

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

**February 26, 2019**  
**11:30 AM**

**City Hall 500 Center Avenue Council Chambers**

- I. Call to Order and Roll Call
- II. Approval of Minutes
  - A. Request Board Approval of January 22, 2019 Meeting Minutes \_\_\_\_\_
- III. Request Approval for Payment of Bills
  - A. Request Board Approval for Payment of Bills - Resolution 2019-7 \_\_\_\_\_
- IV. Agenda Amendments
- V. Business
  - A. Review and Approval of Audit Results - Resolution 2019-2 \_\_\_\_\_
  - B. Approve Revision to Annual Plan 2019-8 \_\_\_\_\_
  - C. 2020 Budget Committee Appointment - Resolution 2019-9 \_\_\_\_\_
- VI. Citizens to be Heard
- VII. Other Business
  - A. Executive Director Updates
    - A. Repairs at River View Heights
    - B. Physical Needs Assessment RFQ
    - C. Strategic Planning
    - D. Elevator Modernization Project
    - E. Replacement Housing Factor Grant \_\_\_\_\_
- 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 Lemke called the Public Housing meeting to order at 11:32 AM.

Members Present: Greg Lemke, Chair; Donna McMaster, Commissioner; Mary Beth Kalvik, Resident Commissioner; Terry Braun, Secretary and Shelly Dahlquist, Moorhead City Council Liaison

Members Absent: Michael Carbone, Vice Chairperson

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

II. REQUEST APPROVAL OF DECEMBER 18, 2018 REGULAR MEETING MINUTES.

McMaster moved, seconded by Kalvik to approve the Minutes of December 18, 2018. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2019-1.

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

IV. AGENDA AMENDMENTS

Auditor unable to make it due to the weather

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Review and Approval Audit Results – Resolution 2019-2.

McMaster moved, seconded by Braun to table until the February board meeting due to the auditor could not make because of the weather.

B. Request Board Approval for Amendment to Bylaws – Resolution 2019-3.

Kalvik moved, seconded by Braun to approve amendment to bylaws. All votes were in favor. Motion Carried.

C. Request Board Approval for Elevator Modernization Contract – Resolution 2019-4.

Braun moved, seconded by McMaster to approve elevator modernization contract. All votes were in favor. Motion Carried.

D. Request Board Approval for Borrowing Resolution – Resolution 2019-5.

McMaster moved, seconded by Braun to approve borrowing resolution. All votes were in favor. Motion Carried.

E. Request Board Approval for Out of State Travel – Resolution 2019-6.

McMaster moved, seconded by Kalvik to approve out of state travel. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

- A. HAI Group Life Insurance – MPHA staff and board members are offered Term Life Insurance through Housing Authority Insurance. If you need to change your beneficiary of record or have questions about how it is, please contact Dawn.
  
- B. Executive Director Updates:
  - 1. Partial Federal Government Shut Down – If the shutdown continues, MPHA will be able to continue with its core operations and it will not threaten housing for residents. However, some impacts to the agency include the following: HUD staff are not available for any support, we may not receive March operating subsidy funding and cannot access our 2018 Capital Funding Grant because we recently revised the 5 year plan. The 2017 capital funding grant is available for draw down and that includes leverage funds for the elevator project. Tenants that receive food support (SNAP) will receive their February support in January and if the shutdown continues they will receive no support in March. There are also numerous concerns outside of Public Housing with other affordable housing programs and impacts. Everyone is encouraged to contact their elected officials at the federal level to share how important it is that the government reopen immediately.
  
  - 2. Replacement Housing Factor Grant Funding – we may be able to apply for a capital funding finance loan with no interest. Dawn will also be submitting a request for an extension of the obligation end date- currently 8/15/19, as soon as the shutdown is over. We will need the extension in order to spend these dollars.
  
  - 3. RFQ’s are out for a Physical Needs Assessment on all MPHA properties.
  
  - 4. Partnership for Health is awarding MPHA \$2,500 from the MN Department of Health funds to purchase a garden shed at the High Rise.

VIII. ATTORNEY’S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:15 PM.

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Greg Lemke – Chair

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Terry Braun – Secretary

**CHECK REQUEST TOTALS**

**PREPARED: February 21, 2019 PAID IN: Jan and Feb 2019**

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 61,919.10	12456-12521
Payroll- Direct Deposit	\$41,452.03 (3 payrolls)	428-448
Capital Fund	\$0	N/A
AMHSIP	\$9,433.74	44009-44025
BRIDGES	\$15,815.10	53500-53527
BCOW	\$9,971.61	73251-73265
ROSS	\$18,116.58	60014-60016
<b>TOTAL</b>	<b>\$156,708.16</b>	

**BANK TRANSFERS made between funds:**

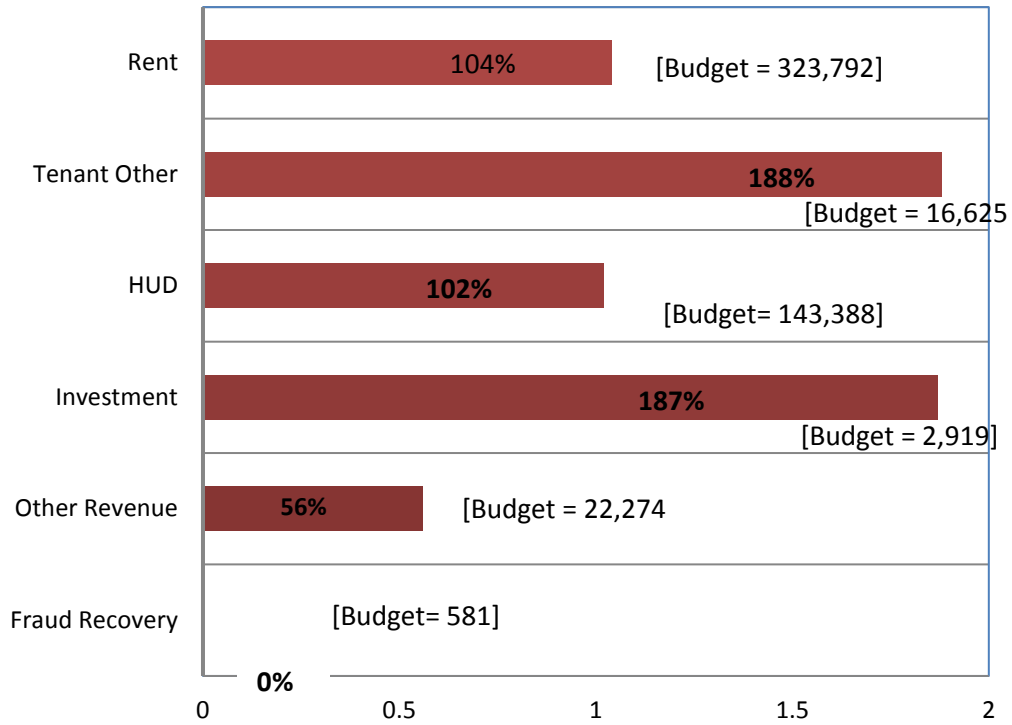
DATE OF TRANSFER	FROM ACCOUNT	TO ACCOUNT	AMOUNT	REASON

D. Bacon

Executive Director Approval

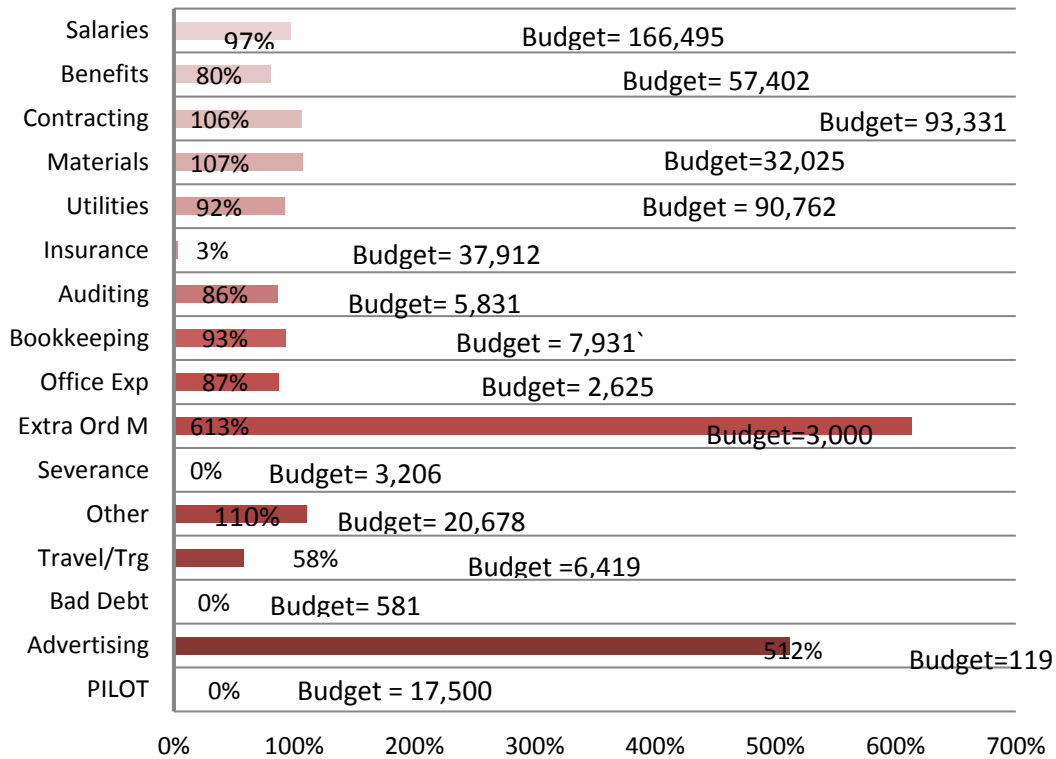
FYE 2019

### MPHA Revenue: 7 Month ended Jan 31, 2018



FYE 2019

### MPHA Expenses: 7 Month ended Jan 31, 2019



**ABOUT THIS DOCUMENT-** This is Public Housing program only. 7 month budget compared to 7 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:**

- Revenue total \$532,793.93. Without factoring in depreciation, expenses were \$484,172.77.

**NOTEWORTHY:**

- Revenue is running 23, 214.93. Rent collection and occupancy have been strong in recent months. Interest income has increased with banking change. Other revenue is noted as (9,818) but this will be resolved when we get a one-time annual rent payment the Transitional Apartment payments.
- Expenses are running under budget. There are a number of one-time expenses that haven't been incurred yet. Examples include the PILOT and Insurance payments.
- An error occurred in December where there was an overpayment of \$4,000 in the contracting line. This will be corrected in the February statement. .
- Contracting and materials are overall trending over budget but are trending back down starting in December and expected to continue to level off. Aug, Oct and Nov were the months that went over. Reasons include: short staffed on maintenance resulting in increased contracting, some expensive unit turns, an elevator repair at the High Rise that fell outside the scope of the contract and purchasing some flooring materials ahead of time to better expedite unit terms and reduce vacancy days.
- Extra Ordinary Maintenance is significantly over budget due to the \$18,000 repair for the power unit at Sharp View.
- Advertising is over budget due to a one-time expense for advertising the Maintenance Supervisor position. The monthly budget is only \$17.



# MEMORANDUM

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DATE: February 22, 2019

MEMO TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: Handout for Use in Public Hearing

## 1. Proposed policy changes for Public Housing program

*\*notice of public hearing was published in the newspaper and proposed policy has been available for public review and 45 day comment period.*

**CHARGES AND REPLACEMENT COSTS:** Document that MPHA uses to apply charges to residents.

**HOUSE RULES:** The House Rules provide a more detailed list of rules and expectations for tenants. The lease will reference the house rules.

**5 YEAR PLAN:** This outlines capital needs that the PHA will be undertaking over the next 5 years that will be funded with the Capital Funding Grant.

**ADMISSIONS AND OCCUPANCY POLICY (ACOP):** The ACOP is the policies to be used in the administration of the public housing program in accordance with HUD requirements.

TOPIC	SUMMARY OF CHANGE
<b>Charges and Replacement Costs</b>	<ul style="list-style-type: none"> <li>• Clarification on charges for PHA maintenance staff time charged during regular business hours vs. after hours</li> <li>• Increase for seasonal AC charge from \$40 to \$45</li> <li>• Increase vehicle plug in charge from \$12 to \$15 per month</li> </ul>
<b>House Rules</b>	<ul style="list-style-type: none"> <li>• Prohibit the use of candles and incense</li> <li>• Clarification in language on how long a visitor can stay to fully align with lease language and prevent confusion.</li> <li>• Change of references from “Elderly/Disabled Projects” to “River View</li> </ul>

	<ul style="list-style-type: none"> <li>• Heights” and “Sharp View” This is a more accurate way to reference the projects.</li> </ul>
<b>Capital Funding Grant 5 Year Plan</b>	<p>Add Sharp View elevator as a work item.</p>
<b>Admissions and Occupancy Policy</b>	<p>Update policy to include over limit policy per recent changes to federal regulation.</p> <p>For admission to the public housing program, a household needs to be at or below 80% of the Area Median Area Income level. Following admission, if a household income increases they are currently not required to leave the public housing program. Instead, their monthly rent would increase (either an increase that is income based or a Flat Rent, which is 80% of the Fair Market Rent).</p> <p>The Housing Opportunity Through Modernization Act of 2016 (HOTMA) imposes a new income limit on public housing residents. New regulations require that housing authorities update policies in their Admissions and Continuing Occupancy Policy (ACOP) for <u>when a family’s income exceeds 120 percent of the area median income for 2 consecutive years</u>. When this occurs, Moorhead Public Housing Agency needs to respond by doing one of two things:</p> <ul style="list-style-type: none"> <li>• Terminate the family’s tenancy within 6 months of the second income determination</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Change the family a monthly rent equal to the greater of the applicable Fair Market Rent or the amount of monthly subsidy for the unit.</li> </ul> <p>Currently, MPHA does not have anyone residing in public housing that earns this much money.</p> <p>The Federal Register Notice outlining this policy change can be found at <a href="https://www.gpo.gov/fdsys/pkg/FR-2018-07-26/pdf/2018-15941.pdf">https://www.gpo.gov/fdsys/pkg/FR-2018-07-26/pdf/2018-15941.pdf</a></p>

RESOLUTION TO APPROVE  
REVISION TO  
MOORHEAD PUBLIC HOUSING  
Annual Plan

BE IT RESOLVED, the Moorhead Public Housing Agency approves revisions to the following documents:

- Admissions and Continued Occupancy Policy
- Charges and Replacement Costs
- House Rules
- Capital Funding Grant 5 Year Plan

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

DATED THIS 26 DAY OF February 2019.

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Greg Lemke– Chairperson

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Terry Braun – PHA Secretary

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Dawn Bacon  
PHA Executive Director

# MEMORANDUM

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**DATE:** February 22, 2019  
**TO:** PHA Board of Commissioners  
**FROM:** Dawn Bacon, Executive Director  
**RE:** Request appointment of Budget Committee for 2018-19 Annual Budget  
RESOLUTION 2019-9

I would like to request that two commissioners be appointed to review the 2018-2019 annual budget.

The committee would meet 1-2 times prior to the board meeting on May 28.

The Board would review the budget at the May meeting and have the first opportunity to approve the budget at that time. The budget needs to be approved prior to the start of the fiscal year, July 1.