

TO: St. Cloud HRA Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: November 8, 2023
SUBJECT: Discussion of Pine Cone Road Parcel

Requested Action: Discussion of Pine Cone Road Property

Background: The Pine Cone Road parcel purchase was approved in December 2003 by the St. Cloud HRA Holdings, LLC. Lumber One Avon was the owner of the property. St. Cloud HRA Holdings, LLC then sold a portion of the property to the City of St. Cloud. St. Cloud HRA Holdings, LLC owns 2.68 acres and the city still owns the adjoining one acre. See attached map.

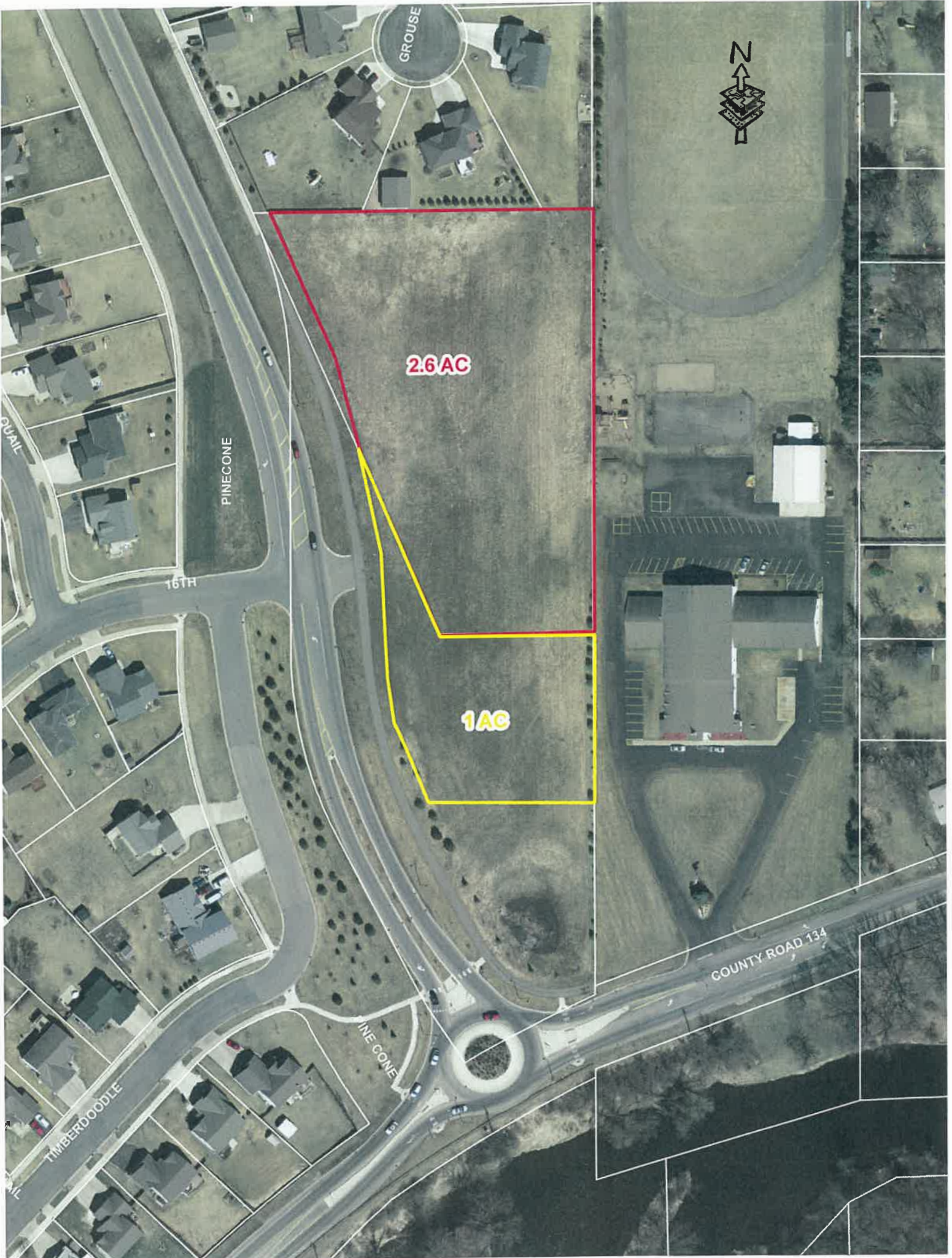
The original development plan for the property was for 22 units of family housing. The St. Cloud Holdings, LLC still owns the land and the carrying value of this parcel was listed at \$219,639.00 on the audit for 2022.

We have been approached by a private non-profit affordable housing developer with an interest in developing an affordable multi-family housing project. The request was for St. Cloud HRA Holdings, LLC to sell the parcel for \$1.00 with the balance as a donation in order to show local support for an affordable housing project for funders. I will have the housing developer attend the study session to share their vision for the property.

Property Address: 1618 PINE CONE RD ST CLOUD, MN 56303 Mailing Address: ST CLOUD HRA HOLDINGS LLC 1225 ST GERMAIN ST W ST CLOUD, MN 56301	Property Class: EXEMPT Class Code: SPECIAL TAXING DISTRICT Neighborhood: 13-St. Cloud - West Zoning: R5 GENERAL MULTI FAMILY RESIDENTIAL DISTRICT	Legal Description QUAIL MEADOWS 6 LOT 1 BLK 1 Building Permits <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Date</u></th> <th style="text-align: left;"><u>Number</u></th> <th style="text-align: left;"><u>Const. Cost</u></th> <th style="text-align: left;"><u>Classification</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	<u>Date</u>	<u>Number</u>	<u>Const. Cost</u>	<u>Classification</u>					Site Size <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Square Feet</td> <td>116948.00</td> </tr> <tr> <td>Width</td> <td>0.00</td> </tr> <tr> <td>Depth</td> <td>0.00</td> </tr> <tr> <td>Acres</td> <td>2.68</td> </tr> </table>	Square Feet	116948.00	Width	0.00	Depth	0.00	Acres	2.68
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Square Feet	116948.00																		
Width	0.00																		
Depth	0.00																		
Acres	2.68																		

Assessment Information					Sale Information
<u>Year</u>	<u>Land</u>	<u>Building</u>	<u>Total</u>	<u>New Const.</u>	
2022	\$122,000	\$0	\$122,000	\$0	
2021	\$122,000	\$0	\$122,000	\$0	
2020	\$122,000	\$0	\$122,000	\$0	
2019	\$122,000	\$0	\$122,000	\$0	

Building Information (Building 1 of)	Photos												
Type of Use: Story Desc.: Occ. Type: Model Name: Bedrooms: Ground Sq. Ft. Building Sq. Ft. Year Built:													
Bathrooms Full Half													
Heating/Cooling Information Cent. A/C Heating Fireplace													
Decks and Porches <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"> </th> <th style="text-align: left;"><u>Open</u></th> <th style="text-align: left;"><u>Enclosed</u></th> <th style="text-align: left;"><u>Screened</u></th> </tr> </thead> <tbody> <tr> <td>Deck - Sq. Ft.</td> <td>--</td> <td>--</td> <td>--</td> </tr> <tr> <td>Porch - Sq. Ft.</td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			<u>Open</u>	<u>Enclosed</u>	<u>Screened</u>	Deck - Sq. Ft.	--	--	--	Porch - Sq. Ft.			
		<u>Open</u>	<u>Enclosed</u>	<u>Screened</u>									
Deck - Sq. Ft.		--	--	--									
Porch - Sq. Ft.													
Exterior Wall Information													
Basement Bsmt SF:													
Basement Finish													
Date Printed: 2/6/2023													
Other Improvements Add'l Garage Pool Tennis Court Pole Shed													



GROUSE



2.6 AC

1 AC

PINECONE

16TH

COUNTY ROAD 134

PINECONE

TIMBERDODDLE

QUAIL

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

**St. Cloud HRA, 1225 West St. Germain Street, Board Room
Wednesday, November 15, 2023
Immediately following 6:00 p.m. Study Session**

**STUDY SESSION 6:00 p.m.
1225 West ST. Germain Street, St. Cloud, MN 56301
AGENDA: Pine Cone Road Parcel Discussion
CLOSED MEETING Immediately Following Regular Meeting - Legal Matter Discussion**

**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 Study Session Minutes, October 25, 2023. REQUESTED ACTION: Approve.
4. Approval of Regular Minutes, October 25, 2023. REQUESTED ACTION: Approve.
5. Review of 2023 Financial Reports. REQUESTED ACTION: None.
6. Approval of Contract for Design / Engineering Services for Empire Apartments Boiler Replacement. REQUESTED ACTION: Approve.
7. Approval Elevator Maintenance Contract. REQUESTED ACTION: Approve.
8. Approval of Cleaning Service Contract for Vacant Units. REQUESTED ACTION: Approve.
9. Approval of Resolution 2023-17 – Donation from Maalin Shop. 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:

10. Approval of Classification and Compensation Study.

11. A. Public Hearing for Public Hearing and Approval of Resolution 2023-16 Changes to the FY 2024 Public Housing Agency Plan.
B. Approval of Resolution 2023-16 – Approval of Changes to the Public Housing Agency Plan.
12. Report on Activities.

Open Discussion:
Adjourn.

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

Wednesday, October 25, 2023

A Study Session for the St. Cloud HRA Board of Commissioners was held on Wednesday, October 25, 2023. Chair Nancy Gohman called the meeting to order at 5:00 p.m. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, Nancy Gohman, Hani Jacobson, and Carol Lewis. Commissioners absent: George Hontos.

Karen Rizer, Finance Director, began the 2024 Property Budgets discussion with Public Housing and noted the major project for Empire Apartments in 2024 will be replacing boilers. The Scattered Sites will be siding and replacing the roof at two single family homes, with electronic lock installations at 36 townhomes, water heater and AC replacement at 12 townhomes, deck replacements at 12 townhomes, concrete repairs at various properties, and AC installation at 13 single-family homes. Wilson Apartments is looking at a plumbing line replacement, security camera replacement, and talking with an architect or engineer about a patio redesign. Ms. Rizer concluded the Public Housing discussion that with the funds the properties receive from HUD, the HRA is projecting a breakeven with the projects.

Commissioner Lewis asked if the plumbing project at Wilson is due to a federal bill. Ms. Rizer said not specifically. Commissioner Gohman asked what year Wilson Apartments was built and Executive Director Louise Reis responded the property was built in 1971 and the plumbing is original and the water lines are no longer operating at a high-level.

Ms. Rizer then moved to Germain Towers and noted there are no significant projects planned, just common area interior and exterior painting and common area AC replacement. Northway A&B is looking at either a loan or transfer from the Community Housing Fund due to significant maintenance items, and, as discussed last year, that either the boiler at Grace (McDowall Apartments) or windows and siding at the townhomes would be done in 2023 depending on contractor availability for the boiler replacement. The boiler has been completed this year at Grace, so now the windows, siding, and doors will be redone at the townhomes in 2024, as well as electronic locks at Grace.

Moving on to Eastwood Apartments, Ms. Rizer said this property has a small number of units and there seems to be an oddity every year that costs the property money. The HRA is looking at a \$25,000.00 transfer or loan this year, and since that number has been consistent yearly, Ms. Rizer suggested it may be brought to the Board at a future meeting to considering forgiving the current loan so the property could then potentially establish some reserves.

Al Loehr Apartments projects minor maintenance projects, including some furnace replacements, upgrading the camera system, and replacing the stairway carpeting. The property has never had debt, so it has significant replacement reserves to pay for the projects.

The Creeks have insignificant projects and the budget is expected to breakeven.

As previously discussed with the Board, Brownstones Family Housing has extensive projects with large costs in the upcoming year. The HRA will be applying for CDBG funds and hopes additional state funding will become available to help cover costs for re-caulking windows and replacing the roof.

Westwood Village Apartments and Swisshelm Village Apartments are expecting concrete replacement and washers and dryers. The properties will receive a transfer or loan from Community Housing Fund, but the interest the properties will pay to the Community Housing Fund next year means the net funding to the properties is much less. Commissioner Gohman asked if they are community washers and dryers and if they are on the card system or accept change. Ms. Reis confirmed they are community washers and dryers and on the updated card system.

Riverside Apartments is expecting to breakeven with the budget due to maintenance reserves that will help cover tuckpointing, a new fence, and additional exterior lighting.

Ms. Rizer concluded by saying the Central Office Cost Center Budget and the Voucher Programs Budget will be presented to the Board in December.

There being no further discussion, the Study Session adjourned at 5:25 p.m.

ATTEST:

Chair, Nancy Gohman

Secretary, Hani Jacobson

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

Wednesday, October 25, 2023

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, October 25, 2023 at 1225 West St. Germain Street. Chair Nancy Gohman called the meeting to order at 5:25 p.m. Commissioners Present: Mike Conway, John Dvorak, Seal Dwyer, Nancy Gohman, Hani Jacobson, and Carol Lewis. Commissioners Absent: George Hontos.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance spoken.
2. Approval of Agenda – Commissioner Dwyer moved for approval; Commissioner Conway seconded the motion. All Commissioners voted in favor; the agenda and consent agenda moved as presented.
3. Approval of Study Session Minutes, September 27, 2023 – approved as presented.
4. Approval of Regular Minutes, September 27, 2023 – approved as presented.
5. Review of 2023 Financial Reports – no approval needed.
6. Approval of Contract for Furnace, Water Heater, and Air Conditioner Replacement at Flintwood Townhomes – contract approved with H & S Heating & AC in the amount of \$97,938.00.
7. Approval of Resolution 2023-14 – Adopting the 2024 Property Budgets – approved as presented.

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:

8. Approval of Software and Consultant Contracts – Finance Director Karen Rizer said the process to select a new software company was started in late April and after demos over the summer and price negotiations, the HRA is requesting approval for Executive Director Louise Reis to execute contracts with Yardi Systems, Inc. and Dashboard Solutions, LLC. The contract with Yardi will start December 1, 2023 and the contract with Dashboard Solutions will start November 1, 2023. The anticipated go-live date is June 1, 2024. Commissioner Conway asked about whether there is conversion programming or if it will be a manual conversion. Ms. Rizer responded it will be a program and the consultant with Dashboard Solutions will be available to ensure the transition goes smoothly. Commissioner Conway moved for approval and Commissioner Lewis seconded the motion. All commissioners voted in favor; the motion carried.

New Business:

9. Approval of HRA Auditor Selection – Ms. Rizer requested approval for Redpath and Company as the HRA’s auditor for 2023, with the option to renew for 2024-2027 subject to the annual review and the satisfactory negotiation of terms. Commissioner Dvorak moved for approval and Commissioner Lewis seconded the motion. All commissioners voted in favor; the motion carried.

10. Approval of Resolution 2023-15 – Authorizing Participation in the Minnesota City Participation Program for 2024 – Ms. Reis said it is an application that provides funds for first-time homebuyers in different areas of the state of Minnesota. The application will reserve monies for the City of St. Cloud for first-time homebuyers. She added that as

of the end of September, there were 75 homes bought by first-time homebuyers in 2023. Commissioner Lewis moved for approval and Commissioner Jacobson seconded the motion. All commissioners voted in favor; the motion carried.

11. Report on Activities – Ms. Reis said The City of St. Cloud invited the Homeless Task Force members to meet on Thursday, October 19th, to discuss establishing a regional homeless task force consisting of people from both the county and city levels. Commissioner Gohman asked about the CDBG update. Ms. Reis responded that Shannon Adamski, Neighborhood Program Specialist, was on the radio with WJON advertising the programs and received a number of phone calls from people expressing interest in the program.

There being no further business, the meeting adjourned at 5:47 p.m.

ATTEST:

Chair, Nancy Gohman

Secretary, Hani Jacobson

TO: HRA Board of Commissioners
FROM: Karen Rizer, CPA Finance Director
DATE: November 7, 2023
SUBJECT: 2023 Financial Reports

Requested Action: None.

Background: The Board receives financial reports for certain funds on a rotating basis.

The planned reporting schedule is as follows:

June – Central Office Cost Center (COCC) Fund, Community Housing Fund, Community Development Block Grant (CDBG) Housing Rehab Fund, Housing Development & Rehab Fund, Housing Choice Vouchers Fund, Public Housing Fund – Empire Apartments, Scattered Sites, and Wilson Apartments, Germain Towers Fund, Northway Projects A&B Fund, Eastwood Apartments Fund, Al Loehr Apartments Fund, and the seven tax credit limited partnership funds.

July and October – Central Office Cost Center (COCC) Fund, Community Housing Fund, Community Development Block Grant (CDBG) Housing Rehab Fund, Housing Development & Rehab Fund, and Housing Choice Vouchers Fund.

August and November – Al Loehr Apartments Fund and the seven tax credit limited partnership funds.

September and December – Public Housing Fund – Empire Apartments, Scattered Sites, and Wilson Apartments, Germain Towers Fund, Northway Projects A&B Fund, and Eastwood Apartments Fund.

If you have any questions, call or email 320-202-3148 or krizer@stcloudhra.com Thank you.

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	4.1%

	Account Title	2023 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 322,300	\$ 241,725	\$ 251,104	\$ 9,379	3.9%
2	Less: Vacancy Loss	(9,700)	(7,275)	(10,251)	(2,976)	-40.9%
3	Net Tenant Rental Revenue	312,600	234,450	240,853	6,403	2.7%
4	Other Income	12,230	9,173	17,856	8,684	94.7%
	Total Operating Income	324,830	243,623	258,709	15,087	6.2%

Operating Expenses:						
	Administrative					
5	Management & Bkpg Fees	73,100	54,825	53,900	(925)	1.7%
6	Auditing Fees	1,800	1,800	2,350	550	-30.6%
7	Legal Expense	2,000	1,500	4,827	3,327	-221.8%
8	Other Administrative Costs	18,000	13,500	13,421	(79)	0.6%
9	Total Administrative	94,900	71,625	74,498	2,873	-4.0%
10	Tenant Services	3,000	2,250	3,125	875	-38.9%
	Utilities					
11	Water & Sewer	17,000	12,750	12,429	(321)	2.5%
12	Electricity	45,000	33,750	34,616	866	-2.6%
13	Gas	4,500	3,375	2,365	(1,010)	29.9%
14	Total Utilities	66,500	49,875	49,410	(465)	0.9%
15	Maintenance	164,200	123,150	69,566	(53,584)	43.5%
16	Protective Services	14,000	10,500	2,301	(8,199)	78.1%
17	Insurance	13,700	10,275	10,248	(27)	0.3%
18	Payments in Lieu of Taxes	11,500	8,625	8,631	6	-0.1%
19	Bad Debt-Tenants	3,000	2,250	8,591	6,341	-281.8%
20	Total Operating Expenses	370,800	278,550	226,370	(52,180)	18.7%

21	Cash Flow from Operations	(45,970)	(34,928)	32,339	67,267	192.6%
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Other Sources & (Uses)						
22	Capital Expenditures	-	-	-	-	0.0%
23	Other Financial Items-Sources & (Uses)	45,970	1,983	1,983	-	0.0%
24	Total Other Financial Items	45,970	1,983	1,983	-	0.0%

25	Net Cash Flow	\$ -	\$ (32,945)	\$ 34,322	\$ 67,267	204.2%
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Line item notes:

4 - Billing former tenant for insurance deductible of \$10,000 for fire damages

7 - Two evictions, one from fire

Plum Creek Family Housing LP 721, 733, 745, 757 33rd St S 24 Units Built 1999
 September 30, 2023

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	5.7%

	Account Title	2023 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 195,800	\$ 146,850	\$ 152,267	\$ 5,417	3.7%
2	Less: Vacancy Loss	(5,900)	(4,425)	(8,658)	(4,233)	-95.7%
3	Net Tenant Rental Revenue	189,900	142,425	143,609	1,184	0.8%
4	Other Income	19,000	14,250	15,124	874	6.1%
	Total Operating Income	208,900	156,675	158,733	2,058	1.3%

Operating Expenses:						
	Administrative					
5	Management & Bkpg Fees	28,800	21,600	21,200	(400)	1.9%
6	Auditing Fees	600	600	740	140	-23.3%
7	Legal Expense	1,000	750	-	(750)	0.0%
8	Other Administrative Costs	14,000	10,500	11,938	1,438	-13.7%
9	Total Administrative	44,400	33,450	33,878	428	-1.3%
10	Tenant Services	100	75	-	(75)	0.0%
	Utilities					
11	Water & Sewer	16,000	12,000	9,810	(2,190)	18.3%
12	Electricity	3,000	2,250	1,357	(893)	39.7%
13	Gas	1,600	1,200	1,053	(147)	12.3%
14	Total Utilities	20,600	15,450	12,220	(3,230)	20.9%
15	Maintenance	125,000	93,750	72,594	(21,156)	22.6%
16	Protective Services	1,500	1,125	-	(1,125)	0.0%
17	Insurance	17,300	17,300	10,413	(6,887)	39.8%
18	Payments in Lieu of Taxes	8,000	6,000	6,003	3	-0.1%
19	Bad Debt-Tenants	4,000	3,000	514	(2,486)	82.9%
20	Total Operating Expenses	220,900	170,150	135,622	(34,528)	20.3%

21	Cash Flow from Operations	(12,000)	(13,475)	23,111	36,586	271.5%
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	Other Sources & (Uses)					
22	Capital Expenditures	-	-	-	-	0.0%
23	Other Financial Items-Sources & (Uses)	-	-	-	-	0.0%
24	Total Other Financial Items	-	-	-	-	0.0%

25	Net Cash Flow	\$ (12,000)	\$ (13,475)	\$ 23,111	\$ 36,586	271.5%
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Line item notes:

17 - All tax credit properties changed insurance provider resulting in lower rates from prior year.

**Brownstones Family Housing LP 402 9th Ave N & 403 8th Ave N 12 Units Built 2000
September 30, 2023**

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	0.0%

	Account Title	2023 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 97,300	\$ 72,975	\$ 73,132	\$ 157	0.2%
2	Less: Vacancy Loss	(2,900)	(2,175)	-	2,175	0.0%
3	Net Tenant Rental Revenue	94,400	70,800	73,132	2,332	3.3%
4	Other Income	8,000	6,000	7,027	1,027	17.1%
	Total Operating Income	102,400	76,800	80,159	3,359	4.4%

Operating Expenses:						
	Administrative					
5	Management & Bkpg Fees	14,400	10,800	10,800	-	0.0%
6	Auditing Fees	600	600	370	(230)	38.3%
7	Legal Expense	1,000	750	-	(750)	0.0%
8	Other Administrative Costs	1,700	1,275	1,125	(150)	11.8%
9	Total Administrative	17,700	13,425	12,295	(1,130)	8.4%
10	Tenant Services	100	75	-	(75)	0.0%
	Utilities					
11	Water & Sewer	10,500	7,875	7,217	(658)	8.4%
12	Electricity	600	450	278	(172)	38.2%
13	Gas	300	225	-	(225)	0.0%
14	Total Utilities	11,400	8,550	7,495	(1,055)	12.3%
15	Maintenance	170,000	127,500	47,640	(79,860)	62.6%
16	Protective Services	500	375	-	(375)	0.0%
17	Insurance	12,500	12,500	8,228	(4,272)	34.2%
18	Payments in Lieu of Taxes	4,200	3,150	3,150	-	0.0%
19	Bad Debt-Tenants	1,000	750	-	(750)	0.0%
20	Total Operating Expenses	217,400	166,325	78,808	(87,517)	52.6%

21	Cash Flow from Operations	(115,000)	(89,525)	1,351	90,876	101.5%
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	Other Sources & (Uses)					
22	Capital Expenditures	-	-	-	-	0.0%
23	Other Financial Items-Sources & (Uses)	130,000	15,000	15,000	-	0.0%
24	Total Other Financial Items	130,000	15,000	15,000	-	0.0%

25	Net Cash Flow	\$ 15,000	\$ (74,525)	\$ 16,351	\$ 90,876	121.9%
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Line item notes:

17 - All tax credit properties changed insurance provider resulting in lower rates from prior year.

Westwood Village Apartments One LP 770 Savanna Ave N 32 Units Built 2002
 September 30, 2023

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	2.2%

	Account Title	2023 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 288,000	\$ 216,000	\$ 219,016	\$ 3,016	1.4%
2	Less: Vacancy Loss	(8,600)	(6,450)	(4,915)	1,535	23.8%
3	Net Tenant Rental Revenue	279,400	209,550	214,101	4,551	2.2%
4	Other Income	23,000	17,250	20,925	3,675	21.3%
	Total Operating Income	302,400	226,800	235,026	8,226	3.6%

Operating Expenses:						
	Administrative					
5	Management & Bkpg Fees	38,400	28,800	28,600	(200)	0.7%
6	Auditing Fees	700	700	925	225	-32.1%
7	Legal Expense	2,200	1,650	582	(1,068)	64.7%
8	Other Administrative Costs	15,000	11,250	10,995	(255)	2.3%
9	Total Administrative	56,300	42,400	41,102	(1,298)	3.1%
10	Tenant Services	9,000	6,750	-	(6,750)	0.0%
	Utilities					
11	Water & Sewer	21,000	15,750	15,506	(244)	1.5%
12	Electricity	10,000	7,500	7,066	(434)	5.8%
13	Gas	22,000	16,500	11,983	(4,517)	27.4%
14	Total Utilities	53,000	39,750	34,555	(5,195)	13.1%
15	Maintenance	390,000	292,500	170,669	(121,831)	41.7%
16	Protective Services	7,000	5,250	6,699	1,449	-27.6%
17	Insurance	14,500	14,500	9,906	(4,594)	31.7%
18	Payments in Lieu of Taxes	10,000	7,500	7,506	6	-0.1%
19	Bad Debt-Tenants	7,000	5,250	4,210	(1,040)	19.8%
20	Debt Interest (excl deferred)	27,700	20,775	20,839	64	-0.3%

21	Total Operating Expenses	574,500	434,675	295,486	(139,189)	32.0%
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22	Cash Flow from Operations	(272,100)	(207,875)	(60,460)	147,415	70.9%
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	Other Sources & (Uses)					
23	Debt Principal (HRA)	(33,900)	(15,980)	(15,980)	-	0.0%
24	Capital Expenditures	-	-	-	-	0.0%
25	Other Financial Items-Sources & (Uses)	306,000	4,269	4,269	-	0.0%
26	Total Other Financial Items	272,100	(11,711)	(11,711)	-	0.0%

27	Net Cash Flow	\$ -	\$ (219,586)	\$ (72,171)	\$ 147,415	67.1%
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Line item notes:

17 - All tax credit properties changed insurance provider resulting in lower rates from prior year.

Westwood Village Apartments Two LP
September 30, 2023

822 Savanna Ave N

32 Units

Built 2004

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	6.8%

	Account Title	2023 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 289,400	\$ 217,050	\$ 220,077	\$ 3,027	1.4%
2	Less: Vacancy Loss	(8,700)	(6,525)	(14,935)	(8,410)	-128.9%
3	Net Tenant Rental Revenue	280,700	210,525	205,142	(5,383)	-2.6%
4	Other Income	20,000	15,000	17,233	2,233	14.9%
	Total Operating Income	300,700	225,525	222,375	(3,150)	-1.4%

Operating Expenses:						
	Administrative					
5	Management & Bkpg Fees	38,400	28,800	27,400	(1,400)	4.9%
6	Auditing Fees	700	700	925	225	-32.1%
7	Legal Expense	3,500	2,625	1,666	(959)	36.5%
8	Other Administrative Costs	16,600	12,450	7,755	(4,695)	37.7%
9	Total Administrative	59,200	44,575	37,746	(6,829)	15.3%
10	Tenant Services	200	150	-	(150)	0.0%
	Utilities					
11	Water & Sewer	22,000	16,500	13,555	(2,945)	17.8%
12	Electricity	14,000	10,500	10,302	(198)	1.9%
13	Gas	22,000	16,500	11,148	(5,352)	32.4%
14	Total Utilities	58,000	43,500	35,005	(8,495)	19.5%
15	Maintenance	390,000	292,500	187,016	(105,484)	36.1%
16	Protective Services	7,000	5,250	7,659	2,409	-45.9%
17	Insurance	13,100	13,100	10,436	(2,664)	20.3%
18	Payments in Lieu of Taxes	11,300	8,475	7,956	(519)	6.1%
19	Bad Debt-Tenants	4,000	3,000	131	(2,869)	95.6%
20	Debt Interest (excl deferred)	46,800	35,100	35,199	99	-0.3%

21	Total Operating Expenses	589,600	445,650	321,148	(124,502)	27.9%
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22	Cash Flow from Operations	(288,900)	(220,125)	(98,773)	121,352	55.1%
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	Other Sources & (Uses)					
23	Debt Principal (HRA)	(31,100)	(15,431)	(15,431)	-	0.0%
24	Capital Expenditures	-	-	-	-	0.0%
25	Other Financial Items-Sources & (Uses)	320,000	40,000	40,000	-	0.0%
26	Total Other Financial Items	288,900	24,569	24,569	-	0.0%

27	Net Cash Flow	\$ -	\$ (195,556)	\$ (74,204)	\$ 121,352	62.1%
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Line item notes:

16 - Fire sprinkler repairs - \$6,000

17 - All tax credit properties changed insurance provider resulting in lower rates from prior year.

Swisshelm Village Apartments One LP 316 Laudенbach Ct 32 Units Built 2002
 September 30, 2023

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	4.0%

	Account Title	2023 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 287,500	\$ 215,625	\$ 218,792	\$ 3,167	1.5%
2	Less: Vacancy Loss	(8,600)	(6,450)	(8,820)	(2,370)	-36.7%
3	Net Tenant Rental Revenue	278,900	209,175	209,972	797	0.4%
4	Other Income	12,100	9,075	15,312	6,237	68.7%
	Total Operating Income	291,000	218,250	225,284	7,034	3.2%

Operating Expenses:						
	Administrative					
5	Management & Bkpg Fees	38,400	28,800	27,800	(1,000)	3.5%
6	Auditing Fees	700	700	925	225	-32.1%
7	Legal Expense	1,500	1,125	2,216	1,091	-97.0%
8	Other Administrative Costs	14,000	10,500	12,050	1,550	-14.8%
9	Total Administrative	54,600	41,125	42,991	1,866	-4.5%
10	Tenant Services	9,000	6,750	-	(6,750)	0.0%
	Utilities					
11	Water & Sewer	25,000	18,750	18,531	(219)	1.2%
12	Electricity	14,000	10,500	9,090	(1,410)	13.4%
13	Gas	22,000	16,500	10,760	(5,740)	34.8%
14	Total Utilities	61,000	45,750	38,381	(7,369)	16.1%
15	Maintenance	100,000	75,000	69,402	(5,598)	7.5%
16	Protective Services	6,000	4,500	2,089	(2,411)	53.6%
17	Insurance	14,800	14,800	10,483	(4,317)	29.2%
18	Payments in Lieu of Taxes	10,600	7,950	7,956	6	-0.1%
19	Bad Debt-Tenants	5,000	3,750	628	(3,122)	83.3%
20	Total Operating Expenses	261,000	199,625	171,930	(27,695)	13.9%

21	Cash Flow from Operations	30,000	18,625	53,354	34,729	-186.5%
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	Other Sources & (Uses)					
22	Capital Expenditures	-	-	-	-	0.0%
23	Other Financial Items-Sources & (Uses)	-	-	(4,873)	(4,873)	0.0%
24	Total Other Financial Items	-	-	(4,873)	(4,873)	0.0%

25	Net Cash Flow	\$ 30,000	\$ 18,625	\$ 48,481	\$ 29,856	-160.3%
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Line item notes:

4 - Revenue recapture \$4,800; maintenance billings \$1,600; EHV landlord incentive \$800

7 - One eviction

17 - All tax credit properties changed insurance provider resulting in lower rates from prior year.

Swisshelm Village Apartments Two LP
September 30, 2023

304 Laudенbach Ct

32 Units

Built 2003

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	4.4%

	Account Title	2023 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 288,000	\$ 216,000	\$ 218,000	\$ 2,000	0.9%
2	Less: Vacancy Loss	(8,600)	(6,450)	(9,500)	(3,050)	-47.3%
3	Net Tenant Rental Revenue	279,400	209,550	208,500	(1,050)	-0.5%
4	Other Income	18,000	13,500	17,920	4,420	32.7%
	Total Operating Income	297,400	223,050	226,420	3,370	1.5%

Operating Expenses:						
	Administrative					
5	Management & Bkpg Fees	38,400	28,800	27,900	(900)	3.1%
6	Auditing Fees	700	700	925	225	-32.1%
7	Legal Expense	1,200	900	-	(900)	0.0%
8	Other Administrative Costs	13,500	10,125	9,940	(185)	1.8%
9	Total Administrative	53,800	40,525	38,765	(1,760)	4.3%
10	Tenant Services	9,000	6,750	-	(6,750)	0.0%
	Utilities					
11	Water & Sewer	28,000	21,000	22,236	1,236	-5.9%
12	Electricity	15,000	11,250	11,762	512	-4.6%
13	Gas	22,000	16,500	12,696	(3,804)	23.1%
14	Total Utilities	65,000	48,750	46,694	(2,056)	4.2%
15	Maintenance	95,000	71,250	71,220	(30)	0.0%
16	Protective Services	6,000	4,500	1,433	(3,067)	68.2%
17	Insurance	15,000	15,000	10,286	(4,714)	31.4%
18	Payments in Lieu of Taxes	10,600	7,950	7,956	6	-0.1%
19	Bad Debt-Tenants	4,000	3,000	8,590	5,590	-186.3%
20	Debt Interest (excl deferred)	40,800	30,600	34,058	3,458	-11.3%
21	Total Operating Expenses	299,200	228,325	219,002	(9,323)	4.1%

22	Cash Flow from Operations	(1,800)	(5,275)	7,418	12,693	240.6%
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	Other Sources & (Uses)					
23	Debt Principal (HRA)	(33,200)	(16,401)	(16,401)	-	0.0%
24	Capital Expenditures	-	-	-	-	0.0%
25	Other Financial Items-Sources & (Uses)	-	-	30,000	30,000	0.0%
26	Total Other Financial Items	(33,200)	(16,401)	13,599	30,000	182.9%

27	Net Cash Flow	\$ (35,000)	\$ (21,676)	\$ 21,017	\$ 42,693	197.0%
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Line item notes:

4 - Revenue recapture \$2,500; maintenance billings \$4,600

17 - All tax credit properties changed insurance provider resulting in lower rates from prior year.

25 - Transfer in from HRA

Riverside Apartments of St. Cloud LP 101 Riverside Dr SE 85 Units Built 1975; HRA Purch 2005
September 30, 2023

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	9.1%

	Account Title	2023 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 664,000	\$ 498,000	\$ 507,525	\$ 9,525	1.9%
2	Less: Vacancy Loss	(19,900)	(14,925)	(46,427)	(31,502)	-211.1%
3	Net Tenant Rental Revenue	644,100	483,075	461,098	(21,977)	-4.5%
4	Other Income	30,100	22,575	26,613	4,038	17.9%
	Total Operating Income	674,200	505,650	487,711	(17,939)	-3.5%

Operating Expenses:						
	Administrative					
5	Management & Bkpg Fees	101,900	76,425	71,300	(5,125)	6.7%
6	Auditing Fees	1,700	1,700	2,220	520	-30.6%
7	Legal Expense	4,000	3,000	5,052	2,052	-68.4%
8	Other Administrative Costs	29,000	21,750	37,706	15,956	-73.4%
9	Total Administrative	136,600	102,875	116,278	13,403	-13.0%
10	Tenant Services	4,000	3,000	2,886	(114)	3.8%
	Utilities					
11	Water & Sewer	20,000	15,000	14,729	(271)	1.8%
12	Electricity	55,000	41,250	38,438	(2,812)	6.8%
13	Gas	27,000	20,250	12,967	(7,283)	36.0%
14	Total Utilities	102,000	76,500	66,134	(10,366)	13.6%
15	Maintenance	270,000	202,500	168,000	(34,500)	17.0%
16	Protective Services	21,000	15,750	1,949	(13,801)	87.6%
17	Insurance	21,800	21,800	17,208	(4,592)	21.1%
18	Payments in Lieu of Taxes	26,400	19,800	19,800	-	0.0%
19	Bad Debt-Tenants	7,000	5,250	4,005	(1,245)	23.7%
20	Debt Interest (excl deferred)	50,400	37,800	37,865	65	-0.2%

21	Total Operating Expenses	639,200	485,275	434,125	(51,150)	10.5%
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22	Cash Flow from Operations	35,000	20,375	53,586	33,211	-163.0%
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	Other Sources & (Uses)					
23	Debt Principal	(125,000)	(125,000)	(125,000)	-	0.0%
24	Capital Expenditures	-	-	-	-	0.0%
25	Other Financial Items-Sources & (Uses)	-	-	-	-	0.0%
26	Total Other Financial Items	(125,000)	(125,000)	(125,000)	-	0.0%

27	Net Cash Flow	\$ (90,000)	\$ (104,625)	\$ (71,414)	\$ 33,211	31.7%
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Line item notes:

7 - Two evictions

8 - Advertising \$17,800

17 - All tax credit properties changed insurance provider resulting in lower rates from prior year.

TO: St. Cloud HRA Board of Commissioners
 FROM: Paul Soenneker, Project Manager
 DATE: November 6, 2023
 SUBJECT: Approval of Contract for Design / Engineering Services for Empire Apartments Boiler Replacement

Requested Action: Approve the contract with Design Tree Engineering in the amount of \$29,250.00 for the design and engineering services for the replacement of 2 boilers and 2 HVAC pumps at Empire Apartments.

Background: There are currently 2 boilers that heat the building. These boilers were installed in 2009 and within the past several years have been having several maintenance issues. On several occasions; there has only been one boiler functioning because the other one has been broken down. The manufacturer of the existing boilers is no longer in business and multiple maintenance companies have told us that parts are becoming harder to find and they recommend replacing the existing boilers.

The HRA requested proposals from 5 companies for design / engineering services to remove the existing boilers and replace with new high-efficient boilers and water pumps. We received proposals from three companies as outlined below.

	<u>Proposal</u>
Design Tree Engineering 3339 W. Saint Germain St #103 St. Cloud, MN 56301	\$29,250.00
Finn Daniels 2145 Ford Parkway #301 St. Paul, MN 55116	\$40,000.00
Short Elliot Hendrickson (SEH) 2351 Connecticut Ave. Sartell, MN 56377	\$44,566.00

HRA staff recommends awarding the work to Design Tree Engineering

Frequency of Request: Once

Related Actions: None

Future Action: Contract award for work to be completed

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 the Capital Fund Program.

TO: St. Cloud HRA Board of Commissioners
 FROM: Paul Soenneker, Project Manager
 DATE: November 6, 2023
 SUBJECT: Approval of Elevator Maintenance Contract

Requested Action: Approve the service contract with TK Elevator Corporation for the monthly contract amount of \$2,092.00 for service of 11 elevators in St. Cloud HRA properties (Al Loehr, Empire, Germain, Grace, Riverside, Wilson & the HRA Office).

Background: The St. Cloud HRA owns buildings with elevators that are required to have monthly service and routine maintenance completed. There are 7 buildings with a total of 11 elevators that are included in this service.

TK Elevator Corporation has been doing this service for the past 4 years.

The St. Cloud HRA solicited proposals from 8 companies and posted the Request for Proposals on our website. We received 5 proposals as outlined below.

<u>Proposer</u>	<u>Monthly Cost</u>
All City Elevator	\$2,929.00
Platinum Standard Elevator	\$2,795.00
Schumacher Elevators	\$2,780.00
TK Elevator Corporation	\$2,092.00
Urban Elevator Service of MN	\$2,440.00

HRA staff recommends awarding the contract to TK Elevator Corporation based on the results above and their past performance.

Frequency of Request: Every two to four years

Related Actions: None

Future Action: None

Relationship to Goals: Goal #3 - St. Cloud HRA will promote fair housing and assure high performance in property management of all HRA properties.

Budget Impacts: This item will be funded through the individual complex budgets.

TO: St. Cloud HRA Board of Commissioners
 FROM: Paul Soenneker, Project Manager
 DATE: November 7, 2023
 SUBJECT: Approval of Cleaning Service Contract for Vacant Units

Requested Action: Approve the contract with SB Restoration for cleaning services of the vacant apartments, townhomes and single-family homes when needed for the HRA owned/managed properties in St. Cloud.

Background: The St. Cloud HRA contracts for cleaning services on the unit turns for all HRA owned/managed properties. SB Restoration has been doing this service for the past 4 years.

The St. Cloud HRA solicited bids from 6 companies, advertised in the St. Cloud Times and our website. We received one bid from SB Restoration by the due date. One contractor contacted us; stating that they would not be providing a bid at this time, but thanked us for considering them.

The bid we received:

Vacant Apt Building	Studio	1BR	2BR	3BR
SB Restoration	\$275	\$300	\$325	\$350
Vacant Townhomes/Houses	2BR	3BR	4BR	5BR
SB Restoration	\$450	\$475	\$540	\$660

HRA staff is recommending awarding the contract to SB Restoration.

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 buildings budget.

TO: St. Cloud HRA Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: November 7, 2023
SUBJECT: Approval of Resolution 2023-17 - Donation from Maalin Shop

Requested Action: Approval of Resolution 2023-17 to accept the donation from Maalin Shop.

Background: The Maalin Shop located at 3429 3rd Street North, St. Cloud, Minnesota donated a total of 40 scarfs to the HRA for Project Connect. The total value of the donation was \$200.00. The scarfs were given to persons in need at Project Connect.

RESOLUTION 2023-17

RESOLUTION OF ACCEPTANCE OF DONATION

WHEREAS, State Statutes require that the Board of Commissioners formally accept all donations to the Authority;

NOW, THEREFORE, BE IT RESOLVED by the Authority that the donation of 40 scarfs totaling \$200.00 by Maalin Shop for Project Connect is officially accepted.

(SEAL)

Adopted this 15th day of November, 2023.

ATTEST:

Nancy Gohman, Chair

Hani Jacobson, Secretary

TO: HRA Board of Commissioners

FROM: Louise Reis, Executive Director
Karen Rizer, CPA, Finance Director
Becca Gill, Administrative Services Manager

DATE: November 9, 2023

SUBJECT: Classification and Compensation Study

Requested Action: Approve the following items:

1. Job titles and grade assignments as recommended by Baker Tilly.
2. 2024 pay scale, as attached, effective for the first pay period to be paid in January 2024.
3. Wage increases for all regular full-time employees, excluding the Executive Director, to be implemented as of the first pay period to be paid in January 2024:
 - Employees hired after June 1, 2023 will receive a 2.5% increase (which is also in accordance with current policy); if their new wage is below their range minimum, they will be brought to the range minimum.
 - Employees hired before June 1, 2023 will receive a 3.75% increase, unless the market study has indicated that the employee's salary is higher than it should be in comparison to their department and market. In that case, the Executive Director and Finance Director will determine what, if any, increase they will receive.
 - Employees who have received an average score of 1.61 or higher (high performer) for the last three years (or since they have been employed, if less than three years) and do not have any disciplinary action in 2023 or who have demonstrated exemplary performance in 2023 as determined by the executive management team will receive an additional 1% if less than 95% range penetration and .5% if greater than 95% range penetration.
4. No increases under Policy 04.02 (Performance Increases) will be granted in January 2024.

Background: Baker Tilly has been conducting a compensation plan and market study during 2023. In September, the Board adopted market adjustments that were effective October 1, 2023, as a result of the study. Management is now requesting that the Board take the above actions as the next steps.

Options: Approve, deny, or table.

Frequency of Request: As needed.

Related Actions: None.

Future Action: Baker Tilly will next review the HRA's performance increase system. The HRA plans to have a new system implemented by Fall 2024, to be in place for January 2025 increases.

Budget Impact: Adopting the items above will increase wages by approximately \$74,500 or 3.7%. This is approximately .4% of total anticipated expenses.

**St. Cloud HRA
2024 Pay Scale**

Annual

Grade	Minimum	25th Percentile	Midpoint	75th Percentile	Maximum	Range Spread	Midpoint Differential
100	\$42,174	\$45,337	\$48,500	\$51,663	\$54,826	30%	6%
101	\$44,704	\$48,057	\$51,410	\$54,763	\$58,115	30%	6%
102	\$47,387	\$50,941	\$54,495	\$58,049	\$61,603	30%	6%
103	\$50,230	\$53,998	\$57,765	\$61,532	\$65,299	30%	6%
104	\$51,026	\$56,129	\$61,231	\$66,334	\$71,436	40%	6%
105	\$54,088	\$59,497	\$64,905	\$70,314	\$75,723	40%	6%
106	\$58,414	\$64,256	\$70,097	\$75,939	\$81,780	40%	8%
107	\$63,088	\$69,397	\$75,705	\$82,014	\$88,323	40%	8%
108	\$68,134	\$74,948	\$81,761	\$88,575	\$95,388	40%	8%
109	\$73,585	\$80,944	\$88,302	\$95,661	\$103,019	40%	8%
110	\$81,679	\$89,847	\$98,015	\$106,183	\$114,351	40%	11%
111	\$87,038	\$97,918	\$108,797	\$119,677	\$130,557	50%	11%
112	\$96,612	\$108,689	\$120,765	\$132,842	\$144,918	50%	11%
113	\$114,002	\$128,253	\$142,503	\$156,753	\$171,003	50%	18%
114	\$131,102	\$147,490	\$163,878	\$180,266	\$196,653	50%	15%

Hourly

Grade	Minimum	25th Percentile	Midpoint	75th Percentile	Maximum
100	\$20.28	\$21.80	\$23.32	\$24.84	\$26.36
101	\$21.49	\$23.10	\$24.72	\$26.33	\$27.94
102	\$22.78	\$24.49	\$26.20	\$27.91	\$29.62
103	\$24.15	\$25.96	\$27.77	\$29.58	\$31.39
104	\$24.53	\$26.98	\$29.44	\$31.89	\$34.34
105	\$26.00	\$28.60	\$31.20	\$33.80	\$36.41
106	\$28.08	\$30.89	\$33.70	\$36.51	\$39.32
107	\$30.33	\$33.36	\$36.40	\$39.43	\$42.46
108	\$32.76	\$36.03	\$39.31	\$42.58	\$45.86
109	\$35.38	\$38.92	\$42.45	\$45.99	\$49.53
110	\$39.27	\$43.20	\$47.12	\$51.05	\$54.98
111	\$41.85	\$47.08	\$52.31	\$57.54	\$62.77
112	\$46.45	\$52.25	\$58.06	\$63.87	\$69.67
113	\$54.81	\$61.66	\$68.51	\$75.36	\$82.21
114	\$63.03	\$70.91	\$78.79	\$86.67	\$94.54

TO: St. Cloud HRA Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: November 8, 2023
SUBJECT: Public Hearing and Approval of Resolution 2023-16 Changes to the FY 2024 Public Housing Agency Plan

Requested Action: Hold Public Hearing and Approve of Resolution 2023-16 - Changes to the FY 2024 Public Housing Agency Plan (PHA Plan)

Background: At the August 2023 HRA Board Meeting, the FY 2024 PHA Plan was approved. We have required changes by Department of Housing and Urban Development that needs to become effective on January 1, 2024.

A summary of the proposed changes is listed below:

Public Housing (ACOP)

The Admissions and Continued Occupancy Policy (ACOP) reflects a change to the passbook rate used to calculate imputed income. Effective January 1, 2024 the agency must use the HUD-determined passbook rate of .04. This rate will be reviewed and adjusted on annual basis by HUD. The Earned Income Disallowance is available only to families that are eligible for and participating on the program as of December 31, 2023. No new families may be added on or after January 1, 2024. The format of the Public Housing Admissions and Continued Occupancy Policy will also change to reflect current HUD policy and HRA policy.

Housing Choice Voucher (Admin Plan)

The Administrative Plan (Admin Plan) also reflects the change on the passbook rate for imputed assets and minor language changes from HUD on the Stability Voucher policy. The Earned Income Disallowance is available only to families that are eligible for and participating on the program as of December 31, 2023. No new families may be added on or after January 1, 2024.

Options: No options as passbook rate will be set by HUD.

Frequency of Request: Annually

Related Actions: None at this time.

Future Action: None at this time.

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 Impact: There is no impact on the budgets.

RESOLUTION 2023-16

HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA

APPROVAL OF CHANGES TO THE PUBLIC HOUSING AGENCY PLAN

WHEREAS, pursuant to Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, requires each Public Housing Agency to prepare and update its annual plan; and

WHEREAS, the St. Cloud Housing and Redevelopment Authority Board of Commissioners must review and approve the Public Housing Agency Plan as prepared; and

WHEREAS, the St. Cloud Housing and Redevelopment Authority made the proposed Plan and all information relevant to the public hearing available for public inspection at least 10 days before the hearing, published a notice that a hearing would be held on November 15, 2023 and conducted a hearing to discuss the Plan and invited public comment; and

WHEREAS, the St. Cloud Housing and Redevelopment Authority Board of Commissioners have considered all public comment on the plan

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA that this change to the Public Housing Agency Plan is approved and shall be submitted to the U.S. Department of Housing and Urban Development.

Adopted this 15th day of November 2023.

ATTEST:

Nancy Gohman, Chair

Hani Jacobson, Secretary

TO: HRA Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: November 6, 2023
SUBJECT: Report on Activities

Housing Choice Voucher Waiting List: The HRA will be opening the Housing Choice Voucher waiting list on Monday, December 4, 2023 and closing on Friday, December 8, 2023. Applications can be completed on the HRA's website at www.stcloudhra.com.

Northway B Waiting List: We will be closing the waiting list for Northway B Townhomes for the three bedrooms on December 1, 2023. There are currently over 1600 households on the waiting list.

Housing Choice Voucher Program: During the month of October 2023, there were four housing choice vouchers released. Two were for program violations, one voucher expired and one voucher was a voluntary release. None were over the age of 62.

As of October 31, 2023 – 56 Port In vouchers and 43 Port Out vouchers.

CDBG Update:

For the homeowner rehab program:

- 8 in construction
- 4 in bidding
- 14 on wait list

Housing Department Vacancy Report – For the Month Ending October 31, 2023

Fund: Public Housing – 291 Units			
		Yearly	Vacant
Complex	# of units	Vacancy Rate	10/31/23
Empire	89	2.10%	4
Wilson	126	3.36%	7
Scattered Sites	76	4.06%	0

Fund: Section 8 New Construction – 162 Units			
		Yearly	Vacant
Complex	# of units	Vacancy Rate	10/31/23
Germain	60	1.53%	0
Grace/NWB	102	1.59%	2

Fund: Tax Credit – 249 Units			
		Yearly	Vacant
Complex	# of units	Vacancy Rate	10/31/23
Creeks	24	2.35%	1
Brownstones	12	0.00%	0
Swisshelm One	32	1.87%	0
Westwood One	32	4.04%	2
Swisshelm Two	32	3.63%	1
Westwood Two	32	6.11%	1
Riverside	85	7.34%	1

Fund: Affordable Housing – 79 Units			
		Yearly	Vacant
Complex	# of units	Vacancy Rate	10/31/23
Eastwood	18	5.54%	0
Loehr	61	3.40%	1
418 House	1	0.00%	0