

North Mankato Housing and Redevelopment Authority
615 Nicollet Avenue, North Mankato, MN 56003
Regular Meeting
Tuesday, June 26, 2018 – **9:00 a.m.**
Location: North Mankato City Hall Chambers

AGENDA

PUBLIC HEARING – 9:00 A.M.

-Presentation of Revised –Five Year Capital Plan

-Revisions (Effective August 1, 2018) to House Rules

A. Call to Order/Roll Call by Secretary

B. Amendments to Agenda

C. Open Meeting Resident

D. Approval of Minutes: May 29, 2018

F. Approval of Financials: May 2018

F. Approval of Checks: May Checks #14617-14619, EFT
June Checks #14620-14645, EFT

G. Occupancy:

H. Old Business: Update First Floor Remodeling
-First Floor Change Order #1
-Confirmation Asbestos Removal – Bids
Update Parking Lot
-Start time change

I. New Business: Election of Officers
Property Insurance Renewal
Maintenance Wage Rate – Resolution # 2018.0626.01
Five-Year Action Plan-No revisions- Resolution #2018.0626.02
Civil Rights Certification – Approval Five-Year Plan
Depreciation Schedule – Resolution #2017.0627.03
Approval of Revised Budget fiscal year ending June 30, 2018
Resolution # 2018.0626.04
Approval of Budget fiscal year ending June 30, 2019
Resolution #2018.0626.05

J. Next Meeting: July 31, 2018

K. Adjournment – Regular Meeting

HOUSE RULES FOR THE NORTH MANKATO HOUSING & REDEVELOPMENT AUTHORITY

Effective August 1, 2018

AIR CONDITIONING – Air Conditioner sleeves are furnished in each apartment. It is up to each resident to furnish their own air conditioner. The sleeves are 25 ½ inches wide, x 16 ½ inches high. 110V, rear discharge air conditioners with a BTU output of 8,000-10,000 is required. There is an additional charge for electricity as outlined in the lease. If you do not have an air conditioner in your apartment you will not be charged the additional charge. If you have an air conditioning unit in your apartment you will need to pay the 1 time (per summer) utility fee or remove the unit from your apartment permanently.

EXERCISE ROOM – On ground floor we have a exercise room with a variety of machines. This is for tenants and their guests but we ask that you restrict children from using it. Please treat it with respect because many tenants enjoy using it and we would like to keep it in good condition.

BUDDY SYSTEM – Residents are encouraged to develop their own BUDDY SYSTEM to check on each other and to summon help if needed. In emergencies, residents will need to rely on each other to assist in alerting neighbors or 911

CABLE TV – Consolidated Communications is contracted by the Authority and the current cost is \$18.00 a month for the basic service. Payment for cable service is made to Koppen Gardens and is due at the same time as your rent is due. This charge can only be waived if you do not have a television in your apartment.

COMMUNITY ROOM – The Community Room is for the use of the Koppen Garden residents. Residents may schedule this room for their own use, such as family gatherings. The kitchen is also available and must be cleaned up after using.

DAMAGE DEPOSIT – When you moved in, you gave the Authority a “Security Deposit”, which is to be used to cover the costs of any out of the ordinary wear and tear on your apartment. This deposit earns interest for you at a rate set by the State of Minnesota. In addition, if there is any extraordinary damage to your apartment while you are a resident, and this damage was caused by you or your guests, you will be asked to pay for the damage at the time of repair. Damage deposit returns or additional billings will be sent out after the executive board meeting immediately following your move-out.

DRESS CODE – For the consideration of all tenants and guests of Koppen Gardens, please be properly dressed when you are outside the privacy of your apartment

ELEVATOR – The elevator is for the use of the residents and your guests. It is serviced on a regular basis, but should it malfunction when you are in it, just press the PUSH TO CALL button. You will be speaking directly to our emergency response service. Tell them the problem then it can be resolved quickly. Please do not allow young guests to amuse themselves with elevator rides.

EMERGENCY ALARM – This is the Tornado Warning system that the city of North Mankato uses to alert residents of pending severe weather conditions. When this is sounding a Tornado has been sighted and you will need to go to the shelters provided on floors 1, 2, 3 and 4. These shelters (trash rooms) have extra chairs to assist those who cannot stand for long periods of time. You are encouraged to bring your flashlight/battery operated radio with if you have one handy. STAY AWAY FROM WINDOWS. GATHER TOWARD THE CENTER OF THE HALLWAY ON FLOORS 1, 2, 3, OR 4 NEAR THE ELEVATOR IF THERE IS NOT ROOM FOR ALL TO FIT IN THE TRASH ROOM. DO NOT GO DOWN TO THE MAIN FLOOR.

FIRE ALARM – When the fire alarm rings the elevators will stop functioning immediately. Everyone that is able should go to ground floor. Tenants that cannot use the stairway should wait at the top of your stairway for the North Mankato Fire Fighter’s assistance. A current listing of disabled tenants is in the fire alarm panel for the Fire Department’s information. Please close your door but don’t lock it.

FIRE EXTINGUISHERS - Fire Extinguishers are located on each hallway end. Use them if:

1. You know how to properly operate the fire extinguisher.
2. The fire is small and contained in the area where it stated.
3. You can fight the fire with your back to an exit for escape.

If any of these are not true, get out immediately, call 911, activate the fire alarm and start to help evacuate the building.

GARBAGE ROOMS – Garbage rooms are located on each floor. Garbage is picked up on Monday, Wednesday and Fridays. You are encouraged to recycle paper in the green container marked for this purpose in the ground floor trash room. Please bring wet garbage, glass containers and items such as broom handles etc. that would cause damage or blockage in the garbage chute to the large trash container on ground floor. Please be courteous and don't use the trash chute between the hours of 10:00 p.m. and 6 a.m. If you have large items such as a TV, microwave oven, sofa, etc. that you want to get rid of you will need to let the office know because there is additional charges to have special truck come to pick up excessive items. You as the tenant are responsible to pay these extra charges.

HANDICAP ACCESSABILITY – All the main entrances to Koppen Gardens on ground floor are handicap accessible. In addition 3 apartments have been specifically re-designed to meet handicap accessibility requirements. Eligibility for occupancy of these apartments is determined by management based on mobility needs, as the apartments become available.

KEYS – Each resident receives 2 apartment keys and 1 main door key (you may request a 2nd) at move in time. For your protection these keys cannot be duplicated legally. If additional keys are needed, they may be obtained through the office at an additional charge. All keys that you receive will be required to be returned when you move out to avoid a lock re-keying charge.

LAUNDRY - 4 washing machines and 4 dryers are located on 1st floor. There is no schedule posted for use of the laundry room but we ask that you only use 2 washers and 2 dryers at a time. Please promptly clear the machines when you are

finished using them. Laundry room hours of use are between 6:00 a.m. and 10:00 p.m.

LEASE – Your lease is a lengthy document. It outlines your responsibilities to Management, to other residents and Management's responsibilities to you. Please read it carefully and if you have any questions contact the office.

LIBRARY – Books and puzzles are located on the ground floor. These are for all residents to use.

LOITERING – Defined as the act of remaining in a particular public place for a protracted amount of time without any apparent purpose. The lobby is not a place to gather for extended periods of time. This includes waiting for the mail, guests or rides. Please use the community room for anything longer than 15 minutes.

MAILBOXES - These are located on the ground floor. Mail is delivered six days a week, usually between noon and 3:00 p.m. An outgoing mail service slot is below the tenant mailboxes.

MAINTENANCE – Although apartments are inspected twice a year, once by the Authority and once by HUD, mechanical items break down. To get maintenance problems solved quickly, complete a maintenance request as soon as you notice the problem and put it in the box hanging on the wall by the office door.

Deliberate damage that requires replacement will be charged to the tenant. All charges will be paid before rent is accepted unless there is a written repayment agreement in place between the NMHRA and the tenant. Please don't wait until the problem is a crisis.

PARKING – We have a limited number of parking spaces in the lot. Our parking lot is for our tenants use. We also ask that you and your guests honor the No Parking signs in the front of the building. You could have your vehicle towed if there was a misunderstanding. (Leaving your vehicle to come into the building is considered parking)

PEST POLICY – All residents are required to assist Management in pest control procedures; pest control treatment participation is MANDATORY. If your unit is not ready when our pest control vendor is treating units, you may be required to pay a retreatment or second visit fee. You are required to comply with all requests for readying your unit for pest control treatment which may include emptying cupboards, removing materials from under sinks or vanities and other requests. Residents are also required to follow any recommendations or treatment control request of our pest control vendor. Some pests, such as bedbugs, may require residents to dispose of or professionally clean (at high temperatures or with chemical treatments) personal property and fabrics. Residents are responsible for all costs of treating or removing personal property, furniture, mattresses, and fabrics needed to achieve effective pest control. Management will not reimburse or replace personal property that must be treated or eliminated. Failure to follow the requirements of our pest control vendor is a breach of your Lease. Cleanliness and vigilance are the best preventative medicine in controlling pests. Dispose of all garbage and waste. Do not leave food, dirty dishes, or soft drink bottles/cans lying around. Do not bring cardboard boxes, crates, or other materials that may have been accessible to pests into your unit. Storage of food stuffs, grains or like materials should only be in plastic or metal sealed container. Be careful bringing luggage and used furniture or property into your unit. Some pests, like bedbugs, and hitchhike on you or your belongings. Even the “cleanest” housekeeper may pick-up a bedbug or roach from clothes at a laundry mat, luggage or travel. Please notify Management if you see signs of pests in your apartment or any other place in the building. Failure to promptly notify Management of pests in your unit is a serious violation of your Lease. Prompt notification to management is necessary to prevent pest infestation and to keep pest from spreading. If routine inspection finds that a unit has had or ongoing pest problem that is not reported, this may be grounds for lease termination, nonrenewal or charging Resident for pest treatments and damages in other units or common areas.

PET POLICY – Pets are allowed on a limited basis. A pet run has been built in the back of the building for your convenience and your pet’s safety. Please be sure to

use it for all bathroom duties for your pet and clean up after your dog each time. See the Pet Policy attached to your lease if you need to reference your responsibilities as a pet owner.

QUIET HOURS – People have different schedules and sleeping habits. It is always wise to be respectful of your neighbors and keep the noise at a tolerable level regardless of the time of day. We have scheduled quiet hours between 6:00 a.m. and 10:00 p.m. Please do your best to keep your TV/music at a lower level, limit your use of the common areas and trash rooms, keep your voices down when in the halls and don't slam your apartment doors.

SECURITY SYSTEM – The entrances to the building are controlled by a door security system that automatically locks the doors behind you. Your building security key can be used to unlock these doors automatically at the front and parking lot entrance. The Sherman Street entrance can be opened manually. We ask that you do not open doors to allow someone to come in that you do not recognize. Guests may call your apartment from the main entrance between 7:00 a.m. and 9:00 p.m. and you will be able to push the #6 button on your telephone to open the main entrance security door. We ask that for safety reasons you come down and see the individual that wants to be let in after 9:00 p.m. to be sure who you are letting into the building at night.

SMOKE DETECTORS – The smoke detectors in your apartment are for your unit only, and do not ring throughout the building. Therefore, if your smoke detectors go off because of a minor problem, such as burnt toast, please air out your apartment by opening windows. If you air it out into the hallway you may set off the building system. If the alarm is called into the North Mankato EMS system and all residents will need to respond as if a real emergency existed. Each apartment also has a plug in CO2 detector.

SMOKING – The recent HUD ruling requires all Public Housing Agencies to be smoke free by August 3, 2018. Smoking is defined as inhaling, exhaling, breathing or carrying any cigar, cigarette, e-cigarette or other tobacco product. Koppen Gardens is a smoke free facility which includes the grounds, common areas and in your unit. Should you or your guests violate the no smoking provision of your

lease, you will be given a written warning first with 2nd offense being the cancellation of your lease with 30 days to relocate.

TELEPHONE SERVICE – This service is provided to the building by Consolidated Communications. Please contact them to get your phone line installed and activated.

TORNADO WARNING – See Emergency Alarm section with instructions and safety rules.

TRANSPORTATION – A public bus system stops at the Koppen Gardens bus stop at the corner of Nicollet Avenue and Sherman Street. A bus schedule is posted on the side wall of the shelter. VINE and Nicollet County ride system will provide some services but must be contacted before scheduling.

UTILITIES – The authority furnishes heat, water (hot and cold) sewer and trash collection as part of your rent. Each resident is responsible for their own telephone and cable expense. An additional utility charge for air conditioning and winter auto tank heater expense is payable to Koppen Gardens in the season they are used.

Revised 6/26/18

**MEETING MINUTES FROM EXECUTIVE BOARD MEETING
NORTH MANKATO HOUSING & REDEVELOPMENT AUTHORITY**

1001 Belgrade Avenue, North Mankato, MN 56003

9:00 a.m., May 29, 2018

Roll Call

Members Present:

John Daley, Chair
Nancy Gehrke, Vice Chair
Jennifer Drganc, Treasurer

Members Absent:

Leon Bembenek
Billy Steiner

Others Present:

Kristin Mallek, SMR Management
April Van Genderen, North Mankato City Clerk

Amendments to Agenda

One additional check was added.

Open Meeting Residents

None appeared. Site manager Bob Dekrife reported a garage sale was held by interested members and a pre-garage sale breakfast was held with a good turnout.

Approval of Meeting Minutes

Board Member Daley moved, seconded by Board Member Drganc, to approve the minutes of May 1, 2018, HRA Regular meeting. Vote on the motion: Aye 3, 0 Nay. Motion carried.

Approval of Financials

Board Member Gehrke moved, seconded by Board Member Drganc to approve the financials. Vote on the motion: Aye 3, 0 Nay. Motion carried.

Approval of Checks

Board Member Gehrke moved, seconded by Board Member Drganc, to approve the May checks. It was noted the payment to Brunton Architects was for their services from January to May. Vote on the motion: Aye 3, 0 Nay. Motion carried.

Occupancy

One vacancy with someone scheduled to move in on June 6, 2018.

Old Business

Parking Lot/Contract Update

SMR Management Representative Kristin Mallek noted the parking lot remodel was scheduled to begin on June 4th. Residents will park on the street and in the church parking lot, but only portions of the lot will be closed at one time so there will still be parking in the lot.

First Floor Remodel

SMR Management Representative Kristin Mallek stated the patio project would begin this week, with the rest of the project work beginning in July after the parking lot remodel was completed. Ms. Mallek noted asbestos removal on the first floor will occur before the remodel begins with ½ of the floor closed at a time. Ms. Mallek reported the bids for the asbestos removal ranged from \$17,000 to \$29,000, the low bid was from Twell Environmental, Inc. Ms. Mallek stated Koppen Gardens received their CAP Funds for \$109,000, the receipt of those funds will allow the completion of the first floor restroom remodel.

Set Next Meeting Date

Board Member Drganc moved, seconded by Board Member Gehrke to set the next meeting for June 26, 2018, at 9:00 am. Ms. Mallek noted this would be the Annual Meeting. Vote on the motion: Aye 3, Nay 0. Motion carried.

Adjournment

Adjourned at 9:12 a.m.

Chair

Secretary

North Mankato Housing Authority
615 Nicollet Ave

North Mankato, MN 56003-3866
May 31, 2018

7584

BALANCE SHEET

FYE
6-30

ACCT DESCRIPTION

ASSETS

111101	Cash General Fund	\$ 361,515.49
111700	Petty Cash	100.00
112200	Tenants Accounts Receivable	1,302.00
114500	Accrued Interest	308.98
116200	General Fund Investments	264,015.61
121100	Prepaid Insurance	2,072.05
140002	Development Cost	1,169,610.66
140003	Development Cost Contra	(3,428,385.86)
140005	Accumulated Depreciation	(2,647,487.87)
140006	Land	195,668.66
140007	Building	1,590,070.25
140008	Furniture, Machine, Equipment-Dwell	65,357.82
140009	Furniture, Machine, Equipment-Admin	27,380.13
140016	Land Improvements	130,109.45
140017	Building Improvements	1,632,559.44
140055	Mod Cost Complete	2,258,775.20
	Mod Cost Incomplete	71,460.05
	Capital Fund Operations Contra	
	Capital Fund Non Exp Contra	

TOTAL ASSETS

\$ 1,694,432.06

SURPLUS & LIABILITIES

211400	Tenants Security Deposits	\$ 14,332.96
211410	Tenants Pet Deposits	2,700.00
211499	Security Deposit Interest	(130.79)
213501	Accrued Absences - Current	4,495.68
213502	Accrued Absences - Non-current	3,488.17
213700	Payment in Lieu of Taxes	(190.93)
213701	Pilot Current Year	6,665.53
280200	Investments in Capital Assets	819,278.86
280600	Unrestricted Net Assets	772,194.69
	Capital Fund Advances	(44,085.00)
	Current Year Net Activity	(71,597.89)

TOTAL SURPLUS & LIABILITIES

\$ 1,694,432.06

North Mankato Housing Authority
615 Nicollet Ave

North Mankato, MN 56003-3866
May 31, 2018

7584		BUDGET PROGRESS REPORT		FYE 6-30	
		CURRENT ACTIVITY	YTD BALANCE	YTD PROBATE BUDGET	OVER)/UNDER BUDGET
INCOME					
311000	Dwelling Rental	\$ 19,441.94	\$ 211,131.94	\$ 212,666.67	\$ 1,534.73
312000	Excess Utilities	0	3,060.00	2,520.83	(539.17)
319000	Nondwelling Rental	250.00	2,750.00	2,750.00	0
	TOTAL RENTAL INCOME	19,691.94	216,941.94	217,937.50	995.56
361000	Investment Interest	\$ 3.28	\$ 80.86	\$ 3,116.67	\$ 3,035.81
369000	Other Tenant Income	1,858.75	19,337.12	23,604.17	4,267.05
802000	Hud Operating Subsidy	12,061.00	108,801.00	0	(108,801.00)
	TOTAL OTHER OPERATING RECEIPTS	13,923.03	128,218.98	26,720.84	(101,498.14)
	TOTAL RECEIPTS	33,614.97	345,160.92	244,658.34	(100,502.58)
EXPENSES					
413000	Legal Expense	0	0	1,833.33	1,833.33
414000	Training	0	0	458.33	458.33
415000	Travel	0	187.08	458.33	271.25
417000	Accounting Fees	190.00	2,340.00	3,025.00	685.00
417100	Audit Expense	0	2,400.00	3,483.33	1,083.33
419000	Office Expenses	66.90	1,526.24	2,740.83	1,214.59
419200	Advertising	0	548.19	458.33	(89.86)
419300	Telephone	360.51	4,023.88	4,583.33	559.45
419400	Sundry-Administrative	159.42	7,949.05	5,857.50	(2,091.55)
419500	Outside Management	5,000.00	55,000.00	55,000.00	0
	TOTAL ADMINISTRATIVE EXPENSES	5,776.83	73,974.44	77,898.31	3,923.87
422000	Recreation, Publication & Othe	75.37	13,733.28	21,816.67	8,083.39
423000	Tenant Contract Costs	0	232.11	550.00	317.89
	TOTAL TENANT SERVICES EXPENSE	75.37	13,965.39	22,366.67	8,401.28
431000	Water	881.94	7,195.44	14,300.00	7,104.56
432000	Electricity	2,433.62	34,315.48	35,383.33	1,067.85
433000	Gas	2,894.08	20,449.30	18,333.33	(2,115.97)
439000	Other Utility Expense	1,115.78	9,824.85	12,833.33	3,008.48
439100	Garbage Disposal	439.33	9,096.35	13,566.67	4,470.32
	TOTAL UTILITIES EXPENSE	7,764.75	80,881.42	94,416.66	13,535.24
441000	Maintenance Labor	5,942.88	46,390.55	38,270.83	(8,119.72)
441045	Employee Benefits Maintenance	1,032.17	11,700.59	10,037.50	(1,663.09)
442000	Materials	643.74	6,904.40	8,937.50	2,033.10
443000	Contract Costs	234.32	4,259.31	1,375.00	(2,884.31)
443090	Contracts - Cable TV	1,353.42	14,887.62	16,133.33	1,245.71
443200	Heating & Cooling	0	4,617.58	3,666.67	(950.91)

North Mankato Housing Authority
615 Nicollet Ave

North Mankato, MN 56003-3866
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7584 BUDGET PROGRESS REPORT FYE 6-30

	CURRENT ACTIVITY	YTD BALANCE	YTD PROBATE BUDGET	OVER) /UNDER BUDGET
443300 Snow Removal	0	1,345.00	458.33	(886.67)
443400 Elevator	815.08	9,799.27	10,083.33	284.06
443500 Landscape & Grounds	0	1,066.51	2,291.67	1,225.16
443600 Unit Turnaround	0	1,975.00	0	(1,975.00)
443700 Electrical Contracts	0	8,502.61	2,750.00	(5,752.61)
443800 Plumbing	175.00	3,812.28	4,583.33	771.05
443900 Extermination	0	668.09	1,045.00	376.91
444000 Janitorial	226.54	3,098.40	3,116.67	18.27
444100 Routine contracts	0	3,796.92	0	(3,796.92)
TOTAL MAINTENANCE EXPENSE	10,423.15	122,824.13	102,749.16	(20,074.97)
451000 Insurance - Flood & Bond	59.50	654.50	733.33	78.83
451001 Insurance - Property	1,188.08	13,068.88	13,071.67	2.79
451002 Insurance - Liability	362.67	3,839.37	3,717.08	(122.29)
451003 Insurance - Work Comp	155.92	1,774.37	2,016.67	242.30
452000 Payments In Lieu Of Taxes	571.36	6,665.53	6,618.33	(47.20)
457000 Collection Loss	0	0	348.33	348.33
TOTAL GENERAL EXPENSE	2,337.53	26,002.65	26,505.41	502.76
 TOTAL ROUTINE EXPENSE	 26,377.63	 317,648.03	 323,936.21	 6,288.18
 TOTAL EXPENSE	 26,377.63	 317,648.03	 323,936.21	 6,288.18

ACCT	DESCRIPTION	-----YEAR TO DATE-----	BUDGET	-PERCENTAGE- OF BUDGET
	INCOME			
311000	Dwelling Rental	\$ 211,131.94	\$ 232,000.00	91.01%
312000	Excess Utilities	3,060.00	2,750.00	111.27
319000	Nondwelling Rental	2,750.00	3,000.00	91.67
	TOTAL RENTAL INCOME	216,941.94	237,750.00	91.25
361000	Investment Interest	\$ 80.86	\$ 3,400.00	2.38%
369000	Other Tenant Income	19,337.12	25,750.00	75.10
802000	Hud Operating Subsidy	108,801.00	0	0
	TOTAL OTHER OPERATING RECEIPTS	128,218.98	29,150.00	439.86
	TOTAL RECEIPTS	345,160.92	266,900.00	129.32
	EXPENSES			
413000	Legal Expense	0	2,000.00	0
414000	Training	0	500.00	0
415000	Travel	187.08	500.00	37.42
417000	Accounting Fees	2,340.00	3,300.00	70.91
417100	Audit Expense	2,400.00	3,800.00	63.16
419000	Office Expenses	1,526.24	2,990.00	51.04
419200	Advertising	548.19	500.00	109.64
419300	Telephone	4,023.88	5,000.00	80.48
419400	Sundry-Administrative	7,949.05	6,390.00	124.40
419500	Outside Management	55,000.00	60,000.00	91.67
	TOTAL ADMINISTRATIVE EXPENSES	73,974.44	84,980.00	87.05
422000	Recreation, Publication & Oth	13,733.28	23,800.00	57.70
423000	Tenant Contract Costs	232.11	600.00	38.69
	TOTAL TENANT SERVICES EXPENSE	13,965.39	24,400.00	57.24
431000	Water	7,195.44	15,600.00	46.12
432000	Electricity	34,315.48	38,600.00	88.90
433000	Gas	20,449.30	20,000.00	102.25
439000	Other Utility Expense	9,824.85	14,000.00	70.18
439100	Garbage Disposal	9,096.35	14,800.00	61.46
	TOTAL UTILITIES EXPENSE	80,881.42	103,000.00	78.53
441000	Maintenance Labor	46,390.55	41,750.00	111.12
441045	Employee Benefits Maintenance	11,700.59	10,950.00	106.85
442000	Materials	6,904.40	9,750.00	70.81

North Mankato Housing Authority
615 Nicollet Ave

North Mankato, MN 56003-3866
May 31, 2018

7584

BUDGET PROGRESS REPORT

FYE
6-30

ACCT	DESCRIPTION	-----YEAR TO DATE----- ACTUAL	BUDGET	-PERCENTAGE- OF BUDGET
443000	Contract Costs	4,259.31	1,500.00	283.95
443090	Contracts - Cable TV	14,887.62	17,600.00	84.59
443200	Heating & Cooling	4,617.58	4,000.00	115.44
443300	Snow Removal	1,345.00	500.00	269.00
443400	Elevator	9,799.27	11,000.00	89.08
443500	Landscape & Grounds	1,066.51	2,500.00	42.66
443600	Unit Turnaround	1,975.00	0	0
443700	Electrical Contracts	8,502.61	3,000.00	283.42
443800	Plumbing	3,812.28	5,000.00	76.25
443900	Extermination	668.09	1,140.00	58.60
444000	Janitorial	3,098.40	3,400.00	91.13
444100	Routine contracts	3,796.92	0	0
	TOTAL MAINTENANCE EXPENSE	122,824.13	112,090.00	109.58
451000	Insurance - Flood & Bond	654.50	800.00	81.81
451001	Insurance - Property	13,068.88	14,260.00	91.65
451002	Insurance - Liability	3,839.37	4,055.00	94.68
451003	Insurance - Work Comp	1,774.37	2,200.00	80.65
452000	Payments In Lieu Of Taxes	6,665.53	7,220.00	92.32
457000	Collection Loss	0	380.00	0
	TOTAL GENERAL EXPENSE	26,002.65	28,915.00	89.93
	TOTAL ROUTINE EXPENSE	317,648.03	353,385.00	89.89
	TOTAL EXPENSE	317,648.03	353,385.00	89.89

North Mankato Housing Authority
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May 31, 2018

FYE

7584

BUDGET PROGRESS / PUM REPORT

6-30

ACCT	DESCRIPTION	----- ACTUAL ----- AMOUNT	----- PUM	----- BUDGET ----- AMOUNT	----- PUM
INCOME					
311000	Dwelling Rental	\$ 211,131.94	\$262.93	\$ 232,000.00	\$264.84
312000	Excess Utilities	3,060.00	3.81	2,750.00	3.14
319000	Nondwelling Rental	<u>2,750.00</u>	<u>3.42</u>	<u>3,000.00</u>	<u>3.42</u>
	TOTAL RENTAL INCOME	216,941.94	270.16	237,750.00	271.40
361000	Investment Interest	\$ 80.86	\$.10	\$ 3,400.00	\$ 3.88
369000	Other Tenant Income	19,337.12	24.08	25,750.00	29.39
802000	Hud Operating Subsidy	<u>108,801.00</u>	<u>135.49</u>	<u></u>	<u></u>
	TOTAL OTHER OPERATING RECEIPTS	128,218.98	159.67	29,150.00	33.28
	TOTAL RECEIPTS	345,160.92	429.84	266,900.00	304.68
EXPENSES					
413000	Legal Expense			2,000.00	2.28
414000	Training			500.00	.57
415000	Travel	187.08	.23	500.00	.57
417000	Accounting Fees	2,340.00	2.91	3,300.00	3.77
417100	Audit Expense	2,400.00	2.99	3,800.00	4.34
419000	Office Expenses	1,526.24	1.90	2,990.00	3.41
419200	Advertising	548.19	.68	500.00	.57
419300	Telephone	4,023.88	5.01	5,000.00	5.71
419400	Sundry-Administrative	7,949.05	9.90	6,390.00	7.29
419500	Outside Management	<u>55,000.00</u>	<u>68.49</u>	<u>60,000.00</u>	<u>68.49</u>
	TOTAL ADMINISTRATIVE EXPENSES	73,974.44	92.12	84,980.00	97.01
422000	Recreation, Publication & Othe	13,733.28	17.10	23,800.00	27.17
423000	Tenant Contract Costs	<u>232.11</u>	<u>.29</u>	<u>600.00</u>	<u>.68</u>
	TOTAL TENANT SERVICES EXPENSE	13,965.39	17.39	24,400.00	27.85
431000	Water	7,195.44	8.96	15,600.00	17.81
432000	Electricity	34,315.48	42.73	38,600.00	44.06
433000	Gas	20,449.30	25.47	20,000.00	22.83
439000	Other Utility Expense	9,824.85	12.24	14,000.00	15.98
439100	Garbage Disposal	<u>9,096.35</u>	<u>11.33</u>	<u>14,800.00</u>	<u>16.89</u>
	TOTAL UTILITIES EXPENSE	80,881.42	100.72	103,000.00	117.58
441000	Maintenance Labor	46,390.55	57.77	41,750.00	47.66
441045	Employee Benefits Maintenance	11,700.59	14.57	10,950.00	12.50
442000	Materials	6,904.40	8.60	9,750.00	11.13
443000	Contract Costs	4,259.31	5.30	1,500.00	1.71
443090	Contracts - Cable TV	14,887.62	18.54	17,600.00	20.09
443200	Heating & Cooling	4,617.58	5.75	4,000.00	4.57
443300	Snow Removal	<u>1,345.00</u>	<u>1.67</u>	<u>500.00</u>	<u>.57</u>

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BUDGET PROGRESS / PUM REPORT

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ACCT	DESCRIPTION	----- ACTUAL AMOUNT	----- PUM	----- BUDGET AMOUNT	----- PUM
443400	Elevator	9,799.27	12.20	11,000.00	12.56
443500	Landscape & Grounds	1,066.51	1.33	2,500.00	2.85
443600	Unit Turnaround	1,975.00	2.46		
443700	Electrical Contracts	8,502.61	10.59	3,000.00	3.42
443800	Plumbing	3,812.28	4.75	5,000.00	5.71
443900	Extermination	668.09	.83	1,140.00	1.30
444000	Janitorial	3,098.40	3.86	3,400.00	3.88
444100	Routine contracts	3,796.92	4.73		
	TOTAL MAINTENANCE EXPENSE	122,824.13	152.96	112,090.00	127.96
451000	Insurance - Flood & Bond	654.50	.82	800.00	.91
451001	Insurance - Property	13,068.88	16.28	14,260.00	16.28
451002	Insurance - Liability	3,839.37	4.78	4,055.00	4.63
451003	Insurance - Work Comp	1,774.37	2.21	2,200.00	2.51
452000	Payments In Lieu Of Taxes	6,665.53	8.30	7,220.00	8.24
457000	Collection Loss			380.00	.43
	TOTAL GENERAL EXPENSE	26,002.65	32.38	28,915.00	33.01
	TOTAL ROUTINE EXPENSE	317,648.03	395.58	353,385.00	403.41
	TOTAL EXPENSE	317,648.03	395.58	353,385.00	403.41

Account#	Account Title	Current	Balance
111101	Cash General Fund	5,661.78-	361,515.49
111700	Petty Cash		100.00
112200	Tenants Accounts Receivable	1,103.94	1,302.00
112517	Accounts Receivable Hud - CF 1		.00
114500	Accrued Interest	29.98-	308.98
116200	General Fund Investments	29.98	264,015.61
121100	Prepaid Insurance	1,766.17-	2,072.05
140002	Development Cost		1,169,610.66
140003	Development Cost Contra		3,428,385.86-
140005	Accumulated Depreciation		2,647,487.87-
140006	Land		195,668.66
140007	Building		1,590,070.25
140008	Furniture,Machine,Equipment-Dw		65,357.82
140009	Furniture,Machine,Equipment-Ad		27,380.13
140016	Land Improvements	895.00	130,109.45
140017	Building Improvements	13,270.38	1,632,559.44
140055	Mod Cost Complete		2,258,775.20
211100	Accounts Payable Vendors		.00
211400	Tenants Security Deposits	33.34-	14,332.96-
211410	Tenants Pet Deposits		2,700.00-
211499	Security Deposit Interest	.67	130.79
211701	Payroll Deduction - FED WH		.00
211702	Payroll Deduction - Fica/Med		.00
211703	Payroll Deduction State W/H		.00
211705	Payroll Deduction Pension		.00
213501	Accrued Absences - Current		4,495.68-
213502	Accrued Absences - Non-current		3,488.17-
213700	Payment in Lieu of Taxes		190.93
213701	Pilot Current Year	571.36-	6,665.53-
280200	Investments in Capital Assets		819,278.86-
280600	Unrestricted Net Assets		772,194.69-
	** Subtotal **	7,237.34	137.84
311000	Dwelling Rental	19,441.94-	211,131.94-
312000	Excess Utilities		3,060.00-
319000	Nondwelling Rental	250.00-	2,750.00-
361000	Investment Interest	3.28-	80.86-
369000	Other Tenant Income	1,858.75-	19,337.12-
413000	Legal Expense		.00
414000	Training		.00
415000	Travel		187.08
417000	Accounting Fees	190.00	2,340.00
417100	Audit Expense		2,400.00
419000	Office Expenses	66.90	1,526.24
419200	Advertising		548.19
419300	Telephone	360.51	4,023.88
419400	Sundry-Administrative	159.42	7,949.05
419500	Outside Management	5,000.00	55,000.00
422000	Recreation, Publication & Othe	75.37	13,733.28
423000	Tenant Contract Costs		232.11
431000	Water	881.94	7,195.44
432000	Electricity	2,433.62	34,315.48
433000	Gas	2,894.08	20,449.30
439000	Other Utility Expense	1,115.78	9,824.85

Account#	Account Title	Current	Balance
439100	Garbage Disposal	439.33	9,096.35
441000	Maintenance Labor	5,942.88	46,390.55
441045	Employee Benefits Maintenance	1,032.17	11,700.59
442000	Materials	643.74	6,904.40
443000	Contract Costs	234.32	4,259.31
443090	Contracts -. Cable TV	1,353.42	14,887.62
443200	Heating & Cooling		4,617.58
443300	Snow Removal		1,345.00
443400	Elevator	815.08	9,799.27
443500	Landscape & Grounds		1,066.51
443600	Unit Turnaround		1,975.00
443700	Electrical Contracts		8,502.61
443800	Plumbing	175.00	3,812.28
443900	Extermination		668.09
444000	Janitorial	226.54	3,098.40
444100	Routine contracts		3,796.92
451000	Insurance - Flood & Bond	59.50	654.50
451001	Insurance - Property	1,188.08	13,068.88
451002	Insurance - Liability	362.67	3,839.37
451003	Insurance - Work Comp	155.92	1,774.37
452000	Payments In Lieu Of Taxes	571.36	6,665.53
457000	Collection Loss		.00
802000	Hud Operating Subsidy	12,061.00-	108,801.00-
802917	Cf 501-17 Advances		44,085.00-
	** Subtotal **	7,237.34-	71,597.89-
941410	Cf 16 Administration		.00
941430	Cf 16 Fees & Costs		.00
941460	CF16 Dwelling Structure		.00
961430	Cf 17 Fees & Costs		11,000.00
961450	CF 2017 Site Improvement		.00
961460	CF 2017 Dwelling Structure		60,460.05
	** Subtotal **	.00	71,460.05
	** Total **	.00	.00

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Date	Index	Description	Current Month	Year To Date
04 30	111101	Cash General Fund		
		Beginning Balance		367,177.27 Dr
05 31	111101	J010060 MAY18 Cash Disbursements	38,406.15 Cr	
05 09	111101	J300004 Caretaker Apt Rent *	18,560.68 Dr	
05 22	111101	J300006 Operating Subsidy *	12,061.00 Dr	
05 24	111101	J300009 Security Deposit *	1,433.66 Dr	
05 31	111101	J300012 Interest *	689.03 Dr	
		Current Total	5,661.78 Cr	
		Ending Balance		361,515.49 Dr
04 30	111700	Petty Cash		
		Beginning Balance		100.00 Dr
		Ending Balance		100.00 Dr
04 30	112200	Tenants Accounts Receivable		
		Beginning Balance		198.06 Dr
05 31	112200	001825 To Record May 2018 Rental	20,614.94 Dr	
05 09	112200	000061 Rent	18,244.00 Cr	
05 24	112200	000063 Rent	1,267.00 Cr	
		Current Total	1,103.94 Dr	
		Ending Balance		1,302.00 Dr
04 30	112517	Accounts Receivable Hud - CF 17		
04 30	114500	Accrued Interest		
		Beginning Balance		338.96 Dr
05 31	114500	001827 To Record Interest Income	29.98 Cr	
		Current Total	29.98 Cr	
		Ending Balance		308.98 Dr
04 30	116200	General Fund Investments		
		Beginning Balance		263,985.63 Dr
05 31	116200	001827 To Record Interest Income	29.98 Dr	
		Current Total	29.98 Dr	
		Ending Balance		264,015.61 Dr
04 30	121100	Prepaid Insurance		
		Beginning Balance		3,838.22 Dr
05 31	121100	001826 To Write Off Insurance	1,766.17 Cr	
		Current Total	1,766.17 Cr	
		Ending Balance		2,072.05 Dr
04 30	140002	Development Cost		
		Beginning Balance		1169,610.66 Dr
		Ending Balance		1169,610.66 Dr
04 30	140003	Development Cost Contra		
		Beginning Balance		3428,385.86 Cr
		Ending Balance		3428,385.86 Cr

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04 30	140005	Accumulated Depreciation		
		Beginning Balance		2647,487.87 Cr
		Ending Balance		2647,487.87 Cr
04 30	140006	Land		
		Beginning Balance		195,668.66 Dr
		Ending Balance		195,668.66 Dr
04 30	140007	Building		
		Beginning Balance		1590,070.25 Dr
		Ending Balance		1590,070.25 Dr
04 30	140008	Furniture, Machine, Equipment-Dwell		
		Beginning Balance		65,357.82 Dr
		Ending Balance		65,357.82 Dr
04 30	140009	Furniture, Machine, Equipment-Admin		
		Beginning Balance		27,380.13 Dr
		Ending Balance		27,380.13 Dr
04 30	140016	Land Improvements		
		Beginning Balance		129,214.45 Dr
05 21	140016	014615 Surface Specialists (Inst	895.00 Dr	
		Current Total	895.00 Dr	
		Ending Balance		130,109.45 Dr
04 30	140017	Building Improvements		
		Beginning Balance		1619,289.06 Dr
05 21	140017	014600 Brunton Architects (Phase	13,270.38 Dr	
		Current Total	13,270.38 Dr	
		Ending Balance		1632,559.44 Dr
04 30	140055	Mod Cost Complete		
		Beginning Balance		2258,775.20 Dr
		Ending Balance		2258,775.20 Dr
04 30	211100	Accounts Payable Vendors		
04 30	211400	Tenants Security Deposits		
		Beginning Balance		14,299.62 Cr
05 29	211400	014619 Jerome Theissen	200.00 Dr	
05 09	211400	000061 Rent	66.68 Cr	
05 24	211400	000063 Security Deposit	166.66 Cr	
		Current Total	33.34 Cr	
		Ending Balance		14,332.96 Cr
04 30	211410	Tenants Pet Deposits		
		Beginning Balance		2,700.00 Cr
		Ending Balance		2,700.00 Cr

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Date	Index	Description	Current Month	Year To Date
04 30	211499	Security Deposit Interest		
		Beginning Balance		130.12 Dr
05 29	211499	014619 Jerome Theissen	<u>.67 Dr</u>	
		Current Total	.67 Dr	
		Ending Balance		130.79 Dr
04 30	211701	Payroll Deduction - FED WH		
05 21	211701	000506 Bruce Ahlschlager	140.04 Cr	
05 21	211701	000507 Robert J Dekruif	27.92 Cr	
05 29	211701	000508 Bruce Ahlschlager	158.15 Cr	
05 29	211701	000509 Robert J Dekruif	27.92 Cr	
05 31	211701	000511 Eftps	<u>354.03 Dr</u>	
		Current Total		
		Ending Balance		
04 30	211702	Payroll Deduction - Fica/Med		
05 21	211702	000506 Bruce Ahlschlager	135.11 Cr	
05 21	211702	000507 Robert J Dekruif	86.06 Cr	
05 29	211702	000508 Bruce Ahlschlager	147.40 Cr	
05 29	211702	000509 Robert J Dekruif	86.06 Cr	
05 31	211702	000511 Eftps	<u>454.63 Dr</u>	
		Current Total		
		Ending Balance		
04 30	211703	Payroll Deduction State W/H		
05 21	211703	000506 Bruce Ahlschlager	72.56 Cr	
05 21	211703	000507 Robert J Dekruif	17.94 Cr	
05 29	211703	000508 Bruce Ahlschlager	83.20 Cr	
05 29	211703	000509 Robert J Dekruif	17.94 Cr	
05 31	211703	000510 Mn Dept Of Revenue	<u>191.64 Dr</u>	
		Current Total		
		Ending Balance		
04 30	211705	Payroll Deduction Pension		
05 29	211705	014617 Security Benefits	200.00 Dr	
05 29	211705	014618 Security Benefits	221.57 Dr	
05 21	211705	000506 Bruce Ahlschlager	205.97 Cr	
05 29	211705	000508 Bruce Ahlschlager	<u>215.60 Cr</u>	
		Current Total		
		Ending Balance		
04 30	213501	Accrued Absences - Current		
		Beginning Balance		4,495.68 Cr
		Ending Balance		4,495.68 Cr
04 30	213502	Accrued Absences - Non-current		
		Beginning Balance		3,488.17 Cr
		Ending Balance		3,488.17 Cr

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Date	Index	Description	Current Month	Year To Date
04 30	213700	Payment in Lieu of Taxes		
		Beginning Balance		190.93 Dr
		Ending Balance		190.93 Dr
04 30	213701	Pilot Current Year		
		Beginning Balance		6,094.17 Cr
05 31	213701	J110002 Current Year Pilot	571.36 Cr	
		Current Total	571.36 Cr	
		Ending Balance		6,665.53 Cr
04 30	280200	Investments in Capital Assets		
		Beginning Balance		819,278.86 Cr
		Ending Balance		819,278.86 Cr
04 30	280600	Unrestricted Net Assets		
		Beginning Balance		772,194.69 Cr
		Ending Balance		772,194.69 Cr
04 30	311000	Dwelling Rental		
		Beginning Balance		191,690.00 Cr
05 31	311000	001825 To Record May 2018 Rental	19,441.94 Cr	
		Current Total	19,441.94 Cr	
		Ending Balance		211,131.94 Cr
04 30	312000	Excess Utilities		
		Beginning Balance		3,060.00 Cr
		Ending Balance		3,060.00 Cr
04 30	319000	Nondwelling Rental		
		Beginning Balance		2,500.00 Cr
05 09	319000	000061 Caretaker Apt Rent	250.00 Cr	
		Current Total	250.00 Cr	
		Ending Balance		2,750.00 Cr
04 30	361000	Investment Interest		
		Beginning Balance		77.58 Cr
05 31	361000	000064 Interest	3.28 Cr	
		Current Total	3.28 Cr	
		Ending Balance		80.86 Cr
04 30	369000	Other Tenant Income		
		Beginning Balance		17,478.37 Cr
05 31	369000	001825 To Record May 2018 Rental	1,173.00 Cr	
05 31	369000	000064 Laundry	685.75 Cr	
		Current Total	1,858.75 Cr	
		Ending Balance		19,337.12 Cr
04 30	413000	Legal Expense		

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Date	Index	Description	Current Month	Year To Date
04 30	414000	Training		
04 30	415000	Travel		
		Beginning Balance		187.08 Dr
		Ending Balance		187.08 Dr
04 30	417000	Accounting Fees		
		Beginning Balance		2,150.00 Dr
05 21	417000	014601 C Naber & Associates	190.00 Dr	
		Current Total	190.00 Dr	
		Ending Balance		2,340.00 Dr
04 30	417100	Audit Expense		
		Beginning Balance		2,400.00 Dr
		Ending Balance		2,400.00 Dr
04 30	419000	Office Expenses		
		Beginning Balance		1,459.34 Dr
05 21	419000	000503 Consolidated	66.90 Dr	
		Current Total	66.90 Dr	
		Ending Balance		1,526.24 Dr
04 30	419200	Advertising		
		Beginning Balance		548.19 Dr
		Ending Balance		548.19 Dr
04 30	419300	Telephone		
		Beginning Balance		3,663.37 Dr
05 21	419300	014611 Mas Communications	105.14 Dr	
05 21	419300	000503 Consolidated	255.37 Dr	
		Current Total	360.51 Dr	
		Ending Balance		4,023.88 Dr
04 30	419400	Sundry-Administrative		
		Beginning Balance		7,789.63 Dr
05 21	419400	014603 Housing Data Systems Inc	120.00 Dr	
05 21	419400	014614 Screening Reports	25.00 Dr	
05 31	419400	000512 Bank Fees	14.42 Dr	
		Current Total	159.42 Dr	
		Ending Balance		7,949.05 Dr
04 30	419500	Outside Management		
		Beginning Balance		50,000.00 Dr
05 21	419500	014613 Smr Management	5,000.00 Dr	
		Current Total	5,000.00 Dr	
		Ending Balance		55,000.00 Dr
04 30	422000	Recreation, Publication & Other		
		Beginning Balance		13,657.91 Dr
05 21	422000	014602 Culligan	75.37 Dr	

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Date	Index	Description	Current Month	Year To Date
		Current Total	75.37 Dr	
		Ending Balance		13,733.28 Dr
04 30	423000	Tenant Contract Costs		
		Beginning Balance		232.11 Dr
		Ending Balance		232.11 Dr
04 30	431000	Water		
		Beginning Balance		6,313.50 Dr
05 21	431000	000502 City Of North Mankato (15	881.94 Dr	
		Current Total	881.94 Dr	
		Ending Balance		7,195.44 Dr
04 30	432000	Electricity		
		Beginning Balance		31,881.86 Dr
05 21	432000	000504 Xcel Energy (27,600 Kwh)	2,433.62 Dr	
		Current Total	2,433.62 Dr	
		Ending Balance		34,315.48 Dr
04 30	433000	Gas		
		Beginning Balance		17,555.22 Dr
05 21	433000	000501 Centerpoint Energy (4820)	2,894.08 Dr	
		Current Total	2,894.08 Dr	
		Ending Balance		20,449.30 Dr
04 30	439000	Other Utility Expense		
		Beginning Balance		8,709.07 Dr
05 21	439000	014607 McGowan Water Conditionin	111.15 Dr	
05 21	439000	000502 City Of North Mankato	1,004.63 Dr	
		Current Total	1,115.78 Dr	
		Ending Balance		9,824.85 Dr
04 30	439100	Garbage Disposal		
		Beginning Balance		8,657.02 Dr
05 21	439100	000505 Waste Management	439.33 Dr	
		Current Total	439.33 Dr	
		Ending Balance		9,096.35 Dr
04 30	441000	Maintenance Labor		
		Beginning Balance		40,447.67 Dr
05 21	441000	000506 Bruce Ahlschlager	1,766.16 Dr	
05 21	441000	000507 Robert J Dekruif	1,125.00 Dr	
05 29	441000	000508 Bruce Ahlschlager	1,926.72 Dr	
05 29	441000	000509 Robert J Dekruif	1,125.00 Dr	
		Current Total	5,942.88 Dr	
		Ending Balance		46,390.55 Dr
04 30	441045	Employee Benefits Maintenance		
		Beginning Balance		10,668.42 Dr
05 21	441045	014599 Bruce Ahlschlager	214.20 Dr	

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Date	Index	Description	Current Month	Year To Date
05 21	441045	014616 Usuable Life	104.83 Dr	
05 29	441045	014618 Security Benefits	258.51 Dr	
05 31	441045	000511 Eftps	<u>454.63 Dr</u>	
		Current Total	1,032.17 Dr	
		Ending Balance		11,700.59 Dr
04 30	442000	Materials		
		Beginning Balance		6,260.66 Dr
05 21	442000	014605 Lloyd Lumber CO	7.30 Dr	
05 21	442000	014612 Menards - Mankato	<u>636.44 Dr</u>	
		Current Total	643.74 Dr	
		Ending Balance		6,904.40 Dr
04 30	443000	Contract Costs		
		Beginning Balance		4,024.99 Dr
05 21	443000	014608 Meyer & Sons Tv & Applian	6.82 Dr	
05 21	443000	014610 Mkc Inc	<u>227.50 Dr</u>	
		Current Total	234.32 Dr	
		Ending Balance		4,259.31 Dr
04 30	443090	Contracts - Cable TV		
		Beginning Balance		13,534.20 Dr
05 21	443090	000503 Consolidated	<u>1,353.42 Dr</u>	
		Current Total	1,353.42 Dr	
		Ending Balance		14,887.62 Dr
04 30	443200	Heating & Cooling		
		Beginning Balance		4,617.58 Dr
		Ending Balance		4,617.58 Dr
04 30	443300	Snow Removal		
		Beginning Balance		1,345.00 Dr
		Ending Balance		1,345.00 Dr
04 30	443400	Elevator		
		Beginning Balance		8,984.19 Dr
05 21	443400	014606 Minnesota Elevator Inc	<u>815.08 Dr</u>	
		Current Total	815.08 Dr	
		Ending Balance		9,799.27 Dr
04 30	443500	Landscape & Grounds		
		Beginning Balance		1,066.51 Dr
		Ending Balance		1,066.51 Dr
04 30	443600	Unit Turnaround		
		Beginning Balance		1,975.00 Dr
		Ending Balance		1,975.00 Dr
04 30	443700	Electrical Contracts		
		Beginning Balance		8,502.61 Dr

North Mankato Housing Authority
615 Nicollet Ave
North Mankato, MN 56003-3866
May 31, 2018

7584

Detail General Ledger

6-30

Page 8

Date	Index	Description	Current Month	Year To Date
		Ending Balance		8,502.61 Dr
04 30	443800	Plumbing		
		Beginning Balance		3,637.28 Dr
05 21	443800	014604 Jetter Clean Inc	175.00 Dr	
		Current Total	175.00 Dr	
		Ending Balance		3,812.28 Dr
04 30	443900	Extermination		
		Beginning Balance		668.09 Dr
		Ending Balance		668.09 Dr
04 30	444000	Janitorial		
		Beginning Balance		2,871.86 Dr
05 21	444000	014609 Mrci	226.54 Dr	
		Current Total	226.54 Dr	
		Ending Balance		3,098.40 Dr
04 30	444100	Routine contracts		
		Beginning Balance		3,796.92 Dr
		Ending Balance		3,796.92 Dr
04 30	451000	Insurance - Flood & Bond		
		Beginning Balance		595.00 Dr
05 31	451000	001826 To Write Off Insurance	59.50 Dr	
		Current Total	59.50 Dr	
		Ending Balance		654.50 Dr
04 30	451001	Insurance - Property		
		Beginning Balance		11,880.80 Dr
05 31	451001	001826 To Write Off Insurance	1,188.08 Dr	
		Current Total	1,188.08 Dr	
		Ending Balance		13,068.88 Dr
04 30	451002	Insurance - Liability		
		Beginning Balance		3,476.70 Dr
05 31	451002	001826 To Write Off Insurance	362.67 Dr	
		Current Total	362.67 Dr	
		Ending Balance		3,839.37 Dr
04 30	451003	Insurance - Work Comp		
		Beginning Balance		1,618.45 Dr
05 31	451003	001826 To Write Off Insurance	155.92 Dr	
		Current Total	155.92 Dr	
		Ending Balance		1,774.37 Dr
04 30	452000	Payments In Lieu Of Taxes		
		Beginning Balance		6,094.17 Dr
05 31	452000	J110001 Current Year Pilot	571.36 Dr	
		Current Total	571.36 Dr	

North Mankato Housing Authority
615 Nicollet Ave
North Mankato, MN 56003-3866
May 31, 2018

7584

Detail General Ledger

6-30

Page 9

Date	Index	Description	Current Month	Year To Date
		Ending Balance		6,665.53 Dr
04 30	457000	Collection Loss		
04 30	802000	Hud Operating Subsidy		
		Beginning Balance		96,740.00 Cr
05 22	802000	000062 Operating Subsidy	12,061.00 Cr	
		Current Total	12,061.00 Cr	
		Ending Balance		108,801.00 Cr
04 30	802917	Cf 501-17 Advances		
		Beginning Balance		44,085.00 Cr
		Ending Balance		44,085.00 Cr
04 30	941410	Cf 16 Administration		
04 30	941430	Cf 16 Fees & Costs		
04 30	941460	CF16 Dwelling Structure		
04 30	961430	Cf 17 Fees & Costs		
		Beginning Balance		11,000.00 Dr
		Ending Balance		11,000.00 Dr
04 30	961450	CF 2017 Site Improvement		
04 30	961460	CF 2017 Dwelling Structure		
		Beginning Balance		60,460.05 Dr
		Ending Balance		60,460.05 Dr
		Line Count:	161	.00

Id: 7584 North Mankato Housing Authority Current Period: 5/18 Page 3
 J#: 7 CURRENT PD. JOURNAL Tran Date: 5/18 6/15/18

Seq#	SKIP	DATE	Description	Account#	Tran Amount
1	1825		To Record May 2018 Rental	112200	20,614.94
2			To Record May 2018 Rental	311000	19,441.94-
3			To Record May 2018 Rental	369000	1,173.00-
4	1826		To Write Off Insurance	451000	59.50
5				451001	1,188.08
6				451002	362.67
7				451003	155.92
8				121100	1,766.17-
9	1827		To Record Interest Income	116200	29.98
10				114500	29.98-
** Totals **				294800600*	.00

Id: 7584 North Mankato Housing Authority
J#: 11 AUTO ENTRIES JOURNAL

Current Period: 5/18 Page 4
Tran Date: 5/18 6/15/18

Seq#	SKIP	DATE	Description	Account#	Tran Amount
1			Current Year Pilot	452000	571.36
2				213701	571.36-
			** Totals **	66570100*	.00

Id: 7584 North Mankato Housing Authority
J#: 30 Bank Entries

Current Period: 5/18 Page 5
Tran Date: 5/18 6/15/18

Seq#	SKIP	DATE	Description	Account#	Tran Amount
1	61	50918	Rent	112200	18,244.00-
2				211400	66.68-
3			Caretaker Apt Rent	319000	250.00-
4	0	50918	Caretaker Apt Rent *	111101	18,560.68
5	62	52218	Operating Subsidy	802000	12,061.00-
6	0	52218	Operating Subsidy *	111101	12,061.00
7	63	52418	Rent	112200	1,267.00-
8			Security Deposit	211400	166.66-
9	0	52418	Security Deposit *	111101	1,433.66
10	64	53118	Laundry	369000	685.75-
11			Interest	361000	3.28-
12	0	53118	Interest *	111101	689.03
** Totals **				294260400*	.00

Date: 05/29/2018
Time: 15:47:19

North Mankato Housing & Redevelopment Authority

Register - Basic Listing

Public Housing

From: 05/29/2018 To: 05/31/2018

Page: 1

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
014617	05/29/2018	Security Benefit	Payment	200.00	457
014618	05/29/2018	Security Benefit	Payment	480.08	401
014619	05/29/2018	JEROME THEISSEN	Payment	200.67	RETURN OF DEPOSIT
EFT	05/29/2018	Bruce Ahlschlager	Payment	1,322.37	5/31 PR
EFT	05/29/2018	ROBERT J DEKRUIF	Payment	993.08	5/31 PR
Total:				(3,196.20)	

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after Mng

North Mankato Housing & Redevelopment Authority
Check Register Detail by Category Report
 Public Housing
 From: 05/29/2018 To: 05/31/2018

Date: 05/29/2018
 Time: 15:47:23

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Memo
05/29/2018	EFT	Bruce Ahlschlager	Payment	1,322.37	
		A4410 Labor - Maintenance	1,926.72		
		2117.1 Social Security Withheld	-119.46		
		2117.11 Medicare Withheld	-27.94		
		2117.2 Federal Income Tax Withheld	-158.15		
		2117.3 State Income Tax Withheld	-83.20		
		2117.5 Retirement	-215.60		
05/29/2018	EFT	ROBERT J DEKRUIJF	Payment	993.08	
		A4410 Labor - Maintenance	1,125.00		
		2117.1 Social Security Withheld	-69.75		
		2117.11 Medicare Withheld	-16.31		
		2117.2 Federal Income Tax Withheld	-27.92		
		2117.3 State Income Tax Withheld	-17.94		
05/29/2018	014617	Security Benefit	Payment	200.00	
		2117.5 Retirement	200.00		
05/29/2018	014618	Security Benefit	Payment	480.08	
		2117.5 Retirement	480.08		
05/29/2018	014619	JEROME THEISSEN	Payment	200.67	
		2114 Tenant Security Deposit	200.67		

North Mankato Housing & Redevelopment Authority
Register - Basic Listing
Public Housing

From: 06/01/2018 To: 06/21/2018

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
014620	06/20/2018	TAMMY DITTRICH	Payment	160.33	SEC DEP TRANSMITTAL
014621	06/20/2018	DEBRA ROWCLIFFE	Payment	300.00	RETURN OF PET DEPOSIT
014622	06/20/2018	Bruce Ahlschlager	Payment	214.20	INSURANCE REIMBURSEMENT
014623	06/20/2018	ROBERT J DEKRUJF	Payment	40.00	PHONE REIMBURSEMENT
014624	06/20/2018	C. Naber & Associates	Payment	190.00	INV 38961;5/31 MAY SERVICE
014625	06/20/2018	Ecolab Pest Elimination	Payment	227.83	4634015;4/18/18 PEST ELIMINATE
014626	06/20/2018	The Free Press	Payment	15.82	109319053118;AD
014627	06/20/2018	Jetter Clean Inc.	Payment	175.00	M57273;5/21; 506 KIT SINK
014628	06/20/2018	Melcher's Power-Vac, Inc.	Payment	516.00	1165;5/23; DRYER VENT CLNED
014629	06/20/2018	MAS COMMUNICATIONS	Payment	105.77	180500167101;6/1; JUNE SERVICE
014630	06/20/2018	Menards-Mankato	Payment	55.46	99369;4/25; CLEAN SUPPLIES
014631	06/20/2018	MKC, INC.	Payment	812.50	2018-5;5/1-5/31 SERVICE
014632	06/20/2018	MRCI	Payment	291.26	618765;5/31; MAY SERVICE
014633	06/20/2018	Minnesota Elevator, Inc	Payment	1,217.08	756316+753083
014634	06/20/2018	Philadelphia Indemnity Insurance Company	Payment	714.00	2018 FLOOD INS 87050256752017
014635	06/20/2018	Schwicker's	Payment	300.00	S500002956;5/24; 604 SHOWER
014636	06/20/2018	EMPLOYEEISCREENING REPORTS	Payment	25.00	5201825120;CUNNINGHAM
014637	06/20/2018	STEVE STARRETT CONSTRUCTION	Payment	192.50	2968; APRIL SNOW
014638	06/20/2018	SMR MANAGEMENT	Payment	5,000.00	89833;6/1; MANAGEMNT FEE
014639	06/20/2018	USable Life	Payment	104.83	101419501G;JULY LIFE
014640	06/21/2018	Bruce Ahlschlager	Payment	240.37	miles/gas/supplies/phone
014641	06/21/2018	KATO MOVING & STORAGE CO.	Payment	220.00	JULY/AUG STORAGE
014642	06/21/2018	ROBERT J DEKRUJF	Payment	196.29	STORAGE UNIT/MOVING VAN REIMB
014643	06/21/2018	Myron Wendland	Payment	27.00	BAKERY PICK UP MILES
014644	06/21/2018	Menards-Mankato	Payment	80.92	4737;6/13/18 MAINT SUPPLIES
014645	06/21/2018	Petty Cash	Payment	98.77	SUPPLIES FOR TENANTS
EFT	06/20/2018	Bruce Ahlschlager	Payment	1,212.48	6/15 pr
EFT	06/20/2018	ROBERT J DEKRUJF	Payment	993.08	6/15 PR
EFT	06/20/2018	CenterPoint Energy	Payment	1,397.39	4/9-5/8/18 USAGE/GAS
EFT	06/20/2018	Xcel Energy	Payment	2,673.09	4/7-5/7/18 USAGE/ELECTRIC
EFT	06/20/2018	City of North Mankato	Payment	1,412.68	4/2-5/3/18 USAGE/WTR/SEWER
EFT	06/20/2018	CONSOLIDATED COMMUNICATIONS	Payment	1,675.69	JUNE AUTO
EFT	06/20/2018	WM of Southern Minnesota MA	Payment	443.26	JUNE SERVICE AUTO
Total:				(21,328.60)

Date: 06/21/2018
Time: 11:43:10

North Mankato Housing & Redevelopment Authority
Check Register Detail by Category Report

Public Housing

From: 06/01/2018 To: 06/21/2018

Page: 1

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Memo
06/20/2018	EFT	Bruce Ahlschlager	Payment	1,212.48	
		A4410 Labor - Maintenance	1,766.16		
		2117.1 Social Security Withheld	-109.50		
		2117.11 Medicare Withheld	-25.61		
		2117.2 Federal Income Tax Withheld	-140.04		
		2117.3 State Income Tax Withheld	-72.56		
		2117.5 Retirement	-205.97		
06/20/2018	EFT	ROBERT J DEKRUIF	Payment	993.08	
		A4410 Labor - Maintenance	1,125.00		
		2117.1 Social Security Withheld	-69.75		
		2117.11 Medicare Withheld	-16.31		
		2117.2 Federal Income Tax Withheld	-27.92		
		2117.3 State Income Tax Withheld	-17.94		
06/20/2018	EFT	CenterPoint Energy	Payment	1,397.39	
		A4330 Gas	1,397.39		
06/20/2018	EFT	Xcel Energy	Payment	2,673.09	
		A4320 Electricity	2,673.09		
06/20/2018	EFT	City of North Mankato	Payment	1,412.68	
		A4310 Water	715.58		
		A4390 Other Utilities Expense	697.10		
06/20/2018	EFT	CONSOLIDATED	Payment	1,675.69	
		A4190 Office Expense	66.90		
		A4390 Other Utilities Expense	1,353.42		
		A4193 Telephone	255.37		
06/20/2018	EFT	WM of Southern Minnesota MA	Payment	443.26	
		A4391 Garbage Removal	443.26		
06/20/2018	014620	TAMMY DITTRICH	Payment	160.33	
		2114 Tenant Security Deposit	210.33		
		A4441 Routine Maintenance	-50.00		
06/20/2018	014621	DEBRA ROWCLIFFE	Payment	300.00	
		2114 Tenant Security Deposit	300.00		
06/20/2018	014622	Bruce Ahlschlager	Payment	214.20	
		A4410.45 Maintenance Benefits	214.20		
06/20/2018	014623	ROBERT J DEKRUIF	Payment	40.00	
		A4193 Telephone	40.00		
06/20/2018	014624	C. Naber & Associates	Payment	190.00	
		A4170 Accounting Fees	190.00		
06/20/2018	014625	Ecolab Pest Elimination	Payment	227.83	
		A4439 Extermination Contracts	227.83		
06/20/2018	014626	The Free Press	Payment	15.82	
		A4192 Advertising	15.82		

Date: 06/21/2018
Time: 11:43:10

North Mankato Housing & Redevelopment Authority
Check Register Detail by Category Report

Public Housing

From: 06/01/2018 To: 06/21/2018

Page: 2

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Memo
06/20/2018	014627	Jetter Clean Inc.	Payment	175.00	
		A4438 Plumbing Contracts	175.00		
06/20/2018	014628	Melcher's Power-Vac, Inc.	Payment	516.00	
		A4440 Janitorial Contracts	516.00		
06/20/2018	014629	MAS COMMUNICATIONS	Payment	105.77	
		A4193 Telephone	105.77		
06/20/2018	014630	Menards-Mankato	Payment	55.46	
		A4420 Materials	55.46		
06/20/2018	014631	MKC, INC.	Payment	812.50	
		A4430 Miscellaneous Contract Costs	812.50		
06/20/2018	014632	MRCI	Payment	291.26	
		A4440 Janitorial Contracts	291.26		
06/20/2018	014633	Minnesota Elevator, Inc	Payment	1,217.08	
		A4434 Elevator Maintenance	1,217.08		
06/20/2018	014634	Philadelphia Indemnity Insurance	Payment	714.00	
		A4510 Insurance - Property, Liability, Work	714.00		
06/20/2018	014635	Schwicker's	Payment	300.00	
		A4438 Plumbing Contracts	300.00		
06/20/2018	014636	EMPLOYEE SCREENING REPORTS	Payment	25.00	
		A4194 Other Admin. Expense	25.00		
06/20/2018	014637	STEVE STARRETT CONSTRUCTION	Payment	192.50	
		A4441 Routine Maintenance	192.50		
06/20/2018	014638	SMR MANAGEMENT	Payment	5,000.00	
		A4195 Management Fees	5,000.00		
06/20/2018	014639	USABLE Life	Payment	104.83	
		A4410.45 Maintenance Benefits	104.83		
06/21/2018	014640	Bruce Ahlschlager	Payment	240.37	
		A4150 Travel expenses	115.56		
		A4193 Telephone	80.00		
		A4420 Materials	44.81		
06/21/2018	014641	KATO MOVING & STORAGE CO.	Payment	220.00	
		A4190 Office Expense	220.00		
06/21/2018	014642	ROBERT J DEKRUIJF	Payment	196.29	
		A4190 Office Expense	196.29		
06/21/2018	014643	Myron Wendland	Payment	27.00	
		A4150 Travel expenses	27.00		
06/21/2018	014644	Menards-Mankato	Payment	80.92	
		A4420 Materials	80.92		
06/21/2018	014645	Petty Cash	Payment	98.77	
		A4220 Recreation, Publications, & Other	98.77		

**AIA®****Document G701™ – 2017****Change Order**

PROJECT: *(Name and address)*
 Koppen Gardens - Phase II Improvements
 615 Nicollet Avenue
 North Mankato, MN 56003

CONTRACT INFORMATION:
 Contract For: General Construction
 Date: May 4, 2018

CHANGE ORDER INFORMATION:
 Change Order Number: 001
 Date: June 19, 2018

OWNER: *(Name and address)*
 North Mankato Housing and
 Redevelopment Authority
 615 Nicollet Avenue
 North Mankato, MN 56003

ARCHITECT: *(Name and address)*
 Brunton Architects, Ltd.
 225 Belgrade Avenue
 North Mankato, MN 56003

CONTRACTOR: *(Name and address)*
 Gosewisch Construction, Inc.
 901 Summit Avenue
 Mankato, MN 56001

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. Modifications to Contract Documents per Proposal Request No. 1 dated May 16, 2018.
2. Modifications to Contract Documents per Proposal Request No. 2 dated June 1, 2018.

The original Contract Sum was	\$	350,340.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	350,340.00
The Contract Sum will be increased by this Change Order in the amount of	\$	6,273.49
The new Contract Sum including this Change Order will be	\$	356,613.49

The Contract Time will be increased by Zero (0) days.
 The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Brunton Architects, Ltd.

Gosewisch Construction, Inc.

North Mankato Housing and
Redevelopment Authority**ARCHITECT** *(Firm name)***CONTRACTOR** *(Firm name)***OWNER** *(Firm name)***SIGNATURE****SIGNATURE****SIGNATURE**Geoff Little, AIA, Project Architect
PRINTED NAME AND TITLEShane Guy
PRINTED NAME AND TITLEJoleen Pfau, HRA Executive Director
PRINTED NAME AND TITLE**DATE****DATE****DATE**

GOSEWISCH Construction, Inc.

901 Summit Avenue
Mankato, MN 56001
Ph : (507)625-2634

Letter of Transmittal

To: Geoff Little
Brunton Architects & Engineers
225 Belgrade Ave
North Mankato, MN 56003
Ph: (507)386-7996 Fax: (507)386-7992

Transmittal #: 11

Date: 6/12/2018

Job: 18-0692 Koppen Garden Renovations

Subject: Change Request - 1: Change Request #1

WE ARE SENDING YOU

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Attached | <input type="checkbox"/> Under separate cover via the following items: | | |
| <input type="checkbox"/> Shop drawings | <input type="checkbox"/> Prints | <input type="checkbox"/> Plans | <input type="checkbox"/> Samples |
| <input type="checkbox"/> Copy of letter | <input type="checkbox"/> Change order | <input type="checkbox"/> Specifications | <input checked="" type="checkbox"/> Change Request |

Document Type	Copies	Date	No.	Description
Change Request	1	5/30/18	1	Change Request #1
Change Request	1	6/12/18	2	Change Request #2

THESE ARE TRANSMITTED as checked below:

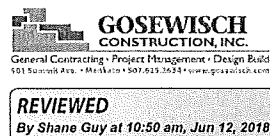
- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> For approval | <input type="checkbox"/> Approved as submitted | <input type="checkbox"/> Resubmit ___ copies for approval |
| <input type="checkbox"/> For your use | <input type="checkbox"/> Approved as noted | <input type="checkbox"/> Submit ___ copies for distribution |
| <input type="checkbox"/> As requested | <input type="checkbox"/> Returned for corrections | <input type="checkbox"/> Return ___ corrected prints |
| <input type="checkbox"/> For review and comment | <input type="checkbox"/> Other | |
| <input type="checkbox"/> FOR BIDS DUE | <input type="checkbox"/> PRINTS RETURNED AFTER LOAN TO US | |

Remarks:

Copy To:

From: Shane Guy (Gosewisch Constructi)

Signature: _____



GOSEWISCH Construction, Inc.

901 Summit Avenue
Mankato, MN 56001
Ph : (507)625-2634

Change Request

To: Geoff Little
Brunton Architects & Engineers
225 Belgrade Ave
North Mankato, MN 56003
Ph: (507)386-7996 Fax: (507)386-7992

Number: 1
Date: 6/12/18
Job: 18-0692 Koppen Garden Renovations
Phone:

Description: Change Request #1

We are pleased to offer the following specifications and pricing to make the following changes:

- Remove and replace the acoustical panel ceiling in Vestibule G5
- Modifications to Kitchen G18 as indicated on the attached sheet A5-11; provide rollunder area below sink and adjacent to the range
- Provide and install new two-compartment sink in Kitchen G18
- Provide and install air gap device for dishwasher drain connection as indicated
- Substitute exhaust grilles now scheduled for supply grilles originally shown in the restrooms as indicated
- Provide ADA compliant interior signage at room Women G11 and Men G10
- Existing exit lights shall be removed, salvaged and reinstalled in lieu of installing new fixtures
- Existing speakers, smoke detectors and misc. ceiling mounted items shall be salvaged and reinstalled in lieu of removed and replaced
- Provide emergency light fixtures and occupancy sensors as indicated

Description	Labor	Material	Equipment	Subcontract	Other	Price
Ceramic Tile				\$401.94		\$401.94
Acoustical Ceiling				\$465.00		\$465.00
Signage	\$150.00	\$177.27				\$327.27
Mechanical	\$391.42	\$782.58				\$1,174.00
Electrical	\$935.00	\$2,091.61				\$3,026.61
Cabinets & Countertops	\$73.92	\$526.43				\$600.35
					Subtotal:	\$5,995.17
			Mark-up	\$5,995.17	10.00%	\$599.52
					Total:	\$6,594.69

If you have any questions, please contact me at (507)625-2634.

Submitted by: Shane Guy
Gosewisch Construction Inc

Approved by: _____
Date: _____

GOSEWISCH Construction, Inc.

901 Summit Avenue
Mankato, MN 56001
Ph : (507)625-2634

Change Request

To: Geoff Little
Brunton Architects & Engineers
225 Belgrade Ave
North Mankato, MN 56003
Ph: (507)386-7996 Fax: (507)386-7992

Number: 2
Date: 6/12/18
Job: 18-0692 Koppen Garden Renovations
Phone:

Description: Change Request #2

We are pleased to offer the following specifications and pricing to make the following changes:

1. Revisions to mailbox layout as indicated on the attached sheet REV-1.
2. Revisions to rooms Stag Room G12, Men G10 and Women G11 as indicated on attached sheet REV-2.

Description	Labor	Material	Equipment	Subcontract	Other	Price
Electrical				\$125.00		\$125.00
Mechanical				\$200.00		\$200.00
Drywall & Taping	\$-234.00	\$-383.00				\$-617.00
					Subtotal:	\$-292.00
			Mark-up	-\$292.00	10.00%	\$-29.20
					Total:	\$-321.20

If you have any questions, please contact me at (507)625-2634.

Submitted by: Shane Guy
Gosewisch Construction Inc

Approved by: _____
Date: _____

GOSEWISCH Construction, Inc.

901 Summit Avenue
Mankato, MN 56001
Ph : (507)625-2634

Change Request

To: Geoff Little
Brunton Architects & Engineers
225 Belgrade Ave
North Mankato, MN 56003
Ph: (507)386-7996 Fax: (507)386-7992

Number: 3
Date: 6/20/18
Job: 18-0692 Koppen Garden Renovations
Phone:

Description: Change Request #3

We are pleased to offer the following specifications and pricing to make the following changes:

- New door frames for men's and women's room (G10 & G11)- Verbally approved at progress meeting #2 June 14th, 2018
- Rakk Brackets en lieu of Outwater Plastics CTs- Verbally approved at progress meeting #2 June 14th, 2018

Description	Labor	Material	Equipment	Subcontract	Other	Price
H.M. Frames		\$707.66				\$707.66
Rakk Brackets		\$161.81				\$161.81
					Subtotal:	\$869.47
			Mark-up	\$869.47	10.00%	\$86.95
					Total:	\$956.42

If you have any questions, please contact me at (507)625-2634.

Submitted by: Shane Guy
Gosewisch Construction Inc

Approved by: _____
Date: _____

Bid Tabulation Sheet

Project: 1st Floor Asbestos Removal
Location: Koppen Gardens
Bids Received: 22-May-18

Bidder	Bid Amount
Twell Environmental, Inc.	\$17,711.00
Envirobate	\$17,880.00
Asbestrol, Inc.	\$23,150.00
Blue Earth Environmental Company	\$29,485.00

Joleen Pfau

From: Jeff Nielsen <JNielsen@housingcenter.com>
Sent: Tuesday, May 22, 2018 11:18 AM
To: Joleen Pfau
Subject: North Mankato Housing & Redevelopment Authority - 7/14/2018 renewal quote
Attachments: North Mankato Housing Authority MN_RenewalQuote_2018.pdf

Good morning Joleen,

On behalf of the Account Management team here at HAI Group, attached please find the renewal quote for your review. **IMPORTANT NOTE: Please carefully review the attached Summaries of Changes. These summaries outline the updates to the policies.**

I looked at the pricing and renewal terms. Here is a summary:

Property: The property values were increased per MSB to better reflect replacement cost. There was a rate increase. Because of these factors, the renewal premium increased. The expiring premium was \$13,029 and the renewal premium is \$14,639. That's a commercial property premium increase of \$1,610. Effective this renewal, your property coverage will be subject to a 1% Windstorm or Hail Percentage Deductible and a \$1,000,000 Windstorm or Hail Loss Limit. Please refer to the quote for the ancillary coverages.

Liability: The liability rate increased. The expiring premium was \$2,455 and the renewal premium is \$2,516. That's a commercial liability premium increase of \$61. Effective the renewal, there is a new minimum liability deductible of \$1,000. Please refer to the quote for the ancillary coverages.

If you would like to bind coverage please submit any forms that are attached to the quote, completed and signed where applicable. We require these forms in order to complete the renewal process.

If a payment installment plan is requested, please advise accordingly. Installments may be offered under the following conditions:

1. Accounts with a combined Liability/Property Premium of MORE THAN \$10,000
2. Quarterly installments for accounts that have a combined Liability/Property Premium of \$10,001 – \$25,000
3. Quarterly installments OR ten (10) installments for accounts that have a combined Liability/Property Premium greater than \$25,001

Note: No installments are offered for accounts with a combined Liability/Property Premium less than \$10,000.

Should you have any questions or concerns, please feel free to contact me.

Regards,

Jeff

Jeff Nielsen | Account Consultant

HAI Group | Solutions that exceed expectations
189 Commerce Court, Cheshire CT 06410
Direct 203-272-8220, ext. 334 | Toll Free 800-873-0242



189 Commerce Court
PO Box 189
Cheshire, CT 06410-0189

203-272-8220 or 800-873-0242
fax 203-271-2265
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Commercial Property Renewal Proposal for:

PHA: Housing and Redevelopment Authority of North Mankato
615 Nicolet Avenue
North Mankato, MN 56003-6003

Renewal of Policy No: HAPI-2385-172446-2017

Effective Date: 07/14/2018

THE FOLLOWING OUTLINES THE COVERAGE FORMS, LIMITS OF INSURANCE, POLICY ENDORSEMENTS AND OTHER TERMS AND CONDITIONS PROVIDED IN THIS PROPOSAL. ANY POLICY COVERAGES, LIMITS OF INSURANCE, POLICY ENDORSEMENTS, COVERAGE SPECIFICATIONS, OR OTHER TERMS AND CONDITIONS THAT YOU HAVE REQUESTED THAT ARE NOT INCLUDED IN THIS PROPOSAL HAVE NOT BEEN AGREED TO BY HOUSING AUTHORITY PROPERTY INSURANCE, A MUTUAL COMPANY. PLEASE REVIEW THIS PROPOSAL CAREFULLY AND IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR UNDERWRITER.

Coverage / Deductible	Limits	Premium	Revisions
Commercial Property \$1,000 Deductible	\$10,358,588 Building & Business Personal Property Limit Per Schedule	\$14,639	
	\$180,000 Business Income Limit Per Schedule		
	\$1,000,000 Windstorm or Hail Loss Limit Per Occurrence		
Equipment Breakdown \$1,000 Deductible	\$10,358,588 Total Limit per Accident One Accident	\$994	
	\$10,358,588 Direct Damage One Accident		
	\$10,358,588 Equipment Breakdown Limit One Accident		
Terrorism See Property Deductible		\$313	
Ordinance or Law See Property Deductible	\$250,000 Increased Cost to Repair / Cost to Demolish and Clear Site Per Occurrence		



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Commercial Property Renewal Proposal for:

PHA: Housing and Redevelopment Authority of North Mankato
615 Nicolet Avenue
North Mankato, MN 56003-6003

Renewal of Policy No: HAPI-2385-172446-2017

Effective Date: 07/14/2018

Coverage / Deductible	Limits	Premium	Revisions
Earthquake <i>See Special Conditions</i>	\$100,000 Earthquake Limit Aggregate		
	\$100,000 Earthquake Limit Per Occurrence		
	\$100,000 Earthquake Limit Catastrophe		
Accounts Receivable <i>See Property Deductible</i>	\$100,000 Accounts Receivable Limit Per Schedule		
Valuable Papers <i>See Property Deductible</i>	\$100,000 Valuable Papers Limit Per Occurrence		
Spoilage <i>\$1,000 Deductible</i>	\$25,000 Spoilage Limit Per Occurrence		
Additional Charges	MN Fire Safety Surcharge	\$65	
Total Premium		\$16,011	



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Commercial Property Renewal Proposal for:

**PHA: Housing and Redevelopment Authority of North Mankato
615 Nicolet Avenue
North Mankato, MN 56003-6003**

Renewal of Policy No: HAPI-2385-172446-2017

Effective Date: 07/14/2018

THIS PROPOSAL DOES NOT AMEND, OR OTHERWISE AFFECT, THE PROVISIONS OF COVERAGE OF ANY RESULTING INSURANCE POLICY ISSUED BY HOUSING AUTHORITY PROPERTY INSURANCE, A MUTUAL COMPANY. IT IS NOT A REPRESENTATION THAT COVERAGE DOES OR DOES NOT EXIST FOR ANY PARTICULAR CLAIM OR LOSS UNDER ANY SUCH POLICY. COVERAGE DEPENDS ON THE APPLICABLE PROVISIONS OF THE ACTUAL POLICY ISSUED, THE FACTS AND CIRCUMSTANCES INVOLVED IN THE CLAIM OR LOSS AND ANY APPLICABLE LAW.



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Comments and Special Conditions For Commercial Property:

PHA: Housing and Redevelopment Authority of North Mankato
615 Nicolet Avenue

North Mankato, MN 56003-6003

Policy No: HAPI-2385-172446-2017

Policy Effective Date: 07/14/2018

Comments/ Special Conditions:

Cause of Loss	Special Perils Basis
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Your property coverage will be subject to an Earthquake Deductible with a \$10,000 minimum deductible per occurrence.

Your property coverage will be subject to a 1% Windstorm or Hail Percentage Deductible and a \$1,000,000 Windstorm or Hail Loss Limit.

A 1% wind/hail deductible with a \$1,000,000 wind/hail loss limit has been applied effective this renewal.



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Commercial Liability Renewal Proposal for:

PHA: Housing and Redevelopment Authority of North Mankato

615 Nicolet Avenue
North Mankato, MN 56003-6003

Renewal of Policy No: HARRG-2385-171744-2017

Effective Date: 07/14/2018

THE FOLLOWING OUTLINES THE COVERAGE FORMS, LIMITS OF INSURANCE, POLICY ENDORSEMENTS AND OTHER TERMS AND CONDITIONS PROVIDED IN THIS PROPOSAL. ANY POLICY COVERAGES, LIMITS OF INSURANCE, POLICY ENDORSEMENTS, COVERAGE SPECIFICATIONS, OR OTHER TERMS AND CONDITIONS THAT YOU HAVE REQUESTED THAT ARE NOT INCLUDED IN THIS PROPOSAL HAVE NOT BEEN AGREED TO BY HOUSING AUTHORITY RISK RETENTION GROUP (HARRG). PLEASE REVIEW THIS PROPOSAL CAREFULLY AND IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR UNDERWRITER.

No. of Units	Family	Elderly	Section 8
	0	73	0

Commercial Liability: General Aggregate: \$2,000,000

Comments:

Commercial Liability A \$1,000 deductible has been added to this policy effective this renewal.

Coverage / Deductible	Limits	Premium
Commercial Liability \$1,000 Deductible	\$50,000 Fire Damage Liability Sub-Limit Per Occurrence	\$2,516
	\$250,000 Athletic Sports Liability Sub-Limit Per Occurrence	
	\$1,000,000 Commercial Liability Limit Per Occurrence	
	\$250,000 Athletic Sports Liability Sub-Limit Aggregate	
	\$2,000,000 Commercial Liability Limit Aggregate	
Public Officials Liability - Claims Made	\$1,000,000 Public Officials Limit Per Wrongful Act	

Print Date: 05/18/2018

PHA: Housing and Redevelopment Authority of North Mankato

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Commercial Liability Renewal Proposal for:

PHA: Housing and Redevelopment Authority of North Mankato

615 Nicolet Avenue
North Mankato, MN 56003-6003

Renewal of Policy No: HARRG-2385-171744-2017

Effective Date: 07/14/2018

Coverage / Deductible	Limits	Premium
Public Officials Liability - Claims Made \$1,000 Deductible	\$1,000,000 Public Officials Limit Aggregate	\$1,143
Pesticide \$2,500 Deductible	\$50,000 Pesticide Liability Limit Per Occurrence	
	\$50,000 Pesticide Liability Limit Aggregate	
Non-Owned and Hired Auto Liability	\$0 Deductible	\$100
	\$1,000,000 Non-Owned and Hired Auto Liability Per Accident	
Terrorism		\$41
Mold, Other Fungi or Bacteria Liability - Claims Made \$25,000 Deductible	\$100,000 Mold, Other Fungi or Bacteria Liability Limit of Coverage	\$345
Third Party Discrimination - Claims Made \$1,000 Deductible	\$500,000 Third Party Discrimination - Claims Made Aggregate	
	\$500,000 Third Party Discrimination - Claims Made Per Wrongful Act	

Print Date: 05/18/2018

PHA: Housing and Redevelopment Authority of North Mankato

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Commercial Liability Renewal Proposal for:

PHA: Housing and Redevelopment Authority of North Mankato

615 Nicolet Avenue
North Mankato, MN 56003-6003

Renewal of Policy No: HARRG-2385-171744-2017

Effective Date: 07/14/2018

Coverage / Deductible	Limits	Premium
Total Premium		\$4,145

THIS PROPOSAL DOES NOT AMEND, OR OTHERWISE AFFECT, THE PROVISIONS OF COVERAGE OF ANY RESULTING INSURANCE POLICY ISSUED BY HARRG. IT IS NOT A REPRESENTATION THAT COVERAGE DOES OR DOES NOT EXIST FOR ANY PARTICULAR CLAIM OR LOSS UNDER ANY SUCH POLICY. COVERAGE DEPENDS ON THE APPLICABLE PROVISIONS OF THE ACTUAL POLICY ISSUED, THE FACTS AND CIRCUMSTANCES INVOLVED IN THE CLAIM OR LOSS AND ANY APPLICABLE LAW.

Print Date: 05/18/2018

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North Mankato HRA

Board Resolution Number 2018.0626.01

IT IS HEREBY RESOLVED by the Board of Commissioners of North Mankato Housing and Redevelopment Authority (HRA) that the following be adopted:

The PHA Wage Determination Rate for 7/1/2018 – 6/30/2019 HUD Form 4750 is approved.

Adopted and approved by the Board of Commissioners of the North Mankato Housing and Redevelopment Authority of Nicollet County, MN, this 26th day of June, 2018.

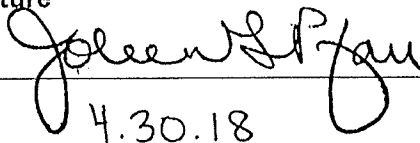
John Daley, Chairperson

Board Member

Maintenance Wage Rate Recommendation	U.S. Department of Housing and Urban Development Office of Labor Relations	HUD FORM 4750 OMB Approval Number 2501-0011 (Exp. 01/31/2010)
--------------------------------------	---	---

Agency: North Mankato HRA	Agency Contact: (Person most familiar with the recommendation and its bases.)	
	Name:	Joleen Pfau
	Title:	Executive Director
	Telephone:	507-345-1290
	Email:	joleen@smrrental.com

The following wage rates are recommended for maintenance laborers and mechanics engaged in the operation of the low-income or affordable housing developments of the above agency. I certify that this recommendation reflects the wage rates that prevail for maintenance work performed within the operating jurisdiction of this agency. Accordingly, I request that HUD issue the following wage rates for maintenance work performed beginning on: 07/01/2018 (insert agency fiscal year beginning date mm/dd/yyyy).

Executive Director/Designee (Type or print)	Signature	
Name: Joleen Pfau		
Title: Executive Director	Date: 4.30.18	
Work Classification(s) / Job Title(s)	Hourly Wage Rates	
	Basic Wage	Fringe Benefits
Maintenance	\$14.09	\$8.31
Cleaning	\$12	\$N/A
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

(Use additional sheets, if necessary.)

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information collection facilitates the determination of prevailing maintenance wage rates pursuant to the U.S. Housing Act of 1937 and the Native American Housing Assistance and Self-Determination Act of 1996.

North Mankato HRA

Board Resolution Number 2018.0626.02

IT IS HEREBY RESOLVED by the Board of Commissioners of North Mankato Housing and Redevelopment Authority (HRA) that the following be adopted:

The 2015 to 2019 Five Year Action Plan reviewed a public meeting – no changes were made.

Adopted and approved by the Board of Commissioners of the North Mankato Housing and Redevelopment Authority of Nicollet County, MN, this 26th day of June, 2018

John Daley, Chairperson

Board Member

Capital Fund Program - Five-Year Action Plan

Part I: Summary						
PHA Name : North Mankato Housing and Redevelopment Autho		Locality (City/County & State) <input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:)				
PHA Number: MN019						
A.	Development Number and Name	Work Statement for Year 1 2015	Work Statement for Year 2 2016	Work Statement for Year 3 2017	Work Statement for Year 4 2018	Work Statement for Year 5 2019
	NORTH MANKATO HRA (MN019000001)	\$67,338.00	\$70,050.00	\$84,710.00	\$70,050.00	\$70,050.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		1	2015	
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity
	NORTH MANKATO HRA (MN0190000001)			
ID0001	Operations(Operations (1406))	Funds used for lawn care, snow removal, cleaning supplies, office supplies and pest control in building containing 72 Public Housing Units.		
	Subtotal of Estimated Cost			
				\$67,338.00
				\$67,338.00
				\$67,338.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		2	2016	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	NORTH MANKATO HRA (MN0190000001)			\$70,050.00
ID0002	Administrative/Administration (1410)-Other	Davis Bacon compliance for outside contractor to administer and preform all payroll compliance required.		\$3,201.25
ID0003	Architect fees(Non-Dwelling Interior (1480)-Other,Dwelling Unit-Site Work (1480)-Other)	Funds used for architect to develop scope of work, bid process and monitoring of contractors during mechanical room update.		\$14,902.30
ID0004	Mechanical Room Upgrades(Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Central Chiller,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Other)	Heating and water piping modifications, replacement of air handling unit, gas line entrance replacement, removal of pressure booster pump at building containing 72 Public Housing Units. There is no asbestos or lead based paint to disturb. Dispose of old equipment per HRA policy.		\$51,946.45
	Subtotal of Estimated Cost			\$70,050.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2017	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	NORTH MANKATO HRA (MN019000001)			\$84,710.00
ID0005	Painting(Non-Dwelling Interior (1480)-Common Area Painting)	Painting of 7 hallways(floors 1-7) in building containing 72 Public Housing Units. No removal of walls or ceilings.		\$12,800.00
ID0006	Carpet(Non-Dwelling Interior (1480)-Common Area Flooring)	Replacement of hallway carpet on 7 floors in building containing 72 Public Housing Units. Which may require disturbance and mitigation of any asbestos. No Lead Based Paint present		\$18,580.00
ID0008	Architect fees(Dwelling Unit-Site Work (1480)-Other,Non-Dwelling Interior (1480)-Other)	Architect fees for redesign, surveying, bidding, scope of work and monitoring of parking lot, camera and first floor remodel projects.		\$11,000.00
ID0009	Parking Lot(Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Interior (1480)-Other)	Remove and replacement of asphalt parking lot located to the west and north of building containing 72 Public Housing Units. No piping or contamination present.		\$13,250.00
ID0027	Security System/Camera(Non-Dwelling Construction - Mechanical (1480)-Other)	Upgrade of security camera system to include additional cameras at building containing 72 Public Housing Units. Non-invasive to walls or ceilings.		\$29,080.00
	Subtotal of Estimated Cost			\$84,710.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2018		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH MANKATO HRA (MN019000001)			\$70,050.00
ID0010	Windows(Non-Dwelling Exterior (1480)-Windows)	Remove and Replace of all 1st floor windows with high efficiency windows at building containing 72 Public Housing Units. Minimally invasive to walls, may require disturbance and mitigation of any asbestos. No Lead Based Paint present.		\$51,050.00
ID0011	Flooring(Non-Dwelling Interior (1480)-Common Area Flooring)	Replacement of all flooring on the 1st floor includes hallways and common spaces at building containing 72 Public Housing Units. Which may require disturbance and mitigation of any asbestos.		\$6,000.00
ID0012	Community Room(Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Kitchens)	Upgrades of the community room to include flooring, painting, cabinets, appliances and furniture at building containing 72 Public Housing Units. Which may require disturbance and mitigation of any asbestos. Remove and replace refrigerator and electric range.		\$8,000.00
ID0013	Office upgrades, Door, Flooring and Paint(Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Storage Area)	Redesign of office entrance. Moving the door from the hallway to the main entrance then replacement of flooring and paint in building containing 72 Public Housing Units. Which may require disturbance and mitigation of any asbestos and LBP.		\$5,000.00
	Subtotal of Estimated Cost			\$70,050.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5		2019		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH MANKATO HRA (MN019000001)			\$70,050.00
ID0014	Roofing(Non-Dwelling Exterior (1480)-Roofs)	Remove and replace of rubber membrane roof and drainage on building containing 72 Public Housing Units.		\$5,388.00
ID0015	Lighting/Electrical/Heat(Dwelling Unit-Interior (1480)-Electrical,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Interior (1480)-Electrical)	Upgrade to light fixtures, electrical and heating elements in building containing 72 Public Housing Units. Non-invasive to walls or ceilings.		\$5,388.00
ID0016	Doors(Dwelling Unit-Interior (1480)-Interior Doors,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Interior (1480)-Doors)	Replacement of interior and exterior doors in building containing 72 Public Housing Units. Which may require disturbance and mitigation of any asbestos		\$5,388.00
ID0017	Bathroom Remodel(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Tubs and Showers,Non-Dwelling Interior (1480)-Common Area Bathrooms)	Remodel of in unit and common area bathrooms in building containing 72 Public Housing Units. Removal and replacement of tile flooring. May require disturbance and mitigation of any asbestos.		\$5,388.00
ID0018	Handicapped Compliant Upgrades(Non-Dwelling Interior (1480)-Other,Dwelling Unit-Interior (1480)-Other)	Upgrade of handicapped accessibility in building containing 72 Public Housing Units. Which will not require disturbance or mitigation of any asbestos. No Lead Based Paint present.		\$5,388.00
ID0019	Trash removal(Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Non-Dwelling Site Work (1480)-Dumpster and Enclosures)	Redesign of trash removal dumpster in building containing 72 Public Housing Units. non-invasive to walls or ceilings.		\$5,388.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2019	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	Subtotal of Estimated Cost			\$70,050.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2019	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0020	Mailboxes(Non-Dwelling Exterior (1480)-Mail Facilities)	Replacement of mail boxes in building containing 72 Public Housing Units. non-invasive to walls or ceilings. Which will not require disturbance or mitigation of any asbestos. No Lead Based Paint present.		\$5,388.00
ID0021	Trash chutes(Non-Dwelling Interior (1480)-Other)	Remove and replace of metal trash chutes in building containing 72 Public Housing Units. non-invasive.		\$5,388.00
ID0022	Common area updates(Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Other)	Updates of common area furniture, benches, decor and flooring in building containing 72 Public Housing Units		\$5,388.00
ID0023	Landscaping(Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape)	Replacement of landscaping around building and sidewalks at building containing 72 Public Housing Units. Minimal ground disturbance, no contamination.		\$5,388.00
ID0024	Appliances(Dwelling Unit-Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Laundry Areas)	Remove and replace electrical stoves and refrigerators. Remove and replace laundry washer and natural gas dryers. Dryer natural gas attachments will be non-invasive and will not require replacement.		\$5,388.00
ID0025	Emergency/Fire System(Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection)	Remove and replace of emergency call system and fire protection panel. No hazardous materials, non-invasive to the walls and ceilings.		\$5,388.00
ID0026	Plumbing(Dwelling Unit-Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Plumbing)	Removal and replacement of kitchen and bathroom plumbing fixtures (faucets/tub spouts) at building containing 72 Public Housing Units. non-invasive to walls or ceilings. Which will not require disturbance or mitigation of any asbestos. No Lead Based Paint present.		\$5,394.00

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date

North Mankato HRA

Board Resolution Number 2018.0626.03

IT IS HEREBY RESOLVED by the Board of Commissioners of North Mankato Housing and Redevelopment Authority (HRA) that the following be adopted:

Adopted and approved by the Board of Commissioners of the North Mankato Housing and Redevelopment Authority of Nicollet County, MN, this 26th day of June, 2018.

John Daley, Chairperson

Board Member

North Mankato HRA

Board Resolution Number 2018.0626.04

IT IS HEREBY RESOLVED by the Board of Commissioners of North Mankato Housing and Redevelopment Authority (HRA) that the following be adopted:

The PHA Revised Operating Budget 7/1/2017 – 6/30/2018 is approved.

Adopted and approved by the Board of Commissioners of the North Mankato Housing and Redevelopment Authority of Nicollet County, MN, this 26th day of June, 2018.

John Daley, Chairperson

Board Member

North Mankato HRA

Board Resolution Number 2018.0626.05

IT IS HEREBY RESOLVED by the Board of Commissioners of North Mankato Housing and Redevelopment Authority (HRA) that the following be adopted:

The PHA Operating Budget 7/01/2018 – 6/30/2019 is approved.

Adopted and approved by the Board of Commissioners of the North Mankato Housing and Redevelopment Authority of Nicollet County, MN, this 26th day of June, 2018.

John Daley, Chairperson

Board Member

PHA Board Resolution
Approving Operating Budget

OMB No. 2577-0026
(exp. 07/31/2019)

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Real Estate Assessment Center (PIH-REAC)**

Previous editions are obsolete form HUD-52574 (08/2005) Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 8(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: NORTH MANKATO, HOUSING AUTHORITY PHA Code: MN019

PHA Fiscal Year Beginning: 7/01/18 Board Resolution Number: _____

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certification and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budgets (*for COCC and all Projects*) approved by Board resolution on: _____
- ☐ Operating Budget submitted to HUD, if applicable, on: _____
- ☐ Operating Budget revision approved by Board resolution on: _____
- ☐ Operating Budget revision submitted to HUD, if applicable, on: _____

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operating of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:

Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

"OMB Approval No. 2577-0026 (exp. 9/30/2006)

See page four for instructions and Public reporting burden statement

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.:		b. Fiscal Year Ending 06/30/19	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify)		d. Type of HUD assisted project(s)			
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) NORTH MANKATO HOUSING AUTHORITY					01	<input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing		
f. Address (city, State, zip code) 615 NICOLLET AVE NORTH MANKATO, MN 56003-3866					02	<input type="checkbox"/> IHA Owned Mutual Help Homeownership		
					03	<input type="checkbox"/> PHA/IHA Leased Rental Housing		
					04	<input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership		
					05	<input type="checkbox"/> PHA/IHA Leased Homeownership		
g. ACC Number C-636		h. PAS/LOCCS Project No. MN0190001 19J			i. HUD Field Office			
j. No. of Dwelling Units 73		k. No. of Unit Months Available 876		m. No. of Projects ONE				

Line No.	Acct. No.	Description (1)	Actual Last Fiscal Yr. 6/30/17 PUM (2)	<input checked="" type="checkbox"/> Estimates <input type="checkbox"/> or Actual Current Budget yr. 6/30/18 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Homebuyers Monthly Payments for:								
010	7710	Operating Expense			0.00			
030	7714	Nonroutine Maintenance Reserve			0.00			
Operating Receipts								
070	3110	Dwelling Rental	261.46	264.84	263.48	230,810		
080	3120	Excess Utilities	0.18	3.14	3.52	3,080		
090	3190	Nondwelling Rental	3.42	3.42	3.42	3,000		
100	Total	Rental Income (sum of lines 070, 080, and 090)	265.06	271.40	270.42	236,890		
110	3610	Interest on General Fund Investments	2.55	3.88	3.88	3,400		
120	3690	Other Income	29.36	29.39	29.57	25,900		
130	Total	Rental Income (sum of lines 100, 110, and 120)	296.97	304.67	303.87	266,190		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries			0.00	0		
145	411045	Administrative Benefits			0.00	0		
150	4130	Legal Expense	2.61	2.28	1.14	1,000		
160	4140	Staff Training		0.57	0.34	300		
170	4150	Travel	0.67	0.57	0.57	500		
180	4170	Accounting Fees	3.11	3.77	3.88	3,400		
190	4171	Auditing Fees	4.46	4.34	4.34	3,800		
200	4190	Office Expense	3.03	3.41	3.41	2,990		
200	4192	Advertising & Marketing	0.17	0.57	0.68	600		
200	4193	Telephone	5.66	5.71	5.71	5,000		
200	4194	Other Admin Expense	5.03	7.29	8.88	7,780		
200	4195	Outside Management	68.49	68.49	68.49	60,000		
210	Total	Administrative Expense (sum of line 140 thru line 200)	93.23	97.00	97.45	85,370		
Tenant Services:								
220	4210	Salaries			0.00	0		
225	421045	Tenant Services Benefits			0.00			
230	4220	Recreation, Publications and Other Services	24.95	27.17	9.13	8,000		
240	4230	Contract Costs, Training and Other	0.27	0.68	0.68	600		
250	Total	Tenant Services Expense (sum of lines 220, 230, and 240)	25.22	27.85	9.82	8,600		
Utilities:								
260	4310	Water	15.30	17.81	17.81	15,600		
270	4320	Electricity	42.96	44.06	44.06	38,600		
280	4330	Gas	19.84	22.83	23.97	21,000		
290	4340	Fuel			0.00	0		
300	4390	Other Utilities Expense	15.45	15.98	15.98	14,000		
310	4391	Garbage Removal	16.88	16.89	16.89	14,800		
320	Total	Utilities Expense (sum of line 260 thru line 310)	110.43	117.57	118.72	104,000		
					0.00			

Name of PHA/IHA
NORTH MANKATO HOUSING AUTHORITY

Fiscal Year Ending
06/30/19

Line No.	Acct. No.	Description (1)	Actual	<input checked="" type="checkbox"/> Estimates <input type="checkbox"/> or Actual	HUD Modifications				
			Last Fiscal Yr. 6/30/17	Current Budget Yr. 6/30/18	PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)	
			PUM (2)	PUM (3)					
Ordinary Maintenance and Operation:									
330	4410	Labor	51.39	47.66	78.48	68,750			
335	441046	Maintenance Benefits	11.43	12.50	14.86	13,020			
340	4420	Materials	9.66	11.13	10.56	9,250			
350	4430	Misc contract Costs	1.07	1.71	7.42	6,500			
350	443090	Contract - Cable TV	18.54	20.09	18.72	16,400			
350	4432	Heating & Cooling Contracts	5.13	4.57	5.14	4,500			
350	4433	Snow Removal Contracts	0.50	0.57	1.54	1,350			
350	4434	Elevator Maintenance Contracts	12.82	12.56	13.13	11,500			
350	4435	Landscape & Grounds Contracts	1.37	2.85	2.28	2,000			
350	4436	Unit Turnaround Contracts			2.28	2,000			
350	4437	Electrical Contracts	1.40	3.42	5.71	5,000			
350	4438	Plumbing Contracts	5.28	5.71	4.57	4,000			
350	4439	Extermination Contracts	0.99	1.30	1.37	1,200			
350	4440	Janitorial Contracts	6.04	3.88	4.00	3,500			
350	4450	Replacement of Equipment	3.65		0.00				
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	129.27	127.95	170.06	148,970			
General Expense:									
410	4510	Insurance - Other	0.87	0.97	0.91	800			
410	4510	Insurance - Property	13.37	16.28	16.71	14,640			
410	4510	Insurance - Liability	4.14	4.63	2.88	2,520			
410	4510	Insurance - Work Comp	2.33	2.51	2.51	2,200			
420	4520	Payments in Lieu of Taxes	7.56	8.24	7.77	6,810			
430	4530	Terminal Leave Payments			0.00				
450	4570	Collection Losses	(0.47)	0.43	0.43	380			
460	4590	Other General Expense	1.14		0.00				
470	Total	General Expense (sum of lines 410 to 460)	28.94	33.06	31.22	27,350			
480	Total	Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)	387.09	403.43	427.27	374,290.00			
550	Total	Operating Expenditures (sum of lines 500 and 540)	387.09	403.43	427.27	374,290.00			
Prior Year Adjustments:									
560	6010	Prior Year Adjustments Affecting Residual Receipts			0.00				
Other Expenditures:									
570		Deficiency in Residual Receipts at End of Preceding Fiscal Yr.			0.00				
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)	387.09	403.43	427.27	374,290			
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(90.12)	(98.76)	(123.40)	(108,100)			
HUD Contributions:									
600	8010	Basic Annual Contribution Earned-Leased Projects:Current Year			0.00				
610	8011	Prior Year Adjustments - (Debit) Credit			0.00				
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)	0.00	0.00	0.00	0			
630	8020	Contributions Earned-Op. Subsidy:-Cur. Yr.(before year-end adj)	126.12	122.84	132.31	115,900		2018 Calculation	
640		Mandatory PFS Adjustments (net):			0.00				
650		Other (specify): CF Operations			0.00				
660		Other (specify):			0.00	0			
670		Total Year-End Adjustments/Other (plus or minus lines 640 thru 660)	0.00	0.00	0.00	0			
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)	126.12	122.84	132.31	115,900			
690	Total	HUD Contributions (sum of lines 620 and 680)	126.12	122.84	132.31	115,900			
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)							
		Enter here and on line 810	36.00	24.08	8.90	7,800			

Name of PHA/IHA NORTH MANKATO HOUSING AUTHORITY		Fiscal Year Ending 06/30/19
	Operating Reserve	PHA/IHA Estimates
	Part I - Maximum Operating Reserve - End of Current Budget Year	
740	2821 PHA/IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	

	Part II-Provision for and Estimated or Actual Operating Reserve at Fiscal Year End	
780	Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date):	
790	Provision for Operating Reserve - Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE	
800	Operating Reserve at End of Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE	N/A
810	Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from line 700	0
820	Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810)	0
830	Cash Reserve Requirement- 25 % Of line 480	0

Comments

PHA / IHA Approval

Name _____

Title _____

Signature _____

Date _____

Field Office Approval

Name _____

Title _____

Signature _____

Date _____

Operating Budget
Schedule of Administration
Expense Other Than Salary

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public Reporting Burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 6 (c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justifications of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Housing Authority:			Locality:		Fiscal Year End:	
NORTH MANKATO HOUSING AUTHORITY			NORTH MANKATO, MN 56003-3866		06/30/19	
(1)	(2)	(3)	(4)	(5)	(6)	
Description	Total	Management	Development	Section 8	Other	
1 Legal Expense (see Special Note in Instruction) 4130	1,000	1,000				
2 Training (list and provide justification) MN NAHRO 4140	300	300				
3 Travel						
Trips To Conventions and Meetings (list and provide justification)	200	200				
4 Other Travel:						
Outside Area of Jurisdiction	0					
5 Within Area of jurisdiction	300	300				
6 Total Travel 4150	500	500	0	0	0	
7 Accounting 4170	3,400	3,400				
8 Auditing 4171	3,800	3,800				
9 Sundry						
Outside mgmt - Security Mgmt & Realty 4195	60,000	60,000				
10 Publications 4194	480	480				
11 Membership Dues and Fees 4194	850	850				
12 Bank Fees and Court Costs - Postage 4190	990	990				
13 Administrative Services Contracts 4194	4,800	4,800				
14 Other Sundry Expense 4194	1,650	1,650				
15 Telephone, Fax, Electronic Communications 4193	5,000	5,000				
16 Forms, Stationary and Office Supplies 4190	2,000	2,000				
17 Advertising & Marketing 4192	600	600				
18 Total Sundry	76,370	76,370	0	0	0	
Total Administrative Expense Other Than Salaries	85,370	85,370	0	0	0	

#11 Nahro 300.00, Nan McKay 350.00,

#13 Housing Data Systems 2950.00, Screening Services 1200.00, REAC Submission 650.00

To the best of my knowledge, all of the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative & Date:

X

Operating Budget Summary of Budget Data and Justifications

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

"OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public Reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 6 (c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budget receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Local Housing Authority	Locality	Fiscal Year Ending
NORTH MANKATO HOUSING AUTHORITY	NORTH MANKATO, MN 56003-3866	06/30/19

Operating Receipts

Dwelling Rental: Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total H/A monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

	October-17	18,802.00
	November-17	19,049.00
Average of previous 6 months rent charged, times 2	December-17	19,172.00
	January-18	19,515.00
	February-18	19,326.00
	March-18	19,543.00
	TOTAL	115,407.00

ADJUSTED BY HA

TOTAL: 230,810

Excess Utilities: (Not for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example, Gas; individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas ☐ Electricity ☒ Other ☐ (Specify) _____

2. Comments

A/C & HEATERS	<u>3,075</u>
TOTAL:	<u>3,080</u>

Non dwelling Rent: (Not for Section 23 Leased Housing.) Complete Item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1	Space Rented	To Whom	Rental Terms
		B A H L S C H L A G E R	250.00/MONTH

2. Comments

	<u>3,000</u>
TOTAL:	<u>3,000</u>

Interest on General Fund Investments: State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distributions of interest income between housing programs.

INT ON 260M CD'S	3,400
TOTAL:	3,400

Other Comments on Estimates of Operating Receipts: Give comments on all other significant sources of income which will present a clear and understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

LAUNDRY & VENDING	9,000
CLEANING & MOVE OUTS	800
INSURANCE DIVIDENDS	2,100
CABLE	14,000
TOTAL:	25,900

Operating Expenditures

Summary of Staffing and Salary Data

Complete the summary of information below on the basis of information shown on form HUD-52566, Schedule of all Positions and salaries, as follows:

Column (1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.

Column (2) Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70%, and 50% respectively. Thus, the equivalent full-time position is two. $(8/10 + 7/10 + 5/10)$.

Column (3) Enter the portion of total salary expenses shown in Column (5) or Column (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing

Column (4) Enter the portion of total salary expenses shown in Column (5) or Column (10), form HUD-52566, allocable to Section 23 Leased housing in management.

Column (5) Enter the portion of total salary expense shown in Column (5) or Column (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or comprehensive Grant Program).

Column (6) Enter the portion of total salary expense shown in Column (5) or Column (9), form HUD-52566, allocable to Section 8 Programs.

Note: The number of equivalent full-time positions and the amount of salary expenses for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines Ordinary Maintenance and Operation- Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.

Account Line	Total Number of positions (1)	Equivalent Full-Time Positions (2)	HUD-Aided Management Program			
			Salary Expenses			
			Management (3)	Section 23 leased Housing Only (4)	Modernization Programs (5)	Section 8 Program (6)
Administration--Nontechnical Salaries 1						
Administration--Technical Salaries 1						
Ordinary Maintenance and Operation--Labor 1	ONE	ONE - MAINT				
Utilities--Labor 1						
Other (Specify) (Legal, etc.) 1						
Extraordinary Maintenance Work Projects 2						
Betterments and Additions Work Projects 2						

1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget), the amount of salary expense shown in column (4) on the corresponding line above.

2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA staff, as shown on form HUD-52567.

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rate (form HUD-52158) and justify all deviations from these rates.

SEE HUD FORM 52566

Travel, Publication, Membership Dues and Fees, Telephone and Telegraph, and Sundry: In addition to "Justification for Travel to Convection and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increase over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

SEE HUD FORM 52571

Utilities: Give an explanation of substantial Requested Budget Year estimated increase over the PUM rate for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utility Expense."

Water	<u>15,600</u>
Electricity	<u>38,600</u>
Gas	<u>21,000</u>
Fuel	<u> </u>
Other Utilities	<u>14,000</u>
Garbage Removal	<u>14,800</u>

TOTAL: 104,000

Ordinary Maintenance & Operation--Materials: Give an explanation of substantial Requested Budget Year estimated increase over the PUM rate of expenditures for materials in the Current Budget Year.

SUPPLIES & MAINTENANCE MATERIALS

9,250

TOTAL: 9,250

Ordinary Maintenance & Operation--Contract Costs: List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the current Budget Year. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

Heating & Cooling	<u>4,500</u>
Snow Removal	<u>1,350</u>
Elevator Maintenance	<u>11,500</u>
Landscaping & Grounds	<u>2,000</u>
Unit Turnaround	<u>2,000</u>
Electrical	<u>5,000</u>
Plumbing	<u>4,000</u>
Extermination	<u>1,200</u>
Janitorial, Carpet Cleaning Contracts	<u>3,500</u>
Routine - Fire & Safety Contracts	<u>4,000</u>
TOTAL:	<u>39,050</u>

Miscellaneous Contracts	<u>1,500</u>
MKC	<u>5,000</u>
Consolidated	<u>16,400</u>
MISC TOTAL:	<u>22,900</u>

Insurance: Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

PROPERTY	14,640
LIABILITY	2,520
WORK COMP	2,200
BOND & FLOOD	800
AUTO	
TOTAL	20,160

Employee Benefit Contributions: List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given

ADMIN FICA	\$	-	X 7.65%	<u>0</u>
MAINTENANCE FICA	\$	68,746	X 7.65%	<u>5,260</u>
MAINT RETIREMENT & LIFE				<u>4,760</u>
MAINT HEALTH INSURANCE				<u>3,000</u>
			TOTAL:	<u>13,020</u>

Collection Losses: State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed

BAD DEBT - WRITE OFF	
	375
TOTAL:	380

Extraordinary Maintenance, Replacement of Equipment, and Betterments and Additions: Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

SEE HUD FORM 52567

Contracts: List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract and contract period. Justification must be provided for all contract services proposed for the requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts on the Current Budget Year

REVISED

North Mankato Housing and Redevelopment Authority
615 Nicollet Avenue, North Mankato, MN 56003
Regular Meeting
Tuesday, June 27, 2017 – **9:00 a.m. DATE CHANGE June 29, 2017**
Koppen Gardens Community Room

AGENDA

PUBLIC HEARING – 9:00 A.M.

-Presentation of Revised –Five Year Capital Plan

-Revision (Effective May 1, 2018) to the current Smoke Free Policy – Review of Updated Smoke Free Policy

-Revision (Effective May 1, 2018) to House Rules – update to Smoke Free Facility

A. Call to Order/Roll Call by Secretary

B. Amendments to Agenda

C. Open Meeting Resident

D. Approval of Minutes: May 23, 2017

F. Approval of Financials: April 2017
May 2017

F. Approval of Checks: May Checks #14289-14290, EFT's
June Checks #14291 – 14318 , EFT's

G. Occupancy: Two Vacant – fully occupied July 1

H. Old Business: Update Mechanical Room Project and Parking Lot
Update on hallway carpeting
Confirmation 6/14/2017 email – Asbestos Removal Bid
Site Manager Update

I. New Business: Election of Officers
Property Insurance Renewal
Maintenance Wage Rate – Resolution # 2017.0627.01
Revised Five-Year Action Plan- Resolution #2017.0627.02
Civil Rights Certification – Approval Five-Year Plan
Depreciation Schedule – Resolution #2017.0627.03
Approval of Revised Budget fiscal year ending June 30, 2017
Resolution # 2017.0627.04
Approval of Budget fiscal year ending June 30, 2018
Resolution #2017.0627.05
Approval Write off Checks - Resolution #2017.0627.06
Approval Write off Tenant Accounts - Resolution #2017.0627.07
Approval of Smoke Free Policy/Housing Rules – Resolution # 2017.0627.08

J. Next Meeting: July 25, 2017

K. Adjournment – Regular Meeting

L. Closed Meeting: -Salary Discussion – Employee
- Notification of Insurance Lawsuit – Blethen Gage and Krause