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

Vice Chair Ahlers called the meeting to order at 6:02 p.m.

**Members Present:** Brendan Kennedy, Matt Speckhals, Jonathan Wood, and Vice-Chair Ahlers

**Members Absent:** Zulema Delgado, Richard Olson and Chair Brown

**Staff Present:** Community Development Coordinator, Kim Clausen, and Recording Secretary, Kari Casper

2. **Minutes**

2A. **Minutes of July 13, 2020.**

A motion was made by Kennedy and seconded by Speckhals to approve the July 13, 2020 regular meeting minutes with corrections to a few minor spelling errors.

**ROLL CALL VOTE:**

- **Aye:** Kennedy, Speckhals, Wood and Vice-Chair Ahlers.
- **Nay:** None.

3. **Program Reports**

3A. **Mobile Home Buyout Program**

The demolition was completed for Lot 13 in Evergreen Estates. This project cost approximately $15,000 due to the lot having several sheds on slab that needed to be removed as well. No new applications have been received.

A motion was made by Kennedy and seconded by Wood to receive and file the repcrt as submitted.

**ROLL CALL VOTE:**

- **Aye:** Kennedy, Speckhals, Wood and Vice-Chair Ahlers.
- **Nay:** None.

3B. **Mobile Home Heat Tape Program**

No activity to report.
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. Vice-Chair Ahlers asked if there had been more on the report and Clausen stated that there were but some had gotten caught up.

A motion was made by Kennedy and seconded by Wood to receive and file the report as submitted.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice-Chair Ahlers.
Nay: None.

E. Mobile Home Down Payment Assistance Program

No activity to report.

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

A. Robinwood Manor

June, 2020 Program Report
June’s occupancy was at 100% The largest expenses during the month of May were mowing for $1,124, parking lot patching for $1,465, wiring for new dryers for $2,671 and audit/tax preparation expenses for $1,775.

A resident informed staff they tested positive for COVID-19. The resident quarantined in their unit for 14 days and staff worked with Rice County Public Health on the proper response and notifications. Hand sanitizing stations have been set up near the elevator on the 1st and 2nd floors. The common area improvement project is completed. Maintenance staff has resumed work orders in individual units, utilizing proper PPE and social distancing.

A motion was made by Kennedy and seconded by Wood to approve and file as presented.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice-Chair Ahlers.
Nay: None.

B. Public Housing

June, 2020 Program Report
June's occupancy was at 100%. The largest expenses for June include mowing for $4,035, tree trimming/removal for $3,828, bedbug treatments for $1,767, spraying weeds for $1,550 and replacement doors for $5,093. The roofing and siding jobs at 910 – 920 have began.

A motion was made by Speckhals and seconded by Kennedy to receive and file the program report as presented.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice-Chair Ahlers.
Nay: None.

C. Scattered Sites Rental Housing

June, 2020 Program Report
June’s occupancy was at 100%. Major expenses include mowing and spraying weeds for $180. No unusual activity to report.

A motion was made by Kennedy and seconded by Speckhals to approve and file as presented.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice-Chair Ahlers.
Nay: None.

D. 1116 1st St NW

Bids were obtained to demolish the home from Timm's Trucking coming in at $15,970 and BCM at $18,500. Timm’s Trucking will be responsible for obtaining hazardous materials testing and abatement; the costs will be included as an addendum to the demo contract.

Staff is working to obtain bids for a modular home comparable to the attached floor plan, which is a 3-bedroom, 2-bathroom, 1181 s.f. slab-on-grade home.

A motion was then made by Wood and seconded by Kennedy to Approve Timm's Trucking to do the house demolition and authorize the Chairperson and Executive Director to execute the necessary documents for this work.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice-Chair Ahlers.
Nay: None.

5. Items of Discussion

A. Rent Payment Policy

At the last meeting, the HRA directed staff to develop a policy for accepting debit/credit
cards for rent payments. Staff prepared the Rent Payment Policy which does not charge convenience fees at this time but does charge NSF charges in accordance with the City’s Fee Schedule which is $30.

A motion was then made by Kennedy and seconded by Speckhals to Approve the rent payment policy as proposed.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice-Chair Ahlers.
Nay: None.

B. Resolution 2020-02 – FY2021 Preliminary Levy Request

State Statutes the City must certify its proposed property tax levy amounts to the County Auditor by September 15th. The maximum amount the Faribault HRA can levy based on the approved formula is $295,900. The levy is the HRA’s primary source of flexible revenue that can be used to fund programs and meet your mission. Wood did a review of the past requests and the board agreed that the request presented was adequate before the final request in December.

A motion was then made by Wood and seconded by Speckhals to Adopt Resolution 2020-02 Approving the Preliminary HRA Levy Request for FY2021.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice-Chair Ahlers.
Nay: None.

Other Business: HRA members discussed attendance requirements and staff will consult the Bylaws to determine the requirements and proper procedure for addressing excessive absences.

6. Adjourn

A motion was made by Wood and seconded by Kennedy to adjourn the meeting at 6:26 p.m.

ROLL CALL VOTE:

Aye: Kennedy, Speckhals, Wood and Vice-Chair Ahlers.
Nay: None.

Respectfully Submitted,

Narren Brown, President

Loni Ahlers, Vice Chairperson/Secretary