

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

**December 22, 2015**  
**11:30 AM**  
**Usher's House**

- I. Call to Order and Roll Call
- II. Approval of Minutes
  - A. Request Board Approval of November 24, 2015 Meeting Minutes \_\_\_\_\_
- III. Request Approval for Payment of Bills
  - A. Request Board Approval of December 2015 Bills - Resolution 2015-38 \_\_\_\_\_
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
  - A. Informational Only - GMHF Catalyst Grant Award \_\_\_\_\_
  - B. Review Term Life Insurance for 2016 \_\_\_\_\_
  - C. MPHA Calendar of Board Meetings for 2016 \_\_\_\_\_
- VII. Other Business
  - A. Request Appointment of Executive Committee \_\_\_\_\_
- VIII. Attorney's Report
- IX. 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).



I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Regular Public Housing meeting to order at 11:36 AM.

Members Present: Donna McMaster, Chairperson; Greg Lemke, Vice-Chairperson  
Terry Braun, Secretary; Linda Bowie, Resident Commissioner;  
Heidi Durand, City Council Liaison

Members Absent: Lisa Roesch, Commissioner

Others Present: Sally Roe, Executive Director; Toni Vondal, Housing Manager

II. REQUEST APPROVAL OF OCTOBER 27, 2015 REGULAR MEETING MINUTES.

Lemke moved, seconded by Bowie to approve the Minutes of October 27, 2015. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2015-35.

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

IV. AGENDA AMENDMENTS

None

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Request Board Approval of Updated Procurement Policy – Resolution 2015-36.

Bowie moved, seconded by Braun to approve updated procurement policy. All votes were in favor. Motion Carried.

B. Request Board Approval for Utility Allowances for 2016– Resolution 2015-37

Braun moved, seconded by Bowie to approve Utility Allowances for 2016. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

Audit Draft

VIII. ATTORNEY’S REPORT

None

IX. ADJOURNMENT:

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

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Donna McMaster – Chairman

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Terry Braun – Secretary

**CHECK REQUEST TOTALS**

**PREPARED December 18, 2015**

**PAID IN December , 2015**

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 52,685.45	19837 - 19891
GENERAL FUND	0	
CAPITAL FUND	\$ 1,000.00	30287
ROSS	\$ 0	60264 last ck.
SECTION 8	\$51,977.00	27871 - 27944
AMHSIP	\$ 9,907.00	43136 - 43159
BRIDGES	\$ 6,768.00	52535 - 52553
BCOW	\$ 7,463.00	72454 - 72473
<b>TOTAL</b>	<b>\$129,800.45</b>	

**BANK TRANSFERS made between funds:**

DATE OF TRANSFER	FROM ACCOUNT	TO RECEIVING ACCOUNT	DOLLAR AMOUNT TRANSFERRED	REASON
11/30/15	9726	8578	\$ 7,600.00	Ross reimburse PHA

S. ROE

12/18/2015

Executive Director Approval

Date

h/s/PHAFORMS/CKTTIPKT

**MOORHEAD PUBLIC HOUSING AGENCY**  
**STATEMENT OF REVENUE & EXPENSES - PHA**  
For the Period Ended October 31, 2015

	1 Month Ended				4 Months Ended			
	Oct. 31, 2015	Budget	Variance	Pct	Oct. 31, 2015	Budget	Variance	Pct
<b>REVENUE</b>								
70300 Net Tenant Renta	\$ 63,640.53	\$ 47,267.00	\$ 16,373.53	35	\$ 213,940.91	\$ 189,068.00	\$ 24,872.91	13
70400 Tenant Revenue	1,242.50	1,360.00	(117.50)	(9)	4,577.21	5,440.00	(862.79)	(16)
70600 HUD PHA Oper	0.00	17,917.00	(17,917.00)	(100)	62,833.00	71,668.00	(8,835.00)	(12)
71100 Investment Int-	21.51	21.00	0.51	2	85.24	84.00	1.24	1
71500 Other Revenue	<u>1,557.71</u>	<u>3,692.00</u>	<u>(2,134.29)</u>	<u>(58)</u>	<u>6,230.84</u>	<u>14,768.00</u>	<u>(8,537.16)</u>	<u>(58)</u>
<b>TOTAL REVEN</b>	<b>66,462.25</b>	<b>70,257.00</b>	<b>(3,794.75)</b>	<b>(5)</b>	<b>287,667.20</b>	<b>281,028.00</b>	<b>6,639.20</b>	<b>2</b>
<b>EXPENSES</b>								
91100 Administrative	16,015.72	12,558.00	3,457.72	28	71,955.66	50,232.00	21,723.66	43
91200 Auditing Fees	4,852.84	833.00	4,019.84	483	4,568.09	3,332.00	1,236.09	37
91310 Book-keeping F	1,827.02	1,000.00	827.02	83	5,374.62	4,000.00	1,374.62	34
91400 Advertising and	0.00	42.00	(42.00)	(100)	0.00	168.00	(168.00)	(100)
91500 Employee Ben Co	7,596.99	4,930.00	2,666.99	54	30,096.45	19,720.00	10,376.45	53
91600 Office Expenses	0.00	2,070.00	(2,070.00)	(100)	155.00	8,280.00	(8,125.00)	(98)
91700 Legal Expense	0.00	25.00	(25.00)	(100)	0.00	100.00	(100.00)	(100)
91800 Travel	623.01	1,813.00	(1,189.99)	(66)	2,127.58	7,252.00	(5,124.42)	(71)
91900 Other	7,936.57	0.00	7,936.57	0	19,019.37	0.00	19,019.37	0
93100 Water	1,587.25	1,280.00	307.25	24	7,310.21	5,120.00	2,190.21	43
93200 Electricity	8,043.01	6,213.00	1,830.01	29	36,024.58	24,852.00	11,172.58	45
93300 Gas	970.24	3,055.00	(2,084.76)	(68)	3,279.91	12,220.00	(8,940.09)	(73)
93400 Fuel	0.00	417.00	(417.00)	(100)	0.00	1,668.00	(1,668.00)	(100)
93600 Sewer	1,140.51	1,218.00	(77.49)	(6)	5,130.93	4,872.00	258.93	5
93800 Other Utilities	1,133.87	833.00	300.87	36	3,792.15	3,332.00	460.15	14
94100 Ord Mtce & Ope	3,042.20	7,787.00	(4,744.80)	(61)	13,477.70	31,148.00	(17,670.30)	(57)
94200 Ord Mtce & Oper	4,507.70	3,333.00	1,174.70	35	22,640.80	13,332.00	9,308.80	70
94300 Ord Mtce & Ope	17,998.93	24,250.00	(6,251.07)	(26)	86,513.96	97,000.00	(10,486.04)	(11)
94500 Employee Ben Co	0.00	2,373.00	(2,373.00)	(100)	0.00	9,492.00	(9,492.00)	(100)
96110 Property Insura	0.00	2,629.00	(2,629.00)	(100)	632.19	10,516.00	(9,883.81)	(94)
96120 Liability Insura	0.00	106.00	(106.00)	(100)	0.00	424.00	(424.00)	(100)
96130 Workmen's Com	0.00	454.00	(454.00)	(100)	0.00	1,816.00	(1,816.00)	(100)
96140 All Other Insura	0.00	108.00	(108.00)	(100)	0.00	432.00	(432.00)	(100)
96200 Other General E	0.00	1,250.00	(1,250.00)	(100)	0.00	5,000.00	(5,000.00)	(100)
96300 Payments in Lie	0.00	3,333.00	(3,333.00)	(100)	0.00	13,332.00	(13,332.00)	(100)
96400 Bad Debt - Tena	0.00	125.00	(125.00)	(100)	0.00	500.00	(500.00)	(100)
97100 Extraordinary M	0.00	16,163.00	(16,163.00)	(100)	0.00	64,652.00	(64,652.00)	(100)
97400 Depreciation Ex	<u>24,175.00</u>	<u>20,417.00</u>	<u>3,758.00</u>	<u>18</u>	<u>96,700.00</u>	<u>81,668.00</u>	<u>15,032.00</u>	<u>18</u>
<b>TOTAL EXPENS</b>	<b>101,450.86</b>	<b>118,615.00</b>	<b>(17,164.14)</b>	<b>(14)</b>	<b>408,799.20</b>	<b>474,460.00</b>	<b>(65,660.80)</b>	<b>(14)</b>
<b>REVENUE O</b>	<b>\$ (34,988.61)</b>	<b>\$ (48,358.00)</b>	<b>\$ 13,369.39</b>	<b>(28)</b>	<b>\$ (121,132.00)</b>	<b>\$ (193,432.00)</b>	<b>\$ 72,300.00</b>	<b>(37)</b>

See Accountant's Compilation Report

**MOORHEAD PUBLIC HOUSING AGENCY**  
**STATEMENT OF REVENUE & EXPENSES-Combined**  
**For the Period Ended October 31, 2015**

	<u>1 Month Ended</u> <u>Oct. 31, 2015</u>	<u>4 Months Ended</u> <u>Oct. 31, 2015</u>
<b>REVENUE</b>		
70300 Net Tenant Rental Revenue	\$ 63,640.53	\$ 213,940.91
70400 Tenant Revenue - Other	1,242.50	4,577.21
70600 HUD PHA Operating Grants	58,609.00	489,469.56
70710 Management Fee	7,879.00	31,141.00
70750 Other Fees	999.33	3,566.52
70800 Other Government Grants	72,606.91	117,647.79
71100 Investment Int-Unrstrectd	153.13	234.96
71500 Other Revenue	<u>14,286.71</u>	<u>57,922.48</u>
<b>TOTAL REVENUE</b>	<b>219,417.11</b>	<b>918,500.43</b>
<b>EXPENSES</b>		
91100 Administrative Salaries	25,684.22	114,529.14
91200 Auditing Fees	8,000.00	7,882.40
91310 Book-keeping Fee	3,380.00	9,307.60
91500 Employee Ben Contrib-Admin	10,019.87	40,271.97
91600 Office Expenses	12,723.00	12,978.00
91800 Travel	623.01	2,244.58
91900 Other	8,225.74	32,694.71
93100 Water	1,587.25	7,310.21
93200 Electricity	8,043.01	36,024.58
93300 Gas	970.24	3,279.91
93600 Sewer	1,140.51	5,130.93
93800 Other Utilities Expense	1,700.28	4,358.56
94100 Ord Mtce & Oper-Labor	3,042.20	13,477.70
94200 Ord Mtce & Oper-Mtrls & Other	4,507.70	22,640.80
94300 Ord Mtce & Oper Contract	27,546.82	140,905.90
96110 Property Insurance	0.00	916.50
97300 Housing Assistance Pymts	56,685.00	223,477.36
97350 Port IN HAP	12,729.00	53,174.64
97400 Depreciation Expense	<u>24,175.00</u>	<u>96,700.00</u>
<b>TOTAL EXPENSES</b>	<b><u>210,782.85</u></b>	<b><u>827,305.49</u></b>
<b>REVENUE OVER(UNDER) EXP \$</b>	<b><u>8,634.26</u></b>	<b><u>\$ 91,194.94</u></b>

See Accountant's Compilation Report



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web www.gmhf.com

November 19, 2015

Ms. Dara Lee  
Executive Director  
Clay County HRA  
PO Box 99  
Dilworth, MN 56529

Re: GMHF Catalyst Grant Award (2015-05-39b) – \$10,000

Dear Ms. Lee:

I am pleased to inform you that the Greater Minnesota Housing Fund (GMHF) has approved a \$10,000 grant to Clay County Housing & Redevelopment Authority (HRA) to support its exploration of a merger or similar collaboration with the Moorhead Public Housing Agency (PHA). This grant will support costs related to the exploration of the most effective and efficient ways for the two entities to deliver housing opportunities and services to low- and moderate-income households in Clay County.

Two copies of your Grant Agreement are enclosed. After reviewing and signing both of them, please keep one for your organization and return one to GMHF. We will disburse the funds in accordance with the terms and conditions outlined in the Grant Agreement.

GMHF values its participation with your organization. We look forward to continued success.

Sincerely,

A handwritten signature in cursive script that reads "Warren Hanson".

Warren Hanson  
President & CEO

Enclosures



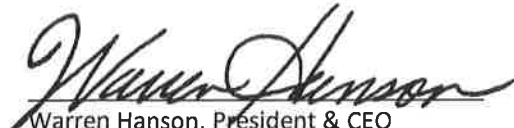


**Grantee: Clay County Housing & Redevelopment Authority**

Greater Minnesota Housing Fund (GMHF) hereby agrees to provide a one-year Catalyst Grant, in accordance with the terms and conditions outlined herein, in the total amount of \$10,000 to Clay County Housing and Redevelopment Authority (HRA) to support its exploration of a merger or collaboration with the Moorhead Public Housing Agency (PHA). This grant will support costs related to the exploration of the most effective and efficient ways for the two entities to deliver housing opportunities and services to low- and moderate-income households in Clay County.

1. Grant Period: The Grant Period shall be for this operating period of December 1, 2015 to November 30, 2016.
2. Disbursement of Grant Funds: GMHF shall disburse \$10,000 in Grant Funds on or after December 1, 2015.
3. Restrictions on Grant Funds: Grant Funds are exclusively for activities in support of exploration of a merger or similar collaboration between Clay County HRA and Moorhead PHA.
4. Progress Reports: By December 31, 2016, Grantee shall provide a Progress Report to GMHF documenting its progress on the merger transition, reporting on the Outputs, Outcomes, and Lessons Learned referenced in the Clay County HRA Catalyst Grant Application.
5. Accounting for Grant Funds: Grantee agrees to establish a separate project budget in its records showing all uses of the proceeds of the grant. GMHF shall, at its request, have access to Grantee's files and personnel for the purpose of making such financial audits and verifications, as it or its auditors deem necessary.
6. By signing this Grant Agreement, Grantee attests:
  - a) No trafficking in persons: Grantee and its employees or governors may not during the Grant Period that this Grant Agreement is in effect:
    - Engage in severe forms of trafficking in persons;
    - Procure a commercial sex act; or
    - Use forced labor in the performance of the contract.
  - b) No debarment or suspension: Grantee and its employees or governors are not presently debarred, suspended, or disqualified by any Federal department or agency. Proof may be required annually.

**GREATER MINNESOTA HOUSING FUND**

  
Warren Hanson, President & CEO  
November 23, 2015

**CLAY COUNTY HRA**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**PROPOSED BUDGET  
GMHF CATALYST GRANT**

NOVEMBER 1, 2015 - October 31, 2015

2 Joint Board Meetings Per Diems & Mileage for 12 Commissioners	\$1,100.00
Refreshments for Meetings It is anticipated these will be lengthy evening Board meetings with dinners provided for 20-30 people.	\$1,500.00
Consultant Brady Martz CPA, Brian Opsahl	\$2,500.00
Technology - Consultant Analysis/Projector It is likely that areas identified for potential collaboration will require technology solutions. This line item includes technical assistance as well as the purchase of a projector for meetings. Neither agency currently owns a projector.	\$4,000.00
Team Meeting Supplies	<u>\$900.00</u>
	<u><u>\$10,000.00</u></u>

# MEMORANDUM

---

**DATE:** December 18, 2015  
**TO:** PHA Board of Commissioners  
**FROM:** Sally Roe, Executive Director  
**RE:** Review Term Life Insurance census form for 2016 free coverage

MPHA is offered free Term Life Insurance through Housing Authority Insurance, the Agency that has our building and equipment coverage.

The Basic Limit of Term Life Insurance:

- Insured Person \$5,000 Reduction in Coverage:
- Age 65, amount reduces to \$3,250
- Age 70, amount reduces to \$2,500

The census form will be available at the meeting for review.

## Sally Roe

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**From:** Kimberly Tompkins <ktompkins@housingcenter.com>  
**Sent:** Friday, December 11, 2015 4:03 PM  
**To:** Sally Roe  
**Subject:** [MARKETING] Term Life Insurance - A HAI Group Member Benefit



Dear Sally ,

Housing Authority Insurance, Inc., is offering your housing agency the opportunity to enroll in its free Term Life Insurance for your full-time employees, Executive Director, and Commissioners.

To accept this offer of Term Life Insurance at no cost to your housing agency, please complete this [census form](#) to enroll individuals with the above criteria during the 2016 open enrollment period, Friday, January 1 through Sunday, January 31, 2016. This [census form](#) must include the required information; name, gender, date of birth, date of hire, and beneficiary.

The completed census form must be sent in Excel format to [memberbenefit@knology.net](mailto:memberbenefit@knology.net) and received no later than Sunday, January 31, 2016. Should you have any questions, please reference our [Top Ten Facts](#) or call Jones & Blanchard at 888-531-4303, our insurance broker. Please ask to speak to either Gary P. Jones, CLU or Russell E. Blanchard III, CLU.

We are excited to offer your housing agency the opportunity to enroll in this Member benefit! We hope that you take advantage during the open enrollment period.

Sincerely,



**Kimberly A. Tompkins, CIC, AIS, AINS, CRIS, PHM, ACSR, CPIW, CPIA**  
*Manager, Agency Operations*  
HAI Group

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This email was sent to sally.roe@ci.moorhead.mn.us by [ktompkins@housingcenter.com](mailto:ktompkins@housingcenter.com)

MPHA Calendar of Board Meeting  
 Dates / Places  
 For 2016  
 All Meetings to begin at 11:30 AM

Date	Proposed Meeting Site	Board Packet Completion / need month end paperwork
January 26, 2016	Ushers – Lower Level	Jan 22
February 23, 2016	Public Meeting / City Hall chamber	Feb 19
March 22, 2016	Ushers – Lower Level	Mar 18
April 26, 2016	Ushers – Lower Level	April 22
May 24, 2016	Sharp View – Community Room	May 20
June 28, 2016	Ushers – Lower Level	June 22
July 26 2016	Ushers – Lower Level	July 22
August 23, 2016	Ushers – Lower Level	August 19
September 27, 2016	River View Heights - Community Rm.	September 22
October 25, 2016	Ushers – Lower Level	October 22
November 22, 2016	Ushers – Lower Level	November 18
December 27, 2016	Ushers – Lower Level	December 22

F /s/bc/2016 Board Calendar