

I. CALL TO ORDER AND ROLL CALL

Chairman McMaster called the Regular Public Housing meeting to order at 11:35 AM.

Members Present: Donna McMaster, Chairperson; Terry Braun, Secretary;
Linda Bowie, Vice-Chairperson

Members Absent: Abner Arauza, Commissioner; Greg Lemke, City Council
Liaison; Becky Cusey, Commissioner

Others Present: Sally Roe, Interim Executive Director;
Toni Vondal, Rental Assistance Coordinator;
Jim Schulz, City of Moorhead Engineering

II. REQUEST APPROVAL OF NOVEMBER 22, 2011 REGULAR MEETING MINUTES.

Braun moved, seconded by Bowie to approve the Minutes of November 22, 2011. All votes were in favor. Motion carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS

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

IV. AGENDA AMENDMENTS

McMaster asked to add to the business an Item F

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Approve Resolution Mission Statement for MPHA

“The mission of the Moorhead Public Housing Agency (MPHA) is to promote and deliver quality: well-managed homes to a diverse low income population and, as a valued partner, contribute to the well-being of the individuals, families and community we serve.”

Bowie moved, seconded by Braun to approve the Mission Statement as presented. All votes were in favor. Motion Carried.

B. Easement/Levee/Parking Lot Upgrade

Mr. Jim Schulz – stated that the Board was most likely familiar with the existing levee that we constructed last year. One of your questions may be why we didn't do it all at once? When we were originally looking at the project there was some discussion, some maintaining the property to the North of the levee that was installed for future construction. We didn't extend the levee to the North from the pumping station that's in place.

We would like to propose to do that, as you look at that first sheet along 9th Street, that section would be a simple levee, similar to what's out there, not very high, same height, extending from the pumping station going to the property line to the North. That would require an easement of about 10,000 square feet.

Mr. Braun asked if the land to the West on the river side was not buildable? Mr. Schulz said that anything is buildable, it's just how much money do you want to put into it, the feasibility is probably not, Schultz stated he did not know a lot about the soils' for building purposes but it's adequate for a levee.

Mr. Schulz said you may have heard about the geotechnical set back line that was completed for properties North and South through the river corridor. We did not analyze this section because we did have a report that was done for this levee. Regarding the Levee segment on the South West of the building, City Engineering would like to push that as far East as possible. This would take out the existing driveway, the existing entrance, so what we are proposing is to somewhat mirror the driveway entrance and realign the parking further to the East. A sidewalk would be maintained on the dry side (East) of the levee. Some benefits of relocating the parking entrance is in the event of a flood where we need to close the intersection of 8th and 2nd Avenue, we would put up a temporary contingency levee across that intersection, tying into the levee we built on in Memorial Park.

Roe stated that a few more parking spots would be added to the end of the new driveway. We needed to make sure that there would be as many parking spots as we already had, if not more and that is the case.

Mr. Schulz stated that they are proposing to relocate the flag pole to the area of the North West corner. The electrical outlets would also be relocated. With the flood mitigation, we would replace what's there, if we can't replace it in the exact location, then we are proposing to relocate further East. Ms. Roe wanted to make sure that there would be no cost to the MPHA and Mr. Schulz stated that would be correct. If trees have to be taken out, they will be replaced, they just won't be mature trees.

Braun moved, seconded by Bowie to approve the Easement/Levee/Parking Lot Upgrade. All votes were in favor. Motion Carried.

C. Request to Award Electrical Upgrade Contract for High Rise

Roe stated that we had Five companies that bid on the electrical project, Dakota Electric came in with the lowest bid at \$121,300 and so we would like to award the contract to Dakota Electric.

Bowie moved, seconded by Braun to approve the Electrical Upgrade Contract to Dakota Electric Construction company for the High Rise bus duct upgrades. All votes were in favor. Motion Carried.

D. Request to Award Elevator Upgrade Contract.

Roe stated that the forms we received from the State Elevator Inspector came to the MPHA in 2009 and she and the Maintenance Supervisor did not hear about this required work until December 2011. After talking with the State Elevator Inspector and finding out that we were notified in 2009 that we had to have the upgrades done by January 29th, 2012, we sought bids on the elevator upgrade work. Due to the cost amount being over \$2,000, the MPHA is required to get bids and 3 other companies were contacted for bids.

The upgrade involves putting in door restrictors, so that if an elevator did not reach a floor completely and if a person is strong enough they could push those doors open and climb out. The elevator company does not want people doing that because if the elevator jumps a person would be seriously hurt or killed.

Bowie moved, seconded by Braun to award the Elevator Upgrade Contract to ThyssenKrupp Elevator Americas for the amount of \$4,538.00. All votes were in favor. Motion Carried.

E. Request Board Approval of 2012 Utility Allowances

Roe stated on an Annual basis we take a look at printouts from Moorhead Public Service and Xcel for all of our scattered site housing. The amounts are added together, the top and bottom amounts are thrown out and the middle is kept and averaged. The amounts have gone up with the exception of the four bedroom homes.

Braun moved, seconded by Bowie to approve the 2012 Utility Allowances as presented. All votes were in favor. Motion Carried.

F. Executive Director Contract

McMaster stated that she had met with Roe about a week ago and wanted to know when the City of Moorhead's agreement naming her as Interim Executive Director would expire, and that deadline is December 31, 2011. McMaster stated that she emailed the City Manager, Michael Redlinger, to ask if they had anything in motion on this because we would like to see things clarified for us and for Sally and he said yes they will be meeting with her.

Braun agreed with the recommendation to keep Sally Roe as the permanent director, so that at least it will give a base line to the City of Moorhead and City Council.

Braun moved, seconded by Bowie to Recommend Sally Roe as the Executive Director of the Moorhead Public Housing Agency. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

A. Meeting Calendar

Roe stated that it would be nice to put a calendar together for the whole year on where we want to meet. It would help gauge where we want to hold these meetings. The Board wants one meeting at the High Rise and one at Sharp View each year.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:20 PM.

Donna McMaster - Chairman

Terry Braun – Secretary