

**Public Housing Agency
Meeting Minutes
November 23, 2021 at 11:30 AM
River View Heights 800 2nd Avenue N.**

Pursuant to due call and notice thereof, a regular meeting of the Public Housing Agency was held in the River View Heights 800 2nd Avenue N., on November 23, 2021, at 11:30 AM.

Roll call of the members was made as follows:

Call to Order and Roll Call

Agenda Amendments

Citizens to be Heard

Approval of Minutes

Request Board Approval of October 29, 2021 Meeting Minutes

Request Approval for Payment of Bills

Request Approval of Payment of Bills - Resolution 11-23-21-75

Business

Request Approval of Proposed Amendment to Agency Bylaws - Resolution 11-23-21-76

Other Business

- A. Property management agreement with the City of Moorhead for Maple Court - Discussion
- B. 30 Minute Strategic Planning Discussion
- C. Executive Director Updates
 - 2021 FYE Audit
 - Update on repairs from fire at HR

Attorney's Report

Adjournment

APPROVED BY:

ATTEST:

Donna McMaster
Chair

Terry Braun
Secretary

I. CALL TO ORDER AND ROLL CALL

Chairperson Lemke called the Public Housing meeting to order at 11:40 AM

Members Present: Greg Lemke, Chairperson; Alexa Dixson; Secretary, Michael Carbone, Vice Chairperson, Shelly Dahlquist, Moorhead City Council Liaison; Ahmed Issa, Commissioner

Members Absent:

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

II. AGENDA AMENDMENTS

Fire at the high rise. Strategic planning discussion table to the November meeting.

III. CITIZENS TO BE HEARD

None

IV. REQUEST APPROVAL OF SEPTEMBER 28, 2021 REGULAR MEETING MINUTES.

Dixson moved, seconded by Carbone to approve the Minutes of September 28, 2021. All votes were in favor. Motion Carried.

V. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 10-26-21-72.

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

VI. BUSINESS

A. Request Approval of Health Insurance Premium Employer Contribution for 2022 - Resolution 10-26-21-73.

Dixson moved, seconded by Carbone to approve keeping employer contribution the same and use excess for HSA contributions to employees. All votes were in favor. Motion Carried.

B. Request Approval of 2022 Transitional Rent Amounts – Resolution 10-26-21-74..

Dixson moved, seconded by Issa to approve the 2022 transitional rent amounts. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS

A. Fire at high rise due to smoking material caused the sprinkler to activate and the water damaged 16 units. Six units had enough damage where they can no longer be occupied. One person was able to transfer to a vacant unit, three are in hotels and two are staying with friends or family. All belongings had to be packed up and removed so that sheet rock could be cut out and flooring removed where wet. After those areas are dried out a contractor will do the repair work.

B. Table to the November meeting – 30 Minute Strategic Planning Discussion.

C. Executive Director Updates

1. 2021 FYE Audit – single audit because of bringing in more federal dollars.
2. RFQ for Kitchen Upgrades at the High Rise – will be working with MJ Burns Architects.
3. 45 Day Public Notice to add painting at Sharp View as an item in the 5 year plan.
4. Maple Court Update – will be giving 60-day notice to D.W. Jones and will take over managing the units effective January 1, 2022.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:13 PM.

Greg Lemke – Chair

Alexa Dixson – Secretary

CHECK REQUEST TOTALS

PREPARED: November 16, 2021

PAID IN: Oct and Nov 2021

Dept #	Name	Total Amount	Check Numbers
1	PHA	\$70,461.97	14620-14710
1	Payroll- Direct Deposit (3 payrolls)	\$51,394.51	935-954
2	Moorhead Affordable Housing LLC	\$21,641.49	20053-20066
3	Capital Funding	\$164,215.13	30390
4	BCOW Bridges	\$14,120.03	44851-44881
5	Bridges	\$11,853.03	54333-54355
6	ROSS	\$847.19	60093-60094
7	Maple Court LLC	\$50,121.19	70008-70023
8	General Fund	\$7,041.21	80035-80061
TOTAL		391,695.75	

Notes-

- Last month's report stated 70003-70007 was \$1,533.01. This was incorrect and should have totaled 2,538.10
- All general fund expenses were Maple Court expenses. However, they were from invoices that included both City and MPHA owned units. The checks were cut out of department 8 and bank transfers will follow to reconcile as reimbursement from the City of Moorhead is received.
- Monthly reoccurring ACH payments have been set up for the GMHF loan for Maple Court in the amount of \$2,545.92 as well as \$495.83 to the operating reserve.

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO ACCOUNT	AMOUNT	REASON
10/20/21	General Savings	General Fund Checking	\$10,000	Cash flow
11/10/21	Replacement Reserve Maple Court Savings	General Operating Maple Court Checking	\$40,585.50	Loan amount set aside to pay for shingle and concrete repair work. Approval to disburse funds given by GMHF on 11/10/21.

D. Bacon

Executive Director Approval

MEMORANDUM

DATE: November 17, 2021
TO: MPHA Board Members
FROM: Dawn Bacon, Executive Director
RE: Bylaw Amendment: Resolution 11-23-21-76

Commissioner _____ introduced the following resolution and moved for its adoption:

RESOLUTION TO AMEND THE BY-LAWS OF MOORHEAD PUBLIC HOUSING

WHEREAS, the By-Laws of Moorhead Public Housing Agency were enacted October 29, 1986 (the “By-Laws”); and

WHEREAS, the Moorhead Public Housing Agency (the “Agency”) wishes to amend its By-Laws to enable board members to serve more than two complete terms when duly appointed and appropriate

NOW THEREFORE, be it resolved as follows:

Article III, Section 2 of the By-laws shall be amended as follows:

“B). Future Regular Terms. All future regular terms of officer for Commissioners shall be for a term of (5) years commencing on February 1 of the first year of the term except as otherwise may be provided for Commissioner appointed as City Council members. No Commissioner shall serve more than three complete terms except for a Commissioner who is appointed to fill a vacancy in an unexpired term of a Commissioner.

1. In the amended sections set forth above, the language that is ~~stricken~~ in will be deleted from the By-laws, and language that is underlined will be new language to be added to the By-laws.

2. The above-changes shall be reflected in the Bylaws in the records of the Agency.

Dated: _____.

APPROVED:

Chair

ATTEST:

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____.

On roll call vote the following commissioners voted aye: _____.

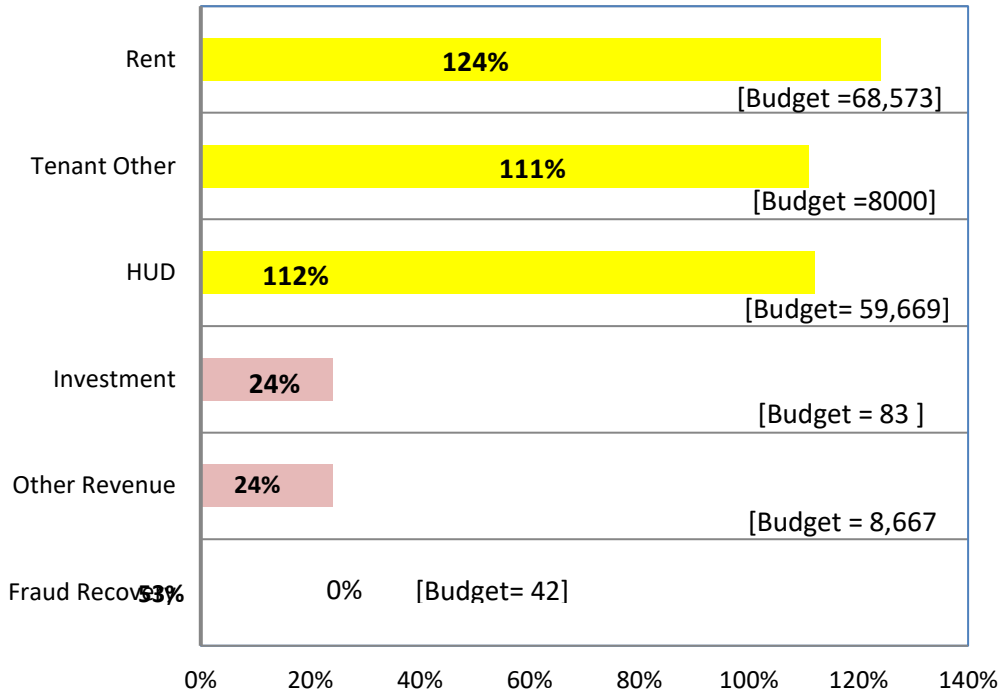
The following commissioners voted nay: _____.

The following commissioners were absent and not voting: _____.

The majority (or Two thirds of those present if approved) having voted _____, the motion _____ and the resolution was duly _____.

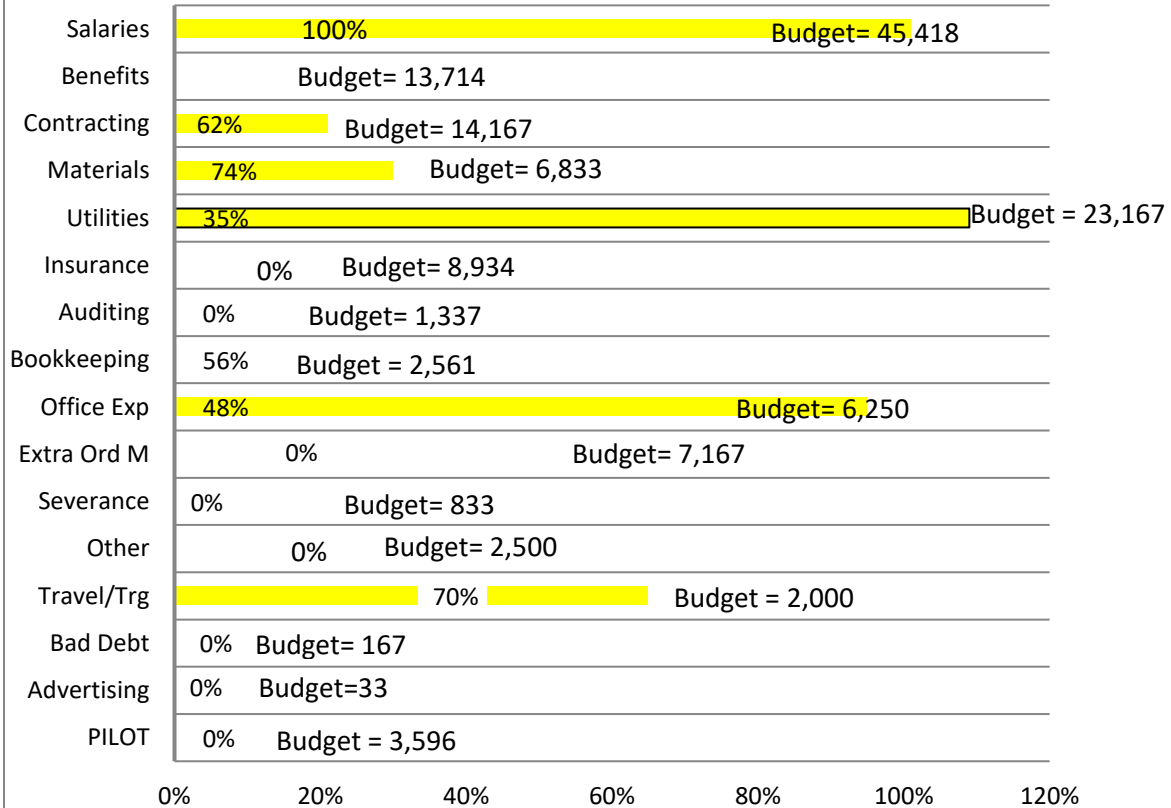
FYE 2022

MPHA Revenue: 2 Mth ended Aug 30, 2021



FYE 2022

MPHA Expenses: 2 Month ended Aug 30, 2021



ABOUT THIS DOCUMENT- Public Housing program only. 2 month budget compared to 2 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:

YTD revenue was 163,030 and YTD expenses 72,882.

- Clay HRA Transfer- To date, MPHA has collected \$145,705 as a result of the Clay HRA transfer.

