

1. Call To Order/Approve Agenda

A. 1. Agenda

Documents:

[1. AGENDA - REVISED.PDF](#)

2. Minutes

3. Program Reports

A. 3D. Monthly Loan Status

Documents:

[3D. MONTHLY LOAN STATUS MEMO.PDF](#)

B. 3E. Mobile Home Down Payment Assistance Program

Documents:

[3E. MOBILE HOME DOWN PAYMENT ASSISTANCE MEMO.PDF](#)

4. Property Reports

A. 4A. Robinwood Manor

Documents:

[4A. ROBINWOOD MANOR.PDF](#)

B. 4B. Public Housing

Documents:

[4B. PUBLIC HOUSING.PDF](#)

C. 4C. Scattered Sites

Documents:

[4C. SCATTERED SITES.PDF](#)

D. 4D. 1116 2nd St NW

Documents:

[4D. 1116 2ND ST NW MEMO.PDF](#)

5. Items Of Discussion

A. 5A. 230 Central Avenue -- Funding Request

Documents:

[5A. 230 CENTRAL AVE FUNDING REQUEST MEMO.PDF](#)

B. 5B. Alexander Faribault House -- Funding Request

Documents:

[5B. ALEXANDER FARIBAULT HOUSE MEMO.PDF](#)

C. 5C. Election Of Officers

Documents:

[5C. ELECTION OF OFFICERS MEMO.PDF](#)

6. Adjourn



## Faribault Housing and Redevelopment Authority REVISED MEETING AGENDA

Minn. Stat. § 13D.021 – Meeting by Telephone or Other Electronic Means; Conditions - [Minn. Stat. § 13D.021](#) provides that a meeting of a public body may be conducted via telephone or other electronic means if meeting in a public location is not practical or prudent because of a health pandemic or declared emergency.

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**DATE:** Monday, May 11, 2020  
**TIME:** 6:00 P.M.  
**PLACE:** To join by computer/tablet/smart phone:  
Join Zoom Meeting  
<https://us02web.zoom.us/j/82229077835>

Meeting ID: 822 2907 7835

To join by telephone:  
One tap mobile

1-312-626-6799  
Meeting ID: 822 2907 7835#

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1. **Call to Order / Approve Agenda**
  2. **Minutes**
    - A. March 9, 2020
  3. **Program Reports**
    - A. Mobile Home Buyout Program – No activity
    - B. Mobile Home Heat Tape Program – No activity
    - C. Corridor Rehab Program
    - D. Monthly Loan Status
    - E. Mobile Home Down Payment Assistance Program
  4. **Property Reports**
    - A. Robinwood Manor
    - B. Public Housing
    - C. Scattered Sites
    - D. 1116 2<sup>nd</sup> St NW

**5. Items of Discussion**

- A. 230 Central Avenue – Funding Request
- B. Alexander Faribault House – Funding Request
- C. Election of Officers

**6. Adjourn**



## Request for Action

**TO:** Faribault Housing and Redevelopment Authority

**FROM:** Kim Clausen, Community Development Coordinator

**MEETING DATE:** May 11, 2020

**SUBJECT:** Monthly Loan Status Report

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### **PURPOSE:**

The purpose of this memorandum is to provide the Faribault HRA with an update on the status of loans.

### **DISCUSSION:**

The Delinquent Loan Reports for the following funds are attached.

- Fund 245 – 1999 SCDP Revolving Loan
- Fund 246 – 2004 SCDP Revolving Loan
- Fund 247 – 2009 SCDP Revolving Loan

### **REQUESTED ACTION:**

Receive and file program report.

### **ATTACHMENTS:**

Loan Status Report



## **Request for Action**

**TO:** Faribault Housing and Redevelopment Authority

**FROM:** Kim Clausen, Community Development Coordinator

**MEETING DATE:** May 11, 2020

**SUBJECT:** Mobile Home Down Payment Assistance Program

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### **PURPOSE:**

The purpose of this memorandum is to provide the Faribault HRA with an update on the Mobile Home Down Payment Assistance Program.

### **DISCUSSION:**

Guidelines and applications have been sent to all four manufactured home parks. Sunrise and Evergreen have indicated they are bringing in new homes to sell and staff expects the funds to go quickly.

### **REQUESTED ACTION:**

Receive and file.



## Request for Action

**TO:** Faribault Housing and Redevelopment Authority  
**FROM:** Kim Clausen, Community Development Coordinator  
**MEETING DATE:** May 11, 2020  
**SUBJECT:** Robinwood Manor Apartments

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**PURPOSE:**

The purpose of this memorandum is to provide the Faribault Housing and Redevelopment Authority with an update on activities at Robinwood Manor.

**OCCUPANCY:**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<u>Occupancy:</u>	98%	100	100									
<u>Turnover:</u>	1	0	0									

Vacant Unit: None

**OPERATING STATEMENT:**

Discussion: The financial report for the month of March is attached. The largest expenses during the month of March were repair of a sewer backup for \$866, plowing and sanding for \$950 and replacing the vanity, vinyl flooring and base in the bathroom with the sewer backup.

Requested Action: The Board is asked to review and approve the operating statement as presented.

**PROJECT ACTIVITY:** Brennan Construction missed the contractual deadline to finish all of the common area improvements. Staff was working with the architect to impose the liquidated damages that were part of the contract. Brennan objected and said they would fight it in court. We negotiated additional work they would complete in exchange for not imposing liquidated damages, including repair of wall that sustained damage after they had done improvements, and painting several additional areas of the building not included in the original scope of work. They are finishing these items as well as punchlist items from the original scope.

Due to the COVID-19 situation, several changes were made to operations at Robinwood. The Community Room has been closed since mid-March. Office hours have been suspended and only emergency work orders are being done in individual units. Cash is no longer being accepted for rent payments and rents must either be put in the rent drop at the office or in the City Hall drop box. Annual Recertifications are still being conducted, either with tenants dropping off their information, or in-person interviews using social distancing and masks.

HUD's Office Multifamily Housing issued COVID-19 Questions & Answers, last updated May 1, 2020 which identifies various waivers owners and managing agents can implement if necessary. While staff is making every effort to continue program management requirements in compliance with current regulations, we are requesting the HRA specifically approve the use of certain program waivers as necessary. These include:

- **Self-certifications.** For annual and interim recertifications, family self-certification can be used if information can't be verified by another acceptable verification method.
- **Annual and Interim Recertifications.** The HRA will use the instructions in the COVID-19 Questions & Answers, HUD Handbook 4350.3 Rev-1 and the TRACS MAT Guide to document the extenuating circumstances preventing the annual or interim recertification from taking place. The HRA will conduct the recertifications as soon as possible due to the extenuating circumstances.
- **Signatures.** The HRA can allow alternate signatures (e.g., copies, or images sent by e-mail, fax or other electronic means) as long as the original signatures are obtained at a later date.
- **Documentation for Recertifications.** Tenants can provide the HRA with documentation for the interim or annual recertification by mail or other electronic delivery. If original documents are required, the HRA must collect the original documents at a later date.
- **Local Policy – Home Visits.** Until it is determined safe to do so, home visits of applicants are suspended. Staff will determine when it is safe to conduct in-home visits with applicants in a manner that is compliant with Fair Housing.

The HRA is asked to adopt the requested program waivers for Robinwood Manor.



**ROBINWOOD MANOR  
FOR THE MONTH ENDED MARCH 31, 2020**

	<u>2020 Budget</u>	<u>% of Revenue</u>	<u>March Actual</u>	<u>Monthly Budget</u>	<u>Variance of Monthly Budget</u>	<u>Favorable/ Unfavorable</u>	<u>2020 Year-To-Date</u>	<u>Remaining Balance</u>
<b>REVENUES</b>								
33160 FEDERAL GRANTS	167,546.00	49.05%	15,865.00	13,962.17	13.63%	F	46,216.00	121,330.00
36200 OTHER MISCELLANEOUS	5,000.00	1.46%	350.00	411.00	-14.84%	U	978.25	4,021.75
36210 INTEREST ON INVESTMEI	0.00	0.00%	747.14	0.00	NA	NA	2,289.79	(2,289.79)
36211 INTEREST MARKET VALUE	0.00	0.00%	-267.70	0.00	NA	NA	2,178.53	(2,178.53)
36220 RENTS	167,546.00	49.05%	15,842.00	13,962.17	13.46%	F	48,810.00	118,736.00
36221 VACANCIES	500.00	0.15%	0.00	41.67	-100.00%	U	0.00	500.00
36227 EXCESS UTILITIES	1,000.00	0.29%	96.00	83.33	15.20%	F	127.00	873.00
36280 PROJECT REIMBURSEME	0.00	0.00%	0.00	0.00	NA	F	0.00	0.00
<b>TOTAL REVENUE ACCOUNTS (G</b>	<b>\$341,592.00</b>	<b>50.95%</b>	<b>\$32,632.44</b>	<b>\$28,460.33</b>	<b>14.66%</b>	<b>F</b>	<b>\$100,599.57</b>	<b>\$240,992.43</b>
<b>EXPENSES</b>								
<b>SUPPLIES</b>								
42110 GENERAL SUPPLIES	21,000.00	6.18%	178.36	1,750.00	-89.81%	F	1,991.76	19,008.24
42410 MINOR EQUIPMENT/TOOL	0.00	0.00%	0.00	0.00	NA	U	0.00	0.00
<b>TOTAL: SUPPLIES</b>	<b>\$21,000.00</b>	<b>6.18%</b>	<b>\$178.36</b>	<b>1,750.00</b>	<b>-89.81%</b>	<b>F</b>	<b>1,991.76</b>	<b>\$19,008.24</b>
<b>OTHER SERVICES &amp; CHARGES</b>								
43010 AUDITING & ACCOUNTING	9,000.00	2.65%	0.00	750.00	-100.00%	F	0.00	9,000.00
43040 ATTORNEY FEES-CIVIL P	1,000.00	0.29%	0.00	83.33	-100.00%	F	0.00	1,000.00
43070 MANAGEMENT SERVICE	35,221.00	10.36%	3,103.95	2,935.08	5.75%	U	9,269.31	25,951.69
43090 EXPERT & PROF SERVICE	7,500.00	2.21%	1,940.10	625.00	210.42%	U	2,010.15	5,489.85
43130 TENANT SERVICES	2,000.00	0.59%	0.00	166.67	-100.00%	F	343.47	1,656.53
43210 TELEPHONE & TELEGRA	2,900.00	0.85%	157.03	241.67	-35.02%	F	303.82	2,596.18
43430 ADVERTISING - OTHER	500.00	0.15%	0.00	41.67	-100.00%	F	450.00	50.00
43610 INSURANCE & BONDS	9,000.00	2.65%	0.00	750.00	-100.00%	F	0.00	9,000.00
43810 ELECTRIC UTILITIES	29,000.00	8.53%	2,579.00	2,416.67	6.72%	U	4,877.52	24,122.48
43820 WATER UTILITIES	2,200.00	0.65%	165.52	183.33	-9.72%	F	323.47	1,876.53
43830 GAS UTILITIES	11,000.00	3.24%	1,592.20	916.67	73.69%	U	2,545.12	8,454.88
43840 REFUSE DISPOSAL	3,100.00	0.91%	220.60	184.70	19.44%	U	661.80	2,438.20
43850 SEWER UTILITIES	5,000.00	1.47%	303.02	416.67	-27.28%	F	591.27	4,408.73
43860 STORM WATER UTILITY	600.00	0.18%	60.06	50.00	20.12%	U	120.12	479.88
44010 BUILDING MAINTENANCE	85,000.00	25.01%	9,088.27	7,083.33	28.30%	U	23,316.01	61,683.99
44040 VEHICLE/EQUIPMENT RE	0.00	0.00%	0.00	0.00	NA	NA	0.00	0.00
44050 EXTRAORDINARY MAINTI	102,000.00	30.02%	775.00	8,500.00	-90.88%	F	43,040.50	58,959.50
44060 LAUNDRY SERVICES	300.00	0.09%	11.04	25.00	-55.84%	F	27.60	272.40
44200 DEPRECIATION	0.00	0.00%	0.00	0.00	NA	NA	0.00	0.00
44320 BAD DEBT EXPENSE	0.00	0.00%	0.00	0.00	NA	NA	0.00	0.00
44325 BANK FEES & CHARGES	300.00	0.09%	0.00	25.00	-100.00%	F	0.00	300.00
44450 CLAIMS AND DAMAGES	0.00	0.00%	0.00	0.00	NA	U	0.00	0.00
44370 MISC CHARGES	0.00	0.00%	0.00	0.00	NA	U	0.00	0.00
44390 TAXES & LICENSES	13,000.00	3.83%	0.00	1,083.33	-100.00%	F	1,130.00	11,870.00
44700 INTEREST	200.00	0.06%	29.62	16.67	NA	U	29.62	170.38
<b>TOTAL: OTHER SERVICES &amp; CH</b>	<b>\$318,821.00</b>	<b>93.82%</b>	<b>\$20,025.41</b>	<b>\$25,744.78</b>	<b>-22.22%</b>	<b>F</b>	<b>\$89,039.78</b>	<b>\$229,781.22</b>
<b>45200 BUILDING &amp; IMPROVEMEN</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>NA</b>	<b>U</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL EXPENSES</b>	<b>\$339,821.00</b>	<b>100.00%</b>	<b>\$20,203.77</b>	<b>27,494.78</b>	<b>-26.52%</b>	<b>F</b>	<b>\$91,031.54</b>	<b>\$248,789.46</b>



### Request for Action

**TO:** Faribault Housing and Redevelopment Authority

**FROM:** Kim Clausen, Community Development Coordinator

**MEETING DATE:** May 11, 2020

**SUBJECT:** Public Housing

**PURPOSE:**

The purpose of this memorandum is to provide the Faribault Housing and Redevelopment Authority with an update on the Public Housing program.

**OCCUPANCY:**

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
<u>Occupancy:</u>	100%	98%	98%									

<u>Turnovers:</u>	0	1	1									
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Vacant Units: 1530 Western Ave (filled 3/12/20)

**OPERATING STATEMENT:**

Discussion: The financial report for the month of March is attached. The largest expenses include \$14,771 for unit turnovers, including painting, flooring replacement and bathroom vanity replacement; \$4,160 for plowing, sanding and snow removal; \$500 for furnace repair ad \$1,144 for a bed bug heat treatment and inseption.

Requested Action: The Board is asked to review and approve the monthly operating statement as presented.

**PROJECT ACTIVITY:** In late April, a tenant was issued a Notice to Vacate due to drug-related criminal activity. This is not affected by the state or federal eviction moratoriums.

Several changes were made to management and operations due to COVID-19. These include, prohibiting cash payments, requiring rent be mailed or deposited in the City Hall drop box, no non-emergency work orders, no home visits for applicants and

establishment of a telephone hotline for waiting list inquiries.

HUD has published PIH Notice 2020-05 which details specific waivers housing authorities can adopt for their public housing programs. HAs must specifically adopt the waivers they wish to use. Staff is attempting to complete program processes in accordance with existing guidelines, but in the event that is not possible, staff is requesting approval of the following waivers retroactive to ?? and ending in accordance with PIH Notice 2020-05 and any future amendments:

Item	Statutory and Regulatory Waivers	Summary of Alternative Requirements	Availability Period Ends
PH and HCV-2 Family income and composition – delayed annual reexaminations	<u>Statutory Authority</u> Section 3(a)(1) <u>Regulatory Authority</u> §982.516(a)(1), §960.257(a)	<ul style="list-style-type: none"> <li>Permits the HRA to delay the annual reexamination</li> </ul>	12/31/20
PH and HCV-3 Annual Reexamination Income Verification	<u>Regulatory Authority</u> §5.233(a)(2) <u>Sub-regulatory Guidance</u> PIH Notice 2018-18	<ul style="list-style-type: none"> <li>Waives the requirements to use the income hierarchy, including the use of EIV, and will allow the HRA to consider self-certification as the highest form of income verification</li> <li>HRAs that implement this waiver will be responsible for addressing material income discrepancies that may arise later.</li> </ul>	7/31/20
PH and HCV-4 Interim Reexaminations	<u>Statutory Authority</u> Section 3(a)(1) <u>Regulatory Authority</u> §5.233(a)(2), 982.516(c)(2), 960.257(b) and (d) <u>Sub-regulatory Guidance</u> PIH Notice 2018-18	<ul style="list-style-type: none"> <li>Waives the requirement to use the income verification requirements, including the use of EIV, for interim reexaminations</li> </ul>	7/31/20
PH and HCV-5 EIV System Monitoring	<u>Regulatory Authority</u> §5.233	<ul style="list-style-type: none"> <li>Waives the mandatory EIV</li> </ul>	7/31/20

Item	Statutory and Regulatory Waivers	Summary of Alternative Requirements	Availability Period Ends
PIH-5 Community Service and Self-Sufficiency Requirements	<u>Sub-regulatory Guidance</u> PIH Notice 2018-18  <u>Statutory Authority</u> Section 12(c) <u>Regulatory Authority</u> §960.603(a) and 960.603(b)	monitoring requirements  • Temporarily suspends CSSR	3/31/21
PIH-7 Over Income Families	<u>Regulatory Authority</u> Housing Opportunity Through Modernization Act of 2016: Final Implementation of the Public Housing Income Limit 83.FR 35490 <u>Sub-regulatory Guidance</u> PIH Notice 2019-11	• Changes to timeframes for determination of over-income	12/31/20
PIH-10 Tenant Notifications	<u>Regulatory Authority</u> §966.5	• Advance notice not required except for policies related to tenant charges	7/31/20
Other - Local	<u>Faribault HRA Admissions and Continued Occupancy Policy</u>	• Waive requirement for home visits of applicants	Until HRA Staff and the City determine it is safe to resume, in a manner in accordance with Fair Housing.

The HRA is requested to adopt these waiver requirements and any future extensions of the Availability Periods as authorized by HUD.

**PUBLIC HOUSING  
FOR THE MONTH ENDED MARCH 31, 2020**

	<u>2020 Budget</u>	<u>% of Revenue</u>	<u>March Actual</u>	<u>Monthly Budget</u>	<u>Variance of Monthly Budget</u>	<u>Favorable/ Unfavorable</u>	<u>2020 Year-To-Date</u>	<u>Remaining Balance</u>
<b>REVENUES</b>								
33160 FEDERAL GRANTS	204,788.00	45.29%	0.00	17,065.67	-100.00%	U	6,587.00	96,263.00
36200 OTHER MISC REVENUE	6,000.00	1.33%	256.00	500.00	-48.80%	U	1,708.72	4,291.28
36210 INTEREST ON INVESTMENTS	4,400.00	0.97%	532.47	366.67	45.22%	F	1,722.86	2,677.14
36211 INTEREST MARKET VALUE	0.00	0.00%	0.00	0.00	NA	F	1,702.13	(1,702.13)
36220 RENTS	237,000.00	52.41%	22,395.00	19,750.00	13.39%	F	67,998.47	169,001.53
36240 REFUNDS & REIMBURSEMENTS	0.00	NA	0.00	0.00	NA	F	0.00	0.00
<b>TOTAL REVENUE ACCOUNTS</b>	<b><u>\$452,188.00</u></b>	<b><u>100.00%</u></b>	<b><u>\$23,183.47</u></b>	<b><u>\$37,682.33</u></b>	<b><u>-38.48%</u></b>	<b><u>U</u></b>	<b><u>\$79,719.18</u></b>	<b><u>\$270,530.82</u></b>
<b>EXPENSES</b>								
<b>SUPPLIES</b>								
42110 GENERAL SUPPLIES	23,000.00	5.09%	3,914.32	1,916.67	104.23%	U	9,750.04	13,249.96
42115 TENANT SERVICES	0.00	0.00%	0.00	0.00	NA	U	0.00	0.00
<b>TOTAL: SUPPLIES</b>	<b><u>\$23,000.00</u></b>	<b><u>5.09%</u></b>	<b><u>\$3,914.32</u></b>	<b><u>1,916.67</u></b>	<b><u>104.23%</u></b>	<b><u>U</u></b>	<b><u>\$9,750.04</u></b>	<b><u>\$13,249.96</u></b>
<b>OTHER SERVICES &amp; CHARGES</b>								
43010 AUDITING & ACCT SERVICES	4,000.00	0.89%	0.00	333.33	-100.00%	F	0.00	4,000.00
43040 ATTORNEY FEES-CIVIL PROCES	2,500.00	0.55%	0.00	208.33	-100.00%	F	0.00	2,500.00
43070 MANAGEMENT SERVICES	80,484.00	17.81%	6,707.00	6,707.00	0.00%	F	20,121.00	60,363.00
43090 EXPERT & PROF SERVICES	20,000.00	4.43%	287.12	33.75	750.73%	U	287.12	19,712.88
43430 ADVERTISING - OTHER	500.00	0.11%	0.00	41.67	-100.00%	F	0.00	500.00
43610 INSURANCE & BONDS	34,000.00	7.52%	0.00	2,833.33	-100.00%	F	0.00	34,000.00
43810 ELECTRIC UTILITIES	1,100.00	0.24%	161.79	91.67	76.50%	U	250.85	849.15
43820 WATER UTILITIES	800.00	0.18%	87.66	66.67	31.49%	U	164.38	635.62
43830 GAS UTILITIES	500.00	0.11%	91.82	41.67	120.37%	U	91.82	408.18
43840 REFUSE DISPOSAL	3,000.00	0.66%	165.37	250.00	-33.85%	F	495.81	2,504.19
43850 SEWER UTILITIES	750.00	0.17%	8.20	62.50	-86.88%	F	8.20	741.80
43860 STORM WATER UTILITY	700.00	0.15%	68.28	58.33	17.05%	U	136.56	563.44
44010 BUILDING MAINTENANCE	89,500.00	19.80%	15,670.53	7,458.33	110.11%	U	32,286.17	57,213.83
44050 EXTRAORDINARY MAINTENANCE	174,788.00	0.00%	9,622.00	14,565.67	NA	U	14,818.90	159,969.10
44370 MISCELLANEOUS CHARGES	0.00	0.00%	0.00	0.00	NA	U	0.00	0.00
44375 UTILITY REIMBURSEMENT	7,500.00	1.66%	722.00	625.00	15.52%	U	2,086.00	5,414.00
44390 TAXES & LICENSES	8,500.00	1.88%	0.00	708.33	-100.00%	F	3,170.00	5,330.00
44700 INTEREST	300.00	0.07%	47.03	25.00	88.12%	U	47.03	252.97
<b>TOTAL: OTHER SERVICES &amp; CHARGES</b>	<b><u>\$428,922.00</u></b>	<b><u>94.91%</u></b>	<b><u>\$33,638.80</u></b>	<b><u>\$34,110.58</u></b>	<b><u>-1.38%</u></b>	<b><u>F</u></b>	<b><u>\$73,963.84</u></b>	<b><u>\$354,958.16</u></b>
<b>TOTAL EXPENSES</b>	<b><u>\$451,922.00</u></b>	<b><u>100.00%</u></b>	<b><u>\$37,553.12</u></b>	<b><u>\$36,027.25</u></b>	<b><u>4.24%</u></b>	<b><u>U</u></b>	<b><u>\$83,713.88</u></b>	<b><u>\$368,208.12</u></b>



## Request for Action

**TO:** Faribault Housing and Redevelopment Authority  
**FROM:** Kim Clausen, Community Development Coordinator  
**MEETING DATE:** May 11, 2020  
**SUBJECT:** Scattered Sites Rental Housing

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### **PURPOSE:**

The purpose of this memorandum is to provide the Faribault Housing and Redevelopment Authority with an update on activities at the scattered site rental units.

### **OCCUPANCY:**

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec
<u>Occupancy:</u>	100%	100%	100%									

Unit  
Turnovers: 0

Vacant Units: None

### **OPERATING STATEMENT:**

Discussion: The financial report for the month of March is attached. There were no major expenses.

Requested Action: The Board is asked to review and approve the operating statement as presented.

### **PROJECT ACTIVITY:**

No unusual project activity.

**CITY SCATTERED SITES  
FOR THE MONTH ENDED MARCH 31, 2020**

	<u>2020 Budget</u>	<u>% of Revenue</u>	<u>March Actual</u>	<u>Monthly Budget</u>	<u>Variance of Monthly Budget</u>	<u>Favorable/ Unfavorable</u>	<u>2020 Year-To-Date</u>	<u>Remaining Balance</u>
<b>REVENUES</b>								
36200 OTHER MISC REVENUE	0.00	0.00%	0.00	0.00	NA	F	0.00	0.00
36210 INTEREST ON INVESTMENTS	1,000.00	7.19%	78.25	83.33	NA	F	465.21	534.79
36211 INTEREST MARKET VALUE	0.00	0.00%	0.00	0.00	NA	F	245.02	
36220 RENTS	12,900.00	92.81%	1,075.00	1,075.00	0.00%	U	2,916.00	9,984.00
36240 REFUNDS & REIMBURSEMENTS	0.00	0.00%	0.00	0.00	NA	F	0.00	0.00
<b>TOTAL REVENUE ACCOUNTS</b>	<b><u>\$13,900.00</u></b>	<b><u>92.81%</u></b>	<b><u>\$1,153.25</u></b>	<b><u>\$1,075.00</u></b>	<b><u>7.28%</u></b>	<b><u>F</u></b>	<b><u>\$3,626.23</u></b>	<b><u>\$10,518.79</u></b>
<b>EXPENSES</b>								
<b>SUPPLIES</b>								
42110 GENERAL SUPPLIES	500.00	4.28%	0.00	41.67	-100.00%	F	0.00	500.00
<b>TOTAL: SUPPLIES</b>	<b><u>\$500.00</u></b>	<b><u>4.28%</u></b>	<b><u>\$0.00</u></b>	<b><u>41.67</u></b>	<b><u>-100.00%</u></b>	<b><u>F</u></b>	<b><u>\$0.00</u></b>	<b><u>\$500.00</u></b>
<b>OTHER SERVICES &amp; CHARGES</b>								
43040 LEGAL FEES - CIVIL PROCESS	500.00	4.28%	0.00	41.67	-100.00%	F	0.00	750.00
43070 MANAGEMENT SERVICES	1,140.00	9.75%	95.00	95.00	0.00%	F	570.00	570.00
43090 EXPERT & PROFESSIONAL SVCS	0.00	0.00%	0.00	0.00	0.00%	F	0.00	0.00
43430 ADVERTISING - OTHER	0.00	0.00%	0.00	0.00	NA	F	0.00	0.00
43610 INSURANCE & BONDS	1,200.00	10.27%	0.00	100.00	-100.00%	F	0.00	1,200.00
43810 ELECTRIC UTILITIES	200.00	1.71%	0.00	16.67	-100.00%	F	0.00	200.00
43820 WATER UTILITIES	300.00	2.57%	20.72	25.00	-17.12%	F	41.95	258.05
43830 GAS UTILITIES	100.00	0.86%	0.00	8.33	-100.00%	F	0.00	100.00
43840 REFUSE DISPOSAL	200.00	1.71%	0.00	16.67	-100.00%	F	0.00	200.00
43850 SEWER UTILITIES	400.00	3.42%	30.29	33.33	-9.13%	F	62.18	337.82
43860 STORM WATER UTILITY	100.00	0.86%	4.98	8.33	-40.24%	F	9.96	90.04
44010 BUILDING MAINTENANCE	3,500.00	29.94%	60.00	291.67	-79.43%	F	255.00	3,245.00
44160 RENTS & LEASES	0.00	0.00%	0.00	0.00	NA	U	0.00	0.00
44320 BAD DEBT	0.00	0.00%	0.00	0.00	NA	U	0.00	0.00
44390 TAXES & LICENSES	3,500.00	29.94%	0.00	0.00	NA	U	110.00	3,390.00
44700 INTEREST	50.00	0.43%	(0.07)	4.17	-101.68%	F	2.10	47.90
<b>TOTAL: OTHER SERVICES &amp; CHARGES</b>	<b><u>\$11,190.00</u></b>	<b><u>95.72%</u></b>	<b><u>\$210.92</u></b>	<b><u>\$599.17</u></b>	<b><u>-64.80%</u></b>	<b><u>F</u></b>	<b><u>\$1,051.19</u></b>	<b><u>\$10,138.81</u></b>
<b>45200 BUILDING &amp; IMPROVEMENTS</b>	<b><u>\$0.00</u></b>	<b><u>0.00%</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>NA</u></b>	<b><u>U</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
<b>TOTAL EXPENSES</b>	<b><u>\$11,690.00</u></b>	<b><u>100.00%</u></b>	<b><u>\$210.92</u></b>	<b><u>640.83</u></b>	<b><u>-67.09%</u></b>	<b><u>F</u></b>	<b><u>\$1,051.19</u></b>	<b><u>\$10,638.81</u></b>



## Request for Action

**TO:** Faribault Housing and Redevelopment Authority

**FROM:** Kim Clausen, Community Development Coordinator

**MEETING DATE:** May 11, 2020

**SUBJECT:** 1116 2<sup>nd</sup> St NW

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**PURPOSE:** Provide an update on 1116 2<sup>nd</sup> Street NW and seek HRA direction on how to proceed with rehab.

Contractors started installing new water lines in the house. This required several walls to be opened up, which exposed numerous structural, electrical and plumbing problems in the house. Structural issues include missing headers, 2x4 construction and studs that don't run the entire length of the wall. Electrical wires are running behind baseboards and the bathroom walls and floors are rotten. These issues essentially require the entire house be brought down to the studs, repaired and rebuilt. In addition, this now triggers the requirement that the stairway be brought up to code. As discussed at a previous meeting this likely requires moving the stairway and major expenses. It is estimated this rehab will cost around \$250,000, which doesn't include the garage or site improvements such as a new driveway.

Staff is requesting direction from the HRA on whether to continue with the rehab or determine another use for the site. Habitat for Humanity says they currently have a sufficient number of lots, but they would consider buying it with the house demolished and the site graded and seeded. Staff estimates this would cost around \$15,000.

**REQUESTED ACTION:** Provide direction to staff on how to proceed with 1116 2<sup>nd</sup> Street NW.



## **MEMORANDUM**

**TO:** Faribault Housing and Redevelopment Authority

**FROM:** Kim Clausen, Community Development Coordinator

**MEETING DATE:** May 11, 2020

**SUBJECT:** 230 Central Avenue Financing Request

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**PURPOSE:**

The purpose of this memorandum is to determine if the HRA wants to amend its amount of assistance to 230 Central Avenue due to a change in the agreed-upon number of units.

**DISCUSSION:**

At the December 2019 HRA meeting, the HRA approved funding for the development of 9 residential apartment units at 230 Central Avenue, owned by Todd Nelson. The total funding approval was for \$270,000 in assistance, with \$202,500 as a 10-year deferred loan, and \$67,500 as a five-year installment loan at a 3% interest rate. This funding was contingent on two 2-bedroom and two 3-bedroom units being affordable to families at or below 50% the median income with rents at or below the current year fair market rents as established by HUD.

Due to restrictions in the Central Business District, Nelson needed to receive Council approval of a variance in order to build nine units. In April, the Council took action to approve a variance for 8 residential units, which changes the terms of the Agreement with Nelson. However, his plan now includes on-site laundry facilities and tenant storage units. He has not changed the amount of his funding request.

**REQUESTED ACTION:**

Determine what, if any, changes should be made to the previous financing agreement for the development of new residential units at 230 Central Avenue.

**ATTACHMENTS:** Building Plans  
Previous Loan Documents

## **MEMORANDUM**

**TO:** Faribault Housing and Redevelopment Authority

**FROM:** Kim Clausen, Community Development Coordinator

**MEETING DATE:** May 11, 2020

**SUBJECT:** Alexander Faribault House Funding Request

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### **PURPOSE:**

The purpose of this memorandum is to consider a funding request from the Rice County Historical Society.

### **DISCUSSION:**

At the September 2019 HRA meeting, the Rice County Historical Society requested \$55,000 for repairs to the historic Alexander Faribault House, which also contains a caretaker's rental unit. At the time, they had also requested funding from the Minnesota Historical Society to fund the balance of the repairs, with funding awards to announced in December 2019.

The HRA approved a loan in the amount of \$27,500 upon which the remaining funds would be conditional upon receipt of the grant requested from the Minnesota Historic and Cultural Heritage Legacy. If the RCHS received their grant from MHCHL, they many bring their request back to the board to request the additional \$27,500.

Unfortunately, the RCHS did not receive their requested funding. The RCHS is bringing back a revised request for the remaining funds.

### **REQUESTED ACTION:**

Determine what, if any, additional funding to provide the RCHS for repairs to the Alexander Faribault House.

**ATTACHMENT:** Revised Funding Request Letter



## **Request for Action**

**TO:** Faribault Housing and Redevelopment Authority

**FROM:** Kim Clausen, Community Development Coordinator

**MEETING DATE:** May 11, 2020

**SUBJECT:** Annual Election of Officers

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### **PURPOSE:**

It is time to elect officers for the HRA. Officers shall include a Chairperson and Vice-Chairperson/Secretary. Each officer shall hold office for one year. Board members may serve a maximum of 3 consecutive one-year terms in any one office. After completing 3 terms in any one office, the Board member must wait one year before serving in that role again. All board members are eligible for the office of Chairperson and Vice-Chairperson/Secretary.

The current Chairperson is Kennedy and the current Vice-Chairperson/Secretary is Speckhals. They have each served in these roles for three years, so new people must be elected to each of these positions.

### **REQUESTED ACTION:**

The Commission is requested to elect officers.