

**ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY
ANNUAL MEETING**

Wednesday, January 22, 2020

The Annual Meeting of the St. Cloud HRA was held on Wednesday, January 22, 2019, City Hall Council Chambers, 400 2nd Street South. Chair Nancy Gohman called the meeting to order at 6:00 p.m. The regular meeting followed immediately.

1. Roll Call and Pledge of Allegiance: Commissioners present: Mike Conway, Seal Dwyer, Jeff Goerger, Nancy Gohman and George Hontos. [The Board has one vacancy] Absent: Abdi Daisane. Pledge of Allegiance was spoken.
2. Approval of Agenda – Commissioner Dwyer moved for approval; Commissioner Goerger seconded the motion. All Commissioners voted in favor. The motion carried.
3. Election of Board Officers for 2020: Commissioner Goerger moved for Commissioner Gohman to remain as Chair; Commissioner Conway seconded the motion. All Commissioners (with exception of Chair Gohman) voted in favor. The motion carried.

Commissioner Conway moved for Commissioner Goerger to remain as Vice Chair; Commissioner Hontos seconded the motion. All Commissioners voted in favor (with exception of Commissioner Goerger). The motion carried.

Commissioner Goerger moved for Commissioner Hontos to remain as Secretary; Commissioner Conway seconded the motion. All Commissioners (with exception of Commissioner Hontos) voted in favor. The motion carried.

4. Review and Approval of Professional Responsibilities and the Code of Professional Conduct and Ethics for Commissioners: Commissioner Goerger moved for approval; Commissioner Dwyer seconded the motion. All Commissioners voted in favor. The motion carried.

5. Designation of committees:

Committee of the Whole: Commissioner Conway moved for approval: Commissioner Goerger seconded the motion. All Commissioners voted in favor. The motion carried.

Audit Committee: Commissioners Conway, Dwyer and Gohman serve on this committee. Commissioners Conway, Dwyer and Gohman stated they would stay; Commissioner Hontos made a motion for Conway, Dwyer, Gohman ; Commissioner Goerger seconded the motion. All Commissioners voted in favor. The motion carried.

Personnel Committee: Commissioners Dwyer, Goerger and Hontos serve on this committee. Commissioners Dwyer, Goerger and Hontos stated they would stay: Commissioner Conway made a motion for Dwyer, Goerger and Hontos; Commissioner Goerger seconded the motion. All Commissioners voted in favor. The motion carried.

6. Designation of Official Newspaper – Commissioner Goerger moved to continue with the *St. Cloud Times* as the HRA’s official newspaper; Commissioner Conway seconded the motion. All Commissioners voted in favor. The motion carried.

7. Designation of Official Depository - Commissioner Dwyer moved to continue using Liberty Bank Minnesota as the HRA's official depository; Commissioner Conway seconded the motion. All Commissioners voted in favor. The motion carried.

8. Designation of Legal Representation – Louise Reis, Executive Director, stated in November 2017 the current legal counsel, Rinke Noonan Law Firm, St. Cloud was selected as HRA general counsel and a Request for Proposal will go out in the fall of 2020. Commissioner Goerger moved for approval; Commissioner Conway seconded the motion. All Commissioners voted in favor. The motion carried.

9. Designation of Auditors – Karen Rizer, Finance Director, stated the Board already approved Redpath and Company, LTD as the HRA auditor and Schlenner Wenner & Company as tax credit property auditors; however, it must also be designated each year at the annual meeting. Commissioner Dwyer moved for approval; Commissioner Goerger seconded the motion. All Commissioners voted in favor. The motion carried.

10. Set Commissioner Compensation for 2020 – Ms. Reis stated to the Board that MN Statute 469.011, subdivision 4 was included in the Board packet for their review and vote. Commissioner Goerger asked how many commissioners receive compensation at this time. Karen Rizer responded that two out of the six commissioners currently are being compensated. Commissioner Hontos moved for the compensation to remain at the rate of \$75.00 per meeting as allowed by statute; Commissioner Goerger seconded the motion for discussion. All Commissioners voted in favor. The motion carried.

11. Meeting Dates and Times – Chair Gohman asked if anyone had any changes or objections to the proposed schedule; there being none, Commissioner Goerger moved for approval; Commissioner Conway seconded the motion. All Commissioners were in favor of dates and times proposed for the 4th Wednesday of each month with the following exceptions: November up one week to November 18, 2020; December up one week to December 16, 2020 an hour early at 4:00 p.m., and April 22, 2020 an hour early at 4:00 p.m. The motion carried.

12. Annual Reports for 2019 – Ms. Reis referred the Board to their packet showing a *Code of Professional Conduct and Ethics for the Board of Commissioners*. She said this form was created as a part of the annual meeting for Commissioners to read and sign off on annually stating they understood and agreed to its terms.

Ms. Reis pointed out a chart in their packet showing that the St. Cloud HRA has been a high performer since 2002 in both Section 8 and Public Housing. She then stated that staff was present and available to answer any questions regarding the additional reporting in their packets. Commissioner Hontos complimented staff on the thorough reports and said they were very well done. He appreciated the amount of effort that goes into providing so much information and suggested staff talk on highlights in each of their areas.

Chair Gohman asked Wilson Apartments Property Manager Matt Swanson to touch on the report for the Property Management and Rental Programs of Public Housing, Section 8 New Construction, Affordable and Tax Credits.

Mr. Swanson began his report stating the vacancy rates for 2019 at 1.65%, down from the prior year of 1.80%. He went through statistics for the buildings including turn-overs, individual vacancy rates, age, race and income demographics, and how many letters were sent out to those who had come to the top of the waiting list and how many responded.

Commissioner Hontos asked if there was a way to reduce the vacancy time between units by perhaps speeding up unit turn-overs, the application process, etc. Mr. Swanson stated that they really are done as efficient as

possible. Ms. Reis added there are other factors that can cause delays, such as a tenant having to put their vacancy notice in at their current residence.

Lori Lygre, Voucher Programs Manager introduced herself and gave the report on the Housing Choice Voucher Program and Special Programs. Ms. Lygre highlighted the graph in her report focusing on the County of Residence. She said in 2019, over 4 million was spent in the City of St. Cloud to private landlords. Ms. Lygre continued with statistics from the program including an increase in household income and earned income. She added that this year 287 voucher holders pay more than 30% of their income for rent and that number is up 30%. Commissioner Hontos asked what the maximum is that a tenant can pay for rent. Ms. Lygre answered that a tenant could not pay more than 40% of their income at time of move-in for rent.

Lastly, Ms. Lygre touched on a new program, Foster Youth to Independent Initiative Vouchers. She said it is anticipated that first referrals will be received in early 2020.

Paul Soenneker, Project Manager, introduced himself and began with the capital improvement projects for the year. He said both Empire and Wilson Apartments completed their elevator replacements. Mr. Soenneker stated that the Homestead Incentive Program has assisted 31 households in 2019. Mr. Soenneker also spoke about the CDBG (Community Development Block Grant) Program and stated in 2019, 13 projects were completed and 11 are in progress. Lastly, Mr. Soenneker stated that 3 blighted properties in St. Cloud were demolished and given to Habitat for Humanity using the NSP funds.

Chair Gohman thanked staff members for the reports and the work done by the agency. There being no further questions, Chair Gohman adjourned the annual meeting at 6:34 p.m. The meeting moved immediately into the regular meeting.

ATTEST:

Secretary, George Hontos

Chair, Nancy Gohman