

Minutes
December 21, 2021
Clay County HRA Family Service Center

HOUSING & REDEVELOPMENT AUTHORITY OF CLAY COUNTY
Regular Meeting of December 21, 2021

MEMBERS PRESENT:

Tia Braseth, Anthony Dillard, Cecil Johnson, Mike Martin, and Kim Schlotfeldt in person, Les Bakke via Zoom.

MEMBERS ABSENT:

None

STAFF PRESENT:

Dara Lee and Sheila Laney.

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

AGENDA:

A motion was made by Commissioner Braseth to approve the agenda. Commissioner Dillard seconded the motion and it carried unanimously.

MINUTES FROM NOVEMBER 16, 2021 REGULAR MEETING:

A motion was made by Commissioner Schlotfeldt to approve the November 16, 2021 regular meeting minutes. Commissioner Dillard seconded the motion and it carried unanimously.

CITIZENS TO BE HEARD:

None

TREASURER'S REPORT:

A complete set of the September financials (except HS2) was included for review, along with October financials that were ready. As discussed at previous board meetings, all projects except Houge, Boyer, and Housing Stabilization Services are performing well at this time.

Commissioner Dillard made a motion to approve the Treasurer's Report. The motion was seconded by Commissioner Bakke and carried unanimously.

PROJECT UPDATES:

Director Lee provided project updates.

Houge Estates

Houge Estates is a 60-unit apartment building located in Dilworth. All units are one-bedrooms (about 650 sq. ft.), and residents must have a disabling condition or be age 62 or older to reside there. Residents pay 30% of their income towards their rent and utilities. The remainder of the rent is subsidized by HUD through a Housing Assistance Payment (HAP) contract with HUD.

It was built in 1981 and is owned by the Elderly Housing Corporation of Clay County (EHC), a 501(c)(3) non-profit. The non-profit was created by the HRA to develop this project. The HRA has managed the EHC and Houge Estates since their inceptions.

The HRA offices were located at Houge Estates from 1981 until the early 1990s. From 2002 until 2015 assisted living services were available in the building through a third-party provider. The provider continuously lost money providing services in the building and had to withdraw. We could not find any other providers willing to replace them.

The building received a minor renovation in 2013 (primarily windows and kitchens) which was funded with a deferred loan from the Minnesota Housing Finance Agency through the Rental Rehabilitation Deferred Loan program.

Over the years, the composition of the building has shifted from primarily elderly to primarily younger disabled individuals.

As of December 1, there were eleven vacant units. There are currently 9 vacant units and no move-out notices for the end of December. Three full applications are being processed, and additional people are being contacted and informed they are at the top of the waiting list. There are sixty-three households on the waiting list. The waiting list is currently open.

The Houge Estates Service Coordinator is housed at this location.

Agassiz Apartments

Agassiz Apartments is a 12-unit apartment building located in Ulen. Eleven of the units are one-bedrooms (about 650 sq. ft.) and one is a 2-bedroom, and residents must have a disabling condition or be age 62 or older to reside there. Residents pay 30% of their income towards their rent and utilities. The remainder of the rent is subsidized by HUD through a Housing Assistance Payment (HAP) contract with HUD.

It was built in 1978 with a loan subsidized through USDA Rural Development. It is owned and operated by the HRA. The building received a minor renovation in 2013 (primarily windows and kitchens) which was funded with a deferred loan from the Minnesota Housing Finance Agency through the Rental Rehabilitation Deferred Loan program.

Over the years, the composition of the building has shifted from primarily elderly to about half elderly and half disabled. The building was inspected by HUD REAC on November 9 and received a score of 64. 60 is the minimum score to pass the inspection.

As of December 1, there are no vacant units. There are forty-seven applicants on the waiting list.

Clay County Affordable Housing, LLC

The Clay County Affordable Housing units are in Dilworth, Ulen, and Hawley. They are composed of twelve duplexes located in neighborhood settings. The Dilworth and Ulen units were constructed in 1979 as Public Housing. The Hawley units were constructed in 1981 as Public Housing. Twenty-one units are 3-bedrooms and three are four-bedrooms.

They were operated by the HRA as Public Housing units until January 1, 2019, when the HRA “disposed” of its Public Housing units by “selling” them to the CCAH LLC, which is a non-profit LLC with the HRA as its sole member. The HRA opted to reposition its public housing and receive replacement Housing Choice Vouchers for the units. Maintaining the units as public housing was not financially viable. The HRA then transferred its public housing PROGRAM to the Moorhead Public Housing Agency on July 1, 2020. This was essentially the transfer of future funding streams from HUD since there was no property remaining. The HRA is in the process of closing out its public housing program with HUD now that all activities have been audited.

There are no outstanding debts on these buildings.

As of December 1, there are two vacant units in Hawley. There is no specific subsidy tied to these units. The openings are being advertised. Residents of these units receive a preference for a Housing Choice Voucher if they are eligible for a 3- or 4-bedroom voucher.

Boyer Apartments

The HRA purchased Boyer Apartments in 2006. The HRA received over \$100,000 in funding from the local adult mental health initiative to assist with the initial purchase and operations. Boyer Apartments are in south Moorhead and are two adjacent 4-plexes which were built in 1975 and 1976. One building consists of all 2-bedrooms and the other has 3 2-bedrooms and one 1-bedroom unit. The buildings were rehabilitated in 2008 with HOME funding. There are no outstanding debts on these buildings (except internally).

As of December 1, there are no vacant units. There are thirty-one households on the waiting list. There is no specific subsidy tied to these units. Residents of Boyer Apartments receive a preference for a Housing Choice Voucher if their family size fits the available unit. Further in the agenda, there is a proposed purchase agreement for the HRA to sell the units to the Clay County Affordable Housing LLC creating a combined 32-unit project. The sale would occur at the time of the Fieldcrest Townhomes loan closing.

Fieldcrest Townhomes

In January 2017, the HRA purchased Fieldcrest Townhomes when it exercised a Right of First Refusal when the prior owner decided to sell the development. It was in poor condition. The HRA paid \$2 million for the 40-unit townhome development in south Moorhead. There are 20 2-bedroom and 20 3-bedroom units. There are twenty detached garages as well.

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Residents pay 30% of their income towards their rent and utilities. The remainder of the rent is subsidized by HUD through a Housing Assistance Payment (HAP) contract with HUD. This contract dated back to 1980 when the building was initially constructed. The rents were suppressed, and there was significant deferred maintenance on the property. The contract expired in December 2020, and rents were raised to market levels.

Fieldcrest has been approved for \$1M in funding through the FHLB of Des Moines and over \$7M from Minnesota Housing. We anticipate a January closing. At the time of closing, the HRA will "sell" the development to the Fieldcrest Townhomes LLC. The LLC is a non-profit LLC with the HRA as its sole member. The sales price will pay off the existing mortgage and specials. The HRA also will receive 50% of its developer fee at that time.

The bid opening occurred on July 29 and three competitive bids were received. Kue Contracting has been selected as the low bidder. There is sufficient available funding to proceed without adding garages or replacing all water heaters. If contingency funds remain at the end of construction, we may be able to add back some of the garages.

The City of Moorhead previously recommended \$110,000 in funding for sidewalk repairs and Wi-Fi installation at the development using CDBG funding. They have reduced the amount due to \$71,500 due to insufficient repayment of funds. The sidewalk repairs were included in the bids received. We are proposing to shift the funds to the wi-fi only.

We hope that closing and the construction start will be in January 2022. The funding information was submitted to the Mortgage Credit team at Minnesota Housing on November 10 and the Minnesota Housing Board of Directors on December 16, 2021. A closer has been assigned to the project. The closing should take place within 30-60 days.

As of December 1, there are eight vacant units (four 2-bedrooms and four 3-bedrooms) which will be kept vacant during construction. There are ninety-seven households on the waiting list which is now closed.

The Fieldcrest REAC inspection took place on December 17. Twenty-six emergency health and safety issues to fix were noted and 23 of these related to windows. New windows are on order.

Gateway Gardens

Gateway Gardens is a 24-unit permanent supportive housing apartment building in Moorhead. The HRA constructed the building in 2010 using Minnesota Housing financing. The funding is in the form of deferred loans that will be forgiven in part after 20 years and completely after 30 years of operations. The front desk is staffed 24/7.

Rent and services are subsidized primarily through the Housing Supports program. There also are five project-based Housing Choice Vouchers attached to units. We are a subgrantee of CAPLP for a DHS HSASMI (Housing Supports for Adults with Serious Mental Illness) grant that helps fund the front desk costs.

CCRI and GSSC, a private security company, each provide 12 hours of staffing per day. In December, the HRA was provided notice of a 33% increase from GSSC; and an 8% increase from CCRI for 2022. This reflects an almost \$40,000 increase in cost. Staff is considering options. CCRI case management staff is transitioning to Housing Stabilization Services through Medical Assistance.

As of December 1, there are two vacancies. Each unit needs extensive repairs. The vacancies will be filled through the coordinated entry system.

Housing Choice Vouchers

The HRA has administered a form of the current Housing Choice Voucher program since 1976. It is also known as Section 8. Tenants rent in the private market and pay at least 30% of their income towards rent and utilities. The HRA determines Payment Standards (rent limits) and utility allowances each year. HUD provides a fixed amount of funding based upon the federal budget approved by Congress each year. The HRA may lease up to its baseline number of units but not more than that number each year. The HRA has received insufficient funding to lease all its vouchers since 2012.

This program has more than doubled in size since 2017. In June 2017, the HRA had 360 vouchers and on July 1, 2021, it has 742 vouchers. The reason for the increase is as follows: 1) In July 2017, the Moorhead Public Housing Agency transferred its 95-unit program to the HRA; 2) from 2018-2021 the HRA was awarded 177 Mainstream vouchers; 3) in 2019 the HRA received 24 vouchers due to the repositioning of its Public Housing; 4) in 2018 the HRA received 15 VASH vouchers and in 2021 25 VASH vouchers; 5) in 2020 the HRA received 3 (all have now been rescinded) and in 2021 1 Foster Youth to Independence vouchers; and 6) on July 1, the HRA received 15 Emergency Housing Vouchers and 30 vouchers due to Moorhead PHAs repositioning of 30 of its Public Housing units.

The EHV program was funded through the American Rescue Plan Act. The EHV's come with higher administrative fees and service funding. They are targeted at those fleeing domestic violence, homeless, at risk of homeless, and recently homeless households.

As of December 1, 2021, there are a total of 679 households of a possible 742 leased from the HRA Housing Choice Voucher program. We are working with eleven additional households from other housing authorities. We have 550 vouchers under our main HCV HUD contract; 177 under our Mainstream HCV contract; and fifteen under our HCV Emergency Housing Voucher (EHV) contract.

Of the 550 vouchers under our main contract, 503 vouchers are leased: 430 of 455 regular vouchers; forty-eight out of 50 Tenant Protection Vouchers; 0 of 1 FYI vouchers; and 25 of 40 VASH vouchers. We have issued four regular voucher and 6 VASH vouchers. We are working with three additional VASH referrals from the Bemidji area. We are working with four additional households to issue a regular voucher.

161 out of 177 Mainstream vouchers are under lease. We have issued 16 Mainstream vouchers and are working with four additional households.

14 of 15 EHV vouchers are under lease and one additional voucher has been issued.

We have thirty-six individuals enrolled in our Family Self-Sufficiency program. We have had 44 FSS participants in the past 12 months. Staff is working with additional households to enroll them in the program. We can serve up to fifty households on the FSS program under our current Action Plan.

We have contacted all households on our waiting list to issue a voucher. The waiting list will be opened to households who reside in Clay County and contain a member age 50 or older on January 4, 2022, and to those who have a disabled household member under age 50 on February 1, 2022.

Prairie Horizons Townhomes

Prairie Horizons Townhomes had one unit damaged by a tenant-caused fire at the end of July. HRA staff are working with the new property insurance provider HAI, Housing Authority Insurance, to see that repairs are made as quickly as possible. The unit will be gutted to the studs. The total cost is approximately \$200,000. This will be the largest claim in the 46-year history of the HRA. We have been notified by the contractor that due to shipping delays, it may be up to 6 months before the unit is finished.

Prairie Horizons Townhomes are eight townhome permanent supportive housing units for families located in south Moorhead, across from Fieldcrest Townhomes. The HRA constructed the development in 2012 using Minnesota Housing financing. The funding is in the form of deferred loans that will be forgiven in part after 20 years. There is a small portion (\$337,076) that is deferred for 30 years at 0% interest that must be repaid. The HRA owns and manages these eight units (5 2-bedrooms, 2 3-bedrooms, and 1 4-bedroom). The rents in these units are subsidized with project-based Housing Choice Vouchers. Services are provided through the HRA Cares grant. They are sometimes referred to as East Prairie Horizons Townhomes or EPHT.

These units are adjacent to another 8-unit town home permanent supportive housing development, which are confusingly also called Prairie Horizons Townhomes or Easten Townhomes – south units. There are four one-bedroom and four two-bedroom units. The HRA owns 0.01% as a Special Limited Partner in the Easten Townhomes LLC. The HRA provided a \$330,000 deferred loan when the project was constructed in 2006. It bears 5% interest and is due in 2036. The partnership is in the process of buying the equity partner out. The partnership is requesting we subordinate our existing loan and extend it and additional 15 years. Staff will bring options to the board in January or February.

There are an additional thirty units in this development located in north Moorhead. The HRA has project-based 8 Housing Choice Vouchers in the 8 south units and an additional eight in the 30 north units. Support services are funded through the HRA Cares program.

An HRA staff person is officed at the site. She and a full-time CCRI employee provide supports to both Prairie Horizons Townhomes developments and other HRA Cares scattered-site participants. Both support services providers also have been providing DHS Housing Stabilization Services to the participants.

As of December 1, there are no vacant units other than the fire damaged unit. We have received a move-out notice for the end of December. There is one vacant 3-bedroom in the Easten units which is in the process of being filled.

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 rental assistance or supportive services. We provide supports at the two Prairie Horizons Townhomes developments and in forty-eight scattered-site units. HRA Cares also provides rental assistance in the forty-eight scattered-site units. We are authorized to serve sixty-four households with these funds. The HRA administers the rental assistance and administers the program. We contract with CCRI for one additional full-time case manager. HRA staff also supervise and provide support services.

We are currently serving fifty-four households. Of the 54, 13 are at Prairie Horizons Townhomes; one is at Bright Sky Apartments; and forty are in scattered-site units in Clay, Otter Tail, and Douglas Counties, MN, and in Fargo, ND. There are thirty-one singles and twenty-three families being served. Five households are searching for units.

Due to lower leasing levels occurring in 2021 due to corona, the HRA shifted some of the grant funding from rental assistance to supportive services. The funds are being used to pay for work clothes, car repairs, and educational expenses of participants as well as the purchase of a vehicle to be used to assist participants in unit search and to perform HQS inspections.

We only are accepting applications through the Coordinated Access, Referral, Entry and Stabilization System (CARES). Those with the highest priority who meet the eligibility criteria will be accepted.

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. It is a time-limited program for households experiencing homelessness who are unable to immediately receive a Housing Choice Voucher. It operates similarly to the HCV program.

The grant was initially funded in 2008 to serve forty-five households. It has been renewed every 2 years since that time. Our current grant is to serve sixty-two households through September 30, 2023.

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We are serving 58 of our authorized 62 households. Six more households are searching for a unit. There are eighteen singles and forty families currently being served. The grant targets families and youth-headed households. Leased households are from Clay, Traverse, Grant, and Douglas Counties. One family transferred to a Housing Choice Voucher in November.

The coordinated entry system shifted its priority during the Covid-19 emergency to households residing outside or in shelters.

Homework Starts with Home

Homework Starts with Home is a relatively new 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 participated 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 operated by the HRA.

The HRA was funded in each of the two rounds of competitive funding. Throughout this time, the HRA has been the lead agency in a partnership all working towards ending child homelessness. The initial 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.

Due to the considerable progress the HRA and its partner agencies have made in ending family and youth homelessness in the region, the partnership decided not to apply for Round 3 funding. There has been a slight increase in the number of households identified since the school year began. At least half of these students have moved from locations other than Minnesota or Fargo.

The current grant term runs from 8/1/2020-9/30/2023. We are anticipated to serve a total of seventy-two households during that time. We have served a total of sixty-four households thus far. Seventeen of these also were served under the first grant as well.

As of December 1, 41 households are leased; and thirteen households are searching for units. Three new referrals have been received from Clay County and Otter Tail Counties. Two additional referrals have located other housing opportunities. Currently leased households are from Clay, Douglas, and Wadena Counties.

Housing Supports (formerly GRH) in Scattered-Site Units

Housing Supports is a Minnesota-funded program operated 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. Nineteen 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 December 1, a total of 130 households are being served by the Housing Supports program in Clay County. There are 112 households leased in the scattered-site Housing Supports program – 10 with the HRA; 24 with CAPLP; 7 with the Presentation Partners in Housing; 8 with LMHC; 9 with Churches United; 10 with Metro Behavioral Health; 6 with the Lotus Center; and 34 with Summit Guidance. In addition, CCRJ serves 18 Housing Supports clients at Gateway Gardens and 4 in scattered-site locations. 20 additional households are searching for units. There have been numerous damage claims and non-renewal of leases now that the eviction moratorium has ended.

Minnesota DHS Community Infrastructure Grant

The Community Living Infrastructure Grant was a new grant program that 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 allocated to help communities build up 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 remain a partner but not be a sub-recipient for the grant that began 7/1/2021.

The HRA now has a 1.0 FTE Housing Resource Specialist and a 0.05 project manager. There are 2 FTE outreach workers funded and employed by the CAP agencies. CAPLP (1.15 FTE) and WCMCA (.85 FTE) have hired dedicated outreach workers. The new grant also includes a full-time eligibility worker for Clay County Social Services. Staff has been working diligently on property owner engagement strategies.

Minnesota DHS Housing Stabilization Services

Housing Stabilization Services are a new Medicaid benefit available 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. Four staff are currently trained on one or more Housing Stabilization Services roles.

Staff began Housing Consultations in 2020. Staff has been performing annual renewal consultations. We have begun billing for transition and sustaining services. We have seventeen current approved clients for these services.

Due to staff transitions and an inability to recoup our costs, we will only be doing on-going consultations and will not accept any additional HSS Transition & Sustaining Services participants. The participant eligibility/billing approval has been an extremely slow process state-wide. Challenges continue to be worked on with the state.

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The HRA has invested over \$85,000 in non-reimbursable costs in establishing this program but needs to pause until the financial issues are resolved. Further in the agenda is a proposed budget revision for this program for 2021.

Through the GROWTH program, staff is leading a region-wide group aimed at getting this program to work for those who need it throughout our region.

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 allocated to the state for Greater Minnesota. DEED then holds annual competitive application rounds to award these funds to non-entitlement communities.

The HRA first started administering CDBG funds in 1974 or 1975. The agency stopped the program in the early 1990's due to local political challenges. The HRA once again started administering the program through DEED SCDP in 2008. Only cities and counties may apply for the funding. The HRA serves as the administrator. Clay County was the applicant for the 2008, 2010, and 2012 funding rounds. The City of Barnesville was the applicant in 2014, the City of Sabin in 2016, and the City of Dilworth in 2021. The HRA has utilized HRA Tax Levy funds in 2010, 2014, 2019, and 2020 to leverage these rehabilitation resources. Clay County allocated \$80,000 in ARPA funds for this purpose.

All these loans have been deferred. Some have been forgiven after 10-15 years while others remain repayable. Each application has different terms.

Sabin

DEED awarded the City of Sabin SCDP funds to rehabilitate ten homes. Eight projects are complete; and two just finalizing the window installs. We are on-track to complete the work and close out the grant by the end December.

Dilworth

The HRA staff applied for funding on behalf of the City of Dilworth for 2021 CDBG funding to DEED through the Small Cities Development Program. We received letters of interest from sixty-seven homeowners and nine commercial properties. We applied for \$922,000 on behalf of Dilworth to rehabilitate twenty-one owner-occupied homes and seven businesses and were awarded the full amount requested in August. The environmental review process is complete, and staff has sent out applications to those home and business owners who expressed interest. Applications were due December 13. We received exactly 21 homeowner and 7 commercial property owner applications by that date.

RLP (Minnesota Housing Rehabilitation Loan Program)

The Minnesota Housing Rehabilitation Loan Program is funded by the state. Funds are appropriated during each budget cycle. Local administrators work with homeowners to receive funding to rehabilitate their homes. Homeowners must be extremely or very low income to qualify for these funds. These funds can be used in conjunction with DEED SCDP and USDA HPG funds. The loan limit is \$37,500 per project. The funding is in the form of deferred loans that are forgiven after 15 years if the household continues to reside in the home.

The HRA administered the RLP program in the 1980's and early 1990's. It applied to be an administrator and started administering the funds again in 2012.

There are no active applications for this program at this time. A number of the Dilworth applicants may be eligible for this program as well as the SCDP funding.

BUDGET REVISIONS – HOUSING STABILIZATION/GENERAL:

As our fiscal year end quickly approaches, staff recommends a budget revision for the Housing Stabilization Program (HSS) and a re-allocation of its shared expenses to the General budget. HSS has not performed anywhere close to what was anticipated a year ago. One staff person who left in July was not replaced, and a second shifted the majority of her time from HSS to the Houge Estates Service Coordinator after another staff person left in September.

Due to the exceptionally low rate of billing/collections, the HSS program will not be able to pay any portion of the office rent, administrative fees, accounting, audit, office supplies, postage, memberships, advertising, or insurance. Also due to the decrease in staffing, the HSS program did not incur costs at the same rate as projected.

A proposed budget revision/re-allocation plan is attached and was reviewed.

Commissioner Braseth made a motion to approve the budget revisions for Housing Stabilization Services. The motion was seconded by Commissioner Martin and carried unanimously.

PERSONNEL POLICY:

Two proposed changes to the HRA Personnel Policy were discussed.

In 2021, Juneteenth (June 19) was established as a new federal holiday commemorating the end of slavery in the United States. 24% of people served by the HRA self-identify as black. It is second only to the 56% who self-identify as white.

The HRA has historically followed federal holiday guidelines. Columbus Day was switched with the day after Thanksgiving a couple of decades ago. We recently added December 24 as a holiday in addition to the federal holidays due to repeated staff requests. In addition, we do joint on-call for emergency maintenance with Moorhead Public Housing. It also observes December 24 and plans to add Juneteenth to its holidays.

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The second proposed change is extending the Friday hours from May 1-Labor Day to year-round. The Friday hours were temporarily extended through December. Staff retention and recruitment is a major issue facing all employers. The HRA staff has expressed a strong desire to continue the Friday hours on a year-round basis. The proposed changes to the Personnel Policy would provide greater clarification and extend them to year-round.

Staff recommends adding the Juneteenth (June 19) holiday to the Personnel Policy and extending the Friday hours option.

Commissioner Martin made a motion to continue the Friday scheduling year-round and to grant Juneteenth as a holiday for staff. Commissioner Dillard seconded the motion and it carried unanimously.

MINNESOTA CITY PARTICIPATION PROGRAM (MCP):

For the past few years, the Clay County HRA has applied on behalf of the entire county to participate in the MCP program. Prior to the HRA applying, the cities of Moorhead, Barnesville, Dilworth, and Glyndon all applied separately. By the HRA applying, it eliminates the need for the individual communities to apply and makes this resource available to first-time homebuyers everywhere in Clay County.

In 2021, approximately \$9 million of funding from this program has been committed for Clay County. Attached is the program spread sheet and an additional Clay County-specific form showing the total amount of Minnesota Housing provided and the lender accessing the program. Staff intends to resubmit the application in January for 2022 unless the board objects.

A motion was made by Commissioner Bakke to submit a 2022 application for Clay County for the Minnesota City Participation Program. The motion was seconded by Commissioner Schlotfeldt and carried unanimously.

APPROVAL OF PURCHASE AGREEMENTS FOR THE SALE OF FIELDCREST TOWNHOMES TO THE FIELDCREST TOWNHOMES LLC AND OF THE BOYER APARTMENTS TO THE CLAY COUNTY AFFORDABLE HOUSING LLC:

The Fieldcrest Townhomes rehabilitation financing is approaching closing. One item that the HRA still needs to do is enter into the formal purchase agreement with Fieldcrest Townhomes, LLC for the purchase of the property. The Fieldcrest proposed purchase agreement is attached.

At previous board meetings, it was discussed that Boyer Apartments serve as collateral on the existing first mortgage on Fieldcrest Townhomes. The buildings will be released with the payoff at the sale of the Fieldcrest Townhomes. For administrative ease and efficiency of operations, staff has recommended that Boyer Apartments be merged with the existing Clay County Affordable Housing units to create one 32-unit development. The Clay County Affordable Housing, LLC would assume the project debt owed by Boyer Apartments to the HRA as part of the purchase. The current amount due is approximately \$237,000.

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The Clay County Affordable Housing proposed purchase agreement is also attached.

Commissioner Dillard made a motion to approve both purchase agreements. The motion was seconded by Commissioner Braseth and carried unanimously.

OTHER:

Staffing: The possibility of a one-time Covid Relief/Hazard Pay Supplement Payment was introduced by Director Lee. This year has been a difficult one for staff. Payments to cover work from home costs and Covid leave ended in March 2021. All permanent employees getting \$500 and temporary employees getting \$250 would assist with staff costs incurred because of Covid and extra hazards they have dealt with. There is money available for this and it would be paid in a separate check at year end.

The Board thoroughly discussed the one-time Covid Relief/Hazard Pay Supplement Payment.

Commissioner Braseth made a motion to approve the Covid Relief/Hazard Pay Supplement Payment. The motion was seconded by Commissioner Schlotfeldt and carried unanimously.

10:40 A.M. MEETING ADJOURNED:

A motion was made to adjourn the meeting at 10:40 a.m. by Commissioner Braseth. The motion was seconded by Commissioner Martin and carried unanimously.



1/25/2022

Tia Braseth, Secretary

Date