

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, Jill Cossette

9:00 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, REGULAR AND ANNUAL MEETINGS:

Commissioner Lemke made a motion to approve September 18, 2025, regular and annual meeting minutes. Commissioner Johnson seconded the motion, and it carried unanimously.

CITIZENS TO BE HEARD:

NA

TRESURER'S REPORT

Director Lee reviewed August budget reviews

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 October 1, there were 5 vacant units. One of the units is vacant due to the fire in July. One applicant has been approved. A second is nearing approval. Staff will contact the remaining individuals on the waiting list regarding the openings.

The waiting list re-opened on October 1, 2024, and closed February 14, 2025. There are 11 applicants on the waiting list. The waiting list re-opened October 20, 2025. 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 terminated at the HRA request on October 1. Residents now receive a Housing Choice Voucher to subsidize their rent. HUD awarded the HRA 12 additional Housing Choice Vouchers to replace the existing subsidy.

Tenants were able to elect whether to have the HRA pay their utilities or continue to pay them on their own. Only three decided to have the HRA pay. Laundry is now free at the development for residents.

As of October 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 October 1, there were two vacant units, and we have received notice from two households that they will move-out at the end of October. One of the units has been re-rented. 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 October 1, there is one vacant unit. It was vacated on September 30. Applicants are being contacted regarding the opening.

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 October 1, there were 2 vacancies. Both are vacant due to water damage and a pending insurance claim. One unit has been re-rented. 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 October 1, there is one vacancy. 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 31 applicants regarding the openings.

There are currently 83 people on the public housing waiting list which is shared with Sharp View. Fifty-three additional households have applied online and are being evaluated. The waiting list re-opened on September 15 for households that need accessible units and/or who need a two-bedroom unit.

Sharp View (MPHA)

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

As of October 1, Sharp View has 9 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. Work is scheduled to begin on October 20.

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 October 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 October 1, there are no vacancies.

Housing Choice Vouchers

The Housing Choice Voucher Program consists of 526 "regular" units, 30 VASH units, 3 Foster Youth to Independence units, 5 Housing Stability units, 13 Emergency Housing Voucher units and 187 Mainstream units. Twelve of these units were awarded to the agency on October 1 to replace the subsidy at Agassiz Apartments.

As of October 1, 2025, there were a total of 693 out of 764 units leased in the Housing Choice Voucher program.

- 27 of the 30 VASH units are leased, and the remaining 3 vouchers have been issued. (None available.)
- 3 of 3 FYI vouchers are leased. (None available.)
- 3 of 5 Housing Stability units are leased, and the remaining vouchers are issued. (None available.)
- 12 of 12 EHV vouchers are leased. One additional family has ported out, and we are waiting for clarification from the other housing authority. (None available.)
- 156 of 187 Mainstream vouchers are leased. 17 vouchers are issued. (14 vouchers are open.)
- 493 of the 526 regular units are leased. 35 vouchers are issued/allocated for new households. (None available.)
- 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.
- 43 households are scheduled to meet with staff to determine eligibility for a remaining voucher. We issue more vouchers than are available since not all voucher holders find a place to rent, and people exit the programs each month.

As of October 1, there were 110 households on the waiting list. The waiting list was open August 4-28 for Clay County families.

We have 62 individuals enrolled in our Family Self-Sufficiency program and have had 77 FSS participants in the past 12 months. We have contacted thirty-five additional households to determine interest.

Becker-Clay-Otter Tail-Wilkin (BCOW)

Adult Mental Health Initiative (AMHI) Rental Assistance

The contract with the BCOW AMHI provides funding for rental assistance, supportive services, 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 October 1, we are serving 34 participants. 15 additional vouchers have been issued, and we are working with 26 more people. There are 14 remaining households on the waiting list.

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 65 households. Of the 65 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 35 singles and 30 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.

We were renewed for the 2025-2027 grant period to serve 63 households per month, a decrease from 85. The renewal amount is \$1,695,000 and includes rental assistance and housing navigation.

As of October 1, we are serving 84 households. Four households are searching for units. There are 15 singles and 69 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.

Our grant for October 1, 2025, to September 30, 2027, is \$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 October 1, we are serving 39 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 (17), 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.

Clay County Social Services prefers 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 October 1, a total of 190 households were being served by the HRA Housing Supports program. Nineteen of the households reside at Gateway Gardens, and 124 in other units throughout the county for a total of 143 of the 175 available. In addition, the HRA is serving 18 households at Bright Sky and 29 at Silver Linings. Services are provided by the following: 77 by the HRA (19 at Gateway Gardens, 16 at Bright Sky Apartments, 29 at Silver Linings, and 13 in

scattered sites); 13 by CAPLP; 6 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 10 by CCRI. Thirteen households are searching for units. There are 17 households on the waiting list.

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 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 is \$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 propose to 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." HUD needs to do its final funding approval so it will not happen during the shutdown.

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. The final loan was closed on September 30. All DEED owner-occupied home rehabilitation funds were used.

The grant has funded the rehabilitation of 7 commercial properties. Five projects are complete

and two are under construction. 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 finalizing documents; one is bidding; and three are in the eligibility stage.

Commissioner Dillard made a motion to adjourn the Regular meeting. The motion was seconded by Commissioner Lemke and carried unanimously.

Commissioner Braseth called the Public Hearing to order at 9:30 a.m.

PUBLIC HEARING REGARDING 2026 ANNUAL PLAN

On September 4, 2025, the HRA published a Notice of Public Hearing regarding the 2026 Annual Plan, and changes to the HCV Administrative Plan. Director Lee discussed the proposed 2026 Annual Plan.

Christine Wells, an area citizen, appeared at the Public Hearing. She indicated her appreciation and support of the agency and its Annual Plan.

A second Public Hearing is scheduled for October 18, 2025.

The Resident Advisory Board met on October 9, 2025, had no concerns and indicated they were supportive of the Annual Plan and Area Payment Standards.

Commissioner Johnson made a motion to adjourn the Public Hearing and re-open the regular meeting. The motion was seconded by Commissioner Dillard and carried unanimously.

Chair Braseth adjourned the Public Hearing and re-open the Regular Meeting at 10:02.

RECOMMENDED PAYMENT STANDARDS JANUARY 1, 2026

Each year HUD publishes new Fair Market Rent (FMR) amounts which are effective in October. There was about a 10% increase in FMRs for 2026. Housing authorities are authorized to set payment standards anywhere between 90%-110% of the published FMRs without HUD approval.

Staff recommended that payment standards be increased to approximately 110% of the current FMR. They currently are at 110% of the prior year FMR.

HUD allows higher payment standards for veterans experiencing homelessness who are participating in the VASH program. These limits are 120% of FMR. Staff proposed the VASH payment standard be approximately 120% of FMR.

PAYMENT STANDARD RECOMMENDED LEVELS

<u>Bedroom Size</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Current Payment Standard					
- Clay/Cass	\$760	\$915	\$1110	\$1555	\$1865
VASH for 2025	\$830	\$1000	\$1210	\$1700	\$2035
HUD Published FMRS for for 2026	\$768	\$917	\$1112	\$1547	\$1865
Proposed amount for 2026	\$840	\$1000	\$1220	\$1700	\$2050
Proposed VASH for 2026	\$920	\$1100	\$1330	\$1850	\$2235

Commissioner Lemke made a motion to approve the increase as recommended in area payment standards effective 1/1/2026. The motion was seconded by Commissioner Dillard and carried unanimously.

2026 ANNUAL PHA PLAN AND CERTIFICATIONS OF COMPLIANCE

Director Lee presented the 2026 Streamlined Annual Plan for High Performers. The HRA administers 764 HCV units but only 749 are reflected on the HUD form. We assume the difference are the 3 FYI units and the new 12 units from the Agassiz opt-out.

The 2026 Annual Plan discusses the agency goals and the progress we have made to date. There were no changes to the goals from the 2025 5-Year and Annual Plans.

Commissioner Dillard made a motion to approve the 2026 Streamlined Annual Plan for High Performers and HUD-50077-ST-HCV-HP PHA Certifications of Compliance. The motion was seconded by Commissioner Peterson and carried unanimously.

2026 BUDGET DISCUSSION

The proposed budgets for 2026 were reviewed and discussed. The first page is a combined agency-wide budget. The individual budget detail is included as well. Each project budget shows 5 years of actuals, the 2025 budget, and actual 2025 budget projections, and the proposed 2026 budget numbers.

It includes spending some Housing Choice Voucher Administrative Fee reserves for the Mainstream voucher program.

The following assumptions are included in the 2026 budget:

1. HRA provides a 3.5% COLA for 2026 as well as step increases.
2. The HRA pay 100% of the new Minnesota Paid Family Leave premium of 0.88%.

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.
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 \$3300/year for families and \$3600/year for singles contribution to a VEBA and/or HSA account. The recommended difference in contributions is related to the cost discrepancies between single and family health plans.
5. The budget includes 31 full-time and 10 part-time employees. Staffing remains consistent even though we have added a program (Bring It Home) and started providing services at Bright Sky and Silver Linings. We have hired one new Supportive Services Specialist due to the changes. The salary was shifted from contracted services to administrative salaries in both the HRA Cares and Housing Supports 2 budgets. Each shift was \$45,000. We have two additional individuals who cover on-call weekends and evenings about 7 times per year each.
6. It includes income and expenses for management of MPHA properties.
7. No 2026 SAHA funding is included. The HRA will apply during the RFP process.
8. The budget anticipates an average of 32 HSWH, 63 H2H, 35 BCOW, and 205 HS households in 2026.
9. It anticipates that all HCV vouchers are fully utilized in 2026.
10. The budget includes the first full year of operations for the Bring It Home grant.
11. The budget does not include any new vouchers or new grants.

Commissioner Dillard made a motion to approve the 2026 Budgets with the recommended changes. The motion was seconded by Commissioner Peterson and carried unanimously.

UPDATES AND OTHER

- a. Other-There will be no November meeting.

MEETING WAS ADJOURNED AT 10:40 A.M.



Bethany Peterson, Secretary

12/18/25
Date