

**Public Housing Agency  
Meeting Minutes  
December 21, 2021 at 11:30 AM  
River View Heights**

Pursuant to due call and notice thereof, a regular meeting of the Public Housing Agency was held in the River View Heights , on December 21, 2021, at 11:30 AM.

**Roll call of the members was made as follows:**

**Call to Order and Roll Call**

**Agenda Amendments**

**Public Hearing - Significant Amendment to Capital Funding Grant Five Year Plan**

**Citizens to be Heard**

**Approval of Minutes**

Request Board Approval of November 23, 2021 Meeting Minutes

**Request Approval for Payment of Bills**

Request Board Approval of Payment of Bills - Resolution 12-21-21-77

**Business**

Request Board Approval of Significant Amendment to Capital Funding Grant Five Year Plan - Resolution 12-21-21-78

Request Board Approval of Updated Budget due to Purchase of Maple Court - Resolution 12-21-21-79

Request Board Approval of Holiday Designation for Juneteenth - Resolution 12-21-21-80

**Other Business**

1. Upcoming Annual Public Hearing & Proposed Policy Changes
2. 30 Minute Strategic Planning Discussion
3. Executive Director Updates

**Attorney's Report**

**Adjournment**

**Moorhead Affordable Housing, LLC - Annual Meeting December 21, 2021 12:30 PM  
(or immediately following the MPHA board meeting)**

- 1. Roll Call & Introductions**
- 2. Agenda**
- 3. Operations Updates**
- 4. Other**

## 5. Adjourn

APPROVED BY:

ATTEST:

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Donna McMaster  
Chair

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Terry Braun  
Secretary

I. CALL TO ORDER AND ROLL CALL

Chairperson Lemke called the Public Housing meeting to order at 11:34 AM

Members Present: Greg Lemke, Chairperson; Michael Carbone, Vice Chairperson,  
Ahmed Issa, Commissioner

Members Absent: Alexa Dixson; Secretary; Shelly Dahlquist, Moorhead City  
Council Liaison

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

II. AGENDA AMENDMENTS

Table Strategic Planning Discussion

III. CITIZENS TO BE HEARD

None

IV. REQUEST APPROVAL OF OCTOBER 29, 2021 AMENDED REGULAR MEETING  
MINUTES.

Carbone moved, seconded by Issa to approve the amended minutes of October 29, 2021.  
All votes were in favor. Motion Carried.

V. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 11-23-21-75.

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

VI. BUSINESS

A. Request Approval of Proposed Amendment to Agency Bylaws – Resolution 11-23-21-75

Issa moved, seconded by Carbone to approve proposed amendment to agency Bylaws. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS

A. Property management agreement with the City of Moorhead for Maple Court - Discussion

Board provided feedback to ED on Property Management agreement, which is currently being developed and will go to City Council on 12/13.

B. 30 Minute Strategic Planning Discussion – Tabled

C. Executive Director Updates

1. 2021 FYE Audit – we will have Brian Opsahl with Brady Martz present at an upcoming board meeting, possibly December.
2. Update on repairs from fire at HR – contractors are working on the sheet rock repair and flooring.

VIII. ATTORNEY’S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 11:56 AM.

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Greg Lemke – Chair

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Alexa Dixson – Secretary

## CHECK REQUEST TOTALS

PREPARED: December 15, 2021

PAID IN: Nov and Dec 2021

Dept #	Name	Total Amount	Check Numbers
1	PHA	\$124,921.15	14711-14779
1	Payroll- Direct Deposit (2 payrolls)	\$32,655.64	963-969
2	Moorhead Affordable Housing LLC	\$27,731.97	20067-20076
3	Capital Funding	\$1,066.00	30391
4	BCOW Bridges	\$16,401.40	44882-44913
5	Bridges	\$11,955.18	54356-54374
6	ROSS	\$5,838.70	60095
7	Maple Court LLC	\$3,668.94	70024-70029
8	General Fund	\$3,562.72	80062-80073
<b>TOTAL</b>		<b>227,801.70</b>	

Notes-

- Last month payroll stated 935-954 but should have read 935-962.
- All general fund expenses were Maple Court expenses. However, they were from invoices that included both City and MPHA owned units. A deposit to General Fund of \$8,377.19 on 12/10 from City for reimbursement for their unit expenses.
- Monthly reoccurring ACH payments hav been set up for the GMHF loan for Maple Court in the amount of \$2,545.92 as well as \$495.83 to the operating reserve.

**BANK TRANSFERS made between funds:**

DATE OF TRANSFER	FROM ACCOUNT	TO ACCOUNT	AMOUNT	REASON
12/15/2021	Maple Court Operating Checking	General Funding Checking	5,936.13	Reimburse for Maple Court expenses PHA side
12/15/21	Maple Court Operating Checking	General Funding Checking	1,079.17	Reimburse for Maple Court expenses PHA side

D. Bacon

Executive Director Approval

**SIGNIFICANT AMENDMENT TO CAPITAL FUNDING GRANT FIVE YEAR PLAN**

**BE IT RESOLVED**, the Moorhead Public Housing Agency approves a significant amendment adding a new item to the Capital Fund Five Year Plan for 2021-2025. The new item is painting at the Sharp View location.

**BE IT ALSO RESOLVED**, the Moorhead Public Housing Agency authorizes the Executive Director to submit this amended item for HUD review and final approval.

Public notice of the changes were provided, available for review and discussed in the public hearing.

DATED THIS 21 DAY OF DECEMBER, 2021.

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Greg Lemke, Chair

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Alexa Dixson-Griggs, Secretary

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Dawn Bacon, Executive Director

# MEMORANDUM

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**DATE:** December 16, 2021

**TO:** PHA Board of Commissioners

**FROM:** Dawn Bacon, Executive Director

**RE:** Maple Court Budget- RESOLUTION 12-21-21-79

The board passed a budget for Maple Court on September 28<sup>th</sup> with the understanding that an updated/revised agency wide budget would be brought back to the board for review and approval as more detailed information was obtained regarding expenses and operations.

Attached is a revised recommended budget for Maple Court Townhomes. This budget also includes adjustments to other departments within the agency. There are some areas where combined expenses go up. Examples include utilities and insurance. There are other categories of the budget where diversification creates efficiencies, resulting in decreases to expenses in other departments. Examples include salary and bookkeeping.

With the purchase of Maple Court, our property tax exemption will not apply until 2023. That contributes to a projected budget deficit for the Maple Court department of (16,937) for year one. The board could consider applying unspent levy funds to any actual deficit amount at fiscal year-end.

**PHA Board Resolution**  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 07/31/2019)

**Public reporting burden** for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: **Moorhead Public Housing Agency**      PHA Code: **MN017**

PHA Fiscal Year Beginning: **2021**

Board Resolution Number: **12-21-21-79**

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

**12/21/2021**

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: <b>Greg Lemke</b>	Signature:	Date:
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	<b>ROSS</b>	<b>BCOW</b>	<b>Bridges</b>	<b>Scattered Site</b>	<b>Maple Court</b>	<b>Public Housing</b>	<b>Combined</b>
<b>Revenue FYE 22</b>	79,200	221,500	150,720	413,918	115,141	870,204	1,850,683
<b>Expenses FYE 22</b>	-79,200	-215,177	-155,884	-312,402	-132,078	-822,335	1,717,076
<b>Year End 2022</b>	0	6,323	-5,164	101,516	-16,937	47,869	<b>133,607</b>

**OVERALL SUMMARY ACROSS DEPARTMENTS**







# 2021-22 MPHA Budget: Expenses

	A	B	C	D	E	F	G	H	I
			ROSS	BCOW	Bridges Sites	Scattered Sites	Maple Court	Public Housing	Combined
1									
65	4341	Security Deposits	0	2,380	3,140	0	0	0	5,520
66									
67									
68									
69		<b>TOTAL without depreciation</b>	79,200.00	215,177	155,884	312,402	132,078	<b>822,335</b>	1,717,076
70									
71									
72									
73									
74	97400	Depreciation Expense					150,000	290,000	
75									
76		<b>Total with Depreciation</b>					282,078	1,112,335	

# MAPLE COURT REVENUES (21-2022)

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## **70300- Net Tenant Rental Revenue- \$ 114,595**

- Total current rent charges 14,490/mo or 173,880/yr
- Prorate to 9 months= 130,410
- Less caretakers in 1514C 920/month or 11,040
- Vacancy loss= 4% (Occupancy last 3 fiscal years trend is 98.9% ). Proposing a higher vacancy loss in year one to be conservative. Loss of 4,775

## **70400- Tenant Revenue- Other (charges)- \$546**

- Based on average of 2019 & 2018 financial statements for 17 units

## **70600 HUD Operating Grant- \$0**

## **71100- Investment Int- Unrstrctd- \$0**

## **71500- Other Revenue- \$10,298**

- Property Management Fee \$79/month per occupied unit. 16,116/year less vacancy loss (645)= 15,471. Prorate for 6 mos= \$7736
- Reimbursements from City for maintenance and caretaker staff time in city units est of \$427/month or 5,124/year. Jan- June= 2,562

## **128- Fraud Recovery- \$0**

# MAPLE COURT EXPENSES (21-2022)

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## **91100 Admin Salaries- \$7,554**

- Office= 7836
- Maint Sup= 1992
- Caretaker= 5280 (4160/yr + 1120/yr for phone/internet reimburse)
- 15,108 prorated 6 months= 7,554

## **91200 Auditing Fees- \$1,000**

- 6% of overall agency costs
- Add another 500 due to single audit increase

## **91310 Bookkeeping- \$ 600**

- \$100 per month

## **91400 Advertising- \$600**

- \$100 per month

## **91500 Employee Benefit Co- \$1444**

- PHA office 2,484
- Caretakers 404
- 2888 prorate for 6 months

## **91600 Office Expenses – \$1,000**

## **91700 Legal Expenses- \$0**

## **91800 Travel (training)- \$1,000**

## **91900 Other- \$27,000**

- \$2,545.92 per month to Greater MN Housing Fund Loan Payment
- Add another 5,000 total for any other misc expenses
- 36,000 Prorate for 9 months= 27,000

## **92200 Relocation Cost- \$1,000**

## **93100 Water- \$7,878**

- 2019 financial statements have 18,391 for all units. 9,295 for 17 units.
- Note- Landlord pays water. On City side, tenants are reimbursed for MPS bills.
- 10,504 prorate 9 months= 7878

**93200 Electricity- \$1,125**

- 2,734 in 2019 and 3,183 in 2018. Avg= 2959 divided by 2= 1479
- Residents pay electric. Would pay for vacancies.
- 1,500 prorate 9 months= 1125

**93300 Gas- \$3,750**

- 8,906 in 2019 and 10,573 in 2018. Avg= 9,740 divided by 2= 4,870
- 5,000 prorate 9 months= 3750

**93400 Fuel - \$0**

**93600 Sewer- \$0**

**93800 Other Utilities- \$500**

**94100 Ord Mtc & Ope- Labor- \$0**

**94200 Ord Mtc & Ope- Supplies- \$12,094**

- 7,726 for appliances (10,300 DW Jones estimate. PH per unit is 303/yearX17 would be 5151. Take average of both )
- 6,400 for flooring (one 2 bed for 2,800 and one 3 bed for 3,600)
- 2,000 other materials
- 16,126 prorate 9 mos= 12,094

**94300 Ord Mtc & Ope- Contracting \$17,786**

- 8,786 from Sept- Dec to DW Jones
- 12,000 other contracting (PH per unit is 662/year)
- 12,000 prorated 9 months= 9,000+8786=

**94500 Emp Ben Co- ord Maintenance- \$620**

- Maintenance Sup 619

**96110 Property Insurance- \$8,000**

- Total is 7,375

**96120 Liability Insurance- \$2,127**

**96130 Workers Comp- \$1,000**



**96140 All other Insurance- \$0**

**96200 Other General Expenses- \$0**

**96210 Compensated A- \$0**

**96300- Payment in Lieu of Taxes- \$21,000**

- First year payment is the full amount and after the first year it drops to the PILOT amount, which is 5% of rent revenue.
- This is a budget item that will reduce significantly in year two. Considered tax exempt under PILOT for 2023 payable.

**96400 Bad Debt Tenant- \$0**

**96800- Severance Expense \$0**

**97100 Extraordinary Maintenance- \$15,000**

- \$495.83 per month must be deposited into the Replacement Reserve account overseen by Greater MN Housing Fund. That is 5,949.96 per year
- Additional 14,050.04 budgeted for extraordinary maintenance expenses
- 9 month prorate= 15,000

# MEMORANDUM

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DATE: December 16, 2021

MEMO TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: Juneteenth Freedom Day: RESOLUTION 12-21-21-80

Following the recent designation of Juneteenth as a federally recognized holiday, many housing authorities have incorporated Juneteenth into their paid holiday programs. The Governor issued a Juneteenth proclamation and has asked the Minnesota legislature to establish Juneteenth as a state holiday.

I am recommending that the Board consider adding this as a recognized paid holiday in MPHA personnel policy. The holiday commemorates the end of slavery and also calls attention to the delays in justice that generations of people have and continue to experience in this country.

Per our current policy, MPHA employees receive 11 paid holidays plus 1 floating holiday per year. The current schedule is as follows: *New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Native American Heritage Day/Day after Thanksgiving, Christmas Eve, Christmas*

Housing Authorities vary in the paid holidays that they recognize. The number typically ranges from 10-13 days per year.