



## Request for Action

**TO:** Faribault Housing and Redevelopment Authority  
**FROM:** Deanna Kuennen, Com & Econ Dev Director  
**MEETING DATE:** December 13, 2021  
**SUBJECT:** Robinwood Manor Apartments

---

**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% | 98% | 98% | 98% | 96% | 98% | 98% | 98% | 98% | 100% |     |     |
| <u>Turnover:</u>  | 0   | 1   | 0   | 0   | 1   | 0   | 1   | 1   | 0   | 1    |     |     |

Vacant Unit: #221 – Filled 10/14/21

**OPERATING STATEMENT:**

Discussion: The financial report for the month of October is attached. October expenses include Bergan KDV Auditing \$1,775.

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

**PROJECT ACTIVITY:**

FreshAir Sensors – see attached report  
Parking Lot Reconstruction – see attached report

**ROBINWOOD MANOR  
FOR THE MONTH ENDED OCT 31, 2021**

|  | <u>2021<br/>Budget</u>     | <u>% of<br/>Revenue</u> | <u>October<br/>Actual</u> | <u>Monthly<br/>Budget</u> | <u>Variance of<br/>Monthly Budget</u> | <u>Favorable/<br/>Unfavorable</u> | <u>2021<br/>Year-To-Date</u> | <u>Remaining<br/>Balance</u> |
|--|----------------------------|-------------------------|---------------------------|---------------------------|---------------------------------------|-----------------------------------|------------------------------|------------------------------|
| <b>REVENUES</b>                        |                            |                         |                           |                           |                                       |                                   |                              |                              |
| 33160 FEDERAL GRANTS                   | 240,191.00                 | 50.37%                  | 24,879.00                 | 20,015.92                 | 24.30%                                | F                                 | 245,717.00                   | (5,526.00)                   |
| 36200 OTHER MISCELLANEOUS              | 5,000.00                   | 1.05%                   | 403.65                    | 411.00                    | -1.79%                                | U                                 | 5,215.83                     | (215.83)                     |
| 36210 INTEREST ON INVESTMEI            | 2,200.00                   | 0.46%                   | 536.62                    | 183.33                    | NA                                    | NA                                | 4,291.50                     | (2,091.50)                   |
| 36211 INTEREST MARKET VALUE            | 0.00                       | 0.00%                   | -3,044.62                 | 0.00                      | NA                                    | NA                                | (8,856.48)                   | 8,856.48                     |
| 36220 RENTS                            | 228,435.00                 | 47.91%                  | 13,121.00                 | 19,036.25                 | -31.07%                               | U                                 | 146,030.87                   | 82,404.13                    |
| 36221 VACANCIES                        | 0.00                       | 0.00%                   | 0.00                      | 0.00                      | NA                                    | F                                 | 0.00                         | 0.00                         |
| 36227 EXCESS UTILITIES                 | 1,000.00                   | 0.21%                   | 61.00                     | 83.33                     | -26.80%                               | U                                 | 1,860.13                     | (860.13)                     |
| 36280 PROJECT REIMBURSEME              | 0.00                       | 0.00%                   | 0.00                      | 0.00                      | NA                                    | F                                 | 0.00                         | 0.00                         |
| <b>TOTAL REVENUE ACCOUNTS (G</b>       | <b><u>\$476,826.00</u></b> | <b><u>49.63%</u></b>    | <b><u>\$35,956.65</u></b> | <b><u>\$39,729.83</u></b> | <b><u>-9.50%</u></b>                  | <b><u>U</u></b>                   | <b><u>\$394,258.85</u></b>   | <b><u>\$82,567.15</u></b>    |
| <b>EXPENSES</b>                        |                            |                         |                           |                           |                                       |                                   |                              |                              |
| <b>SUPPLIES</b>                        |                            |                         |                           |                           |                                       |                                   |                              |                              |
| 42110 GENERAL SUPPLIES                 | 21,500.00                  | 5.16%                   | 1,866.72                  | 1,791.67                  | 4.19%                                 | U                                 | 8,099.30                     | 13,400.70                    |
| 42410 MINOR EQUIPMENT/TOOL             | 0.00                       | 0.00%                   | 0.00                      | 0.00                      | NA                                    | U                                 | 1,204.07                     | (1,204.07)                   |
| <b>TOTAL: SUPPLIES</b>                 | <b><u>\$21,500.00</u></b>  | <b><u>5.16%</u></b>     | <b><u>\$1,866.72</u></b>  | <b><u>1,791.67</u></b>    | <b><u>4.19%</u></b>                   | <b><u>U</u></b>                   | <b><u>9,303.37</u></b>       | <b><u>\$13,400.70</u></b>    |
| <b>OTHER SERVICES &amp; CHARGES</b>    |                            |                         |                           |                           |                                       |                                   |                              |                              |
| 43010 AUDITING & ACCOUNTING            | 10,000.00                  | 2.40%                   | 1,775.00                  | 833.33                    | 113.00%                               | U                                 | 9,501.50                     | 498.50                       |
| 43040 ATTORNEY FEES-CIVIL P            | 1,000.00                   | 0.24%                   | 0.00                      | 83.33                     | -100.00%                              | F                                 | 553.50                       | 446.50                       |
| 43070 MANAGEMENT SERVICE               | 45,250.00                  | 10.87%                  | 3,689.51                  | 3,770.83                  | -2.16%                                | F                                 | 38,980.73                    | 6,269.27                     |
| 43090 EXPERT & PROF SERVIC             | 7,500.00                   | 1.80%                   | 435.05                    | 625.00                    | -30.39%                               | F                                 | 34,495.81                    | (26,995.81)                  |
| 43095 SOFTWARE MAINT & SUF             | 0.00                       | 0.00%                   | 0.00                      | 0.00                      | NA                                    | NA                                | 700.46                       | (700.46)                     |
| 43130 TENANT SERVICES                  | 3,000.00                   | 0.72%                   | 0.00                      | 250.00                    | -100.00%                              | F                                 | 0.00                         | 3,000.00                     |
| 43210 TELEPHONE & TELEGRA              | 2,900.00                   | 0.70%                   | 0.00                      | 241.67                    | -100.00%                              | F                                 | 349.35                       | 2,550.65                     |
| 43250 OTHER COMMUNICATION              | 900.00                     | 0.22%                   | 677.33                    | 75.00                     | 803.11%                               | U                                 | 1,095.07                     | (195.07)                     |
| 43430 ADVERTISING - OTHER              | 500.00                     | 0.12%                   | 0.00                      | 41.67                     | -100.00%                              | F                                 | 325.00                       | 175.00                       |
| 43610 INSURANCE & BONDS                | 9,902.00                   | 2.38%                   | 0.00                      | 825.17                    | -100.00%                              | F                                 | 9,730.00                     | 172.00                       |
| 43810 ELECTRIC UTILITIES               | 30,000.00                  | 7.20%                   | 3,283.98                  | 2,500.00                  | 31.36%                                | U                                 | 24,360.94                    | 5,639.06                     |
| 43820 WATER UTILITIES                  | 2,200.00                   | 0.53%                   | 172.14                    | 183.33                    | -6.11%                                | F                                 | 1,543.69                     | 656.31                       |
| 43830 GAS UTILITIES                    | 11,500.00                  | 2.76%                   | 310.14                    | 958.33                    | -67.64%                               | F                                 | 4,825.88                     | 6,674.12                     |
| 43840 REFUSE DISPOSAL                  | 3,100.00                   | 0.74%                   | 233.59                    | 184.70                    | 26.47%                                | U                                 | 2,477.51                     | 622.49                       |
| 43850 SEWER UTILITIES                  | 5,000.00                   | 1.20%                   | 298.46                    | 416.67                    | -28.37%                               | F                                 | 2,675.62                     | 2,324.38                     |
| 43860 STORM WATER UTILITY              | 750.00                     | 0.18%                   | 68.74                     | 62.50                     | 9.98%                                 | U                                 | 618.86                       | 131.14                       |
| 44010 BUILDING MAINTENANCE             | 90,000.00                  | 21.61%                  | 15,182.45                 | 7,500.00                  | 102.43%                               | U                                 | 93,600.66                    | (3,600.66)                   |
| 44040 VEHICLE/EQUIPMENT RE             | 0.00                       | 0.00%                   | 0.00                      | 0.00                      | NA                                    | NA                                | 0.00                         | 0.00                         |
| 44050 EXTRAORDINARY MAINTI             | 152,000.00                 | 36.50%                  | 0.00                      | 12,666.67                 | -100.00%                              | F                                 | 7,463.50                     | 144,536.50                   |
| 44060 LAUNDRY SERVICES                 | 900.00                     | 0.22%                   | 53.96                     | 75.00                     | -28.05%                               | F                                 | 549.94                       | 350.06                       |
| 44160 RENTS AND LEASES                 | 0.00                       | 0.00%                   | 0.00                      | 0.00                      | NA                                    | U                                 | 0.00                         | 0.00                         |
| 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                     | 0.07%                   | 0.00                      | 25.00                     | -100.00%                              | F                                 | 37.14                        | 262.86                       |
| 44370 MISC CHARGES                     | 0.00                       | 0.00%                   | 0.00                      | 0.00                      | NA                                    | U                                 | 0.00                         | 0.00                         |
| 44390 TAXES & LICENSES                 | 18,000.00                  | 4.32%                   | 0.00                      | 1,500.00                  | -100.00%                              | F                                 | 125.00                       | 17,875.00                    |
| 44700 INTEREST                         | 200.00                     | 0.05%                   | 11.90                     | 16.67                     | NA                                    | U                                 | 90.26                        | 109.74                       |
| <b>TOTAL: OTHER SERVICES &amp; CH</b>  | <b><u>\$94,902.00</u></b>  | <b><u>94.84%</u></b>    | <b><u>\$26,192.25</u></b> | <b><u>\$32,001.53</u></b> | <b><u>-18.15%</u></b>                 | <b><u>F</u></b>                   | <b><u>\$234,100.42</u></b>   | <b><u>\$160,801.58</u></b>   |
| <b>45200 BUILDING &amp; IMPROVEMEN</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>\$416,402.00</u></b> | <b><u>100.00%</u></b>   | <b><u>\$28,058.97</u></b> | <b><u>33,793.20</u></b>   | <b><u>-16.97%</u></b>                 | <b><u>F</u></b>                   | <b><u>\$243,403.79</u></b>   | <b><u>\$174,202.28</u></b>   |



## Memorandum

**TO:** Deanna Kuennen, Executive Director  
**FROM:** Marty Smith, Rental Housing Technician  
**MEETING DATE:** December 13, 2021  
**SUBJECT:** FreshAir – Tobacco/Marijuana use within Robinwood Manor

---

### **PURPOSE:**

Provide an update on installation process and preliminary reporting of FreshAir Censors.

### **DISCUSSION:**

#### Smoking Policy

The 11 faulty monitors that need to be (re)installed by staff has been completed. At this time potentially eight additional sensors require replacement. Staff are still receiving reports regarding occupants we thought did not smoke. Suspected faults in the system have been reported to FreshAir.

Staff will monitor the sensors to determine if the replacements resolve the problems. Moving forward, continual involvement will be required by FreshAir to troubleshoot and provide acceptable remedy(s).

Staff shall provide updates on the progress to get the system fully functional.

### **REQUESTED ACTION:**

No action at this time. Once system is fully functional/operational – the HRA will provide direction on what, if any level, the HRA board would like staff to report on the monitoring system.



## Memorandum

**TO:** Deanna Kuennen, Executive Director  
**FROM:** Marty Smith, Rental Housing Technician  
**MEETING DATE:** December 13, 2021  
**SUBJECT:** Robinwood Manor Parking Lot Reconstruction

---

### **PURPOSE:**

Provide an update on reconstruction /expansion of parking lot

### **DISCUSSION:**

The contractors have completed all the curbing, paving, stripping, garage move, lighting and seeding. ISG reviewed the project on December 1, 2021 – and attached is the punch list to finish the project next spring.

### **REQUESTED ACTION:**

None

## ISG Site Observation Report

Architecture + Engineering + Environmental + Planning ISGInc.com

Project Name: Robinwood Manor- Parking Lot

ISG Project Number: 25019

Date: December 1, 2021

Observation Start Time 2:45 p.m.

Observation End Time: 3:20 p.m.

Observations By: Bob Mickelson

General Contractor: BCM

Present on Site: Zach Steeves

Project was reviewed for conformance to the contract documents (punch list). The following items were noticed:

1. Water is being held at new curb at the street on the south entrance. Curb must be reworked to avoid ponding at this location.
2. Grade on both sides of garage is too high and needs to be lowered. A swale could be used to direct the water away from the garage.
3. Rear garage roof was damaged. Repairs shall match existing.
4. Clean parking lot surfaces near garage and south entrance of silt.
5. Trees and seeding was done outside specified planting seasons. Both will need to be reviewed in the spring for growth. Trees are warranted so those should be monitored through the next growing season.

Signed

Unless representatives of the contractor or owner notify ISG to the contrary, we will proceed on the basis that all concerned approve of this report.

Thank You.

END OF OBSERVATION REPORT











