

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

December 18, 2018

11:30 AM

Sharp View 920 5th Avenue S.

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of November 27, 2018 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval for Payment of Bills Resolution 2018-40 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Other Business
 - A. Amendments to Bylaws - Information _____
 - B. Policy Changes Under Consideration for Public Comment - Discussion _____
 - C. Replacement Housing Factor Grant Funding - Discussion _____
 - D. Executive Director Updates
 - A. Publically Owned Housing Program (POHP) Financing Updates
 - B. Recent Revision to 5 Year Plan
 - C. Other Updates _____
- VII. Attorney's Report
- VIII. 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).

Visit our website at www.cityofmoorhead.com

I. CALL TO ORDER AND ROLL CALL

Chairperson Lemke called the Public Housing meeting to order at 11:31 AM.

Members Present: Greg Lemke, Chair; Donna McMaster, Commissioner; Mary Beth Kalvik, Resident Commissioner; Terry Braun, Secretary and Brenda Elmer, Moorhead City Council Liaison; Michael Carbone, Vice Chairperson

Members Absent:

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager;

II. REQUEST APPROVAL OF OCTOBER 23, 2018 REGULAR MEETING MINUTES.

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

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2018-33.

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

IV. AGENDA AMENDMENTS

No agenda amendments.

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Request Board Approval for Stair Lift & Leverage Commitment for Sharp View Elevator proposal – Resolution 2018-34.

Stair lift. During board discussion, feedback about the importance of working with residents about the safe operation of the stair lift. ED stated that staff would come up with a plan to address that.

Board discussed current resources and options for leverage. Braun moved, seconded by Kalvik to approve the cost of a stair lift & \$10,000 in reserves leverage. All votes were in favor. Motion Carried.

B. Request Board Approval for Changes to On Call Maintenance – Resolution 2018-35.

Braun moved, seconded by Carbone to approve changes to on call maintenance. All votes were in favor. Motion Carried.

C. Request Board Approval for 2019 Employee Benefit Plan – Resolution 2018-36.

The following points were made during discussion about future budget constraints:

- The importance of ED involving staff feedback about any future changes to plan types.
- Being mindful of not having years go by with no increase resulting in one big increase- being incremental in any needed increases if at all possible to mitigate impact on staff.
- Factoring in how coverage impacts employee recruitment and retention.

Resolution 2018-26 as proposed. Carbone moved, seconded by McMaster to approve 2019 employee benefit plan. All votes were in favor. Motion Carried.

D. Request Board Approval for 2019 Utility Allowances – Resolution 2018-37.

Braun moved, seconded by Carbone to approve 2019 utility allowances. All votes were in favor. Motion Carried.

E. Request Board Approval for 2019 Rate for Transitional Apartments – Resolution 2018-38.

McMaster moved, seconded by Carbone to approve 2019 rate for transitional apartments. All votes were in favor. Motion Carried.

F. Request Board Approval for Disposal of Underground Fuel Tank – Resolution 2018-39.

McMaster moved, seconded by Braun to dispose of underground fuel tank. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

A. Asset Repositioning Opportunity – Follow Up Discussion

Follow-up from discussion that started last month, two items were identified that needed further analysis. The first was information about future capital needs of the scattered sites and projected costs. The second was about the difference in admission criteria between the two programs and how that intersects with the housing needs in our community. Board agreed that MPHA should not proceed with converting units until more information is obtained through a Physical Needs Assessment.

B. Executive Director Updates

1. Audit- Overall, the audit went well. The final report will be available soon and we will schedule a time for the auditor to present directly to the board, probably in January.
2. POHP- MPHA received plan approval for the River View Heights elevators and is preparing to release a notice for bids.
3. Strategic planning – Please let Dawn know if you have any contacts of possible facilitators. Idea to select the same facilitator who could work with MPHA and Clay County HRA.

VIII. ATTORNEY’S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:22 PM.

Greg Lemke – Chair

Terry Braun – Secretary

CHECK REQUEST TOTALS

PREPARED: December 13, 2018

PAID IN: Nov and Dec 2018

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 30,897.84	12326-12386
Payroll- Direct Deposit	\$28,785.82 (2 payrolls)	400-413
Capital Fund	\$0	N/A
AMHSIP	\$8,840.31	43972-43990
BRIDGES	\$10,483.71	53454-53476
BCOW	\$8,362.55	73216-73232
ROSS	\$5,998.52	60010
TOTAL	\$93,368.75	

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO ACCOUNT	AMOUNT	REASON
12/5/18	ROSS Checking	PHA Operating	\$150	Reimburse for credit card charge for First Link training that ROSS Coordinator is registered for.

D. Bacon

Executive Director Approval

MEMORANDUM

DATE: December 14, 2018

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: Amendment of Bylaws- Notice to Board

Processing our POHP grant loan requires a certification that the agency bylaws are up to date and correct. Upon review, I have identified some areas of our bylaws that require changes.

In order to amend the bylaws, the proposed amendment needs to be submitted in writing to the board thirty days prior to the meeting in which the amendment is to be considered.

This is to provide notice to the board that an amendment to the bylaws will be on the agenda for our meeting scheduled for January 22, 2019. Below is a resolution that details the proposed changes. The current Bylaws of the Agency, adopted in 1986, will also be included in this board packet as a reference point.

I have consulted with our attorney and the Enabling Resolution for the Agency in preparing this amendment.

Commissioner _____ introduced the following resolution and moved for its adoption:

RESOLUTION TO AMEND THE
BY-LAWS OF MOORHEAD PUBLIC HOUSING

WHEREAS, the By-Laws of Moorhead Public Housing Agency were enacted October 29, 1986 (the “By-Laws”); and

WHEREAS, since that time, the principal office location of the Moorhead Public Housing Agency (the “Agency”) has changed; and

WHEREAS, the order of business has been revised; and

WHEREAS, the time and place of regular meetings held by the Agency has changed; and

WHEREAS, the Agency wishes to amend its By-Laws to accurately reflect the updated information.

NOW THEREFORE, be it resolved as follows:

1. Article II, Section 2 of the By-laws shall be amended as follows:

“The principal office of the Agency shall be at ~~920 Fifth Avenue South~~800 Second Avenue North, Moorhead, Minnesota 56560. Offices may also be maintained at such other places as would be necessary to carry out the purposes of the Agency.

2. Article V, Section 1 of the By-laws shall be amended as follows:

“Regular meetings of the Commissioners of the Agency shall be held on the ~~third Wednesday~~fourth Tuesday of each month at the hour of ~~12:00 noon~~11:30 a.m. at ~~Sharpview Community Room, 920 Fifth Avenue South, Moorhead, Minnesota~~ or such location ~~other places~~ in the City of Moorhead as designated by the Board from time to time.

3. Article V, Section 4 of the By-Laws shall be repealed and replaced with the following:

“At the regular meetings of the Commissioners, the following shall be the order of business:

1. Call to order and roll call.
2. Approval of minutes.
3. Payment of bills.

4. Agenda Amendments.
5. Citizens to be heard.
6. Business.
7. Other business.
8. Attorney's report.
9. Adjournment."

4. In the amended sections set forth above, the language that is ~~stricken~~ in will be deleted from the By-laws, and language that is underlined will be new language to be added to the By-laws.

5. The above-changes shall be reflected in the Bylaws in the records of the Agency.

Dated: _____.

APPROVED:

Chair

ATTEST:

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____. On roll call vote the following commissioners voted aye: _____. The following commissioners voted nay: _____. The following commissioners were absent and not voting: _____. The majority (or Two thirds of those present if approved) having voted _____, the motion _____ and the resolution was duly _____.

Commissioner _____ introduced the following resolution and moved for its adoption:

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BY-LAWS OF MOORHEAD PUBLIC HOUSING

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The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____. On roll call vote the following commissioners voted aye: _____. The following commissioners voted nay: _____. The following commissioners were absent and not voting: _____. The majority (or Two thirds of those present if approved) having voted _____, the motion _____ and the resolution was duly _____.

BY-LAWS OF MOORHEAD PUBLIC HOUSING AGENCY

ARTICLE I.
RECITALS

Section 1. Agency. The Moorhead Public Housing Agency of the City of Moorhead, hereinafter referred to as the "Agency", was duly established as an independent corporation and political subdivision of the State of Minnesota by an Enabling Resolution No. 86-679 passed June 26, 1986, by the City Council of the City of Moorhead under Chapter 341 of the Laws of Minnesota, 1986 (An Enabling Act).

Section 2. Powers. This Agency legally is empowered to carry out the purposes of the Minnesota Housing and Redevelopment Act, Minnesota Statutes, Chapter 462, as amended, with respect to public housing to provide and manage housing facilities and services for persons of low and moderate income except to the extent modified or limited by the above Enabling Resolution and Chapter 341 of the Laws of Minnesota, 1986. The Agency is further authorized to carry out the City of Moorhead's Public Housing Program.

ARTICLE II.
THE AGENCY

Section 1. Name of Agency. The name of the Agency shall be the Moorhead Public Housing Agency.

Section 2. Office. The principal office of the Agency shall be at 920 Fifth Avenue South, Moorhead, Minnesota 56560. Offices may also be maintained at such other places as would be necessary to carry out the purposes of the Agency.

ARTICLE III.
COMMISSIONERS

Section 1. Commissioners. The Agency shall be governed by five (5) Commissioners who shall be appointed by the Mayor with the approval and consent of the City Council of the City of Moorhead. Any member of the City Council may be appointed and may serve as a Commissioner of the Agency.

Section 2. Terms of Commissioners. The terms of the Commissioners shall be staggered in accordance with the following:

a) Initial Terms of Commissioners. The initial terms of office of the five (5) Commissioners shall be for terms of one, two, three, four, and five years respectively.

b) Future Regular Terms. All future regular terms of office for Commissioners shall be for a term of five (5) years commencing on February 1 of the first year of the term except as otherwise may be provided for Commissioners appointed as City Council members. No Commissioner shall serve more than two complete terms except for a Commissioner who is appointed to fill a vacancy in an unexpired term of a Commissioner.

c) Terms of Commissioners Appointed as City Council Members. The City Council may set the terms of office of any member of the City Council appointed as Commissioner to coincide with his or her term of office.

d) Holding of Office as Commissioner. Commissioners shall hold office until their successors have been appointed and qualified.

e) Vacancy Within Term. Any vacancy in an unexpired term of a Commissioner shall be filled by appointment by the Mayor with the approval and consent of the City Council. Appointees filling a vacancy will serve for the unexpired portion of the term and will be eligible to be appointed for two full terms in addition to serving the unexpired term.

f) Residency of Commissioners. Each Commissioner shall be a resident of the City of Moorhead.

g) Compensation and Reimbursement of Commissioners. No Commissioner shall receive compensation for his or her services, but shall be entitled to be reimbursed for necessary expenses incurred as approved by the Commissioners.

ARTICLE IV.

OFFICERS AND THEIR ELECTION AND DUTIES

Section 1. Election of Officers. The Commissioners of the Agency shall elect from their members the officers of Chair, Vice Chair, and Secretary at their first meeting. Thereafter, officers shall be elected for one year terms at the Commissioner's regular September meeting of each year. In the event of a vacancy in any office, the Commissioners of the Agency shall elect from their members an officer to fill the unexpired term of the office at the earliest possible regular meeting subsequent to the occurrence of the vacancy.

Section 2. Chair. The Chair shall have the duties and powers usually attendant upon the office of Chair, and such

other duties and powers as may be prescribed by statute or ordinance and as may be provided from time to time by the Commissioners. The Chair shall preside at all meetings of the Commissioners if the Chair is present. At each meeting, the Chair shall make such reports as the Chair may deem necessary or may be required of the Chair and perform such other duties as are incident to the Chair's office or as are required of the Chair by the Commissioners.

Section 3. Vice Chair. The Vice Chair shall perform the duties of the Chair in the Chair's absence or incapacity and/or because of the resignation of the Chair, until a new Chair is elected.

Section 4. Secretary. The Secretary shall review the minutes of all meetings of the Agency and shall make such reports at each meeting as may be deemed necessary or may be required of the Secretary, and perform such other duties as are incident to the Secretary's office or as are required of the Secretary by the Commissioners.

ARTICLE V. COMMISSIONERS' MEETINGS

Section 1. Regular Meetings. Regular meetings of the Commissioners of the Agency shall be held on the third Wednesday of each month at the hour of 12:00 noon at Sharpview Community Room, 920 Fifth Avenue South, Moorhead, Minnesota or such other places in the City of Moorhead as designated by the Board from time to time.

Section 2. Special Meetings. Special meetings of the Agency may be called by the Chair at such times and places as the Chair may direct. Notice of special meetings shall be given each commissioner at least 24 hours in advance of such meeting.

Section 3. Quorum. The presence of a majority of the Commissioners at any meeting shall constitute a quorum for doing business, and the act of a majority of Commissioners present at the meeting in which there is a quorum shall be the act of the Board. A lesser number of the Commissioners may adjourn a meeting until a quorum is obtained. The presence of a quorum at the call to order of a Commissioner's meeting shall constitute a quorum for doing business throughout the meeting until its adjournment.

Section 4. Order of Business. At the regular meetings of the Commissioners, the following shall be the order of business:

1. Call to order.
2. Roll call.
3. Reading and approval of the minutes of the previous meeting.
4. Agenda amendments.
5. Citizens to be heard.
6. Bills and Communications.
7. Reports of officers and committees.
8. Reports and recommendations of the Executive Director.
9. Unfinished business.
10. New business.
11. Adjournment.

Section 5. Manner of Voting. The voting on all questions coming before the Commissioners shall be by the Chair calling for a voice vote on the question. The vote shall be entered upon the minutes of each meeting. A roll call on any questions before the Commissioners may be taken upon the demand of one or more of the Commissioners. Silence shall be recorded as an affirmative vote unless a Commissioner announces he or she is abstaining from voting.

Section 6. Conflict of Interest. In accordance with Minnesota Statutes Section 471.87, as amended, and Section 13.04 of the Moorhead City Charter, no Commissioner shall take part in any manner in making any sale, lease, or contract in his or her official capacity when the Commissioner has a personal financial interest in that sale, lease, or contract or he or she will personally benefit therefrom.

Section 7. Attendance. Any Commissioner missing three consecutive meetings of the Board without an excusable absence shall be subject to removal and any Commissioner who misses in excess of one-third of the regularly scheduled meetings in any one year shall be subject to dismissal. The Chair of the Board of Commissioners of the Agency shall make the initial determination as to what constitutes an excusable absence. The Chair shall notify any Commissioner missing three consecutive meetings or in excess of one-third of the regularly scheduled meetings of the possibility of his or her

ARTICLE IX.
EXECUTION OF DOCUMENTS, INSTRUMENTS AND PAPERS

The Chair or Vice Chair and the Secretary upon approval by the Board of Commissioners of the Agency shall execute those documents, instruments, and papers necessary to conduct its business and affairs except for warrants, checks, or other instruments for disbursement of funds which shall be made in accordance with Article X, Section 3.

ARTICLE X.
FISCAL AFFAIRS

Section 1. Fiscal Year. The fiscal year of the Agency shall be for a twelve month period beginning on July 1st and ending on June 30th.

Section 2. Receipt of Funds. All funds received by this Agency shall be deposited by the Agency in such depositories as are approved by law and designated by the Board of Commissioners, and any funds held in reserves or sinking funds, or any funds not required for immediate disbursement shall be invested in such a manner as provided by law and designated by the Commissioners.

Section 3. Disbursement of Funds. Disbursement of any funds shall regularly be made upon the signatures of the Chair and the Executive Director. Except, in the event of the absence of the Chair or Executive Director or both, disbursement of funds may be made upon the signatures of any two of the following: Chair, Vice Chair, Secretary, and/or Executive Director.

Section 4. Petty Cash Fund. The Chair may designate a petty cash fund, not to exceed \$100, to be maintained by the Executive Director and disbursed by the Executive Director without prior approval of the Commissioners subject to such written reporting requirements as the Commissioners deem adequate and necessary.

ARTICLE XI.
RULES OF ORDER

Subject to these By-laws and any limitations or modifications therein, "Robert's Rules of Order Revised" shall be accepted as the authority on parliamentary procedure by the Commissioners.

Adopted this 29 day of October, 1986, at a regular meeting of the Commissioners.



Chair - E.A. Mancini
Board of Commissioners
MOORHEAD PUBLIC HOUSING AGENCY

Attested By:


Secretary - David R. Reed

MEMORANDUM

DATE: December 14, 2018

MEMO TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: Policy Changes for Public Comment - Information and Discussion

At our December meeting, I would like to review the Public Housing program policy changes we are looking to put out for public comment and see if the board has any other recommendations. The board will vote on policy changes following the 45 day public comment period and public hearing scheduled for February 26, 2019.

1. Charges and Replacement Costs (attached)

- Clarification on charges for PHA maintenance staff time during business hours vs. afterhours
- Increase for seasonal AC charge (from \$40 to \$45/season)
- Increase vehicle plug in charge (\$12 to \$15 per month)

2. House Rules

- Prohibit the use of candles and incense
- Slight modification to rule around how long a visitor can stay to align with lease language and prevent confusion
- Change all references from “Elderly/Disabled Projects” to “River View Heights and Sharp View”

3. Revision to 5 year Plan

- Add the Sharp View elevator as a work item. This will enable MPHA to access Capital Funding Grant dollars as leverage for the POHP application.

4. Over Income Limit Policy

For admission to the public housing program, a household needs to be at or below 80% of the Area Median Area Income level. Following admission, if a household income increases they are currently not required to leave the public housing program. Instead, their monthly rent would

increase (either an increase that is income based or a Flat Rent, which is 80% of the Fair Market Rent).

The Housing Opportunity Through Modernization Act of 2016 (HOTMA) imposes a new income limit on public housing residents. New regulations require that housing authorities update policies in their Admissions and Continuing Occupancy Policy (ACOP) for when a family's income exceeds 120 percent of the area median income for 2 consecutive years. When this occurs, Moorhead Public Housing Agency needs to respond by doing one of two things:

- Terminate the family's tenancy within 6 months of the second income determination

OR

- Charge the family a monthly rent equal to the greater of the applicable Fair Market Rent or the amount of monthly subsidy for the unit.

Currently, MPHA does not have anyone residing in public housing that earns this much money. MPHA will solicit public comment on both options and the Executive Director will also bring a recommendation to the board prior to a vote in February.

The Federal Register Notice outlining this policy change can be found at <https://www.gpo.gov/fdsys/pkg/FR-2018-07-26/pdf/2018-15941.pdf>

**Charges and Replacement Costs
To Residents—CURRENT**

1.	Pet Deposit	\$200.00
2.	Snow Removal..... *With a minimum of \$50.00. If done by Contractor, cost per invoice. (Does not apply to River View & Sharp View)	\$ 50.00/hour*
3.	Lawn Mowing & Trimming	\$ 50.00/hour
	With a minimum of \$50.00. (Does not apply to River View & Sharp View)	
4.	Charge for Closing Windows / Doors	\$ 25.00 per occurrence
5.	Charge for Changing Apartment or Mailbox Locks	\$ 25.00 per lock Includes 2 keys
6.	Charge for Lock-outs after hours	\$ 35.00
7.	Charge for Replacement of Lost Keys	\$ 5.00 per key
8.	Charge for Replacement of Key-Card	\$ 12.00 per key card
9.	Charge for non-emergency maintenance after hours	\$ 35.00/hour
	If done by contractor, cost per invoice (Non-emergency status to be determined by PHA Maintenance Staff)	
10.	Charge for not preparing as requested for pest control services.....	\$ 50.00
11.	Seasonal Air conditioner Charge..... (For River View and Sharp View residents) Season = May - October	\$ 40.00
12.	Monthly vehicle plug in charge	\$ 12.00
	(For River View and Sharp View residents)	
13.	Window / Screen repair charge (plus staff)	per invoice
	Labor rate per hour for family units (minimum of 1 hour).....	\$ 20.00

Resident Signature

Date

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**Charges and Replacement Costs-- PROPOSED
To Residents**

1.	Pet Deposit	\$200.00
2.	Snow Removal..... *With a minimum of \$50.00. If done by Contractor, cost per invoice. (Does not apply to River View & Sharp View)	\$ 50.00/hour*
3.	Lawn Mowing & Trimming	\$ 50.00/hour
	With a minimum of \$50.00. (Does not apply to River View & Sharp View)	
4.	Charge for Closing Windows / Doors	\$ 25.00
		per occurrence
5.	Charge for Changing Apartment or Mailbox Locks	\$ 25.00 per lock
		Includes 2 keys
6.	Charge for Lock-outs or non-emergency maintenance after hours..... (Non-emergency status to be determined by PHA Maintenance Staff)	\$ 35.00
7.	Charge for Replacement of Lost Keys	\$ 5.00 per key
8.	Charge for Replacement of Key-Card	\$ 12.00 per key card
9.	Charge due to repairs for damage..... If done by contractor, cost per invoice (Non-emergency status to be determined by PHA Maintenance Staff)	\$ 25.00/hour
10.	Charge for not preparing as requested for pest control services.....	Cost per invoice
11.	Seasonal Air conditioner Charge..... (For River View and Sharp View residents) Season = May - October	\$ 45.00
12.	Monthly vehicle plug in charge	\$ 15.00
	(For River View and Sharp View residents)	
13.	Window / Screen repair charge (plus staff)	per invoice
	Labor rate per hour for family units (minimum of 1 hour).....	\$ 25.00

Resident Signature

Date

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MEMORANDUM

DATE: December 14, 2018

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

RE: Replacement Housing Factor Grant Funds- Discussion

In 2006, 46 of MPHA public housing units were demolished. When this occurs, HUD provides funding to Public Housing Agencies for replacement of public housing. This is called the Replacement Housing Factor Grant. This is a five year grant and for MPHA totaled \$479,690. MPHA used the funding to construct 3 townhome units that became available for occupancy in December 2015.

In July of 2017, MPHA passed Resolution 2017-21 to accept \$44,602 for our final year of Replacement Housing Factor grant dollars. At our December meeting, I want to talk with the board about some questions that need to be considered with this funding.

This money can only be spent on replacement of public housing and not current public housing units. Because the cost of developing new units is so high, this creates a challenge for the agency in spending the funds. If the money isn't obligated (contract signed) and expended by certain deadlines imposed by HUD, it will negatively impact the agency's PHAS Score.

The Replacement Housing Factor grant is not used by housing authorities very often and will soon be obsolete. Because of that, I have had to reach out beyond my HUD Field Office for technical assistance and guidance. I have had some email exchanges and am working on getting a technical assistance call scheduled prior to our board meeting.

If MPHA determines that it is not preferable or feasible to spend the remaining RHF grant money, the board should vote to reject the funds so that they are no longer assigned to our agency and do not negatively affect our PHAS score.

Question for Moorhead Public Housing (to discuss at board meeting)

- Does Moorhead Public Housing want to develop new housing that is the public housing program?

Questions for HUD

- When are our obligation deadlines? The grant was created in LOCCS (HUD System) on 7-6-17 but an obligation start date was never entered or noted by HUD. Typically housing authorities have 2 years to obligate which would bring us to July of 2019.
- If our obligation start date is July of 2019, could the agency pursue an extension? This would provide more time to look for/pursue opportunities.
- Does public housing have to be owned by a housing authority or can it be subject to a loan? Can it be mixed with other sources of funding? (For example, LIHTC or Federal Home Loan Bank) Loan financing (in addition to other sources of funding) would increase the feasibility of acquiring new public housing. If a loan could be acquired, what are the HUD requirements or restrictions?
- Can a public housing unit be on site/intermixed with other kinds of affordable housing programs? Or, does the entire property have to be public housing.

MEMORANDUM

DATE: November 21, 2018
TO: MPHA Board Members
FROM: Dawn Bacon, Executive Director
RE: Asset Repositioning Opportunity- Discussion Only

I presented an option to the board to convert some units (that are not apartment units) from the public housing program to the project based section 8 program. I am following up with more information after our board discussion last month.

Based on the discussion, two items were identified that needed further analysis. The first was information about future capital needs of the scattered sites and projected costs. The second was about the difference in admission criteria between the two programs and how that intersects with the housing needs in our community.

Over the last month, I reviewed all of the information that MPHA has on file regarding capital improvements done to the scattered site units. I have summarized that information below for your reference. Following my review, I believe that Physical Needs Assessment is warranted prior to a decision being made. MPHA is planning to have one done in 2019.

1. CAPITAL IMPROVEMENTS

With any conversion, annual revenue would increase but we would lose the capacity to access our capital funding grant or public housing reserves to respond to more costly, even unexpected issues.

Heatherwood Circle

Duplex units consist of SIX (6) Duplex units, each THREE (3) Bedroom in size. Detached garages in front of the duplex unit. 12 Units total. Built in 1978.

Year	Work
2000	New kitchen cabinets, flooring, re-roofing, fascia, gutters and residing
2005	Air Heat Exchangers
2009	Replace concrete driveways, garage floors and sidewalks. Put in all new siding. Remove baseboard heaters and install new gas force air furnace and AC units. Modernize meter locations, thermostat installation and connect gas line to meters. Kitchen updates.
2018	New Windows
2018	New flooring- only at 2960

Scattered Sites

15 units throughout Moorhead. All acquired by MPHA in the early 1990s. 10– Three bedroom single family homes (Built 1950s, 60s, 70s). 3 – Four bedroom single family homes (Built '57,'58,'78). 1 – Three bedroom duplex unit (Built in 1981). Seven (7) homes have attached garages, Eight (8) have detached garages.

Year	Work
2004	Major modernization covering facility survey of needs identified in 2003.
2009	New Garage, concrete, exterior and cabinets at 522. Cabinets, doors, concrete at 714 and 2918. Roof, landscaping at 923 and 1020. New cabinets at 675. Doors and landscaping at 1207. New garage, cabinets and fence at 1406. Windows and concrete at 918. New cabinets at 3604/06.
2012	New Furnace at 675 and 3604/06
2015	Sewer Line replaced at 1623
2018	New flooring at 3606 and 522

9th Street Townhomes

3- Two bedroom units located near River View Heights High Rise- 201, 203 and 205 9th Street North. Built in 2015.

2. HOUSING NEEDS

There are several sources of information that I have come across that would be a resource on this topic. I would suggest that these be reviewed both for this decision as well as overall strategic planning for the agency.

Moorhead Consolidated Plan

Five Year Plan <https://www.cityofmoorhead.com/home/showdocument?id=1735>

2018 Annual Action Plan <http://www.ci.moorhead.mn.us/home/showdocument?id=3772>

Note- A new five year plan will be developed starting in 2020.

Maxfield Research and Consulting Housing and Market Analysis for Moorhead

<http://www.cityofmoorhead.com/home/showdocument?id=3458>

Report of the Governor's Task Force on Housing- August 2018

https://mnhousingtaskforce.com/sites/mnhousingtaskforce.com/files/document/pdf/Housing%20Task%20Force%20Report_FINALa.pdf