

Board Meeting Agenda
Fairmont Housing & Redevelopment Authority Board of Commissioner
Meeting

Date: Monday, May 9, 2022

Time: 12:00 PM

- I. Call to order, roll call: Commissioner Kopischke , Commissioner Mosloski, Commissioner Brau, Commissioner Determan, and Resident Commissioner Goerndt
- II. Approval of Agenda
- III. Approval of previous minutes
- IV. Approval of monthly bills report
- V. Open Forum: the open forum is a portion of the Board meeting where residents will be allowed to address the Board. Person must register with Executive Director 48 hours prior to the meet.
 - A. Schedule Guest:
- VI. Unfinished Business
- VII. New Business
 1. Resolution 230-2022 Retirement Plan Authorization
 2. CD renewal at Bank Midwest
 3. Action Steps from SWOT
 4. Mission Statements
- VIII. Informational
 1. Southwest Minnesota Housing Partnership-Cathy Reynolds
 2. Whitetail Ridge- Cathy Reynolds

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY
OF FAIRMONT, MN
April 11, 2022 – 12:00 P.M

A regular meeting of the Board of Directors was held on Monday, April 11, 2022, in the Friendship Village Community Room. Members present: Commissioner Kopischke, Commissioner Determan, Commissioner Brau, Commissioner Mosloski, and Resident Commissioner Debra Goerndt. Also present were: Executive Director Gail Diede, and Councilman at Large Randy Lubenow and City Administrator Cathy Reynolds.

Commissioner Kopischke called the meeting to order at 12:00 pm with the consent agenda approved (Brau/Goerndt) Motion carried. Previous minutes approved. (Brau/Goerndt) motion carried. Monthly bills approved (Brau/Goerndt) motion carried.

Open Forum: the open forum is a portion of the Board meeting where residents will be allowed to address the Board. Persons must register with Gail Diede, Executive Director, 48 hours prior to the meeting. No request

Old Business consisted of:

1. Loan Program, Motion by Goerndt to table, second by Mosloski. Motion carried.
2. Property Purchase, Motion by Goerndt to table, second by Mosloski. Motion carried.

New Business consisted of:

1. CD at State Bank matures 4/16/2022. ED provided the following information. State Bank renew at .75 for 24 months, Bank Midwest .4 at 24 months, Profinium .02 at 24 months, First farmers .65 at 24 months, US Bank .05 at 24 months. Abstaining from vote, Kopischke, Brau and Mosloski, with conflict of interest. Determan motion to stay at State Bank, second by Goerndt. Motion carried.
2. Utility Cart purchase, ED provided information on golf carts for maintenance. New 2022 Cushman Hauler at \$15,000. Used 2009 \$5,800, 2021 \$5,300 and 2010 \$5,500. 2022 can be available June or July this year as it was ordered for stock and had not been sold to date and they are waiting on delivery. Motion by Goerndt to purchase new, second by Mosloski. During discussion parts and service questions were asked and answered. Maintenance reported it is a Cushman. Questions whether a side by side would be better, and maintenance stated that is too large for our access to the units. Motion carried.
3. Kansa Software, ED covered the contract and the discounts at this time but did state that she would like to wait until we know more about the program. There has been some response from other HRAs stating that there are bugs that they are still working out and it is slowing down the conversion. HDS is no longer supported

by Microsoft, so a new program needs to be explored. Motion by Goerndt to table, second by Determan. Motion passed.

Informational:

1. MN NCRC Conference is available to Board members May 24th and 25th.
Members will check calendars to see if they can attend and will notify the ED if they will be attending.

Motion by Brau to adjourn, second by Goerndt. Motion carried.

Respectfully submitted

Gail Diede

Gail Diede
Executive Director

BOARD OF DIRECTORS MEETING May 9, 2022

Bills Due	UTILITIES		OTHERS
City of Fairmont	Electric	\$ 14,438.20	
Midcontinent	Cable		\$ 2,617.99
Matrix	Retirement		\$ 2,418.74
Medica	Health Insurance		\$ 2,925.51
Hawkins Ash	Mth acctg/budget		\$ 335.00
Midcontinent	internet/phone		\$ 203.54
Arbriter PLLC	Legal		\$ 294.00
Albin Acquisition	backgrounds		
JH Larson	materials		\$ 145.82
Waste Systems	garbage		\$ 2,895.93
Verizon	cell phone		\$ 112.40
Boekett	materials		\$ 9,664.85
MN Energy	gas	\$ 114.45	
Landscaping Plus	snow/march		\$ 1,095.00
True Value	materials		\$ 463.94
Bomgaars	materials		
HD Supply	materials		\$ 1,171.20
Quill	supplies		\$ 119.48
TCC	concrete		\$ 2,856.00
A-OK	materials		\$ 90.28
Jetter Clean	build 13		
Cardmember	materials		\$ 1,611.47
Visual Identity	cards Matt		\$ 45.00
Gail Diede	travel/disposal		\$ 246.40
Star Group	nerf bars		\$ 313.99
Fairmont Ford	truck repair		\$ 349.29
		\$ 14,552.65	\$ 29,975.83
Bills paid prior to board meeting		UTILITIES	OTHERS
Mn Energy		\$ 468.81	
Jakes Carpet	flooring N Prairie		\$ 1,203.08
Dan Coquyt	labor		\$ 90.00
Total Prepaid		\$ 468.81	\$ 1,293.08
Extraordinary & Annual Bills:		Total Utilities	\$ 15,021.46
Plunketts (Off site contracts)	\$ 1,524.75	Total Others	\$31,268.91
Total non-regular bills	\$ 1,524.75		
Total regular bills	\$ 44,765.62	Total Bills	\$ 46,290.37

Board Chair Signature: _____

Board of Directors May 9, 2022 Business Acct

[illegible]

Board Chair Signature: _____

Resolution #230-2022
Restatement of Qualified Retirement Plan
5-09-2022

BE IT RESOLVED by the Board of Directors of the Housing and Redevelopment Authority of Fairmont, Authorize and direct the Executive Director to enter into the agreements necessary to execute the restated Plan documents and authorize the performance of any other actions necessary to implement the adoption of the Cycle 3 Plan with the requirements.

WHEREAS, the Employer has maintained the Housing and Redevelopment Authority of Fairmont Retirement Plan (“Plan”) since 12-1-1991 for the benefit of eligible employees;

WHEREAS, the Employer is restating the above-referenced Plan to comply with the requirements of the 2017 IRS Cumulative List (IRS Notice 2017-37), the American Taxpayer Relief Act of 2012, the Tax Cuts and Jobs Act of 2017 and other applicable guidance (collectively referred to herein as the Cycle 3 restatement); and

WHEREAS, the Employer wishes to affirm the appointment of Matrix Trust Company as Trustee(s) of the Plan.

NOW, THEREFORE, BE IT RESOLVED that the Employer hereby adopts the Housing and Redevelopment Authority of Fairmont Retirement Plan as the complete Cycle 3 restatement of the prior Plan, to be effective on 1-1-2022;

RESOLVED FURTHER that the undersigned members of the Board of Directors authorize the execution of the restated Plan document and authorize the performance of any other actions necessary to implement the adoption of the Cycle 3 Plan restatement. The members of the Board of Directors may designate any members of the Board of Directors (or other authorized person) to execute the restated Plan document and perform the necessary actions to adopt the restated Plan. The Employer will maintain a copy of the restated Plan, as approved by the members of the Board of Directors, along with a copy of the prior Plan, in its files;

RESOLVED FURTHER that the Employer will act as administrator of the Plan and will be responsible for performing all actions necessary to carry out the

administration of the Plan. The Employer may designate any other person or persons to perform the actions necessary to administer the Plan; and

RESOLVED FURTHER that Plan participants shall be provided with a summary of the Plan provisions within a reasonable period of time following the adoption of the restated Plan.

Ronald Kopischke, Board Chair

Date

Bank Midwest
Fairmont Branch
301 S. State St
P.O. Box 611
Fairmont MN 56031
(507) 235-3327

Certificate of Deposit Maturity Notice

Bank Midwest

04/20/2022
DPN13000

Dear Customer,

Your Certificate of Deposit will mature on 05/20/2022. This account will not automatically renew at maturity. If you do not renew this certificate, it will be placed into a non-interest bearing account. Please contact us at (507) 235-3327 with any questions regarding this account.

Account:	CD-004874031664
Relationship:	Primary
Rate:	0.500%
Term:	13 - Month(s)
Interest Payment:	Single
Current Balance:	\$157,053.82
Maturity Date:	05/20/2022

HOUSING & REDEV AUTH OF FMT MN
500 HOME ST
FAIRMONT MN 56031-4200

Bank Midwest
Fairmont Branch
301 S. State St
P.O. Box 611
Fairmont MN 56031
(507) 235-3327

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Account:	CD-004874031665
Relationship:	Primary
Rate:	0.500%
Term:	13 - Month(s)
Interest Payment:	Single
Current Balance:	\$237,688.73
Maturity Date:	05/20/2022

HOUSING & REDEV AUTH OF FMT MN
500 HOME ST
FAIRMONT MN 56031-4200

Bank Midwest
13 mo. .5

Profinium

12 mo .21
18 mo .25
24 mo .29

US Bank

17 mo .15

State Bank .
no offer @ this time

First Farmers

13 mo .15

18 mo

24 mo .25

24 mo .30
step up

EXHIBIT D
List of Action Steps

- 1) Develop a request for utilizing HRA tax levy funds
 - A) Create budget for use of funds and request the HRA Board to approve
 - B) Up to \$158,000 (subject to County final tax evaluation)
 - C) Consider hiring 1/2 to 1 FTE for Community Development using levy funds
 - D) Present to City Council for final approval
 - E) May 2022 HRA Board Action
- 2) Minnesota NAHRO Board Participation
 - A) At least two members (rotating) of the Board attend the Spring or Fall Conferences
 - B) Attend National training if available
 - C) Spring 2022, Fall 2022
- 3) Create a Communication Strategy Plan
 - A) Consider creating an HRA organization website
 - B) Quarterly Radio Interviews
 - C) Open Houses at Friendship Village with radio participation
 - D) Annual Report on Community Development for Public
 - E) Monthly Board report on Community Development
 - F) FHRA Annual meeting with local business leaders as guest speakers
 - G) On-going
- 4) Outreach with Colleagues in Community Development
 - A) Realtors, City Staff, Bankers, Landlords, Developers, Housing advocates, etc
 - 1) Bi-Monthly meetings at Friendship Community Room
 - B) Invite Non-profit developers to Fairmont to show city and speak to housing needs for their feedback
 - 1) Greater Minnesota Housing Fund
 - 2) Minnesota Housing Partnership (St.Paul)
 - 3) Southwest Minnesota Housing Partnership
 - 4) CommonBond
 - 5) Habitat for Humanity
 - C) May 2022 and ongoing
- 5) Consider creating and funding an Affordable Housing Trust Fund
 - A) Capture matching funds from State
 - B) Takes a City Ordinance
 - C) Local funds for local housing needs
 - 1) Develop a Homebuyers Assistance Workforce Housing Program
 - D) May-December 2022
- 6) Create a Plan for the use of Reserve Funds in new housing units
 - A) Maximize leverage of funds with other resources
 - B) Maximize Workforce Housing Programs
 - C) Create Ready to Build SFH lots
 - D) Learn how to utilize Tax Increment Financing, when applicable

- E) Encourage a Developer to apply for LIHTCs on a new rental project
 - F) Partner with high school to build houses.
 - G) Assist H4H with one house per year with seed grant funds (i.e. \$10,000)
 - H) May 2022 and onward
- 7) Review Staffing Needs of FHRA
- A) Consider hire of Community Development Coordinator (Shared position with City TBD)
 - B) Consider hiring Clerical Staff at proper FT or PT level
 - C) May-December 2022
- 8) Develop strategy for housing in City
- A) Teardown and replace dilapidated housing
 - B) Downtown MFH-repurpose existing buildings or empty spaces
 - C) SFH Subdivision Development for workforce and Seniors ownership (patio Homes, for instance)
 - D) Density of housing increases as one moves closer to downtown
 - E) On-going

Fairmont Housing & Redevelopment Authority
500 Home Street
Fairmont, MN 56031
Ph. 507-235-9691 Fax 507-235-9230
Email: fairmonthra@gmail.com

MISSION STATEMENT

Using professional private and public expertise, the FHRA is a central resource for housing growth and community development.

Fairmont Housing & Redevelopment Authority
500 Home Street
Fairmont, MN 56031
Ph. 507-235-9691 Fax 507-235-9230
Email: fairmonthra@gmail.com

Mission Statement

To improve the affordable housing opportunities within our community by providing a safe, healthy and discrimination free environment at our 5 locations and to partner with other organizations within our City whom promote the same missions and goals. To be innovative in our delivery of services and to promote a cooperative environment.