

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

**Wednesday, December 14, 2022**

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, December 15, 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 5:48 p.m.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance spoken. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, Jeff Goerger, Nancy Gohman, George Hontos, and Hani Jacobson.
2. Approval of Agenda – Commissioner Hontos moved to pull item 10 from the agenda for further discussion and Commissioner Conway seconded the motion. All commissioners voted in favor; the agenda and consent agenda moved as presented. Commissioner Dwyer moved for approval on items 2-9. Commissioner Goerger seconded the motion. All commissioners voted in favor; the agenda and consent agenda moved as presented.
3. Approval of Study Session Minutes, October 26, 2022 – approved as presented.
4. Approval of Regular Minutes, October 26, 2022 – approved as presented.
5. Review of 2022 Financial Reports – no action required.
6. Approval of Resolution 2022-11 – Adopting the 2023 Budgets for COCC, HCV Program, Public Housing, Germain Towers, Northway A&B, and Affordable Housing Projects – approved.
7. Approval of Resolution 2022-12 – Amending the 2022 Budgets for COCC, HCV Program, Public Housing, Northway A&B, and Eastwood Apartments – approved.
8. Approval of Auditors for 2022 Annual Audit – approved.
9. Approval of Resolution 2022-13 – Authorizing Participating in the Minnesota City Participation Program for 2023 – approved.
10. Approval of Extension of Policy 05.18 – Families First Coronavirus Response Act Policy and Policy 05.19 Emergency Sick Leave Policy – Commissioner Hontos inquired how many hours are outstanding. Ms. Rizer responded that she would look up the official number, but noted there are several people that were out in September and October of 2022. Commissioner Gohman clarified if the hours would stay with the employee until they are used up, and Ms. Rizer responded yes. Commissioner Jacobson asked if the hours are strictly for COVID-19. Ms. Rizer responded that if an employee uses all of their PTO, and have not exhausted their emergency sick leave hours, they are able to use them at that time.

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.

Old Business: none.

New Business:

11. Approval of Amazon Locker Purchase for Wilson Apartments – Ms. Reis requested an Amazon locker to be installed at Wilson Apartments. The locker will be slightly larger than the locker installed at Grace McDowall, and comes at a cost of \$27,000. Commissioner Goerger asked how it was going at Grace McDowall and Ms. Reis responded that there have been no complaints and residents are happy with the service. Commissioner Goerger moved for approval; Commissioner Conway seconded the motion. All commissioners voted in favor; the motion moved as presented.

12. Report on Activities – Ms. Reis started by noting Empire Apartments was inspected by the Department of HUD on October 31, 2022 and received a score of 77 out of 100. Wilson Apartments was inspected on November 1, 2022 and scored an 86 out of 100. Next, Ms. Reis brought up the CDBG application and the St. Cloud HRA's intent to apply for \$250,000 in single-family rehab funds. Commissioner Gohman asked if the HRA is comfortable with applying for the same amount as last year. Ms. Rizer commented that they feel confident the funds will be spent. Ms. Reis added that there are currently 10 homes in the construction phase for the current CDBG update. Commissioner Dwyer encouraged the HRA to apply for the \$250,000 amount because the HRA does not have access to all grants because of the Government status, but can apply for CDBG funds to help families. Ms. Reis provided a final update on the Local Housing Trust Fund: stating that Stearns County was moving forward on their own and if the Board was interested, the HRA would continue to work with legal counsel at other options for the agency.

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

ATTEST:

  
Secretary, Ham Jacobson

  
Chair, Nancy Gohman

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

**Wednesday, December 14, 2022**

A Study Session for the St. Cloud HRA Board of Commissioners was held on Wednesday, December 14, 2022. Prior to the Study Session meeting, the following Board members attended an HRA tour of the newly built single-family home located at 418 Wilson Ave in St. Cloud: Mike Conway, John Dvorak, Seal Dwyer, Jeff Goerger, Nancy Gohman, George Hontos, and Hani Jacobson. Chair Nancy Gohman called the meeting to order at 5:20 p.m. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, Jeff Goerger, Nancy Gohman, George Hontos, and Hani Jacobson.

Finance Director, Karen Rizer, began by discussing the auditor for 2022. She noted she is recommending a one-year contract with Redpath and Company for 2022 and then issuing an RFP during 2023 for the 2023-2025 audits.

Ms. Rizer then moved to discuss the remaining 2023 budgets. She started with the Central Office Cost Center (COCC) fund, noting the changes to the proposed 2023 budget since the June meeting was increasing charges for services revenue to better reflect the new fee structure adopted for the non-Federal properties in 2022, increased revenue from HUD's Public Housing Capital Fund program due to a higher grant amount, and the increase in Federal vouchers which results in higher management fees. The increase is off-set by the increase to salaries and benefits due primarily to the market increases implemented over the past month and slightly higher insurance costs than previously planned.

Ms. Rizer moved to the Housing Choice Vouchers (HCV) Program Fund. The HRA will be applying for the higher administrative fee from HUD. Ms. Rizer added the HRA is looking to add an additional staff member in 2023 due to additional vouchers. Commissioner Hontos asked about the current number of the vouchers. Executive Director Ms. Reis responded that there are 1,063 vouchers, including the Emergency Housing Vouchers. Commissioner Hontos asked about how many vouchers per staff member. Ms. Reis responded it is less about the number of vouchers, but more about the workload each voucher entails. Ms. Rizer added that there are more job changes in the current economy, and the staff processes each job change for each respective individual and so forth. Commissioner Dvorak asked about clarification on vouchers. Voucher Programs Manager, Lori Lygre, responded that for the regular vouchers, anyone can apply when the waiting list is open, regardless of age/disability/or homeless status, and for the Emergency Housing Voucher, the HRA receives referrals from several organizations in St. Cloud. Ms. Lygre noted the different vouchers can require different eligibility requirements, but once individuals are on the voucher program, they are all ran the same.

Continuing with Property Budgets, Ms. Rizer moved to Public Housing and noted there was nothing at risk for recapture, all of the 2023 Public Housing budgets are break-even. The HRA is proposing to use the short-fall funding, requested from HUD, at the scattered sites to replace HVAC systems.

Ms. Rizer moved to the Germain Towers Fund, and Commissioner Hontos asked about the retail stores on the first floor. Ms. Reis responded that the Paramount Center for the Arts and Wimmer's leases space from the HRA. They pay monthly rent. Commissioner Hontos asked about the length of the contracts with the retail spaces and Ms. Reis responded that the contracts are for very long durations, but she feels the HRA is fairly compensated for the spaces used.

Continuing the budget discussion, Ms. Rizer moved to the Northway Project A&B Fund, noting major planned maintenance items include new HVAC at two townhomes, courtyard concrete replacement, and

at least 26 new refrigerators at Grace McDowall. Then either a boiler replacement at Grace McDowall or siding and windows at the townhomes. The boiler replacement will be bid out this spring and if it can be completed this year, then the siding and windows will be done next year. Ms. Rizer added Northway has no debt.

Moving to Eastwood Apartments Fund, Ms. Rizer mentioned there have been significant unexpected maintenance items – burst pipes, tenant damage, etc. The property will likely receive funds from the COCC in February or March and may need an additional advance from the Community Housing Fund.


Continuing with Al Loehr Veterans and Community Studio Apartments Fund, Ms. Rizer noted it is not much different than previous years, but the major planned maintenance items include replacing the common area carpet.

Commissioner Gohman asked Ms. Rizer about the Proration Rates. Ms. Rizer responded that proration is if the federal government says it costs 5 billion dollars to run all Public Housing in the country, but Congress only appropriates 4 billion dollars, then everyone gets 80% of what the formula says. Commissioner Gohman asked if it is enough to feel comfortable, and Ms. Rizer said she feels the HRA is in a good financial situation with reserves if needed.

There being no further discussion, the study session ended at 5:47 p.m.

ATTEST:

  
Secretary, Hani Jacobson

  
Chair, Nancy Gohman