HRA REGULAR MEETING – AGENDA

Meeting Date: January 23, 2018
Immediately following the regular Rice County Board meeting
Meeting Location: Commissioner’s Room / Government Services Building

I. Call to Order
   1. Roll Call

II. HRA Action Items
    1. Election of Officers
    2. Minutes

III. HRA Reports
     1. Quarterly and Year End Report

IV. Adjourn

SPECIAL NEEDS: If you require special services to attend or participate in a public meeting, please call the County’s Administration Office at 507.332.6101 or e-mail slangevin@co.rice.mn.us. TDD users can call 507.332.6248. Please call 24 hours before the meeting, if possible.
Memo

To: Rice County Housing & Redevelopment Authority  
From: Joy Watson, Executive Director  
Date: January 23, 2018  
Item #: II-1 – Election of Officers

BACKGROUND
The Rice County HRA Bylaws state that election of officers must take place annually at the Annual Meeting held during the month of January. The Officers include:

- Chair - The Chair shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chair shall sign all contracts, deeds, and other instruments made by the Authority. At each meeting, the Chair shall submit such recommendations, and information as may be considered proper concerning the business, affairs, and policies of the Authority. The Chair shall be elected at the annual meeting of the Authority, and shall hold office for one year or until a successor is elected and qualified.

- Vice-Chair - The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall select a new Chair.

- Secretary - The Secretary shall perform the duties of a Secretary for the Authority.

Action Requested

The Board is asked to appoint officers for 2018.
I. Call to Order
   1. Roll Call -

II. Action Items
   1. **Motion by Gillen, seconded by Bauer, To approve 7-25-17 Minutes**

   RESULT: Approved  [Unanimous]
   AYES: Gillen, Malecha, Miller, Bauer, Docken, Tjosaas

   2. **Motion by Malecha, seconded by Miller, to approve the update to the tax forfeited land policy**

   RESULT: Approved  [Unanimous]
   AYES: Gillen, Malecha, Miller, Bauer, Docken, Tjosaas

   3. **Motion by Malecha, seconded by Miller, To approve the Homeownership Policy Update**

   RESULT: Approved  [Unanimous]
   AYES: Gillen, Malecha, Miller, Bauer, Docken, Tjosaas

   4. **Motion by Malecha, seconded by Miller, To approve the changes to the HRA policy manual.**

   RESULT: Approved  [Unanimous]
   AYES: Gillen, Malecha, Miller, Bauer, Docken, Tjosaas

III. Program Reports & Updates
   1. Quarterly Report

IV. Adjourn
   1. **Motion by Miller, seconded by Malecha, Motion to Adjourn**

   RESULT: Approved  [Unanimous]
   AYES: Gillen, Malecha, Miller, Bauer, Docken, Tjosaas

Approved by the Rice County Board of Commissioners this 23rd day of January, 2018.

RICE COUNTY HRA BOARD OF COMMISSIONERS
ATTEST:

Sara Folsted, County Administrator
I. Call to Order
   1. Roll Call - The meeting was called to order by Commissioner Jake Gillen, Chairperson. Members present were: Gillen, Malecha, Docken, Miller and Bauer. Tjosaas was absent.

II. Action Items
   1. Motion by Malecha, seconded by Miller, Housing Study

   RESULT: Approved [Unanimous]
   AYES: Gillen, Malecha, Miller, Bauer, Docken
   ABSENT: Tjosaas

III. Adjourn

   Motion by Miller, seconded by Malecha carried 5-0, to adjourn the meeting.

   Approved by the Rice County Board of Commissioners this 23rd day of January, 2018.

   RICE COUNTY HRA BOARD OF
   COMMISSIONERS

   ________________________________
   Jake Gillen, Chairperson

   ATTEST:

   ________________________________
   Sara Folsted, County Administrator
I. Call to Order
   1. Roll Call -

II. Action Items
   1. **Motion by Docken, seconded by Malecha, Payment Standards**
      
      **RESULT:** Approved [Unanimous]
      **AYES:** Gillen, Malecha, Miller, Bauer, Docken, Tjosaas

   2. **Motion by Docken, seconded by Malecha, Utility Allowance**
      
      **RESULT:** Approved [Unanimous]
      **AYES:** Gillen, Malecha, Miller, Bauer, Docken, Tjosaas

III. Adjourn
   1. **Motion by Miller, seconded by Malecha, Motion to Adjourn**
      
      **RESULT:** Adopted [Unanimous]
      **AYES:** Gillen, Malecha, Miller, Bauer, Docken, Tjosaas

Approved by the Rice County Board of Commissioners this 23rd day of January, 2018.

RICE COUNTY HRA BOARD OF COMMISSIONERS

___________________________
Jake Gillen, Chairperson

ATTEST:

___________________________
Sara Folsted, County Administrator
### Fourth Quarter 2017

The HRA is authorized 329 vouchers

- During the time period of October through December, the average numbers of vouchers leased was 297
- The average housing assistance payment for October through December was a $440.00
- HUD funded average housing assistance payment is $390.00
- The average total housing assistance payment per month was $130,581.00
- The total housing assistance payments issued for October through December were $391,744.00
- Total housing assistance payments funded by HUD for October through December were $385,227.00

<table>
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<tr>
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<th>DEC</th>
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### Year End 2017
- The total funded by HUD was $1,540,910.00
- The total spent for 2017 was $1,648,408.00
- The total number of units leased for 2017 was 3,558
- The average per unit cost for the year was $463.30
| BUDGET TO ACTUAL | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEPT | OCT | NOV | DEC | TOTAL |
|------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|-----|-----|------|-------|
| Variance to even spread | 3,744 | $7,188 | $6,339 | $5,784 | $4,321 | $7,466 | $9,106 | $12,133 | $15,351 | $18,255 | $21,533 | $30,391 | $107,498 |
| YTD Variance to even spread | 3,744 | $7,188 | $842 | $6,339 | $5,784 | $4,521 | $7,488 | $9,106 | $15,238 | $12,133 | $13,520 | $21,597 | $107,498 |
| Actual HAP (inc port outs & FSS) | 132,153 | $135,597 | $129,251 | $134,748 | $134,193 | $132,930 | $135,897 | $137,515 | $143,647 | $140,542 | $141,929 | $150,006 | $1,648,408 |
| Variance to respread | 3,744 | $7,528 | $1,935 | $7,647 | $8,048 | $7,935 | $12,224 | $16,287 | $26,491 | $32,216 | $49,711 | $107,498 |
| YTD HAP remaining at 1st of month | 1,540,910 | $1,408,757 | $1,273,160 | $1,143,909 | $1,009,161 | $874,968 | $742,038 | $606,141 | $468,626 | $324,979 | $184,437 | $42,508 |

**PUC**

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<th>Apr</th>
<th>May</th>
<th>Jun</th>
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**PORTABILITY**

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**PORTABILITY OUT**

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**PORTABILITY IN**

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