

1. Call To Order/Approve Agenda

A. 1. Agenda

Documents:

[AGENDA.PDF](#)

2. Minutes

A. 2A. Minutes

Documents:

[2A. MINUTES 3-12-18.PDF](#)

3. Program Reports

A. 3A. Mobile Revised

Documents:

[3A. MOBILE HOME REPORT.PDF](#)

B. 3B. Monthly Loan Status

Documents:

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

C. 3C. Mobile Paint

Documents:

[3C. MOBILE HOME PAINTING.PDF](#)

D. 3D. Housing Rehab

Documents:

[3D. HOUSING REHAB LOANS.PDF](#)

4. Property Reports

A. 4A. Robinwood

Documents:

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

B. 4B. Public Hsg

Documents:

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

C. 4C. Scattered

Documents:

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

5. Items Of Discussion

A. 5A. Housing Opp

Documents:

[5A. POSSIBLE HOUSING OPPORTUNITIES.PDF](#)

B. 5B. Water Heater Rplmt

Documents:

[5B. PUBLIC HOUSING WATER HEATER RPLCMT.PDF](#)

6. Adjourn



Faribault Housing and Redevelopment Authority MEETING AGENDA

DATE: Monday, April 9, 2018
TIME: 6:00 P.M.
PLACE: First Floor Public Meeting Room, City Hall

1. **Call to Order / Approve Agenda**
2. **Minutes**
 - A. March 12, 2018
3. **Program Reports**
 - A. Mobile Home Buyout Program – No activity to report
 - B. Monthly Loan Status
 - C. Mobile Home Painting Program
 - D. Housing Rehab Loan Program
4. **Property Reports**
 - A. Robinwood Manor
 - B. Public Housing
 - C. Scattered Sites
5. **Items of Discussion**
 - A. Possible Housing Opportunities
 - B. Public Housing Water Heater Replacements
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, March 12, 2018

1. Call to Order / Approval of the Agenda

Kennedy called the meeting to order at 6:00 p.m. in the First Floor Public Meeting Room at Faribault City Hall.

Members Present: Brendan Kennedy, Matt Speckhals, Janna Viscomi, Gary Lazarz, Eric Merrill and Zulema Delgado

Members Absent: Loni Streefland

Staff Present: Community Development Coordinator Kim Clausen;

Others Present: None

2. Minutes

A. Minutes of February 12, 2018

A motion was made by Lazarz and seconded by Merrill to approve the February 12, 2018 regular meeting minutes as presented. Motion passed unanimously.

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

A. Mobile Home Buyout Program

No activity to report.

B. Monthly Loan Status Report

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

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

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

A. Robinwood Manor

January 2018 Program Report

January occupancy was at 98% with no units turning over. There were no unusual expenses. The management received a Satisfactory rating after the annual management review in January.

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

B. Public Housing

January 2018 Program Report

January occupancy was at 100% with one unit turning over. There were no major expenses. The unaudited financial statements were submitted to HUD REAC by the February 28 deadline.

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

C. Scattered Sites Rental Housing

January 2018 Program Report

January occupancy was at 100% with no units turning over. There were no major expenses.

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

5. Items of Discussion

A. Robinwood Manor ACOP Amendments

Staff presented proposed changes to the Admissions and Continued Occupancy Policy required by HUD. Changes included the addition of an Emergency Transfer Policy for victims of domestic violence and verifications of Social Security numbers for kids under 6.

A motion was made by Lazarz and seconded by Merrill to adopt Resolution 2018-02 approving changes to the Robinwood Manor ACOP. The motion passed unanimously.

B. Manufactured Home Rehab Guidelines

Staff presented draft guidelines for a Manufactured Home Rehab Program, which was included in the 2018 HRA budget. Viscomi was not supportive of the program because it wouldn't make a large impact and there aren't enough funds for everyone. Commissioners wanted grants to be of a small amount, \$1,000 each, and focus on eliminating exterior blight. They discussed applying the funds towards roof, windows, siding, paint, sheds and garbage removal. However, final direction was to develop a program that focuses exclusively on painting the exterior of as many homes as possible up to a combined maximum of \$25,000. One contractor would be selected and homeowner applications would be selected on a first-come/first-served basis.

A motion was made by Merrill and seconded by Speckhals to develop a program that focuses exclusively on painting the exterior of as many homes as possible up to a combined maximum of \$25,000. One contractor would be selected and homeowner applications would be selected on a first-come/first-served basis. The motion passed unanimously.

C. Housing Rehab Deferred Loan Guidelines

Staff presented draft guidelines for a Housing Rehab Deferred Loan Program and requested feedback on certain policy points. Viscomi noted she is not supportive of giveaways and doesn't feel the program will have a lasting effect. Staff noted that this program was approved last fall as part of the HRA's 2018 budget. Speckhals supports allowing repairs to both the interior and exterior of homes. Merrill thinks it should be outside repairs only. Commissioners talked about requiring homeowners to have equity in the project and reducing the award amount in order to help more homeowners. There was discussion about targeting a neighborhood in order to have a more visible impact.

A motion was made by Merrill and seconded by Speckhals to include the following provisions in the program:

- Max grant of up to \$7,500, with the full amount due upon resale
- HRA will provide up to 70% of project costs and homeowner providing the other 30%
- Target the program to 7th Street NW between Highway 21 and 2nd Avenue NW, and 2nd Avenue NW between 7th Street NW and Highway 3
- Exterior improvements only
- No income limits

The motion passed 5-1 with Viscomi voting no.

D. HRA Involvement on Community Planning Efforts

The Planning Division is seeking HRA representatives who are interested in possibly serving on the various committees associated with the Comprehensive Plan. Merrill indicated he is interested in serving on the Park System Plan. Speckhals and Kennedy said they would be interested in serving on the Steering Committee or

the Downtown Master Plan committee.

E. Opportunity Zones

Staff explained a new federal program, the Opportunity Zones Program, which was created as part of the 2017 tax bill. Communities must identify eligible census tracts within their communities and recommend that these tracts be selected for participation. It is important to have community support for these recommendations.

A motion was made by Lazarz and seconded by Viscomi to adopt Resolution 2018-05 recommending two Faribault census tracts for inclusion in the Opportunity Zones Program. The resolution passed unanimously.

6. Adjourn

A motion was made by Lazarz and seconded by Speckhals to adjourn the meeting at 7:40 p.m. The motion passed unanimously.

Brendan Kennedy, Chairperson

Matt Speckhals, 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: April 9, 2018

SUBJECT: Mobile Home Buyout Program

PURPOSE:

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

DISCUSSION:

One application has been received for a home in Evergreen Estates. Staff is reviewing the application for eligibility.

REQUESTED ACTION:

Receive and file.



Request for Action

TO: Faribault Housing and Redevelopment Authority

FROM: Kim Clausen, Community Development Coordinator

MEETING DATE: April 9, 2018

SUBJECT: Monthly Loan Status Report

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

PAYMENTS DUE
Delinquent Payments

Report Order: Client Name

Loan ID	Client Name	Pmt /Yr	Loan Group	Due Day	4/2018#	3/2018	2/2018	1/2018	12/2017+	Unpaid/ Accrued Fees	Payments Due
Loan Status: OPN											
09-05F11	ANDERSON, SHANNON L.	12	H	1		46.01	46.01	46.01	421.85	0.00	559.88
09-10F11	* BATEMAN, DAVID	12	H	1		0.00	0.22	19.09	0.00	0.00	19.31
20110211	BAUERNFEIND, RAYMOND	12	H	1		198.20	198.20	198.20	6,378.00	0.00	6,972.60
02005512		12	C	1		137.30	0.00	0.00	0.00	0.00	137.30
02005612		12	C	1		229.27	0.00	0.00	0.00	0.00	229.27
02005712		12	C	1		360.08	0.00	0.00	0.00	0.00	360.08
02007111		12	X	1		1,000.00	1,000.00	1,000.00	0.00	0.00	3,000.00
0904MO11	KRENIK, JOHN P.	12	H	1		45.56	45.56	45.56	2,186.88	0.00	2,323.56
20117111		12	I	1		791.67	791.67	0.00	0.00	0.00	1,583.34
09C0411		12	C	1		288.48	0.00	0.00	0.00	0.00	288.48
11CR0411		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	51.85	0.00	51.85
Total ->						3,201.46	2,081.66	1,308.86	9,038.58	0.00	15,630.56
% of Total Delinquent ->						20.48%	13.32%	8.37%	57.83%		
						7,999.38	6,879.58	6,106.78	645,180.04	11,650.00	666,165.78



Request for Action

TO: Faribault Housing and Redevelopment Authority

FROM: Kim Clausen, Community Development Coordinator

MEETING DATE: April 9, 2018

SUBJECT: Mobile Home Painting Program

PURPOSE:

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

DISCUSSION:

Staff is finalizing the mailing that will go out to the mobile home park residents about the program. Notices will be sent the week of April 9. Staff will then review the applications on a first-come first-served basis and solicit bids from contractors to determine how many homes can be done.

REQUESTED ACTION:

Receive and file.



Request for Action

TO: Faribault Housing and Redevelopment Authority

FROM: Kim Clausen, Community Development Coordinator

MEETING DATE: April 9, 2018

SUBJECT: Housing Rehab Loan Program

PURPOSE:

The purpose of this memorandum is to provide the Faribault HRA with an update on the Housing Rehab Loan Program.

DISCUSSION:

Staff has the mailing list of properties in the targeted neighborhoods and is going through the list to separate known rental properties from the list. Information on the program will be sent to the remaining property owners during the week of April 9.

REQUESTED ACTION:

Receive and file.



Request for Action

TO: Faribault Housing and Redevelopment Authority
FROM: Kim Clausen, Community Development Coordinator
MEETING DATE: April 9, 2018
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%	100%										
<u>Turnover:</u>	1											

Vacant Unit: None

OPERATING STATEMENT:

Discussion: The financial report for the month of February is attached. The biggest expense was snow removal for \$3,875.

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

PROJECT ACTIVITY: Staff has been working with the auditors on the annual audit and the financial submission that was due to HUD March 30. Two residents passed away and one was issued a notice to vacate for lease violations. There was a large sewer backup in the south wing. This has been a recurring problem so staff requested a plumber put a camera in the sewer lines to determine if there is a larger problem going on. No major blockages, roots or collapses were identified although residents continue to flush wipes down the toilet. Staff sent another notice reminded tenants not to flush anything down the toilet except for toilet paper, even if the package claims it is flushable.

**ROBINWOOD MANOR
FOR THE MONTH ENDED FEBRUARY 28, 2018**

	2018 Budget	% of Revenue	February Actual	Monthly Budget	Variance of Monthly Budget	Favorable/ Unfavorable	2018 Year-To-Date	Remaining Balance
REVENUES								
33160 FEDERAL GRANTS	164,245.00	48.96%	14,305.00	13,687.08	4.51%	F	27,883.00	136,362.00
36200 OTHER MISCELLANEOUS	5,000.00	1.49%	477.00	411.00	16.06%	F	2,145.47	2,854.53
36210 INTEREST ON INVESTMEI	0.00	0.00%	506.79	0.00	NA	NA	877.20	(877.20)
36220 RENTS	164,245.00	48.96%	14,292.50	13,687.08	4.42%	F	30,984.88	133,260.12
36221 VACANCIES	1,000.00	0.30%	0.00	83.33	-100.00%	U	0.00	1,000.00
36227 EXCESS UTILITIES	1,000.00	0.30%	56.00	83.33	-32.80%	U	97.00	903.00
36280 PROJECT REIMBURSEME	0.00	0.00%	0.00	0.00	NA	F	0.00	0.00
TOTAL REVENUE ACCOUNTS (G	\$335,490.00	51.04%	\$29,637.29	\$27,951.83	6.03%	F	\$61,987.55	\$273,502.45
EXPENSES								
SUPPLIES								
42110 GENERAL SUPPLIES	20,000.00	6.32%	1,331.50	1,666.67	-20.11%	F	1,373.64	18,626.36
TOTAL: SUPPLIES	\$20,000.00	6.32%	\$1,331.50	1,666.67	-20.11%	F	1,373.64	\$18,626.36
OTHER SERVICES & CHARGES								
43010 AUDITING & ACCOUNTING	8,500.00	2.69%	0.00	708.33	-100.00%	F	0.00	8,500.00
43040 ATTORNEY FEES-CIVIL P	2,000.00	0.63%	0.00	166.67	-100.00%	F	0.00	2,000.00
43070 MANAGEMENT SERVICE	34,527.00	10.92%	2,811.62	2,877.25	-2.28%	F	5,865.44	28,661.56
43090 EXPERT & PROF SERVIC	6,000.00	1.90%	0.00	500.00	-100.00%	F	0.00	6,000.00
43130 TENANT SERVICES	2,000.00	0.63%	333.85	166.67	100.31%	U	333.85	1,666.15
43210 TELEPHONE & TELEGRA	1,700.00	0.54%	0.00	141.67	-100.00%	F	136.63	1,563.37
43250 OTHER COMMUNICATION	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	0.00	1,000.00
43610 INSURANCE & BONDS	9,000.00	2.85%	0.00	750.00	-100.00%	F	0.00	9,000.00
43810 ELECTRIC UTILITIES	27,000.00	8.54%	0.00	2,250.00	-100.00%	F	2,567.66	24,432.34
43820 WATER UTILITIES	2,200.00	0.70%	154.78	183.33	-15.57%	F	154.78	2,045.22
43830 GAS UTILITIES	11,000.00	3.48%	0.00	916.67	-100.00%	F	1,233.96	9,766.04
43840 REFUSE DISPOSAL	3,000.00	0.95%	220.60	184.70	19.44%	U	445.62	2,554.38
43850 SEWER UTILITIES	5,700.00	1.80%	328.03	475.00	-30.94%	F	328.03	5,371.97
43860 STORM WATER UTILITY	600.00	0.19%	45.83	50.00	-8.34%	F	45.83	554.17
44010 BUILDING MAINTENANCE	60,000.00	18.97%	5,566.02	5,000.00	11.32%	U	7,461.03	52,538.97
44040 VEHICLE/EQUIPMENT RE	0.00	0.00%	0.00	0.00	NA	NA	0.00	0.00
44050 EXTRAORDINARY MAINT	106,000.00	33.52%	0.00	8,833.33	-100.00%	F	0.00	106,000.00
44060 LAUNDRY SERVICES	500.00	0.16%	11.04	41.67	-73.50%	F	22.08	477.92
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
44330 DUES & SUBSCRIPTIONS	0.00	0.00%	0.00	0.00	NA	U	0.00	0.00
44370 MISCELLANEOUS CHARG	2,000.00	0.63%	0.00	166.67	NA	U	0.00	2,000.00
44390 TAXES & LICENSES	13,000.00	4.11%	1,020.00	1,083.33	-5.85%	F	1,130.00	11,870.00
44700 INTEREST	200.00	0.06%	0.00	16.67	NA	U	0.88	199.12
TOTAL: OTHER SERVICES & CH	296,227.00	93.68%	\$10,491.77	\$23,911.95	-56.12%	F	\$19,725.79	\$276,501.21
45200 BUILDING & IMPROVEMEN	\$0.00	0.00%	\$0.00	\$0.00	NA	U	\$0.00	\$0.00
TOTAL EXPENSES	\$316,227.00	100.00%	\$11,823.27	25,578.62	-53.78%	F	\$21,099.43	\$295,127.57



Request for Action

TO: Faribault Housing and Redevelopment Authority
FROM: Kim Clausen, Community Development Coordinator
MEETING DATE: April 9, 2018
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%	96%										

<u>Turnovers:</u>	1	1										
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Vacant Units: 1530 Western Ave (filled 4/1) and 1536 Western Ave (filled 2/23)

OPERATING STATEMENT:

Discussion: The financial report for the month of February is attached. The largest expenses were \$2,681 for unit turnover costs, \$6,282.50 for snow removal and \$719 for a new refrigerator.

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

PROJECT ACTIVITY:

A resident was issued a notice to vacate for lease violations.

**PUBLIC HOUSING
FOR THE MONTH ENDED FEBRUARY 28, 2018**

	<u>2018 Budget</u>	<u>% of Revenue</u>	<u>February Actual</u>	<u>Monthly Budget</u>	<u>Variance of Monthly Budget</u>	<u>Favorable/ Unfavorable</u>	<u>2018 Year-To-Date</u>	<u>Remaining Balance</u>
REVENUES								
33160 FEDERAL GRANTS	140,000.00	51.04%	6,744.00	11,666.67	-42.19%	U	6,744.00	96,263.00
36200 OTHER MISC REVENUE	6,000.00	2.19%	1,496.84	500.00	199.37%	F	1,662.34	4,337.66
36210 INTEREST ON INVESTMENTS	4,309.00	1.57%	576.70	359.08	60.60%	F	1,014.16	3,294.84
36211 INTEREST MARKET VALUE	0.00	0.00%	0.00	0.00	NA	F	0.00	0.00
36220 RENTS	124,000.00	45.20%	16,725.71	10,333.33	61.86%	F	33,986.63	90,013.37
36240 REFUNDS & REIMBURSEMENTS	0.00	NA	0.00	0.00	NA	F	0.00	0.00
TOTAL REVENUE ACCOUNTS	<u>\$274,309.00</u>	<u>100.00%</u>	<u>\$25,543.25</u>	<u>\$22,859.08</u>	<u>11.74%</u>	<u>F</u>	<u>\$43,407.13</u>	<u>\$193,908.87</u>
EXPENSES								
SUPPLIES								
42110 GENERAL SUPPLIES	22,000.00	6.61%	1,291.96	1,833.33	-29.53%	F	1,604.69	20,395.31
42115 TENANT SERVICES	0.00	0.00%	0.00	0.00	NA	U	0.00	0.00
TOTAL: SUPPLIES	<u>\$22,000.00</u>	<u>6.61%</u>	<u>\$1,291.96</u>	<u>1,833.33</u>	<u>-29.53%</u>	<u>F</u>	<u>\$1,604.69</u>	<u>\$20,395.31</u>
OTHER SERVICES & CHARGES								
43010 AUDITING & ACCT SERVICES	4,500.00	1.35%	0.00	375.00	-100.00%	F	0.00	4,500.00
43040 ATTORNEY FEES-CIVIL PROCESS	2,500.00	0.75%	0.00	208.33	-100.00%	F	0.00	2,500.00
43070 MANAGEMENT SERVICES	80,484.00	24.18%	6,707.00	6,707.00	0.00%	F	13,414.00	67,070.00
43090 EXPERT & PROF SERVICES	37,000.00	11.12%	129.56	33.75	283.88%	U	129.56	36,870.44
43430 ADVERTISING - OTHER	500.00	0.15%	0.00	41.67	-100.00%	F	0.00	500.00
43610 INSURANCE & BONDS	30,900.00	9.28%	0.00	2,575.00	-100.00%	F	0.00	30,900.00
43810 ELECTRIC UTILITIES	1,100.00	0.33%	113.86	91.67	24.21%	U	151.91	948.09
43820 WATER UTILITIES	800.00	0.24%	72.96	66.67	9.44%	U	72.96	727.04
43830 GAS UTILITIES	450.00	0.14%	87.58	37.50	133.55%	U	157.68	292.32
43840 REFUSE DISPOSAL	3,000.00	0.90%	176.35	250.00	-29.46%	F	341.72	2,658.28
43850 SEWER UTILITIES	850.00	0.26%	26.89	70.83	-62.04%	F	26.89	823.11
43860 STORM WATER UTILITY	700.00	0.21%	59.30	58.33	1.66%	U	59.30	640.70
44010 BUILDING MAINTENANCE	75,000.00	22.53%	10,216.91	6,250.00	63.47%	U	13,471.26	61,528.74
44050 EXTRAORDINARY MAINTENANCE	57,298.00	0.00%	1,169.00	4,774.83	NA	U	1,838.00	55,460.00
44370 MISCELLANEOUS CHARGES	0.00	0.00%	0.00	0.00	NA	U	0.00	0.00
44375 UTILITY REIMBURSEMENT	7,000.00	2.10%	542.00	583.33	-7.09%	F	1,084.00	5,916.00
44390 TAXES & LICENSES	8,500.00	2.55%	860.00	708.33	21.41%	U	3,170.00	5,330.00
44700 INTEREST	300.00	0.09%	18.32	25.00	-26.72%	F	18.32	281.68
TOTAL: OTHER SERVICES & CHARGES	<u>\$310,882.00</u>	<u>93.39%</u>	<u>\$20,179.73</u>	<u>\$22,857.25</u>	<u>-11.71%</u>	<u>F</u>	<u>\$33,935.60</u>	<u>\$276,946.40</u>
TOTAL EXPENSES	<u>\$332,882.00</u>	<u>100.00%</u>	<u>\$21,471.69</u>	<u>24,690.58</u>	<u>-13.04%</u>	<u>F</u>	<u>\$35,540.29</u>	<u>\$297,341.71</u>



Request for Action

TO: Faribault Housing and Redevelopment Authority
FROM: Kim Clausen, Community Development Coordinator
MEETING DATE: April 9, 2018
SUBJECT: Scattered Sites Rental Housing

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%										

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

Vacant Units: None

OPERATING STATEMENT:

Discussion: The financial report for the month of February is attached. The largest expenses during February were snow removal for \$665 and furnace replacement for \$1,350.77.

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 FEBRUARY 28, 2018**

	<u>2018 Budget</u>	<u>% of Revenue</u>	<u>February Actual</u>	<u>Monthly Budget</u>	<u>Variance of Monthly Budget</u>	<u>Favorable/ Unfavorable</u>	<u>2018 Year-To-Date</u>	<u>Remaining Balance</u>
REVENUES								
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	6.37%	95.83	83.33	NA	F	169.98	830.02
36211 INTEREST MARKET VALUE	0.00	0.00%	0.00	0.00	NA	F	0.00	
36220 RENTS	14,700.00	93.63%	1,727.00	1,225.00	40.98%	F	3,252.00	11,448.00
36240 REFUNDS & REIMBURSEMENTS	0.00	0.00%	0.00	0.00	NA	F	0.00	0.00
TOTAL REVENUE ACCOUNTS	<u>\$15,700.00</u>	<u>93.63%</u>	<u>\$1,822.83</u>	<u>\$1,225.00</u>	<u>48.80%</u>	<u>F</u>	<u>\$3,421.98</u>	<u>\$12,278.02</u>
EXPENSES								
SUPPLIES								
42110 GENERAL SUPPLIES	1,000.00	4.43%	0.00	83.33	-100.00%	F	0.00	1,000.00
TOTAL: SUPPLIES	<u>\$1,000.00</u>	<u>4.43%</u>	<u>\$0.00</u>	<u>83.33</u>	<u>-100.00%</u>	<u>F</u>	<u>\$0.00</u>	<u>\$1,000.00</u>
OTHER SERVICES & CHARGES								
43040 LEGAL FEES - CIVIL PROCESS	500.00	2.21%	0.00	41.67	-100.00%	F	0.00	750.00
43070 MANAGEMENT SERVICES	3,420.00	15.15%	285.00	285.00	0.00%	F	570.00	2,850.00
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	2,500.00	11.07%	0.00	208.33	-100.00%	F	0.00	2,500.00
43810 ELECTRIC UTILITIES	2,300.00	10.19%	0.00	191.67	-100.00%	F	101.24	2,198.76
43820 WATER UTILITIES	500.00	2.21%	26.94	41.67	-35.34%	F	26.94	473.06
43830 GAS UTILITIES	1,400.00	6.20%	0.00	116.67	-100.00%	F	9.00	1,391.00
43840 REFUSE DISPOSAL	800.00	3.54%	0.00	66.67	-100.00%	F	0.00	800.00
43850 SEWER UTILITIES	900.00	3.99%	42.79	75.00	-42.95%	F	42.79	857.21
43860 STORM WATER UTILITY	110.00	0.49%	19.00	9.17	107.27%	U	19.00	91.00
44010 BUILDING MAINTENANCE	6,000.00	26.57%	2,024.67	500.00	304.93%	U	2,033.06	3,966.94
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	3,100.00	13.73%	55.00	0.00	NA	U	165.00	2,935.00
44700 INTEREST	50.00	0.22%	0.00	4.17	-100.00%	F	0.00	50.00
TOTAL: OTHER SERVICES & CHARGES	<u>\$21,580.00</u>	<u>95.57%</u>	<u>\$2,453.40</u>	<u>\$1,498.33</u>	<u>63.74%</u>	<u>U</u>	<u>\$2,967.03</u>	<u>\$18,612.97</u>
45200 BUILDING & IMPROVEMENTS	\$0.00	0.00%	\$0.00	\$0.00	NA	U	\$0.00	\$0.00
TOTAL EXPENSES	<u>\$22,580.00</u>	<u>100.00%</u>	<u>\$2,453.40</u>	<u>1,581.67</u>	<u>55.11%</u>	<u>U</u>	<u>\$2,967.03</u>	<u>\$19,612.97</u>



Request for Action

TO: Faribault Housing and Redevelopment Authority

FROM: Kim Clausen, Community Development Coordinator

MEETING DATE: April 9, 2018

SUBJECT: Possible Housing Opportunities

PURPOSE:

The purpose of this memorandum is to determine the HRA's interest in pursuing new housing opportunities.

DISCUSSION:

Staff continues to meet with multi-family housing developers about bring new products to the community. In March alone staff met with three different developers, looking at three different sites and three different markets. Communities all over outstate southern Minnesota are having difficulty attracting developers for a number of reasons, including construction costs, rent levels and lack of skilled labor. At least one commissioner has expressed an interest in exploring the idea of the HRA constructing an apartment complex, similar to the development of Trail's Edge. Staff would like to determine if the HRA is interested in exploring this. If so, we would ask the City's public finance consultant to attend the May meeting to discuss cost and financing options with the HRA.

In addition, at the last meeting there was discussion about the possible redevelopment of the west half of the block bounded by Division St W, 1st Ave NW and 1st St NW (see attached map). Staff would like to determine if there is interest from the HRA in further exploring this. The first step would likely be to hire an architect/engineer to draw a plan to determine the feasibility of such as project.

REQUESTED ACTION:

Determine the HRA's interest in exploring either or both of these potential housing opportunities.



Overview



Legend

- Cities
- Townships
- Parcels
- Main Roads
- CITY
- CR
- CSAH
- INT
- OUTSIDE
- OUTSIDE/SAH
- PLAT
- PR
- RAMP
- RAMP/CSAH
- STHWY
- TA
- TWP
- USHWY
- Roads
- Road Numbers

The parcels are the base parcels in Rice County.

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Request for Action

TO: Faribault Housing and Redevelopment Authority

FROM: Kim Clausen, Community Development Coordinator

MEETING DATE: April 9, 2018

SUBJECT: Public Housing Water Heater and Sump Pump Replacement Project

PURPOSE:

To approve a firm for replacing 27 hot water heaters and 24 sump pumps.

DISCUSSION:

The Public Housing Capital Fund Program grant includes replacement of hot water heaters in 27 units and sump pumps in 24 units. HUD is requiring the HRA to begin this project as soon as possible. Staff has requested quotes for this project. Two companies, Wencil Plumbing and Faribo Plumbing, submitted proposals. Staff is analyzing the proposals and will bring a recommendation to the HRA at the meeting.

REQUESTED ACTION:

Review the project proposals at the meeting, select a contractor for completion of the work and authorize the HRA Chairperson and/or Executive Director to execute the necessary documents to allow the project to proceed.