

**MOORHEAD PUBLIC HOUSING AGENCY**  
**REGULAR MEETING AGENDA**

**March 27, 2018**

**11:30 AM**

**Sharp View 920 5th Avenue South**

- I. Call to Order and Roll Call
- II. Approval of Minutes
  - A. Request Board Approval of February 27th, 2018 Meeting Minutes \_\_\_\_\_
- III. Request Approval for Payment of Bills
  - A. Request Board Approval of March 2018 Bills - Resolution 2018-6 \_\_\_\_\_
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
  - A. Request Board Approval to Write Off/Debts Owed - Resolution 2018-7 \_\_\_\_\_
  - B. Budget Committee Appointment - Resolution 2018-8 \_\_\_\_\_
  - C. Proposed Policies (Hazardous Materials and Collateralization of Assets)  
- Resolution 2018-9 \_\_\_\_\_
- VII. Other Business
  - A. Resident Commissioner Recruitment (update and discussion) \_\_\_\_\_
  - B. Executive Director Updates  
Banking RFP  
Pest Control Services  
Maintenance Tech Position \_\_\_\_\_
- VIII. Attorney's Report
- IX. Adjournment

Upon request, accommodations for individuals with disabilities, language barriers, or other needs to allow participation in Moorhead Public Housing Agency meetings will be provided. To arrange assistance, call the City Clerk's office at 218.299.5166 (voice) or 711 (TDD/TTY).

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I. CALL TO ORDER AND ROLL CALL

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

Members Present: Greg Lemke, Chairperson; Terry Braun, Secretary; Michael Carbone, Vice-Chairperson

Members Absent: Donna McMaster, Commissioner

Others Present: Dawn Bacon, Executive Director; Kia Roach, Office Specialist

II. PUBLIC HEARING

A handout was included in the board packet and available for distribution at the public hearing that reviewed topics related to capital needs planning and proposed policy changes. Notice of public hearing was published in the newspaper and proposed policy has been available for public review and input. A tenant advisory meeting was conducted on January 10<sup>th</sup>. Executive Director summarized feedback received at that meeting about smoke free policy and capital needs planning. No additional public comments were received.

III. REQUEST APPROVAL OF JANUARY 23, 2018 REGULAR MEETING MINUTES.

Braun moved, seconded by Carbone approve the Minutes of January 23, 2018. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2018-3.

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

IV. AGENDA AMENDMENTS

Resignation by Daryl Moede-Resident Board Member

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Request Board Approval of Proposed Changes to Public Housing Policies: Admissions and Occupancy Policy, Lease and House Rules-Resolution 2018-4

Carbone moved, seconded by Braun to approve proposed changes to Public Housing Policies. All votes were in favor. Motion Carried.

B. Request Board Approval for Fence Installation at 9<sup>th</sup> Street Townhomes-Resolution 2018-4.

Carbone moved, seconded by Braun to approve fence installation. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

A. Resident Board Member- Position is vacant. Board discussed process going forward to notify residents and provide information about the opportunity.

B. 2018 Operating Subsidy Submission-Informational

C. MPHA PHAS Score Rating-Informational

D. Other Updates

VII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:15 PM.

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Greg Lemke – Chairman

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Terry Braun – Secretary

**CHECK REQUEST TOTALS**

**PREPARED: March 22, 2018    PAID IN: February and March 2018**

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 51,681.20	11705-11769
PHA- Direct Deposit	\$18,953 (2 payrolls)	284-293
Capital Fund	\$845.50	30306
AMHSIP	\$8,218	43779-43798
BRIDGES	\$9,792.00	53214-53238
BCOW	\$4,977.00	73054-73068
<b>TOTAL</b>	<b>\$94,466.70</b>	

**BANK TRANSFERS made between funds:**

DATE OF TRANSFER	FROM ACCOUNT	TO RECEIVING ACCOUNT	DOLLAR AMOUNT TRANSFERRED	REASON

    **D. Bacon**    

Executive Director Approval

# MEMORANDUM

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**DATE:** March 22, 2018  
**TO:** PHA Board of Commissioners  
**FROM:** Dawn Bacon, Executive Director  
**RE:** Write off of debts owed - RESOLUTION 2018-7

I am requesting board approval to write off the following resident accounts to clean up our accounts receivable line item.

It has been our practice to write off any debts owed to MPHA from residents that are more than two years old or in cases where a tenant is deceased or incarcerated for an extended period of time.

The last time write offs were approved by the board was September 21, 2017.

Details are provided below. The amount being requested for write-off totals \$3,229.08

Initial	Amount owed	Date	
BT	\$705.79	04/30/2017	(Deceased_
MK	\$1,540.24	12/01/2015	
NG	\$267.11	01/04/2016	
WH	\$219.25	06/01/2017	(Incarcerated)
KC	\$496.69	10/05/2015	
TOTAL	\$3,229.08		

# MEMORANDUM

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**DATE:** March 22, 2018  
**TO:** PHA Board of Commissioners  
**FROM:** Dawn Bacon, Executive Director  
**RE:** Request appointment of Budget Committee for 2018-19 Annual Budget  
RESOLUTION 2018- 8

I would like to request that two commissioners be appointed to review the 2018-2019 annual budget.

The committee would meet 1-2 times prior to the board meeting on May 22<sup>nd</sup>.

The Board would review the budget at the May meeting and have the opportunity to approve the budget at that time. The budget needs to be approved prior to the start of the fiscal year, July 1.

# MEMORANDUM

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**DATE:** March 22, 2018  
**TO:** PHA Board of Commissioners  
**FROM:** Dawn Bacon, Executive Director  
**RE:** Proposed Policies: Resolution 2018-9

The policy committee has met periodically since it formed earlier this year. The board passed six new policies that the committee worked on in November.

I am submitting two additional policies reviewed by the committee for board approval.

They include:

- Hazardous Materials- Data Safety Sheets
- Collateralization of Assets

## Hazardous Materials- Data Safety Sheets

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Copies of data safety sheets for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in two locations: River View Heights and Sharp View. At both locations, they are in a binder in the custodian closet near the public restrooms.

Data safety sheets will be readily available to all employees during each work shift. If the sheets are not available, contact the Executive Director and/or Maintenance Supervisor.

All new employees will receive an overview of the OSHA Hazard Communication Standard and shown the labels and safety data sheets to facilitate understanding. The orientation will also include what chemicals the person could be exposed to, safety precautions and how to respond if exposed.

The hazardous chemical inventory is compiled and maintained/updated by the Maintenance Supervisor. This includes ensuring that any initial/new shipments of chemicals include a safety sheet and that that information is communicated to employees. In addition, the Maintenance Supervisor will notify employees of any updates to the sheets and ensure they are put in the file.



If an incident occurs, the Executive Director will maintain records documenting what happened, what is being done to respond to the incident as well as any changes needed to prevent future incidents from occurring.

## Collateralization of Assets

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Moorhead Public Housing will remain compliant with MN Statute section 118A.03 collateral requirements. The agency will use banks that are covered by Federal Depository Insurance. The market value of the collateral pledged must be equal to or greater than 110% of the deposits not covered by insurance or bonds.