

ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY  
REGULAR MEETING

Wednesday, August 26, 2020

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

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 Dwyer moved for approval of the consent items and agenda; Commissioner Goerger seconded the motion. The motion carried.
3. Approval of Study Session Minutes, July 22, 2020 – approved as presented.
4. Approval of Regular Meeting Minutes, July 22, 2020 – approved as presented.
5. Review of Financials: Al Loehr Apartments Fund, Brownstones Family Housing Fund, Plum Creek Family Housing Fund, Riverside Apartments Fund, Swisshelm Village One Apartments Fund, Swisshelm Village Two Apartments Fund, Westwood Village One Apartments Fund and Westwood Village Two Apartments Fund – no action requested.
6. Approval to Write-Off Resident Accounts Receivable – authorization to write-off and expense former residents and program participants in the following amounts approved: Public Housing: \$3,424.14; Germain Towers: \$2,769.04; Northway A & B: \$1,270.32; Eastwood Apartments: \$1,136.36; Al Loehr: \$180.52; Brownstones: \$62.59; Swisshelm Two: \$4,311.04; Westwood One: \$4,914.75; Westwood Two: \$2,949.10. Approved as requested.

Old Business:

7. A. Public Hearing for the PHA Plan for the FY 2021 - Louise Reis, Executive Director, introduced the item and gave a brief summary of the proposed changes. She stated annually under HUD compliance the plan is reviewed and changes submitted once approved by the Board. Ms. Reis said plan changes were sent for review prior to the meeting to Central Minnesota (St. Cloud Area) Legal Services and have been reviewed by HRA counsel.

Chair Gohman opened the public hearing at 6:04 p.m. There being no one present to speak the public hearing closed.

B. Resolution 2020-07 - Approval of 2021 Public Housing Agency Plan – Commissioner Goerger moved for approval; Commissioner Conway seconded the motion. All Commissioners present voted in favor. The motion carried.

C. Resolution 2020-08 – Approval of Capital Fund Program and 5-Year Plan – Commissioner Goerger moved for approval; Commissioner Conway seconded the motion. All Commissioners present voted in favor. The motion carried.

New Business:

8. Approval of Emergency Paid Sick Leave Policy – Finance Director Karen Rizer introduced the proposed new policy. She said the policy follows the Families First Coronavirus Response Act Policy 05.18 as required by Federal regulation added back in April. Ms. Rizer stated this new policy would allow an employee who has used all their paid leave for a serious illness or in caring for a family member with a serious illness to use a one-time bank of 80 hours emergency sick leave. She said the Personnel Committee met prior to this meeting and is in agreement of the policy. Commissioner Goerger moved for approval; Commissioner Dwyer seconded the motion. All Commissioners present voted in favor. The motion carried.

9. Approval of Addition to Paid Leave Policy 05.10 – Ms. Rizer stated the proposed change for paid leave is that employees be allowed to carry over 320 hours at the end of the first full or partial pay period ending in January whereas currently it is 240 hours. She said due to COVID-19, and the additional staff hours it has taken for all the changes, staff has been unable to use their paid leave as they have in the past. Ms. Rizer said this policy change would remain in effect for 2021 and 2022. Commissioner Hontos moved for approval; Commissioner Dwyer seconded the motion.

10. Approval of Resolution 2020-09 - Authorizing the Acquisition of Limited Partnership Interests in Riverside Apartments, LP from NDC Corporate Equity Fund VI, L.P. – Ms. Reis explained how the HRA is the General Partner and NDC is the Limited Partner under a 15-year compliance period partnership that ends March, 2021. Ms. Rizer stated this will be the final tax credit property for the HRA to acquire to make all of them wholly owned. She said the fee to acquire NDC's partnership interest would be \$3,000.

Commissioner Goerger moved for approval; Commissioner Conway seconded the motion. Commissioner Hontos asked if this would affect cashflow in any way. Ms. Rizer responded Minnesota Housing holds the mortgage so once NDC is out she will look at housing bonds to find a lower interest rate. She said there is no prepayment penalty. All Commissioners present voted in favor. The motion carried.

11. Approval of Redevelopment of 418 Wilson Avenue SE – Ms. Reis summarized communication between her and Minnesota Housing regarding the Neighborhood Stabilization Program (NSP). She said Minnesota Housing will be ending the program in the next year and has indicated they would like all homes completed on properties purchased under the program in the next year. Ms. Reis said in talking with Habitat for Humanity they are not ready to do this. She said her suggestion to Minnesota Housing is for the HRA to build on the property and rent it as an affordable housing unit. Ms. Reis stated Minnesota Housing responded they are willing to award St. Cloud HRA \$225,000 for the project.

Ms. Rizer said staff realizes the cost to build will be greater than this. She said additional funds for the project could come out of the housing bond fees collected from conduit debt. Ms. Rizer said this has been done in past projects.

Commissioner Hontos moved for approval; Commissioner Dwyer seconded the motion.

Commissioner Hontos asked for further explanation of the amount in housing bond fees. Ms. Rizer explained to date the HRA has received approximately \$139,500 in unrestricted funds from the fees; she said she projects an average of \$25,000 per year as long as the bonds are outstanding.

The Board discussed the advantages to the HRA owning the home, the expectations of it fitting into the neighborhood, being economically friendly, how many bedrooms it should or could be, garages, and the cost.

Ms. Reis said they would review a 3-5-bedroom home cost along with what can be built on the lot size and all the other specifics the Board questioned.

Chair Gohman asked the Board members for a vote to move forward; all agreed it was a good idea. The motion passed.

12. Report on Activities – Ms. Rizer said the uncollected rents as of August is 11.2% and last year was 8.2%. She said the total since March is \$57,000.

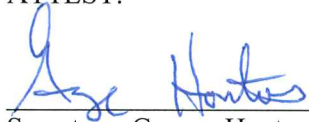
Ms. Reis highlighted her report and gave a brief explanation of the COVID-19 Housing Assistance Program (CHAP). She said flyers are in the office vestibule and cards to call 211 for assistance. Ms. Reis said all eligible participants were sent information. She said it will help in covering rent, mortgages, insurance, and utilities but it is not for anyone who is assisted by other programs like HCV or Public Housing.

Commissioner Hontos went back to the uncollected rents and asked when it would be considered a serious problem. Ms. Rizer responded HUD has granted some funding to cover through additional operating funds. She said at this time when you consider the agency is a \$16 million-dollar organization, the additional \$30,000 in non-payments in comparison to other years is not significant. Ms. Rizer assured the Board she is closely monitoring it.

Open Discussion: none.

There being no further business the meeting adjourned at 6:37 p.m.

ATTEST:

  
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Secretary, George Hontos

  
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Chair, Nancy Gohman