



HOUSING & REDEVELOPMENT AUTHORITY MINUTES

3RD FLOOR
CONFERENCE ROOM

MONDAY, SEPTEMBER 9, 2024

6:00 PM

Meeting Items

1. Call to Order/Approve Agenda

The regular meeting of the Housing and Redevelopment Authority was called to order by Chair Ahlers at 6:00 pm. Commissioners: Mandy Barnes, Travis Kath, Colin Maltbie, and Travis McColley were in attendance. Also in attendance were City Administrator, Jessica Kinser, Director of Community and Economic Development, David Wanberg, and Administrative Assistant II, Kari Casper. Special guests were Michele Lane and Jamie Radke (via Zoom), Melissa Hansen, Nancy Schultzentenberg of Creative Planning (via Zoom), and David Berglund of Northcountry Cooperative Foundation.

Motion by Colin Maltbie, seconded by Travis McColley to approve the agenda as presented. The motion passed unanimously.

2. Approval of the Minutes

Motion by Colin Maltbie, seconded by Travis McColley to Approve. The motion passed unanimously.

3. List of Claims to be Released

A. Public Housing -- List of Claims for Approval

B. Robinwood -- List of Claims for Approval

McColley asked about the maintenance and why we have someone cleaning the apartments if there is maintenance on staff. He also mentioned that someone is mowing the lawns; why don't they pick up the trash too? Lane stated that the maintenance guy does preventative maintenance. Lane stated that she enters about four work orders a day to Rachel Johnson. Wanberg then spoke about our previous maintenance technician, Dan Peterson. He mentioned that Peterson filled out a daily work log on average. At this time, Kath stated "point of order" to ask the chair to stop cross-talking and talking over people.

Motion by Travis McColley, seconded by Mandy Barnes to approve both lists of claims to be paid. Motion Passed.

4. Program Reports

A. Healthy Communities Initiative

Janson Gonzales was not present at the meeting to give the update. Motion by Travis McColley, seconded by Colin Maltbie to receive and file the report as presented. The motion passed unanimously.

5. Property Reports

Dave Wanberg asked Michele Lane to respond to the property reports. Lane reported that at this time, there are three units open at Robinwood and four units are open in Public Housing. Lane stated that she is waiting for Rice County HRA to contact her to show the

units, all of which are currently ready. There is one unit at Robinwood that will need extensive rehab. She currently has 17 people on the Robinwood wait list and has sent out 10 packets to fill those units. Wanberg mentioned that our records indicate it should only take 30 days to turn over a unit. He stated that sometimes the verification process can take time too. No action was taken at this time.

6. Public Hearings - None

7. Items for Discussion

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

Nancy Schultzenberg of Creative Planning, attended the meeting via Zoom to discuss the financial audit of Robinwood. She pointed out some deficiencies in that the HRA was not approving all the invoices. Small inconsistencies were seen. She also indicated that they dealt with a delay in getting the necessary information efficiently. Jamie Radke of Cornerstone asked Nancy if there were any adjustments. Schultzenberg would check and, if so, get them to him. No action taken on this item

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

Dave Berglund of Northcountry Cooperative Foundation was present to talk about manufactured housing communities organizing cooperatives which would facilitate the purchase of land and support the homeowners in governing and overseeing the community.

Melissa Hanson of the Northfield HRA was also present and stated that the city of Northfield is working with Northcountry to build a cooperative in their community.

Berglund proposed that the city of Faribault would need to acquire approximately 10 acres to work with something like this. Berglund stated that they have successfully set up approximately 15 cooperatives in both Minnesota and Wisconsin so far. It's like an HOA - a homeowner's association. These types of homes make for good starter homes. Barnes asked about tiny homes and Berglund stated that it would be up to the city to decide the type of home. Berglund stated that 10 acres could potentially accommodate up to 50 or 60 homes. They would also set up a storm shelter.

Hansen stated that they are currently working on a project called NCL. They had a community engagement meeting which was very well received. Maltbie asked about resale. Berglund stated that it's a good question but has not run into that yet. Wanberg stated that Faribault has two types of zoning; 1) manufactured communities; and 2) manufactured subdivisions. Hanson stated that Northfield has no zoning related to this. Wanberg stated that a PUD might be a good zoning type.

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

McColley said that there doesn't appear to be a cap on this and felt that as a result, this might present a hardship for the payees if bills are held awaiting approval. Motion by Mandy Barnes, seconded by Colin Maltbie to Approve. The motion passed on a 4/1 vote with McColley dissenting.

D. Preliminary Discussion on 2025 Work Plan and Budget

Wanberg began by stating that they are still on board with the request for the full tax levy.

He went over the expenditures. He stated that he is aware that the spending came in about \$153,000 over budget, but there are some reserves that can handle this situation.

He then discussed the special program. He stated that he reserved \$20,000 for the Mobile Home Buyout Program and \$10,000 for the Mobil Home Heat Tape Program. He then talked about the HCI involvement and that we may need to phase them out. He stated that there was \$2,000 for emergency housing vouchers. The Downtown Rehab Program is set at \$100,000. The Ellison project will likely use approximately \$40,000 this year and then \$60,000 for next year. At the last meeting, it was agreed that they should provide \$200,000 for down payment assistance. At this time, we had only \$150,000 budgeted for next year.

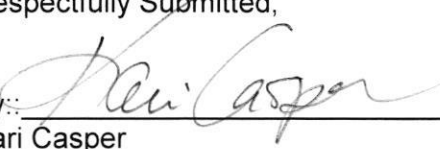
Melissa Hansen then spoke about their program. Wanberg said that we should model Northfield's program. Hanson said that their program was very successful. Ahlers asked if the applicants were able to obtain other grants or funding with this program and Hansen said yes, Habitat for Humanity uses that model of stack financing. Northfield has a program called "Home Stretch" which guides potential homeowners in buying their home. Wanberg talked about a program regarding the removal of the ash trees in the key corridors. There is \$50,000 in that budget. Kinser talked about a meeting on December 12th, and they would find out the actual levy amounts.

Wanberg mentioned that they will be holding interviews this Thursday for the HRA Executive Director position. There are three candidates. McColley asked for their CV's. It was offered to the board that if they would like to attend the interview, they just need to let the staff know. Most of the board related that they were busy and unavailable on Thursday.

8. Adjournment

Motion by Travis McColley, seconded by Mandy Barnes. The meeting adjourned at 7:32 p.m.

Respectfully Submitted,

By: 

Kari Casper

Administrative Assistant II