

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

City Hall Council Chambers, 400 2nd Street South

**Wednesday, July 28, 2021
6:00 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 and Pledge of Allegiance.

Consent Agenda:

2. Approval of Agenda. REQUESTED ACTION: Approve.
3. Approval of Study Session Minutes, June 23, 2021. REQUESTED ACTION: Approve.
4. Approval of Regular Minutes, June 23, 2021. REQUESTED ACTION: Approve.
5. Review of 2021 Financial Reports. REQUESTED ACTION: None.
6. Approval of Computer Servers and Storage Upgrade. REQUESTED ACTION: Approve.
7. Review of Actions on 2020-2025 Goals. REQUESTED ACTION: None.

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:

8. Approval of Resolution 2021-13 – Amendment to Bridges Region 7E Rental Assistance Grant.

New Business:

9. Approval of Resolution 2021-14 – Authorization of Employee Units in Public Housing.
10. Approval of Resolution 2021-15 – Adopting the Special Tax Levy for Payment in the Year of 2022.
11. Report on Activities.

Open Discussion:

Adjourn.

2021 HRA Board Meeting Schedule - 4th Wednesday each month at 6:00 p.m.; early meetings as needed at 5:00 p.m. Note: November and December moved forward one week to accommodate holidays; November 17th and December 15th.

**ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY
STUDY SESSION MINUTES**

Wednesday, June 23, 2021

A Study Session for The St. Cloud HRA Board of Commissioners was held on Wednesday, June 23, 2021, City Hall Conference Room One, 400 2nd Street South, St. Cloud, MN. Chair Nancy Gohman called the meeting to order at 5:03 p.m. Commissioners present: Abdi Mike Conway, Seal Dwyer [arrived at 5:34 p.m.] Nancy Gohman, George Hontos, and Hani Jacobson. Absent: Jeff Goerger.

Study Session Topic: 2022 Tax Levy and Central Office Center (COCC) Budget.

Karen Rizer, Finance Director, stated the purpose of the meeting would be to review and discuss the 2022 COCC budget, tax levy, and revenues. The first document Ms. Rizer pointed to is an updated version of the projected property values. The new projection bumped up the maximum levy by \$800; a projected 3.4% increase on Property Value versus the original 3.3% in the packet. The HRA is proposing a levy of \$502,000, which is \$16,000 higher than 2021. Ms. Rizer noted that in keeping with the City's policy of general practice, the increase should not be more than the property value increase.

The Board had no questions for Ms. Rizer.

Ms. Rizer moved to page 3, the attached COCC financials, noting the budgets are similar to previous year. Noting the only changes in revenue were the increase for tax levy, a small increase in salaries, and the maintenance line was higher in 2021 because the HRA budgeted for a new truck this year.

Chair Gohman questions the expense for benefits, and Ms. Rizer mentioned there are no hard numbers for benefits yet, and since HRA is now above 25 employees, the HRA will go out for RFP but does not anticipate much changing in terms of cost.

Commissioner Conway questioned the anticipated decrease in maintenance supplies and services and Ms. Rizer said many of the previous year's costs were due to COVID-19 safety implementations, and the additional purchase of a new maintenance truck planned for 2021.

Commissioner Hontos inquired about the Operating Transfers Out – Core Neighborhoods for \$75,000. Ms. Rizer mentioned \$35,000 is needed for staff and overhead and anything remaining rolls into the fix-up loan program or other neighborhood project, that the Board would approve. The Board discussed the importance of continuing to aid with homeowners down payments.

[5:34 p.m. – Commissioner Dwyer arrived]

Ms. Rizer then moved to page 5, graphs of the total breakdown for 2020 revenue by source. Ms. Rizer asked if there was consensus for the levy amount. Chair Gohman said she found no reason to question it, but asked Ms. Rizer to provide next steps for new members. Ms. Rizer said this is considered a preliminary levy, it will be discussed with the City Council at one of their August budget meetings. After that, once approved by the City Council in September the HRA files with the three counties, and the final levy is completed in December.

The Board had no other questions on the COCC budget or levy request.

There being no further discussion, the meeting ended at 5:40 p.m.

ATTEST:

Chair, Nancy Gohman

Secretary, George Hontos

**ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES**

Wednesday, June 23, 2021

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, June 23, 2021, City Hall Council Chambers, 400 2nd Street South, St. Cloud, MN. Chair Nancy Gohman called the meeting to order at 6:00 p.m.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance spoken: Mike Conway, Abdi Daisane, Seal Dwyer, Nancy Gohman, George Hontos, and Hani Jacobson. Absent: Jeff Goerger.
2. Approval of Agenda – Commissioner Conway moved for approval of consent items and the agenda; Commissioner Dwyer seconded the motion. All Board members voted in approval. The agenda and consent agenda moved as presented.
3. Approval of Study Session Minutes, May 26, 2021 – approved as presented.
4. Approval of Regular Minutes, May 26, 2021 – approved as presented.
5. Review of Financials: Central Office Cost Center Fund, Housing Choice Vouchers Fund, CDBG Housing Rehab Fund, Community Housing Fund, Housing Development Fund, Public Housing Fund (operating statements by AMP), Germain Towers Fund, Northway Projects A&B Fund, Eastwood Apartments Fund, Al Loehr Apartments Fund, and the seven tax credit limited partnership funds – no requested action.
6. Approval to Set Date for Public Hearing for PHA (Public Housing Agency) Plan – approved as presented.
7. Approval of Contract for Exterior Painting at Empire Apartments by Kostreba Tuckpointing and Roofing, LLC – approved as presented.
8. Approval of Contract for Scattered Site Tub Replacement and Misc. Repairs by Brand Built Homes, Inc. – approved as presented.

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

Old Business: none.

New Business:

9. Report on Activities – Ms. Reis noted that Germain Towers received an “Above Average” rating from Minnesota Housing. Ms. Reis also noted the HRA is in the process of getting blueprints drawn for 418 Wilson Ave SE. Commissioner Hontos asked about the liaison officer for the HRA. Ms. Reis responded that our new officer, D’Andre Clark will join a study session this fall once he is more familiar with the HRA’s properties. Chair Gohman asked Project Manager Paul Soenneker for a CDBG update. Mr. Soenneker noted he’s been working with 4-5 contractors and the price of lumber continues to come down. He also noted the HRA is working mostly on siding and roof projects this year.

Open Discussion: none.

There being no further business the meeting adjourned at 6:09 p.m.

ATTEST:

Chair, Nancy Gohman

Secretary, George Hontos

TO: HRA Board of Commissioners
FROM: Karen Rizer, CPA Finance Director
DATE: July 21, 2021
SUBJECT: 2021 Financial Reports

Requested Action: None.

Background: The Board receives financial reports for certain funds on a rotating basis.

The planned reporting schedule is as follows:

June – Central Office Cost Center Fund, Housing Choice Vouchers Fund, CDBG Housing Rehab Fund, Community Housing Fund, Housing Development & Rehab Fund, Public Housing Fund (operating statements by AMP), Germain Towers Fund, Northway Projects A&B Fund, Eastwood Apartments Fund, Al Loehr Apartments Fund, and the seven tax credit limited partnership funds.

July and October – Central Office Cost Center Fund, Housing Choice Vouchers Fund, CDBG Housing Rehab Fund, Community Housing Fund, and Housing Development & Rehab Fund.

August and November – Al Loehr Apartments Fund and the seven tax credit limited partnership funds.

September and December – Public Housing Fund (operating statements by AMP), Germain Towers Fund, Northway Projects A&B Fund, and Eastwood Apartments Fund.

I will not be at the meeting. Please call or email if you have any questions. (320-202-3148 or krizer@stcloudhra.com) Thank you.

**St. Cloud HRA
Central Office Cost Center Fund 440
Balance Sheet
May 31, 2021**

Assets		
Cash & Investments	\$	928,260
Taxes Receivable		2,794
Accounts Receivable		972
Accrued Interest		1,161
Due from Other Funds		29,810
Advances to Other Funds		303,363
Prepaid Expense		14,266
Capital Assets		
Buildings	642,583	
Furniture, Equipment, and Machinery	152,072	
Accumulated Depreciation	<u>(373,010)</u>	
Total Capital Assets (Net)		<u>421,645</u>
Total Assets	\$	<u><u>1,702,271</u></u>
Liabilities & Net Assets		
Accounts Payable	\$	174,870
Accrued Salaries and Benefits		51,658
Accrued Compensated Absences		<u>130,917</u>
Total Liabilities	\$	<u><u>357,445</u></u>
Net Assets	\$	<u>1,344,826</u>
Total Liabilities & Net Assets	\$	<u><u>1,702,271</u></u>

**St. Cloud HRA
Central Office Cost Center - Fund 440
Income Statement - Budget to Actual
January 1, 2021 Through May 31, 2021**

The Central Office Cost Center fund is used to track and allocate the
indirect expenses and asset management of the Central Office.

	<u>Annual Budget</u>	<u>YTD Percent</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Over (Under) YTD Budget</u>
Revenues					
Property Taxes	\$ 486,000	41.7%	\$ 202,500	\$ 201,420	\$ (1,080)
Charges for Services	1,250,000	41.7%	520,833	463,887	(56,946)
Interest	20,000	41.7%	8,333	386	(7,947)
Miscellaneous Income	2,000	41.7%	833	49	(784)
Total Revenues	\$ 1,758,000		\$ 732,500	\$ 665,742	\$ (66,758)
Expenses					
Salaries and Benefits	\$ 1,350,000	41.7%	\$ 562,500	\$ 530,846	\$ (31,654)
Legal	12,000	41.7%	5,000	1,388	(3,612)
Audit and Accounting Fees	8,000	41.7%	3,333	3,520	187
Membership Dues, Fees, and Advertising	13,000	41.7%	5,417	5,563	146
Travel and Training	28,000	41.7%	11,667	10,855	(812)
Professional Services	37,000	41.7%	15,417	13,594	(1,823)
Office Expense	44,000	41.7%	18,333	9,871	(8,462)
Telephone and Utilities	21,000	41.7%	8,750	9,049	299
Office Maintenance Supplies and Services	67,000	41.7%	27,917	6,383	(21,534)
Property and Liability Insurance	18,000	41.7%	7,500	7,304	(196)
Transfers Out	160,000	41.7%	66,667	66,667	0
Total Expenses	\$ 1,758,000		\$ 732,500	\$ 665,040	\$ (67,460)
Contribution To (Use Of) Net Assets	\$ -		\$ -	\$ 702	\$ 702

**St. Cloud HRA
Housing Choice Voucher Program
Balance Sheet
May 31, 2021**

Assets	
Cash & Investments	\$ 415,540
Accounts Receivable	33,917
Prepaid Expenses	6,509
Furniture & Equipment	31,625
Accumulated Depreciation	(29,075)
Total Assets	\$ 458,516
Liabilities, Deferred Inflows, & Net Assets	
Liabilities	
Accounts Payable	\$ 2,447
Due To Other PHAs	18,077
Accrued Salaries and Benefits	12,767
FSS Deposit & Interest Payable	28,935
Accrued Compensated Absences Payable	36,585
Deferred Revenue	228,457
Total Liabilities	\$ 327,268
Net Assets	\$ 131,248
Total Liabilities & Net Assets	\$ 458,516

**St. Cloud HRA
Housing Choice Voucher Program
Income Statement
January 1, 2021 Through May 31, 2021**

The Housing Choice Voucher Program accounts for the operations of the program. The Housing Choice Voucher program is a Federal rental assistance program that helps low and moderate income families rent housing in the private market by paying a share of the family's rent each month directly property owners. Currently the program has 838 regular vouchers, 37 tenant protection vouchers, and 75 VASH vouchers, for a grand total of 950 vouchers.
It also includes port-in vouchers, which YTD average 228.

	Annual Budget	YTD Percent	YTD Budget	YTD Actual	Over (Under) YTD Budget
REVENUES					
HAP Administration Fee	\$ 1,200,000	41.7%	500,000	\$ 463,839	\$ (36,161)
Interest	2,000	41.7%	833	141	(692)
Miscellaneous	10,000	41.7%	4,167	18,694	14,527
Operating Transfers In	5,000	41.7%	2,083	-	(2,083)
TOTAL REVENUES	\$ 1,217,000		\$ 507,083	\$ 482,674	\$ (24,409)
EXPENSES					
Salaries & Benefits	\$ 630,000	41.7%	\$ 262,500	\$ 243,973	\$ (18,527)
Management Fees	280,000	41.7%	116,667	100,129	(16,538)
Legal	14,000	41.7%	5,833	74	(5,759)
Accounting & Auditing Fees	8,000	41.7%	3,333	6,885	3,552
Training & Travel	15,000	41.7%	6,250	6,104	(146)
Professional Services	70,000	41.7%	29,167	9,185	(19,982)
Landlord Incentive Payments	25,000	41.7%	10,417	-	(10,417)
Unit Inspection Fees	80,000	41.7%	33,333	32,800	(533)
Office Expense	57,000	41.7%	23,750	17,400	(6,350)
Utilities & Telephone	8,000	41.7%	3,333	4,738	1,405
Maintenance Repair Supplies & Services	20,000	41.7%	8,333	6,035	(2,298)
Property & Liability Insurance	5,000	41.7%	2,083	2,200	117
Collection Losses	5,000	41.7%	2,083	2,945	862
TOTAL EXPENSES	\$ 1,217,000		\$ 507,083	\$ 432,468	\$ (74,615)
NET REVENUE FROM OPERATIONS	\$ -		\$ -	\$ 50,206	\$ 50,206
HOUSING ASSISTANCE					
HUD Annual Contribution	\$ 6,100,000	41.7%	\$ 2,541,667	\$ 2,010,883	\$ (530,784)
Housing Assistance Payments	(6,100,000)	41.7%	(2,541,667)	(2,010,348)	531,319
Housing Authority Payments - Port-Ins	2,000,000	41.7%	833,333	869,438	36,105
Housing Assistance Payments - Port-Ins	(2,000,000)	41.7%	(833,333)	(869,790)	(36,457)
NET REVENUE RESTRICTED FOR HAP	\$ -		\$ -	\$ 183	\$ 183
Contribution To (Use Of) Net Assets	\$ -		\$ -	\$ 50,389	\$ 50,389

May Port Activity	Number of Vouchers
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Port-Ins 215
Port-Outs 33

Monthly Average Funded HAP
Average Current Month Port-out HAP

Rev / Exp Amount

\$ 166,669 Revenue from other Authorities
\$ 36,877 Paid to Other Authorities

\$553.72
\$775.20

**St. Cloud HRA
Fund 210 - CDBG Housing Rehab Program
Balance Sheet
May 31, 2021**

Assets		
Cash & Investments		\$ (43,604)
Due From HUD		43,607
Loans Receivable		
Homeowner Rehab	\$ 2,949,188	
Homeowner Rehab Allowance	<u>(275,000)</u>	
Total Loans Receivable (Net of Allowance)		<u>2,674,188</u>
Total Assets		<u>\$ 2,674,191</u>
 Liabilities & Net Assets		
Accounts Payable		\$ <u>3</u>
Total Liabilities		<u>\$ 3</u>
 Net Assets		 <u>2,674,188</u>
 Total Liabilities & Net Assets		 <u>\$ 2,674,191</u>

St. Cloud HRA
Fund 210 - CDBG Housing Rehab Program
Income Statement
January 1, 2021 through May 31, 2021

CDBG housing rehab program is used for funding 30-year, zero interest
deferred homeowner rehab loans.

Revenues

CDBG Receipts	\$ 72,946
Total Revenues	\$ 72,946

Expenses

Salaries & Benefits	\$ 4,067
Travel & Training	304
Audit Fee	1,083
Professional Fees	512
Office Supplies and Maintenance	1,000
Lead Assessment Fees	2,620
Homeowner Loan Outlay	63,360
Total Expenses	\$ 72,946

Change in Net Assets	\$ -
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2021 Loan Repayments included in CDBG Receipts \$7,844

**St. Cloud HRA
Fund 301 - Community Housing Fund
Balance Sheet
May 31, 2021**

Assets		
Cash & Investments		\$ 3,315,663
Accrued Interest Receivable		8,021
Due from Other Funds		152,635
Advance to Other Funds		
Germain Towers	\$ 868,213	
Eastwood Apartments	352,000	
Housing Development Fund	481,491	
Brownstones Family Housing	87,568	
Westwood Village Apartments I	857,683	
Westwood Village Apartments II	1,498,858	
Swisshelm Village Apartments II	<u>855,570</u>	
Total Advance to Other Funds		5,001,383
Loans Receivable		
Down Payment Assistance	20,000	
Allowance for Doubtful Accounts - Loans	<u>(8,000)</u>	
Total Loans Receivable		<u>12,000</u>
Total Assets		<u>\$ 8,489,702</u>
Liabilities & Net Assets		
Deferred Revenue		\$ 528,774
Total Liabilities		<u>\$ 528,774</u>
Net Assets		
Restricted per Policy		\$ 2,000,000
Restricted for Loans Receivable		5,166,018
Restricted for Current HRA Properties and Programs		749,190
Unrestricted		<u>45,720</u>
Total Net Assets		<u>7,960,928</u>
Total Liabilities & Net Assets		<u>\$ 8,489,702</u>

**St. Cloud HRA
Fund 301 - Community Housing Fund
Income Statement
January 1, 2021 through May 31, 2021**

The purpose of the Community Housing Fund is to stimulate the growth of housing for people with low and moderate incomes. The principal balance is frozen at \$2 million.

Loans should be with interest when possible and the project must be economically feasible to ensure payback. The Board may approve grants from the fund earnings. The priority of the fund is first to HRA projects and second to sponsors of projects benefitting housing for people with low and moderate incomes.

Revenues

Interest on Investments	\$ 811
Interest on Loans	12,751
Total Revenues	<u>\$ 13,562</u>

Expenses

Auditing and Accounting Fees	\$ 542
Transfer Out to Swisshelm One for Loan Payoff	435,000
Total Expenses	<u>\$ 435,542</u>

Change in Net Assets	<u>\$ (421,980)</u>
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**St. Cloud HRA
Fund 480 - Housing Development
Balance Sheet
May 31, 2021**

Assets		
Cash & Investments	\$	858,264
Accrued Interest Receivable		6,294
Prepaid Expenses		612
Loans Receivable		
Down Payment Assistance	\$	38,338
ING DPA Escrow		75,000
CRV Home GAP		146,596
Oak Grove - Enforcement Loans		14,000
Enforcement Loans		552,801
Allowance for Bad Debt		(10,000)
Total Loans Receivable (Net)		816,735
Capital Assets		
Land		95,388
Land Improvements		9,452
Buildings		298,469
Furniture & Equipment		6,435
Accumulated Depreciation		(229,105)
Total Capital Assets (Net)		180,639
Advances to Other Funds - Riverside Apartments		1,944,635
Land Held For Resale (Net)		606,184
Total Assets	\$	<u>4,413,363</u>
Liabilities & Net Assets		
Accounts Payable	\$	28
Accrued Wages and Benefits		292
Accrued Compensated Absences		5,758
Advances From Other Funds - Community Housing Fund		481,491
Deferred Revenue		2,497,436
Loans Payable		146,596
Total Liabilities	\$	<u>3,131,601</u>
Net Assets	\$	<u>1,281,762</u>
Total Liabilities & Net Assets	\$	<u>4,413,363</u>

**St. Cloud HRA
Fund 480 - Housing Development & Rehab
Income Statement
January 1, 2021 through May 31, 2021**

The Housing Development Fund accounts for the creation and funding
of current and future housing developments and rehab programs.

Revenues

Intergovernmental	\$ 68,332	
Interest On Investments	141	
Interest on Interfund Loans	541	
Homeowner Loan Repayments	11,913	
Miscellaneous	14,150	(1)
Total Revenues	<u>\$ 95,077</u>	

Expenses

Salaries & Benefits	\$ 19,825
Legal	74
Travel and Training	228
Accounting and Audit Fees	1,083
Professional Fees	3,769
Office Expense	811
Utilities	2,457
Maintenance	2,195
Insurance	380
Miscellaneous	1,800
Grant Rehab Outlay	64,630
Total Expenses	<u>\$ 97,252</u>

Contribution To (Use Of) Net Assets	<u>\$ (2,175)</u>
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(1) \$13,850 is issuer fees from The Sanctuary Project

TO: St. Cloud HRA Board of Commissioners

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

DATE: July 21, 2021

SUBJECT: Computer Servers and Storage Upgrade

Requested Action: Approval to procure a server and storage upgrade at a cost of \$32,233.

Background: The current servers and storage network were purchased in 2016, so the equipment is nearly five years old. We have been exploring options to upgrade the system as there have been performance issues and the equipment is approaching end of life.

We received the quote for the purchase and installation of two HP Servers and one storage solution from Marco. The quote is for equipment and licensing totaling \$23,843 and labor totaling \$8,390 for a total cost of \$32,233. Because Marco is our managed IT provider, we do not obtain additional quotes. They provide us with government pricing when available and we compare the equipment prices online for reasonableness. Management believes the pricing provided to be reasonable and competitive.

Frequency of Request: Once

Related Actions: None

Future Action: None

Budget Impact: \$32,223 spread amongst all the operating funds

St. Cloud Housing and Redevelopment Authority 2020 to 2025 Goals

GOAL #1

The St. Cloud HRA will be an active partner in neighborhood/community concerns regarding housing and neighborhoods.

Action Steps

1. Maintain presence at St. Cloud Neighborhood Coalition meetings.
 - Committed dollars (\$500) to community event – Spring 2020
 - Continue to serve, helped them with their business plan.
2. Work with other Core Neighborhood Associations when requested.
 - HRA membership requested on Heritage Preservation Commission – January 2020
3. Serve on Neighborhood Best Practices Task Force.
4. Continue to explore funding partnerships/options for blighted city properties.
 - Purchased 418 Wilson Ave SE – January 2020
 - Anna Marie's construction of shelter – Hope Park – April 2020
 - Approved transfer of 110 15th Ave N to Habitat for Humanity – June 2020
 - Update to Board – 19th Ave N – July 2020; August 2020; October 2020
 - Funding Awarded for 418 Wilson Ave SE – August 2020
 - Grant Applications to DEED – 19th Ave Lots – April 2021
5. Continue to explore other opportunities for Fix Up Loan Program.
6. Continue to market all rehab programs.
 - CDBG Single Family Rehab – February 2020; March 2021
 - Monthly updates to Board on CDBG Rehab Program.

GOAL #2

The St. Cloud HRA will promote fair housing and strive for high performance in HRA properties and housing subsidy programs.

Action Steps

1. Provide annual fair housing training for all staff.

- Family Housing Videos – April 2020
 - Fair Housing Training – March 2021; April 2021
 - Customer Service Training – April 2021
2. Provide monthly/quarterly updates to Board on any compliance or management review.
 - Annual Report 2019 – January 2020; January 2021
 - SEMAP 2019 – January 2020; January 2021
 - Scattered Sites REAC Inspections – February 2020
 - Public Housing score high performer 2019 – Spring 2020
 - PHA Plan for 2021 approved – August 2020
 - Germain Towers 20-year HAP contract renewed – September 2020
 - Compliance Review Al Loehr Apartments – October 2020
 - HUD Compliance Review on Agency – December 2020
 - Creeks Compliance Review – December 2020
 - Westwood One Compliance Review – July 2021
 3. Inspection of all HRA units and units contracted under the Housing Choice Voucher programs.
 - Restarted inspections under COVID – June 2020
 - Created Landlord Incentive Program – August 2020
 4. Monitor waiting lists for any significant changes in demographics of households applying.
 - Current wait list information – January 2020, January 2021, July 2021
 5. Continue to apply for Bridges grant(s).
 - Applications for 2021–2023 Grant Period – March 2021
 - Bridges Renewed for 2021-2033 – May 2021
 - Approval of Bridges 7E Administrator – May 2021

GOAL #3

The St. Cloud HRA will encourage collaboration with other community organizations and continue to seek funding sources for all programs.

Action Steps

1. Continue collaboration with the Central MN Continuum of Care.
 - Attended monthly meetings
 - Presentation of St. Cloud HRA Program – February 2021
2. Continue to monitor Minnesota Housing Single Family Loan products.
3. Research funding sources for rental assistance and housing options to serve all households with an emphasis on homeless populations.

- Board approved St. Cloud HRA to administer HCV for Delano HRA – February 2020
- St. Cloud School District 744 LSS – Homework Starts at Home – March 2020
- HUD COC Rental Assistance Grants – April 2020; April 2021
- Additional Mainstream Vouchers awarded – June 2020
- Foster Youth Initiative vouchers approved by HUD – September 2020
- Beyond Backgrounds Program with Housing Link – November 2020
- Emergency Housing Vouchers – May 2021
- Housing Search Services with Stearns County – May 2021

GOAL #4

The St. Cloud HRA will make efficient use of funding, technology and personnel resources.

Action Steps

1. Work with landlords to reduce the number of first-time inspection fails (HCV).
2. Implement plan to go paperless with regard to files, inspections, etc.
 - Signature pads for staff, digital signage – January 2020
 - Laptops for staff to work from home – March 2020
 - Emergency Sick Leave Policy and addition to Paid Leave Policy due to COVID – August 2020; December 2020
 - Families First Coronavirus Response Act Policy – April 2021
3. Continued fiscal responsibility for all programs.
 - 2019 audit approval – June 2020
 - COVID-19 telework plan – March 2020
 - Approval of HUD Waivers under COVID-19 – April 2020
 - 2020 audit approval – May 2021
4. Implement sustainable energy efficiencies to reduce carbon footprint.
 - Continued subscriptions with solar gardens – January 2020
 - Lighting replaced with LED in HRA office – June 2020
 - Approval of window replacement – Scattered Sites (2) – September 2020
 - LED lighting completed at Flintwood – September 2020
 - LED lighting in process at Germain – September 2020
 - LED lighting in process at Empire and exterior of Eastwood – December 2020

[updated July 2021]

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: July 21, 2021

SUBJECT: Approval of Resolution 2021-13 – Amendment to Bridges Region 7E Rental Assistance Grant

Requested Action: Approval of Resolution 2021-13 for an Amendment to Bridges Region 7E with \$284,626 for Rental Assistance from Minnesota Housing.

Background: In May 2021, the St. Cloud HRA Board of Commissioners approved Resolution 2021-12 for the administration of rental assistance grants from Minnesota Housing. The rental assistance grants were: Bridges Rental Assistance Program for persons with a mental illness and Bridges RTC Rental Assistance for persons hospitalized at the regional treatment centers who will be homeless or are at significant risk of homelessness at admission or discharge. Resolution 2021-12 included St. Cloud HRA becoming the administrator for Bridges Program in Region 7E. The resolution amendment is needed by Minnesota Housing due to the dollar amount changing from \$286,608 to \$284,626. Region 7E covers Mille Lacs, Kanabec, Isanti, Pine, and Chisago Counties, and the Mille Lacs Band of Ojibwe.

The contract and grant period for Region 7E will also be changed to September 1, 2021 to June 30, 2023.

Frequency of Request: This request will occur every two years provided Minnesota Housing continues the Bridges Program.

Related Actions: The application for renewal funding was approved at the March 2021 Board meeting.

Future Action: None anticipated 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: Minnesota Housing will provide the funding for the rental assistance and fees to cover the cost of administering the grants.

RESOLUTION 2021-13

HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA

AMENDMENT TO BRIDGES REGION 7E RENTAL ASSISTANCE GRANT PROGRAM

WHEREAS, the Housing and Redevelopment Authority 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 Bridges program under this authority, and has been administering rental assistance grants from the Minnesota Housing under both the Bridges Rental Assistance Program for persons with a mental illness and the Bridges RTC Rental Assistance Program for persons experiencing homelessness with a mental illness, now

HEREBY, is requesting Board approval for an amendment for the approval and authorization for the Louise Reis, Executive Director of the HRA to sign the grant agreements of the Bridges Region 7E Rental Assistance grant from the Minnesota Housing, for the grant period of September 1, 2021 through June 30, 2023. The grant will provide the funding for the rental assistance and fees to cover the cost of administering the grants in the DOLLAR AMOUNT AWARDED OF: \$284,626.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS
OF THE HOUSING AND REDEVELOPMENT AUTHORITY
OF ST. CLOUD, MINNESOTA
THE APPROVAL OF BRIDGES RENTAL ASSISTANCE GRANT DOLLARS
AS AUTHORIZED BY THE EXECUTIVE DIRECTOR.

Adopted this 28th day of July 2021.

ATTEST:

Nancy Gohman, Chair

George Hontos, Secretary

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: July 21, 2021

SUBJECT: Approval of Resolution 2021-14 – Authorization of Employee Units in Public Housing

Requested Action: Approval of Resolution 2021-14 authorizing the St. Cloud HRA 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 since 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 2021-14

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 St. Cloud Housing and Redevelopment Authority 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 St. Cloud 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 28th day of July 2021.

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: July 21, 2021

SUBJECT: Approval of Resolution 2021-15 – Pay 2022 Levy

Requested Action: Approve the pay 2022 levy.

Background: The pay 2022 levy request and 2022 draft Central Office Cost Center budget was discussed at the June 23 study session.

Options: Approve at \$502,000 or approve at a different amount.

Frequency of Request: Annually.

Related Actions: The levy request will be discussed by the City Council at their August 18 budget meeting. It will then be presented for approval at a September City Council meeting.

Future Action: Approval of the 2022 budgets in November or December, with discussions beginning in October. Levy may be amended (downward only) if needed, prior to final certification in December.

Relationship to Goals: Will enable us to continue striving towards achieving our goals.

Budget Impact: 2022 tax levy revenue.

RESOLUTION 2021-15

HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA

**ADOPTING THE SPECIAL TAX LEVY FOR PAYMENT
IN THE YEAR OF 2022**

WHEREAS, pursuant to Minnesota Statutes, Section 469.033, Subdivision 6, the Housing and Redevelopment Authority of St. Cloud, Minnesota (the “HRA”), upon approval of the City Council of St. Cloud, is authorized to levy a special tax upon all property, both real and personal, within the City of St. Cloud to be expended and applied for purposes of Minnesota Statutes 469.001 to 469.047; and

WHEREAS, the amount of the levy shall not exceed 0.0185 percent of taxable market value; and

WHEREAS, the Board of Commissioners of the HRA has reviewed the Central Office Cost Center budget and finds the expenditures to be in keeping with the stated sections of Minnesota Statutes and prudent use of public funds;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA:

1. The special tax, in the amount of \$502,000, for payment in the calendar year 2022; and that the Finance Director of the HRA is hereby authorized and directed to forward this Resolution to the City Council of St. Cloud, Minnesota, for its consideration; and
2. The Finance Director of the HRA, subsequent to City Council approval, is hereby authorized and directed to certify such tax to the Auditors of Benton, Sherburne, and Stearns Counties.

Adopted this 28th day of July, 2021.

ATTEST:

Nancy Gohman, Chair

George Hontos, Secretary

TO: HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: July 20, 2021

SUBJECT: Report on Activities

Grace McDowall Apartments and Northway B Townhomes: On June 1, 2021 Minnesota Housing conducted a Management Review of Grace McDowall Apartments and Northway B Townhomes. The project and management received an overall rating of “Above Average”.

Westwood Village Apartments One: On July 12, 2021, Minnesota Housing completed a compliance review for Housing Tax Credits in Extended Use Period. No compliance violations or areas of concern were found during the inspection.

St. Cloud HRA Office: The St. Cloud HRA has modified how we deliver services to our customers and the public. The office will now be open by appointment to those households that want and/or need the appointment along with telephone, email and on-line services.

National Night Out: National Night Out is an annual community-building campaign that promotes police-community partnerships within neighborhoods across the nation. The National Night Out celebration will occur on Tuesday, August 3, 2021. Here is a list of the HRA buildings and their planned activities: Wilson – BBQ Noon to 2 pm, Empire – Pizza 4 to 6 pm, Riverside – Hot Dogs 4 to 6 pm, Al Loehr – Pizza 6 to 7:30 pm, Westwood’s – Treats 4 to 6 pm, Swisshelm’s – Hot Dogs 4 to 5:30 pm, Grace McDowall – Pizza 4 to 6 pm.

Housing Choice Voucher Program: During the month of June 2021, there were six housing choice vouchers released. Three of the vouchers were voluntary releases, two were due to death and one was for program violations. Two were over the age of 62.

For June 30, 2021 – we have 221 Port In vouchers and 38 Port Out vouchers.

CDBG Update:

For the homeowner rehab program:

- 4 in construction
- 1 waiting for materials
- 2 in bidding process
- 2 in application process
- 6 on the waiting list

Housing Department Vacancy Report – For the Month Ending June 30, 2021

Fund: Public Housing – 291 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>6/30/21</u>
Empire	89	1.106%	0
Wilson	126	1.30%	0
Scattered Sites	76	0.61%	1

Fund: Section 8 New Construction – 162 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>6/30/21</u>
Germain	60	1.11%	0
Grace/NWB	102	0.48%	2

Fund: Tax Credit – 249 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>6/30/21</u>
Creeks	24	2.28%	0
Brownstones	12	1.38%	1
Swisshelm One	32	3.36%	1
Westwood One	32	3.23%	1
Swisshelm Two	32	3.99%	1
Westwood Two	32	1.54%	1
Riverside	85	3.43%	3*

Fund: Affordable Housing – 79 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>6/30/21</u>
Eastwood	18	9.79%	2
Loehr	61	1.42%	0

*Anticipate units to be filled in July

TOTAL APPLICANTS ON WAITING LISTS AS OF JULY 2021

PROJECT/PROGRAM	1 BR	2 BR	3 BR	4 BR	5 BR	62+*
PUBLIC HOUSING APPLICANTS						
EMPIRE	1365					16
WILSON	1669					20
FAMILY HOUSING		1122	1122	322	86	24
SECTION 8 NEW CONSTRUCTION						
GERMAIN TOWERS	2754					93
GRACE MCDOWALL	3093					115
NORTHWAY TH		1325	1500			48-2BR/9 3BR
AFFORDABLE HOUSING						
Al Loehr	66					9
EASTWOOD	1035	25				81-1BR/1 2BR
TAX CREDITS						
BROWNSTONES		1885	935			34-2BR/11 3BR
CREEKS		1560	586			28-2BR/6 3BR
RIVERSIDE	38	2				16-1BR/2 2BR
SWISSHELM ONE/TWO		75	383			2-2BR/4 3BR
WESTWOOD ONE/TWO		37	28			1-2BR/0 3BR
* 62+ included in total numbers						
TOTALS	10,295	6,038	5,024	336	84	674

ADDITIONAL

Hsg Choice Voucher	522	45

The one bedroom waiting lists may have duplicate applicants as an individual can apply to more than one list.