



**REGULAR MEETING OF THE
ST. CLOUD HRA BOARD OF COMMISSIONERS**
Wednesday, October 22, 2025

St. Cloud HRA, 1225 West St. Germain Street, Board Room
Wednesday, October 22, 2025
Immediately following 5:00 p.m. Study Session

STUDY SESSION -- 5:00 P.M., St. Cloud HRA, Board Room

AGENDA: Executive Director Contract

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

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

Regular Meeting Agenda:

1. Roll Call and Pledge of Allegiance.

Consent Agenda:

2. Approval of Agenda. REQUESTED ACTION: Approve.
3. Approval of Study Session Minutes, September 24, 2025. REQUESTED ACTION: Approve.
4. Approval of Regular Meeting Minutes, September 24, 2025. REQUESTED ACTION: Approve.
5. Review of 2025 Financial Report. REQUESTED ACTION: None.
6. Approval of Contract for Siding Replacement Swisshelm Village Two Apartments. REQUESTED ACTION: Approve.
7. Approval of Media-Equipment Disposition/Recycling Policy. REQUESTED ACTION: Approve.
8. Approval of Payment Standards Effective January 1, 2026. 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:

9. Approval of Resolution 2025-16 Appointment of Executive Director.

New Business:

10. Approval of Staff Wage Increases effective November 23, 2025.

11. Approval of Changes to Personnel Policies 05.04 Paid Leave and 05.05 Emergency Paid Sick Leave.

12. Report on Activities.

Open Discussion:

Adjourn.

HOUSING & REDEVELOPMENT AUTHORITY OF ST. CLOUD, MN
STUDY SESSION MINUTES
Wednesday, September 24, 2025

A Study Session for the Housing and Redevelopment Authority of St. Cloud (HRA) Board of Commissioners was held on Wednesday, September 24, 2025 at Wilson Apartments, 41 – 3rd Avenue NE, St. Cloud, MN. Chair Nancy Gohman called the meeting to order at 5:01 p.m. Commissioners present: Tami Calhoun, John Dvorak, Hudda Ibrahim, Hani Jacobson, Seal Dwyer, and Nancy Gohman. Commissioners absent: Scott Brodeen.

Mr. Matt Swanson, Property Manager of the Wilson Apartments gave a tour of the building to Board members.

Deputy Director Lori Lindberg gave an overview of the relocation plan for the residents of Wilson Apartments while the plumbing lines are being replaced. A relocation schedule and the phases of the project were reviewed. All residents have received notices in accordance with the Uniform Relocation Act.

Executive Director Louise Reis recommended that the Board Chair and the Chair of the Personnel Committee begin negotiating with Ms. Lori Lindberg on a hiring contract for the Executive Director position effective November 1, 2025.

With no further discussion, the Study Session adjourned at 5:57 p.m.

ATTEST:

Chair, Nancy Gohman

Secretary, Hani Jacobson

HOUSING & REDEVELOPMENT AUTHORITY OF ST. CLOUD, MN

REGULAR MEETING MINUTES

Wednesday, September 24, 2025

A Regular Meeting for the Housing and Redevelopment Authority of St. Cloud (HRA) Board of Commissioners was held on Wednesday, September 24, 2025 at Wilson Apartments, 40 3rd Ave. NE, St. Cloud MN 56303. Chair Nancy Gohman called the meeting to order at 5:58 p.m.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance was spoken. Commissioners present: Tami Calhoun, John Dvorak, Hudda Ibrahim, Hani Jacobson, Seal Dwyer, and Nancy Gohman. Commissioners absent: Scott Brodeen.
2. Approval of Agenda – Commissioner Ibrahim moved for approval; Commissioner Dvorak seconded the motion. All Commissioners voted in favor. The motion carried.
3. Approval of Study Session Minutes, August 25, 2025 – approved as presented.
4. Approval of Regular Meeting Minutes, August 25, 2025 – approved as presented.
5. Review of 2025 Financial Reports – no action required.
6. Approval of contract for replacement of asphalt at the HRA Main office with Hanson Paving in the amount of \$48,500.00 – approved as presented.

Open Forum: Chair Gohman asked Louise Reis, Executive Director, 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 2025-15 Authorization of Employee Units in Public Housing. Ms. Reis reviewed the Resolution explaining Caretakers are required to live on site as a condition of employment. Commissioner Dwyer moved for approval; Commissioner Calhoun seconded the motion. All Commissioners voted in favor; the motion carried.
8. Approval of Contract for Scattered Sites Concrete Replacement–Ms. Reis requested approval for contract with DRSC Concrete in the amount of \$41,669.00 to replace concrete steps, sidewalks, parking pads and driveways at four scattered site homes. Commissioner Dvorak moved for approval; Commissioner Dwyer seconded the motion. All Commissioners voted in favor. The motion carried.
9. Approval of Board Chair and Personnel Committee Chair to Negotiate the Executive Director Hiring and Contract with Ms. Lori Lindberg. Commissioner Calhoun moved for approval; Commissioner Dvorak seconded the motion. All Commissioners voted in favor. The motion carried.
10. Report on Activities – Ms. Reis shared that the Al Loehr Apartments suffered damage as the result of a cooking fire. Three units were affected. One unit sustained fire and water damage, and has been vacated. Two units as well as the common area and hallway sustained water damage. The two units that sustained only water damage have been restored. Minnesota Housing Finance Agency notified that Empire Apartments was selected for funding in the amount of \$4,800,000.00 for the water and sewer line

replacement project. Funding is contingent on satisfactory completion of the due diligence process. Staff will attend Project Connect on Tuesday October 28, 2025 and have a booth with information on housing and housing programs offered by the HRA. Open Discussion: none.

There being no further business, the Regular Meeting adjourned at 6:14 p.m.

ATTEST:

Chair, Nancy Gohman

Secretary, Hani Jacobson

TO: HRA Board of Commissioners
FROM: Karen Rizer, CPA Finance Director
DATE: October 15, 2025
SUBJECT: 2025 Financial Reports

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 McDowall 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 McDowall Apartments and Northway B Townhomes), and Eastwood Apartments.

If you have any questions, call or email 320-202-3148 or krizer@stcloudhra.com Thank you.

Housing Choice Vouchers
Period = Jan 2025-Aug 2025

	YTD Actual	YTD Budget	Variance	% Var
INCOME				
TENANT INCOME				
Other Tenant Income	6,923.64	0.00	6,923.64	N/A %
TOTAL TENANT INCOME	6,923.64	0.00	6,923.64	N/A
GRANT INCOME				
Federal HAP Earned	6,148,897.00	5,866,666.64	282,230.36	4.8
Federal Admin. Fee Income	893,130.00	816,000.00	77,130.00	9.5
Port-In Admin Fees Earned	53,973.76	40,000.00	13,973.76	34.9
Port In HAP Earned	877,231.00	766,666.64	110,564.36	14.4
TOTAL GRANT INCOME	7,973,231.76	7,489,333.28	483,898.48	6.5
OTHER INCOME	32,141.01	31,533.36	607.65	1.9
TOTAL INCOME	8,012,296.41	7,520,866.64	491,429.77	6.5
EXPENSES				
ADMINISTRATIVE EXPENSES				
Administrative Salaries and Benefits	564,374.44	586,666.64	22,292.20	3.8
COCC Fees - Mgmt, Acctg, Intake	265,877.00	280,000.00	14,123.00	5.0
Legal Expense	11,425.73	10,000.00	-1,425.73	-14.3
Auditing Fees	10,753.41	14,300.00	3,546.59	24.8
Port Out Admin Fee Paid	19,284.19	20,000.00	715.81	3.6
Other Admin Expenses	110,397.90	110,666.64	268.74	0.0
TOTAL ADMINISTRATIVE EXPENSES	982,112.67	1,021,633.28	39,520.61	3.9
TENANT SERVICES EXPENSES	322.53	0.00	-322.53	N/A
UTILITY EXPENSES				
Water	85.58	133.36	47.78	35.8
Sewer/Stormwater	124.93	133.36	8.43	6.3
Electricity	2,403.72	2,800.00	396.28	14.2
Gas	846.37	800.00	-46.37	-5.8
Street Light Utilities	13.72	0.00	-13.72	N/A
TOTAL UTILITY EXPENSES	3,474.32	3,866.72	392.40	10.2
MAINTENANCE AND OPERATIONAL EXPENSES	8,869.01	23,333.36	14,464.35	62.0
GENERAL EXPENSES				
Insurance	10,135.10	12,000.00	1,864.90	15.5
Bad Debt	58.40	3,500.00	3,441.60	98.3
Protective Services	1,554.57	1,333.36	-221.21	-16.6
TOTAL GENERAL EXPENSES	11,748.07	16,833.36	5,085.29	30.2
NEIGHBORHOODS EXPENSES				
Title and Recording Fees	2.00	0.00	-2.00	N/A

Housing Choice Vouchers
Period = Jan 2025-Aug 2025

	YTD Actual	YTD Budget	Variance	% Var
TOTAL NEIGHBORHOODS EXPENSES	2.00	0.00	-2.00	N/A
HOUSING ASSISTANCE PAYMENTS				
Housing Assistance Payments	6,537,765.99	6,450,000.00	-87,765.99	-1.4
Tenant Utility Payments-Voucher	48,934.00	40,000.00	-8,934.00	-22.3
Port Out HAP Payments	415,510.00	133,333.36	-282,176.64	-211.6
FSS Escrow Payments	4,543.00	10,000.00	5,457.00	54.6
TOTAL HOUSING ASSISTANCE PAYMENTS	7,006,752.99	6,633,333.36	-373,419.63	-5.6
TOTAL EXPENSES	8,013,281.59	7,699,000.08	-314,281.51	-4.1
NET INCOME	-985.18	-178,133.44	171,148.30	96.1

Central Office Cost Center
Period = Jan 2025-Aug 2025

	YTD Actual	YTD Budget	Variance	% Var
INCOME				
TAX LEVY	383,499.59	360,000.00	23,499.59	6.5 %
FEE INCOME	1,029,468.40	1,046,666.64	-17,198.24	-1.6
OTHER INCOME	48,293.38	18,000.00	30,293.38	168.3
TOTAL INCOME	1,461,261.37	1,424,666.64	36,594.73	2.6
EXPENSES				
ADMINISTRATIVE EXPENSES				
Administrative Salaries and Benefits	1,213,840.25	1,300,000.00	86,159.75	6.6
COCC Fees - Mgmt, Acctg, Intake	524.45	0.00	-524.45	N/A
Legal Expense	11,529.00	8,000.00	-3,529.00	-44.1
Auditing Fees	5,142.00	7,000.00	1,858.00	26.5
Other Admin Expenses	132,052.60	134,666.64	2,614.04	0.0
TOTAL ADMINISTRATIVE EXPENSES	1,363,088.30	1,449,666.64	86,578.34	6.0
TENANT SERVICES EXPENSES	397.41	0.00	-397.41	N/A
UTILITY EXPENSES				
Water	105.49	133.36	27.87	20.9
Sewer/Stormwater	174.97	200.00	25.03	12.5
Electricity	2,961.79	3,133.36	171.57	5.5
Gas	1,042.77	925.00	-117.77	-12.7
Street Light Utilities	67.35	66.64	-0.71	-1.1
TOTAL UTILITY EXPENSES	4,352.37	4,458.36	105.99	2.4
MAINTENANCE AND OPERATIONAL EXPENSES	83,606.21	80,000.00	-3,606.21	-4.5
GENERAL EXPENSES				
Insurance	23,155.60	24,000.00	844.40	3.5
Protective Services	159.73	0.00	-159.73	N/A
TOTAL GENERAL EXPENSES	23,315.33	24,000.00	684.67	2.9
NON-OPERATING ITEMS				
Operating Transfers OUT	225,000.00	225,000.00	0.00	0.0
TOTAL NON-OPERATING ITEMS	225,000.00	225,000.00	0.00	0.0
TOTAL EXPENSES	1,699,759.62	1,783,125.00	83,365.38	4.7
NET INCOME	-238,498.25	-358,458.36	119,960.11	33.5

Community Development Block Grant (CDBG)
Period = Jan 2025-Aug 2025

	Year to Date
INCOME	
GRANT INCOME	
Other Government Grants-Federal	181,192.92
TOTAL GRANT INCOME	125,533.38
TOTAL INCOME	125,533.38
EXPENSES	
ADMINISTRATIVE EXPENSES	
Administrative Salaries and Benefits	17,314.62
Legal Expense	1,080.00
Auditing Fees	2,092.50
Other Admin Expenses	1,504.55
TOTAL ADMINISTRATIVE EXPENSES	21,991.67
NEIGHBORHOODS EXPENSES	
Title and Recording Fees	703.25
Lead Fees	3,200.00
Rehab Loans	190,004.00
TOTAL NEIGHBORHOODS EXPENSES	193,907.25
CASH/BUDGET ITEMS	
Loan Repayment	-34,706.00
TOTAL CASH/BUDGET ITEMS	-34,706.00
TOTAL EXPENSES	181,192.92
NET INCOME	0.00

Neighborhood Programs
Period = Jan 2025-Aug 2025

	Year to Date
INCOME	
GRANT INCOME	
State Admin. Fee Income	4,124.75
Other Government Grants - State	32,495.00
TOTAL GRANT INCOME	36,619.75
FEE INCOME	33,130.02
OTHER INCOME	53,309.95
TOTAL INCOME	123,059.72
EXPENSES	
ADMINISTRATIVE EXPENSES	
Administrative Salaries and Benefits	8,902.25
Legal Expense	199.00
Auditing Fees	1,614.00
Other Admin Expenses	4,288.57
TOTAL ADMINISTRATIVE EXPENSES	15,003.82
TENANT SERVICES EXPENSES	30.03
UTILITY EXPENSES	
Water	7.96
Sewer/Stormwater	491.64
Electricity	223.81
Gas	78.77
Street Light Utilities	1,720.64
TOTAL UTILITY EXPENSES	2,522.82
MAINTENANCE AND OPERATIONAL EXPENSES	5,489.61
GENERAL EXPENSES	
Insurance	942.79
TOTAL GENERAL EXPENSES	942.79
NEIGHBORHOODS EXPENSES	
Title and Recording Fees	605.75
Lead Fees	710.00
DPA Loans	165,000.00
Rehab Loans	115,930.00
TOTAL NEIGHBORHOODS EXPENSES	282,245.75
NON-OPERATING ITEMS	
Operating Transfers IN	-240,000.00

Neighborhood Programs
Period = Jan 2025-Aug 2025

	Year to Date
Operating Transfers OUT	15,000.00
TOTAL NON-OPERATING ITEMS	-225,000.00
 CASH/BUDGET ITEMS	
Capital Assets	3,326.00 (1)
TOTAL CASH/BUDGET ITEMS	3,326.00
 TOTAL EXPENSES	 84,560.82
 NET INCOME	 38,498.90

(1) - 152 19TH Ave - House Build

Community Housing Fund
Period = Jan 2025-Aug 2025

	Year to Date
INCOME	
OTHER INCOME	131,487.79
 TOTAL INCOME	 131,487.79
 EXPENSES	
ADMINISTRATIVE EXPENSES	
Auditing Fees	932.00
TOTAL ADMINISTRATIVE EXPENSES	932.00
 TOTAL EXPENSES	 932.00
 NET INCOME	 130,555.79

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

FROM: Paul Soenneker, Project Manager

DATE: October 15, 2025

SUBJECT: Contract for Siding Replacement at Swisshelm Village Two Apartments.

Requested Action: Approve the contract with Kue Contractors in the amount of \$221,562.00 for the replacement of the siding, soffit, fascia and gutters at Swisshelm Village Two Apartments.

Background: The existing siding on the apartment building and garages was installed in 2003. Over time, the paint on the steel siding and metal fascia has begun chipping and peeling in numerous areas. As a result, the siding, soffit, fascia and gutters need to be replaced.

HRA staff investigated potential warranty coverage for the defective materials; however, it was determined that the siding is no longer under warranty.

The HRA solicited bids from six contractors. The invitation for bids was posted on the HRA website and advertised in the St. Cloud Times. A total of nine contractors submitted bids by the specified due date and time.

	<u>Bids</u>
American Building Contractors 2960 Judicial Rd. Suite 100 Burnsville, MN 55337	\$270,472.13
BD Exteriors 568 19 th Ave. S Sartell, MN 56377	\$383,601.51
Eroof 5909 Baker Rd. Suite 570 Minnetonka, MN 55345	\$235,351.00
Fulsaas Exteriors 1574 131 st Ct. W. Rosemount, MN 55068	\$416,351.70
Kue Contractors 130 Central Ave. S Watkins, MN 55389	\$221,562.00
Minnesota Exteriors 8600 Jefferson Hwy Osseo, MN 55369	\$297,997.00
Ponderosa Builders 619 Lawrence St	\$385,000.00

Belle Fourche, SD 57717

Proficient Construction	
8997 33 rd St. N.	\$337,801.00
Lake Elmo, MN 55042	

Project One Construction	
10375 County Rd. 8	\$258,200.00
Kimball, MN 55353	

HRA staff recommends awarding the work to Kue Contractors.

Frequency of Requests: Once

Related Action: None.

Future Action: None.

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

Budget Impact: This item will be funded through a transfer from the Community Housing Fund.

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

FROM: Lori Lindberg, Deputy Director

DATE: October 13, 2025

SUBJECT: Media-Equipment Disposition/Recycling Policy

Requested Action: Approve Media-Equipment Disposition/Recycling Policy.

Background: Federal guidelines require that Public Housing Agencies safeguard sensitive agency data and private information from unauthorized use. To ensure measures are in place to safeguard private data, a Media-Equipment Disposition/Recycling Policy was developed. A disposition and recycling policy is a control system that provides a framework for staff to ensure data protection protocols are in place, and equipment can be tracked and accounted for. Equipment that is purchased, reused or destroyed is tracked.

When equipment becomes obsolete or unusable, or is recycled and used in another department, an evaluation of the data held on that equipment is made to determine the sanitization protocol that is most appropriate.

Media sanitization applies to all digital and non-digital system media, whether or not the media is considered removable. Media sanitization can include clearing, purging, cryptographic erase, deidentification of Personally Identifiable Information (PII), or destruction of the equipment.

Media sanitization requirements can be found at 2 CFR 200.313, and National Institute of Standards and Technology Special Publication 800-88.

Options: Approve, deny, or table.

Frequency of Request: One time.

Related Actions: None.

Future Action: Update policy as needed.

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

Media Equipment-Disposition/Recycling Policy

October 13, 2025

Purpose:

Safeguard agency and client private information from unauthorized use when various forms of media (such as laptops, computers, copiers, scanners, hard drives, iPads, tablets) are sold, reused, or released for disposal.

Sanitization guidelines can be found in the resources listed below:

- 2 CFR 200.313
- NIST SP 800-88
- CUI Notice 2017-02: Controlled Unclassified Information and Multi Step Destruction Process
- HUD Guidebook by the HUD office of Administration Electronic Records Management Division titled "U.S. Department of Housing and Urban Development Controlled Unclassified Information October 2020"
- HUD Guidebook titled "Protecting PII U.S Department of Housing and Urban Development April 2015."

Applicability:

Media sanitization applies to all digital and non-digital system media subject to disposal or reuse whether or not the media is considered removable. It includes scanners, copiers, printers, notebook/laptop computers, tablets, work stations, network components, mobile devices, and non-digital media (paper and microfilm).

Media sanitization can include clearing, purging, cryptographic erase, deidentification of PII, and destruction of equipment to prevent disclosure of private information to unauthorized individuals. Assigned staff and the Executive Director will determine the appropriate sanitization methods, and whether or not the equipment will be sold, reused, or destroyed.

Policy:

All HRA equipment used for electronic storage or processing of private information will be sanitized whenever sold, reused, or destroyed. The HRA contracts with a technology services contractor that provides sanitization services to meet the requirements outlined in this policy. The technology services contractor will provide safeguards to protect information and a certification of destruction in accordance with this policy.

The HRA will use an equipment inventory to track pertinent information from purchase to destruction or sale.

Staff that need to use an external device such as a jump drive or docking station, must request the equipment/external device from the Administrative Services Manager as any external device or equipment must be cleared for use on an agency laptop or computer. This step minimizes the risk for transfer of viruses or malware to agency issued equipment. Destruction of private Information held on various forms of media, must be accomplished in a manner that safeguards the equipment until sanitization or destruction is complete.

- Assigned staff are responsible to ensure that the data is no longer readable, decipherable, or recoverable.
- The agency will utilize an equipment inventory to document purchase of equipment and when the equipment is disposed of. The equipment inventory will include pertinent details such as serial number, make/model, date, and disposal method. Media outside of the agency control (media returned for warranties, cost rebate or maintenance or otherwise not returned to the office) will be documented on the equipment inventory.
- The HRA will secure decommissioned or unused laptops, iPads, tablets etc., in a locked area of the agency, with limited access until the equipment can be sanitized.
- A certificate of destruction will be retained in accordance with regulatory timeframes.
- A periodic evaluation of equipment will take place annually to determine what equipment can be sanitized.

Equipment purchased with federal funds:

- Equipment purchased with Federal funds having a current per unit fair market value in excess of \$5,000 (or the standard threshold in effect), that is no longer needed for a Federal program, may be retained or disposed of in accordance with applicable requirements. Disposition may include selling the equipment once it is properly sanitized. The HRA will generally not sell equipment if it can be reused for HRA activities. Equipment that has not been verified as sanitized cannot be sold.
- Instances where equipment is valued more than the current threshold outlined in regulation, must undergo an analysis to ensure sanitization or recycling is necessary. Additionally, HUD may have a right to a proportionate amount of the current fair market value. The HRA must inform HUD and properly track proceeds from the sale or destruction of equipment purchased for more than the threshold outlined above. The equipment and/or proceeds must be properly accounted for in accounting records.

TO: Housing and Redevelopment Authority of St. Cloud, MN (HRA) Board of Commissioners
 FROM: Lori Lygre, Voucher Programs Manager
 DATE: October 14, 2025
 SUBJECT: Payment Standards Effective January 1, 2026

Requested Action: Approval of Payment Standards for the Housing Choice Voucher Program to reflect the changes in the Fair Market Rents (FMR)

Background: The Department of Housing and Urban Development has published the new FMR. The payment standard for the HCV program is required to be between 90 to 110 percent of the FMR. The payment standard for each unit size is for the monthly rent plus utilities that the resident would be responsible for.

Listed below are the current and proposed payment standards. The proposed payment standards would take effect on January 1, 2026.

Housing Choice Voucher Program (Section 8)
 including Special Purpose Vouchers

City of St. Cloud/Benton County	Current	Proposed
0 bedroom	\$941.00	\$943.00
1 bedroom	\$971.00	\$974.00
2 bedroom	\$1242.00	\$1242.00
3 bedroom	\$1646.00	\$1646.00
4 bedroom	\$1957.00	\$1957.00
5 bedroom	\$2250.00	\$2250.00
6 bedroom	\$2543.00	\$2543.00
7 bedroom	\$2837.00	\$2837.00
 Sherburne and Wright Counties	 Current	 Proposed
0 bedroom	\$1174.00	\$1174.00
1 bedroom	\$1360.00	\$1360.00
2 bedroom	\$1663.00	\$1663.00
3 bedroom	\$2243.00	\$2243.00
4 bedroom	\$2540.00	\$2540.00
5 bedroom	\$2921.00	\$2921.00
6 bedroom	\$3221.00	\$3221.00
7 bedroom	\$3593.00	\$3593.00

Frequency of Request: FMR are updated annually by the Department of HUD.

Related Actions: The new payment standards will be reflected in the PHA Plan for 2026. The PHA Plan for 2026 was approved September 2025.

Future Action: None anticipated.

Relationship to Goals: St. Cloud HRA will promote fair housing and assure high performance in HRA properties and housing subsidy programs.

Budget Impact: The HCV budget would need to absorb any increases in cost.

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

FROM: Louise Reis, Executive Director

DATE: October 15, 2026

SUBJECT: Approval of Resolution 2025-16 Appointment of Executive Director

Requested Action: Approval of Resolution 2025-16 Appointment of Executive Director

Background: Resolution 2025-16 appoints Lori Lindberg as Executive Director of the Housing and Redevelopment Authority of St. Cloud, MN (HRA) effective November 1, 2025. This resolution also gives signing authority to Ms. Lindberg for the agency.

Frequency of Request: None

Related Actions: None

Future Action: None at this time.

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

Budget Impact: The change in leadership was a planned activity in the budgets for 2025.

RESOLUTION 2025-16
HOUSING AND REDEVELOPMENT AUTHORITY
OF ST. CLOUD, MINNESOTA
APPOINTMENT OF EXECUTIVE DIRECTOR

WHEREAS, The Board has previously authorized the Board Chair and Personnel Committee Chair to negotiate a contract with Lori Lindberg for her potential hire as the Executive Director, and

WHEREAS, the Board Chair, Personnel Committee Chair, and Lori Lindberg arrived at the recommended written contract providing for at-will employment and the specified notice periods and other terms and conditions, as contained in the contract;

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

1. Lori Lindberg is hereby appointed Executive Director of the Housing and Redevelopment Authority of St. Cloud, Minnesota pursuant to the terms and conditions contained in the Executive Director Employment Agreement.
2. That, in connection with transactions involving the United States Department of Housing and Urban Development, where the signature of the Executive Director is required to complete transactions, to render reports, or otherwise transact business with the Department, the signature of Lori Lindberg shall serve as the approval of the Executive Director on behalf of the Housing and Redevelopment Authority of St. Cloud, Minnesota.
3. That, in connection with transactions involving the Minnesota Housing Finance Agency, where the signature of the Executive Director is required to complete transactions, to render reports, or otherwise transact business with the Agency, the signature of Lori Lindberg shall serve as the approval of the Executive Director on behalf of the Housing and Redevelopment Authority of St. Cloud, Minnesota.
4. That, in connection with other regular transactions of the Housing and Redevelopment Authority of St. Cloud, Minnesota, where the signature of the Executive Director is required to complete such transactions or transact business, the signature of Lori Lindberg shall serve as the approval of the of the Executive Director on behalf of the Housing and Redevelopment Authority of St. Cloud, Minnesota.
5. The Chair is authorized to sign the Executive Director Employment Agreement with Lori Lindberg with an effective date of November 1, 2025.

Adopted this 22nd day of October, 2025.

ATTEST:

Nancy Gohman, Chair

Hani Jacobson, Secretary

TO: HRA Board of Commissioners
FROM: Karen Rizer, CPA, Finance Director
DATE: October 15, 2025
SUBJECT: Staff Wage Increases

Requested Action: Approve the following items:

1. Wage ranges will increase 5% on November 23, 2025.
2. Wage increases to be implemented on November 23, 2025:
 - Regular employees scheduled to work 30 hours per week or more, hired before March 1, 2025:
 - Employees below the 3rd quartile will receive a 7.55% increase.
 - Employees at or above the 3rd quartile will receive a 6% increase.
 - Employees at or below the 1st quartile will receive an extra 1%.
 - Employees with 10+ years of service who are at or below the midpoint will receive an extra 1%.
 - In the event an employee is over the range maximum, an employee will receive the difference between the portion of the employee's salary over the maximum and the maximum in a lump sum payment, to be paid with the pay period ending December 6, 2025.
 - Regular employees scheduled to work 30 hours per week or more, hired on or after March 1, 2025 but before November 1, 2025, will receive a 3% increase.
 - Regular employees scheduled to work 30 hours per week or more, hired on or after November 1, 2025, will receive no increase.

Background: The above increases would be in lieu of any performance increases under Policy 04.02 during 2026. The compensation policies are in the process of being revised and new policies are expected to be in place prior to the end of 2026. Information was provided to the Personnel Committee on September 22 and they approved the above to be brought forward to the October regular meeting.

Options: Approve, deny, or table.

Frequency of Request: As needed.

Related Actions: None.

Future Action: Changes to the Personnel Policies regarding the compensation plan.

Budget Impact: Adopting the items above will increase 2025 wages by approximately \$17,000 and 2026 wages approximately \$150,000 or 6.9%. The 2026 increase is approximately .6% of total anticipated expenses.

TO: HRA Board of Commissioners

FROM: Karen Rizer, CPA, Finance Director

DATE: October 15, 2025

SUBJECT: Changes to Personnel Policies 05.04 Paid Leave and 05.05 Emergency Paid Sick Leave

Requested Action: Approve the following changes to Personnel Policies 05.04 and 05.05:

Policy 05.04 Paid Leave

Increase the maximum Paid Leave carryover each year by 40 hours. All employees who earn Paid Leave under this policy, hired after October 26, 2025, will start with 40 hours of accrued Paid Leave. For employees hired after October 26, 2025, who leave employment prior to their six-month anniversary, only hours accrued over 40 will be paid out.

Policy 05.05 Emergency Paid Sick Leave (EPSL)

Replace the current policy with a MN Paid Leave policy. For all current employees, the balance in their EPSL account would transfer to their Paid Leave account on that date. MN Paid Leave will be an employer-paid benefit.

Background: Because EPSL and Policy 05.05 (attached) has been more time consuming to administer than anticipated, management is proposing to go forward with only one Paid Leave policy. In addition, the benefit to new employees is being reduced from 80 hours to 40 hours, in light of the State's Paid Leave policy that goes into effect on January 1, 2026. Because unused EPSL hours will transfer to Paid Leave hours, management is proposing to increase the annual carryover limit by 40 hours.

Options: Approve, deny, or table.

Frequency of Request: Once.

Related Actions: None.

Future Action: None

Budget Impact: Making MN Paid Leave an employer-paid benefit will cost .44% of annual wages, or approximately \$12,000 in 2026.

Topic: Emergency Paid Sick Leave (EPSL) Policy
Section: Benefits Policies
Number 05.05

Page 1 of 1
Date Issued: 4-1-20
Date Revised: 4-29-21
Date Revised: 12-22-22
Date Revised: 03-27-24

In response to the 2020 COVID-19 pandemic, the federal government enacted the Federal Families First Coronavirus Response Act (FFCRA). The FFCRA provided employees with Emergency Paid Sick Leave (EPSL). Pursuant to the FFCRA, employees employed as of April 1, 2020 were provided 80 hours of Emergency Paid Sick Leave (EPSL). This EPSL Policy was created to extend the use of any of those EPSL hours employees had not used after the FFCRA expired.

Those employees who received EPSL during 2020 when the FFCRA was in effect may continue to use their EPSL until all of their EPSL hours are depleted. EPSL does not replenish or re-accrue. Once an employee has used their 80 hours, they do not receive additional EPSL hours at any point.

All regular full-time employees hired after April 1, 2020 are provided with 80 hours of EPSL at hire. All regular part-time employees hired after April 1, 2020 are provided with 40 hours of EPSL at hire.

An employee may use their EPSL hours for the following:

- (1) When the employee is unable to work or work remotely because of COVID-19 or
- (2) If an employee has exhausted all their Paid Leave and cannot work because they have a serious health condition or are caring for a spouse or child with a serious health condition.

Employees are not paid for unused EPSL upon termination of employment.

TO: HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: October 15, 2025

SUBJECT: Report on Activities

Al Loehr Apartments Fire Update: We have been working with the insurance company and getting quotes to complete the repairs due to the fire and water damages.

Wilson Apartments-Relocation Update: Closing for the loan took place on October 14, 2025. The move date for residents is contingent on the date the contractor is able to begin construction. Plans are being finalized and residents are updated regularly. All residents are planning to move to the GrandStay except one who will stay with family. A Self-Mover Policy has been provided to residents who are choosing to move their belongings on their own or move to another location than the GrandStay.

Caretaker Training: On October 14, 2025, the property managers provided in-person training for all caretakers. Topics covered were fair housing, snow and ice removal, after hour emergencies, maintenance items, and working with the police.

Central MN FHPAP Rental Housing Engagement Committee: The HRA staff will provide information on the various programs along with NSPIRE – V at the Central MN FHPAP Rental Housing Engagement Committee meeting. The meeting will take place on October 15, 2025 in Buffalo.

Housing Choice Voucher Program: During the month of September, 2025 there were six voucher holders removed from the program. One for death, two for program violations and three voluntarily left the program.

As of September 30, 2025 - Port In 88, Port Out 54

CDBG Update:

For the homeowner rehab program:

- 4 in construction
- 1 in bidding process
- 2 in application stage
- 13 on waiting list

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

Fund: Public Housing – 291 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>09/30/25</u>
Empire	89	2.10%	2
Wilson	126	1.67%	0
Scattered Sites	76	1.61%	0

Fund: Section 8 New Construction – 162 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>09/30/25</u>
Germain	60	1.74%	0
Grace/NWB	102	1.27%	1

Fund: Tax Credit – 249 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>09/30/25</u>
Creeks	24	1.27%	1
Brownstones	12	1.52%	0
Swisshelm One	32	6.18%	0
Westwood One	32	2.30%	1
Swisshelm Two	32	8.99%	1
Westwood Two	32	3.91%	1
Riverside	85	7.02%	2

Fund: Affordable Housing – 79 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>09/30/25</u>
Eastwood	18	6.93%	1
Loehr	61	2.32%	3 *
3SFH	3	23.2%	0

* units vacant due to fire.