

**Faribault Housing and Redevelopment Authority
Meeting Minutes**

Monday, January 14, 2019

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, Gary Lazarz, Zulema Delgado and Janna Viscomi

Members Absent: Matt Speckhals and Loni Ahlers

Staff Present: Community Development Coordinator Kim Clausen

Others Present: Jacob Swanson, Faribault Daily News

2. Minutes

A. Minutes of December 10, 2018

A motion was made by Lazarz and seconded by Viscomi to approve the December 10, 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 - One new application was received and is being processed.

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

B. Mobile Home Painting Program – no activity to report

C. Housing Rehab Loan Program – no activity to report

D. Monthly Loan Status Report

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

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

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

A. Robinwood Manor

November 2018 Program Report

November occupancy was at 96% with no units turning over. The biggest expenses included hallway carpet restoration due to a burst pipe for \$359.71, preparation of tax returns for \$1,725, unit turnover costs of \$726, a new range for \$749.72 and the first draw on the elevator upgrades of \$13,800. The annual Elderly Housing Corporation meeting was held in December and the elevator upgrades were completed.

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

B. Public Housing

November 2018 Program Report

November occupancy was at 96% with two units turning over. The largest expenses included unit turnovers for \$8,934.23, furnace clean and tunes for \$4,200, flooring for \$7,495 and appliances for \$3,179.80.

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

November 2018 Program Report

November occupancy was at 50% with no units turning over. There were no unusual expenses.

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

5. Items of Discussion

A. Johnston Hall RFP

Staff presented the draft Request for Proposal for Johnston Hall. It was noted that there is already an interested party that will likely submit a letter of interest. This person has requested the HRA delay the RFP for 3 weeks to give him a chance to evaluate the building. Staff noted there is no requirement to conduct the RFP if a viable developer is found outside of that process.

A motion was made by Viscomi and seconded by Lazarz to approve the RFP as proposed, but to delay issuance of the RFP three weeks from the originally proposed date. The motion passed unanimously.

B. Approval of 2019 Meeting Schedule

The HRA reviewed the proposed 2019 regular meeting schedule.

A motion was made by Viscomi and seconded by Lazarz to adopt the regular meeting schedule as proposed. The motion passed unanimously.

C. FY2018 Account Receivable Writeoffs

Based on its Writeoff Policy, the HRA reviewed the list of accounts receivables proposed for retainage and writing off.

A motion was made by Viscomi and seconded by Lazarz to adopt Resolution 2019-01 Approving the 2018 Writeoffs. The motion passed unanimously.

D. Surplus Property Review

The HRA reviewed its list of property holding and determined it to does not have any excess property.

A motion was made by Viscomi and seconded by Lazarz stating the HR does not have any excess property. The motion passed unanimously.

6. Adjourn

A motion was made by Lazarz and seconded by Viscomi to adjourn the meeting at 6:18 p.m. The motion passed unanimously.

Brendan Kennedy, Chairperson

Matt Speckhals, Vice Chairperson/Secretary

Respectfully Submitted,

Kim Clausen, Community Development Coordinator