



HOUSING & REDEVELOPMENT AUTHORITY AGENDA

PUBLIC MEETING ROOM MONDAY, AUGUST 10, 2026

6:00 PM

1. Call to Order
2. Approve Agenda
3. Approval of the Minutes
4. Program Reports- None
5. Property Reports
 - A. Scattered Sites Status Updates
 - B. July 2026 Financial Report
 - C. Resolution #2026-23 Reject All Hail Damage Bids
6. Public Hearings
 - A. Hill Block, LLC Business Subsidy
7. Items for Discussion
 - A. Housing Partner Presentation- Ruth's House of Hope
 - B. Resolution #2026-21 Approve Financial Assistance to Hope Center
 - C. Resolution #2026-22 Approve Casie Steeves as HRA Executive Director
 - D. Loan Terms for Chamber Trust Housing Project
 - E. 2027 Budget Discussion
 - 1 Resolution #2026-24 Approve Preliminary 2027 Tax Levy
 - 2 Resolution #2026-25 Adopt a Fund Balance Policy
 - 3 2027 HRA Operating Fund Preview
 - 4 City Council Funding/Budget Requests for 2027
 - F. HRA General Updates- Verbal Only
8. Adjournment



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM:
THROUGH:
MEETING DATE: August 10, 2026
SUBJECT: Approve Agenda

BACKGROUND:

REQUESTED ACTION:

ATTACHMENTS:



HOUSING & REDEVELOPMENT AUTHORITY MINUTES

3RD FLOOR
CONFERENCE ROOM

MONDAY, JULY 13, 2026

6:00 PM

Meeting Items

1. Call to Order

Chair Rowan called the meeting to order at 6:00 pm. Commissioners in attendance were Mandy Barnes, Jonathan King, Deborah Lyzenga, Travis McColley, Jeanie Michaels, John Rowan, Carrie Winjum

Special guests include : Dave Brokl, Troy Temple, Nort Johnson
City Staff: Jessica Kinser- City Administrator, Dave Wanberg- Community and Economic Development Director, Casie Steeves- Executive Director Faribault HRA

2. Approve Agenda

A Motion was made by McColley to call the meeting to order and approve the agenda as presented, seconded by King. Motion Carried.

3. Introduction of HRA Executive Director- Casie Steeves

No Action Required

4. Approval of the Minutes

A motion was made by McColley, seconded by King to approve the minutes as prepared/presented. Motion Carried.

5. Program Reports

A. Mobile Home Coordinator Report- Q2 2026

Laura Helle Provided 2026 Q2 Mobile Home Program Report

B. June 2026 Operating Fund Financial Report

Kinser presented the Operating Fund Report, noting that some figures may change as financial responsibilities transition to Trekk. She highlighted that interest income is exceeding projections, property taxes remain the primary revenue source, and reminded the board of the previously approved \$40,000 earmark for the Rice County HRA to cover building permit costs for the eight-unit project.

6. Property Reports

A. June 2026 Scattered Sites Update and Financial Report

Wanberg provided an update on the scattered sites, sharing several potential cost-saving measures identified by the property management team, with additional research and recommendations to be presented at a future meeting. Kinser, also presented the financial report, noting that some figures may fluctuate during the transition between property management companies.

A motion was made by McColley, seconded by Barnes to approve the Property Reports as presented. Motion Carried.

B. Status Updates

Hail Damage Assistance Update:

Steeves, provided an update on the hail damage insurance claim through the League of Minnesota Cities, noting that drone photography will be completed for the bid documents. Bidding will begin as soon as possible, with the lowest qualified bid anticipated to be presented to the Board for approval at the next meeting.

Lumina Comprehensive Needs Assessment:

Steeves also provided an update on the Lumina Comprehensive Needs Assessment, noting that the next round of property inspections will be completed at the end of July. The assessment findings will be presented at a future meeting to help guide long-term capital planning and future budgeting priorities.

A motion was made by Barnes, seconded by King to approve the status updates as presented. Motion Carried.

7. Public Hearings

None

8. Items for Discussion

A. Housing Partner Presentation - Three Rivers Community Action Agency - Laura Helle
Laura provided a comprehensive overview Three Rivers – Rice County programs

B. Overview of a Proposed 10-Year Loan to Hill Block LLC for the Hill Block Redevelopment

Dave Wanberg provided an overview of the Hill Block Project, reviewing prior HRA discussions and the Board's February 2026 indication of support, while noting the EDA is considering a similar loan request. Following discussion regarding the project's scope, loan terms, reporting expectations, and Board oversight, staff emphasized the long-term community benefit of preserving the property and avoiding the significantly higher costs associated with demolition by neglect, with a public hearing scheduled for August 10, 2026.

NO action required as public hearing will be moved to 8/10/26

C. Strategic Priority #1 - Request for a Construction Loan/Discussion of Creating a Construction Loan Program

Chamber Trust / State Avenue Project Discussion:

Nort Johnson and Dave Brokl provided an overview of the proposed State Avenue project, a partnership focused on education and housing. The Board discussed the project structure, including land acquisition, the land trust model, and the additional information needed to fully evaluate the request, including sources and uses and a sworn construction statement. Wanberg noted that developing a formal agreement would require significant staff time and could take several months if the HRA moves forward with approval.

A motion was made by Winjum seconded by McColley to begin drafting loan documents in interest of the Chamber Trust project. Motioned carried

Construction Loan Program Discussion:

The Board discussed the potential development of a formal HRA construction loan program, including desired program criteria, application requirements, and expectations for future requests. The discussion focused on creating a consistent framework to evaluate and support future housing development opportunities.

2 Resolution 2026-19 Amend Resolution 2026-13 to Clarify Land Transfer and Construction Timeline for 728 East Division Street

A motion was made by McColley to amend the resolution clarifying the land transfer, Seconded by Barnes. Motion Carried.

D. 2027 HRA Preliminary Tax Levy

Kinser provided a lengthy presentation regarding the Preliminary Tax Levy, as it relates to each specific priority. Each priority garnered Significant discussion.

Priority #1 — Housing Development

Revolving loan fund utilizing sale proceeds from Robinwood to support.

Priority #2 — Housing Stability Through Targeted Financial Support

Priority #3 — Rehab/Preservation of Existing Housing

Support of the Mobile Home Coordinator continuation as well as work on a proposal from city staff on a sustainable yet realistic program to utilize small amount of budgeted funding.

Priority #4 — Strategic Partnerships

Establishment of one time funding, or mechanism for supporting programs / partners. (Think Rice County HRA support of construction costs/homeowner costs of \$5,000)

Priority #5 — Address Blight for Future Opportunity

Commissioners and city staff, (specifically Steeves) have charged with coming up with ideas and researching what other communities are doing.

E. HRA General Updates - Verbal Only

Jessica provided an overview of events and meetings attended in recent weeks.

A suggestion from Barnes who also serves on the EDA to host a Joint meeting with the EDA to discover gaps and opportunities for collaboration along with understanding of priorities, Vision and goals, etc.

No Action necessary

9. Adjournment

A motion to Adjourn was made by Barnes, seconded by King at 8:21PM. Motion Carried

By: _____

Casie Steeves, Executive Director- HRA



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Casie Steeves, Executive Director Faribault HRA
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: August 10, 2026
SUBJECT: Scattered Sites Status Updates

BACKGROUND:

Lumina Comprehensive Needs Assessment:

The second round of inspections with Lumina was completed. The next and final round of inspections will be completed by mid-September, with findings and recommendations thereafter.

Vacancy Report

As of 8/4/2026, 7 units are vacant, with 2 pending move-out/turnover. Refer to attached Unit Detail for specific information regarding days vacant and anticipated availability dates.

REQUESTED ACTION:

Receive and File

ATTACHMENTS:

1. FHRA unit_vacancy_detail-

Unit Vacancy Detail

Property Groups: FHRA

Units: Active

Level of Detail: Summary View

Bedrooms: Any

Bathrooms: Any

Amenities:

Appliances:

Include Non-Revenue Units: No

Unit	Bed/Bath	Sqft	Unit Status	Rent Ready	Days Vacant	Last Rent	Scheduled Rent	Last Move Out	Available On	Next Move In
FHRA 1225 - 1225 2nd Street NW Faribault, MN 55021										
FHRA 1225	4/2.00	1,754	Vacant-Unrented	No	35	1,490.00	1,490.00	06/30/2026	08/01/2026	
FHRA 408 - 408 13th St NW Faribault, MN 55021										
FHRA 408	3/1.50	1,386	Notice-Unrented	No		1,577.00	1,577.00	08/05/2026	09/01/2026	
FHRA 412 - 412 13th St NW Faribault, MN 55021										
FHRA 412	3/1.50	1,386	Vacant-Unrented	No	4	1,753.00	1,356.00	07/31/2026	09/01/2026	
FHRA Lincoln Ave - 519 -527Lincoln Ave Faribault, MN 55021										
527	3/1.50	1,466	Notice-Unrented	Yes		1,954.00		09/30/2026	10/10/2026	
FHRA Shumway Ave - 1806-1820 Shumway Ave Faribault, MN 55021										
1808	3/1.50	1,354	Vacant-Unrented	Yes	4	780.00	780.00	07/31/2026		
1812	3/1.50	1,354	Vacant-Unrented	Yes	4	1,610.00	1,610.00	07/31/2026	08/10/2026	
		2,708				2,390.00	2,390.00			
FHRA Spring Road - 900-904 Spring Road Faribault, MN 55021										
904C	3/1.50	1,386	Vacant-Rented	Yes	0		1,356.00			09/01/2026
FHRA Western Ave NW - 1518-1536 Western Avenue NW Faribault, MN 55021										
1522	3/1.50	1,354	Vacant-Unrented	No	0		1,353.00			
1524	3/1.50	1,354	Vacant-Unrented	Yes	35	1,353.00	1,353.00	06/30/2026	08/01/2026	
		2,708				1,353.00	2,706.00			
Total										
		12,794				10,517.00	10,875.00			



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Casie Steeves, HRA Executive Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: August 10, 2026
SUBJECT: July 2026 Financial Report

BACKGROUND:

There were no claims over \$10,000, that would require HRA approval. Trekk / Staff will provide printed copies of July Financial Reports at meeting.

REQUESTED ACTION:

Receive and File, Feedback to staff regarding style of reporting

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Casie Steeves, Executive Director, City of Faribault HRA
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: August 10, 2026
SUBJECT: Resolution #2026-23 Reject All Hail Damage Bids

BACKGROUND:

Hail Storm Damage Repair

Following the April 13, 2026 hailstorm, the HRA directed staff to complete insurance assessments and solicit bids for repairs to the affected scattered-site properties. The League of Minnesota Cities and Medin Architects have assisted staff throughout the assessment and bidding process. A public bid opening was conducted, and five bids were received. Upon review, a significant disparity in bid pricing and potential inconsistencies in the project scope, specifically related to the siding. After consulting with legal counsel, the recommendation is to reject all bids to ensure a fair and competitive procurement. Medin Architects will clarify the project specifications and the project will be re-advertised for bids. Staff is hopeful of a recommendation and resolution at the September meeting.

REQUESTED ACTION:

Approve Resolution 2026-23 to Reject All Bids

ATTACHMENTS:

1. Resolution 2026-23 Approve Resolution to Reject Hail Damage Bids

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

Resolution #2026-23

REJECT ALL HAIL DAMAGE BIDS

WHEREAS, on April 13, 2026, a hailstorm caused damage to multiple Housing and Redevelopment Authority (HRA) scattered-site properties; and

WHEREAS, the HRA directed staff to coordinate insurance assessments and solicit competitive bids for the necessary repairs; and

WHEREAS, the League of Minnesota Cities Insurance Trust and Medin Architects assisted staff in evaluating the damage, developing bid specifications, and facilitating the bidding process; and

WHEREAS, bids were publicly solicited and opened in accordance with applicable procurement requirements and the bids, as outlined in Exhibit A, were received complying with the advertisement for bids:

WHEREAS, staff, the project architect, and legal counsel have reviewed the bids received and recommend rejecting all bids in the best interest of the Housing and Redevelopment Authority; and

WHEREAS, the project architect will reassess the scope of work, revise the bid documents as necessary, and re-advertise the project for competitive bids.

NOW, THEREFORE, BE IT RESOLVED, by the Housing and Redevelopment Authority of the City of Faribault that all bids received for the hail damage repairs to the HRA's scattered-site properties are hereby rejected.

BE IT FURTHER RESOLVED that staff and the project architect are authorized to reassess the project scope, revise the bid specifications as necessary, and re-advertise the project for bids in accordance with applicable procurement requirements.

Adopted: August 10, 2026

F. John Rowan, Board Chair

ATTEST:

Casie Steeves, Executive Director

Exhibit A



BID TABULATION

PROJECT: 2026 HRA Storm Damage Repairs

DATE: August 5, 2026

BIDDERS	BID BOND	ADDENDUMS RECEIVED	BASE LUMP SUM UNIFIED BID		ALT. + -	ALT. + -	ALT. + 25% -
NH EXTERIORS COMMERCIAL, LLC	YES AIA	1	149,587.87		NONE (NO. A-1)		
KOK CONSTRUCTION	YES CASHIER	1.0	207,044.00		NONE		10%
TVO CONSTRUCTION		? NOT NOTED	207,927.00		\$22.00.00/ UNIT		
PROFICIENT			340,880.00				
TJ SIGNATURE			485,600.00				



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, CED Director
THROUGH: David Wanberg, CED Director
MEETING DATE: August 10, 2026
SUBJECT: Hill Block, LLC Business Subsidy

BACKGROUND:

The HRA held a special meeting on Thursday, February 26, 2026, to discuss a business subsidy request from Hill Block LLC in the form of a low-interest loan to assist in the redevelopment of the Hill Block Portfolio at 217, 219, and 223 Central Avenue. The proposed redevelopment includes 19 residential units. The City's financial advisor conducted a detailed review of the project's pro forma to determine the project's need for financial assistance. Ultimately, the City approved tax increment financing, and the HRA and EDA stated that they each would provide a \$300,000 loan with a ten-year term at 2.75% interest, with monthly interest-only payments for the ten-year term and payment of the principal upon the ten-year term.

The HRA's Attorney prepared a loan agreement and requested that Hill Block, LLC representatives verify that the terms of the agreement are acceptable. Hill Block, LLC representatives did not respond before the publication of this HRA packet. Consequently, City Staff recommends that the HRA open a public hearing to solicit public comments on the proposed subsidy as described above. After receiving public comments (if any), the HRA should close the public hearing. The HRA will then act on the loan agreement at a later date.

REQUESTED ACTION:

Open a public hearing related to the Hill Block, LLC business subsidy (low-interest loan) request. Receive public comments and close the public hearing.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Casie Steeves, HRA Executive Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: August 10, 2026
SUBJECT: Housing Partner Presentation- Ruth's House of Hope

BACKGROUND:

As part of Strategic Priority #4, Suzanne Fox of Ruth's House will be at the meeting to discuss the organization as well as safe housing for their residents and the broader community.
See attached Memo from Ruth's House.
Note, the attached Memo does include an ask for financial assistance, outside what is currently budgeted for 2026. Staff recommends referring discussion to the 2027 Budget Discussion.

REQUESTED ACTION:

No Action Required

ATTACHMENTS:

1. Ruth's House_Faribault HRA for board packet (1) (1) (1)

Ruth's House is requesting financial support to ensure continued program operation from Faribault HRA to help sustain our mission of providing safe, stable transitional shelter for women and children experiencing homelessness. Our shelter offers more than a place to sleep; it provides a secure, home-like environment where each family has their own room, 24/7 support, and an average stay of six to eight months to rebuild their lives. Each year, our Ruth's House shelter and Sarah's House recovery residence serve approximately 100 women and children combined, providing more than 11,000 nights of safe shelter. During their stay, residents receive individualized support, including employment and financial education, parenting and life-skills classes, assistance navigating Child Protective Services and healthcare, and connections to community resources. We also work closely with each resident to secure safe, stable, long-term housing before they leave our program, helping ensure they have the foundation for lasting success. Through partnerships with local agencies such as HOPE Center, CAC, HCI, schools, businesses, and volunteers, we help residents build the confidence, skills, and relationships needed to thrive independently.

Aiyana* is a former Ruth's House resident who recently shared her story about the impact our mission has made on her family:

Today, my sons are 7 and 14. We have stable housing here in Faribault, living in a lower-level split house with a yard. I'm off assistance completely, and the boys, despite the trauma, are thriving. We have our animals back, and I'm enrolled in college classes again with one semester left to finish my AA degree. Life is hard; however, it is manageable.

There are not enough places of refuge like Ruth's House, and I know I would not be where I am today without the help I was given there. My youngest son with autism especially benefited from the environment at Ruth's House. Special attention and considerations were given to him with his disability, thanks to my case manager and her knowledge of Special Education. My oldest son has ADHD as well, and he also benefited. I was able to thrive there and grow in all the ways I dreamed of, and therefore, my children benefited and were able to thrive.

When a person is in tough situations, with children in tow, we can't see or think clearly. There is a mental fog. When we are given a safe place, our nervous system has a chance to settle. The fog dissipates, and we can see more clearly.

I know funds are being cut around the country. It makes little to no sense to me. When we have an infection, we treat the infection; otherwise, that infection will manifest in other parts of the body. Similarly, when we have people in poverty, drug addiction, and mental/social crisis, leaving them to fend for themselves surely leads to increased problems. When we invest and care for the people hurting the most, that healing will radiate to the community and the rest of society.

I hope that my story sheds light on the massive impact Ruth's House has, and that they get enough funding to stay open for years to come.

Sincerely,

Aiyana*

Name changed to protect privacy

The need for these services continues to grow, with a waitlist that increases daily and additional financial pressures stemming from the loss of major grant funding due to grantor restructuring, as well as reductions in public benefits such as SNAP and housing vouchers. Nearly 80% of our residents remain in Rice County after leaving our programs because they have established employment, their children are enrolled in local schools, and they have built lasting relationships within the community. As outlined in our strategic plan, Ruth's House is committed to serving more people, serving them more deeply, and expanding support through aftercare and supportive housing opportunities. Due to the loss of a major funder, including the reductions listed above, Ruth's House respectfully requests \$50,000 in operational and program support. This funding request will help ensure we can continue providing safe shelter, comprehensive programming, housing stabilization services, and compassionate support that empowers women and children to transform their lives, strengthen our community, and build brighter futures.



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Casie Steeves, Executive Director City of Faribault HRA
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: August 10, 2026
SUBJECT: Resolution #2026-21 Approve Financial Assistance to Hope Center

BACKGROUND:

On October 20, 2025, the Housing and Redevelopment Authority (HRA) welcomed Erica Stabb, Executive Director of the Hope Center, to provide an overview of the organization's mission, housing-related services, and the critical role the Hope Center plays in providing emergency shelter, advocacy, and supportive services to individuals and families experiencing domestic and sexual violence.

Following the presentation, the Board discussed providing a one-time financial contribution of \$10,000 in support of the Hope Center's housing-related services. While the discussion was subsequently tabled, funding for this contribution was later incorporated into the 2026 HRA's approved budget.

Upon a recent administrative review, staff determined that although funding had been budgeted, no formal Board resolution authorizing the expenditure was adopted, no funding agreement was prepared, and payment had not been issued. As a result, the Hope Center has not received the anticipated contribution.

Future Considerations:

As part of this discussion, staff also recommends that the Board consider establishing a formal process for reviewing future requests for discretionary financial contributions from nonprofit organizations and

community partners. A standardized process would promote transparency, consistency, accountability, and equitable consideration of future funding requests while ensuring that Board actions are supported by appropriate documentation and formal agreements. Staff anticipates returning to the Board at a future meeting with recommendations for a broader Program, which would provide a structured framework for evaluating future housing-related investments and community partnership opportunities.

REQUESTED ACTION:

Approve Resolution #2026-21

ATTACHMENTS:

1. Resolution 2026-21 Approve Financial Assistance to Hope Center
2. Safehousing Assistance Hope Center 8-10-2026

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

RESOLUTION #2026-21

APPROVE FINANCIAL ASSISTANCE TO FARIBAULT HOPE CENTER

WHEREAS, the Hope Center provides emergency shelter, advocacy, housing-related assistance, and supportive services to individuals and families affected by domestic violence, sexual violence, and related crises throughout the Faribault area; and

WHEREAS, the Housing and Redevelopment Authority of Faribault, Minnesota (the "Faribault HRA"), recognizes the important role the Hope Center plays in promoting housing stability and providing safe housing options for vulnerable members of the community. This funding is consistent with Strategic Priorities Focus Area #2- Housing Stability Through Targeted Financial Support and Focus Area #4- Strategic Partnerships ; and

WHEREAS, the Faribault HRA finds that providing a one-time financial contribution to the Hope Center is consistent with the Authority's mission to support and promote housing opportunities and community well-being.

NOW, THEREFORE, BE IT RESOLVED by the Housing and Redevelopment Authority of Faribault, Minnesota (the "Faribault HRA") as follows:

1. The Faribault HRA hereby authorizes a one-time financial contribution to the Hope Center in the amount of Ten Thousand Dollars (\$10,000).
2. This contribution is intended as a one-time allocation and shall not be construed as establishing an annual appropriation, recurring funding commitment, or ongoing financial obligation of the Faribault HRA.
3. Staff is authorized to prepare any necessary documentation and process payment of the approved contribution.
4. The Faribault HRA respectfully invites representatives of the Hope Center to attend a future Board meeting to provide an overview of how the contribution was utilized, the impact of the funding, and a general update regarding the organization's housing-related services and community initiatives.

5. The Chair and staff are authorized to execute any documents necessary to carry out the intent of this Resolution.

Adopted: August 10, 2026

F. John Rowan, Board Chair

ATTEST:

Casie Steeves, Executive Director

SAFEHOUSING ASSISTANCE FUND AGREEMENT

This Safe Housing Assistance Funds Agreement (this "Agreement") is made this 10th day of August, 2026 by and between the Housing & Redevelopment Authority of Faribault, Minnesota, a Minnesota public body corporate and politic located at 208 15¹ Avenue NW, Faribault, Minnesota 55021 (the "HRA"), and the Hope Center, a nonprofit corporation organized under the laws of the State of Minnesota and located 1003 7th St NW, Faribault, MN 55021-4724 (the "Contractor"). The HRA and the Contractor are each be individually referred to herein as "Party" and jointly as "Parties."

- I. **SERVICES TO BE PROVIDED.** The parties will perform the Safe Housing Assistance services and their individual responsibilities as specified in the memorandum of understanding between the parties which is incorporated into this Agreement as Exhibit A (the "Memorandum"). All professional services provided by the Contractor under this Agreement shall be provided in a manner consistent with the Memorandum and the level of care and skill ordinarily exercised by professional grantees currently providing similar services.
- II. **FUNDING OF SERVICES.** For the tasks outlined in the Proposal, the HRA shall allocate to the Contractor up to \$10,000 (the "Grant"). The HRA shall not be responsible for allocating any additional funds or for any additional work performed by the Contractor that is not expressly listed in the Memorandum or otherwise pre- approved by the HRA in writing. The HRA shall distribute the Grant in a single disbursement. The HRA will distribute funds under the Agreement upon the continuing compliance by the Contractor with its obligations hereunder.
- III. **TERMINATION OF AGREEMENT.** Notwithstanding any other provision herein to the contrary, this Agreement may be terminated as follows: (1) the parties, by mutual written agreement, may terminate this Agreement at any time; (2) the Contractor may terminate this Agreement in the event of a breach of the Agreement by the HRA, upon providing 30 days' written notice to the HRA; (3) the HRA may terminate this Agreement at any time at its option, for any reason or no reason at all.
- IV. **INDEPENDENT CONTRACTOR.** All services provided pursuant to this Agreement shall be provided by the Contractor as an independent contractor and not as an employee of the HRA for any purpose. Any and all officers, employees, subcontractors, and agents of the Contractor, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall not be considered employees of the HRA. Any and all actions which arise as a consequence of any act or omission on the part of the Contractor, its officers, employees, subcontractors, or agents, or other persons engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall not be the obligation or responsibility of the HRA. The Contractor, its officers, employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the HRA's employees, except as otherwise stated herein.

V. **INDEMNIFICATION.** The Contractor, and any and all officers, employees, subcontractors, and agents of the Contractor, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall indemnify, defend, and hold harmless the HRA and its officials, employees, contractors, and agents from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by the Contractor, its officers, employees, subcontractors, and agents, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement. In no event shall the HRA be liable to the Contractor for consequential, incidental, indirect, special, or punitive damages. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the HRA is entitled under Minnesota Statutes, Chapter 466 or otherwise.

VI.

I. **CONFLICT OF INTEREST.** The Contractor shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety.

II. **THIRD PARTY RIGHTS.** The Parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

III. **NOTICES.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, first class and postage fully prepaid, and addressed to the addresses above, or at such other address as either party may provide to the other by notice given in accordance with this provision.

IV. **MISCELLANEOUS PROVISIONS.**

A. **Entire Agreement.** This Agreement, along with its Exhibits, shall constitute the entire agreement between the HRA and the Contractor, and supersedes any other written or oral agreements between the HRA and the Contractor. This Agreement can only be modified in writing signed
by the HRA and the Contractor.

B. **Data Practices Act Compliance.** Data provided, produced or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The Contractor will immediately report to the HRA any requests from third parties for information relating to this Agreement. The Contractor agrees to promptly respond to inquiries from the HRA concerning data requests.

C. **Audit.** The Contractor must allow the HRA, or its duly authorized agents, and the state auditor or legislative auditor reasonable access to the Contractor's books, records, documents, and accounting procedures and practices that are pertinent to all Services provided under this Agreement for a minimum of six years from the termination of this

Agreement.

- D. Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the parties waive any objections to jurisdiction.
- E. No Assignment.** This Agreement may not be assigned by either party without the written consent of the other party.
- F. No Discrimination.** The Contractor agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual

orientation, status with regard to public assistance, or religion.

- G. Agreement Not Exclusive.** The HRA retains the right to hire other additional contractors in the HRA's sole discretion.
- H. Severability.** The provisions of this Agreement are severable. If any portion of this Agreement is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision will not affect the remaining provisions of the Agreement .
- I. Waiver.** Any waiver by either party of a breach of any provision of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.
- J. Compliance with Laws.** The Contractor shall exercise due professional care to comply with applicable federal, state, and local laws, statutes, rules, ordinances, and regulations in effect as of the date the Contractor agrees to provide the applicable services detailed in Exhibit A.
- K. Headings.** The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit, or affect the scope and intent of this Agreement.

[remainder of page left intentionally blank]

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement as of the date first written above.

By: _____

Name: John Rowan

Title: Chair, Faribault HRA

Date: _____

By: _____

Name: Casie Steeves

Title: Executive Director, Faribault HRA

Date: _____

HOPE CENTER

By: _____

Name: Erica Staab

Title: Executive Director

Date: _____

MEMORANDUM OF UNDERSTANDING

Between

Housing and Redevelopment Authority of Faribault ("HRA")

and

HOPE Center

I. Purpose

The purpose of this Memorandum of Understanding ("MOU") is to establish the terms under which the Housing and Redevelopment Authority of Faribault (HRA) will provide a one-time contribution of \$10,000 to the HOPE Center to support emergency safe housing and housing stabilization services for individuals and families fleeing domestic violence, sexual violence, stalking, and related victimization.

The HRA recognizes that access to immediate, safe housing is a critical component of housing stability and that emergency assistance often provides the bridge between a housing crisis and permanent, stable housing. Through this partnership, the HRA seeks to support the HOPE Center's efforts to remove housing barriers that place victims at continued risk of homelessness or returning to unsafe living situations.

II. Term

This Agreement shall become effective upon execution by both parties and shall remain in effect through December 31, 2027, unless terminated earlier in accordance with this Agreement. Reporting requirements shall survive until all required reports have been submitted and accepted by the HRA.

III. Use of Funds

The HOPE Center shall use the HRA contribution exclusively to support emergency safe housing and housing stabilization activities for residents served by the organization.

Eligible expenses include:

- Emergency hotel or motel accommodations;
- Transportation necessary to relocate clients to safe housing;
- Short-term rental assistance, including first month's rent or rent arrears, when necessary to prevent homelessness or facilitate a safe transition;
- Safety-related home modifications, including locks, security cameras, exterior lighting, or other security improvements that enable clients to safely remain in their homes when appropriate;
- Other directly related emergency housing expenses approved by the Executive Director of the HOPE Center that further the purpose of this Agreement.

Funds may not be used for general operating expenses unrelated to emergency safe housing or housing stabilization.

The HOPE Center shall maintain financial records documenting the expenditure of HRA funds and shall make such records available to the HRA upon reasonable request.

IV. Payment

Following approval by the HRA Board and execution of this Agreement, the HRA shall issue a one-time payment of \$10,000 to the HOPE Center.

The parties acknowledge that this contribution represents a one-time allocation intended to address an identified community housing need.

V. Reporting Requirements

The HOPE Center agrees to provide quarterly reports to the HRA during the term of this Agreement. Reports shall be submitted in coordination with an HRA Board meeting occurring within each reporting quarter to allow the Board an opportunity to review program outcomes and discuss the impact of the funding.

Each quarterly report shall include:

- The number of individuals and households assisted;
- The number of clients obtaining or maintaining safe housing;
- A summary of expenditures by funding category (hotel stays, transportation, rental assistance, safety modifications, etc.);
- Remaining balance of HRA funds;
- Significant accomplishments, emerging community needs, or challenges encountered.

Within ninety (90) days following the conclusion of the Agreement, the HOPE Center shall submit a final report that includes:

- Total clients assisted;
- Total households obtaining or maintaining safe housing;
- A final accounting of expenditures;
- Program outcomes demonstrating the impact of the HRA investment;
- Client success stories or case summaries (with all personally identifiable information removed) illustrating how emergency safe housing assistance helped clients achieve safety and housing stability.

VI. No Ongoing Funding Obligation

The parties acknowledge that this Agreement represents a one-time financial contribution approved by the HRA Board.

Nothing contained herein shall obligate the HRA to provide future funding, renew this Agreement, or establish an ongoing financial commitment. Any future requests for funding shall be considered independently by the HRA Board through its regular budgeting and funding processes.

VII. Records and Compliance

The HOPE Center shall maintain financial and program records related to this Agreement for a minimum of six (6) years following completion of the Agreement, or for any longer period required by applicable law.

The HRA may request documentation reasonably necessary to verify compliance with the terms of this Agreement.

VIII. Indemnification

Each party shall be responsible for its own acts and omissions and those of its officers, employees, and agents.

Nothing in this Agreement shall be construed as a waiver of any immunities, defenses, or limitations of liability available under Minnesota law.

IX. Termination

Either party may terminate this Agreement upon thirty (30) days' written notice.

The HRA may terminate this Agreement immediately if funds are used for purposes materially inconsistent with this Agreement or if the HOPE Center fails to provide the required reporting after reasonable notice.

In the event of termination, any unexpended HRA funds shall be returned to the HRA unless otherwise authorized by the HRA Board.

X. Entire Agreement

This MOU constitutes the entire agreement between the parties regarding the HRA's one-time contribution for emergency safe housing services and may only be amended through a written agreement executed by both parties.

XI. Signatures

HOUSING AND REDEVELOPMENT AUTHORITY OF FARIBAULT

By: _____

Name: John Rowan

Title: Chair, Faribault HRA

Date: _____

By: _____

Name: Casie Steeves

Title: Executive Director, Faribault HRA

Date: _____

HOPE CENTER

By: _____

Name: Erica Staab

Title: Executive Director

Date: _____

EXHIBIT B

HOPE CENTER

Safehousing Needs Overview & Funding Request - Faribault HRA

Contact	Erica Staab, Executive Director
Address	1003 7th St NW, Faribault, MN 55021-4724
Email / Phone	estaab@hopecentermn.org 507.332.0882
Amount Requested	\$10,000 — Safehousing & Emergency Shelter

The Need: Safehousing for Victims of Violence

When someone leaves a domestic or sexual violence situation, safe housing is often the single biggest obstacle standing between danger and stability. Many clients must leave home with no notice and nowhere safe to go, and Rice County's shelter and affordable housing capacity has not kept pace with demand — three new apartment complexes were built in Faribault this past year, and each was full before construction was even complete.

In the gap between crisis and stable housing, HOPE Center steps in to:

- Arrange emergency safehousing, hotel/motel stays, and transportation for clients fleeing immediate danger.
- When funding allows to cover first month's or back rent so housing instability doesn't force a client back into an unsafe situation.
- Install locks, security cameras, and lighting so clients can safely remain in their own homes when relocation isn't possible or desired — equipment that has also helped document protective-order violations for law enforcement.
- Connect clients to longer-term support through our Housing First and Transitional Housing partnership with the Community Action Center (CAC).

Why It Matters

This past year, HOPE Center staff supported a client fleeing both domestic violence and sexual assault. In addition to coordinating a forensic exam, an interpreter, and law enforcement and legal support, our team arranged emergency safehousing for her and her children, along with clothing, food, and hotel accommodations while a longer-term plan came together. With that support in place, she was able to remain in her home, keep her vehicle and job, and begin a violence-free life. Without emergency safehousing dollars, that immediate window of safety simply would not have existed.

2026 Snapshot

- 75 individuals helped to obtain or maintain safe housing through our Housing First / Transitional Housing partnership with CAC.
- Security equipment (cameras, locks, lighting) helped clients stay safely in their homes and provided evidence of protective-order violations.
- Rent assistance removed one of the most common barriers clients cite to taking the next step toward safety.

- Local shelter and affordable housing supply remains far short of need, despite new construction in Faribault.

The Request

HOPE Center respectfully requests \$10,000 from the Rice County HRA to help fund emergency safehousing costs for victims of domestic and sexual violence — including hotel/motel stays, transportation, safety-focused home modifications, and short-term rental assistance. This support closes the gap in the critical window when a client is deciding whether — and how — to move toward safety.

Thank you for your partnership and consideration. We would welcome the opportunity to answer any questions and to discuss how this investment will directly support Rice County residents fleeing violence.

Respectfully submitted,

Erica Staab

Executive Director, HOPE Center
507.332.0882 | estaab@hopecentermn.org



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Jessica Kinser, City Administrator
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: August 10, 2026
SUBJECT: Resolution #2026-22 Approve Casie Steeves as HRA Executive Director

BACKGROUND:

The HRA Bylaws (last revised in 2025 and attached with this memo) require that the HRA Board approve the Executive Director by resolution of the Board. This should have been on the July 13th agenda but was an oversight. In order to adhere to the requirements of the bylaws, it is recommended the Board adopt the attached resolution even though Casie has started and is more than a month into the position.

REQUESTED ACTION:

Approve Resolution 2026-22

ATTACHMENTS:

1. Resolution 2026-22 Approve Casie Steeves as HRA Executive Director
2. By-laws revised 2025

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

Resolution #2026-22

APPROVE CASIE STEEVES AS HRA EXECUTIVE DIRECTOR

WHEREAS, the Housing and Redevelopment Authority of Faribault, Minnesota ("HRA") bylaws (2025) require the HRA Board to "approve the position of Executive Director" by a resolution; and

WHEREAS, Casie Steeves started as the HRA Executive Director on July 6, 2026, following a recruitment and interview process in which Board Members Barnes and McColley participated;

NOW, THEREFORE, BE IT RESOLVED by the Housing and Redevelopment Authority of Faribault, Minnesota, that Casie Steeves is hereby approved as the Executive Director of the Housing and Redevelopment Authority.

Adopted: August 10, 2026

F. John Rowan, Board Chair

ATTEST:

Casie Steeves, Executive Director

Housing and Redevelopment Authority of Faribault, Minnesota
BYLAWS

ARTICLE I THE AUTHORITY

Section 1. Name of the Authority

The name of the Authority shall be the "Housing and Redevelopment Authority of Faribault, Minnesota" and is herein referred to as the "HRA".

Section 2. Seal of the Authority

The seal of the HRA shall be in the form of a circle and shall bear the name of the HRA and the date of its organization.

Section 3. Office of the Authority

The offices of the HRA shall be located at Faribault City Hall, 208 NW First Avenue, Faribault, Minnesota.

ARTICLE II POWERS AND DUTIES

The HRA is a body corporate and politic, governed by the HRA Board, and shall have all the powers and duties afforded under Minnesota Statutes, Chapter 469, Economic Development, Housing and Redevelopment Authorities, as amended.

ARTICLE III BOARD MEMBERSHIP

Section 1. Board Membership and Appointments

The HRA Board shall consist of seven (7) voting members, who shall be residents of the City of Faribault, Minnesota. Board membership shall be comprised of one (1) Faribault City Council member and six (6) at-large members. One of the at-large members can also be a City Council member. At no time shall there be more than two (2) City Council members on the HRA Board.

HRA Board members shall be appointed by the Mayor of the City of Faribault, with the approval of the Faribault City Council, upon recommendation of the City Council's Joint Committee.

HRA Board members must be appointed in accordance with the requirements of the Code of Federal Regulations, Title 24, part 964, as amended.

Section 2. Term of Office

The term of office of any HRA Board member serving at-large shall be five (5) years. The City Council's HRA Board representative shall serve for one (1) year with board membership reviewed on an annual basis by the City Council. HRA Board members may serve a maximum of three (3) consecutive five (5) year

terms for a total of fifteen (15) years. Thereafter, any HRA Board member may re-apply for additional terms after a one (1) year absence from the HRA Board.

HRA Board members shall serve until a successor is appointed and qualified but not longer than ninety (90) days after the members term has expired.

Section 3. Compensation of Board Members

HRA Board members may receive necessary expenses and compensation pursuant to Minnesota Statutes, Section 469.011, subdivision 4, as amended.

Section 4. Meeting Attendance

It shall be the duty of each HRA Board member to attend all regular and special meetings of the HRA and to attend each subcommittee meeting to which a member is appointed. Attendance of HRA members shall be entered in the minutes of each meeting.

HRA Board members shall attend at least two thirds (2/3) of all regularly scheduled meetings during the HRA's fiscal year. Failure of an HRA Board member to meet these minimum attendance requirements may constitute grounds for removal from the HRA Board.

Section 5. Board Vacancies

The Mayor with the approval of the City Council shall fill vacancies occurring on the HRA Board, other than through expiration of term of office, for the remainder of the original term of the vacated position.

Section 6. Resignations

Resignations shall be submitted in writing to the Mayor and the City Council, a minimum of sixty (60) days prior to the effective date of the resignation.

Section 7. Removal of Board Members

An HRA Board member may be removed by the Mayor and the City Council for inefficiency, neglect of duty, or misconduct in office in accordance with Minnesota Statutes, Section 469.010, as amended.

ARTICLE IV OFFICERS

Section 1. Election of Officers

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. Each officer shall hold office for one (1) year.

Section 2. Term of Officers

An HRA Board member may serve a maximum of three (3) consecutive one (1) year terms to any one (1) office. After completing three (3) terms in any one (1) office, the Board member must wait one (1) year before serving in that office again.

Section 3. Powers and Duties of Chairperson

The Chairperson shall preside at meetings of the HRA Board; call special meetings; establish committees, appoint committee members and select committee chairpersons; sign minutes, resolutions, and other official documents adopted or approved by the HRA Board that require the signature of the Chairperson; assist in the development of meeting agendas; and see that all actions of the HRA are properly taken and carried out.

Section 4. Powers and Duties of Vice-Chairperson / Secretary

The Vice-Chairperson / Secretary shall perform all duties of a Secretary for the HRA. During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson / Secretary shall exercise all the powers and duties of the Chairperson.

Section 5. Powers and Duties of the Executive of Director

The Executive Director shall be considered a staff person of the HRA and not a member or an officer of the HRA Board. The position of Executive Director shall be approved by HRA resolution. The Executive Director shall supervise all HRA staff; serve as staff liaison to the HRA, or appoint a designee(s) to be the liaison to the HRA; sign resolutions and other official documents approved by the HRA that require the signature of the Executive Director; assist in the development of meeting agendas; and see that all actions of the HRA are properly taken and carried out.

Replacement of Officers

Section 6. In the event that either the office of Chairperson or Vice-Chairperson / Secretary becomes vacant, a replacement officer shall be elected at the next regularly scheduled meeting to serve out the balance of the original term of the vacated office.

Temporary Absence and Appointments

Section 7. In the event of the temporary absence, disability, or disqualification of the Vice-Chairperson / Secretary, the Chairperson may appoint another member to serve temporarily in this capacity and to assume during this temporary period all the powers and duties of the office as may be immediately necessary to carry out the duties of the Vice-Chairperson / Secretary.

ARTICLE V MEETINGS

Section 1. Regular Meetings

Regularly scheduled meetings of the HRA shall be held on the second Monday of every month commencing at 6 o'clock p.m. in the Faribault City Hall, 208 NW First Avenue, Faribault, Minnesota.

An alternate meeting date, time, and place may be fixed by the HRA Board.

A schedule of HRA monthly meetings shall be kept on file at its offices pursuant to Minnesota Statutes, Section 13D.04, Notice of Meetings, as amended.

Section 2. Special and Emergency Meetings

An additional or special meeting shall be held upon the call of the Chairperson; upon request of at least three (3) of the HRA Board members; or upon request of the Faribault City Council. The Chairperson shall fix the date, place, and time of a special meeting. Such meetings shall be held in compliance with the requirements of the Minnesota Open Meeting Law (Minnesota Statutes, Ch. 13D, as amended).

In the event that an emergency situation, the Executive Director of the HRA or his or her designee is hereby granted authority to make decisions for the HRA Board without calling a special meeting. The Executive Director shall notify the Chairperson of the emergency situation as soon as possible and the Chairperson shall in-turn notify the other HRA Board members, if possible, of the emergency. An emergency meeting shall be held in compliance with the requirements of the Minnesota Open Meeting Law (Minnesota Statutes, Ch. 13D, as amended).

Section 3. Meeting Notice

Adequate notice of all HRA Board meetings shall be given to encourage attendance by HRA Board members and other interested persons and to meet all requirements of the law. All meeting notices shall comply with the requirements of the Minnesota Open Meeting Law (Minnesota Statutes, Section 13D.04, as amended).

All HRA meetings shall be open to the public as required by the Minnesota Open Meeting Law (Minnesota Statutes, Section 13D.01, as amended).

Section 4. Quorum Requirements

In order for the HRA to meet, act or transact business, a quorum of the HRA Board must be present. A quorum is a majority of HRA Board members in office at any time as defined in Minnesota Statutes, Section 469.011, subdivision 1, as amended.

Section 5. Voting Requirement and Procedures

- A. Requirements. The concurring vote of a majority of the quorum shall be necessary for any formal action by the HRA.
- B. Procedure. Voting shall be by voice vote. A vote by roll call may be taken at the discretion of the Chairperson or upon request of any HRA Board member. In the event of a roll call vote, the Chairperson shall vote on each matter, but shall always vote last. The vote of each HRA Board member shall be recorded.

Section 6. Conflict of Interest

Any HRA Board member or HRA employee who has a financial interest in any matter that is before the HRA shall publicly state the nature of said interest, excuse himself or herself from participation in the discussion or any decision making process regarding the matter, and comply with the requirements of Minnesota Statutes, Section 469.009, as amended.

Section 7. Robert's Rules of Order

Robert's Rules of Order shall be followed by the HRA in all cases not otherwise provided for herein.

The HRA Board may at any time waive the Rules through a majority vote of a quorum of the members present.

Section 8. Public Comment

All citizen comments, written and oral, relating to an agenda item shall be presented to the HRA Board upon its consideration of such agenda item.

The public shall be allowed to participate in the discussion of an agenda item upon recognition by the Chairperson at the appropriate time during the meeting and in accordance with Robert's Rules of Order.

Section 9. Minutes of Meetings

The minutes shall be approved at the next regular meeting by formal action of the HRA Board. The minutes shall then become part of the permanent records of the HRA. The unapproved minutes shall be prepared and distributed to the HRA Board members at the following month's meeting.

ARTICLE VI COMMITTEES

Section 1. Establishment of Committees

At any regular or special meeting of the HRA, the Chairperson may establish such committees and give them charge of responsibilities as necessary and appropriate to assist the HRA in carrying out its powers and duties.

If directed by a majority vote of the HRA Board, the Chairperson shall establish a committee for a stated purpose.

Section 2. Committee Appointments

The Chairperson shall appoint committee members and select the chairperson there of and, as necessary, appoint members as replacements to fill vacancies, to add to a committee size, or to provide temporary replacement for an absent member.

HRA Board members may submit, and the Chairperson will consider, for appointment the names of prospective members of any committee.

The Chairperson may appoint non-members of the HRA Board to any committee, and those appointees shall have the right to participate and vote in such committee.

Section 3. Committee Procedures

- A. Each committee may establish such rules and regulations governing its procedure as it deems necessary, or as directed by the HRA Board.
- B. Each committee shall make timely reports of its findings and recommendations to the HRA Board. Committee reports shall be presented to the HRA Board by a committee member who voted with the prevailing side of such committee on the subject of the report.
- C. All committee meetings shall be subject to the requirements of the Minnesota Open Meeting Law (Minnesota Statutes, Ch. 13D, as amended).
- D. HRA Board members serving on any committee shall not be bound at any HRA meeting to vote in accordance with the member's vote on the same question in the committee.

ARTICLE VII MEETING AGENDAS

Section 1. Order of Agenda Items

The Executive Director of the HRA shall prepare HRA Board meeting agendas with input from the Chairperson. Items shall be placed on the agenda in the following order. The order of agenda items may be rearranged at the discretion of the Chairperson, with the approval of the HRA Board, to expedite the meeting.

- a) Call to Order;
- b) Approval of Minutes;
- c) Program Reports;
- d) Property Reports;

- e) Items from Staff; and/or HRA Board members; and
- f) Adjournment.

Section 2. Distribution of Agendas

Staff shall make every reasonable effort to prepare and distribute to HRA Board members, a final agenda for all regular and special meetings at least five (5) days prior to the scheduled meeting.

Section 3. Posting of Agendas

Except as limited by Minnesota Statutes, Section 13D.04, and Article V of these Bylaws, the agenda for HRA meetings shall be posted for public viewing at the offices of the HRA at least five (5) days prior to the meeting.

ARTICLE VIII AMENDMENT OF BYLAWS

The bylaws may be amended at any meeting of the HRA by the concurring vote of a majority of the HRA Board members, provided that written notice of said proposed amendments is provided to each Board member at least fourteen (14) days prior to the meeting.

ARTICLE IX EFFECTIVE DATE OF BYLAWS

These bylaws shall be in effect immediately upon their adoption.

ADOPTED AND APPROVED by the Housing and Redevelopment Authority of the City of Faribault, Minnesota this 10th day of March 2025.

Colin Maltbe, Chairperson

Travis McColley, Vice Chairperson/Secretary

Attest:

Thomas Furman, Executive Director



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Jessica Kinser, City Administrator
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: August 10, 2026
SUBJECT: Loan Terms for Chamber Trust Housing Project

BACKGROUND:

The HRA Board directed staff to work with the City Attorney on the development of loan documents to fund the Chamber Trust's construction of a house at 728 Division Street East. Following that conversation, the following terms are recommended to bring into a loan document that should be available at the September 14th HRA meeting.

- Recommend an October 1st loan origination date
- Require repayment within 12 months
- Would require a first mortgage position on the property
- Would require a formal loan closing through a title company for any funds borrowed from a financial institution to be paid from the \$275,000 and a release or mortgage/lien to ensure the HRA is in the first position
- Would require all remaining funds to remain in an escrow account at the title company for the duration of the project
- Disbursements would happen upon proof of expense and presentation of lien waivers to the title company
- Loan proceeds cannot be used to pay monthly interest on full amount of the loan and must come from the Chamber Trust directly to the HRA (will be \$687.50 per month at 3% interest on \$275,000 loan)
- Reserve the right to take title to the property in the event of default or if unable to sell the property to someone at 100% AMI or less (original stipulation in gift of property to the Chamber Trust).

Please note that the one area of difference between what is recommended

by the attorney and what the Chamber Trust proposes is related to interest. In the attached memo, the Chamber Trust proposes that the interest will be deferred until the property is sold. If the HRA Board wants to proceed with that, I would recommend that, before a loan originates, evidence of the ability to sell to a qualified purchaser at 100 percent of area median income (requirement from the sale of the property) with a draft closing statement demonstrating the ability to repay \$283,250 (loan plus \$8,250 in interest over 12 months). There is not much room for error with a proposed sales price near \$300,000. There will be other documentation requirements prior to the closing as well.

The ask to fund 100% of a loan is putting the HRA into the position of being a lender, which is a role the private sector fulfills well and one that we have not had to fulfill in this way previously. Use of outside resources like a title company to handle the closing of the loan and payment disbursement will have a cost, but the cost and timeliness of a title company cannot be achieved by the City.

The purpose of tonight is to provide additional feedback before getting the terms above into a formal loan agreement. As mentioned previously, the goal would be to have an loan agreement at the September meeting for approval with closing on the loan in October.

REQUESTED ACTION:

Provide feedback on proposed terms

ATTACHMENTS:

1. 8.6.26 Chamber Loan Request

Memorandum from the Chamber Trust



Memo: State Avenue Project – UPDATED Financing Request
To: Faribault HRA Board/Staff
From: Chamber Trust

8/6/2026

HRA Board and Staff,

We are pleased to share that South Central College Carpentry program led by Dave Brokl has chosen to do their home build for the 2026-27 class on the State Avenue lot we have previously discussed.

See attached floor plan for a 4 bedroom 2 ½ bath home designed by Chadderdon Lumber specifically for this unusual lot. The floorplan could be used as a template for future lots with similar challenging dimensions.

The project is approved by the Chamber Trust Board.

The Chamber Trust is requesting HRA participation for the home build on the State Avenue lot. Our request is for construction loan not to exceed \$275,000 at 3% interest. Construction is expected to begin late August/Early September.

The loan + interest will be reimbursed to the HRA on closing of the sale expected in late spring of 2027.

Sale price for the home is pending, but is estimated to be near \$300,000.

Thank you for your consideration and partnership!

Construction bids and estimates available on request.

Nort Johnson

On behalf of the Chamber Trust Executive Committee;

Troy Temple, Keith Kramer, Pam Rezac, Tara Langevin



Request for Action

TO: Faribault Housing & Redevelopment Authority

FROM:

THROUGH: David Wanberg, Director of Community and Economic Development

MEETING DATE: August 10, 2026

SUBJECT: 2027 Budget Discussion

BACKGROUND:

REQUESTED ACTION:

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Casie Steeves, Executive Director Faribault HRA
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: August 10, 2026
SUBJECT: Resolution #2026-24 Approve Preliminary 2027 Tax Levy

BACKGROUND:

The Housing and Redevelopment Authority must establish its preliminary tax levy request to the City Council for fiscal year 2027. Minnesota Statute 469.033 allows cities to levy taxes on behalf of their HRA, up to a maximum of 0.0185% of the estimated taxable market value within the district.

Based on the 2026 actual taxable market value of \$2,514,801,600, the maximum allowable preliminary levy for 2026 is \$465,238.30. The final levy amount will be calculated using the 2027 property tax values when available.

The HRA's ability to fulfill its work program and budget commitments depends on receiving the maximum levy amount allowed by statute. The Board will consider Resolution #2026-24 to establish and recommend the City Council approve this preliminary levy request.

REQUESTED ACTION:

ATTACHMENTS:

1. Resolution 2026-24 Approve Preliminary 2027 Tax Levy

HOUSING AND REDEVELOPMENT AUTHORITY OF FARIBAULT,
MINNESOTA

Resolution #2026-24

ESTABLISH THE HRA PRELIMINARY TAX LEVY FOR FISCAL YEAR 2027

WHEREAS, Minnesota Statute 469.033, Subdivision 6 provides that a City may, at the request of its Housing and Redevelopment Authority (HRA), levy a tax each year on all taxable property within the taxing district for the benefit of the HRA; and

WHEREAS, Minnesota Statute 469.033, Subdivision 6 limits the levy to a maximum of 0.0185 percent of the estimated taxable market value in the district; and

WHEREAS, the 2026 actual taxable market value in the district is \$2,514,801,600; and

WHEREAS, the maximum the City Council can levy for HRA purposes in 2027 is \$465,238.30 ($\$2,514,801,600 \times 0.000185 = \$465,238.30$); and

WHEREAS, the HRA's work program and budget depend on whether the HRA receives the maximum levy amount allowed by the statute.

NOW, THEREFORE, BE IT RESOLVED, by the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA"), that it establishes and recommends the City Council approve a 2027 tax levy of \$465,238.30 for HRA purposes.

[THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY]

ADOPTED: August 10, 2026

ATTEST:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Jessica Kinser, City Administrator
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: August 10, 2026
SUBJECT: Resolution #2026-25 Adopt a Fund Balance Policy

BACKGROUND:

With work starting on the 2027 budget and a desire by the Board to see programming get underway, we felt that it was a good time to bring forward a policy related to the fund balance that should be maintained in the HRA operating fund. Fund balance is defined as the accumulation of prior years' excess or deficit of all revenues and expenditures. Fund balance is not typically used for ongoing operating expenses, as the annual revenues would cover those expenses. Fund balance is ideal to use for one-time uses or special projects or requests.

The fiscal year that ended December 31, 2025, had a fund balance in the HRA Operating Fund of \$1,428,537. It is anticipated that this amount will grow in the current fiscal year based on a number of programs that did not get underway at the beginning of the year.

The attached resolution proposes a policy of maintaining a fund balance based on the prior year's HRA tax levy. In practice, this would mean that the 2027 budget would maintain at least \$439,868 in reserves that are not to be utilized in the operations of the HRA. This does not mean that the HRA can never spend these funds, but would be required to amend the policy or put additional operating funds toward replenishing the fund balance if it went below this amount.

The proposal in the resolution is not the only way to set a policy but is recommended as a straightforward way to do so. As an example, the City's General Fund policy for fund balance is to maintain 35–50% of the following year's budgeted expenditures. The expenses are also greater

than \$25 million, so this turns into a big number. The utility funds are required to maintain 4-months of operating expenditures or 33%, but this is also typically a larger dollar figure. There is no right or wrong way to specify how that figure is determined, but just that there is an amount that the Board is comfortable with that could get the HRA through a reduction in the tax levy or some unknown that would require the use of funds.

This proposal is for the Operating Fund only, and not for other HRA funds.

REQUESTED ACTION:

Provide direction to staff on a Fund Balance Policy

OR

Approve Resolution 2026-25

ATTACHMENTS:

1. Resolution 2026-25 Adopt a Fund Balance Policy

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

Resolution #2026-25

ADOPT A FUND BALANCE POLICY

WHEREAS, the Housing and Redevelopment Authority of Faribault, Minnesota ("HRA") oversees the HRA Operating Fund, which receives the property tax dollars levied annually as well as the operational expenses for the HRA; and

WHEREAS, the HRA has a responsibility to maintain prudent financial operations to ensure the stability of the HRA for the benefit of City residents and beneficiaries fo HRA financial support; and

WHEREAS, maintaining a fund balance and having a policy for the maintenance of fund balance is one measure for ensuring that HRA programming can weather financial difficulties and continue to benefit the community;

NOW, THEREFORE, BE IT RESOLVED by the Housing and Redevelopment Authority of Faribault, Minnesota, that the following Fund Balance Policy is hereby adopted:

The HRA shall maintain a fund balance equal to the amount of the prior year's maximum HRA tax levy amount. This amount shall be maintained to ensure that a reduction or elimination of the HRA tax levy by the City of Faribault will not unduly harm any existing programming and will allow for time to address any financial shortfalls.

Adopted: August 10, 2026

F. John Rowan, Board Chair

ATTEST:

Casie Steeves, Executive Director



Request for Action

TO: Faribault Housing & Redevelopment Authority

FROM: Jessica Kinser, City Administrator
Casie Steeves, HRA Executive Director

THROUGH: David Wanberg, Director of Community and Economic Development

MEETING DATE: August 10, 2026

SUBJECT: 2027 HRA Operating Fund Preview

BACKGROUND:

A draft 2027 Operating Fund budget has been prepared which leaves nearly \$320,000 for the HRA Board to provide direct input into. This draft is attached with the packet. Staff has only included the known obligations and likely administrative expenses as part of the budget to demonstrate to the Board the amount of funds available to direct towards specific programming and purposes. Below is a brief overview of the proposed revenues and expenditures.

Revenues

The main source of revenue in this fund is the HRA tax levy. The budget of \$465,238 is based on a maximum formula in State statutes, of 0.0185% of the total market value from the year prior (\$2.5 billion+). This figure can go down but it cannot go up. The other two revenues are interest. We increased the interest earnings for the cash on hand as a higher interest rate is being earned currently. This could fluctuate with a reduction in the amount of cash on-hand due to some significant loans. The loan interest is for the Hill Block loan only. If the Chamber Trust loan is run through the Operating Fund, we would also budget 9 months of interest (assuming an October 1st origination date) or \$6,187.50 additional.

Expenditures

There are very few known commitments for 2027 of significant dollar value. \$50,000 of line 43090 Expert and Professional Services is the payment to the City of Faribault for management services. The remaining \$20,000 is for consulting fees that are likely needed for establishing a subdivision and other housing-related initiatives. The \$60,000 in 4460

Loans and Grants is the \$30,000 contractual agreement with Three Rivers for the Mobile Home Coordinator and an additional \$30,000 for July 1–December 31, which will come back on a contract amendment in September to get this to a time length that matches the fiscal year for the HRA.

Next Steps

The budget does not need to be adopted until the November 9th HRA meeting, so this is a first look and a time for the Board to direct the spending of nearly \$320,000 in operating expenses or ongoing programs and support. These are not decisions that need to be made at the meeting. A survey will be sent out to get collective board feedback about priorities and funding for 2027 to bring forward additional conversation at the September meeting which aligns with the strategic priorities of the board.

As a reminder, some of the past funding or programs and proposed funding/programs include the following:

- Owner-occupied home improvements
- Dead and diseased tree removal
- Emergency rental assistance to CAC
- Hotel voucher funding to CAC
- Down payment assistance
- Support to Habitat and Rice County HRA for affordable new construction residential projects
- Supportive housing assistance to Hope Center
- Downtown upper story housing grants
- Financial support for Downtown projects

REQUESTED ACTION:

No action requested; discussion only

ATTACHMENTS:

1. 8.6.26 Budget DRAFT

2027 HRA Operating Fund Budget

Org	Object	Account Description	2027 Requested Budget	2026 Revised Budget	2026 Actuals	2025 Actuals	2024 Actuals
HRA	31010	Current Ad Valorem Taxes	(\$465,238.00)	(\$439,868.00)	(\$231,331.24)	(\$411,228.90)	(\$377,043.92)
HRA	31020	Delinquent Ad Valorem Taxes	\$0.00	\$0.00	(\$2,957.70)	(\$2,287.53)	(\$1,487.05)
HRA	31030	Mobile Home Tax	\$0.00	\$0.00	\$0.00	(\$876.49)	(\$663.57)
HRA	31035	Delinquent Mobile Home Tax	\$0.00	\$0.00	(\$234.18)	(\$370.86)	(\$188.32)
HRA	31040	Excess Tax Increment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	31500	Pilot In Lieu of Taxes	\$0.00	\$0.00	\$0.00	(\$308.71)	(\$419.02)
HRA	31550	Green Acres	\$0.00	\$0.00	\$0.00	(\$63.44)	(\$20.70)
HRA	33160	Federal Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	33402	Market Value Homestead Credit	\$0.00	\$0.00	\$0.00	(\$31.13)	(\$31.41)
HRA	33422	Oth State Grants and Aids	\$0.00	\$0.00	\$0.00	(\$534.05)	\$0.00
HRA	34108	Administrative Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	34700	Program Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	36200	Oth Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.84	(\$2,123.30)
HRA	36210	Interest on Invest	(\$14,000.00)	(\$3,686.00)	(\$10,663.50)	\$2,230.08	\$1,491.33
HRA	36211	Interest Market Value	\$0.00	\$0.00	\$0.00	\$0.00	(\$15,747.39)
HRA	36215	Loan Interest	(\$8,250.00)	\$0.00	\$0.00	(\$239.24)	(\$612.03)
HRA	36240	Refunds & Reimbursements	\$0.00	\$0.00	\$0.00	(\$27.30)	\$0.00
HRA	36400	Loan Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	39101	Sale of Capital Assets	\$0.00	\$0.00	\$0.00	\$0.00	(\$28,500.00)
HRA	39200	Transfer In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		TOTAL REVENUE	(\$487,488.00)	(\$443,554.00)	(\$245,186.62)	(\$413,736.73)	(\$425,345.38)
HRA	42010	Supplies	\$450.00	\$450.00	\$0.00	\$465.76	\$173.76
HRA	43010	Auditing & Accounting Services	\$5,775.00	\$5,775.00	\$0.00	\$5,775.00	\$0.00
HRA	43040	Legal Fees – Civil Process	\$15,000.00	\$15,000.00	\$3,762.30	\$5,512.40	\$10,899.65
HRA	43070	Management Services	\$0.00	\$0.00	\$0.00	\$63,434.16	\$234.86
HRA	43090	Expert & Professional Services	\$70,000.00	\$150,000.00	\$29,055.60	\$31,410.72	\$368,038.58
HRA	43095	Software Maintenance & Support	\$1,000.00	\$12,000.00	\$316.35	\$298.97	\$3,596.59
HRA	43140	Training & Education	\$5,000.00	\$7,000.00	\$760.00	\$4,975.00	\$896.76
HRA	43310	Travel Expense	\$3,000.00	\$3,000.00	\$0.00	\$306.50	\$0.00
HRA	43410	Advertising	\$500.00	\$500.00	\$0.00	\$2,480.62	\$0.00
HRA	43510	Legal Notices Publishing	\$500.00	\$500.00	\$103.13	\$199.38	\$0.00
HRA	43520	Recording Fees	\$450.00	\$450.00	\$0.00	\$276.00	\$0.00
HRA	43610	Insurance & Bonds	\$5,000.00	\$6,000.00	\$3,266.00	\$2,389.49	\$10,446.00
HRA	43810	Electric Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	43820	Water Utilities	\$0.00	\$0.00	\$116.63	\$0.00	\$0.00
HRA	43830	Gas Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	43840	Refuse Disposal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	43850	Sewer Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	43860	Storm Water Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	44010	Building Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	44040	Equip & Mach Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	44320	Bad Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	44330	Dues and Subscriptions	\$800.00	\$800.00	\$488.00	\$477.00	\$674.03
HRA	44390	Taxes & Licenses	\$25.00	\$250.00	\$0.00	\$25.00	\$21.25
HRA	44450	Claims & Damages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	44600	Loans & Grants	\$60,000.00	\$235,000.00	\$175,000.00	\$0.00	\$0.00
HRA	45200	Building & Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	45500	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	46020	Oth LT Obligation Prncpl	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	46120	Loan Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	47200	Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA	99999	Temporary acct (please change)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		TOTAL EXPENDITURES	\$167,500.00	\$436,725.00	\$212,868.01	\$118,026.00	\$394,981.48
		(SURPLUS)/DEFICIT	(\$319,988.00)	(\$6,829.00)	(\$32,318.61)	(\$295,710.73)	(\$30,363.90)



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Jessica Kinser, City Administrator
THROUGH: Casie Steeves, HRA Executive Director
 David Wanberg, CED Director
MEETING DATE: August 10, 2026
SUBJECT: City Council Funding/Budget Requests for 2027

BACKGROUND:

The City Council is having discussions of the 2027 preliminary tax levy ahead of a request to adopt a preliminary tax levy on September 8th. In review of new and/or discretionary items, there were two proposals the City Council requested the HRA Board consider funding.

1. Incentive for Owner-Occupied New Residential Construction

As a way to help offset the costs of the City building permit and other fees, the City's budget includes a proposal to offer a \$5,000 rebate to the owners of new single-family owner-occupied properties (after the property has been homesteaded). The HRA has done similar work but is working with the non-profit developer on the front end to reduce the fee, as both the Rice County HRA and Habitat have shown direct assistance to the project. Broadening a program to include any new construction of homes in 2027 would result in a broader applicant pool of homes built by private developers/builders. The City budget included \$100,000 for this program in 2027. The City Council is requesting the HRA take this on as an ongoing program and fund it.

2. Participation in the UDO Rewrite

The City's Unified Development Ordinance (UDO) was adopted in November 1999, and has been amended over the years, but has not had a wholesale review/revision in the last 26 years. The UDO controls all aspects of development and redevelopment in the City, including housing, and as planning and zoning has changed over the last quarter-century, the UDO has not kept up. The proposal to rewrite the UDO will require the services of an outside consultant, with an estimated two-year timeline and

a cost of \$300,000.

The first year cost of \$150,000 is proposed to come out of the Community and Economic Development Fund (part of the tax levy). The City Council is requesting that both the HRA and the EDA contribute \$50,000 to this project in 2027 and 2028. The EDA will consider this request at their August 20th meeting.

The goal of tonight's conversation is to provide a response back to the City Council on each of the items, which can be done through the proposal of a motion to approve or deny the requests or modify the requests. The City Council will have their next budget discussion on August 12th.

REQUESTED ACTION:

Provide a response back to the City Council on the requests

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: Casie Steeves, Executive Director, Faribault HRA
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: August 10, 2026
SUBJECT: HRA General Updates- Verbal Only

BACKGROUND:

City Staff will have opportunity to provide verbal updates pertaining to the HRA. No discussion or action will occur.

REQUESTED ACTION:

None

ATTACHMENTS: