

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

**August 24, 2021**  
**11:30 AM**  
**River View Heights**

- I. Call to Order and Roll Call
- II. Agenda Amendments
- III. Citizens to be Heard
- IV. Approval of Minutes
  - A. Request Approval of the July 26, 2021 Meeting Minutes \_\_\_\_\_
- V. Request Approval for Payment of Bills
  - A. Request Board Approval of Payment of Bills - Resolution 08-24-21-65 \_\_\_\_\_
- VI. Business
  - A. Summary of executive Session - Resolution 08-24-21-66 \_\_\_\_\_
  - B. Request Board Approval to assume MARIF loan with MN Housing (Amended) - Resolution 08-24-21-67 \_\_\_\_\_
- VII. Other Business
  - A. A. September Board Meeting
  - B. Strategic Planning Discussion
  - C. 2022 Revision of Flat Rent Requirement - Information Only
  - D. Executive Director Updates
    - 1. Maple Court LLC
    - 2. Other Updates \_\_\_\_\_
- 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 11:45 AM

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

Members Absent: Ahmed Issa, Commissioner

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager; Amy Settergren, Human Resource Director; Dan Mahli, City Manger

II. AGENDA AMENDMENTS

None

III. CITIZENS TO BE HEARD

None

IV. REQUEST APPROVAL OF JUNE 22, 2021 REGULAR MEETING MINUTES.

Carbone moved, seconded by Dixon to approve the Minutes of June 22, 2021. All votes were in favor. Motion Carried.

V. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 07-26-21-60.

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

VI. BUSINESS

- A. Request Board Approval to assume MARIF loan with MN Housing Finance Finance Agency – Resolution 07-26-21-61.

Dixon moved, seconded by Carbone to approve MARIF loan with MN Housing Finance Agency. All votes were in favor. Motion Carried.

- B. Request Approval to borrow funds from Greater MN Housing Fund – Resolution 07-26-21-62.

Carbone moved, seconded by Dixson to approve borrowing from Greater MN Housing Fund. All votes were in favor. Motion Carried.

- C. Request Approval to temporarily contract with DW Jones – Resolution 07-26-21-63.

Dixson moved, seconded by Carbone to approve contracting with DW Jones. All Votes were in favor. Motion Carried.

- D. Request Board Approval for On Call Maintenance Stipend – Resolution 07-26-21-64.

Carbone moved, seconded by Dixson to approve on call maintenance stipend. All Votes were in favor. Motion Carried.

VII. OTHER BUSINESS

- A. Executive Director Updates

1. Scattered Site Repositioning Effective July 1, 2021.
2. POHP Application for window replacement was not approved but we were put on the waiting list.
3. Maple Court LLC Operating Agreement and upcoming survey.
4. Audit will be in October.

- B. Executive Closed Session, Pursuant to Minn. Stat. 13.D.05, Subd.3,  
Executive Director Performance Review

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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Alexa Dixson – Secretary

**CHECK REQUEST TOTALS**

**PREPARED: August 19, 2021**

**PAID IN: Jul and Aug 2021**

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$31,953.50	14486-14527
Payroll- Direct Deposit	\$32,539.14 (2 payrolls)	895-909
Capital Fund	\$830	30388
BCOW BRIDGES	\$17,086.96	44740-44778
BRIDGES	\$11,265.84	54266-54286
General Fund	\$2,207.15	80013
ROSS	\$6,068.64	60082-60085
LLC	\$12,622.05	20000-20007
<b>TOTAL</b>	<b>\$114,573.28</b>	

**BANK TRANSFERS made between funds:**

DATE OF TRANSFER	FROM ACCOUNT	TO ACCOUNT	AMOUNT	REASON
7/30/2021	Public Housing Security Deposit	Affordable Housing LLC Security Deposit	10,900	Shift previous security deposit holdings for scattered sites over to the LLC account due to Section 18 transfer

**D. Bacon**

Executive Director Approval

## Summary of Executive Session

Held July 26, 2021

### **NOTE: Summary provided at the August 24, MPHA board meeting.**

The Moorhead Public Housing Agency conducted a review of its Executive Director, Dawn Bacon in Executive Session on July 26, 2021. The purpose of the executive session was to give feedback to the Director on her performance over the last year and set goals for the next review period. The summary of the Executive Director's review are as follows:

- The performance feedback covered the rating period of July 12, 2020 to July 11, 2021.
- The Executive Director provided a report highlighting accomplishments during the reporting period.
- The Board provided feedback on the following related to the Executive Director's performance:
  - Strengths that Contribute to Effectiveness
  - Aspects that Require Improvement to Increase Effectiveness
- Collective comments of the Board indicate that the Executive Director is meeting or exceeding performance expectations. Specifically, the Board felt:
  - She is very dedicated to the mission of MPHA, to the staff and to the residents.
  - She has excellent communication skills and ensures the Board is updated regularly.
  - She is very knowledgeable and can navigate the implementation of policies for the maximum benefit of MPHA residents.
  - She is excellent at establishing and nurturing relationships with stakeholders.
  - She demonstrates effective financial skills and long-term planning.
- Ms. Bacon is at the top step of the wage schedule for her position. Therefore, she would not receive a step increase; however, she would be subject to Board approved cost of living adjustments for staff wage schedules.
- The next performance evaluation will cover the rating period of July 12, 2021 to July 11, 2022 and the next performance review session will occur in July 2022.

## MAPLE COURT LLC BORROWING RESOLUTION

**WHEREAS**, on this 24th day of August, 2021, a meeting of the Maple Court LLC, a Limited Liability Company (“LLC”) organized under the laws of the State of Minnesota, was called in compliance with all applicable laws and requirements of the LLC.

WHEREAS, the Maple Court LLC intends to purchase 17 units at the Maple Court Townhomes development and assumes the following loan from Maple Court Limited Partnership as set forth in the Purchase Agreement and Amendment to Purchase Agreement:

-The Minnesota Housing Finance Agency Minnesota Families Affordable Rental Investment Fund (“MARIF”) Program Loan in the original principal amount of \$446,374.00;

**NOW, THEREFORE, BE IT RESOLVED** that Maple Court LLC is hereby authorized to assume the loan identified above from the Minnesota Housing Finance Agency in conjunction with purchasing property located at 1506, 1510 & 1514 10 ½ Street N in Clay County Minnesota and more fully described in Exhibit A attached hereto and made part of hereof (the “Property”);

**BE IT FURTHER RESOLVED** that the Maple Court LLC members appoint Dawn Bacon, Executive Director of Moorhead Public Housing Agency and Greg Lemke, Chairperson of Moorhead Public Housing Agency and LLC President, as authorized signers to exercise the powers listed below:

- (1) To assume the above-described loan on behalf and in the name of LLC from the Minnesota Housing Finance Agency, a public body corporate and politic of the State of Minnesota, 400 Wabasha Street North, Suite 400, St. Paul, MN 55102-1109 (the “Agency”) a sum not to exceed Four Hundred Forty-Six Thousand Three Hundred and Seventy Four dollars (\$446,374.00)
- (2) Execute any and all agency loan documents (including, but not limited to, mortgage Note, Mortgage, Regulatory Agreement, Declaration of Covenants, Conditions and Restrictions, HAP or Rental Assistance Contracts, etc.).



**BE IT FURTHER RESOLVED**, the Agency is authorized to rely on the continuing force and effect of the Resolution until receipt by the Commissioner of the Agency at its principal office of written notice from the LLC of any amendments or alterations

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Greg Lemke, Chairperson of Moorhead Public Housing Agency  
President of Maple Court LLC

**Exhibit A**

Lots Ten, Eleven, Twelve and Thirteen, except the North 9.81 feet of Lot Thirteen, in Block Two, of Henry R. Peterson Addition to the City of Moorhead, situate in the County of Clay and the State of Minnesota.

# MEMORANDUM

**DATE:** August 19, 2021  
**TO:** MPHA Board Members  
**FROM:** Dawn Bacon, Executive Director  
**RE:** 2022 Revision of Flat Rent Requirement- Information Only

Every year, tenants in public housing get a choice between income-based rent and flat rent. Currently, there are seven households that are choosing the flat rent option. Public Housing Agencies are required to establish flat rents at no less than 80% of the Fair Market Rent (FMR). HUD recently published the 2022 FMR amounts.

The MPHA Admissions and Occupancy Policy (ACOP) states that our agency establish flat rent at 80% FMR for each type of public housing unit. Because this is stipulated in policy, the board does not need to approve flat rent amount changes each year. However, it is important for the board to be aware of how rents are changing from year to year. If the board ever wanted to go above the 80% amount, changes to the ACOP would need to be voted on following a 45 day Public Notice and hearing.

The new flat rent amounts are included below and will be effective 1/1/2022. Per our policy, residents must be given a minimum notice of 30 days regarding any rent change and adjustments are applied on the anniversary date for each affected family. Last year, the rents increased. This year, rents will decrease. The amount depends on the size of the unit.

Additional information can be found at the following site:

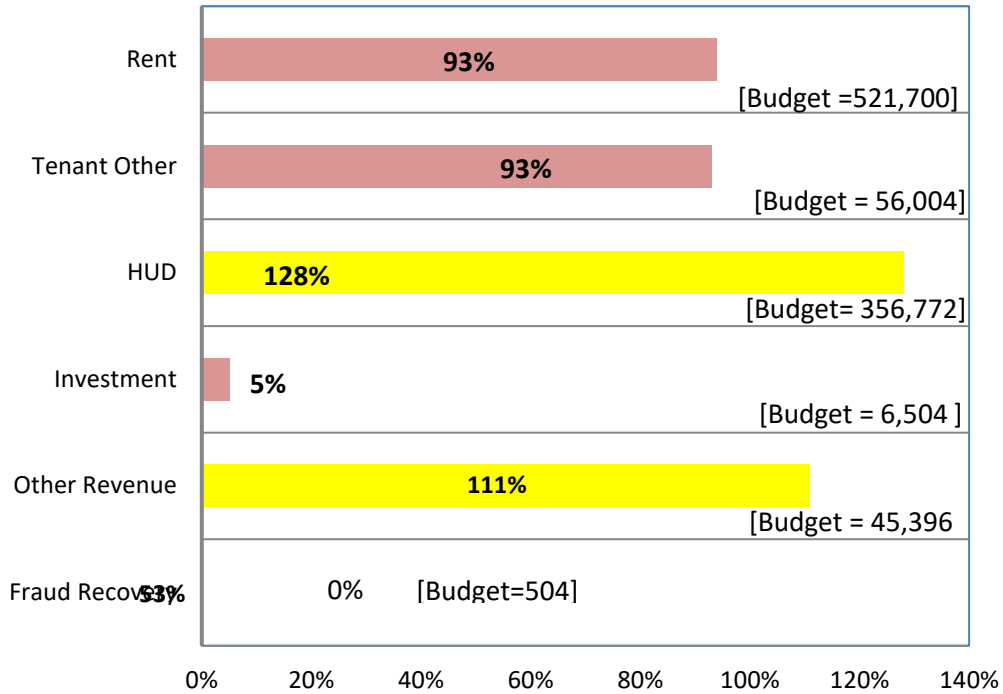
[https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022\\_code/2022summary.odn](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022_code/2022summary.odn)

Bedroom Size	2021 Flat Rent Amount	2022 HUD FMR Rates	<b>NEW 2022 FLAT RENT RATES</b>
1	\$570	\$705	<b>\$564</b>
2	\$698	\$859	<b>\$687</b>
3	\$999	\$1220	<b>\$976</b>
4	\$1210	\$1470	<b>\$1176</b>

G:/PHADrive/Dawn/BoardMemos/October2020/flatrent

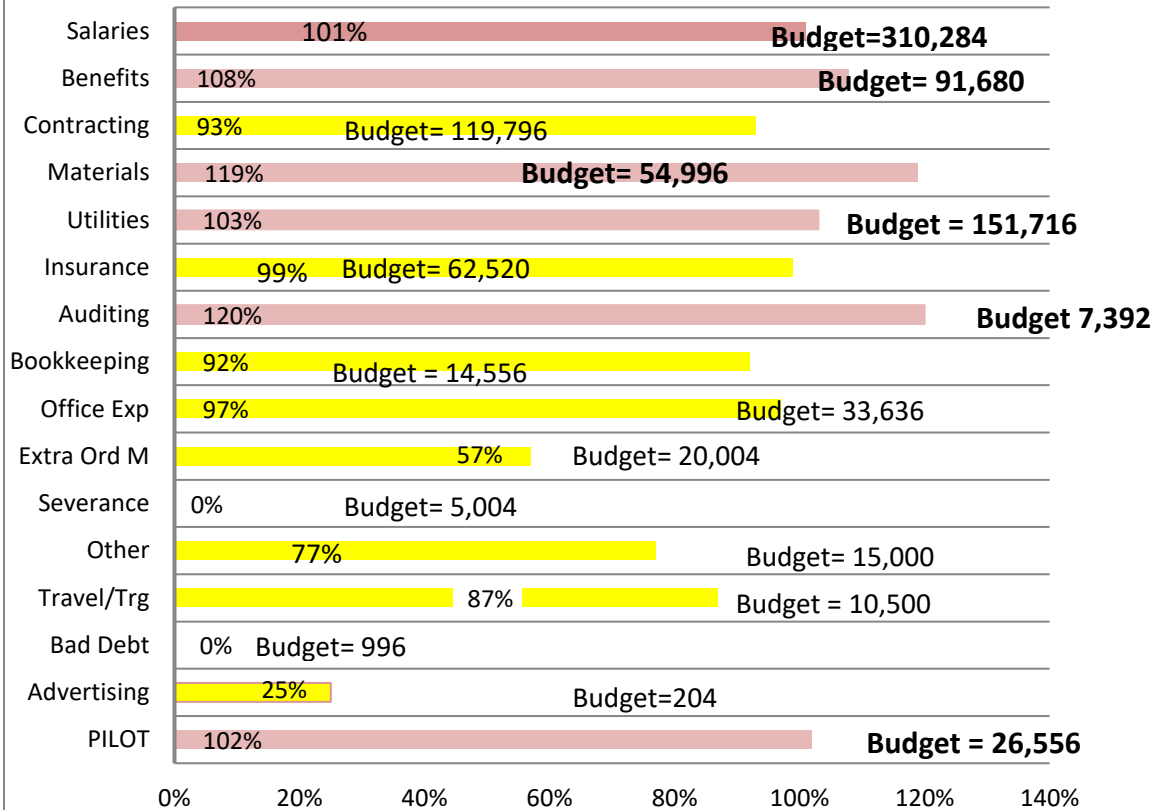
FYE 2021

### MPHA Revenue: 12 Mth ended June 30, 2021



FYE 2021

### MPHA Expenses: 12 Month ended June 30, 2021



**ABOUT THIS DOCUMENT-** Public Housing program only. 12 month budget compared to 12 month revenue and expenses. Categories combined from financial statement for easier viewing. For example, utilities is a summation of multiple FDS line items (sewer, water, gas, etc.)

**OVERALL SUMMARY:**

FYE revenue was 1,044,727.89 and YTD expenses 917,063

- Clay HRA Transfer- To date, MPHA has collected \$133,761 as a result of the Clay HRA transfer.

