

**Faribault Housing and Redevelopment Authority
Meeting Minutes**

Monday, January 8, 2018

1. Call to Order / Approval of the Agenda

Kennedy called the meeting to order at 6:02 p.m. in the First Floor Public Meeting Room at Faribault City Hall.

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

Members Absent: Loni Streefland and Zulema Delgado

Staff Present: Community Development Coordinator Kim Clausen;

Others Present: None

2. Minutes

A. Minutes of December 11, 2017

A motion was made by Viscomi and seconded by Merrill to approve the December 11, 2017 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 Lazarz 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

November 2017 Program Report

November occupancy was at 100% with no units turning over. The biggest expenses included 3 security cameras for \$962 and site accessibility improvements for \$1,700. The Elderly Housing Corporation annual meeting was held and residents expressed concerns about various tenant relations issues.

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

B. Public Housing

November 2017 Program Report

November occupancy was at 96% with two units turning over. Major expenses in November include unit turnover fees of \$7,636 and furnace clean and tunes for \$7,690.

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

C. Scattered Sites Rental Housing

November 2017 Program Report

November occupancy was at 98% with no units turning over. There were no major expenses in November.

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

5. Items of Discussion

A. Review of Vacancy Report Findings and Housing Needs

Staff presented the final results of the Vacancy Rate Trends Report by Maxfield Research. It showed the Faribault area has a combined vacancy rate of 1.3% over the last two years. A 5% vacancy rate is desirable because it keeps buildings mostly full, while still allowing consumer choice in the marketplace. This low vacancy rate negatively impacts the potential for future employment growth and economic development. The results of this study make Faribault eligible for the new workforce housing TIF program created by the state legislature. Staff will continue to market Faribault to multi-rate housing developers.

A motion was made by Lazarz and seconded by Viscomi to accept the Vacancy Rate Trends Report by Maxfield Research. The motion passed unanimously.

B. Approval of 2018 Meeting Schedule

Commissioners reviewed the proposed 2018 Meeting Schedule.

A motion was made by Merrill and seconded by Speckhals to approve the 2018 Meeting Schedule. The motion passed unanimously.

C. FY2017 Accounts Receivable Write-offs

Every year the HRA must review uncollectible debts and determine whether to write-off and retain the debts or write-off and close-out the debts. Commissioners reviewed the proposed write-offs in accordance with the established policy.

A motion was made by Lazarz and seconded by Merrill to approve the FY2017 Accounts Receivable Writeoffs and direct staff to amend the general ledger to reflect these changes. The motion passed unanimously.

D. Surplus Property Review

Commissioners reviewed their list of property holdings as required by state law.

A motion was made by Viscomi and seconded by Merrill to confirm that the HRA has no surplus property in its inventory. The motion passed unanimously.

6. Adjourn

A motion was made by Viscomi and seconded by Speckhals to adjourn the meeting at 6:40 p.m. Motion passed unanimously.

Brendan Kennedy, Chairperson

Matt Speckhals, Vice Chairperson/Secretary

Respectfully Submitted,

Kim Clausen, Community Development Coordinator