



Rice County
Housing and Redevelopment
Authority

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

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- 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.



Rice County Housing and Redevelopment Authority

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.

**OFFICIAL PROCEEDINGS OF THE
RICE COUNTY HOUSING & REDEVELOPMENT AUTHORITY
Commissioner's Room / Government Services Building
Tuesday, October 24, 2017 at 9:09 a.m.**

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**

Attachment: 10-24-17 minutes (2868 : Minutes)

Jake Gillen, Chairperson

ATTEST:

Sara Folsted, County Administrator

Attachment: 10-24-17 minutes (2868 : Minutes)

**OFFICIAL PROCEEDINGS OF THE
RICE COUNTY HOUSING & REDEVELOPMENT AUTHORITY
Commissioner's Room / Government Services Building
Tuesday, November 14, 2017 at 9:43 a.m.**

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.

COMMISSIONERS

RICE COUNTY HRA BOARD OF

Jake Gillen, Chairperson

ATTEST:

Sara Folsted, County Administrator

Attachment: 11-14-17 minutes (2868 : Minutes)

**OFFICIAL PROCEEDINGS OF THE
RICE COUNTY HOUSING & REDEVELOPMENT AUTHORITY
Commissioner's Room / Government Services Building
Tuesday, December 12, 2017 at 9:12 a.m.**

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.

COMMISSIONERS

RICE COUNTY HRA BOARD OF

Jake Gillen, Chairperson

ATTEST:

Sara Folsted, County Administrator

Attachment: 12-12-17 minutes (2868 : Minutes)



Rice County Housing and Redevelopment Authority

Memo

To: Rice County Housing & Redevelopment Authority

From: Joy Watson, Executive Director

Date: January 23, 2018

Item #: III-1 Quarterly and Year End Report

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

	OCT	NOV	DEC	Total	Average
Budget Authority	128,409	128,409	128,409	\$385,227	\$128,409
Actual Spent	\$129,377	\$127,374	\$134,993	\$391,744	\$130,581
Actual leased	293	298	299	890	297
Per Unit Cost	\$442	\$427	\$451	\$1,320	\$440

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

Step 1: Save blank master. Step 2: Save again with PHA file name and date. Step 3: Enter data in Yellow Fields as column 'O' indicates. Step 3: Enter data monthly. Only enter data in yellow fields.

	12	11	10	9	8	7	6	5	4	3	2	1		
	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	
BUDGET TO ACTUAL														
HAP														Enter Annual HAP Budget Authority B here
HAP Budget Authority even spread	128,409	128,409	128,409	128,409	128,409	128,409	128,409	128,409	128,409	128,409	128,409	128,409	\$1,540,910	
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	
YTD Variance to even spread		\$10,932	\$11,774	\$18,112	\$23,896	\$28,417	\$35,905	\$45,011	\$60,249	\$72,381	\$85,901	\$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	
YTD Actual	132,153	\$267,750	\$397,001	\$531,749	\$665,942	\$798,872	\$934,769	\$1,072,284	\$1,215,931	\$1,356,473	\$1,498,402	\$1,648,408	\$107,498	Enter Allocated Units A here
HAP Budget Authority respread	128,409	\$128,069	\$127,316	\$127,101	\$126,145	\$124,995	\$123,673	\$121,228	\$117,157	\$108,326	\$92,219	\$42,508	\$1,540,910	
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 @ 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														
HUD-Funded PUC	\$390.30	\$390.30	\$390.30	\$390.30	\$390.30	\$390.30	\$390.30	\$390.30	\$390.30	\$390.30	\$390.30	\$390.30	\$390.30	Note: if add'l units are awarded, figures in row 17 may need to be entered manually
Actual PUC	\$440.51	\$451.99	\$442.64	\$452.17	\$453.35	\$453.69	\$463.81	\$477.48	\$488.60	\$470.04	\$473.10	\$491.82	\$463.30	
Variance	\$50.21	\$61.69	\$52.34	\$61.87	\$63.05	\$63.38	\$73.51	\$87.18	\$98.29	\$79.74	\$82.80	\$101.52	\$72.99	
UNITS														
HUD Baseline Units	329	329	329	329	329	329	329	329	329	329	329	329	3,948	
Funded Units @ prev mo PUC		291	282	287	279	276	282	261	245	222	196	90		
Actual Leased (inc port outs)	300	300	292	298	296	293	293	288	294	299	300	305	3,558	
Variance to baseline	-29	-29	-37	-31	-33	-36	-36	-41	-35	-30	-29	-24	-390	Avail. Unit
YTD Variance to baseline		-58	-95	-126	-159	-195	-231	-272	-307	-337	-366	-390		
PORTABILITY														
PORTABILITY OUT														
Units	20	21	21	23	24	24	24	24	23	25	29	34		Enter port in and out data in yellow fields monthly
HAP	13,288	\$13,540.00	\$13,531.00	\$16,617.00	\$16,971.00	\$17,011.00	\$16,734.00	\$18,673.00	\$17,365.00	\$19,793.00	\$21,509.00	\$25,099.00		
Actual PUC port outs	664	\$644.76	\$644.33	\$722.48	\$707.13	\$697.25	\$778.04	\$755.00	\$791.72	\$741.69	\$738.21			
PORTABILITY IN														
Units													0	
HAP														
Actual PUC port ins	#VALUE!												#DIV/0!	

	OCT	NOV	DEC	Total	Average
Budget Authority	128,409	128,409	128,409	\$385,227	\$128,409
Actual Spent	\$129,377	\$127,374	\$134,993	\$391,744	\$130,581
Actual leased	293	298	299	890	297
Per Unit Cost	\$442	\$427	\$451	\$1,320	\$440

	2017
Budget Authority	1,540,910
Spent	\$914,069
Leased	3,558
Cost	\$463

Attachment: 2017 4th quarter and year end report (2867 : Quarterly and Year End Report)