

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

Wednesday, September 28, 2022

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, September 28, 2022, at the St. Cloud HRA main office, 1225 West St. Germain Street, St. Cloud, MN. Chair Nancy Gohman called the meeting to order at 5:28 p.m.

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. Absent: John Dvorak.
2. Approval of Agenda – Commissioner Conway moved to pull item 2 from the agenda and add item 12 to New Business and Commissioner Goerger seconded the motion. All commissioners voted in favor; the motion moved as presented. Commissioner Hontos pulled item 4 for further discussion; Commissioner Goerger moved for approval on items 3, 5, 6, and 7. Commissioner Dwyer seconded the motion. All commissioners voted in favor; the agenda and consent agenda moved as presented.
3. Approval of Regular Minutes, August 24, 2022 – approved as presented.
4. Review of 2022 Financial Reports – Commissioner Hontos inquired about the Empire budget and Finance Director Karen Rizer said the reduction in revenue was due to vacancies caused by the fire, and some funds will be reimbursed by HUD but will not come in until 2023. Ms. Rizer added that there have been higher maintenance fees at Empire due to the fire as well. No action required.
5. Approval to Write-Off Resident Accounts Receivable – approved as presented.
6. Changes to Personnel Policy 05.10 – Paid Leave – approved as presented.
7. Approval of Contract for Design / Engineering Services for Grace McDowall Apartments Boiler Replacement – contract approved with GLTArchitects in the amount of \$28,350.00.

Open Forum: Chair Gohman asked Louise Reis, Executive Director, if any member of the public had requested to speak; Ms. Reis responded there were none.

New Business:

8. Approval of Payment Standards Effective December 1, 2022 – Vouchers Programs Manager Lori Lygre stated every year HUD publishes new fair market rents and the HRA is allowed to set payment standards between 90-110% of the fair market rents. Ms. Lygre noted this is the highest increase in fair market rents she has seen. Commissioner Gohman asked why the rate is different with the Emergency Housing Vouchers (EHV). Ms. Lygre responded the emergency vouchers were awarded under the American Rescue Plan and those vouchers allow more options like paying deposits, utility hookups, or buying household items. Commissioner Goerger moved for approval; Commissioner Dwyer seconded the motion. All commissioners voted in favor; the motion moved as presented.
9. Approval of Application for Stability Vouchers – Ms. Reis stated that HUD issued a notice giving the opportunity for public housing authorities to express interest in receiving an award of Stability Vouchers. HUD will award the Stability Vouchers based on evaluation of the homeless data from the 2020 Point-In-Time count. Commissioner Gohman asked if the HRA knows how many vouchers will be issued to the agency. Ms. Reis responded that she does not know how many vouchers will be issued, but staff needs will be evaluated at the time of issuance. Commissioner

Goerger moved for approval; Commissioner Conway seconded the motion. All commissioners voted in favor; the motion moved as presented.

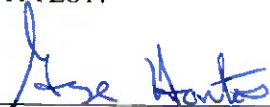
10. Approval of Funding for the Homestead Incentive Loan Program – Ms. Rizer stated the Homestead Incentive Loan program provides a qualified homeowner up to \$5,000 to be used for down payment, closing costs, and prepaids. The HRA would like to transfer to the Core Neighborhoods Fund from the Housing Development Fund: \$70,822.60 and use Core Neighborhoods Fund reserves of: \$29,177.40 so the grand total made available to the program is \$100,000. The program currently has approximately \$60,000 remaining, so adding \$100,000 should fund it for approximately one year. Commissioner Conway clarified that anyone in the City of St. Cloud can apply and Ms. Rizer confirmed that is correct, it is open to all residents within the St. Cloud city limits. Commissioner Goerger moved for approved; Commissioner Dwyer seconded the motion. All commissioners voted in favor; the motion moved as presented.

11. Report on Activities – Ms. Reis noted that Grace McDowall Apartments and Northway Townhomes received a score of 90 from a HUD REAC Inspection on August 15, 2022. She also noted Al Loehr Apartments received a score of “Satisfactory” from a Property Inspection and Management Review by Minnesota Housing conducted on July 26, 2022. Ms. Reis added that on August 29, 2022 the Department of HUD awarded 13 additional regular vouchers to the St. Cloud HRA. These vouchers were awarded under the Consolidated Appropriation Act of 2022.

12. Approval of Cost-of Living/Market Adjustments – Commissioner Hontos moved for approval; Commissioner Goerger seconded the motion. All commissioners voted in favor; the motion moved as presented.

There being no further business, the meeting adjourned at 6:07 p.m.

ATTEST:



Secretary, George Hontos



Chair, Nancy Gohman

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

Wednesday, September 28, 2022

A Study Session for the St. Cloud HRA Board of Commissioners was held on Wednesday, July 27, 2022. Chair Nancy Gohman called the meeting to order at 5:00 p.m. Commissioners present: Mike Conway, Seal Dwyer, Jeff Goerger, Nancy Gohman, George Hontos, and Hani Jacobson. Absent: John Dvorak.

Finance Director, Karen Rizer, began the study session by discussing how the HRA had intended to conduct a market study in 2020, but due to COVID-19 it was delayed. The HRA contacted Baker Tilly to complete a market study this year, but it would be months before Baker Tilly had time to meet with the agency. Ms. Rizer stated based on current hiring difficulties, and what has been seen in the market, the HRA felt action needed to be taken before the market study is completed by Baker Tilly. The St. Cloud HRA went to the City of St. Cloud, Stearns County, and the Duluth HRA to get market data and actual wage data to compare to the St. Cloud HRA. Based on where the data came in, and cost-of-living/market adjustments to HRA employees' salaries, Ms. Rizer proposed two actions:

1. All regular full and part-time employees whose regular schedule is at least 30 hours per week, excluding the Finance Director and Executive Director, who have been employed by the HRA for at least 9 months as of November 1, 2022, will receive a lump-sum cost-of-living/market adjustment payment equal to 4% of their annual wage ((current hourly rate x regular annual hours) x 4%) to be paid on the November 18, 2022 pay date. The Finance Director and Executive Director will receive 3%.

2. All regular full and part-time employees whose regular schedule is at least 30 hours per week, excluding the Finance Director and Executive Director, who have been employed by the HRA for at least 9 months as of November 1, 2022, will receive a 4% lump-sum cost-of-living/market adjustment to their hourly rate effective November 27, 2022. The Finance Director and Executive Director will receive 3%.

Commissioner Hontos asked to clarify the two proposals. Ms. Rizer confirmed the first action would be a lump sum payment and the second action would be a raise. Commissioner Hontos asked about performance reviews. Ms. Rizer responded performance evaluations would remain unchanged and will occur later this year and the performance raise would take place during the first full payroll in January 2023. Commissioner Goerger asked Ms. Rizer if she felt it was enough of an increase to keep staff in place, or can the agency consider something more. Ms. Rizer responded that she hopes it is enough of a difference maker and it is also the number she is most comfortable at, not knowing where health insurance rates will come in at, and knowing there is a market study coming.

Commissioner Hontos suggested, due to the overwhelming support from the Personnel Committee and Commissioners present, to add it to September's agenda for approval.

There being no further discussion, the study session ended at 5:26 p.m.

ATTEST:



Secretary, George Hontos


Chair, Nancy Gohman