

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

June 25, 2013
11:30 AM
Usher's House

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Approval of May 28, 2013 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Approval for Payment of Bills Resolution 2013-17 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Approval to Modify Gift Awards for Years of Service Resolution 2013-18 _____
 - B. Collaboration with Heartland Industries for Custodial Services Information _____
- VII. Other Business
- VIII. Attorney's Report
- IX. Adjournment

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REGULAR MEETING

I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Regular Public Housing meeting to order at 11:39 AM.

Members Present: Donna McMaster, Chairperson Linda Bowie, Resident-Commissioner; Greg Lemke, Vice-Chairperson; Lisa Roesch, Commissioner; Terry Braun, Secretary

Members Absent: Heidi Durand, City Council Liaison

Others Present: Sally Roe, Executive Director;
Toni Vondal, Rental Assistance Coordinator; Sharp View Residents: Myrtle Cherry, Gladys Bentz, Petra Roquet, Kay Baker, Lon Brown, Don Urbanec, Leonard Arneson, Phyllis Guttormson, Rose LaRock, Lucille Hennemann, Lorraine Ochsner, Ronald Capistran, Violet Stronstad, Keith Lentz, Bev Kirkhorn, Mary Ann Lippert; Don Gibson, Maintenance, Steve Miller, Maintenance Supervisor, Robin Brekke, Office Specialist; Les Woinarowicz, Ross Coordinator

II. REQUEST APPROVAL OF APRIL 23, 2013 REGULAR MEETING MINUTES.

Bowie moved, seconded by Roesch to approve the Minutes of April 23, 2013. All votes were in favor. Motion carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2013-14

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

IV. AGENDA AMENDMENTS

None

V. CITIZENS TO BE HEARD

Roe introduced the Board Members and the staff to the Sharp View residents that were in attendance.

Les Woinarowicz introduced himself as the ROSS Coordinator and that his job consists helping residents stay self-sufficient and to be able to live independently.

Brown is thankful that the sewer smell is finally gone. Brown would like the pet policy tweaked so that the people that have animals are taking care of their pets. Dust in building, vents need cleaning. Will there be designated smoking areas when the smoke free takes place July 1st?

Bowie, mentioned bathroom vents need to be cleaned. Roe mentioned that we would need to have someone come in to clean them. Miller stated that the main vents on the HVAC were done but not the exhaust ones have not been done. Bowie stated that when the service animals are brought into the community room that sanitary issues are a concern because people don't always wash their hands before touching food etc.

Roe stated that we will look at the animal policy along with other policies that the Board will need to look at. Roesch suggested that we get in touch with some volunteer groups that may be able to come in and help the residents with their animals.

Cherry brought up the area rugs by the front and back doors are becoming tripping hazards. Cherry also stated that there is a thief in the mist because someone took down a painting.

Residents would like to see security cameras put in place. Containers in the trash room need to be disinfected and cleaned. Also, need to figure out a plan on how the storage rooms could be organized that is fair to all.

VI. BUSINESS

A. Request Approval to Enter Grant Agreement with MHFA for Bridges Program – Resolution 2013-15

Bowie moved, seconded by Braun, to approve Grant Agreement with MHFA. All votes were in favor. Motion Carried.

B. Request Approval to allow staff to work from home during a HTVN Tele Video Network Training – Resolution 2013-16

Braun moved, seconded by Roesch to approve working from home while watching a HTVN Tele Video Network Training. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

None

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:24 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

Check Request Totals **Prepared: 06/21/13** **Paid in June, 2013**

HA	Amhsip	Gen. Fund	ROSS Fund	Section 8	Capital Fund	Bridges	BCOW	ELHIF	Alerus	Computer
06.28	8564.76	188.55	4,573.14	37,218.38	100,965.60	6,982.78	5,830.07	568.88		0
Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks
22,272.20	0	0	0	0	0	0	0	0	-0-	-0-
TOTAL	216,670.64									

S Roe

Executive Director Approval

06/21/2013

Date

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Note: The Accountant format showing the "budget" amounts spent has not yet been prepared.

MEMORANDUM

DATE: June 5, 2013
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: Request to modify gift award amounts for Years of Service

In the past MPHA has followed the City of Moorhead's Awards schedule for every five years of service. The monetary award, due to IRS regulations is treated as supplemental wages and taxed.

The monetary schedule was:

5 years - \$ 25.00	25 years - \$150.00
10 years - \$ 50.00	30 years - \$200.00
15 years - \$ 75.00	35 years - \$225.00
20 years - \$ 100.00	40 years - \$275.00

The Staff of MPHA would like to propose the following award amounts:

5 years - \$ 50.00	25 years - \$250.00
10 years - \$ 100.00	30 years - \$300.00
15 years - \$ 150.00	35 years - \$350.00
20 years - \$ 200.00	40 years - \$400.00

MPHA Staff requests Board approval to modify the Service Award amounts.

For your information here are the start dates of Staff:

Staff Name	Start Date	Years of Service to date
Robin Brekke	12/12/2003	9+
Don Gibson	10/01/2012	Less than 1
Steve Miller	04/14/1998	15+*
Sally Roe	04/18/1983	30+*
Marlene Ulschmid	01/16/2013	Less than 1
Toni Vondal	03/26/2007	6 +
Les Woinarowicz	11/28/2012	Less than 1

* Staff eligible for service award in 2013

MEMORANDUM

DATE: June 21, 2013
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: Collaboration with Heartland Industries for custodial service

On June 10, 2013 MPHA entered into a work collaboration arrangement/contract with Heartland Industries, Inc. to provide an employment opportunity for their clients, and custodial service to Moorhead Public Housing at our River View Heights and Sharp View sites.

The work hours for the Heartland cleaning enclave(s) is 9:30 AM – 1:30 PM. The cleaning crew(s) vacuum, sweep, clean and empty trash cans in the public areas of the buildings. Their work thereby frees up about 1+ hour per day for both of our full time maintenance staff people.

MPHA is very pleased to have the opportunity to work with Heartland Industries.

F/s/bc/Heartland custodial service