

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

Wednesday, November 15, 2023

A Study Session for the St. Cloud HRA Board of Commissioners was held on Wednesday, November 15, 2023. Chair Nancy Gohman called the meeting to order at 6:00 p.m. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, Nancy Gohman, George Hontos, Hani Jacobson, and Carol Lewis.

Executive Director Louise Reis introduced Deanna Hemmesch from the Central Minnesota Housing Partnership and directed the Commissioners to the property record and map included in the board packet for a discussion of the Pine Cone Road parcel.

Ms. Hemmesch presented to the Board preliminary drawings for a project the partnership would like to complete in the City of St. Cloud. The group is hoping to build apartments for senior housing or family units, based on an analysis completed of community needs. Ms. Hemmesch noted a minimum number of units would be set aside for people who are homeless, a number of units would be set aside for people with disabilities, and a number of units would be reserved for people to pay a subsidized rate. Commissioner Hontos asked how many units would be subsidized and Ms. Hemmesch responded while the exact rate is unknown, it is usually 30-50% of units. Commissioner Lewis added based on the location of the property, it seems more appropriate to build senior housing. Ms. Hemmesch responded that was their first inclination, but based on the needs analysis they wanted to provide a family option, too.

Commissioner Gohman asked where the funding comes from and Ms. Hemmesch responded they apply for an application with the Minnesota Finance Housing Agency every July. Commissioner Conway asked about Ms. Hemmesch's conversation with City of St. Cloud staff. Ms. Hemmesch noted the City did not seem receptive to donating or selling the land located next to the St. Cloud HRA's parcel. Commissioner Conway added that further conversations should be had with the City about the land because it is a good project for the community.

Ms. Reis noted that a project in this neighborhood would affirm Fair Housing in a neighborhood that currently does not have affordable housing. Commissioner Dwyer agreed additional affordable housing is needed in St. Cloud.

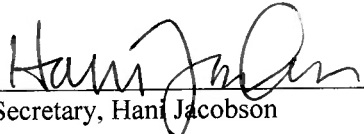
Commissioner Hontos asked Ms. Hemmesch to share more about her agency. Ms. Hemmesch stated their mission is to preserve, improve, and increase affordable housing to low-to-moderate income households. Within their designated area, the Central Minnesota Housing Partnership has developed and preserved 917 units and 37 properties throughout their existence.

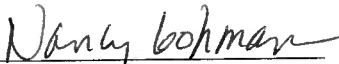
Ms. Reis asked Ms. Hemmesch if the next step for the HRA could be a public hearing and then a letter of intent. Ms. Hemmesch responded in order to secure funding, they require a binding letter of intent from the HRA for the donation of the land.

The Commissioners discussed further meetings will include looking into the analysis for family housing versus senior housing and approaching the City for additional discussion on their parcel of land to expand the number of units available.

There being no further discussion, the Study Session adjourned at 6:35 p.m. The meeting was closed at 6:36 p.m. to discuss a legal matter.

ATTEST:


Secretary, Hani Jacobson


Chair, Nancy Gohman

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

Wednesday, November 15, 2023

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, November 15, 2023 at 1225 West St. Germain Street. Chair Nancy Gohman called the meeting to order at 7:09 p.m. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, Nancy Gohman, George Hontos, Hani Jacobson, and Carol Lewis.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance spoken.
2. Approval of Agenda – Commissioner Gohman added Item 13 – Approval to Authorize Lawsuit Concerning Fraud in Voucher Program Regarding Household Member 10150. Commissioner Hontos moved to pull Item 5. Commissioner Dvorak moved for approval; Commissioner Dwyer seconded the motion. All Commissioners voted in favor; the agenda and consent agenda moved as presented.
3. Approval of Study Session Minutes, October 25, 2023 – approved as presented.
4. Approval of Regular Minutes, October 25, 2023 – approved as presented.
5. Review of 2023 Financial Reports – Commissioner Hontos noted the cash flow appears significantly higher than the budgeted amount. Executive Director Louise Reis responded that the HRA is being diligent in collecting rents and monitoring expenses. Commissioner Gohman asked about the amount of advertisement spent at Riverside and Ms. Reis said there were several deaths and vacant units last year, so more advertising was conducted and the units are now filled. No approval needed.
6. Approval of Contract for Design / Engineering Services for Empire Apartments Boiler Replacement – contract approved with Design Tree Engineering in the amount of \$29,250.00.
7. Approval Elevator Maintenance Contract – contracted approved with TK Elevator Corporation for the monthly contract amount of \$2,092.00.
8. Approval of Cleaning Service Contract for Vacant Units – contract approved 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.
9. Approval of Resolution 2023-17 – Donation from Maalin Shop – 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: none.

New Business:

10. Approval of Classification and Compensation Study – Ms. Reis shared Baker Tilly conducted a compensation plan and market study in 2023 and provided the recommended additions and changes included in the memo, including the following items: job titles and grade assignments as recommended by Baker Tilly, 2024 pay scale, and 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, and as a result there will be no annual increases under Policy 04.02 (Performance Increases) in January 2024. Commissioner Gohman asked if the Personnel Committee had any comments or discussion and

Commissioner Dvorak noted the Personnel Committee requested the overall budget impact and the amount of \$74,500.00 was included in the memo for the Board. He also added the pay increase would be effective December 24, 2023 as it would be the first pay period in the new payroll system and would save staff from entering two amounts if staff waited until January, 2024.

Commissioner Conway moved for approval; Commissioner Dwyer seconded the motion. All commissioners voted in favor; the motion carried.

11. A. Public Hearing and Approval of Resolution 2023-16 – Changes to the FY 2024 Public Housing Agency Plan. Ms. Reis said the Board approved the FY 2024 PHA Plan at the August 2023 meeting, but since that meeting the Department of Housing and Urban Development requested additional items to be effective on January 1, 2024. For both Public Housing and the Housing Choice Voucher programs, changes include a change to the passbook rate used to calculate imputed income and the Earned Income Disallowance is available only to families that are eligible for and participating on the program as of December 31, 2023, and no new families may be added on or after January 1, 2024.

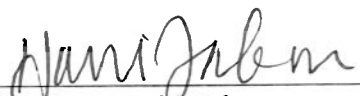
B. Approval of Resolution 2023-16 – Approval of Changes to the Public Housing Agency Plan that includes Public Housing, Housing Choice Voucher Program and Stability Voucher Program Policy; Commissioner Dvorak moved for approval; Commissioner Lewis seconded the motion. All commissioners voted in favor; the motion carried.

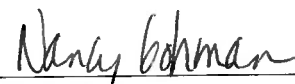
12. Report on Activities – Ms. Reis shared the Housing Choice Voucher Waiting List will be opening December 4 and will close on December 8. Commissioner Hontos asked about the high number of vacancies at the properties. Ms. Reis said Wilson had several people move out, but staff has confirmed move-ins within the next six weeks to fill the units. Ms. Reis added the smaller number of units makes the Westwood vacancy rate look higher, but staff continues to advertise and work on move-ins for all properties. Commissioner Gohman asked for a CDBG update and Project Manager Paul Soenneker said there are several projects in construction and 14 on the waiting list.

13. Approval to Authorize Lawsuit Concerning Fraud in Voucher Program Regarding Household Member 10150. Commissioner Hontos moved for approval; Commissioner Dwyer seconded the motion. All commissioners voted in favor; the motion carried.

There being no further business, the meeting adjourned at 7:30 p.m.

ATTEST:


Secretary, Hani Jacobson


Chair, Nancy Gohman