

**HOUSING & REDEVELOPMENT AUTHORITY OF CLAY COUNTY  
Annual Board Meeting of February 18, 2025**

**BOARD MEMBERS PRESENT:**

Tia Braseth, Anthony Dillard, Cecil Johnson, and via Zoom as non-participating Bethany Peterson

**MEMBERS ABSENT:**

Greg Lemke, Paul Krabbenhoft Clay County Commission Liaison

**STAFF PRESENT:**

Dara Lee, Dawn Bacon, and Jill Cossette.

**10:04 A.M. ANNUAL BOARD MEETING CALLED TO ORDER:**

**AGENDA:**

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

**CITIZENS TO BE HEARD:**

None

**REVIEW OF BY-LAWS**

The by-laws were presented at the January board meeting. There were no proposed amendments

**BOARD OFFICERS FOR 2025:**

Chair Braseth, and Vice Chair Dillard are both completing their first year in their position. The HRA by-laws require that no person serve in the role of Chairperson, Vice Chairperson or Secretary for more than two consecutive years. The proposed slate of officers is as follows:

1. Chair – Tia Braseth;
2. Vice Chair – Anthony Dillard;
3. Secretary – Bethany Peterson;
4. Treasurer – Greg Lemke

*A motion was made by Commissioner Dillard to approve the slate of officers, Commissioner Johnson seconded the motion and it carried unanimously.*

### **UPCOMING MEETING DATES & TIMES FOR 2025**

Board meetings for the coming year are scheduled to be held on the following dates:

February 20, 2025  
March 20, 2025  
April 24, 2025 (4<sup>th</sup> Thursday)  
May 15, 2025  
June-No meeting will be held  
July 17, 2025  
August 21, 2025  
September 18, 2025  
October 16, 2025  
November 20, 2025  
December 18, 2025  
January 15, 2026

Meetings will be held at 9:30 a.m. on the third Thursday of each month. Meetings may be cancelled if deemed unnecessary. The annual meeting is on the 3<sup>rd</sup> Tuesday in February at 10:00 a.m. The HRA board has agreed to meet two times per year with the Clay County Commission. It is anticipated that those dates will be in April/May and August 2025. Director Lee will confirm the date in April.

***Commissioner Dillard made a motion to approve the meeting dates listed above. The motion was seconded by Commissioner Johnson and it carried unanimously.***

### **LOCATION OF AGENCY BANK ACCOUNTS:**

The HRA currently has checking accounts, savings accounts, and loans (office building) located at Bell State Bank & Trust and Northwestern State Bank.

The location of Certificates of Deposit is based upon the best available rate at a financial institution located in Clay County at the time of the deposit. A minimum of 3 -5 bank rates are compared prior to making the deposit.

The checking and savings accounts are located at banks which have branches in Dilworth. The locations are convenient and accessible to the HRA offices. The HRA has positive working relationships with the institutions.

Staff recommend that no changes be made to the location of the bank accounts at this time. It be re-evaluated if terms, service, or other conditions change significantly.

***Commissioner Johnson made a motion to continue using the current locations for agency bank accounts. Commissioner Dillard seconded the motion and it carried unanimously.***

**DELEGATION OF AUTHORITY TO EXECUTIVE AND DEPUTY DIRECTORS:**

ARTICLE IV. SECTION 1 of the HRA by-laws allows the Chairperson with the consent of the Commissioners to delegate authority to the Executive Director and Deputy Director to execute all documents, contracts, and instruments on behalf of the Authority.

ARTICLE IV. SECTION 2 of the HRA by-laws allows the Secretary to delegate authority to the Executive Director to maintain and keep records and the Seal of the Authority.

ARTICLE VI. SECTION 3 of the HRA by-laws allows the Chairperson to designate a petty cash fund, not to exceed \$100 to be maintained by the Executive Director and disbursed by the Executive Director without prior approval of the Commissioners.

The Board of Commissioners recommended that this be done each year at the Annual Meeting.

*A motion was made by Commissioner Dillard to approve the delegation of authority to the Executive Director and Deputy Director. The motion was seconded by Commissioner Johnson and it carried unanimously.*

**CONDUCTING BUSINESS IN ACCORDANCE WITH CORE VALUES & ANNUAL DISCLOSURES:**

HUD requires that every grant recipient have a plan in place to make sure that all Board members and staff are aware of our code of conduct. The Board has adopted the attached "Conducting Business in Accordance with Core Values and Ethical Standards" as its code of conduct. Staff has informed HUD that the Board will review the code of conduct at each annual meeting.

The Code of Conduct was distributed and reviewed. The annual disclosure forms were reviewed and completed. The board signed the forms and returned to staff,

**MEETING WAS ADJOURNED AT 10:35 A.M.**

  
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Bethany Peterson, Secretary

3/20/25  
Date