

ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY ANNUAL MEETING

Wednesday, January 22, 2025

The Annual Meeting of the St. Cloud HRA was held on Wednesday, January 22, 2025 at 1225 West St. Germain Street. Chair Nancy Gohman called the meeting to order at 5:00 p.m. She presided over the meeting remotely from 493 Pine Street, Fairhope, Alabama 36532. The Regular Meeting immediately followed.

1. Roll Call and Pledge of Allegiance: Commissioners present: Tami Calhoun, Mike Conway, John Dvorak, Seal Dwyer, Nancy Gohman, Hudda Ibrahim, and Hani Jacobson. Commissioners absent: none. Pledge of Allegiance was spoken.

2. Approval of Agenda – Agenda approved as presented.

3. Election of Board Officers for 2025: Commissioner Dvorak moved for Commissioner Gohman to be elected as Chair; Commissioner Conway seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.

Commissioner Conway moved for Commissioner Dwyer to be elected as Vice Chair; Commissioner Jacobson seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.

Commissioner Dwyer moved for Commissioner Jacobson to be elected as Secretary; Commissioner Dvorak seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.

4. Review and Approval of Professional Responsibilities and the Code of Professional Conduct and Ethics for Commissioners: Commissioner Dvorak moved for approval; Commissioner Dwyer seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.

5. Designation of Committees: Committee of the Whole: Commissioner Dvorak moved for approval; Commissioner Dwyer seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.

Audit Committee: Commissioners Dvorak, Dwyer, and Gohman currently serve on this committee. Commissioner Dvorak made a motion for Dvorak, Calhoun, and Ibrahim to serve on the committee; Commissioner Dwyer seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.

Personnel Committee: Commissioners Dvorak, Dwyer, and Jacobson serve on this committee. Commissioner Conway made a motion for Dvorak, Dwyer, and Jacobson to remain on the committee; Commissioner Dvorak seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.

6. Designation of Official Newspaper – Commissioner Dvorak moved to continue with the St. Cloud Times as the HRA’s official newspaper; Commissioner Conway seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.

7. Designation of Official Depository – Commissioner Dvorak moved to continue using Bremer Bank as the HRA’s official depository; Commissioner Dwyer seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.

8. Designation of Legal Representation – Commissioner Dvorak moved to continue using Rinke Noonan; Commissioner Conway seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.

9. Designation of Auditors – Commissioner Dvorak moved to continue using Redpath and Company, LTD as the HRA auditor; Commissioner Dwyer seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.

10. Set Commissioner Compensation for 2024 – Commissioner Conway moved for the compensation to remain at the rate of \$75.00 per meeting as allowed by statute; Commissioner Jacobson seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.

11. Meeting Dates and Times – Chair Gohman asked if anyone had any changes or objections to the proposed schedule; there being none, Commissioner Dvorak moved for approval; Commissioner Conway seconded the motion. All Commissioners were in favor of dates and times proposed for the fourth Wednesday of each month with the following exceptions: November’s meeting date moved up to November 19, 2025 and December’s meeting moved up to December 17, 2025. A roll call vote was taken and all Commissioners voted in favor. The motion carried.

12. Annual Reports for 2025 – Ms. Reis referred to pages 8 and 9 of the packet with a chart showing the SEMAP scores for 2023 and the updated waiting list applicant numbers as of January 1, 2025. She stated the HRA previously did a clean-up of waiting lists prior to the software conversion to Yardi, sending out top of the list letters to all applicants to get an accurate reflection of individuals still interested in moving in, because it is a small percentage of people that respond after being on the waiting lists for several years. Ms. Reis then moved to the 2020 to 2025 goals, noting in 2025 new goals will be set for the next five years.

Voucher Programs Manager Lori Lygre began the Voucher Programs discussion by saying the HRA administers 1,050 Housing Choice Vouchers (HCV), which includes 8 Project-Based Vouchers (PBV). Commissioner Calhoun asked about the locations of the Project-Based Vouchers. Ms. Lygre responded there are four designated to Swisshelm Village Apartments and four designated to Westwood Village Apartments. Ms. Lygre shared there are 75 HUD-Veterans Affairs Supportive Housing (VASH) Vouchers that the HRA partners with the St. Cloud VA to administer; 49 Mainstream Vouchers (MV); 35 Emergency Housing Vouchers (EHV); 4 Foster Youth to Independence Vouchers (FYI), and 7 Stability Vouchers. Commissioner Calhoun asked about the FYI Vouchers. Ms. Reis said the vouchers are for youth that are in foster care or coming out of foster care. Ms. Lygre added this is the only voucher program that has a limited 36-month rental assistance rule made by HUD. Commissioner Calhoun asked if FYI Voucher holders could stay in the housing after the 36-month timeline and Ms. Lygre said yes, the county can continue to provide support services to help them after the voucher expires. Ms. Lygre added all of the aforementioned vouchers can be used in the City of St. Cloud, and in Benton County, Sherburne County, and Wright County.

Ms. Lygre then moved to HUD Continuum of Care (CoC), and said the HRA administers 3 grants funded by HUD through the Central Minnesota CoC; 50 Tenant-Based Rental Assistance slots and 9 Domestic Violence Rapid Re-Housing slots, noting the jurisdiction for the HUD CoC grants is Stearns, Benton, Sherburne, and Wright Counties. Ms. Lygre added there are state and locally funded rental assistance programs and the HRA administers 37 Minnesota Housing Bridges Rental Assistance Certificates, 21 CommUNITY Mental Health Initiative (CAMHI) Certificates, and 10 Assertive Community Treatment (ACT) Certificates, noting the jurisdiction for the state and locally funding programs is Stearns, Benton, Sherburne, and Wright Counties.

Property Manager Matt Swanson continued the meeting with the Property Management and Rental Programs section. He started with Public Housing on page 22, and noted vacancy rates had dropped to

2.85% versus the vacancy rate of 3.07% in 2023. Mr. Swanson said the HRA has 291 Public Housing units, with 89 units at Empire Apartments, 126 units at Wilson Apartments, and 76 family units, including 40 scattered site homes. Mr. Swanson continued with Section 8 New Construction noting the HRA owns and manages 162 units, with 102 units at Grace McDowall Apartments and Northway B Townhomes, and 60 units at Germain Towers Apartments. On page 26, Mr. Swanson shared the HRA has two apartment complexes under the Affordable Housing Fund: 18 units at Eastwood Apartments and 61 units at Al Loehr Apartments. Moving to page 28, Mr. Swanson shared the HRA has seven tax credit properties: 24 units at The Creeks Townhomes, 12 units at The Brownstones Townhomes, 64 units at Westwood Village Apartments, 64 units at Swisshelm Village Apartments, and 85 units at Riverside Apartments.

Project Manager Paul Soenneker summarized the Capital Fund Program projects. He shared that in 2024 there were 19 projects completed and 7 projects still in progress under the CDBG Single Family Homeowner Housing Rehabilitation Loan Program. Mr. Soenneker added that there were 11 loan repayments (program income) totaling \$234,569. The St. Cloud Fix Up Loan Program issued 9 loans in 2024 totaling \$214,209. The MN Housing Rehab Loan Program had two homes started in 2024 and there are currently four applicants on the waiting list. The Homestead Incentive Program assisted 56 households in 2024, totaling \$280,000.

Chair Gohman thanked staff members for the reports and the work done by the agency. There being no further discussion, Chair Gohman adjourned the Annual Meeting at 5:58 p.m.

ATTEST:


Secretary, Hani Jacobson


Chair, Nancy Gohman

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

Wednesday, January 22, 2025

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, January 22, 2025 at 1225 West St. Germain Street, St. Cloud, MN 56301. Chair Nancy Gohman called the meeting to order at 5:59 p.m., presiding over the meeting remotely from 493 Pine Street, Fairhope, Alabama 36532.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance spoken. Commissioners present: Tami Calhoun, Mike Conway, John Dvorak, Seal Dwyer, Nancy Gohman, Hudda Ibrahim, and Hani Jacobson. Commissioners absent: none.
2. Approval of Agenda – Chair Gohman added Item 12: Approval of Contract for Replacement of Domestic Water Heating System at Empire Apartments to the agenda. Commissioner Dvorak moved for approval; Commissioner Dwyer seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.
3. Approval of Study Session Minutes, December 18, 2024 – approved as presented.
4. Approval of Regular Minutes, December 18, 2024 – approved as presented.
5. Approval of Painting Services Contract for Vacant Units – contract approved with Masterpiece Painting LLC for painting of vacant units when needed for the next two years with a renewal option for another two years.
6. Approval of Contract for Replacement of Flat Roof at Grace McDowall Apartments – contract approved with Granite City Roofing Inc. in the amount of \$31,980.00 to remove and replace the flat ballasted roof system at Grace McDowall Apartments.

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

Old Business: none.

New Business:

7. Approval of Resolution 2025-01 – Approval of Section 8 Management Assessment Program (SEMAP) Certification – Ms. Reis shared every year the HRA is required by HUD to process and have board approval for performance measures on key areas of the Section 8 Housing Choice Voucher Program. Commissioner Dvorak moved for approval; Commissioner Dwyer seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.
8. A. Approval of Resolution 2025-02 – Approval of Exclusive Letter of Intent for Pinecone Road Property – Ms. Reis said during 2024 the HRA Board of Commissioners approved the letter of intent for the sale and donation of the parcel of land located on Pinecone Road to Central Minnesota Housing Partnership (CMHP) for the purpose of constructing senior housing for low-to moderate-income households. The project was not funded in 2024, however CMHP will apply again in 2025. The Board needs to approve the Resolution and Letter of Intent so the HRA can hold the property for CMHP to apply for the tax credits in 2025.

Commissioner Conway moved for approval; Commissioner Jacobson seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.

B. Approval of Letter of Support. Commissioner Dwyer moved for approval; Commissioner Jacobson seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.

9. Approval of Issuance of Project Based Voucher Request for Proposal – Ms. Reis shared the Department of Housing and Urban Development (HUD) allows a housing authority to take up to 20 percent of the tenant-based vouchers to be attached to a specific building and unit. The HRA is looking to work with a consultant to see if PBVs could be designated for the senior housing property CMHP is hoping to develop. Commissioner Dvorak moved for approval; Commissioner Conway seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.

10. Approval of Contract for Recruiting Services – Ms. Reis said the HRA had a Deputy Director hired to start work on January 2, 2025. However, the applicant decided to stay with their current employer. The HRA is in the process of hiring a company to help with the search. The HRA received three proposals and recommend moving forward with Operations Inc., a Human Resource Consultant Company under the Gallagher Company in the amount of \$25,600. Commissioner Dvorak moved for approval; Commissioner Dwyer seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.


11. Report on Activities – Ms. Reis shared the HRA has one lot remaining on 19th Avenue North, and in August 2024 the HRA applied to Minnesota Housing Impact Funds for a grant to build a single-family home. The HRA has been informed that the agency was awarded the grant, receiving \$99,252 for construction materials with the labor being provided by the St. Cloud Technical & Community College. Chair Gohman asked about the grant amount and where the additional building funds will come from. Ms. Reis said she would be working with Finance Director, Karen Rizer, to allocate additional funds for the project.

Ms. Reis added the Bring It Home Rental Assistance Program anticipates the Request for Proposals will be issued in the next couple of months and the HRA does not expect the grant award until late 2025. Voucher Programs Manager, Lori Lygre, added the HRA anticipates an additional 165-215 vouchers for the HRA, and families with children will be prioritized. Chair Gohman asked Project Manager, Paul Soenneker, for a CDBG update. Mr. Soenneker responded the HRA is starting another six loans (off of the waiting list of 21 applicants).

12. Approval of Contract for Replacement of Domestic Water Heating System at Empire Apartments – Mr. Soenneker requested approval of a contract with Yale Mechanical in the amount of \$35,382.00 for the replacement of the domestic water heating system with Reliable controls at Empire Apartments. Mr. Soenneker said the existing domestic water heating system at Empire Apartments was installed in 2016 and over the past couple years, there have been several maintenance issues where the boiler would not fire and the building ran out of hot water. He added that the Reliable controls allows HRA staff to monitor the systems from their computers. Commissioner Conway moved for approval; Commissioner Dwyer seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.

There being no further business, the meeting adjourned at 6:30 p.m.

ATTEST:


Secretary, Hani Jacobson


Chair, Nancy Gohman