

**Members of the St. Cloud HRA Board of Commissioners will participate
in the April 22, 2020 meeting
by TELECONFERENCE rather than in-person**

**Chair Nancy Gohman will preside over the meeting
from the St. Cloud HRA Boardroom, 1225 W. St. Germain Street**

Members of the public who desire to give input or testimony regarding an item
on the agenda may do so no later than 3:00 p.m. April 21, 2020.

Email at: lreis@stcloudhra.com

Phone: 320-252-0880

**REGULAR MEETING OF THE
ST. CLOUD HRA BOARD OF COMMISSIONERS
Wednesday, April 22, 2020
5:00 P.M.**

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

Regular Meeting Agenda:

1. Roll Call.

Consent Agenda:

2. Approval of Agenda. REQUESTED ACTION: Approve.
3. Approval of Study Session Minutes, February 26, 2020. REQUESTED ACTION: Approve.
4. Approval of Regular Minutes, February 26, 2020. REQUESTED ACTION: Approve.
5. Approval of Emergency Meeting Minutes, March 25, 2020. REQUESTED ACTION: Approve.
6. Approval of Lawn Service Contract. REQUESTED ACTION: Approve.
7. Approval of Radon Testing Contract. REQUESTED ACTION: Approve.
8. Approval of Refuse Removal & Recycling Services Contract. REQUESTED ACTION: Approve.
9. Approval of 2019 Interfund Transfers. REQUESTED ACTION: Approve.
10. Approval of Interfund and Related Entity Borrowings Necessary Due to COVID-19 Impacts. REQUESTED ACTION: Approve.
11. Approval of Resolution 2020-03 Acceptance for the HUD CoC Rental Assistance Grants. REQUESTED ACTION: Approve.

Old Business:

12. Ratification of Policy 05.18 – Families First Corona Virus Response Act Policy.

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.
14. Approval of Indemnification Agreement with Anna Marie’s Alliance.
15. Report on Activities.

Open Discussion:

Adjourn.

2020 HRA Board Meeting Schedule - 4th Wednesday each month at 6:00 pm; early meetings as needed. Note: November and December moved forward one week to accommodate holidays. December 16th meeting will begin at 4:00 p.m.

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ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY

STUDY SESSION

Wednesday, February 26, 2020

A Study Session for the St. Cloud HRA Board of Commissioners was held on Wednesday, February 26, 2020, City Hall Conference Room One, 400 2nd Street South, St. Cloud, MN at 5:00 p.m. Commissioners present: Mike Conway, Abdi Daisane, Seal Dwyer, Jeff Goerger, Nancy Gohman and George Hontos. Absent: NONE. The Board has one vacancy.

Staff present: Executive Director Louise Reis, Finance Director Karen Rizer, Project Manager Paul Soenneker and Administrative Services Manager Sandy Hunter.

A discussion was held on the proposed request to the City for Community Development Block Grant Program Funding 2020. Louise Reis, Executive Director and Paul Soenneker, Project Manager, reported on the HRA's request for \$300,000 of CDBG funding to the City and the Planning Commission recommendation.

Karen Rizer, Finance Director, and Ms. Reis talked with the Board on the financial state of the home loan programs. Chair Gohman stated the final decision is up the City Council; staff should take their recommendation to the upcoming Council meeting to present, at which time HRA Board members on the Council can weigh in with their comments.

There being no further discussion the session concluded at 5:58 p.m.

ATTEST:

Chair, Nancy Gohman

Secretary, George Hontos

ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY
REGULAR MEETING

Wednesday, February 26, 2020

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, February 26, 2020, City Hall Council Chambers, 400 2nd Street South, St. Cloud, MN. Chair Nancy Gohman called the meeting to order at 6:00 p.m.

1. Roll call was taken and the following Commissioners were present: Abdi Daisane, Seal Dwyer, Nancy Gohman, George Hontos, Jeff Goerger and Mike Conway. Absent: None. [The board has one vacancy.]
2. Approval of Agenda – Commissioner Dwyer moved for approval of the consent items and agenda; Commissioner Conway seconded the motion. The motion carried.
3. Approval of Minutes Approval of Study Session Minutes, January 22, 2020 – approved as presented.
4. Approval of Annual Meeting Minutes, January 22, 2020 – approved as presented.
5. Approval of Regular Meeting Minutes, January 22, 2020 – approved as presented.
6. Approval of Scattered Site Roof Replacement Contract – contract approved with BD Exteriors, Inc. in the amount of \$183,267 for Cedar Ridge, Flintwood and Quarry Ridge Townhomes asphalt roof replacement.
7. Approval of Write-off Accounts Receivable – approved as presented.
8. Approval of Change to Personnel Policy 02.13 Employee Probation – approved as presented.

Open Forum: Chair Gohman opened the forum to the public; there was no one wishing to speak.

Old Business:

9. A. Public Hearing on the Change to the Admin Plan and the Admissions and Continued Occupancy Policy (ACOP) for Public Housing and B. Approval of the Change to the Admin Plan and the Public Housing ACOP – Chair Gohman opened the public hearing at 6:04 p.m. to hear public comment; there being no one present the public hearing closed.

Commissioner Goerger moved for approval; Commissioner Dwyer seconded the motion. Louise Reis, Executive Director, briefly explained the proposed changes. She stated the changes were submitted to HRA legal counsel and St. Cloud Area Legal Services for review prior to this meeting.

Commissioner Goerger questioned how big the problem of residents smoking in the buildings has become to warrant the change. Ms. Reis responded it is not huge, however; the smoke free policy went into effect in 2013, and the policy needed to be adjusted. She said with the potential of fires caused by smoking and for

tenant health welfare it would be beneficial to have a zero-tolerance smoking policy. After a short discussion the motion passed unanimously.

New Business:

10. Approval for St. Cloud HRA to Administer Vouchers for City of Delano – Ms. Reis explained the application process for Delano HRA in asking HUD to allow the conversion of their public housing units to either Project Based Section 8 or Market Rate. She said the St. Cloud HRA would administer the 30 vouchers this would create, but there are many steps for Delano to go through before any of this can happen. Commissioner Goerger moved for approval; Commissioner Conway seconded the motion.

Commissioner Conway asked how much staff time this would add and if we had the capacity. Ms. Reis said this will be a long process but feels if granted, current staff could handle the additional 30 vouchers it would create. All Commissioners voted in favor of the motion.

11. Approval of Resolution 2020-02 - Publicly Owned Housing Program Deferred Loan from Minnesota Housing Finance Agency for Empire Apartments – Karen Rizer, Finance Director, clarified the approval requested in Resolution 2020-02 is for the Empire Elevator project only. Commissioner Dwyer moved for approval; Commissioner Daisane seconded the motion. All Commissioners voted in favor. The motion carried.

12. Report on Activities – Ms. Reis gave an overview of the recent REAC Inspection from February 4, 2020 that received a score of 73. She stated staff is appealing this score due to the inspection included docking the agency 6 points for a damaged fence that is not owned by the HRA.

Ms. Reis announce the office would be closed on April 16, 2020 for a mandatory staff fair housing seminar. She said if any Board member would like to attend to let Sandy Hunter know.

Open Discussion: none.

There being no further business the meeting adjourned at 6:29 p.m.

ATTEST:

Secretary, George Hontos

Chair, Nancy Gohman

ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY
EMERGENCY MEETING

Wednesday, March 25, 2020

An Emergency Meeting was held by teleconference for the St. Cloud HRA Board of Commissioners on Wednesday, March 25, 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.

1. Roll call was taken and the following Commissioners were present: All- Abdi Daisane, Seal Dwyer, Nancy Gohman, George Hontos, Jeff Goerger and Mike Conway. Absent: None. [The board has one vacancy.]
2. Update on Operations – Executive Director Louise Reis said she wanted to call the meeting to inform the Board of the current operations the Agency is following under the COVID-19 pandemic.

Commissioner Hontos asked if outside guidance was used to set the plan or if it was done internally. Ms. Reis responded conversations have taken place between housing authorities and using HUD guidance on how to proceed. She said agencies are using what will work for them, as each are a little different; the main goal is to keep the structure as close to business as usual.

Commissioner Hontos asked if there is a State statute that was followed or anything that needs to be voted on by the Board or ratified. Ms. Reis said under HUD's direction procedural changes have been made; not policy changes so up until this meeting nothing has needed Board approval. She said the policies remain the same, with exception to the HQS inspections that will need Board approval (later in the agenda) as it will be a policy change.

Commissioner Dwyer asked if interviews were being conducted via a type of online communication face-to-face. Ms. Reis responded currently everything is being done through the mail and by phone.

Chair Gohman asked overall what the response has been to the changes. Ms. Reis responded residents and clients have been very accommodating and understanding. She said the lobby has been closed, however, a dropbox has been placed in the outer lobby with forms, etc., for drop-off of information, rent, and paperwork as needed.

3. Approve Telework Policy – Ms. Reis said in concurrence with other agencies and under HUD guidelines, Policy 03-06 was established and needs Board approval. She said the policy will allow, as possible, staff the capability of working from home. Ms. Reis said a rotating schedule has been set so a minimal amount of staff will be in the office at one time.

Commissioner Goerger said he felt the policy made perfect sense under the current health crisis. Commissioner Conway asked how the technology and connectivity were being handled. Finance Director Karen Rizer responded some staff are using their personal home equipment utilizing VPN/RDC and some are using agency laptops connecting the same. Ms. Reis said the same is true for phone usage; some personal and some agency owned. She said all precautions are being taken to protect confidential personal information.

Commissioner Daisane said he thought it all looked good, except for under 2nd page, last paragraph it reads *Date Security* and it was most likely intended to read *Data Security*. Ms. Reis responded he was correct and the change would be made prior to adding to policy manuals.

Commissioner Hontos moved for approval of Policy 03-06; Commissioner Dwyer seconded the motion. All Commissioners voted in favor. The motion was approved unanimously.

4. Amend Office Closing – Commissioner Dwyer moved for approval of Policy 06.09; Commissioner Conway seconded the motion. Ms. Reis stated the changes to the policy include staff working via telework; and, if unable to work as scheduled, leave must be taken, paid or unpaid, in accordance with applicable policies. She said the policy also adds that if there is an office closing staff will be notified by email and not by local radio networks as currently stated. All Commissioners voted in favor. The motion was approved unanimously.

5. Approve Admin Plan – HQS Language Change – Commissioner Dwyer moved for approval; Commissioner Hontos seconded the motion. Ms. Reis stated the proposed changes to the plan are the underlined and the main change is to go from annual inspections to bi-annual inspections. She explained if there are issues or complaints that need to be addressed the HRA inspector would have the option of allowing alternative methods to show the repairs have been completed using pictures or video conferencing. Ms. Reis said the possibility of self-certification is also being reviewed as an option and staff should hear in the next thirty days if it has been approved.

Commissioner Dwyer stated whatever is decided to be used for video conferencing it has to ensure confidentiality. [Ms. Dwyer needed to exit the teleconference]

Chair Gohman asked how the pictures showing corrections would work and if they would be satisfactory to HUD. Ms. Lygre responded if there are less than five items needing repair and none of them are life threatening, the landlord and tenant would both need to sign off on the repairs when completed. She said if they cannot agree, then the HRA inspector would go back out. Ms. Lygre said this has been deemed acceptable. Commissioners Daisane, Gohman, Hontos, Goerger and Conway voted in favor of the changes; Commissioner Dwyer was not present. The motion carried.

6. Families First Corona Virus Response Act – Ms. Rizer briefly went over the Act to which she added it continues to be updated. She said the latest notice of March 24, 2020 put this bill into effect on April 2nd. Ms. Rizer said the two primary parts of the bill are the Emergency Paid Sick Leave and the Emergency Family and Medical Leave. She said as of now, both programs are to expire on December 31, 2020.

Ms. Rizer said any staff member who feels the possibility of COVID-19 are to self-quarantine for 14 days; this includes being around someone who could possibly have the virus or yourself having symptoms. Chair Gohman asked if they will need to be tested. Ms. Rizer responded, no. She said she would bring a formal policy to the April meeting for ratification.

Ms. Reis stated if there are any other crucial changes she would notify the Board through email. She also said she would be working from home on Wednesday's and Monday's. Ms. Reis announced the bus tour scheduled for the April Board meeting would be postponed until a later date.

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

ATTEST:

Secretary, George Hontos

Chair, Nancy Gohman

TO: St. Cloud HRA Board of Commissioners
FROM: Paul Soenneker, Project Manager
DATE: April 13, 2020
SUBJECT: Contracts for Lawn Services

Requested Action: Approval of the contracts for lawn service for the St. Cloud HRA owned properties to Minnesota Lawn Pros and DC Lawn Care.

Background: On February 6th, 2020 the HRA advertised on our web site and sent out Request for Proposals to 12 lawn service companies for the mowing and spring/fall clean-up of the vacant lots and properties that the HRA owns and maintains. Four companies submitted proposals for these services.

The contract will include the clean-up of the properties in the spring, summer mowing (usually weekly); monthly herbicide application and the fall clean up. The contractors gave prices for each property and were selected by the lowest lump sum price for each property and the amount of experience they had doing lawn maintenance on similar sized projects.

Minnesota Lawn Pros will be awarded the following:

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.

DC Lawn Care will be awarded the following:

814 Savanna Ave, 310 Laudenbach Ct, 1618 Pine Cone Rd, and Meadows Edge parcels.

Total cost for all work will be approximately \$29,268.00. The companies have been checked on the federal System for Award Management (SAM) website.

Frequency of Requests: Every two to four 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 buildings budget.

TO: St. Cloud HRA Board of Commissioners
FROM: Paul Soenneker, Project Manager
DATE: April 13, 2020
SUBJECT: Approval of Contract for Radon Testing Services

Requested Action: Approval of the contract for radon testing services with Home Safety Solutions Inc. at St. Cloud HRA owned apartments, townhomes and single-family homes.

Background: The St. Cloud HRA owns and manages various apartments, townhomes and single-family homes in St. Cloud. The MN Department of Health recommends that testing is to be completed every 5 years. The last radon testing occurred in 2014.

We solicited quotes from three testing companies that are licensed to measure radon in multi-family buildings. Two companies provided quotes as outlined below.

	Home Safety Solutions Inc.	Voss Plumbing & Heating
Total	\$44,130.00	\$49,740.00

St. Cloud HRA staff recommends awarding the contract to Home Safety Solutions Inc.

Frequency of Requests: Every five 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 buildings budget.

TO: St. Cloud HRA Board of Commissioners
FROM: Paul Soenneker, Project Manager
DATE: April 13, 2020
SUBJECT: Approval of Contract for Refuse and Recycling Services

Requested Action: Approval of the Refuse and Recycling Service Contract with Republic Services Inc. for monthly refuse and recycling services for the next two years with a renewal option for another two years.

Background: On March 17, 2020 the HRA solicited bids from 9 companies to provide refuse removal and recycling services for all of the HRA owned apartments, townhomes and office. It was advertised in the St. Cloud Times and was also placed on the HRA web site. We received two bids as outlined below by the due date. These numbers represent monthly charges for all properties combined.

	Republic Services	West Central Sanitation
Total	\$3,397.68	\$8,819.82

St. Cloud HRA staff is recommending awarding the contract to Republic Services, Inc.

Frequency of Requests: Every two to four 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 buildings budget.

TO: HRA Board of Commissioners

FROM: Karen Rizer, CPA
Finance Director

DATE: April 14, 2020

SUBJECT: 2019 Interfund Transfers

Requested Action: Approve the following 2019 transfers:

1. To the Public Housing Scattered Sites Fund from the Public Housing Wilson Fund \$300,000
2. To the Community Housing Fund from the Central Office Cost Center (COCC) Fund \$100,000

Background: Any transfers made between funds are required to be approved by the Board of Commissioners. These are the 2019 transfers that were not previously approved by the budget or other action.

Transfer #1

The HRA has been working for several years to spend down Public Housing reserves to prevent recapture of those reserves from HUD. Public Housing is one combined reporting unit in the HRA's audited financial statements. However, it is three separate reporting units in HUD's REAC system. We are transferring funds from Wilson to the Scattered Sites in order to more even out the reserves so we do not have one property with a very large reserve and one property with nothing.

Transfer #2

There was a budgeted transfer of \$100,000 from the COCC to the Housing Choice Vouchers (HCV) fund. Because HUD granted the HRA an increase in its administrative fee for 2019, the HCV fund does not require funds from the COCC. Therefore, we will instead make the transfer to the Community Housing Fund reserves.

Options: Approve, deny, or table.

Frequency of Request: One time.

Related Actions: None.

Future Action: None.

Relationship to Goals: N/A

Budget Impact: Each transfer impacts the individual funds as noted above.

TO: HRA Board of Commissioners

FROM: Karen Rizer, CPA
Finance Director

DATE: April 14, 2020

SUBJECT: COVID-19 related interfund and related party borrowings

Requested Action: Approve interfund and related party borrowings as necessary due to COVID-19 cash flow issues to allow all funds to pay their bills timely.

Background: It is unknown at this time which funds might encounter cash flow issues related to COVID-19. The most likely are the Housing Choice Voucher (HCV) Fund, Eastwood, and the tax credit properties.

It is unknown at this time how quickly HUD will fund the anticipated increase in the HCV HAP (housing assistance payments) due to participants decrease in income. Therefore, we may need to fund it internally on a temporary basis.

Eastwood and the tax credit properties are the most likely to encounter cash flow issues as Eastwood does not have any cash reserves and the tax credits also do not have any cash reserves because they distribute all excess cash on an annual basis.

Options: Approve, deny, or table.

Frequency of Request: Unknown.

Related Actions: None.

Future Action: At year-end, formal agreements will be created when amounts are known.

Relationship to Goals: N/A

Budget Impact: Unknown.

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: April 14, 2020

SUBJECT: Approval of Resolution 2020-03 - Acceptance of Grant Awards for the HUD CoC Rental Assistance

Requested Action: Approval of Resolution 2020-03 - Acceptance of the three grants for \$348,504, \$80,124 and \$35,388 from the Department of Housing & Urban Development (HUD) for the HUD CoC Rental Assistance formerly known as Shelter Plus Care.

Background: The HUD CoC Rental Assistance provides tenant-based rental assistance to participants. The participants of the HUD CoC Rental Assistance are the chronic homeless individuals and families. The program builds on the premise that housing and services need to be linked in order to ensure stability of housing. Support service providers are required for each grant. Support services that will be provided in the form of case management and include; mental health, medical, transportation, budgeting, lifestyle skills, employment related skills, and crisis assistance.

The grant amounts are a renewal for one year of the existing grants. The support service providers are Central MN Mental Health Center, Salvation Army of Wright County and Catholic Charities. These grants will provide rental assistance to approximately 51 households each month.

Frequency of Request: We plan to continue participation in the HUD CoC Rental Assistance and make this request on an annual basis.

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 2020-03

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

**APPROVAL OF ACCEPTANCE
FOR SHELTER PLUS CARE GRANTS**

WHEREAS, the Housing and Redevelopment Authority in and for the City 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 Shelter Plus Care program under this authority, and has been administering tenant based rental assistance grants from the Department of Housing and Urban Development (HUD) for persons who are considered homeless and chronic homeless, on the premise that housing and services are linked to a service provider in order to ensure stability of housing. Support services are required for each of the three grants under this approval and must be in the form of case management to include; mental health, medical, transportation, budgeting, lifestyle skills, employment related skills and crisis assistance.

WHEREAS, the Department of Housing and Urban Development (HUD) is now requesting Board approval for the Executive Director of the HRA to accept the terms as outlined in the grants as stated below, and

WHEREAS, the Department of Housing and Urban Development (HUD) will provide the funding and allow the HRA to draw from the amount a fee for administering the grants,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF ST. CLOUD, MINNESOTA THE ACCEPTED GRANT AMOUNTS TO BE AUTHORIZED BY THE EXECUTIVE DIRECTOR: \$348,504, \$80,124, and \$35,388.

Adopted this 22nd day of April, 2020.

ATTEST:

Nancy Gohman, Chair

George Hontos, Secretary

To: St. Cloud HRA Board of Commissioners

From: Louise Reis, Executive Director and Karen Rizer, Finance Director

Date: April 14, 2020

Subject: Ratification of Personnel Policy 05.18 Families First Coronavirus Response Act Policy.

Requested Action: Ratification of Personnel Policy 05.18 retroactive to April 1, 2020.

Background: The following policy is required by Federal regulations. It will be in effect until December 31, 2020, unless changes are issued by the Federal government.

Frequency of Request: Once.

Related Actions: None.

Future Action: Unknown.

Budget Impact: Unknown.

**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Families First Coronavirus Response Act Policy
Section: Hours of Work
Number: 05.18

Page 1 of 3
Date Issued: 4-1-20

Statement of Policy

It is the policy of the St. Cloud Housing and Redevelopment Authority (HRA) to comply with the requirements of the Federal Families First Coronavirus Response Act (FFCRA). The FFCRA provides employees with Emergency Paid Sick Leave (EPSL) and Emergency Paid Family and Medical Leave (EFMLA) for those affected by the COVID-19 pandemic, from April 1, 2020 through December 31, 2020.

Two Types of Leave Covered Under FFCRA

1) Emergency Paid Sick Leave (EPSL)

Emergency paid sick leave will be available for an employee who is unable to work or work remotely because:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine because of COVID-19;
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. The employee is caring for an individual subject (or advised) to quarantine or isolation;
5. The employee is caring for a son or daughter whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions; or
6. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Eligibility for EPSL

All employees, regardless of their tenure with the HRA, with full-time or part-time status are eligible to receive this benefit.

Paid Benefits for EPSL

Eligible employees will receive up to two weeks of paid sick leave.

- Full-time employees: 80 hours at their regular rate of pay, subject to caps and reasons noted below.
- Part-time employees: the number of hours that the employee works, on average, over a two week period, subject to caps and reasons noted below.

Payments are capped at \$511 a day (\$5,110 in total) for dealing with an employee's own illness or quarantine (reasons 1, 2 and 3 above). Employees who are caring for an individual affected by COVID-19 and those whose children's schools have closed (reasons 4, 5 and 6 above) receive up to two-thirds of their pay, and that benefit is limited to \$200 a day (\$2,000 in total). Employees may choose to use existing paid leave to supplement the amount received, up to normal earnings.

Return to Work Following EPSL

Employees are required to follow guidelines established by the [Centers for Disease Control and Prevention](#) as it relates to ceasing home isolation practices.

2) Emergency Family Medical Leave Act (EFMLA) Expansion

Employees will be entitled to take up to 12 weeks of job-protected leave if an employee is unable to work or work remotely due to caring for the employee's son or daughter (who is under 18) because the child's school or place of care has been closed or his or her childcare provider is unavailable due to the public health emergency.

Eligibility for EFMLA

Under this policy, full-time and part-time employees who have been employed by the HRA for 30 days, prior to taking the leave, are eligible for leave.

Paid Benefits for EFMLA

The EFMLA provides for a combination of unpaid and paid leave.

- The first 10 days of EFMLA may be unpaid. An employee may choose to take the HRA's existing paid leave benefit during the 10-day unpaid period, or the 10 days may be paid under EPSL, if taken for a qualifying reason.
- After ten days of unpaid leave, employees are entitled to 10 weeks of job-protected leave at two-thirds their usual pay. Part-time employees are entitled to be paid two-thirds of their usual pay based on the average number of hours worked for the six months prior to taking the leave.
- The cap of the paid leave entitlement for employees is \$200 per day (\$10,000 in the aggregate).
- Employees may choose to use existing paid leave to supplement the amount received, up to normal earnings.

Notifying the HRA of the Need for FFCRA Leave

Employees should request their need for leave under the FFCRA as soon as possible, by notifying their Supervisor and filling out the request form(s). If an employee is incapacitated, the employee's representative should give verbal notice as soon as possible. Calling in "sick" does not qualify as adequate notice. An employee must provide sufficient information regarding the reason for an absence for the HRA to know that protection and benefits may exist under this policy.

Insurance Benefit Continuation During FFCRA Leave

Coverage under group health insurance will continue while on leave, but employees must continue to pay their portion of the premium. Other employment benefits [*such as dental insurance, life insurance, AD&D, etc.*] will also be continued during the leave, as long as the employee continues to pay any required contribution.

Certification for FFCRA Leave

Generally, the HRA will require certification to verify the qualifying reason for the leave. Employees should be prepared to provide documentation such as a copy of any quarantine or isolation order, or written note by a health care provider advising self-quarantine, or a notice of closure of school or childcare provider (i.e. email, notification on website, or news article).

We understand that requesting healthcare provider documentation may place additional burdens on our medical community during this pandemic, therefore if an employee is unable to obtain this documentation, at a minimum, the name, address, and phone number of your treating healthcare provider must be provided. The HRA also reserves the right to request additional documentation completed by your healthcare provider or childcare provider (as applicable) in situations where there is reason to believe an employee has fraudulently obtained leave or paid benefits.

Intermittent Leave

Topic: Families First Coronavirus Response Act Policy
Section: Hours of Work
Number: 05.18

Page 3 of 3

For employees working on HRA premises, intermittent leave will only be permitted for the qualifying reason related to caring for their minor child whose school or place of care is closed, or childcare provider is unavailable.

For employees working remotely, intermittent leave will be permitted if the employee is unable to work his or her normal schedule of hours. The employee and employer will come to an agreement on a schedule that provides for the least amount of disruption to an employee's job. For EFLMA purposes, the total amount of leave taken in should not exceed the 12 weeks defined earlier in this policy.

Rights Upon Return from FFCRA Leave

An employee who takes leave under this policy may be reinstated to the same job or an equivalent position upon completion of the leave. If an individual has exhausted all leave under this policy and is still unable to return to work, the situation will be reviewed on a case-by-case basis to determine what rights and protections might exist.

The law provides that an employee has no greater rights upon a return from leave than the individual would have had if s/he had continued to work. Therefore, an employee may be affected by a layoff, reorganization, furlough, change in job duties or other change in employment if the action would have occurred had the employee remained actively at work.

TO: St. Cloud HRA Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: April 13, 2020
SUBJECT: Housing Tax Credit Suballocator Joint Powers Agreement 2021

Requested Action: Authorization for Executive Director to sign the Housing Tax Credit Suballocator Joint Powers Agreement between the St. Cloud Housing and Redevelopment Authority and Minnesota Housing Finance Agency

Background: The St. Cloud Housing and Redevelopment Authority in and for the City of St. Cloud, Minnesota (HRA) is authorized to allocate low-income housing tax credits pursuant to Section 42 of the Internal Revenue Code of 1986, as amended and Minnesota Statutes Sections 462A.221 through 462A.225. The St. Cloud HRA is under Minnesota Housing as a suballocator of these housing tax credits. There are seven suballocators in Minnesota. St. Cloud is the smallest sub allocator with an amount of \$155,100. Last year's amount was \$163,076.

In 2002, Minnesota Housing and the St. Cloud HRA entered into a Joint Powers Agreement whereby Minnesota Housing will perform all of the housing tax credit allocation and compliance monitoring functions on behalf of the St. Cloud HRA. There are no significant changes to the agreement with Minnesota Housing.

If the Board chooses not to authorize the Joint Powers Agreement, the St. Cloud HRA would then become responsible to develop a Qualified Allocation Plan, Procedural Plan, and selection process.

Frequency of Request: This is done on an annual basis.

Related Actions: None.

Future Action: None.

Options: The Board could choose not to authorize the amendment.

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

Budget Impact: There is no impact on our budgets if the amendment is authorized.

**MINNESOTA HOUSING FINANCE AGENCY
HOUSING TAX CREDIT ADMINISTRATION
JOINT POWERS AGREEMENT**

WHEREAS, Section 42 of the Internal Revenue code of 1986 (Section 42) provides for low-income housing credits (HTC) to be allocated by Housing Credit Agencies as that term is defined in Section 42(h)(8)(A), pursuant to a Qualified Allocation Plan (QAP) as that term is defined in Section 42(m)(1); and

WHEREAS, under Minnesota law, the Minnesota Housing Finance Agency (Minnesota Housing) and certain counties and cities are authorized to allocate HTC and the State's Housing Credit Ceiling is divided by statutory formula and reserved for allocation by the respective entities; and

WHEREAS, the City of St. Cloud is a city which is eligible to receive a reservation of HTC under Minn. Stat. 462A.222, subd. 1; and

WHEREAS, Minnesota Housing and the City of St. Cloud wish to enter into a joint powers agreement under Minn. Stat. § 471.59, pursuant to which, except for certain functions expressly set forth in this Agreement, Minnesota Housing will perform all of the HTC allocation, award and compliance monitoring functions on behalf of the City of St. Cloud with respect to HTC allocated for the calendar year 2021 Housing Credit Ceiling, as that term is defined in 26 CFR § 1.42-14 or awarded in calendar year 2021 to developments financed with volume limited tax exempt bonds; and

WHEREAS, pursuant to Section 42, Minnesota Housing adopts Qualified Allocation Plans (QAPs) which include both procedures for the allocation and award of HTC and compliance monitoring procedures and also contemplate a joint powers agreement as set forth herein; and

WHEREAS, the State of Minnesota Housing Tax Credit 2021 Qualified Allocation Plan (2021 QAP), the 2021 Housing Tax Credit Program Procedural Manual (HTC Procedural Manual), and the 2021 Housing Tax Credit Program Compliance Manual (HTC Compliance Manual), and any revisions and amendments thereto, are hereby incorporated in their entirety into this Agreement by reference.

NOW, THEREFORE, IT IS AGREED:

1. Allocation and Award.

- a. City of St. Cloud agrees to transfer its entire 2021 HTC annual tax credit distribution to Minnesota Housing using the form attached hereto. Said credits become part of the Minnesota Housing 2021 housing tax credit ceiling pursuant to Minnesota Statutes Section 462A.223.
- b. With respect to City of St. Cloud HTC, the parties agree that the 2021 QAP will
- c. apply to all projects and that Minnesota Housing shall perform all of the allocation duties on behalf of the City of St. Cloud using the 2021 QAP. All applicants shall use the application forms included in the 2021 QAP.
- c. With respect to City of St. Cloud HTC through the issuance of volume limited tax-exempt bonds, the project must comply with the QAP in effect for the year that the bonds are issued. The parties agree that Minnesota Housing shall conduct all applicable reviews

under Section 42(m) and the issuer must provide documentation of its review pursuant to Section 42(m)(2)(d).

- d. Under Round 1 of the 2021 QAP, Minnesota Housing shall make selections according to the selection processes established by the 2021 QAP and shall allocate HTC in Round 1 and, if applicable, Round 2, pursuant to the requirements and limitations contained in the 2021 QAP.

2. **Compliance Monitoring.** For all projects receiving their initial allocation of HTC from Minnesota Housing, all compliance monitoring functions throughout the Compliance Period and Extended Use Period for each project, as those terms are defined in Internal Revenue Code Sections 42(i)(1)(i) and 42(h)(6)(D), shall be performed by Minnesota Housing. Minnesota Housing shall perform the compliance monitoring responsibilities for the projects pursuant to the compliance monitoring provisions of the 2021 QAP, the HTC Compliance Manual and 26 CFR Section 1.42.5, all as may be amended from time to time.

3. **Compensation.** Only Minnesota Housing shall charge and receive compensation for the allocation and compliance duties and shall do so in accordance with the HTC Procedural Manual and the HTC Compliance Manual. The compensation shall be paid to Minnesota Housing directly by the tax credit applicant/owner at the times and in the amounts set forth therein.

4. **Term of Contract.** Subject to execution by all of the parties' herein below, this Agreement shall be effective on [DATE]. With respect to the allocation responsibilities herein, this Agreement shall not terminate until all allocation responsibilities under this Agreement have been completed. With respect to awards of tax credits to developments financed with tax exempt bonds, this Agreement shall terminate at the conclusion of calendar year 2021. With respect to the compliance monitoring responsibilities herein, said responsibilities shall continue from the beginning of the Compliance Period through the end of the Extended Use Period, as those terms are defined under IRC Section 42.

6. **Addresses for Notices.** All notices to be given by either party to the other hereunder shall be in writing addressed as follows:

(a) To the City of St. Cloud at:

St. Cloud Housing and Redevelopment Authority
1225 W. St. Germain
St. Cloud, Minnesota 56301

(b) To Minnesota Housing at:

Minnesota Housing Finance Agency
400 Wabasha Street North, Suite 400
St. Paul, Minnesota 55102

or addressed to any such party at such other address as such party shall hereafter furnish by notice to the other party.

7. **Records.** Both Minnesota Housing and the City of St. Cloud agree that it will make available all pertinent information, data and records under their respective control for each other's use in the

performance of this Agreement, and will assist the other, whenever possible, to obtain such records, data and information.

8. **Liability.** Each party shall be responsible for its own acts and omissions, the acts and omissions of its employees, and results thereof to the extent authorized by law. The parties shall not be responsible for the acts of any others and the results thereof.
9. **Assignment.** Neither party shall assign any interest in this Agreement without prior written consent of the parties and subject to such conditions and provisions as are deemed necessary.
10. **Independent Contractors.** The parties agree that the employees of Minnesota Housing shall always be considered employees of Minnesota Housing for all purposes including workers' compensation and the employees of the City of St. Cloud shall always be considered employees of the City of St. Cloud for all purposes including workers' compensation. No employee of either party shall be entitled to any claim or benefit from the other party from any event or occurrence arising out of the performance of the Agreement. This agreement is not intended and should not be construed in any manner as creating or establishing a relationship of co-partners between the parties hereto. Neither party under any circumstances shall be liable for any employee benefits of the other party's employees. This Agreement shall be construed in such a manner as to not interfere with the contractual obligations of either party with its employees under any valid collective bargaining agreement.
11. **Amendments.** This Agreement may be amended only in writing signed by the parties.
12. **Authority to Enter into Agreement.** Each Party represents that the individual executing this Agreement has been authorized to do so by its governing body.

CITY OF ST. CLOUD – St. Cloud HRA

By: _____

Its: _____

Date: _____

MINNESOTA HOUSING FINANCE AGENCY

By: _____

Its: _____

Date: _____

City Clerk

By: _____

Its: _____

Date: _____

RESOLUTION 2020-04

**TRANSFER OF HOUSING TAX CREDITS
TO MINNESOTA HOUSING FINANCE AGENCY**

Pursuant to Minn. Stat. § 462A.222, the City of St. Cloud is expected to receive approximately \$155,100.00 in 2021 Low-Income Housing Tax Credits (HTCs).

The City of St. Cloud has entered into a Joint Powers Agreement with the Minnesota Housing Finance Agency (Minnesota Housing) dated _____.

Pursuant to the above-described Joint Powers Agreement, the City of St. Cloud agrees to voluntarily and irrevocably transfer its entire 2021 HTC annual tax credit distribution to Minnesota Housing.

The City of St. Cloud understands that by transferring the HTCs to Minnesota Housing the HTCs become part of the Minnesota Housing 2021 housing tax credit credit ceiling under Minn. Stat. § 462A.222 and the City of St. Cloud relinquishes all of its rights and entitlements with respect to those HTCs.

The transfer of the HTCs is effective immediately.

City of St. Cloud

By: _____

Its: _____

Date: _____

The completed form should be sent to:

Minnesota Housing Finance Agency
Attn: Tamara Wilson – Housing Tax Credit Program
400 Wabasha Street North, Suite 400
St. Paul, MN 55102

TO: St. Cloud HRA Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: April 14, 2020
SUBJECT: Approval of Indemnification Agreement with Anna Marie's Alliance

Requested Action: Approval of Indemnification Agreement with Anna Marie's Alliance.

Background: Anna Marie's existing facility is a shelter for battered women and their children located at 500 11th Avenue North. It was partly financed by state bonding money in April 2000 under the Minnesota Housing Finance Publicly Owned Transitional Housing Program. The St. Cloud HRA holds title to the property and the property cannot be sold or otherwise disposed of by the agency without the approval from the Minnesota Commissioner of Finance or a written release that releases the property from restrictions.

In 2019, the St. Cloud HRA purchased a small tract of land, formerly known as Hope Park, from the City of St. Cloud. This land is located at 425 10th Avenue North. Anna Marie's Alliance is currently remodeling the front part of their shelter which is scheduled to be completed in June. The next phase will be starting in June on the acquired land. The indemnification agreement along with the Performance Bond provided by Anna Marie's Alliance will allow the construction to move forward. The attached agreement was reviewed by legal counsel.

Frequency of Request: One time.

Related Actions: None.

Future Action: Future action will include updating the lease agreement with Anna Marie's Alliance.

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

Budget Impact: None anticipated.

INDEMNIFICATION AGREEMENT

Anna Marie's Alliance, a Minnesota nonprofit corporation (the "**Tenant**") and the **Housing and Redevelopment Authority in and for the City of St. Cloud, Minnesota**, a Minnesota public body corporate and politic (the "**Landlord**") make and enter into this Indemnification Agreement (this "**Agreement**") effective as of _____, 2020 (the "**Effective Date**").

RECITALS

A. Landlord and Tenant are party to that certain Lease for Battered Women's Shelter dated effective May 14, 1999, and recorded on December 28, 2001, as Document No. 993279 in the Office of the County Recorder, Stearns County, Minnesota, as amended by that certain First Amendment to Lease for Battered Women's Shelter dated effective August 5, 1999, and recorded on December 28, 2001, as Document No. 993280 in the Office of the County Recorder, Stearns County, Minnesota and that certain Second Amendment to Lease for Battered Women's Shelter dated effective March 7, 2001, and recorded on December 28, 2001, as Document No. 993281 in the Office of the County Recorder, Stearns County, Minnesota (collectively, the "**Existing Lease**"), relating to the lease of certain real property located at 500 11th Avenue North, St. Cloud, Minnesota, legally described on the attached **Exhibit A** (the "**Original Property**"), upon which Landlord constructed a residential facility to house battered women and children (the "**Facility**") (the Original Property and the Facility are collectively, the "**Original Premises**").

B. The City of St. Cloud vacated a small tract of real property legally described on the attached **Exhibit A**, which the Landlord purchased from the City of St. Cloud to be used in conjunction with the Facility (the "**New Property**").

C. Landlord and Tenant desire that the Facility be expanded onto the New Property, updated, and improved (the "**Project**") (the Original Premises, New Property and Project are collectively, the "**Premises**").

D. Landlord and Tenant have entered into or are entering into an Amended and Restated Lease for Battered Women's Shelter, which renews, amends and restates the terms of the Existing Lease, and includes certain terms and conditions relating to the New Property and the Project (the "**Lease**").

E. Landlord and Tenant desire that Tenant be solely responsible for construction of the Project, including without limitation, planning, funding, managing, and obtaining required permits, bonds, and complying with all governmental requirements.

F. As a condition precedent to Tenant commencing the Project, Landlord requires that Tenant execute and deliver this Agreement.

In consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties agree as follows:

1. **Construction.** Tenant shall be the “owner” under any construction contract relating to the Project. Tenant shall bear all responsibility for ensuring that the Project is completed in accordance with all applicable governmental requirements, including without limitation, all building and zoning codes and ordinances, licensing and permit requirements, bonding requirements, environmental laws, accessibility laws, energy and pollution control laws, and any covenants, agreements, restrictions and encumbrances contained in any instruments, either of record, or known to Tenant, at any time in force affecting the Premises or any part thereof, and for ensuring that all work is done in a good and workmanlike manner, and with materials of grade and quality at least equal to the materials used in constructing the Facility.

2. **Payment and Performance Bonds; No Mechanics’ Liens.** To assure performance under this Agreement, Tenant shall require its contractor to obtain payment and performance bonds in Landlord’s name, all in compliance with Minnesota Statutes Sections 574.26 et seq. Tenant shall post prior to commencement of construction a notice under Minnesota Statutes Section 514.06 stating that all improvements are not at the request of Landlord and no mechanics’ liens may be filed. This notice must remain posted until all work is completed. Notwithstanding the foregoing, however, in the event any mechanics’ or materialmen’s liens shall be so filed, Tenant shall take all steps necessary to remove it within 120 days of its being filed; provided, however, that Tenant may contest any such lien provided Tenant first posts a surety bond, letter of credit, or cash, with the applicable court sufficient to release the Premises, or such portion thereof, from such lien, or otherwise protect Landlord from foreclosure thereof.

3. **Indemnification.** Landlord and Tenant agree that neither of the parties to this Agreement shall have the power to do any act or thing the effect of which is to create a charge or lien against the property or revenues of another party, except as expressly provided in this Agreement. Tenant agrees to indemnify, defend and hold harmless Landlord and its former, present and future affiliates, directors, officers and employees, agents and advisors and all of their respective successors and assigns from and against all losses, claims, damages, penalties, judgments, liabilities, costs and expenses (including all expenses of litigation or preparation therefor whether or not Landlord or any affiliate is a party thereto, settlement costs and in-house and outside attorney’s fees and expenses) (collectively, “**Losses**”) which any of them may pay or incur arising out of or relating to this Agreement, the Project, any environmental liability related in any way to Tenant or the Premises, or any actual or prospective claim, litigation, investigation or proceeding relating to any of the foregoing, whether based on contract, tort or any other theory, whether brought by a third party or by Tenant or any of its subsidiaries, except to the extent that such Losses are determined in a final non-appealable judgment by a court of competent jurisdiction to have resulted from the negligence or willful misconduct of the party seeking indemnification. Subject to Landlord’s limits of liability under Minnesota Statutes, Chapter 466, Landlord agrees to indemnify, defend and hold harmless Tenant and its employees and agents from any and all claims for loss or damage which any of them may pay or incur arising from Landlord or its officers, employees or agents negligence or willful misconduct relating to this Agreement, the Project and associated documents. Nothing in this Agreement or the Lease, nor any associated documents shall be construed as a waiver of the tort liability protections afforded political subdivisions under Minnesota Statutes, Chapter 466. The obligations under this Section will survive the completion of construction on the Project.

4. **Continuing Obligation.** Tenant's obligation under this Agreement shall not be terminated, released, discharged, extinguished or otherwise affected by any foreclosure of any mortgage, any deed in lieu of foreclosure, any payment or performance of any indebtedness or obligation, or any other action or thing and this Agreement may be enforced at any time by the Landlord.

5. **Notices.** All notices to be given by either party to the other hereunder shall be in writing and deemed to have been given when delivered personally or when deposited in the United States mail, registered or certified, postage prepaid, addressed as follows:

To Landlord at:

St. Cloud HRA
1225 West St. Germain Street
St. Cloud, MN 56301

To Tenant at:

Anna Marie's Alliance
P.O. Box 367
St. Cloud, MN 56302

Or addressed to any such party at such other address as such party shall hereafter furnish by notice to the other party.

6. **Entire Agreement.** This Agreement contains the entire agreement of the parties on the matters covered herein. No other agreement, statement or promise made by any party or by any employee, officer, or agent of any party that is not in writing and signed by all the parties to this Agreement shall be binding. This Agreement may not be amended or modified except in a writing executed by all parties.

7. **Binding Effect.** This Agreement binds and benefits the parties and their respective heirs, successors and assigns.

8. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota without reference to its principles of choice of law or conflicts of law.

9. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute one and the same instrument. Facsimile, electronic, and emailed PDF signatures shall be sufficient for all purposes.

10. **Recitals.** The above-referenced recitals are true and correct and are incorporated in this Agreement by this reference.

The parties have executed this Agreement effective as of the Effective Date.

TENANT:

Anna Marie's Alliance

By _____
Charles A. Hempeck
Its Executive Director

LANDLORD:

**Housing and Redevelopment Authority in
and for the City of St. Cloud, Minnesota**

By _____
Louise Reis
Its Executive Director

EXHIBIT A

Legal Description of the Premises

Original Property

Lot 2, Block 1, Sy and Sons Subdivision, Stearns County, Minnesota.

New Property

Parcel 1: Lot 1, Block 2, Sy and Sons Subdivision, Stearns County, Minnesota.

and

Parcel 2: Outlot B, Sy and Sons Subdivision, Stearns County, Minnesota.

TO: HRA Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: April 15, 2020
SUBJECT: Report on Activities

Germain Towers: Repairs were started on the Germain Towers roof on March 22. It is anticipated to be completed during the first part of May.

19th Avenue Lots: I met with Pathways 4 Youth board representative and staff to discuss the possibility of utilizing the 19th avenue lots for housing for homeless youth. While they appreciate the offer of providing housing for youth, their board and agency does not have the capacity at this time. Our office will continue to explore other possible options.

Germain Towers Commercial Space Lessees: The St. Cloud HRA has received requests from the Paramount and Wimmer's for rent forgiveness or rent reduction due to COVID- 19. We indicated that we would inform the Board of the requests but there is no plan to offer any commercial rent relief as there is no rent relief available for residential tenants. Similar to residential tenants, we are not taking any action in the immediate future for non-payment. Wimmer's made a partial payment for April and we anticipate receiving the Paramount's payment by the end of the month.

Rent Collection: Through April 13, 14.8% of April rent remained uncollected. The same time period last year was 11.3%.

Summer Hours: As in the past, our office will plan to go to summer hours starting with Memorial Day and ending on Labor Day. These hours will be 7:30 am to 5:00 pm, Monday through Thursday, and 7:30 am to 11:30 am on Friday. If the stay-at-home order continues past Memorial Day, our office will look at the possibility of having the office open longer hours for the four days of Monday through Thursday and closed on Fridays.

Housing Choice Voucher Program: During February and March, there were five housing choice vouchers released. Of the five vouchers released, two were for program violations, two were voluntary releases, and one was released due to death. Two of the voucher holders were over the age of 62.

As of February 29, 2020 – we have 202 Port In vouchers and 37 Port Out.

As of March 31, 2020 – we have 209 Port In vouchers and 37 Port Out.

CDBG Update:

For the homeowner rehab program:

- 4 in construction
- 3 in pre-bid stage
- 10 on the waiting list

Housing Department Vacancy Report – For the Month Ending March 31, 2020

Fund: Public Housing – 291 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>3/31/20</u>
Empire	89	2.37%	2
Wilson	126	1.22%	0
Scattered Sites	76	0.28%	0

Fund: Section 8 New Construction – 162 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>3/31/20</u>
Germain	60	0.19%	0
Grace/NWB	102	1.19%	0

Fund: Tax Credit – 249 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>3/31/20</u>
Creeks	24	2.83%	1
Brownstones	12	2.77%	1
Swisshelm One	32	3.83%	1
Westwood One	32	8.78%	2
Swisshelm Two	32	6.29%	1
Westwood Two	32	2.12%	0
Riverside	85	0.39%	0

Fund: Affordable Housing – 79 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>3/31/20</u>
Eastwood	18	4.60%	1
Loehr	61	1.31%	1