

**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.

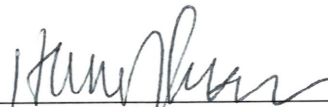
Finance Director, Karen Rizer, began the Study Session by pointing to page one in the board packet with the annual table calculating the tax levy; noting the estimated property values for next year is a 1.3% increase. The requested levy amount is \$725,000, or a 1.5% increase. Commissioner Conway commented 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.

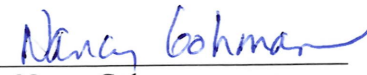
Commissioner Dvorak arrived at 5:04 p.m.

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

ATTEST:



Secretary, Hani Jacobson



Chair, Nancy Gohman

**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.

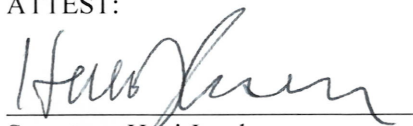
11. Approval of Funding for the Homestead Incentive Loan Program – Ms. Rizer requested the Board approve funding for the Homestead Incentive Loan Program, with an effective date of July 24, 2024. The HRA would like to allocate \$80,000 from the Housing Development Fund to the Neighborhoods Fund, and 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.

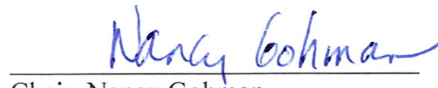
12. Approval of Resolution 2024-11 – Adopting the Special Tax Levy for Payment in the Year of 2025 – Ms. Rizer requested to approve the 2025 Special Levy in the amount of \$725,000. Commissioner Lewis moved for approval; Commissioner Jacobson seconded the motion. All commissioners voted in favor; the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