



**REGULAR MEETING OF THE  
ST. CLOUD HRA BOARD OF COMMISSIONERS**  
**Wednesday, September 24, 2025**

**Wilson Apartments, 41 – 3rd Ave NE  
St. Cloud, Community Room  
Wednesday, September 24, 2025  
*Immediately following 5:00 p.m. Study Session***

**STUDY SESSION -- 5:00 P.M., Wilson Apartments, Community Room**

**AGENDA: Tour of Wilson Apartments, Discussion of Wilson  
Apartments, Executive Director Hiring**

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

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: September 16, 2025

SUBJECT: Wilson Apartment Building Tour

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On Wednesday, September 24, 2025 at 5:00 pm, we will meet at the Wilson Apartments located at 41 3<sup>rd</sup> Avenue NE, St. Cloud for a tour of the apartment building. You may park behind the Wilson Apartments on the street and in parking spaces that face the railroad tracks. We will meet in the front of the building. The property manager, Matt Swanson will conduct the tour.

After the Wilson tour, we will go to the Community Room at the Wilson Apartments to finish the study session and conduct the regular board meeting.

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

FROM: Lori Lindberg, Deputy Director

DATE: September 15, 2025

SUBJECT: Wilson Apartments Project Update

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The HRA will utilize funding received from Minnesota Housing Finance Agency and the U.S. Department of Housing and Urban Development's Capital Fund Program to complete the rehabilitation project at Wilson Apartments. The HRA is awaiting a closing date to be set by Minnesota Housing. Once the closing has been completed, work will be able to begin on the project.

The contractor has prepared a schedule for the rehabilitation work and it is attached to this memo. The residents of Wilson Apartments will be relocated to temporary housing in stages as outlined in the contractor's schedule. The coordination of relocation benefits and activities are handled by the Matt Swanson, Property Manager of Wilson Apartments and Lori Lindberg, Deputy Director of the HRA. The HRA Board approved the agreement with the GrandStay Hotel on August 27, 2025 for temporary housing.

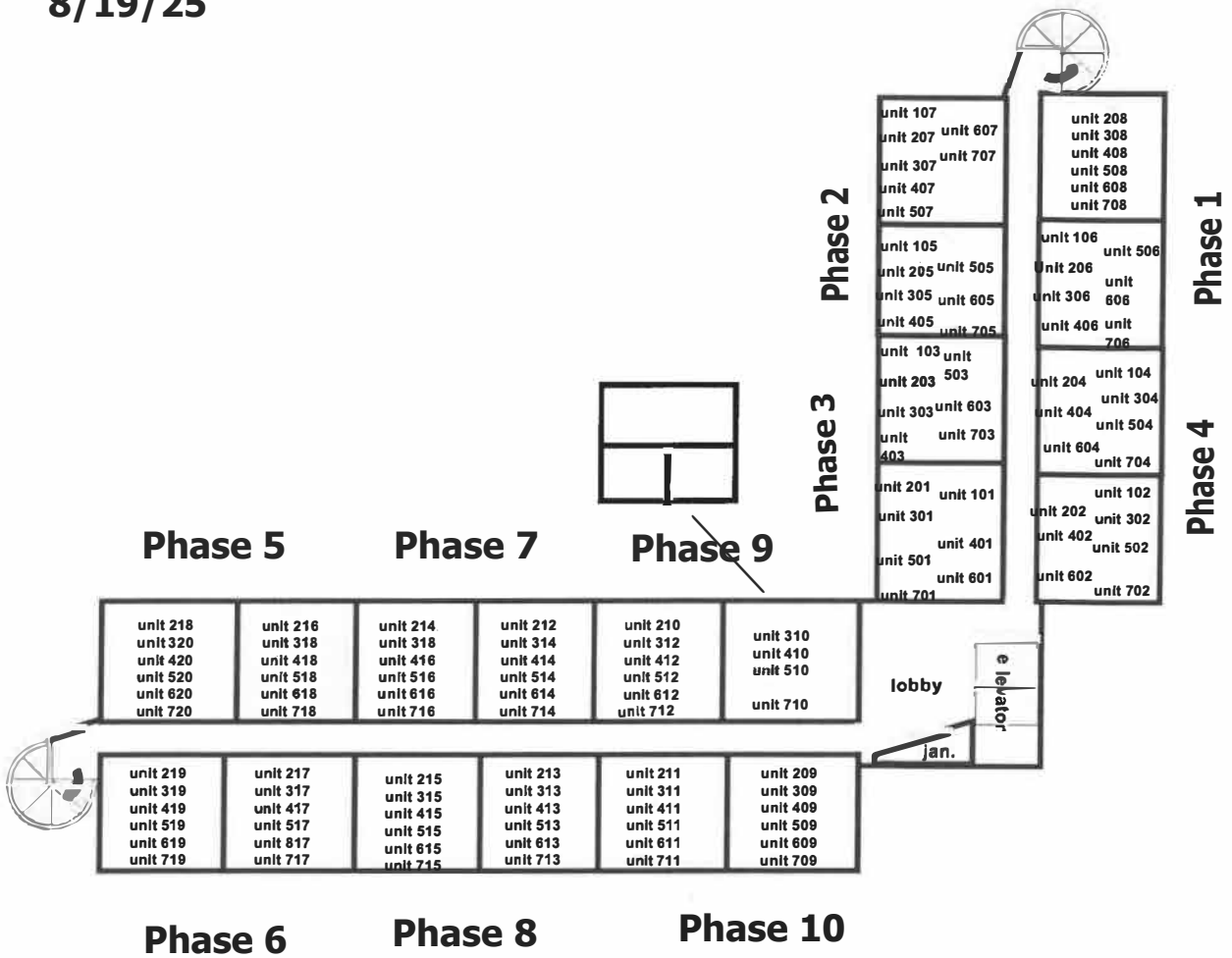
All 126 residents will be eligible for relocation benefits which include costs for moving to the temporary housing, lodging costs, and transportation, and they have been notified of their benefits. At the GrandStay Hotel, residents are able to stay in an accessible unit if needed, bring their pets, receive breakfast in the dining area and have access to the hotel's amenities. Residents that wish to self-move will work with the Property Manager and Executive Director to ensure relocation benefits meet regulatory requirements.

Notices to all residents regarding the rehabilitation schedule, and their relocation benefits were provided in accordance with the Uniform Relocation Act requirements through in-person, electronic and written communication. An additional notice will be provided to residents 2 to 3 days prior to the actual date of their move to ensure the units is ready for the contractor to begin work, and the resident is ready to move to their temporary housing unit.

Of the 126 units at Wilson Apartments, 8 residents have requested an accessible feature or handicap accessible unit. Thirty percent of the 126 residents have a pet. There are 13 units in the first stack scheduled to undergo rehabilitation. All 13 residents in the first stack have received a 30-day notice with additional details regarding the next steps to prepare for their move. One resident in the first stack has indicated they will reside with family, and 9 of 13 residents have chosen to use their own car to move their belongings to the GrandStay.

# Wilson Sanitary Sewer and Plumbing Lines-Replacement-Project

Relocation Phases as of  
8/19/25



**Wilson Apartments**

41 3rd Avenue N.E., St. Cloud, MN 56304

106	1
206	1
208	1
306	1
308	1
406	1
408	1
506	1
508	1
606	1
608	1
706	1
708	1
105	2
107	2
205	2
207	2
305	2
307	2
405	2
407	2
505	2
507	2
605	2
607	2
705	2
707	2
101	3
103	3
201	3
203	3
301	3
303	3
401	3
403	3
501	3
503	3
601	3
603	3
701	3
703	3
102	4
104	4
202	4
204	4
302	4
304	4
402	4
404	4
502	4
504	4
602	4
604	4
702	4
704	4
216	5
218	5
318	5

320	5
418	5
420	5
518	5
520	5
618	5
620	5
718	5
720	5
217	6
219	6
317	6
319	6
417	6
419	6
517	6
519	6
617	6
619	6
717	6
719	6
212	7
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210	9
310	9
312	9
410	9
412	9
510	9
512	9
610	9
612	9
710	9
712	9
209	10
211	10
309	10

311	10
409	10
411	10
509	10
511	10
609	10
611	10
709	10
711	10

KEY:

- 1= Phase 1 is the 1<sup>st</sup> set of units to undergo rehab. There are 13 units in this Phase.
- 2=Phase 2 is the 2<sup>nd</sup> set of units to undergo rehab. There are 14 units in this Phase.
- 3=Phase 3 is the 3<sup>rd</sup> set of units to undergo rehab. There are 14 units in this Phase
- 4=Phase 4 is the 4<sup>th</sup> set of units to undergo rehab. There are 14 units in this Phase.
- 5=Phase 5 is the 5<sup>th</sup> set of units to undergo rehab. There are 12 units in this Phase.
- 6=Phase 6 is the 6<sup>th</sup> set of units to undergo rehab. There are 12 units in this phase.
- 7=Phase 7 is the 7<sup>th</sup> set of units to undergo rehab. There are 12 units in this phase.
- 8=Phase 8 is the 8<sup>th</sup> set of units to undergo rehab. There are 12 units in this phase.
- 9=Phase 9 is the 9<sup>th</sup> set of units to undergo rehab. There are 11 units in this phase.
- 10=Phase 10 is the 10<sup>th</sup> and final set of units to undergo rehab. There are 12 units in this phase.

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

FROM: Louise Reis, Executive Director

DATE: September 18, 2025

SUBJECT: Discussion and Timeline of the Executive Director Hiring Position

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Discussion and timeline of the Executive Director position.

As you are aware, my retirement date is set for October 31, 2025. As we move forward, I wanted share with the Board that Lori Lindberg has been serving in the role of Deputy Director since April 14, 2025 and is the most suitable candidate for the role of Executive Director. Ms. Lindberg understands the mission of the agency and the persons we serve.

**REGULAR MEETING OF THE  
ST. CLOUD HRA BOARD OF COMMISSIONERS**

**Wilson Apartments, 41 - 3<sup>rd</sup> Avenue NE, St. Cloud, Community Room  
Wednesday, September 24, 2025  
*Immediately following 5:00 p.m. Study Session***

**STUDY SESSION -- 5:00 P.M., Wilson Apartments, Community Room**

**AGENDA: Tour of Wilson Apartments, Discussion of Wilson  
Apartments, Executive Director Hiring**

**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, August 25, 2025. REQUESTED ACTION: Approve.
4. Approval of Regular Meeting Minutes, August 25, 2025. REQUESTED ACTION: Approve.
5. Review of 2025 Financial Report. REQUESTED ACTION: None.
6. Approval of contract for replacement of asphalt at the HRA Main office. 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:**

7. Approval of Resolution 2025-15-Authorization of Employee Units in Public Housing.
8. Approval of Concrete Replacement of Four Scattered Site Homes.
9. Approval for the Board Chair to Negotiate the Executive Director Hiring and Contract.

10. Report on Activities.

Open Discussion:

Adjourn.



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

**Wednesday, August 27, 2025**

A Study Session for the Housing and Redevelopment Authority of St. Cloud (HRA) Board of Commissioners was held on Wednesday, August 27, 2025 at 4055 12<sup>th</sup> Street N, St. Cloud, MN. Chair Nancy Gohman called the meeting to order at 5:00 p.m. Commissioners present: Scott Brodeen, Tami Calhoun, John Dvorak, Hudda Ibrahim, Hani Jacobson, and Nancy Gohman. Commissioners absent: Vice Chair Seal Dwyer.

Ms. Lisa Bell, Property Manager of the Al Loehr Veterans and Community Studio Apartments gave a tour of the building to Board members.

Executive Director Louise Reis introduced Lisa Marvin, from Essence Property Management. Ms. Marvin provided a Fair Housing presentation.

Executive Director Louise Reis led the discussion on the HRA goals for the upcoming 2026-2030 time period and reviewed the new Department of Housing and Urban Development (HUD) goals for 2026. The St. Cloud HRA's goals will align with HUD's new goals. Staff will develop action steps for each of the goals and bring back to the board for approval.

With no further discussion, the Study Session adjourned at 6:11 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, August 27, 2025**

A Regular Meeting for the Housing and Redevelopment Authority of St. Cloud (HRA) Board of Commissioners was held on Wednesday, August 27, 2025 at Al Loehr Apartments, 4055 12<sup>th</sup> St. N W St. Germain Street, St. Cloud MN 56303. Chair Nancy Gohman called the meeting to order at 6:12 p.m.

Consent Agenda:

1. Roll call was taken. Commissioners present: Scott Brodeen, Tami Calhoun, John Dvorak, Hudda Ibrahim, Hani Jacobson, and Nancy Gohman. Commissioners absent: Vice Chair, Seal Dwyer.
2. Approval of Agenda – Commissioner Dvorak moved for approval; Commissioner Jacobson seconded the motion. All Commissioners voted in favor; the motion carried.
3. Approval of Study Session Minutes, July 23, 2025 – approved as presented.
4. Approval of Regular Meeting Minutes, July 23, 2025 – approved as presented.
5. Review of 2025 Financial Reports – no action required.
6. Approval of Write-Off Resident Accounts Receivable. REQUESTED ACTION: Approve  
Commissioner Calhoun moved for approval, Commissioner Dvorak seconded the motion. Commissioner Calhoun had questions regarding the resident accounts receivable and processing regarding those accounts. All Commissioners voted in favor; the motion carried.

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. A. Public Hearing for PHA Plan for FY 2026 and Capital Fund Program and Five-Year Plan – Ms. Reis stated that every Housing Authority is required to provide a PHA Plan to receive funding. The plan consists of all of the HRA's policies in regard to Public Housing and the Capital Fund Programs. The proposed changes are related primarily to the Housing Opportunity Through Modernization Act (HOTMA). Ms. Reis then reviewed the HOTMA changes as they related to the Voucher Program. The Capital Fund Program Five Year Plan was highlighted.  
B. Approval of Resolution 2025-12 – Public Housing Agency Plan for Fiscal Year 2026 - Commissioner Dvorak moved for approval; Commissioner Brodeen seconded the motion. All Commissioners voted in favor; the motion carried  
C. Approval of Resolution 2025-13 – Capital Fund Program and Five-Year Plan - Commissioner Dvorak moved for approval; Commissioner Ibrahim seconded the motion. All Commissioners voted in favor; the motion carried
8. Approval of GrandStay Agreement – Ms. Lindberg stated that under the Uniform Relocation Act there are 126 residents of Wilson Apartments that will receive temporary lodging at the GrandStay. These units will be

similar in size and function to tenant's current units at Wilson Apartments and relocation should last approximately 30 days. Commissioner Dvorak moved for approval; Commissioner Ibrahim seconded the motion. All Commissioners voted in favor; the motion carried.

9. Approval of Resolution 2025-14 – Bring It Home Rental Assistance Program Award – Ms. Lygre stated that we expect to support 140 families with this state funded program over the next two years. Commissioner Dvorak moved to approve; Commissioner Calhoun seconded the motion. All Commissioners voted in favor; the motion carried.

10. Approval of Application for HUD VASH Vouchers – Ms. Lygre stated that we currently administer 75 HUD VASH Vouchers to assist in housing homeless veterans and we will be applying for more. HUD determines the number of vouchers that will be given. The St. Cloud VA provides support services for these vouchers and they have indicated they have capacity to support addition vouchers. Commissioner Dvorak moved to approve; Commissioner Ibrahim seconded the motion. All Commissioners voted in favor; the motion carried.

11. Report on Activities – Ms. Reis reported that a training session was held for HUD's new NSPIRE Inspection protocol and was attended by landlords and staff.

There being no further business, the Regular Meeting adjourned at 7:00 p.m.

ATTEST:

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Secretary, Hani Jacobson

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Chair, Nancy Gohman

TO: HRA Board of Commissioners

FROM: Karen Rizer, CPA Finance Director

DATE: September 16, 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 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](mailto:krizer@stcloudhra.com) Thank you.

**Empire Apts**  
**Period = Jan 2025-Jul 2025**

	YTD Actual	YTD Budget	Variance	% Var
<b>INCOME</b>				
TENANT INCOME				
Rental Income	186,513	180,656	5,857	3 %
Other Tenant Income	25,020	26,250	-1,230	-5
TOTAL TENANT INCOME	211,533	206,906	4,627	2
GRANT INCOME				
HUD PHA Operating Grants/Subsidy	128,096	124,308	3,788	3
Other Government Grants-Federal	38,138	0	38,138	N/A
Other Government Grants - State	0	0	0	N/A
Capital Fund Grants-Capital	23,530	100,000	-76,470	-76
Capital Fund Grants-Operating	0	0	0	N/A
TOTAL GRANT INCOME	189,763	224,308	-34,545	-15
OTHER INCOME	3,749	0	3,749	N/A
<b>TOTAL INCOME</b>	<b>405,045</b>	<b>431,214</b>	<b>-26,169</b>	<b>-6</b>
<b>EXPENSES</b>				
ADMINISTRATIVE EXPENSES				
Administrative Salaries and Benefits	51,346	56,583	5,237	9
COCC Fees - Mgmt, Acctg, Intake	59,741	60,900	1,159	2
Legal Expense	3,631	4,667	1,035	22
Auditing Fees	4,035	5,700	1,665	29
Other Admin Expenses	11,079	19,542	8,463	43
TOTAL ADMINISTRATIVE EXPENSES	129,832	147,392	17,560	12
TENANT SERVICES EXPENSES	5,272	2,917	-2,356	-81
UTILITY EXPENSES				
Water	5,943	7,000	1,057	15
Sewer/Stormwater	7,244	7,000	-244	-3
Electricity	30,459	31,442	982	3
Gas	19,638	20,416	778	4
Street Light Utilities	1,584	1,808	224	12
TOTAL UTILITY EXPENSES	64,868	67,666	2,798	4
MAINTENANCE AND OPERATIONAL EXPENSES	178,488	156,333	-22,154	-14
GENERAL EXPENSES				
Insurance	18,812	20,300	1,488	7
Payments in Lieu of Taxes and R/E Taxes	5,250	5,250	0	0
Bad Debt	13,150	5,000	-8,150	-163
Protective Services	16,552	15,750	-802	-5
Other General Expense	64	0	-64	N/A
TOTAL GENERAL EXPENSES	53,828	46,300	-7,528	-16
CASH/BUDGET ITEMS				
Capital Assets	142,618	200,000	57,382	29
TOTAL CASH/BUDGET ITEMS	142,618	200,000	57,382	29
<b>TOTAL EXPENSES</b>	<b>574,906</b>	<b>620,608</b>	<b>45,701</b>	<b>7</b>
<b>NET INCOME</b>	<b>-169,861</b>	<b>-189,393</b>	<b>19,532</b>	<b>10</b>

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

	YTD Actual	YTD Budget	Variance	% Var
<b>INCOME</b>				
TENANT INCOME				
Rental Income	268,021	235,550	32,471	14 %
Other Tenant Income	49,060	43,820	5,240	12
TOTAL TENANT INCOME	317,081	279,370	37,711	13
GRANT INCOME				
HUD PHA Operating Grants/Subsidy	110,016	102,725	7,291	7
Other Government Grants-Federal	26,868	7,700	19,168	249
Capital Fund Grants-Operating	142,438	70,000	72,438	103
TOTAL GRANT INCOME	279,322	180,425	98,897	55
OTHER INCOME	698	0	698	N/A
<b>TOTAL INCOME</b>	<b>597,101</b>	<b>459,795</b>	<b>137,306</b>	<b>30</b>
<b>EXPENSES</b>				
ADMINISTRATIVE EXPENSES				
Administrative Salaries and Benefits	61,102	63,583	2,481	4
COCC Fees - Mgmt, Acctg, Intake	51,504	52,908	1,404	3
Legal Expense	4,357	3,500	-857	-24
Auditing Fees	3,632	5,300	1,668	31
Other Admin Expenses	17,385	18,667	1,282	7
TOTAL ADMINISTRATIVE EXPENSES	137,980	143,958	5,978	4
TENANT SERVICES EXPENSES	30	1,108	1,078	97
UTILITY EXPENSES				
Water	19,180	22,633	3,454	15
Sewer/Stormwater	25,044	20,533	-4,511	-22
Electricity	4,858	4,667	-192	-4
Gas	2,120	2,334	214	9
Street Light Utilities	1,481	2,042	561	27
TOTAL UTILITY EXPENSES	52,683	52,209	-474	-1
MAINTENANCE AND OPERATIONAL EXPENSES	369,973 (1)	256,667	-113,307	-44
GENERAL EXPENSES				
Insurance	35,838	38,900	3,062	8
Payments in Lieu of Taxes and R/E Taxes	7,294	7,292	-2	0
Bad Debt	-1	5,000	5,001	100
Protective Services	3,400	5,833	2,433	42
Other General Expense	66	0	-66	N/A
TOTAL GENERAL EXPENSES	46,597	57,025	10,428	18
HOUSING ASSISTANCE PAYMENTS				
Tenant Utility Payments-Public Housing	11,692	0	-11,692	N/A
FSS Escrow Payments	7,096	0	-7,096	N/A
TOTAL HOUSING ASSISTANCE PAYMENTS	18,788	0	-18,788	N/A
<b>TOTAL EXPENSES</b>	<b>626,051</b>	<b>510,967</b>	<b>-115,084</b>	<b>-23</b>
<b>NET INCOME</b>	<b>-28,950</b>	<b>-51,172</b>	<b>22,222</b>	<b>43</b>

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

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

	YTD Actual	YTD Budget	Variance	% Var
<b>INCOME</b>				
TENANT INCOME				
Rental Income	261,513	245,817	15,696	6 %
Other Tenant Income	19,998	23,333	-3,335	-14
TOTAL TENANT INCOME	281,511	269,150	12,361	5
GRANT INCOME				
HUD PHA Operating Grants/Subsidy	172,850	158,608	14,242	9
Other Government Grants-Federal	43,008	0	43,008	N/A
Other Government Grants - State	42,443	0	42,443	N/A
Capital Fund Grants-Capital	151,008	100,000	51,008	51
Capital Fund Grants-Operating	0	0	0	N/A
TOTAL GRANT INCOME	409,309	258,608	150,701	42
OTHER INCOME	1,284	0	1,284	N/A
<b>TOTAL INCOME</b>	<b>692,104</b>	<b>527,758</b>	<b>164,346</b>	<b>31</b>
<b>EXPENSES</b>				
ADMINISTRATIVE EXPENSES				
Administrative Salaries and Benefits	67,674	71,167	3,493	5
COCC Fees - Mgmt, Acctg, Intake	94,663	97,067	2,404	2
Legal Expense	3,419	7,000	3,581	51
Auditing Fees	5,649	7,300	1,651	23
Other Admin Expenses	12,597	15,833	3,236	20
TOTAL ADMINISTRATIVE EXPENSES	184,001	198,367	14,366	7
TENANT SERVICES EXPENSES	4,842	5,833	992	17
UTILITY EXPENSES				
Water	8,631	8,283	-348	-4
Sewer/Stormwater	9,470	7,467	-2,003	-27
Electricity	38,111	43,750	5,639	13
Gas	27,574	29,166	1,592	5
Street Light Utilities	3,232	2,917	-316	-11
TOTAL UTILITY EXPENSES	87,018	91,583	4,565	5
MAINTENANCE AND OPERATIONAL EXPENSES	191,377	130,550	-60,827	-47
GENERAL EXPENSES				
Insurance	24,241	25,900	1,659	6
Payments in Lieu of Taxes and R/E Taxes	7,525	7,525	0	0
Bad Debt	3,427	4,000	573	14
Protective Services	25,889	11,667	-14,222	-122
Other General Expense	95	0	-95	N/A
TOTAL GENERAL EXPENSES	61,177	49,092	-12,085	-25
CASH/BUDGET ITEMS				
Capital Assets	193,451	100,000	-93,451	-93
TOTAL CASH/BUDGET ITEMS	193,451	100,000	-93,451	-93
<b>TOTAL EXPENSES</b>	<b>721,865</b>	<b>575,424</b>	<b>-146,441</b>	<b>-25</b>
<b>NET INCOME</b>	<b>-29,761</b>	<b>-47,666</b>	<b>17,905</b>	<b>38</b>

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

	YTD Actual	YTD Budget	Variance	% Var
<b>INCOME</b>				
TENANT INCOME				
Rental Income	284,567	274,337	10,230	4 %
Other Tenant Income	7,144	28,000	-20,856	-74
TOTAL TENANT INCOME	291,711	302,337	-10,626	-4
OTHER INCOME	22,069	0	22,069	N/A
<b>TOTAL INCOME</b>	<b>313,779</b>	<b>302,337</b>	<b>11,442</b>	<b>4</b>
<b>EXPENSES</b>				
ADMINISTRATIVE EXPENSES				
Administrative Salaries and Benefits	19,303	22,169	2,866	13
COCC Fees - Mgmt, Acctg, Intake	41,367	37,919	-3,448	-9
Legal Expense	459	1,169	710	61
Auditing Fees	3,062	1,200	-1,862	-155
Other Admin Expenses	10,572	16,331	5,759	35
TOTAL ADMINISTRATIVE EXPENSES	74,763	78,788	4,025	5
TENANT SERVICES EXPENSES	780	1,169	389	33
UTILITY EXPENSES				
Water	10,219	4,956	-5,263	-106
Sewer/Stormwater	11,339	4,956	-6,383	-129
Electricity	9,241	10,381	1,140	11
Gas	15,221	15,166	-55	0
Street Light Utilities	1,239	1,281	42	3
TOTAL UTILITY EXPENSES	47,259	36,740	-10,519	-29
MAINTENANCE AND OPERATIONAL EXPENSES	97,942	114,919	16,977	15
GENERAL EXPENSES				
Insurance	31,990	34,900	2,910	8
Payments in Lieu of Taxes and R/E Taxes	5,968	4,781	-1,187	-25
Bad Debt	4,729	2,000	-2,729	-136
Protective Services	12,979	8,750	-4,229	-48
Other General Expense	52	0	-52	N/A
TOTAL GENERAL EXPENSES	55,718	50,431	-5,287	-10
CASH/BUDGET ITEMS				
Principal Payments	0	0	0	N/A
TOTAL CASH/BUDGET ITEMS	0	0	0	N/A
<b>TOTAL EXPENSES</b>	<b>276,462</b>	<b>282,047</b>	<b>5,585</b>	<b>2</b>
<b>NET INCOME</b>	<b>37,317</b>	<b>20,290</b>	<b>17,027</b>	<b>84</b>



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

	YTD Actual	YTD Budget	Variance	% Var
<b>INCOME</b>				
TENANT INCOME				
Rental Income	540,985	508,550	32,435	6 %
Other Tenant Income	11,036	14,537	-3,501	-24
TOTAL TENANT INCOME	552,021	523,087	28,934	6
OTHER INCOME	14,030	0	14,030	N/A
<b>TOTAL INCOME</b>	<b>566,050</b>	<b>523,087</b>	<b>42,964</b>	<b>8</b>
<b>EXPENSES</b>				
ADMINISTRATIVE EXPENSES				
Administrative Salaries and Benefits	61,450	62,375	925	1
COCC Fees - Mgmt, Acctg, Intake	69,727	64,456	-5,271	-8
Legal Expense	2,616	1,750	-866	-49
Auditing Fees	5,166	1,600	-3,566	-223
Other Admin Expenses	10,425	22,169	11,744	53
TOTAL ADMINISTRATIVE EXPENSES	149,384	152,350	2,966	2
TENANT SERVICES EXPENSES	780	294	-486	-165
UTILITY EXPENSES				
Water	9,671	13,356	3,685	28
Sewer/Stormwater	10,723	12,306	1,583	13
Electricity	10,791	11,956	1,165	10
Gas	18,034	17,500	-534	-3
Street Light Utilities	1,823	2,044	221	11
TOTAL UTILITY EXPENSES	51,042	57,162	6,120	11
MAINTENANCE AND OPERATIONAL EXPENSES	409,907 (1)	215,250	-194,657	-90
GENERAL EXPENSES				
Insurance	26,783	28,800	2,017	7
Payments in Lieu of Taxes and R/E Taxes	7,119	7,119	0	0
Bad Debt	3,450	2,500	-950	-38
Protective Services	22,163	14,581	-7,582	-52
Other General Expense	20	0	-20	N/A
TOTAL GENERAL EXPENSES	59,535	53,000	-6,535	-12
<b>TOTAL EXPENSES</b>	<b>670,649</b>	<b>478,056</b>	<b>-192,593</b>	<b>-40</b>
<b>NET INCOME</b>	<b>-104,599</b>	<b>45,031</b>	<b>-149,630</b>	<b>-332</b>

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

**Eastwood Apts (3eastwd)**  
**Period = Jan 2025-Jul 2025**

	YTD Actual	YTD Budget	Variance	% Var
<b>INCOME</b>				
TENANT INCOME				
Rental Income	89,505	87,738	1,767	2 %
Other Tenant Income	4,658	5,833	-1,175	-20
TOTAL TENANT INCOME	94,163	93,571	592	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>94,175</b>	<b>143,571</b>	<b>-49,397</b>	<b>-34</b>
<b>EXPENSES</b>				
ADMINISTRATIVE EXPENSES				
Administrative Salaries and Benefits	6,498	11,200	4,702	42
COCC Fees - Mgmt, Acctg, Intake	15,372	12,950	-2,422	-19
Legal Expense	804	1,169	365	31
Auditing Fees	404	400	-4	-1
Other Admin Expenses	2,684	5,019	2,335	47
TOTAL ADMINISTRATIVE EXPENSES	25,761	30,738	4,977	16
TENANT SERVICES EXPENSES	390	0	-390	N/A
UTILITY EXPENSES				
Water	5,426	2,716	-2,710	-100
Sewer/Stormwater	6,151	1,953	-4,198	-215
Electricity	1,653	2,184	531	24
Gas	4,004	4,375	371	8
Street Light Utilities	492	434	-58	-13
TOTAL UTILITY EXPENSES	17,726	11,662	-6,064	-52
MAINTENANCE AND OPERATIONAL EXPENSES	48,841	91,581	42,740	47
GENERAL EXPENSES				
Insurance	4,329	4,600	271	6
Payments in Lieu of Taxes and R/E Taxes	3,150	3,150	0	0
Bad Debt	3,632	1,000	-2,632	-263
Protective Services	1,578	1,750	172	10
Other General Expense	12	0	-12	N/A
TOTAL GENERAL EXPENSES	12,701	10,500	-2,201	-21
CASH/BUDGET ITEMS				
Principal Payments	0	0	0	N/A
TOTAL CASH/BUDGET ITEMS	0	0	0	N/A
<b>TOTAL EXPENSES</b>	<b>105,419</b>	<b>144,481</b>	<b>39,062</b>	<b>27</b>
<b>NET INCOME</b>	<b>-11,244</b>	<b>-910</b>	<b>-10,335</b>	<b>-1,136</b>

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

FROM: Paul Soenneker, Project Manager

DATE: September 15, 2025

SUBJECT: Approval of Contract for Asphalt Replacement at HRA Office

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**Requested Action:** Approve the contract with Hanson Paving in the amount of \$48,500.00 for the replacement of asphalt parking lot at the HRA office.

**Background:** Over the course of the past several years the existing asphalt parking lot has deteriorated and will not benefit from additional patching or seal coating. We intend to remove and replace all of the bituminous (asphalt) in the parking lot starting in October of this year if the weather permits. We solicited proposals from two companies as outlined below.

	<u>Proposal</u>
Granite City Paving 9969 170 <sup>th</sup> Ave. NE. Oak Park, MN 56357	\$49,609.00
Hanson Paving 3636 Quail Rd. NE Sauk Rapids, MN 56379	\$48,500.00

HRA staff are recommends awarding the work to Hanson Paving.

**Frequency of Requests:** Once

**Related Action:** None.

**Future Action:** None.

**Relationship to Goals:** N/A

**Budget Impact:** This item will be funded primarily through the COCC and Voucher Program Funds.

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

FROM: Louise Reis, Executive Director

DATE: September 16, 2025

SUBJECT: Resolution 2025 - 15 - Authorization of Employee Units in Public Housing

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**Requested Action:** Approval of Resolution 2025-15 authorizing the Housing & Redevelopment Authority of St. Cloud, MN to continue to allow employee units in public housing.

**Background:** The public housing apartment buildings (Empire and Wilson) have had a unit designated as an employee unit. Both of the buildings were built in 1971. The employee unit is a two-bedroom apartment. The employee has the job title of Caretaker and is required to live on-site as a condition of their employment. The Department of Housing and Urban Development requires board authorization along with their approval every three years.

**Frequency of Request:** Every three years.

**Related Actions:** None

**Future Action:** None

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

**Budget Impact:** There will be no impact on the budgets.

**RESOLUTION 2025-15**

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

**AUTHORIZATION OF EMPLOYEE UNITS IN PUBLIC HOUSING**

WHEREAS, the Department of Housing and Urban Development (HUD) requires Housing Authorities to designate the use of any units reserved for any occupant other than a qualified tenant in all Public Housing sites; and

WHEREAS, the Empire and Wilson Apartment buildings are public housing units and have had a unit designation since inception in 1971; and

WHEREAS, the Housing and Redevelopment Authority of St. Cloud, Minnesota Board of Commissioners acknowledge and approve the terms of a caretaker to live onsite in a designated two-bedroom unit as a condition of their employment.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA that the Housing and Redevelopment Authority will continue to designate a specific apartment as the caretaker unit to be brought back to the Board for consideration every three years.

Adopted this 24<sup>th</sup> day of September, 2025.

ATTEST:

\_\_\_\_\_  
Nancy Gohman, Chair

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

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

FROM: Paul Soenneker, Project Manager

DATE: September 15, 2025

SUBJECT: Approval of Contract for Scattered Sites Concrete Replacement

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**Requested Action:** Approval of the contract with DRSC Concrete Inc. in the amount of \$41,901.00 to replace concrete at 4 scattered site homes.

**Background:** HRA staff have identified four scattered site homes that need concrete steps, sidewalks, parking pads and driveways replaced. We solicited proposals from eight companies. We received a proposal from one company as outlined below.

Proposal

DRSC Concrete Inc.	
13464 5 <sup>th</sup> Ave. NE	\$41,669.00
Rice, MN 56367	

HRA staff recommends awarding the work to DRSC Concrete Inc.

**Frequency of Requests:** Once

**Related Action:** None.

**Future Action:** None.

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

**Budget Impact:** This item will be funded through the Capital Fund Program funds.

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

FROM: Louise Reis, Executive Director

DATE: September 18, 2025

SUBJECT: Approval for the Board Chair to Negotiate the Executive Director Hiring and Contract with Lori Lindberg

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**Requested Action:** Approval of authorization for the Board Chair to negotiate the Executive Director hiring and contract with Lori Lindberg.

**Background:** With my upcoming retirement on October 31, the Board needs to hire a new Executive Director.

**Frequency of Request:** Once

**Related Actions:** None

**Future Action:** Approval of employment contract and resolution granting powers to new Executive Director.

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

**Budget Impact:** The change in Executive Director leadership was accounted for in the 2025 budget.

TO: HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: September 18, 2025

SUBJECT: Report on Activities

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**Al Loehr Apartments:** On Sunday, September 14, 2025, we had a cooking fire at the Al Loehr Apartments. One unit sustained fire and water damage, two other units along with the common area hallway had water damage. We have filed a claim with our insurance carrier.

**Empire Apartments:** MN Housing notified the HRA that they have selected Empire Apartment's water and sewer line pipe replacement project for funding. Funding is contingent on satisfactory completion of the due diligence process. The initial funding award is \$4,840,000.

**Project Connect:** HRA staff will attend Project Connect on Tuesday, October 28, 2025 at the River's Edge Convention Center. Project Connect is a free event that offers people within our community the opportunity to access services offered by governmental, non-profit, and other agencies. The event runs from 10 am to 3 pm. HRA staff will have a booth with information on housing and housing programs at the event.

**St. Cloud StandDown:** The annual Veterans Administration (VA) StandDown will be held on Friday, October 24, 2025 at the St. Cloud Armory. A Stand Down is a military term for relaxation of status; where battle weary soldiers were given the opportunity to renew their spirit, health and well-being. The event will run from 8 am to 1 pm. Resources and other services will be offered to veterans. HRA staff will have a booth with information on housing and housing programs at the event.

**Housing Choice Voucher Program:** During the month of August, 2025 there were 3 housing choice vouchers released. All were for program violations.

As of August 31, 2025 - Port In 82, Port Out 50

**CDBG Update:**

For the homeowner rehab program:

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



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

<b>Fund: Public Housing – 291 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>08/31/25</u>
Empire	89	1.98%	0
Wilson	126	1.70%	1
Scattered Sites	76	1.81%	1

<b>Fund: Section 8 New Construction – 162 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>08/31/25</u>
Germain	60	1.95%	1
Grace/NWB	102	1.31%	3

<b>Fund: Tax Credit – 249 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>08/31/25</u>
Creeks	24	0.90%	1
Brownstones	12	1.71%	0
Swisshelm One	32	6.95%	1
Westwood One	32	2.20%	0
Swisshelm Two	32	9.72%	1
Westwood Two	32	4.00%	0
Riverside	85	7.74%	4

<b>Fund: Affordable Housing – 79 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>08/31/25</u>
Eastwood	18	7.10%	2
Loehr	61	2.11%	2
3SFH	3	26.1%	0