

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

January 26, 2021
11:30 AM
Video Conference

Modified process due to COVID 19

The Moorhead Public Housing Agency Board meeting will be held as a videoconference at 11:30 AM on January 26, 2021. Due to COVID 19, the public may not attend in person. (Note: Minnesota Emergency Executive Order 20-01. There is time reserved on the agenda for Citizens to Be Heard. Any Citizens to Be Heard can address the board by calling 218-299-5463.) A recording of the meeting will be posted on the [City of Moorhead Webpage](#) following the meeting.

- I. Call to Order and Roll Call
- II. Agenda Amendments
- III. Citizens to be Heard
- IV. Approval of Minutes
 - A. Request Board Approval of December 15, 2020 Meeting Minutes _____
- V. Request Approval for Payment of Bills
 - A. Request Board Approval for Payment of Bills - Resolution 1-26-21-37 _____
- VI. Business
 - A. Request Board Approval of Audit Results - Resolution 1-26-21-38 _____
 - B. Update to Agency Wage Schedule - Resolution 1-26-21-39 _____
 - C. Request for Qualifications for Sharp View Roof Replacement - Resolution 1-26-21-40 _____
- VII. Other Business
 - A. Executive Director Updates
 - 1. 2021 Public Hearing
 - 2. Capital Funding Grant Update
 - 3. Other Updates _____
- VIII. Closed Executive Session- Pursuant to Minn. Stat. 13D.05 subd. 3

For the purpose of considering offers or counter offers for the purchase of real property described as Clay County Parcel 58.601.0200 located at

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).

10 12 St and 17th Ave N in the Henry R. Peterson Addition of the City of Moorhead

IX. Attorney's Report

X. Adjournment

I. CALL TO ORDER AND ROLL CALL

Chairperson Lemke called the Public Housing meeting to order at 11:30

Members Present: Greg Lemke, Chairperson; Alexa Dixon; Secretary, Shelly Dahlquist, Moorhead City Council Liaison, Michael Carbone, Vice Chairperson

Members Absent: Ezzat Haider; Commissioner

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager; Peter Doll, City of Moorhead

II. AGENDA AMENDMENTS

None

III. CITIZENS TO BE HEARD

None

IV. REQUEST APPROVAL OF NOVEMBER 24, 2020 REGULAR MEETING MINUTES.

Dixon moved, seconded by Carbone to approve the Minutes of November 24, 2020. All votes were in favor. Motion Carried.

V. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 12-15-20-33.

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

VI. BUSINESS

A. COVID 19 Statutory and Regulatory Waivers – Resolution 12-15-20-34.

Dixon moved, seconded by Carbone to approve COVID 19 statutory and regulatory waivers. All votes were in favor. Motion Carried.

B. Camera Upgrades – Resolution 12-15-20-35.

Carbone moved, seconded by Dixon to approve camera upgrades. All votes were in Favor. Motion Carried.

C. Strategic Plan Progress Report and Next Steps – Resolution 12-15-20-36.

Dixon moved, seconded by Carbone to approve strategic plan progress and next Steps. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

A. Capital Funding Grant Update – four active capital-funding grants which total \$890,425. The 2021 grant will begin with a new 5-year plan, which the board will take up at a public hearing in the spring of 2021.

B. COVID 19 Emergency Sick Leave Provisions Expiring 12/31 -

C. Executive Director Updates

1. 2020 FYE Audit Presentation Next Month – Brian with Brady Martz will join us for the January board meeting.

2. Other Updates

1. ACOP needs improvements – talking with Nan McKay – will be able to use training money from the budget due to not being able to attend trainings due to COVID.

2. Thank you to the Board members – it’s been a challenging year, we appreciate your support always, but particularly this year.

Carbone moved to go into Executive Session, seconded by Dixon 12:02 PM

- I. Closed Executive Session- Pursuant to Minn.Stat. 13D.05 subd. 3 (c)
For the purpose of considering offers or counter offers for the purchase of real property described as Clay County Parcel 58.601.0200 located at 10 ½ St and 17th Ave N in the Henry R. Peterson Addition of the City of Moorhead.

Carbone moved to go out of Executive Session, seconded by Dixon 12:23 PM

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

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

Greg Lemke – Chair

Alexa Dixon – Secretary

CHECK REQUEST TOTALS

PREPARED: January 21, 2021 PAID IN: Dec 2020 and Jan 2021

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$85,088.99	14024-14114
Payroll- Direct Deposit	\$44,850.68 (3 payrolls)	778-798
Capital Fund	\$127,216.10	30374-30378
BCOW BRIDGES	\$17,077.21	44502-44536
BRIDGES	\$12,027.55	54094-54117
Old BCOW (Prior to Jan)	\$1,059.62	73652-73653
General Fund	\$5,350.33	80004-80005
ROSS	\$8,495.52	60068-60069
TOTAL	301,166.00	

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO ACCOUNT	AMOUNT	REASON
12/17/2020	General Savings	General Fund Checking	1,710	Legal Services for LLC Use of Levy Funds
12/18/2020	PHA Checking	Capital Funding	6,290.10	Temporary transfer for cash flow- waiting HUD draw down
12/28/2020	Capital Funding	PHA checking	6,290.10	Return temporary transfer for cash flow
1/13/2021	PHA Checking	Security Deposit Savings	669.25	Reconcile to November General Ledger
1/13/2021	General Savings	General Fund Checking	\$3,640.33	December Legal Services LLC and Maple Court

D. Bacon

Executive Director Approval

MEMORANDUM

DATE: January 21, 2021
MEMO TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
REGARDING: 2020 Audit: RESOLUTION 1-26-21-38

Brady Martz and Associates has completed the annual audit of Moorhead Public Housing Agency for the last fiscal year (July 1, 2019 to June 30, 2020). Auditors were on site in October and recently finalized their report.

Brian Opsahl with Brady Martz and Associates will be present at our January 26th board meeting to review the report with board members.

Following the review, the board will be asked to approve the audit report.

MEMORANDUM

Date: January 21, 2021
Memo to: PHA Board of Commissioners
From: Dawn Bacon – Executive Director
Regarding: Update to Agency Wage Scale- RESOLUTION 1-26-21-39

The wage scale was originally adopted by the board in 2016 and updated in 2019 with the implementation of a Cost of Living Adjustment.

At the time it was created, the Service Coordinator position did not exist and was therefore not included in the process. MPHA recently hired BakerTilly to update our wage scale for this position. The process involves a formal job evaluation about the requirements of the position. The points assigned to each position ensures equity in compensation internally. The process also involves an external market study for the work to ensure that the agency is competitive.

I am attaching the current schedule with the Service Coordinator position added and a memo from Baker Tilly as a reference. I am requesting the board's approval of this updated wage schedule.

In the coming year, I would recommend that we also work with Baker Tilly to provide an external market comparison which will provide guidance on how the agency is compared with the market and future decisions about COLA increases. The cost of this could be considered in our next fiscal year budget. This would be a more abbreviated version of what was done in 2016 as it would not encompass internal job evaluations.

MEMORANDUM

To: Dawn Bacon, Executive Director, Moorhead Public Housing Agency

From: Julie Urell, Director

Date: December 30, 2020

Subject: Service Coordinator job class review

Baker Tilly was asked to evaluate the Service Coordinator position using the SAFE system, and the job evaluation results are provided below.

Service Coordinator	Job evaluation for this position results in 310 points, falling at Grade 10 on the Moorhead Public Housing Agency pay scale.
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The information provided here is of a general nature and is not intended to address the specific circumstances of any individual or entity. In specific circumstances, the services of a professional should be sought. Baker Tilly Virchow Krause, LLP trading as Baker Tilly is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. © 2018 Baker Tilly Virchow Krause, LLP

Pts		Position	Grade	1	2	3	4	5	6	7	8	9	10	11
0 to	129		1	25,515.96	26,281.44	27,069.89	27,881.99	28,718.45	29,580.00	30,467.40	31,381.42	32,322.86	33,292.56	34,291.329
130 to	147		2	27,046.92	27,858.33	28,694.08	29,554.91	29,421.55	31,354.80	32,295.44	33,264.31	34,262.24	35,290.10	36,348.8118
148 to	166		3	28,669.74	29,529.84	30,415.73	31,328.20	32,268.05	33,236.09	34,233.17	35,260.17	36,317.97	37,407.51	38,529.735
167 to	186	Office Specialist	4	30,389.93	31,301.63	32,240.67	33,207.90	34,204.13	35,230.25	36,287.16	37,375.78	38,497.04	39,651.96	40,841.5242
187 to	207	Maintenance Te	5	32,213.32	33,179.72	34,175.11	35,200.36	36,256.38	37,344.07	38,464.39	39,618.32	40,806.87	42,031.08	43,292.013
208 to	230	Housing Inspect	6	34,146.12	35,170.51	36,225.62	37,312.39	38,431.76	39,584.71	40,772.26	41,995.42	43,255.28	44,552.95	45,889.5348
231 to	254		7	36,194.88	37,280.73	38,399.15	39,551.13	40,737.67	41,959.79	43,218.59	44,515.15	45,850.60	47,226.12	48,642.9024
255 to	279	Maintenance Su	8	38,366.59	39,517.57	40,703.11	41,924.20	43,181.92	44,477.39	45,811.71	47,186.06	48,601.63	50,059.68	51,561.4794
280 to	306		9	40,668.57	41,888.64	43,145.30	44,439.66	45,772.84	47,146.02	48,560.40	50,017.22	51,517.73	53,063.27	54,655.17
307 to	334	Service Coordin	10	43,108.69	44,401.96	45,734.01	47,106.03	48,519.21	49,974.79	51,474.03	53,018.25	54,608.80	56,247.06	57,934.4802
335 to	365		11	45,695.21	47,066.06	48,478.05	49,932.40	51,430.37	52,973.27	54,562.47	56,199.35	57,885.33	59,621.89	61,410.5484
366 to	397		12	48,436.92	49,890.04	51,386.73	52,928.34	54,516.18	56,151.67	57,836.22	59,571.30	61,358.45	63,199.20	65,095.176
398 to	430		13	51,343.14	52,883.43	54,469.94	56,104.04	57,787.16	59,520.77	61,306.40	63,145.59	65,039.95	66,991.15	69,000.8886
431 to	466	Housing Manag	14	54,423.73	56,056.44	57,738.13	59,470.27	61,254.39	63,092.02	64,984.78	66,934.32	68,942.35	71,010.63	73,140.936
467 to	505		15	57,689.15	59,419.82	61,202.42	63,038.50	64,929.65	66,877.53	68,883.86	70,950.38	73,078.89	75,271.26	77,529.3942
506 to	545		16	61,150.50	62,985.02	64,874.57	66,820.80	68,825.43	70,890.19	73,016.89	75,207.41	77,463.62	79,787.53	82,181.1654
546 to	588		17	64,819.53	66,764.12	68,767.04	70,830.05	72,954.95	75,143.60	77,397.91	79,719.84	82,111.45	84,574.79	87,112.029
589 to	634		18	68,708.70	70,769.97	72,893.07	75,079.85	77,332.25	79,652.22	82,041.78	84,503.04	87,038.13	89,649.28	92,338.7538
635 to	682		19	72,831.22	75,016.17	77,266.65	79,584.64	81,972.19	84,431.36	86,964.29	89,573.22	92,260.42	95,028.23	97,879.0776
683 to	733	Executive Direc	20	77,201.10	79,517.13	81,902.64	84,359.72	86,890.52	89,497.24	92,182.15	94,947.62	97,796.04	100,729.93	103,751.8194
734 to	787		21	81,833.16	84,288.16	86,816.81	89,421.31	92,103.95	94,867.07	97,713.08	100,644.47	103,663.80	106,773.72	109,976.9304
788 to	844		22	86,743.16	89,345.45	92,025.82	94,786.59	97,630.19	100,559.09	103,575.86	106,683.14	109,883.63	113,180.14	116,575.545
845 to	905		23	91,947.75	94,706.17	97,547.36	100,473.78	103,488.00	106,592.64	109,790.41	113,084.13	116,476.66	119,970.95	123,570.0828
906 to	970		24	97,464.61	100,388.54	103,400.21	106,502.21	109,697.28	112,988.19	116,377.84	119,869.18	123,465.25	127,169.20	130,984.30

MEMORANDUM

DATE: January 21, 2021

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

RE: RESOLUTION 1-26-21-40- Request Board Approval for Architectural Consulting Services for Sharp View Roof Replacement

MPHA recently released a Request for Qualifications to select an architecture firm to work with for the upcoming Sharp View roof replacement. The roof materials have exceeded useful life and the project is included in our approved Capital Funding 5 Year plan with HUD.

MPHA received four proposals which are currently under review by staff. At the January board meeting, staff will bring forward their recommendation for board approval.

Generally speaking, the firm would assist MPHA with the following services:

- Provide MPHA with an independent cost estimate of work to be bid
- Complete specifications, plans and bid documents
- Assist with notifying potential responders about the opportunity to bid
- Oversee the bidding process and on-going contract requirements. Review work and invoicing prior to MPHA issuing payments. make payments for completed work

MEMORANDUM

Date: January 21, 2021
Memo to: PHA Board of Commissioners
From: Dawn Bacon – Executive Director
Regarding: Capital Funding Grant Budget: Information Only

This to provide an update on our four active capital funding grants which total \$890,425. The 2021 grant will begin with a new 5 year plan which the board will take up at a public hearing in the Spring of 2021.

1. 2018 Grant = 263,330

ITEM	LOCATION	OBLIGATED	BUDGET	COMPLETE?
Physical Needs Assessment	All	37,650	Same	YES
Furnace and AC Replacement	Scattered Site	15,367	Same	YES
Air Handler Unit	River View	157,235.18	Same	YES
Elevator	Sharp View	6,107.82	Same	YES
Elevator	River View	2,736.23	Same	
Tenant Damage	Scattered Site	7,971	Same	YES
Transfer to Operations	All	20,000	Same	YES
Hazardous Materials	All	16,262.77	Same	YES
		263,330		

Notes:

This grant is 100% obligated and spent.

2. 2019 Grant= 275,171

ITEM	LOCATION	OBLIGATED	BUDGET	COMPLETE?
Air Handler Unit Replacement	River View	62,901.03	Same	YES
Re-shingle & Roof Repairs	Scattered Sites	132,022.51	Same	YES
Interior Renovations	Scattered Sites	27,831.83	Same	NO
Truck and Plow	All	14,400	Same	YES
Elevator	Riverview	773.80	Same	YES
Furnace Replacement	Scattered Sites	25,021	Same	YES
Concrete Repair	Scattered Sites	12,220.83	Same	NO
		275,171	275,171	

Notes:

To date, this grant is 100% obligated. \$243,602.67 has been expended.

3. 2020 Grant= 295,205

ITEM	LOCATION	OBLIGATED	BUDGET	COMPLETE?
Carpet Replacement & New Machine	River View	21,921.75	Same	YES
Water Heater	Sharp	9,600	Same	YES
Interior Renovations	Scattered Sites	6,578.43	10,000	NO
Interior Renovations (concrete remaining)	Scattered Sites	23,164.67	23,164.67	NO
Kitchen Upgrades	River View	0	0	Move to next 5 year plan
Roof Replacement	Sharp View	0	182,565	No
Underground Fuel Tank	River View	0	0	Move to next 5 year plan
High Rise Sprinkler Upgrades	River View	0	20,000	NO
Window Replacement	River View	0	12,953.58	Include in next 5 year plan
Transfer to Operations	All	0	15,000	
		61,264.85	295,205	

Notes:

To date, this grant is 21% obligated. \$39,262.68 has been spent.

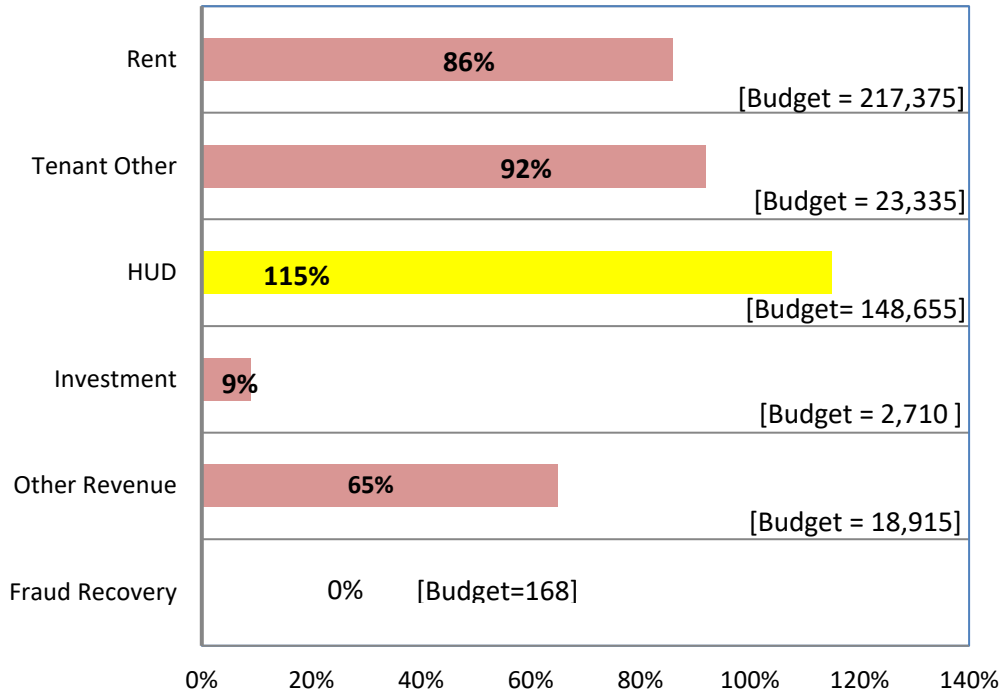
More was budgeted for window replacement. However, the Sharp View roof has become more urgent.

4. 2020 Grant from Clay HRA Transfer= 56,719

Note- Funding use to be determined. Could be put towards leverage for the window replacement project.

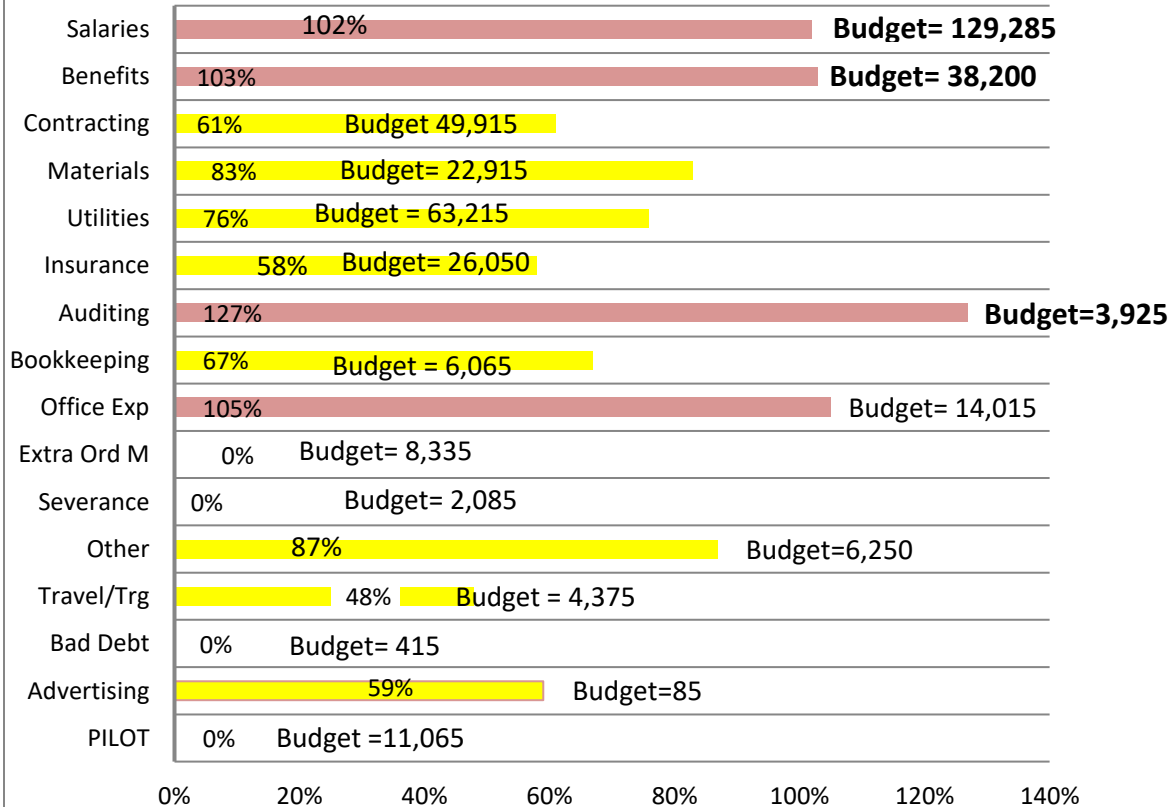
FYE 2021

MPHA Revenue: 5 Mth ended Nov 30, 2020



FYE 2021

MPHA Expenses: 5 Month ended Nov 30, 2020



ABOUT THIS DOCUMENT- Public Housing program only. 5 month budget compared to 5 month revenue and expenses. Categories were combined from financial statement for easier viewing. For example, utilities is a summation of multiple FDS line items (sewer, water, gas, etc.)

OVERALL SUMMARY:

YTD revenue was 391,989.53 and YTD expenses 317,011.94. There were a number of expenses that were reported as 0% but those expenses will be reported in later months. Those include insurance costs and PILOT costs.

- Rent revenue is showing lower for Nov. This has to do with the timing of reimbursements to other departments. The December rent revenue will show artificially higher, resulting in an accurate year to date. Rent revenue is trending under budget but it is important to note that the November revenue amount is artificially lower.
- Salaries and benefits are over-budget due to there being three payrolls in October. This will continue to balance out in future months.
- Auditing costs are over budget but this is because they are a one-time expense.
- Clay HRA Transfer- To date, MPHA has collected \$88,464 as a result of the Clay HRA transfer.

