

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

October 22, 2019
11:30 AM

Hjemkomst Center - Oak Room

- I. Call to Order and Roll Call
- II. Agenda Amendments
- III. Business
 - A. Strategic Planning Session (12:30-3:30) _____
- IV. Citizens to be Heard
- V. Approval of Minutes
 - A. Request Board Approval of September 24, 2019 Meeting Minutes _____
- VI. Request Approval for Payment of Bills
 - A. Request Board Approval for Payment of Bills - Resolution 2019-40 _____
- VII. Other Business
 - A. Request Board Approval of Capital Needs Assessment Cost for Maple Court Resolution 2019-41 _____
 - B. Executive Director Updates _____
- VIII. Attorney's Report
- IX. Adjournment

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I. CALL TO ORDER AND ROLL CALL

Vice Chairperson Carbone called the Public Housing meeting to order at 11:30 AM.

Members Present: Michael Carbone, Vice Chairperson; Alexa Dixon; Donna McMaster, Secretary, Shelly Dahlquist, Moorhead City Council Liaison

Members Absent: Greg Lemke, Chair

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager, Jim Hagar, Maintenance Supervisor; Wade Erickson, Foss Architecture

II. REQUEST APPROVAL OF AUGUST 27, 2019 REGULAR MEETING MINUTES.

Dixon moved, seconded by Carbone to approve the Minutes of August 27, 2019. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2019-37.

McMaster moved, seconded by Dixon to approve the payment of bills as presented. All votes were in favor. Motion Carried.

IV. AGENDA AMENDMENTS

None

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Request Board Approval of COLA to 2016 Wage Scale – Resolution 2019-38.

McMaster moved, seconded by Dixon to approve COLA to 2016 wage scale. All votes were in favor. Motion Carried.

B. Request Board Approval of Engineer for Air Handler Unit Project – Resolution 2019.39.

Dixon moved, seconded by McMaster to approve EAPC for the air handler project. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

A. MN NAHRO Conference Summary – Dawn and Greg attended the Repositioning of Public Housing, Brent attended the REAC class and Toni attended the Fair Housing/Reasonable Accommodations class.

B. Executive Director Updates:

1. Clay HRA Levy Funding – passed and will have to watch until December as a reduction is possible. MPHA will collect \$50,000.
2. Strategic Planning – will be held on October 22, 2019 at the Hjemkomst Center. Big River Group (facilitator/consultant) will be sending surveys out to staff, residents and the community. Please remember extended board meeting time on that day
3. Boiler Repair at the High Rise – cold air was coming in and damaged heat exchangers. Insurance will provide partial funding and remainder will be funded by MPHA for modifications to venting/piping to prevent another occurrence. Bids are out and due October 4th, 2019.

C. Presentation on MPHA Physical Needs Assessment was presented by Wade Erickson with Foss Architecture.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:49 PM.

Greg Lemke – Chair

Donna McMaster – Secretary

CHECK REQUEST TOTALS

PREPARED: October 17, 2019 PAID IN: Sept and Oct 2019

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 46,543.05	13019-13082
Payroll- Direct Deposit	\$29,341.55 (2 payrolls)	554-560
Capital Fund	\$21,767.00	30320-30321
AMHSIP	\$9,389	44184-44205
BRIDGES	\$8,616	53698-53717
BCOW	\$7,734	73383-73398
ROSS	\$70.02	60032-60033
TOTAL	123,460.62	

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO ACCOUNT	AMOUNT	REASON
9/16/2019	Security Deposit Savings	PHA Operating	250	July 2019 Month End Reconcile
9/25/2019	Public Housing Savings	PH Operating	20,000	Cash flow
10/11/2019	PHA Operating	Security Deposit Savings	1,074.42	August 2019 Month End Reconcile

D. Bacon

Executive Director Approval

MEMORANDUM

DATE: October 17, 2019

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

RE: RESOLUTION 2019- 41: Request Board Approval for Capital Needs Assessment for Maple Court Townhomes.

On August 26, the City of Moorhead released a Request for Proposals for a Capital Needs Assessment of the Maple Court Townhomes. I participated in a selection committee that recently convened and scored proposals. The total cost for the 34 units came in at \$35,000 plus an estimated \$1,500 in reimbursable expenses.

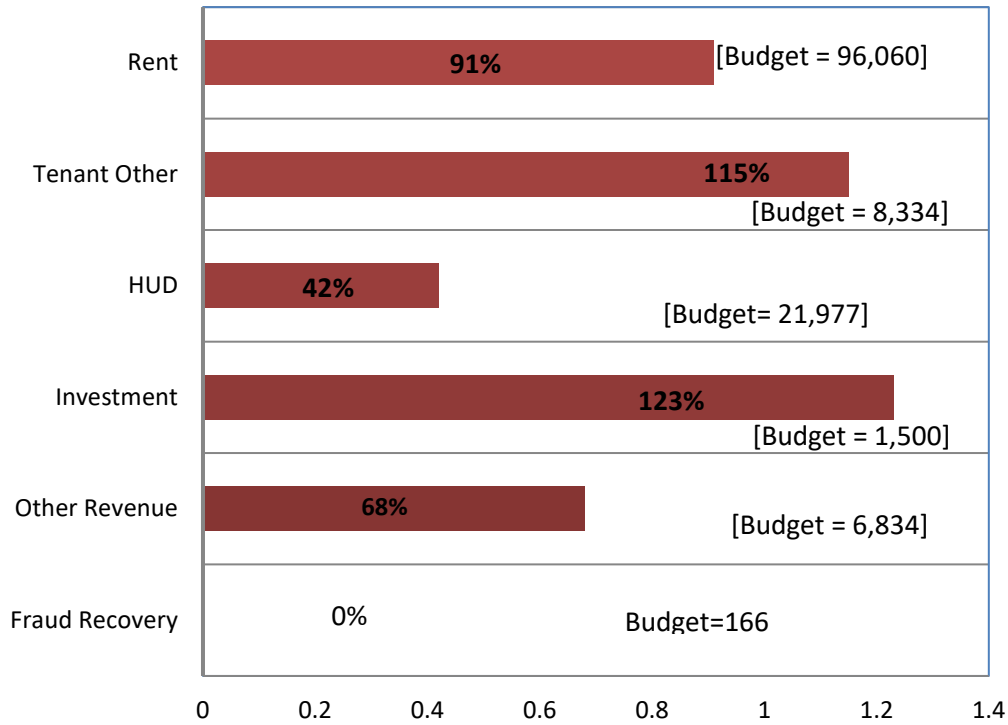
I am requesting board approval for \$18,250 (17,500 plus an estimated \$750 for re-imburseable expenses) to cover half of the cost of the assessment. All expenses related to this project have to be paid with resources outside of the public housing program and are not included in our current agency budget. The costs for the needs assessment could be covered by a portion of the 2019 Levy Funds received and is consistent with expenditures necessary to care out the purposes of Minnesota Statutes sections 469.001 to 469.047

The City of Moorhead would use funds from the Community Development Block Grant (CDBG) for the other half of the cost, pending approval by the City Council on October 28, 2019. Unfortunately, there are not sufficient CDBG funds to cover MPHA's expenses.

Background on Maple Court: Consist of 34 units of multifamily housing spread throughout six buildings, located at 101/2 St and 17th Ave N in the City of Moorhead. The City and MPHA are conducting a feasibility study for each entity to purchase half of the units (the City has a Right of First Refusal on 17 units). Doing so would promote homeownership options as well as preserve affordable rental housing options for low income families in Moorhead.

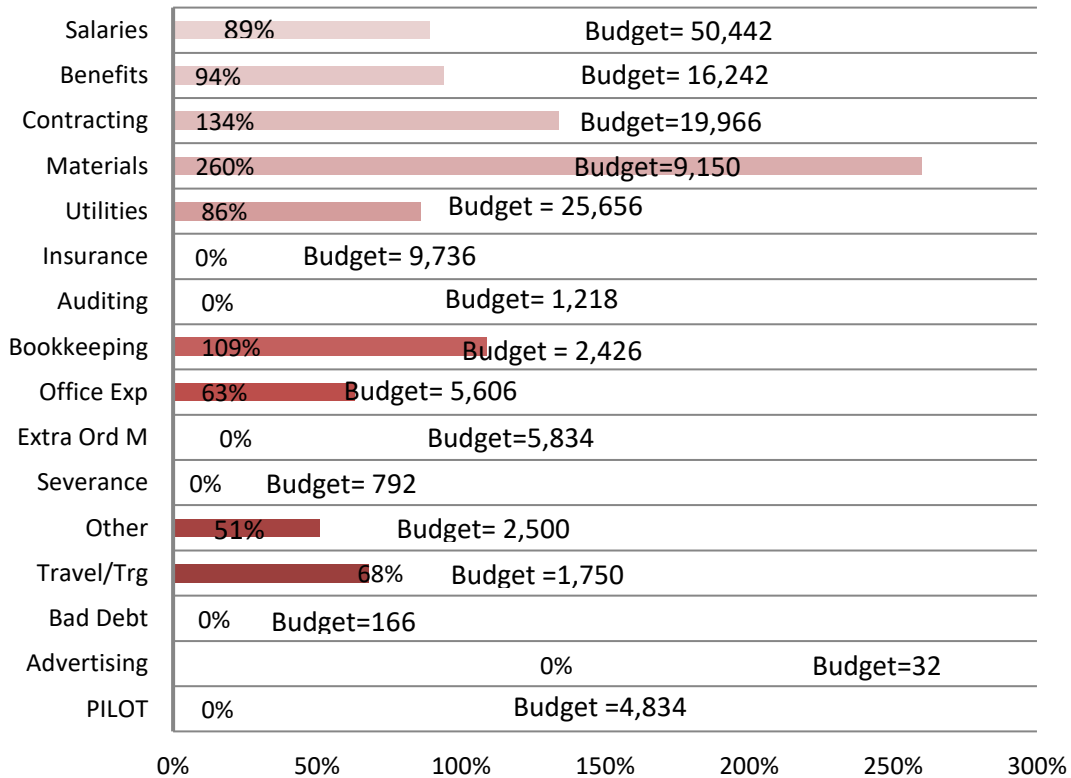
FYE 2020

MPHA Revenue: 2 Mth ended August 31, 2019



FYE 2020

MPHA Expenses: 2 Month ended August 31, 2019



ABOUT THIS DOCUMENT- This is Public Housing program only. 2 month budget compared to 2 month revenue and expenses. Categories were combined from financial statement for easier viewing. For example, utilities is a summation of multiple FDS line items (sewer, water, gas, etc)

OVERALL SUMMARY:

- Year to date revenue total \$121,540.67. Without factoring in depreciation, YTD expenses were \$141,930.87.

NOTEWORTHY:

- Materials is trending significantly over budget, at 260%. Contracting is trending at 134% over budget. This is mostly due to several unit turns at scattered site locations that required new flooring installation and painting. \$15,317 was spent on contracting for installing new flooring and painting units. \$4,575 was spent on materials for 5 new water heaters at scattered sites. In addition, 6,723 was spent on flooring materials for future turns.
- HUD revenue was recorded as zero for August. This is because the August Operating Subsidy was deposited in to the bank account on September 4th. September will record two deposits totaling 37,281. That said, HUD funding is currently running behind budget around (3,000) per month.
- MPHA saw a decrease in both rent charges and occupancy in July and August. Therefore, rent revenue is running below budget. Graphs on rent and occupancy are included below for reference.
- Other revenue is under budget. This is mostly due to a one-time payment that is received in January of 2020.
- This is early in the fiscal year. One time or more periodic expenses are budgeted across all months but won't be reflected until incurred. Examples are PILOT, Insurance and Audit.

