

ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY
REGULAR MINUTES

Wednesday, April 22, 2020

The regular meeting was held by **teleconference** for the St. Cloud HRA Board of Commissioners on Wednesday, April 22, 2020. Chair Nancy Gohman called the meeting to order from the St. Cloud HRA Boardroom at 5:00 p.m. All other Commissioners connected via call-in and responded by name and comment throughout the meeting.

The meeting was advertised for the 5:00 p.m. change due to COVID-19 staff scheduling [regular meetings are usually scheduled for 6:00 p.m.].

1. Roll call was taken and the following Commissioners were present: Seal Dwyer, Nancy Gohman, George Hontos, Jeff Goerger and Mike Conway. Absent: Abdi Daisane. [The board has one vacancy.]
2. Approval of Agenda – Commissioner Hontos requested to pull Item 8. Commissioner Goerger moved for approval of the remaining consent items and the agenda; Commissioner Dwyer seconded the motion.
3. Approval of Study Session Minutes, February 26, 2020 – approved as presented.
4. Approval of Regular Minutes, February 26, 2020 – approved as presented.
5. Approval of Emergency Meeting Minutes, March 25, 2020 – approved as presented.
6. Approval of Lawn Service Contract – contract approved for two years with the option of an additional two years to Minnesota Lawn Pros for Al Loehr, Brownstones, Cedar Ridge, Creeks, Eastwood, Empire, Flintwood, Grace McDowall, HRA Office, Northway B, Quarry Ridge, Riverside, Swisshelm Village One, Swisshelm Village Two, Westwood Village One, Westwood Village Two, Wilson, 214 19th Ave. N, 208 19th Ave. N and 152 19th Ave. N.; and, to DC Lawn Care for 814 Savanna Ave, 310 Laudenbach Ct, 1618 Pine Cone Road and Meadows Edge parcels.
7. Approval of Radon Testing Contract – contract awarded to Home Safety Solutions Inc for St. Cloud HRA owned apartments, townhomes and single-family homes in the amount of \$44,130.
8. Approval of Refuse Removal & Recycling Services Contract – Commissioner Hontos moved for approval; Commissioner Goerger seconded the motion. Commissioner Hontos questioned the two bids received as one is significantly higher than the other. Paul Soenneker, Project Manager, responded that every company solicited and all ads for the contract were identical so he was unsure. He said the low bidder has the current contract so this could have contributed to their proposal. Noting this, Commissioner Hontos moved for approval to accept the contract bid of \$3,397.68 per month to Republic Services for two years and the renewal option for two additional years. All Commissioners responded by vote in favor. The motion carried.
9. Approval of 2019 Interfund Transfers – transfers approved for \$300,000 from the Public Housing Wilson Fund to the Public Housing Scattered Sites Fund; \$100,000 from the Central Office Cost Center to the Community Housing Fund.
10. Approval of Interfund and Related Entity Borrowings Necessary Due to COVID-19 Impacts – approved as requested.

11. Approval of Resolution 2020-03 Acceptance for the HUD CoC Rental Assistance Grants – awards accepted for three grants: \$348,504, \$80,124 and \$35,388.

Old Business:

12. Ratification of Policy 05.18 – Families First Corona Virus Response Act Policy – Karen Rizer, Finance Director, stated the Policy 05.18 went into effect on April 1, 2020 under Federal regulation. She said it would remain in effect until December 31, 2020, unless changes are issued by the Federal government. Commissioner Conway moved for approval; Commissioner Dwyer seconded the motion. All Commissioners responded by vote in favor. The motion carried.

New Business:

13. Approval of Resolution 2020-04 – Authorization for the Executive Director to sign the Housing Tax Credit Suballocator Joint Powers Agreement with Minnesota Housing for the 2021 Tax Credit Program – Louise Reis, Executive Director, introduced the item as an annual request to sign the agreement. She said this year's allocation of \$155,100 is smaller than last year which was \$163,076. Commissioner Dwyer moved for approval; Commissioner Hontos seconded the motion.

Commissioner Hontos asked if the HRA could allocate the award to themselves and compile it for a couple of years. Ms. Reis responded no, and even if you could it would take a full-time staff person to run the program with expertise in this area and she did not feel it would pay off. Chair Gohman asked how much money would be needed for a project. Ms. Rizer said she was unsure, but could research and bring back to the Board some information. Commissioner Hontos said if it's not feasible he understood that, but it would be nice to use it in the community if possible. There being no other questions the motion carried by vote unanimously.

14. Approval of Indemnification Agreement with Anna Marie's Alliance – Ms. Reis explained the purpose of the agreement under the remodeling construction for the facility as the HRA holds the title to the property. She said the indemnification agreement holds the HRA harmless as outlined. Ms. Reis stated the agreement has been reviewed both by Anna Marie's Alliance attorneys and HRA legal representation, Rinke Noonan. Commissioner Dwyer moved for approval; Commissioner Conway seconded the motion. All Commissioners responded by vote in favor. The motion carried.

15. Report on Activities – Ms. Reis highlighted her report beginning with the Germain Towers roof repairs being in progress. Mr. Soenneker said other than the terra cotta, which the materials are still on order, the repairs should be completed around May 1st.

Commissioner Hontos inquired on the status of the commercial rental space in Germain Towers. He said he understands the HRA needs to be paid but questioned if there could be a temporary repayment plan or a way to help the tenant during this COVID-19 closing of businesses. Ms. Rizer said she has responded to the tenant and told them the HRA would be flexible. Chair Gohman asked if there were any available programs for the tenant. Ms. Rizer said SBA loans are a possibility to which Ms. Reis said she had corresponded to them in conversation.

Commissioner Hontos asked if the staff was doing okay with all the changes of working through the COVID-19 pandemic. Staff members present, Louise Reis, Karen Rizer, Voucher Programs Manager Lori Lygre, Paul Soenneker and Administrative Services Manager Sandy Hunter all responded everything was busy but working out. Comments were made as to new ways of communicating and working that staff feels will prove beneficial in the future as well as now and that good things will come from this uncertain time.

[5:30 p.m. – Commissioner Dwyer left the meeting]

Discussion continued on how staff is meeting needs of clients through phone calls, email and the mail. Commissioner Hontos questioned how tenants were handling all the changes and if any behavioral issues were being encountered. Ms. Reis said in general, all tenants have been very quiet, cooperative and abiding by the Shelter in Place guidance, many wearing face masks, keeping their distance, and thanking staff for their continued work.

There being no further business the meeting adjourned at 5:40 p.m.

ATTEST:

Secretary, George Hontos

Chair, Nancy Gohman