

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

February 23, 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 February 23, 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 January 26, 2021 Meeting Minutes _____
- V. Request Approval for Payment of Bills
 - A. Request Board Approval for Payment of Bills - Resolution 2-23-21-41 _____
- VI. Other Business
 - A. Welcome to New Board Member Ahmed Abdullahi Issa _____
 - B. POHP Application to MN Housing Finance Agency _____
 - C. Executive Director Updates
 - 1. Sharp View Roof Replacement
 - 2. Camera Upgrades
 - 3. Other _____
 - D. I. 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 10 ½ St and 17th Ave N in the Henry R. Peterson Addition of the City of Moorhead. _____

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).

VII. Attorney's Report

VIII. Adjournment

I. CALL TO ORDER AND ROLL CALL

Chairperson Lemke called the Public Housing meeting to order at 11:35AM.

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

Members Absent: None

Others Present: Dawn Bacon, Executive Director; Brian Opsahl, Certified Public Accountant with Brady Martz & Associates

II. AGENDA AMENDMENTS

None

III. CITIZENS TO BE HEARD

None

IV. REQUEST APPROVAL OF December 15, 2020 REGULAR MEETING MINUTES.

Dixon moved, seconded by Carbone to approve the Minutes of December 15, 2020. All votes were in favor. Motion Carried.

V. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 1-26-21-37.

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

VI. BUSINESS

A. Request Approval of the Audit Results – Resolution 1-26-21-38.

Mr. Opsahl presented highlights from the June 30, 2020 audit report and board members had the opportunity to ask questions.

Carbone moved, seconded by Dixson to approve FYE 2020 audit report. All votes were in favor. Motion Carried.

B. Update to Agency Wage Schedule- Resolution 1-26-21-39

Dixson moved, seconded by Dixson to update wage schedule to include Service Coordinator position. All votes were in favor. Motion Carried

C. Request for Qualifications for Sharp View Roof Replacement 1-26-21-40

Carbone moved, seconded by Dixson to approve recommendation to proceed with architecture firm (Michael J Burns). All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

A. Executive Director Updates

- 2021 Public Hearing- The agency holds a public hearing at least once per year to review current and/or proposed changes to agency plan, policies and capital funding grant items. The hearing needs to be held before the end of the fiscal year of June 30th. Normally the agency will hold the public hearing in February. This year, we will be holding it later for two reasons. One is that MPHA staff will be contracting with Nan McKay and Associates to make updates and revisions to the Administrative Continued Occupancy Policy. With the consultants schedule it will take more time to put those changes forward for 45 day public review. Second is due to COVID 19 having the meeting later would provide more time so that resident meetings and the public hearing can be provided more safely in person.
- Capital Funding Grant Update- Dawn will continue to include an overview report of the Capital Funding Grant usage in regular board packets.

- Other Updates-
 - Ezzat Haider recently submitted his resignation from the board. There is a new appointment pending to take his term and Dawn has been in communication with him and the City Clerk. In addition, we do have a resident who may be interested in the resident commissioner position. Dawn will be reaching out to that person to discuss it further.
 - At the last meeting Dawn talked about the COVID Emergency Sick Leave policies and how they were set to expire on 12/31/20. Congress did pass a continuation of policy but made a change, making it optional and no longer mandatory for employers. The tax benefit associated with it will remain until 3/31/21 for employers who opt in. Based on discussion with the board last month, MPHA will proceed with continuing to offer that benefit to employees if they need it.

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 10 ½ St and 17th Ave N in the Henry R. Peterson Addition of the City of Moorhead

Carbone to go in to Executive Session and Dixon seconded to go in to executive session at 12:06PM. Carbone moved to close the executive session at 12:14PM.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:16 PM.

Greg Lemke – Chair

Alexa Dixson – Secretary

CHECK REQUEST TOTALS

PREPARED: February 17, 2021

PAID IN: Jan and Feb 2021

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$52,915.68	14115-14176
Payroll- Direct Deposit	\$31,222.91 (2 payrolls)	799-812
Capital Fund	\$32,043.00	30379-30380
BCOW BRIDGES	\$16,104.82	44537-44572
BRIDGES	\$10,994.01	54118-54140
Old BCOW (Prior to Jan)	\$742.55	73654
General Fund	\$5,350.33	80004-80005
ROSS	\$5,845.31	60070-60071
TOTAL	155,218.61	

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO ACCOUNT	AMOUNT	REASON
2/11/2021	PHA Operating Checking	PHA Savings	30,000	Move to savings due to sufficient funding in checking account

D. Bacon

Executive Director Approval

MEMORANDUM

Date: February 18, 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 three active capital funding grants which total \$627,095.

2018 grant obligations and expenditures were reported last month. That grant report is not included in this memo as close out paperwork was recently submitted to the HUD field office.

The 2021 grant will begin with a new 5 year plan which the board will take up at a public hearing in May of 2021.

1. 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	YES
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	YES
		275,171	275,171	

Notes:

To date, this grant is 100% obligated. \$255,171 has been expended. The remaining 20,000 will be paid on the roof repairs once additional information is obtained from contractor to verify Davis Bacon wage requirements.

2. 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	6,578.43	YES
Interior Renovations (concrete remaining)	Scattered Sites	21,637.17	21,637.17	YES
Kitchen Upgrades	River View	0	0	Move to next 5 year plan
Roof Replacement	Sharp View	0	240,000	No
Underground Fuel Tank	River View	0	0	Move to next 5 year plan
High Rise Sprinkler Upgrades	River View	0	11,989.40	Move to next 5 year plan
Window Replacement	River View	0	0	Move to next 5 year plan
Transfer to Operations	All	0	15,000	
		59,737.35	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.

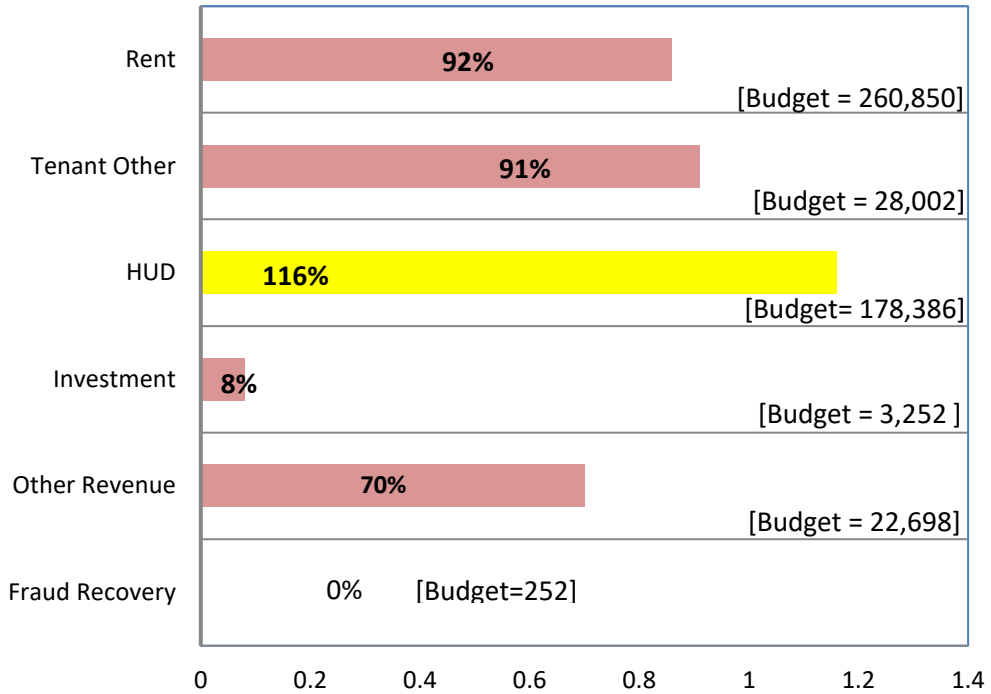
Additional funding has been directed for Sharp View Roof Replacement

3. 2020 Grant from Clay HRA Transfer= 56,719

Note- Could be put towards leverage for the window replacement project. Total estimated cost 615K. Possible leverage of 150 for 2021 funds + 56,719= 206,719 or 33%.

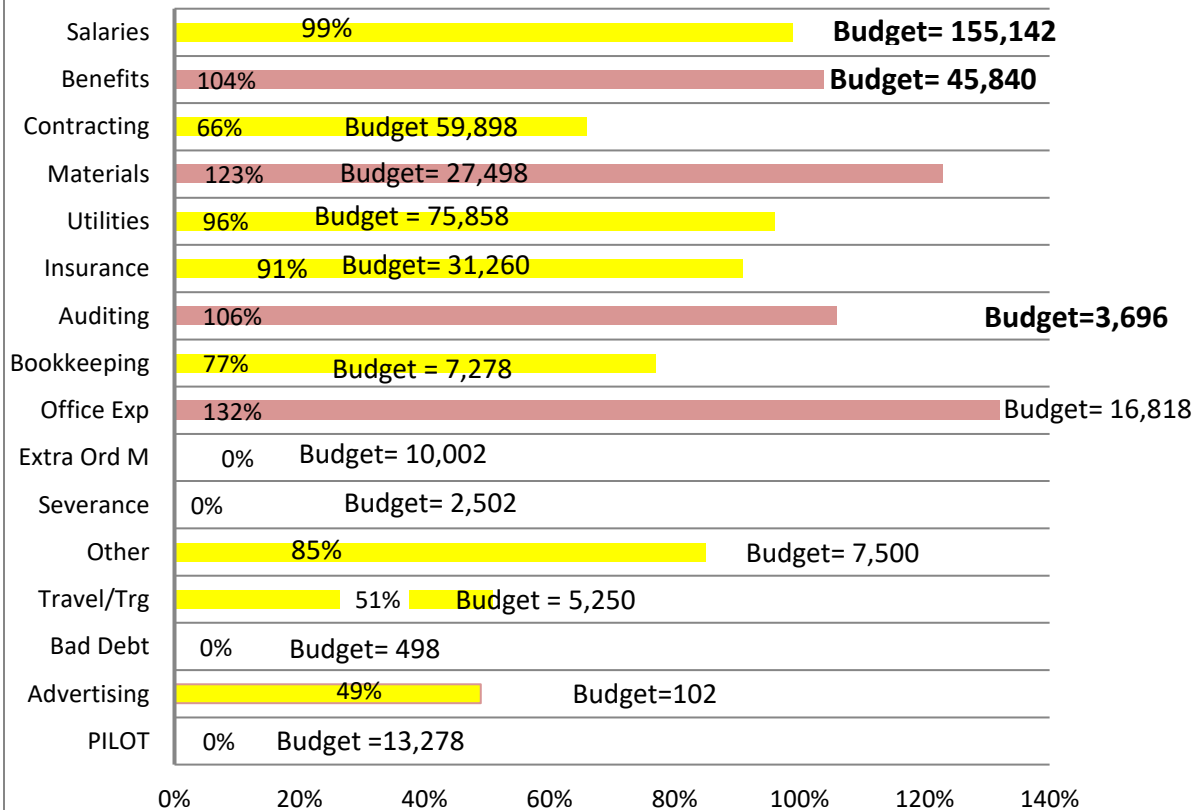
FYE 2021

MPHA Revenue: 6 Mth ended Dec 31, 2020



FYE 2021

MPHA Expenses: 6 Month ended Dec 31, 2020



ABOUT THIS DOCUMENT- Public Housing program only. 6 month budget compared to 6 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 530,052.96 and YTD expenses 420,478.42. 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 showed artificially lower in Nov and artificially higher in Dec due to timing of departmental reimbursements. The average of the two months is 41,176 and the monthly budget is 43,475. YTD rent revenue is trending at 92% of budget.
- Clay HRA Transfer- MPHA has collected \$88,464 as a result of the Clay HRA transfer.

