



## HOUSING & REDEVELOPMENT AUTHORITY AGENDA

3RD FLOOR CONFERENCE MONDAY, FEBRUARY 9,  
ROOM 2026

6:00 PM

1. Call to Order/ Approve Agenda
2. Approval of the Minutes
3. Property Reports for Robinwood Manor and Scattered Sites
4. Items for Discussion
  - A. Community Action Center (CAC) – Emergency Rental Assistance Overview
  - B. Approve Resolution 2026-03 authorizing payment to TRCA for MHR
  - C. Resolution 2026-04 Authorize Reserve for Replacement Account
  - D. Resolution 2026-05 Approve the Maxfield Housing Needs Analysis
  - E. Resolution 2026-06 Authorize Contractual Expenditure for Maxfield
  - F. Resolution 2026-07 Accept Vacancy Rate Memo from Maxfield
  - G. Strategic Planning Update and Draft priority input– Allyson Brunette
  - H. Resolution 2026-08 Authorizing Payment Processing Procedures
  - I. Downtown building rehabilitation
5. Director's Report
6. Executive Director Transition Planning and Next Steps
7. Board Governance Orientation
8. Elections of Officers
9. Adjournment





## HOUSING & REDEVELOPMENT AUTHORITY MINUTES

3RD FLOOR  
CONFERENCE ROOM

MONDAY, JANUARY 12, 2026

6:00 PM

[IGNORE\_INDENT]

### Meeting Items

1. Call to Order/ Approve Agenda

Chair John Rowan called the regular meeting of the Housing and Redevelopment Authority to order at 6:00 pm. Commissioners John Rowan, Mandy Barnes, Carrie Winjum, Loni Ahlers, and Travis McColley were in attendance. Also in attendance were Executive Director Thomas Furman, City Administrator Jessica Kinsinger, CED Director David Wanberg, and Administrative Assistant Kari Casper.

Special Guests: Jonathan King and Nort Johnson, Laura Helle, and Jansen Gonzalez.

A motion was made by Travis McColley, seconded by Mandy Barnes, to approve the agenda as presented.

2. Approval of the Minutes

A motion was made by Travis McColley, seconded by Mandy Barnes, to approve the meeting minutes as presented. Motion passed unanimously.

3. Program Reports

A. Three Rivers Action Mobile Home Rehab report

Laura Helle and Jansen Gonzalez gave the fourth quarter presentation of the program for the Motion Home Rehab program. Helle presented a 2-to-1 ratio as a presumption on the program's return on investment. McColley said that he'd like to see that expectation higher for next year. Barnes asked if there were programs that they would attend as they did before. Gonzalez did say that they will be at the Safe Summer Kick-off. Barnes made a motion, seconded by Winjim to approve signing the updated contract between Three Rivers and the HRA. The motion passed unanimously.

4. Property Reports

A. Robinwood and Scattered Sites

Furman stated that we are managing and taking care of these sites now. We are getting the finalized information from Cornerstone. Cornerstone did provide the November financials, which are in the packet.

Ahlers made a motion, seconded by McColley to pay the expenses as presented. Motion carried unanimously.

**HONESTY ▪ RESPECT ▪ DEDICATED ▪ VISIONARY ▪ ACCOUNTABILITY**

5. Items for Discussion

A. Matt Drevlow - 229 Central

Mr. Drevlow did not attend this meeting. He did send in a preliminary pro forma for review. There is a gap. The board did make note that this property has already received assistance through FDC. Kinser stated that the HRA would have to subordinate, and they would have to decide if they were open to the idea of releasing the five-year rule. The board would not be getting in the way of anything, but would not be too interested in financially supporting it. Barnes said that she would like to see the applicant come in with more information.

B. Faribault Housing Needs Analysis – Key Findings & Discussion

Furman said that he does not yet have the finalized copy of the report. The report stated that Faribault does have a shortage in every area. The vacancy rate is at 2.5%. Five percent would be healthy. Affordable housing is at .6%. Furman stated that Maxfield will be doing a large presentation of their report in the future. Send the old Maxfield report to the board members for their review.

C. Operational Update: Transition of Property Management Functions

Furman went over some of the procedures that we have come up with in terms of paying the bills. Travis McColley made a motion, seconded by Carrie Winjim, to approve Resolution 2026-1 and 2026-02 as presented. Motion passed unanimously.

1 Resolution 2026-01 - Purchase of Printer

2 Resolution 2026-02 - Credit Card Authorization for HRA Operating Expenses

6. Strategic Planning / Board Development

A. Allyson Brunette – HRA Mission, Vision, and Governance Discussion

Brunette started with a recap of the last meeting. They are just looking for a bit of a roadmap for the next few years. Housing is the end goal. Reconnecting to the why of this organization. Last time, they discussed the types of projects they would like to cover. They would like to see a return on investment on the programs that they have. They would like to have recognition within the community. Mission is who we serve and what we do. She had asked what they are promising.

7. Director's Report

8. Adjournment

Travis McColley made a motion to adjourn at 7:54 p.m., seconded by Carrie Winjim. The motion carried unanimously.

By: \_\_\_\_\_

Vendor	Name	Remit	Document	Invoice	Payment Method	Invoice Amt	Voucher	Status	Is Released?	Dept
10353	Chadderdon Lumber	0	13694	219433	Normal	59.97		Held	No	HRA
11276	Bug Busters, Inc	0	13689	80746	Normal	297.50		Held	No	HRA
11276	Bug Busters, Inc	0	13692	80313	Normal	1,202.50		Held	No	HRA
11199	QSC of Northfield In	0	13696	912294	Normal	1,380.32		Held	No	HRA
10713	City of Faribault	0	13695	2057	Normal	42,201.05		Held	No	HRA
						45,141.34				

Scattered Sites 2025

Vendor	Name	Remit	Document	Invoice	Payment Method	Invoice Amt	Voucher	Status	Is Released?	Dept
10973	Xcel Energy	0	13681	957036023	Normal	38.12		Held	No	HRA
10973	Xcel Energy	0	13682	960079164	Normal	527.71		Held	No	HRA
11280	MM Minnesota LLC	0	13684	INV-3941960	Normal	825.00		Held	No	HRA
10154	Summit Fire Protecti	2	13686	3723916	EFT	1,055.00		Held	No	HRA
10713	City of Faribault	0	13687	2073	Normal	42,671.80		Held	No	HRA
11276	Bug Busters, Inc	0	13690	80314	Normal	820.00		Held	No	HRA
10973	Xcel Energy	0	13700	961853034	Normal	494.11		Held	No	HRA
						46,431.74				

Vendor	Name	Remit	Document	Invoice	Payment Method	Invoice Amt	Voucher	Status	Is Released?	Dept
10611	Tom's Lock & Key LL	0	13719	0015489	Normal	85.74		Held	No	HRA
10611	Tom's Lock & Key LL	0	13720	0015495	Normal	10.00		Held	No	HRA
10587	Quality Appliance In	0	13727	14215	EFT	50.44		Held	No	HRA
10417	Faribo Plumbing & He	0	13724	66601	EFT	363.25		Pending approval	Yes	HRA
10756	Faribault Interiors	0	13728	51061	Normal	80.00		Held	No	HRA
10756	Faribault Interiors	0	13729	51062	Normal	3,700.00		Held	No	HRA
10410	Faribault Ace Hardwa	0	13725	514243/1	Normal	31.11		Pending approval	Yes	HRA
10729	Darren Viland Carpen	0	13721	012726 RW	Normal	1,592.60		Held	No	HRA
10354	Cintas Corporation	2	13730	4258707791	EFT	26.93		Held	No	HRA
11276	Bug Busters, Inc	0	13722	81140	Normal	127.50		Pending approval	Yes	HRA
11276	Bug Busters, Inc	0	13723	81141	Normal	85.00		Held	No	HRA
10681	Amazon Capital Servi	0	13726	16G3-L71M-DWWY	EFT	31.66		Held	No	HRA
						6,184.23				

Scattered Sites 2026

Vendor	Name	Remit	Document	Invoice	Payment Method	Invoice Amt	Voucher	Status	Is Released?	Dept
10973	Xcel Energy	0	13702	962606607	Normal	22.27		Held	No	HRA
10611	Tom's Lock & Key LL	0	13698	0015529	Normal	20.00		Held	No	HRA
10611	Tom's Lock & Key LL	0	13699	0015548	Normal	10.00		Held	No	HRA
11199	QSC of Northfield In	0	13703	912787	Normal	473.44		Held	No	HRA
11279	Probuilt Constructio	0	13697	8001	Normal	48,598.46		Held	No	HRA
10099	Loffler Companies In	0	13717	5252125	Normal	1,531.99		Held	No	HRA
10473	Insty-Prints	0	13704	168621 SS	EFT	72.90		Held	No	HRA
10417	Faribo Plumbing & He	0	13710	66527	EFT	156.25		Held	No	HRA
10416	Faribo Air Condition	0	13708	23683	EFT	775.00		Held	No	HRA
10416	Faribo Air Condition	0	13709	23678	EFT	830.00		Held	No	HRA
10756	Faribault Interiors	0	13711	51050	Normal	6,300.00		Held	No	HRA
10756	Faribault Interiors	0	13712	46941	Normal	7,900.00		Held	No	HRA
10756	Faribault Interiors	0	13713	51044	Normal	8,250.00		Held	No	HRA
10756	Faribault Interiors	0	13714	46927	Normal	9,575.00		Held	No	HRA
10756	Faribault Interiors	0	13715	51032	Normal	800.00		Held	No	HRA
10756	Faribault Interiors	0	13716	46925	Normal	5,920.00		Held	No	HRA
10729	Darren Viland Carpen	0	13701	012626 1528 Western	Normal	1,225.00		Held	No	HRA
10681	Amazon Capital Servi	0	13705	1PP1-7DPC-1WCF	EFT	16.82		Held	No	HRA
10681	Amazon Capital Servi	0	13718	1VRT-1THK-YWCG	EFT	34.55		Held	No	HRA
						92,511.68				



## Request for Action

**TO:** Faribault Housing & Redevelopment Authority  
**FROM:** Thomas Furman - Executive Director  
**THROUGH:** David Wanberg, Director of Community and Economic Development  
**MEETING DATE:** February 9, 2026  
**SUBJECT:** Community Action Center (CAC) –  
Emergency Rental Assistance Overview

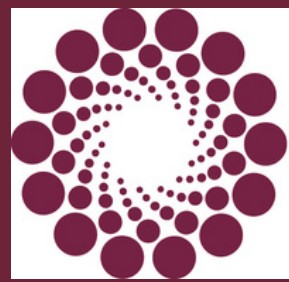
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**BACKGROUND:**

**REQUESTED ACTION:**

**ATTACHMENTS:**

1. Faribault HRA Rental Assistance Request Feb 2026



Community Action Center

# Emergency Rental Assistance

Anika Rychner, Interim Executive Director  
Community Action Center

Faribault Housing and Redevelopment Authority  
February 9, 2026



# Summary

The Community Action Center (CAC) respectfully proposes a partnership with the City of Faribault Housing and Redevelopment Authority (HRA) to manage and disburse **\$50,000** in HRA funds for rent relief.

As the Rice County area's primary provider of emergency housing and basic needs services, CAC is uniquely positioned to ensure these funds reach the most vulnerable Faribault residents with the speed, trust, and cultural responsiveness required in this critical moment.





# Why CAC

CAC is already a partner in the mission of the HRA and we appreciate any opportunity to work together on behalf of our community.

With an established Resource Center in Faribault, the CAC has seen exponential growth—now serving over **10,000 Faribault residents** annually. Our bilingual staff (English, Spanish, Somali) and "no-wrong-door" approach have built deep community trust.

# The Current Crisis

Recent large-scale immigration enforcement actions in Minnesota have created a climate of profound fear and instability for documented and undocumented immigrants alike, as well as U.S. citizens.

**Economic Disruption:** Many immigrant families who are essential to our local workforce and the fabric of our neighborhoods are currently sheltering in place. Families are losing critical wages, leaving them unable to meet basic rent obligations. Families are turning to CAC for rental assistance at a rate much higher than usual.





# Data Indicators

- In Faribault, **45% of households** are currently experiencing a rent burden, paying more than 30% of their income on housing\*
- **450** Estimated Faribault families in need
  - 14% of Faribault residents are foreign born and 32% of foreign born are from Latin America.\*\*
- **\$600 - \$1200 per month**-Range of Relief requested per household
- **55 households**-Projected reach of proposed funding

*\*2024 Rice County Community Health Assessment*

*\*\*U.S. Census Bureau*

# Return on Investment

- Prevention is much cheaper than crisis intervention
- \$1-2K vs much more costly eviction process
- Prevents higher public costs tied to shelter use, public safety, and child welfare
- Housing loss is strongly linked to job loss, especially in shift-based, hourly, manufacturing, and service jobs
- Preventing evictions now avoids the long-term public costs of disrupted education and student homelessness.



# Infrastructure and Accountability

The CAC already possesses the administrative infrastructure to execute this work immediately.

- **Proven Processes:** Our housing advocacy team manages and prioritizes complex intake, participant release forms, landlord verification, and digital fund disbursement daily.
- **Reporting:** The CAC is committed to transparency. We will provide regular, anonymized reporting to the HRA on fund utilization, demographic reach, and impact.
- **Leverage:** In addition to Faribault HRA funds, CAC is leveraging additional grants and donations to provide additional support.

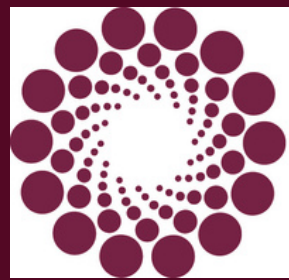


# Thank you

Anika Rychner

[rychner.anika@communityactioncenter.org](mailto:rychner.anika@communityactioncenter.org)

612-644-4308



Community Action Center



## Request for Action

**TO:** Faribault Housing & Redevelopment Authority  
**FROM:** Thomas Furman - Executive Director  
**THROUGH:** David Wanberg, Director of Community and Economic Development  
**MEETING DATE:** February 9, 2026  
**SUBJECT:** Approve Resolution 2026-03 authorizing payment to TRCA for MHR

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### **BACKGROUND:**

The Housing & Redevelopment Authority of Faribault has an executed service agreement with **Three Rivers Community Action, Inc.** to administer the Mobile Home Rehabilitation Program. The agreement provides for **\$60,000 annually**, paid in **quarterly installments of \$15,000**, in exchange for program administration, outreach, compliance, and reporting services.

Due to the timing of contract execution and administrative transition activities in 2025, services were provided by Three Rivers Community Action, Inc. for the period **July 1, 2025 through December 31, 2025**, prior to the HRA issuing payment under the finalized agreement.

To bring the contract current and ensure continuity of services, the HRA must approve payment for this six-month period. The total amount due for services rendered during this timeframe is **\$30,000**, representing two quarterly installments.

Approval of this payment will bring the service agreement into good standing and allow the HRA to proceed with the established quarterly payment schedule beginning in February 2026.

**REQUESTED ACTION:**

Approve **Resolution 2026-03**, authorizing payment in the amount of **\$30,000** to **Three Rivers Community Action, Inc.** for services provided under the Mobile Home Rehabilitation Program service agreement for the period **July 1, 2025 through December 31, 2025**.

**ATTACHMENTS:**

1. Resolution 2026-03 authorizing payment to TRCA for MHR

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

**Resolution #2026-03**

**AUTHORIZING PAYMENT FOR PRIOR SERVICE PROVIDED FOR MOBILE HOME  
REHABILITATION AGREEMENT**

**WHEREAS**, The Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") has entered into a service agreement with Three Rivers Community Action, Inc. for program services approved by the HRA Board; and

**WHEREAS**, The service agreement provides for compensation in the amount of \$60,000 annually, payable in quarterly installments of \$15,000; and

**WHEREAS**, Services under the agreement were provided by Three Rivers Community Action, Inc. during the period of July through December 2025, prior to the formal execution and payment schedule alignment of the agreement; and

**WHEREAS**, The HRA desires to authorize payment for services already rendered during this six-month period in order to bring the account current and maintain continuity of operations and contractual obligations;

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

**1. Authorization of Payment**

The HRA hereby authorizes payment to Three Rivers Community Action, Inc. in the amount of \$30,000 for services provided during the period of July 1, 2025 through December 31, 2025, consistent with the terms of the approved service agreement.

**2. Administrative Action**

The Executive Director is authorized to take all necessary administrative actions to process and issue payment in accordance with this resolution and applicable financial procedures.

**3. Findings**

The recitals set forth above are hereby adopted as findings of the HRA Board.

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**Adopted:** February 9, 2026

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**ATTEST:**

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## Request for Action

**TO:** Faribault Housing & Redevelopment Authority  
**FROM:** Thomas Furman - Executive Director  
**THROUGH:** David Wanberg, Director of Community and Economic Development  
**MEETING DATE:** February 9, 2026  
**SUBJECT:** Resolution 2026-04 Authorize Reserve for Replacement Account

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### **BACKGROUND:**

In October 2022, the Housing & Redevelopment Authority of Faribault converted its public housing units through the federal Rental Assistance Demonstration (RAD) program. As part of the RAD conversion requirements, the HRA is required to establish and maintain a **Reserve for Replacement** account to support long-term capital needs and ensure the ongoing physical sustainability of the properties.

The required minimum contribution to the Reserve for Replacement was established at **\$2,042 per month**, beginning at the time of conversion. While the conversion was completed, the initial Reserve for Replacement account was not funded at that time. As a result, required reserve contributions have accrued since October 2022.

As of the date of this action, the total accumulated reserve requirement is **\$55,134**. Establishing and funding this reserve will bring the HRA into compliance with RAD requirements and strengthen long-term asset management practices. The Reserve for Replacement account will be established at **CCFBank**, which currently holds the HRA's operating accounts and provides local banking services.

### **REQUESTED ACTION:**

Approve **Resolution 2026-04**, authorizing the establishment and funding of an Initial Reserve for Replacement account in the amount of **\$55,134** to satisfy accrued RAD reserve requirements and authorizing City staff and consultants to take all necessary steps to implement and administer the reserve going forward.

**ATTACHMENTS:**

1. Resolution 2026-04 Authorize Reserve for Replacement Account

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

**Resolution #2026-04**

**AUTHORIZING THE ESTABLISHMENT AND FUNDING OF AN INITIAL RESERVE FOR  
REPLACEMENT ACCOUNT FOLLOWING RAD CONVERSION**

**WHEREAS**, the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") converted its public housing units through the Rental Assistance Demonstration ("RAD") program in October 2022; and

**WHEREAS**, as part of the RAD conversion requirements, the HRA was obligated to establish and fund a Reserve for Replacement account to ensure adequate capital reserves for the long-term physical sustainability of the converted housing units; and

**WHEREAS**, the HRA intends to establish and maintain the Reserve for Replacement account at CCFBank, which currently holds the HRA's operating accounts and provides local banking services to the Authority; and

**WHEREAS**, the required minimum monthly contribution to the Reserve for Replacement was established at \$2,042 per month beginning at the time of conversion; and

**WHEREAS**, the initial Reserve for Replacement account was not funded at the time of conversion, resulting in an accumulated required contribution totaling \$55,134 as of the date of this resolution; and

**WHEREAS**, the establishment and funding of this Reserve for Replacement account is necessary to bring the HRA into full compliance with RAD requirements and to ensure prudent long-term asset management.

**NOW, THEREFORE BE IT RESOLVED**, that the Housing and Redevelopment Authority of Faribault, Minnesota hereby authorizes the creation and funding of an Initial Reserve for Replacement account in the amount of \$55,134 to satisfy the required reserve contributions accrued since the October 2022 RAD conversion.

**ALSO, BE IT RESOLVED**, that the HRA authorizes City staff and its consultants to take all necessary steps to establish the account, transfer the required funds, and ensure ongoing compliance with Reserve for Replacement funding requirements going forward.

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**Adopted:** Feb 09, 2026

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**ATTEST:**

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## Request for Action

**TO:** Faribault Housing & Redevelopment Authority  
**FROM:** Thomas Furman - Executive Director  
**THROUGH:** David Wanberg, Director of Community and Economic Development  
**MEETING DATE:** February 9, 2026  
**SUBJECT:** Resolution 2026-05 Approve the Maxfield Housing Needs Analysis

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### **BACKGROUND:**

The Housing and Redevelopment Authority of Faribault engaged **Maxfield Research** to prepare a comprehensive Housing Needs Analysis for the City of Faribault. The study was commissioned to provide an updated, data-driven assessment of local housing conditions, demographic trends, market demand, affordability challenges, and projected housing needs over the coming years.

The Housing Needs Analysis compiles and analyzes information related to population growth, household characteristics, income levels, housing supply, vacancy rates, and development constraints. The purpose of the study is to serve as a planning and informational tool to support informed discussion and decision-making by the HRA, City leadership, and community partners.

The study does not prescribe specific policies or projects. Rather, it provides an objective foundation that can be used to evaluate future housing strategies, guide funding applications, inform redevelopment discussions, and support coordination with private and public stakeholders.

### **REQUESTED ACTION:**

Approve **Resolution 2026-05**, accepting the Housing Needs Analysis prepared by Maxfield Research for the City of Faribault as a planning and informational resource for the Housing and Redevelopment Authority.

**ATTACHMENTS:**

1. Resolution 2026-05 - Approve the Maxfield Housing Needs Analysis

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

**Resolution #2026-05**

**APPROVE THE MAXFIELD HOUSING NEEDS ANALYSIS FOR THE CITY OF FARIBAULT**

**WHEREAS**, the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") has statutory responsibility to evaluate housing needs and support planning efforts that promote safe, affordable, and sustainable housing opportunities within the community; and

**WHEREAS**, the HRA engaged Maxfield Research to prepare a comprehensive Housing Needs Analysis for the City of Faribault to assess current housing conditions, market trends, demographic factors, and projected housing demand; and

**WHEREAS**, the Housing Needs Analysis provides data-driven findings related to housing supply, affordability, vacancy rates, and development opportunities, and is intended to inform future planning, policy discussions, and housing initiatives; and

**WHEREAS**, the HRA has reviewed the findings and recommendations presented in the Housing Needs Analysis and finds the study to be a valuable planning resource for understanding current and future housing needs in Faribault; and

**WHEREAS**, approval of the Housing Needs Analysis does not constitute adoption of specific policies or development actions, but rather acceptance of the study as a reference document to guide future decision-making.

**NOW, THEREFORE BE IT RESOLVED**, that the Housing and Redevelopment Authority of Faribault, Minnesota hereby approves the Housing Needs Analysis prepared by Maxfield Research for the City of Faribault.

**ALSO, BE IT RESOLVED**, that the HRA authorizes the use of the Housing Needs Analysis as a planning and informational resource to support housing policy discussions, funding applications, and future housing initiatives, as appropriate.

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**Adopted:** Feb 09, 2026

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**ATTEST:**

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## Request for Action

**TO:** Faribault Housing & Redevelopment Authority  
**FROM:** Thomas Furman - Executive Director  
**THROUGH:** David Wanberg, Director of Community and Economic Development  
**MEETING DATE:** February 9, 2026  
**SUBJECT:** Resolution 2026-06 Authorize Contractual Expenditure for Maxfield

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### **BACKGROUND:**

The Housing & Redevelopment Authority previously authorized the completion of a comprehensive Housing Needs Analysis for the City of Faribault, prepared by Maxfield Research. The finalized study provides detailed analysis of housing demand, supply, affordability, and development opportunities across multiple housing types.

To support transparency and informed decision-making, the HRA has discussed the value of hosting a public, in-person presentation of the study findings. Such a presentation would allow City staff, elected officials, and community stakeholders to hear directly from Maxfield, ask questions, and better understand the data and recommendations as the City and HRA consider future housing policies and investments.

Maxfield Research has indicated its availability to present the study in Faribault and facilitate discussion. While the presentation would be coordinated and hosted in partnership with the City of Faribault, the HRA would fund the cost of the presentation as part of its housing planning and community engagement role.

### **REQUESTED ACTION:**

Approve **Resolution 2026-06**, authorizing the Executive Director to contract with Maxfield Research for an in-person public presentation of the Faribault Housing Needs Analysis, including facilitation and discussion, and to approve payment of associated professional fees and mileage expenses.

**ATTACHMENTS:**

1. Resolution 2026-06 Authorize Contractual Expenditure for Maxfield

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

**Resolution #2026-06**

**AUTHORIZING CONTRACTUAL EXPENDITURE FOR A PUBLIC PRESENTATION OF THE  
FARIBAULT HOUSING NEEDS ANALYSIS**

**WHEREAS**, the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") previously authorized the completion of a comprehensive Housing Needs Analysis for the City of Faribault, prepared by Maxfield Research; and

**WHEREAS**, the completed Housing Needs Analysis provides important data, findings, and recommendations relevant to housing policy, development planning, and community decision-making; and

**WHEREAS**, the HRA desires to support a public, in-person presentation of the study findings to City staff, elected officials, and community stakeholders in order to promote transparency, understanding, and informed discussion; and

**WHEREAS**, Maxfield Research has offered to provide an in-person presentation of the Housing Needs Analysis in Faribault, including facilitation of discussion and responses to questions, for a professional fee plus applicable mileage; and

**WHEREAS**, while the presentation will be hosted in coordination with the City of Faribault, the HRA will fund the cost of the presentation as part of its mission to advance housing planning and policy;

**NOW, THEREFORE BE IT RESOLVED**, that the Housing and Redevelopment Authority of Faribault, Minnesota hereby authorizes the Executive Director to contract with Maxfield Research for an in-person public presentation of the Faribault Housing Needs Analysis, including facilitation and discussion, and to approve payment of associated professional fees and mileage expenses consistent with the proposal provided.

**ALSO, BE IT RESOLVED**, that the Executive Director is authorized to coordinate with City staff regarding scheduling, venue, outreach, and related logistical arrangements necessary to conduct the presentation.

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**Adopted:** Feb 09, 2026

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**ATTEST:**

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## Request for Action

**TO:** Faribault Housing & Redevelopment Authority  
**FROM:** Thomas Furman - Executive Director  
**THROUGH:** David Wanberg, Director of Community and Economic Development  
**MEETING DATE:** February 9, 2026  
**SUBJECT:** Resolution 2026-07 Accept Vacancy Rate  
Memo from Maxfield

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### BACKGROUND:

The Housing & Redevelopment Authority has received a **Vacancy Rate Memorandum** prepared by **Maxfield Research and Consulting**, dated December 22, 2025, analyzing rental vacancy trends in Faribault and nearby communities from 2020 through 2025.

The analysis was requested in support of a development review process involving the **Economic Development Authority (EDA)** and was intended to provide current, defensible data regarding market conditions for both market-rate and affordable/subsidized rental housing. The memorandum draws from Maxfield's **2020 and 2025 Faribault Housing Needs Analyses** and includes comparative data for **Northfield and Owatonna**.

Key findings include:

- Stabilized **market-rate rental vacancy of approximately 2.5% in 2025**, well below the generally accepted 5.0% market equilibrium level;
- **Affordable and subsidized rental vacancy below 1%**, indicating substantial pent-up demand; and

- Consistently low vacancy rates across nearby cities, demonstrating a **regionally constrained rental market**, not an isolated local condition.

The Vacancy Rate Memorandum provides current, third-party documentation that may be relied upon by the **HRA, EDA, City Council, and City staff** when evaluating development proposals, financing requests, tax abatement considerations, and housing policy decisions.

**REQUESTED ACTION:**

Approve **Resolution 2026-07**, accepting the **Vacancy Rate Memorandum prepared by Maxfield Research and Consulting (December 22, 2025)** as an approved supporting housing market document for use by the Housing & Redevelopment Authority, Economic Development Authority, City Council, and City staff in connection with housing policy decisions, development review, and related financial or land-use actions.

**ATTACHMENTS:**

1. Vacancy Rate Memo Faribault December 2025
2. Resolution 2026-07 Accept Vacancy Rete Memo from Maxfield

December 22, 2025

**MEMORANDUM**

TO: Mr. Schane Rudlang Ms. Stacie Kvilvang  
Ehlers Inc. Ehlers Inc.

FROM: Mr. Rob Wilder  
Maxfield Research and Consulting

RE: Vacancy Rate in Faribault and Nearby Cities from 2020 to 2025

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**Vacancy Rate in Faribault Minnesota**

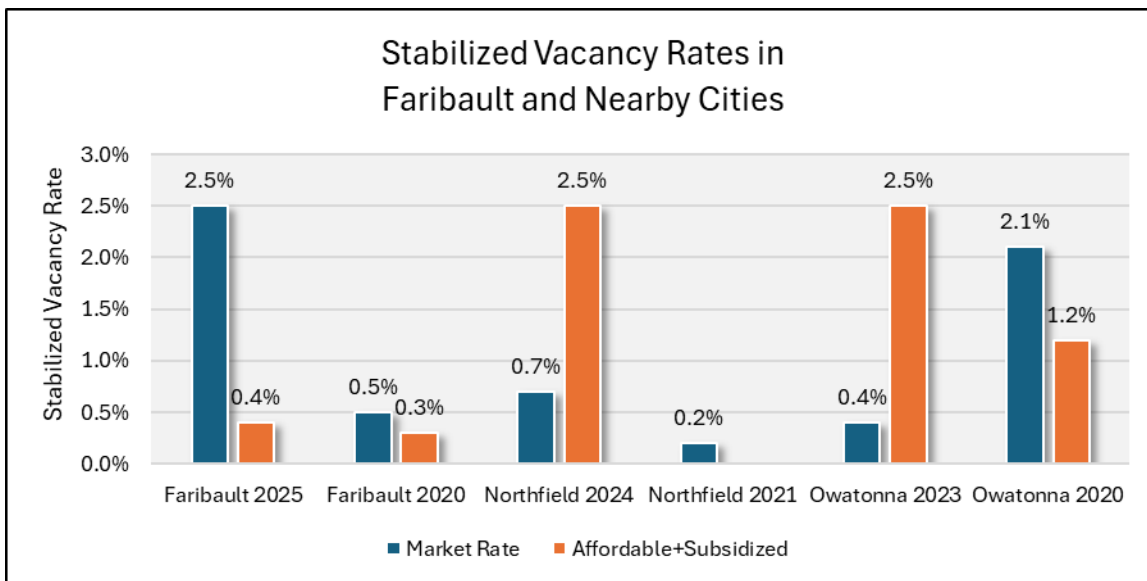
Maxfield Research conducted a comprehensive housing needs analysis for the City of Faribault in 2020 and updated that work in 2025. Based on the analysis completed, there has been a vacancy rate of less than 3% for market rate rental housing (excluding properties in the initial lease-up phases) and for affordable and subsidized rental units, which have seen vacancy rates of less than 1% in both studies.

The overall market equilibrium vacancy rate is 5.0% to ensure a balanced rental market, which provides for adequate consumer choice and preference and sufficient turnover of units. Stabilized market rate rental properties surveyed in the 2025 analysis had an overall vacancy rate of 2.5% vacant, suggesting pent-up demand in the market for additional units. This is an increase from the 2020 study vacancy rate of 0.5% and reflects new product that has entered the market and has absorbed rapidly.

While an overall market equilibrium of 5.0% is standard, when assessing subsidized housing, a market equilibrium of 3.0% is used due to the higher need for income restricted housing. There has been a limited amount of new affordable housing built since 2020 and as such, the vacancy rate for affordable housing remains very low, again indicating substantial pent up demand for affordable housing in Faribault.

Additionally, the vacancy rates for market rate and affordable/subsidized housing have been below 3.0% for Northfield and Owatonna per a review of recent Maxfield Research studies completed in those communities over the past several years. The persistence of low vacancies in nearby cities further documents an overall tight rental market throughout the region for both market rate and affordable/subsidized rental housing.

General Occupancy Rental Vacancy Rates in Faribault and Nearby Cities		
	<u>Market Rate Vacancy Rate</u>	<u>Aff &amp; Sub Vacancy Rate</u>
Faribault -2025 Housing Needs Study	2.5%	0.4%
Faribault -2020 Housing Needs Study	0.5%	0.3%
<i>Nearby Cities</i>		
Northfield - 2024 Housing Needs Study	0.7%	2.5%
Northfield - 2021 Study for Private Developer	0.2%	N/A
Owatonna - 2023 Housing Study	0.4%	2.5%
Owatonna - 2020 Housing Study	2.1%	1.2%
Note: Vacancy rates are for stabilized properties		
Source: Maxfield Research and Consulting		



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

**Resolution #2026-07**

**ACCEPTING THE VACANCY RATE MEMORANDUM PREPARED BY MAXFIELD RESEARCH AND  
CONSULTING**

**WHEREAS**, the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") has oversight responsibility for housing policy, analysis, and planning within the City of Faribault; and

**WHEREAS**, current and defensible vacancy data is an important component of evaluating housing market conditions, development proposals, and related public policy decisions; and

**WHEREAS**, Maxfield Research and Consulting prepared a Vacancy Rate Memorandum dated December 22, 2025, analyzing rental vacancy trends in Faribault and comparable communities, drawing from the firm's 2020 and 2025 Faribault Housing Needs Analyses; and

**WHEREAS**, the Vacancy Rate Memorandum was requested in support of development review and policy discussions, including matters before the Economic Development Authority (EDA), and provides third-party analysis of market-rate and affordable/subsidized rental vacancy conditions; and

**WHEREAS**, the Vacancy Rate Memorandum documents consistently low rental vacancy rates in Faribault and the surrounding region, indicating constrained housing supply and ongoing demand pressures; and

**WHEREAS**, the HRA finds that the Vacancy Rate Memorandum provides useful and reliable information that may be relied upon by the HRA, EDA, City Council, and City staff in connection with housing policy decisions, development review, and related financial or land-use actions.

**NOW, THEREFORE BE IT RESOLVED**, that the Housing and Redevelopment Authority of Faribault, Minnesota hereby accepts the Vacancy Rate Memorandum prepared by Maxfield Research and Consulting dated December 22, 2025 as an approved supporting housing market document.

**ALSO, BE IT RESOLVED**, that the HRA authorizes the use of the Vacancy Rate Memorandum by the HRA, Economic Development Authority, City Council, and City staff for purposes including, but not limited to, housing policy evaluation, development review, and consideration of financial or land-use requests.

**Adopted:** Feb 09, 2026

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**ATTEST:**

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## Request for Action

**TO:** Faribault Housing & Redevelopment Authority  
**FROM:** Thomas Furman - Executive Director  
**THROUGH:** David Wanberg, Director of Community and Economic Development  
**MEETING DATE:** February 9, 2026  
**SUBJECT:** Strategic Planning Update and Draft priority input– Allyson Brunette

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### **BACKGROUND:**

The Housing & Redevelopment Authority has been working with consultant Allyson Brunette to develop a draft Strategic Plan, including refinement of the HRA’s mission and vision, clarification of governance roles, and alignment around priority focus areas.

This work is intended to provide both existing and newly appointed Board members with a shared framework for decision-making as the HRA manages ongoing operational responsibilities while planning for future housing and redevelopment needs.

Ms. Brunette has requested time on the agenda to present and review the draft Strategic Plan, summarize key themes and recommendations, and facilitate a structured discussion with the Board. This discussion is intended to gather initial reactions, questions, and areas for refinement, rather than to consider formal adoption at this time.

While the draft identifies five priority focus areas, these are intended as areas of emphasis rather than an exhaustive or limiting list of the HRA’s work. Activities discussed by the Board — including downtown rehabilitation efforts with a housing component — remain within the HRA’s scope as opportunities arise.

The Strategic Plan is also grounded in a collaborative approach. The HRA intends to continue working closely with the City Council, Economic Development Authority, and City staff to align housing, redevelopment, and financial tools in a coordinated and mutually supportive manner.

Approximately 15–25 minutes have been allocated for this item.

**REQUESTED ACTION:**

Review and discussion of priorities, revisions, and next steps. No action requested.

**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:** February 9, 2026  
**SUBJECT:** Resolution 2026-08 Authorizing Payment Processing Procedures

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### **BACKGROUND:**

The Housing & Redevelopment Authority has transitioned from third-party property management to **internal management** of the Scattered Sites portfolio and is serving in an interim management role for Robinwood Manor. As part of this transition, the HRA is now responsible for preparing and administering payments for routine operating expenses, vendor services, and other property-related obligations that were previously handled by an outside management company.

To ensure timely payment of routine bills, compliance with statutory payment timelines, and continuity of operations, the HRA has established the ability to prepare checks internally. All checks continue to be reviewed and signed through the City of Faribault Finance Department in accordance with existing City financial controls.

Because routine operating expenses arise on an ongoing basis and often require payment between regular Board meetings, the Board's prior practice of approving individual checks in advance is no longer operationally practical under the internal management model. At the same time, the HRA wishes to maintain clear guardrails, transparency, and Board oversight.

This item establishes a formal payment processing framework that authorizes staff to process **ordinary and recurring operating expenses**

within defined limits, while reserving Board approval for larger or non-routine expenditures and maintaining Finance Department signatory control.

**REQUESTED ACTION:**

Approve **Resolution 2026-08**, authorizing payment processing procedures following the HRA's transition to internal property management, including authorization for routine operating payments not exceeding \$5,000 per transaction, with continued Finance Department signatory review and ongoing Board reporting.

**ATTACHMENTS:**

1. Resolution 2026-08 Authorizing Payment Processing Procedures Following Transition to Internal Property Management

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

**Resolution #2026-08**

**AUTHORIZING PAYMENT PROCESSING PROCEDURES FOLLOWING TRANSITION TO  
INTERNAL PROPERTY MANAGEMENT**

**WHEREAS**, the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") has transitioned from third-party property management to internally managing its Scattered Sites portfolio and serving in an interim management role for Robinwood Manor; and

**WHEREAS**, as a result of this transition, the HRA is now responsible for preparing and administering payments for routine operating expenses, vendor services, and other property-related obligations; and

**WHEREAS**, timely payment of routine obligations is necessary to maintain operations, comply with statutory payment timelines, and ensure continuity of services to residents and vendors; and

**WHEREAS**, the HRA desires to establish clear payment processing procedures that allow routine expenditures to be paid as incurred, while maintaining appropriate financial oversight, internal controls, and Board accountability; and

**WHEREAS**, all HRA checks will continue to be reviewed and signed through the City of Faribault Finance Department in accordance with established City financial controls.

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

**1. Authorization of Routine Payment Processing**

The HRA authorizes the preparation and processing of checks for routine and recurring operating expenses related to HRA programs and properties, including but not limited to utilities, maintenance, vendor services, and contractual obligations, without requiring prior individual Board approval for each payment.

**2. Expenditure Limitation**

This authorization applies only to individual payments **not exceeding \$5,000**.

Any payment exceeding \$5,000 shall require prior approval by the HRA Board.

**3. Scope of Authorization**

This resolution applies solely to **ordinary and customary operating**

**expenses** and does not authorize non-routine, extraordinary, or discretionary expenditures, including but not limited to capital purchases, new contracts, or programmatic changes, unless otherwise approved by the Board.

4. **Financial Controls Maintained**

All checks prepared by the HRA shall be reviewed and signed by the City of Faribault Finance Department in accordance with established City policies and procedures.

5. **Board Oversight**

Payments made under this authorization shall continue to be reported to the HRA Board through regular financial reports and claims listings, consistent with existing reporting practices.

***ALSO, BE IT RESOLVED,*** that the HRA authorizes City staff and its consultants to take all actions necessary to implement the intent of this resolution.

**Adopted:** Feb 09, 2026

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**ATTEST:**

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## Request for Action

**TO:** Faribault Housing & Redevelopment Authority  
**FROM:** Thomas Furman - Executive Director  
**THROUGH:** David Wanberg, Director of Community and Economic Development  
**MEETING DATE:** February 9, 2026  
**SUBJECT:** Downtown building rehabilitation

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### **BACKGROUND:**

As redevelopment activity in the downtown area continues to emerge, developers have increasingly requested opportunities to present projects to the Housing & Redevelopment Authority. These requests often involve some level of public participation, including potential HRA, EDA, or City financial support.

As Executive Director, my role is to **vet proposed projects before they reach the Board** to ensure that requests are grounded in realistic assumptions, complete financial analysis, and responsible use of public resources. This includes reviewing sources and uses, operating cash flow, development feasibility, and—critically—whether all applicable financing tools have been fully explored.

In many cases, developers initially approach the HRA seeking gap funding without first leveraging available programs that could materially reduce project costs. These may include historic tax credits, energy efficiency incentives, housing-specific financing tools, or other state and federal programs. Ensuring that these options are examined is not intended to create barriers, but rather to **minimize reliance on local public funds** and strengthen the overall viability of the project.

At the same time, it is recognized that downtown redevelopment remains challenging, and that **some level of public participation may ultimately be necessary** for projects to move forward. In that context,

assisting developers—by pushing them to fully optimize their financing structures, reassess acquisition costs, or engage more directly with City processes—can improve outcomes and reduce long-term risk to the HRA and taxpayers.

This approach reflects a balance between:

- Supporting downtown revitalization efforts,
- Exercising prudent stewardship of public funds,
- And ensuring that public participation occurs only after all reasonable cost-reduction and financing alternatives have been pursued.

The intent is not to slow redevelopment, but to ensure that when projects do move forward, they do so on the strongest and most defensible footing possible.

**REQUESTED ACTION:**

Receive the update and provide direction to staff regarding further evaluation of cost-reduction strategies and due-diligence tools related to development proposals seeking HRA financial participation.

**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:** February 9, 2026  
**SUBJECT:** Director's Report

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### **BACKGROUND:**

#### **Director's Report – February 2026**

##### Operations & Management Transition

The HRA has transitioned property management functions in-house, ending reliance on third-party management and restoring direct operational oversight.

Internal payment structures have been established, allowing the HRA to prepare checks internally while continuing to route all payments through the City's Finance Department for signature and compliance.

These changes have improved response time, accountability, and continuity while maintaining appropriate financial controls.

##### Asset & Property Progress

The sale of Robinwood Manor is progressing and is weeks away from finalization, with required steps advancing as planned.

The HRA has re-established working relationships with local maintenance vendors, improving service responsiveness and supporting local businesses.

Capital investment has resumed through unit renovations and targeted improvements, putting value back into the housing portfolio rather than deferring maintenance.

##### Compliance & Oversight

The Robinwood Manor MOR has been completed and submitted.

The initial submission received a satisfactory rating, resolving compliance issues that had remained outstanding for more than six months under prior management.

Required reserve structures and financial housekeeping items tied to

earlier program changes (including RAD-related requirements) are being actively addressed.

#### Planning, Governance & Strategic Direction

The HRA has engaged consultant Allyson Brunette to support governance clarity, mission and vision refinement, and longer-term organizational alignment.

This work is intended to help the Board—particularly new members—develop shared understanding around roles, expectations, and strategic priorities as the HRA continues to evolve.

In parallel, the HRA has completed the Faribault Housing Needs Analysis prepared by Maxfield Research, along with a supplemental Vacancy Rate Memorandum.

Together, these studies provide current, third-party data to support policy decisions, redevelopment discussions, funding considerations, and coordination with the City, EDA, and other partners.

#### Redevelopment & Partnership Coordination

Phase II matters with the Faribault Development Corporation (FDC) have been finalized.

The HRA has clarified expectations moving forward to ensure that properties are marketed and sold to developers who engage with the City for guidance and alignment with adopted housing and redevelopment priorities.

This positions the HRA, City, and FDC to operate with clearer roles and more coordinated outcomes.

#### Looking Ahead

Work continues on stabilizing internal systems, supporting the Robinwood transition, and advancing longer-term planning efforts reflected in recent studies and consultant engagements.

### **REQUESTED ACTION:**

### **ATTACHMENTS:**



## Request for Action

**TO:** Faribault Housing & Redevelopment Authority

**FROM:**

**THROUGH:** David Wanberg, Director of Community and Economic Development

**MEETING DATE:** February 9, 2026

**SUBJECT:** Executive Director Transition Planning and Next Steps

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### **BACKGROUND:**

The Housing & Redevelopment Authority is entering a period of leadership transition with the upcoming departure of the current Executive Director. Over the past several months, the HRA has stabilized operations, brought property management functions in-house, advanced the pending sale of Robinwood Manor, re-established vendor relationships, completed key compliance items, and initiated longer-term planning efforts through consultant and study engagements.

As part of a responsible transition, it is appropriate for the Board to discuss near-term continuity needs and longer-term governance and staffing considerations. This includes understanding the range of administrative structures that may be considered following the Executive Director's departure, the implications of those structures for HRA independence and oversight, and the operational capacity required to maintain momentum on current initiatives.

This agenda item is intended to provide the Board with situational awareness of items currently in progress, anticipated workload and decision points following the transition, and areas where Board direction may be needed in the coming months. The discussion is not intended to pre-determine outcomes, but rather to ensure the Board is informed and prepared to guide next steps consistent with its statutory role and priorities.

**REQUESTED ACTION:**

No formal action is requested at this time.

The Board is asked to:

- Receive an overview of transition-related considerations and ongoing work items;
- Discuss priorities and expectations related to leadership continuity and administrative support following the Executive Director's departure; and
- Provide general direction, if desired, regarding next steps for transition planning to inform future agenda items or actions.

**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:** February 9, 2026  
**SUBJECT:** Board Governance Orientation

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### **BACKGROUND:**

#### **Board Governance Orientation – Open Meeting Law, Attendance Expectations, and Parliamentary Procedure**

As part of the Housing & Redevelopment Authority’s annual organizational meeting—and in recognition of several new commissioners joining the Board—this agenda item is intended to provide a brief governance orientation covering three foundational areas of Board service: Minnesota Open Meeting Law, Board member expectations and attendance, and the use of Robert’s Rules of Order.

This discussion is not prompted by any specific issue or concern, but rather is intended to ensure a shared understanding of responsibilities, expectations, and best practices so that all commissioners begin the year with the same framework for how the HRA conducts its work.

#### **Open Meeting Law**

The HRA is subject to Minnesota’s Open Meeting Law, which is designed to ensure transparency in public decision-making. In practical terms, this means:

- The HRA conducts its business **only when properly noticed meetings are convened** and open to the public.

- Board members should not discuss HRA business when a quorum (or more than half of the Board) is present outside of a noticed meeting.
- This restriction also applies to **serial communications**, including email chains, text messages, or informal conversations that collectively involve a quorum of the Board.
- When Board members receive emails or inquiries related to HRA business, responses should generally be directed to the **Board Chair** or the **Executive Director**, rather than engaging in group discussion.

Individual commissioners do not act on behalf of the HRA outside of Board action. Authority rests with the Board **as a body**, not with individual members, and policy direction or operational decisions are made only through formal action at noticed meetings.

### **Board Member Expectations and Attendance**

Service on the HRA Board carries with it an expectation of regular attendance, preparation, and engagement. The HRA's bylaws establish minimum attendance standards and outline the Board's collective responsibility to govern effectively.

This portion of the discussion will review expectations related to:

- Regular and special meeting attendance,
- Preparation and review of meeting materials,
- Participation in discussion and decision-making, and
- The importance of consistency and continuity in Board governance.

These expectations are intended to support effective decision-making and ensure that all commissioners are able to contribute meaningfully to the Authority's work.

### **Robert's Rules of Order**

HONESTY ▪ RESPECT ▪ DEDICATED ▪ VISIONARY ▪ ACCOUNTABILITY

The HRA operates under Robert's Rules of Order to provide structure, fairness, and clarity during meetings. While meetings are not intended to be overly formal, the use of parliamentary procedure helps ensure that:

- Meetings are run efficiently and respectfully,
- All members have an opportunity to participate,
- Motions and actions are clearly stated and recorded, and
- The Chair is supported in facilitating orderly discussion.

This overview will serve as a refresher on how meetings are conducted and how commissioners can participate comfortably within that structure.

**REQUESTED ACTION:**

**No formal action is requested** as part of this item. The discussion is intended to support shared understanding, effective governance, and a smooth transition into the upcoming year of Board service.

**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:** February 9, 2026  
**SUBJECT:** Elections of Officers

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### **BACKGROUND:**

Per the Housing and Redevelopment Authority of Faribault, Minnesota bylaws, the HRA Board, at its regularly scheduled monthly meeting in February of each fiscal year, shall elect to office from its membership, a Chairperson and a Vice-Chairperson/ Secretary. The current Chairperson and Vice Chairperson are eligible for re-election if the authorities choose. Board members may serve a maximum of three (3) consecutive one-year terms in any office. After completing three (3) terms in any office, the Board member must wait one (1) year before serving in that role again. All board members are eligible for the office of Chairperson and Vice-Chairperson/Secretary.

### **REQUESTED ACTION:**

Elect Chair and Vice Chairperson to a one-year term.

### **ATTACHMENTS:**