

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

**March 24, 2015**  
**11:30 AM**  
**Usher's House**

- I. Call to Order and Roll Call
- II. Approval of Minutes
  - A. Request Board Approval of February 24, 2015 Meeting Minutes \_\_\_\_\_
- III. Request Approval for Payment of Bills
  - A. Request Board Approval of March 2015 Bills - Resolution 2015-10 \_\_\_\_\_
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
  - A. Informational Update on Projects \_\_\_\_\_
- VII. Other Business
- VIII. Attorney's Report
- IX. Adjournment

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I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Regular Public Housing meeting to order at 12:06 PM.

Members Present: Donna McMaster, Chairperson;  
Greg Lemke, Vice-Chairperson; Terry Braun, Secretary; Lisa  
Roesch, Commissioner

Members Absent: Heidi Durand, City Council Liaison; Linda Bowie, Resident  
Commissioner

Others Present: Sally Roe, Executive Director;  
Toni Vondal, Public Housing Manager

The Public hearing was opened at 12:09 PM and with no discussion it was closed at  
12:13 PM.

II. REQUEST APPROVAL OF JANUARY 27, 2015 REGULAR MEETING  
MINUTES.

Lemke moved, seconded by Braun to approve the Minutes of January 27, 2015. All votes  
were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2015-5.

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

IV. AGENDA AMENDMENTS

None

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Request Board Approval to Approve the Five Year Plan – Resolution 2015-6.

Lemke moved, seconded by Braun to approve the five year plan. All votes were in favor. Motion Carried.

B. Request Board Approval to Approve Capital Fund Program Amendment – Resolution 2015-7.

Lemke moved, seconded by Braun to approve capital fund program amendment. All votes were in favor. Motion Carried.

C. Request Board Approval to Approve Second Increment Replacement Housing Factor Grant – Resolution 2015-8.

Roesch moved, seconded by Braun to approve second increment replacement housing factor grant. All votes were in favor. Motion Carried.

D. Request Board Approval of Sewer Modification for River View Heights – Resolution 2015-9.

Lemke moved, seconded by Roesch to approve sewer modifications for River View Heights. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

Boilers at Sharp View and Zone valves for water shut off.

VIII. ATTORNEY'S REPORT

No Attorney report but did receive information on audits for public meeting laws from the City Clerk.

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:42 PM.

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Donna McMaster – Chairman

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Terry Braun – Secretary

## Check Request Totals

Prepared: March 19, 2015

Paid in: March, 2015

PROGRAM	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$125,014.08	19112 - 19170
GENERAL FUND	\$ 0	
ROSS PROGRAM	\$ 0	60255 last ck
COMPUTER FUND	\$ 0	90009 last ck
CAPITAL FUND	\$ 2,865.36	32061
SECTION 8	\$ 40,741.05	27239 - 27304
AMHSIP	\$ 8,155.49	42920 - 42939
BRIDGES	\$ 8,590.14	52366 - 52386
BCOW	\$ 5,975.55	72264- 72285
<b>TOTAL OF ALL CHECKS</b>	<b>\$191,341.67</b>	

### Bank Transfers made between funds:

Date of Transfer	From Account	To Receiving Account	Dollar Amount Transferred	Reason
03/03/15	8578	0977 (DG card)	549.95	Pay off credit card, so training costs could be put on card - DG

S Roe  
Executive Director Approval

3/19/15  
Date

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**MOORHEAD PUBLIC HOUSING AGENCY**  
**STATEMENT OF REVENUE & EXPENSES-Combined**  
**For the Period Ended February 28, 2015**

	<u>1 Month Ended</u> <u>Feb. 28, 2015</u>	<u>8 Months Ended</u> <u>Feb. 28, 2015</u>
<b>REVENUE</b>		
70300 Net Tenant Rental Revenue	\$ 70,108.43	\$ 453,190.25
70400 Tenant Revenue - Other	1,450.78	9,767.45
70600 HUD PHA Operating Grants	38,601.49	619,456.23
70710 Management Fee	7,656.00	63,453.00
70750 Other Fees	1,297.19	1,768.93
70800 Other Government Grants	68,420.76	248,067.80
71100 Investment Int-Unrstctd	26.96	234.81
71500 Other Revenue	<u>11,853.71</u>	<u>77,621.35</u>
<b>TOTAL REVENUE</b>	<b>199,415.32</b>	<b>1,473,559.82</b>
<b>EXPENSES</b>		
91100 Administrative Salaries	24,160.87	215,165.16
91200 Auditing Fees	0.00	14,896.00
91300 Management Fee	160.31	160.31
91310 Book-keeping Fee	1,700.00	13,400.00
91500 Employee Ben Contrib-Admin	7,800.61	62,592.02
91600 Office Expenses	75.00	4,192.74
91700 Legal Expense	0.00	(81.46)
91800 Travel	0.00	3,346.85
91900 Other	10,396.56	43,078.64
92200 Relocation Costs	0.00	2,117.55
93100 Water	1,743.72	13,696.77
93200 Electricity	8,585.18	63,114.87
93300 Gas	1,978.23	28,170.16
93600 Sewer	1,348.25	10,383.64
93800 Other Utilities Expense	758.45	6,805.34
94100 Ord Mtce & Oper-Labor	2,928.10	23,147.25
94200 Ord Mtce & Oper-Mtrls & Other	5,567.24	28,964.42
94300 Ord Mtce & Oper Contract	16,606.18	357,329.46
96110 Property Insurance	0.00	1,394.62
96130 Workmen's Compensation	0.00	4,223.49
96140 All Other Insurance	0.00	371.00
96300 Payments in Lieu of Taxes	3,655.83	(5,648.52)
97300 Housing Assistance Pymts	50,695.00	401,561.05
97350 Port IN HAP	10,296.00	55,136.67
97400 Depreciation Expense	<u>20,385.00</u>	<u>163,080.00</u>
<b>TOTAL EXPENSES</b>	<b><u>168,840.53</u></b>	<b><u>1,510,598.03</u></b>
<b>REVENUE OVER(UNDER) EXP \$</b>	<b><u>30,574.79</u></b>	<b><u>\$ (37,038.21)</u></b>

See Accountant's Compilation Report

**MOORHEAD PUBLIC HOUSING AGENCY**  
**STATEMENT OF REVENUE & EXPENSES - PHA**  
For the Period Ended February 28, 2015

	1 Month Ended				8 Months Ended			
	Feb. 28, 2015	Budget	Variance	Pct	Feb. 28, 2015	Budget	Variance	Pct
<b>REVENUE</b>								
70300 Net Tenant Renta	\$ 70,108.43	\$ 43,794.00	\$ 26,314.43	60	\$ 453,190.25	\$ 371,190.00	\$ 82,000.25	22
70400 Tenant Revenue	1,450.78	1,234.00	216.78	18	9,767.45	10,628.00	(860.55)	(8)
70600 HUD PHA Oper	0.00	16,648.00	(16,648.00)	(100)	165,179.00	140,798.00	24,381.00	17
71100 Investment Int-	21.46	83.00	(61.54)	(74)	184.93	292.00	(107.07)	(37)
71500 Other Revenue	1,557.71	4,438.00	(2,880.29)	(65)	12,461.68	31,028.00	(18,566.32)	(60)
<b>TOTAL REVEN</b>	<b>73,138.38</b>	<b>66,197.00</b>	<b>6,941.38</b>	<b>10</b>	<b>640,783.31</b>	<b>553,936.00</b>	<b>86,847.31</b>	<b>16</b>
<b>EXPENSES</b>								
91100 Administrative	15,896.40	11,616.00	4,280.40	37	140,322.97	98,580.00	41,742.97	42
91200 Auditing Fees	0.00	667.00	(667.00)	(100)	7,358.32	6,332.00	1,026.32	16
91300 Management Fee	160.31	0.00	160.31	0	160.31	0.00	160.31	0
91310 Book-keeping F	918.92	800.00	118.92	15	7,257.53	7,600.00	(342.47)	(5)
91400 Advertising and	0.00	42.00	(42.00)	(100)	0.00	336.00	(336.00)	(100)
91500 Employee Ben Co	5,944.09	4,088.00	1,856.09	45	46,078.66	37,756.00	8,322.66	22
91600 Office Expenses	0.00	1,963.00	(1,963.00)	(100)	4,104.24	16,346.00	(12,241.76)	(75)
91700 Legal Expense	0.00	92.00	(92.00)	(100)	(81.46)	334.00	(415.46)	(124)
91800 Travel	0.00	2,117.00	(2,117.00)	(100)	3,083.34	15,112.00	(12,028.66)	(80)
91900 Other	4,013.42	0.00	4,013.42	0	30,725.59	0.00	30,725.59	0
92200 Relocation Cost	0.00	0.00	0.00	0	2,117.55	0.00	2,117.55	0
93100 Water	1,743.72	1,667.00	76.72	5	13,696.77	11,014.00	2,682.77	24
93200 Electricity	8,585.18	6,900.00	1,685.18	24	63,114.87	51,078.00	12,036.87	24
93300 Gas	1,978.23	1,333.00	645.23	48	28,170.16	20,996.00	7,174.16	34
93400 Fuel	0.00	2,083.00	(2,083.00)	(100)	0.00	6,668.00	(6,668.00)	(100)
93600 Sewer	1,348.25	1,054.00	294.25	28	10,383.64	9,416.00	967.64	10
93800 Other Utilities	758.45	1,039.00	(280.55)	(27)	6,805.34	7,076.00	(270.66)	(4)
94100 Ord Mice & Ope	2,928.10	9,126.00	(6,197.90)	(68)	23,147.25	64,974.00	(41,826.75)	(64)
94200 Ord Mice & Ope	5,567.24	2,917.00	2,650.24	91	28,964.42	25,832.00	3,132.42	12
94300 Ord Mice & Ope	16,566.18	23,667.00	(7,100.82)	(30)	153,083.39	192,834.00	(39,750.61)	(21)
94500 Employee Ben Co	0.00	2,687.00	(2,687.00)	(100)	0.00	19,612.00	(19,612.00)	(100)
96110 Property Insura	0.00	2,584.00	(2,584.00)	(100)	1,153.74	20,942.00	(19,788.26)	(94)
96120 Liability Insura	0.00	83.00	(83.00)	(100)	0.00	802.00	(802.00)	(100)
96130 Workmen's Com	(314.51)	340.00	(654.51)	(193)	3,063.84	3,404.00	(340.16)	(10)
96140 All Other Insura	0.00	108.00	(108.00)	(100)	371.00	864.00	(493.00)	(57)
96200 Other General E	0.00	0.00	0.00	0	0.00	7,500.00	(7,500.00)	(100)
96210 Compensated A	0.00	1,307.00	(1,307.00)	(100)	0.00	2,614.00	(2,614.00)	(100)
96300 Payments in Lie	3,655.83	5,897.00	(2,241.17)	(38)	(5,648.52)	31,792.00	(37,440.52)	(118)
96400 Bad Debt - Tena	0.00	125.00	(125.00)	(100)	0.00	1,000.00	(1,000.00)	(100)
97100 Extraordinary M	0.00	13,708.00	(13,708.00)	(100)	0.00	124,394.00	(124,394.00)	(100)
97400 Depreciation Ex	20,385.00	18,025.00	2,360.00	13	163,080.00	158,552.00	4,528.00	3
<b>TOTAL EXPENS</b>	<b>90,134.81</b>	<b>116,035.00</b>	<b>(25,900.19)</b>	<b>(22)</b>	<b>730,512.95</b>	<b>943,760.00</b>	<b>(213,247.05)</b>	<b>(23)</b>
<b>REVENUE O</b>	<b>\$ (16,996.43)</b>	<b>\$ (49,838.00)</b>	<b>\$ 32,841.57</b>	<b>(66)</b>	<b>\$ (89,729.64)</b>	<b>\$ (389,824.00)</b>	<b>\$ 300,094.36</b>	<b>(77)</b>

See Accountant's Compilation Report