

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

**July 25, 2017**  
**11:30 AM**

**1st Floor Boardroom/City Hall 500 Center Avenue**

- I. Call to Order and Roll Call
- II. Approval of Minutes
  - A. Request Board Approval of June 20th, 2017 Meeting Minutes \_\_\_\_\_
- III. Request Approval for Payment of Bills
  - A. Request Approval for Payment of Bills - Resolution 2017-19 \_\_\_\_\_
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
  - A. Request Board Approval for the Capital Fund Program Amendment 46 - Resolution 2017-20 \_\_\_\_\_
  - B. Request Board Approval for Capital Fund Program Amendment 47 - Resolution 2017-21 \_\_\_\_\_
  - C. Request Board Approval for Statement of Significant Amendment - Resolution 2017-22 \_\_\_\_\_
  - D. Request Board Approval for Appointment of Policy Committee - Resolution 2017-23 \_\_\_\_\_
  - E. Request Board Approval for Legal Action - Resolution 2017-24 \_\_\_\_\_
  - F. Request Board Approval for Sprint Lease - Resolution 2017-25 \_\_\_\_\_
  - G. Executive Session - Executive Director Performance Review \_\_\_\_\_
- VII. Other Business
  - A. Request Board Approval of Executive Director Salary Adjustment per Employment Agreement made June 9, 2016 - Resolution 2017-26 \_\_\_\_\_

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).

B. Executive Director Updates - Agency Core Values

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VIII. Attorney's Report

IX. Adjournment

I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Public Housing meeting to order at 11:32 AM.

Members Present: Donna McMaster, Chairperson; Daryl Moede, Resident Commissioner; Greg Lemke, Vice-Chairperson  
Melissa Fabian, City Council Liaison; Terry Braun, Secretary

Members Absent: Michael Carbone, Commissioner;

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

II. REQUEST APPROVAL OF MAY 23, 2017 REGULAR MEETING MINUTES.

Braun moved, seconded by Moede to approve the Minutes of May 23, 2017. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2017-17.

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

IV. AGENDA AMENDMENTS

Policy Change

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Request Board Approval for the Grant Agreement with Minnesota Housing Finance Agency – Resolution 2017-18.

Lemke moved, seconded by Braun to approve the Grant Agreement with Minnesota Housing Finance Agency. All votes were in favor. Motion Carried.

B. Roof Lease with Sprint

Discussion of new lease terms and the Executive Director will work with the attorney on new contract for roof antennas.

VII. OTHER BUSINESS:

A. Executive Director Updates: Performance review, NAHRO Conference

Resident Commissioner Daryl Moede, reported the following concerns that have been raised by residents of the high rise.

- B. Plastic benches in front of High Rise – staff will review need for replacement  
Vending Machines too expensive – prices are market rate and not set by the MPHA  
Defibrillator – staff will check with fire department  
Dogs – take away from the building to use bathroom – staff will look at options for communications  
Security issues – people following people in – staff are arranging a safety presentation for tenants.

VII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:13 PM.

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Donna McMaster – Chairman

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Terry Braun – Secretary

**CHECK REQUEST TOTALS**

**PREPARED July 20, 2017**

**PAID IN: June and July 2017**

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 79,669.83	11195-11272
PHA- Direct Deposit	\$21,556.96 (2 payrolls)	187-198
SECTION 8	\$46,308.11	29246-29252
CAPITAL FUND	\$47,170.00	30303
AMHSIP	\$11,091.38	43581-43608
BRIDGES	\$ 11,984.00	52995-53021
BCOW	\$7,438.00	72906-72925
GENERAL FUND	\$0	
<b>TOTAL</b>	<b>\$225,218.28</b>	

**BANK TRANSFERS made between funds:**

DATE OF TRANSFER	FROM ACCOUNT	TO RECEIVING ACCOUNT	DOLLAR AMOUNT TRANSFERRED	REASON
7/7/17	Section 8 Checking	FSS Account	\$2,746.00	FSS Escrow Deposit for June 2017

    **D. Bacon**    

Executive Director Approval

# MEMORANDUM

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**DATE:** July 20, 2017

**TO:** PHA Board of Commissioners

**FROM:** Dawn Bacon, Executive Director

**RE:** Background on Capital Fund Resolutions 2017-20 and 2017-21

HUD has announced Capital Fund Program (CFP) grant awards to public housing agencies for Federal Fiscal Year 2017. Accepting funds requires signing amendments to our Annual Contributions Contract (ACC) with HUD, submitting our 5 year plan in EPIC (new web-based system) as well as submitting various certifications to HUD.

**Resolution 2017-20 (Capital Funding Grant)**

This resolution is to accept \$175,269 in funds for capital improvements to public housing. This is \$6,314 more than the 2016 grant. To date, we have \$8,461.26 remaining on our 2016 grant.

**Resolution 2017-21 (Replacement Housing Factor Grant)**

This resolution is to accept \$44,602 for Replacement Housing. In 2006, 46 public housing units were demolished. To date, MPHA has received a total of \$435,088 for replacement housing. The 2017 grant amount is the final year of the grant. This funding was used to construct 3 townhome units that became available for occupancy in December of 2015. Factoring in the 2016 grant and the 2017 grant amount, we will have \$66,314 remaining in funding for replacement housing. PHA plans have specified that money will be used to install fencing and any other landscape needed.

**Five Year Action Plan**

Our 5 year action plan was developed and approved from 2016-2020. Below is a summary of what is currently in our plan for upcoming years. This plan can be modified as needs change with board approval.

Year	Description
2017	Elevators- High Rise Tractor Replacement (2 for snow removal and lawn-mowing)
2018	Furnace and AC System Replacement at Scattered Site Air Handler Unit Replacement- High Rise
2019	Kitchen Upgrades- High Rise
2020	Roof Replacement- Sharp View

DATED: July 25, 2017

**RESOLUTION TO APPROVE  
MOORHEAD PUBLIC HOUSING AGENCY  
CAPITAL FUND PROGRAM AMENDMENT #46 TO ACC  
FOR FISCAL YEAR 2017  
GRANT #MN46P01750117**

BE IT RESOLVED, BY THE Public Housing Agency of the City of Moorhead, Minnesota that the Capital Fund Annual Statement for the Fiscal Year 2017 has been approved by the Board of Commissioners, to be submitted to HUD for approval.

It is also Resolved that the Moorhead Public Housing Agency Executive Director is authorized to accept the funds, in the amount of \$175,269 and shall be authorized to use the funds for operation costs for MN 017.

DATED THIS 25<sup>th</sup> DAY OF July, 2017.

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Donna McMaster- Chair

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Terry Braun- PHA Secretary

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Dawn Bacon, Executive Director

DATED: July 25, 2017

**RESOLUTION TO APPROVE  
MOORHEAD PUBLIC HOUSING AGENCY  
SECOND INCREMENT REPLACEMENT HOUSING FACTOR GRANT  
MN 46R01750217  
CAPTIAL FUND PROGRAM AMENDMENT #47 TO ACC**

BE IT RESOLVED, BY THE Public Housing Agency of the City of Moorhead, Minnesota that the Replacement Housing Factor Grant for Fiscal Year 2017 has been approved by the Board of Commissioners, to be submitted to HUD for approval.

It is also Resolved that the Moorhead Public Housing Agency Executive Director is authorized to accept the funds, in the amount of \$44,602 and shall be authorized to use the funds for replacement public housing.

DATED THIS 25<sup>th</sup> DAY OF July, 2017.

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Donna McMaster- Chair

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Terry Braun- PHA Secretary

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Dawn Bacon, Executive Director



# MEMORANDUM

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DATE: July 20, 2017

MEMO TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: **RESOLUTION 2017-22: Statement of Significant Amendment**

As part of the Capital Funds Submission, MPHA is required to include a written statement defining the criteria the PHA will use for determining a significant amendment or modification to the Capital Funding Plan 5 Year Action Plan.

Below is what has been submitted in previous years for board review and approval.

## STATEMENT OF SIGNIFICANT AMENDMENT

AND

## SUBSTANTIAL DEVIATION/MODIFICATION

## PER MOORHEAD PUBLIC HOUSING AGENCY PLAN

“Substantial Deviation from the 5 Year Plan is a decision made by the Board of Commissioners to change the PHA’s Mission Statement, goals, or objectives identified in the 5 Year Plan. It is also when goals or objectives are changed that affect the residents or have a significant impact to eh PHA’s financial situation.”

“Significant Amendment or Modification to the Annual Plan is a change in PHA plans or policies that require formal approval by the Board of Commissioners.”

# MEMORANDUM

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**DATE:** July 20, 2017

**TO:** PHA Board of Commissioners

**FROM:** Dawn Bacon, Executive Director

**RE:** Request appointment of Policy Committee  
RESOLUTION 2017-23

Greg Lemke and Michael Carbone recently attended a two day seminar at the MN NAHRO Conference entitled "Commissioners Fundamentals"

I recently met with Greg and Michael to understand what they learned at the training and discuss what we want to apply to Moorhead Public Housing.

The training included a list of policies that public housing agencies should have. We are recommending that a policy committee be developed to review this list and work through what needs to be added as well as any policies that need to be revised / updated at MPHA. The committee would be comprised of Executive Director and interested board members. Policy recommendations would be brought back to the board for final review and approval.

I am requesting that interested commissioners be appointed to serve on this committee.

# MEMORANDUM

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**DATE:** July 20, 2017

**TO:** PHA Board of Commissioners

**FROM:** Dawn Bacon, Executive Director

**RE:** Housing Authority Legal Action RESOLUTION 2017-24

At our June board meeting I shared information about a second lawsuit being filed against HUD by public housing authorities who lost reserves in 2012.

Moorhead Public Housing is among a large number of housing authorities who would have been entitled to money if we had joined the first lawsuit. The estimated amount of money damages our agency is eligible to receive, based on the Claims Court's January 18 decision is \$134,228.

I have reviewed this issue with our attorney and am recommending that Moorhead Public Housing join this second lawsuit. The fee for small housing authorities (less than 250 units) is \$1,000.

# MEMORANDUM

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DATE: July 20, 2017

MEMO TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: Sprint Lease: RESOLUTION 2017-25

At the June board meeting we discussed proposed rate and terms of a new lease agreement with Sprint for antennas on the roof top of River View Heights.

I am recommending that the board approve the terms along with a rate of \$1,550 per month, a 15% per term escalator.

Because we are entering into a new agreement early, this rate would result in a revenue reduction. However, it would provide more assurance of funding into the future.

We will initiate the new lease agreement after the contract language is approved by our attorney.

The offer also includes the following changes to contract language:

- Guaranteed rent for the first five years.
- With notice, Sprint can modify, add or alter equipment within the leased area
- Contingent on MPHA approval, option to expand at a rental rate of \$1.50 per sq foot
- Sprint can terminate the agreement at any time upon written notice
- Terms would re-set after the initial 5 years to four additional terms