

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

**St. Cloud HRA, 1225 West St. Germain Street, Board Room
Wednesday, May 29, 2024
Immediately following 5:00 p.m. Study Session**

STUDY SESSION -- 5:00 P.M., St. Cloud HRA, Board Room AGENDA: Annual Audit Discussion
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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, April 24, 2024. REQUESTED ACTION: Approve.
4. Approval of Regular Minutes, April 24, 2024. REQUESTED ACTION: Approve.
5. Approval of Auditor's Reports for the Year Ended December 31, 2023. REQUESTED ACTION: Approve.
6. Approval of Contract for Deck Replacement at Cedar Ridge Townhomes. REQUESTED ACTION: Approve.
7. Approval Contract for Scattered Site Central Air Conditioning Installation. 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:

8. Discussion of Calls for Service with Officer D'Andre Clark.

New Business:

9. Public Hearing on Land Acquired from the City of St. Cloud.
10. Approval of Resolution 2024-08 – Authorization of Revised Housing Tax Credit Suballocator Joint Powers Agreement.
11. Approval of Resolution 2024-09 – Authorize Banking Services with Bremer Bank.
12. Report on Activities.

Open Discussion:

Adjourn.

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

Wednesday, April 24, 2024

A Study Session for the St. Cloud HRA Board of Commissioners was held on Wednesday, April 24, 2024. Chair Nancy Gohman called the meeting to order at 5:00 p.m. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, Nancy Gohman, George Hontos, Hani Jacobson, and Carol Lewis.

Executive Director, Louise Reis, shared an update with the Board on an ongoing HCV lawsuit.

Liaison officer, D'Andre Clark, could not be in attendance to provide an update on the calls for service for the HRA properties so Ms. Reis went over the summary Officer Clark had provided, noting the majority of calls to the properties are for medical purposes. There are also a high number of calls for alarms, which are attributed to smoke detectors and those are more sensitive in some buildings, like Al Loehr, which results in a higher number of calls. Commissioner Gohman asked about the high numbers at the Swisshelm Apartments. Ms. Reis responded there are ongoing issues with a couple residents that create multiple calls each weekend, and the Property Manager is working through those issues.

Ms. Reis continued by noting the higher theft calls, which usually involves packages being stolen before a resident can pick them up. Commissioner Lewis asked if the Amazon Lockers have been installed and Ms. Reis said they are currently at Grace McDowall and Wilson Apartments, with the hopes of installing at other properties in the future.

Commissioner Hontos asked how many total units the HRA has and Ms. Reis responded 792 units. Commissioner Lewis added considering the number of units, there are minimal calls for service. Commissioner Hontos remarked the more serious call types like assault and robbery are very low across the properties and it is good to see operations are running smoothly at the properties. Commissioner Hontos added having an officer available for the Property Managers and the residents is helpful and creates a level of trust that may not exist in other environments. Commissioner Dwyer included she hears from residents of HRA properties that Officer Clark is approachable and the right person for the job.

There being no further discussion, the Study Session adjourned at 5:13 p.m.

ATTEST:

Chair, Nancy Gohman

Secretary, Hani Jacobson

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

Wednesday, April 24, 2024

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, April 24, 2024 at 1225 West St. Germain Street. Chair Nancy Gohman called the meeting to order at 5:14 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 Conway 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 Meeting Minutes, March 27, 2024 – approved as presented.
4. Approval of Regular Meeting Minutes, March 27, 2024 – approved as presented.
5. Approval of Contract for Refuse and Recycling Services – contract approved with Republic Services Inc.
6. Approval to Write-Off Resident Accounts Receivable – approved as presented.
7. Approval to Ratify the Hot Water Boiler Replacement Contract for Wilson Apartments – contract ratification approved with Climate Air in the amount of \$32,203.00.

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

Old Business: none.

New Business:

8. A. Public Hearing of Property Donation Located at 1618 Pine Cone Rd. – Ms. Reis recapped back in November it was discussed with the Board to donate the parcel of land at Pine Cone Road to Central Minnesota Housing Partnership to develop senior housing. Ms. Reis pointed out the architect drawings and the brokers opinion in the packet and informed the Board they would be completing several action items: approving the resolution to accept the value of the land, approving the letter of support and intent, and authorizing Ms. Reis to sign closing documents. Ms. Reis also introduced Deanna Hemmesch, Executive Director of Central Minnesota Housing Partnership, to answer questions for the Board.

Ms. Hemmesch said the City of St. Cloud has agreed to sell the additional parcel of land for \$52,550.00, which is the amount they paid to the HRA previously for the land. With the donated land from the HRA and the City of St. Cloud, the project planned includes 58 units, and the first level will be covered parking, with two community rooms, an outdoor patio, and in-unit washers and dryers. Ms. Hemmesch said some of the units will be set aside for people with disabilities and Commissioner Lewis asked how they determine whether someone has a disability. Ms. Hemmesch responded that it can be a mental or physical disability. Commissioner Hontos asked for the breakdown of units and Ms. Hemmesch said there will be 42 1-bedroom units at \$876.00 and 15 2-bedroom units at \$1,052.00. Commissioner Hontos inquired about the estimated cost of the entire project and Ms. Hemmesch responded the estimated cost to be around \$23 million. Commissioner Jacobson asked how residents of the neighborhood will be notified about the project and Ms. Hemmesch said there will be a mailing that goes out to property owners.

B. Approval of Resolution 2024-06 – Authorizing to Accept Broker Opinion of Value of Land. Commissioner Conway moved for approval; Commissioner Dvorak seconded the motion. All commissioners voted in favor; the motion carried.

C. Approval of Letter of Support and Exclusive Letter of Intent; approval of sale and donation of the land as outlined in the Exclusive Letter of Intent; and authorization for the Executive Director to sign closing documents. Commissioner Lewis moved for approval; Commissioner Dwyer seconded the motion. All commissioners voted in favor; the motion carried.

9. Approval of Resolution 2024-07 – Acceptance and Authorization for Executive Director to Sign for Benton County American Rescue Plan Act (ARPA) Funds. Ms. Reis shared the HRA received \$100,000.00 from Benton County to use for Eastwood Apartments and/or Riverside Apartments, but the first priority will be for Eastwood boiler replacements. Commissioner Hontos asked if the HRA can use the money for either property and Ms. Reis responded yes. Chair Gohman asked when the money is dispersed and Ms. Reis said she is waiting on paperwork. Commissioner Hontos moved for approval; Commissioner Lewis seconded the motion. All commissioners voted in favor; the motion carried.

10. Report on Activities – Ms. Reis shared on April 17, 2024 the HRA staff will be providing a presentation and overview of the Housing Choice Voucher Program and the inspection process and in August there will be a training for voucher landlords for the new inspection process. Finance Director, Karen Rizer, shared an RFP was issued for banking services. Commissioner Lewis asked if the HRA is looking to get rid of a current bank used, and Ms. Rizer said the HRA hopes to continue service with one bank, versus the current multiple banks uses. Commissioner Conway asked about the software conversion and Ms. Rizer shared the staff is thrilled to have the consultants because they have been great in answering questions and moving the process forward, but the automation with the new software will be helpful for staff.

There being no further business, the meeting adjourned at 5:56 p.m.

ATTEST:

Chair, Nancy Gohman

Secretary, Hani Jacobson

TO: HRA Board of Commissioners
FROM: Karen Rizer, CPA Finance Director
DATE: May 21, 2024
SUBJECT: Completion of the Annual Audit for the Year Ended December 31, 2023

Requested Action: Accept the auditor’s reports for the year ended December 31, 2023.

Background: An independent audit was performed by Redpath and Company, LTD., for the year ended December 31, 2023 and they have issued their reports dated April 25, 2024.

An unmodified opinion was issued on the financial statements. An unmodified opinion is in effect a “clean” report which means that the financial statements are fairly presented, in all material respects, in accordance with U.S. generally accepted accounting principles. There were no financial statement findings.

The Minnesota Legal Compliance portion of the audit covers state law requirements in the areas of deposits of public funds and public investing, conflicts of interest, public indebtedness, claims and disbursements, contracting and bidding and other miscellaneous provisions. There was one Minnesota Legal Compliance finding related to not obtaining an IC134 form before issuing the final contractor payment on construction of the 418 Wilson Avenue SE home.

There is federal legislation that provides for recipients of federal financial awards to have an audit performed to meet the needs of all federal grantor agencies. To comply, there was detail transaction testing and review of the Housing Choice Voucher Program and the Public Housing Operating Program. There were no federal award findings.

Requested Action: Motion to accept the auditor’s reports.

Frequency of Request: Annually.

Future Actions: None.

TO: St. Cloud HRA Board of Commissioners
 FROM: Paul Soenneker, Project Manager
 DATE: May 16, 2024
 SUBJECT: Approval of Contract for Deck Replacements at Cedar Ridge Townhomes

Requested Action: Approve the contract with Brand Built Homes in the amount of \$92,500.00 to replace the rear decks and stairs at Cedar Ridge Townhomes.

Background: Cedar Ridge Townhomes consists of 12 units with rear decks. The decks and stairs are not in good repair. The decking material is cracked and worn in many areas. The stair treads are rotted in several areas and have had temporary repairs made to ensure that they do not collapse. Therefore, it was determined that the decks and stairs should be replaced.

The HRA solicited proposals from 9 companies to replace the decks and stairs. Seven contractors submitted proposals as outlined below.

Proposals

Alliance Building Corporation 3709 Quail Rd. NE. Sauk Rapids, MN 56379	\$134,024.00
Brand Built Homes 5879 County Rd. 136 St. Cloud, N 56301	\$92,500.00
The Crew Construction 12901 16 th Ave. N. Ste 103 Plymouth, MN 55441	\$112,058.00
J Lewis Building & Remodeling 20071 Nowthen Blvd. NW. Nowthen, MN 55330	\$167,200.00
Kue Contractors, Inc. 130 Central Ave. S. PO Box 408 Watkins, MN 55389	\$99,998.00
Master Trade Services 1200 5 th St. S. Sauk Rapids, MN 56379	\$136,005.00
Minnesota Home Improvements PO Box 248 St. Joseph, MN 56374	\$157,320.00

I believe the low proposal we received is reasonable for the scope of work requested and therefore recommend awarding a contract to Brand Built Homes for the sum of \$92,500.00.

Frequency of Request: Once.

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 operations or the capital fund program.

TO: St. Cloud HRA Board of Commissioners

FROM: Paul Soenneker, Project Manager

DATE: May 20, 2024

SUBJECT: Approval of Contract for Central Air Conditioner Installation at 12 Scattered Site Homes

Requested Action: Approval of the contract with Augusta Plumbing & Heating in the amount of \$60,050.00 to install central air conditioners in 12 scattered site single family homes.

Background: Staff at the HRA have identified 12 scattered site single family homes that currently do not have central air conditioning units installed in them. We solicited proposals from 3 companies. We received proposals from 2 companies as outlined below.

The proposals are:

	<u>Proposal</u>
Air Max LLC P.O. Box 364 Rockville, MN 56369	\$75,250.00
Augusta Plumbing & Heating 2489121 st Ave. St. Cloud, MN 56301	\$60,050.00

I believe the low proposal we received is reasonable for the scope of work requested and therefore recommend awarding a contract to Augusta Plumbing & Heating for the sum of \$60,050.00.

Frequency of Requests: Once.

Related Action: 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 Impact: This project will be funded through operations or the capital fund program.

TO: St. Cloud HRA Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: May 21, 2024
SUBJECT: Discussion on the 2023 Calls for Service

Requested Action: For discussion only.

Background: At the April Board Meeting, the 2023 Calls for Service were shared with the Board. Officer D'Andre Clark will attend this meeting to answer questions from board members.

Future Action: None at this time.

TO: St. Cloud HRA Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: May 21, 2024
SUBJECT: Public Hearing on Land Acquired from City of St. Cloud

Requested Action: Hold a public hearing regarding the sale and donation of land acquired from the City of St. Cloud to Central Minnesota Housing Partnership.

Background: At the April 2024 HRA Board meeting, the board approved the Letter of Intent for the sale and donation of the parcel of land located at 1618 Pine Cone Road to Central Minnesota Housing Partnership. On May 6, 2024, the City of St. Cloud requested authorization from the City Council to sell the adjoining parcel to the St. Cloud HRA as part of the local contribution to the developer's housing application.

We are holding the public hearing on the parcel of land located at 1530 Pine Cone Road with the intent to request approval of the broker's opinion of value and an amended and restated letter of intent at the June HRA Board meeting after the City Council approves the easement vacation at their June meetings.

Frequency of Request: Once.

Related Actions: None.

Future Action: Approval of resolution of brokers opinion and amended and restated letter of intent.

Relationship to Goals: Goal #1 – The St. Cloud HRA will be an active partner in neighborhood/community concerns regarding housing and neighborhoods.

Budget Impact: The HRA is foregoing the option to sell at market value and recover costs in order to further the construction of affordable housing in St. Cloud. The HRA will likely issue housing bonds for this project, which would result in future revenue for housing needs.

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: May 21, 2024

SUBJECT: Resolution 2024-08 Authorization of Revised Housing Tax Credit Suballocator Joint Powers Agreement

Requested Action: Resolution 2024-08 Authorization for Executive Director to sign a revised Housing Tax Credit Suballocator Joint Powers Agreement between the St. Cloud Housing and Redevelopment Authority and Minnesota Housing Finance Agency.

Background: In March 2024, the Board approved Resolution 2024-05 that authorized the Housing Tax Credit Suballocator Joint Powers Agreement for 2025. This action was taken to allocate low-income housing tax credits pursuant to Section 42 of the Internal Revenue Code of 1986, as amended and Minnesota Statutes Sections 462A.221 through 462A.225. The St. Cloud HRA is a suballocator under Minnesota Housing for these housing tax credits. There are seven suballocators in Minnesota. St. Cloud has an estimate of \$176,416.

We were notified by Minnesota Housing that the dates and amounts they listed in the first agreement were incorrect. Dates were changed and the amount increased from \$161,155 to \$176,416.

Frequency of Request: This is done on an annual basis.

Related Actions: None.

Future Action: None.

Options: The Board could choose not to authorize the agreement.

Relationship to Goals: Goal #3 – The St. Cloud HRA will encourage collaboration with other community organizations and continue to seek funding sources for all programs.

Budget Impact: There is no impact on our budgets if the amendment is authorized.

**MINNESOTA HOUSING FINANCE AGENCY
HOUSING TAX CREDIT ADMINISTRATION
JOINT POWERS AGREEMENT**

WHEREAS, Section 42 of the Internal Revenue Code of 1986, as amended, (Section 42) provides for low-income housing tax credits (HTCs) to be allocated by Housing Credit Agencies as that term is defined in Section 42(h)(8)(A), pursuant to a Qualified Allocation Plan (QAP) as that term is defined in Section 42(m)(1); and

WHEREAS, under Minnesota law, the Minnesota Housing Finance Agency (Minnesota Housing) and certain counties and cities are authorized to allocate HTCs and the State Housing Credit Ceiling, as that term is defined in 26 CFR § 1.42-14, is divided by statutory formula and reserved for allocation by the respective entities; and

WHEREAS, the City of St. Cloud is a city which is eligible to receive a reservation of HTCs under Minn. Stat. § 462A.222, subd. 1; and

WHEREAS, Minnesota Housing and the City of St. Cloud wish to enter into a joint powers agreement (the “Agreement”) under Minn. Stat. § 471.59, pursuant to which, except for certain functions expressly set forth in this Agreement, Minnesota Housing will perform all of the HTC allocation, award and compliance monitoring functions on behalf of the City of St. Cloud with respect to HTCs allocated for the calendar year 2025 State Housing Credit Ceiling or awarded in calendar year 2025 to developments financed with volume limited tax exempt bonds; and

WHEREAS, pursuant to Section 42, Minnesota Housing adopts QAPs which include both procedures for the allocation and award of HTCs and compliance monitoring procedures and also contemplate a joint powers agreement as set forth herein; and

WHEREAS, the Minnesota Housing 2024-2025 Housing Tax Credit Qualified Allocation Plan (2024-2025 QAP), and any revisions and amendments thereto, are hereby incorporated in its entirety into this Agreement by reference.

NOW, THEREFORE, IT IS AGREED:

1. Allocation and Award.

- a. City of St. Cloud agrees to transfer its entire 2025 HTC annual tax credit distribution to Minnesota Housing using the form attached hereto. Said credits become part of the portion of the 2025 State Housing Credit Ceiling to be allocated by Minnesota Housing pursuant to Minnesota Statutes Section 462A.223.
- b. With respect to the City of St. Cloud HTCs, the parties agree that the 2024-2025 QAP will apply to all projects and that Minnesota Housing

shall perform all of the allocation duties on behalf of the City of St. Cloud using the 2024-2025 QAP. All applicants shall use the application forms included in the 2024-2025 QAP.

- c. With respect to projects financed with tax-exempt bonds located in City of St. Cloud that apply for an award of HTCs, the project must comply with the Minnesota Housing QAP in effect for the year that sufficient bonds are issued. The parties agree that Minnesota Housing shall conduct all applicable reviews under Section 42(m) and the issuer must provide documentation of its review pursuant to Section 42(m)(2)(d).
 - d. Under Rounds 1 and 2 of the 2024-2025 QAP, Minnesota Housing shall make selections according to the selection processes established by the 2024-2025 QAP and shall allocate HTCs in Round 1 and, if applicable, Round 2, pursuant to the requirements and limitations contained in the 2024-2025 QAP.
2. **Compliance Monitoring.** For all projects receiving their initial allocation of HTCs from Minnesota Housing, all compliance monitoring functions throughout the Compliance Period and Extended Use Period for each project, as those terms are defined in Section 42(i)(l)(i) and Section 42(h)(6)(D), shall be performed by Minnesota Housing. Minnesota Housing shall perform the compliance monitoring responsibilities for the projects pursuant to the compliance monitoring provisions of the 2024-2025 QAP, the Minnesota Housing Tax Credit Program Compliance Guide (Compliance Guide) and 26 CFR §1.42-5, all as may be amended from time to time.
3. **Compensation.** Only Minnesota Housing shall charge and receive compensation for the allocation and compliance duties and shall do so in accordance with the 2024-2025 QAP and the Compliance Guide. The compensation shall be paid to Minnesota Housing directly by the HTC applicant/owner at the times and in the amounts set forth therein.
4. **Term of Contract.** Subject to execution by all of the parties' herein below, this Agreement shall be effective on June 1, 2024. With respect to the allocation responsibilities herein, this Agreement shall not terminate until all allocation responsibilities under this Agreement have been completed. With respect to awards of HTCs to developments financed with tax exempt bonds, this Agreement shall not terminate until all award responsibilities have been completed. With respect to the compliance monitoring responsibilities herein, said responsibilities shall continue from the beginning of the Compliance Period through the end of the Extended Use Period, as those terms are defined under IRC Section 42.

5. **Addresses for Notices.** All notices to be given by either party to the other hereunder shall be in writing addressed as follows:

(a) To the City of St. Cloud at:

St. Cloud HRA
1225 W. St. Germain
St. Cloud, MN 56301

(b) To Minnesota Housing at:

Minnesota Housing Finance Agency
400 Wabasha Street North, Suite 400
St. Paul, Minnesota 55102

or addressed to any such party at such other address as such party shall hereafter furnish by notice to the other party.

6. **Records.** Both Minnesota Housing and the City of St. Cloud agree that it will make available all pertinent information, data and records under their respective control for each other's use in the performance of this Agreement, and will assist the other, whenever possible, to obtain such records, data and information.

7. **Liability.** Each party shall be responsible for its own acts and omissions, the acts and omissions of its employees, and results thereof to the extent authorized by law. The parties shall not be responsible for the acts of any others and the results thereof.

8. **Assignment.** Neither party shall assign any interest in this Agreement without prior written consent of the parties and subject to such conditions and provisions as are deemed necessary.

9. **Independent Contractors.** The parties agree that the employees of Minnesota Housing shall always be considered employees of Minnesota Housing for all purposes including workers' compensation and the employees of the City of St. Cloud shall always be considered employees of the City of St. Cloud for all purposes including workers' compensation. No employee of either party shall be entitled to any claim or benefit from the other party from any event or occurrence arising out of the performance of this Agreement. This Agreement is not intended and should not be construed in any manner as creating or establishing a relationship of co-partners between the parties hereto. Neither party under any circumstances shall be liable for any employee benefits of the other party's employees. This Agreement shall be construed in such a manner as

to not interfere with the contractual obligations of either party with its employees under any valid collective bargaining agreement.

- 10. **Amendments.** This Agreement may be amended only in writing signed by the parties.
- 11. **Authority to Enter into Agreement.** Each Party represents that the individual executing this Agreement has been authorized to do so by its governing body.

CITY OF ST. CLOUD/ST. CLOUD HRA

By: _____

Its: _____

Date: _____

MINNESOTA HOUSING FINANCE AGENCY

By: _____

Its: _____

Date: _____

City Clerk

By: _____

Its: _____

Date: _____

Resolution 2024-08

**TRANSFER OF HOUSING TAX CREDITS
TO MINNESOTA HOUSING FINANCE
AGENCY**

Pursuant to Minn. Stat. § 462A.222, the City of St. Cloud is expected to receive approximately \$176,416 in 2025 Low Income Housing Tax Credits (HTCs).

The City of St. Cloud has entered into a Joint Powers Agreement with the Minnesota Housing Finance Agency (Minnesota Housing) dated May 29, 2024.

Pursuant to the above-described Joint Powers Agreement, the City of St. Cloud agrees to voluntarily and irrevocably transfer its entire 2025 HTC annual tax credit distribution to Minnesota Housing.

The City of St. Cloud understands that by transferring the HTCs to Minnesota Housing, the HTCs become part of the Minnesota Housing 2025 Housing Credit Ceiling under Minn. Stat. § 462A.222 and the City of St. Cloud relinquishes all of its rights and entitlements with respect to those HTCs.

The transfer of the HTCs is effective immediately.

City of St. Cloud/St. Cloud HRA

By: _____

Its: Board Chair

Date: May 29, 2024

To: St. Cloud HRA Board of Commissioners

From: Karen Rizer, CPA
Finance Director

Date: May 21, 2024

Subject: Resolution to Authorize Banking Services with Bremer Bank

Requested Action: Approve.

Background: The HRA issued an RFP for banking services. The RFP was posted on the HRA's website and notice of the RFP was given to eight financial institutions with branches in St. Cloud.

Five proposals were received. The top-ranking proposal was submitted by Bremer Bank. Management recommends approving the following resolution to authorize banking services with Bremer Bank.

Options: Approve, deny, or table.

Frequency of Request: One time.

Related Actions: None.

Future Action: Resolution to close other accounts once the activity has wound down.

RESOLUTION 2024-09

HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MN

DESIGNATING BREMER BANK AS AN AUTHORIZED DEPOSITORY, DESIGNATING AUTHORIZED SIGNERS, AND AUTHORIZING THE EXECUTIVE DIRECTOR AND FINANCE DIRECTOR TO EXECUTE BANKING SERVICES WITH BREMER BANK

WHEREAS, the Housing and Redevelopment Authority of St. Cloud, MN (the “HRA”), issued a request for proposal for banking services; and

WHEREAS, Bremer Bank has been selected as the successful proposer; and

WHEREAS, certain items need to be designated by resolution of the HRA.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MN:

That Bremer Bank is authorized as a depository for the HRA’s public funds; and

That Nancy Gohman, Commission Chair, Louise Reis, Executive Director, and Karen Rizer, Finance Director are authorized signers on behalf of the HRA or any entity owned by the HRA; and

That the Executive Director, Louise Reis, and the Finance Director, Karen Rizer are authorized to:

1. Open accounts with the Bank in the name of the HRA or any entity owned by the HRA;
2. Deposit funds with the Bank, subject to the present and future rules and regulation of the Bank;
3. Execute checks, drafts, bills of exchange, acceptances and other instruments and orders for the payment of money on behalf of the HRA or any entity owned by the HRA for the withdrawal of the HRA’s or any entity owned by the HRA’s funds so deposited, including those checks and other instruments or orders for the payment of money drawn to the individual order of any such individual and/or person signing the same, without further inquiry or regard to the authority of said individual or the use of said checks or other instruments or orders for the payment of money, or the proceeds thereof; and
4. Give instructions with respect to the accounts of the HRA or any entity owned by the HRA and to enter into agreements relating to the accounts of the HRA or any entity owned by the HRA on behalf of the HRA or any entity owned by the HRA upon such terms and conditions, as they may deem appropriate.

Adopted this 29th day of May, 2024

ATTEST:

Nancy Gohman, Chair

Hani Jacobson, Secretary

TO: HRA Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: May 20, 2024
SUBJECT: Report on Activities

Housing Choice Voucher NSPIRE Training: The St. Cloud HRA will host a training for landlords under the Housing Choice Voucher Program on the new inspection standards of NSPIRE-V. NSPIRE-V will be replacing the current Housing Quality Standards (HQS). This training will be offered in-person on August 20, 2024 at American Heritage National Bank. There will be an online option also offered on a date to be determined.

Housing Choice Voucher Program: During the month of April 2024, there were six housing choice vouchers released. Two were due to death, one was a voluntary release, two were at Zero HAP and one voucher expired. Four were over the age of 62.

As of April 30, 2024 – 76 Port In vouchers and 47 Port Out vouchers.

CDBG Update:

For the homeowner rehab program:

- 6 in construction
- 4 in bidding
- 2 in application stage
- 20 on waiting list

Housing Department Vacancy Report – For the Month Ending April 30, 2024

Fund: Public Housing – 291 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>4/30/24</u>
Empire	89	1.41%	1
Wilson	126	2.38%	0
Scattered Sites	76	0.84%	0

Fund: Section 8 New Construction – 162 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>4/30/24</u>
Germain	60	3.72%	4 *
Grace/NWB	102	1.44%	1

Fund: Tax Credit – 249 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>4/30/24</u>
Creeks	24	0.00%	0
Brownstones	12	0.00%	0
Swisshelm One	32	1.50%	2
Westwood One	32	4.27%	1
Swisshelm Two	32	6.85%	2
Westwood Two	32	4.47%	1
Riverside	85	0.93%	2

Fund: Affordable Housing – 79 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>4/30/24</u>
Eastwood	18	8.43%	1
Loehr	61	1.61%	1
418 House	1	0.00%	0

- One unit rented 5-1-24, two units rented for 6-1-24