

1. Call To Order/Approve Agenda

A. Agenda

Documents:

[01-09-17 AGENDA.PDF](#)

2. Minutes

A. 2A Minutes

Documents:

[2A. MINUTES OF 12-12-16.PDF](#)

3. Program Reports

A. 3A MURL

Documents:

[3A. MURL PROGRAM.PDF](#)

B. 3B Mobile Home

Documents:

[3B. MOBILE HOME BUYOUT.PDF](#)

C. 3C Monthly Loan

Documents:

[3C. MONTHLY LOAN STATUS.PDF](#)

4. Property Reports

A. 4A Robinwood

Documents:

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

B. 4B Public Housing

Documents:

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

C. 4C Scattered Sites

Documents:

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

5. Items Of Discussion

A. 5A Maintenance Contract

Documents:

[5A. MAINTENANCE CONTRACTS.PDF](#)

B. 5B 2017 Meetings

Documents:

[5B. 2017 MEETING SCHEDULE.PDF](#)

C. 5C Write-Offs

Documents:

[5C. RES 2017-01 ACCOUNTS RECEIVABLE WRITE-OFFS.PDF](#)

D. 5D Property Inventory

Documents:

[5D. PROPERTY INVENTORY.PDF](#)

E. 5E Statutory Tort

Documents:

[5E. STATUTORY TORT LIABILITY.PDF](#)

6. Adjourn



## Faribault Housing and Redevelopment Authority MEETING AGENDA

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**DATE:** Monday, January 9, 2017  
**TIME:** 6:00 P.M.  
**PLACE:** First Floor Public Meeting Room, City Hall

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1. **Call to Order / Approve Agenda**
2. **Minutes**
  - A. December 12, 2016
3. **Program Reports**
  - A. MURL
  - B. Mobile Home Buyout Program
  - C. Monthly Loan Status
  - D. 2011 Housing Rehabilitation Loan Program - No activity to report
  - E. Downtown Housing Improvement Program – No activity to report
4. **Property Reports**
  - A. Robinwood Manor
  - B. Public Housing
  - C. Scattered Sites
5. **Items of Discussion**
  - A. 2017-2018 Maintenance Contracts
  - B. Approval of 2017 Meeting Schedule
  - C. FY2016 Accounts Receivable Write-offs
  - D. Surplus Property Review
  - E. 2017 Statutory Tort Liability Waiver
6. **Adjourn**

*Please contact the Community Development Department (507-334-0100)  
if you need special accommodations related to a disability to attend this meeting.*

**Faribault Housing and Redevelopment Authority**  
**Meeting Minutes**  
Monday, December 12, 2016

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

Streefland called the meeting to order at 6:04 p.m. in the First Floor Public Meeting Room at Faribault City Hall.

**Members Present:** Loni Streefland, Gary Lazarz, Jana Viscomi, John Rowan and Brendan Kennedy

**Members Absent:** Matthew Speckhals

**Staff Present:** Community Development Coordinator Kim Clausen; Community and Economic Development Director Deanna Kuennen

**2. Minutes**

**A. Minutes of November 14, 2016**

A motion was made by Rowan and seconded by Lazarz to approve the November 14, 2016 regular meeting minutes as presented. Motion passed unanimously.

**3. Program Reports –Kim Clausen, Community Development Coordinator presented the reports.**

**A. MURL**

Financial Status Report

The financial report through November 30, 2016 was presented, which showed an adjusted unaudited balance of \$141,581.39.

MHFA has drafted an Assignment Agreement to approve transfer of the program to Three Rivers. The City Attorney is completing all the required deeds for each property. Final financial projections are being completed in order to tie out the project for transfer effective January 1.

Contract Activity

The contract for 1110 1<sup>st</sup> St NW will cancel on December 13. Staff has tried contacting the homeowner and has not received any response, so will likely have to file and eviction action.

A motion was made by Rowan and seconded by Kennedy to approve the Assignment Agreement authorizing the transfer of the MURL program and all of its associated properties, assets, financial funds, rights and obligations, to Three Rivers Community Action Center. The motion passed unanimously.

A motion was made by Kennedy and seconded by Rowan to receive and file the MURL report as presented. The motion passed unanimously.

**B. Mobile Home Buyout Program**

Two new applications were approved, one in Evergreen Estates and one in Cannon River. Closings will be scheduled with the goal of having them both removed by the end of December.

A motion was made by Lazarz and seconded by Kennedy to receive and file the Mobile Home Buyout Program report as presented. Motion passed unanimously.

**C. Monthly Loan Status Report**

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

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

**D. 2011 Housing Rehabilitation Program**

No activity to report.

**E. Downtown Housing Improvement Program**

No activity to report.

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

**A. Robinwood Manor**

October Program Report

October occupancy was at 98% with no unit turnovers. Unusual expenses included \$5,826.20 for design services for the sprinkler project.

The sprinkler project is almost complete.

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

**B. Public Housing**

October 2016 Program Report

October occupancy was at 100% with no unit turnovers. Unusual expenses included the annual furnace clean and tunes for \$3,030. Annual recertifications were completed in November.

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

**C. Scattered Sites Rental Housing**

October 2016 Program Report

October occupancy was at 78% with no units turning over. There were no unusual expenses or activities.

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

**5. Items of Discussion**

**A. FY2017-2018 Maintenance Contracts**

Staff presented the proposals received for various routing maintenance contracts. No proposals were received for cleaning, floor cleaning, plumbing or HVAC. Additional analysis is needed on the flooring installation proposals.

The lowest responsible proposals for services were as follows:

Electrical:	Bob's Electric
Pest Control:	Bug Buster's, Inc.
Backup Maintenance:	Property Pros
Snow Removal:	RAW Construction
Lawn Mowing:	Property Pros
Landscaping Maint.:	Property Pros

A motion was made by Lazarz and seconded by Rowan to approve the selected contractors for the various

maintenance contracts, and authorize the Executive Director and/or Chairperson to execute the various contracts on behalf of the HRA. The motion passed unanimously.

**B. 206 Central Avenue**

Due to recent public discussions about parking requirements and density for the property at 206 Central Avenue, staff presented the HRA with information that influenced the HRA's decision to sell the building in 2014. Since several current HRA commissioners were not on the HRA at that time, it was felt it would be helpful to provide this information to the current board. Commissioners discussed the various factors surrounding the sale and current development. No action was necessary, this was for information only.

**6. Adjourn**

A motion was made by Rowan and seconded by Lazarz to adjourn the regular meeting at 7:25 p.m. The motion passed unanimously.

\_\_\_\_\_  
Loni Streefland, Chairperson

\_\_\_\_\_  
Brendan Kennedy, Vice Chairperson/Secretary

Respectfully Submitted,

\_\_\_\_\_  
Kim Clausen, Community Development Coordinator



## Request for Action

**TO:** Faribault Housing and Redevelopment Authority  
**FROM:** Kim Clausen, Community Development Coordinator  
**MEETING DATE:** January 9, 2017  
**SUBJECT:** MURL Program

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### **PURPOSE:**

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

### **FINANCIAL STATUS REPORT:**

Discussion: The financial report is attached showing an (unaudited) adjusted balance of \$139,317.55 as of December 31, 2016.

Requested Action: Receive and file the financial report.

### **PROJECT ACTIVITY:**

Discussion: The homeowner at 1110 1<sup>st</sup> Street NW refused to move, forcing the HRA to file for an eviction action. The earliest we could get on the Rice County court calendar was December 30, 2016. The judge ruled in favor of the HRA and she has until noon on January 9, 2017 to vacate the premises or the Sheriff will remove her from the unit. Unfortunately, Three Rivers did not want to assume ownership of the program until this issue was resolved, so the transfer date has been moved to February 1, 2017. Staff is working with MHFA to adjust the date on the Assignment Agreement.

Requested Action: Approve an amended date of February 1, 2017 for the effective date of the Assignment Agreement authorizing the transfer of the MURL program and all of its associated properties, assets, financial funds, rights and obligations, to Three Rivers Community Action Center.

### **P.R.I.M.E. PROGRAM:**

Discussion: None  
Requested Action: None

**MURL REVOLVING LOAN PROGRAM  
REVENUE AND EXPENSE SUMMARY  
January 1 -December 31, 2016**

<b>FUND BALANCE - January 1, 2016 (UNAUDITED)</b>		<b>\$138,318.26</b>
<b>Contract Payments</b>		
Contract for Deed Payments	40,580.50	
Less Escrowed Monies	<u>22,792.60</u>	
Total Applied to Contracts		17,787.90
<b>Miscellaneous Income</b>		
Interest		1,441.34
Misc		
		<hr/>
<b>TOTAL REVENUES</b>		<b>\$19,229.24</b>
<b>Expenses</b>		
Other		1,066.08
Garbage Disposal		531.40
Utilities		487.36
Maintenance		2,043.25
Program Management		2,442.00
Legal Fees		11,659.86
Advertising		
		<hr/>
<b>TOTAL EXPENSES</b>		<b>18,229.95</b>
<b>ADJUSTED BALANCE - December 31, 2016</b>		<b><u><u>\$139,317.55</u></u></b>



**2016 CONTRACT FOR DEED PAYMENT RECORD  
MURL PROGRAM  
December 31, 2016**

	Garza 21 6th St NW					Meyer 207 Willow Street					Baldwin 1217 NW 4th Avenue				
	Payment Due	Amount Paid	Escrow	Applied to Contract	Balance Due	Payment Due	Amount Paid	Escrow	Applied to Contract	Balance Due	Payment Due	Amount Paid	Escrow	Applied to Contract	Balance Due
1/1 Balance			411.85					2988.64					-77.48		
Due from '15	374.00	0.00	0.00	0.00	374.00	345.00			0.00	345.00	21.99	0.00	0.00	0.00	21.99
January	247.00	504.00	288.19	215.81	117.00	345.00	345.00	148.74	196.26	345.00	481.00	485.00	327.62	157.38	17.99
February	247.00	200.00	83.00	117.00	164.00	345.00	345.00	148.74	196.26	345.00	481.00	485.00	485.00	0.00	13.99
March	247.00	411.00	243.34	167.66	0.00	345.00	345.00	148.74	196.26	345.00	481.00	485.00	485.00	0.00	9.99
April	247.00	0.00	0.00	0.00	247.00	345.00	0.00	0.00	0.00	690.00	481.00	485.00	485.00	0.00	5.99
May	579.00	400.00	356.34	43.66	426.00	892.00	1,515.00	525.39	989.61	67.00	481.00	485.00	485.00	0.00	1.99
June	579.00	0.00	0.00	0.00	1,005.00	892.00	0.00	0.00	0.00	959.00	481.00	485.00	485.00	0.00	-2.01
July	579.00	300.00	300.00	0.00	1,284.00	892.00	825.00	160.91	664.09	1,026.00	481.00	485.00	303.44	181.56	-6.01
August	193.17	0.00	0.00	0.00	1,477.17	892.00	825.00	321.82	503.18	1,093.00	450.00	450.00	193.98	256.02	-6.01
September	193.17	100.00	100.00	0.00	1,570.34	892.00	825.00	482.73	342.27	1,160.00	450.00	450.00	193.98	256.02	-6.01
October	193.17	0.00	0.00	0.00	1,763.51	892.00	825.00	160.91	664.09	1,227.00	450.00	450.00	193.98	256.02	-6.01
November	193.17	0.00	0.00	0.00	1,956.68	892.00	825.00	160.91	664.09	1,294.00	450.00	450.00	193.98	256.02	-6.01
December	193.17	100.00	100.00	0.00	2,049.85	892.00	0.00	0.00	0.00	2,186.00	450.00	450.00	193.98	256.02	-6.01
					2,049.85										
Less Escrow Payments			-818.00		2,049.85			-3,098.70					-2346.83		
<b>Total</b>	<b>4,064.85</b>	<b>2,015.00</b>	<b>1,064.72</b>	<b>544.13</b>	<b>2,049.85</b>	<b>8,861.00</b>	<b>6,675.00</b>	<b>2,148.83</b>	<b>4,416.11</b>	<b>2,186.00</b>	<b>5638.99</b>	<b>5,645.00</b>	<b>1,601.65</b>	<b>1,619.04</b>	<b>-6.01</b>
	Contract Date 4/15/2015					Contract Date 8/8/2001					Contract Date 11/23/1998				
	Original Contract Amount				45,000.00	Original Contract Amount				93,525.00	Original Contract Amount				55,000.00
	Current Contract Balance				44,036.72	Current Contract Balance				72,455.70	Current Contract Balance				39,659.74

	Heckenliable 7 NW 5th Avenue					Beske 608 Park Ave					Greenslade 605 Short Street				
	Payment Due	Amount Paid	Escrow	Applied to Contract	Balance Due	Payment Due	Amount Paid	Escrow	Applied to Contract	Balance Due	Payment Due	Amount Paid	Escrow	Applied to Contract	Balance Due
1/1 Balance															
Due from '15			809.77		750.00			1,095.66		1248.30			723.36		1,158.70
January	290.00	580.00	228.36	351.64	460.00	633.00	366.00	193.96	172.04	1515.30	234.57	0.00	0.00	0.00	1,393.27
February	290.00	290.00	114.18	175.82	460.00	633.00	1400.00	193.96	1206.04	748.30	234.57	0.00	0.00	0.00	1,627.84
March	290.00	290.00	114.18	175.82	460.00	633.00	400.00	193.96	206.04	981.30	234.57	0.00	0.00	0.00	1,862.41
April	290.00	0.00	0.00	0.00	750.00	633.00	348.00	348.00	0.00	1,266.30	234.57	0.00	0.00	0.00	2,096.98
May	290.00	580.00	0.00	580.00	460.00	745.00	800.00	500.00	300.00	1,211.30	234.57	0.00	0.00	0.00	2,331.55
June	290.00	290.00	290.00	0.00	460.00	745.00	845.00	0.00	845.00	1,111.30	234.57	0.00	0.00	0.00	2,566.12
July	290.00	0.00	0.00	0.00	750.00	745.00	0.00	0.00	0.00	1,856.30	0.00	0.00	0.00	0.00	2,566.12
August	290.00	290.00	290.00	0.00	750.00	745.00	400.00	139.50	260.50	2,201.30	0.00	0.00	0.00	0.00	2,566.12
September	290.00	290.00	129.14	160.86	750.00	745.00	745.00	264.90	480.10	2,201.30	0.00	0.00	0.00	0.00	2,566.12
October	290.00	290.00	247.33	42.67	750.00	745.00	745.00	0.00	745.00	2,201.30	0.00	0.00	0.00	0.00	2,566.12
November	290.00	580.00	0.00	580.00	460.00	745.00	850.00	795.16	54.84	2,096.30	0.00	0.00	0.00	0.00	2,566.12
December	290.00	0.00	0.00	0.00	750.00	745.00	372.50	0.00	372.50	2,468.80	0.00	0.00	0.00	0.00	2,566.12
				0.00	750.00				0.00	2,468.80				0.00	2,566.12
Less Escrow Payments			-1429.28					-2671.7					-615		
<b>Total</b>	<b>3480.00</b>	<b>3,480.00</b>	<b>793.68</b>	<b>2,066.81</b>	<b>750.00</b>	<b>8492.00</b>	<b>7,271.50</b>	<b>1,053.40</b>	<b>4,642.06</b>	<b>2,468.80</b>	<b>1407.42</b>	<b>0.00</b>	<b>108.36</b>	<b>0.00</b>	<b>2,566.12</b>
<b>Contract Date</b>	10/1/2004				<b>Contract Date</b>	4/1/2003				<b>Contract Date</b>	7/29/2009				
<b>Original Contract Amount</b>	82,300.00				<b>Original Contract Amount</b>	83,500.00				<b>Original Contract Amount</b>	125,000.00				
<b>Current Contract Balance</b>	57,960.11				<b>Current Contract Balance</b>	61,350.85				<b>Current Contract Balance</b>	119,806.40				

	Hunt 1110 NW 1st Street					Bultman 501 Willow Street					Trevino 204 9th Ave SW				
	Payment Due	Amount Paid	Escrow	Applied to Contract	Balance Due	Payment Due	Amount Paid	Escrow	Applied to Contract	Balance Due	Payment Due	Amount Paid	Escrow	Applied to Contract	Balance Due
1/1 Balance			1,244.61					728.15					430.60		
Due from '15		0.00	0.00	0.00	608.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
January	190.66	0.00	0.00	0.00	799.39	388.00	388.00	0.00	388.00	0.00	287.00	299.00	201.19	97.81	-12.00
February	190.66	0.00	0.00	0.00	990.05	388.00	388.00	388.00	0.00	0.00	287.00	299.00	201.19	97.81	-24.00
March	190.66	200.00	200.00	0.00	980.71	388.00	388.00	388.00	0.00	0.00	287.00	299.00	201.19	97.81	-36.00
April	190.66	550.00	550.00	0.00	621.37	328.00	328.00	328.00	0.00	0.00	287.00	299.00	201.19	97.81	-48.00
May	141.66	0.00	0.00	0.00	763.03	328.00	328.00	328.00	0.00	0.00	372.00	370.00	251.71	118.29	-46.00
June	141.66	200.00	200.00	0.00	704.69	328.00	328.00	328.00	0.00	0.00	372.00	370.00	370.00	0.00	-44.00
July	141.66	200.00	200.00	0.00	646.35	328.00	328.00	328.00	0.00	0.00	372.00	370.00	251.71	118.29	-42.00
August	141.66	0.00	0.00	0.00	788.01	328.00	328.00	328.00	0.00	0.00	372.00	370.00	370.00	0.00	-40.00
September	141.66	300.00	300.00	0.00	629.67	328.00	328.00	228.61	99.39	0.00	372.00	370.00	370.00	0.00	-38.00
October	141.66	0.00	0.00	0.00	771.33	328.00	328.00	237.16	90.84	0.00	372.00	370.00	143.21	226.79	-36.00
November	141.66	0.00	0.00	0.00	912.99	328.00	328.00	306.72	21.28	0.00	372.00	370.00	143.21	226.79	-34.00
December	141.66	0.00	0.00	0.00	1,054.65	328.00	328.00	99.39	228.61	0.00	372.00	370.00	59.63	310.37	-32.00
Less Escrow Payments			-1,594.00					-2,743.32					-3,029.60		
<b>Total</b>	<b>1895.92</b>	<b>1,450.00</b>	<b>1,100.61</b>	<b>0.00</b>	<b>1,054.65</b>	<b>4,116.00</b>	<b>4,116.00</b>	<b>1,272.71</b>	<b>828.12</b>	<b>0.00</b>	<b>4,124.00</b>	<b>4,156.00</b>	<b>165.23</b>	<b>1,391.77</b>	<b>-32.00</b>
<b>Contract Date</b>	<b>8/7/2009</b>				<b>Contract Date</b>	<b>10/1/2012</b>				<b>Contract Date</b>	<b>10/1/2014</b>				
<b>Original Contract Amount</b>	<b>85,000.00</b>				<b>Original Contract Amount</b>	<b>80,000.00</b>				<b>Original Contract Amount</b>	<b>110,000.00</b>				
<b>Current Contract Balance</b>	<b>82,536.00</b>				<b>Current Contract Balance</b>	<b>73,982.74</b>				<b>Current Contract Balance</b>	<b>106,746.39</b>				

Chavira 817 NW 4th Ave											
	Payment Due	Amount Paid	Escrow	Applied to Contract	Balance Due	Payment Due	Amount Paid	Escrow	Applied to Contract	Balance Due	
1/1 Balance Due from '15			120.77							0.00	
January	481.00	481.00	157.08	323.92	0.00					0.00	
February	481.00	481.00	157.08	323.92	0.00					0.00	
March	481.00	481.00	196.50	284.50	0.00					0.00	
April	481.00	481.00	481.00	0.00	0.00					0.00	
May	481.00	481.00	481.00	0.00	0.00					0.00	
June	481.00	481.00	481.00	0.00	0.00					0.00	
July	481.00	481.00	481.00	0.00	0.00					0.00	
August	481.00	481.00	481.00	0.00	0.00					0.00	
September	481.00	481.00	192.16	288.84	0.00					0.00	
October	481.00	481.00	192.16	288.84	0.00					0.00	
November	481.00	481.00	0.00	481.00	0.00					0.00	
December	481.00	481.00	192.16	288.84	0.00					0.00	
Less Escrow Payments			-1,855.00								
<b>Total</b>	<b>5772.00</b>	<b>5,772.00</b>	<b>1,757.91</b>	<b>2,279.86</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Contract Date</b>			4/1/2015			<b>Contract Date</b>					
<b>Original Contract Amount</b>			42,267.74			<b>Original Contract Amount</b>					
<b>Current Contract Balance</b>			37,325.14			<b>Current Contract Balance</b>			0.00		

PROGRAM BALANCE 31-Dec-16	
Payments	40,580.50
Escrow Balance	11,067.10
Applied to Escrow	22,792.60
Applied to Contract	17,787.90
Balance Due	11,037.41



## **Request for Action**

**TO:** Faribault Housing and Redevelopment Authority

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

**MEETING DATE:** January 9, 2017

**SUBJECT:** Mobile Home Buyout Program

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### **PURPOSE:**

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

### **DISCUSSION:**

The mobile home was removed from Evergreen Estates in December. We closed on the acquisition of the mobile home in Cannon River, but demolition is not scheduled until the second week of January.

### **REQUESTED ACTION:**

Receive and file.

**Mobile Home Buyout Program  
31-Dec-16**

**Knollwood-1923 Grant Street**

File #	Name/Lot #	Status	Demo Costs	Ranking/ Points	Age of Unit
BO-01	Fregoso/53	Not proceeding with sale		40	41 years
BO-02	Quinones/54	Site cleared (2009)	3,863.49	50	39 years
BO-07	Wolf/40	Site cleared (2010)	3,665.00	50	34 years
BO-08	Kruckeberg/70	Site cleared (2011)	4,021.89	60	48 years
BO-09	Renterizi/86	Site cleared (2/2012)	4,962.00	60	45 years
BO-10	Amador/42	Site cleared (5/2012)	3,770.65	60	43 years
BO-15	Aseneth/82	Withdrew application (7/2013)	0.00	35	46 years
BO-20	Hernandez/55	Site cleared (4/2014)	3,351.00	60	53 years
BO-23	Danielson/35	Site Cleared (12/2014)	3,666.00	60	46 years

**Sunrise - 1155 Willow Street**

BO-03	Dulac/42S	Site cleared (2009)	4,147.80	50	42 years
BO-06	Muldoon/22N	Site cleared (2010)	3,863.30	50	45 years
BO-011	Harn/11S	Site cleared (10/2012)	4,903.72	50	45 years

**Evergreen Estates - 415 Western Avenue**

BO-04	Bauernfeind-12	Site cleared (2010)	4,597.60	40	29 years
BO-05	Braun/80	Site cleared (2010)	3,393.54	40	33 years
BO-12	Jeno/15	Site cleared (10/2012)	5,245.00	25	22 years
BO-13	Frerich/23	Site cleared (1/2013)	7,758.00	60	35 years
BO-14	Romero/119	Site cleared (10/2013)	4,377.00	50	44 years
BO-16	Casper/25	Site cleared (10/2013)	4,889.00	40	35 years
BO-17	Neal/125	Site cleared (10/2013)	3,999.00	50	42 years
BO-19	Pena/3	Site cleared (4/2014)	4,560.00	60	43 years
BO-22	Francisco/140	Site cleared (8/2014)	4,274.00	50	43 years
BO-26	Segura/58	Site cleared (8/15)	3,851.00	50	48 years
BO-30	Tolentino/87	Site cleared (12/16)	3,930.00	60	50 years

**Cannon River - 1407 Hulett Avenue**

BO-18	Keilen/33	Site cleared (12/2013)	3,927.00	50	36 years
BO-21	Sauceda/111	Site cleared (5/2014)	4,639.00	35	35 years
BO-24	Lazaro/40	Site cleared (3/2015)	5,724.00	30	39 years
BO-25	Lopez/173	Site cleared (8/2015)	4,908.00	60	42 years
BO-29	Nelson/13	Asbestos Testing Completed	0.00	40	31 years

Total Program Costs

110,286.99

0

<b>Program Summary</b>		
<b>Year</b>	<b>Number of Projects</b>	<b>Cost</b>
2009	2	8,011.29
2010	4	15,519.44
2011	1	4,021.89
2012	4	18,881.37
2013	5	24,950.00
2014	5	20,490.00
2015	3	14,483.00
2016	2	3,930.00
		110,286.99



## Request for Action

**TO:** Faribault Housing and Redevelopment Authority

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

**MEETING DATE:** January 9, 2017

**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 Reports



PAYMENTS DUE  
Delinquent Payments

Report Order: Client Name

Loan ID	Client Name	Pmt /Yr	Loan Group	Due Day	1/2017 #	12/2016	11/2016	10/2016	9/2016+	Unpaid/ Accrued Fees	Payments Due
<b>Loan Status: OPN</b>											
09-05F11	ANDERSON, SHANNON L.	12	H	1		46.01	46.01	46.01	1,108.48	0.00	1,246.51
20110211	BAUERNFEIND, RAYMOND	12	H	1		198.20	198.20	198.20	3,405.00	0.00	3,999.60
0902FBI1	CHRISTIANSON, TROY	12	H	1		43.02	43.02	43.02	258.12	0.00	387.18
02007111	KALWAY CONSTRUCTION CO	12	X	1		1,000.00	0.00	0.00	0.00	0.00	1,000.00
09C0311	KETTERING, RICHARD	12	C	1		98.11	0.00	0.00	0.00	0.00	98.11
11CR0311	KETTERING, RICHARD	12	C	1		35.68	0.00	0.00	0.00	0.00	35.68
0904MO11	KRENIK, JOHN P.	12	H	1		45.56	45.56	45.56	1,503.48	0.00	1,640.16
0911FBI1	ROUSHAR, JANE E.	12	H	1		28.07	0.00	0.00	0.00	0.00	28.07
09C0411	SCHUENKE, BRYAN	12	C	1		288.48	0.00	0.00	0.00	0.00	288.48
11CR0411	SCHUENKE, BRYAN	12	C	1		104.89	0.00	0.00	0.00	0.00	104.89
99S2712	* WINSOR, TIMOTHY S.	12	H	1		0.00	0.00	0.00	50.01	0.00	50.01
Total ->						1,888.02	332.79	332.79	6,325.09	0.00	8,878.69
% of Total Delinquent ->						21.26%	3.75%	3.75%	71.24%		
						6,814.72	5,259.49	5,259.49	566,411.76	10,150.00	583,745.46



## Request for Action

**TO:** Faribault Housing and Redevelopment Authority  
**FROM:** Kim Clausen, Community Development Coordinator  
**MEETING DATE:** January 9, 2017  
**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%	98%	100%	100%	96%	94%	92%	96%	100%	98%	98%	100%

<u>Turnover:</u>	1	1	0	0	0	1	2	2	0	0	1	0
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Vacant Unit: 221 (filled 11/23)

**OPERATING STATEMENT:**

Discussion: The financial report for the month of November is attached. Unusual expenses during the month include a progress payment for the sprinkler project of \$63,621.48.

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

**PROJECT ACTIVITY:**

The sprinkler installation project was completed in December and annual inspections were conducted. The Elderly Housing Corporation met for their annual meeting.

**ROBINWOOD MANOR  
FOR THE MONTH ENDED NOVEMBER 30, 2016**

	<u>2016 Budget</u>	<u>% of Revenue</u>	<u>November Actual</u>	<u>Monthly Budget</u>	<u>Variance of Monthly Budget</u>	<u>Favorable/ Unfavorable</u>	<u>2016 Year-To-Date</u>	<u>Remaining Balance</u>
<b>REVENUES</b>								
33160 FEDERAL GRANTS	155,873.00	48.90%	13,238.00	12,989.42	1.91%	F	139,118.00	16,755.00
36200 OTHER MISCELLANEOUS REVENUE	5,000.00	1.57%	563.11	411.00	37.01%	F	7,098.06	(2,098.06)
36210 INTEREST ON INVESTMENTS	0.00	0.00%	339.66	0.00	NA	NA	3,055.24	(3,055.24)
36220 RENTS	155,873.00	48.90%	14,624.00	12,989.42	12.58%	F	162,534.09	(6,661.09)
36221 VACANCIES	1,000.00	0.31%	0.00	83.33	-100.00%	U	0.00	1,000.00
36227 EXCESS UTILITIES	1,000.00	0.31%	104.97	83.33	25.96%	F	1,874.00	(874.00)
36280 PROJECT REIMBURSEMENT	0.00	0.00%	0.00	0.00	NA	F	0.00	0.00
<b>TOTAL REVENUE ACCOUNTS</b>	<b><u>\$318,746.00</u></b>	<b><u>51.10%</u></b>	<b><u>\$28,869.74</u></b>	<b><u>\$26,556.50</u></b>	<b><u>8.71%</u></b>	<b><u>F</u></b>	<b><u>\$313,679.39</u></b>	<b><u>\$5,066.61</u></b>
<b>EXPENSES</b>								
<b>SUPPLIES</b>								
42110 GENERAL SUPPLIES	20,000.00	6.34%	210.75	1,666.67	-87.36%	F	5,899.77	14,100.23
<b>TOTAL: SUPPLIES</b>	<b><u>\$20,000.00</u></b>	<b><u>6.34%</u></b>	<b><u>\$210.75</u></b>	<b><u>1,666.67</u></b>	<b><u>-87.36%</u></b>	<b><u>F</u></b>	<b><u>5,899.77</u></b>	<b><u>\$14,100.23</u></b>
<b>OTHER SERVICES &amp; CHARGES</b>								
43010 AUDITING & ACCOUNTING	7,500.00	2.38%	0.00	625.00	-100.00%	F	0.00	7,500.00
43040 ATTORNEY FEES-CIVIL PROCESS	500.00	0.16%	0.00	41.67	-100.00%	F	0.00	500.00
43070 MANAGEMENT SERVICES	32,036.00	10.16%	2,745.50	2,669.67	2.84%	U	30,842.78	1,193.22
43090 EXPERT & PROF SERVICES	4,000.00	1.27%	19.32	333.33	-94.20%	F	21,854.76	(17,854.76)
43130 TENANT SERVICES	2,000.00	0.63%	0.00	166.67	-100.00%	F	3,457.38	(1,457.38)
43210 TELEPHONE & TELEGRAPH	1,500.00	0.48%	272.24	125.00	117.79%	U	1,520.27	(20.27)
43250 OTHER COMMUNICATIONS	0.00	0.00%	0.00	0.00	NA	U	0.00	0.00
43430 ADVERTISING - OTHER	1,000.00	0.32%	0.00	83.33	-100.00%	F	53.63	946.37
43610 INSURANCE & BONDS	20,000.00	6.34%	0.00	1,666.67	-100.00%	F	16,059.00	3,941.00
43810 ELECTRIC UTILITIES	25,000.00	7.93%	4,793.64	2,083.33	130.09%	U	30,514.01	(5,514.01)
43820 WATER UTILITIES	2,000.00	0.63%	206.57	166.67	23.94%	U	2,011.78	(11.78)
43830 GAS UTILITIES	13,000.00	4.12%	421.95	1,083.33	-61.05%	F	4,906.11	8,093.89
43840 REFUSE DISPOSAL	3,000.00	0.95%	220.60	184.70	19.44%	U	2,610.76	389.24
43850 SEWER UTILITIES	4,500.00	1.43%	473.43	375.00	26.25%	U	4,607.60	(107.60)
43860 STORM WATER UTILITY	600.00	0.19%	44.02	50.00	-11.96%	F	440.20	159.80
44010 BUILDING MAINTENANCE	57,796.00	18.33%	4,109.27	4,816.33	-14.68%	F	49,767.03	8,028.97
44040 VEHICLE/EQUIPMENT REPAIRS	0.00	0.00%	0.00	0.00	NA	NA	0.00	0.00
44050 EXTRAORDINARY MAINTENANCE	106,000.00	33.62%	63,621.48	8,833.33	620.24%	U	73,358.67	32,641.33
44060 LAUNDRY SERVICES	1,000.00	0.32%	11.04	83.33	-86.75%	F	122.88	877.12
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	0.10%	0.00	25.00	-100.00%	F	0.00	300.00
44330 DUES & SUBSCRIPTIONS	400.00	0.13%	0.00	33.33	-100.00%	F	0.00	400.00
44370 MISCELLANEOUS CHARGES	0.00	0.00%	0.00	0.00	NA	U	0.00	0.00
44390 TAXES & LICENSES	13,000.00	4.12%	0.00	1,083.33	-100.00%	F	1,230.00	11,770.00
44700 INTEREST	200.00	0.06%	0.00	16.67	NA	U	98.49	101.51
<b>TOTAL: OTHER SERVICES &amp; CHARGES</b>	<b><u>295,332.00</u></b>	<b><u>93.66%</u></b>	<b><u>\$76,939.06</u></b>	<b><u>\$23,920.70</u></b>	<b><u>221.64%</u></b>	<b><u>U</u></b>	<b><u>\$243,455.35</u></b>	<b><u>\$51,876.65</u></b>
<b>45200 BUILDING &amp; IMPROVEMENT</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>\$315,332.00</u></b>	<b><u>100.00%</u></b>	<b><u>\$77,149.81</u></b>	<b><u>25,587.37</u></b>	<b><u>201.52%</u></b>	<b><u>U</u></b>	<b><u>\$249,355.12</u></b>	<b><u>\$65,976.88</u></b>



## Request for Action

**TO:** Faribault Housing and Redevelopment Authority

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

**MEETING DATE:** January 9, 2017

**SUBJECT:** Public Housing

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**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>	96%	100%	98%	98%	100%	100%	98%	100%	100%	100%	100%	100%
<u>Turnovers:</u>	2	0	1	1	0	0	1	0	0	0	0	0

Vacant Units: None

**OPERATING STATEMENT:**

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

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

**PROJECT ACTIVITY:**

Several units were treated for bedbugs.

**PUBLIC HOUSING  
FOR THE MONTH ENDED NOVEMBER 30, 2016**

	<u>2016 Budget</u>	<u>% of Revenue</u>	<u>November Actual</u>	<u>Monthly Budget</u>	<u>Variance of Monthly Budget</u>	<u>Favorable/ Unfavorable</u>	<u>2016 Year-To-Date</u>	<u>Remaining Balance</u>
<b>REVENUES</b>								
33160 FEDERAL GRANTS	175,000.00	63.41%	0.00	14,583.33	-100.00%	U	96,263.00	96,263.00
36200 OTHER MISC REVENUE	6,000.00	2.17%	173.44	500.00	-65.31%	U	7,606.14	(1,606.14)
36210 INTEREST ON INVESTMENTS	5,000.00	1.81%	498.65	416.67	19.68%	F	4,377.20	622.80
36220 RENTS	90,000.00	32.61%	12,743.03	7,500.00	69.91%	F	178,443.18	(88,443.18)
36240 REFUNDS & REIMBURSEMENTS	0.00	NA	0.00	0.00	NA	F	4,350.00	(4,350.00)
<b>TOTAL REVENUE ACCOUNTS</b>	<b><u>\$276,000.00</u></b>	<b><u>100.00%</u></b>	<b><u>\$13,415.12</u></b>	<b><u>\$23,000.00</u></b>	<b><u>-41.67%</u></b>	<b><u>U</u></b>	<b><u>\$291,039.52</u></b>	<b><u>\$2,486.48</u></b>
<b>EXPENSES</b>								
<b>SUPPLIES</b>								
42110 GENERAL SUPPLIES	22,000.00	6.98%	1,799.40	1,833.33	-1.85%	F	11,737.38	10,262.62
42115 TENANT SERVICES	0.00	0.00%	0.00	0.00	NA	U	0.00	0.00
<b>TOTAL: SUPPLIES</b>	<b><u>\$22,000.00</u></b>	<b><u>6.98%</u></b>	<b><u>\$1,799.40</u></b>	<b><u>1,833.33</u></b>	<b><u>-1.85%</u></b>	<b><u>F</u></b>	<b><u>\$11,737.38</u></b>	<b><u>\$10,262.62</u></b>
<b>OTHER SERVICES &amp; CHARGES</b>								
43010 AUDITING & ACCT SERVICES	4,500.00	1.43%	0.00	375.00	-100.00%	F	0.00	4,500.00
43040 ATTORNEY FEES-CIVIL PROCES	2,500.00	0.79%	0.00	208.33	-100.00%	F	610.50	1,889.50
43070 MANAGEMENT SERVICES	80,484.00	25.54%	6,707.00	6,707.00	0.00%	F	73,777.00	6,707.00
43090 EXPERT & PROF SERVICES	8,000.00	2.54%	894.00	33.75	2548.89%	U	7,269.57	730.43
43430 ADVERTISING - OTHER	500.00	0.16%	0.00	41.67	-100.00%	F	39.00	461.00
43610 INSURANCE & BONDS	30,900.00	9.80%	0.00	2,575.00	-100.00%	F	28,618.00	2,282.00
43810 ELECTRIC UTILITIES	1,100.00	0.35%	71.30	91.67	-22.22%	F	875.88	224.12
43820 WATER UTILITIES	1,100.00	0.35%	30.81	91.67	-66.39%	F	379.22	720.78
43830 GAS UTILITIES	1,100.00	0.35%	0.00	91.67	-100.00%	F	348.53	751.47
43840 REFUSE DISPOSAL	3,500.00	1.11%	165.37	291.67	-43.30%	F	2,548.66	951.34
43850 SEWER UTILITIES	1,000.00	0.32%	0.00	83.33	-100.00%	F	149.30	850.70
43860 STORM WATER UTILITY	700.00	0.22%	54.42	58.33	-6.71%	F	560.99	139.01
44010 BUILDING MAINTENANCE	75,000.00	23.80%	6,223.49	6,250.00	-0.42%	F	94,170.59	(19,170.59)
44050 EXTRAORDINARY MAINTENANCE	64,000.00	0.00%	0.00	5,333.33	NA	U	25,757.67	38,242.33
44375 UTILITY REIMBURSEMENT	10,000.00	3.17%	535.00	833.33	-35.80%	F	4,087.00	5,913.00
44390 TAXES & LICENSES	8,500.00	2.70%	0.00	708.33	-100.00%	F	3,430.00	5,070.00
44700 INTEREST	300.00	0.10%	0.00	25.00	-100.00%	F	(23.83)	323.83
<b>TOTAL: OTHER SERVICES &amp; CHARGES</b>	<b><u>\$293,184.00</u></b>	<b><u>93.02%</u></b>	<b><u>\$14,681.39</u></b>	<b><u>\$23,799.08</u></b>	<b><u>-38.31%</u></b>	<b><u>F</u></b>	<b><u>\$242,598.08</u></b>	<b><u>\$50,585.92</u></b>
<b>TOTAL EXPENSES</b>	<b><u>\$315,184.00</u></b>	<b><u>100.00%</u></b>	<b><u>\$16,480.79</u></b>	<b><u>25,632.42</u></b>	<b><u>-35.70%</u></b>	<b><u>F</u></b>	<b><u>\$254,335.46</u></b>	<b><u>\$60,848.54</u></b>



## Request for Action

**TO:** Faribault Housing and Redevelopment Authority

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

**MEETING DATE:** January 9, 2017

**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>	78%	78%	78%	78%	78%	78%	78%	78%	78%	78%	78%	78%

Unit												
<u>Turnovers:</u>	0	0	0	0	0	0	0	0	0	0	0	0

Vacant Units: 30 W Division St, 24 W Division St, Up and 13 1<sup>st</sup> Ave SW

**OPERATING STATEMENT:**

Discussion: The financial report for the month of November is attached. Unusual expenses include a new furnace at 24 W Division Street for \$1,950.

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

**PROJECT ACTIVITY:**

No unusual activity.

**CITY SCATTERED SITES  
FOR THE MONTH ENDED NOVEMBER 30, 2016**

	<u>2016 Budget</u>	<u>% of Revenue</u>	<u>November Actual</u>	<u>Monthly Budget</u>	<u>Variance of Monthly Budget</u>	<u>Favorable/ Unfavorable</u>	<u>2016 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	85.00	(85.00)
36210 INTEREST ON INVESTMENTS	1,000.00	1.61%	101.88	83.33	NA	F	958.65	41.35
36220 RENTS	61,000.00	98.39%	2,430.00	5,083.33	-52.20%	U	25,622.52	35,377.48
36240 REFUNDS & REIMBURSEMENTS	0.00	0.00%	0.00	0.00	NA	F	2.09	(2.09)
<b>TOTAL REVENUE ACCOUNTS</b>	<b><u>\$62,000.00</u></b>	<b><u>98.39%</u></b>	<b><u>\$2,531.88</u></b>	<b><u>\$5,083.33</u></b>	<b><u>-50.19%</u></b>	<b><u>U</u></b>	<b><u>\$26,668.26</u></b>	<b><u>\$35,333.83</u></b>
<b>EXPENSES</b>								
<b>SUPPLIES</b>								
42110 GENERAL SUPPLIES	2,500.00	5.50%	33.80	208.33	-83.78%	F	60.96	2,439.04
<b>TOTAL: SUPPLIES</b>	<b><u>\$2,500.00</u></b>	<b><u>5.50%</u></b>	<b><u>\$33.80</u></b>	<b><u>208.33</u></b>	<b><u>-83.78%</u></b>	<b><u>F</u></b>	<b><u>\$60.96</u></b>	<b><u>\$2,439.04</u></b>
<b>OTHER SERVICES &amp; CHARGES</b>								
43040 LEGAL FEES - CIVIL PROCESS	500.00	1.10%	0.00	41.67	-100.00%	F	0.00	750.00
43070 MANAGEMENT SERVICES	9,120.00	20.06%	760.00	760.00	0.00%	F	8,360.00	760.00
43090 EXPERT & PROFESSIONAL SVCS	50.00	0.11%	0.00	4.17	-100.00%	F	53.00	(3.00)
43430 ADVERTISING - OTHER	0.00	0.00%	0.00	0.00	NA	F	0.00	0.00
43610 INSURANCE & BONDS	2,387.00	5.25%	0.00	198.92	-100.00%	F	3,011.00	(624.00)
43810 ELECTRIC UTILITIES	5,000.00	11.00%	304.48	416.67	-26.92%	F	2,352.46	2,647.54
43820 WATER UTILITIES	1,200.00	2.64%	49.91	100.00	-50.09%	F	577.83	622.17
43830 GAS UTILITIES	3,200.00	7.04%	137.32	266.67	-48.51%	F	1,191.16	2,008.84
43840 REFUSE DISPOSAL	1,000.00	2.20%	0.00	83.33	-100.00%	F	387.46	612.54
43850 SEWER UTILITIES	2,200.00	4.84%	101.68	183.33	-44.54%	F	1,019.04	1,180.96
43860 STORM WATER UTILITY	250.00	0.55%	21.90	20.83	5.12%	U	219.00	31.00
44010 BUILDING MAINTENANCE	10,000.00	22.00%	3,100.76	833.33	272.09%	U	10,694.78	(694.78)
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	8,000.00	17.60%	0.00	0.00	NA	U	7,486.00	514.00
44700 INTEREST	50.00	0.11%	0.00	4.17	-100.00%	F	16.27	33.73
<b>TOTAL: OTHER SERVICES &amp; CHARGES</b>	<b><u>\$42,957.00</u></b>	<b><u>94.50%</u></b>	<b><u>\$4,476.05</u></b>	<b><u>\$2,871.42</u></b>	<b><u>55.88%</u></b>	<b><u>U</u></b>	<b><u>\$35,368.00</u></b>	<b><u>\$7,589.00</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>\$45,457.00</u></b>	<b><u>100.00%</u></b>	<b><u>\$4,509.85</u></b>	<b><u>3,079.75</u></b>	<b><u>46.44%</u></b>	<b><u>U</u></b>	<b><u>\$35,428.96</u></b>	<b><u>\$10,028.04</u></b>



## Request for Action

**TO:** Faribault Housing and Redevelopment Authority  
**FROM:** Kim Clausen, Community Development Coordinator  
**MEETING DATE:** January 9, 2017  
**SUBJECT:** 2017-2018 Maintenance Contracts

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### **PURPOSE:**

The purpose of this agenda item is to approve contractors for routine maintenance services at the low-rent public housing units, Robinwood Manor Apartments and the city-owned market-rate units.

### **DISCUSSION:**

Employees and contractors that perform work at the public housing sites are required to be paid in accordance with minimum prevailing wage requirements and/or Davis Bacon wage requirements. HUD requires written contracts in place for every maintenance job at the public housing units. In addition, HUD is now enforcing Section 3 hiring requirements for work performed on public housing units. In order to avoid having to execute a multi-page contract for every routine maintenance item, the HRA typically enters into two-year contracts for the most commonly used maintenance services.

Categories of services include plumbing, electrical, extermination, HVAC, unit cleaning, floor cleaning, flooring installation, snow plowing, lawn mowing and landscape maintenance. Several contractors submitted proposals for the various services. The proposal summaries are detailed below for each service type and the recommend contractor for each service is highlighted.

### **CLEANING SERVICES**

#### Carriage Cleaning

\$36/hr

#### MN CLN Services, Inc.

\$24.90/hr



**FLOOR CLEANING**

Carriage Cleaning

Carpet: \$ .21/s.f. VCT Cleaning/Waxing: \$ .42/s.f.

**PLUMBING**

Wencl Plumbing

TOTAL HOURLY RATE (8:00 a.m. to 5:00 p.m.)	\$ <u>80.00</u>
TOTAL HOURLY RATE (5:00 p.m. to 8:00 a.m.)	\$ <u>117.50</u>
TOTAL HOURLY RATE (Holidays)	\$ <u>117.50</u>

**FLOORING INSTALLATION**

Floor to Ceiling

- Luxury Vinyl Tile – Price per square feet installed \$ 2.75 (for 1/8” tile)
- Carpet – Price per square feet installed \$ 2.45
- Sheet Vinyl – Price per square feet installed \$ 2.75
- Vinyl Baseboard – price per lineal feet installed \$ 1.75
- Carpet pad – price per square feet installed \$ .40
- Underlayment - price per square feet installed \$ 2.75
- Cost of tear up and disposal \$ .75

Costs stated will include any “waste” factor and measurements will be exact.

WORK AVAILABILITY: Empty units within 5 days (not counting weekends).

Occupied units: varies based on tenant

Vohs Floors

- Luxury Vinyl Tile – Price per square feet installed \$ 3.85 with \$180 min. New metal transitions furnished and installed at \$3.00/l.f., additional prep work at \$50/hr (for 1/8” tile)
- Carpet – Price per square feet installed \$ 2.80
- Sheet Vinyl – Price per square feet installed \$ 2.98 with \$180 min. New metal transitions furnished and installed at \$3.00/l.f., additional prep work at \$50/hr (for 1/8” tile)
- Vinyl Baseboard – price per lineal feet installed \$ 2.40
- Carpet pad – price per square feet installed \$ 3.02
- Underlayment - price per square feet installed \$ 2.12
- Cost of tear up and disposal \$ 2.20/s.yd. Removal of paste direct carpet or underlayment on a time and material basis at \$50/hr

Cost stated will include any “waste” factor and measurements will be exact.

WORK AVAILABILITY: Can't guarantee completion of job within 5 calendar days

**HVAC**

Wencl Plumbing

TOTAL HOURLY RATE (8:00 a.m. to 5:00 p.m.)	\$ <u>70.00</u>
TOTAL HOURLY RATE (5:00 p.m. to 8:00 a.m.)	\$ <u>102.00</u>
TOTAL HOURLY RATE (Holidays)	\$ <u>102.00</u>

**REQUESTED ACTION:**

The HRA is requested to review the proposals submitted for various maintenance services, approve a contractor for each service and authorize the Executive Director and HRA Chairperson to execute the various contract on behalf of the HRA.



## Request for Action

**TO:** Faribault Housing & Redevelopment Authority  
**FROM:** Kim Clausen, Community Development Coordinator  
**MEETING DATE:** January 9, 2017  
**SUBJECT:** Approval of 2017 Meeting Schedule

---

### **PURPOSE:**

The purpose of this request is to approve the 2017 Meeting Schedule.

### **DISCUSSION:**

HRA meetings will remain on the 2<sup>nd</sup> Monday of each month at 6:00 p.m. Please review the schedule and notify staff of any conflicts.

### **REQUESTED ACTION:**

Approve the 2017 Meeting Schedule.

**CITY OF FARIBAULT, MINNESOTA**  
**Faribault Housing and Redevelopment Authority**

**MEETING SCHEDULE**  
**2017**

The FHRA meets on the second Monday of the month at 6:00 p.m. in the Public Meeting Room, City Hall, 208 NW First Avenue, Faribault, Minnesota.

The following calendar reflects the regularly scheduled meetings of the FHRA. Additional meetings may be held. Each will be announced in accordance with the Minnesota Public Meeting Law.

To be placed on the Board's agenda, please contact the Community Development Department at (507) 334-0100.

<b>Scheduled Meeting</b>	<b>Agenda Deadline</b>		<b>Scheduled Meeting</b>	<b>Agenda Deadline</b>
January 9, 2017	January 3, 2017		July 10, 2017	July 5, 2017
February 13, 2017	February 6, 2017		August 14, 2017	August 7, 2017
March 13, 2017	March 6, 2017		September 11, 2017	September 5, 2017
April 10, 2017	April 3, 2017		October 9, 2017	October 2, 2017
May 8, 2017	May 1, 2017		November 13, 2017	November 6, 2017
June 12, 2017	June 5, 2017		December 11, 2017	December 4, 2017
			January 8, 2018	January 2, 2018

For additional information on the activities and responsibilities of the FHRA, please contact the Community Development Department at 208 NW First Avenue, Faribault, Minnesota, 55021 (507-334-0100).



## Request for Action

**TO:** Faribault Housing and Redevelopment Authority

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

**MEETING DATE:** January 9, 2017

**SUBJECT:** Resolution 2017-01, Approving 2016 Accounts Receivable Write-offs

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### **PURPOSE:**

The purpose of this memorandum is for the HRA to approve accounts receivable write-offs in accordance with the HRA Delinquent Rents and Charges Process Policy.

### **DISCUSSION:**

According to the FHRA Delinquent Rents and Charges Process Policy, every year the FHRA will review uncollectible debts and determine whether to write-off and retain the debts or write-off and close-out the debts. According to the Policy, debts that have been unrecovered for a period of 12 months and the debtor's whereabouts are unknown, shall be considered uncollectible. If the debt has been unrecovered for a period less than 5 years, the debt shall be written off but the amount owing retained for possible future collection. If the debt has been unrecovered for a period of 5 years or more, the debt will be considered closed-out and the amount removed from retained. Debts can also be written off for the following reasons:

- Assets legally without merit
- Assets that cannot be substantiated by evidence
- Costs of further recovery actions will exceed estimated recovery amounts
- Inability to locate debtor
- Statutory requirement to terminate asset recovery actions

The identified files have been sent to the Minnesota Department of Revenue for collection under the Minnesota Revenue Recapture Program (MRRP). The MRRP was established in 1980, when the legislature enacted Minnesota Statute 270-A. The purpose of the act is to establish a system of collected debts owed the State government, the University of Minnesota, or to certain local governments by applying any of the debtors' tax refunds to the amount of the debt. Credit laws prohibit the HRA from undergoing additional debt collection efforts while the debt is on file with the MRRP.

**REQUESTED ACTION:**

Staff recommends the HRA adopt a resolution approving the accounts receivable write-offs and directing staff to amend the general ledger to reflect these changes.

**Write-Off and Retain**

<u>Debtor</u>	<u>Program</u>	<u>Amount Owed</u>	<u>Date Vacated</u>	<u>Reason</u>
Simmons	RM	355.78	9/2/2014	Under 5 years
Ahmed	PH	91.81	10/6/2014	Under 5 years
Barro-Nico	RM	328.37	10/6/2014	Under 5 years
Ahmed Siow	RM	106.62	12/31/2014	Under 5 years
T. Peterson	PH	2,164.70	5/8/2015	Under 5 years
Arne	RM	629.05	6/2/2015	Under 5 years
Gonzalez	PH	71.88	6/30/2015	Under 5 years
Fregoso	PH	1,345.16	10/2/2015	Under 5 years

**Write-Off and Closeout**

<u>Debtor</u>	<u>Program</u>	<u>Amount Owed</u>	<u>Date Vacated</u>	<u>Reason</u>
Harper	61.7	PH	4/6/2011	Over 5 years
Cate	0.8	PH	2/2/2011	Over 5 years
Duskin	2717.23	PH	8/8/2011	Over 5 years
Melander	1984.55	RM	1/31/2011	Over 5 years
Tatge	1397.75	RM	10/19/2011	Over 5 years
Reisetter	508.54	RM	9/14/2015	Deceased

PH = Public Housing

RM = Robinwood Manor

SS = Scattered Sites

**FARIBAULT HOUSING AND REDEVELOPMENT AUTHORITY**

**RESOLUTION 2017-01**

**APPROVING ACCOUNTS RECEIVABLE WRITE-OFFS**

**WHEREAS**, the HRA adopted the Faribault Housing and Redevelopment Authority Delinquent Rents and Charges Process Policy (“the Policy”) on June 12, 2006; and

**WHEREAS**, according to the Policy, the HRA will, on an annual basis, review all recommended write-offs for consistency with the Policy; and

**WHEREAS**, the HRA has reviewed the uncollectible accounts receivables and determined which debts to write-off and retain and which debts to write-off and closeout.

**NOW, THEREFORE, BE IT RESOLVED**, that the Faribault Housing and Redevelopment Authority’s governing board authorizes the write-off of the attached debts and authorizes staff to make the corresponding adjustments to the General Ledger.

**ADOPTED:** January 9, 2017

\_\_\_\_\_  
Chairperson

**ATTEST:**

\_\_\_\_\_  
Secretary

**Write-Off and Retain**

<u>Debtor</u>	<u>Program</u>	<u>Amount Owed</u>	<u>Date Vacated</u>	<u>Reason</u>
Simmons	RM	355.78	9/2/2014	Under 5 years
Ahmed	PH	91.81	10/6/2014	Under 5 years
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**Write-Off and Closeout**

<u>Debtor</u>	<u>Program</u>	<u>Amount Owed</u>	<u>Date Vacated</u>	<u>Reason</u>
Harper	61.7	PH	4/6/2011	Over 5 years
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Reisetter	508.54	RM	9/14/2015	Deceased

PH = Public Housing

RM = Robinwood Manor

SS = Scattered Sites





## Request for Action

**TO:** Faribault Housing and Redevelopment Authority

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

**MEETING DATE:** January 9, 2017

**SUBJECT:** Property Inventory Review

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### **PURPOSE:**

The purpose of this memorandum is to provide the FHRA with information on its current property holdings.

### **DISCUSSION:**

The FHRA is required by state law to annually review the status of its property holdings and to identify and dispose of all excess property. Excess property is defined as "land, including air rights, which is in excess of foreseeable needs." (Section 469.029 s.10)

A listing of the properties currently held by the FHRA, the status of the individual parcels and staff's recommendations regarding their disposition is included with this memo.

### **REQUESTED ACTION:**

The FHRA is asked to review and comment on the accompanying listing of properties; to identify all excess parcels; and to direct staff to dispose of identified excess parcels.

**Attachments:** Property Listing

Faribault Housing and Redevelopment Authority  
**PROPERTY LISTING**  
December 2016

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<u>Site #</u>	<u>Property Address</u>	<u>Status/Improvements</u>
HRA-1	1319 – 1323 NW 7 <sup>th</sup> Street	Public Housing
HRA-2	519 – 521 Lincoln Avenue	Public Housing
HRA-3	523 – 527 Lincoln Avenue	Public Housing
HRA-4	20 NE 14 <sup>th</sup> Street	Public Housing
HRA-5	910 – 920 SW 1 <sup>st</sup> Street	Public Housing
HRA-6	1518 – 1536 Western Avenue	Public Housing
HRA-7	1225 NW 2 <sup>nd</sup> Street	Public Housing
HRA-15	408 – 412 NW 13 <sup>th</sup> Street	Public Housing
HRA-16	404 NW 13 <sup>th</sup> Street	Public Housing
HRA-18	1806 – 1820 Shumway Avenue	Public Housing
HRA-28	523 West Division	Public Housing
HRA-29	900 – 904 Spring Road	Public Housing
HRA-30	830 SW 9 <sup>th</sup> Avenue	Public Housing
HRA-31	725 Willow Street	Public Housing

Identified as "Excess Property"



## Request for Action

**TO:** Faribault Housing and Redevelopment Authority

**FROM:** Kim Clausen, Housing Coordinator

**MEETING DATE:** January 9, 2017

**SUBJECT:** Statutory Tort Liability Limits

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### PURPOSE:

The purpose of this memorandum is to provide the Faribault Housing and Redevelopment Authority with information on the options regarding statutory tort liability limits. The following information was provided by Karla McCall, Director of Finance.

### DISCUSSION:

Cities/HRAs obtaining coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

- If the City/HRA does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total, which all claimants would be able to recover for a single occurrence to which the statutory limits apply, would be limited to \$1,500,000.
- If the City/HRA waives the statutory tort limits, a single claimant could potentially recover up to \$1,500,000 on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000, regardless of the number of claimants.

This decision must be made by the HRA. Staff recommends that the HRA not waive the monetary limits on municipal tort liability. In the past, the City Council, HRA and EDA have chosen not to waive the limits as a way of controlling liability insurance costs.

### REQUESTED ACTION:

Motion to concur with Staff's recommendation and continue the current HRA policy which does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.



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## LIABILITY COVERAGE – WAIVER FORM

**LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to [pstech@lmc.org](mailto:pstech@lmc.org)**

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

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Faribault HRA selects liability coverage limits of \$ 1,500,000 from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_