

TO: Housing and Redevelopment Authority of St. Cloud, MN (HRA) Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: April 16, 2025
SUBJECT: Apartment Building Tour – Germain Towers

Requested Action: No action requested.

Background: On Wednesday, April 23, 2025 at 5:00 pm, we will meet at Germain Towers located at 905 W. St. Germain, St. Cloud for a tour of the apartment building. You can park on 9th Avenue North that is adjacent to the apartment building parking lot. Please enter the building off the Germain Towers parking lot. (Map attached) We will meet at the entrance off of the parking lot. The property manager, Courtney Porter will conduct the tour.

After the Germain Towers tour, we will hold the regular HRA Board meeting in the Community Room at Germain Towers.

Frequency of Request: n/a

Related Actions: None.

Future Action: None.

Relationship to Goals: Goal #2 – HRA will promote fair housing and assure high performance in HRA properties and housing subsidy programs.

Budget Impact: No budget impact.





**REGULAR MEETING OF THE
HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MN
BOARD OF COMISSIONERS**

**Germain Towers Apartments, Community Room,
905 W St. Germain Street, St. Cloud, MN 56301
Wednesday, April 23, 2025
*Immediately following 5:00 p.m. Study Session***

STUDY SESSION -- 5:00 P.M., Germain Towers Apartments, 905 W St. Germain Street, St. Cloud, MN 56301 AGENDA: Germain Towers Apartments Tour
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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, March 26, 2025. REQUESTED ACTION: Approve.
4. Approval of Regular Meeting Minutes, March 26, 2025. REQUESTED ACTION: Approve.
5. Approval to Write-Off Resident Accounts Receivable. REQUESTED ACTION: Approve.
6. Approval of Contract for Lead Based Paint Risk Assessor and Clearance Testing Services. REQUESTED ACTION: Approve.
7. Approval of Contract for Boiler Replacement at Eastwood Apartments. 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. Approval of Mural on Germain Towers Stair Tower.
9. Approval of Funding for and Suspension of the Homestead Incentive Loan Program.
10. Approval of Contract for Boiler Replacement at Empire Apartments.

11. Report on Activities.

Open Discussion:

Adjourn.

**HOUSING & REDEVELOPMENT AUTHORITY OF ST. CLOUD, MN
STUDY SESSION**

Wednesday, March 26, 2025

A Study Session for the St. Cloud HRA Board of Commissioners was held on Wednesday, March 26, 2025 at 1225 West St. Germain Street, St. Cloud, MN 56301. Vice-Chair Seal Dwyer called the Study Session to order at 5:00 p.m. Commissioners present: Scott Brodeen, Tami Calhoun, John Dvorak, Seal Dryer, and Hani Jacobson. Commissioners absent: John Dvorak, Nancy Gohman, and Hudda Ibrahim.

Executive Director, Louise Reis, shared the HRA has had a Memorandum of Understanding with the St. Cloud Police Department for a number of years and as part of the agreement, the police department provides a liaison officer for the HRA, and the HRA then pays the salary back to the City for their services. Ms. Reis introduced Officer D’Andre Clark, the current liaison officer, to provide an overview of calls for service from 2024.

Officer Clark said he has been with the HRA since 2021, noting he is available for calls for service to the employees and residents at the properties during the daytime from 9:00a.m.-5:00p.m. Officer Clark shared a handout showing the 2024 calls for service report summary for the various HRA properties, and said that medical calls remain the highest at 349 calls in 2024. The next highest is behavioral health calls at 135 calls in 2024. Officer Clark noted HRA properties are safe, especially when comparing to properties in other areas of the city. Commissioner Calhoun said she is happy to hear the HRA residents are safe, and Commissioner Dwyer added there has been a consistent decrease in service calls every year that Officer Clark has been with the HRA, and attributes it to the rapport he has built with residents. Officer Clark said he feels welcomed at the properties and wants residents to know he is there to assist them.

Commissioner Jacobson asked for clarification about the medical calls and Officer Clark said that medical calls vary in severity but could include lift calls, chest pain calls, and medical alarm pendant calls, as examples. Officer Clark added a lot of the medical calls has to do with the population the HRA serves. Commissioner Brodeen asked how the calls get routed to Officer Clark, and he responded that he does hand out business cards to residents, but the dispatch team at the police department reroute calls to him when he is on call, and any calls that go to his voicemail at the police department are rerouted to his cell phone during the daytime.

The Board thanked Officer Clark for his service, and there being no further business the Study Session adjourned at 5:10 p.m.

ATTEST:

Chair, Nancy Gohman

Secretary, Hani Jacobson

**HOUSING & REDEVELOPMENT AUTHORITY OF ST. CLOUD, MN
REGULAR MEETING**

Wednesday, March 26, 2025

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, March 26, 2025 at 1225 West St. Germain Street, St. Cloud, MN 56301. Vice-Chair Seal Dwyer called the meeting to order at 5:11 p.m.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance spoken. Commissioners present: Scott Brodeen, Tami Calhoun, Seal Dryer, and Hani Jacobson. Commissioners absent: John Dvorak, Nancy Gohman, and Hudda Ibrahim.
2. Approval of Agenda – Commissioner Jacobson moved for approval; Commissioner Calhoun seconded the motion. All Commissioners voted in favor; the motion carried.
3. Approval of Study Session Minutes, February 26, 2025 – approved as presented.
4. Approval of Regular Minutes, February 26, 2025 – approved as presented.
5. Approval of Interfund Loans and Transfers – approved as presented.
6. Approval of Contract for Design / Engineering Services for Wilson Apartments Electrical Panel Replacements – contract approved with Stantec Consulting Services, Inc. in the amount of \$35,582.00 for the design and engineering services for the replacement of the Federal Pacific (Stab-Lok) electrical panels at Wilson Apartments.

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: none.

New Business:

7. Approval of Resolution 2025-03 – Approval of Application to Minnesota Housing’s Publicly Owned Housing Program (POHP) for Empire Apartments – Ms. Reis said the HRA is applying for funds under the POHP program. Minnesota Housing has \$40 million available for local units of government to use for non-recurring capital projects to improve public housing units and reduce operating costs. Ms. Reis said the HRA is applying for \$4,840,000.00 to replace plumbing lines. Commissioner Calhoun asked if the project replaces all plumbing lines and Ms. Reis said yes, the plumbing is original to the building from 1971 and it all needs to be replaced. Commissioner Brodeen asked if the intent is for the project to remain the original use as public housing so the HRA does not have to pay back the loan, and Ms. Reis said yes, the loan program has a 20-year term with no payments if the property remains in public ownership for a 35-year compliance period. Commissioner Brodeen moved for approval; Commissioner Jacobson seconded the motion. All Commissioners voted in favor; the motion carried.
8. Approval of Resolution 2025-04 – Approval of Application to Minnesota Housing for Bring It Home Program – Ms. Reis said the Bring It Home Rental Assistance Program is a new program to created to give rental assistance for low-income families across Minnesota. The program is funded by state appropriations and will fund tenant-based rental assistance for cost-burdened households earning up to 50% area media income or less. The voucher staff will oversee the program, and the minimum annual grant award was estimated at \$2,014,786.00 for the HRA. Commissioner Calhoun asked if the program is new to the HRA, and Ms. Reis said yes, it is a new program across the state. Commissioner Jacobson asked if it is for current wait list applicants or if anyone can apply. Voucher Programs

Manager, Lori Lygre, responded a new waiting list will be established because there are differences between the Section 8 vouchers and the Bring It Home program. Ms. Lygre said people could potentially be on both waiting lists. Commissioner Jacobson moved for approval; Commissioner Brodeen seconded the motion. All Commissioners voted in favor; the motion carried.

9. Report on Activities – Ms. Reis shared that HRA staff presented housing information for Brenda’s Helping Hands at the “Housing & Independent Living Workshop” for youth ages 17-24; the workshop was held at the St. Cloud Public Library. Commissioner Jacobson asked if there was an update on the Deputy Director position. Ms. Reis said an offer has been extended with a tentative start date of April 14.

There being no further business, the Regular Meeting adjourned at 5:21 p.m.

ATTEST:

Secretary, Hani Jacobson

Chair, Nancy Gohman

TO: St. Cloud HRA Board of Commissioners
 FROM: Louise Reis, Executive Director
 DATE: April 14, 2025
 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	\$ 23,802.12
Germain Towers	14,888.19
Eastwood	1,036.45
Al Loehr	249.56
Creeks	8,393.23
Westwood One	1,126.61
Westwood Two	1,710.36
Riverside	3,571.86

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 December 31, 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 last six months of 2024, the HRA has recovered the following amounts:

Public Housing	\$ 3,145.91
Germain Towers	1,278.26
Northway A & B	1,127.10
Creeks	1,099.85
Swisshelm Two	327.00
Westwood One	200.00
Westwood Two	1,090.00
Riverside	748.65

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
Year Ending December 31, 2024**

	Rental Income	A/R W/O 6/30/2024	A/R W/O 12/31/2024	Total A/R W/O 2024	Total W/O as % of Income	Total 2024 Recoveries	Net W/O as % of Income
Empire Apts	313,575.00	4,285.10	4,470.08	8,755.18	2.79%	\$ 7,200.22	0.50%
Scattered Sites	413,527.00	0.00	10,287.19	10,287.19	2.49%	16,744.33	-1.56%
Wilson Apts	421,267.00	808.56	9,044.85	9,853.41	2.34%	1,894.59	1.89%
Total Public Housing	1,148,369.00	5,093.66	23,802.12	28,895.78		25,839.14	
Germain Towers	214,719.00	4,623.75	14,888.19	19,511.94	9.09%	2,100.94	8.11%
Northway A & B	373,252.00	0.00	0.00	0.00	0.00%	1,127.10	-0.30%
Eastwood	97,556.00	2,879.68	1,036.45	3,916.13	4.01%	4,810.35	-0.92%
Al Loehr	326,459.00	51.52	249.56	301.08	0.09%	0.00	0.09%
Creeks	170,393.00	0.00	8,393.23	8,393.23	4.93%	10,205.50	-1.06%
Brownstones	85,758.00	0.00	0.00	0.00	0.00%	0.00	0.00%
Swisshelm One	234,088.00	0.00	0.00	0.00	0.00%	3,270.82	-1.40%
Swisshelm Two	235,471.97	5,599.63	0.00	5,599.63	2.38%	6,925.71	-0.56%
Westwood One	219,157.00	5,815.04	1,126.61	6,941.65	3.17%	8,403.08	-0.67%
Westwood Two	254,771.00	3,459.60	1,710.36	5,169.96	2.03%	2,576.69	1.02%
Riverside	563,036.03	3,253.57	3,571.86	6,825.43	1.21%	2,601.90	0.75%
	<u>3,923,030.00</u>	<u>30,776.45</u>	<u>54,778.38</u>	<u>85,554.83</u>	<u>2.18%</u>	<u>67,861.23</u>	<u>0.45%</u>

<i>Balance as of December 31, 2024</i>	A/R Balance Prior to W/O	A/R W/O @ 12/31/2024 % total A/R	A/R Balance After W/O	
Empire Apts	8,752.16	51.07%	4,282.08	\$ 13,193.57 Rents
Scattered Sites	28,034.54	36.69%	17,747.35	41,584.81 Maintenance/Damages/Move-out Charges
Wilson Apts	12,193.83	74.18%	3,148.98	<u>\$ 54,778.38</u> Total Write-offs
Total Public Housing	48,980.53	48.60%	25,178.41	
Germain Towers	21,953.12	67.82%	7,064.93	
Northway A & B	5,768.76	0.00%	5,768.76	
Eastwood	6,479.13	16.00%	5,442.68	
Al Loehr	11,009.81	2.27%	10,760.25	
Creeks	15,203.66	55.21%	6,810.43	
Brownstones	3,205.10	0.00%	3,205.10	
Swisshelm One	5,843.15	0.00%	5,843.15	
Swisshelm Two	14,142.80	0.00%	14,142.80	
Westwood One	5,976.29	18.85%	4,849.68	
Westwood Two	13,248.39	12.91%	11,538.03	
Riverside	8,392.85	42.56%	4,820.99	
	<u>160,203.59</u>		<u>105,425.21</u>	

**St. Cloud HRA
Tenant Write-Off History by Property**

	2024	2023	2022	2021
PUBLIC HOUSING				
Total Write-offs	28,895.78	64,844.62	29,626.94	30,801.77
Total Recoveries	25,839.14	10,309.93	6,582.51	4,745.75
Net Write-Offs (Recoveries)	3,056.64	54,534.69	23,044.43	26,056.02
Net Write-Offs as a % of Rental Revenue	0.27%	5.12%	2.39%	2.70%
GERMAIN TOWERS				
Total Write-offs	19,511.94	3,800.25	3,965.04	867.08
Total Recoveries	2,100.94	1,773.68	693.97	701.44
Net Write-Offs (Recoveries)	17,411.00	2,026.57	3,271.07	165.64
Net Write-Offs as a % of Rental Revenue	8.11%	0.96%	1.69%	0.08%
NORTHWAY A & B				
Total Write-offs	0.00	8,490.20	5,182.17	333.43
Total Recoveries	1,127.10	2,671.87	346.43	213.00
Net Write-Offs (Recoveries)	(1,127.10)	5,818.33	4,835.74	120.43
Net Write-Offs as a % of Rental Revenue	-0.30%	1.66%	1.48%	0.04%
EASTWOOD				
Total Write-offs	3,916.13	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)	(894.22)	3,789.30	2,021.32	14,576.95
Net Write-Offs as a % of Rental Revenue	-0.92%	3.88%	2.11%	17.48%
AL LOEHR				
Total Write-offs	301.08	10,254.37	5,813.21	962.99
Total Recoveries	0.00	2,915.00	45.08	0.00
Net Write-Offs (Recoveries)	301.08	7,339.37	5,768.13	962.99
Net Write-Offs as a % of Rental Revenue	0.09%	2.44%	2.02%	0.34%
CREEKS				
Total Write-offs	8,393.23	1,487.22	13,335.81	7,964.48
Total Recoveries	10,205.50	6,548.06	2,803.00	0.00
Net Write-Offs (Recoveries)	(1,812.27)	(5,060.84)	10,532.81	7,964.48
Net Write-Offs as a % of Rental Revenue	-1.06%	-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	-1.40%	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	6,925.71	2,622.16	1,371.41	560.08
Net Write-Offs (Recoveries)	(1,326.08)	10,855.31	4,102.03	4,573.86
Net Write-Offs as a % of Rental Revenue	-0.56%	5.30%	2.07%	2.33%
WESTWOOD ONE				
Total Write-offs	6,941.65	5,585.69	10,792.99	12,318.13
Total Recoveries	8,403.08	6,538.70	6,571.68	643.14
Net Write-Offs (Recoveries)	(1,461.43)	(953.01)	4,221.31	11,674.99
Net Write-Offs as a % of Rental Revenue	-0.67%	-0.46%	2.10%	6.26%
WESTWOOD TWO				
Total Write-offs	5,169.96	4,205.93	7,385.96	2,610.65
Total Recoveries	2,576.69	3,940.13	2,248.87	1,847.36
Net Write-Offs (Recoveries)	2,593.27	265.80	5,137.09	763.29
Net Write-Offs as a % of Rental Revenue	1.02%	0.11%	2.09%	0.31%
RIVERSIDE				
Total Write-offs	6,825.43	7,675.59	13,853.57	4,021.98
Total Recoveries	2,601.90	454.63	1,662.45	0.00
Net Write-Offs (Recoveries)	4,223.53	7,220.96	12,191.12	4,021.98
Net Write-Offs as a % of Rental Revenue	0.75%	1.37%	2.34%	0.81%

TO: Housing and Redevelopment Authority of St. Cloud, MN (HRA) Board of Commissioners
 FROM: Paul Soenneker, Project Manager
 DATE: April 9, 2025
 SUBJECT: Approval of Contract for Lead Based Paint Risk Assessor and Clearance Testing Services

Requested Action: Approve the contract with Environmental Health Testing Services for the Lead Based Paint Risk Assessments and Clearance testing services for various loan programs offered by the HRA.

Background: Several different rehabilitation loans that the HRA administers require lead-based paint risk assessments to be completed on homes built prior to 1978. We solicited proposals from three companies and placed it on the HRA website. We received proposals from one company as outlined below. The HRA would enter into a contract for professional services to conduct approximately 15 -20 lead-based paint risk assessments and the clearance testing over the next year. The contract will be for a period of two years and if agreeable to both the HRA and the contractor; this agreement may, at the end of the initial period, be extended for an additional two years.

Environmental Health Testing Services has been doing this service for the past four years.

The following proposals for this service have been received:

	<u>Risk Assessment</u>	<u>Clearance Test</u>	<u>Total if both are needed</u>
Environmental Health Testing Services 2950 Aquila Ave. S. Minneapolis, MN 55426	\$465.00	\$275.00	\$740.00

Frequency of Requests: Every two to four years

Related Action: None.

Future Action: None.

Relationship to Goals: Goal #2 - HRA will promote fair housing and strive for high performance in HRA properties and housing subsidy programs.

Budget Impact: CDBG funds will be used from the Single-Family Rehabilitation Loan Program to pay for these Risk Assessments and Clearance tests.

TO: Housing and Redevelopment Authority of St. Cloud, MN (HRA) Board of Commissioners

FROM: Paul Soenneker, Project Manager

DATE: April 15, 2025

SUBJECT: Approval of Contract for Boiler Replacement at Eastwood Apartments

Requested Action: Approve the contract with Yale Mechanical in the amount of \$37,700.00 for the replacement of 2 boilers at Eastwood Apartments.

Background: There are currently 2 boilers that heat the building. We estimate the original manufacture date of the boilers to be 1994. They were installed in Eastwood around 2004 or 2005. Slant/Fin Corporation, the manufacturer of the existing boilers is no longer in business and multiple maintenance companies have told us that parts are becoming harder to find and they recommend replacing the existing boilers.

The St. Cloud HRA hired GLT Architects / Design Tree Engineering to evaluate the existing heating system and to create replacement plans and specifications for the contractors to provide pricing. They solicited fee quotes from five local companies. Two contractors submitted quotes by the due date and time.

Quotes

Weidner Plumbing and Heating Co 29 Wilson Ave. NE St. Cloud, MN 56304	\$37,700.00
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Yale Mechanical 1301 10 th St. N. Sauk Rapids, MN 56379	\$37,700.00
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Because the quotes from each contractor are the same & they both listed the same boiler manufacturer it was determined that their quotes were equal. HRA procurement policy states if equal low quotes are received from responsible contractors; award shall be made by drawing lots or similar random method. Representatives from each company were present on April 15, 2025 when their company names were placed in sealed envelopes and then placed in a box. A HRA staff member drew from the box and Yale Mechanical's name was drawn. Therefore, I am recommending awarding the contract to Yale Mechanical for the sum of \$37,700.00

Frequency of Requests: Once

Related Action: None.

Future Action: None.

Relationship to Goals: Goal #2 - HRA will promote fair housing and strive for high performance in HRA properties and housing subsidy programs.

Budget Impact: This item will be funded through the American Rescue Plan State and Local Fiscal Recovery Funds through Benton County.

TO: Housing and Redevelopment Authority of St. Cloud, MN (HRA) Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: April 16, 2025
SUBJECT: Approval of Mural on Germain Towers Stair Tower

Requested Action: Approval of Mural on Germain Towers Stair Tower

Background: The HRA owns and manages Germain Towers. Within Germain Towers there is a portion of space that is rented by the Paramount Center for the Arts. At the present time, the Paramount has their name on the stair tower closest to the Paramount entrance by the parking ramp. See the attached photo. We have been approached by the Paramount for permission for an artist to design and install a mural with paint and/or another possible art medium.

Frequency of Request: N/A

Related Actions: None.

Future Action: None at this time.

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

Budget Impacts: There would be no budget impact to Germain Towers.

TO: Housing and Redevelopment Authority of St. Cloud, MN (HRA) Board of Commissioners

FROM: Karen Rizer, CPA
Finance Director

DATE: April 15, 2025

SUBJECT: Funding for and Suspension of the Homestead Incentive Loan Program

Requested Action: Approve the following actions for the Homestead Incentive Loan Program, with an effective date of April 23, 2025:

- Designate \$15,000 for the Homestead Incentive Loan Program, which is \$14,680 from loan repayments in previous down payment assistance programs and \$320 of reserves)
- Allow for any loans currently in process with the lender's to be completed. (Any short-fall will be repaid through future loan repayments or revenue.)
- Suspend the program until at least \$150,000 is available to re-start the program.

Background: The Homestead Incentive Loan Program provides a qualified homebuyer up to \$5,000 to be used for down payment, closing costs, and prepaids. This loan is interest free and payment free but not forgiven. It runs co-terminus with the first mortgage and is due and payable at time of sale, refinance, if the home ceases to be the primary residence of the homeowner, or when the first mortgage term ends.

This program has primarily been funded through repayments from other past down payment assistance (DPA) programs, reserves generated from conduit debt issuer's fees, and the tax levy.

Because a significant portion of the HRA's overall operating budget is federal, and there are current uncertainties in both the level of future federal funding and what effect current policies may have on operating costs, HRA management is not recommending funding this program with reserves in order to keep it going, because those funds may be needed for HRA costs in the near future.

Options: Approve, deny, or table.

Frequency of Request: One time.

Related Actions: None

Future Action: Assess program for additional future funding.

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

Budget Impact: Indicated above.

TO: Housing and Redevelopment Authority of St. Cloud, MN (HRA) Board of Commissioners
 FROM: Paul Soenneker, Project Manager
 DATE: April 16, 2025
 SUBJECT: Approval of Contract for Boiler Replacement at Empire Apartments

Requested Action: Approve the contract with Kraft Contracting & Mechanical in the amount of \$193,000.00 for the replacement of 2 boilers and 2 water pumps at Empire Apartments.

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

The HRA hired Design Tree Engineering to evaluate the existing heating system and to create replacement plans and specifications for the contractors to bid. They solicited bids from contractors. The invitation for bids was placed on the HRA website, QuestCDN website and advertised in the St., Cloud Times. Six contractors submitted bids by the due date and time.

	<u>Bids</u>
Advantage Mechanical 1615 10 th Ave. S. St. Cloud, MN 56301	\$248,000.00
Burnn Boiler and Mechanical 4137 ½ Woodland Rd. Lexington, MN 55014	\$230,000.00
Ellingson Plumbing, Heating, A/C & Electrical 2510 S. Broadway St. Alexandria, MN 56308	\$257,515.00
Kraft Contracting & Mechanical 701 Elm St. E. St. Joseph, MN 56374	\$193,000.00
Weidner Plumbing and Heating Co 29 Wilson Ave. NE St. Cloud, MN 56304	\$237,000.00
Yale Mechanical 1301 10 th St. N. Sauk Rapids, MN 56379	\$247,498.00

Paul Quirin, Design Tree Engineers Mechanical Engineer-of-Record reviewed the bids with HRA staff and recommends awarding the work to Kraft Contracting & Mechanical.

Frequency of Requests: Once

Related Action: Contract award to Design Tree Engineering for Design / Engineering Services.

Future Action: None.

Relationship to Goals: Goal #2 - HRA will promote fair housing and strive for high performance in HRA properties and housing subsidy programs.

Budget Impact: This item will be funded through Minnesota Housing under the Publicly Owned Housing Program and HUD's Capital Fund Program.

TO: Housing and Redevelopment Authority of St. Cloud, MN (HRA) Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: April 15, 2025

SUBJECT: Report on Activities

Fair Housing: April is Fair Housing Month. There will be fair housing training at the monthly HRA staff meeting.

Revenue Recapture Audit: The Minnesota Department of Revenue conducted an audit of the HRA's agency claim process, a sampling of claims and records related to those debts. The audit had one finding that stated two payments were not reported timely to Revenue Recapture. Payments must be reported within 30 days and we missed the 30-day deadline.

Housing Choice Voucher Program: During the month of March 2025 there were 4 housing choice vouchers released for program violations.

As of March 31, 2025 - Port In 110, Port Out 43

CDBG Update:

For the homeowner rehab program:

- 4 in construction
- 13 on waiting list
- 6 in eligibility stage

Housing Department Vacancy Report – For the Month Ending March 31, 2025

Fund: Public Housing – 291 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>03/31/25</u>
Empire	89	2.53%	2
Wilson	126	1.39%	1
Scattered Sites	76	2.54%	1

Fund: Section 8 New Construction – 162 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>03/31/25</u>
Germain	60	3.97%	1
Grace/NWB	102	1.67%	1

Fund: Tax Credit – 249 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>03/31/25</u>
Creeks	24	1.03%	0
Brownstones	12	4.57%	0
Swisshelm One	32	8.33%	3 *
Westwood One	32	5.87%	0
Swisshelm Two	32	12.7%	4 *
Westwood Two	32	4.24%	2
Riverside	85	6.53%	7 *

Fund: Affordable Housing – 79 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>03/31/25</u>
Eastwood	18	6.63%	1
Loehr	61	1.95%	1
3SFH	3	62.3%	1

*currently working with applicants as they apply, advertising online and with St. Cloud Live