

**Faribault Housing and Redevelopment Authority  
Meeting Minutes**

Monday, December 10, 2018

---

**1. Call to Order / Approval of the Agenda**

Kennedy called the meeting to order at 6:00 p.m. in the First Floor Public Meeting Room at Faribault City Hall.

**Members Present:** Brendan Kennedy, Matt Speckhals, Gary Lazarz, Loni Ahlers, Zulema Delgado and Janna Viscomi

**Members Absent:** None

**Staff Present:** Community Development Coordinator Kim Clausen

**2. Minutes**

**A. Minutes of November 13, 2018**

A motion was made by Lazarz and seconded by Viscomi to approve the November 13, 2018 regular meeting minutes as presented. Motion passed unanimously.

**3. Program Reports –Kim Clausen, Community Development Coordinator presented the reports.**

**A. Mobile Home Buyout Program** - No activity to report

**B. Monthly Loan Status Report**

Loan status reports for 245, 246 and 247 were reviewed.

Motion was made by Ahlers and seconded by Speckhals to receive and file the report as submitted. Motion passed unanimously.

**C. Mobile Home Painting Program**

All of the homes have been painted, with a total program cost of \$15,450. Viscomi stated the program budget was \$25,000. She would like to see the remaining balance carried over to 2019. Commissioners were supportive of this change.

Motion was made by Delgado and seconded by Viscomi to carryover the remaining 2018 balance of \$9,550 to 2019. The motion passed unanimously.

Motion was made by Delgado and seconded by Viscomi to receive and file the report as submitted. The motion passed unanimously.

**D. Housing Rehab Loan Program** – no activity to report

**4. Property Reports – Kim Clausen, Community Development Coordinator presented the reports.**

**A. Robinwood Manor**

October 2018 Program Report

October occupancy was at 98% with one unit turning over. The biggest expenses included repair of a burst pipe for \$309.50 and elevator repair for \$536.

Motion was made by Ahlers and seconded by Speckhals to receive and file the monthly operating report as

presented. Motion passed unanimously.

**B. Public Housing**

October 2018 Program Report

October occupancy was at 96% with two units turning over. The largest expenses included unit turnovers for \$7,374.74, mowing for \$2,954, flooring for \$5,414 and a new range for \$642. Annual recertifications were completed for changes effective January 1.

Motion was made by Lazarz and seconded by Viscomi to receive and file the monthly operating report as presented. Motion passed unanimously.

**C. Scattered Sites Rental Housing**

Speckhals 2018 Program Report

October occupancy was at 100% with no units turning over. There were no unusual expenses.

Motion was made by Viscomi and seconded by Ahlers to approve the monthly operating report as presented. Motion passed unanimously.

**5. Items of Discussion**

**A. 2018 Statutory Tort Liability Waiver**

Cities/HRAs obtaining coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort limits to the extent of coverage purchased. In the past, the HRA has chosen not to waive the limits as a way of controlling liability insurance costs.

A motion was made by Ahlers and seconded by Lazarz to continue the current HRA policy which does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04. The motion passed unanimously.

**B. 2019-2020 Maintenance Contracts**

Every two years the HRA requests proposals for routine maintenance contracts for Robinwood Manor, Public Housing and Scattered Sites housing.

A motion was made by Viscomi and seconded by Ahlers to approve the following vendors for 2019-2020 routine maintenance contracts and authorizing the Chairperson and/or Executive Director to execute the required contracts:

General Cleaning:	All Pro Cleaners, LLC
Floor Cleaning:	Carriage Cleaning
Electrical:	Arrow Electric
HVAC:	Faribo Heating and Air
Flooring Installation:	Floor to Ceiling
Pest Control:	Bug Busters
Back-Up Maintenance:	Property Pros
Snow Removal:	RAW Construction
Lawn Mowing:	Property Pros
Landscaping:	Property Pros

The motion passed unanimously, with Lazarz abstaining.

**C. Housing Updates**

Staff provided updates on several potential upcoming housing projects. By consensus, the HRA declined to purchase the house at 810 Division Street E as part of the extension of State Avenue to 1<sup>st</sup> Street NE. The HRA requested additional information on the property at 14 3<sup>rd</sup> Street NW such as condition, number of vacancies, tenant longevity, lease structures, etc.

**6. Adjourn**

A motion was made by Lazarz and seconded by Speckhals to adjourn the meeting at 6:40 p.m. The motion passed unanimously.

\_\_\_\_\_  
Brendan Kennedy, Chairperson

\_\_\_\_\_  
Matt Speckhals, Vice Chairperson/Secretary

Respectfully Submitted,

\_\_\_\_\_  
Kim Clausen, Community Development Coordinator