

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

Wednesday, August 26, 2026

A Study Session for the Housing and Redevelopment Authority of St. Cloud (HRA) Board of Commissioners was held on Wednesday, August 26, 2026. Chair Nancy Gohman called the meeting to order at 5:00 p.m. Commissioners present: Scott Brodeen, Tami Calhoun, Nancy Gohman, Hudda Ibrahim, Hani Jacobson, and Carol Lewis (arriving at 5:07 p.m.). Commissioners absent: Seal Dwyer.

Pam Shaw, Property Manager of Empire Apartments at the Housing and Redevelopment Authority of St. Cloud, provided an overview of the National Standards for the Physical Inspection of Real Estate (NSPIRE). Ms. Shaw explained that previously, properties were inspected using the Uniform Physical Conditions Standard (UPCS). The Real Estate Assessment Center (REAC) sets the standards for physical condition of Public Housing.

Inspection standards for physical condition have recently migrated from UPCS to the new NSPIRE standards. Ms. Shaw explained that the focus with NSPIRE puts more emphasis on the residents' unit. Scoring is based on inspection of three primary areas: the unit, shared areas (common) inside the building, and the building exterior and grounds. Negative findings in these areas are categorized by severity: life threatening, severe, moderate, and low. Life-threatening findings must be fixed within 24 hours of the finding. Findings that are less severe must be corrected in 30 days.

Commissioner Gohman asked how often the City of St. Cloud Inspector inspects the units. Ms. Shaw responded the City of St. Cloud does not inspect the HRA's units due to multiple inspections being conducted on those properties, but that inspection reports are provided to the city upon request. Commissioner Calhoun asked whether the city proactively requests inspection reports. Ms. Shaw responded the reports are not proactively requested at this time. Commissioner Gohman asked whether a pre-inspection is completed prior to an NSPIRE inspection. Ms. Shaw explained the Property Managers are conducting annual unit inspections and utilizing the NSPIRE standards for those inspections. Currently, the NSPIRE inspection for Empire Apartments is on a 3-year cycle due to its most recent score being high.

Lori Lindberg, Executive Director, explained that all the HRA properties are inspected using the NSPIRE Standards, as well as the inspections conducted for the Housing Choice Voucher program.

There being no further discussion, the study session ended at 5:23 p.m.

ATTEST:

Nancy Gohman

Chair, Nancy Gohman

Tami Calhoun

Secretary, Tami Calhoun

**HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MN
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES**

Wednesday, August 26, 2026

A Regular Meeting for the Housing and Redevelopment Authority of St. Cloud, MN (HRA) Board of Commissioners was held on Wednesday, August 26, 2026, at 1225 West St. Germain Street, St. Cloud, MN 56301. Chair Gohman called the meeting to order at 5:24 p.m.

1. Roll call was taken and the Pledge of Allegiance was spoken. Present: Scott Brodeen, Tami Calhoun, Nancy Gohman, Hudda Ibrahim, Hani Jacobson, and Carol Lewis. Absent: Seal Dwyer

Consent Agenda:

2. Approval of Agenda. Commissioner Calhoun moved items 2, 3, 4, 7, 9, and 10 for approval; pulling Items 5 and 6 for discussion; Commissioner Lewis requested pulling item 8 for discussion; Commissioner Gohman requested pulling item 11 for discussion. Commissioner Ibrahim seconded the motion. All Commissioners voted in favor; the motion carried. Approved 7-0.
3. Approval of Study Session Minutes, July 22, 2026. Approved 7-0.
4. Approval of Regular Meeting Minutes, July 22, 2026. Approved 7-0.
5. Review of 2026 Financial Reports. REQUESTED ACTION: None. Commissioner Calhoun asked for explanation on what appears to be a large difference in the expenses versus the income. Karen Rizer, Finance Director, explained Riverside Apartments was projected to have a \$75,000 loss yet a \$79,000 loss had been budgeted so it was favorable to the budget; Swisshelm Two had the roof replacement project which created an expense on the financials. The Community Housing Fund will be utilized to cover the costs of the roof replacement. Ms. Rizer explained that in the past, the Community Housing fund was established with bonds that created a reserve in which interest earnings could then be used to finance HRA or community housing projects. Commissioner Calhoun moved for approval; Commissioner Ibrahim seconded the motion. All Commissioners voted in favor; the motion passed. Approved 7-0.
6. Approval to Write-Off Resident Accounts Receivable. Requested Action: Approve. Commissioner Calhoun asked why the account balances are being written off. Ms. Rizer explained the balances are written off for variety of reasons; for example, there was a tenant who passed away but had a large outstanding balance due, however, there is no estate available to recapture the funds. Commissioner Jacobson asked if the funds are ever recovered. Ms. Rizer explained that Revenue Recapture is utilized for recapture of

money owed when possible. Commissioner Calhoun asked if there are preventative measures that could be implemented to prevent write-off of balances from occurring. Ms. Rizer explained that HRA staff does actively manage this area and that is the nature of the business. Commissioner Calhoun moved for approval; Commissioner Brodeen seconded the motion. All Commissioners voted in favor; the motion passed. Approved 7-0.

7. Approval of Wilson Domestic and Sanitary Pipe Replacement Project Change Order. REQUESTED ACTION: Approve. Accepted the change order in the amount of \$56,171.00 to Kue Contractors, Inc. Approved 7-0.
8. Approval of Annual Snow Removal Service Contract. REQUESTED ACTION: Approve. Commissioner Lewis asked whether the owner of Gapinski Property Services is Jared Gapinski, the same person who is running for office in the state of Minnesota and if so, does that create a conflict of interest. Paul Soenneker, Project Manager, confirmed that Jared Gapinski, who is running for state office, is not the owner of Gapinski Property Services. Accepted the bid from Gapinski Property Services which was the only bid submitted for this service. Commissioner Lewis moved for approval; Commissioner Ibrahim seconded the motion. All Commissioners voted in favor; the motion passed. Approved 7-0.
9. Approval of Annual Fire Sprinkler Inspection Service Contract. REQUESTED ACTION: Approve. Accepted bid from Escape Fire Protection for \$8,682.00. Approved 7-0.
10. Approval of Scattered Site Concrete Replacement Contract. REQUESTED ACTION: Approve. Accepted bid from DRSC Concrete, Inc. for \$54,568.00 which was the only bid submitted for this service. Approved 7-0.
11. Approval of Wilson Electrical Equipment Replacement Project. REQUESTED ACTION: Approve. Commissioner Gohman asked whether the lowest bid was required to be accepted. Mr. Soenneker confirmed the lowest responsible bid is to be accepted. Commissioner Lewis asked if Design Electric's bid could be accepted as they seem to complete many municipal projects. Mr. Soenneker explained that Project One Construction listed Design Electric as the sub-contractor in the bid. The Project One Construction, Inc bid in the amount of \$730,500.00 was accepted. Commissioner Gohman moved for approval; Commissioner Lewis seconded the motion. All Commissioners voted in favor; the motion passed. Approved 7-0.

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

Old Business: none.

New Business:

12. **Audit Committee Appointment.** Prior to Commissioner Dvorak's resignation the Audit Committee was comprised of Commissioners Dvorak, Calhoun, and Ibrahim. Commissioner Ibrahim nominated Commissioner Lewis to fill the vacancy on the Audit Committee created by the resignation of Commissioner Dvorak. Commissioner Lewis accepted the nomination. Commissioner Ibrahim moved for approval; Commissioner Calhoun seconded the motion. All Commissioners voted in favor; the motion passed. Approved 7-0.
13. **Personnel Committee Appointment.** Prior to Commissioner Dvorak's resignation the Personnel Committee was comprised of Commissioners Dvorak, Dwyer, and Jacobson. Commissioner Ibrahim nominated Commissioner Gohman to fill the vacancy on the Personnel Committee created by the resignation of Commissioner Dvorak. Commissioner Gohman accepted the nomination. Commissioner Ibrahim moved for approval; Commissioner Jacobson seconded the motion. All Commissioners voted in favor; the motion passed. Approved 7-0.
14. **Report on Activities – Ms. Lindberg highlighted the following information from the Report on Activities:**

Wilson Apartments: On Monday August 10, Minnesota Housing Communications Team visited Wilson Apartments to do a photo shoot on the Sanitary Plumbing and Water Line Project funded by Publicly Owned Housing Preservation (POHP) Funds. A section of the old pipe was taken to be used as a visual demonstration of the importance of the POHP program. The project at Wilson is a great example of local, state, and federal partnerships to preserve publicly funded housing. Additionally, phase nine began on August 6, and 12 residents moved to the GrandStay.

Ms. Lindberg provided an update on Outreach and Community Engagement activities. On August 13, Sgt Tad Hoeschen and Emily Voigt, Crime Prevention Specialist from the St. Cloud Police Department met with the Rental Team to discuss *Public Safety Through Environmental Design*.

National Night Out was held on August 4, all HRA properties participated, and it was well attended.

Empire Apartments: Empire Apartments Sanitary Sewer Project was posted and bids are due September 9. Mr. Soenneker added a pre-bid walk-thru had been held and was attended by eleven contractors.

Commissioner Gohman commented that the Port Out numbers for the HCV program seemed unusually high for the month. Ms. Rizer stated the Finance department monitors those numbers which can affect the budget and most housing authorities are not absorbing vouchers at this time.

Ms. Lindberg reported the Bring it Home Voucher Program has become a focus, and staff are investing additional time to get vouchers issued for this program. Ms. Lindberg noted that 11 vouchers have been issued, and 15 families are under contract.

Commissioner Lewis commented that the HUD Continuum of Care (CoC) program will begin to require extra support, for example for therapy and additional services. She also commented that the funding for the CDBG program has been completely removed from the federal budget.

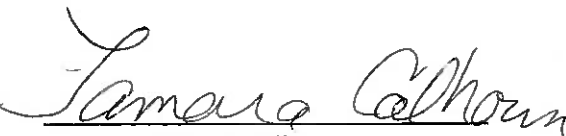
Open Discussion:

Commissioner Lewis asked Ms. Lindberg if there is a potential for partnership on the Pinecone Road project in the northwest portion of the City. Ms. Lindberg said Central Minnesota Housing Partnership has applied for funds through Minnesota Housing's RFP. Ms. Lindberg noted that selections will not be announced until Minnesota Housing's November or December board meeting.

Adjourned at 5:59 p.m.

ATTEST:


Chair, Nancy Gohman


Secretary, Tami Calhoun