



HOUSING & REDEVELOPMENT AUTHORITY AGENDA

PUBLIC MEETING ROOM

MONDAY, APRIL 14, 2025

6:00 PM

1. Call to Order/ Approve Agenda
2. Approval of the Minutes
3. Program Reports
4. List of Claims
 - A. Robinwood
 - B. Scattered Sites
5. Property Reports
 - A. Robinwood
 - B. Scattered Sites
6. Public Hearings - None
7. Items for Discussion
 - A. Mission Statement
 - B. Board Training from National NAHRO
 - C. MN NAHRO Commissioner Handbooks
 - D. Consultant work to continue the discussion
 - E. Promotional Folders
 - F. Maxfield Housing Study
 - G. Letter of support for H.F. 2332 - Appropriating Money for a Grant to Rethos: Funding for the Minnesota Main Streets Program
8. Director's Report and Update
9. Adjournment



HOUSING & REDEVELOPMENT AUTHORITY MINUTES

3RD FLOOR
CONFERENCE ROOM

MARCH 3, 2025

6:00 PM

Meeting Items

1. Call to Order/Approve Agenda

Chair Colin Maltbie called the regular meeting of the Housing and Redevelopment Authority to order at 6:00 pm. Commissioners Travis McColley, Mandy Barnes, Travis Kath, Carrie Winjum and John Rowan, were all in attendance. Also in attendance were Executive Director, Thomas Furman, Michele Lane and Rick Karow of Cornerstone, and on Zoom, Jamie Radke of Cornerstone.

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

2. A motion was made by Travis McColley, seconded by John Rowan to approve the amended minutes for the February meeting. The motion passed unanimously.

3. Faribault Social Media Policy

A. The social media policy was presented by Faribault Communications Manager Brad Phenow. Commissioners who had not signed the new policy were able to update their file.

B. Chair Maltbie entertained a motion to receive and file the information as presented. The motion was made by Travis McColley, seconded by Mandy Barnes. The motion passed unanimously.

4. List of Claims to be Paid / Approved

A. Chair Maltbie asked to entertain a motion to approve the list of claims to be made as presented for Robinwood. The motion was made by Travis McColley, seconded by Mandy Barnes. The motion passed unanimously.

B. Chair Maltbie asked to entertain a motion to approve the list of claims to be made as presented for Scattered Sites (formerly Public Housing). The motion was made by John Rowan, seconded by Travis McColley. The motion passed unanimously.

5. There were no program reports

6. Property Reports

A. Michele Lane of Cornerstone presented the information on Robinwood and answered any questions or concerns commissioners had. Financials were also discussed with Jamie Radke. Motion made to receive and file made by Travis McColley, seconded by Loni Ahlers. The motion passed unanimously.

B. Michele Lane of Cornerstone addressed vacancies at Scattered Sites, and any issues. Financials were also discussed with Jamie Radke. Motion made to receive and file made by Mandy Barnes, seconded by Travis McColley. The motion passed unanimously.

7. There were no public hearings.

8. Items for Discussion.

A. Changing the bylaws that were discussed last board meeting to remove conflicting information between Executive Director and CED Director was removed for clarity

Motion made by Travis McColley, seconded by Loni Ahlers. The motion passed unanimously.

B. Resolution 2025-03 Funding change from HCI to Three Rivers for the Mobile Home Rehabilitation Initiative

A motion made by Travis McColley, seconded by Mandy Barnes. The motion passed unanimously.

9. Adjournment

A motion was made by Travis McColley, seconded by Mandy Barnes. The motion passed unanimously at 6:52 pm.

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: April 14, 2025
SUBJECT: List of Claims

BACKGROUND:

Each month, the list of claims is compiled by the property management company, Cornerstone, and we approve the payments.

REQUESTED ACTION:

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: April 14, 2025
SUBJECT: Robinwood

BACKGROUND:

The List of Claims needs to be reviewed and approved as seen fit.

REQUESTED ACTION:

Review and approve.

ATTACHMENTS:

1. 03.04.2025 - 04.09.2025 Robinwood Check Comparison Report
2. 04.09.2025 Robinwood AP Aging Report
3. Robinwood - Advanced Facilities
4. Robinwood - Faribault Interiors
5. Robinwood - ServiceMaster

Payables Aging Report

Period: -03/2025

As of: 03/04/2025

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	2/18/2025	2/18/2025	6212 Repairs &	INV12918	18.01	18.01	0.00	0.00	0.00	
		Robinwood	3/4/2025	3/4/2025	6212 Repairs &	INV12952	90.17	90.17	0.00	0.00	0.00	
		Robinwood	2/28/2025	2/28/2025	6212 Repairs &	Robinwood16	4,000.00	4,000.00	0.00	0.00	0.00	
Advanced Facilities							4,108.18	4,108.18	0.00	0.00	0.00	
Arrow Electric, LLC.												
		Robinwood	3/1/2025	3/1/2025	6219 Purchased	3217	255.00	255.00	0.00	0.00	0.00	
Arrow Electric, LLC.							255.00	255.00	0.00	0.00	0.00	
Cintas Corp												
		Robinwood	2/6/2025	2/6/2025	7246 Housekee	4220298462	19.74	19.74	0.00	0.00	0.00	
		Robinwood	2/20/2025	2/20/2025	7246 Housekee	4221783027	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	1/10/2025	2/5/2025	6430 Water and	14197-000 01/10/2025	754.78	0.00	754.78	0.00	0.00	
		Robinwood	2/10/2025	3/5/2025	6430 Water and	14197-000 02/10/2025	699.30	699.30	0.00	0.00	0.00	
City of Faribault							1,454.08	699.30	754.78	0.00	0.00	
Culligan of Faribault												
		Robinwood	1/31/2025	1/31/2025	6214 Routine M	119X01196703	270.00	0.00	270.00	0.00	0.00	
Culligan of Faribault							270.00	0.00	270.00	0.00	0.00	
Faribault Interiors Inc												
		Robinwood	2/17/2025	2/17/2025	6212 Repairs &	50529	780.00	780.00	0.00	0.00	0.00	
Faribault Interiors Inc							780.00	780.00	0.00	0.00	0.00	
MEI Total Elevator Solutions												
		Robinwood	3/1/2025	3/1/2025	6257 Elevator M	1117394	226.94	226.94	0.00	0.00	0.00	
MEI Total Elevator Solutions							226.94	226.94	0.00	0.00	0.00	
Navigator Group Purchasing Inc.												
		Robinwood	1/22/2025	1/22/2025	6835 Dues & Si	INV-NAV-1398	125.00	0.00	125.00	0.00	0.00	
		Robinwood	2/17/2025	2/17/2025	6835 Dues & Si	INV-NAV-1456	125.00	125.00	0.00	0.00	0.00	
Navigator Group Purchasing Inc.							250.00	125.00	125.00	0.00	0.00	
Raw Construction LLC												
		Robinwood	2/1/2025	2/1/2025	6225 Grounds/I	6463	200.00	0.00	200.00	0.00	0.00	
		Robinwood	2/1/2025	2/1/2025	6225 Grounds/I	6465	200.00	0.00	200.00	0.00	0.00	
		Robinwood	2/1/2025	2/1/2025	6225 Grounds/I	6467	200.00	0.00	200.00	0.00	0.00	
		Robinwood	2/1/2025	2/1/2025	6225 Grounds/I	6469	550.00	0.00	550.00	0.00	0.00	
		Robinwood	2/1/2025	2/1/2025	6225 Grounds/I	6471	550.00	0.00	550.00	0.00	0.00	
Raw Construction LLC							1,700.00	0.00	1,700.00	0.00	0.00	
Rental Research Services												
		Robinwood	2/28/2025	2/28/2025	6890 Tenant Sc	E08610 02/28/2025	49.00	49.00	0.00	0.00	0.00	
Rental Research Services							49.00	49.00	0.00	0.00	0.00	
ServiceMaster by Ayotte												
		Robinwood	3/1/2025	3/1/2025	6235 Purchased	911980	1,380.32	1,380.32	0.00	0.00	0.00	
		Robinwood	3/3/2025	3/3/2025	6235 Purchased	912001	569.15	569.15	0.00	0.00	0.00	
		Robinwood	2/6/2025	2/6/2025	6235 Purchased	911928	350.54	350.54	0.00	0.00	0.00	
		Robinwood	3/3/2025	3/3/2025	6235 Purchased	912000	532.34	532.34	0.00	0.00	0.00	
ServiceMaster by Ayotte							2,832.35	2,832.35	0.00	0.00	0.00	

Payables Aging Report

Period: -03/2025

As of: 03/04/2025

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												
ShofCorp LLC.												
		Robinwood	3/3/2025	3/3/2025	6219 Purchased	174352	140.10	140.10	0.00	0.00	0.00	
ShofCorp LLC.							140.10	140.10	0.00	0.00	0.00	
Xcel Energy												
		Robinwood	2/19/2025	2/19/2025	6410 Electricity	915521254	2,372.33	2,372.33	0.00	0.00	0.00	Vacant Units
		Robinwood	2/12/2025	2/12/2025	6410 Electricity	914795971	463.75	463.75	0.00	0.00	0.00	Common Area
		Robinwood	2/12/2025	2/12/2025	6420 Gas	914795971	1,704.23	1,704.23	0.00	0.00	0.00	Common Area
Xcel Energy							4,540.31	4,540.31	0.00	0.00	0.00	
Grand Total							16,701.27	13,851.49	2,849.78	0.00	0.00	

Summary Check Register

Period = 03/2025-04/2025

Date = 03/04/2025 - 04/09/2025

Date	Person	Property	Amount	Payment#	Notes
3/5/2025	City of Faribault	Robinwoo	699.30	ACH	
3/12/2025	Rental Research Services	Robinwoo	49.00	402	
3/12/2025	Advanced Facilities	Robinwoo	4,108.18	403	
3/12/2025	Arrow Electric, LLC.	Robinwoo	255.00	404	
3/12/2025	Cintas Corp	Robinwoo	95.31	405	
3/12/2025	Faribault Interiors Inc	Robinwoo	780.00	407	
3/12/2025	Navigator Group Purchasing Inc	Robinwoo	250.00	408	
3/12/2025	Raw Construction LLC	Robinwoo	1,700.00	409	
3/12/2025	ServiceMaster by Ayotte	Robinwoo	2,832.35	410	
3/12/2025	ShofCorp LLC.	Robinwoo	140.10	411	
3/12/2025	Xcel Energy	Robinwoo	2,167.98	ACH	
3/18/2025	Xcel Energy	Robinwoo	2,372.33	ACH	
3/21/2025	FLOM Disposal Service	Robinwoo	243.24	ACH	
3/28/2025	MEI Total Elevator Solutions	Robinwoo	226.94	ACH	
4/1/2025	Cornerstone Management Serv	Robinwoo	5,500.00	412	
Total			21,419.73		

Check Run Comparison

03/04/2025 Check Authorization Total	\$10,209.94
Checks Authorized From Aging Report	\$10,209.94
Check Authorized not from Aging	\$5,709.79
Cornerstone Management Fees	\$5,500.00
Total	\$21,419.73

Payables Aging Report

Period: -04/2025

As of: 04/09/2025

Payee Name	Invoice	Property	nvoice 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	3/27/2025	3/27/2025	6212 Repairs & Maint	INV12997	471.10	471.10	0.00	0.00	0.00	
		Robinwood Manor	3/31/2025	3/31/2025	6212 Repairs & Maint	Robinwood17	4,000.00	4,000.00	0.00	0.00	0.00	
Advanced Facilities							4,471.10	4,471.10	0.00	0.00	0.00	
Cintas Corp												
		Robinwood Manor	3/6/2025	3/6/2025	7246 Housekeeping Sup	4223242541	19.74	0.00	19.74	0.00	0.00	
		Robinwood Manor	3/20/2025	3/20/2025	7246 Housekeeping Sup	4224712908	75.57	75.57	0.00	0.00	0.00	
		Robinwood Manor	4/3/2025	4/3/2025	7246 Housekeeping Sup	4226171211	19.74	19.74	0.00	0.00	0.00	
Cintas Corp							115.05	95.31	19.74	0.00	0.00	
City of Faribault												
		Robinwood Manor	3/11/2025	3/11/2025	6430 Water and Sewer	014197-000 03/11/2025	596.22	596.22	0.00	0.00	0.00	
City of Faribault							596.22	596.22	0.00	0.00	0.00	
Culligan of Faribault												
		Robinwood Manor	3/31/2025	3/31/2025	6214 Routine Maintenan	119-09972142-3 03/31/2025	115.97	115.97	0.00	0.00	0.00	
Culligan of Faribault							115.97	115.97	0.00	0.00	0.00	
Faribault Interiors Inc												
		Robinwood Manor	2/1/2025	2/1/2025	1701 Building Improver	50506	2,790.00	0.00	0.00	2,790.00	0.00	
Faribault Interiors Inc							2,790.00	0.00	0.00	2,790.00	0.00	
Faribo Plumbing & Heating												
		Robinwood Manor	3/14/2025	3/14/2025	6212 Repairs & Maint	64953	334.00	334.00	0.00	0.00	0.00	
Faribo Plumbing & Heating							334.00	334.00	0.00	0.00	0.00	
Flex Comm Security												
		Robinwood Manor	3/1/2025	3/1/2025	6257 Elevator Maintena	75032	70.54	0.00	70.54	0.00	0.00	
		Robinwood Manor	4/1/2025	4/1/2025	6257 Elevator Maintena	75079	70.54	70.54	0.00	0.00	0.00	
Flex Comm Security							141.08	70.54	70.54	0.00	0.00	
FLOM Disposal Service												
		Robinwood Manor	3/25/2025	3/25/2025	6450 Trash Disposal	409110024416 03/25/2025	265.19	265.19	0.00	0.00	0.00	
FLOM Disposal Service							265.19	265.19	0.00	0.00	0.00	
John Lundell												
		Robinwood Manor	3/10/2025	3/10/2025	2250 Tenant Deposits	03/10/2025	292.96	0.00	292.96	0.00	0.00	
John Lundell							292.96	0.00	292.96	0.00	0.00	
MEI Total Elevator Solutions												
		Robinwood Manor	4/1/2025	4/1/2025	6257 Elevator Maintena	1121942	226.94	226.94	0.00	0.00	0.00	
MEI Total Elevator Solutions							226.94	226.94	0.00	0.00	0.00	
Property Pros of Faribault, LLC												
		Robinwood Manor	3/24/2025	3/24/2025	6216 Supplies - Maint	7868	47.00	47.00	0.00	0.00	0.00	
Property Pros of Faribault, LLC							47.00	47.00	0.00	0.00	0.00	
Quality Appliance												
		Robinwood Manor	2/13/2025	2/13/2025	1850 Machinery, Equip	02105003	836.95	0.00	836.95	0.00	0.00	
Quality Appliance							836.95	0.00	836.95	0.00	0.00	
Rental Research Services												
		Robinwood Manor	3/31/2025	3/31/2025	6890 Tenant Screening t	E08610 03/31/2025	24.50	24.50	0.00	0.00	0.00	
Rental Research Services							24.50	24.50	0.00	0.00	0.00	

Payables Aging Report

Period: -04/2025

As of: 04/09/2025

Payee Name	Invoice	Property	nvoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Notes												
ServiceMaster by Ayotte												
		Robinwood Manor	3/17/2025	3/17/2025	6235 Purchased Service:	912016	208.74	208.74	0.00	0.00	0.00	
		Robinwood Manor	4/1/2025	4/1/2025	6235 Purchased Service:	912064	1,380.32	1,380.32	0.00	0.00	0.00	
ServiceMaster by Ayotte							1,589.06	1,589.06	0.00	0.00	0.00	
Sherwin Williams Co												
		Robinwood Manor	2/25/2025	2/25/2025	6216 Supplies - Mainter	6885-0	252.87	0.00	252.87	0.00	0.00	
Sherwin Williams Co							252.87	0.00	252.87	0.00	0.00	
Tom's Lock & Key												
		Robinwood Manor	2/10/2025	2/10/2025	6216 Supplies - Mainter	0014826	19.50	0.00	19.50	0.00	0.00	
Tom's Lock & Key							19.50	0.00	19.50	0.00	0.00	
Xcel Energy												
		Robinwood Manor	3/14/2025	3/14/2025	6410 Electricity	918870494	430.26	430.26	0.00	0.00	0.00	Common Area
		Robinwood Manor	3/14/2025	3/14/2025	6420 Gas	918870494	1,392.84	1,392.84	0.00	0.00	0.00	Common Area
		Robinwood Manor	3/18/2025	3/18/2025	6410 Electricity	919251178	2,249.36	2,249.36	0.00	0.00	0.00	Vacant Units
Xcel Energy							4,072.46	4,072.46	0.00	0.00	0.00	
Yardi Systems, Inc.												
		Robinwood Manor	3/16/2025	3/16/2025	6853 Computer	4783081	306.00	306.00	0.00	0.00	0.00	
Yardi Systems, Inc.							306.00	306.00	0.00	0.00	0.00	
Grand Total							16,496.85	12,214.29	1,492.56	2,790.00	0.00	

Advanced Facilities
3520 East River Rd NE
Rochester, MN 55906
5077184290
admin@afbuidingcare.com
www.afbuidingcare.com



INVOICE

BILL TO

Robinwood Manor
1324 Prairie Avenue SW
Faribault, MN 55021 US

INVOICE # Robinwood17

DATE 03/31/2025

DUE DATE 04/30/2025

TERMS Net 30

DESCRIPTION		AMOUNT
Monthly Maintenance Fee	March 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

FARIBAUT INTERIORS

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

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DATE Feb / 01 / 2009

Decor & More

BY
PROCESSED

NAME Corrington
ADDRESS 3520 East River Road NE
CITY Rocky Mountain STATE WY ZIP 5906

HOME	BUS.	CELL	CELL
P H O N E S			

--	--	--

ADDRESS _____
CITY _____
EMAIL _____

SOLD BY	Sam	WRITTEN BY	Sam
---------	-----	------------	-----

WRITTEN BY
Sam Sam

WRITTEN BY
Sam Sam

INSTALLATION	O	R	D	QTY	DESCRIPTION	OUR P.O. NO.	PROD CODE	OFFICE USE ONLY	UNIT PRICE	EXTENSION
				1						
				2	12x18 Carpet Shaw Avenue	(2) wine			2160	
				3						
				4						
				5	Base				480	
				6						
				7						
				8	Transitions				50	
				9						
				10	* no vinyl or transition					
				11						
				12						
				13	Mineral Prep					
				14						
				15						
				16						
				17	(500) TD install					
				18						
				19						
				20						
CASH	CHECK	CHG	M/C	VISA	DISC	SCRIPT	#	MATERIALS	TOTAL	2790
								SALES TAX	AMOUNT PD,	
								FREIGHT	BAL DUE	2790

SIGNATURE  WHITE - Customer • CANARY - Accounting • BINK - Will Call
 10/14/12

SIGNATURE

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

ServiceMaster by Ayotte

450 Armstrong Road
Northfield, MN 55057
877-945-0993
servicemaster@smbyayotte.com
www.smbyayotte.com

Invoice

Invoice #: 912064
Invoice Date: 4/1/2025
Due Date: 4/1/2025
Project: 24-1211-JAN
P.O. Number:
Terms: Due on receipt
Technician:

Bill To:

Rice County HRA- Robinwood-Cornerstone Ma
Michele Lane
208 1st Ave NW
Faribault, MN 55021
USA

Service Location:

Rice County HRA- Robinwood-Cornerstone Ma
Michelle Lane
1324 PRAIRIE AVE SW
FARIBAULT, MN 55021
USA

Description	Hours / Qty	U/M	Rate	Amount
Contract Janitorial Services	1		1,360.32	1,360.32
Energy Surcharge	1	ea	20.00	20.00
Subtotal				\$1,380.32
Sales Tax (6.875%)				\$0.00
Payments/Credits				\$0.00
Balance Due				\$1,380.32

Thank you for choosing ServiceMaster by Ayotte!

A late fee charge of 1.5% monthly will be applied to all past due accounts.
A 4% processing fee will be charged on all credit card transactions.



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Thomas Furman - Executive Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: April 14, 2025
SUBJECT: Scattered Sites

BACKGROUND:

The List of Claims needs to be reviewed and approved as seen fit.

REQUESTED ACTION:

Review and approve as seen fit.

ATTACHMENTS:

1. 03.04.2025 - 04.09.2025 HRA Check Run Comparison Report
2. 04.09.2025 HRA AP Aging Report
3. HRA - Advanced Facilities
4. HRA - Brian Erickson Construction
5. HRA - CC Cleaning
6. HRA - Probuilt

Payables Aging Report

Period: -03/2025

As of : 03/04/2025

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	2/18/2025	2/18/2025	6212 Repairs & Mainte	INV12919	192.00	192.00	0.00	0.00	0.00	
		Public Housing HRA	2/18/2025	2/18/2025	6212 Repairs & Mainte	INV12920	192.00	192.00	0.00	0.00	0.00	
		Public Housing HRA	2/20/2025	2/20/2025	6212 Repairs & Mainte	INV12922	927.04	927.04	0.00	0.00	0.00	
		Public Housing HRA	2/28/2025	2/28/2025	6212 Repairs & Mainte	INV12937	1,004.34	1,004.34	0.00	0.00	0.00	
		Public Housing HRA	2/28/2025	2/28/2025	6212 Repairs & Mainte	INV12933	56.68	56.68	0.00	0.00	0.00	
		Public Housing HRA	2/28/2025	2/28/2025	6212 Repairs & Mainte	INV12931	28.32	28.32	0.00	0.00	0.00	
		Public Housing HRA	2/28/2025	2/28/2025	6212 Repairs & Mainte	INV12932	54.08	54.08	0.00	0.00	0.00	
		Public Housing HRA	2/28/2025	2/28/2025	6212 Repairs & Mainte	INV12944	631.04	631.04	0.00	0.00	0.00	
		Public Housing HRA	3/4/2025	3/4/2025	6212 Repairs & Mainte	INV12951	100.22	100.22	0.00	0.00	0.00	
		Public Housing HRA	3/4/2025	3/4/2025	6212 Repairs & Mainte	INV12945	38.64	38.64	0.00	0.00	0.00	
		Public Housing HRA	3/4/2025	3/4/2025	6212 Repairs & Mainte	INV12946	57.90	57.90	0.00	0.00	0.00	
		Public Housing HRA	3/4/2025	3/4/2025	6212 Repairs & Mainte	INV12966	1,804.80	1,804.80	0.00	0.00	0.00	
		Public Housing HRA	2/28/2025	2/28/2025	6212 Repairs & Mainte	PublicHRA16	4,000.00	4,000.00	0.00	0.00	0.00	
Advanced Facilities							9,087.06	9,087.06	0.00	0.00	0.00	
City of Faribault												
		Public Housing HRA	2/12/2025	2/12/2025	6815 Supplies - Admin	500	75.00	75.00	0.00	0.00	0.00	3 Bank Bags
City of Faribault							75.00	75.00	0.00	0.00	0.00	
FLOM Disposal Service												
		Public Housing HRA	2/25/2025	2/25/2025	6450 Trash Disposal	24428 02/25/2025	158.55	158.55	0.00	0.00	0.00	
FLOM Disposal Service							158.55	158.55	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	
Property Pros of Faribault, LLC												
		Public Housing HRA	2/6/2025	2/6/2025	1701 Building Improver	7820	2,005.00	2,005.00	0.00	0.00	0.00	
Property Pros of Faribault, LLC							2,005.00	2,005.00	0.00	0.00	0.00	
Raw Construction LLC												
		Public Housing HRA	2/1/2025	2/1/2025	6225 Grounds/Lawn Ca	6462	245.00	0.00	245.00	0.00	0.00	
		Public Housing HRA	2/1/2025	2/1/2025	6225 Grounds/Lawn Ca	6464	245.00	0.00	245.00	0.00	0.00	
		Public Housing HRA	2/1/2025	2/1/2025	6225 Grounds/Lawn Ca	6466	245.00	0.00	245.00	0.00	0.00	
		Public Housing HRA	2/1/2025	2/1/2025	6225 Grounds/Lawn Ca	6468	1,315.00	0.00	1,315.00	0.00	0.00	
		Public Housing HRA	2/1/2025	2/1/2025	6225 Grounds/Lawn Ca	6470	1,315.00	0.00	1,315.00	0.00	0.00	
Raw Construction LLC							3,365.00	0.00	3,365.00	0.00	0.00	
ServiceMaster by Ayotte												
		Public Housing HRA	3/1/2025	3/1/2025	6235 Purchased Service	911981	473.44	473.44	0.00	0.00	0.00	
ServiceMaster by Ayotte							473.44	473.44	0.00	0.00	0.00	
Xcel Energy												
		Public Housing HRA	11/6/2024	11/6/2024	6410 Electricity	901775427	31.48	0.00	0.00	0.00	31.48	
		Public Housing HRA	2/6/2025	3/6/2025	6410 Electricity	913924704	33.92	33.92	0.00	0.00	0.00	Outdoor Lighting
		Public Housing HRA	2/5/2025	3/5/2025	6410 Electricity	913729182	117.21	117.21	0.00	0.00	0.00	Common Area
		Public Housing HRA	2/5/2025	3/5/2025	6420 Gas	913729182	233.45	233.45	0.00	0.00	0.00	Common Area
Xcel Energy							416.06	384.58	0.00	0.00	31.48	
Grand Total							15,210.70	12,183.63	3,365.00	0.00	-337.93	

Summary Check Register

Period = 03/2025-04/2025

Date = 03/04/2025 - 04/09/2025

Date	Person	Property	Amount	Payment#	Notes
3/5/2025	City of Fari	Public Housing HRA	14.21		ACH
3/5/2025	City of Fari	Public Housing HRA	14.21		ACH
3/5/2025	City of Fari	Public Housing HRA	14.21		ACH

Payables Aging Report

Period: -03/2025

As of: 03/04/2025

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											
3/5/2025		City of Fari Public Housing HRA		15.02		ACH						
3/5/2025		City of Fari Public Housing HRA		15.02		ACH						
3/5/2025		City of Fari Public Housing HRA		14.22		ACH						
3/5/2025		City of Fari Public Housing HRA		15.02		ACH						
3/5/2025		City of Fari Public Housing HRA		14.21		ACH						
3/5/2025		City of Fari Public Housing HRA		48.55		ACH						
3/5/2025		City of Fari Public Housing HRA		49.33		ACH						
3/5/2025		City of Fari Public Housing HRA		35.70		ACH						
3/5/2025		Xcel Energ Public Housing HRA		350.66		ACH						
3/6/2025		Xcel Energ Public Housing HRA		33.92		ACH						
3/12/2025		Advanced I Public Housing HRA		9,087.06		348						
3/12/2025		City of Fari Public Housing HRA		75.00		349						
3/12/2025		Property Pr Public Housing HRA		2,005.00		350						
3/12/2025		Raw Const Public Housing HRA		3,365.00		351						
3/12/2025		ServiceMas Public Housing HRA		473.44		352						
3/13/2025		Xcel Energ Public Housing HRA		67.20		ACH						
3/21/2025		FLOM Disj Public Housing HRA		21.54		ACH						
3/21/2025		FLOM Disj Public Housing HRA		158.55		ACH						
4/1/2025		Cornerston Public Housing HRA		5,500.00		353						
				Total			21,387.07					

Check Run Comparison

03/04/2025 Check Authorization Total **\$15,005.50**Checks Authorized From Aging Report **\$15,005.50**Check Authorized not from Aging **\$881.57**Cornerstone Management Fees **\$5,500.00**Total **\$21,387.07**

Payables Aging Report

Period: -04/2025

As of : 04/09/2025

Payee Name	Invoice Notes	Property	nvoice 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	3/31/2025	3/31/2025	6212 Repairs & Mainte	INV13008	134.48	134.48	0.00	0.00	0.00	
		Public Housing HRA	3/31/2025	3/31/2025	6212 Repairs & Mainte	INV13009	67.24	67.24	0.00	0.00	0.00	
		Public Housing HRA	3/31/2025	3/31/2025	6212 Repairs & Mainte	INV13007	67.24	67.24	0.00	0.00	0.00	
		Public Housing HRA	3/31/2025	3/31/2025	6212 Repairs & Mainte	INV13006	67.24	67.24	0.00	0.00	0.00	
		Public Housing HRA	3/31/2025	4/30/2025	6212 Repairs & Mainte	PublicHRA17	4,000.00	4,000.00	0.00	0.00	0.00	
Advanced Facilities							4,336.20	4,336.20	0.00	0.00	0.00	
Brian Erickson Construction												
		Public Housing HRA	3/4/2025	3/4/2025	1701 Building Improver	83	1,504.00	0.00	1,504.00	0.00	0.00	
Brian Erickson Construction							1,504.00	0.00	1,504.00	0.00	0.00	
CCS Cleaning and Restoration												
		Public Housing HRA	2/6/2025	2/6/2025	1701 Building Improver	1586	5,798.00	0.00	0.00	5,798.00	0.00	
CCS Cleaning and Restoration							5,798.00	0.00	0.00	5,798.00	0.00	
Chadderdon Lumber, INC												
		Public Housing HRA	3/12/2025	3/12/2025	6212 Repairs & Mainte	213806	284.06	284.06	0.00	0.00	0.00	
Chadderdon Lumber, INC							284.06	284.06	0.00	0.00	0.00	
City of Faribault												
		Public Housing HRA	3/11/2025	3/11/2025	6430 Water and Sewer	005090-000 03/11/2025	14.21	14.21	0.00	0.00	0.00	
		Public Housing HRA	3/11/2025	3/11/2025	6430 Water and Sewer	005090-001 03/11/2025	14.21	14.21	0.00	0.00	0.00	
		Public Housing HRA	3/11/2025	3/11/2025	6430 Water and Sewer	005090-003 03/11/2025	14.21	14.21	0.00	0.00	0.00	
		Public Housing HRA	3/11/2025	3/11/2025	6430 Water and Sewer	005090-004 03/11/2025	15.02	15.02	0.00	0.00	0.00	
		Public Housing HRA	3/11/2025	3/11/2025	6430 Water and Sewer	005090-006 03/11/2025	15.02	15.02	0.00	0.00	0.00	
		Public Housing HRA	3/11/2025	3/11/2025	6430 Water and Sewer	005090-007 03/11/2025	14.22	14.22	0.00	0.00	0.00	
		Public Housing HRA	3/11/2025	3/11/2025	6430 Water and Sewer	005090-016 03/11/2025	15.02	15.02	0.00	0.00	0.00	
		Public Housing HRA	3/11/2025	3/11/2025	6430 Water and Sewer	005090-026 03/11/2025	14.21	14.21	0.00	0.00	0.00	
		Public Housing HRA	3/11/2025	3/11/2025	6430 Water and Sewer	005090-177 03/11/2025	45.68	45.68	0.00	0.00	0.00	
		Public Housing HRA	3/11/2025	3/11/2025	6430 Water and Sewer	005090-179 03/11/2025	50.32	50.32	0.00	0.00	0.00	
		Public Housing HRA	3/11/2025	3/11/2025	6430 Water and Sewer	005090-180 03/11/2025	53.07	53.07	0.00	0.00	0.00	
City of Faribault							265.19	265.19	0.00	0.00	0.00	
Environmental Pest Management												
		Public Housing HRA	1/7/2025	1/7/2025	6227 Pest Control	71053	38.50	0.00	0.00	0.00	38.50	
		Public Housing HRA	1/9/2025	1/9/2025	6227 Pest Control	71146	50.50	0.00	0.00	0.00	50.50	
Environmental Pest Management							89.00	0.00	0.00	0.00	89.00	
Faribo Plumbing & Heating												
		Public Housing HRA	3/11/2025	3/11/2025	6212 Repairs & Mainte	64937	164.25	164.25	0.00	0.00	0.00	
Faribo Plumbing & Heating							164.25	164.25	0.00	0.00	0.00	
FLOM Disposal Service												
		Public Housing HRA	3/25/2025	3/25/2025	6450 Trash Disposal	409110024430 03/25/2025	21.54	21.54	0.00	0.00	0.00	
		Public Housing HRA	3/25/2025	3/25/2025	6450 Trash Disposal	409110024428 03/25/2025	158.55	158.55	0.00	0.00	0.00	
FLOM Disposal Service							180.09	180.09	0.00	0.00	0.00	
FLOM Septic Service												
		Public Housing HRA	12/20/2024	12/20/2024	6235 Purchased Service:	19959	250.00	0.00	0.00	0.00	250.00	
FLOM Septic Service							250.00	0.00	0.00	0.00	250.00	
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	

Payables Aging Report

Period: -04/2025

As of : 04/09/2025

Payee Name	Invoice Notes	Property	nvoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Probuilt Construction LLC												
		Public Housing HRA	3/3/2025	4/4/2025	1701 Building Improver	1816SHUMWAYAVE-BB	21,901.83	0.00	21,901.83	0.00	0.00	1st payment
		Public Housing HRA	3/3/2025	4/4/2025	1701 Building Improver	1816SHUMWAYAVE-BB	21,901.82	0.00	21,901.82	0.00	0.00	2nd payment
Probuilt Construction LLC							43,803.65	0.00	43,803.65	0.00	0.00	
Property Pros of Faribault, LLC												
		Public Housing HRA	3/24/2025	3/24/2025	6216 Supplies - Mainte	7868	150.00	150.00	0.00	0.00	0.00	
Property Pros of Faribault, LLC							150.00	150.00	0.00	0.00	0.00	
ServiceMaster by Ayotte												
		Public Housing HRA	4/1/2025	4/1/2025	6235 Purchased Service	912065	473.44	473.44	0.00	0.00	0.00	
ServiceMaster by Ayotte							473.44	473.44	0.00	0.00	0.00	
Tom's Lock & Key												
		Public Housing HRA	3/17/2025	3/17/2025	6216 Supplies - Mainte	0014896	12.00	12.00	0.00	0.00	0.00	
Tom's Lock & Key							12.00	12.00	0.00	0.00	0.00	
Xcel Energy												
		Public Housing HRA	11/6/2024	11/6/2024	6410 Electricity	901775427	31.48	0.00	0.00	0.00	31.48	
		Public Housing HRA	3/10/2025	3/10/2025	6410 Electricity	918076983	143.48	0.00	143.48	0.00	0.00	Common Area
		Public Housing HRA	3/10/2025	3/10/2025	6420 Gas	918076983	294.55	0.00	294.55	0.00	0.00	Common Area
		Public Housing HRA	3/10/2025	3/10/2025	6410 Electricity	918049526	33.81	0.00	33.81	0.00	0.00	Outdoor Lighting
Xcel Energy							503.32	0.00	471.84	0.00	31.48	
Yardi Systems, Inc.												
		Public Housing HRA	3/16/2025	3/16/2025	6853 Computer	4783081	294.00	294.00	0.00	0.00	0.00	
Yardi Systems, Inc.							294.00	294.00	0.00	0.00	0.00	
Grand Total							57,737.79	6,159.23	45,779.49	5,798.00	1.07	

Advanced Facilities
3520 East River Rd NE
Rochester, MN 55906
5077184290
admin@afbuidingcare.com
www.afbuidingcare.com



INVOICE

BILL TO

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

INVOICE # PublicHRA17

DATE 03/31/2025

DUE DATE 04/30/2025

TERMS Net 30

DESCRIPTION		AMOUNT
Monthly Maintenance Fee	March 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

INVOICE



Bill To

Advanced Facilities
3520 East River Road NE
Rochester, MN 55904
(507) 323-4283

Brian Erickson Construction

9194 Indus Way
Morristown, Mn 55052
Phone: (507) 210-1251
Email: brianerickson05@yahoo.com

Payment terms	Due upon receipt
Invoice #	83
Date	03/04/2025
Business / Tax #	BC768415

Description	Total
Kitchen window for 1323 7th Street, faribault, mn	\$1,504.00
Price includes labor and materials and permit	

Subtotal	\$1,504.00
Total	\$1,504.00

By signing this document, the customer agrees to the services and conditions outlined in this document.

Advanced Facilities



CCS Cleaning and Restoration

1202 Lyndale Avenue North
Faribault, MN 55021

ESTIMATE	#1586
ESTIMATE DATE	Feb 6, 2025
SERVICE DATE	Feb 3, 2025
EXPIRATION DATE	Jan 31, 2026
TOTAL	\$5,798.00

City Of Faribault
City Of Faribault
208 1st Street Northwest
Faribault, MN 55021

SERVICE ADDRESS

1816 Shumway Avenue
Faribault, MN 55021

CONTACT US

(507) 334-1774
andrew@ccsrestore.com

(507) 333-0375
tfurman@ci.faribault.mn.us

ESTIMATE

Services	qty	unit price	amount
Water Damage - Mitigation	1.0	\$5,798.00	\$5,798.00
Suspect microbial growth on upper level drywall			
Scope for remediation:			
Remove lower 2 foot section of drywall in:			
Bedroom 2 by bathroom remove drywall all walls 2'			
Bedroom 3 remove 2 walls 2' up			
Bathroom remove remailing drywall			
Hallway remove drywall by bathroom			
HEPA Vacuum entire home			
Remove drywall section in basement by sink area 4' up			
Apply Antimicrobial biocide to walls and floors in entire home			
ULV Fog entire home			
HEPA Air scrubbers in use during and after remediation			
Clearance test when cleanup is done			

Services subtotal: \$5,798.00

Total **\$5,798.00**



Probuilt Construction LLC

Phone: 507-200-1545
www.probuiltnm.com

Property: 1816 Shumway Avenue
Faribault, MN 55021

Type of Loss: Water Damage

Date Entered: 3/3/2025 3:42 PM

Price List: MNMN8X_MAR25
Restoration/Service/Remodel
Estimate: 1816SHUMWAYAVE-BB

******IMPORTANT PLEASE READ******

This estimate could not be considered final and may vary due to hidden damages. Our pictures do not illustrate all the damages on the property.

The scope of damages noted herein is based on visual inspection; any and all hidden damages will be addressed in the future upon discovery.

Any errors or omissions will be corrected as soon as we are made aware of them. Any errors or omissions do not constitute any misrepresentation on the part of the estimator, representative of the insured, it is only an error that will be corrected as soon as possible. Nothing herein constitutes, nor should it be constituted as a waiver of the rights of the policyholder under their insurance policy.

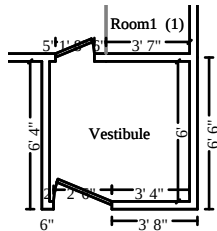


Probuilt Construction LLC

Phone: 507-200-1545
www.probuiltnm.com

1816SHUMWAYAVE-BB

Main Level



Vestibule

Height: 8'

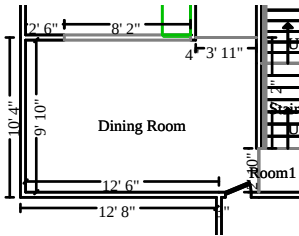
164.22 SF Walls	36.00 SF Ceiling
200.22 SF Walls & Ceiling	36.00 SF Floor
4.00 SY Flooring	19.83 LF Floor Perimeter
24.00 LF Ceil. Perimeter	

Door	2' 6" X 6' 8"		Opens into Exterior				
Door	1' 8" X 6' 8"		Opens into DINING_ROOM				
DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
<u>GENERAL</u>							
1. Mask and prep for paint - plastic, paper, tape (per LF)	24.00 LF		0.00	1.92	0.48	9.32	55.88
<u>CEILING</u>							
2. 5/8" drywall - hung, taped, ready for texture	36.00 SF		0.00	3.17	2.04	23.22	139.38
3. Texture drywall - machine	36.00 SF		0.00	0.94	0.16	6.80	40.80
4. Seal the ceiling w/latex based stain blocker - one coat	36.00 SF		0.00	0.87	0.24	6.30	37.86
5. Paint the ceiling - two coats	36.00 SF		0.00	1.39	0.80	10.16	61.00
6. Light fixture - Detach & reset	1.00 EA		0.00	77.62	0.00	15.52	93.14
<u>FLOORING</u>							
7. Vinyl tile	36.00 SF		0.00	4.57	6.21	34.14	204.87
8. Floor preparation for resilient flooring	36.00 SF		0.00	0.88	0.27	6.40	38.35
<u>DOORS</u>							
9. Interior door - Colonist - pre-hung unit	1.00 EA		0.00	341.95	19.12	72.22	433.29
10. Door knob - interior	1.00 EA		0.00	51.50	1.67	10.64	63.81
11. Seal & paint door/window trim & jamb - (per side)	2.00 EA		0.00	45.31	0.93	18.30	109.85
12. Paint door slab only - 2 coats (per side)	2.00 EA		0.00	53.47	1.49	21.68	130.11
Totals: Vestibule					33.41	234.70	1,408.34



Probuilt Construction LLC

Phone: 507-200-1545
www.probuiltnm.com



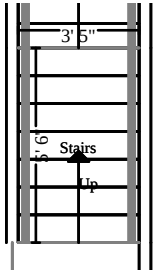
Dining Room

Height: 8'

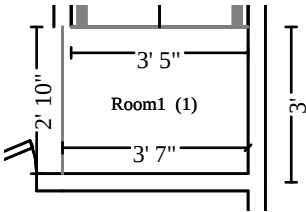
279.11 SF Walls	147.81 SF Ceiling
426.92 SF Walls & Ceiling	147.81 SF Floor
16.42 SY Flooring	33.25 LF Floor Perimeter
43.08 LF Ceil. Perimeter	

Door	1' 8" X 6' 8"	Opens into VESTIBULE2
Missing Wall	2' 10" X 8'	Opens into ROOM1
Missing Wall	3' 11" X 8'	Opens into HALL
Missing Wall - Goes to Floor	8' 2" X 6' 8"	Opens into KITCHEN2

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
GENERAL							
13. Mask and prep for paint - plastic, paper, tape (per LF)	43.08 LF		0.00	1.92	0.86	16.72	100.29
CEILING							
14. 5/8" drywall - hung, taped, ready for texture	147.81 SF		0.00	3.17	8.39	95.40	572.35
15. Texture drywall - machine	147.81 SF		0.00	0.94	0.65	27.92	167.51
16. Seal the ceiling w/latex based stain blocker - one coat	147.81 SF		0.00	0.87	0.98	25.92	155.49
17. Paint the ceiling - two coats	147.81 SF		0.00	1.39	3.27	41.76	250.49
FLOORING							
18. Vinyl tile	147.81 SF		0.00	4.57	25.51	140.20	841.20
19. Floor preparation for resilient flooring	147.81 SF		0.00	0.88	1.09	26.24	157.40
DOORS							
20. Interior door - Colonist - pre-hung unit	1.00 EA		0.00	341.95	19.12	72.22	433.29
21. Door knob - interior	1.00 EA		0.00	51.50	1.67	10.64	63.81
22. Seal & paint door/window trim & jamb - (per side)	2.00 EA		0.00	45.31	0.93	18.30	109.85
23. Paint door slab only - 2 coats (per side)	2.00 EA		0.00	53.47	1.49	21.68	130.11
Totals: Dining Room					63.96	497.00	2,981.79



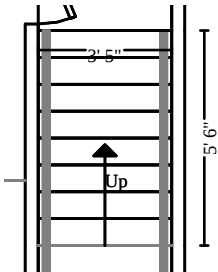
Stairs		Height: 17'
162.25 SF Walls	18.79 SF Ceiling	
181.04 SF Walls & Ceiling	35.16 SF Floor	
3.91 SY Flooring	13.53 LF Floor Perimeter	
11.00 LF Ceil. Perimeter		



Subroom: Room1 (1)		Height: 8'
51.33 SF Walls	10.15 SF Ceiling	
61.49 SF Walls & Ceiling	10.15 SF Floor	
1.13 SY Flooring	6.42 LF Floor Perimeter	
6.42 LF Ceil. Perimeter		

Missing Wall
Missing Wall

2' 10" X 8'
3' 5" X 8'
Opens into DINING_ROOM
Opens into STAIRS



Subroom: Stairs2 (2)		Height: 12' 6"
115.84 SF Walls	18.79 SF Ceiling	
134.64 SF Walls & Ceiling	35.16 SF Floor	
3.91 SY Flooring	13.53 LF Floor Perimeter	
11.00 LF Ceil. Perimeter		

Missing Wall
Missing Wall

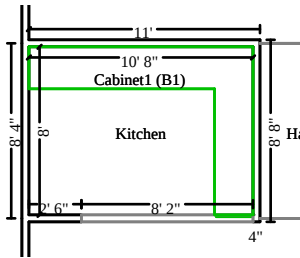
3' 5" X 12' 6"
3' 5" X 12' 6"
Opens into STAIRS
Opens into LANDING1

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
FLOORING							
24. Carpet	92.55 SF		0.00	4.32	20.95	84.16	504.93
15 % waste added for Carpet.							
25. Carpet pad	80.48 SF		0.00	0.75	3.44	12.76	76.56
26. Step charge for "waterfall" carpet installation	16.00 EA		0.00	15.70	0.78	50.40	302.38
Totals: Stairs					25.17	147.32	883.87



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Kitchen

Height: 8'

244.22 SF Walls	85.33 SF Ceiling
329.56 SF Walls & Ceiling	53.01 SF Floor
5.89 SY Flooring	6.67 LF Floor Perimeter
37.33 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

8' 2" X 6' 8"

Opens into DINING_ROOM

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
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GENERAL

27. Mask and prep for paint - plastic, paper, tape (per LF)	37.33 LF		0.00	1.92	0.74	14.48	86.89
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CEILING

28. 5/8" drywall - hung, taped, ready for texture	85.33 SF		0.00	3.17	4.85	55.08	330.43
29. Texture drywall - machine	85.33 SF		0.00	0.94	0.38	16.12	96.71
30. Seal the ceiling w/latex based stain blocker - one coat	85.33 SF		0.00	0.87	0.57	14.96	89.77

Allowance for prepping new textured drywall

31. Paint the ceiling - two coats	85.33 SF		0.00	1.39	1.89	24.10	144.60
32. Crown molding - 3 1/4"	37.33 LF		0.00	5.83	5.81	44.68	268.12
33. Seal (1 coat) & paint (2 coats) crown molding	37.33 LF		0.00	3.29	0.66	24.70	148.18

FLOORING

34. Vinyl tile	53.01 SF		0.00	4.57	9.15	50.30	301.71
35. Floor preparation for resilient flooring	53.01 SF		0.00	0.88	0.39	9.42	56.46

PLUMBING

36. Sink - double basin	1.00 EA		0.00	530.58	21.99	110.52	663.09
37. Sink faucet - Kitchen	1.00 EA		0.00	350.08	14.34	72.88	437.30
38. Angle stop valve	2.00 EA		0.00	66.71	1.84	27.04	162.30
39. Remove Plumbing fixture supply line	2.00 EA		7.83	0.00	0.00	3.14	18.80
40. Install Plumbing fixture supply line	2.00 EA		0.00	27.12	0.00	10.84	65.08
41. P-trap assembly - Detach & reset	1.00 EA		0.00	119.33	0.00	23.86	143.19
42. Sink strainer and drain assembly	2.00 EA		0.00	82.26	2.92	33.48	200.92

CABINETRY

43. Cabinetry - upper (wall) units	5.00 LF		0.00	180.85	46.12	190.08	1,140.45
44. Cabinetry - lower (base) units	13.83 LF		0.00	266.13	214.55	779.04	4,674.17
45. Countertop - Granite or Marble	27.66 SF		0.00	80.55	61.97	458.00	2,747.98

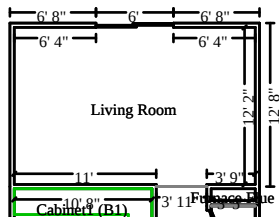


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CONTINUED - Kitchen

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
APPLIANCES							
46. Refrigerator - Remove & reset	1.00 EA		0.00	65.33	0.00	13.06	78.39
47. Dishwasher - Detach & reset	1.00 EA		0.00	466.64	0.00	93.32	559.96
48. Range - gas - Remove & reset	1.00 EA		0.00	319.89	0.00	63.98	383.87
Totals: Kitchen					388.17	2,133.08	12,798.37



Living Room

Height: 8'

422.00 SF Walls	227.76 SF Ceiling
649.76 SF Walls & Ceiling	227.76 SF Floor
25.31 SY Flooring	51.75 LF Floor Perimeter
57.75 LF Ceil. Perimeter	

Missing Wall

3' 11" X 8'

Opens into HALL

Door

6' X 6' 8"

Opens into Exterior

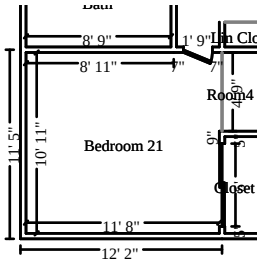
DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
GENERAL							
49. Mask and prep for paint - plastic, paper, tape (per LF)	57.75 LF		0.00	1.92	1.15	22.42	134.45
CEILING							
50. 5/8" drywall - hung, taped, ready for texture	227.76 SF		0.00	3.17	12.93	146.98	881.91
51. Texture drywall - machine	227.76 SF		0.00	0.94	1.01	43.02	258.12
52. Seal the ceiling w/latex based stain blocker - one coat	227.76 SF		0.00	0.87	1.51	39.94	239.60
53. Paint the ceiling - two coats	227.76 SF		0.00	1.39	5.04	64.32	385.95
FLOORING							
54. Vinyl tile	227.76 SF		0.00	4.57	39.31	216.04	1,296.21
55. Floor preparation for resilient flooring	227.76 SF		0.00	0.88	1.68	40.42	242.53
Totals: Living Room					62.63	573.14	3,438.77
Total: Main Level					573.34	3,585.24	21,511.14

Second Floor



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Bedroom 21

Height: 8'

279.67 SF Walls	128.15 SF Ceiling
407.82 SF Walls & Ceiling	128.15 SF Floor
14.24 SY Flooring	33.83 LF Floor Perimeter
40.58 LF Ceil. Perimeter	

Door

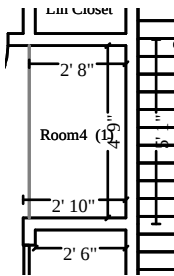
5' X 6' 8"

Opens into CLOSET_24

Door

1' 9" X 6' 8"

Opens into HALL



Subroom: Room4 (1)

Height: 8'

82.00 SF Walls	12.67 SF Ceiling
94.67 SF Walls & Ceiling	12.67 SF Floor
1.41 SY Flooring	10.25 LF Floor Perimeter
10.25 LF Ceil. Perimeter	

Missing Wall

4' 9" X 8'

Opens into BEDROOM_21

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
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GENERAL

56. Mask and prep for paint - plastic, paper, tape (per LF)	50.83 LF		0.00	1.92	1.01	19.72	118.32
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WALLS

57. 1/2" - drywall per LF - up to 2' tall	44.08 LF		0.00	14.26	5.49	126.82	760.89
58. Batt insulation replacement per LF - 4" - up to 2' tall	22.58 LF		0.00	2.89	2.53	13.56	81.35
59. Baseboard - 3 1/4"	44.08 LF		0.00	4.69	6.27	42.60	255.61
60. Seal (1 coat) & paint (2 coats) baseboard	44.08 LF		0.00	3.12	0.68	27.64	165.85
61. Texture drywall - smooth / skim coat	361.67 SF		0.00	2.10	5.07	152.92	917.50

When the drywall is replaced on the walls, the edges of the repair will have to be taped and bedded. This will leave a raised area around the entire repair. Due to the uneven surface of the existing texture, this will require floating the entire wall with a "Skim Coat" in order to provide a smooth flat surface over which to apply the new texture.

62. Seal the walls w/latex based stain blocker - one coat	361.67 SF		0.00	0.87	2.40	63.42	380.47
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Allowance for prepping new textured drywall

63. Paint the walls - two coats	361.67 SF		0.00	1.39	8.00	102.14	612.86
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FLOORING

64. Carpet	161.94 SF		0.00	4.32	36.67	147.26	883.51
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15 % waste added for Carpet.

65. Carpet pad	140.82 SF		0.00	0.75	6.02	22.32	133.96
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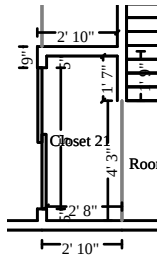
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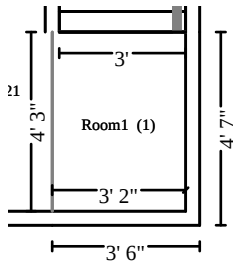
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CONTINUED - Bedroom 21

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
DOORS							
66. Interior door - Colonist - pre-hung unit	1.00 EA		0.00	341.95	19.12	72.22	433.29
67. Door knob - interior	1.00 EA		0.00	51.50	1.67	10.64	63.81
68. Seal & paint door/window trim & jamb - (per side)	2.00 EA		0.00	45.31	0.93	18.30	109.85
69. Paint door slab only - 2 coats (per side)	2.00 EA		0.00	53.47	1.49	21.68	130.11
Totals: Bedroom 21					97.35	841.24	5,047.38


Closet 21
Height: 8'

67.33 SF Walls	15.29 SF Ceiling
82.63 SF Walls & Ceiling	15.29 SF Floor
1.70 SY Flooring	7.58 LF Floor Perimeter
12.58 LF Ceil. Perimeter	

Door
5' X 6' 8"
Opens into BEDROOM_21

Subroom: Room1 (1)
Height: 8'

62.33 SF Walls	13.46 SF Ceiling
75.79 SF Walls & Ceiling	13.46 SF Floor
1.50 SY Flooring	7.42 LF Floor Perimeter
7.42 LF Ceil. Perimeter	

Missing Wall
4' 3" X 8'
Opens into CLOSET_24
Missing Wall
3' X 8'
Opens into STAIRS

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
GENERAL							
70. Final cleaning - construction - Residential	28.75 SF		0.00	0.39	1.00	2.24	14.45
<i>Allowance for post-construction cleanup</i>							
WALLS							
71. Baseboard - 3 1/4"	15.00 LF		0.00	4.69	2.14	14.50	86.99
72. Mask and prep for paint - tape only (per LF)	20.00 LF		0.00	0.89	0.07	3.58	21.45

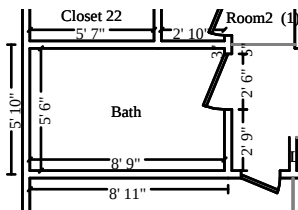


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CONTINUED - Closet 21

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
73. Seal (1 coat) & paint (2 coats) baseboard	15.00 LF		0.00	3.12	0.23	9.40	56.43
FLOORING							
74. Carpet 15 % waste added for Carpet.	33.06 SF		0.00	4.32	7.48	30.06	180.36
75. Carpet pad	28.75 SF		0.00	0.75	1.23	4.56	27.35
DOORS							
76. Bypass (sliding) door set - Colonist	1.00 EA		0.00	313.37	16.26	65.94	395.57
77. Seal 1coat & paint 1coat bypass dr set-slab only(per side)	2.00 EA		0.00	64.25	2.35	26.18	157.03
78. Casing - 3 1/4"	22.83 LF		0.00	4.04	4.38	19.32	115.93
79. Seal (1 coat) & paint (2 coats) casing	22.83 LF		0.00	3.15	0.40	14.46	86.77
Totals: Closet 21					35.54	190.24	1,142.33



Bath

Height: 8'

211.33 SF Walls	48.13 SF Ceiling
259.46 SF Walls & Ceiling	48.13 SF Floor
5.35 SY Flooring	26.00 LF Floor Perimeter
28.50 LF Ceil. Perimeter	

Door	2' 6" X 6' 8"			Opens into HALL			
DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL

GENERAL

80. Mask and prep for paint - plastic, paper, tape (per LF)	28.50 LF		0.00	1.92	0.57	11.06	66.35
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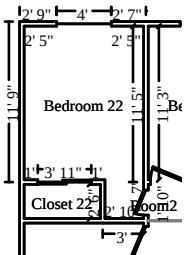
WALLS

81. 1/2" - drywall per LF - up to 2' tall	26.00 LF		0.00	14.26	3.24	74.80	448.80
82. Baseboard - 3 1/4"	26.00 LF		0.00	4.69	3.70	25.12	150.76
83. Seal (1 coat) & paint (2 coats) baseboard	26.00 LF		0.00	3.12	0.40	16.30	97.82
84. Texture drywall - smooth / skim coat	211.33 SF		0.00	2.10	2.96	89.36	536.11

When the drywall is replaced on the walls, the edges of the repair will have to be taped and bedded. This will leave a raised area around the entire repair. Due to the uneven surface of the existing texture, this will require floating the entire wall with a "Skim Coat" in order to provide a smooth flat surface over which to apply the new texture.

CONTINUED - Bath

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
85. Seal the walls w/latex based stain blocker - one coat	211.33 SF		0.00	0.87	1.40	37.06	222.32
<i>Allowance for prepping new textured drywall</i>							
86. Paint the walls - two coats	211.33 SF		0.00	1.39	4.68	59.70	358.13
<u>FLOORING</u>							
87. Vinyl tile	33.46 SF		0.00	4.57	5.77	31.74	190.42
88. Fir subfloor - no finish	14.67 SF		0.00	8.62	4.34	26.16	156.96
<i>Allowance for subfloor under bathtub</i>							
89. Floor preparation for resilient flooring	48.13 SF		0.00	0.88	0.35	8.56	51.26
<u>PLUMBING</u>							
90. Sink - single	1.00 EA		0.00	381.34	12.13	78.68	472.15
91. Detach & Reset Toilet	0.50 EA	482.54	0.00	0.00	0.35	48.34	289.96
<i>Allowance to reset</i>							
92. Toilet flange	1.00 EA		0.00	428.65	7.61	87.26	523.52
93. Detach & Reset Bathtub	1.00 EA	1,141.74	0.00	0.00	0.00	228.34	1,370.08
94. Angle stop valve	3.00 EA		0.00	66.71	2.76	40.58	243.47
95. Remove Plumbing fixture supply line	1.00 EA		7.83	0.00	0.00	1.56	9.39
96. Install Plumbing fixture supply line	1.00 EA		0.00	27.12	0.00	5.42	32.54
97. P-trap assembly - Detach & reset	1.00 EA		0.00	119.33	0.00	23.86	143.19
<u>CABINetry</u>							
98. Vanity	4.50 LF		0.00	258.23	67.19	245.84	1,475.07
99. Shower door	1.00 EA		0.00	612.42	30.00	128.48	770.90
Totals: Bath					147.45	1,268.22	7,609.20


Bedroom 22
Height: 8'

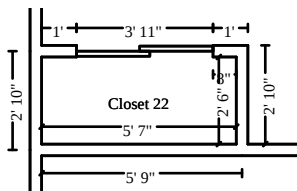
311.00 SF Walls	106.47 SF Ceiling
417.47 SF Walls & Ceiling	106.47 SF Floor
11.83 SY Flooring	39.92 LF Floor Perimeter
45.67 LF Ceil. Perimeter	

Door	3' 11" X 6' 8"
Door	1' 10" X 6' 8"
Window	4' X 4'

Opens into CLOSET_22
Opens into ROOM2
Opens into Exterior

CONTINUED - Bedroom 22

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
GENERAL							
100. Mask and prep for paint - plastic, paper, tape (per LF)	45.67 LF		0.00	1.92	0.91	17.72	106.32
WALLS							
101. Baseboard - 3 1/4"	39.92 LF		0.00	4.69	5.68	38.58	231.48
102. Seal (1 coat) & paint (2 coats) baseboard	39.92 LF		0.00	3.12	0.62	25.04	150.21
FLOORING							
103. Carpet <i>15 % waste added for Carpet.</i>	122.44 SF		0.00	4.32	27.72	111.32	667.98
104. Carpet pad	106.47 SF		0.00	0.75	4.55	16.90	101.30
DOORS							
105. Interior door - Colonist - pre-hung unit	1.00 EA		0.00	341.95	19.12	72.22	433.29
106. Door knob - interior	1.00 EA		0.00	51.50	1.67	10.64	63.81
107. Seal & paint door/window trim & jamb - (per side)	2.00 EA		0.00	45.31	0.93	18.30	109.85
108. Paint door slab only - 2 coats (per side)	2.00 EA		0.00	53.47	1.49	21.68	130.11
Totals: Bedroom 22					62.69	332.40	1,994.35


Closet 22
Height: 8'

103.22 SF Walls	13.96 SF Ceiling
117.18 SF Walls & Ceiling	13.96 SF Floor
1.55 SY Flooring	12.25 LF Floor Perimeter
16.17 LF Ceil. Perimeter	

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
GENERAL							
109. Final cleaning - construction - Residential <i>Allowance for post-construction cleanup</i>	13.96 SF		0.00	0.39	0.48	1.08	7.00
WALLS							
110. Baseboard - 3 1/4"	12.25 LF		0.00	4.69	1.74	11.84	71.03
111. Mask and prep for paint - tape only (per LF)	16.17 LF		0.00	0.89	0.06	2.90	17.35

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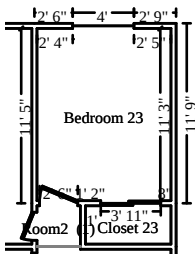


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CONTINUED - Closet 22

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
112. Seal (1 coat) & paint (2 coats) baseboard	12.25 LF		0.00	3.12	0.19	7.68	46.09
FLOORING							
113. Carpet	16.05 SF		0.00	4.32	3.63	14.58	87.55
15 % waste added for Carpet.							
114. Carpet pad	13.96 SF		0.00	0.75	0.60	2.22	13.29
DOORS							
115. Bypass (sliding) door set - Colonist	1.00 EA		0.00	313.37	16.26	65.94	395.57
116. Seal 1coat & paint 1coat bypass dr set-slab only(per side)	2.00 EA		0.00	64.25	2.35	26.18	157.03
117. Casing - 3 1/4"	22.83 LF		0.00	4.04	4.38	19.32	115.93
118. Seal (1 coat) & paint (2 coats) casing	22.83 LF		0.00	3.15	0.40	14.46	86.77
Totals: Closet 22					30.09	166.20	997.61



Bedroom 23

Height: 8'

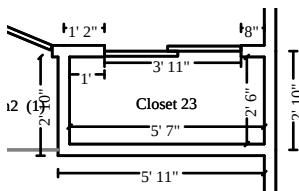
261.22 SF Walls	98.44 SF Ceiling
359.66 SF Walls & Ceiling	98.44 SF Floor
10.94 SY Flooring	33.58 LF Floor Perimeter
40.00 LF Ceil. Perimeter	

Door	3' 11" X 6' 8"	Opens into CLOSET_23
Window	4' X 4'	Opens into Exterior
Door	2' 6" X 6' 8"	Opens into ROOM2

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
GENERAL							
119. Mask and prep for paint - plastic, paper, tape (per LF)	40.00 LF		0.00	1.92	0.80	15.52	93.12
WALLS							
120. 1/2" - drywall per LF - up to 2' tall	22.50 LF		0.00	14.26	2.80	64.74	388.39
121. Batt insulation replacement per LF - 4" - up to 2' tall	11.25 LF		0.00	2.89	1.26	6.76	40.53
122. Texture drywall - smooth / skim coat	261.22 SF		0.00	2.10	3.66	110.46	662.68

CONTINUED - Bedroom 23

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
<i>When the drywall is replaced on the walls, the edges of the repair will have to be taped and bedded. This will leave a raised area around the entire repair. Due to the uneven surface of the existing texture, this will require floating the entire wall with a "Skim Coat" in order to provide a smooth flat surface over which to apply the new texture.</i>							
123. Seal the walls w/latex based stain blocker - one coat	261.22 SF		0.00	0.87	1.73	45.80	274.79
<i>Allowance for prepping new textured drywall</i>							
124. Paint the walls - two coats	261.22 SF		0.00	1.39	5.78	73.78	442.66
FLOORING							
125. Carpet	113.20 SF		0.00	4.32	25.63	102.92	617.57
<i>15 % waste added for Carpet.</i>							
126. Carpet pad	98.44 SF		0.00	0.75	4.21	15.60	93.64
DOORS							
127. Interior door - Colonist - pre-hung unit	1.00 EA		0.00	341.95	19.12	72.22	433.29
128. Door knob - interior	1.00 EA		0.00	51.50	1.67	10.64	63.81
129. Seal & paint door/window trim & jamb - (per side)	2.00 EA		0.00	45.31	0.93	18.30	109.85
130. Paint door slab only - 2 coats (per side)	2.00 EA		0.00	53.47	1.49	21.68	130.11
Totals: Bedroom 23					69.08	558.42	3,350.44

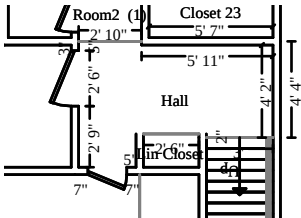

Closet 23
Height: 8'

103.22 SF Walls	13.96 SF Ceiling
117.18 SF Walls & Ceiling	13.96 SF Floor
1.55 SY Flooring	12.25 LF Floor Perimeter
16.17 LF Ceil. Perimeter	

Door	3' 11" X 6' 8"	Opens into BEDROOM_23					
DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
GENERAL							
131. Final cleaning - construction - Residential	13.96 SF		0.00	0.39	0.48	1.08	7.00
<i>Allowance for post-construction cleanup</i>							
WALLS							
132. Baseboard - 3 1/4"	12.25 LF		0.00	4.69	1.74	11.84	71.03
133. Mask and prep for paint - tape only (per LF)	16.17 LF		0.00	0.89	0.06	2.90	17.35

CONTINUED - Closet 23

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
134. Seal (1 coat) & paint (2 coats) baseboard	12.25 LF		0.00	3.12	0.19	7.68	46.09
<u>FLOORING</u>							
135. Carpet	16.05 SF		0.00	4.32	3.63	14.58	87.55
<i>15 % waste added for Carpet.</i>							
136. Carpet pad	13.96 SF		0.00	0.75	0.60	2.22	13.29
<u>DOORS</u>							
137. Bypass (sliding) door set - Colonist	1.00 EA		0.00	313.37	16.26	65.94	395.57
138. Seal 1coat & paint 1coat bypass dr set-slab only(per side)	2.00 EA		0.00	64.25	2.35	26.18	157.03
139. Casing - 3 1/4"	22.83 LF		0.00	4.04	4.38	19.32	115.93
140. Seal (1 coat) & paint (2 coats) casing	22.83 LF		0.00	3.15	0.40	14.46	86.77
Totals: Closet 23					30.09	166.20	997.61

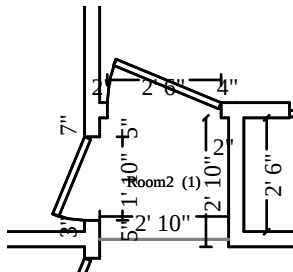


Hall

Height: 8'

131.67 SF Walls	39.85 SF Ceiling
171.51 SF Walls & Ceiling	39.85 SF Floor
4.43 SY Flooring	15.75 LF Floor Perimeter
20.00 LF Ceil. Perimeter	

Door	1' 9" X 6' 8"	Opens into BEDROOM_21
Door	2' 6" X 6' 8"	Opens into BATH2
Missing Wall	3' X 8'	Opens into STAIRS
Missing Wall	2' 6" X 8'	Opens into LIN_CLOSET



Subroom: Room2 (1)

Height: 8'

37.78 SF Walls	7.56 SF Ceiling
45.33 SF Walls & Ceiling	7.56 SF Floor
0.84 SY Flooring	4.00 LF Floor Perimeter
8.33 LF Ceil. Perimeter	

Missing Wall	2' 10" X 8'	Opens into HALL
Door	1' 10" X 6' 8"	Opens into BEDROOM_22
Door	2' 6" X 6' 8"	Opens into BEDROOM_23

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CONTINUED - Hall

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
GENERAL							
141. Mask and prep for paint - plastic, paper, tape (per LF)	9.50 LF		0.00	1.92	0.19	3.68	22.11
WALLS							
142. 1/2" - drywall per LF - up to 2' tall	2.75 LF		0.00	14.26	0.34	7.90	47.46
143. Baseboard - 3 1/4"	19.75 LF		0.00	4.69	2.81	19.08	114.52
144. Seal (1 coat) & paint (2 coats) baseboard	19.75 LF		0.00	3.12	0.31	12.38	74.31
145. Texture drywall - smooth / skim coat	169.44 SF		0.00	2.10	2.37	71.64	429.83
<i>When the drywall is replaced on the walls, the edges of the repair will have to be taped and bedded. This will leave a raised area around the entire repair. Due to the uneven surface of the existing texture, this will require floating the entire wall with a "Skim Coat" in order to provide a smooth flat surface over which to apply the new texture.</i>							
146. Seal the walls w/latex based stain blocker - one coat	169.44 SF		0.00	0.87	1.12	29.70	178.23
<i>Allowance for prepping new textured drywall</i>							
147. Paint the walls - two coats	169.44 SF		0.00	1.39	3.75	47.86	287.13
Totals: Hall					10.89	192.24	1,153.59
Total: Second Floor					483.18	3,715.16	22,292.51

General Conditions

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
GENERAL CONDITIONS							
148. Taxes, insurance, permits & fees (Bid Item)	1.00 EA						OPEN
149. Water Extraction & Remediation (Bid Item)	1.00 EA		0.00	5,798.00	0.00	0.00	5,798.00
Totals: General Conditions					0.00	0.00	5,798.00
Line Item Totals: 1816SHUMWAYAVE-BB					1,056.52	7,300.40	49,601.65



Grand Total Areas:

3,537.51	SF Walls	1,117.33	SF Ceiling	4,654.84	SF Walls and Ceiling
1,146.87	SF Floor	127.43	SY Flooring	403.95	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	490.25	LF Ceil. Perimeter
1,146.87	Floor Area	1,236.60	Total Area	2,924.00	Interior Wall Area
1,676.08	Exterior Wall Area	196.08	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		



Summary for Dwelling

Line Item Total	41,244.73
Matl Sales Tax Reimb	1,054.56
Subtotal	42,299.29
Overhead	3,650.20
Profit	3,650.20
Cleaning Sales Tax	1.96
Replacement Cost Value	\$49,601.65
Net Claim	\$49,601.65



Recap of Taxes, Overhead and Profit

	Overhead (10%)	Profit (10%)	Matl Sales Tax Reimb (7.375%)	Manuf. Home Tax (7.375%)	Cleaning Sales Tax (7.375%)	Clothing Acc Tax (7.375%)	Total Tax (7.375%)
Line Items	3,650.20	3,650.20	1,054.56	0.00	1.96	0.00	0.00
Total	3,650.20	3,650.20	1,054.56	0.00	1.96	0.00	0.00



Recap by Room

Estimate: 1816SHUMWAYAVE-BB

Area: Main Level

Vestibule	1,140.23	2.76%
Dining Room	2,420.83	5.87%
Stairs	711.38	1.72%
Kitchen	10,277.12	24.92%
Living Room	2,803.00	6.80%

Area Subtotal: Main Level	17,352.56	42.07%
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Area: Second Floor

Bedroom 21	4,108.79	9.96%
Closet 21	916.55	2.22%
Bath	6,193.53	15.02%
Bedroom 22	1,599.26	3.88%
Closet 22	801.32	1.94%
Bedroom 23	2,722.94	6.60%
Closet 23	801.32	1.94%
Hall	950.46	2.30%

Area Subtotal: Second Floor	18,094.17	43.87%
General Conditions	5,798.00	14.06%

Subtotal of Areas

41,244.73	100.00%
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Total	41,244.73	100.00%
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Recap by Category

O&P Items	Total	%
APPLIANCES	851.86	1.72%
CABINETRY	7,974.88	16.08%
CLEANING	22.09	0.04%
GENERAL DEMOLITION	23.49	0.05%
DOORS	2,649.86	5.34%
DRYWALL	5,509.35	11.11%
FLOOR COVERING - CARPET	3,012.22	6.07%
FLOOR COVERING - VINYL	2,727.22	5.50%
FLOOR COVERING - WOOD	126.46	0.25%
FINISH CARPENTRY / TRIMWORK	1,288.10	2.60%
FINISH HARDWARE	257.50	0.52%
INSULATION	97.77	0.20%
LIGHT FIXTURES	77.62	0.16%
MIRRORS & SHOWER DOORS	612.42	1.23%
PLUMBING	3,891.75	7.85%
PAINTING	6,324.14	12.75%
O&P Items Subtotal	35,446.73	71.46%
Non-O&P Items	Total	%
WATER EXTRACTION & REMEDIATION	5,798.00	11.69%
Non-O&P Items Subtotal	5,798.00	11.69%
O&P Items Subtotal	35,446.73	71.46%
Matl Sales Tax Reimb	1,054.56	2.13%
Overhead	3,650.20	7.36%
Profit	3,650.20	7.36%
Cleaning Sales Tax	1.96	0.00%
Total	49,601.65	100.00%

****IMPORTANT PLEASE READ****

Thank you for your interest in our company, we are committed to service you.

This estimate could not be considered final and may vary due to hidden damages. Our pictures do not illustrate all the damages on the property.

The scope of damages noted herein is based on visual inspection; any and all hidden damages will be addressed in the future upon discovery. Any errors or omissions will be corrected as soon as we are made aware of them. Any errors or omissions do not constitute any misrepresentation on the part of the estimator, representative of the insured, it is only an error that will be corrected as soon as possible. Nothing herein constitutes, nor should it be constituted as a waiver of the



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rights of the policyholder under their insurance policy.



CCS Cleaning and Restoration

1202 Lyndale Avenue North
Faribault, MN 55021

ESTIMATE	#1586
ESTIMATE DATE	Feb 6, 2025
SERVICE DATE	Feb 3, 2025
EXPIRATION DATE	Jan 31, 2026
TOTAL	\$5,798.00

City Of Faribault
City Of Faribault
208 1st Street Northwest
Faribault, MN 55021

(507) 333-0375
tfurman@ci.faribault.mn.us

SERVICE ADDRESS

1816 Shumway Avenue
Faribault, MN 55021

CONTACT US

(507) 334-1774
andrew@ccsrestore.com

ESTIMATE

Services	qty	unit price	amount
Water Damage - Mitigation	1.0	\$5,798.00	\$5,798.00
Suspect microbial growth on upper level drywall			
Scope for remediation:			
Remove lower 2 foot section of drywall in:			
Bedroom 2 by bathroom remove drywall all walls 2'			
Bedroom 3 remove 2 walls 2' up			
Bathroom remove remailing drywall			
Hallway remove drywall by bathroom			
HEPA Vacuum entire home			
Remove drywall section in basement by sink area 4' up			
Apply Antimicrobial biocide to walls and floors in entire home			
ULV Fog entire home			
HEPA Air scrubbers in use during and after remediation			
Clearance test when cleanup is done			

Services subtotal: \$5,798.00

Total **\$5,798.00**

Thank you for using CCS Cleaning & Restoration!

Invoices not paid within 30 days will incur a finance charge of 1.5 % (18% annul)

Photo Sheet

Probuilt Construction LLC

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Insured:

Claim #:

Policy #:



1

Date Taken:



2

Date Taken:

Photo Sheet

Probuilt Construction LLC

Phone: 507-200-1545
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Insured:

Claim #:

Policy #:



3

Date Taken:



4

Date Taken:

Photo Sheet

Probuilt Construction LLC

Phone: 507-200-1545
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Insured:

Claim #:

Policy #:



5

Date Taken:



6

Date Taken:

Photo Sheet

Probuilt Construction LLC

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Insured:

Claim #:

Policy #:



7

Date Taken:



8

Date Taken:

Photo Sheet

Probuilt Construction LLC

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Insured:

Claim #:

Policy #:



9

Date Taken:



10

Date Taken:

Photo Sheet

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Insured:

Claim #:

Policy #:



11

Date Taken:



12

Date Taken:

Photo Sheet

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Insured:

Claim #:

Policy #:



13

Date Taken:



14

Date Taken:

Photo Sheet

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Claim #:

Policy #:



15

Date Taken:



16

Date Taken:

Photo Sheet

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Insured:

Claim #:

Policy #:

17

Date Taken:





Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Thomas Furman - Executive Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: April 14, 2025
SUBJECT: Robinwood

BACKGROUND:

Cornerstone provides management updates for the properties they manage for the HRA. The board should ask questions about anything they see that they would like clarification on or information about within the report.

REQUESTED ACTION:

Receive and file.

ATTACHMENTS:

1. 2025.02 City of Faribault - Robinwood Manor Executive Summary
2. 2025.02 HRA Robinwood - Report

CORNERSTONE

Creating Healthy Communities

Executive Summary for City of Faribault- Robinwood Manor February 2025

Overview

- Total operating income was \$47,104 for February.
- Occupancy for February was 96%.

Financial Summary

	Current Month	Budget	Variance (+/-)	YTD Total	YTD Budget	Variance (+/-)
Total Revenue	47,104	46,750	354	94,576	93,500	1,076
Operating Expenses	-21,925	-19,666	-2,259	-44,245	-43,533	-712
Other Income	0	0	0	0	0	0
Other Expenses (Debt Service)	-3,331	-3,331	0	-6,661	-6,661	0
Net Income	21,848	23,753	-1,905	43,671	43,306	365
Total Aged			Operating Acct Bal			
Total Accounts Receivable	1,147		Beginning Cash		1,069,398	
Total Accounts Payable	13,819		Ending Cash		1,075,571	
			Cash Flow		6,173	

Narrative:

- The Accounts Payable balance of \$13,819 is made up of current invoices with payments made in March.
- Accounts Receivable balance is \$1,147.
- The operating cash account balance ended with \$1,075,571, an increase of \$6,173.
- Net Income was \$21,848 for the month of February.

Monthly Status	January 2025	February 2025
Vacant Units	1	2
Move-Outs	0	1
Move-Ins	0	0
Evictions	0	0
Current Occupancy	50	49
Full Occupancy	51	51
Occupancy %	98%	96%

Cornerstone Financial Package

City of Faribault (Robinwood Manor)

MONTHLY FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

CURRENT MONTH AND YEAR-TO-DATE
FOR
February 28, 2025



Professionally Managed By Cornerstone Management Services

Balance Sheet

Robinwood Manor

Month = Feb 2025

Book = Accrual ; Tree = YSI Standard Balance Sheet

ACCOUNT	CURRENT BALANCE
ASSETS	
CASH	
Security Deposit Savings	137,554.96
Operating Cash	1,075,570.68
TOTAL CASH	1,213,125.64
Accounts Receivable	1,147.00
Due From	89,928.50
Due From- Other Governments	387,760.00
Prepaid Property/Liability Ins	9,601.76
Land	62,426.00
Accumulated Depr. Building Improvements	-22,060.73
Buildings	1,894,216.81
Building Improvements	45,906.93
Accumulated Depr. Building	-1,664,785.58
Improvements-Other Than Building	226,297.00
Accum. Depreciation- Other	-10,058.73
Machinery, Equipment, & Appliances	83,652.26
Accumulated Depreciation- Machinery and Equipment	-78,267.94
TOTAL ASSETS	2,238,888.92
LIABILITIES AND CAPITAL	
LIABILITIES	
Accounts Payable	13,818.73
Prepaid Rent	599.00
Tenant Deposits	11,673.13
Pet Deposit	1,570.00
Interest on Tenant Deposits	1,239.52
Payments in Lieu-Taxes Payable	9,204.03
Due to- Other Governments	472,924.15
Unreserved Fund Balances	1,169,043.05
TOTAL LIABILITIES	1,680,071.61
CAPITAL	
Owner Contributions	-100.00
Retained Earnings	43,670.59
Prior Years Retained Earnings	515,246.72
TOTAL CAPITAL	558,817.31
TOTAL LIABILITIES AND CAPITAL	2,238,888.92

12 Months Income Statement

Robinwood Manor

Period = Mar 2024-Feb 2025

Book = Accrual ; Tree = MutiFamily New

ACCOUNT	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Total
Ops Income or Loss													
OPERATING INCOME													
Residential Income													
Rent-Residential	\$ 15,493.00	\$ 14,711.00	\$ 15,794.50	\$ 15,417.00	\$ 15,172.00	\$ 17,443.00	\$ 16,206.00	\$ 16,132.00	\$ 16,339.00	\$ 16,355.00	\$ 16,355.00	\$ 16,355.00	\$ 191,772.50
Federal Grants	\$ 29,727.00	\$ 27,835.00	\$ 53,677.00	\$ 29,021.00	\$ 28,394.00	\$ 30,932.00	\$ 28,019.00	\$ 28,903.00	\$ 32,066.00	\$ 30,340.00	\$ 30,524.00	\$ 30,524.00	\$ 379,962.00
Other Income													
Late Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.00	\$ -	\$ -	\$ 10.00
Laundry Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270.50	\$ 441.50	\$ 712.00
Miscellaneous Income	\$ 1,397.75	\$ (1,019.75)	\$ (15.25)	\$ 232.42	\$ 479.00	\$ 816.50	\$ -	\$ 968.75	\$ 452.25	\$ 738.50	\$ 271.00	\$ (264.00)	\$ 4,057.17
CleanUp (Misc)	\$ -	\$ 1,665.50	\$ (4,849.00)	\$ 4,177.96	\$ 2,810.71	\$ (4,908.77)	\$ 4,825.51	\$ -	\$ (11.00)	\$ 1.00	\$ -	\$ 1.00	\$ 3,712.91
Bank Interest	\$ 47.28	\$ 51.38	\$ 49.31	\$ 44.31	\$ 52.19	\$ 47.40	\$ 49.65	\$ 49.68	\$ 47.27	\$ 52.82	\$ 51.78	\$ 46.66	\$ 589.73
Total Other Income	\$ 1,445.03	\$ 697.13	\$ (4,814.94)	\$ 4,454.69	\$ 3,341.90	\$ (4,044.87)	\$ 4,875.16	\$ 1,018.43	\$ 488.52	\$ 802.32	\$ 593.28	\$ 225.16	\$ 9,081.81
TOTAL Residential Income	\$ 46,665.03	\$ 43,243.13	\$ 64,656.56	\$ 48,892.69	\$ 46,907.90	\$ 44,330.13	\$ 49,100.16	\$ 46,053.43	\$ 48,893.52	\$ 47,497.32	\$ 47,472.28	\$ 47,104.16	\$ 580,816.31
TOTAL OPERATING INCOME	\$ 46,665.03	\$ 43,243.13	\$ 64,656.56	\$ 48,892.69	\$ 46,907.90	\$ 44,330.13	\$ 49,100.16	\$ 46,053.43	\$ 48,893.52	\$ 47,497.32	\$ 47,472.28	\$ 47,104.16	\$ 580,816.31
OPS EXPENSES													
Operating Expenses													
Payroll expenses													
Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,898.91	\$ -	\$ -	\$ 21,898.91
Pass thru Payroll - Corporate	\$ 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
TOTAL Payroll expenses	\$ 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	\$ 24,398.91	\$ 2,500.00	\$ 2,500.00	\$ 51,898.91
Utilities													
Telephone/Internet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 339.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 339.61
Electricity	\$ 2,473.20	\$ 2,451.00	\$ 2,429.22	\$ 3,309.98	\$ 3,568.16	\$ 4,229.54	\$ 3,857.19	\$ 3,233.78	\$ 2,508.48	\$ 2,179.84	\$ 2,504.34	\$ 2,836.08	\$ 35,580.81
Water and Sewer	\$ 1,195.06	\$ 597.71	\$ 640.91	\$ 1,276.35	\$ 628.14	\$ 736.93	\$ 654.11	\$ 699.08	\$ 1,012.86	\$ 1,051.17	\$ 754.78	\$ 699.30	\$ 9,946.40
Gas	\$ 1,053.21	\$ 779.64	\$ 752.25	\$ 69.49	\$ 205.76	\$ 235.98	\$ 217.09	\$ 233.41	\$ 633.14	\$ 1,229.07	\$ 1,605.15	\$ 1,704.23	\$ 8,718.42
Trash Disposal	\$ 264.00	\$ 247.54	\$ 307.90	\$ 247.54	\$ 247.54	\$ 602.92	\$ 528.00	\$ 247.54	\$ 307.90	\$ 536.54	\$ 243.24	\$ 10.98	\$ 3,791.64
TOTAL Utilities	\$ 4,985.47	\$ 4,075.89	\$ 4,130.28	\$ 4,903.36	\$ 4,649.60	\$ 5,805.37	\$ 5,596.00	\$ 4,413.81	\$ 4,462.38	\$ 4,996.62	\$ 5,107.51	\$ 5,250.59	\$ 58,376.88
Office Expenses													
Office Supplies & Expenses - Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 621.31	\$ -	\$ 621.31
Computer	\$ 306.00	\$ -	\$ -	\$ 306.00	\$ -	\$ -	\$ 306.00	\$ -	\$ -	\$ 306.00	\$ -	\$ -	\$ 1,224.00
Housekeeping Supplies	\$ -	\$ 95.31	\$ 729.31	\$ 19.74	\$ 95.31	\$ 75.57	\$ 115.05	\$ 372.84	\$ 251.39	\$ 95.31	\$ -	\$ 95.31	\$ 1,945.14
Dues & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375.00	\$ 125.00	\$ -	\$ 250.00	\$ 125.00	\$ 125.00	\$ 1,000.00
Activities Event	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,140.68	\$ 10,183.73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,324.41
TOTAL Office Expenses	\$ 306.00	\$ 95.31	\$ 729.31	\$ 325.74	\$ 95.31	\$ 1,216.25	\$ 10,979.78	\$ 497.84	\$ 251.39	\$ 651.31	\$ 746.31	\$ 220.31	\$ 16,114.86
Maintenance expenses													
Supplies - Maintenance	\$ 2,064.02	\$ (20.36)	\$ 807.20	\$ 71.90	\$ 85.00	\$ 290.01	\$ 383.66	\$ -	\$ 348.65	\$ 400.61	\$ -	\$ 272.37	\$ 4,703.06
Repairs & Maintenance - Building	\$ 4,069.79	\$ 4,406.00	\$ 4,976.50	\$ 4,000.00	\$ 4,275.00	\$ 4,673.47	\$ 4,000.00	\$ 4,700.24	\$ 4,900.00	\$ 4,481.70	\$ 5,397.20	\$ 4,807.49	\$ 54,687.39
Routine Maintenance - Equipment	\$ 299.40	\$ 148.20	\$ 476.76	\$ -	\$ -	\$ 336.15	\$ 148.20	\$ 259.35	\$ 222.30	\$ 222.30	\$ 270.00	\$ -	\$ 2,382.66
Grounds/Lawn Care	\$ -	\$ -	\$ 345.75	\$ 912.69	\$ 1,482.36	\$ 973.79	\$ 2,072.88	\$ 506.81	\$ -	\$ 273.81	\$ -	\$ -	\$ 6,568.09
Pest Control	\$ -	\$ 113.00	\$ -	\$ -	\$ -	\$ 50.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 163.50

Contracted Labor - Maintenance	\$ 1,318.22	\$ 1,196.81	\$ 1,371.31	\$ 1,388.02	\$ 1,500.70	\$ 1,318.96	\$ 70.54	\$ 70.54	\$ 70.54	\$ 19.77	\$ 70.54	\$ 70.54	\$ 8,466.49
Elevator Maintenance	\$ 216.13	\$ 216.13	\$ 801.26	\$ -	\$ 532.26	\$ (369.00)	\$ 216.13	\$ 443.07	\$ 226.94	\$ 226.94	\$ 226.94	\$ 226.94	\$ 2,963.74
Snow Removal	\$ 1,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,700.00	\$ 3,000.00
HVAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110.00	\$ -	\$ 110.00
Fire Prevention & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 496.63	\$ 325.00	\$ 1,200.00	\$ -	\$ -	\$ 2,021.63
Purchased Services-Maintenance	\$ -	\$ 1,048.03	\$ 730.35	\$ 744.44	\$ 170.00	\$ 140.95	\$ 603.10	\$ 170.00	\$ 1,118.14	\$ 1,764.60	\$ 140.10	\$ 1,730.86	\$ 8,360.57
Purchased Services-Cleaning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,745.01	\$ 1,518.15	\$ 1,256.40	\$ 1,212.78	\$ 2,619.27	\$ -	\$ 8,351.61
TOTAL Maintenance expenses	\$ 9,267.56	\$ 7,107.81	\$ 9,509.13	\$ 7,117.05	\$ 8,045.32	\$ 7,414.83	\$ 9,239.52	\$ 8,164.79	\$ 8,467.97	\$ 9,802.51	\$ 8,834.05	\$ 8,808.20	\$ 101,778.74
Miscellaneous expenses													
Supplies-Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 146.40	\$ -	\$ -	\$ -	\$ 146.40
Miscellaneous Expenses	\$ -	\$ 58.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58.68
Tenant Screening Costs	\$ 98.00	\$ -	\$ 122.50	\$ 597.29	\$ 49.00	\$ 24.50	\$ 73.50	\$ 24.50	\$ 59.00	\$ -	\$ 49.00	\$ 49.00	\$ 1,146.29
Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ 10.88	\$ -	\$ -	\$ 10.88	\$ 10.97	\$ 6.28	\$ (3.78)	\$ 10.62	\$ 45.85
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,194.00	\$ -	\$ -	\$ 7,194.00
TOTAL Miscellaneous expenses	\$ 98.00	\$ 58.68	\$ 122.50	\$ 597.29	\$ 59.88	\$ 24.50	\$ 73.50	\$ 35.38	\$ 216.37	\$ 7,200.28	\$ 45.22	\$ 59.62	\$ 8,591.22
Management expense													
Management Fees	\$ 3,000.00	\$ 3,000.00	\$ 7,107.48	\$ 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	\$ 40,107.48
TOTAL Management expense	\$ 3,000.00	\$ 3,000.00	\$ 7,107.48	\$ 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	\$ 40,107.48
Professional, Permits and tax expenses													
Fees - Professional	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 516.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 516.66
Tax preparation	\$ 2,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,100.00
Fees - Legal	\$ 2,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900.00	\$ -	\$ -	\$ 3,000.00
Fees - Audit & Accounting	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500.00	\$ -	\$ -	\$ 12,500.00
Legal Fees - Business Entity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,135.54	\$ -	\$ -	\$ -	\$ 12,135.54
TOTAL Professional, Permits and tax expenses	\$ 4,200.00	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 516.66	\$ -	\$ 12,135.54	\$ 7,400.00	\$ -	\$ -	\$ 30,252.20
Tax and insurance expenses													
Property Tax	\$ 1,098.08	\$ 1,098.08	\$ 1,098.08	\$ 1,098.08	\$ 1,098.08	\$ 1,098.08	\$ 1,098.08	\$ 1,098.08	\$ 1,098.08	\$ (5,471.33)	\$ 1,166.47	\$ 1,166.47	\$ 6,744.33
Insurance	\$ 1,104.00	\$ 1,104.00	\$ 1,104.00	\$ 1,104.00	\$ 1,104.00	\$ 1,104.00	\$ 1,104.00	\$ 1,104.00	\$ 1,104.00	\$ 1,104.00	\$ 920.00	\$ 920.00	\$ 12,880.00
TOTAL Tax and insurance expenses	\$ 2,202.08	\$ 2,202.08	\$ 2,202.08	\$ 2,202.08	\$ 2,202.08	\$ 2,202.08	\$ 2,202.08	\$ 2,202.08	\$ 2,202.08	\$ (4,367.33)	\$ 2,086.47	\$ 2,086.47	\$ 19,624.33
TOTAL Operating Expenses	\$ 26,559.11	\$ 19,039.77	\$ 32,300.78	\$ 20,645.52	\$ 20,552.19	\$ 22,163.03	\$ 34,107.54	\$ 20,813.90	\$ 33,235.73	\$ 53,082.30	\$ 22,319.56	\$ 21,925.19	\$ 326,744.62
TOTAL OPS EXPENSES	\$ 26,559.11	\$ 19,039.77	\$ 32,300.78	\$ 20,645.52	\$ 20,552.19	\$ 22,163.03	\$ 34,107.54	\$ 20,813.90	\$ 33,235.73	\$ 53,082.30	\$ 22,319.56	\$ 21,925.19	\$ 326,744.62
NET Ops Income (Loss)	\$ 20,105.92	\$ 24,203.36	\$ 32,355.78	\$ 28,247.17	\$ 26,355.71	\$ 22,167.10	\$ 14,992.62	\$ 25,239.53	\$ 15,657.79	\$ (5,584.98)	\$ 25,152.72	\$ 25,178.97	\$ 254,071.69
Depreciation and amortization expense													
Depreciation Expense	\$ 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	\$ 3,330.55	\$ 39,966.60
TOTAL Depreciation and amortization expense	\$ 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	\$ 3,330.55	\$ 39,966.60
NET INCOME (LOSS)	\$ 16,775.37	\$ 20,872.81	\$ 29,025.23	\$ 24,916.62	\$ 23,025.16	\$ 18,836.55	\$ 11,662.07	\$ 21,908.98	\$ 12,327.24	\$ (8,915.53)	\$ 21,822.17	\$ 21,848.42	\$ 214,105.09

Budget Comparison

Robinwood Manor

Month = Feb 2025

Book = Accrual ; Tree = MutiFamily New

ACCOUNT	Feb 2025	Feb 2025	Feb 2025	2025	2025	2025
Ops Income or Loss	Actual	Budget	Variance	Actual	Budget	Variance
OPERATING INCOME						
Residential Income						
Rent-Residential	\$ 16,355.00	\$ 16,500.00	\$ (145.00)	\$ 32,710.00	\$ 33,000.00	\$ (290.00)
Federal Grants	\$ 30,524.00	\$ 29,750.00	\$ 774.00	\$ 61,048.00	\$ 59,500.00	\$ 1,548.00
Other Income						
Laundry Revenue	\$ 441.50	\$ 450.00	\$ (8.50)	\$ 712.00	\$ 900.00	\$ (188.00)
Miscellaneous Income	\$ (264.00)	\$ -	\$ (264.00)	\$ 7.00	\$ -	\$ 7.00
CleanUp (Misc)	\$ 1.00	\$ -	\$ 1.00	\$ 1.00	\$ -	\$ 1.00
Bank Interest	\$ 46.66	\$ 50.00	\$ (3.34)	\$ 98.44	\$ 100.00	\$ (1.56)
Total Other Income	\$ 225.16	\$ 500.00	\$ (274.84)	\$ 818.44	\$ 1,000.00	\$ (181.56)
TOTAL Residential Income	\$ 47,104.16	\$ 46,750.00	\$ 354.16	\$ 94,576.44	\$ 93,500.00	\$ 1,076.44
TOTAL OPERATING INCOME	\$ 47,104.16	\$ 46,750.00	\$ 354.16	\$ 94,576.44	\$ 93,500.00	\$ 1,076.44
OPS EXPENSES						
Operating Expenses						
Payroll expenses						
Pass thru Payroll - Corporate	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -
TOTAL Payroll expenses	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -
Utilities						
Electricity	\$ 2,836.08	\$ 2,250.00	\$ (586.08)	\$ 5,340.42	\$ 4,500.00	\$ (840.42)
Water and Sewer	\$ 699.30	\$ 600.00	\$ (99.30)	\$ 1,454.08	\$ 1,200.00	\$ (254.08)
Gas	\$ 1,704.23	\$ 950.00	\$ (754.23)	\$ 3,309.38	\$ 1,900.00	\$ (1,409.38)
Trash Disposal	\$ 10.98	\$ 300.00	\$ 289.02	\$ 254.22	\$ 600.00	\$ 345.78
TOTAL Utilities	\$ 5,250.59	\$ 4,100.00	\$ (1,150.59)	\$ 10,358.10	\$ 8,200.00	\$ (2,158.10)
Office Expenses						
Office Supplies & Expenses - Admin	\$ -	\$ 50.00	\$ 50.00	\$ 621.31	\$ 100.00	\$ (521.31)
Computer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housekeeping Supplies	\$ 95.31	\$ -	\$ (95.31)	\$ 95.31	\$ -	\$ (95.31)
Dues & Subscriptions	\$ 125.00	\$ -	\$ (125.00)	\$ 250.00	\$ -	\$ (250.00)
Activities Event	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
TOTAL Office Expenses	\$ 220.31	\$ 1,050.00	\$ 829.69	\$ 966.62	\$ 2,100.00	\$ 1,133.38
Maintenance expenses						
Supplies - Maintenance	\$ 272.37	\$ 500.00	\$ 227.63	\$ 272.37	\$ 1,000.00	\$ 727.63
Repairs & Maintenance - Building	\$ 4,807.49	\$ 4,200.00	\$ (607.49)	\$ 10,204.69	\$ 8,400.00	\$ (1,804.69)
Routine Maintenance - Equipment	\$ -	\$ -	\$ -	\$ 270.00	\$ -	\$ (270.00)
Grounds/Lawn Care	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pest Control	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ 100.00	\$ 100.00
Contracted Labor - Maintenance	\$ 70.54	\$ -	\$ (70.54)	\$ 141.08	\$ -	\$ (141.08)
Elevator Maintenance	\$ 226.94	\$ 220.00	\$ (6.94)	\$ 453.88	\$ 440.00	\$ (13.88)
Snow Removal	\$ 1,700.00	\$ 1,250.00	\$ (450.00)	\$ 1,700.00	\$ 2,500.00	\$ 800.00
HVAC	\$ -	\$ -	\$ -	\$ 110.00	\$ -	\$ (110.00)
Fire Prevention & Maintenance	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ 200.00	\$ 200.00
Purchased Services-Maintenance	\$ 1,730.86	\$ 500.00	\$ (1,230.86)	\$ 1,870.96	\$ 1,000.00	\$ (870.96)
Purchased Services-Cleaning	\$ -	\$ -	\$ -	\$ 2,619.27	\$ -	\$ (2,619.27)

TOTAL Maintenance expenses	\$ 8,808.20	\$ 6,820.00	\$ (1,988.20)	\$ 17,642.25	\$ 13,640.00	\$ (4,002.25)
Miscellaneous expenses						
Tenant Screening Costs	\$ 49.00	\$ -	\$ (49.00)	\$ 98.00	\$ -	\$ (98.00)
Interest Expense	\$ 10.62	\$ 10.00	\$ (0.62)	\$ 6.84	\$ 20.00	\$ 13.16
TOTAL Miscellaneous expenses	\$ 59.62	\$ 10.00	\$ (49.62)	\$ 104.84	\$ 20.00	\$ (84.84)
Management expense						
Management Fees	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -
TOTAL Management expense	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -
Professional, Permits and tax expenses						
Licenses & Permits - Admin	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ 200.00	\$ 200.00
Tax preparation	\$ -	\$ -	\$ -	\$ -	\$ 2,100.00	\$ 2,100.00
Fees - Legal	\$ -	\$ -	\$ -	\$ -	\$ 2,100.00	\$ 2,100.00
Fees - Audit & Accounting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Professional, Permits and tax expenses	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ 4,400.00	\$ 4,400.00
Tax and insurance expenses						
Property Tax	\$ 1,166.47	\$ 1,166.47	\$ -	\$ 2,332.94	\$ 2,332.94	\$ -
Insurance	\$ 920.00	\$ 920.00	\$ -	\$ 1,840.00	\$ 1,840.00	\$ -
TOTAL Tax and insurance expenses	\$ 2,086.47	\$ 2,086.47	\$ -	\$ 4,172.94	\$ 4,172.94	\$ -
TOTAL Operating Expenses	\$ 21,925.19	\$ 19,666.47	\$ (2,258.72)	\$ 44,244.75	\$ 43,532.94	\$ (711.81)
TOTAL OPS EXPENSES	\$ 21,925.19	\$ 19,666.47	\$ (2,258.72)	\$ 44,244.75	\$ 43,532.94	\$ (711.81)
NET Ops Income (Loss)	\$ 25,178.97	\$ 27,083.53	\$ (1,904.56)	\$ 50,331.69	\$ 49,967.06	\$ 364.63
Depreciation and amortization expense						
Depreciation Expense	\$ 3,330.55	\$ 3,330.55	\$ -	\$ 6,661.10	\$ 6,661.10	\$ -
TOTAL Depreciation and amortization expense	\$ 3,330.55	\$ 3,330.55	\$ -	\$ 6,661.10	\$ 6,661.10	\$ -
NET INCOME (LOSS)	\$ 21,848.42	\$ 23,752.98	\$ (1,904.56)	\$ 43,670.59	\$ 43,305.96	\$ 364.63

Routing 291880330
Bank Reconcile History Report

Balance Per Bank Statement as of 2/28/2025	1,075,904.23
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Outstanding Checks

Check Date	Check Number	Payee	Amount
2/12/2025	399	Sherwin Williams Co	193.45
2/12/2025	400	ShofCorp LLC.	140.10
Less: Outstanding Checks			333.55

Reconciled Bank Balance	1,075,570.68
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Balance per GL as of 2/28/2025	1,075,570.68
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Reconciled Balance Per G/L	1,075,570.68
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Difference	0.00
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Cleared Items:

Cleared Checks

Date	Tran #	Notes	Amount	Date Cleared
1/28/2025	389	The Broaster	526.00	2/28/2025
2/5/2025	ACH	City of Faribault	754.78	2/28/2025
2/7/2025	390	Cornerstone Management Services LLC	5,500.00	2/28/2025
2/10/2025	ACH	Xcel Energy	2,008.93	2/28/2025
2/12/2025	391	Advanced Facilities	5,406.68	2/28/2025
2/12/2025	392	Cintas Corp	95.31	2/28/2025
2/12/2025	393	City of Faribault	21,898.91	2/28/2025
2/12/2025	394	Faribo Air Conditioning & Heating, Inc.	110.00	2/28/2025
2/12/2025	395	Flex Comm Security	70.54	2/28/2025
2/12/2025	397	Rental Research Services	49.00	2/28/2025
2/12/2025	398	ServiceMaster by Ayotte	1,380.32	2/28/2025
2/18/2025	ACH	Xcel Energy	2,100.56	2/28/2025
2/19/2025	406	Culligan of Faribault	270.00	2/28/2025
2/20/2025	ACH	FLOM Disposal Service	243.24	2/28/2025
Total Cleared Checks			40,414.27	

Cleared Deposits

Date	Tran #	Notes	Amount	Date Cleared
2/3/2025	248		30,720.00	2/28/2025

2/6/2025	249	6,649.00	2/28/2025
2/6/2025	250	7,587.00	2/28/2025
2/10/2025	251	737.00	2/28/2025
2/10/2025	252	280.00	2/28/2025
2/11/2025	253	391.00	2/28/2025
2/19/2025	254	317.00	2/28/2025
Total Cleared Deposits		46,681.00	

Cleared Other Items

Date	Tran #	Notes	Amount	Date Cleared
2/21/2025	JE 20752	Adjust FLOM Disposal Payment	-10.98	2/28/2025
2/28/2025	JE 20750	Interest Income	41.38	2/28/2025
2/28/2025	JE 20778	Coin Deposit	441.50	2/28/2025
2/28/2025	JE 20781	Deposits into other account	-758.50	2/28/2025
Total Cleared Other Items			-286.60	

Robinwood Schedule of Insurance February 28, 2025

	Expense 6350	Payments	(Accrued)/Prepaid 2330
Balance at 12/31/24	\$ -	\$ -	\$ -
January Payment/Accrual	920.00	11,441.76	10,521.76
February Accrual	920.00	-	9,601.76
Totals	\$ 1,840.00	\$ 11,441.76	

Payables Aging Report

Period: -02/2025

As of : 02/28/2025

Payee Name	Invoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Advanced Facilities										
	2/18/2025	2/18/2025	6212 Repairs & Maintenance - Building	INV12918	18.01	18.01	0.00	0.00	0.00	
	2/28/2025	2/28/2025	6212 Repairs & Maintenance - Building	Robinwood16	4,000.00	4,000.00	0.00	0.00	0.00	
Advanced Facilities					4,018.01	4,018.01	0.00	0.00	0.00	
Cintas Corp										
	2/6/2025	2/6/2025	7246 Housekeeping Supplies	4220298462	19.74	19.74	0.00	0.00	0.00	
	2/20/2025	2/20/2025	7246 Housekeeping Supplies	4221783027	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										
	2/10/2025	3/5/2025	6430 Water and Sewer	014197-000 02/10/2025	699.30	699.30	0.00	0.00	0.00	
City of Faribault					699.30	699.30	0.00	0.00	0.00	
Faribault Interiors Inc										
	2/17/2025	2/17/2025	6212 Repairs & Maintenance - Building	50529	780.00	780.00	0.00	0.00	0.00	
Faribault Interiors Inc					780.00	780.00	0.00	0.00	0.00	
MEI Total Elevator Solutions										
	2/1/2025	3/3/2025	6257 Elevator Maintenance	1113078	226.94	226.94	0.00	0.00	0.00	
MEI Total Elevator Solutions					226.94	226.94	0.00	0.00	0.00	
Navigator Group Purchasing Inc.										
	1/22/2025	1/22/2025	6835 Dues & Subscriptions	INV-NAV-1398	125.00	0.00	125.00	0.00	0.00	
	2/17/2025	2/17/2025	6835 Dues & Subscriptions	INV-NAV-1456	125.00	125.00	0.00	0.00	0.00	
Navigator Group Purchasing Inc.					250.00	125.00	125.00	0.00	0.00	
Quality Appliance										
	2/13/2025	2/13/2025	1850 Machinery, Equipment, & Appliances	02105003	836.95	836.95	0.00	0.00	0.00	
Quality Appliance					836.95	836.95	0.00	0.00	0.00	
Raw Construction LLC										
	2/1/2025	2/1/2025	6225 Grounds/Lawn Care	6463	200.00	200.00	0.00	0.00	0.00	
	2/1/2025	2/1/2025	6225 Grounds/Lawn Care	6465	200.00	200.00	0.00	0.00	0.00	
	2/1/2025	2/1/2025	6225 Grounds/Lawn Care	6467	200.00	200.00	0.00	0.00	0.00	
	2/1/2025	2/1/2025	6225 Grounds/Lawn Care	6469	550.00	550.00	0.00	0.00	0.00	
	2/1/2025	2/1/2025	6225 Grounds/Lawn Care	6471	550.00	550.00	0.00	0.00	0.00	
Raw Construction LLC					1,700.00	1,700.00	0.00	0.00	0.00	

Rental Research Services									
	2/28/2025	2/28/2025	6890 Tenant Screening Costs	E08610 02/28/2025	49.00	49.00	0.00	0.00	0.00
Rental Research Services					49.00	49.00	0.00	0.00	0.00
ServiceMaster by Ayotte									
	2/6/2025	2/6/2025	6235 Purchased Services - Cleaning	911928	350.54	350.54	0.00	0.00	0.00
ServiceMaster by Ayotte					350.54	350.54	0.00	0.00	0.00
Sherwin Williams Co									
	2/25/2025	2/25/2025	6216 Supplies - Maintenance	6885-0	252.87	252.87	0.00	0.00	0.00
Sherwin Williams Co					252.87	252.87	0.00	0.00	0.00
Tom's Lock & Key									
	2/10/2025	2/10/2025	6216 Supplies - Maintenance	0014826	19.50	19.50	0.00	0.00	0.00
Tom's Lock & Key					19.50	19.50	0.00	0.00	0.00
Xcel Energy									
	2/19/2025	2/19/2025	6410 Electricity	915521254	2,372.33	2,372.33	0.00	0.00	0.00 Vacant Units
	2/12/2025	2/12/2025	6410 Electricity	914795971	463.75	463.75	0.00	0.00	0.00 Common Area
	2/12/2025	2/12/2025	6420 Gas	914795971	1,704.23	1,704.23	0.00	0.00	0.00 Common Area
Xcel Energy					4,540.31	4,540.31	0.00	0.00	0.00
Grand Total					13,818.73	13,693.73	125.00	0.00	0.00

General Ledger

Robinwood Manor

Period = Jan 2023-Feb 2025

Book = Accrual

Property Name	Date	Period	Person/Description	CTRL Number	Reference	Debit	Credit	Balance	Remarks
2291			Payments in Lieu-Taxes Payable					0.00 = Beginning Balance =	
Robinwood Manor	12/31/2023	12-2023	payments in lieu of taxes reclass from accrued property tax correct calculation	J-15206	payments in lieu of taxes	0.00	13,021.02	-13,021.02	payments in lieu of taxes reclass from accrued property tax correct calculation
Robinwood Manor	1/31/2024	01-2024	record property taxes	J-13589	record property taxes	0.00	1,098.08	-14,119.10	record property taxes
Robinwood Manor	2/28/2024	02-2024	record property taxes	J-15902	record property taxes	0.00	1,098.08	-15,217.18	record property taxes
Robinwood Manor	3/31/2024	03-2024	record property taxes	J-15574	record property taxes	0.00	1,098.08	-16,315.26	record property taxes
Robinwood Manor	4/30/2024	04-2024	record property taxes	J-15890	record property taxes	0.00	1,098.08	-17,413.34	record property taxes
Robinwood Manor	5/15/2024	05-2024	Reclass Accrued Property Taxes	J-16656	Reclass Accrued Property Taxes	6,510.51	0.00	-10,902.83	Reclass Accrued Property Taxes
Robinwood Manor	5/31/2024	05-2024	Accrue Property Taxes	J-16654	Accrue Property Taxes	0.00	1,098.08	-12,000.91	Accrue Property Taxes
Robinwood Manor	6/30/2024	06-2024	Accrue Property Taxes	J-16992	Accrue Property Taxes	0.00	1,098.08	-13,098.99	Accrue Property Taxes
Robinwood Manor	7/31/2024	07-2024	Accrue Property Taxes	J-17811	Accrue Property Taxes	0.00	1,098.08	-14,197.07	Accrue Property Taxes
Robinwood Manor	8/31/2024	08-2024	Accrue Property Taxes	J-18542	Accrue Property Taxes	0.00	1,098.08	-15,295.15	Accrue Property Taxes
Robinwood Manor	9/30/2024	09-2024	Accrue Property Taxes	J-18893	Accrue Property Taxes	0.00	1,098.08	-16,393.23	Accrue Property Taxes
Robinwood Manor	10/15/2024	10-2024	Reclassify Accrued Property Taxes	J-19330	Reclassify Accrued Property Taxes	6,510.51	0.00	-9,882.72	Reclassify Accrued Property Taxes
Robinwood Manor	10/31/2024	10-2024	Month End Accruals	J-19329	Month End Accruals	0.00	1,098.08	-10,980.80	Month End Accruals
Robinwood Manor	11/30/2024	11-2024	Month End Accruals	J-19561	Month End Accruals	0.00	1,098.08	-12,078.88	Month End Accruals
Robinwood Manor	12/31/2024	12-2024	Month End Accruals	J-19794	Month End Accruals	0.00	1,098.08	-13,176.96	Month End Accruals
Robinwood Manor	12/31/2024	12-2024	Adjust PILOT to total	J-20747	Adjust PILOT to total	6,305.87	0.00	-6,871.09	Adjust PILOT to total
Robinwood Manor	1/31/2025	01-2025	Month End Accruals	J-20416	Month End Accruals	0.00	1,166.47	-8,037.56	Month End Accruals
Robinwood Manor	2/28/2025	02-2025	Month End Accruals	J-20682	Month End Accruals	0.00	1,166.47	-9,204.03	Month End Accruals
Net Change=-9,204.03						19,326.89	28,530.92	-9,204.03 = Ending Balance =	
						19,326.89	28,530.92		

General Ledger

Robinwood Manor

Period = Jan 2023-Feb 2025

Book = Accrual

Property Name	Date	Period	Person/Description	CTRL Number	Reference	Debit	Credit	Balance	Remarks
2805			Unreserved Fund Balances					0.00 = Beginning Balance =	
Robinwood Manor	12/31/2022	03-2023	Robinwood Trial Balance	J-15033	Robinwood Trial Balance	0.00	1,065,000.32	-1,065,000.32	Robinwood Trial Balance
Robinwood Manor	3/31/2023	03-2023	Adjust beginning trial balance	J-16435	TB ADJ	0.00	104,042.73	-1,169,043.05	Adjust beginning trial balance
			Net Change=-1,169,043.05			0.00	1,169,043.05	-1,169,043.05 = Ending Balance =	
						0.00	1,169,043.05		



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Thomas Furman - Executive Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: April 14, 2025
SUBJECT: Scattered Sites

BACKGROUND:

Cornerstone provides management updates for the properties they manage for the HRA. The board should ask questions about anything they see that they would like clarification on or information about within the report.

REQUESTED ACTION:

Receive and File.

ATTACHMENTS:

1. 2025.02 City of Faribault - Scattered Sites HRA Executive Summary
2. 2025.02 HRA Scattered Sites-Report

CORNERSTONE

Creating Healthy Communities

Executive Summary for City of Faribault Public Housing HRA February 2025

Overview

- The total operating income was \$63,031.
- Occupancy for February was 96%.

Financial Summary

	Current Month	Budget	Variance (+/-)	YTD Total	YTD Budget	Variance (+/-)
Total Revenue	63,031	58,905	4,126	129,231	117,810	11,421
Operating Expenses	-23,908	-23,811	-97	-46,640	-46,122	-518
Other Income	0	0	0	0	0	0
Other Expenses (Debt Service)	0	0	0	0	0	0
Net Income	39,123	35,094	4,029	82,590	71,688	10,902
Total Aged			Operating Acct Bal			
Total Accounts Receivable	5,151		Beginning Cash		516,406	
Total Accounts Payable	13,074		Ending Cash		516,124	
			Cash Flow		-282	

Narrative:

- The Accounts Receivable balance is \$5,151 at the end of February.
- The Accounts Payable balance of \$13,074 is made up of current invoices with payments made in March.
- The operating account balance for the month of February ended at \$516,124.

Monthly Status	January 2025	February 2025
Vacant Units	2	2
Move-Outs	0	0
Move-Ins	0	0
Evictions	0	0
Current Occupancy	47	47
Full Occupancy	49	49
Occupancy %	96%	96%

Cornerstone Financial Package

City of Faribault (Public Housing HRA)

MONTHLY FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

CURRENT MONTH AND YEAR-TO-DATE
FOR
February 28, 2025



Professionally Managed By Cornerstone Management Services

Balance Sheet

Public Housing HRA

Month = Feb 2025

Book = Accrual ; Tree = YSI Standard Balance Sheet

ACCOUNT	CURRENT BALANCE
ASSETS	
CASH	
Security Deposit Savings	675,870.32
Operating Cash	516,124.13
TOTAL CASH	1,191,994.45
Accounts Receivable	5,150.92
Due From- Other Governments	183,037.99
Prepaid Expenses	361.67
Prepaid Property/Liability Ins	24,575.63
Building Improvements	43,833.50
Machinery, Equipment, & Appliances	7,105.70
TOTAL ASSETS	1,456,059.86
LIABILITIES AND CAPITAL	
LIABILITIES	
Accounts Payable	13,074.40
Prepaid Rent	2,501.10
Accrued Property Tax	2,452.18
Other Accrued Liabilities	2,000.00
Tenant Deposits	12,643.00
Pet Deposit	1,271.90
Interest on Tenant Deposits	219.80
Due to Affiliate	89,928.50
Due to other funds	250,000.00
Unreserved Fund Balances	98,719.77
TOTAL LIABILITIES	472,810.65
CAPITAL	
Retained Earnings	82,590.12
Prior Years Retained Earnings	900,659.09
TOTAL CAPITAL	983,249.21
TOTAL LIABILITIES AND CAPITAL	1,456,059.86

12 Months Income Statement

Public Housing HRA

Period = Mar 2024-Feb 2025

Book = Accrual ; Tree = MultiFamily New

ACCOUNT	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Total
Ops Income or Loss													
OPERATING INCOME													
Residential Income													
Rent-Residential	\$ 26,997.00	\$ 21,055.00	\$ 21,443.00	\$ 20,964.00	\$ 22,595.00	\$ 23,695.00	\$ 21,158.00	\$ 26,537.00	\$ 24,711.00	\$ 24,404.00	\$ 21,643.00	\$ 22,144.00	\$ 277,346.00
Tenant Based Subsidy	\$ 39,911.00	\$ 32,946.00	\$ 33,639.00	\$ 33,771.00	\$ 32,140.00	\$ 31,040.00	\$ 34,511.00	\$ 30,704.00	\$ 31,318.00	\$ 40,483.00	\$ 42,764.00	\$ 41,887.00	\$ 425,114.00
Other Income													
Late Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ 25.00	\$ -	\$ -	\$ 75.00
Miscellaneous Income	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 10.00	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ 1,714.16	\$ (1,075.00)	\$ 739.16
CleanUp (Misc)	\$ (1.00)	\$ (6,733.56)	\$ (88.80)	\$ 10,641.33	\$ 396.01	\$ (2,055.64)	\$ (6.79)	\$ (35.90)	\$ -	\$ -	\$ -	\$ -	\$ 2,115.65
Pet Fee	\$ -	\$ -	\$ -	\$ 280.00	\$ 50.00	\$ -	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 510.00
Bank Interest	\$ 26.02	\$ 30.32	\$ 30.77	\$ 28.78	\$ 36.28	\$ 35.93	\$ 38.67	\$ 39.62	\$ 37.54	\$ 43.25	\$ 48.18	\$ 45.17	\$ 440.53
Total Other Income	\$ 45.02	\$ (6,683.24)	\$ (38.03)	\$ 10,970.11	\$ 492.29	\$ (2,009.71)	\$ 61.88	\$ 83.72	\$ 67.54	\$ 98.25	\$ 1,792.34	\$ (999.83)	\$ 3,880.34
TOTAL Residential Income	\$ 66,953.02	\$ 47,317.76	\$ 55,043.97	\$ 65,705.11	\$ 55,227.29	\$ 52,725.29	\$ 55,730.88	\$ 57,324.72	\$ 56,096.54	\$ 64,985.25	\$ 66,199.34	\$ 63,031.17	\$ 706,340.34
TOTAL OPERATING INCOME	\$ 66,953.02	\$ 47,317.76	\$ 55,043.97	\$ 65,705.11	\$ 55,227.29	\$ 52,725.29	\$ 55,730.88	\$ 57,324.72	\$ 56,096.54	\$ 64,985.25	\$ 66,199.34	\$ 63,031.17	\$ 706,340.34
OPS EXPENSES													
Operating Expenses													
Payroll expenses													
Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,241.13	\$ -	\$ -	\$ 12,241.13
Admin Payroll Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,902.85)	\$ -	\$ -	\$ (3,902.85)
Pass thru Payroll - Corporate	\$ 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
TOTAL Payroll expenses	\$ 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	\$ 10,838.28	\$ 2,500.00	\$ 2,500.00	\$ 38,338.28
Utilities													
Electricity	\$ 164.96	\$ 261.16	\$ 288.35	\$ 181.22	\$ 240.84	\$ 135.73	\$ 539.72	\$ 217.82	\$ 430.38	\$ 193.52	\$ 228.30	\$ 295.37	\$ 3,177.37
Water and Sewer	\$ 277.70	\$ 275.46	\$ 220.35	\$ 365.71	\$ 193.15	\$ 286.67	\$ 278.25	\$ 523.20	\$ 225.74	\$ 262.97	\$ 285.83	\$ 251.51	\$ 3,446.54
Gas	\$ 68.54	\$ 84.75	\$ 76.65	\$ 100.13	\$ 70.09	\$ 121.90	\$ 171.29	\$ 37.02	\$ 36.99	\$ 198.52	\$ 314.81	\$ 404.39	\$ 1,685.08
Trash Disposal	\$ 944.98	\$ 183.26	\$ 183.26	\$ 183.26	\$ 183.26	\$ 183.26	\$ 199.72	\$ 366.52	\$ 183.26	\$ 180.09	\$ 180.09	\$ 158.55	\$ 3,129.51
TOTAL Utilities	\$ 1,456.18	\$ 804.63	\$ 768.61	\$ 830.32	\$ 687.34	\$ 727.56	\$ 1,188.98	\$ 1,144.56	\$ 876.37	\$ 835.10	\$ 1,009.03	\$ 1,109.82	\$ 11,438.50
Office Expenses													
Office Supplies & Expenses - Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 107.51	\$ -	\$ -	\$ 84.83	\$ 192.34
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 365.00	\$ 365.00
Computer	\$ 294.00	\$ -	\$ -	\$ 294.00	\$ -	\$ -	\$ 294.00	\$ -	\$ -	\$ 294.00	\$ -	\$ -	\$ 1,176.00
Dues & Subscriptions	\$ -	\$ -	\$ 26.67	\$ 13.33	\$ 13.33	\$ 13.34	\$ 13.33	\$ 361.67	\$ 361.67	\$ 361.67	\$ 361.66	\$ 361.66	\$ 1,888.33
Activities Event	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,840.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,840.67
TOTAL Office Expenses	\$ 294.00	\$ -	\$ 26.67	\$ 307.33	\$ 13.33	\$ 13,854.01	\$ 307.33	\$ 361.67	\$ 469.18	\$ 655.67	\$ 361.66	\$ 811.49	\$ 17,462.34
Maintenance expenses													
Supplies - Maintenance	\$ -	\$ (230.66)	\$ -	\$ -	\$ 179.41	\$ 392.83	\$ (160.43)	\$ 1,302.13	\$ 1,466.27	\$ 346.59	\$ -	\$ -	\$ 3,296.14
Repairs & Maintenance - Building	\$ 9,133.50	\$ 964.00	\$ 4,000.00	\$ 4,000.00	\$ 4,220.00	\$ 4,000.00	\$ 4,170.00	\$ 4,232.75	\$ 4,439.00	\$ 4,000.00	\$ 4,162.30	\$ 7,783.97	\$ 55,105.52
Extraordinary Maintenance	\$ -	\$ -	\$ 6,490.75	\$ 4,549.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,138.61	\$ -	\$ 17,178.78
Grounds/Lawn Care	\$ -	\$ -	\$ -	\$ -	\$ 5,986.00	\$ 4,732.04	\$ 9,635.50	\$ 2,167.00	\$ -	\$ 1,334.00	\$ -	\$ -	\$ 23,854.54
Pest Control	\$ 420.00	\$ 494.00	\$ 1,301.00	\$ 321.00	\$ 313.00	\$ 319.00	\$ 89.00	\$ 178.00	\$ 1,534.50	\$ 89.00	\$ -	\$ 89.00	\$ 5,147.50
Contracted Labor - Maintenance	\$ 104.70	\$ 191.95	\$ 165.78	\$ 139.60	\$ 104.70	\$ 610.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,317.49
Snow Removal	\$ 2,875.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,365.00	\$ 6,240.00

Fire Prevention & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 536.10	\$ -	\$ -	\$ -	\$ 536.10
Purchased Services-Maintenance	\$ 723.66	\$ 281.95	\$ -	\$ -	\$ 416.05	\$ 85.00	\$ 396.63	\$ 1,677.21	\$ -	\$ 755.18	\$ 667.00	\$ 473.44	\$ 5,476.12	
Purchased Services-Cleaning	\$ -	\$ 773.10	\$ -	\$ -	\$ -	\$ -	\$ 645.66	\$ 279.21	\$ 139.60	\$ 383.90	\$ -	\$ -	\$ 2,221.47	
TOTAL Maintenance expenses	\$ 13,256.86	\$ 2,474.34	\$ 11,957.53	\$ 9,010.02	\$ 11,219.16	\$ 10,139.63	\$ 14,776.36	\$ 9,836.30	\$ 8,115.47	\$ 6,908.67	\$ 10,967.91	\$ 11,711.41	\$ 120,373.66	
Miscellaneous expenses														
Administrative Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	
Supplies-Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 146.40	\$ -	\$ -	\$ 75.00	\$ 221.40	
Bank Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15.00	\$ -	\$ -	\$ 100.00	\$ -	\$ 115.00	
Late Fees	\$ -	\$ 2.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.10	
Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ 7.10	\$ -	\$ -	\$ 10.16	\$ 11.30	\$ 10.33	\$ -	\$ 16.77	\$ 55.66	
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,638.92	\$ -	\$ -	\$ 29,638.92	
TOTAL Miscellaneous expenses	\$ -	\$ 2.10	\$ -	\$ -	\$ 7.10	\$ -	\$ -	\$ 25.16	\$ 157.70	\$ 29,649.25	\$ 1,100.00	\$ 1,091.77	\$ 32,033.08	
Management expense														
Management Fees	\$ 3,000.00	\$ 3,000.00	\$ 4,107.84	\$ 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	\$ 37,107.84	
TOTAL Management expense	\$ 3,000.00	\$ 3,000.00	\$ 4,107.84	\$ 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	\$ 37,107.84	
Professional, Permits and tax expenses														
Licenses & Permits - Admin	\$ 986.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110.00	\$ -	\$ 1,096.00	
Fees - Legal	\$ -	\$ -	\$ 1,259.00	\$ -	\$ -	\$ -	\$ 43.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,302.50	
Legal Fees - Business Entity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,986.60	\$ -	\$ -	\$ -	\$ 1,986.60	
TOTAL Professional, Permits and tax expenses	\$ 986.00	\$ -	\$ 1,259.00	\$ -	\$ -	\$ -	\$ 43.50	\$ -	\$ 1,986.60	\$ -	\$ 110.00	\$ -	\$ 4,385.10	
Tax and insurance expenses														
Property Tax	\$ -	\$ (225.12)	\$ -	\$ 1,596.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,226.09	\$ 1,226.09	\$ 3,823.86	
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,074.50	\$ 6,074.50	\$ 6,074.50	\$ 6,074.50	\$ 2,457.56	\$ 2,457.56	\$ 29,213.12	
TOTAL Tax and insurance expenses	\$ -	\$ (225.12)	\$ -	\$ 1,596.80	\$ -	\$ -	\$ 6,074.50	\$ 6,074.50	\$ 6,074.50	\$ 6,074.50	\$ 3,683.65	\$ 3,683.65	\$ 33,036.98	
TOTAL Operating Expenses	\$ 21,493.04	\$ 8,555.95	\$ 20,619.65	\$ 17,244.47	\$ 17,426.93	\$ 30,221.20	\$ 27,890.67	\$ 22,942.19	\$ 23,179.82	\$ 57,961.47	\$ 22,732.25	\$ 23,908.14	\$ 294,175.78	
TOTAL OPS EXPENSES	\$ 21,493.04	\$ 8,555.95	\$ 20,619.65	\$ 17,244.47	\$ 17,426.93	\$ 30,221.20	\$ 27,890.67	\$ 22,942.19	\$ 23,179.82	\$ 57,961.47	\$ 22,732.25	\$ 23,908.14	\$ 294,175.78	
NET Ops Income (Loss)	\$ 45,459.98	\$ 38,761.81	\$ 34,424.32	\$ 48,460.64	\$ 37,800.36	\$ 22,504.09	\$ 27,840.21	\$ 34,382.53	\$ 32,916.72	\$ 7,023.78	\$ 43,467.09	\$ 39,123.03	\$ 412,164.56	
NET INCOME (LOSS)	\$ 45,459.98	\$ 38,761.81	\$ 34,424.32	\$ 48,460.64	\$ 37,800.36	\$ 22,504.09	\$ 27,840.21	\$ 34,382.53	\$ 32,916.72	\$ 7,023.78	\$ 43,467.09	\$ 39,123.03	\$ 412,164.56	

Budget Comparison

Public Housing HRA

Month = Feb 2025

Book = Accrual ; Tree = MultiFamily New

ACCOUNT	Feb 2025	Feb 2025	Feb 2025	2025	2025	2025
Ops Income or Loss	Actual	Budget	Variance	Actual	Budget	Variance
OPERATING INCOME						
Residential Income						
Rent-Residential	\$ 22,144.00	\$ 24,750.00	\$ (2,606.00)	\$ 43,787.00	\$ 49,500.00	\$ (5,713.00)
Tenant Based Subsidy	\$ 41,887.00	\$ 34,120.00	\$ 7,767.00	\$ 84,651.00	\$ 68,240.00	\$ 16,411.00
Other Income						
Miscellaneous Income	\$ (1,075.00)	\$ -	\$ (1,075.00)	\$ 639.16	\$ -	\$ 639.16
Pet Fee	\$ 30.00	\$ -	\$ 30.00	\$ 60.00	\$ -	\$ 60.00
Bank Interest	\$ 45.17	\$ 35.00	\$ 10.17	\$ 93.35	\$ 70.00	\$ 23.35
Total Other Income	\$ (999.83)	\$ 35.00	\$ (1,034.83)	\$ 792.51	\$ 70.00	\$ 722.51
TOTAL Residential Income	\$ 63,031.17	\$ 58,905.00	\$ 4,126.17	\$ 129,230.51	\$ 117,810.00	\$ 11,420.51
TOTAL OPERATING INCOME	\$ 63,031.17	\$ 58,905.00	\$ 4,126.17	\$ 129,230.51	\$ 117,810.00	\$ 11,420.51
OPS EXPENSES						
Operating Expenses						
Payroll expenses						
Pass thru Payroll - Corporate	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -
TOTAL Payroll expenses	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -
Utilities						
Electricity	\$ 295.37	\$ 150.00	\$ (145.37)	\$ 523.67	\$ 300.00	\$ (223.67)
Water and Sewer	\$ 251.51	\$ 175.00	\$ (76.51)	\$ 537.34	\$ 350.00	\$ (187.34)
Gas	\$ 404.39	\$ 100.00	\$ (304.39)	\$ 719.20	\$ 200.00	\$ (519.20)
Trash Disposal	\$ 158.55	\$ 185.00	\$ 26.45	\$ 338.64	\$ 370.00	\$ 31.36
TOTAL Utilities	\$ 1,109.82	\$ 610.00	\$ (499.82)	\$ 2,118.85	\$ 1,220.00	\$ (898.85)
Office Expenses						
Office Supplies & Expenses - Admin	\$ 84.83	\$ -	\$ (84.83)	\$ 84.83	\$ -	\$ (84.83)
Postage	\$ 365.00	\$ -	\$ (365.00)	\$ 365.00	\$ -	\$ (365.00)
Computer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues & Subscriptions	\$ 361.66	\$ 15.00	\$ (346.66)	\$ 723.32	\$ 30.00	\$ (693.32)
TOTAL Office Expenses	\$ 811.49	\$ 15.00	\$ (796.49)	\$ 1,173.15	\$ 30.00	\$ (1,143.15)
Maintenance expenses						
Supplies - Maintenance	\$ -	\$ 350.00	\$ 350.00	\$ -	\$ 700.00	\$ 700.00
Repairs & Maintenance - Building	\$ 7,783.97	\$ 4,200.00	\$ (3,583.97)	\$ 11,946.27	\$ 8,400.00	\$ (3,546.27)
Extraordinary Maintenance	\$ -	\$ 4,000.00	\$ 4,000.00	\$ 6,138.61	\$ 8,000.00	\$ 1,861.39
Grounds/Lawn Care	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pest Control	\$ 89.00	\$ 450.00	\$ 361.00	\$ 89.00	\$ 900.00	\$ 811.00
Snow Removal	\$ 3,365.00	\$ 2,000.00	\$ (1,365.00)	\$ 3,365.00	\$ 4,000.00	\$ 635.00
Fire Prevention & Maintenance	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ 200.00	\$ 200.00
Purchased Services-Maintenance	\$ 473.44	\$ 300.00	\$ (173.44)	\$ 1,140.44	\$ 600.00	\$ (540.44)
TOTAL Maintenance expenses	\$ 11,711.41	\$ 11,400.00	\$ (311.41)	\$ 22,679.32	\$ 22,800.00	\$ 120.68
Miscellaneous expenses						
Administrative Expense	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -
Supplies-Admin	\$ 75.00	\$ -	\$ (75.00)	\$ 75.00	\$ -	\$ (75.00)
Bank Fees	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ (100.00)
Interest Expense	\$ 16.77	\$ 10.00	\$ (6.77)	\$ 16.77	\$ 20.00	\$ 3.23
TOTAL Miscellaneous expenses	\$ 1,091.77	\$ 1,010.00	\$ (81.77)	\$ 2,191.77	\$ 2,020.00	\$ (171.77)
Management expense						
Management Fees	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -

TOTAL Management expense	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -
Professional, Permits and tax expenses						
Licenses & Permits - Admin	\$ -	\$ 350.00	\$ 350.00	\$ 110.00	\$ 700.00	\$ 590.00
Fees - Legal	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00
TOTAL Professional, Permits and tax expenses	\$ -	\$ 1,850.00	\$ 1,850.00	\$ 110.00	\$ 2,200.00	\$ 2,090.00
Tax and insurance expenses						
Property Tax	\$ 1,226.09	\$ 1,226.09	\$ -	\$ 2,452.18	\$ 2,452.18	\$ -
Insurance	\$ 2,457.56	\$ 2,200.00	\$ (257.56)	\$ 4,915.12	\$ 4,400.00	\$ (515.12)
TOTAL Tax and insurance expenses	\$ 3,683.65	\$ 3,426.09	\$ (257.56)	\$ 7,367.30	\$ 6,852.18	\$ (515.12)
TOTAL Operating Expenses	\$ 23,908.14	\$ 23,811.09	\$ (97.05)	\$ 46,640.39	\$ 46,122.18	\$ (518.21)
TOTAL OPS EXPENSES	\$ 23,908.14	\$ 23,811.09	\$ (97.05)	\$ 46,640.39	\$ 46,122.18	\$ (518.21)
NET Ops Income (Loss)	\$ 39,123.03	\$ 35,093.91	\$ 4,029.12	\$ 82,590.12	\$ 71,687.82	\$ 10,902.30
NET INCOME (LOSS)	\$ 39,123.03	\$ 35,093.91	\$ 4,029.12	\$ 82,590.12	\$ 71,687.82	\$ 10,902.30

Routing 291880330
Bank Reconcile History Report

Balance Per Bank Statement as of 2/28/2025	517,633.13
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Outstanding Checks

Check Date	Check Number	Payee	Amount
6/25/2024	261	Patton, Hoversten & Berg, P.A.	1,259.00
2/12/2025	343	Midwest Tree LLC	250.00
Less: Outstanding Checks			1,509.00

Reconciled Bank Balance	516,124.13
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Balance per GL as of 2/28/2025	516,124.13
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Reconciled Balance Per G/L	516,124.13
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Difference	0.00
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Cleared Items:

Cleared Checks

Date	Tran #	Notes	Amount	Date Cleared
2/3/2025	ACH	Xcel Energy	300.11	2/28/2025
2/5/2025	ACH	City of Faribault	47.33	2/28/2025
2/5/2025	ACH	City of Faribault	31.71	2/28/2025
2/5/2025	ACH	City of Faribault	49.16	2/28/2025
2/5/2025	ACH	City of Faribault	44.80	2/28/2025
2/5/2025	ACH	City of Faribault	13.80	2/28/2025
2/5/2025	ACH	City of Faribault	14.61	2/28/2025
2/5/2025	ACH	City of Faribault	13.80	2/28/2025
2/5/2025	ACH	City of Faribault	14.61	2/28/2025
2/5/2025	ACH	City of Faribault	14.61	2/28/2025
2/5/2025	ACH	City of Faribault	13.80	2/28/2025
2/5/2025	ACH	City of Faribault	13.80	2/28/2025
2/5/2025	ACH	City of Faribault	13.80	2/28/2025
2/7/2025	339	Cornerstone Management Services LLC	5,500.00	2/28/2025
2/10/2025	ACH	Xcel Energy	33.20	2/28/2025
2/12/2025	340	Advanced Facilities	4,860.77	2/28/2025
2/12/2025	341	City of Faribault	12,241.13	2/28/2025
2/12/2025	342	Faribo Air Conditioning & Heating, Inc.	786.00	2/28/2025
2/12/2025	344	ServiceMaster by Ayotte	473.44	2/28/2025
2/12/2025	345	HDS, LLC DBA Kanso Software	1,045.00	2/28/2025
2/12/2025	1	Xcel Energy	105.05	2/28/2025
2/12/2025	1	Xcel Energy	45.27	2/28/2025
2/12/2025	1	Xcel Energy	15.63	2/28/2025

2/12/2025	1	Xcel Energy	45.15	2/28/2025
2/12/2025	1	Xcel Energy	209.80	2/28/2025
2/12/2025	1	Xcel Energy	319.15	2/28/2025
2/12/2025	1	Xcel Energy	69.30	2/28/2025
2/12/2025	1	Xcel Energy	61.29	2/28/2025
2/18/2025	ACH	City of Faribault	1.81	2/28/2025
2/20/2025	ACH	FLOM Disposal Service	21.54	2/28/2025
2/20/2025	ACH	FLOM Disposal Service	158.55	2/28/2025
2/27/2025	346	Cornerstone Management - Credit Card	449.83	2/28/2025
Total Cleared Checks			27,027.85	

Cleared Deposits

Date	Tran #	Notes	Amount	Date Cleared
2/3/2025	290		41,054.00	2/28/2025
2/3/2025	291		500.00	2/28/2025
2/7/2025	292		816.00	2/28/2025
2/7/2025	293		15,583.00	2/28/2025
2/10/2025	294		151.00	2/28/2025
2/13/2025	296		997.00	2/28/2025
2/19/2025	297		4,161.00	2/28/2025
2/24/2025	298		3,350.00	2/28/2025
Total Cleared Deposits			66,612.00	

Cleared Other Items

Date	Tran #	Notes	Amount	Date Cleared
2/4/2025	JE 20751	Deposits into savings account	-40,111.50	2/28/2025
2/12/2025	JE 20749	Adjust Xcel Payment	3.97	2/28/2025
2/28/2025	JE 20750	Interest Income	19.45	2/28/2025
Total Cleared Other Items			-40,088.08	

**Public Housing HRA
Prepaid Expense
February 28, 2025**

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Date	Description	Expense Account #	Invoice Payment	Period Covered	Months Remaining	Monthly Expense	Prepaid Balance
1/2/24	NAHRO	6835.00	160.00	4/2024 - 3/2025	1	13.33	13.33
1/10/25	HDS, LLC	6835.00	1,045.00	1/2025 - 3/2025	1	348.33	348.33
Balance							\$ 361.67

Public Housing HRA Schedule of Insurance February 28, 2025

	Expense 6320	Payments	(Accrued)/Prepaid 1331
Balance at 12/31/24	\$ -	\$ -	\$ -
January Accrual/Payment	2,457.56	29,490.75	27,033.19
February Accrual	2,457.56		24,575.63
Totals	<u>\$ 4,915.12</u>	<u>\$ 29,490.75</u>	

Payables Aging Report

Period: -02/2025

As of : 02/28/2025

Payee Name	Invoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Advanced Facilities										
	2/18/2025	2/18/2025	6212 Repairs & Maintenance - Building	INV12919	192.00	192.00	0.00	0.00	0.00	
	2/18/2025	2/18/2025	6212 Repairs & Maintenance - Building	INV12920	192.00	192.00	0.00	0.00	0.00	
	2/20/2025	2/20/2025	6212 Repairs & Maintenance - Building	INV12922	927.04	927.04	0.00	0.00	0.00	
	2/28/2025	2/28/2025	6212 Repairs & Maintenance - Building	INV12937	1,004.34	1,004.34	0.00	0.00	0.00	
	2/28/2025	2/28/2025	6212 Repairs & Maintenance - Building	INV12933	56.68	56.68	0.00	0.00	0.00	
	2/28/2025	2/28/2025	6212 Repairs & Maintenance - Building	INV12931	28.32	28.32	0.00	0.00	0.00	
	2/28/2025	2/28/2025	6212 Repairs & Maintenance - Building	INV12932	54.08	54.08	0.00	0.00	0.00	
	2/28/2025	2/28/2025	6212 Repairs & Maintenance - Building	INV12944	631.04	631.04	0.00	0.00	0.00	
	2/28/2025	2/28/2025	6212 Repairs & Maintenance - Building	PublicHRA16	4,000.00	4,000.00	0.00	0.00	0.00	
Advanced Facilities					7,085.50	7,085.50	0.00	0.00	0.00	
City of Faribault										
	2/12/2025	2/12/2025	6815 Supplies - Admin	500	75.00	75.00	0.00	0.00	0.00	3 Bank Bags
	2/10/2025	2/10/2025	6430 Water and Sewer	005090-000 02/10/2025	14.21	14.21	0.00	0.00	0.00	
	2/10/2025	2/10/2025	6430 Water and Sewer	005090-001 02/10/2025	14.21	14.21	0.00	0.00	0.00	
	2/10/2025	2/10/2025	6430 Water and Sewer	005090-003 02/10/2025	14.21	14.21	0.00	0.00	0.00	
	2/10/2025	2/10/2025	6430 Water and Sewer	005090-004 02/10/2025	15.02	15.02	0.00	0.00	0.00	
	2/10/2025	2/10/2025	6430 Water and Sewer	005090-006 02/10/2025	15.02	15.02	0.00	0.00	0.00	
	2/10/2025	2/10/2025	6430 Water and Sewer	005090-007 02/10/2025	14.22	14.22	0.00	0.00	0.00	
	2/10/2025	2/10/2025	6430 Water and Sewer	005090-016 02/10/2025	15.02	15.02	0.00	0.00	0.00	
	2/10/2025	2/10/2025	6430 Water and Sewer	005090-026 02/10/2025	14.21	14.21	0.00	0.00	0.00	
	2/10/2025	2/10/2025	6430 Water and Sewer	005090-177 02/10/2025	48.55	48.55	0.00	0.00	0.00	
	2/10/2025	2/10/2025	6430 Water and Sewer	005090-179 02/10/2025	49.33	49.33	0.00	0.00	0.00	
	2/10/2025	2/10/2025	6430 Water and Sewer	005090-180 02/10/2025	35.70	35.70	0.00	0.00	0.00	
City of Faribault					324.70	324.70	0.00	0.00	0.00	
Environmental Pest Management										
	1/7/2025	1/7/2025	6227 Pest Control	71053	38.50	0.00	38.50	0.00	0.00	
	1/9/2025	1/9/2025	6227 Pest Control	71146	50.50	0.00	50.50	0.00	0.00	
Environmental Pest Management					89.00	0.00	89.00	0.00	0.00	
FLOM Disposal Service										
	2/25/2025	2/25/2025	6450 Trash Disposal	409110024428 02/25/2025	158.55	158.55	0.00	0.00	0.00	
FLOM Disposal Service					158.55	158.55	0.00	0.00	0.00	
HD Supply Facilities Maintenance, Ltd.										
	5/16/2023	5/16/2023	6216 Supplies - Maintenance	1803421206	-56.88	0.00	0.00	0.00	-56.88	
	6/16/2023	6/16/2023	6216 Supplies - Maintenance	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									
	2/6/2025	2/6/2025	1701 Building Improvements	7820	2,005.00	2,005.00	0.00	0.00	0.00
Property Pros of Faribault, LLC					2,005.00	2,005.00	0.00	0.00	0.00
Raw Construction LLC									
	2/1/2025	2/1/2025	6225 Grounds/Lawn Care	6462	245.00	245.00	0.00	0.00	0.00
	2/1/2025	2/1/2025	6225 Grounds/Lawn Care	6464	245.00	245.00	0.00	0.00	0.00
	2/1/2025	2/1/2025	6225 Grounds/Lawn Care	6466	245.00	245.00	0.00	0.00	0.00
	2/1/2025	2/1/2025	6225 Grounds/Lawn Care	6468	1,315.00	1,315.00	0.00	0.00	0.00
	2/1/2025	2/1/2025	6225 Grounds/Lawn Care	6470	1,315.00	1,315.00	0.00	0.00	0.00
Raw Construction LLC					3,365.00	3,365.00	0.00	0.00	0.00
Xcel Energy									
	11/6/2024	11/6/2024	6410 Electricity	901775427	31.48	0.00	0.00	0.00	31.48
	2/6/2025	3/6/2025	6410 Electricity	913924704	33.92	33.92	0.00	0.00	0.00 Outdoor Lighting
	2/5/2025	3/5/2025	6410 Electricity	913729182	117.21	117.21	0.00	0.00	0.00 Common Area
	2/5/2025	3/5/2025	6420 Gas	913729182	233.45	233.45	0.00	0.00	0.00 Common Area
Xcel Energy					416.06	384.58	0.00	0.00	31.48
Grand Total					13,074.40	13,323.33	89.00	0.00	-337.93

General Ledger

Public Housing HRA

Period = Jan 2023-Feb 2025

Book = Accrual

Property Name	Date	Period	Person/Description	CTRL Number	Reference	Debit	Credit	Balance	Remarks
2527			Due to other funds					0.00 = Beginning Balance =	
Public Housing HRA	4/30/2023	04-2023	Public Housing Trial Balance	J-14897	Public Housing Trial Balance	0.00	250,000.00	-250,000.00	Public Housing Trial Balance
			Net Change=-250,000.00			0.00	250,000.00	-250,000.00 = Ending Balance =	
						0.00	250,000.00		

General Ledger

Public Housing HRA

Period = Jan 2023-Feb 2025

Book = Accrual

Property Name	Date	Period	Person/Description	CTRL Number	Reference	Debit	Credit	Balance	Remarks
2805			Unreserved Fund Balances					0.00 = Beginning Balance =	
Public Housing HRA	4/30/2023	04-2023	Public Housing Trial Balance	J-14897	Public Housing Trial Balance	0.00	98,719.77	-98,719.77	Public Housing Trial Balance
			Net Change=-98,719.77			0.00	98,719.77	-98,719.77 = Ending Balance =	
						0.00	98,719.77		



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Thomas Furman - Executive Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: April 14, 2025
SUBJECT: Mission Statement

BACKGROUND:

We reviewed our Mission Statement a couple months ago and decided we needed to modify the language so that we gave a more specific area to the language:

Current Mission reads: Mission Statement: "The mission of the Faribault Housing and Redevelopment Authority (HRA) is to provide a vehicle to eliminate blight and fulfill the housing needs in the Faribault community."

The phrase "Faribault Community" was felt to be a bit too vague, and since the Rice County HRA is available to do work throughout the county, the Board felt the need to only work within the city limits.

Current Mission Statement: "The mission of the Faribault Housing and Redevelopment Authority (HRA) is to provide a vehicle to eliminate blight and fulfill the housing needs in the Faribault community."

REQUESTED ACTION:

Approve the new mission statement: "The mission of the Faribault Housing and Redevelopment Authority (HRA) is to provide a vehicle to eliminate blight and fulfill the housing needs within the city limits of Faribault."

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: April 14, 2025
SUBJECT: Board Training from National NAHRO

BACKGROUND:

Commissioner Training Opportunity – MN NAHRO Online Series

We have the opportunity to invest in a valuable online training series designed specifically for HRA Commissioners, offered by Minnesota NAHRO in partnership with The Nelrod Company. This four-part series will cover essential topics to strengthen your understanding of HRA operations and your role on the board.

Each session will be held online and last no more than two hours. They are scheduled for the **last Thursday of April, June, August, and October**, with the **first session beginning Thursday, April 24 at 3:00 PM**—just 10 days after our upcoming board meeting. Because of this tight timeline, I'll need to act quickly to get commissioners registered.

Topics Include:

1. Commissioner Roles and Responsibilities
2. Understanding the HRA's Financial Position
3. Building Effective Board–Executive Director Partnerships
4. What the Board Should Know About ED Salaries and Benefits

The cost is **\$95 per session** or **\$375 for all four**, which is only a **\$5 total savings**—not per session. Because the sessions are spaced out over several months, I recommend we sign up commissioners **individually for each session** rather than committing all four upfront. This approach gives more flexibility and ensures each session aligns with your availability.

Even if some commissioners may be rotating off the board in the near future, I believe this investment reflects our commitment to the mission of the HRA and to strengthening affordable housing leadership at every level.

Let me know right away if you're interested so I can begin registering attendees.

REQUESTED ACTION:

Decide who would like to go to training and/or if you would prefer to sign up for one session at time.

ATTACHMENTS:

1. Commissioner-Online-Series-Flyer-2025



HRA Commissioner 4 Part Online Series

Begins April 2025

Minnesota NAHRO is excited to offer an online series tailored specifically for Housing Authority Commissioners. Our Online Commissioner Series will feature four sessions that cover the multifaceted role of a commissioner in an easy to access online format.

TRAINER: Our series will be provided by the national experts at The Nelrod Company. The Nelrod Company specializes in providing management, planning, and training services to the affordable and assisted housing industry

WHEN: Each session will be 2 hours on the last Thursday of April, June, August and October. Our first event will be Thursday, April 24 at 3:00pm. The series continues throughout 2025 in June, August, and October.

TOPICS: Each session addresses a key element of the unique and important leadership role of an HRA Commissioner. Our series will address the following timely topics:

Session 1: HRA Commissioner Role and Responsibilities

Session 2: Understanding the HRA Financial Position

Session 3: Building the Effective Partnership Between the Board and Executive Director

Session 4: What the HRA Board Needs to Know About ED Salaries and Benefits

PRICING: Two options and two ways to SAVE!

- Bundle Option Per Commissioner – Get the Full Series & SAVE **BEST DEAL!**
Get all 4 sessions for one price: \$375 per person with Minnesota NAHRO member discount, \$550 bundle for non-members
- Individual Sessions - \$95 for Minnesota NAHRO members, \$145 non-members

[REGISTER ONLINE AT WWW.MNNAHRO.ORG/events](http://WWW.MNNAHRO.ORG/events)

Commissioner Roles & Responsibilities

In this session, participants will learn roles and responsibilities, board and executive functions, and how to get the most out of your board meetings. A Commissioner Resource Guide, with sample forms and resources, will be provided to help board members prepare for their position and provide consistency with board functions. This session provides a functional learning experience for new and experienced Commissioners. Topics include:

- Governance of the Authority
- Legal Documents and Agreements
- Plans and Policies Requiring Board Approval and more...

Understanding the PHA's Financial Position

Financial reports made easy. Learn the essentials about Agency budgets and financial reports. Attendees will learn where PHA income is derived from and the types of expenditures that a PHA can undertake. The session will include:

- Understanding Financial Basics and Terminology
- Financial Reports the Board Should be Receiving on a Regular Basis
- Using Financial Reports to Analyze and Assess the Agency's Performance and Status

Building An Effective Partnership: The Board & Executive Director

Batman and Robin, Captain Kirk and Mr. Spock, Sherlock Holmes and Dr. Watson...great pairings are hard to come by. Learn the essential factors in a productive Commissioner - Executive Director relationship. Developed from the trenches, we will examine the core competencies Commissioners and Executive Directors must have for a successful, functional, and effective partnership.

What you Need to Know About Salaries & Benefits

The Department of Labor – Another Federal Agency with Rules You Must Follow! Do your salaried employees meet all three (3) tests that must be applied to determine if they are being paid correctly? Topics include:

- Are you paying compensatory time correctly?
- Who is eligible for overtime pay?
- Commissioners who attend this session will learn how to be compliant with salaries, overtime, compensatory time, and benefit rules under the Fair Labor Standards Act.

[REGISTER ONLINE AT WWW.MNNAHRO.ORG/events](http://WWW.MNNAHRO.ORG/events)



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Thomas Furman - Executive Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: April 14, 2025
SUBJECT: MN NAHRO Commissioner Handbooks

BACKGROUND:

We received our order of Commissioner Handbooks from MN NAHRO. They are the most current version, published in May 2024.

REQUESTED ACTION:

Please read on your own time, but make it a priority because the work as an HRA commissioner affects many lives in our community.

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: April 14, 2025
SUBJECT: Consultant work to continue the discussion

BACKGROUND:

Agenda Item: Mission, Vision, Values – Continued Work and Consultant Option

The HRA Board of Commissioners began exploring the organization's mission, vision, and values during a recent one-hour session with consultant Allyson Brunette. It's been suggested that this work could benefit from additional dedicated time, and Allyson has offered to continue the conversation during her upcoming visit to Faribault on May 20–21.

As we consider how to move forward, the Board may wish to decide whether to continue working with Allyson in this process or pursue this work independently. While it's certainly possible to refine our mission and values without a consultant, engaging a professional like Allyson can help focus the conversation, bring structure to the process, and offer insights from her experience with other organizations.

To support either option, commissioners and the Executive Director are encouraged to submit a short paragraph or two describing their view of the HRA's mission and vision. These submissions can be synthesized as a foundation for continued discussion.

This agenda item is to confirm interest in continuing the mission and vision development work, and whether to schedule time with Allyson during her May visit.

REQUESTED ACTION:

Discuss and decide how much we as an HRA should spend on strategic planning session/series and what our goals should be.

ATTACHMENTS:

1. JJCredo

Johnson & Johnson Credo created by Robert Wood Johnson in 1943

We believe our first responsibility is to the patients, doctors and nurses, to mothers and fathers and all others who use our products and services. In meeting their needs everything we do must be of high quality. We must constantly strive to provide value, reduce our costs and maintain reasonable prices. Customers' orders must be serviced promptly and accurately. Our business partners must have an opportunity to make a fair profit.

We are responsible to our employees who work with us throughout the world. We must provide an inclusive work environment where each person must be considered as an individual. We must respect their diversity and dignity and recognize their merit. They must have a sense of security, fulfillment and purpose in their jobs. Compensation must be fair and adequate and working conditions clean, orderly and safe. We must support the health and well-being of our employees and help them fulfill their family and other personal responsibilities. Employees must feel free to make suggestions and complaints. There must be equal opportunity for employment, development and advancement for those qualified. We must provide highly capable leaders and their actions must be just and ethical.

We are responsible to the communities in which we live and work and to the world community as well. We must help people be healthier by supporting better access and care in more places around the world. We must be good citizens — support good works and charities, better health and education, and bear our fair share of taxes. We must maintain in good order the property we are privileged to use, protecting the environment and natural resources.

Our final responsibility is to our stockholders. Business must make a sound profit. We must experiment with new ideas. Research must be carried on, innovative programs developed, investments made for the future and mistakes paid for. New equipment must be purchased, new facilities provided and new products launched. Reserves must be created to provide for adverse times. When we operate according to these principles, the stockholders should realize a fair return.



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Thomas Furman - Executive Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: April 14, 2025
SUBJECT: Promotional Folders

BACKGROUND:

While the HRA doesn't meet with developers as frequently as the EDA, we collaborate closely when it comes to attracting housing investment and revitalizing neighborhoods. To support these joint efforts, we're proposing to share in the cost of producing high-quality, professionally designed marketing folders for use in meetings with potential developers.

These folders will present a polished, unified message about the City's commitment to growth—highlighting available sites, incentives, and the benefits of building in Faribault. Though the EDA will use a larger share, having HRA-branded materials ensures we're equally prepared when housing-focused opportunities arise.

The total project cost is estimated at **\$7,000–\$8,000 for 1,000 folders**, with the HRA's portion being **\$2,500 for 250 folders**.

This investment signals our seriousness and readiness to partner on new housing opportunities and will help Faribault stand out in a competitive development landscape.

REQUESTED ACTION:

Approve the collaborative work and anticipated expense.

ATTACHMENTS:

1. Faribault EDA Proposal Folders

PROPOSAL FOR

Economic Development Authority Collateral Brochure / Folder

Prepared for
City of Faribault EDA
April 3, 2025

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Thank You

Thank you for the opportunity to present our proposal to develop a reimagined City of Faribault Economic Development Authority's collateral project. We have appreciated our partnership with other municipalities in Southern Minnesota and we're eager to extend that partnership into Faribault. At Neuger, our business centers on communications, and at the heart of all communications is branding and messaging. We understand the importance of conveying a clear and concise message to all stakeholders. We bring a deep commitment to developing effective messaging and corresponding communications strategies that amplify your impact and connect with your target audiences.



Project Goals

- 1 Identify and articulate the objectives of the Economic Development Authority in Faribault.
- 2 Provide content (editorial and graphic) to communicate and effectively position the City of Faribault with key target audiences.
- 3 Design, layout and produce a cornerstone EDA brochure for the City of Faribault that attracts the types of organizations that will make the community as strong as it can be.

Neuger Hallmarks

Integrity, Excellence, Success

Founded in 2002, Neuger is a strategic communications agency specializing in integrated marketing. We help clients define their brands and amplify consistent messages across multiple channels including advertising, media, web, printed materials, social media and more. We utilize data to develop sound strategies and tailor our solutions to meet specific and measurable goals. We accomplish this all under the umbrella of our core values: *Integrity / Excellence / Success*.





Unmatched Responsiveness

Neuger is a highly responsive agency with the expertise to increase your reach and drive action. Responsiveness means not only do you get prompt, human responses, but you also benefit from our collective experience. We give proactive counsel based on expertise earned through work with clients across many industries. We tailor everything we do to your specific needs, challenges and opportunities.

WHAT YOU WON'T GET:

- Off-the-shelf “solutions”
- Copied and pasted strategies
- Generic tactics

Commitment to Diversity, Equity & Inclusion

Our commitment to advancing diversity, equity and inclusion is realized in our work by embracing a range of perspectives and experiences and incorporating them into our operations. Neuger is dedicated to taking action to improve our organization, industry and society to address the problem of racism and prejudicial barriers that impact the hiring, advancement and overall success of diverse groups. Not only is it the right thing to do, it is also the smart thing to do. By embracing an intercultural approach, Neuger provides each of its clients a breadth and depth of communications that leads to desired outcomes and ultimate success.



Scope of Work

Proposed Approach

1. GENERAL POSITIONING, PLANNING AND MESSAGING

- Understand overall EDA goals and objectives
- Outline S.M.A.R.T. objectives to guide strategies, tactics and implementation
- Identify and prioritize target audience segments
- Execute internal positioning sessions to refine messaging and ensure the essence of the brand is adequately captured and communicated
- Lead regular "client team" meetings to ensure effective collaboration

2. EDA COLLATERAL BROCHURE / FOLDER

- Design a collateral brochure / folder for the EDA to help recruit businesses to the area
- Develop a content outline for the project
- Write and edit content and complete revisions as necessary
- Schedule and shoot photography as needed
- Complete design layout for brochure / folder
- Coordinate design and delivery with printer

3. METRICS / ANALYTICS TRACKING AND REPORTING

- Provide an analytics report at the culmination of the campaign
- Make recommendations for next steps in the City of Faribault EDA communications initiative

Project Timeline

Responsiveness means our timeline is your timeline. We are committed to making this process as seamless, efficient and painless as possible. That being said, the following is our recommendation for ensuring a quality process and product:

MONTH 1:

- General positioning, planning and messaging
- S.M.A.R.T objectives developed
- Audiences identifications / prioritization completed
- Draft key messaging

MONTH 2:

- Write content as needed for the brochure / folder
- Craft design options for the project
- Make editorial and design revisions as needed
- Finalize the design and coordinate production schedule

MONTH 3:

- Deliver brochures / folders
- Make recommendations for next steps

Work Experience

We have deep experience in the areas of branding, design, strategic messaging and integrated communications. Find more case studies at neuger.com/work.



Our Team

Our team is high quality and high energy. For an engagement such as this, nearly every one of our staff members will share their expertise along the way. That work will be led and coordinated by a core leadership team, including:



Stephanie Jones
*Senior Communications
Counselor*

PROJECT ROLE
Project Client Lead

EXPERTISE
Integrated Marketing
Strategy, Advocacy,
Fundraising, Awareness,
Inclusive Communications,
Digital Advertising



Dave Neuger
Chief Executive Officer

PROJECT ROLE
Strategy and
Implementation Advisor

EXPERTISE
Media Relations, Integrated
Marketing Strategy,
Crisis Management and
Communications, Web
Communications



Jordan Taylor
*Art Director & Senior
Graphic Designer*

PROJECT ROLE
Art Direction / Graphic
Design Lead

EXPERTISE
Illustration, Print
Production, Branding,
Advertising, Brochures,
Newsletters, Animation

Budget

SERVICES	PROFESSIONAL FEES
Design and Production Coordination	\$5,400
Content Creation (if needed)	\$975
Photography (if needed)	\$2,535

PRINTING	ESTIMATES
Quantity: 500	\$1,670
Quantity: 700	\$1,990
Quantity: 1,000	\$2,450



A Full-service, Integrated Communications Agency

Contact

If you have any questions or require additional information, please contact us. We look forward to continuing our partnership with you.

David Neuger

Chief Executive Officer

507.664.0700 | daveneuger@neuger.com



Thank you



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Thomas Furman - Executive Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: April 14, 2025
SUBJECT: Maxfield Housing Study

BACKGROUND:

Housing Study – Updated Market Analysis by Maxfield Research

Faribault's most recent housing study was completed in 2020, and even at the time, it didn't fully capture the nuances of our market or the pace of change we were beginning to see. Now, five years later, the data is well out of date and no longer a reliable tool for guiding development decisions, securing funding, or demonstrating housing needs to partners and developers.

To move forward strategically, we need an accurate, current assessment of housing supply, demand, and opportunity. Maxfield Research is widely recognized as the most trusted name in Minnesota housing analysis, and they've provided a proposal to complete a new study for **\$20,000**.

This investment would give us:

- Credible, developer-trusted data to support project proposals
- A clearer understanding of housing needs across income levels and household types
- A critical foundation for applying for grants or state/federal funding

- A stronger position when working with builders, lenders, and community partners

A new housing study is not just a report—it's a signal to the market that Faribault is serious, organized, and ready to act.

REQUESTED ACTION:

Request to approve going into contract with Maxfield to have a Faribault housing study done.

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: April 14, 2025
SUBJECT: Letter of support for H.F. 2332 - Appropriating Money for a Grant to Rethos: Funding for the Minnesota Main Streets Program

BACKGROUND:

The Faribault EDA has asked the HRA for a letter of support. I have drafted one if the board would like it to be from just the Executive Director and another for if the Board would like to sign as a group.

REQUESTED ACTION:

Decide if the support letter should come from the ED or the Board, and sign if appropriate.

ATTACHMENTS:

1. EDASupportLetter
2. BoardSupportLetter



4/14/2025

Rep. Dave Baker, Co-Chair
Rep. Dave Pinto, Co-Chair
Labor and Workforce Development Finance and Policy Committee
Minnesota House of Representatives
Saint Paul, Minnesota

Letter of Support – H.F. 2332

Appropriating Money for a Grant to Rethos: Funding for the Minnesota Main Streets Program

Dear Co-Chair Baker, Co-Chair Pinto, and Members of the Committee,
On behalf of The Housing and Redevelopment Authority of Faribault, Minnesota (HRA), I am writing to express our strong support for HF 2332, which appropriates funding for the Minnesota Main Streets program through Rethos. As an organization dedicated to strengthening our community's housing and redevelopment efforts, we recognize the vital role that Main Street programs play in fostering economic growth, preserving historic commercial districts, and supporting small businesses.

The Minnesota Main Streets program has a proven track record of revitalizing downtowns and neighborhood districts, making them more resilient and economically vibrant. Increased funding for this program would provide crucial resources, technical assistance, and financial support to communities like ours, helping us attract new investment, enhance local businesses, and address redevelopment challenges.

With the approval of this funding, more communities across the state, including ours, would have access to resources that make a tangible difference in economic development and downtown revitalization. We urge you to support HF 2332 and ensure continued investment in Minnesota's Main Streets.

Thank you for your time and consideration.

Sincerely,

Thomas Furman
Executive Director
Housing and Redevelopment Authority of Faribault, MN
Faribault, Minnesota

City Hall □ 208 NW 1st Avenue □ Faribault, Minnesota 55021-5105 □ Phone (507) 334-0100



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- AN EQUAL OPPORTUNITY EMPLOYER -



4/14/2025

Rep. Dave Baker, Co-Chair

Rep. Dave Pinto, Co-Chair

Labor and Workforce Development Finance and Policy Committee

Minnesota House of Representatives

Saint Paul, Minnesota

Letter of Support – H.F. 2332

Appropriating Money for a Grant to Rethos: Funding for the Minnesota Main Streets Program

Dear Co-Chair Baker, Co-Chair Pinto, and Members of the Committee,

On behalf of the **Board of Commissioners of the Housing and Redevelopment Authority of Faribault, Minnesota**, we are writing to express our strong support for HF 2332, which would provide funding to Rethos for the Minnesota Main Streets program.

As a board committed to the long-term vitality and livability of our community, we see firsthand how the Minnesota Main Streets program helps catalyze economic development, support small businesses, and preserve the unique character of historic downtowns across the state. Communities like Faribault benefit directly from the resources and technical expertise made available through this program, which aligns with our mission of promoting redevelopment, housing, and community revitalization.

With Faribault actively working to regain Accredited status in the Minnesota Main Street Program, the passage of HF 2332 would be timely and impactful. Additional funding would empower our community—and many others—to take meaningful steps forward in revitalizing commercial corridors and fostering vibrant economic activity.

We respectfully urge your support for this legislation. Thank you for your attention and for your commitment to strengthening communities across Minnesota.

Sincerely,

Board of Commissioners

Housing and Redevelopment Authority of Faribault, MN

Faribault, Minnesota





Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Thomas Furman - Executive Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: April 14, 2025
SUBJECT: Director's Report and Update

BACKGROUND:

Updates on a few topics and activities that are germane to the HRA. Verbal report only.

REQUESTED ACTION:

ATTACHMENTS: