

**Faribault Housing and Redevelopment Authority**  
**Meeting Minutes**  
Monday, February 10, 2020

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

Chair Kennedy called the meeting to order at 6:01 p.m. in the 1<sup>st</sup> Floor, Public Meeting Room at Faribault City Hall.

**Members Present:** Narren Brown, Johnathan Wood and Brendan Kennedy, Richard Olson, Matt Speckhals, Loni Ahlers and Zulema Delgado

**Members Absent:** None.

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

**Others Present:** None.

**2. Minutes**

**A. Minutes of January 13, 2020.**

A motion was made by Ahlers and seconded by Olson to approve the January 13, 2020 regular meeting minutes as presented. Motion carried on a 7/0 vote.

**3. Program Reports**

**A. Mobile Home Buyout Program**

There was no activity in the mobile home buyout program to report.

**B. Mobile Home Heat Tape Program**

Twenty-five applications have been approved for the program so far. Distribution of approved applications are as follows:

Evergreen Estates:	16
Sunrise:	3
Cannon River:	3
Knollwood:	3

A motion was made by Ahlers and seconded by Wood to receive and file the report as written. The motion carried on a 7/0 vote.

**C. Corridor Rehab Loan Program.**

No activity to report.

## **D. Monthly Loan Status Report**

Loan status reports for 245, 246 and 247 were reviewed. Clausen reported that it's the same three and no action can be taken until someone attempts to sell their home.

Motion was made by Olson and seconded by Ahlers to receive and file the report as submitted. Motion carried on a 7/0 vote.

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

### **A. Robinwood Manor**

#### December, 2019 Program Report

December's occupancy was at 98% with two units turning over. Unit 117 was filed on 1/2. The largest expenses during the month of December were plowing and sanding \$5,702.27, boiler repair for \$421.75 and appliance replacement for \$2,645.26.

Common area remodeling was substantially complete by 2/7 with kitchen cabinets being the remaining item and should be complete by 2/21.

A motion was made by Olson and seconded by Wood to approve and file as presented. The motion carried on a 7/0 vote.

### **B. Public Housing**

#### December 2019 Program Report

December's occupancy was at 100% with no unit turnovers. The largest expenses include \$4,195 for plowing and sanding and \$1,868.57 for unit turnovers and tree trimming for \$610.

A motion was made by Ahlers and seconded by Wood to approve and file as presented. The motion carried on a 7/0 vote.

### **C. Scattered Sites Rental Housing**

#### December 2019 Program Report

December's occupancy was at 100%. There were no unit turnovers. Major expenses include plowing and sanding for \$85.

A motion was made by Olson and seconded by Wood to approve and file as presented. The motion carried on a 7/0 vote.

## **5. Items of Discussion**

### **A. Approve Contractor for Public Housing Roof and Siding Replacement.**

A motion was made by Wood and seconded by Ahlers to approve Intelligent Design Corporation as the contractor and allow the HRA Chairperson and Executive Director to execute the necessary documents to allow the project to proceed. Motion carried on a 7/0 vote.

**B. Mobile Home Down Payment Assistance Guidelines**

After presentation and a short discussion of the proposed guidelines, the Board decided the only changes were to add "... **may** include but are not limited to:" in paragraph 2. Of the Eligible Recipients. The Board also agreed to strike "Child support and alimony" as a source of income from the same paragraph.

A motion was made by Ahlers and seconded by Speckhals to approve the proposed Program Guidelines with the exception of the two proposed changes, including the word "may" and striking "Child support and alimony" from the Eligible Recipients paragraph. Motion carried on a 7/0 vote.

**6. Adjourn**

A motion was made by Ahlers and seconded by Speckhals to adjourn the meeting at 6:15 p.m. The motion carried on a 7/0 vote.

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Brendan Kennedy, President,

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Matt Speckhals, Vice Chairperson/Secretary

Respectfully Submitted,

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