



**REGULAR MEETING OF THE  
ST. CLOUD HRA BOARD OF COMMISSIONERS  
Wednesday, December 17, 2025**

**St. Cloud HRA, 1225 West St. Germain Street, St. Cloud, Board Room  
Wednesday, December 17, 2025  
*Immediately following 5:00 p.m. Study Session***

**STUDY SESSION -- 5:00 P.M.  
AGENDA: Budgets Discussion and Operations Updates**

**Mission Statement: To enhance the communities we serve by providing housing opportunities, fostering stability, and promoting neighborhood revitalization.**

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**STUDY SESSION -- Budgets Discussion and Operations Updates**

**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, November 19, 2025. REQUESTED ACTION: Approve.
4. Approval of Regular Meeting Minutes, November 19, 2025. REQUESTED ACTION: Approve.
5. Review of 2025 Financial Report. REQUESTED ACTION: None.
6. Approval of Resolution 2025-19 – Adopting the Operating Budgets for Calendar Year 2026. REQUESTED ACTION: Approve.
7. Approval of Contracts for Flooring Installation Services. REQUESTED ACTION: Approve.
8. Approval of Amended and Restated Exclusive Letter of Intent with Central Minnesota Housing Partnership (CMHP) for the Property Located at 1618 Pine Cone Road. REQUESTED ACTION: Approve.
9. Approval of Resolution 2025-20 – Application for Renewal of Continuum of Care Housing Grants. 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:**

10. Approval of HRA Goals and Action Steps for 2026-2031.

11. Report on Activities.

**Open Discussion:**

**Adjourn.**

**HOUSING & REDEVELOPMENT AUTHORITY OF ST. CLOUD, MN**  
**STUDY SESSION MINUTES**  
**Wednesday, November 19, 2025**

A Study Session for the St. Cloud HRA Board of Commissioners was held on Wednesday, November 19, 2025 at 1525 Northway Drive, St. Cloud, MN 56301. Chair Nancy Gohman called the Study Session to order at 5:01 p.m. Commissioners present: Scott Brodeen, Tami Calhoun, John Dvorak, Seal Dwyer, Nancy Gohman, Hudda Ibrahim, and Hani Jacobson.

Commissioners and staff members toured Grace McDowall Apartments, led by Property Manager Brenda Goldenstein. Following the tour, staff members Lori Lygre, Voucher Programs Manager; Sarah Rosenbaum, Senior Occupancy Specialist; Madina Ali, Occupancy Specialist presented the details of the up-coming Bring It Home program.

With no further discussion, the Study Session adjourned at 5:50 p.m.

ATTEST:

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Chair, Nancy Gohman

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Secretary, Hani Jacobson

## **HOUSING & REDEVELOPMENT AUTHORITY OF ST. CLOUD, MN**

### **REGULAR MEETING MINUTES**

**Wednesday, November 19, 2025**

A Regular Meeting for the Housing and Redevelopment Authority of St. Cloud (HRA) Board of Commissioners was held on Wednesday, November 19, 2025, at 1525 Northway Drive, St. Cloud, MN 56301. Chair Nancy Gohman called the Regular Meeting to order at 5:51 p.m.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance was spoken. Commissioners present: Scott Brodeen, Tami Calhoun, John Dvorak, Seal Dwyer, Nancy Gohman, Hudda Ibrahim, and Hani Jacobson.
2. Approval of Agenda – Commissioner Dwyer moved for approval; Commissioner Dvorak seconded the motion. All Commissioners voted in favor. The motion carried.
3. Approval of Study Session Minutes, October 22, 2025 – approved as presented.
4. Approval of Regular Meeting Minutes, October 22, 2025 – approved as presented.
5. Review of 2025 Financial Reports – no action required.
6. Approval of Resolution 2025-17 Designating Old National Bank as an Authorized Depository Designating Authorized Signers. REQUESTED ACTION: Approved as presented.
7. Ratification of Opening and Closing of Bank Accounts. REQUESTED ACTION: Approved as presented.
8. Approval of Change to Personnel Policy 05.01 – Elimination of Short-Term Disability, Effective January 1, 2026. REQUESTED ACTION: Approved as presented.
9. Approval of Resolution 2025-18 Authorization for Application to Minnesota City Participation Program. REQUESTED ACTION: Approved as presented.

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

Old Business:

9. None.

New Business:

10. Approval of Property Management and Relocation Specialist Position. Lori Lindberg, Executive Director, explained that the request for the new position is to support the pipe replacement projects at Wilson and Empire Apartments. Each project will be under construction for a period of 10-12 months. During these projects, the new position will be assisting Property Managers administering the relocation activities for residents, and will also be learning the Property Management role in preparation for moving into a Property Manager position at the end of 2026 or in early 2027. Commissioner Dvorak moved for

approval; Commissioner Ibrahim seconded the motion. All Commissioners voted in favor. The motion carried.

11. Approval to not waive the monetary limits on municipal tort liability established by Minn. Stat. § 466.04. Ms. Lindberg explained the annual application for Property and Casualty Insurance through the League of Minnesota Cities Insurance Trust had recently been completed. The Liability Coverage Waiver Form is a portion of the application, and needed completion. Historically, the form has been submitted to not waive the monetary limits on municipal tort liability. This step also will reduce costs associated with the insurance premium. Commissioner Calhoun moved for approval; Commissioner Dvorak seconded the motion. All Commissioners voted in favor. The motion carried.

12. Report on Activities – Ms. Lindberg shared that the restoration of the three units at Al Loehr Apartments which suffered damage as the result of a cooking fire was wrapping up and the residents would begin transitioning back into the units.

Ms. Lindberg, shared that the Wilson Apartments project was scheduled to begin December 1, 2025. A recent update by the contractor identified 54 units that will need additional modifications to the kitchen sink to allow residents to remain in their unit while work is being done on a neighboring stack. Waiting on permits and materials could create a one to two-week delay. Tenants are able to relocate to the GrandStay during the period their unit is undergoing modernization.

Ms. Lindberg shared that staff had recently attended a training on October 30, 2025 lead by Lisa Marvin. The training titled “Check your Engine Light” was well received by the staff.

November 6, 2025 was the deadline for completion of the staff 2025 Annual Performance Management plans.

Staff had recently attended two meetings of “Project Connect”.

The MCPP program statistics were reviewed as well as CDBG program statistics.

Ms. Lindberg shared that the Property Managers enhanced the marketing materials and continue to use apartments.com.

Lori Lygre, Voucher Programs Manager, reported the Voucher program statistics.

Open Discussion: none.

There being no further business, the Regular Meeting adjourned at 6:25 p.m.

ATTEST:

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Chair, Nancy Gohman

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Secretary, Hani Jacobson

Agenda Item: 5

FROM: Karen Rizer, CPA Finance Director

DATE: December 9, 2025

SUBJECT: 2025 Financial Reports

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**Requested Action:** None.

**Background:** The Board receives financial reports for certain properties and programs on a rotating basis.

The planned reporting schedule is as follows:

**June** – Empire Apartments, Scattered Sites (40 single family homes and 36 townhomes), Wilson Apartments, Germain Towers Apartments, Northway Projects A&B (Northway A/Grace McDowell Apartments and Northway B Townhomes), Eastwood Apartments, Al Loehr Apartments, Brownstones Townhomes, Creeks Townhomes, Riverside Apartments, Swisshelm One Apartments, Swisshelm Two Apartments, Westwood One Apartments, Westwood Two Apartments, Housing Choice Vouchers Program, Central Office Cost Center (COCC), Community Development Block Grant (CDBG) Program, Neighborhood Programs, and Community Housing.

**July and October** – Housing Choice Vouchers Program, Central Office Cost Center (COCC), Community Development Block Grant (CDBG) Program, Neighborhood Programs, and Community Housing.

**August and November** – Al Loehr Apartments, Brownstones Townhomes, Creeks Townhomes, Riverside Apartments, Swisshelm One Apartments, Swisshelm Two Apartments, Westwood One Apartments, and Westwood Two Apartments.

**September and December** – Empire Apartments, Scattered Sites (40 single family homes and 36 townhomes), Wilson Apartments, Germain Towers Apartments, Northway Projects A&B (Northway A/Grace McDowell Apartments and Northway B Townhomes), and Eastwood Apartments.

If you have any questions, call or email 320-202-3148 or [krizer@stcloudhra.com](mailto:krizer@stcloudhra.com) Thank you.

**Empire Apts - Public Housing**  
**Period = Jan 2025-Oct 2025**

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Var</b>
<b>INCOME</b>				
TENANT INCOME				
Rental Income	262,284	258,080	4,204	2 %
Other Tenant Income	29,200	37,500	-8,300	-22
TOTAL TENANT INCOME	<u>291,484</u>	<u>295,580</u>	<u>-4,096</u>	<u>-1</u>
GRANT INCOME				
HUD PHA Operating Grants/Subsidy	176,474	177,583	-1,109	-1
Other Government Grants-Federal	42,873	0	42,873	N/A
Other Government Grants - State	0	0	0	N/A
Capital Fund Grants-Capital	7,369	100,000	-92,631	-93
Capital Fund Grants-Operating	34,636	0	34,636	N/A
TOTAL GRANT INCOME	<u>261,352</u>	<u>277,583</u>	<u>-16,232</u>	<u>-6</u>
OTHER INCOME	7,173	0	7,173	N/A
<b>TOTAL INCOME</b>	<b><u>560,008</u></b>	<b><u>573,163</u></b>	<b><u>-13,155</u></b>	<b><u>-2</u></b>
<b>EXPENSES</b>				
ADMINISTRATIVE EXPENSES				
Administrative Salaries and Benefits	76,393	80,833	4,441	5
COCC Fees - Mgmt, Acctg, Intake	85,344	87,000	1,656	2
Legal Expense	5,910	6,667	757	11
Auditing Fees	4,335	5,700	1,365	24
Other Admin Expenses	14,722	27,017	12,295	46
TOTAL ADMINISTRATIVE EXPENSES	<u>186,703</u>	<u>207,217</u>	<u>20,514</u>	<u>10</u>
TENANT SERVICES EXPENSES	6,082	4,167	-1,916	-46
UTILITY EXPENSES				
Water	9,870	10,000	130	1
Sewer/Stormwater	12,152	10,000	-2,152	-22
Electricity	46,358	44,917	-1,441	-3
Gas	21,138	23,333	2,195	9
Street Light Utilities	2,652	2,583	-69	-3
TOTAL UTILITY EXPENSES	<u>92,170</u>	<u>90,833</u>	<u>-1,338</u>	<u>-1</u>
MAINTENANCE AND OPERATIONAL EXPENSES	231,220	223,333	-7,886	-4
GENERAL EXPENSES				
Insurance	18,812	20,300	1,488	7
Payments in Lieu of Taxes and R/E Taxes	7,500	7,500	0	0
Bad Debt	13,148	5,000	-8,148	-163
Protective Services	20,268	22,500	2,232	10
Other General Expense	68	0	-68	N/A
TOTAL GENERAL EXPENSES	<u>59,797</u>	<u>55,300</u>	<u>-4,497</u>	<u>-8</u>
CASH/BUDGET ITEMS				
Capital Assets	225,427	450,000	224,573	50
TOTAL CASH/BUDGET ITEMS	<u>225,427</u>	<u>450,000</u>	<u>224,573</u>	<u>50</u>
<b>TOTAL EXPENSES</b>	<b><u>801,399</u></b>	<b><u>1,030,850</u></b>	<b><u>229,450</u></b>	<b><u>22</u></b>
<b>NET INCOME</b>	<b><u>-241,391</u></b>	<b><u>-457,686</u></b>	<b><u>216,295</u></b>	<b><u>47</u></b>

**Scattered Sites**  
**Period = Jan 2025-Oct 2025**

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Var</b>
<b>INCOME</b>				
TENANT INCOME				
Rental Income	377,946	336,500	41,446	12 %
Other Tenant Income	65,908	62,600	3,308	5
<b>TOTAL TENANT INCOME</b>	<b>443,854</b>	<b>399,100</b>	<b>44,754</b>	<b>11</b>
GRANT INCOME				
HUD PHA Operating Grants/Subsidy	151,560	146,750	4,810	3
Other Government Grants-Federal	39,648	7,700	31,948	415
Capital Fund Grants-Operating	134,638	0	134,638	N/A
<b>TOTAL GRANT INCOME</b>	<b>325,846</b>	<b>154,450</b>	<b>171,396</b>	<b>111</b>
OTHER INCOME				
	771	0	771	N/A
<b>TOTAL INCOME</b>	<b>770,470</b>	<b>553,550</b>	<b>216,920</b>	<b>39</b>
<b>EXPENSES</b>				
ADMINISTRATIVE EXPENSES				
Administrative Salaries and Benefits	87,212	90,833	3,622	4
COCC Fees - Mgmt, Acctg, Intake	73,577	75,583	2,006	3
Legal Expense	6,082	5,000	-1,082	-22
Auditing Fees	3,932	5,300	1,368	26
Other Admin Expenses	22,548	23,667	1,119	5
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>193,351</b>	<b>200,383</b>	<b>7,033</b>	<b>4</b>
TENANT SERVICES EXPENSES	30	1,583	1,553	98
UTILITY EXPENSES				
Water	28,092	32,333	4,242	13
Sewer/Stormwater	36,257	29,333	-6,924	-24
Electricity	6,192	6,667	475	7
Gas	1,943	2,667	724	27
Street Light Utilities	2,741	2,917	176	6
<b>TOTAL UTILITY EXPENSES</b>	<b>75,224</b>	<b>73,917</b>	<b>-1,307</b>	<b>-2</b>
MAINTENANCE AND OPERATIONAL EXPENSES	530,964 (1)	366,667	-164,298	-45
GENERAL EXPENSES				
Insurance	35,838	38,900	3,062	8
Payments in Lieu of Taxes and R/E Taxes	10,420	10,417	-3	0
Bad Debt	-2	5,000	5,002	100
Protective Services	4,200	8,333	4,134	50
Other General Expense	69	0	-69	N/A
<b>TOTAL GENERAL EXPENSES</b>	<b>50,524</b>	<b>62,650</b>	<b>12,126</b>	<b>19</b>
HOUSING ASSISTANCE PAYMENTS				
Tenant Utility Payments-Public Housing	17,636	0	-17,636	N/A
FSS Escrow Payments	10,168	0	-10,168	N/A
<b>TOTAL HOUSING ASSISTANCE PAYMENTS</b>	<b>27,804</b>	<b>0</b>	<b>-27,804</b>	<b>N/A</b>
<b>TOTAL EXPENSES</b>	<b>877,898</b>	<b>705,200</b>	<b>-172,697</b>	<b>-24</b>
<b>NET INCOME</b>	<b>-107,427</b>	<b>-151,650</b>	<b>44,223</b>	<b>29</b>

(1) Quarry Townhomes furnace, water heater, & AC replacement \$109,898, Cedar Townhomes deck railing replacement \$21,400, and Quarry Parking lot replacement \$87,723

**Wilson Apts**  
**Period = Jan 2025-Oct 2025**

	YTD Actual	YTD Budget	Variance	% Var
<b>INCOME</b>				
TENANT INCOME				
Rental Income	375,150	351,167	23,983	7 %
Other Tenant Income	23,271	33,333	-10,062	-30
TOTAL TENANT INCOME	<u>398,421</u>	<u>384,500</u>	<u>13,922</u>	<u>4</u>
GRANT INCOME				
HUD PHA Operating Grants/Subsidy	238,134	226,583	11,551	5
Other Government Grants-Federal	58,177	0	58,177	N/A
Capital Fund Grants-Capital	168,254	200,000	-31,746	-16
Capital Fund Grants-Operating	0	0	0	N/A
TOTAL GRANT INCOME	<u>464,566</u>	<u>426,583</u>	<u>37,982</u>	<u>9</u>
OTHER INCOME	1,726	0	1,726	N/A
<b>TOTAL INCOME</b>	<b><u>864,713</u></b>	<b><u>811,083</u></b>	<b><u>53,630</u></b>	<b><u>7</u></b>
<b>EXPENSES</b>				
ADMINISTRATIVE EXPENSES				
Administrative Salaries and Benefits	97,193	101,667	4,474	4
COCC Fees - Mgmt, Acctg, Intake	135,232	138,667	3,434	2
Legal Expense	4,055	10,000	5,945	59
Auditing Fees	5,949	7,300	1,351	19
Other Admin Expenses	15,948	21,333	5,385	25
TOTAL ADMINISTRATIVE EXPENSES	<u>258,378</u>	<u>278,967</u>	<u>20,589</u>	<u>7</u>
TENANT SERVICES EXPENSES	5,501	8,333	2,832	34
UTILITY EXPENSES				
Water	11,612	11,833	222	2
Sewer/Stormwater	11,881	10,667	-1,214	-11
Electricity	54,710	62,500	7,790	12
Gas	30,530	33,333	2,803	8
Street Light Utilities	3,988	4,167	178	4
TOTAL UTILITY EXPENSES	<u>112,721</u>	<u>122,500</u>	<u>9,779</u>	<u>8</u>
MAINTENANCE AND OPERATIONAL EXPENSES	248,539	186,500	-62,039	-33
GENERAL EXPENSES				
Insurance	24,241	25,900	1,659	6
Payments in Lieu of Taxes and R/E Taxes	10,750	10,750	0	0
Bad Debt	3,427	4,000	573	14
Protective Services	31,065	16,667	-14,398	-86
Other General Expense	101	0	-101	N/A
TOTAL GENERAL EXPENSES	<u>69,584</u>	<u>57,317</u>	<u>-12,268</u>	<u>-21</u>
NEIGHBORHOODS EXPENSES				
Title and Recording Fees	49	0	-49	N/A
TOTAL NEIGHBORHOODS EXPENSES	<u>49</u>	<u>0</u>	<u>-49</u>	<u>N/A</u>
CASH/BUDGET ITEMS				
Capital Assets	299,557	1,100,000	800,443	73
TOTAL CASH/BUDGET ITEMS	<u>299,557</u>	<u>1,100,000</u>	<u>800,443</u>	<u>73</u>
<b>TOTAL EXPENSES</b>	<b><u>994,330</u></b>	<b><u>1,753,616</u></b>	<b><u>759,287</u></b>	<b><u>43</u></b>
<b>NET INCOME</b>	<b><u>-129,617</u></b>	<b><u>-942,533</u></b>	<b><u>812,917</u></b>	<b><u>86</u></b>

**Germain Towers Apts**  
**Period = Jan 2025-Oct 2025**

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Var</b>
<b>INCOME</b>				
TENANT INCOME				
Rental Income	412,622	391,910	20,712	5 %
Other Tenant Income	10,225	9,167	1,058	12
TOTAL TENANT INCOME	<u>422,847</u>	<u>401,077</u>	<u>21,770</u>	<u>5</u>
OTHER INCOME	30,360	30,833	-473	-2
<b>TOTAL INCOME</b>	<b>453,207</b>	<b>431,910</b>	<b>21,297</b>	<b>5</b>
<b>EXPENSES</b>				
ADMINISTRATIVE EXPENSES				
Administrative Salaries and Benefits	31,440	31,670	230	1
COCC Fees - Mgmt, Acctg, Intake	59,096	54,170	-4,926	-9
Legal Expense	521	1,670	1,149	69
Auditing Fees	3,138	1,200	-1,938	-161
Other Admin Expenses	13,398	23,330	9,932	43
TOTAL ADMINISTRATIVE EXPENSES	<u>107,592</u>	<u>112,040</u>	<u>4,448</u>	<u>4</u>
TENANT SERVICES EXPENSES	780	1,670	890	53
UTILITY EXPENSES				
Water	12,742	7,080	-5,662	-80
Sewer/Stormwater	14,149	7,080	-7,069	-100
Electricity	13,187	14,830	1,643	11
Gas	17,481	17,333	-148	-1
Street Light Utilities	1,478	1,830	352	19
TOTAL UTILITY EXPENSES	<u>59,037</u>	<u>48,153</u>	<u>-10,884</u>	<u>-23</u>
MAINTENANCE AND OPERATIONAL EXPENSES	159,867	164,170	4,303	3
GENERAL EXPENSES				
Insurance	31,990	34,900	2,910	8
Payments in Lieu of Taxes and R/E Taxes	8,017	6,830	-1,187	-17
Bad Debt	4,729	2,000	-2,729	-136
Protective Services	14,464	12,500	-1,964	-16
Other General Expense	56	0	-56	N/A
TOTAL GENERAL EXPENSES	<u>59,256</u>	<u>56,230</u>	<u>-3,026</u>	<u>-5</u>
<b>TOTAL EXPENSES</b>	<b>386,532</b>	<b>382,263</b>	<b>-4,269</b>	<b>-1</b>
<b>NET INCOME</b>	<b>66,675</b>	<b>49,647</b>	<b>17,028</b>	<b>34</b>

**Northway A&B**  
**Period = Jan 2025-Oct 2025**

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Var</b>
<b>INCOME</b>				
TENANT INCOME				
Rental Income	769,811	726,500	43,311	6 %
Other Tenant Income	17,595	20,767	-3,172	-15
TOTAL TENANT INCOME	<u>787,406</u>	<u>747,267</u>	<u>40,139</u>	<u>5</u>
OTHER INCOME	14,030	0	14,030	N/A
<b>TOTAL INCOME</b>	<b>801,435</b>	<b>747,267</b>	<b>54,169</b>	<b>7</b>
<b>EXPENSES</b>				
ADMINISTRATIVE EXPENSES				
Administrative Salaries and Benefits	87,929	86,750	-1,179	-1
COCC Fees - Mgmt, Acctg, Intake	99,610	92,080	-7,530	-8
Legal Expense	6,426	2,500	-3,926	-157
Auditing Fees	5,240	1,600	-3,640	-228
Other Admin Expenses	13,389	31,670	18,281	58
TOTAL ADMINISTRATIVE EXPENSES	<u>212,594</u>	<u>214,600</u>	<u>2,006</u>	<u>1</u>
TENANT SERVICES EXPENSES	780	420	-360	-86
UTILITY EXPENSES				
Water	15,399	19,080	3,681	19
Sewer/Stormwater	17,991	17,580	-411	-2
Electricity	15,397	17,080	1,683	10
Gas	19,966	20,000	34	0
Street Light Utilities	3,047	2,920	-127	-4
TOTAL UTILITY EXPENSES	<u>71,800</u>	<u>76,660</u>	<u>4,860</u>	<u>6</u>
MAINTENANCE AND OPERATIONAL EXPENSES	455,523	307,500	-148,023	-48
GENERAL EXPENSES				
Insurance	26,783	28,800	2,017	7
Payments in Lieu of Taxes and R/E Taxes	10,170	10,170	0	0
Bad Debt	3,450	2,500	-950	-38
Protective Services	24,751	20,830	-3,921	-19
Other General Expense	27	0	-27	N/A
TOTAL GENERAL EXPENSES	<u>65,182</u>	<u>62,300</u>	<u>-2,882</u>	<u>-5</u>
<b>TOTAL EXPENSES</b>	<b>805,879</b>	<b>661,480</b>	<b>##</b>	<b>-22</b>
<b>NET INCOME</b>	<b><u>-4,443</u></b>	<b><u>85,787</u></b>	<b><u>-90,230</u></b>	<b><u>-105</u></b>

(1) Northway B exterior rehab \$203,458 (budgeted 2024, contract 8/24) and Grace McDowell roof replacement \$32,882

**Eastwood Apts**  
**Period = Jan 2025-Oct 2025**

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Var</b>
<b>INCOME</b>				
TENANT INCOME				
Rental Income	126,773	125,340	1,433	1
Other Tenant Income	8,767	8,333	434	5
TOTAL TENANT INCOME	135,540	133,673	1,867	1
GRANT INCOME				
Other Government Grants - Local	0	50,000	-50,000	-100
TOTAL GRANT INCOME	0	50,000	-50,000	-100
OTHER INCOME	12	0	12	N/A
<b>TOTAL INCOME</b>	<b>135,552</b>	<b>183,673</b>	<b>-48,121</b>	<b>-26</b>
<b>EXPENSES</b>				
ADMINISTRATIVE EXPENSES				
Administrative Salaries and Benefits	8,983	14,080	5,097	36
COCC Fees - Mgmt, Acctg, Intake	21,960	18,500	-3,460	-19
Legal Expense	1,313	1,670	357	21
ADMINISTRATIVE EXPENSES	428	400	-28	-7
Other Admin Expenses	3,953	7,170	3,217	45
TOTAL ADMINISTRATIVE EXPENSES	36,638	41,820	5,182	12
TENANT SERVICES EXPENSES	390	0	-390	N/A
UTILITY EXPENSES				
Water	6,157	3,880	-2,277	-59
Sewer/Stormwater	7,812	2,790	-5,022	-180
Electricity	2,431	3,120	689	22
Gas	4,662	5,000	338	7
Street Light Utilities	600	620	20	3
TOTAL UTILITY EXPENSES	21,662	15,410	-6,252	-41
MAINTENANCE AND OPERATIONAL EXPENSES	67,198	130,830	63,632	49
GENERAL EXPENSES				
Insurance	4,329	4,600	271	6
Payments in Lieu of Taxes and R/E Taxes	4,500	4,500	0	0
Bad Debt	3,632	1,000	-2,632	-263
Protective Services	2,304	2,500	196	8
Other General Expense	17	0	-17	N/A
TOTAL GENERAL EXPENSES	14,782	12,600	-2,182	-17
<b>TOTAL EXPENSES</b>	<b>140,671</b>	<b>200,660</b>	<b>59,989</b>	<b>30</b>
<b>NET INCOME</b>	<b>-5,119</b>	<b>-16,987</b>	<b>11,868</b>	<b>70</b>

Agenda Item: 6

FROM: Karen Rizer, CPA  
Finance Director

DATE: December 9, 2025

SUBJECT: Adopting the Operating Budgets for Calendar Year 2026

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**Requested Action:** Approve Resolution 2025-19

**Background:** Each year the HRA adopts budgets for certain operating funds which are approved by the Board of Commissioners.

**Options:** Approve.

**Frequency of Request:** Annually.

**Related Actions:** These budgets will be discussed in detail at the study session.

**Future Action:** Potential amendments, if necessary.

**Relationship to Goals:** N/A.

**Budget Impact:** See each individual budget.

## RESOLUTION 2025-19

### HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA

ADOPTING THE OPERATING BUDGETS FOR CALENDAR YEAR 2026  
FOR THE FOLLOWING FUNDS: CENTRAL OFFICE COST CENTER, HOUSING CHOICE AND  
MAINSTREAM VOUCHERS PROGRAM, AMP 1 – EMPIRE APARTMENTS, AMP 2 –  
SCATTERED SITES, AMP 3 – WILSON APARTMENTS, GERMAIN TOWERS, NORTHWAY  
PROJECTS A & B, EASTWOOD APARTMENTS, AL LOEHR VETERANS AND COMMUNITY  
STUDIO APARTMENTS, BROWNSTONES FAMILY HOUSING, LP, PLUM CREEK FAMILY  
HOUSING, LP, RIVERSIDE APARTMENTS OF ST. CLOUD, LP, SWISSHELM VILLAGE  
APARTMENTS ONE, LP, SWISSHELM VILLAGE APARTMENTS TWO, LP, WESTWOOD  
VILLAGE APARTMENTS ONE, LP, AND WESTWOOD VILLAGE APARTMENTS TWO, LP

WHEREAS, the calendar year 2026 budgets need to be approved by the Board of  
Commissioners.

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

That the Operating Budgets of the Housing and Redevelopment Authority of St. Cloud, Minnesota for  
calendar year 2026 are hereby adopted, which includes the following:

	Sources	Uses	Contribution To (Use Of) Equity
Central Office Cost Center	\$ 2,537,000	\$ 2,537,000	\$ -
Housing Choice and Mainstream Vouchers Program	12,103,000	12,103,000	-
AMP 1 - Empire Apartments	1,473,800	1,473,800	-
AMP 2 - Scattered Sites and Townhomes	871,600	871,600	-
AMP 3 - Wilson Apartments	4,941,200	4,941,200	-
Germain Towers	582,000	582,000	-
Northway Projects A & B	967,600	967,600	-
Eastwood Apartments	202,000	202,000	-
Al Loehr Veterans and Community Studio Apartments	424,600	386,600	38,000
Brownstones Family Housing, LP	117,600	117,600	-
Plum Creek Family Housing, LP	248,800	248,800	-
Riverside Apartments of St. Cloud, LP	723,000	723,000	-
Swisshelm Village Apartments One, LP	333,000	300,100	32,900
Swisshelm Village Apartments Two, LP	562,500	562,500	-
Westwood Village Apartments One, LP	327,500	327,500	-
Westwood Village Apartments Two, LP	335,800	335,800	-

Adopted this 17<sup>th</sup> day of December, 2025.

ATTEST:

Nancy Gohman, Chair

\_\_\_\_\_  
Hani Jacobson, Secretary

**Public reporting burden** for this collection of information is estimated to average 136.2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, completing the operating budget and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410. When providing comments, please refer to OMB Approval No. 2577-0029. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed and budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating budget adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA complies with HUD prescribed procedures. PHA boards must approve the operating budget and HUD requires boards to certify their approval through this form. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: St. Cloud Housing & Redevelopment Authority

PHA Code: MN038

PHA Fiscal Year Beginning January 1, 2026

Board Resolution Number: 2025-19

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

	<u>DATE</u>
<input checked="" type="checkbox"/> Operating Budget approved by Board resolution on:	12/17/25
<input type="checkbox"/> Operating Budget submitted to HUD, if applicable, on:	
<input type="checkbox"/> Operating Budget revision approved by Board resolution on:	
<input type="checkbox"/> Operating Budget revision submitted to HUD, if applicable, on:	

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Print Board Chairperson's Name:  Nancy Gohman	Signature:	Date: 12/17/25
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## Central Office Cost Center

	<b>2024 Actual</b>	<b>2025 Budget</b>	<b>2026 Budget</b>
<b>INCOME</b>			
TAX LEVY	\$ 710,802	\$ 725,000	\$ 790,000
FEE INCOME	1,708,911	1,620,000	1,720,000
OTHER INCOME	27,816	27,000	27,000
<b>TOTAL INCOME</b>	<b>2,447,529</b>	<b>2,372,000</b>	<b>2,537,000</b>
<b>EXPENSES</b>			
ADMINISTRATIVE EXPENSES			
Administrative Salaries and Benefits	1,792,240	1,930,000	1,882,000
Legal Expense	23,276	12,000	15,000
Auditing Fees	5,775	7,000	7,000
Other Admin Expenses	199,768	202,000	200,000
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>2,021,059</b>	<b>2,151,000</b>	<b>2,104,000</b>
UTILITY EXPENSES	6,370	7,000	8,000
MAINTENANCE AND OPERATIONAL EXPENSES	115,064	140,000	150,000
GENERAL EXPENSES (INSURANCE)	27,025	24,000	25,000
OPERATING TRANSFERS OUT	232,974	225,000	250,000 (1)
<b>TOTAL EXPENSES</b>	<b>2,402,492</b>	<b>2,547,000</b>	<b>2,537,000</b>
<b>NET INCOME (LOSS)</b>	<b>45,037</b>	<b>(175,000)</b>	<b>-</b>

(1) \$50,000 for Neighborhoods programs admin costs and \$200,000 for Fix-up Loans

This budget is unchanged from what was presented in July.

## Housing Choice Vouchers & Mainstream Vouchers

	2024 Actual	2025 Budget	2026 Budget
<b>INCOME</b>			
GRANT INCOME			
Federal HAP Earned	\$ 8,839,706	\$ 8,800,000	\$ 9,200,000
Federal Admin. Fee Income	1,442,956	1,480,000	1,498,000
Port-In Admin Fees Earned	61,752	60,000	80,000
Port In HAP Earned	1,032,758	1,150,000	1,275,000
<b>TOTAL GRANT INCOME</b>	<b>11,377,172</b>	<b>11,490,000</b>	<b>12,053,000</b>
OTHER INCOME	152,774	47,300	50,000
<b>TOTAL INCOME</b>	<b>11,529,946</b>	<b>11,537,300</b>	<b>12,103,000</b>
<b>EXPENSES</b>			
ADMINISTRATIVE EXPENSES			
Administrative Salaries and Benefits	829,420	880,000	912,000
COCC Fees - Mgmt, Acctg, Intake	404,231	420,000	420,000
Legal Expense	78,241	15,000	16,000
Auditing Fees	10,050	14,300	13,000
Port Out Admin Fee Paid	36,361	30,000	35,000
Other Admin Expenses	202,359	166,000	170,000
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>1,560,662</b>	<b>1,525,300</b>	<b>1,566,000</b>
UTILITY EXPENSES	5,184	6,000	6,000
MAINTENANCE AND OPERATIONAL EXPENSES	18,704	35,000	35,000
GENERAL EXPENSES			
Insurance	10,685	12,000	12,000
Bad Debt	10,768	7,000	7,000
Protective Services	2,019	2,000	2,000
<b>TOTAL GENERAL EXPENSES</b>	<b>23,473</b>	<b>21,000</b>	<b>21,000</b>
HOUSING ASSISTANCE PAYMENTS			
Housing Assistance Payments	9,626,537	9,675,000	9,695,000
Tenant Utility Payments-Voucher	60,800	60,000	70,000
Port Out HAP Payments	216,510	200,000	700,000
FSS Escrow Payments	14,545	15,000	10,000
<b>TOTAL HOUSING ASSISTANCE PAYMENTS</b>	<b>9,918,392</b>	<b>9,950,000</b>	<b>10,475,000</b>
<b>TOTAL EXPENSES</b>	<b>11,526,415</b>	<b>11,537,300</b>	<b>12,103,000</b>
<b>NET INCOME</b>	<b>3,531</b>	-	-

## Empire Apts (1empire)

	2024 Actual	2025 Budget	2026 Budget
<b>INCOME</b>			
TENANT INCOME			
Rental Income	\$ 313,575	\$ 309,700	\$ 320,500
Other Tenant Income	27,597	45,000	40,000
<b>TOTAL TENANT INCOME</b>	<b>341,172</b>	<b>354,700</b>	<b>360,500</b>
GRANT INCOME			
HUD PHA Operating Grants/Subsidy	265,846	213,100	232,000
Other Government Grants - State	-	350,000	-
Capital Fund Grants-Capital	-	100,000	700,000
Capital Fund Grants-Operating	-	174,160	174,300
<b>TOTAL GRANT INCOME</b>	<b>265,846</b>	<b>837,260</b>	<b>1,106,300</b>
OTHER INCOME	11,444	-	7,000
<b>TOTAL INCOME</b>	<b>618,462</b>	<b>1,191,960</b>	<b>1,473,800</b>
<b>EXPENSES</b>			
ADMINISTRATIVE EXPENSES			
Administrative Salaries and Benefits	101,306	97,000	160,000
COCC Fees - Mgmt, Acctg, Intake	116,085	143,960	128,300
Legal Expense	8,950	8,000	8,000
Auditing Fees	5,520	5,700	6,000
Other Admin Expenses	19,190	32,000	28,000
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>251,051</b>	<b>286,660</b>	<b>330,300</b>
TENANT SERVICES EXPENSES	4,541	5,000	5,000
UTILITY EXPENSES			
Water	10,591	12,000	13,000
Sewer/Stormwater	10,569	12,000	15,500
Electricity	51,337	53,900	57,500
Gas	25,258	35,000	34,000
Street Light Utilities	2,973	3,100	3,500
<b>TOTAL UTILITY EXPENSES</b>	<b>100,728</b>	<b>116,000</b>	<b>123,500</b>
MAINTENANCE AND OPERATIONAL EXPENSES	248,163	268,000	250,000
GENERAL EXPENSES			
Insurance	18,492	20,300	18,200
Payments in Lieu of Taxes and R/E Taxes	9,262	9,000	9,600
Bad Debt	8,674	10,000	11,000
Protective Services	24,024	27,000	26,000
Other General Expense	213	-	200
<b>TOTAL GENERAL EXPENSES</b>	<b>60,665</b>	<b>66,300</b>	<b>65,000</b>
CASH/BUDGET ITEMS			
Capital Assets	-	450,000	700,000
<b>TOTAL CASH/BUDGET ITEMS</b>	<b>-</b>	<b>450,000</b>	<b>700,000</b>
<b>TOTAL EXPENSES</b>	<b>665,148</b>	<b>1,191,960</b>	<b>1,473,800</b>
<b>NET INCOME</b>	<b>(46,685)</b>	<b>-</b>	<b>-</b>

2025 was the boiler project and 2026 is the start of the water/sewer pipe replacement project.

## Scattered Sites (.ss)

	2024 Actual	2025 Budget	2026 Budget
<b>INCOME</b>			
TENANT INCOME			
Rental Income	\$ 413,527	\$ 403,800	\$ 452,100
Other Tenant Income	90,059	75,120	80,000
<b>TOTAL TENANT INCOME</b>	<b>503,586</b>	<b>478,920</b>	<b>532,100</b>
GRANT INCOME			
HUD PHA Operating Grants/Subsidy	214,940	176,100	129,000
Other Government Grants-Federal	-	140,700	140,700
Capital Fund Grants-Operating	-	83,200	68,800
<b>TOTAL GRANT INCOME</b>	<b>214,940</b>	<b>400,000</b>	<b>338,500</b>
OTHER INCOME	1,395	-	1,000
<b>TOTAL INCOME</b>	<b>719,922</b>	<b>878,920</b>	<b>871,600</b>
<b>EXPENSES</b>			
ADMINISTRATIVE EXPENSES			
Administrative Salaries and Benefits	108,316	109,000	117,000
COCC Fees - Mgmt, Acctg, Intake	91,396	128,820	113,900
Legal Expense	4,624	6,000	6,500
Auditing Fees	5,125	5,300	5,700
Other Admin Expenses	25,673	27,000	27,000
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>235,135</b>	<b>276,120</b>	<b>270,100</b>
TENANT SERVICES EXPENSES	730	1,900	1,900
UTILITY EXPENSES			
Water	39,878	38,800	37,000
Sewer/Stormwater	36,344	35,200	46,000
Electricity	6,933	8,000	8,500
Gas	2,123	4,000	4,000
Street Light Utilities	3,111	3,500	3,700
<b>TOTAL UTILITY EXPENSES</b>	<b>88,390</b>	<b>89,500</b>	<b>99,200</b>
MAINTENANCE AND OPERATIONAL EXPENSES	308,396	440,000	400,000
GENERAL EXPENSES			
Insurance	35,962	38,900	34,800
Payments in Lieu of Taxes and R/E Taxes	13,695	12,500	15,300
Bad Debt	10,823	10,000	10,000
Protective Services	8,228	10,000	8,000
Other General Expense	288	-	300
<b>TOTAL GENERAL EXPENSES</b>	<b>68,997</b>	<b>71,400</b>	<b>68,400</b>
HOUSING ASSISTANCE PAYMENTS			
Tenant Utility Payments-Public Housing	2,699	-	20,000
FSS Escrow Payments	10,356	-	12,000
<b>TOTAL HOUSING ASSISTANCE PAYMENTS</b>	<b>13,055</b>	<b>-</b>	<b>32,000</b>
<b>TOTAL EXPENSES</b>	<b>714,704</b>	<b>878,920</b>	<b>871,600</b>
<b>NET INCOME</b>	<b>5,218</b>	<b>-</b>	<b>-</b>

# Wilson Apts (1wilson)

	2024 Actual	2025 Budget	2026 Budget
<b>INCOME</b>			
TENANT INCOME			
Rental Income	\$ 421,267	\$ 421,400	\$ 431,200
Other Tenant Income	30,275	40,000	30,000
<b>TOTAL TENANT INCOME</b>	<b>451,542</b>	<b>461,400</b>	<b>461,200</b>
GRANT INCOME			
HUD PHA Operating Grants/Subsidy	362,038	271,900	323,000
Other Government Grants - State	-	4,800,000	3,495,000
Capital Fund Grants-Capital	-	200,000	575,000
Capital Fund Grants-Operating	-	89,000	85,000
<b>TOTAL GRANT INCOME</b>	<b>362,038</b>	<b>5,360,900</b>	<b>4,478,000</b>
OTHER INCOME	12,597	-	2,000
<b>TOTAL INCOME</b>	<b>826,177</b>	<b>5,822,300</b>	<b>4,941,200</b>
<b>EXPENSES</b>			
ADMINISTRATIVE EXPENSES			
Administrative Salaries and Benefits	126,804	122,000	188,000
COCC Fees - Mgmt, Acctg, Intake	164,215	198,400	167,700
Legal Expense	15,497	12,000	10,000
Auditing Fees	7,060	7,300	7,700
Other Admin Expenses	22,014	25,000	25,000
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>335,589</b>	<b>364,700</b>	<b>398,400</b>
TENANT SERVICES EXPENSES	3,260	10,000	10,000
UTILITY EXPENSES			
Water	13,416	14,200	15,000
Sewer/Stormwater	12,135	12,800	16,000
Electricity	64,768	75,000	70,000
Gas	35,991	50,000	50,000
Street Light Utilities	4,313	5,000	5,400
<b>TOTAL UTILITY EXPENSES</b>	<b>130,623</b>	<b>157,000</b>	<b>156,400</b>
MAINTENANCE AND OPERATIONAL EXPENSES	354,607	223,800	300,000
GENERAL EXPENSES			
Insurance	23,680	25,900	23,500
Payments in Lieu of Taxes and R/E Taxes	13,234	12,900	13,500
Bad Debt	9,301	8,000	9,000
Protective Services	22,924	20,000	30,000
Other General Expense	318	-	400
<b>TOTAL GENERAL EXPENSES</b>	<b>69,456</b>	<b>66,800</b>	<b>76,400</b>
CASH/BUDGET ITEMS			
Capital Assets	-	5,000,000	4,000,000
<b>TOTAL CASH/BUDGET ITEMS</b>	<b>-</b>	<b>5,000,000</b>	<b>4,000,000</b>
<b>TOTAL EXPENSES</b>	<b>893,536</b>	<b>5,822,300</b>	<b>4,941,200</b>
<b>NET INCOME</b>	<b>(67,359)</b>	<b>-</b>	<b>-</b>

2025 was the water/sewer pipe replacement project. As the bulk of the costs will occur in 2026, that project was just re-budgeted in 2026.

## Germain Towers Apts (2gt)

	2024 Actual	2025 Budget	2026 Bud
<b>INCOME</b>			
TENANT INCOME			
Rental Income	\$ 471,369	\$ 470,300	\$ 536,000
Other Tenant Income	19,493	11,000	11,000
<b>TOTAL TENANT INCOME</b>	<b>490,862</b>	<b>481,300</b>	<b>547,000</b>
OTHER INCOME	40,950	37,000	35,000
<b>TOTAL INCOME</b>	<b>531,812</b>	<b>518,300</b>	<b>582,000</b>
<b>EXPENSES</b>			
ADMINISTRATIVE EXPENSES			
Administrative Salaries and Benefits	45,222	38,000	47,000
COCC Fees - Mgmt, Acctg, Intake	67,512	65,000	70,000
Legal Expense	16,695	2,000	2,500
Auditing Fees	1,155	1,200	1,500
Other Admin Expenses	26,700	28,000	28,000
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>157,285</b>	<b>134,200</b>	<b>149,000</b>
TENANT SERVICES EXPENSES	240	2,000	1,000
UTILITY EXPENSES			
Water	8,428	8,500	12,000
Sewer/Stormwater	8,465	8,500	14,000
Electricity	16,051	17,800	17,800
Gas	19,344	26,000	24,000
Street Light Utilities	2,040	2,200	2,200
<b>TOTAL UTILITY EXPENSES</b>	<b>54,329</b>	<b>63,000</b>	<b>70,000</b>
MAINTENANCE AND OPERATIONAL EXPENSES	260,040	197,000	223,100
GENERAL EXPENSES			
Insurance	32,122	34,900	31,000
Payments in Lieu of Taxes and R/E Taxes	7,728	8,200	8,800
Bad Debt	19,397	4,000	7,000
Protective Services	19,450	15,000	17,000
Other General Expense	96	-	100
<b>TOTAL GENERAL EXPENSES</b>	<b>78,793</b>	<b>62,100</b>	<b>63,900</b>
CASH/BUDGET ITEMS			
Principal Payments	80,000	60,000	75,000
<b>TOTAL CASH/BUDGET ITEMS</b>	<b>80,000</b>	<b>60,000</b>	<b>75,000</b>
<b>TOTAL EXPENSES</b>	<b>630,687</b>	<b>518,300</b>	<b>582,000</b>
<b>NET INCOME</b>	<b>(98,875)</b>	-	-

## Northway A&B (2nwa-b)

	2024 Actual	2025 Budget	2026 Budget
<b>INCOME</b>			
TENANT INCOME			
Rental Income	\$ 879,303	\$ 871,800	\$ 946,600
Other Tenant Income	19,205	24,920	20,000
<b>TOTAL TENANT INCOME</b>	<b>898,508</b>	<b>896,720</b>	<b>966,600</b>
OTHER INCOME	2,817	-	1,000
<b>TOTAL INCOME</b>	<b>901,325</b>	<b>896,720</b>	<b>967,600</b>
<b>EXPENSES</b>			
ADMINISTRATIVE EXPENSES			
Administrative Salaries and Benefits	104,119	103,000	113,000
COCC Fees - Mgmt, Acctg, Intake	117,666	122,620	125,000
Legal Expense	577	3,000	5,000
Auditing Fees	1,540	1,600	2,200
Other Admin Expenses	39,406	38,000	24,000
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>263,308</b>	<b>268,220</b>	<b>269,200</b>
TENANT SERVICES EXPENSES	1,611	500	1,000
UTILITY EXPENSES			
Water	20,893	22,900	22,000
Sewer/Stormwater	19,280	21,100	23,000
Electricity	19,260	20,500	20,500
Gas	21,617	30,000	30,000
Street Light Utilities	3,400	3,500	4,000
<b>TOTAL UTILITY EXPENSES</b>	<b>84,450</b>	<b>98,000</b>	<b>99,500</b>
MAINTENANCE AND OPERATIONAL EXPENSES	564,388	369,000	375,900
GENERAL EXPENSES			
Insurance	26,427	28,800	26,000
Payments in Lieu of Taxes and R/E Taxes	13,599	12,200	14,800
Bad Debt	195	5,000	5,000
Protective Services	20,126	25,000	26,000
Other General Expense	217	-	200
<b>TOTAL GENERAL EXPENSES</b>	<b>60,563</b>	<b>71,000</b>	<b>72,000</b>
NON-OPERATING ITEMS			
Operating Transfers IN	(175,000)	-	-
<b>TOTAL NON-OPERATING ITEMS</b>	<b>(175,000)</b>	<b>-</b>	<b>-</b>
CASH/BUDGET ITEMS			
Capital Assets	24,306	-	-
Principal Payments	-	-	150,000
<b>TOTAL CASH/BUDGET ITEMS</b>	<b>24,306</b>	<b>150,000</b>	
<b>TOTAL EXPENSES</b>	<b>823,626</b>	<b>806,720</b>	<b>967,600</b>
<b>NET INCOME</b>	<b>77,699</b>	<b>90,000</b>	<b>-</b>

## Eastwood Apts (3eastwd)

	2024 Actual	2025 Budget	2026 Budget
<b>INCOME</b>			
TENANT INCOME			
Rental Income	\$ 143,729	\$ 150,400	\$ 161,000
Other Tenant Income	13,119	10,000	11,000
TOTAL TENANT INCOME	<u>156,848</u>	<u>160,400</u>	<u>172,000</u>
GRANT INCOME			
Other Government Grants - Local	-	100,000	30,000
TOTAL GRANT INCOME	<u>-</u>	<u>100,000</u>	<u>30,000</u>
OTHER INCOME	1,115	-	-
<b>TOTAL INCOME</b>	<b><u>157,963</u></b>	<b><u>260,400</u></b>	<b><u>202,000</u></b>
<b>EXPENSES</b>			
ADMINISTRATIVE EXPENSES			
Administrative Salaries and Benefits	12,495	16,000	15,000
COCC Fees - Mgmt, Acctg, Intake	23,354	22,200	23,500
Legal Expense	6,593	2,000	1,500
Auditing Fees	385	400	500
Other Admin Expenses	7,589	8,600	6,500
TOTAL ADMINISTRATIVE EXPENSES	<u>50,416</u>	<u>49,200</u>	<u>47,000</u>
TENANT SERVICES EXPENSES	588	-	500
UTILITY EXPENSES			
Water	8,341	4,650	8,600
Sewer/Stormwater	6,119	3,350	9,500
Electricity	2,942	3,750	3,200
Gas	5,717	7,500	7,000
Street Light Utilities	598	750	900
TOTAL UTILITY EXPENSES	<u>23,717</u>	<u>20,000</u>	<u>29,200</u>
MAINTENANCE AND OPERATIONAL EXPENSES	59,777	157,000	84,500
GENERAL EXPENSES			
Insurance	4,264	4,600	4,200
Payments in Lieu of Taxes and R/E Taxes	5,689	5,400	6,000
Bad Debt	3,928	2,000	3,000
Protective Services	2,332	3,000	2,500
Other General Expense	62	-	100
TOTAL GENERAL EXPENSES	<u>16,275</u>	<u>15,000</u>	<u>15,800</u>
CASH/BUDGET ITEMS			
Principal Payments	-	25,000	25,000
TOTAL CASH/BUDGET ITEMS	<u>-</u>	<u>25,000</u>	<u>25,000</u>
<b>TOTAL EXPENSES</b>	<b><u>150,772</u></b>	<b><u>266,200</u></b>	<b><u>202,000</u></b>
<b>NET INCOME</b>	<b><u>7,191</u></b>	<b><u>(5,800)</u></b>	<b><u>-</u></b>

The \$30,000 is part of the \$100,000 grant from Benton Co. Only about \$70,000 of the \$100,000 grant will be spent in 2025, so the remaining \$30,000 is rebudgeted for 2026. The corresponding expense is budgeted in maintenance.

# AI Loehr Apts (3alloehr)

	2024 Actual	2025 Budget	2026 Budget
<b>INCOME</b>			
TENANT INCOME			
Rental Income	\$ 338,065	\$ 363,354	\$ 371,600
Other Tenant Income	14,837	14,746	13,000
<b>TOTAL TENANT INCOME</b>	<b>352,902</b>	<b>378,100</b>	<b>384,600</b>
OTHER INCOME	47,019	-	40,000
<b>TOTAL INCOME</b>	<b>399,921</b>	<b>378,100</b>	<b>424,600</b>
<b>EXPENSES</b>			
ADMINISTRATIVE EXPENSES			
COCC Fees - Mgmt, Acctg, Intake	75,816	76,700	85,000
Legal Expense	2,139	3,500	3,500
Auditing Fees	1,925	2,000	2,500
Other Admin Expenses	14,273	7,800	10,000
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>94,153</b>	<b>90,000</b>	<b>101,000</b>
TENANT SERVICES EXPENSES	2,757	2,500	3,200
UTILITY EXPENSES			
Water	9,781	10,000	11,400
Sewer/Stormwater	7,322	7,500	8,200
Electricity	40,534	46,000	46,000
Gas	2,938	3,800	4,200
<b>TOTAL UTILITY EXPENSES</b>	<b>60,575</b>	<b>67,300</b>	<b>69,800</b>
MAINTENANCE AND OPERATIONAL EXPENSES	82,046	169,700	170,000
GENERAL EXPENSES			
Insurance	14,525	15,000	14,800
Payments in Lieu of Taxes and R/E Taxes	13,926	12,700	14,500
Bad Debt	301	3,000	3,000
Protective Services	8,616	12,300	10,000
Other General Expense	271	-	300
<b>TOTAL GENERAL EXPENSES</b>	<b>37,640</b>	<b>43,000</b>	<b>42,600</b>
<b>TOTAL EXPENSES</b>	<b>277,170</b>	<b>372,500</b>	<b>386,600</b>
<b>NET INCOME</b>	<b>122,751</b>	<b>5,600</b>	<b>38,000</b>

Through May 2025, the project was monitored by MN Housing. They did not allow interest income on reserve funds to be budgeted. That is why the budget was \$0 in 2025 and \$40,000 in 2026. This is not a new revenue stream, but one that has always been there.

## Brownstones Townhomes (4brownst)

	2024 Actual	2025 Budget	2026 Budget
<b>INCOME</b>			
TENANT INCOME			
Rental Income	\$ 102,515	\$ 104,100	\$ 107,600
Other Tenant Income	10,278	9,000	10,000
TOTAL TENANT INCOME	<u>112,793</u>	113,100	117,600
GRANT INCOME			
Other Government Grants-Federal	190,000	-	-
TOTAL GRANT INCOME	<u>190,000</u>		
OTHER INCOME	554	-	-
<b>TOTAL INCOME</b>	<b>303,347</b>	<b>113,100</b>	<b>117,600</b>
<b>EXPENSES</b>			
ADMINISTRATIVE EXPENSES			
COCC Fees - Mgmt, Acctg, Intake	15,116	15,100	16,000
Legal Expense	236	1,000	1,000
Auditing Fees	385	400	800
Other Admin Expenses	4,943	3,500	3,000
TOTAL ADMINISTRATIVE EXPENSES	<u>20,681</u>	20,000	20,800
TENANT SERVICES EXPENSES	-	-	-
UTILITY EXPENSES			
Water	6,051	6,350	6,300
Sewer/Stormwater	4,460	4,650	4,600
Electricity	155	175	150
Gas	44	200	100
Street Light Utilities	401	425	450
TOTAL UTILITY EXPENSES	<u>11,111</u>	11,800	11,600
MAINTENANCE AND OPERATIONAL EXPENSES	500,506	130,900	70,600
GENERAL EXPENSES			
Insurance	8,658	9,400	8,300
Payments in Lieu of Taxes and R/E Taxes	4,456	4,400	4,600
Bad Debt	-	1,000	1,000
Protective Services	723	600	600
Other General Expense	21	-	100
TOTAL GENERAL EXPENSES	<u>13,858</u>	15,400	14,600
NON-OPERATING ITEMS			
Operating Transfers IN	(250,000)	-	-
TOTAL NON-OPERATING ITEMS	<u>(250,000)</u>	-	-
<b>TOTAL EXPENSES</b>	<b>296,156</b>	<b>178,100</b>	<b>117,600</b>
<b>NET INCOME</b>	<b>7,191</b>	<b>(65,000)</b>	<b>-</b>

## Creeks Townhomes (4creeks)

	<b>2024 Actual</b>	<b>2025 Budget</b>	<b>2026 Budget</b>
<b>INCOME</b>			
TENANT INCOME			
Rental Income	\$ 197,888	\$ 216,900	\$ 224,800
Other Tenant Income	31,582	25,000	24,000
<b>TOTAL TENANT INCOME</b>	<b>229,470</b>	<b>241,900</b>	<b>248,800</b>
OTHER INCOME	11,333	-	-
<b>TOTAL INCOME</b>	<b>240,803</b>	<b>241,900</b>	<b>248,800</b>
<b>EXPENSES</b>			
ADMINISTRATIVE EXPENSES			
COCC Fees - Mgmt, Acctg, Intake	34,742	30,200	35,000
Legal Expense	7,099	1,000	1,000
Auditing Fees	770	800	800
Other Admin Expenses	11,431	19,000	8,000
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>54,042</b>	<b>51,000</b>	<b>44,800</b>
TENANT SERVICES EXPENSES	270	100	100
UTILITY EXPENSES			
Water	7,517	7,750	7,800
Sewer/Stormwater	6,075	6,250	7,800
Electricity	1,577	1,450	1,800
Gas	1,329	2,000	2,000
Street Light Utilities	797	750	1,000
<b>TOTAL UTILITY EXPENSES</b>	<b>17,296</b>	<b>18,200</b>	<b>20,400</b>
MAINTENANCE AND OPERATIONAL EXPENSES	110,728	246,700	157,100
GENERAL EXPENSES			
Insurance	11,057	11,500	10,700
Payments in Lieu of Taxes and R/E Taxes	8,666	8,900	9,000
Bad Debt	8,393	4,000	4,000
Protective Services	2,081	1,500	2,500
Other General Expense	152	-	200
<b>TOTAL GENERAL EXPENSES</b>	<b>30,350</b>	<b>25,900</b>	<b>26,400</b>
<b>TOTAL EXPENSES</b>	<b>212,686</b>	<b>341,900</b>	<b>248,800</b>
<b>NET INCOME</b>	<b>28,117</b>	<b>(100,000)</b>	<b>-</b>

## Riverside Apts (4riversd)

	2024 Actual	2025 Budget	2026 Budget
<b>INCOME</b>			
TENANT INCOME			
Rental Income	\$ 666,662	692,300	\$ 689,000
Other Tenant Income	24,000	35,000	22,000
<b>TOTAL TENANT INCOME</b>	<b>690,662</b>	<b>727,300</b>	<b>711,000</b>
OTHER INCOME	24,751	-	12,000
<b>TOTAL INCOME</b>	<b>715,413</b>	<b>727,300</b>	<b>723,000</b>
<b>EXPENSES</b>			
ADMINISTRATIVE EXPENSES			
COCC Fees - Mgmt, Acctg, Intake	106,590	106,900	120,000
Legal Expense	10,948	7,000	12,000
Auditing Fees	2,310	2,400	2,700
Other Admin Expenses	24,917	32,000	25,000
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>144,765</b>	<b>148,300</b>	<b>159,700</b>
TENANT SERVICES EXPENSES	3,601	4,000	4,000
UTILITY EXPENSES			
Water	14,181	13,500	13,000
Sewer/Stormwater	12,253	11,500	11,500
Electricity	40,756	48,000	43,000
Gas	16,915	21,000	20,000
Street Light Utilities	2,822	3,000	3,300
<b>TOTAL UTILITY EXPENSES</b>	<b>86,928</b>	<b>97,000</b>	<b>90,800</b>
MAINTENANCE AND OPERATIONAL EXPENSES	231,464	237,100	226,000
GENERAL EXPENSES			
Insurance	18,246	19,300	18,100
Payments in Lieu of Taxes and R/E Taxes	28,496	27,400	29,600
Bad Debt	6,825	7,000	7,000
Protective Services	15,606	13,000	12,000
Other General Expense	482	-	500
<b>TOTAL GENERAL EXPENSES</b>	<b>69,654</b>	<b>66,700</b>	<b>67,200</b>
CASH/BUDGET ITEMS			
Interest Expense	46,495	44,200	40,300
Principal Payments	125,000	130,000	135,000
<b>TOTAL CASH/BUDGET ITEMS</b>	<b>171,495</b>	<b>174,200</b>	<b>175,300</b>
<b>TOTAL EXPENSES</b>	<b>707,907</b>	<b>727,300</b>	<b>723,000</b>
<b>NET INCOME</b>	<b>7,506</b>	<b>-</b>	<b>-</b>

# Swisselm One Apts (4swiss1)

	2024 Actual	2025 Budget	2026 Budget
<b>INCOME</b>			
TENANT INCOME			
Rental Income	\$ 293,577	\$ 314,800	\$ 315,500
Other Tenant Income	15,526	15,000	16,000
<b>TOTAL TENANT INCOME</b>	<b>309,103</b>	<b>329,800</b>	<b>331,500</b>
OTHER INCOME	1,469	-	1,500
<b>TOTAL INCOME</b>	<b>310,572</b>	<b>329,800</b>	<b>333,000</b>
<b>EXPENSES</b>			
ADMINISTRATIVE EXPENSES			
COCC Fees - Mgmt, Acctg, Intake	40,287	40,200	45,000
Legal Expense	410	2,000	2,000
Auditing Fees	962	700	1,200
Other Admin Expenses	8,402	15,000	10,000
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>50,062</b>	<b>57,900</b>	<b>58,200</b>
TENANT SERVICES EXPENSES	3,877	200	500
UTILITY EXPENSES			
Water	17,790	15,200	15,000
Sewer/Stormwater	17,388	14,800	15,000
Electricity	11,330	12,400	14,000
Gas	11,818	15,500	16,000
Street Light Utilities	1,062	1,100	1,400
<b>TOTAL UTILITY EXPENSES</b>	<b>59,389</b>	<b>59,000</b>	<b>61,400</b>
MAINTENANCE AND OPERATIONAL EXPENSES	82,052	131,100	130,000
GENERAL EXPENSES			
Insurance	11,072	11,500	10,800
Payments in Lieu of Taxes and R/E Taxes	11,547	11,300	12,000
Bad Debt	-	3,000	3,000
Protective Services	3,930	5,000	4,000
Other General Expense	20,112	20,200	20,200
<b>TOTAL GENERAL EXPENSES</b>	<b>46,661</b>	<b>51,000</b>	<b>50,000</b>
CASH/BUDGET ITEMS			
Capital Assets	8,408	-	-
<b>TOTAL CASH/BUDGET ITEMS</b>	<b>8,408</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>250,449</b>	<b>299,200</b>	<b>300,100</b>
<b>NET INCOME</b>	<b>60,123</b>	<b>30,600</b>	<b>32,900</b>

## Swisshelm Two Apts (4swiss2)

	2024 Actual	2025 Budget	2026 Budget
<b>INCOME</b>			
TENANT INCOME			
Rental Income	\$ 283,326	\$ 318,500	\$ 315,500
Other Tenant Income	24,440	20,000	22,000
TOTAL TENANT INCOME	<u>307,766</u>	338,500	337,500
OTHER INCOME	1,400	-	-
<b>TOTAL INCOME</b>	<b>309,166</b>	<b>338,500</b>	<b>337,500</b>
<b>EXPENSES</b>			
ADMINISTRATIVE EXPENSES			
COCC Fees - Mgmt, Acctg, Intake	38,082	40,200	45,000
Legal Expense	603	1,000	2,000
Auditing Fees	962	1,000	1,200
Other Admin Expenses	8,248	17,000	10,000
TOTAL ADMINISTRATIVE EXPENSES	<u>47,896</u>	59,200	58,200
TENANT SERVICES EXPENSES	3,899	200	500
UTILITY EXPENSES			
Water	15,331	15,600	15,000
Sewer/Stormwater	13,266	13,400	15,000
Electricity	12,973	14,800	14,000
Gas	12,974	16,000	16,000
Street Light Utilities	1,062	1,200	1,400
TOTAL UTILITY EXPENSES	<u>55,606</u>	61,000	61,400
MAINTENANCE AND OPERATIONAL EXPENSES	113,446	165,000	336,800
			2026 includes the siding project, which will start in January.
GENERAL EXPENSES			
Insurance	10,890	11,400	10,400
Payments in Lieu of Taxes and R/E Taxes	10,610	10,200	11,000
Bad Debt	9,260	5,000	5,000
Protective Services	3,657	5,000	5,000
Other General Expense	155	-	200
TOTAL GENERAL EXPENSES	<u>34,571</u>	31,600	31,600
NON-OPERATING ITEMS			
Operating Transfers IN	(60,000)	-	(225,000)
TOTAL NON-OPERATING ITEMS	<u>(60,000)</u>	-	(225,000)
CASH/BUDGET ITEMS			
Interest Expense	39,106	37,340	35,484
Capital Assets	8,408	-	-
Principal Payments	34,894	36,660	38,516
TOTAL CASH/BUDGET ITEMS	<u>82,408</u>	74,000	74,000
<b>TOTAL EXPENSES</b>	<b>277,827</b>	<b>391,000</b>	<b>337,500</b>
<b>NET INCOME</b>	<b>31,340</b>	<b>(52,500)</b>	<b>-</b>

## Westwood One Apts (4westw1)

	2024 Actual	2025 Budget	2026 Budget
<b>INCOME</b>			
TENANT INCOME			
Rental Income	\$ 290,057	\$ 309,900	\$ 312,000
Other Tenant Income	23,644	25,000	15,000
<b>TOTAL TENANT INCOME</b>	<b>313,701</b>	<b>334,900</b>	<b>327,000</b>
OTHER INCOME	399	-	500
<b>TOTAL INCOME</b>	<b>314,100</b>	<b>334,900</b>	<b>327,500</b>
<b>EXPENSES</b>			
ADMINISTRATIVE EXPENSES			
COCC Fees - Mgmt, Acctg, Intake	39,498	40,200	45,000
Legal Expense	4,215	2,000	3,000
Auditing Fees	962	1,000	1,200
Other Admin Expenses	8,578	15,000	10,000
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>53,253</b>	<b>58,200</b>	<b>59,200</b>
TENANT SERVICES EXPENSES	3,495	200	200
UTILITY EXPENSES			
Water	10,501	10,900	11,300
Sewer/Stormwater	7,833	8,100	10,500
Electricity	9,105	9,400	11,000
Gas	11,252	18,000	16,000
Street Light Utilities	1,069	1,100	1,400
<b>TOTAL UTILITY EXPENSES</b>	<b>39,759</b>	<b>47,500</b>	<b>50,200</b>
MAINTENANCE AND OPERATIONAL EXPENSES	109,537	166,000	122,100
GENERAL EXPENSES			
Insurance	10,500	10,900	10,300
Payments in Lieu of Taxes and R/E Taxes	12,016	11,800	12,500
Bad Debt	6,942	8,000	7,000
Protective Services	5,210	10,000	6,000
Other General Expense	20,141	-	-
<b>TOTAL GENERAL EXPENSES</b>	<b>54,809</b>	<b>40,700</b>	<b>35,800</b>
NON-OPERATING ITEMS			
Operating Transfers IN	(80,000)	-	-
<b>TOTAL NON-OPERATING ITEMS</b>	<b>(80,000)</b>	<b>-</b>	<b>-</b>
CASH/BUDGET ITEMS			
Interest Expense	26,105	24,500	22,768
Capital Assets	6,798	-	-
Principal Payments	33,895	35,500	37,232
<b>TOTAL CASH/BUDGET ITEMS</b>	<b>66,799</b>	<b>60,000</b>	<b>60,000</b>
<b>TOTAL EXPENSES</b>	<b>247,651</b>	<b>372,600</b>	<b>327,500</b>
<b>NET INCOME</b>	<b>66,449</b>	<b>(37,700)</b>	<b>-</b>

## Westwood Two Apts (4westw2)

	2024 Actual	2025 Budget	2026 Budget
<b>INCOME</b>			
TENANT INCOME			
Rental Income	\$ 277,411	\$ 315,100	\$ 315,800
Other Tenant Income	16,948	24,000	20,000
TOTAL TENANT INCOME	<u>294,359</u>	339,100	335,800
OTHER INCOME	335	-	-
<b>TOTAL INCOME</b>	<b><u>294,694</u></b>	<b>339,100</b>	<b>335,800</b>
<b>EXPENSES</b>			
ADMINISTRATIVE EXPENSES			
COCC Fees - Mgmt, Acctg, Intake	40,081	40,200	45,000
Legal Expense	856	2,000	2,000
Auditing Fees	962	1,000	1,200
Other Admin Expenses	8,412	18,000	10,000
TOTAL ADMINISTRATIVE EXPENSES	<u>50,312</u>	61,200	58,200
TENANT SERVICES EXPENSES	172	100	200
UTILITY EXPENSES			
Water	9,222	9,400	9,500
Sewer/Stormwater	8,559	8,600	9,000
Electricity	13,060	13,850	15,000
Gas	11,008	17,000	15,000
Street Light Utilities	1,140	1,150	1,400
TOTAL UTILITY EXPENSES	<u>42,990</u>	50,000	49,900
MAINTENANCE AND OPERATIONAL EXPENSES	120,066	138,300	114,600
GENERAL EXPENSES			
Insurance	11,013	11,500	10,800
Payments in Lieu of Taxes and R/E Taxes	11,415	11,000	11,900
Bad Debt	8,395	5,000	5,000
Protective Services	3,731	10,000	7,000
Other General Expense	203	-	200
TOTAL GENERAL EXPENSES	<u>34,758</u>	37,500	34,900
NON-OPERATING ITEMS			
Operating Transfers IN	(180,000)	-	-
TOTAL NON-OPERATING ITEMS	<u>(180,000)</u>	-	-
CASH/BUDGET ITEMS			
Interest Expense	45,570	44,260	42,897
Capital Assets	5,355	-	-
Principal Payments	32,430	33,740	35,103
TOTAL CASH/BUDGET ITEMS	<u>83,355</u>	78,000	78,000
<b>TOTAL EXPENSES</b>	<b><u>151,653</u></b>	<b>365,100</b>	<b>335,800</b>
<b>NET INCOME</b>	<b><u>143,041</u></b>	<b>(26,000)</b>	<b>-</b>

Agenda Item: 7

FROM: Paul Soenneker, Project Manager

DATE: December 8, 2025

SUBJECT: Contracts for Flooring Installation Services

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**Requested Action:** Approval of the Flooring Installation Services contracts for a pool of contractors. This contract would be for one year with an option to extend for an additional year if agreeable to the HRA and contractors.

**Background:** On November 17, 2025 the HRA solicited quotes for square foot pricing with possible upcharges from five companies to provide vinyl and carpet flooring installation services for all of the HRA owned apartments, townhomes and single-family homes. Possible upcharges would be removing and re-setting toilets, washers, dryers, stoves and refrigerators and installing vinyl and wood base. We received two quotes for these services.

When evaluating the quotes; staff noted that Floor to Ceiling's prices were lower than Hansen Flooring Gallery's price for all items except for removing and re-setting the stove and refrigerator when replacing the vinyl flooring. The price difference for these two items would not be enough to change the overall cost ranking of any project.

The lowest responsible contractor will be considered Contractor #1 and will be contacted to ascertain as to whether or not they are available to do the flooring work within 10 business days. If they inform us that they will not be able to do the flooring work within that time frame; the HRA will contact the contractor who submitted the next lowest quote (Contractor #2) and so on until the work is completed. The HRA has been procuring the flooring services this way since 2020 which has freed up Property Managers time because they do not need to get quotes for these services every time that they have flooring replaced at any of their properties.

Contractor #1: Floor to Ceiling (St. Joseph)

Contractor #2: Hansen Flooring Gallery Inc. (St. Cloud)

**Frequency of Requests:** Every one to two years

**Related Action:** None.

**Future Action:** None.

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

**Budget Impact:** This item will be funded through each building's budget.

Agenda Item: 8

FROM: Lori Lindberg, Executive Director

DATE: December 8, 2025

SUBJECT: Amended and Restated Exclusive Letter of Intent with Central Minnesota Housing Partnership (CMHP) for the Property Located at 1618 Pine Cone Road

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**Requested Action:** Approve the following Amended and Restated Exclusive Letter of Intent.

**Background:** 2.68 acres at 1618 Pine Cone Road is currently owned by St. Cloud HRA Holdings, LLC.

On June 26, 2024, the Board approved the sale of this property to CMHP for \$1 and an Amended and Restated Exclusive Letter of Intent, which will expire on December 31, 2025.

CMHP's proposal for St. Cloud Apartments Senior Housing Project was not awarded funding from Minnesota Housing in 2025. CMHP will be applying for funding in 2026. We are requesting the Board approve the following Amended and Restated Exclusive Letter of Intent which updates the effective dates to demonstrate continued local support for an affordable housing development in the upcoming funding cycle.

The document that you are approving was reviewed by legal counsel.

**Frequency of Request:** Once.

**Related Actions:** Actions taken at the April, May, and June 2024 meetings to approve this transaction.

**Future Action:** None.

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

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

**AMENDED AND RESTATED  
EXCLUSIVE LETTER OF INTENT**

The **Housing and Redevelopment Authority in and for the City of St. Cloud, Minnesota**, a public body corporate and politic of the State of Minnesota, and **St. Cloud HRA Holdings, LLC**, a Minnesota limited liability company (collectively, the “**HRA**”) and **Central Minnesota Housing Partnership, Inc.**, a Minnesota nonprofit corporation, or its assigns (“**CMHP**”), enter into this Exclusive Letter of Intent (this “**LOI**”) effective as of December \_\_\_, 2025 (the “**Effective Date**”).

**RECITALS**

- A. The HRA owns vacant real property located at 1618 Pine Cone Road in the City of St. Cloud, Minnesota (the “**City**”), Parcel ID# 82.50095.0836 consisting of approximately 2.68 acres (the “**Property**”) as generally shown on the site drawing attached as **Exhibit A** (the “**Site Drawing**”).
- B. The City owns vacant real property located at 1530 Pine Cone Road in the City, PID# 82.50095.0837 adjacent to the Property (the “**City Parcel**”) as generally shown on the Site Drawing.
- C. CMHP intends on submitting an application to the Minnesota Housing Finance Agency (“**MHFA**”) for low-income housing tax credits (“**LIHTC**”) and/or housing infrastructure bonds (“**HIB**”) to develop an approximately 58-unit affordable multi-family housing project (the “**Project**”) on the Property and approximately .80 acres of the City Parcel as shown on the Site Drawing (the “**City Property**”).
- D. The actual development of the Project is dependent upon a variety of factors, variables and circumstances which are not now resolved nor known with sufficient clarity as to permit the parties to enter into a purchase agreement regarding the Property.
- E. The parties desire to summarize some of the key transaction terms the parties are proposing regarding the sale and acquisition of the Property to be included in a definitive agreement between the parties (the “**Purchase Agreement**”).

The purpose of this LOI is to summarize some of the significant terms and conditions of the Project and the Purchase Agreement between the HRA and CMHP for the proposed development of the Project. This LOI is not intended to limit the scope or provisions of the Purchase Agreement and, thus, terms and conditions other than those set forth herein may be agreed upon in the final Purchase Agreement.

1. **Inspections.** CMHP, its agents, representatives and contractors, shall have full and continuing physical access to the Property through the Closing Date without charge but at CMHP’s cost for CMHP’s review, inspection, investigation and testing of the Property (the “**Inspections**”).

2. **Property Information**. Within 10 business days following CMHP's request, the HRA will deliver to CMHP complete and correct copies of surveys, plats, real estate tax statements, covenants, restrictions, easements, environmental, engineering, geotechnical and soils reports and studies, wetland delineations or reports, zoning information, title insurance policies, governmental approvals, pending and levied assessments, notices or information pertaining to the condition or status of the Property, and all other documents which CMHP may reasonably request which are in the HRA's possession or control (the "**Property Information**").

3. **Title Commitment**. Within 10 business days following CMHP's request, the HRA will provide a commitment for an ALTA Owner's Title Insurance Policy issued by First American Title Insurance Company d/b/a Tri-County Abstract and Title Guaranty (the "**Title Company**") in a form and amount reasonably required by CMHP ("**Title Commitment**"). CMHP shall be responsible to obtain and pay for any owner's and lender's title insurance policies on the Property which CMHP desires to obtain.

4. **Sale of Property**. The HRA will sell and transfer the Property to CMHP, or its assigns, at the Closing for a purchase price of \$1.00 (the "**Purchase Price**") in return for assurances that the Project will be developed and used in the public interest described in the agreed documents. The HRA acknowledges that the Property's fair market value ("**Market Value**") exceeds \$1.00 and that the HRA will donate to CMHP and the Project that portion of the Market Value that exceeds the Purchase Price (the "**Donation**").

5. **Project Financing**. CMHP anticipates that the Project will be financed with a combination of LIHTC, HIB, capital contributions, loans and other funding applied for by CMHP to develop the Project.

6. **Contingencies**. CMHP's obligation to proceed with the Purchase Agreement and the acquisition of the Property will be contingent upon, among other things, all of the following:

- a. CMHP shall be satisfied with title to the Property;
- b. CMHP shall be satisfied in its sole discretion with its Inspections of the Property (including a survey, Phase 1 environmental report, geotechnical, engineering and building reports) and review of the Property Information;
- c. The City shall have replatted the Property and the City Property;
- d. CMHP shall have obtained all final City, governmental and third-party approvals, permits and agreements required for the Project which CMHP believes are necessary in its sole discretion;
- e. CMHP shall have received a preliminary funding award of LIHTC, HIB and/or other required approvals from MHFA on terms satisfactory to CMHP in its sole discretion for the Project (the "**MHFA Approvals**");

- f. CMHP shall have received a loan or loans for the Project in amounts and on terms acceptable to CMHP in its sole discretion;
- g. CMHP shall have entered into a limited partnership agreement with a LIHTC investor for the Project with terms acceptable to CMHP in its sole discretion, if applicable; and
- h. CMHP shall have entered into a letter of intent and purchase agreement with the City regarding the acquisition of the City Property, and CMHP shall have simultaneously closed on the acquisition of the Property and the City Property.

7. **Closing Date.** Closing will occur within 10 days following CMHP's written notice to the HRA but no later than December 31, 2026, or such other date the parties agree upon (the "**Closing Date**"). The Closing shall take place at the Title Company's office, or another mutually agreed upon location, or in accordance with escrow instructions provided by the parties, at a time the parties agree upon (the "**Closing**").

8. **Closing Expenses.** CMHP shall pay all state deed tax, the cost of the Title Commitment, the cost to record the deed, any title insurance policy premiums, any mortgage registration taxes, and the Title Company's closing fees and costs. The parties will each pay their own legal and accounting costs.

9. **Ownership Structure.** CMHP will form a wholly-owned limited liability company, a limited partnership or other entity (the "**Entity**") to enter into the Purchase Agreement, purchase the Property and develop the Project. CMHP shall have primary responsibility for the management of the Partnership and the Project. Upon formation of the Entity, CMHP will assign this LOI and any Purchase Agreement to the Partnership.

10. **Transaction Costs.** The parties will each be responsible for all of their own costs and expenses incurred at any time in connection with pursuing or consummating this LOI, the Purchase Agreement and any other documents or any other transaction this LOI contemplates. The parties agree that neither party can be liable for expenses incurred or opportunities lost by the other in reliance on this LOI.

11. **Exclusive Negotiations.** The HRA understands that CMHP will be spending considerable time, effort and expense in preparing and submitting an application to MHFA for the MHFA Approvals and that receiving MHFA Approvals is necessary for CMHP to proceed with the Project and the Purchase Agreement. If CMHP receives MHFA Approvals before December 31, 2026, the HRA and CMHP will proceed diligently and in good faith to negotiate a mutually acceptable Purchase Agreement for the Project on or before August 31, 2027. If CMHP has not received MHFA Approvals by December 31, 2026, this LOI will automatically terminate, unless the parties agree to extend it. Prior to termination of this LOI and the execution of a mutually acceptable Purchase Agreement, the HRA shall not negotiate with or enter into any agreement with any third party regarding the lease, purchase or development of the Project or any portion of the Property.

12. **Disclaimer.** This LOI is only an outline of the basic business terms for the Project and the Purchase Agreement, and except for Sections 10 and 11, is not a legally binding or enforceable agreement. Neither party will have any legal obligations with respect to the Project unless and until the parties execute a definitive, mutually acceptable Purchase Agreement.

13. **Counterparts; Signatures.** This LOI may be signed in counterparts, each of which shall be deemed an original, and electronic and emailed pdf signatures shall be sufficient for all purposes.

The HRA and CMHP have executed this Exclusive Letter of Intent as of the Effective Date.

**HRA:**

**THE HOUSING AND REDEVELOPMENT  
AUTHORITY IN AND FOR THE CITY OF  
ST. CLOUD, MINNESOTA**

By \_\_\_\_\_  
Its \_\_\_\_\_

**St. Cloud HRA Holdings, LLC**

By \_\_\_\_\_  
Its \_\_\_\_\_

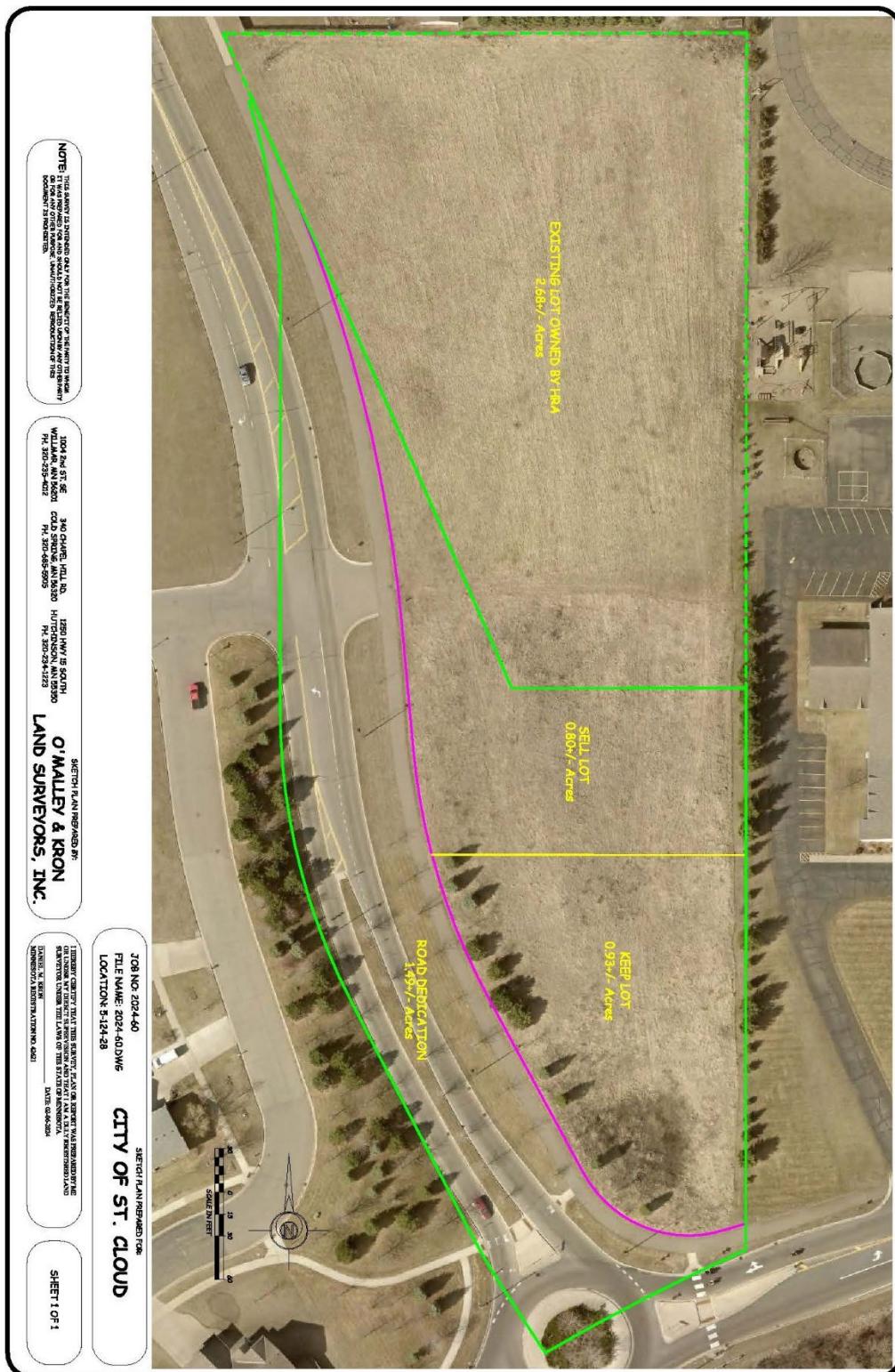
**CMHP:**

**Central Minnesota Housing Partnership,  
Inc.**

By \_\_\_\_\_  
Deanna Hemmesch, Executive Director

## EXHIBIT A

### Site Drawing



Agenda Item: 9

FROM: Lori Lindberg, Executive Director

DATE: December 8, 2025

SUBJECT: Resolution 2025-20 Application for Renewal of Continuum of Care Housing Grants

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**Requested Action:** Approve Resolution 2025-20 for Application for Renewal of Continuum of Care (CoC) grants from the Department of Housing and Urban Development (HUD).

**Background:** The HUD CoC Rental Assistance program provides tenant-based rental assistance and Support Services to chronic homeless individuals and families as well as persons who are victims of Domestic Violence.

The HRA has two active grants where an Intent to Apply has been submitted under this FY 2025 Competition. The HRA Administers the Rental Assistance program, and administers in partnership with Lutheran Social Services, The Domestic Violence Rapid Re-Housing Program. In the Notice of Funding Opportunity, HUD did not specify whether grantees were the only eligible applicant for renewal funding. As a result, LSS proceeded with their Intent to Apply for renewal funds for the Domestic Violence Rapid Rehousing grant, and the HRA submitted a Letter of Intent for renewal of the Rental Assistance grant.

The grant application is for a renewal for one year.

**Frequency of Request:** We plan to continue participation in the HUD CoC Rental Assistance programs to the extent opportunities are made available.

**Related Actions:** None at this time.

**Future Action:** None at this time.

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

**Budget Impact:** The St. Cloud HRA will be allowed to draw administrative fees for participants served under these grants.

**RESOLUTION 2025-20**

**HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA**

**APPROVAL OF APPLICATION FOR RENEWAL OF  
CONTINUUM OF CARE HOUSING GRANTS**

WHEREAS, the Housing and Redevelopment Authority of St. Cloud. Minnesota (the "HRA"), is authorized to administer rental assistance under the Housing Programs, and

WHEREAS, the HRA is authorized to administer the Department of Housing and Urban Development (HUD) Continuum of Care (CoC) grants under this authority, and has been administering rental assistance grants from HUD for homeless individuals and families, and

WHEREBY, is requesting Board approval for the Executive Director of the HRA to apply for renewal of the HUD FY 2025 Continuum of Care (CoC) grants in accordance with authorized activities, for grant periods starting in 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA that the Executive Director is authorized to apply for renewal funding of the CoC grants.

Adopted this 17<sup>th</sup> day of December, 2025.

ATTEST:

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Nancy Gohman, Chair

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Hani Jacobson, Secretary

Agenda Item: 10

FROM: Lori Lindberg, Executive Director

DATE: December 8, 2025

SUBJECT: Approval of HRA Goals and Action Steps for 2026-2030

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**Requested Action:** Approve HRA Goals and Action Steps for 2026-2030

**Background:** The HRA has completed a review of their prior 5-years goals and action steps, and is proposing to revise the goals and action steps for the 5-year period commencing January 1, 2026 through December 31, 2030. The HRA staff and Board of Commissioners set the goals and priorities for the agency to ensure activities and actions are in alignment with the mission of the organization, the agency authority, needs of the communities served, and further align with local, state and federal housing priorities.

The attached goals set the vision for the coming 5- year period as it pertains to goals and action steps that are envisioned to support these goals. Annually an update of the progress towards these goals is presented to the board at the Annual Meeting held each January.

**Frequency of Request:** Every Five Years

**Related Actions:** None

**Future Action:** Annual progress update

## **2026-2030 Goals for the HRA**

1. The HRA of St. Cloud will be an active partner in the communities the HRA represents, fostering collaboration and innovation to address housing and neighborhood concerns and improve a person or group of persons quality of life.

### Action Steps:

- Continue to explore opportunities and funding partnerships for Single Family programs and neighborhood improvement initiatives
- Continue to market rehab programs
- Continue to explore funding partnerships / options for blighted city properties
- Develop partnerships with non-profit and CAP agencies, the school district, and city and county departments
- Encourage staff participation on city and county wide committees and professional panels
- Explore opportunities to provide renter education and skills development opportunities for HRA participants, residents, and the community
- Explore opportunities to improve contacts with homeless individuals and households to strengthen partnerships in the rural areas of the HRA's jurisdiction and increase referrals.
- Gain greater exposure to the various resources of benefit to participants throughout Stearns, Wright, and Benton Counties (for example coordinated entry providers) .
- Foster innovation and promote opportunities for community resources to connect with low income individuals and families who are residing in or homeless in rural communities within Sherburne, Benton, Wright and Stearns counties

2. The HRA of St. Cloud will promote fair housing and educational activities within the community, promote a high standard for affordable rental housing physical conditions, and strive for continued high performance ratings and management practices within the HRA's portfolio and housing subsidy programs.

### Action Steps:

- Provide fair housing training
- Provide landlord training with an emphasis on NSPIRE Standards and Lead Hazards
- Explore opportunities to engage landlords on a regular basis
- Provide updates to board on any compliance or management reviews
- Inspect all HRA units and units contracted under the voucher programs
- Monitor waiting lists for any significant changes in demographics of households applying
- Develop HRA portfolio marketing plan, and identify new strategies to reduce vacancies in the HRA Rental Housing Portfolio
- Participate in community outreach efforts that promote affordable housing
- Develop informational materials for the HRA's programs on the website, rent café and other advertising media
- Provide caretaker training at least annually

3. The HRA of St. Cloud will foster collaboration and innovation through partnerships with other community organizations to further strengthen the operational efficiencies and fiscal performance of the agency's programs.

### Action Steps:

- Continue collaboration with the Central MN CoC
- Continue to monitor Minnesota Housing funding availability to include Single Family Programs, Publicly Owned Housing Programs, New Rental Assistance Programs, and Multifamily Loan Products
- Research funding sources for rental assistance and housing options to serve all households with an emphasis on priority needs in the community
- Work with community organizations to develop process for client engagement
- Develop communication strategy that promotes HRA programs, properties, and participant self-sufficiency success stories
- Explore industry best practices to develop affordable housing marketing framework, streamline forms and internal department reporting

4. The St. Cloud HRA will explore strategies that further promote fiscally responsible use of funding sources, strengthen the HRA, and improve the quality of life of HRA participants, residents, and the public.

Action Steps:

- Leverage technology and personnel resources to increase efficiency and reduce vacancies in HRA's rental portfolio
- Explore new funding sources for affordable rental portfolio, public housing, and single-family programs
- Deploy business strategies and best practices that further strengthen the HRA and promote operational efficiency
- Work with landlords to reduce the number of first-time inspections fails
- Implement plan to update and improve the agency Website to increase usability for waiting list applicants, residents, voucher participants, and the public
- Continued fiscal responsibility for all programs
- Evaluate energy usage at HRA owned properties
- Promote recycling efforts at HRA owned properties
- Develop and implement staff training schedule for 2026
- Develop and implement an on-line application for rehab loans
- Develop online tool to track Tenant Payment Agreements and improve payment outcomes and increase efficiency
- Explore Yardi tools for asset management to include forecasting
- Promote HRA open positions to students at local colleges, residents of HRA rental housing and voucher program participants
- Streamline rental department procedures for move outs, vacancy reporting, and marketing of vacant units

**The Department of Housing and Urban Development goals for the coming year and corresponding HRA Goals.**

1. Providing Decent, Safe, and Affordable Housing (HRA goal 2)
2. Improving Quality of Life (HRA goal 1, 4)
3. Promoting Fair Housing (HRA goal 2)
4. Strengthening the Public Housing System (HRA goal 3, 4)
5. Fostering Collaboration and Innovation (HRA goal 1, 3)

Agenda Item: 11

FROM: Lori Lindberg, Executive Director

DATE: December 17, 2025

SUBJECT: Report on Activities

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**Westwood Apartments Flood:** On December 1, 2025 two units at Westwood Apartments at 770 Savannah Avenue sustained damage due to a flood resulting from a damaged sprinkler head in a second-floor apartment. Staff are working with the mitigation company and the Insurance Company on the claim. Two residents were impacted and were able to stay in two vacant units within the same property. These residents are currently unable to stay in their units over night.

**Al Loehr Apartments Fire Update:** Repairs are being completed on the units impacted by the fire and water damages.

**Wilson Apartments-Relocation Update:** Relocation began December 1, 2025. Regular communication continues with all impacted residents. Thirteen residents were relocated during phase 1 of the project. Twelve residents moved to the GrandStay. One resident is staying with family. Residents impacted by work on their Kitchen sink water and drain have received modifications to ensure they have access to water while using their kitchen. Residents have reported positively to their experience to date. Residents impacted by phase 2 have been notified of their upcoming move. Paul Soenneker HRA Project Manager, Matt Swanson Wilson Apartments Property Manager, and Lori Lindberg Executive Director attended the first construction meeting on December 2, 2025 and were able to do a walk-through of some of the units currently undergoing modernization.

#### **Voucher Programs:**

During the month of November 2025 there were 5 participants that ended participation. One household voluntarily gave up their rental assistance, and 1 household passed away and 3 households ended participation in voucher programs due to program violations.

As of November 30, 2025 - Port ins: 91 Port outs:66

#### **Bring it Home:**

The HRA will be accepting on-line applications for the Bring It Home Rental Assistance (BIH) Program online starting on Monday, January 5, 2026 at 8:00am and ending Friday, January 9, 2026 at 4:30pm. Staff will be available to help with the on-line application process, either in person or on the phone. We have advertised to the Central MN Continuum of Care, Central MN Family Homeless Prevention Assistance Program, Community Adult Mental Health Initiative, school districts in the city of St. Cloud and the counties of Benton, Sherburne, and area landlords.

## **Single Family Programs:**

### Fix Up Fund:

The HRA administers a Fix Up program that is funded with St. Cloud Tax Levy funds. These funds are typically leveraged also using CDBG funds. Layering these funds helps to conserve Fix Up Funds and compensate for increased costs allowing borrowers to complete their full scope of work. The total remaining available for the Fix Up fund is \$88,902. Based on past projects it is estimated this amount could assist 4 homeowners.

### Minnesota Housing Funds:

Currently there are 4 people on the Minnesota Housing waiting list. Three of these households have worked with the HRA in the past under other programs. We have layered MN Housing funds with 2 other CDBG loans that are currently under construction.

### **CDBG Update:**

Application for funding: While HUD has not issued the final allocation of CDBG for entitlements, the City has announced that they are proceeding with planning steps, and have preliminarily planned to open the application period for the CDBG on December 16, 2025. Applications are tentatively due January 16, 2026 for program year starting July 1, 2026 through June 30, 2027. Because HUD has not provided the final notification of the allocation of CDBG to entitlements, the published timeline is subject to change.

The HRA will apply for CDBG funds for the Single-Family Rehab Program in the amount of \$350,000. This amount would allow the HRA to approve 12 loans with the following distribution of funding:

- Rehab Loans (86%) \$301,000
- Administration (10%) \$35,000
- Recording fees and Lead Risk Assessment and Clearance (4%) \$14,000

### Current Grant Year-Homeowner Rehab Program

- 9 in the construction phase, 1 of these are an emergency loan
- 1 in the bidding process
- 13 on the waiting list
- All funds have currently been expended or committed

### Prior Grant Years:

Grant awards for the last two years:

- 2024 the HRA was awarded \$190,000.
- 2025 the HRA was awarded \$215,000.

Loan repayments for the last two years:

- \$234,570 in 2024
- \$70,958 so far in 2025.

## Housing Department Vacancy Report – For the Month Ending November 30, 2025

<b>Fund:</b> Public Housing – 291 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>11/30/25</u>
Empire	89	2.16%	3
Wilson	126	1.42%	0
Scattered Sites	76	1.42%	0

<b>Fund:</b> Section 8 New Construction – 162 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>11/30/25</u>
Germain	60	1.30%	1
Grace/NWB	102	1.30%	1

<b>Fund:</b> Tax Credit – 249 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>11/30/25</u>
Creeks	24	2.41%	1
Brownstones	12	2.00%	1
Swisshelm One	32	5.35%	3
Westwood One	32	3.31%	3*
Swisshelm Two	32	8.51%	1
Westwood Two	32	3.75%	1
Riverside	85	6.56%	6

<b>Fund:</b> Affordable Housing – 79 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>11/30/25</u>
Eastwood	18	6.68%	1
Loehr	61	2.80%	3 *
3SFH	3	19.03%	0

\*some vacancies due to fire or flood