



HOUSING & REDEVELOPMENT AUTHORITY MINUTES

PUBLIC MEETING ROOM

MONDAY, JULY 8, 2024

6:00 PM

Meeting Items

1. Call to Order

The regular meeting of the Housing and Redevelopment Authority was called to order by Chair Ahlers at 6:02 pm. Commissioners: Mandy Barnes, Sara Caron, Eric Delgado, and Chair Loni Ahlers were in attendance. Also in attendance were Director of Community and Economic Development, David Wanberg, Administrative Assistant II, Kari Casper, and City Administrator Jessica Kinser. Special guests this evening were Jamie Radtke and Rick Karow with Cornerstone Management and Jennifer Denmark.

A motion by Eric Delgado, seconded by Mandy Barnes to approve the agenda as presented. The motion passed unanimously.

2. Approval of the Minutes of June 10, 2024

Motion by Mandy Barnes, seconded by Eric Delgado to Approve. Motion Passed.

3. List of Claims to be Released

Jamie Radtke and Rick Karow were on Zoom to answer any questions. Wanberg began by stating that Cornerstone should be sending a list of all the claims to be paid and a check will be cut following approval by the HRA. In the beginning, Wanberg stated that for anything over \$1,000, accounting would need to be able to show the invoice on what was being paid. Anything over \$1,000 needs details. Casper mentioned that there are exceptions. For example, past due bills and bills that need to be paid timely have been approved by Wanberg for immediate payment. Cornerstone still needs to list the payment on the list of claims to be paid. Kinser stated that a resolution or something would need to be signed to approve those payables that need to be paid prior to HRA approval. Casper will check on the previous meetings' minutes for Radtke. A motion was made by Sara Caron, seconded by Eric Delgado to approve the list of claims to be paid as presented. The motion passed unanimously.

4. Program Reports

A. Healthy Communities Initiative Update

David Wanberg presented Jansen Gonzalez's report that Growing Up Healthy worked on 2 furnace/hvac systems, and 1 ductwork project. He will have a heat tape presentation at Cannon River Mobile Home Park on July 19th. There was no further discussion on this and a motion was made by Mandy Barnes, seconded by Sara Caron to receive and file the report as presented. The motion passed unanimously.

5. Property Reports

A. Robinwood Manor

Casper mentioned that in terms of work orders, she has been asking since day one whether work orders were being billed back to the tenant if there was negligence on the part of the tenant. She reports not having received any to date showing this. Karow will talk to Johnson about this. Radtke had many questions about the process. Casper added that NSPIRE inspection was done on May 29th and there were deficiencies that needed to be done within 30 days of the inspection that have not yet been completed.

Karow will look into that as well. Motion by Sara Caron, seconded by Mandy Barnes to receive and file the reports as presented. The motion passed unanimously.

B. Public Housing

Chair Ahler's stated that the HRA has asked for some things in the past and Cornerstone has not provided to date.

Motion by Eric Delgado, seconded by Mandy Barnes to receive and file the reports as presented. The motion passed unanimously.

6. Public Hearings - None

7. Items for Discussion

A. Discussion with Cornerstone Staff regarding Financial Reports

After much discussion, it was learned that there are several items that City Staff has requested of Cornerstone that have not been produced to date. There is an audit that has taken place in which Cornerstone has not been able to reconcile

B. Resolution 2024-10 Approve a Loan Agreement between the Housing and Redevelopment Authority of Faribault and Ellison Investment Group, LLC

After much discussion, the agreement will be to have the apartments remodeled as they become vacant. They will be awarded \$100,000 which amounts to \$20,000 for each of the five units. Paperwork will be signed as they work on the unit. A motion was made by Sara Caron, seconded by Mandy Barnes to Approve Resolution 2024-10 Approve a Loan Agreement between the Housing and Redevelopment Authority of Faribault and Ellison Investment Group, LLC as presented. The motion passed unanimously.

C. Review Draft Job Description for HRA Executive Director

Both Wanberg and Kinser presented this job description for review. After some discussion, a motion was made by Mandy Barnes, seconded by Sara Caron, to approve the job description as presented. The motion passed unanimously.

D. Resolution 2024-09 Establish the HRA Preliminary Tax Levy for Fiscal Year 2025

Wanberg presented that this is the preliminary request for the maximum tax levy for which the HRA has been awarded the maximum for several years in a row now. There will be more budget discussions at the next meeting in August. A motion was made by Sara Caron, seconded by Eric Delgado to receive and file as presented. The motion passed unanimously.

E. Resolution 2024-11 Designate Authorized Signatories for All Housing and Redevelopment Authority of Faribault, Minnesota Accounts

Wanberg stated that new signatories need to be assigned to these accounts, adding Jessica Kinser and the Mayor. A motion was made by Eric Delgado, seconded by Mandy Barnes to Approve Resolution 2024-11 Designate Authorized Signatories for All Housing and Redevelopment Authority of Faribault Minnesota Accounts as presented.

The motion passed unanimously.

8. Adjournment

Motion by Sara Caron, seconded by Eric Delgado to adjourn the meeting at 8:23 p.m.
Motion Passed.

By:



A handwritten signature in black ink, appearing to read 'Kari Casper', is written over a horizontal line.

Kari Casper, Recording Secretary