

TO: St. Cloud HRA Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: August 20, 2024
SUBJECT: Special Programs Presentation

Requested Action: No action requested.

Background: Lori Lygre, Voucher Programs Manager will give a presentation of the Special Programs that the St. Cloud HRA administers. The special programs are Bridges, CommUNITY, and ACT Housing. We will also be giving an update on the new program from Minnesota Housing called “Bring It Home.”

Frequency of Request: n/a

Related Actions: None.

Future Action: None at this time.

Options: None.

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: n/a

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

**St. Cloud HRA, 1225 West St. Germain Street, Board Room
Wednesday, August 28, 2024
Immediately following 5:00 p.m. Study Session**

STUDY SESSION -- 5:00 P.M., St. Cloud HRA, Board Room AGENDA: Special Programs 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, July 24, 2024. REQUESTED ACTION: Approve.
4. Approval of Regular Minutes, July 24, 2024. REQUESTED ACTION: Approve.
5. Review of 2024 Financial Reports. REQUESTED ACTION: None.
6. Approval to Write-Off Resident Accounts Receivable. REQUESTED ACTION: Approve.
7. Approval of Changes to Procurement Policy Related to Section 3 Updates. 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:

8.
 - A. Public Hearing for PHA Plan for FY 2025 and Capital Fund Program + Five Year Plan.
 - B. Approval of Resolution 2024-12 – 2025 Public Housing Agency Plan
 - C. Approval of Resolution 2024-13 – Capital Fund Program + Five-Year Plan.
9. Approval of Contract for Exterior Renovations at Northway B Townhomes.
10. Report on Activities

Open Discussion:

Adjourn.

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

Wednesday, July 24, 2024

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

Finance Director, Karen Rizer, began the Study Session by pointing to page one in the board packet with the annual table calculating the tax levy; noting the estimated property values for next year is a 1.3% increase. The requested levy amount is \$725,000, or a 1.5% increase. Commissioner Conway commented property values have increased immensely over the past two years. Ms. Rizer continued on page two with the Central Office Cost Center (COCC) draft 2025 budget, adding the charges for services are slightly higher because there is a new state voucher program that will provide administrative fees. The other large item Ms. Rizer pointed to is salaries and benefits, because the Deputy Director position is included in the budget. Line 11, the other administrative costs, is down because of the large software implementation this year. To date in 2024, \$77,000 of Fixup Fund Loans have been issued, and the program has a remaining balance of \$83,000. The HRA is proposing \$150,000 for the Fixup Fund Loans again in 2025.

Commissioner Hontos asked to clarify the estimated budget versus adopted budget. Ms. Rizer responded estimated is estimated actual for 2024, where she estimates the HRA will come in versus the actual budget adopted. Vice-Chair Dwyer asked if there is concern with the additional \$150,000 for the Fixup Fund Loan and Ms. Rizer said there are no concerns.

Commissioner Dvorak arrived at 5:04 p.m.

There being no further discussion, the Study Session adjourned at 5:05 p.m.

ATTEST:

Chair, Nancy Gohman

Secretary, Hani Jacobson

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

Wednesday, July 26, 2024

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, June 26, 2024 at 1225 West St. Germain Street, St. Cloud, MN 56301. Vice-Chair Seal Dwyer called the meeting to order at 5:05 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. Commissioners 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 Regular Meeting Minutes, June 26, 2024 – approved as presented.
4. Review of 2024 Financial Reports – no action required.
5. Review of Waiting List Information – no action required.
6. Review of Progress on 2020-2025 Goals – no action required.
7. Approval of Contract for Exterminating Services – contract approved with Plunkett’s Pest Control for the next two years with a renewal option for another two years.

Open Forum: Vice-Chair Dwyer asked Executive Director, Louise Reis, if any member of the public had requested to speak; Ms. Reis responded there were none.

Old Business:

8. Authorization to Use Previously Allocated CDBG Funds for Brownstones Roof Replacement – Finance Director, Karen Rizer, said the bids have come in for the Brownstones Roof Replacement and the HRA is asking for authorization to allocate \$190,000 from the single-family rehab loan program to the Brownstones roof project. When the HRA applied to the City for CDBG funds, it was for both the single-family rehab loan program and the Brownstones roof project. Funding was approved for both projects, but the HRA would like to allocate a portion of the 2022 allocation to the roof project as it will allow the agency to catch-up on the grant spending for the single-family rehab loans when projects were delayed due to the pandemic. Commissioner Conway moved for approval; Commissioner Jacobson seconded the motion. All commissioners voted in favor; the motion carried.

New Business:

9. Approval of Contract for Roof Replacement at the Brownstones Family Townhomes – Ms. Reis shared the HRA hired GLTA Architects to write project specifications and solicited bids from contractors. Equity Builders & Construction Services, Inc. out of Rosemount, MN presented the lowest bid of \$420,000 and the HRA is requesting the Board approve the contract to remove and rebuild 10 parapets, replace the roofing material on all units; except for unit 5, which was completed in 2022, and roofing materials on all garages at the Brownstones Family Townhomes. Commissioner Conway moved for approval; Commissioner Dvorak seconded the motion. All commissioners voted in favor; the motion carried.
10. Approval of Homestead Inventive Loan Program Policy – Ms. Reis shared that over the years situations have changed with the loan program, and HRA staff has put together a policy for the Board to approve. Commissioner Hontos asked why the policies are being established now, and Ms. Reis said to have requirements spelled out to ensure every transaction is equitable and to provide loan financiers with written policies. Commissioner Dvorak asked if the purchase price is considered with the current market. Ms. Rizer responded previously there was no

purchase price requirement, but it has been set accordingly now. Commissioner Lewis suggested staff periodically review the policy and Commissioner Conway requested staff take a look at the policy annually since policies and numbers are constantly changing. Commissioner Jacobson asked how many applicants the HRA has received for the loan program and Ms. Rizer said 34. Commissioner Conway moved for approval; Commissioner Dvorak seconded the motion. All commissioners voted in favor; the motion carried.

11. Approval of Funding for the Homestead Incentive Loan Program – Ms. Rizer requested the Board approve funding for the Homestead Incentive Loan Program, with an effective date of July 24, 2024. The HRA would like to allocate \$80,000 from the Housing Development Fund to the Neighborhoods Fund, and designate \$40,000 of 2024 Neighborhoods operating funds for the program from the tax levy. Commissioner Lewis asked about if it is eligible for CDBG funds. Ms. Rizer responded no, because there are additional requirements with tighter income requirements. Commissioner Conway added the current program allows more flexibility with the funds. Commissioner Conway moved for approval; Commissioner Dvorak seconded the motion. All commissioners voted in favor; the motion carried.

12. Approval of Resolution 2024-11 – Adopting the Special Tax Levy for Payment in the Year of 2025 – Ms. Rizer requested to approve the 2025 Special Levy in the amount of \$725,000. Commissioner Lewis moved for approval; Commissioner Jacobson seconded the motion. All commissioners voted in favor; the motion carried.

13. Report on Activities – Ms. Reis shared the Department of HUD has delayed the NSPIRE Inspection Protocol for the Housing Choice Voucher Program to October 1, 2025, so the HRA is postponing landlord training until August of 2025. Ms. Reis provided an update that waiting lists for all housing properties were closed on July 15, 2024, with anticipation of the new online portal being available in August for persons to apply. Ms. Reis also shared Minnesota Housing awarded Empire Apartments \$350,000 for boiler replacement, and Wilson Apartments was awarded \$4,800,000 for domestic water and sanitary waste line replacement. Commissioner Lewis asked when the projects would begin and Ms. Reis responded the HRA has requested a launch meeting, and now they are waiting for Minnesota Housing to schedule kick-off calls. Commissioner Hontos asked if the water project would require rehousing residents and Ms. Reis said yes, the HRA will coordinate with a local hotel to help residents move and be temporarily rehomed.

There being no further business, the meeting adjourned at 5:27 p.m.

ATTEST:

Secretary, Hani Jacobson

Chair, Nancy Gohman

TO: HRA Board of Commissioners
FROM: Karen Rizer, CPA Finance Director
DATE: August 21, 2024
SUBJECT: 2024 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:

July – 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.

August and November – 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.

September and December – Al Loehr Apartments Fund and the seven tax credit limited partnership funds.

October 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.

**St. Cloud HRA
Central Office Cost Center - Fund 440
Income Statement - Budget to Actual
January 1, 2024 Through June 30, 2024**

The Central Office Cost Center fund is used to track and allocate the indirect expenses and asset management of the Central Office.

	<u>Annual Budget</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Over (Under) YTD Budget</u>
Revenues				
Property Taxes	\$ 714,000	\$ 357,000	\$ 355,200	\$ (1,800)
Charges for Services	1,540,000	770,000	772,831	2,831
Interest	17,000	8,500	8,169	(331)
Miscellaneous Income	10,000	5,000	1,511	(3,489)
Total Revenues	<u>\$ 2,281,000</u>	<u>\$ 1,140,500</u>	<u>\$ 1,137,711</u>	<u>\$ (2,789)</u>
Expenses				
Salaries and Benefits	\$ 1,795,000	\$ 897,500	\$ 900,642	\$ 3,142
Audit and Accounting Fees	8,000	6,000	5,775	(225)
Legal	10,000	5,000	4,092	(908)
Professional Services	48,000	24,000	25,163	1,163
Membership Dues, Fees, and Advertising	16,000	11,000	9,665	(1,335)
Travel and Training	36,000	18,000	11,685	(6,315)
Other Administrative Costs	65,000	32,500	25,418	(7,082)
Telephone and Utilities	23,000	11,500	10,537	(963)
Office Maintenance Supplies and Services	35,000	17,500	16,044	(1,456)
Property and Liability Insurance	20,000	20,000	19,195	(805)
Transfers Out	225,000	-	-	-
Total Expenses	<u>\$ 2,281,000</u>	<u>\$ 1,043,000</u>	<u>\$ 1,028,216</u>	<u>\$ (14,784)</u>
Change in Net Position	<u>\$ -</u>	<u>\$ 97,500</u>	<u>\$ 109,495</u>	<u>\$ 11,995</u>

**St. Cloud HRA
Fund 301 - Community Housing Fund
Operating Statement
January 1, 2024 Through June 30, 2024**

The purpose of the Community Housing Fund is to stimulate the growth of housing for people with low and moderate incomes. The principal balance is frozen at \$2 million. Loans should be with interest when possible and the project must be economically feasible to ensure payback. The Board may approve grants from the fund earnings. The priority of the fund is first to HRA projects and second to sponsors of projects benefitting housing for people with low to moderate income.

Revenues

Interest on Investments	\$ 85,418
Total Revenues	<u>\$ 85,418</u>

Expenses

Audit Fees	\$ 770
Total Expenses	<u>\$ 770</u>

Change in Net Position	<u>\$ 84,648</u>
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**St. Cloud HRA
Fund 210 - CDBG Housing Rehab Program
Operating Statement
January 1, 2024 Through June 30, 2024**

CDBG housing rehab program is used for funding 30-year, zero interest
deferred homeowner rehab loans.

Revenues	
HUD Revenue	\$ 148,851
Loan Repayments	<u>117,391</u>
Total Revenue	\$ <u>266,242</u>
 Expenses	
Salaries & Benefits	\$ 15,837
Professional Fees	2,145
Other Administrative Costs	1,707
Telephone and Utilities	14
Lead Assessment Fees	3,645
Bad Debt Expense	21,310
Homeowner Loan Outlay	<u>200,274</u>
Total Expenses	\$ <u>244,932</u>
 Change in Net Position	 \$ <u><u>21,310</u></u>

St. Cloud HRA
Fund 480 - Housing Development & Rehab
Operating Statement
January 1, 2024 Through June 30, 2024

The Housing Development Fund accounts for the creation and funding
of current and future housing developments and rehab programs.

Revenues	
Intergovernmental	\$ 37,500
Charges for Services	13,850
Homeowner Loan Repayments	10,524
Interest On Investments	8,860
Miscellaneous	2,637
Total Revenues	<u>\$ 73,371</u>
 Expenses	
Salaries & Benefits	\$ 1,904
Professional Fees	8,642
Other Administrative Costs	2,497
Utilities	3,399
Maintenance	7,136
Grant Rehab Outlay	37,500
Total Expenses	<u>\$ 61,078</u>
 Change in Net Position	 <u>\$ 12,293</u>

**St. Cloud HRA
Housing Choice Voucher Program
Income Statement
January 1, 2024 Through June 30, 2024**

The Housing Choice Voucher Program accounts for the operations of the program. The Housing Choice Voucher program is a Federal rental assistance program that helps low and moderate income families rent housing in the private market by paying a share of the participant's rent each month directly to property owners. Current program voucher counts are 851 regular, 37 tenant protection, 75 VASH (veterans), and 1 foster youth, for a grand total of 964 HCV vouchers. It also includes port-in vouchers, which has a YTD average of 96.

	<u>Annual Budget</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Over (Under) YTD Budget</u>
Revenues				
Admin Fees from HUD and Other Housing Authorities	\$ 1,500,000	\$ 750,000	\$ 642,553	\$ (107,447)
Interest	5,000	2,500	(755)	(3,255)
Miscellaneous	35,000	17,500	24,336	6,836
Operating Transfers In	5,000	-	-	-
Total Revenues	<u>\$ 1,545,000</u>	<u>\$ 770,000</u>	<u>\$ 666,134</u>	<u>\$ (103,866)</u>
Expenses				
Salaries & Benefits	\$ 880,000	\$ 440,000	\$ 436,465	\$ (3,535)
Management Fees	280,000	140,000	141,837	1,837
Accounting & Auditing Fees	11,000	9,000	9,130	130
Legal	15,000	7,500	34,503	27,003
Professional Services	50,000	25,000	19,329	(5,671)
Training & Travel	20,000	10,000	2,539	(7,461)
Unit Inspection Fees	135,000	67,500	66,060	(1,440)
Other Administrative Costs	155,000	77,500	68,435	(9,065)
Utilities & Telephone	14,000	7,000	6,054	(946)
Maintenance Repair Supplies & Services	34,000	17,000	10,562	(6,438)
Property & Liability Insurance	10,000	10,000	9,347	(653)
Collection Losses	6,000	3,000	3,913	913
Total Expenses	<u>\$ 1,610,000</u>	<u>\$ 813,500</u>	<u>\$ 808,174</u>	<u>\$ (5,326)</u>
Net Change from Operations	<u>\$ (65,000)</u>	<u>\$ (43,500)</u>	<u>\$ (142,040)</u>	<u>\$ (98,540)</u>
Housing Assistance Payments (HAP)				
HUD and Other HAP Revenue	\$ 6,800,000	\$ 3,400,000	\$ 4,075,422	\$ 675,422
HAP to Landlords	(6,800,000)	(3,400,000)	(4,070,684)	(670,684)
HAP Revenue from Other Housing Authorities - Port-Ins	1,100,000	550,000	456,398	(93,602)
HAP to Landlords - Port-Ins	(1,100,000)	(550,000)	(457,979)	92,021
Net Change from Housing Assistance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,157</u>	<u>\$ 3,157</u>
Change in Net Position	<u>\$ (65,000)</u>	<u>\$ (43,500)</u>	<u>\$ (138,883)</u>	<u>\$ (95,383)</u>

Note: Additional admin fee has not yet been awarded for 2024. If awarded, then the deficit should be eliminated.

TO: St. Cloud HRA Board of Commissioners
 FROM: Louise Reis, Executive Director
 DATE: August 19, 2024
 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	\$ 5,093.66
Germain Towers	4,623.75
Eastwood	2,879.68
Al Loehr	51.52
Swisshelm Two	5,599.63
Westwood One	5,815.04
Westwood Two	3,459.60
Riverside	3,253.57

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 June 30, 2024 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 first six months of 2024, the HRA has recovered the following amounts:

Public Housing	\$ 22,693.23
Germain Towers	822.68
Eastwood	4,810.35
Creeks	9,105.65
Swisshelm One	3,270.82
Swisshelm Two	6,598.71
Westwood One	8,203.08
Westwood Two	1,486.69
Riverside	1,853.25

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
Analysis of Tenant Accounts Receivable Written-Off
Period Ending June 30, 2024**

	Dwelling Rental Income	A/R W/O 6/30/2024	Total A/R W/O 2024	Total W/O as % of Income	Total 2024 Recoveries	Net W/O as % of Income
Empire Apts	\$ 156,164.00	\$ 4,285.10	\$ 4,285.10	2.74%	\$ 4,886.29	-0.38%
Scattered Sites	198,484.00	0.00	0.00	0.00%	16,744.33	-8.44%
Wilson Apts	214,136.00	808.56	808.56	0.38%	1,062.61	-0.12%
Total Public Housing	568,784.00	5,093.66	5,093.66		22,693.23	
Germain Towers	107,637.00	4,623.75	4,623.75	4.30%	822.68	3.53%
Northway A & B	189,673.00	0.00	0.00	0.00%	0.00	0.00%
Eastwood	44,594.00	2,879.68	2,879.68	6.46%	4,810.35	-4.33%
Al Loehr	160,111.00	51.52	51.52	0.03%	0.00	0.03%
Creeks	85,668.00	0.00	0.00	0.00%	9,105.65	-10.63%
Brownstones	41,571.00	0.00	0.00	0.00%	0.00	0.00%
Swisshelm One	116,423.00	0.00	0.00	0.00%	3,270.82	-2.81%
Swisshelm Two	116,076.00	5,599.63	5,599.63	4.82%	6,598.71	-0.86%
Westwood One	113,842.00	5,815.04	5,815.04	5.11%	8,203.08	-2.10%
Westwood Two	130,831.00	3,459.60	3,459.60	2.64%	1,486.69	1.51%
Riverside	282,724.00	3,253.57	3,253.57	1.15%	1,853.25	0.50%
	<u>\$ 1,957,934.00</u>	<u>\$ 30,776.45</u>	<u>\$ 30,776.45</u>	1.57%	<u>\$ 58,844.46</u>	-1.43%
		A/R W/O @				
<i>Balance as of June 30, 2024</i>	A/R Balance Prior to W/O	6/30/2024 % total A/R	A/R Balance After W/O			
Empire Apts	\$ 11,133.70	38.49%	\$ 6,848.60		\$ 12,508.19	Rents
Scattered Sites	10,414.96	0.00%	10,414.96		18,268.26	Maintenance/Damages/Move-out Charges
Wilson Apts	9,430.02	8.57%	8,621.46		<u>\$ 30,776.45</u>	Total Write-offs
Total Public Housing	30,978.68	16.44%	25,885.02			
Germain Towers	13,659.43	33.85%	9,035.68			
Northway A & B	3,873.51	0.00%	3,873.51			
Eastwood	6,201.59	46.43%	3,321.91			
Al Loehr	9,724.98	0.53%	9,673.46			
Creeks	6,035.28	0.00%	6,035.28			
Brownstones	4,125.24	0.00%	4,125.24			
Swisshelm One	5,140.30	0.00%	5,140.30			
Swisshelm Two	9,097.69	61.55%	3,498.06			
Westwood One	13,483.99	43.13%	7,668.95			
Westwood Two	6,718.34	51.49%	3,258.74			
Riverside	7,412.13	43.90%	4,158.56			
	<u>\$ 116,451.16</u>		<u>\$ 85,674.71</u>			

St. Cloud HRA
Tenant Write-Off History by Property

	2024	2023	2022	2021
PUBLIC HOUSING				
Total Write-offs	5,093.66	64,844.62	29,626.94	30,801.77
Total Recoveries	22,693.23	10,309.93	6,582.51	4,745.75
Net Write-Offs (Recoveries)	(17,599.57)	54,534.69	23,044.43	26,056.02
Net Write-Offs as a % of Rental Revenue	-3.09%	5.12%	2.39%	2.70%
GERMAIN TOWERS				
Total Write-offs	4,623.75	3,800.25	3,965.04	867.08
Total Recoveries	822.68	1,773.68	693.97	701.44
Net Write-Offs (Recoveries)	3,801.07	2,026.57	3,271.07	165.64
Net Write-Offs as a % of Rental Revenue	3.53%	0.96%	1.69%	0.08%
NORTHWAY A & B				
Total Write-offs	0.00	8,490.20	5,182.17	333.43
Total Recoveries	0.00	2,671.87	346.43	213.00
Net Write-Offs (Recoveries)	0.00	5,818.33	4,835.74	120.43
Net Write-Offs as a % of Rental Revenue	0.00%	1.66%	1.48%	0.04%
EASTWOOD				
Total Write-offs	2,879.68	5,130.30	3,598.65	15,259.57
Total Recoveries	4,810.35	1,341.00	1,577.33	682.62
Net Write-Offs (Recoveries)	(1,930.67)	3,789.30	2,021.32	14,576.95
Net Write-Offs as a % of Rental Revenue	-4.33%	3.88%	2.11%	17.48%
AL LOEHR				
Total Write-offs	51.52	10,254.37	5,813.21	962.99
Total Recoveries	0.00	2,915.00	45.08	0.00
Net Write-Offs (Recoveries)	51.52	7,339.37	5,768.13	962.99
Net Write-Offs as a % of Rental Revenue	0.03%	2.44%	2.02%	0.34%
CREEKS				
Total Write-offs	0.00	1,487.22	13,335.81	7,964.48
Total Recoveries	9,105.65	6,548.06	2,803.00	0.00
Net Write-Offs (Recoveries)	(9,105.65)	(5,060.84)	10,532.81	7,964.48
Net Write-Offs as a % of Rental Revenue	-10.63%	-3.10%	6.44%	4.85%

St. Cloud HRA
Tenant Write-Off History by Property

	2024	2023	2022	2021
BROWNSTONES				
Total Write-offs	0.00	0.00	0.00	0.00
Total Recoveries	0.00	0.00	0.00	62.59
Net Write-Offs (Recoveries)	0.00	0.00	0.00	(62.59)
Net Write-Offs as a % of Rental Revenue	0.00%	0.00%	0.00%	-0.09%
SWISSHELM ONE				
Total Write-offs	0.00	5,243.73	20,576.17	6,225.28
Total Recoveries	3,270.82	4,836.94	585.00	0.00
Net Write-Offs (Recoveries)	(3,270.82)	406.79	19,991.17	6,225.28
Net Write-Offs as a % of Rental Revenue	-2.81%	0.18%	9.43%	3.08%
SWISSHELM TWO				
Total Write-offs	5,599.63	13,477.47	5,473.44	5,133.94
Total Recoveries	6,598.71	2,622.16	1,371.41	560.08
Net Write-Offs (Recoveries)	(999.08)	10,855.31	4,102.03	4,573.86
Net Write-Offs as a % of Rental Revenue	-0.86%	5.30%	2.07%	2.33%
WESTWOOD ONE				
Total Write-offs	5,815.04	5,585.69	10,792.99	12,318.13
Total Recoveries	8,203.08	6,538.70	6,571.68	643.14
Net Write-Offs (Recoveries)	(2,388.04)	(953.01)	4,221.31	11,674.99
Net Write-Offs as a % of Rental Revenue	-2.10%	-0.46%	2.10%	6.26%
WESTWOOD TWO				
Total Write-offs	3,459.60	4,205.93	7,385.96	2,610.65
Total Recoveries	1,486.69	3,940.13	2,248.87	1,847.36
Net Write-Offs (Recoveries)	1,972.91	265.80	5,137.09	763.29
Net Write-Offs as a % of Rental Revenue	1.51%	0.11%	2.09%	0.31%
RIVERSIDE				
Total Write-offs	3,253.57	7,675.59	13,853.57	4,021.98
Total Recoveries	1,853.25	454.63	1,662.45	0.00
Net Write-Offs (Recoveries)	1,400.32	7,220.96	12,191.12	4,021.98
Net Write-Offs as a % of Rental Revenue	0.50%	1.37%	2.34%	0.81%

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: August 21, 2024

SUBJECT: Amendment to Procurement Policy

Requested Action: Approve the underlined changes to the St. Cloud HRA’s procurement policy as indicated below.

Background: In 2023, the Department of Housing and Urban Development assigned ICF (a global consulting services company) to provide on-call technical assistance to our agency to update the Procurement Plan to include updated Section 3 requirements. Section 3 is a provision of the Housing and Urban Development Act of 1968 that ensures HUD-funded jobs, training, and contracts are provided to local low-income residents and businesses that employ them. Section 3 applies to training or employment arising in connection with HUD-funded housing rehabilitation, housing construction, and other public construction projects, and any contracting opportunities arising in connection with both public housing and other Section 3 projects.

ICF recommended the following underlined statements be added to our Procurement Policy.

VI. CONTRACTOR QUALIFICATIONS AND DUTIES

A. **CONTRACTOR RESPONSIBILITY.** Procurement shall be conducted only with responsible contractors, i.e., those who have the technical and financial competence to perform and who have a satisfactory record of integrity. Before awarding a contract, the HRA shall review the proposed contractor's ability to perform the contract successfully, and may consider factors such as demonstration of good faith efforts to comply, to the greatest extent feasible, with Section 3 per submission of a Section 3 plan that outlines how bidder/offeror will meet Section 3 goals, the contractor's integrity (including the List of Parties Excluded from Federal Procurement and Non-procurement Programs published by the U.S. General Services Administration), compliance with public policy, record of past performance (including contacting previous clients of the contractor, such as other HRAs), and financial and technical resources. If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be

X. **ASSISTANCE TO SMALL AND OTHER BUSINESSES.** The HRA complies with all applicable federal, state, and local laws and Executive Orders requiring efforts to ensure that small and minority businesses, women's business enterprises, labor surplus area firms, and Section 3 businesses are used when possible.

For Section 3, such steps shall include, but shall not be limited to: Including in all Section 3 Contracts, all provisions and attachments required by Section 3 of the Housing and Urban Development Act of 1986, as amended, and St. Cloud Section 3 Policy and Compliance Plan.

Options: Approve, Table, or Deny.

Frequency of Request: As needed.

Related Actions: None.

Future Action: None at this time.

Relationship to Goals: Goal #4 - The St. Cloud HRA will make efficient use of funding, technology and personnel resources.

Budget Impact: None.

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: August 21, 2024

SUBJECT: Public Hearing and Approval of the FY 2025 Public Housing Agency Plan

Requested Action: Hold Public Hearing and Approve of the FY 2025 Public Housing Agency Plan (PHA Plan)

Background: Annually the St. Cloud HRA is required to submit their PHA Plan for the fiscal year to the Department of Housing and Urban Development (HUD). This plan includes policies for the agency with regard to Public Housing, Housing Choice Voucher and the Capital Fund Programs. The proposed changes to the Public Housing Admissions and Continued Occupancy Policies (ACOP) and the Housing Choice Voucher Administrative Plan (Admin Plan) were submitted to legal counsel at Rinke Noonan and St. Cloud Area Legal Services.

A summary of the proposed changes is listed below:

Public Housing (ACOP)

The Admissions and Continued Occupancy Policy (ACOP) reflects changes based on the public housing regulations from the Department of HUD. Changes include the physical inspections of unit, flat rents, and Income Limits. Other changes are based on the new housing software. Software changes include the online portal and the use of emails to contact applicants and residents. Utility Allowances will be updated. Our agency has also created an ACOP with the HUD required changes under the Housing Opportunity through Modernization Act (HOTMA). We will implement the ACOP with HOTMA when HUD gives further guidance.

Housing Choice Voucher (Admin Plan)

The Administrative Plan (Admin Plan) reflects changes based on the current federal regulations from the Department of HUD. The following items were adjusted and/or corrected: Stability Voucher information, Income Limits and changes based on the new housing software. The changes from the software are the use of the online portal, and emails to contact applicants and participants. Utility Allowances and Payment Standards will be updated. For the Housing Choice Voucher Program, our office also created an Admin Plan with the HUD required changes under the Housing Opportunity through Modernization Act (HOTMA). We will implement this Admin Plan with HOTMA when HUD gives further guidance.

Capital Fund Program (public housing only)

Projects planned for the Capital Fund Program 2025: Empire – Package Delivery Locker, new boiler; Wilson – electrical updates and plumbing line replacement, Scattered Sites – water mitigation system for Quarry, and rehab of two homes. The 5-Year Capital Fund Program plan is attached.

Options: #1 - Approve PHA Plan as written.
#2 - Approve PHA Plan with recommendations that occur during public hearing and meeting.

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: The PHA Plan needs to be submitted on a timely basis in order for the St. Cloud HRA to receive funding for the above programs.

RESOLUTION 2024-12

HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA

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

WHEREAS, the Housing and Redevelopment Authority of St. Cloud, Minnesota made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held on August 28, 2024 and conducted a hearing to discuss the Plan and invited public comment; and

WHEREAS, the Housing and Redevelopment Authority of St. Cloud, Minnesota 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 Public Housing Agency Plan is approved and shall be submitted to the U.S. Department of Housing and Urban Development.

Adopted this 28th day of August 2024.

ATTEST:

Nancy Gohman, Chair

Hani Jacobson, Secretary

RESOLUTION 2024-13

HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA

APPROVAL OF THE CAPITAL FUND PROGRAM AND FIVE-YEAR PLAN

WHEREAS, pursuant to Section 511 of the Quality Housing and Work Responsibility Act of 1998 that requires each Public Housing Agency to prepare and update its Capital Fund Program and Five-Year Plan; and

WHEREAS, the Housing and Redevelopment Authority of St. Cloud, Minnesota Board of Commissioners must review and approve the Capital Fund Program and Five-Year Plan as prepared; and

WHEREAS, the Housing and Redevelopment Authority of St. Cloud, Minnesota Board of Commissioners held a public hearing on the plan as presented on August 28, 2024 and have reviewed and approved the plan;

WHEREAS, the Housing and Redevelopment Authority of St. Cloud, Minnesota 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 Capital Fund Program and Five-Year Plan is approved and shall be submitted to the U.S. Department of Housing and Urban Development.

Adopted this 28th day of August 2024.

ATTEST:

Nancy Gohman, Chair

Hani Jacobson, Secretary

Capital Fund Program - Five-Year Action Plan

Status: Draft

Approval Date:

Approved By:

Part I: Summary						
PHA Name : HRA of ST. CLOUD, MINNESOTA			Locality (City/County & State)			
PHA Number: MN038			<input checked="" type="checkbox"/> Original 5-Year Plan		<input type="checkbox"/> Revised 5-Year Plan (Revision No:)	
A.	Development Number and Name	Work Statement for Year 1 2025	Work Statement for Year 2 2026	Work Statement for Year 3 2027	Work Statement for Year 4 2028	Work Statement for Year 5 2029
	EMPIRE APARTMENTS (MN038000001)	\$198,000.00	\$76,000.00	\$311,000.00	\$178,374.00	\$223,374.00
	ST. CLOUD HRA (MN038000002)	\$446,571.00	\$366,881.00	\$308,450.00	\$728,450.00	\$683,450.00
	WILSON APARTMENTS (MN038000003)	\$305,233.00	\$506,923.00	\$330,354.00	\$42,980.00	\$42,980.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
	1	2025		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	EMPIRE APARTMENTS (MN038000001)			\$198,000.00
ID0000238	Operations(Operations (1406))	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0000239	Capital Fund Administration (Administration (1410)-Salaries)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303. Capital Fund Administration		\$31,000.00
ID0000245	Resurface Parking Lot(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Empire Apartments - 54 4th Av N, St. Cloud, MN 56303. Resurface area of parking lot. Area to be swept, repair cracks, holes or soft spots. Overlay with 1.5 to 2 inches asphalt. Vendor to provide labor and materials. Soil will be disturbed - HRA will be responsive to any environmental requirements.		\$30,000.00
ID0000246	Security System Upgrade(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Security)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303. Replace current security system including camera and camera servers. Contractor to provide new equipment and remove and dispose of all old equipment.		\$32,000.00
ID0000247	Repair or Replace Emergency Generators(Non-Dwelling Construction - Mechanical (1480)-Generator)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303. Repair or replacement of the emergency generators at Empire Apartments. Contractor to provide new equipment and remove and dispose of old equipment.		\$65,000.00
ID0000314	Package Delivery Locker(Dwelling Unit-Interior (1480)-Other)	Empire Apartments, 54 4th Av N, St. Cloud, 56303. Purchase lockers and network cabling to connect them to the internet.		\$30,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
1	2025			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	ST. CLOUD HRA (MN038000002)			\$446,571.00
ID0000241	Operations(Operations (1406))	On-going maintenance operating costs as necessary.		\$217,450.00
ID0000242	Capital Fund Administration(Administration (1410)-Salaries)	Capital Fund Administration		\$31,000.00
ID0000248	Flooring Replacement(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace flooring in 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N. Remove old flooring and install new to include vinyl and carpet for kitchens, bathrooms, hallways, bedrooms and living rooms. Disposal of old materials to be the responsibility of the vendor. Asbestos abatement will be completed if necessary.		\$26,750.00
ID0000249	Replace Cabinetry(Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Replace cabinetry in 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N. Remove and dispose of wall and base cabinets in kitchens. Will replace using same configuration. Laminate countertops will be replaced.		\$44,650.00
ID0000250	Carpentry(Dwelling Unit-Interior (1480)-Other)	General carpentry related to the remodel of 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N, including drywall, rough and finish carpentry, interior doors (if needed), and trim.		\$53,250.00
ID0000251	Interior Painting(Dwelling Unit-Interior (1480)-Interior Painting (non routine))	Painting related to the remodel at 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N.		\$9,171.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
1	2025			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000252	Electrical (Dwelling Unit-Interior (1480)-Electrical)	Replacement of light fixtures throughout 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N. Replacement to include kitchen overhead lighting, dining room overhead lighting, hallway lighting, overhead lighting in bedrooms. Will use existing wiring.		\$23,500.00
ID0000253	Plumbing Upgrades(Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing)	Replace Kitchen and Bathroom faucets in 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N. Chrome finish, single lever faucets with low flow aerators. Water shut-off valves and "P" traps to be replaced as needed. Sinks to be replaced if needed.		\$15,800.00
ID0000310	Install water mitigation system at Quarry Townhomes(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System)	Install water mitigation system for 12 Quarry Ridge Townhomes (2005-2027 Quarry Rd). Contractor to provide all new materials. No asbestos issues are anticipated, but will abate if necessary.		\$25,000.00
	WILSON APARTMENTS (MN038000003)			\$305,233.00
ID0000243	Operations(Operations (1406))	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0000244	Capital Fund Administration(Administration (1410)-Salaries)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Capital Fund Administration		\$32,980.00
ID0000254	Security System Upgrade(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Interior (1480)-Security)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Replace current security system including cameral and camera servers. Contractor to provide new equipment and remove and dispose of all old equipment.		\$35,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
2		2026		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	EMPIRE APARTMENTS (MN038000001)			\$76,000.00
ID0000271	Operations(Operations (1406))	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0000272	Capital Fund Administration(Administration (1410)-Other,Administration (1410)-Salaries)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303. Capital Fund Administration		\$31,000.00
ID0000273	Common Area Air Conditioning(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Interior (1480)-Mechanical,Contract Administration (1480)-Other)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 Install new air conditioning units to service common areas. New units will be placed at same location as old units. Old units to be removed and taken to recycling center. New units of sufficient capacity to be installed according to code.		\$35,000.00
	ST. CLOUD HRA (MN038000002)			\$366,881.00
ID0000274	Operations(Operations (1406))	On-going maintenance operating costs as necessary.		\$217,450.00
ID0000275	Capital Fund Administration(Administration (1410)-Other,Administration (1410)-Salaries)	Capital Fund Administration		\$31,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2		2026		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000281	Upgrade Electrical Boxes in All Single Family Homes(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Electrical)	Upgrade electrical boxes throughout 40 scattered site single-family homes. Contractor to provide new materials and remove and dispose of old materials.		\$118,431.00
	WILSON APARTMENTS (MN038000003)			\$506,923.00
ID0000277	Operations(Operations (1406))	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0000278	Capital Fund Administration(Administration (1410)-Other,Administration (1410)-Salaries)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Capital Fund Administration		\$32,980.00
ID0000279	Common Area Air Conditioning(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Interior (1480)-Mechanical,Contract Administration (1480)-Other)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Install new air conditioning units to service common areas. New units will be placed at same location as old units. Old units to be removed and taken to recycling center. New units of sufficient capacity to be installed according to code.		\$35,000.00
ID0000280	Window Awnings(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Canopies)	Wilson Apartments, 41 3rd Ave NE, St. Cloud, MN 56304. Adding window awnings. Contractor to provide new materials and cleanup of the project.		\$45,000.00
ID0000282	Patio Area With Raised Garden Beds(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Site Work (1480)-Landscape)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Add handicap accessible patio area with raised garden beds. Vendor to provide all labor and materials. Soil will be disturbed. HRA will be responsive to any environmental requirements.		\$50,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
2		2026		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000283	Install Stove Exhaust Hoods/cabinets in All Units(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Mechanical)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Install stove exhaust hoods, cabinets, and related electrical throughout 126 unit high-rise. Contractor to provide new materials and remove and dispose of old materials.		\$167,221.00
ID0000316	Replace Plumbing Lines(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Interior (1480)-Plumbing)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304 is a 7-story, 126 unit high-rise building. Affected area pipes will be replaced and shut-off valves installed. Costs will be incurred to relocate tenants as needed. No asbestos issues are expected, but will abate if necessary.		\$166,722.00
	Subtotal of Estimated Cost			\$949,804.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3		2027		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	WILSON APARTMENTS (MN038000003)			\$330,354.00
ID0000285	Upgrade Electrical Boxes in All Units(Dwelling Unit-Interior (1480)-Electrical,Contract Administration (1480)-Other Fees and Costs)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Replace electrical boxes throughout 126 unit high-rise. Contractor to provide new materials and remove and dispose of old materials.		\$167,374.00
ID0000286	Update Fire Sprinkler System(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System)	Wilson Apartments 41 3rd Av NE, St. Cloud, MN 56304. Contractor to provide new equipment and remove and dispose all old equipment. The presence of asbestos is not anticipated, but abatement will be completed if necessary.		\$120,000.00
ID0000289	Operations(Operations (1406))	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0000292	Capital Fund Administration(Administration (1410)-Other,Administration (1410)-Salaries)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Capital Fund Administration		\$32,980.00
	EMPIRE APARTMENTS (MN038000001)			\$311,000.00
ID0000287	Boiler Replacement(Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Contract Administration (1480)-Other Fees and Costs)	Empire Apartments 54 4th Av N. St. Cloud, MN 56303. Repair or replace boiler if necessary. Contractor to provide new equipment and remove and dispose all old equipment. The presence of asbestos is not anticipated, but abatement will be completed if necessary.		\$150,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2027				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000288	Update Fire Sprinkler System(Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Contract Administration (1480)-Other Fees and Costs)	Empire Apartments 54 4th Av N, St. Cloud, MN 56303. Contractor to provide new equipment and remove and dispose all old equipment. The presence of asbestos is not anticipated, but abatement will be completed if necessary.		\$120,000.00
ID0000291	Operations(Operations (1406))	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0000294	Capital Fund Administration(Administration (1410)-Other,Administration (1410)-Salaries)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303. Capital Fund Administration		\$31,000.00
	ST. CLOUD HRA (MN038000002)			\$308,450.00
ID0000290	Operations(Operations (1406))	On-going maintenance operating costs as necessary.		\$217,450.00
ID0000293	Capital Fund Administration(Administration (1410)-Other,Administration (1410)-Salaries)	Capital Fund Administration		\$31,000.00
ID0000303	Replace front railings at 36 Townhomes(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Non-Dwelling Exterior (1480)-Balconies and Railings)	Replace front railings at 12 Cedar Ridge Townhomes (3455-3477 14 St N), 12 Quarry Ridge Townhomes (2005-2027 Quarry Rd), and 12 Flintwood Townhomes (5702-5724 Flintwood Rd). Contractor responsible for providing all new materials and removal and disposal of all old materials. Asbestos abatement will be completed if necessary.		\$60,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
4		2028		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	ST. CLOUD HRA (MN038000002)			\$728,450.00
ID0000295	Operations(Operations (1406))	On-going maintenance operating costs as necessary.		\$217,450.00
ID0000296	Capital Fund Administration(Administration (1410)-Salaries)	Capital Fund Administration		\$31,000.00
ID0000301	Upgrade Door Locks to Electronic Fob System at 36 Townhomes(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Other)	Upgrade door locks at Cedar Ridge Townhomes (3455-3477 14 St N), Quarry Ridge Townhomes (2005-2027 Quarry Rd), and Flintwood Townhomes (5702-5724 Flintwood Rd). All entry door locks to be replaced with an electronic fob system.		\$75,000.00
ID0000302	Upgrade Interior Lighting to Energy Efficient Lighting in 36 Townhomes(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Electrical)	Upgrade interior lighting at Cedar Ridge Townhomes (3455-3477 14 St N), Quarry Ridge Townhomes (2005-2027 Quarry Rd), and Flintwood Townhomes (5702-5724 Flintwood Rd). All interior lighting to be replaced with energy efficient LED fixtures. All light bulbs will be replaced with LED bulbs.		\$60,000.00
ID0000304	Replacement of Exterior Patios/decks and Exterior Lighting at 24 Townhomes (Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Site Work (1480)-Lighting,Non-Dwelling Exterior (1480)-Lighting)	Repair or replace exterior patios/decks and lighting in 12 Cedar Ridge Townhomes (3455-3477 14 St N) and 12 Quarry Ridge Townhomes (2005-2027 Quarry Rd). Contractor responsible for providing all new materials and removal and disposal of all old materials. Exterior lighting to be replaced with energy efficient fixtures. Asbestos abatement will be completed if necessary.		\$120,000.00
ID0000307	Upgrade Electrical Boxes in 36 Townhome units(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Electrical)	Upgrade electrical boxes throughout 12 Quarry Ridge Townhomes (2005-2027 Quarry Rd), 12 Flintwood Townhomes (5702-5724 Flintwood Road), and 12 Cedar Ridge Townhomes (3455-3477 14 St N). Contractor to provide new materials and remove and dispose of old materials.		\$150,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4		2028		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000309	Install Solar Panels on one single family home(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Other)	Solar panels to be installed on the roof of a single family home at 1323 SE 10th Ave St. Cloud, MN 56304. Contractor responsible for providing all new materials.		\$25,000.00
ID0000311	Replace parking lot at Quarry Townhomes(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Parking,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Replace parking lot at 12 Quarry Ridge Townhomes (2005-2027 Quarry Rd). Contractor to provide labor and new materials and remove and dispose old materials. Soil will be disturbed and HRA will be responsive to any environmental requirements.		\$50,000.00
	EMPIRE APARTMENTS (MN03800001)			\$178,374.00
ID0000297	Capital Fund Administration(Administration (1410)-Salaries)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303. Capital Fund Administration		\$31,000.00
ID0000300	Operations(Operations (1406))	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0000306	Replace Heat Registers and Zone Valves(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Mechanical)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 is a 10-story, 89 unit high-rise building. Replace heat registers and zone valves. Contractor to provide new materials and remove and dispose of all old materials. No asbestos issues are expected, but will abate if necessary.		\$120,000.00
ID0000313	Replace exterior concrete in dumpster area(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Landscape)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303. Remove and dispose of old concrete. Prepare area, pour, and finish concrete as needed. Because soil will be disturbed, the HRA will be responsive to any soil environmental review issues prior to beginning.		\$17,374.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5		2029		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	EMPIRE APARTMENTS (MN038000001)			\$223,374.00
ID0000240	Replace or Reline Plumbing Lines(Non-Dwelling Interior (1480)-Plumbing,Contract Administration (1480)-Other Fees and Costs)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 is a 10-story, 89 unit high-rise building. Affected area pipes will be replaced or relined as necessary and shut off valves will be installed. No asbestos issues are expected, but will abate if necessary.		\$182,374.00
ID0000319	Capital Fund Administration(Administration (1410)-Salaries)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303. Capital Fund Administration		\$31,000.00
ID0000320	Operations(Operations (1406))	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
	ST. CLOUD HRA (MN038000002)			\$683,450.00
ID0000276	Replace Playground Equipment, Fence and Playground Surface(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Playground Areas - Equipment)	Cedar Ridge Townhomes, 3459 through 3477 14th Av N, St. Cloud, MN. Replace playground surface, equipment and fence. Current surface material to be removed and replaced with new materials. Equipment to be removed and replaced with new equipment. Current chain link fence to be removed and replaced with new. Vendor to provide labor and will be responsible for disposal of all old materials. Soil will be disturbed. HRA will be responsive to any environmental requirements.		\$140,000.00
ID0000284	Replace Furnaces, Air Conditioners, and Water Heaters at Quarry(Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Contract Administration (1480)-Other Fees and Costs)	Replace furnaces, air conditioners, and water heaters at 12 Quarry Ridge Townhomes (2005-2027 Quarry Rd) using energy star appliances. New exhaust and intake venting to be installed if necessary. Old equipment to be removed by vendor. No asbestos issues are anticipated, but will abate if necessary.		\$120,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2029				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000308	Rehab Exterior at 12 Flintwood Townhomes(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows,Contract Administration (1480)-Other)	Replace siding, windows, and exterior doors at Flintwood Townhomes (5702-5724 Flintwood Rd). Remove and dispose of old materials. Install new maintenance-free siding and energy efficient windows and doors. No Asbestos issues are anticipated, but will abate if necessary.		\$175,000.00
ID0000317	Operations(Operations (1406))	On-going maintenance operating costs as necessary.		\$217,450.00
ID0000318	Capital Fund Administration(Administration (1410)-Salaries)	Capital Fund Administration		\$31,000.00
	WILSON APARTMENTS (MN038000003)			\$42,980.00
ID0000321	Operations(Operations (1406))	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0000322	Capital Fund Administration(Administration (1410)-Salaries)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Capital Fund Administration		\$32,980.00
	Subtotal of Estimated Cost			\$949,804.00

TO: St. Cloud HRA Board of Commissioners

FROM: Paul Soenneker, Project Manager

DATE: August 19, 2024

SUBJECT: Approval of Contract for Exterior Renovations at Northway B Townhomes

Requested Action: Approve the contract with Spotless & Seamless Exteriors, Inc in the amount of \$536,648 to replace exterior doors, windows, siding, soffit and fascia on townhomes and garages at Northway B Townhomes.

Background: The St. Cloud HRA determined that the exterior doors, windows, siding, soffit and fascia were original to the buildings and needed to be replaced.

Negen Associates was hired to write the project specifications and solicit bids from contractors. The invitation for bids was placed on the HRA website, MN Builders Exchange and advertised in the St. Cloud Times. Five contractors submitted bids by the due date and time. The Bid from Apadana was rejected after discussions with them determined that they did not bid all items listed in the scope of work.

	<u>Base Bid</u>
Apadana 3401 Nevada Ave. N Golden Valley, MN 55427	\$252,235.00
Intelligent Design 10907 93 rd Ave. N. Maple Grove, MN 55369	\$629,000.00
Kue Contractors 130 Central Ave. S. P.O. Box 408 Watkins, MN 55389	\$639,000.00
Project One Construction, Inc. 10375 County Rd. 8 Kimball, MN 55353	\$634,000.00
Spotless & Seamless Exteriors, Inc. 8715 Jefferson Hwy N Osseo, MN 55369	\$536,648.00

HRA staff recommends awarding the work to Spotless & Seamless Exteriors, Inc.

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 an interfund loan from the Community Housing Fund.

TO: HRA Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: August 19, 2024
SUBJECT: Report on Activities

Al Loehr Apartments: Minnesota Housing completed a property inspection and management review on June 25, 2024. No issues were noted. The overall review rating was Satisfactory.

Housing Choice Voucher Program: During the month of July 2024, there were three housing choice vouchers released. One was a voluntary release, one for program violation, and one voucher due to death. Two were over the age of 62.

CDBG Update:

For the homeowner rehab program:

- 7 in construction
- 3 in bidding
- 1 in application stage
- 18 on waiting list

Housing Department Vacancy Report – For the Month Ending July 31, 2024

Fund: Public Housing – 291 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>7/31/24</u>
Empire	89	1.08%	0
Wilson	126	2.12%	2
Scattered Sites	76	0.98%	0

Fund: Section 8 New Construction – 162 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>7/31/24</u>
Germain	60	3.47%	2
Grace/NWB	102	1.14%	3

Fund: Tax Credit – 249 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>7/31/24</u>
Creeks	24	0.00%	0
Brownstones	12	0.00%	0
Swisshelm One	32	1.89%	0
Westwood One	32	2.87%	0
Swisshelm Two	32	5.32%	1
Westwood Two	32	4.79%	2
Riverside	85	1.14%	1

Fund: Affordable Housing – 79 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>7/31/24</u>
Eastwood	18	5.67%	1
Loehr	61	1.36%	1
418 House	1	0.00%	0