

I. CALL TO ORDER AND ROLL CALL

Chairperson Lemke called the Public Housing meeting to order at 11:31 AM.

Members Present: Greg Lemke, Chair; Donna McMaster, Commissioner; Mary Beth Kalvik, Resident Commissioner; Terry Braun, Secretary and Brenda Elmer, Moorhead City Council Liaison; Michael Carbone, Vice Chairperson

Members Absent:

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

II. REQUEST APPROVAL OF OCTOBER 23, 2018 REGULAR MEETING MINUTES.

McMaster moved, seconded by Braun approve the Minutes of October 23, 2018. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2018-33.

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

IV. AGENDA AMENDMENTS

No agenda amendments.

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

- A. Request Board Approval for Stair Lift & Leverage Commitment for Sharp View Elevator proposal – Resolution 2018-34.

Stair lift. During board discussion, feedback about the importance of working with residents about the safe operation of the stair lift. ED stated that staff would come up with a plan to address that.

Board discussed current resources and options for leverage. Braun moved, seconded by Kalvik to approve the cost of a stair lift & \$10,000 in reserves leverage. All votes were in favor. Motion Carried.

- B. Request Board Approval for Changes to On Call Maintenance – Resolution 2018-35.

Braun moved, seconded by Carbone to approve changes to on call maintenance. All votes were in favor. Motion Carried.

- C. Request Board Approval for 2019 Employee Benefit Plan – Resolution 2018-36.

The following points were made during discussion about future budget constraints:

- The importance of ED involving staff feedback about any future changes to plan types.
- Being mindful of not having years go by with no increase resulting in one big increase- being incremental in any needed increases if at all possible to mitigate impact on staff.
- Factoring in how coverage impacts employee recruitment and retention.

Resolution 2018-26 as proposed. Carbone moved, seconded by McMaster to approve 2019 employee benefit plan. All votes were in favor. Motion Carried.

- D. Request Board Approval for 2019 Utility Allowances – Resolution 2018-37.

Braun moved, seconded by Carbone to approve 2019 utility allowances. All votes were in favor. Motion Carried.

- E. Request Board Approval for 2019 Rate for Transitional Apartments – Resolution 2018-38.

McMaster moved, seconded by Carbone to approve 2019 rate for transitional apartments. All votes were in favor. Motion Carried.

- F. Request Board Approval for Disposal of Underground Fuel Tank – Resolution 2018-39.

McMaster moved, seconded by Braun to dispose of underground fuel tank. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

A. Asset Repositioning Opportunity – Follow Up Discussion

Follow-up from discussion that started last month, two items were identified that needed further analysis. The first was information about future capital needs of the scattered sites and projected costs. The second was about the difference in admission criteria between the two programs and how that intersects with the housing needs in our community. Board agreed that MPHA should not proceed with converting units until more information is obtained through a Physical Needs Assessment.

B. Executive Director Updates

1. Audit- Overall, the audit went well. The final report will be available soon and we will schedule a time for the auditor to present directly to the board, probably in January.
2. POHP- MPHA received plan approval for the River View Heights elevators and is preparing to release a notice for bids.
3. Strategic planning – Please let Dawn know if you have any contacts of possible facilitators. Idea to select the same facilitator who could work with MPHA and Clay County HRA.

VIII. ATTORNEY’S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:22 PM.

Greg Lemke – Chair

Terry Braun – Secretary