

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

August 27, 2019
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 July 29th, 2019 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval for Payment of Bills - Resolution 2019-34 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. ED Performance Review Summary and Approval - Resolution 2019-35 _____
 - B. Clay County HRA Levy - Resolution 2019-36 _____
- VII. Other Business
 - A. Public Housing Data/Trends - Information and Discussion Only _____
 - B. Executive Director Updates
 - 1. End of year budget report
 - 2. PNA Report Presentation-September
 - 3. Technical Assistance Grant Application
 - 4. NAHRO Conference
 - 5. Current Projects (Cap Funding and other) _____
- 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).

Visit our website at www.cityofmoorhead.com

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; Michael Carbone, Vice Chairperson; Alexa Dixon and Shelly Dahlquist, Moorhead City Council Liaison

Members Absent: Donna McMaster, Secretary

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

II. REQUEST APPROVAL OF JUNE 21, 2019 REGULAR MEETING MINUTES.

Carbone moved, seconded by Dixon to approve the Minutes of June 21, 2019. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2019-29.

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

IV. AGENDA AMENDMENTS

Technical Assistance on Repositioning

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Request Board Approval of Strategic Planning Process and Cost – Resolution 2019-31.

Carbone moved, seconded by Dixson to approve strategic planning process. All votes were in favor. Motion Carried.

B. Request Board Approval for Sharp View Elevator Modernization Bid Selection – Resolution 2019-32

Carbone moved, seconded by Dixson to approve Sharp View modernization bid selection. All votes were in favor. Motion Carried.

C. Request Board Approval for obtaining Technical Assistance on Repositioning – Resolution 2019-33.

Carbone moved, seconded by Dixson to approve technical assistance on repositioning. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

A. MN NAHRO Fall Conference in Duluth. Would like one board member to attend the repositioning class/training with Dawn.

B. Executive Director Updates

1. Commissioner Vacancies – Alexa Dixson was appointed to the Board. We currently still have the resident board member position open.
2. Dawn will be attending the low income tax credit training in Chicago this fall.
3. MN NAHRO offers a grant to get a consultant for the repositioning.
4. Clay County HRA is applying for another levy and if consented to by Clay County Commissioners and Moorhead Council, MPHA will receive a portion in the amount of \$100,000.
5. Physical needs assessment has been completed. Foss Architect will be at the August 27th, 2019 board meeting to present.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:03 PM.

Donna McMaster – Secretary

CHECK REQUEST TOTALS

PREPARED: August 22, 2019 PAID IN: July and August 2019

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 66,455.16	12864-12933
Payroll- Direct Deposit	\$40,973.12 (3 payrolls)	519-539
Capital Fund	\$18,825	30317
AMHSIP	\$11,543.04	44133-44159
BRIDGES	\$8,627	53654-53673
BCOW	\$7,129	73349-73364
ROSS	\$35.01	60030
TOTAL	\$153,587.33	

The July Check request total document had an error. For direct deposit, it stated check numbers 505-511 but should have read 505-518

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO ACCOUNT	AMOUNT	REASON

 D. Bacon

Executive Director Approval

Summary of Executive Session

Held August 1, 2019

NOTE: Summary provided at the August 27, 2019 MPHA board meeting.

The Moorhead Public Housing Agency conducted a review of its Executive Director, Dawn Bacon in Executive Session on August 1, 2019. 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, 2018 to July 11, 2019.
- 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 has excellent communication skills
 - She demonstrates effective management of public housing functions
 - She carefully monitors projects and finances and keeps the Board updated
 - She displays outstanding time management skills
 - She is a great representative of Moorhead Public Housing
- Based upon the results of her performance evaluation, Ms. Bacon will receive a salary adjustment per the conditions set forth in the Board's Employment Agreement with Dawn Bacon.
- The next performance evaluation will cover the rating period of July 12, 2019 to July 11, 2020 and the next performance review session will occur in July 2020.

MEMORANDUM

DATE: August 22, 2019

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

RE: Clay County HRA Levy: Resolution 2019-36

Clay County Housing and Redevelopment Authority (HRA) has passed a resolution to pursue a special levy for the tax year 2020 within the Authority's area of operation which includes Clay County and in the cities of Barnesville and Moorhead. The County and Cities need to consent to Clay HRA exercising its powers under Minnesota Statutes §469.033 subd. 6. If the levy is exercised, Clay HRA would equally divide the portion of the levy attributable to the City of Moorhead with Moorhead Public Housing Agency.

Moorhead Public Housing Agency (MPHA) and the City of Moorhead have authorized Clay HRA to operate a number of housing programs in the past. The Housing Choice Voucher/Section 8 program and the purchase of Fieldcrest Townhomes are two recent examples.

At the Clay County Commissioner meeting on August 20th the Commissioners voted to table the 2020 levy request to allow more time to look at the request within the big picture of other requests in front of them and overall impact to property owners. Following that meeting, the Clay County HRA board passed a new amended resolution reducing the overall proposed levy amount from \$450,000 to \$225,000.

Clay HRA will be going back to the Clay County Commissioners with this request, followed by the City of Barnesville and Moorhead City Council.

If the newly proposed levy amount is consented to, the amount of money that would be transferred to Moorhead Public Housing Agency would be \$50,000.

I am seeking MPHA board approval for Clay County HRA to exercise its powers under Minnesota Statutes Minnesota Statutes §469.033 subd. 6. within the City of Moorhead. This collaboration with HRA levy funding would support both agencies to improve and expand affordable housing options within the community.



Whereas, Minnesota Statutes §469.033 subd. 6 permits the Housing and Redevelopment Authority of Clay County to levy and collect a Special Benefit Tax of up to 0.0185% of the taxable market value upon all taxable property, both real and personal, within the Authority's area of operation which includes Clay County, and in the cities of Barnesville and Moorhead; and


Whereas, §469.033 subd. 6 requires the consent of Board of Commissioners of Clay County, and any political subdivision not explicitly in the HRA area of operation to approve such a levy; and


Whereas, Minnesota Statutes require Local Governments to certify to the County Auditor their Tax Levies.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF CLAY COUNTY AS FOLLOWS:

1. That a Special Benefit Tax, pursuant to Minnesota Statute §469.033 subd. 6, of \$225,000 be levied upon all taxable market value of taxable property within the Authority's area of operation which is all of Clay County and in the cities of Barnesville and Moorhead, upon their consent. Should Moorhead fail to consent, \$10,000 will be reduced from the levy and it will not apply within the City of Moorhead; should Barnesville fail to consent \$5,260 will be reduced from the levy and it will not apply within the City of Barnesville.
2. The levy is approximately 0.0035% and does not exceed 0.0185% of taxable market value of the taxable property as defined above.
3. That this special levy is for the tax year 2020.
4. That this special levy will be used for costs associated with administering and performing rehabilitation work on homes occupied by low and moderate-income owners located in Clay County, Minnesota; administering rental assistance, including the Homework Starts with Home Program and subsidized housing developments in Clay County; and developing new affordable housing opportunities within Clay County.
5. \$50,000 (1/2 the amount collected on property located within the City of Moorhead) will be dispersed to the Moorhead Public Housing Agency for activities consistent with the above.
6. That a copy of this resolution along with a formal letter requesting approval of this tax be forwarded to the Board of Commissioners of Clay County and the Moorhead and Barnesville City Councils forthwith for approval.

Approved and Adopted on this 20th day of August 2019

By: 
Ione Schultz
Chairperson, Board of Commissioners

Attest: 
Cecil Johnson
Secretary, Board of Commissions



MEMORANDUM

DATE: August 22, 2019

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

RE: MPHA Data- Information only

At our August meeting, I would like to review information about numbers served by MPHA. Periodic review of demographic information is beneficial for strategic planning and future decision making.

Overall Numbers Served

MPHA serves a total of 383 people across public housing and rental assistance programs. 100 of those people are kids under the age of 18.

- 281 total in public housing. 79 of those are children.
- 102 total people in rental assistance programs. 26 of those are children. Per program, 100% of head of households live with a serious mental illness.

Public Housing Waiting List

- 267 people are on our public housing waiting list.
- Length of time waiting for a unit varies based on the size of the household compared to unit availability as well as policy preferences in place. MPHA has very few 2 bedroom and 4 bedroom units. If a person is homeless, they move to the top of the list. Preferences are also in place for people with disabilities. Sharp View is specifically designated for people 62 and older.
- The longest estimate wait is for 2 and 4 bedroom units, which is 5-7 years.
- The shortest estimate is for Sharp View, currently 9 months to 1 year.
- The High Rise is estimated at 1-1.5 years if a person has a disability and 4+ years if they do not.
- A 3 bedroom unit is estimated around 2 years.

Public Housing- Seniors and People with disabilities

- 53% of all household members either have a disability, are elderly or both.
 - 132 not elderly and have no known disability
 - 149 have either a disability, are elderly or have both
 - 37 are elderly but not disabled
 - 77 are not elderly but are disabled
 - 35 are both elderly and disabled.
- 58% of Head of Households have a disability
- 40% of Head of Households are elderly
- Our oldest resident is 96 years old.
- 56 people are working age and do not have a known disability. 46% of that group are employed.

Public Housing- Homelessness

- 73% of move ins during calendar year 2018 were coming directly out of homelessness.

Public Housing- End of Participation.

- From 7/1/2018 to 6/30/2019, 28 people moved out of a public housing unit. 29% of those move outs were a lease termination.

Race

*To view the report referenced for people experiencing homelessness in Fargo-Moorhead area, go to the the following link:

<https://fmhomeless.org/sites/default/files/State%20of%20Homelessness%20in%20FM%20Metro.pdf>

	General Population (2017 Census Estimate for Moorhead)	Public Housing- HoH (Head of Household)	Rental Assistance Programs- HoH	FM Homeless Population (*Note-Not HOH specific.)
White	89%	91%	82%	50%
Black	4%	6%	4%	19%
American Indian	1%	1%	12%	19.5%
Multiple Races	3%			8.5%

Ethnicity

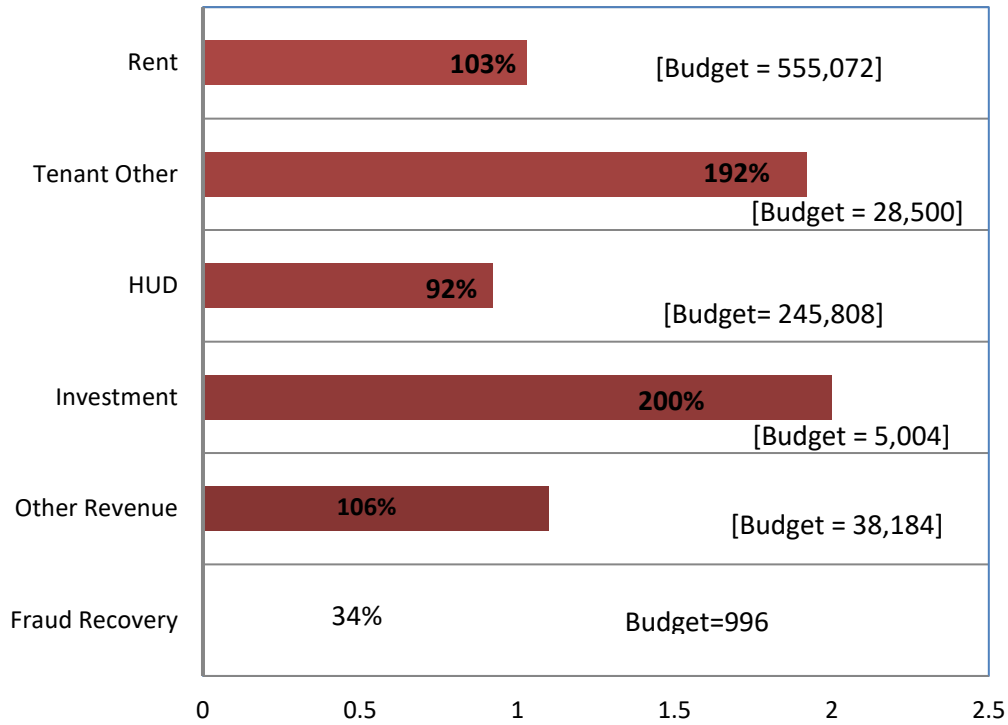
	General Pop (17 Census Moorhead)	Public Housing	Rental Assistance	FM Homeless
Hispanic	5%	5%	4%	10%

Income

	Public Housing	Rental Assistance Programs
Average Household Income	14,000	\$9,640
3 Most Common Income Sources	Social Security- 47% Wages- 27% SSI- 14%	SSI- 36.5 Social Security- 26% Wages- 25%

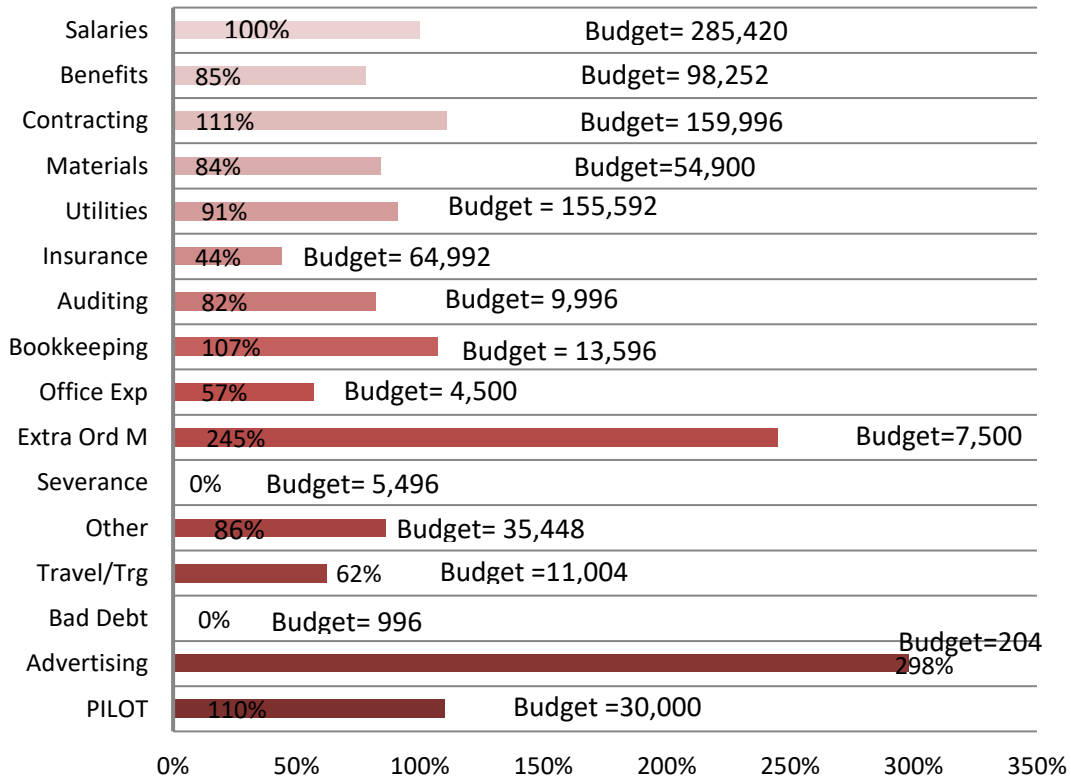
FYE 2019

MPHA Revenue: 12 Mth ended June 30, 2019



FYE 2019

MPHA Expenses: 12 Month ended June 30, 2019



ABOUT THIS DOCUMENT- This is Public Housing program only. 12 month budget compared to 12 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:

- Year to End revenue total \$902,374.78. Without factoring in depreciation, YTD expenses were \$875,881.57.
- An additional \$28,000 should be factored back in to year-expenses during analysis. This is due to a change in timing and frequency of property insurance payments. As a result, actual performance for revenue over expenses in the last 12 months is around (2,000). This is still far better than expected given that the board passed a 2019 FYE deficit of (58,000).

NOTEWORTHY:

- Rent collection and occupancy were strong which maximized revenue. This speaks to strong productivity on the part of MPHA staff in communicating with residents, processing new admissions and conducting unit turns.
- HUD revenue was slightly under. It is difficult to predict HUD funding as the revenue is based on a Calendar Year. This requires estimation of the second two months of the PHA fiscal year.
- Extra Ordinary Maintenance went significantly over budget due to the \$18,000 repair for the elevator power unit at Sharp View.
- Contracting went a little over budget. This was largely due to issues related to turnover of maintenance staff (contracting when short staffed as well as paying for supervision of a boiler license).