

HOUSING & REDEVELOPMENT AUTHORITY OF CLAY COUNTY
Regular Meeting of August 21, 2025

BOARD MEMBERS PRESENT:

Tia Braseth, Anthony Dillard, Cecil Johnson, Greg Lemke, Paul Krabbenhoft-Commission Liaison

MEMBERS ABSENT:

None

STAFF PRESENT:

Dara Lee and Dawn Bacon.

9:32 A.M. REGULAR MEETING CALLED TO ORDER:

AGENDA:

Commissioner Dillard made a motion to approve the agenda. Commissioner Peterson seconded the motion, and it carried unanimously.

MINUTES FROM THE JULY 17, 2025, MEETINGS:

Commissioner Dillard made a motion to approve July 17, 2025, regular meeting minutes. Commissioner Lemke seconded the motion, and it carried unanimously.

CITIZENS TO BE HEARD:

None

TREASURER REPORT:

Director Lee reviewed the budgets through June.

Commissioner Dillard made a motion to accept and file the Treasurer's report. Commissioner Johnson seconded the motion, and it carried unanimously.

2024 HRA AUDIT PRESENTATION BY BRADY MARTZ

Bryce Karel from Brady Martz and Associates presented a report to the Commissioners for the 2024 Audit. Mr. Karel provided an overview of the audited financial statements. The HRA received an unmodified opinion. There was one minor finding in the Housing Choice Voucher program. The auditors reviewed 40 tenant files, and one rent reasonableness determination was not made in a timely manner. The rent being charged was reasonable. The Commissioners had no additional questions or concerns.

A motion was made by Commissioner Dillard to accept and file the annual audit. Commissioner Lemke seconded the motion, and it carried unanimously.

PROJECT UPDATES:

Director Lee provided project updates.

Houge Estates

Houge Estates is a 60-unit building for people who are elderly or disabled in Dilworth.

As of August 1, there were 5 vacant units and one upcoming eviction. One of the units is vacant due to the fire in July. A tenant moved into a unit on August 15. Staff are processing applications for the remaining openings. Two are close to being approved.

The waiting list re-opened on October 1, 2024, and closed February 14, 2025. There are 31 applicants on the waiting list. A service coordinator is present at the property full-time, and a property manager is on-site as scheduled.

Agassiz Apartments

Agassiz Apartments is a 12-unit apartment building for people who are elderly or disabled. The HUD subsidy contract is scheduled to be terminated at the HRA request on October 1, 2025. The cancellation of the HUD contract can be revoked at ANY time prior to September 30. The Housing Choice Voucher staff have been working with the residents to transfer their subsidies to that program. HUD should approve us for 12 additional Housing Choice Vouchers to replace the existing subsidy.

As of August 1, there are no vacancies. The waiting list was re-opened February 20, 2025, and closed July 31. There are 47 households on the waiting list.

Clay County Affordable Housing LLC

The Clay County Affordable Housing units are in Dilworth, Ulen, and Hawley; and the Boyer Apartments in Moorhead. The CCAH units are composed of twelve duplexes located in neighborhood settings. The Boyer Apartments are two 4-unit buildings that are next to each other and have a total of six 2-bedroom units and two 1-bedroom units.

As of August 1, there are three vacant units and two pending move-outs. One of the units is re-rented for September. There are 10 people on the waiting list. The waiting list only opens when there are vacancies.

There is no specific subsidy tied to these units. Residents of these units receive a preference for a Housing Choice Voucher if their family size fits the available unit.

Fieldcrest Townhomes

Fieldcrest Townhomes consists of forty 2 and 3-bedroom units. All units are subsidized. The development was rehabilitated in 2023.

As of August 1, there are two vacant units. Two applicants have been approved, but one of them may accept a Clay County Affordable Housing unit. Other applications are being processed.

There are 165 households on the waiting list, which was open from October 1, 2024, to January 2, 2025.

Property management personnel will be moving to the office at this location in September. Administrative staff will also be moving to this location. CAPLP provides on-site supportive services.

Gateway Gardens

Gateway Gardens is a 24-unit permanent supportive housing apartment building. It also has a front desk that is always staffed. The HRA has staff at the front desk from 8 a.m. to 8 p.m. each day. From 8 p.m. to 8 a.m., security company staff are at the front desk. The security company monitors the cameras for Gateway Gardens, River View Heights, Houge Estates, Agassiz Apartments, and Fieldcrest Townhomes. HRA staff provide the on-site supportive services to the tenants.

As of August 1, there are 3 vacancies. Two of the units are vacant due to water damage and a pending insurance claim. Repairs will be completed as part of an insurance claim. A tenant has been identified for one of the vacancies. Potential tenants are selected from the community Coordinated Entry list.

Prairie Horizons Townhomes

Prairie Horizons Townhomes are eight townhome permanent supportive housing units for families located in south Moorhead, across from Fieldcrest Townhomes. Supportive services are provided and funded through the HRA Cares program.

As of August 1, there is one vacancy due to an internal unit transfer due to an increase in family size. Tenants are selected from the community Coordinated Entry list, so a waiting list is not kept.

River View Heights (Moorhead Public Housing Agency)

River View Heights is a 14-story apartment building with 104 units. There are currently 17 vacancies. HUD has approved 13 to be taken offline to assist with temporary relocation and repairs following a kitchen fire that activated a sprinkler head. The remaining 4 units became vacant on 6/30 and will be filled. Two were due to deaths and one as a result of an eviction.

There are currently 168 people on the public housing waiting list which is shared with Sharp View. It closed on October 30, 2024.

A new POHP application was recently submitted to MN Housing Finance Agency for \$1.4 million in improvements. An additional \$150,000 request was submitted to the City of Moorhead

for Statewide Affordable Housing Aid. The City of Moorhead accepted the \$150,000 proposal. It appears that the POHP application will be selected for \$1.4 million.

Sharp View (MPHA)

Sharp View Apartments is a two-story, 47-unit apartment building designated for seniors aged 62 and over.

As of August 1, Sharp View has 8 vacancies which have been approved by HUD to remain vacant due to the upcoming rehabilitation. The waiting list is shared with the River View Heights waiting list.

The development received \$1.4 million in POHP funding to complete significant updates to the building's plumbing system as well as kitchen and bathroom cabinetry. The loan is anticipated to close in August.

Moorhead Affordable Housing LLC (MPHA)

The Moorhead Affordable Housing LLC consists of 30 units ranging from single family homes, duplexes, and town homes. Most of the units are three bedrooms and primarily house families with children.

As of August 1, there is one vacant unit which is being repaired after motor vehicle accident. The unit is anticipated to be ready for occupancy by October 1. The tenant from that unit is temporarily staying in another MAH unit.

Maple Court Town Homes (MPHA and City of Moorhead)

Maple Court Townhomes consists of 34 units of two, three, and four-bedroom townhomes. One 17-unit parcel is owned by Moorhead Public Housing Agency, and one 17-unit parcel is owned by the City of Moorhead. MPHA/Clay HRA manages all the units. This property uses on-site caretakers.

As of August 1, there are no vacancies.

Housing Choice Vouchers

The Housing Choice Voucher Program consists of 514 "regular" units, 30 VASH units, 3 Foster Youth to Independence units, 5 Housing Stability units, 13 Emergency Housing Voucher units and 187 Mainstream units.

As of July 1, 2025, there were a total of 689 out of 752 units leased in the Housing Choice Voucher program.

- 28 of the 30 VASH units are leased, and the remaining 2 have been issued. (None available.)

- 3 of 3 FYI vouchers are leased. (None available.)
- 4 of 5 Housing Stability units are leased, and the remaining voucher is issued. (None available.)
- 12 of 13 EHV vouchers are leased, and the additional household is expected to rent in a different jurisdiction. (None available.)
- 155 of 187 Mainstream vouchers are leased. 16 vouchers are issued. (16 vouchers are open.)
- 487 of the 514 regular units are leased. 21 vouchers are issued/allocated for new households. (6 vouchers are open.)
- 6 households are moving to Clay County with assistance from other housing authorities. These households will be transferred into our programs if they are able to find a unit.
- Thirteen households are scheduled to meet with staff to determine eligibility for a remaining voucher. We will be able to lease more households than our allocation due to not being completely leased at the beginning of this year.

As of August 13, there were 93 households on the waiting list. The waiting list opened Monday, August 4.

We have 65 individuals enrolled in our Family Self-Sufficiency program and have had 81 FSS participants in the past 12 months. We can serve up to 75 households.

Becker-Clay-Otter Tail-Wilkin (BCOW) Adult Mental Health Initiative (AMHI) Rental Assistance

The contract with the BCOW AMHI provides funding for rental assistance and administrative fees to help households who have a member who has a serious mental illness and is leaving an institution or is currently homeless.

The grant was renewed for 2025 with a significant increase in funding. We plan to serve 35 households per month in 2025. As of August 1, we are serving 25 participants. 17 additional vouchers have been issued, and we are working with 6 more people. We are attempting to contact 21 more households.

HRA Cares

HRA Cares is a HUD-funded Continuum of Care program. It is for individuals and families who are literally homeless and have a family member with a disabling condition. There are no time limits on the supportive services. There is a proposal in Congress to include time limits. We provide supportive services to sixty-four households with these funds.

The current grant is funded through December 31, 2025. The grant agreement has also been executed for January 1, 2026, to December 31, 2026.

We are currently serving 68 households. Of the 68 households, 57 are in Clay, 2 are in Otter Tail, and 3 are in Douglas Counties, MN; and there are 6 in Fargo, ND. There are 37 singles and 31 families being served. Six of these households currently live at Bright Sky Apartments.

Homeless to Housed Rental Assistance

Homeless to Housed is a Minnesota-funded rental assistance program for high priority homeless families, youth, and singles across the counties of Clay, Douglas, Grant, Pope, Stevens, Traverse, and Wilkin.

Our current grant runs through September 30, 2025. We have been renewed for the 2025-2027 grant period. The renewal amount is \$1,695,000 and includes rental assistance and housing navigation. The number of households that the HRA will be able to serve will be reduced from 85 households to 63 per month. Although the renewal includes a reduction, the HRA is still the 3rd largest recipient of this funding in the state.

As of August 1, we are serving 86 households. Three households are searching for units. There are 16 singles and 70 families being served.

The grant targets families and youth-headed households. Leased households are from Clay (73) and Douglas (13) Counties. Openings are filled through the coordinated entry process.

Forty-three of the 86 current participants were notified that they may be eligible to apply for the HCV waiting list. This should allow us to transition the households down to the 63 units our new grant funding will support.

Homework Starts with Home

Homework Starts with Home is a program offered by Minnesota Housing. In 2014, the HRA was one of three initial pilot locations for a rental assistance program that focused on families with school-age children. We took part in the pilot until it ended in 2018. At the end of the pilot, Minnesota developed Homework Starts with Home. The HSWH program was based primarily upon the pilot run by the HRA.

The HRA was funded in each of four rounds of competitive funding. Throughout this time, the HRA has been the lead agency in a partnership that is working towards ending child homelessness. The first pilot partners were Churches United for the Homeless, Moorhead Public Schools, and Lakes & Prairies Community Action Partnership (CAPLP). We now have forty-five partner agencies including fourteen school districts across seven counties.

The current grant term runs from 10/1/2023-9/30/2025. We have received notice of funding renewal for \$619,100 for the grant term of 10/1/2025-9/30/2027. We are anticipated to serve 30 households during that time. It appears our initial grant allocation will be increased due another agency not accepting their award.

As of August 1, we are serving 42 households. Sixteen letters were sent out to households who may be eligible to apply for the HCV program. Households are from Becker (4), Clay (19), Douglas (4), Pope (1), Otter Tail (12), and Wadena (2) Counties. Homework Starts with Home families also live at Fieldcrest and receive services through CAPLP. They are not included in these totals.

Housing Supports (formerly GRH) in Scattered-Site Units

Housing Supports is a Minnesota-funded program run through the Department of Human Services. It provides room and board payments (which we refer to as Rate 1) and supplemental services payments (which we refer to as Rate 2). Rate 1 pays for rent, utilities, telephones, transportation, and all basic needs items. Rate 2 pays for supportive services. We have a contract with Clay County Social Services to provide this program. We began providing it when we opened Gateway Gardens in 2010. Twenty-one of the twenty-four units in the building use this funding source.

In 2016, we added a community option and started subcontracting for service provision with several area non-profit partners. The HRA does all program administration, administers all Rate 1, and provides some of the Rate 2 services. It is an extremely complex program to administer.

As of August 1, a total of 163 households were being served by the HRA Housing Supports program. Nineteen of the households reside at Gateway Gardens, 16 at Bright Sky, 10 at Silver Linings, and 118 in other units throughout the county. Services are provided by the following: 59 by the HRA (19 at Gateway Gardens, 16 at Bright Sky Apartments, 10 at Silver Linings, and 14 in scattered sites); 13 by CAPLP; 7 by the Presentation Partners in Housing; 3 by LMHC; 5 by Metro Behavioral Health; 9 by the Lotus Center; 56 with Greater Minnesota Community Services; and 11 by CCRI. Nine households are searching for units.

Silver Linings opened on July 1. The Clay County HRA will provide services to approximately 20 households at this location once it is full. The HRA has staff Housing Support staff located at Silver Linings, Bright Sky, and Gateway Gardens.

Minnesota DHS Community Living Infrastructure Grant

The Community Living Infrastructure Grant began in 2018. Clay County is the grant recipient and the HRA is the project manager and provides the Housing Resource Specialist. The funds were distributed to help communities build the necessary infrastructure so that individuals with disabilities can live fully integrated into the communities of their choice. The grant funds outreach workers, housing resource specialists, and administration. The original grant covered all ten counties in West Central Minnesota and the three Community Action Programs serving the counties who each performed outreach. Mahube-Otwa has chosen to still be a partner but not be a sub-recipient for the grant. Funding for the current grant was extended until 6/30/25.

Clay County Social Services submitted a renewal grant application in early May. Notification was recently provided that the grant was renewed at \$200,000 for the two-year term. This marks a significant reduction. The original contract award totaled \$585,155. The HRA's portion will be \$10,000 per year. The grant is funding a 0.82 FTE which will be decreased to a 0.07 FTE. We designated some 2025 HRA Levy funds for this program in case the funding was cut. Even with those funds, we will only be able to fund a 0.15 FTE.

Minnesota DHS Housing Stabilization Services

The State of Minnesota has stated it is suspending operations of the Housing Stabilization Services in Minnesota. It became available July 1, 2020. The HRA was the second agency in West Central Minnesota to become an approved provider. The HRA was approved to provide Housing Stabilization Services – both Housing Consultation and Transition & Sustaining Services effective July 2020.

The HRA program has already been suspended for the past year and will remain so.

Owner-Occupied Rehab Program

The HRA has operated and operates several distinct programs under the Owner-Occupied Rehab umbrella. The largest program is the Minnesota Department of Employment and Economic Development (DEED) Small Cities Development Program (SCDP). Funds used for this program are federal HUD Community Development Block Grant (CDBG) that are distributed to the state for Greater Minnesota. DEED then holds annual competitive application rounds to award these funds to non-entitlement communities.

Barnesville

Barnesville requested our services to apply for \$1.2 million from DEED to rehabilitate 21 homes and 13 businesses. The application was submitted in April. Forty-three letters of interest were submitted by homeowners and 25 from local businesses. We are still waiting for an award announcement from DEED.

Dilworth

The HRA staff is administering a \$922,000 DEED grant for the City of Dilworth. It received funding to rehabilitate 21 homes and 7 businesses. DEED has approved an extension of the grant from September 30, 2024, until September 30, 2026.

To date, 21 homeowner projects are complete; and 2 projects are under construction. There is \$11,274 remaining in this budget line with one project in the bidding process to use this remaining funding. There are 10 applicants on the waiting list who will not receive assistance.

The grant has funded the rehabilitation of 7 commercial properties. Five projects are complete, one project is under construction, and one project is in the bidding process. There is still funding for three additional projects. One business has shown interest, and we are currently following up with them.

RLP (Minnesota Housing Rehabilitation Loan Program)

The Minnesota Housing Rehabilitation Loan Program is funded by the state. The program has received a number of applications, but little follow through. Two home rehabilitations are under construction; two are bidding; and two are in the eligibility stage.

2026 HRA TAX LEVY

The HRA is scheduled to meet with the Clay County Commissioners at a workshop session on Tuesday, August 26th at 1pm. The HRA will be providing updates about HRA services, community collaboration around affordable housing and the need for a HRA levy for 2026 to sustain ongoing operations.

A motion was made by Commissioner Lemke to approve Resolution 08-21-25-02. Commissioner Peterson seconded the motion, and it carried unanimously.

ACCEPTANCE OF BRING IT HOME RENTAL ASSISTANCE GRANT

Minnesota Housing approved a grant award to the HRA in the amount of \$1,751,289 to administer the Bring if Home Rental Assistance program. This is a new program in Minnesota.

Minnesota Housing requires that our board approve attached Resolution 08-21-25-01 as a condition to accept the award.

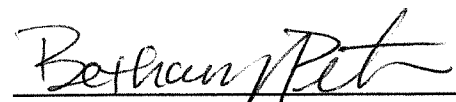
A motion was made by Commissioner Lemke to approve Resolution 08-21-25-01. Commissioner Johnson seconded the motion, and it carried unanimously.

UPDATES AND OTHER

- a. **Updates on benefits-** Work is underway to research benefit options due to the change in 2026 where the Clay County HRA will no longer be able to partner with Clay County for many of the employee benefit programs.
- b. **Staffing Office Location Updates-** The rental assistance department will move from the Family Service Center to the main office in early September. Most HRA staff have had to move to a different location.

e. **Other-NA**

MEETING WAS ADJOURNED AT 11:10 A.M.


Bethany Peterson, Secretary

9/18/25
Date