

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

May 26, 2015
11:30 AM

Sharp View 920 5th Avenue S.

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of April 28, 2015 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval of May 2015 Bills - Resolution 2015-15 _____
 - B. Request Board Approval to Award Replacement of Sharp View Boilers to Laney's Inc. - Resolution 2015-16 _____
 - C. Request Board Approval to Amend Personnel Policy - Resolution 2015-17 _____
 - D. Training for Staff Regarding Bulling in Senior Housing _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Other Business
- VII. Attorney's Report
- VIII. Adjournment

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I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Regular Public Housing meeting to order at 11:34 AM.

Members Present: Donna McMaster, Chairperson; Terry Braun, Secretary; Lisa Roesch, Commissioner; Linda Bowie, Resident Commissioner; Heidi Durand, City Council Liaison

Members Absent: Greg Lemke, Vice-Chairperson

Others Present: Sally Roe, Executive Director;
Toni Vondal, Public Housing Manager; Sharp View Residents,
Petra Roquet, Lucille Hennemann

II. REQUEST APPROVAL OF MARCH 24, 2015 REGULAR MEETING MINUTES.

Bowie moved, seconded by Braun to approve the Minutes of March 24, 2015. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2015-11.

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

IV. AGENDA AMENDMENTS

Easement Request

V. CITIZENS TO BE HEARD

Sharp View residents are concerned about visitors' bringing their dogs.

Foul language and bullying by some residents.

VI. BUSINESS

A. Request Board Approval of Proposed Budgets for Period of July 1, 2015 – June 30, 2016 Resolution 2015-12.

Braun moved, seconded by Bowie to approve budgets for period of July 1, 2015 – June 30, 2016. All votes were in favor. Motion Carried.

B. Request Board Approval to Modify Wording in Smoke Free Policy – Resolution 2015-13.

Braun moved, seconded by Bowie to approve modifying the wording in the Smoke Free Policy. All votes were in favor. Motion Carried.

C. Update on Bed Bug Mitigation Informational Only.

The incidence of reported bugs has vastly diminished since we first began this process in November 2014. Staff will continue to educate residents and keep communication open.

D. Update on MPHA Projects Informational Only.

9th Street Townhome Apartments: Building Permit has been submitted. Information on sewer hook-up modification was prepared and forwarded to General Contractor/Plumbing subcontractor. Information on GeoPier foundation/construction has been reviewed. Ground work expected to begin within a few weeks.

Flood Mitigation Project Area 2-Phase 2: City Engineering has started paperwork process on re-routing sanitary sewer re-routing to East side of high rise. Site has been surveyed and underground lines marked in preparation of excavation.

Sewer line re-routing in basement of high rise: Laney's have prepared sump pits, drilled through concrete to enable installation of sewer lines. They have piping on site ready for installation.

Boiler Replacement at Sharp View: MBN Engineering has prepared plans and advertisement for bidding. Bids are due 4/30/15. Because this is happening after our regular meeting, request permission to award bid to lowest qualified bidder.

Shut off valves on domestic water at Sharp View: LJA Engineering is working on plans for shut off valve installation.

E. Request Board Approval of the Easement Request – Resolution 2015-14.

Bowie moved, seconded by Braun to approve easement. All votes were in favor.
Motion Carried.

VII. OTHER BUSINESS:

Budget Committee: McMaster and Bowie with Roesch as an alternate.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

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

Donna McMaster – Chairman

Terry Braun – Secretary

Check Request Totals

Prepared: May 21, 2015

Paid in: May, 2015

PROGRAM	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$94,364.79	19259 - 19336
GENERAL FUND	\$ 0	
ROSS PROGRAM	\$ 0	60257 last check
COMPUTER FUND	\$ 0	90009 last ck
CAPITAL FUND	\$ 12,051.26	32064- 30266
SECTION 8	\$ 44,534.19	27375 – 27441
AMHSIP	\$ 9,139.35	42961 - 42980
BRIDGES	\$ 8,193.61	52409 - 52427
BCOW	\$ 6,268.75	72308- 72328
TOTAL OF ALL CHECKS	\$174,551.95	

Bank Transfers made between funds:

Date of Transfer	From Account	To Receiving Account	Dollar Amount Transferred	Reason
04/24/15	0045	8578	\$48,000.00	Trans. From Reserve to PHA Checking (this will be recovered with reimbursement from City for Flood Mitigation work)
04/29/15	8578	0401	\$ 11,000.00	PHA to cover Cap Fund checks – HUD did not complete eLOCCS request in a timely manner
04/29/15	Laundry Acct- Gate City	8578	\$25,000.00	Portion of Laundry fund transferred to PHA checking to cover Special Garbage Fees to County
05/07/15	9726	8578	\$10,486.82	Trans. ROSS funds back to PHA
05/21/15	0401	8578	\$11,000.00	Trans. Cap Funds back to PHA

S Roe
Executive Director Approval

5/21/15
Date

MEMORANDUM

DATE: May 15, 2015
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: Request awarding Replacement of Sharp View Boilers
To Laney's Inc.

On April 30, 2015 at 2:00 PM our Engineer from MBN Engineering opened bids for the replacement of Boilers at Sharp View.

A copy of the Bid Tabulation is attached for your review.

We are requesting Board approval to award this project to Laney's Inc. for \$115,879.00.

F/s/SV Boiler Replace Request



Moorhead Public Housing Agency
Sharp View Elderly Housing Boiler Replacement
Bid Date: April 30, 2015 @ 2:00pm

Company	Bid Bond	Add. #1, 2, 3	Base Bid
Automatic Heating & Air	x	x	\$124,000.00
Agassiz Mechanical	x	x	\$148,000.00
Grant's Mechanical	x	x	\$127,954.00
Accel Mechanical	x	x	\$119,810.00
*Laney's	x	x	\$115,879.00

*apparent low bidder

MEMORANDUM

Date: May 20, 2015
Memo to: MPHA Board of Commissioners
From: Sally Roe, Executive Director
Regarding: Request to amend Personnel Policy – Paid Holidays

Per our Current Policy: 10 Paid Holidays per year

New Year's Day –	Jan. 1, 2015
Martin Luther King Jr. Day -	Jan 19
President's Day -	Feb 16
Memorial Day -	May 25
Independence Day -	July 4 (Holiday taken Friday 7/3/15)
Labor Day -	September 7
Veteran's Day -	Nov. 11
Thanksgiving Day -	Nov. 26
Christmas Eve Day -	Dec. 24
Christmas Day -	Dec. 25

Proposed: 11 Paid Holidays and 1 Floating Holiday:

New Year's Day	(Jan 1)
Martin Luther King, Jr. Day	(third Monday in January)
President's Day	(third Monday in February)
Memorial Day	(last Monday in May)
Independence Day	(July 4)
Labor Day	(first Monday in September)
Veteran's Day	(November 11)
Thanksgiving Day	(fourth Thursday in November)
*Day after Thanksgiving	
Christmas Eve	(December 24)
Christmas	(December 25)

In addition to the recognized holidays previously listed, eligible employees will receive 1 floating holiday in each anniversary year. To be eligible, employees must complete 180 calendar days of service in an eligible employment classification. Floating Holiday must be scheduled with prior approval of employee's supervisor.

In reviewing other Housing Agency Employee Policies I found:

Clay County HRA	-	11 Holidays
Minneapolis HRA	-	11 Holidays (that includes one floating holiday)
St. Paul HRA	-	10 Holidays and 2 Paid Floating Holidays (Total 12)
Ithica HRA	-	11 Holidays and 1 Paid Floating Holiday (Total 12)

MEMORANDUM

DATE: May 6, 2015
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: Training for Staff regarding Bullying in Senior Housing

Les and Toni will be viewing a webinar presented by NCHM (The National Center for Housing Management) regarding Bullying in Senior Housing.

Bullying in Senior Housing

MAY 26 2-3:30 p.m. EST

Bullying of children and teenagers has received an enormous amount of attention in the past few years. But bullying is not limited to the young. Join Paul Votto for one of our most popular webinars as he discusses the problem of bullying among seniors and how it can impact a senior housing property – an issue that flown under the radar for too long.

We are hopeful that this training will help Staff alleviate and deter the hostile behavior exhibited by some residents.

f/s/bc/Hostile behavior