

## Mai Vang

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**From:** Janie Vang  
**Sent:** Wednesday, January 8, 2025 9:26 AM  
**To:** Mai Vang  
**Subject:** FW: 365 Bates Avenue

Good morning Mai,  
Below is Lynne's response. Please let me know if you need further information.  
Thanks!  
Janie

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**From:** Lynne Ferkinhoff <Lynne.Ferkinhoff@ci.stpaul.mn.us>  
**Sent:** Wednesday, January 8, 2025 8:35 AM  
**To:** Janie Vang <janie.vang@ci.stpaul.mn.us>  
**Cc:** Demetrius Sass <Demetrius.Sass@ci.stpaul.mn.us>  
**Subject:** RE: 365 Bates Avenue

Hi Janie.

I reviewed the rent increase exception application for 365 Bates Avenue to refresh my memory about why this application is on hold. The applicants submitted a rent increase exception application (Staff Determination) and the required documentation on 10/10/2024. There was a glitch with Power Automate as the documentation did not automatically upload the application to SharePoint. Staff was not aware of the Power Automate issue until the applicant called for a status update in 12/2024. At that time, staff reviewed the application and documentation and determined that the application lacked financial information. Since the application does not fit cleanly into the administrative process, staff sent an email to the applicants offering a couple of options:

**Deny the application now for lack of financial information, allowing the applicant to appeal the determination.**

In this case, the applicants provided only a single year of data (2024), which cannot yet be used in the application process until 2025. With the data provided, staff would be forced to issue a denial, which would open the opportunity to appeal.

**Process the application in mid-January, when 2024 data can be used in the MNOI for the Current Year.**

The Current Year in the MNOI is the most recently completed year. When the calendar turned to January 2025, the financial data could be used for the Current Year column. Staff can project Base Year expenses using the Current Year expenses adjusted by CPI / inflation if data is not available. This would allow the MNOI to be filled out completely and a determination to be made.

I hope this information is helpful. Please reach out if you have questions.

Thanks,

**Lynne Ferkinhoff**  
Management Analyst  
Pronouns: She/Her