

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

Wednesday, December 15, 2021

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, December 15, 2021 at the St. Cloud HRA main office, 1225 West St. Germain Street, St. Cloud, MN. Chair Nancy Gohman called the meeting to order at 5:45pm.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance spoken. Commissioners present: Mike Conway, Seal Dwyer, Jeff Goerger, Nancy Gohman, George Hontos, and Hani Jacobson.
 2. Approval of Agenda – Commissioner Dwyer moved for approval; Commissioner Goerger seconded the motion. All present board members voted in favor; the agenda and consent agenda moved as presented.
 3. Approval of Study Session Minutes, October 27, 2021 – approved as presented.
 4. Approval of Regular Minutes, October 27, 2021 – approved as presented.
 5. Review of 2021 Financial Reports – no action requested.
 6. Approval of Change to Caretaker Compensation Policy – approved as presented.
 7. Approval of Resolution 2021-20 – Authorizing Participation in the Minnesota City Participation Program for 2022 – approved as requested.
 8. Approval of Extension of Policy 05.18 – Families First Coronavirus Response Act Policy and Policy 05.19 Emergency Sick Leave Policy – approved as requested.
 9. Approval of Change to Personnel Policy 05.10 – Paid Leave Policy – approved as requested.
 10. Approval of Contracts for Flooring Installation Services – contract approved with Hansen Flooring Gallery Inc.
- Open Forum: Chair Gohman opened the forum to the public; there was no one wishing to speak.
11. Approval of Resolution 2021-21 – Adopting the 2022 Budgets – Finance Director Karen Rizer asked if there were any additional questions regarding the 2022 budgets; there were no questions. Commissioner Dwyer moved for approval; Commissioner Conway seconded the motion. All board members voted in favor; the motion carried.
 12. Appoint New Member to Personnel Committee – Commissioner Dwyer and Commissioner Goerger asked Commissioner Jacobson to join them on the Personnel Committee. Commissioner Dwyer moved for approval; Commissioner Goerger seconded. All board members voted in favor; the motion carried.

13. Approval of Housing Choice Voucher Covid-19 Landlord Retention Payments – Ms. Rizer discussed approving using the remaining HCV CARES Act Supplemental Administrative fee funding for 2021 landlord retention payments. Ms. Rizer said the HRA would issue a payment for each applicable voucher under lease that the HRA administered in May 2021. Commissioner Goerger moved for approval; Commissioner Dwyer seconded the motion. All board members voted in favor; the motion carried.

14. Report on Activities – Executive Director Louise Reis discussed she was notified by the City of St. Cloud that CDBG applications are in early January. There was a short discussion surrounding the amount to request on the application. It was decided that the HRA should apply for \$250,000. There being no further discussion, the meeting adjourned at 6:16pm.

ATTEST:

Chair, Nancy Gohman

Secretary, George Hontos

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

Wednesday, December 15, 2021

A Study Session for the St. Cloud HRA Board of Commissioners was held on Wednesday, December 15, 2021 at the St. Cloud HRA main office, 1225 West St. Germain Street, St. Cloud, MN. Chair Nancy Gohman called the meeting to order at 5:00pm. Commissioners present: Mike Conway, Seal Dwyer, Jeff Goerger, Nancy Gohman, George Hontos, and Hani Jacobson.

Finance Director Karen Rizer presented each budget to the Board beginning with the Central Office Cost Center (COCC) Fund. Ms. Rizer stated the only change since the June meeting was increasing the maintenance line for 2022 by \$35,000 for purchasing a new truck. It was in the budget for 2021, but the HRA has not been able to procure one due to supply and demand issues.

Ms. Rizer referred next to the Housing Choice Voucher (HCV) Fund. She noted in the budget packet the memo mentioned the HRA applying for a higher administrative fee rate due to administering the program in a large geographical area, and had not heard back yet. Since the board packets had been mailed, the HRA received notice it was approved. The HRA had approximately \$290,000 in funds to be used by the end of 2021. Any unused funds would be sent back to HUD. There was a short discussion regarding the HRA's plan to spend the funds. Ms. Rizer pointed to Item 13 in the packet: Approval of Housing Choice Voucher Covid-19 Landlord Retention Payments.

Ms. Rizer moved on to the Public Housing Budget; Empire, Scattered Sites, and Wilson. Ms. Rizer noted it can be challenging to designate the funds from HUD for capital or operating expenses and ensuring the HRA is organizing the funds in a way that wouldn't create excess reserves that could be recaptured. Commissioner Hontos inquired about Empire's projected budget versus the adopted budget. Ms. Rizer responded that the HRA pulled in \$500,000 of operating subsidy to cover capital expenditures. Major maintenance projects at Empire in 2021 included replacing the roof, ADA tub room, and key fob system. Ms. Rizer noted for the Scattered Sites the maintenance items planned included furnace, air conditioner, and water heater replacement in fives homes and resurfacing the Quarry Townhomes parking lot. At Wilson, Ms. Rizer noted the capital improvements include accessibility improvements approved in 2021, new door lock system, and work on the back patio area.

The next budgets discussed were Germain Towers and Northway Projects A&B. Ms. Rizer noted digital signage and a new door lock system had been planned for Germain Towers, but due to unknowns due to the pandemic, the projects were not installed. It is anticipated both projects will be completed in 2022. Ms. Rizer discussed that a new door lock system for Northway is planned to be installed in 2022 as well as tuckpointing at Grace McDowall (NWA).

Ms. Rizer continued with Eastwood; noting this property requires a \$20,000 transfer from the COCC to be needed to cover the one-time expenses in 2022 of anticipated maintenance and bad debt expense as this property does not have any cash reserves.

Moving on to Al Loehr, Ms. Rizer noted the fund had no significant changes. Ms. Rizer continued with Brownstones and Plum Creek; discussing at Plum Creek the projects planned include parking lot and landscaping repairs due to water main breaks in November.

The discussion moved to Swisshelm Village Apartments One and Two. Ms. Rizer noted both buildings had planned for digital signage in 2021, but due to unknown pandemic cash flow issues, the projects are anticipated to be completed in 2022, along with boiler controls, washers, and dryers. Westwood Village

Apartments One and Two also had planned digital signage in 2021, but will move forward with the projects in 2022. Additional projects planned for the Westwood properties include boiler controls and parking lot resurfacing. Projects for Riverside Apartments in 2022 include circuit breaker replacement, parking lot resurfacing, and carpet replacement that was approved by the Board in September but will not be completed until 2022.

Commissioner Goerger asked maintenance expenditures and whether or not there's a maintenance schedule for preventative care or updates. Executive Director Louise Reis responded that it historically has been determined by need at each building, but the HRA is hoping to go back to more scheduled updates before issues get too big.

Commissioner Goerger thanked Ms. Rizer for her continued work in presenting the budgets and explaining the complexities to the Board. Ms. Reis gave an update on operations and Chair Gohman asked Officer Clark about an update on the properties. Officer Clark acknowledged that some of the properties like Empire, Wilson, and Germain Towers require a higher police presence, but he is working through different ideas like requiring additional patrols at those properties to decrease calls or incidents.

There being no questions, the study session meeting adjourned at 5:44pm.

ATTEST:

Chair, Nancy Gohman

Secretary, George Hontos