



HOUSING & REDEVELOPMENT AUTHORITY AGENDA

PUBLIC MEETING ROOM

MONDAY, DECEMBER 9,
2024

6:00 PM

1. Call to Order
2. Approval of the Minutes
 - A. October 2024
 - B. November 2024
3. List of Claims
 - A. Cornerstone for both Robinwood and Scattered Sites
4. Program Reports
5. Property Reports
 - A. Robinwood
 - B. Scattered Sites
6. Items for Discussion
 - A. Emergency Shelter Vouchers
 - B. Resolution 2024-20 - Approve the FY 2025 Robinwood Manor Budget
 - C. Resolution 2024-21 - Approve the FY2025 Scattered Sites Budget
 - D. 2025 & 2026 Contracts
 - E. Resolution 2024-24 Designate Authorized Signatories for All Housing and Redevelopment Authority of Faribault, Minnesota Accounts
7. Adjournment



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Thomas Furman - Executive Director, HRA of Faribault, MN
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: December 9, 2024
SUBJECT: October 2024

BACKGROUND:

These are the minutes for the meeting on October 14, 2024

REQUESTED ACTION:

Approve the October 2024 Minutes.

ATTACHMENTS:

1. 2024-10-14 HRA Meeting Minutes



HOUSING & REDEVELOPMENT AUTHORITY MINUTES

3RD FLOOR
CONFERENCE ROOM

MONDAY, OCTOBER 14, 2024

6:00 PM

Meeting Items

1. Call to Order/Approve Agenda

Vice Chair McColley called the regular meeting of the Housing and Redevelopment Authority at 6:01 pm to order. Commissioners Mandy Barnes, Sara Caron, Travis Kath, and Colin Maltbie, were also in attendance. Also in attendance were City Administrator, Jessica Kinser, Director of Community and Economic Development, David Wanberg, and Administrative Assistant II, Kari Casper. Guests included Rick Karow, Sandy Malecha, Jansen Gonzalez, Emily Culver, and, on Zoom, Thomas Furman and Jamie Radtke.

A motion was made by Colin Maltbie, seconded by Sara Carson to approve the agenda. The motion passed unanimously.

2. Introduce Upcoming HRA Executive Director Tom Furman

Thomas Furman was introduced to the board via Zoom by David Wanberg. He told them a bit about himself and then the Board went around the room introducing themselves to him as well. He will start on October 21st as the new HRA Executive Director of Community and Economic Development.

3. Approve the Minutes of September 9, 2024

The motion was made by Mandy Barnes, seconded by Sara Caron, to approve the meeting minutes as presented. The motion passed unanimously.

4. List of Claims to be Released

Vice Chair McColley asked to entertain a motion to approve the list of claims to be made as presented. The motion was made by Sara Caron, and seconded by Colin Maltbie. After the motion was made and in further discussion, McColley asked about the bill from Faribault Interiors and why it was not on the list of claims, but the bill was attached. Wanberg stated that it came in late and was just added to the packet. The other bill he inquired about was for Faribo Plumbing and Heating. Kari Casper then said that this bill is for the annual inspections of the furnaces on all 49 PBV housing units. The motion passed unanimously.

5. Property Reports

Wanberg stated that Michele Lane of Cornerstone did not make the meeting to update the board on what was going on with both programs. After discussing what was presented in the packet, Vice Chair Travis McColley asked about the vacancies and asked that the information be available at the next meeting to have a current vacancy report. A motion was made by Colin Maltbie, seconded by Sara Caron to receive and file the property reports as presented. The motion passed unanimously.

6. Program Reports

A. Update on Healthy Communities Initiative

Jansen Gonzalez reported HCI completing 1 heat tape, 2 plumbing leaks, 1 window, 1 skirting, and a blue board at Rose Drive for September. He did not supply the board with a printout of the work done.

7. Items for Discussion

A. Provide General Direction regarding the Healthy Community Initiative Funding Request

Sandy Malecha introduced Emily Culver as the new Network Impact Director for HCI.

On behalf of HCI, she asked for assistance of \$60,000/yr. for two years to fund Jansen Gonzalez's position. He emphasized that he has developed a good relationship with the occupants of the manufactured home parks and was doing a great job getting the work done. Vice Chair Travis McColley asked Malecha to take the overall amount of the grants that also contribute to the programs they are doing. Malecha stated that most of the money from Faribault would go to Gonzalez's position. A motion was made by Mandy Barnes, seconded by Sara Caron to table the matter to allow HCI to come back to the board with an official, more detailed funding request. The motion passed unanimously.

B. Public Housing and Robinwood Manor Routine Maintenance Service Contracts

There were some questions about the highlighted areas, which are the areas that need updating to get the job descriptions out. A motion was made by Sara Caron, seconded by Mandy Barnes to proceed with getting the bids. The motion passed unanimously.

C. Authorize the Translation of the HRA's Housekeeping Rules into Somali and Spanish

There have been some issues with housekeeping and Cornerstone's staff requested the Housekeeping Rules be translated into Somali and Spanish. A motion was made by Colin Maltbie, seconded by Mandy Barnes to proceed with the translation services up to \$350. The motion passed unanimously.

D. Review and Approve the City's Application for Use of the Event and Convention Center at 306 Central

The City has presented a Space Use application to use 310 Event Center for the upcoming Board and Commissions Appreciation Dinner for December 12, 2024. A motion was made by Mandy Barnes, seconded by Colin Maltbie to approve the application as presented. The motion passed unanimously.

E. Resolution 2024-18 Appoint Executive Director for the Housing and Redevelopment Authority of Faribault, Minnesota

Thomas Furman has been hired as the new Executive Director of the HRA and will start on Monday, October 21st. A motion was made by Sara Caron, seconded by Mandy Barnes to Approve Resolution 2024-18 Appointing the Executive Director for the Housing and Redevelopment Authority of Faribault, Minnesota as presented. The motion passed unanimously.

F. Resolution 2024-17 Approve the Assignment of an Additional Investor related to 311 Central Avenue

The Board requested additional information on the new proposed additional investor of the property at 311 Central Avenue. The proposal entity described itself as Pipho Partners, LLC. Travis Kath stated that he couldn't find any information about this entity.

No one from the group was present at the meeting. A motion was made by Mandy Barnes, seconded by Travis McColley to deny Resolution 2024-17 Approve the Assignment of the Additional Investor related to 311 Central Avenue. The motion passed unanimously. Vice Chair Travis McColley then stated that he would be open to a special meeting to learn additional information regarding this group if the time frame was tight. Vice Chair Travis McColley then brought a motion to table the matter for more information and to schedule a special meeting, seconded by Colin Maltbie. This motion was passed on a 3/2 vote with Travis Kath and Sara Caron both voting in the

dissent.

8. Updates and other business.

David Wanberg gave some verbal updates about discussing the budget and would like a breakdown of what we want to cover at the next meeting.

9. Adjournment

A motion was made by Colin Maltbie, seconded by Sara Caron to adjourn the meeting at 7:07 p.m. The motion passed unanimously.

By: _____
Kari Casper, Recording Secretary



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Thomas Furman - Executive Director, HRA of Faribault, MN
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: December 9, 2024
SUBJECT: November 2024

BACKGROUND:

Meeting Minutes from the HRA November 13, 2024 Meeting

REQUESTED ACTION:

Approve the November meeting minutes.

ATTACHMENTS:

1. 2024-11-13 HRA Meeting Minutes



HOUSING & REDEVELOPMENT AUTHORITY MINUTES

3RD FLOOR
CONFERENCE ROOM

MONDAY, NOVEMBER 13, 2024

6:00 PM

Meeting Items

1. Call to Order/Approve Agenda

Vice Chair McColley called the regular meeting of the Housing and Redevelopment Authority at 6:00 pm to order. Commissioners Mandy Barnes, Sara Caron, Travis Kath, and Colin Maltbie, were also in attendance. Also in attendance were Director of Community and Economic Development, David Wanberg, and Executive Director, Thomas Furman. Guests included Michele Lane of Cornerstone, Sandy Malecha, and Jansen Gonzalez from Healthy Communities Initiative, Alex Baraniak of Rebound Partners and Nort Johnson of the Faribault Chamber of Commerce and, on Zoom, Jamie Radke of Cornerstone.

A motion was made by Colin Maltbie, seconded by Mandy Barnes to approve the agenda. The motion passed unanimously.

2. Minutes for the October meeting were not in the packet and were tabled to December's meeting

3. List of Claims to be Paid / Approved

- A. Vice Chair McColley asked to entertain a motion to approve the list of claims to be made as presented. The motion was made by Mandy Barnes, and seconded by Sara Caron. The motion passed unanimously.
- B. Vice Chair McColley asked to entertain a motion to approve past legal claims to be made as presented. The motion was made by Mandy Barnes, and seconded by Sara Caron. The motion passed unanimously.

4. There were no program reports

5. Property Reports

Michele Lane of Cornerstone was available for questions or discussion. After discussing what was presented in the packet, Vice Chair Travis McColley asked about the current vacancy report in the packet. A motion was made by Mandy Barnes, and seconded by Sara Caron to receive and file the property reports as presented. The motion passed unanimously.

6. There were no Public Comments

7. Items for Discussion

- A. Resolution 2024-17 Approve the Assignment of an Additional Investor related to 311 Central Avenue
Nort Johnson and Alex Baraniak spoke in more detail about the new ownership agreement. Resolution motion by Colin Maltbe, seconded by Mandy Barnes. The motion passed unanimously.
- B. Resolution 2024-23 Approve Final Property Tax Levy for FY2025
Motion made by Sara Caron, seconded by Mandy Barnes. Motion passed unanimously.
- C. 2025 Statutory Tort Liability Waiver
Motion made by Sara Coner, seconded by Manday Barnes. The motion passed unanimously.
- D. Mobile Home Rehabilitation Initiative
Sandy Malecha and Jansen Gonzolaz reported on the program using the slideshow included in the packet and answering questions about the use of funds and addressing concerns brought up. They are requesting \$120,000 over a two-year time period to support Jansen's employment with the program.
- E. Resolution 2024-20 Approve the FY2025 Robinwood Budget as presented
The City has a different budget format than Cornerstone and Cornerstone could not answer questions as it pertained to the budget presented since it came out of the city's finance department. The issue was tabled until next week when Executive Director Furman and Jamie Radke can bring forward a budget that both parties can understand.
- F. Resolution 2024-21 Approve the FY2025 Scattered Sites Budget as presented
Again the City has a different budget format than Cornerstone and Cornerstone could not answer questions as it pertained to the budget presented since it came out of the city's finance department. The issue was tabled until next week when Executive Director Furman and Jamie Radke can bring forward a budget that both parties can understand.
- G. Resolution 2024-22 Approve the FY2025 HRA General Fund Budget as presented.
The board was updated on the Special Programs line item and a discussion resulted to include \$120,000 for the Mobile Home Rehabilitation Initiative under the Healthy Communities Initiative program to be funded as \$60,000 per year for 2 years (2025 and 2026). Motion made by Travis McColley, seconded by Colin Maltbe. Motion passed unanimously.
- H. Resolution 2024-19 Board Attendance and Removals .
Motion made to recommend to the City Council that Eric Delgado be removed from the HRA due to lack of attendance motion made by Mandy Barnes, seconded Sara Conner. Motion passed unanomosusly.
8. Adjournment
A motion was made by Mandy Barnes, seconded by Colin Maltbe to adjourn the meeting. The motion passed unanimously.

By: _____
Thomas Furman, Executive Director



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Thomas Furman - Executive Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: December 9, 2024
SUBJECT: List of Claims

BACKGROUND:

Claims made to be paid.

REQUESTED ACTION:

View each set of claims, discuss, and approve if proper.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Cornerstone Management
THROUGH: Thomas Furman - Executive Director and David Wanberg, Director of Community and Economic Development
MEETING DATE: December 9, 2024
SUBJECT: Cornerstone for both Robinwood and Scattered Sites

BACKGROUND:

Expenses from Robinwood and Scattered Sites that need to be approved before they can be paid

REQUESTED ACTION:

Approve the expenses to be paid by Cornerstone.

ATTACHMENTS:

1. 11.06.2024 - 12.04.2024 HRA Check Comparison Report
2. 11.06.2024 - 12.04.2024 Robinwood Check Comparison Report
3. 12.04.2024 HRA AP Aging Report
4. 12.04.2024 Robinwood AP Aging Report
5. HRA Advanced Facilities
6. HRA Property Pros
7. Robinwood Advanced Facilities
8. Robinwood All Pro Cleaners
9. Robinwood Faribault Interiors

Payables Aging Report

Period: -11/2024

As of: 11/06/2024

Payee Name	Invoice	Property	Invoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Notes												
Advanced Facilities		Public Housing HRA	10/31/2024	11/30/2024	6212 Repairs & Mainte	PublicHRA12	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	11/1/2024	11/1/2024	6235 Purchased Service	21719	139.60	139.60	0.00	0.00	0.00	
All Pro Cleaners, LLC.							139.60	139.60	0.00	0.00	0.00	
Arrow Electric, LLC.		Public Housing HRA	10/4/2024	10/4/2024	6219 Purchased Service	3077	386.21	0.00	386.21	0.00	0.00	
Arrow Electric, LLC.							386.21	0.00	386.21	0.00	0.00	
City of Faribault		Public Housing HRA	10/9/2024	11/5/2024	6430 Water and Sewer	005090-000 10/09/2024	13.80	13.80	0.00	0.00	0.00	
		Public Housing HRA	9/9/2024	10/5/2024	6430 Water and Sewer	005090-000 09/09/2024	13.80	0.00	13.80	0.00	0.00	
		Public Housing HRA	9/9/2024	10/5/2024	6430 Water and Sewer	005090-001 09/09/2024	13.80	0.00	13.80	0.00	0.00	
		Public Housing HRA	10/9/2024	11/5/2024	6430 Water and Sewer	005090-001 10/09/2024	13.80	13.80	0.00	0.00	0.00	
		Public Housing HRA	9/9/2024	10/5/2024	6430 Water and Sewer	005090-003 09/09/2024	13.80	0.00	13.80	0.00	0.00	
		Public Housing HRA	10/9/2024	11/5/2024	6430 Water and Sewer	005090-003 10/09/2024	13.80	13.80	0.00	0.00	0.00	
		Public Housing HRA	9/9/2024	10/5/2024	6430 Water and Sewer	005090-004 09/09/2024	14.61	0.00	14.61	0.00	0.00	
		Public Housing HRA	10/9/2024	11/5/2024	6430 Water and Sewer	005090-004 10/09/2024	14.61	14.61	0.00	0.00	0.00	
		Public Housing HRA	9/9/2024	10/5/2024	6430 Water and Sewer	005090-006 09/09/2024	14.61	0.00	14.61	0.00	0.00	
		Public Housing HRA	10/9/2024	11/5/2024	6430 Water and Sewer	005090-006 10/09/2024	14.61	14.61	0.00	0.00	0.00	
		Public Housing HRA	9/9/2024	10/5/2024	6430 Water and Sewer	005090-007 09/09/2024	13.81	0.00	13.81	0.00	0.00	
		Public Housing HRA	10/9/2024	11/5/2024	6430 Water and Sewer	005090-007 10/09/2024	13.80	13.80	0.00	0.00	0.00	
		Public Housing HRA	9/9/2024	10/5/2024	6430 Water and Sewer	005090-016 09/09/2024	14.69	0.00	14.69	0.00	0.00	
		Public Housing HRA	10/9/2024	11/5/2024	6430 Water and Sewer	005090-016 10/09/2024	15.00	15.00	0.00	0.00	0.00	
		Public Housing HRA	9/9/2024	10/5/2024	6430 Water and Sewer	005090-026 09/09/2024	13.80	0.00	13.80	0.00	0.00	
		Public Housing HRA	10/9/2024	11/5/2024	6430 Water and Sewer	005090-026 10/09/2024	13.80	13.80	0.00	0.00	0.00	
		Public Housing HRA	10/23/2024	10/23/2024	6430 Water and Sewer	005090-178 10/23/2024	25.57	25.57	0.00	0.00	0.00	
City of Faribault							251.71	138.79	112.92	0.00	0.00	
Environmental Pest Management		Public Housing HRA	10/24/2024	10/24/2024	6227 Pest Control	68606	50.50	50.50	0.00	0.00	0.00	
		Public Housing HRA	10/31/2024	10/31/2024	6227 Pest Control	68713	127.50	127.50	0.00	0.00	0.00	
Environmental Pest Management							178.00	178.00	0.00	0.00	0.00	
FLOM Disposal Service		Public Housing HRA	10/25/2024	10/25/2024	6450 Trash Disposal	409110024430 10/25/2024	21.92	21.92	0.00	0.00	0.00	
		Public Housing HRA	10/25/2024	10/25/2024	6450 Trash Disposal	409110024428 10/25/2024	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 - Mainte	1803421206	-56.88	0.00	0.00	0.00	-56.88	
		Public Housing HRA	6/16/2023	6/16/2023	6216 Supplies - Mainte	1409366582	-312.53	0.00	0.00	0.00	-312.53	
HD Supply Facilities Maintenance, Ltd.							-369.41	0.00	0.00	0.00	-369.41	
HDS, LLC DBA Kanso Software		Public Housing HRA	10/15/2024	10/15/2024	1330 Prepaid Expenses	2024-16688	1,045.00	1,045.00	0.00	0.00	0.00	10/01/2024-12/31/2024
HDS, LLC DBA Kanso Software							1,045.00	1,045.00	0.00	0.00	0.00	
Property Pros of Faribault, LLC		Public Housing HRA	10/31/2024	10/31/2024	6225 Grounds/Lawn Ca	7703	1,219.00	1,219.00	0.00	0.00	0.00	
		Public Housing HRA	10/31/2024	10/31/2024	6225 Grounds/Lawn Ca	7704	948.00	948.00	0.00	0.00	0.00	
Property Pros of Faribault, LLC							2,167.00	2,167.00	0.00	0.00	0.00	
Virg's Appliance		Public Housing HRA	10/17/2024	10/17/2024	6219 Purchased Service	19382	85.00	85.00	0.00	0.00	0.00	
		Public Housing HRA	10/29/2024	10/29/2024	6219 Purchased Service	19386	85.00	85.00	0.00	0.00	0.00	
		Public Housing HRA	10/31/2024	10/31/2024	6219 Purchased Service	19389	842.00	842.00	0.00	0.00	0.00	
Virg's Appliance							1,012.00	1,012.00	0.00	0.00	0.00	
Xcel Energy		Public Housing HRA	10/8/2024	10/8/2024	6410 Electricity	897595824	34.22	34.22	0.00	0.00	0.00	Outdoor Lighting ACH
		Public Housing HRA	11/4/2024	11/4/2024	6410 Electricity	901293667	79.69	79.69	0.00	0.00	0.00	Common Area
		Public Housing HRA	11/4/2024	11/4/2024	6410 Electricity	901293671	75.37	75.37	0.00	0.00	0.00	Common Area
		Public Housing HRA	11/4/2024	11/4/2024	6410 Electricity	901293680	54.95	54.95	0.00	0.00	0.00	Common Area
Xcel Energy							244.23	244.23	0.00	0.00	0.00	

Payables Aging Report

Period: -11/2024

As of: 11/06/2024

Payee Name	Invoice	Property	Invoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Notes												
Grand Total							9,237.60	9,107.88	499.13	0.00	-369.41	

Summary Check Register

Period = 11/2023-12/2024

Date = 11/05/2024 - 12/04/2024

CTRL Number	Period	Date	Person	Property	Amount	Payment#	Notes
K-22298	11/2024	11/5/2024	Xcel Energy	Public	9.78	ACH	ACH
K-22515	11/2024	11/12/2024	Xcel Energy	Public	61.63	1	One time ach
K-22516	11/2024	11/12/2024	Xcel Energy	Public	65.68	1	One time ach
K-22592	11/2024	11/14/2024	Advanced Facilities	Public	4,000.00	306	
K-22604	11/2024	11/15/2024	All Pro Cleaners, LLC.	Public	139.60	307	
K-22605	11/2024	11/15/2024	Arrow Electric, LLC.	Public	386.21	308	
K-22606	11/2024	11/15/2024	Environmental Pest Management	Public	178.00	309	
K-22607	11/2024	11/15/2024	HDS, LLC DBA Kanso Software	Public	1,045.00	310	
K-22608	11/2024	11/15/2024	Property Pros of Faribault, LLC	Public	2,167.00	311	
K-22609	11/2024	11/15/2024	Virg's Appliance	Public	1,012.00	312	
K-22634	11/2024	11/15/2024	Cornerstone Management - Credit Card	Public	1,462.78	313	
K-22752	11/2024	11/20/2024	FLOM Disposal Service	Public	21.92	ACH	Confirmed Paid
K-22753	11/2024	11/20/2024	FLOM Disposal Service	Public	161.34	ACH	Confirmed Paid
K-22868	12/2024	12/2/2024	Cornerstone Management Services LLC	Public	5,500.00	314	
K-22954	12/2024	12/4/2024	Kennedy & Graven, Chartered	Public	1,986.60	315	
K-22956	12/2024	12/4/2024	Minnesota Translator and Interpreter Cooperat	Public	146.40	316	
K-22979	11/2024	11/5/2024	City of Faribault	Public	13.80	ACH	ACH
K-22980	11/2024	11/5/2024	City of Faribault	Public	13.80	ACH	ACH
K-22981	11/2024	11/5/2024	City of Faribault	Public	13.80	ACH	ACH
K-22982	11/2024	11/5/2024	City of Faribault	Public	14.61	ACH	ACH
K-22983	11/2024	11/5/2024	City of Faribault	Public	14.61	ACH	ACH
K-22984	11/2024	11/5/2024	City of Faribault	Public	13.80	ACH	ACH
K-22985	11/2024	11/5/2024	City of Faribault	Public	15.00	ACH	ACH
K-22986	11/2024	11/5/2024	City of Faribault	Public	13.80	ACH	ACH
K-22988	11/2024	11/5/2024	City of Faribault	Public	28.52	ACH	ACH
K-22989	11/2024	11/5/2024	City of Faribault	Public	29.15	ACH	ACH
K-22990	11/2024	11/5/2024	City of Faribault	Public	30.18	ACH	ACH
K-22991	11/2024	11/5/2024	City of Faribault	Public	48.09	ACH	ACH
K-22992	11/2024	11/5/2024	City of Faribault	Public	49.72	ACH	ACH
K-22993	11/2024	11/18/2024	City of Faribault	Public	25.57	ACH	ACH
Total					18,668.39		

Check Run Comparison

10/09/2024 Check Authorization Total	\$8,927.81
Checks Authorized From Aging Report	\$8,927.81
Check Authorized not from Aging	\$4,240.58
Cornerstone Management Fees	\$5,500.00
Total	\$18,668.39

Payables Aging Report

Period: -11/2024

As of: 11/06/2024

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 Ma	10/31/2024	11/30/2024	6212 Repairs & Mainten	Robinwood	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 Ma	11/1/2024	11/1/2024	6235 Purchased Service	21718	1,256.40	1,256.40	0.00	0.00	0.00	
All Pro Cleaners, LLC.							1,256.40	1,256.40	0.00	0.00	0.00	
Allegion Access Technologies LLC.		Robinwood Ma	9/26/2024	9/26/2024	6219 Purchased Service	0907226543	378.00	0.00	378.00	0.00	0.00	
Allegion Access Technologies LLC.							378.00	0.00	378.00	0.00	0.00	
Cintas Corp		Robinwood Ma	10/16/2024	10/16/2024	7246 Housekeeping Sup	4208490543	19.74	19.74	0.00	0.00	0.00	
		Robinwood Ma	10/31/2024	10/31/2024	7246 Housekeeping Sup	4210126091	75.57	75.57	0.00	0.00	0.00	
Cintas Corp							95.31	95.31	0.00	0.00	0.00	
City of Faribault		Robinwood Ma	9/9/2024	10/5/2024	6430 Water and Sewer	014197-000	654.11	0.00	654.11	0.00	0.00	
		Robinwood Ma	10/9/2024	11/5/2024	6430 Water and Sewer	014197-000	699.08	699.08	0.00	0.00	0.00	
City of Faribault							1,353.19	699.08	654.11	0.00	0.00	
Culligan of Faribault		Robinwood Ma	10/31/2024	10/31/2024	6214 Routine Maintenan	119X011532	259.35	259.35	0.00	0.00	0.00	
Culligan of Faribault							259.35	259.35	0.00	0.00	0.00	
Faribo Plumbing & Heating		Robinwood Ma	10/24/2024	10/24/2024	6212 Repairs & Mainten	64096	237.35	237.35	0.00	0.00	0.00	
		Robinwood Ma	10/22/2024	10/22/2024	6212 Repairs & Mainten	64039	225.00	225.00	0.00	0.00	0.00	
Faribo Plumbing & Heating							462.35	462.35	0.00	0.00	0.00	
Flex Comm Security		Robinwood Ma	11/1/2024	11/1/2024	6211 Contracted Labor -	72300	70.54	70.54	0.00	0.00	0.00	
Flex Comm Security							70.54	70.54	0.00	0.00	0.00	
FLOM Disposal Service		Robinwood Ma	10/25/2024	10/25/2024	6450 Trash Disposal	4091100244	247.54	247.54	0.00	0.00	0.00	
FLOM Disposal Service							247.54	247.54	0.00	0.00	0.00	
MEI Total Elevator Solutions		Robinwood Ma	10/1/2024	10/1/2024	6257 Elevator Maintena	1095258	226.94	0.00	226.94	0.00	0.00	
		Robinwood Ma	11/1/2024	11/1/2024	6257 Elevator Maintena	1099840	226.94	226.94	0.00	0.00	0.00	
MEI Total Elevator Solutions							453.88	226.94	226.94	0.00	0.00	
Navigator Group Purchasing Inc.		Robinwood Ma	7/24/2024	7/24/2024	6835 Dues & Subscripti	INV-NAV-1	125.00	0.00	0.00	0.00	125.00	
		Robinwood Ma	8/26/2024	8/26/2024	6835 Dues & Subscripti	INV-NAV-1	125.00	0.00	0.00	125.00	0.00	
		Robinwood Ma	9/20/2024	9/20/2024	6835 Dues & Subscripti	INV-NAV-1	125.00	0.00	125.00	0.00	0.00	
		Robinwood Ma	10/22/2024	10/22/2024	6835 Dues & Subscripti	INV-NAV-1	125.00	125.00	0.00	0.00	0.00	
Navigator Group Purchasing Inc.							500.00	125.00	125.00	125.00	125.00	
Property Pros of Faribault, LLC		Robinwood Ma	10/31/2024	10/31/2024	6225 Grounds/Lawn Ca	7705	506.81	506.81	0.00	0.00	0.00	
Property Pros of Faribault, LLC							506.81	506.81	0.00	0.00	0.00	
Rental Research Services		Robinwood Ma	10/31/2024	10/31/2024	6890 Tenant Screening	1E08610 10/3	24.50	24.50	0.00	0.00	0.00	
Rental Research Services							24.50	24.50	0.00	0.00	0.00	
Summit Fire Protection		Robinwood Ma	10/15/2024	10/15/2024	6260 Fire Prevention &	2742436	496.63	496.63	0.00	0.00	0.00	
Summit Fire Protection							496.63	496.63	0.00	0.00	0.00	
Virg's Appliance		Robinwood Ma	10/17/2024	10/17/2024	6219 Purchased Service	19383	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		Robinwood Ma	10/10/2024	10/10/2024	6410 Electricity	898042512	364.71	364.71	0.00	0.00	0.00	
		Robinwood Ma	10/10/2024	10/10/2024	6420 Gas	898042512	233.41	233.41	0.00	0.00	0.00	
Xcel Energy							598.12	598.12	0.00	0.00	0.00	
Grand Total							10,787.62	9,153.57	1,384.05	125.00	125.00	

Payables Aging Report

Period: -11/2024

As of: 11/06/2024

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
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Summary Check Register

Period = 11/2023-12/2024

Date = 11/05/2024 - 12/04/2024

CTRL Number	Period	Date	Person	Property	Amount	Payment#	Notes
K-22513	11/2024	11/6/2024	Xcel Energy	Robinwood	598.12		ACH ACH
K-22591	11/2024	11/14/2024	Advanced Facilities	Robinwood	4,000.00		339
K-22610	11/2024	11/15/2024	All Pro Cleaners, LLC.	Robinwood	1,256.40		340
K-22611	11/2024	11/15/2024	Allegion Access Technologies LL	Robinwood	378.00		341
K-22612	11/2024	11/15/2024	Cintas Corp	Robinwood	95.31		342
K-22613	11/2024	11/15/2024	Culligan of Faribault	Robinwood	259.35		343
K-22614	11/2024	11/15/2024	Elizabeth Meder	Robinwood	217.80		344
K-22615	11/2024	11/15/2024	Faribo Plumbing & Heating	Robinwood	462.35		345
K-22616	11/2024	11/15/2024	Flex Comm Security	Robinwood	70.54		346
K-22617	11/2024	11/15/2024	Navigator Group Purchasing Inc.	Robinwood	500.00		347
K-22618	11/2024	11/15/2024	Property Pros of Faribault, LLC	Robinwood	506.81		348
K-22619	11/2024	11/15/2024	ShofCorp LLC.	Robinwood	140.10		349
K-22620	11/2024	11/15/2024	Summit Fire Protection	Robinwood	496.63		350
K-22621	11/2024	11/15/2024	Virg's Appliance	Robinwood	85.00		
K-22621	11/2024	11/15/2024	Virg's Appliance	Robinwood	978.04		351
K-22623	11/2024	11/15/2024	Rental Research Services	Robinwood	24.50		352
K-22633	11/2024	11/15/2024	Cornerstone Management - Credit	Robinwood	156.08		353
K-22757	11/2024	11/15/2024	Xcel Energy	Robinwood	2,869.07		ACH ACH
K-22815	11/2024	11/20/2024	FLOM Disposal Service	Robinwood	247.54		ACH ACH
K-22816	11/2024	11/20/2024	FLOM Disposal Service	Robinwood	55.00		ACH ACH
K-22851	12/2024	12/2/2024	MEI Total Elevator Solutions	Robinwood	226.94		ACH ACH
K-22867	12/2024	12/2/2024	Cornerstone Management Service	Robinwood	5,500.00		354
K-22953	12/2024	12/4/2024	Kennedy & Graven, Chartered	Robinwood	12,135.54		355
K-22955	12/2024	12/4/2024	Minnesota Translator and Interpre	Robinwood	146.40		356
K-22987	11/2024	11/5/2024	City of Faribault	Robinwood	699.08		ACH ACH
Total					32,104.60		

Check Run Comparison

11/06/2024 Check Authorization Total	\$8,134.89
Checks Authorized From Aging Report	\$8,134.89
Check Authorized not from Aging	\$18,469.71
Cornerstone Management Fees	\$5,500.00
Total	\$32,104.60

Payables Aging Report

Period: -12/2024

As of : 12/04/2024

Payee Name	Invoice	Property	Invoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Notes												
Advanced Facilities		Public Housing HRA	11/30/2024	12/30/2024	6212 Repairs & Maint	PublicHRA13	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	12/1/2024	12/1/2024	6235 Purchased Service	21755	383.90	383.90	0.00	0.00	0.00	
All Pro Cleaners, LLC.							383.90	383.90	0.00	0.00	0.00	
City of Faribault		Public Housing HRA	11/7/2024	12/5/2024	6430 Water and Sewer	005090-000 11/07/2024	13.80	13.80	0.00	0.00	0.00	
		Public Housing HRA	11/7/2024	12/5/2024	6430 Water and Sewer	005090-001 11/07/2024	13.80	13.80	0.00	0.00	0.00	
		Public Housing HRA	11/7/2024	12/5/2024	6430 Water and Sewer	005090-003 11/07/2024	13.80	13.80	0.00	0.00	0.00	
		Public Housing HRA	11/7/2024	12/5/2024	6430 Water and Sewer	005090-004 11/07/2024	14.61	14.61	0.00	0.00	0.00	
		Public Housing HRA	11/7/2024	12/5/2024	6430 Water and Sewer	005090-006 11/07/2024	14.61	14.61	0.00	0.00	0.00	
		Public Housing HRA	11/7/2024	12/5/2024	6430 Water and Sewer	005090-007 11/07/2024	13.80	13.80	0.00	0.00	0.00	
		Public Housing HRA	11/7/2024	12/5/2024	6430 Water and Sewer	005090-016 11/07/2024	14.80	14.80	0.00	0.00	0.00	
		Public Housing HRA	11/7/2024	12/5/2024	6430 Water and Sewer	005090-026 11/07/2024	13.80	13.80	0.00	0.00	0.00	
		Public Housing HRA	11/7/2024	12/5/2024	6430 Water and Sewer	005090-177 11/07/2024	48.25	48.25	0.00	0.00	0.00	
		Public Housing HRA	11/7/2024	12/5/2024	6430 Water and Sewer	005090-179 11/07/2024	28.56	28.56	0.00	0.00	0.00	
		Public Housing HRA	11/7/2024	12/5/2024	6430 Water and Sewer	005090-180 11/07/2024	29.94	29.94	0.00	0.00	0.00	
		Public Housing HRA	11/7/2024	12/5/2024	6430 Water and Sewer	005090-181 11/07/2024	31.54	31.54	0.00	0.00	0.00	
City of Faribault							251.31	251.31	0.00	0.00	0.00	
Environmental Pest Management		Public Housing HRA	11/20/2024	11/20/2024	6227 Pest Control	69259	748.00	748.00	0.00	0.00	0.00	
		Public Housing HRA	11/19/2024	11/19/2024	6227 Pest Control	69258	786.50	786.50	0.00	0.00	0.00	
Environmental Pest Management							1,534.50	1,534.50	0.00	0.00	0.00	
Faribo Plumbing & Heating		Public Housing HRA	3/27/2024	3/27/2024	6212 Repairs & Maint	62965	232.75	0.00	0.00	0.00	232.75	
		Public Housing HRA	11/14/2024	11/14/2024	6212 Repairs & Maint	64189	320.00	320.00	0.00	0.00	0.00	
		Public Housing HRA	11/22/2024	11/22/2024	6212 Repairs & Maint	21822	119.00	119.00	0.00	0.00	0.00	
Faribo Plumbing & Heating							671.75	439.00	0.00	0.00	232.75	
FLOM Disposal Service		Public Housing HRA	11/25/2024	11/25/2024	6450 Trash Disposal	409110024430 11/25/2024	21.92	21.92	0.00	0.00	0.00	
FLOM Disposal Service							21.92	21.92	0.00	0.00	0.00	
HD Supply Facilities Maintenance, Ltd.		Public Housing HRA	5/16/2023	5/16/2023	6216 Supplies - Maint	1803421206	-56.88	0.00	0.00	0.00	-56.88	
		Public Housing HRA	6/16/2023	6/16/2023	6216 Supplies - Maint	1409366582	-312.53	0.00	0.00	0.00	-312.53	
HD Supply Facilities Maintenance, Ltd.							-369.41	0.00	0.00	0.00	-369.41	
Property Pros of Faribault, LLC		Public Housing HRA	12/2/2024	12/2/2024	6225 Grounds/Lawn Ca	7730	1,084.00	1,084.00	0.00	0.00	0.00	
Property Pros of Faribault, LLC							1,084.00	1,084.00	0.00	0.00	0.00	
Tom's Lock & Key		Public Housing HRA	10/7/2024	10/7/2024	6216 Supplies - Maint	0014611	100.00	0.00	100.00	0.00	0.00	
		Public Housing HRA	10/24/2024	10/24/2024	6216 Supplies - Maint	00147513	11.00	0.00	11.00	0.00	0.00	
Tom's Lock & Key							111.00	0.00	111.00	0.00	0.00	
Xcel Energy		Public Housing HRA	11/4/2024	11/4/2024	6410 Electricity	901293667	79.69	0.00	79.69	0.00	0.00	Common Area
		Public Housing HRA	11/4/2024	11/4/2024	6410 Electricity	901293671	75.37	0.00	75.37	0.00	0.00	Common Area
		Public Housing HRA	11/4/2024	11/4/2024	6410 Electricity	901293680	54.95	0.00	54.95	0.00	0.00	Common Area
		Public Housing HRA	11/6/2024	11/6/2024	6410 Electricity	901775427	31.48	31.48	0.00	0.00	0.00	
		Public Housing HRA	11/6/2024	11/6/2024	6410 Electricity	901870946	69.30	69.30	0.00	0.00	0.00	
		Public Housing HRA	11/21/2024	11/21/2024	6410 Electricity	904072336	61.29	61.29	0.00	0.00	0.00	
		Public Housing HRA	11/6/2024	11/6/2024	6410 Electricity	901754468	33.66	33.66	0.00	0.00	0.00	Outdoor Lighting ACH
Xcel Energy							405.74	195.73	210.01	0.00	0.00	
Grand Total							8,094.71	7,910.36	321.01	0.00	-136.66	

Payables Aging Report

Period: -12/2024

As of: 12/04/2024

Payee Name	Invoice Property	Invoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Notes											
Advanced Facilities											
	Robinwood Manor	11/30/2024	12/30/2024	6212 Repairs & Mainter	Robinwood13	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	12/1/2024	12/1/2024	6235 Purchased Service	21754	1,212.78	1,212.78	0.00	0.00	0.00	
All Pro Cleaners, LLC.						1,212.78	1,212.78	0.00	0.00	0.00	
Cintas Corp											
	Robinwood Manor	11/14/2024	11/14/2024	7246 Housekeeping Sup	4211547114	19.74	19.74	0.00	0.00	0.00	
	Robinwood Manor	11/27/2024	11/27/2024	7246 Housekeeping Sup	4213069978	75.57	75.57	0.00	0.00	0.00	
Cintas Corp						95.31	95.31	0.00	0.00	0.00	
City of Faribault											
	Robinwood Manor	11/7/2024	12/5/2024	6430 Water and Sewer	014197-000 11/07/2024	1,012.86	1,012.86	0.00	0.00	0.00	
City of Faribault						1,012.86	1,012.86	0.00	0.00	0.00	
Faribault Interiors Inc											
	Robinwood Manor	11/18/2024	11/18/2024	6212 Repairs & Mainter	50411	750.00	750.00	0.00	0.00	0.00	
	Robinwood Manor	11/18/2024	11/18/2024	1701 Building Improver	50412	3,665.00	3,665.00	0.00	0.00	0.00	
Faribault Interiors Inc						4,415.00	4,415.00	0.00	0.00	0.00	
Faribo Plumbing & Heating											
	Robinwood Manor	11/8/2024	11/8/2024	6212 Repairs & Mainter	64174	150.00	150.00	0.00	0.00	0.00	
Faribo Plumbing & Heating						150.00	150.00	0.00	0.00	0.00	
Flex Comm Security											
	Robinwood Manor	12/1/2024	12/1/2024	6211 Contracted Labor	55365	70.54	70.54	0.00	0.00	0.00	
Flex Comm Security						70.54	70.54	0.00	0.00	0.00	
FLOM Disposal Service											
	Robinwood Manor	11/25/2024	11/25/2024	6450 Trash Disposal	409110024416 11/25/2024	247.54	247.54	0.00	0.00	0.00	
FLOM Disposal Service						247.54	247.54	0.00	0.00	0.00	
MEI Total Elevator Solutions											
	Robinwood Manor	12/1/2024	12/1/2024	6257 Elevator Maintena	1104182	226.94	226.94	0.00	0.00	0.00	
MEI Total Elevator Solutions						226.94	226.94	0.00	0.00	0.00	
Olympic Fire Protection Corp.											
	Robinwood Manor	11/20/2024	11/20/2024	6260 Fire Prevention &	10004356	325.00	325.00	0.00	0.00	0.00	
Olympic Fire Protection Corp.						325.00	325.00	0.00	0.00	0.00	
Property Pros of Faribault, LLC											
	Robinwood Manor	12/2/2024	12/2/2024	6225 Grounds/Lawn Ca	7731	273.81	273.81	0.00	0.00	0.00	
Property Pros of Faribault, LLC						273.81	273.81	0.00	0.00	0.00	
Rental Research Services											
	Robinwood Manor	11/30/2024	11/30/2024	6890 Tenant Screening &	E08610 11/30/2024	59.00	59.00	0.00	0.00	0.00	
Rental Research Services						59.00	59.00	0.00	0.00	0.00	
Sherwin Williams Co											
	Robinwood Manor	10/29/2024	10/29/2024	6216 Supplies - Mainter	1172-2	126.07	0.00	126.07	0.00	0.00	
	Robinwood Manor	10/31/2024	10/31/2024	6216 Supplies - Mainter	1239-9	39.59	0.00	39.59	0.00	0.00	
	Robinwood Manor	10/31/2024	10/31/2024	6216 Supplies - Mainter	1234-0	182.99	0.00	182.99	0.00	0.00	
	Robinwood Manor	12/2/2024	12/2/2024	6216 Supplies - Mainter	Credit Reversal	20.36	20.36	0.00	0.00	0.00	Initial Credit was used up and not on account any more.
Sherwin Williams Co						369.01	20.36	348.65	0.00	0.00	
Xcel Energy											
	Robinwood Manor	11/11/2024	11/11/2024	6410 Electricity	902316964	357.01	357.01	0.00	0.00	0.00	
	Robinwood Manor	11/11/2024	11/11/2024	6420 Gas	902316964	633.14	633.14	0.00	0.00	0.00	
	Robinwood Manor	11/19/2024	11/19/2024	6410 Electricity	903539156	2,151.47	2,151.47	0.00	0.00	0.00	
Xcel Energy						3,141.62	3,141.62	0.00	0.00	0.00	
Grand Total						15,599.41	15,250.76	348.65	0.00	0.00	

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



INVOICE

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

INVOICE # PublicHRA13
DATE 11/30/2024
DUE DATE 12/30/2024
TERMS Net 30

DESCRIPTION		AMOUNT
Monthly Maintenance Fee	November Maintenance Fee	4,000.00
Material and labor costs to perform work as described above, to include any additional costs and fees associated with, but not limited to, any required permitting, inspections, miscellaneous expenses, etc.		
BALANCE DUE		\$4,000.00

*Advanced Facilities is separately affiliated. Invoices are due within 30 days of the billing date. Late charges will be assessed if not paid within billing term at a rate of 1.5%.

Property Pros of Faribault, LLC
303 1st Ave NE Ste 103
Faribault, MN 55021
+15073391970
angela@gbuchtacpa.com

INVOICE

BILL TO
H.R.A
208 NW 1st Ave
Faribault, MN 55021

INVOICE # 7730
DATE 12/02/2024

SHIP DATE
01/30/2023

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Fall Cleanup	16 SE 1st Street	1	38.00	38.00
Fall Cleanup	1518-1536 Western Ave	1	220.00	220.00
Fall Cleanup	910-920 SW 1st Street	1	66.00	66.00
Fall Cleanup	20 NE 14th Street	1	60.00	60.00
Fall Cleanup	404-408 NW 13th Street	1	66.00	66.00
Fall Cleanup	1319-1323 NW 7th Street	1	48.00	48.00
Fall Cleanup	621 Hulett Ave	1	35.00	35.00
Fall Cleanup	519-527 Lincoln	1	135.00	135.00
Fall Cleanup	1225 NW 2nd Street	1	52.00	52.00
Fall Cleanup	725 Willow Street	1	48.00	48.00
Fall Cleanup	830 SW 9th Ave	1	48.00	48.00
Fall Cleanup	523 W Division	1	48.00	48.00
Fall Cleanup	900-904 Spring Rd	1	220.00	220.00
				0.00
				0.00
				0.00

I would like to send invoices by email, please
send me you email address if it's not already on
file.

Text: 507-291-5007
Email: angela@gbuchtacpa.com

SUBTOTAL	1,084.00
TAX	0.00
TOTAL	1,084.00
BALANCE DUE	\$1,084.00

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



INVOICE

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

INVOICE # Robinwood13
DATE 11/30/2024
DUE DATE 12/30/2024
TERMS Net 30

DESCRIPTION		AMOUNT
Monthly Maintenance Fee	November Maintenance Fee	4,000.00
Material and labor costs to perform work as described above, to include any additional costs and fees associated with, but not limited to, any required permitting, inspections, miscellaneous expenses, etc.		
BALANCE DUE		\$4,000.00

*Advanced Facilities is separately affiliated. Invoices are due within 30 days of the billing date. Late charges will be assessed if not paid within billing term at a rate of 1.5%.

All Pro Cleaners LLC

Invoice 21754

507-412-1248
laura@all-procleaners.com



BILL TO Elderly Housing Corporation c/o Cornerstone 206 S Broadway, Suite 460 Rochester, MN 55904	SHIP TO Robinwood Manor 1324 Prairie Ave SW Faribault, MN 55021	DATE 12/01/2024	PLEASE PAY \$1,212.78	DUE DATE 12/11/2024
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SERVICE LOCATION
Robinwood Manor

DESCRIPTION	AMOUNT
34.75 hours at Robinwood Manor - Regular monthly janitorial service - November	1,212.78
Thank you for your business, it is much appreciated !	
	SUBTOTAL 1,212.78
	TAX 0.00
	TOTAL 1,212.78
	TOTAL DUE \$1,212.78

THANK YOU.

NAME

City of Faribault

ADDRESS

3520 East River Rd NE

CITY

Rochester

STATE

MN

ZIP

55906

HOME

BUS.

CELL

CELL

DEL

CPU

INST

ADDRESS

Robinwood

CITY

Unit 217

EMAIL

SOLD BY

Sam

WRITTEN BY

Sam

INSTALLATION	O	R	D	QTY	DESCRIPTION	OUR P.O. NO.	PROD CODE	OFFICE USE ONLY	UNIT PRICE	EXTENSION
				1						
				2	Unit 217					
				3						
				4						
				5						
				6	cpt only & base					
				7	12+45					
				8						
				9						
				10						
				11						
				12						
				13						
				14						
				15						
				16						
				17						
				18						
				19						
				20						

CASH	CHECK	CASH	M/C	VISA	DISC	SCRIPT	#	MATERIALS	TOTAL	3665-
								SALES TAX	AMOUNT PD.	
								FREIGHT	BAL. DUE	3665-

SALES INVOICE

FARIBAULT INTERIORS

550 Wilson Avenue, Suite 103
Faribault, MN 55021
Phone: 507-334-4357
Fax: 507-334-4359

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Decor & More

DATE 11 / 18 / 24

PURCHASE ORDER
NAME City of Faribault
ADDRESS 3520 East River Rd NE
CITY Rockchester STATE MINN ZIP 55906

PHONES
HOME _____
BUS. _____
CELL _____
CELL _____

DELIVERY
ADDRESS _____
CITY Robinson
EMAIL Stewart
SOLD BY Sum
WRITTEN BY Sum

INSTALLATION	ORD	QTY	DESCRIPTION	OUR P.O. NO.	PROD CODE	OFFICE USE ONLY	UNIT PRICE	EXTENSION
		1						
		2						
		3						
		4						
		5						
		6						
		7						
		8						
		9						
		10						
		11						
		12						
		13						
		14						
		15						
		16						
		17						
		18						
		19						
		20						
			Rubber floor					
			Teacup / Install					

CASH	CHECK	CHG	M/C	VISA	DISC	SCRIPT	#	MATERIALS	TOTAL	750-
								SALES TAX	AMOUNT PD.	
								FREIGHT	BAL. DUE	750-

SIGNATURE X

WHITE - Customer • CANARY - Accounting • PINK - Will Call



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Michele Lane of Cornerstone
THROUGH: Thomas Furman - Executive Director and David Wanberg, Director of Community and Economic Development
MEETING DATE: December 9, 2024
SUBJECT: Robinwood

BACKGROUND:

Michele Lane manages Robinwood for Cornerstone

REQUESTED ACTION:

None

ATTACHMENTS:

1. 2233_001

Faribault H.R.A.
Vacancy Report
New Construction - November 2024

Project	Unit	Seq	Days Occupied This Month	Days Vacant This Month	Days Vacant Total	Movein	Moveout	Tenant
001	0107	03	0			04/30/2010	08/01/2024	
		Unit Total:	0	30	121			
001	0217	02	6			11/25/2024	/ /	
		Unit Total:	6	24	24			(Recent Move-in)
Total:				54				

Faribault H.R.A.
Vacancy Report

Project Based Vouchers - November 2024

Project	Unit	Seq	Days Occupied This Month	Days Vacant This Month	Days Vacant Total	Movein	Moveout	Tenant
001	0118	01	0			04/01/2023	09/01/2024	
		Unit Total:	0	30	90			
001	0122	01	0			04/01/2023	07/01/2024	
		Unit Total:	0	30	152			
001	0216	01	0			04/01/2023	09/27/2024	
		Unit Total:	0	30	64			
001	0344	02	9			11/22/2024	/ /	
		Unit Total:	9	21	174			
			Total:	111				

(Recent move-in)

Faribault H.R.A.
Current Vacancy Report
New Construction

Pgm-Prj-Unit-Sq	Previous Tenant Name	Address	Aptno	Bdrm Size	MoveOut Date	# Days Vacant	Noti
K -001-0107-03		1324 Prairie Avenue Faribault, MN 55021	107	1	08/01/2024	124	
New Construction-Robinwood Manor Totals		# Units:	1	# Days:	124	Avg Days: 124.00	# Units A
All Projects:		# Units:	1	# Days:	124	Avg Days: 124.00	# Units A

Report of Tenants Accounts Receivable (TARs)

New Construction - November 2024

Project: 001 - Robinwood Manor

A. Basic Identification Data

3. Total Units Available: 50

5. Fiscal Year Beginning: 01/01/2024

6. Report Period Ending Date: 11/30/2024

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 49

2. Total Charges: 15,225.00

3. Dwelling Rental: 15,103.00

4. Retroactive Rent: 0.00

5. Excess Utility: 15.00

6. Additional Charges: 107.00

C. Receivables

Tenants in Possession (TIP)

No. of Accounts
Delinquent

Dwelling
Rental

Retroactive
Rent

Excess
Utility

Additional
Charges

Amounts
Delinquent

One Month or
Less Delinquent

2

300.00

0.00

0.00

93.00

393.00

Over One
Month Delinquent

8

1,539.40

0.00

22.00

10.00

1,571.40

Total for TIP

10

1,964.40

Vacated TAR

8

1,729.00

Total

18

3,693.40

D. TARs

Tenants Accounts Receivable

No. of Accounts

Balances

Under Formal Repayment Agreement

0

0.00

Under Formal Repayment Agreement
with Payments Up-to-Date

0

0.00

Excluding Amounts Covered by Formal
Up-to-Date Repayment Agreements

10

1,964.40

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable

Current Reporting
Period (end date)
11/30/2024

Prior FY
(one year to date)
11/30/2023

Previous FY
(two years to date)
11/30/2022

1. Percent of Accounts Delinquent to No. of Tenants In Possession

20

20

28

5. Percent of Amount Delinquent (excluding amounts covered by
formal up-to-date repayment agreement) to Total Charges

13

7

6

F. Collection Losses

1. Amount Charged to Loss this Period

0.00

2. Amount Charged to Loss this Year to Date

1,040.04



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: questions.faribault@edinarealty.com
THROUGH: Thomas Furman - Executive Director and David Wanberg, Director of Community and Economic Development
MEETING DATE: December 9, 2024
SUBJECT: Scattered Sites

BACKGROUND:

Michele Lane manages the Scattered sites the HRA owns in Faribault for Cornerstone.

REQUESTED ACTION:

None

ATTACHMENTS:

1. 2234_001

Faribault H.R.A.
Current Vacancy Report
Project Based Vouchers

Pgm-Prj-Unit-Sq	Previous Tenant Name	Address	Aptno	Bdrm Size	MoveOut Date	# Days Vacant	Notes		
PB-001-0118-01		1518 Western Avenue Faribault, MN 55021		2	09/01/2024	93			
PB-001-0122-01		1522 Western Avenue Faribault, MN 55021		3	07/01/2024	155			
PB-001-0216-01		1816 Shumway Avenue Faribault, MN 55021		3	09/27/2024	67			
Project Based Vouchers-Project 001 Totals		# Units:	3	# Days:	315	Avg Days:	105.00	# Units Assigned but not Moved In:	0
All Projects:		# Units:	3	# Days:	315	Avg Days:	105.00	# Units Assigned but not Moved In:	0



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Thomas Furman - Executive Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: December 9, 2024
SUBJECT: Emergency Shelter Vouchers

BACKGROUND:

Community Action Center has taken the lead role in Emergency Shelter Vouchers, who have been financially awarded \$2,000 in the past, and we currently have budgeted \$2,000 for this coming year. Scott Wopata of Community Action Center is with us to discuss the program and request funding.

REQUESTED ACTION:

Consider Special Programs Budget for FY2025

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Thomas Furman - Executive Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: December 9, 2024
SUBJECT: Resolution 2024-20 - Approve the FY 2025 Robinwood Manor Budget

BACKGROUND:

Cornerstone has put together the Budget for Robinwood as viewable in the attached document.

REQUESTED ACTION:

Approve the Robinwood FY2025 Budget as presented.

ATTACHMENTS:

1. 2025 Robinwood Budget

Property_Name	Book	Account	Jan 2024 - Oct 2024 Totals	Year	January	February	March	April	May	June	July	August	September	October	November	December	Budgeted 2025 Totals:
Robinwood Manor	accrual	4500 Rent-Residential	\$	158,171.50	2025	16,500.00	16,500.00	16,500.00	16,500.00	16,500.00	16,500.00	16,500.00	16,500.00	16,500.00	16,500.00	16,500.00	198,000.00
Robinwood Manor	accrual	4573 Federal Grants	\$	316,451.00	2025	29,750.00	29,750.00	29,750.00	29,750.00	29,750.00	29,750.00	29,750.00	29,750.00	29,750.00	29,750.00	29,750.00	357,000.00
Robinwood Manor	accrual	4701 Laundry Revenue	\$	4,120.80	2025	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	5,400.00
Robinwood Manor	accrual	4820 Bank Interest	\$	507.93	2025	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
Robinwood Manor	accrual	6810 Pass thru Payroll - Corporate	\$	25,000.00	2025	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	30,000.00
Robinwood Manor	accrual	6410 Electricity	\$	27,928.57	2025	2,250.00	2,250.00	2,750.00	2,750.00	2,750.00	3,500.00	3,500.00	3,500.00	3,000.00	3,000.00	2,250.00	34,500.00
Robinwood Manor	accrual	6430 Water and Sewer	\$	6,982.90	2025	600.00	600.00	700.00	700.00	700.00	800.00	800.00	800.00	650.00	650.00	600.00	8,250.00
Robinwood Manor	accrual	6420 Gas	\$	5,485.23	2025	950.00	950.00	800.00	800.00	800.00	250.00	250.00	500.00	500.00	500.00	950.00	7,500.00
Robinwood Manor	accrual	6450 Trash Disposal	\$	3,248.42	2025	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
Robinwood Manor	accrual	6850 Office Supplies	\$	573.16	2025	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
Robinwood Manor	accrual	6853 Computer	\$	1,100.58	2025	-	-	306.00	-	-	306.00	-	-	306.00	-	306.00	1,224.00
Robinwood Manor	accrual	7264 Activities Event	\$	11,324.41	2025	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
Robinwood Manor	accrual	6216 Supplies - Maintenance	\$	6,894.13	2025	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Robinwood Manor	accrual	6212 Repairs & Maintenance - Building	\$	43,179.95	2025	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	50,400.00
Robinwood Manor	accrual	6225 Grounds/Lawn Care	\$	6,294.28	2025	-	-	-	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	-	8,000.00
Robinwood Manor	accrual	6227 Pest Control	\$	163.50	2025	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
Robinwood Manor	accrual	6219 Contracted Labor - Maintenance	\$	10,713.01	2025	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00
Robinwood Manor	accrual	6257 Elevator Maintenance	\$	2,272.11	2025	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	2,640.00
Robinwood Manor	accrual	6226 Snow Removal	\$	3,200.00	2025	1,250.00	1,250.00	1,250.00	-	-	-	-	-	-	-	1,250.00	5,000.00
Robinwood Manor	accrual	6260 Fire Prevention & Maintenance	\$	594.52	2025	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Robinwood Manor	accrual	6219 Purchased Services - Maintenance	\$	4,366.13	2025	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Robinwood Manor	accrual	6899 Interest Expense	\$	21.76	2025	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
Robinwood Manor	accrual	6820 Management Fees	\$	34,107.48	2025	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
Robinwood Manor	accrual	6845 Licenses & Permits - Admin	\$	1,130.00	2025	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Robinwood Manor	accrual	6870 Fees - Legal	\$	2,100.00	2025	2,100.00	-	-	-	-	-	-	-	-	-	-	2,100.00
Robinwood Manor	accrual	6355 Tax Preparation	\$	2,100.00	2025	2,100.00	-	-	-	-	-	-	-	-	-	-	2,100.00
Robinwood Manor	accrual	6875 Fees - Audit & Accounting	\$	6,000.00	2025	-	-	-	-	6,000.00	-	-	-	-	-	-	6,000.00
Robinwood Manor	accrual	6350 Property Tax	\$	10,980.80	2025	1,166.47	1,166.47	1,166.47	1,166.47	1,166.47	1,166.47	1,166.47	1,166.47	1,166.47	1,166.47	1,166.47	13,997.64
Robinwood Manor	accrual	6320 Insurance	\$	8,832.00	2025	920.00	920.00	920.00	920.00	920.00	920.00	920.00	920.00	920.00	920.00	920.00	11,040.00
Robinwood Manor	accrual	7100 Depreciation Expense	\$	33,305.50	2025	3,330.55	3,330.55	3,330.55	3,330.55	3,330.55	3,330.55	3,330.55	3,330.55	3,330.55	3,330.55	3,330.55	39,966.60
Census		Income:			\$	46,750.00	\$ 46,750.00	\$ 46,750.00	\$ 46,750.00	\$ 46,750.00	\$ 46,750.00	\$ 46,750.00	\$ 46,750.00	\$ 46,750.00	\$ 46,750.00	\$ 46,750.00	\$ 561,000.00
48 out of 50		Expenses:			\$	25,366.47	\$ 21,166.47	\$ 21,922.47	\$ 21,366.47	\$ 27,366.47	\$ 21,972.47	\$ 21,666.47	\$ 21,666.47	\$ 21,572.47	\$ 21,266.47	\$ 21,266.47	\$ 268,071.64
		NOI:	\$	246,865.20		21,383.53	\$ 25,583.53	\$ 24,827.53	\$ 25,383.53	\$ 19,383.53	\$ 24,777.53	\$ 25,083.53	\$ 25,083.53	\$ 25,177.53	\$ 25,483.53	\$ 25,277.53	\$ 292,928.36
		Depreciation:			\$	3,330.55	\$ 3,330.55	\$ 3,330.55	\$ 3,330.55	\$ 3,330.55	\$ 3,330.55	\$ 3,330.55	\$ 3,330.55	\$ 3,330.55	\$ 3,330.55	\$ 3,330.55	\$ 39,966.60
		Net income:	\$	213,559.70		18,052.98	\$ 22,252.98	\$ 21,496.98	\$ 22,052.98	\$ 16,052.98	\$ 21,446.98	\$ 21,752.98	\$ 21,752.98	\$ 21,846.98	\$ 22,152.98	\$ 21,946.98	\$ 252,961.76



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Thomas Furman - Executive Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: December 9, 2024
SUBJECT: Resolution 2024-21 - Approve the FY2025 Scattered Sites Budget

BACKGROUND:

Cornerstone has created the Scattered Sites budget for FY2025

REQUESTED ACTION:

Approve Scattered Sites Budget for FY2025

ATTACHMENTS:

1. 2024-21 Adopting the FY 2025 Scattered Sites Budget
2. 2025 Public Housing Budget

FARIBAULT HOUSING AND REDEVELOPMENT AUTHORITY

Resolution 2024-21

APPROVE THE FY2025 FARIBAULT SCATTERED SITES HOUSING BUDGET

WHEREAS, the Faribault Housing and Redevelopment Authority (“the HRA”); was established by the City of Faribault, on October 13, 1970, under the “Minnesota Housing and Redevelopment Act” pursuant to Minnesota Statutes 469.003; and

WHEREAS, the HRA administers several housing and redevelopment programs in the City of Faribault, including Robinwood Manor Apartments, Low-Rent Public Housing and the HRA General Fund; and

WHEREAS, the HRA generates revenues and expenses from properties it owns, and

WHEREAS, the HRA finds it prudent to manage its revenues and expenses by the adoption of an annual budget; and

WHEREAS, the HRA has reviewed and considered the details of the FY 2025 Faribault Public Housing Budget Proposal and finds it to be acceptable and in accordance with HUD-52574; and

NOW, THEREFORE, BE IT RESOLVED by the Housing and Redevelopment Authority of Faribault, Minnesota that the FY 2025 Faribault Scattered Sites Budget is hereby approved.

ADOPTED: December 9, 2024

Faribault Housing and Redevelopment Authority

Travis McColley, Vice Chair

ATTEST:

Property_Name	Book	Account	Jan 2024 - Oct 2024 Totals	Year	January	February	March	April	May	June	July	August	September	October	November	December	Budgeted 2025 totals
Public Housing HRA	accrual	4500 : Rent-Residential	\$ 233,832.00	2025	24,750.00	24,750.00	24,750.00	24,750.00	24,750.00	24,750.00	24,750.00	24,750.00	24,750.00	24,750.00	24,750.00	24,750.00	\$ 297,000.00
Public Housing HRA	accrual	4570 : Tenant Based Subsidy	\$ 331,040.00	2025	34,120.00	34,120.00	34,120.00	34,120.00	34,120.00	34,120.00	34,120.00	34,120.00	34,120.00	34,120.00	34,120.00	34,120.00	\$ 409,440.00
Public Housing HRA	accrual	4820 : Bank Interest	\$ 322.51	2025	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	\$ 420.00
Public Housing HRA	accrual	6810 : Pass thru Payroll - Corporate	\$ 25,000.00	2025	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	\$ 30,000.00
Public Housing HRA	accrual	6410 : Electricity	\$ 3,582.86	2025	150.00	150.00	200.00	200.00	200.00	250.00	250.00	250.00	250.00	240.00	240.00	240.00	\$ 2,520.00
Public Housing HRA	accrual	6430 : Water and Sewer	\$ 2,770.89	2025	175.00	175.00	260.00	260.00	260.00	280.00	280.00	280.00	280.00	200.00	200.00	200.00	\$ 2,745.00
Public Housing HRA	accrual	6420 : Gas	\$ 730.37	2025	100.00	100.00	75.00	75.00	75.00	50.00	50.00	50.00	50.00	75.00	75.00	75.00	\$ 900.00
Public Housing HRA	accrual	6450 : Trash Disposal	\$ 3,810.53	2025	185.00	185.00	185.00	185.00	185.00	185.00	185.00	185.00	185.00	185.00	185.00	185.00	\$ 2,220.00
Public Housing HRA	accrual	6853 : Computer	\$ 1,057.42	2025	-	-	294.00	-	-	294.00	-	-	294.00	-	-	294.00	\$ 1,176.00
Public Housing HRA	accrual	6835 : Dues & Subscriptions	\$ 441.67	2025	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	\$ 180.00
Public Housing HRA	accrual	7264 : Activities Event	\$ 13,840.67	2025	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	\$ 12,000.00
Public Housing HRA	accrual	6216 : Supplies - Maintenance	\$ 1,994.31	2025	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	\$ 4,200.00
Public Housing HRA	accrual	6212 : Repairs & Maintenance - Building	\$ 44,113.88	2025	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	\$ 50,400.00
Public Housing HRA	accrual	6245 : Extraordinary Maintenance	\$ 11,040.17	2025	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	\$ 48,000.00
Public Housing HRA	accrual	6227 : Pest Control	\$ 4,737.50	2025	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	\$ 5,400.00
Public Housing HRA	accrual	6219 : Contracted Labor - Maintenance	\$ 1,553.07	2025	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	\$ 3,600.00
Public Housing HRA	accrual	6225 : Grounds/Lawn Care	\$ 22,520.54	2025	-	-	-	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,000.00	-	\$ 11,500.00
Public Housing HRA	accrual	6226 : Snow Removal	\$ 6,065.00	2025	2,000.00	2,000.00	1,000.00	-	-	-	-	-	-	-	-	2,000.00	\$ 7,000.00
Public Housing HRA	accrual	6260 : Fire Prevention & Maintenance	\$ -	2025	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	\$ 1,200.00
Public Housing HRA	accrual	6899 : Interest Expense	\$ 17.26	2025	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	\$ 120.00
Public Housing HRA	accrual	6820 : Management Fees	\$ 31,107.84	2025	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	\$ 36,000.00
Public Housing HRA	accrual	6845 : Licenses & Permits - Admin	\$ 4,156.00	2025	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	\$ 4,200.00
Public Housing HRA	accrual	6870 : Fees - Legal	\$ 2,688.05	2025	-	1,500.00	-	-	-	-	-	-	-	-	-	1,500.00	\$ 3,000.00
Public Housing HRA	accrual	6320 : Insurance	\$ 12,149.00	2025	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	\$ 26,400.00
Public Housing HRA	accrual	6350 : Property Tax	\$ 1,371.68	2025	1,226.09	1,226.09	1,226.09	1,226.09	1,226.09	1,226.09	1,226.09	1,226.09	1,226.09	1,226.09	1,226.09	1,226.09	\$ 14,713.08
Census		Income:			\$ 58,905.00	\$ 58,905.00	\$ 58,905.00	\$ 58,905.00	\$ 58,905.00	\$ 58,905.00	\$ 58,905.00	\$ 58,905.00	\$ 58,905.00	\$ 58,905.00	\$ 58,905.00	\$ 58,905.00	\$ 706,860.00
46 out of 50		Expenses:			\$ 22,311.09	\$ 23,811.09	\$ 21,715.09	\$ 21,921.09	\$ 21,921.09	\$ 22,260.09	\$ 21,966.09	\$ 21,966.09	\$ 21,966.09	\$ 22,195.09	\$ 21,901.09	\$ 21,401.09	\$ 24,105.09
		Net Income:	\$ 362,024.72		\$ 36,593.91	\$ 35,093.91	\$ 37,189.91	\$ 36,983.91	\$ 36,983.91	\$ 36,644.91	\$ 36,938.91	\$ 36,938.91	\$ 36,709.91	\$ 37,003.91	\$ 37,503.91	\$ 34,799.91	\$ 439,385.92



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Thomas Furman - Executive Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: December 9, 2024
SUBJECT: 2025 & 2026 Contracts

BACKGROUND:

Employees and Contractors that perform work at public housing sites are required to be paid in accordance with minimum prevailing wage requirements and/or Davis Bacon wage requirements. HUD requires written contracts in place for every maintenance job at the public housing units. The HRA typically enters into two-year contracts for maintenance services.

Categories of service include Back-up Maintenance, plumbing, electrical, extermination, HVAC, unit cleaning, floor cleaning, floor installation, snow plowing, lawn mowing and landscaping. Several contractors submitted bids for these various services. The proposal summaries are detailed in the attached document for each service type and the recommended contractor for each service is highlighted.

REQUESTED ACTION:

The HRA is requesting to review the proposals submitted by various maintenance services, approve a contractor for each service and authorize the Executive Director to execute the various contracts on behalf of the HRA.

ATTACHMENTS:

1. Contractor Bids 2025-2026

Contractors List – Highlighted (top) companies are recommended

General Cleaning Service

Service Master: \$34.88/hr with \$0.25/sq. ft. carpet

All Pro Cleaners: \$42.25/hr

CCS Cleaning: \$56/hr with \$0.30/sq. ft carpet

Floor Installation:

Faribo Interiors

LVP \$6/sq.ft.

Carpet \$4/sq.ft

Sheet Vinyl \$4/sq.ft.

Vinyl Base \$3/4ft

Carpet padding \$1/sq.ft.

HVAC/Boiler

Faribo Air Conditioning & Heating \$100/hr (\$150/hr afterhours)

Rivercity Refrigeration \$120/hr (\$180/hr afterhours)

Pest Control

Bug Busters

\$2,600/year

\$42.50/extra treatment

Bedbug:

\$1150/heat + \$100/bedroom

\$235/Chemical

Plumbing

Faribo Plumbing

\$150/hr

\$225/hr overtime

\$300/hr Holiday

Mowing, Clean-up, Landscaping

Property Pros

Mow all properties: \$927 each FULL set

Cleanup Spring/Fall: \$2542

Landscaping: \$6525

J&J All Seasons

Mow all properties: \$1170 each FULL set

Cleanup Spring/Fall: \$4785

Snow Removal

J&J All Seasons

Full Plow (all Properties): \$1220

Sanding all sidewalks: \$244

Electrical

With guidance from legal council, we pulled the bids for Electrical and will re-do them next month.

We received NO bids for General (Back-up) Maintenance

The HRA will solicit proposals from general contractors and maintenance companies and until a new contractor can be identified, will continue to use Property Pros.

The HRA is requesting to review the proposals submitted by various maintenance services, approve a contractor for each service and authorize the Executive Director to execute the various contracts on behalf of the HRA.



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Thomas Furman - Executive Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: December 9, 2024
SUBJECT: Resolution 2024-24 Designate Authorized Signatories for All Housing and Redevelopment Authority of Faribault, Minnesota Accounts

BACKGROUND:

Per Minnesota State Statute 118A, the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") may designate authorized signatories for its financial institution accounts. The HRA has five accounts with Citizens Community Federal. The attached Resolution 2024-24 allows Tom Spooner (Mayor beginning January 7th 2025), Chad Gause (Assistant Finance Director) and Jessica Kinser (City Administrator) to be the signatories on all HRA accounts, effective January 7, 2025.

REQUESTED ACTION:

Approve Resolution 2024-24.

ATTACHMENTS:

1. Resolution 2024-24 Agreement_to_Designate_Signatories

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

RESOLUTION 2024-24

**APPROVE DESIGNATION OF AUTHORIZED SIGNATORIES
FOR ALL HOUSING AND REDEVELOPMENT AUTHORITY
OF FARIBAULT, MINNESOTA ACCOUNTS**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the following individuals of the City be designated as the official signatories for the HRA as of January 7, 2025:

1. Tom Spooner, Mayor of Faribault
2. Chad Gause, Assistant Finance Director
3. Jessica Kinser, City Administrator

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

1. HRA of Faribault, Minnesota Operations
2. Faribault HRA, LLC/Faribault Housing Deposits
3. Faribault HRA, LLC/Faribault Housing Operations
4. EHC, LLC/Robinwood Manor Deposits
5. EHC, LLC/Robinwood Manor Operations

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

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

ADOPTED: December 9, 2024

Travis McColley, Vice Chair

ATTEST:

Exhibit A

AGREEMENT

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

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

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

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

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

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

NOW THEREFORE, the Parties mutually agree as follows:

1. The Signatories agree to follow the HRA's direction related to all financial transactions performed pursuant to this Agreement.
2. The HRA agrees to direct the Signatories to perform their duties under this Agreement as needed.
3. This Agreement shall commence upon the adoption of Resolution 2023-05 by the HRA and shall terminate only upon the adoption of a resolution terminating this Agreement by the HRA or the City.

[SIGNATURE PAGE FOLLOWS]

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

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

By: _____
Travis McColley
Its: Vice Chairperson

By: _____
Its: Board Witness

CITY OF FARIBAULT

By: _____
Tom Spooner
Its: Mayor

By: _____
Jessica Kinser
Its: City Administrator