

Faribault Housing and Redevelopment Authority
Meeting Minutes
February 8, 2021

1. Call to Order / Approval of the Agenda

Loni Ahlers called the Zoom meeting to order at 6:00 p.m.

Members Present: Loni Ahlers, Brendan Kennedy, Matt Speckhals, and Jonathan Wood

Members Absent: Narren Brown, Zulema Delgado

Staff Present: Community Development Coordinator, Kim Clausen and Administrative Assistant, Kari Casper

A motion was made by Kennedy and seconded by Speckhals to approve the agenda.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice Chair Ahlers
Nay: None.

Motion carried on a 4/0 vote

2. Minutes

A. Minutes of January 11, 2021.

A motion was made by Kennedy and seconded by Speckhals to approve the January 11, 2021 meeting minutes.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice Chair Ahlers
Nay: None.

Motion carried on a 4/0 vote.

3. Program Reports

A. Mobile Home Buyout Program

No activity to report

B. Mobile Home Heat Tape Program

No activity to report.

C. Corridor Rehab Loan Program.

One of the participants is seeking a request asking the HRA to subordinate to a HELOC to pay for needed improvements to their furnace and air conditioning systems. The program guidelines stated that it will only subordinate to a first mortgage in a refinance and no cash out is allowed. Since the request doesn't meet the guidelines, it cannot be approved administratively and must be approved by the HRA. After much discussion, the board decided to approve the subordination.

A motion was made by Speckhals and seconded by Kennedy to approve subordination of the HRA's deferred loan to the new proposed HELOC as submitted.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice Chair Ahlers
Nay: None.

Motion carried on a 4/0 vote.

D. Monthly Loan Status Report

Clausen reported the same people are still very behind on their loans with one individual last paying in October. Some have not paid for years.

A motion was made by Kennedy and seconded by Speckhals to receive and file the report as submitted.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice Chair Ahlers
Nay: None.

Motion carried on a 4/0 vote.

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

Narren Brown joined the meeting at 6:07 p.m.

A. Robinwood Manor

December, 2020 Program Report

December's occupancy was at 100%. The largest expenses during the month of December include plowing and sanding for \$2,000, quarterly pest control inspections for \$460.51 and a refrigerator for \$1002.

MN Housing conducted their annual Management Occupancy Review remotely and very few findings were noted, but the score and report have not been received yet.

One of the capital items for this year is installation of a cigarette smoke detection system in the units. The budget is for \$37,000 and two quotes were received. Clausen outlined the reasoning behind this action and the board had many questions. Wood didn't think that the complaint of one person warranted this type of spending. Kennedy said that he'd agree to leasing before buying. They then discussed getting some references on the system from the Fresh Air quote before leasing. Clausen stated that there is one tenant that has had her physician send us letters about not providing a safe and healthy living environment and has threatened a lawsuit. Clausen stated that Fresh Air states that there is scientific backing on this product that we could show that no one is smoking. There are also a few tenants that staff suspects may be smoking in their units as well. Robinwood is a smoke-free facility and there is a place outside for smokers. The leasing would be a little over \$6,000 for a year and it would send notifications to staff if anything would be detected. It works by installing an outlet unit that is tamper-resistant and would be triggered by particulates in the air caused by smoke from both cigarettes and marijuana. Clausen stated that the tenant makes complaints on a daily basis and has even had the police there who also stated that they did not smell or detect any smoking. The board decided to table it to next months and asked Clausen to get references to get the advice of other consumers of the product.

A motion was made by Kennedy and seconded by Speckhals to table the matter to next meeting pending an update on the references of the Fresh Air Product.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice Chair Ahlers

Nay: None.

Motion carried on a 4/0 vote.

Clausen then discussed the other item is expansion of the parking lot at Robinwood. Staff is seeking approval to have ISG prepare the plans and specifications for this which includes topographical surveying, civil/structural/electrical engineering, permitting and plan review for \$24,000. This would include moving the existing garage back and checking to see if moving the electrical out is feasible. Clausen stated that they have had issues with no enough parking ever since the building went from just elderly to disabled and elderly and many more tenants are driving. After much discussion the Board decided to move forward with the approval and see that it included resurfacing the existing parking lot as well.

A motion was made by Kennedy and seconded by Speckhals to approve ISG to prepare the plans and specifications for the project.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice Chair Ahlers

Nay: None.

Motion carried on a 4/0 vote.

B. Public Housing

December, 2020 Program Report

December's occupancy was at 100%. The largest expenses for December include landscaping/fall cleanup for \$962, gutter cleaning for \$760, bedbug heat treatment for \$1,400, quarterly pest control inspections for \$442, flooring for \$2,225, vanities and countertops for \$1,845 and garage doors for \$1040.

Ahlers asked if everyone is current on their rent and Clausen stated that there is one tenant that hasn't paid since March and staff continues to encourage her to reach out to Three Rivers; however, they denied assistance since she was already receiving assistance. The moratorium put on by the state is through March of 2021.

A motion was made by Kennedy and seconded by Speckhals to receive and file the report as submitted.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice Chair Ahlers
Nay: None.

Motion carried on a 4/0 vote.

C. Scattered Sites Rental Housing

December, 2020 Program Report

December's occupancy was at 100%. There were no major expenses for the month of December. No unusual activity.

A motion was made by Kennedy and seconded by Speckhals to receive and file the report as submitted.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice Chair Ahlers
Nay: None.

Motion carried on a 4/0 vote.

D. 1116 1st St NW and State Avenue

The specifications for construction of a new house are being advertised and sent to contractors, with bids due March 24, 2021 for 116 2nd St. Wood made a suggestions of donating State Avenue to the Faribault Chamber of Commerce Trust Fund for a program with various larger corporations in Faribault for workforce housing. Clausen stated that she would be happy to have a conversation with Mr. Johnson.

A motion was made by Kennedy and seconded by Speckhals to receive and file the report as submitted.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice Chair Ahlers
Nay: None.

Motion carried on a 4/0 vote.

5. Items of Discussion

A. Maxfield Research Housing Study.

Maxfield has provided the result of their study showing a need for additional rental housing in a variety of rent ranges. The content is rather larger and the Board felt that they need more time to read and understand what the report means for our community. The Board asked to table it to the next meeting for further discussion. Clausen asked if the Board was okay with her distributing the report to the council and others for their input and the Board had no objection.

A motion was made by Kennedy and seconded by Wood to table the discussion to the next meeting.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice Chair Ahlers
Nay: None.

Motion carried on a 4/0 vote.

B, Election of Officers

Current Chairperson is Brown and the Vice Chairperson/Secretary is Loni Ahlers which have now served for one year. After a short discussion the Board was fine with the current situation and having Narren Brown get sworn in following quarantine and continue as the Chair and Loni Ahlers also continue as the Vice Chair.

A motion was made by Kennedy and seconded by Speckhals to have Brown as Chair and Ahlers as Vice Chair for the 2021 year.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice Chair Ahlers
Nay: None.

Motion carried on a 4/0 vote.

6. Adjourn

A motion was made by Kennedy and seconded by Wood to adjourn the meeting at 6:46 p.m.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice Chair Ahlers
Nay: None.

Motion carried on a 4/0 vote.

Respectfully Submitted,

Kari Casper, Recording Secretary