 | Buildings | 1,888,852 | 11,530 | - | 1,900,382 |
| 1440 | Building equipment | 226,297 | - | - | 226,297 |
| 1470 | Maintenance equipment | 79,754 | - | - | 79,754 |
| | Total | 2,257,329 | 11,530 | - | 2,268,859 |
| 1495 | Less accumulated depreciation | (1,688,579) | (39,967) | - | (1,728,546) |
| | Total | $ 568,750 | $ (28,437) | $ - | $ 540,313 |

**Robinwood Manor Elderly Housing Project**
**HUD Project No. 092-11023**
**Supplementary Information**
**Statements of Activities**
**Year Ended December 31, 2023**

| | General Fund | Project |
|---|---|---|
| **Income** | | |
| Rent Revenue | | |
| 5120 Gross potential | $ - | $ 184,328 |
| 5121 Tenant assistance payments | - | 367,255 |
| 5100T Total rent revenue | - | 551,583 |
| Financial Revenue | | |
| 5490 Revenue from investments | 34,540 | 42,014 |
| 5400T Total financial revenue | 34,540 | 42,014 |
| Other Revenue | | |
| 5910 Laundry and vending | - | 9,171 |
| 5000T Total income | 34,540 | 602,768 |
| **Project Expense** | | |
| Administrative | | |
| 6311 Office expense | - | 20 |
| 6320 Management fee | - | 38,426 |
| 6340 Legal expense | - | 4,675 |
| 6350 Audit expense | - | - |
| 6351 Bookkeeping fees/accounting services | - | - |
| 6370 Bad debts | - | - |
| 6390 Miscellaneous administrative expenses | - | 41,334 |
| 6263T Total administrative | - | 84,455 |
| Utilities | | |
| 6450 Electricity | - | 36,945 |
| 6451 Water | - | 6,316 |
| 6452 Gas | - | 6,764 |
| 6400T Total utilities | - | 50,025 |

**Robinwood Manor Elderly Housing Project**
**HUD Project No. 092-11023**
**Supplementary Information**
**Statements of Activities**
**Year Ended December 31, 2023**

| | General Fund | Project |
|---|---|---|
| **Project Expense (Continued)** | | |
| Operating and Maintenance | | |
| 6515 Supplies | - | 2,939 |
| 6520 Contracts | - | 11,782 |
| 6525 Garbage and trash removal | - | 4,093 |
| 6590 Miscellaneous operating and maintenance | - | 87,771 |
| 6500T Total operating and maintenance | - | 106,585 |
| Taxes and Insurance | | |
| 6710 Real estate taxes | - | 21,521 |
| 6720 Property and liability insurance | - | 10,438 |
| 6700T Total taxes and insurance | - | 31,959 |
| **Financial** | | |
| 6000T Total costs of operations before depreciation | $ - | $ 273,024 |
| 5060T Income before depreciation | 34,540 | 329,744 |
| 6600 Depreciation | - | 39,967 |
| 5060N Operating income | $ 34,540 | $ 289,777 |

PRELIMINARY

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**Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

**Independent Auditor's Report**

Board of Directors
Robinwood Manor Elderly Housing Project
Faribault, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Robinwood Manor Elderly Housing Project (the Project), a Minnesota non-profit corporation, which comprise the statements of financial position as of December 31, 2023, and the related statements of activities, and cash flows for the year then ended, and the related notes to the basic financial statements, and have issued our report thereon dated March 10, 2024.

**Report on Internal Control over Financial Reporting**
In planning and performing our audit of the financial statements, we considered the Project's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Project's internal control. Accordingly, we do not express an opinion on the effectiveness of the Project's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Project's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Report on Compliance and Other Matters**
As part of obtaining reasonable assurance about whether the Project's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**
The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Project's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Project's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

St. Cloud, Minnesota
March 10, 2024

**Robinwood Manor Elderly Housing Project**
**HUD Project No. 092-11023**
**Schedule of Findings and Questioned Costs**
**Year Ended December 31, 2023**



## SECTION I - SUMMARY OF AUDIT RESULTS

### Financial Statements

1. The auditor's report expresses an unmodified opinion on the financial statements of Robinwood Manor Elderly Housing Project.

2. No significant deficiencies related to the audit of the financial statements were disclosed in the audit of the financial statements.

3. No instances of noncompliance were disclosed in the audit of the financial statements.

## SECTION II - FINDINGS RELATED TO THE FINANCIAL STATEMENTS

None

ROBINWOOD MANOR ELDERLY HOUSING PROJECT HUD PROJECT NO. 092-11023
CERTIFICATION OF PROJECT OWNERS AND MANAGEMENT AGENT

FOR THE YEAR DECEMBER 31, 2022

We hereby certify that we have examined the accompanying financial statements and supplemental information of Robinwood Manor Elderly Housing Project and, to the best of our knowledge and belief, the same is complete and accurate.

ROBINWOOD MANOR ELDERLY HOUSING PROJECT

By: The Elderly Housing Corporation of Faribault, Minnesota

David Wanberg (Executive Director)

03.23.2023

Date

Employer Identification Number: 41-1720252

City Of Faribault

# Request for Action

| | |
|---|---|
| **TO:** | Faribault Housing & Redevelopment Authority |
| **FROM:** | David Wanberg, Community and Economic Development Director |
| **THROUGH:** | |
| **MEETING DATE:** | September 9, 2024 |
| **SUBJECT:** | Overview of Affordable Housing Opportunities - Dave Berglund of Northcountry Cooperative Foundation |

**BACKGROUND:**

Dave Berglund of Northcountry Cooperative Foundation (NCF) will provide the HRA with an overview of NCF. NCF is a nonprofit organization that promotes cooperative housing ownership as a means to affordable housing. NCF has helped manufactured housing communities organize cooperatives, facilitate the purchase of land beneath the manufactured homes, and support the homeowners in governing and overseeing the manufactured home community.

NCF also supports new cooperative housing developments through its New Leaf Cooperative program. This program involves acquiring a roughly ten-acre site to accommodate 50-60 affordable manufactured or modular homes (refer to the concept plan below).

## New Leaf Cooperatives

NCF's New Leaf Cooperatives initiative is to create newly constructed home ownership neighborhoods that are attainable at workforce incomes in rural communities.

We envision providing three different house models:

- 1,100 square foot, 3-bedroom, 2-bathroom
- 1,300 square foot, 3-bedroom, 2-bathroom
- 1,600 square foot, 3-bedroom, 2-bathroom, attached garage

These new construction neighborhoods use houses that are constructed off-site in a temperature controlled facility and then delivered and installed on-site. The community will be sited with walkable city streets with a central commons featuring a community center with playground and basketball court.

As the HRA works on its 2025 work program and budget, the HRA should consider what, if any, role it could or should have in promoting or contributing to cooperative housing projects.

**REQUESTED ACTION:**
Provide feedback regarding the HRA's role in promoting or contributing to cooperative housing projects.

**ATTACHMENTS:**

City Of Faribault

# Request for Action

| | |
|---|---|
| **TO:** | Faribault Housing & Redevelopment Authority |
| **FROM:** | David Wanberg, Community and Economic Development Director |
| **THROUGH:** | |
| **MEETING DATE:** | September 9, 2024 |
| **SUBJECT:** | Resolution 2024-16 Authorize the Payment of Certain HRA-Related Claims if the HRA Cannon Review and Approve Payment of the Claims Before They Are Due |

**BACKGROUND:**
At its August 12, 2024, meeting, the HRA objected to specific provisions outlined in Resolution 2024-10, which authorized the payment of certain HRA-related claims. The HRA did not approve Resolution 2024-10. The attached Resolution 2024-16 is based on the HRA direction related to when certain HRA-related claims can be paid prior to HRA approval.

**REQUESTED ACTION:**
Approve Resolution 2024-16.

**ATTACHMENTS:**
1. Resolution 2024-16

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

## RESOLUTION #2024-16

### AUTHORIZE THE PAYMENT OF CERTAIN HRA-RELATED CLAIMS

***WHEREAS,*** the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") receives various claims that the HRA must pay from its various funds; and

***WHEREAS,*** the HRA is intended to review all claims before authorizing the payment of claims from the appropriate HRA funds; and

***WHEREAS,*** the HRA authorizes its property management firm to pay HRA-authorized claims associated with Fund 241- Public Housing (now known as Section 18/RAD Repositioned/Project-Based Housing) and Fund 898- Robinwood Manor, after the HRA's review and authorization; and

***WHEREAS,*** the HRA must also pay claims associated with other HRA funds, including but not limited to Fund 280, which the HRA authorizes the Faribault City Council, on behalf of the HRA, to pay from the appropriate HRA funds; and

***WHEREAS,*** the HRA intends to pay all bills and invoices within 30 days of receipt, not–to-exceed 45 days; and

***WHEREAS,*** the HRA may not be able to review and authorize payment of certain claims before the payments are due; and

***WHEREAS,*** it is in the HRA's interest to ensure payments are made in a timely manner on claims where penalties are likely including, but not limited to, the following:

1. Outstanding utility bills that would result in the disconnection of the utilities;
2. Property taxes or payment in lieu of taxes; and
3. All other related bills or invoices that would incur a late fee or penalty or is hardship to the payee.

***NOW, THEREFORE, BE IT RESOLVED*** by the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") as follows:

1. The HRA hereby authorizes City Staff and the HRA's property management firm to pay the bills and invoices outlined in the above recitals if the HRA cannot review and authorize the payments before they are due.

2. Payments made outside of an HRA board meeting will be presented for approval at the next board meeting and will be shown as claims paid prior to the meeting.

**ADOPTED:** September 9, 2024

____________________________________
Loni Ahlers, Chair

**ATTEST:**

____________________________________________
Travis McColley, Vice Chair/Secretary-Treasurer

City Of Faribault

# Request for Action

| | |
|---|---|
| **TO:** | Faribault Housing & Redevelopment Authority |
| **FROM:** | David Wanberg, Community and Economic Development Director |
| **THROUGH:** | |
| **MEETING DATE:** | September 9, 2024 |
| **SUBJECT:** | Preliminary Discussion on 2025 Work Plan and Budget |

**BACKGROUND:**
On July 8, 2024, the HRA approved Resolution 2024-09, which established the HRA preliminary tax levy for fiscal year 2025. The City Council indicated that it intends to approve the full tax levy allowed by state statute for HRA purposes, which is anticipated to be $416,418. The HRA should prepare a work program for how it intends to use the money it receives through the tax levy (refer to the attached preliminary budget for FY 2025). Staff will guide the HRA through the budget/program review process. We will finalize the budget and plan in the coming months.

**REQUESTED ACTION:**
Provide direction on the preliminary budget for FY 2025.

**ATTACHMENTS:**
1. Fund 280 Draft 2025 Budget
2. Preliminary 2025 Special Program Funding for Review and Revision

| 2022 Actual | 2023 Actual | 2024 Adopted | 2024 Estimated | Account | Description | FTE | 2025 Requested | 2025 Proposed | 2025 Approved | [redacted] |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | 280 | Faribault HRA | | | | | |
| | | | | R01 | Taxes | | | | | |
| 307,856.19 | 326,633.18 | 380,253.00 | 0.00 | 461-31010 | Current Ad Valorem Taxes | 0.00 | 416,418.00 | 0.00 | 0.00 | |
| 1,766.54 | 2,007.71 | 0.00 | 0.00 | 461-31020 | Delinquent Ad Valorem Taxes | 0.00 | 0.00 | 0.00 | 0.00 | |
| 495.15 | 572.53 | 0.00 | 0.00 | 461-31030 | Mobile Home Taxes | 0.00 | 0.00 | 0.00 | 0.00 | |
| 127.02 | 339.51 | 0.00 | 0.00 | 461-31035 | Delinquent Mobile Home Taxes | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1,021.89 | 0.00 | 0.00 | 0.00 | 461-31040 | Excess Tax Increment | 0.00 | 0.00 | 0.00 | 0.00 | |
| 370.17 | 341.86 | 0.00 | 0.00 | 461-31500 | PILOT | 0.00 | 0.00 | 0.00 | 0.00 | |
| 36.68 | 0.00 | 0.00 | 0.00 | 461-31550 | Green Acres | 0.00 | 0.00 | 0.00 | 0.00 | |
| 311,673.64 | 329,894.79 | 380,253.00 | 0.00 | | Taxes Totals: | 0.00 | 416,418.00 | 0.00 | 0.00 | |
| | | | | R03 | Intergovernmental Revenue | | | | | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-33160 | Federal Grants | 0.00 | 0.00 | 0.00 | 0.00 | |
| 30.69 | 57.55 | 0.00 | 0.00 | 461-33402 | Market Value Homestead Credit | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-33422 | Other State Grants & Aids | 0.00 | 0.00 | 0.00 | 0.00 | |
| 30.69 | 57.55 | 0.00 | 0.00 | | Intergovernmental Revenue Totals: | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | | | R04 | Charges for Services | | | | | |
| 128,539.24 | 15,212.20 | 45,250.00 | 0.00 | 461-34108 | Administrative Fees | 0.00 | 0.00 | 0.00 | 0.00 | |
| 35.00 | 0.00 | 0.00 | 0.00 | 461-34700 | Application Fees | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-36240 | Refunds & Reimbursements | 0.00 | 0.00 | 0.00 | 0.00 | |
| 128,574.24 | 15,212.20 | 45,250.00 | 0.00 | | Charges for Services Totals: | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | | | R06 | Miscellaneous Revenue | | | | | |
| 11,097.00 | 3,058.00 | 1,000.00 | 0.00 | 461-36200 | Other Miscellaneous Revenue | 0.00 | 1,000.00 | 0.00 | 0.00 | |
| 15,258.66 | 23,427.31 | 33,340.00 | 0.00 | 461-36210 | Interest on Investments | 0.00 | 11,190.00 | 0.00 | 0.00 | |
| (73,611.05) | (48,901.73) | 0.00 | 0.00 | 461-36211 | Interest Market Value | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1,297.10 | 943.07 | 580.00 | 0.00 | 461-36215 | Loan Interest | 0.00 | 200.00 | 0.00 | 0.00 | |
| 13,729.50 | 2,251.00 | 0.00 | 0.00 | 461-36400 | Loan Principal | 0.00 | 0.00 | 0.00 | 0.00 | |
| (32,228.79) | (19,222.35) | 34,920.00 | 0.00 | | Miscellaneous Revenue Totals: | 0.00 | 12,390.00 | 0.00 | 0.00 | |
| | | | | R07 | Other Sources | | | | | |
| 24,900.00 | 0.00 | 0.00 | 0.00 | 461-39101 | Sale of Capital Assets | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-39200 | Transfer In | 0.00 | 0.00 | 0.00 | 0.00 | |
| 24,900.00 | 0.00 | 0.00 | 0.00 | | Other Sources Totals: | 0.00 | 0.00 | 0.00 | 0.00 | |

| 2022 Actual | 2023 Actual | 2024 Adopted | 2024 Estimated | Account | Description | FTE | 2025 Requested | 2025 Proposed | 2025 Approved | [redacted] |
|---|---|---|---|---|---|---|---|---|---|---|
| 432,949.78 | 325,942.19 | 460,423.00 | 0.00 | | REVENUES TOTALS: | 0.00 | 428,808.00 | 0.00 | 0.00 | |
| | | | | 46310 | Urban Redevelopment & Housing | | | | | |
| | | | | E02 | Supplies | | | | | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-42115 | Meeting | 0.00 | 200.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | 0.00 | | Supplies Totals: | 0.00 | 200.00 | 0.00 | 0.00 | |
| | | | | E03 | Other Services & Charges | | | | | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-43010 | Auditing & Accounting Services | 0.00 | 0.00 | 0.00 | 0.00 | |
| 9,816.20 | 6,929.20 | 5,000.00 | 0.00 | 461-43040 | Legal Fees - Civil Process | 0.00 | 15,000.00 | 0.00 | 0.00 | |
| 0.00 | 29,903.65 | 60,000.00 | 0.00 | 461-43070 | Management Services | 0.00 | 184,182.00 | 0.00 | 0.00 | |
| 228,245.57 | 67,932.72 | 0.00 | 0.00 | 461-43080 | Indirect Cost Allocation | 0.00 | 0.00 | 0.00 | 0.00 | |
| 361.49 | 40.54 | 65,000.00 | 0.00 | 461-43090 | Expert & Professional Services | 0.00 | 25,000.00 | 0.00 | 0.00 | |
| 0.00 | 6,232.12 | 3,200.00 | 0.00 | 461-43095 | Software Maintenance & Support | 0.00 | 5,000.00 | 0.00 | 0.00 | |
| 301,960.81 | 64,383.60 | 283,500.00 | 0.00 | 461-43130 | Special Programs | 0.00 | 332,000.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 1,000.00 | 0.00 | 461-43140 | Training & Education | 0.00 | 6,000.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 500.00 | 0.00 | 461-43310 | Travel Expense | 0.00 | 1,000.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 1,000.00 | 0.00 | 461-43430 | Advertising - Other | 0.00 | 500.00 | 0.00 | 0.00 | |
| 290.44 | 0.00 | 500.00 | 0.00 | 461-43510 | Legal Notices Publishing | 0.00 | 500.00 | 0.00 | 0.00 | |
| 276.00 | 345.00 | 0.00 | 0.00 | 461-43520 | Recording Fees | 0.00 | 400.00 | 0.00 | 0.00 | |
| 2,591.00 | 2,258.00 | 2,439.00 | 0.00 | 461-43610 | Insurance & Bonds | 0.00 | 11,282.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-43810 | Electric Utilities | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-43820 | Water Utilities | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-43830 | Gas Utilities | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-43840 | Refuse Disposal | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-43850 | Sewer Utilities | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-43860 | Storm Water Utilities | 0.00 | 0.00 | 0.00 | 0.00 | |
| 140.00 | 0.00 | 0.00 | 0.00 | 461-44010 | Building Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-44040 | Vehicle & Machinery Repairs | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-44320 | Bad Debt | 0.00 | 0.00 | 0.00 | 0.00 | |
| 446.00 | 0.00 | 500.00 | 0.00 | 461-44330 | Dues & Subscriptions | 0.00 | 700.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-44390 | Taxes & Licenses | 0.00 | 0.00 | 0.00 | 0.00 | |
| 500.00 | 0.00 | 0.00 | 0.00 | 461-44450 | Claims & Damages | 0.00 | 0.00 | 0.00 | 0.00 | |
| 544,627.51 | 178,024.83 | 422,639.00 | 0.00 | | Other Services & Charges Totals: | 0.00 | 581,564.00 | 0.00 | 0.00 | |

| 2022 Actual | 2023 Actual | 2024 Adopted | 2024 Estimated | Account | Description | FTE | 2025 Requested | 2025 Proposed | 2025 Approved | [redacted] |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | E04 | Capital Outlay | | | | | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-45200 | Building & Improvements | 0.00 | 0.00 | 0.00 | 0.00 | |
| 43,368.25 | 0.00 | 0.00 | 0.00 | 461-45500 | Vehicles | 0.00 | 0.00 | 0.00 | 0.00 | |
| 43,368.25 | 0.00 | 0.00 | 0.00 | | Capital Outlay Totals: | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | | | E05 | Debt Service | | | | | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-46020 | Other Long Term Obligation Pri | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-46120 | Other Long Term Obligation Int | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | 0.00 | | Debt Service Totals: | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | | | E06 | Other Uses | | | | | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-47200 | Transfer Out | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | 0.00 | 461-49999 | Prior Period Adjustment | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | 0.00 | | Other Uses Totals: | 0.00 | 0.00 | 0.00 | 0.00 | |
| 587,995.76 | 178,024.83 | 422,639.00 | 0.00 | | EXPENDITURES TOTALS: | 0.00 | 581,764.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | 0.00 | | DEPARTMENT REVENUES | 0.00 | 0.00 | 0.00 | 0.00 | |
| 587,995.76 | 178,024.83 | 422,639.00 | 0.00 | | DEPARTMENT EXPENSES | 0.00 | 581,764.00 | 0.00 | 0.00 | |
| (587,995.76) | (178,024.83) | (422,639.00) | 0.00 | | Urban Redevelopment & Housing T | 0.00 | (581,764.00) | 0.00 | 0.00 | |
| 432,949.78 | 325,942.19 | 460,423.00 | 0.00 | | FUND REVENUES | 0.00 | 428,808.00 | 0.00 | 0.00 | |
| 587,995.76 | 178,024.83 | 422,639.00 | 0.00 | | FUND EXPENSES | 0.00 | 581,764.00 | 0.00 | 0.00 | |
| (155,045.98) | 147,917.36 | 37,784.00 | 0.00 | | Faribault HRA Totals: | 0.00 | (152,956.00) | 0.00 | 0.00 | |

| Fund # | Fund Name | 2023 Fund Balance | 2024 Revenues | 2024 Expenditures | Projected 2024 Fund Balance | 2025 Revenues | 2025 Expenditures | Projected 2025 Fund Balance |
|---|---|---|---|---|---|---|---|---|
| 280 | HRA | 1,102,462.15 | 460,423 | 422,639 | **1,140,246** | 429,158 | 581,764 | **987,640** |

# HRA 2025 Key Budget and Program Items for Preliminary Review and Discussion

Key budget items include the following:

- Management services ..............................$184,182
  (Executive Director and Finance)
- Expert Services (studies, etc.) ....................$25,000
- Software (may be able to eliminate).............$5,000
- Special Programs (discussed below)...........$332,000
- Training and Education ................................$6,000
- Travel Expense ..........................................$1,000
- Advertising (down payment programs, etc.) ......$500
- Legal Notices ...............................................$500
- Recording Fees.............................................$400
- Dues and Subscriptions ...................................700

The HRA's potential 2025 expenditures are roughly $153,000 higher than the anticipated tax levy. However, the HRA has traditionally not spent all of its budgeted funds. For example, the HRA has budgeted $100,000 for a Down Payment Housing Assistance Program under the Special Programs fund for years. However, it has not adopted a program or used the funds. In addition, the HRA has sufficient reserves to cover expenditures that exceed the income through the tax levy.

The HRA is encouraged to ask questions and make comments regarding the attached preliminary budget. Specifically, the HRA should comment on how it envisions using Special Program funds. The preliminary budget for Special Programs is based on the following:

- Mobile Home Buyout.................................$20,000
- Mobile Home Heat Tape and/or Repairs........$10,000
- Emergency Shelter Vouchers ........................$2,000
- Downtown Housing Rehab Program ...........$100,000
- Down Payment Housing Assistance ............$150,000
- Corridor Rehab .......................................$50,000

Staff will facilitate a more detailed work program discussion with the HRA.