

**ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY
STUDY SESSION**

Wednesday, October 27, 2021

A Study Session for The St. Cloud HRA Board of Commissioners was held on Wednesday, September 22, 2021, City Hall Conference Room One, 400 2nd Street South, St. Cloud, MN. Vice Chair Jeff Goerger called the meeting to order at 5:00 p.m. Commissioners present: Jeff Goerger, Mike Conway, Seal Dwyer [arrived at 5:04 p.m.], George Hontos, and Hani Jacobson. Absent: Abdi Daisane and Nancy Gohman.

The first topic of the study session was the caretaker minimum wage. Finance Director Karen Rizer listed out the market value rent credits caretakers currently receive. She explained that caretakers are compensated a minimum of \$13.50/hour, which has been in effect since January 1, 2019. Due to the tight labor force and increasing wages, HRA management is recommending the minimum wage be raised to \$15/hour effective December 1, 2021. The proposed change would cost \$600-\$700 per property annually, and would not have a significant impact on the budgets.

Ms. Rizer then moved on to Item 7 in the regular meeting agenda: Changes to Personnel Policy 04.02 - Performance Increases Policy. She stated currently new employees, or employees in a new position after January 2, are not eligible for a full performance increase. The new proposal states employees must be in the position on or before May 31 to be eligible for a full performance increase, effective the following January. Accordingly, employees that start on or after June 1, will receive an increase as of the first full pay period in January according to an updated chart depending on hire date.

The next item Ms. Rizer spoke about is the Annual Financial Report Presentation and Monthly Board Financial Statements. Ms. Rizer proposed to moving toward a single column presentation, noting this is the customary presentation that many housing authorities use. Ms. Rizer said the change will make the financial statements more efficient to prepare, and that the Board will still receive the "Board Financial Statements" that will contain the detail of each fund with the detailed budget-to-actual statements. The change may also make the audit more efficient as the level of materiality will be higher. Ms. Rizer then inquired whether the HRA could discontinue providing the monthly balance sheets to the Board. The balance sheets are stable and do not change much from month-to-month. Ms. Rizer noted the HRA would continue to provide the detailed budget-to-actual operating statements. The Board had no objections to the proposed changes and asked for Ms. Rizer to highlight any deviations moving forward as necessary.

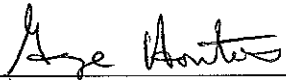
Commissioner Hontos inquired about Item 6 in the regular agenda materials: Write Off Resident Accounts Receivable. He wanted to know when the HRA officially calls it a write-off. Ms. Rizer responded 60 days after the tenant has moved out. Commissioner Hontos suggested the amount seems high. Ms. Rizer pointed out that there's a high probability of collectability because of RentHelpMN and the HRA also has access to revenue recapture. Commissioner Goerger asked if the HRA could apply for the rent help on behalf of the clients, and Executive Director Louise Reis stated the HRA cannot apply as a landlord, only residents can apply.

Ms. Reis then asked the Board how they would like to receive updates from the speakers at the Open Forum during the regular meeting. Ms. Reis stated she won't publicly report back on specific issues because of data privacy, but noted the previous month's issues have been addressed and resolved. The Board requested a verbal summary. Ms. Reis then provided a verbal update on the speakers from the September meeting.


The Board had no other questions on the study session topics.

There being no further discussion, the Study Session ended at 5:56pm.

ATTEST:



Secretary, George Hontos



Chair, Nancy Gohman

**ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES**

Wednesday, October 27, 2021

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, October 27, 2021, City Hall Council Chambers, 400 2nd Street South, St. Cloud, MN. Vice Chair Jeff Goerger called the meeting to order at 6:00 p.m.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance spoken. Commissioners present: Jeff Goerger, Mike Conway, Seal Dwyer, George Hontos, and Hani Jacobson. Absent: Abdi Daisane and Nancy Gohman.
2. Approval of Agenda – Commissioner Dwyer moved for approval; Commissioner Conway seconded the motion. All present board members voted in favor; the agenda and consent agenda moved as presented.
3. Approval of Study Session Minutes, September 22, 2021 – approved as presented.
4. Approval of Regular Minutes, September 22, 2021 – approved as presented.
5. Review of 2021 Financial Reports – no requested action.
6. Approval to Write-Off Resident Accounts Receivable – approved as presented.
7. Approval of Changes to Personnel Policy 04.02 – approved as presented.
8. Approval of Changes to Personnel Policy 05.10 – approved as presented.
9. Approval of Contract for Carpet Replacement at Riverside Apartments – contract approved with Hennen Floor Covering in the amount of \$61,298.57.

Open Forum: Vice Chair Goerger opened the forum to the public; there was no one wishing to speak.

Old Business: none.

New Business:

10. Approval of Contract for Asbestos Removal for Accessibility Upgrade Project at Wilson Apartments – Project Manager Paul Soenneker stated the HRA is requesting the Board to approve the contract with Bieniek's Abatement Services, LLC in the amount of \$25,970.00 to remove asbestos flooring in 6 main floor units, ceiling texture, and white tile compound in 2nd level tub rooms, and pipe insulation throughout where piping is being disturbed at Wilson Apartments. Mr. Soenneker proceeded to show the Board photos of the proposed work. Commissioner Conway moved for approval; Commissioner Dwyer seconded the motion. All board members present voted in favor; the motion carried.
11. Approval of Contract for Accessibility Upgrade Project at Wilson Apartments – Mr. Soenneker requested the Board approve the contract with Project One Construction Inc. in the amount of \$358,000.00 to complete accessibility upgrades at Wilson Apartments. Commissioner Dwyer motioned for approval; Commissioner Conway seconded the motion. Commissioner Hontos asked about having materials for the start of the project and if the project will displace residents. Mr. Soenneker noted the project will be completed in five stages in

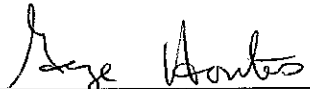
order to accommodate tenant relocation into a temporary unit on site, and that the initial project plan included a June 17 substantial completion date, and the contractors requested a July 17 substantial completion date. There were no further questions. All board members present voted in favor; the motion carried.

12. Report on Activities – Executive Director Louise Reis discussed that the HRA has entered into contracts with Schumacher Elevator for the repair of the two elevators at Empire. The small elevator is working, but the large elevator should be completed by mid-November and will better allow residents to move in and out, and to transport repair materials to units affected by the fire. Bienick’s Abatement Services also started work at Empire Apartments on Monday, October 25th.

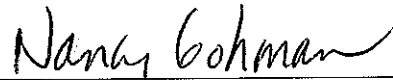
Open Discussion: Commissioner Conway made a motion to declare Abdi Daisane’s position vacant, based on the by-laws that if a member is absent from meetings for 90 consecutive days, their position is considered vacant and the position needs to be filled, so the St. Cloud HRA can continue to function with a full board. Vice Chair Jeff Goerger seconded the motion. Mr. Conway noted the motion is not a reflection of the work Mr. Daisane has contributed to the HRA, but that the agency needs a full board to continue to provide a high-level of service to the community. All board members present voted in favor; the motion carried.

There being no further business, the meeting adjourned at 6:13 pm.

ATTEST:



Secretary, George Hontos



Chair, Nancy Gohman