

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: March 14, 2023

SUBJECT: Presentation on the 2022 Calls for Service

---

**Requested Action:** For discussion only.

**Background:** The St. Cloud HRA has a Memorandum of Understanding with the St. Cloud Police Department to provide proactive law enforcement services to the HRA owned and managed properties. The goal of the memorandum is to reduce crime and criminal activities in and around HRA properties by engaging the police officer in an active role on the property.

Officer D'Andre Clark will attend this meeting to present the attached information and answer any questions from board members.

**Future Action:** None at this time.

2022 HRA POLICE CALLS FOR SERVICE		CRIMINAL				CIVIL			TOTAL
PROPERTY	# OF UNITS	PERSON	PROPERTY	NUISANCE	DRUG(OD)	B. HEALTH(WELFARE)	MEDICAL	ALL OTHER	
Al Loehr	61	1	6	6		14	9	52	88
Brownstones Townhomes	12			1			8	9	18
Cedar Townhomes	12			1				2	3
The Creeks Townhomes	24	1	2	2		2	2	15	24
Eastwood Apartments	18	2	2	7		1	8	25	45
Empire Apartments	89	4	1	39	8	89	80	81	302
Flintwood Townhomes	12	1	1	1		4	5	12	24
Germain Towers Apts	60	10	4	19	2	15	23	50	123
Grace McDowell Apts	90	1	4	12	3	18	58	17	113
Northway Townhomes	12		4	1			3	12	20
Quarry Ridge Townhomes	12		1				3	3	7
Riverside Apartments	85	1	2	12	0	14	59	34	122
Scattered Sites (houses)	41	2		8		2	17	33	62
Swisshelm I Apartments	32	3	3	6		4	27	41	84
Swisshelm II Apartments	32	3	3	10		5	10	38	69
Westwood I Apartments	32	11		20	1	13	13	44	102
Westwood II Apartments	32	2	2	8		3	8	35	58
Wilson Apartments	126	3	10	33	2	35	86	95	264
Property totals	720	45	45	186	16	219	419	598	

#### CRIMINAL

PERSON CRIMES

ASSAULT, ROBBERY, DOMESTIC ASLT, SEX ASSUALT, CHILD NEGLECT/ABUSE

PROPERTY CRIMES

THEFT, PROPERTY DAMAGE, BURGLARY, ILLEGAL DUMPING

NUISANCE

DISORDERLY CONDUCT, NOISE, LOUD MUSIC, FIREWORKS, BARKING DOG, TRESPASS

DRUG RELATED

POSSESSION/SALE OF DRUGS, PARAPHERNALIA

#### CIVIL

ALL OTHER (No crime)

CIVIL MATTER, VEHICLE REPO, CUSTODY DISPUTE, PERSONAL/AGENCY ASSIST, LOST OR RUNAWAY JUVENILE, WELFARE  
 VERBAL ARGUMENT, COMPLIANT, UNWANTED PERSON, THREATS  
 SUSPICIOUS PERSONS/ACTIVITY, ALARMS,  
 OTHER MATTERS REQUIRING INVESTIGATION NOT RESULTING IN CHARGES, OFFICER FOLLOW UP

MEDICAL

MEDICAL CALLS, NON CRIMINAL DEATH INVESTIGATION,

BHEALTH

SUICIDAL PERSON, WELFARE, INTOXICATED PERSON

**REGULAR MEETING OF THE  
ST. CLOUD HRA BOARD OF COMMISSIONERS**

**St. Cloud HRA, 1225 West St. Germain Street, Board Room  
Wednesday, March 22, 2023  
*Immediately following 5:00 p.m. Study Session***

<b>STUDY SESSION -- 5:00 P.M., St. Cloud HRA, Board Room AGENDA: Presentation on the 2022 Calls for Service with Officer D'Andre Clark</b>
--

**Mission Statement: To enhance the communities we serve by providing  
housing opportunities, fostering stability, and promoting neighborhood revitalization.**

**Regular Meeting Agenda:**

1. Roll Call and Pledge of Allegiance.

**Consent Agenda:**

2. Approval of Agenda. REQUESTED ACTION: Approve.
3. Approval of Regular Minutes, February 22, 2023. REQUESTED ACTION: Approve.
4. Approval of Electrical Services Maintenance Contract. REQUESTED ACTION: Approve.
5. Approval to Write-Off Resident Accounts Receivable. REQUESTED ACTION: Approve.
6. Approval of Interfund Transfers. REQUESTED ACTION: Approve.

**Open Forum:** At this time members of the public may address the Board with questions, concerns, or comments (regarding an item NOT on the agenda). Citizens are asked to sign up to speak prior to the Open Forum portion of the meeting. Speakers will be limited to the first five citizens who sign up. The Board members will not ask questions of the speakers, but rather refer the matter to the Administration with a request for a follow-up report. A citizen may speak at the Open Forum only twice during the year. Open Forum is limited to a total of 10 minutes. TIME LIMIT IS 2 MINUTES PER PERSON.

**Old Business:** none.

**New Business:**

7. Approval of Contract for Replacement Asphalt Shingled Roofs at Westwood Village Apartments One and Two.
8. Report on Activities.

**Open Discussion:**

**Adjourn.**

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

**Wednesday, February 22, 2023**

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, February 22, 2023, at Al Loehr Veterans & Community Studio Apartments, 4055 12<sup>th</sup> St N, St. Cloud, MN.

Prior to the meeting, the following Board members attended an apartment building tour: Mike Conway, John Dvorak, Seal Dwyer, George Hontos, Hani Jacobson, and Carol Lewis. Absent: Nancy Gohman.

Vice Chair Seal Dwyer called the meeting to order at 5:14 p.m.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance spoken. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, George Hontos, Hani Jacobson, and Carol Lewis. Absent: Nancy Gohman.
2. Approval of Agenda – Commissioner Conway moved for approval; Commissioner Dvorak seconded the motion. All commissioners voted in favor; the agenda and consent agenda moved as presented.
3. Approval of Study Session Minutes, January 25, 2023 – approved as presented.
4. Approval of Regular Minutes, January 25, 2023 – approved as presented.
5. Approval of Contract for Replacement of Boilers, HVAC Pumps, and Air Handling Units at Grace McDowall Apartments – contract approved with Kue Contractors Inc. in the amount of \$542,880.00.
6. Approval of Scattered Site Kitchen Cabinet Contract – contract approved with Kue Contractors Inc. in the amount of \$89,000.00.

Open Forum: Vice Chair Dwyer 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:

7. PY 2023 CDBG Presentation – Project Manager Paul Soenneker asked the Board if they had any questions regarding the presentation included in the agenda materials. Commissioner Hontos asked if the presentation had been given to the Planning Commission. Mr. Soenneker said it was presented and the Planning Commission had now provided recommendations. The HRA had asked for \$250,000 and the city staff recommended 78%, or \$195,000, and the Planning Commission agreed. Executive Director Louise Reis added that in addition to the \$195,000, the HRA is anticipating a reallocation of an additional \$70,000.00 to be provided to the HRA. Commissioner Lewis asked about the loan amount, and Ms. Reis said it is set at \$25,000. Commissioner Lewis followed up by asking how long the loan has been set at \$25,000, noting the dollar does not stretch as far with construction costs in the current economy. Ms. Reis responded it had been raised to \$25,000 in the last few years to accommodate the rising construction costs. Mr. Soenneker added that up to the \$25,000 amount the agency is able to complete lead remediation, but anything above that amount would require abatement. Mr. Soenneker also added that there are two pots of money (CDBG funds and the fix-up loan program) where clients can supplement the CDBG amount and receive up to another \$25,000 for projects, if needed. Commissioner Conway responded that if the loan amount increases to \$30,000, it reduces the number of projects that can be completed in the community.

8. Report on Activities – Ms. Reis noted that HRA staff, along with The Family Homeless Prevention and Assistance Program, have been working together on holding landlord engagement meetings. The meetings take place every other month and have involved different topics, like mental health or hoarding, at each meeting. Commissioner Conway asked what the requirements are for landlords to accept vouchers. Ms. Reis responded landlords have to meet HQS inspection standards.

There being no further business, the meeting adjourned at 5:35 p.m.

ATTEST:

---

Chair, Nancy Gohman

---

Secretary, Hani Jacobson

TO: St. Cloud HRA Board of Commissioners

FROM: Paul Soenneker, Project Manager

DATE: March 14, 2023

SUBJECT: Approval of Electrical Services Maintenance Contract

---

**Requested Action:** Approve the electrical services contract with Electrical Solutions Inc. for the repairs and/or replacement of electrical items for units owned/managed by the St. Cloud HRA.

**Background:** The HRA contracts repair and/or replacement of electrical work for all the HRA owned/managed properties. This contract will be for electrical maintenance work only and not any specific project. The HRA will continue to solicit quotes or bids for projects that are non-routine. The contract will be for a period of two years and if agreeable to both the HRA and the contractor; this agreement may, at the end of the initial period, be extended for an additional two years.

The HRA solicited proposals from 12 companies. We received one proposal from Electrical Solutions Inc. One contractor contacted us; stating that they were not interested in this type of work.

HRA staff is recommending Electrical Solutions Inc. There will be no trip charges, a half hour minimum charge per visit, and a 10% material mark up. The selected contractor is required to pay the minimum Maintenance Wage as set by HUD (\$32.21 wage and \$20.78 fringe benefits), pass criminal background checks, and adhere to fair housing laws.

**Electrical Solutions Inc.**  
702 9<sup>th</sup> Ave. S.  
Sauk Rapids, MN 56379  
**Hourly rate: \$82.00**

**Frequency of Request:** Every two to four years.

**Related Actions:** None.

**Future Action:** None.

**Relationship to Goals:** Goal #2 - St. Cloud HRA will promote fair housing and strive for high performance in HRA properties and housing subsidy programs.

**Budget Impacts:** This item will be funded through each building's budget.

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: March 15, 2023

SUBJECT: Write-Off Resident Accounts Receivable

**Requested Action:** Authorization from the Board to write-off accounts receivable on former residents and program participants in the following amounts:

Public Housing	\$ 21,761.79
Germain Towers	\$ 2,768.96
Northway A & B	\$ 1,848.57
Eastwood	\$ 1,680.25
Al Loehr	\$ 3,643.45
Creeks	\$ 13,335.81
Swisshelm One	\$ 5,713.12
Swisshelm Two	\$ 2,162.06
Westwood One	\$ 3,275.45
Westwood Two	\$ 7,385.96
Riverside	\$ 4,127.88

**Background:** Periodically, we are required to review the vacated resident accounts receivable and determine which accounts are not collectible.

The receivables for the HRA properties include actual rent and all damages not paid by a resident prior to vacating the unit. The receivables greater than 60 days old, as of December 31, 2022 are determined not to be collectible.

The receivables that are greater than 60 days old are forwarded to Minnesota Department of Revenue under the Revenue Recapture Program. During the last six months of 2022, the HRA has recovered the following amounts:

Public Housing	\$ 5,466.50
Germain Towers	\$ 100.00
Northway A & B	\$ 10.00
Eastwood	\$ 778.00
Al Loehr	\$ 45.08
Creeks	\$ 2,803.00
Swisshelm Two	\$ 1,123.41
Westwood One	\$ 879.00
Westwood Two	\$ 860.07
Riverside	\$ 146.94

**Frequency of Request:** Bi-annually

**Related Actions:** None

**Future Action:** None

**Relationship to Goals:** None

**Budget Impact:** Collection losses are budgeted for each property.

**St Cloud HRA**  
**Dwelling Rent and Tenant A/R Written Off**  
**Fiscal Period 7/1/22 through 12/31/22**

	<u>Dwelling Rental Income</u>	<u>Tenant Accounts Written Off</u>	<u>percentage w/o to income</u>
Empire	\$ 139,262.00	\$ 6,265.30	4.50%
Scattered Sites	152,253.00	12,745.78	8.37%
Wilson	203,773.00	2,750.71	1.35%
Germain Towers	96,501.00	2,768.96	2.87%
Northway A & B	165,440.00	1,848.57	1.12%
Eastwood	49,110.00	1,680.25	3.42%
Al Loehr	143,918.80	3,643.45	2.53%
Creeks	78,988.00	13,335.81	16.88%
Brownstones	40,831.00	0.00	0.00%
Swisshelm One	102,769.00	5,713.12	5.56%
Swisshelm Two	103,043.00	2,162.06	2.10%
Westwood One	102,313.00	3,275.45	3.20%
Westwood Two	119,765.00	7,385.96	6.17%
Riverside	260,521.00	4,127.88	1.58%
	<hr/>	<hr/>	
<b>Total</b>	<b>\$ 1,758,487.80</b>	<b>\$ 67,703.30</b>	<b>3.85%</b>
Total Recovered through Revenue Recapture, Collection Agencies or private payments		12,212.00	
	<hr/>	<hr/>	
Net Bad Debt	<b>1,758,487.80</b>	<b>55,491.30</b>	<b>3.16%</b>



**St Cloud HRA**  
**Analysis of Tenant Accounts Receivable Written-Off**  
**Year Ending December 31, 2022**

	Dwelling Rental Income	A/R W/O 6/30/2022	A/R W/O 12/31/2022	Total A/R W/O 2022	Total W/O as % of Income	Total 2022 Recoveries	Net W/O as % of Income
Empire Apts	254,454.00	2,959.88	6,265.30	9,225.18	3.63%	4,083.25	2.02%
Scattered Sites	311,596.00	0.00	12,745.78	12,745.78	4.09%	1,575.00	3.59%
Wilson Apts	399,987.86	4,905.27	2,750.71	7,655.98	1.91%	924.26	1.68%
Total Public Housing	966,037.86	7,865.15	21,761.79	29,626.94		6,582.51	
Germain Towers	193,623.00	1,196.08	2,768.96	3,965.04	2.05%	693.97	1.69%
Northway A & B	327,715.00	3,333.60	1,848.57	5,182.17	1.58%	346.43	1.48%
Eastwood	95,698.00	1,918.40	1,680.25	3,598.65	3.76%	1,577.33	2.11%
Al Loehr	285,402.80	2,169.76	3,643.45	5,813.21	2.04%	45.08	2.02%
Creeks	163,550.00	0.00	13,335.81	13,335.81	8.15%	2,803.00	6.44%
Brownstones	75,945.00	0.00	0.00	0.00	0.00%		0.00%
Swisshelm One	211,993.00	14,863.05	5,713.12	20,576.17	9.71%	585.00	9.43%
Swisshelm Two	198,021.00	3,311.38	2,162.06	5,473.44	2.76%	1,371.41	2.07%
Westwood One	201,025.00	7,517.54	3,275.45	10,792.99	5.37%	6,571.68	2.10%
Westwood Two	245,303.00	0.00	7,385.96	7,385.96	3.01%	2,248.87	2.09%
Riverside	521,075.00	9,725.69	4,127.88	13,853.57	2.66%	1,662.45	2.34%
	3,485,388.66	51,900.65	67,703.30	119,603.95	3.43%	24,487.73	2.73%

	A/R Balance Prior to W/O	A/R W/O @ 12/31/2022 % total A/R	A/R Balance After W/O
<i>Balance as of December 31, 2022</i>			
Empire Apts	12,991.14	48.23%	6,725.84
Scattered Sites	24,434.73	52.16%	11,688.95
Wilson Apts	12,255.81	22.44%	9,505.10
Total Public Housing	49,681.68	43.80%	27,919.89
Germain Towers	8,094.63	34.21%	5,325.67
Northway A & B	4,932.17	37.48%	3,083.60
Eastwood	3,636.53	46.20%	1,956.28
Al Loehr	7,572.89	48.11%	3,929.44
Creeks	17,271.50	77.21%	3,935.69
Brownstones	3,336.91	0.00%	3,336.91
Swisshelm One	9,522.56	60.00%	3,809.44
Swisshelm Two	13,598.55	15.90%	11,436.49
Westwood One	8,171.08	40.09%	4,895.63
Westwood Two	10,113.71	73.03%	2,727.75
Riverside	6,231.24	66.24%	2,103.36
	142,163.45		74,460.15

**St. Cloud HRA**  
**Tenant Write-Off History by Property**

	2022	2021	2020	2019
<b>PUBLIC HOUSING</b>				
Total Write-offs	29,626.94	30,801.77	15,396.63	15,187.49
Total Recoveries	6,582.51	4,745.75	10,155.77	11,244.60
Net Write-Offs	23,044.43	26,056.02	5,240.86	3,942.89
Net Write-Offs as a % of Rental Revenue	2.39%	2.70%	0.55%	0.46%
<b>GERMAIN TOWERS</b>				
Total Write-offs	3,965.04	867.08	2,769.04	7,444.38
Total Recoveries	693.97	701.44	1,283.91	499.11
Net Write-Offs	3,271.07	165.64	1,485.13	6,945.27
Net Write-Offs as a % of Rental Revenue	1.69%	0.08%	0.75%	3.88%
<b>NORTHWAY A &amp; B</b>				
Total Write-offs	5,182.17	333.43	1,396.61	2,029.20
Total Recoveries	346.43	213.00	622.07	771.59
Net Write-Offs (Recoveries)	4,835.74	120.43	774.54	1,257.61
Net Write-Offs as a % of Rental Revenue	1.48%	0.04%	0.25%	0.39%
<b>EASTWOOD</b>				
Total Write-offs	3,598.65	15,259.57	1,136.36	2,810.10
Total Recoveries	1,577.33	682.62	76.20	3,089.20
Net Write-Offs (Recoveries)	2,021.32	14,576.95	1,060.16	(279.10)
Net Write-Offs as a % of Rental Revenue	2.11%	17.48%	1.18%	-0.24%
<b>AL LOEHR</b>				
Total Write-offs	5,813.21	962.99	1,396.67	73.67
Total Recoveries	45.08	0.00	1,002.95	400.00
Net Write-Offs (Recoveries)	5,768.13	962.99	393.72	(326.33)
Net Write-Offs as a % of Rental Revenue	2.02%	0.34%	0.15%	-0.12%
<b>CREEKS</b>				
Total Write-offs	13,335.81	7,964.48	4,461.86	3,344.09
Total Recoveries	2,803.00	0.00	616.61	149.00
Net Write-Offs (Recoveries)	10,532.81	7,964.48	3,845.25	3,195.09
Net Write-Offs as a % of Rental Revenue	6.44%	4.85%	2.38%	1.90%

**St. Cloud HRA**  
**Tenant Write-Off History by Property**

	2022	2021	2020	2019
<b>BROWNSTONES</b>				
Total Write-offs	0.00	0.00	62.59	0.00
Total Recoveries	0.00	62.59	0.00	188.00
Net Write-Offs (Recoveries)	0.00	(62.59)	62.59	(188.00)
Net Write-Offs as a % of Rental Revenue	0.00%	-0.09%	0.09%	-0.22%
<b>SWISSHELM ONE</b>				
Total Write-offs	20,576.17	6,225.28	0.00	1,077.20
Total Recoveries	585.00	0.00	3,659.22	992.62
Net Write-Offs (Recoveries)	19,991.17	6,225.28	(3,659.22)	84.58
Net Write-Offs as a % of Rental Revenue	9.43%	3.08%	-1.89%	0.03%
<b>SWISSHELM TWO</b>				
Total Write-offs	5,473.44	5,133.94	6,671.12	527.15
Total Recoveries	1,371.41	560.08	1,057.55	238.67
Net Write-Offs (Recoveries)	4,102.03	4,573.86	5,613.57	288.48
Net Write-Offs as a % of Rental Revenue	2.07%	2.33%	3.00%	0.12%
<b>WESTWOOD ONE</b>				
Total Write-offs	10,792.99	12,318.13	5,244.62	289.14
Total Recoveries	6,571.68	643.14	1,954.83	894.38
Net Write-Offs (Recoveries)	4,221.31	11,674.99	3,289.79	(605.24)
Net Write-Offs as a % of Rental Revenue	2.10%	6.26%	1.98%	-0.24%
<b>WESTWOOD TWO</b>				
Total Write-offs	7,385.96	2,610.65	4,349.22	1,923.95
Total Recoveries	2,248.87	1,847.36	1,007.77	6,191.60
Net Write-Offs (Recoveries)	5,137.09	763.29	3,341.45	(4,267.65)
Net Write-Offs as a % of Rental Revenue	2.09%	0.31%	1.44%	-1.73%
<b>RIVERSIDE</b>				
Total Write-offs	13,853.57	4,021.98	1,249.24	3,559.30
Total Recoveries	1,662.45	0.00	327.22	760.00
Net Write-Offs (Recoveries)	12,191.12	4,021.98	922.02	2,799.30
Net Write-Offs as a % of Rental Revenue	2.34%	0.81%	0.19%	0.48%

TO: HRA Board of Commissioners

FROM: Karen Rizer, CPA  
Finance Director

DATE: March 15, 2023

SUBJECT: Interfund Transfers

---

**Requested Action:** Approve the following transfers from the Community Housing Fund:

- To the Brownstones Family Housing, LP Fund \$15,000
- To the Swisshelm Village Apartments Two, LP Fund \$30,000
- To the Westwood Village Apartments One, LP Fund \$15,000
- To the Westwood Village Apartments Two, LP Fund \$40,000

**Background:** The HRA's Community Housing Fund holds the first mortgages for these properties, except for the Brownstones, which does not have an amortizing mortgage. They were financed internally so the funds would be available for future capital improvements or cash flow versus paying the amount of interest expense out to a financial institution. Since making these loans, the HRA has retained over \$200,000 more from these properties than would have been earned otherwise. This request transfers \$100,000 of that excess back to the properties.

The properties have been very tight on cash for the past few years due primarily to needed maintenance and repairs. At the time the properties were refinanced, most of the reserves were used to pay U.S. Bank so less funds would need to be borrowed from the HRA. This was by design so we have the flexibility to transfer the funds to the properties if and when they need them.

**Options:** Approve, deny, or table.

**Frequency of Request:** One time.

**Related Actions:** None.

**Future Action:** None at this time.

**Relationship to Goals:** N/A

**Budget Impact:** No net impact to the HRA as a whole.

TO: St. Cloud HRA Board of Commissioners

FROM: Paul Soenneker, Project Manager

DATE: March 16, 2023

SUBJECT: Approval of Contract for Replacement Asphalt Shingled Roofs at Westwood Village Apartments One and Two

---

**Requested Action:** Approve the contract with Kue Contractors Inc. in the amount of \$344,342.00 for the replacement of asphalt shingled roofs at Westwood Village Apartments One and Two

**Background:** The asphalt shingled roofs at these two apartment complexes are original to the buildings. In May of 2022 they sustained hail damage. An insurance claim was submitted and it was determined that the shingles needed to be replaced. Staff was directed by the HRA board to solicit bids for removal of the asphalt shingles and replacement with either asphalt shingles or standing seam metal roofing.

GLTArchitects, the architect hired by the St. Cloud HRA, solicited bids from contractors. The invitation for bids was placed on the HRA website, MN Builders Exchange, QuestCDN website and advertised in the St. Cloud Times. We received bids from the contractors as outlined below.

<u>Bids</u>	<u>Asphalt Shingles</u>	<u>Standing Seam Metal</u>
Excel Renovation 7550 Mark St. Loretto, MN 55357	\$477,306.00	\$1,082,716.00
Intelligent Design 10907 93 <sup>rd</sup> Ave. N. Maple Grove, MN 55396	\$533,000.00	\$2,100,000.00
Alliance Building Corp. PO Box 564 Sauk Rapids, MN 56379	\$704,524.00	N/A
Equity Builders & Construction Services 12204 S. Robert Trail Rosemount, MN 55068	\$576,279.00	\$2,000,000.00
Project One Construction, Inc. 10375 County Rd. 8 Kimball, MN 55353	\$349,950.00	\$1,506,400.00
Huot Construction 120 Bridgepoint Way Ste A South St. Paul, MN 55075	\$572,580.00	\$2,275.860.00
Kue Contractors, Inc. 130 Central Ave. S. P.O. Box 408 Watkins, MN 55389	\$344,342.00	\$1,485,840.00

HRA staff recommends installing asphalt shingles and awarding the work to Kue Contractors, Inc.

**Frequency of Request:** Once

**Related Actions:** None

**Future Action:** Approval of loan from the Community Housing Fund in summer or early fall.

**Relationship to Goals:** Goal #2 - St. Cloud HRA will promote fair housing and strive for high performance in HRA properties and housing subsidy programs.

**Budget Impacts:** This item will be funded through \$97,779 that has been received from the insurance claim and a loan from the Community Housing Fund of approximately \$245,000. The loan will be a non-amortizing, and repaid as excess cash flow allows. The loan will be formally approved at a later meeting.

TO: HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: March 14, 2023

SUBJECT: Report on Activities

---

**Scattered Sites:** On February 17, 2023, the Scattered Site units had a HUD REAC inspection. The units scored a 97 out of 100. The HUD REAC inspection is completed to make sure the units are decent, safe and sanitary.

**Empire Apartments:** On Friday, March 10, 2023 the City of St. Cloud submitted the attached Congressional FY24 Project Funding Request to Senator Klobuchar's office. While I gave suggested changes to the document, the final funding request did not have them included.

**Project Based Voucher Waiting Lists:** On April 1, 2023, we will be closing the Project Based (PBA) Voucher Waiting Lists for Eastwood Apartments and the Swisshelm's. The waiting list time period has exceeded over 36 months.

**Housing Choice Voucher Program:** During the month of February 2023, there were seven housing choice vouchers released. Three of the voucher holders were at Zero HAP, three were for program violations, and one was voluntary release. None were over the age of 62.

As of February 28, 2023 – 91 Port In vouchers and 49 Port Out vouchers.

**CDBG Update:**

For the homeowner rehab program:

- 11 in construction
- 6 in bidding
- 11 on wait list

## Housing Department Vacancy Report – For the Month Ending February 28, 2023

<b>Fund: Public Housing – 291 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>2/28/23</u>
Empire	89	0.54%	0
Wilson	126	2.03%	2
Scattered Sites	76	5.12%	3 *

<b>Fund: Section 8 New Construction – 162 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>2/28/23</u>
Germain	60	2.63%	1
Grace/NWB	102	2.77%	3 **

<b>Fund: Tax Credit – 249 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>2/28/23</u>
Creeks	24	7.12%	1
Brownstones	12	0.00%	0
Swisshelm One	32	4.69%	2
Westwood One	32	5.47%	1
Swisshelm Two	32	3.13%	1
Westwood Two	32	7.75%	3
Riverside	85	6.36%	6 ***

<b>Fund: Affordable Housing – 79 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>2/28/23</u>
Eastwood	18	8.33%	1
Loehr	61	4.04%	0
418 House	1	0.00%	0

- \* two units rented in March
- \*\* three units rented in March
- \*\*\* two units rented for April 1st



**CONGRESSIONAL  
FY24 PROJECT FUNDING REQUEST  
QUESTIONNAIRE  
FORM**

**Section 1 Requestor Information**

- Requesting Entity Name: City of St. Cloud, Minnesota on behalf of the Housing & Redevelopment Authority of St. Cloud, MN
- Requesting Individual at the entity (i.e. Mayor, Chair of County Board of Supervisors/Commissioners, Board President): Mayor Dave Kleis
- Priority of Request (x of y): 1 of 1
- Project Name: Empire Apartments Public Housing Relocation Study
- County and congressional district(s) impacted: Congressional District 6 (Stearns, Sherburne, Benton)
- Grantee Legal Name: City of St. Cloud
- Requesting Entity Address: 1201 7<sup>th</sup> Street South, St. Cloud, MN 56301
- Website address: [www.ci.stcloud.mn.us](http://www.ci.stcloud.mn.us)
- Employment Identification Number (EIN): 416005515

**Section 2 Appropriations bill and account (David Turch and Associates will complete)**

**Section 3 Project Information**

- FY24 Funding Request: \$400,000
- Total Estimated Project Cost: \$500,000
- Local Match – Please list in percent and dollar amount: \$100,000 (20%)
- Project Summary (one sentence description):

The Empire Apartments Public Housing Relocation Study will evaluate existing conditions and explore opportunities to enhance the community's public housing supply, safeguard resident rights, and foster the adopted downtown redevelopment vision through facility relocation.

- **Project Description/Narrative (No more than 2 paragraphs) – history, community need/benefit, how many people it will serve, who will it serve:**

The Housing & Redevelopment Authority of St. Cloud MN's (HRA) Empire Apartments has provided 89-units of public housing for St. Cloud residents since 1971. The facility is fully occupied and has a waiting list in excess of 1,600 applicants. Empire Apartments residents have historically benefitted from close proximity to county offices, public library, retail services, and other urban amenities in the core of downtown near the Mississippi River. Recent relocation to the fringe of downtown and suburban sites in the community have created separation between many essential services and Empire Apartments residents. Relocation of the Empire Apartments can integrate public housing into the fabric of vibrant mixed-income, high-amenity walkable neighborhoods throughout the city. Revitalization of downtown St. Cloud is the community's top priority with a goal of creating 1,000 new housing units across the economic spectrum in the coming decade. The Empire Apartments is one of multiple catalyst redevelopment sites identified by the City's adopted Comprehensive Plan.

The Empire Apartments Public Housing Relocation Study will determine the current building condition, as well as opportunities to improve resident amenities and operational savings through renovation and /or new construction. Cost estimates will allow a thorough consideration of alternatives to relocate public housing to other suitable sites within the community. Project funding will be utilized to hire a consultant experienced in public housing management, operations, and/or housing development to assess opportunities and determine necessary process to advance the study recommendations. Funds would also be utilized to hire consultant services in architecture, land use planning, civil and structural engineering in support of the lead consultant. Third party expertise is essential to determine the public process, requirements of the Uniform Relocation Act, and resident rights if relocation were to advance.

- **Why is funding request good use of taxpayer funds?** The funding request is a good use of taxpayer funds as it will protect the future of public housing within the community and guide reinvestment decisions reinforcing downtown as central Minnesota's regional economic center.
- **Project location:** 54 4<sup>th</sup> Avenue North, St. Cloud, MN 56301
- **Please describe the current developmental status of this project. Is this a new or ongoing project?** New project. The City of St. Cloud's adopted 2015 Comprehensive Plan envisions redevelopment of the Mississippi River's riverfront through downtown. The proposed Empire Apartments Public Housing Relocation Study will provide baseline assessments, preliminary design guidance, construction estimates, and concrete implementation strategies for the City of St. Cloud and St. Cloud HRA, as property owner and public housing authority, to determine whether to advance the adopted redevelopment vision.
- **What is the estimated start date of project?** July 1, 2023
- **What is the estimated completion date of project?** December 31, 2024

#### **Section 4 Funding and Support**

- **Has project been submitted to any other Member of Congress (House/Senate) for FY24:**

No

- What local governmental entities, organizations, associations, or persons support project?

Housing and Redevelopment Authority of St. Cloud MN, St. Cloud Area Chamber of Commerce, St. Cloud Downtown Alliance

- Letters of Support: House and Senate Appropriations Committees require community letters of support from local, regional and/or state elected officials and community groups (such as from County Supervisory/Commissioner, State Senator, State Assembly Member, School District, Chamber of Commerce, etc.) – Please note that a letter of support may list all of your FY24 project submittals and be addressed to your entire congressional delegation (i.e. House Member[s] and Senators):

St. Cloud Area Chamber of Commerce, St. Cloud Downtown Alliance

- Budget breakdown/funding sources (if possible, please list specific activities such as construction, right-of-way, planning, design and engineering, environmental review):

Lead Consultant	\$200,000	Coordination, Implementation Strategy and Process
Architecture	\$ 75,000	Existing Building Evaluation/New Building Design
Structural Engineer	\$ 75,000	Existing Building Condition Assessment
Land Planning	\$ 75,000	Existing Site Reconstruction/New Site Evaluation
Engineering/Survey	\$ 75,000	Existing Site Conditions/New Site Investigation

- Any previous federal appropriations? If yes, please list amount and year?

NO

- Is project funding request in the President's budget?

NO

- Is project federally authorized?

The Empire Apartments is a federally funded public housing facility.

## Section 6 Contact Information

- Best point of contact (with title) for project information (City Manager, County CAO, department director, general manager, executive director):

Matthew Staehling, City Administrator

- Affiliation:

City of St. Cloud

- Office number:

320-255-7201

- Cell number:

320-290-4889

- Email address:

[matthew.staehling@ci.stcloud.mn.us](mailto:matthew.staehling@ci.stcloud.mn.us)



# PARAMOUNT

CENTER FOR THE ARTS

---

913 West St. Germain Street • Downtown St. Cloud, MN 56301 • 320.259.5463

Mayor Dave Kleis  
City of St. Cloud, Minnesota  
400 2<sup>nd</sup> Street South  
St. Cloud, Minnesota 56301

RE: Empire Apartments Public Housing Relocation Study Funding Request

Dear Mayor Kleis,

I'm writing on behalf of the St. Cloud Downtown Alliance in support of efforts to enhance public housing for some of our residents, while simultaneously fostering the city's economic development objectives through reinvestment in our downtown area.

Requesting federal funds to study and re-envision the Empire Apartments moves us closer to these shared community goals. It is also consistent with longer term plans to build affordable housing, revitalize infrastructure, create walkability and a vibrant and welcoming downtown.

I'd ask that you submit this letter in support St. Cloud's funding request for the Empire Apartments Public Housing Relocation Study. Thank you.

Sincerely,

Bob Johnson  
Chair- Downtown Alliance



Bob Johnson  
*Executive Director*  
Paramount Center for the Arts  
913 West St. Germain Street  
St. Cloud, MN 56301  
320.257.3106 Office | 320.492.5619 Cell  
[bjohnson@paramountarts.org](mailto:bjohnson@paramountarts.org)





March 9, 2023

Mayor Dave Kleis  
City of St. Cloud  
400 2<sup>nd</sup> Street South  
St. Cloud, MN 56301

Dear Mayor Kleis,

On behalf of the St. Cloud Area Chamber of Commerce and the Chamber's St. Cloud Downtown Alliance, I would like to express our support of the City of St. Cloud's federal funding request for the Empire Apartments housing relocation study to evaluate and explore the potential opportunities that are available.

The relocation of the Empire Apartments and redevelopment of the site, as outlined in the City's 2015 Comprehensive Plan, is a prime catalyst for desired improvements downtown. The project will positively impact economic development objectives and advance reinvestment in St. Cloud's downtown. In turn, relocation of the Empire Apartments presents the opportunity to introduce public housing into more conducive, walkable, mixed-income neighborhoods.

Please submit this letter of support with the City's funding request for the Empire Apartments public housing relocation study.

Sincerely,

A handwritten signature in black ink, appearing to read "Julie Lunning". The signature is fluid and cursive, with a large loop at the end.

Julie Lunning, President  
St. Cloud Area Chamber of Commerce.

