



HOUSING & REDEVELOPMENT AUTHORITY MINUTES

3RD FLOOR
CONFERENCE ROOM

MONDAY, FEBRUARY 9, 2026

6:00 PM

Meeting Items

1. Call to Order/ Approve Agenda

Chair Rowen called the HRA meeting to order at 5:58 p.m. Members in attendance were Mandy Barnes, Jonathan King, Deb Lyzenga, Travis McColley, Jeannie Michaels, and Chair John Rowan. Also in attendance were Thomas Furman, HRA Executive Director, Kari Casper, Administrative Assistant II, David Wanberg, Community and Economic Development Director; Jake Wiensch, Economic Development Coordinator, and Jessica Kinser, City Administrator. With special guests, Allyson Burnette via Teams.

Mandy Barnes made a motion, seconded by Travis McColley, to approve the agenda. Thomas Furman then requested they remove items G and I. from the agenda as written. Barnes confirmed the changes and affirmed her motion with the proposed changes, which were then seconded by McColley. The motion passed on a 6/0 vote.

2. Approval of the Minutes

Travis McColley made a motion, seconded by Mandy Barnes, to approve the meeting minutes as presented. The motion passed on a 6/0 vote.

3. Property Reports for Robinwood Manor and Scattered Sites

The item report was not present for viewing. However, Thomas Furman gave the presentation. He started with the sale of Robinwood. The closing date has been decided for February 27th, 2026. Chair Rowen explained our "Scattered Sites," which are the 49 units we have throughout the city. The bills were shown on the screen. He is requesting approval for payment of all the bills. McColley asked about the \$48,000 bill. Furman then explained that the bill was for a property where Cornerstone's maintenance staff left a window open, and the pipes froze and broke in the unit. The League of Minnesota Cities is working with Cornerstone on this. We ended up being reimbursed for all expenses, except the \$2,000 deductible. A motion was made by Mandy Barnes, seconded by Jonathan King, to pay the expenses as presented. The motion passed on a 6/0 deductible.

4. Items for Discussion

A. Community Action Center (CAC) – Emergency Rental Assistance Overview

Anika Rychner, Interim Executive Director for the Community Action Center here in Faribault was present requesting \$50,000 for Emergency Rental Assistance from the HRA. With the current economic climate as it is, they are finding more and more need

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for this type of assistance. The board had a short discussion, and a motion was made by McColley to do a one-time expense to CAC for the \$50,000. The chair asked for a second on the motion, and no one responded. The motion then died. Chair Rowan then proclaimed that the HRA would take the matter under advisement for now.

B. Approve Resolution 2026-03 authorizing payment to TRCA for MHR

This is a quarterly request for funding from Three Rivers Community Action for the Mobile Home Rehab program. Motion by Travis McColley, seconded by Mandy Barnes, to approve Resolution 2026-03 authorizing payment to TRCA for MHR as presented.

C. Resolution 2026-04 Authorize Reserve for Replacement Account

Thomas Furman stated that to close out the RAD Repositioning for Public Housing, we need to set up the Reserve Account for capital improvements. According to the closing documents, a set amount is to be reserved each month for these improvements. A motion was made by Mandy Barnes, seconded by Jonathan King, to approve Resolution 2026-04 Authorize Reserve for Replacement Account as presented. The motion carried on a 6\0 vote.

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

A motion was made by Travis McColley, seconded by Mandy Barnes, to approve the 2026-05 Resolution to Approve the Maxfield Housing Needs Analysis as presented. The motion passed on 6/0 vote.

E. Resolution 2026-06 Authorize Contractual Expenditure for Maxfield

A motion was made by Mandy Barnes, seconded by Travis McColley, to approve Resolution 2026-06 Authorize Contractual Expenditure for Maxfield as presented. The motion passed on a 6/0 vote.

F. Resolution 2026-07 Accept Vacancy Rate Memo from Maxfield

A motion was made by Travis McColley, seconded by Jonathan King to approve Resolution 2026-07 Accept Vacancy Rate Memo from Maxfield as presented. The motion passed on a 6/0 vote.

G. Strategic Planning Update and Draft priority input– Allyson Brunette

Allyson Brunette went over the memo that was presented to ensure that she captured the mission of the HRA.

H. Resolution 2026-08 Authorizing Payment Processing Procedures

Originally, we talked about getting set up, and because Tom Furman is transitioning, we will be utilizing the finance department to do the work. If there is something outside the norm, we will bring it forward to the board. Anything above \$5,000 has to go to the board for approval. The list will still be generated.

A motion was made by Travis McColley, seconded by Mandy Barnes, to approve Resolution 2026-08 Authorizing Payment Processing Procedures as presented. The motion passed unanimously.

I. Downtown building rehabilitation

Item was removed from the agenda.

5. Director's Report

6. Executive Director Transition Planning and Next Steps

Furman combined 5 and 6. He began by stating that the HRA has ended its reliance on the third-party management company and is working on processing things internally. The sale of Robinwood is weeks away. We recently had a MOR, and Kari

put the package together, and everything went through the first time. Furman has not set an end date yet.

Kinser said that they will be redoing the job description. She reminded the board of the managerial service contract with the HRA for \$50,000/yr. City staff logs their time accordingly. She mentioned that they did not want a city staff member doing property management and putting all the work on one person and will be seeking another third-party to manage the scattered sites. She said that what she was hearing is that the board wants someone with a skill set to set up the programs and get them to the community. They will probably not have the position filled by the time Furman leaves. She asked if the board members would like to be involved in the interviews for the new position. Rowan reminded her of the Cornerstone path. Kinser said that we are in a different position now. McColley asked if we could use Three Rivers' property manager. Kinser said they are not interested. Furman did say that the HRA no longer has the MHFA requirements with the scattered sites, which does make it easier to manage. Kinser mentioned bringing a revised job description to maybe the March meeting. Lyzenga asked who was managing the units now. Furman said that he has a phone that they can call him or call the office. They can have up to three board members. Barnes said she was interested. I think McColley was interested, too.

7. Board Governance Orientation

Furman welcomed the new board members. He spoke on Open Meeting Law. The HRA operates its business only when property is noticed, 72 hours. The meetings are open to the public. He recommended not talking about housing to members of the public or amongst themselves. If there are four board members together, that would fall under the Open Meeting rules. He also mentioned emailing and asked them not to reply to all. If board members have questions, they should contact the Chair or City Staff. Attendance states that they need to attend 2/3 of the meetings. Robert's Rules of Order is about making motions. Furman advises they read this. He can send a link. Meetings are run by the chair, and, in their absence, the meeting will be run by the Vice Chair. If things get out of hand, the Chair takes over. The decisions that are made by the board are collectively made. They do not have the power to do things on their own.

8. Elections of Officers

A Chair and Vice Chair need to be elected. These are assigned for a one year terms only. The agenda should be reviewed by the Chair. The Chair also signs all the resolutions. Nominations for the Chair - Barnes nominated John Rowan, and she also stated that she would be agreeable to the Vice Chair. McColley made a motion to elect by acclamation, John Rowan and Mandy Barnes as Vice Chair. Jon King seconded the motion.

9. Adjournment

McColley made the motion, seconded by Barnes, to adjourn the meeting at 8:16 p.m. Motion carried unanimously—possible quorum at OP3 following the meeting, which was properly noticed—just no talking about housing.

By: _____