HOUSING & REDEVELOPMENT AUTHORITY OF CLAY COUNTY
Regular Meeting of October 16, 2025

BOARD MEMBERS PRESENT:
Tia Braseth, Anthony Dillard, Greg Lemke, Bethany Peterson, Cecil Johnson, Paul Krabbenhoft-Commission Liaison

MEMBERS ABSENT:
None

STAFF PRESENT:
Dara Lee, Dawn Bacon, Jill Cossette

9:30 A.M. REGULAR MEETING CALLED TO ORDER:

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

MINUTES FROM THE SEPTEMBER 18, 2025, MEETINGS:
Commissioner Johnson made a motion to approve September 18, 2025, regular and annual meeting minutes. Commissioner Dillard seconded the motion, and it carried unanimously.

CITIZENS TO BE HEARD:
None

2026 HRA TAX LEVY
The City of Barnesville, City of Moorhead, and Clay County Commission all gave consent to the Special Benefit HRA Tax Levy of $300,000 for 2026.

Two Moorhead Council members encouraged the HRA to make better use of this resource in the future and levy more.

ACCEPTANCE OF HOMEWORK STARTS WITH HOME GRANT
Minnesota Housing has notified us that our funding award for Homework Starts with Home has been increased from $619,100 to $874,000 for 2025-2027. The increase is due to another selected applicant turning down the award.

Commissioner Dillard made a motion to accept the increase in funds and approve Resolution 09-18-25-01. Commissioner Johnson seconded the motion, and it carried unanimously.

TREASURER REPORT:
Director Lee reviewed the budgets through July 2025. Budgets as anticipated.

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

PRELIMINARY 2026 BUDGET ASSUMPTIONS DISCUSSION
In September, the HRA was notified of the following:
- 3%-4% increase for Clay County COLA.
- 12.1% increase to current health insurance plan.
- Approval of $300,000 HRA Tax Levy.

The following assumptions were proposed to be used for the budget:

1. HRA provides a 3.5% COLA for 2026 as well as step increases.
2. The HRA pay 100% of the new Paid Family Leave premium of 0.88%. The HRA could have staff pay up to ½ the premium.
3. The HRA changes its basic benefit plan from a $3400/$6800 with a 0% co-pay after meeting deductible to a $3400/$6800 with a 20% co-pay after meeting deductible. This will allow the HRA to keep premium costs for staff at an affordable level. This results in a 5% increase for singles to the HRA and a 4% increase for families. The cost to the HRA for family coverage is still over $10,000 more per year than singles.
4. The HRA continues to pay the premiums for long-term disability for pre-2021 hires, single dental, basic life insurance and a percentage of the premiums for health insurance (100% for employee only or 75% for family coverage on a $3400/$6800 deductible with 20% co-pay policy) plus a minimum $3300/year for families and $3600/year for singles contribution to a VEBA or HSA account. The recommended difference in contributions is related to the cost discrepancies between single and family health plans.
5. It is still unknown what the full impact will be from the requirement the HRA have the non-health insurance plans purchased on its own rather than through Clay County.
6. Reduces office rent charges due to shifting employees out of the Family Service Center.
7. Includes 30 full-time and 9/10 part-time employees. There basically is no increase in staffing even though we have added a program (Bring It Home) and started providing services at Bright Sky and Silver Linings. We do have two additional individuals who cover on-call weekends and evenings about 7 times per year each. It is possible we will need to add an additional supportive services person at some point.
8. Includes income and expenses for management of MPHA properties.
9. No 2026 SAHA funding included. The HRA will apply during the RFP process.
10. Anticipates an average of 32 HSWH, 63 H2H, 38 BCOW, and 205 HS households in 2026.
11. Anticipates that all HCV vouchers are fully utilized in 2026.
12. Includes first full year of operations for the Bring It Home grant.

The Commissioners agreed to these basic assumptions & without objections.

PROJECT UPDATES:

Director Lee provided project updates.

Houge Estates

Houge Estates is a 60-unit building for people who are elderly or disabled. It is located along Highway 10 in Dilworth.

As of September 1, there were 4 vacant units. There is an additional opening due to a tenant passing away. and one upcoming eviction. One of the units is vacant due to the fire in July. Staff are processing applications for the remaining openings.

The waiting list re-opened on October 1, 2024, and closed February 14, 2025. There are 20 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 prior to September 30. The Housing Choice Voucher staff have been working with the residents to transfer their subsidies to that program. HUD has approved us for 12 additional Housing Choice Vouchers to replace the existing subsidy.

As of September 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/Boyer Apartments

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 September 1, there were two vacant units and two pending move-outs. Two of the units have been re-rented. One person has already moved out and the other household will move by September 30. Staff are working with applicants for these two remaining vacancies. 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 consist of forty 2 and 3-bedroom units. All units are subsidized. The development was rehabilitated in 2023.

As of September 1, there is one vacant unit. There are two pending lease terminations.

Applications are being processed.

There are 147 households on the waiting list, which was open from October 1, 2024, to January 2, 2025.

Property management personnel and administrative staff moved to the office at this location in September. CAPLP provides on-site supportive services and is now planning to hold events in the community room.

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. The HRA provides on-site supportive services to the tenants.

As of September 1, there were 3 vacancies. One household has moved in. The other two are vacant due to water damage and a pending insurance claim. Two tenants have received lease terminations for the end of September – both due to incarceration. 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 September 1, there are two vacancies. One of the families who lived there is asking to move back in. They are considering moving to the CCAH open unit in Ulen or back to this development.

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 18 vacancies. HUD has approved 12 to be taken offline to assist with temporary relocation and repairs following a kitchen fire that activated a sprinkler head. Two people moved out, two died, and two were terminated/evicted. Staff have reached out to 39 applicants regarding the openings. They are still waiting to hear from 20 of these.

There are currently 119 people on the public housing waiting list which is shared with Sharp View. It closed on October 30, 2024. It is re-opening on September 15 for households that need accessible units and/or who need a two-bedroom unit.

Minnesota approved the POHP application for $1.4 million in improvements. An additional

$150,000 request was approved by the City of Moorhead for Statewide Affordable Housing Aid. Rehabilitation Manager, Kendra Ferencak, and Deputy Director, Dawn Bacon, worked in collaboration to secure these awards.

Sharp View (MPHA)

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

As of September 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 closed and the proceed to work order was issued on September 10.

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 September 1, there is one vacant unit which is being repaired after a motor vehicle accident. The unit is anticipated to be ready for occupancy in October. The tenant from that unit is temporarily staying in another Moorhead Affordable Housing 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 September 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. An additional 12 units will be awarded to the agency on October 1 to replace the current subsidy at Agassiz Apartments.

As of September 1, 2025, there were a total of 690 out of 750 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.)
- 11 of 11 EHV vouchers are leased. (None available.)
- 156 of 187 Mainstream vouchers are leased. 17 vouchers are issued. (**14** vouchers are open.)
- 484 of the 514 regular units are leased. 23 vouchers are issued/allocated for new households. (**7** vouchers are open.)
- 5 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.

As of September 1, there were 144 households on the waiting list. The waiting list was open August 4-28 for Clay County families.

We have 65 individuals enrolled in our Family Self-Sufficiency program and have had 77 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 are authorized to serve 35 households per month. As of September 1, we are serving 31 participants. 10 additional vouchers have been issued, and we are working with 2 more people. We are attempting to contact 25 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. 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.

As of September 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 (71) 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 were originally notified that we would receive a funding renewal of $619,100 for the grant term of 10/1/2025-9/30/2027. Minnesota Housing has now notified us that the amount has been increased to $874,000. We will be able to serve a total of approximately 40 households with an average of about 30 households per month.

As of September 1, we are serving 41 households. Sixteen letters were sent out to households who may be eligible to apply for the HCV program and eight applied.

Households are from Becker (4), Clay (19), Douglas (4), Pope (1), Otter Tail (11), 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.

We have been notified by Clay County Social Services that they prefer we keep our total at 175 for the scattered sites and Gateway Gardens. We can serve as many additional households as needed at Bright Sky and Silver Linings.

As of September 1, a total of 184 households were being served by the HRA Housing Supports program. Seventeen of the households reside at Gateway Gardens, and 115 in other units throughout the county for a total of 132 of the 175 available. In addition, the HRA is serving 19 households at Bright Sky and 23 at Silver Linings. Services are provided by the following: 59 by the HRA (17 at Gateway Gardens, 19 at Bright Sky Apartments, 23 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; 10 by the Lotus Center; 64 with Greater Minnesota Community Services; and 9 by CCRI. Nine households are searching for units.

Minnesota DHS Community Living Infrastructure Grant

The Community Living Infrastructure Grant began in 2018. Clay County is the grant recipient and the HRA 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 is no longer a sub-recipient for the grant.

Clay County Social Services submitted a renewal grant application, and 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. We also will designate 2026 levy funds for this purpose. Even with those funds, we will only be able to fund a 0.15 FTE.

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. We were told the notifications would be made during the "summer."

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.

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. There are enough funds remaining to assist three more businesses.

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.

UPDATES AND OTHER

a. **Staffing and Office Location Updates**-Rental Assistance department has moved from the Family Service Center to the Dilworth location. The Administration department and a property manager moved from the Dilworth office to the Fieldcrest Townhomes location. The Rehabilitation Manager moved from the main office to the High Rise.

b. Other-October meeting will begin at 9:00 a.m.

MEETING WAS ADJOURNED AT 10:35 A.M.

Bethany Peter

Bethany Peterson, Secretary

10/16/25

Date