

**HOUSING & REDEVELOPMENT AUTHORITY OF CLAY COUNTY**  
**Regular Meeting of July 17, 2025**

**BOARD MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

Bethany Peterson

**STAFF PRESENT:**

Dawn Bacon, Jill Cossette

**9:36 A.M. REGULAR MEETING CALLED TO ORDER:**

**AGENDA:**

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

**MINUTES FROM THE MAY 15, 2025, MEETINGS:**

*Commissioner Johnson made a motion to approve May 15, 2025, regular and annual meeting minutes. Commissioner Dillard seconded the motion, and it carried unanimously.*

**CITIZENS TO BE HEARD:**

None

**TREASURER REPORT:**

Deputy Director Bacon reviewed the budgets through May.

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

**PROJECT UPDATES:**

Deputy Director Bacon provided project updates. The 2025 HRA audit will be presented at August Board meeting.

**Houge Estates**

Houge Estates is a 60-unit building for people who are elderly or disabled. There is an approximately \$730,000 mortgage on the property. The HUD subsidy contract is scheduled for renewal in 2026. Staff are exploring options regarding re-financing the loan and terminating the HUD contract with assistance replaced with Housing Choice Vouchers. The Houge Estates Service Coordinator grant will need to be considered as well.

As of July 1, there were 4 vacant units with two upcoming vacancy. Staff are processing fourteen applications for the remaining openings. Two are very close to being approved. The waiting list re-opened on October 1, 2024, and closed February 14, 2025. There are 39 applicants on the waiting list, down from 52 people last month.

A service coordinator is present at the property full-time.

### **Agassiz Apartments**

Agassiz Apartments is a 12-unit apartment building for people who are elderly or disabled. The HUD subsidy contract on this property is scheduled for renewal on October 1, 2025. To keep all options open, staff held a meeting and gave tenants a one-year notice of subsidy cancellation. A second cancellation notification was given to tenants on May 13. On June 12<sup>th</sup>, the rental assistance team and property management staff met with tenants to discuss the Housing Choice Voucher program. In addition, the HRA has submitted the application for the tenant protection vouchers. The cancellation of the HUD contract can be revoked at ANY time prior to September 30 of next year.

As of July 1, there are two vacancies, one due to an eviction and one due to a resident moving to a nursing home. There are two applications very close to being approved. The waiting list was re-opened February 20, 2025. Currently, there are 29 households on the waiting list. Since June 1, 22 new applicants have been added to the 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 July 1, there are two vacant units plus another pending that is in an eviction process. 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 July 1, there is one vacant unit but there is a move in scheduled for July 9<sup>th</sup>. This will result in Fieldcrest being fully occupied. However, two units are planning to move out at the end of July.

There are 182 households on the waiting list, which was open from October 1, 2024, to January 2, 2025.

MN Housing Finance Agency came out to conduct an inspection and review of Fieldcrest on June 13<sup>th</sup>. The review was very successful.

### **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. Effective May 5, HRA staff began providing the on-site supportive services to the tenants.

SAHA funds were received from Moorhead to update the Gateway Gardens security system which is complete. The 2025 budget included \$75,000 in repurposed SAHA funds and tax levy funds to support building operations.

As of July 1, there are 3 vacancies. One of the vacant units was damaged in a plumbing back up. Repairs will be completed as part of an insurance claim. Potential tenants are selected from the community Coordinated Entry list. Interested people are at various stages in the application process.

MN Housing completed a review and inspection of Gateway in late June. The review went well with an overall rating of satisfactory.

### **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 July 1, there is one vacancy. Tenants are selected from the community Coordinated Entry list, so a waiting list is not kept.

MN Housing completed a review and inspection of PHT in late June. The review went well with an overall rating of satisfactory.

### **River View Heights (Moorhead Public Housing Agency)**

River View Heights is a 14-story apartment building with 104 units.

There are currently 15 vacancies. HUD has approved the majority (12) to be taken offline to assist with temporary relocation and repairs following a kitchen fire that activated a sprinkler head. The remaining three vacant 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 187 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 for the replacement of all resident windows, main level doors and windows as well as the backup emergency generator. An additional \$150,000 request was submitted to the City of Moorhead for Statewide Affordable Housing Funds to go to this project as well as a roof replacement project next summer. The \$150,000 proposal was accepted by the City of Moorhead. The POHP awards will be announced in August.

### **Sharp View (MPHA)**

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

As of July 1, Sharp View has 7 vacancies which will 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 bond funding to complete significant updates to the building's plumbing system as well as kitchen and bathroom cabinetry. A contractor has been identified but a contract cannot be signed until it goes through the loan closing with MN Housing Finance Agency. The contractor was only required to hold the bid for 60 days but has agreed to a 30-day extension while we wait for this to move through the closing department at MN Housing.

### **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 July 1, there is one vacant unit which is uninhabitable due to destruction from a motor vehicle accident. The tenant from that unit is temporarily staying in another MAH unit. A contractor was recently approved by our insurance company to begin repairs on the vacant 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 July 1, there is one vacant unit. An applicant has been approved to move in mid- July. The waiting list is closed due to over a year's wait.

### **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, 187 Mainstream units, and 14 Emergency Housing Voucher units.

As of July 1, 2025, there were a total of 700 out of 753 units leased in the Housing Choice Voucher program. 26 HCV vouchers have been issued to families who are searching, and staff

are working with 2 additional families, 4 VASH vouchers (2 vouchers have been issued); 1 Stability; and 17 Mainstream vouchers and staff are working with one additional household.

As of July 1, there are no people on our waiting list. In March we contacted all these households to begin processing them for assistance.

We have 65 individuals enrolled in our Family Self-Sufficiency program and have had 78 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 July 1, we are serving 21 participants. 20 additional vouchers have been issued, and we are working with 19 more people.

### **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. We provide supportive services at the two Prairie Horizons Townhomes developments and in forty-eight scattered-site units. We are authorized to serve sixty-four households with these funds.

The current grant is funded through December 31, 2025. The grant was approved for renewal from January 1, 2026, to December 31, 2026.

We are currently serving 67 households. Five of these households are still searching for units. Of the 67 households, 56 are in Clay, 2 are in Otter Tail, and 3 are in Douglas Counties, MN; and there are 6 in Fargo, ND. There are 36 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. The 2025-2027 application was submitted December 1 and the HRA was recently notified our renewal proposal has been selected. 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 3<sup>rd</sup> largest recipient of this funding in the state.

We are serving 90 households. Five of those households are searching for units. There are 16 singles and 69 families being served. The grant targets families and youth-headed households. Leased households are from Clay (73) and Douglas (12) Counties. We can serve approximately 100 households per month through the end of the grant term due to lower-than-expected spending at the beginning. Openings are filled through the coordinated entry process.

### **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 three 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 predicted serving a total of thirty-two households during that time. On June 30<sup>th</sup>, the HRA received notice of funding renewal for \$619,100 for the grant term of 10/1/2025-9/30/2027.

As of July 1, we are serving 46 households. Four of those households are searching for a unit. The program can serve approximately 45 households for the rest of the grant.

Households are from Becker (4), Clay (18), Douglas (4), Pope (1), Otter Tail (13), 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 July 1, a total of 152 households were being served by the Housing Supports program in

Clay County. Nineteen of the households reside at Gateway Gardens, 17 at Bright Sky, and 116 in other units throughout the county. Services are provided by the following: 49 by the HRA (17 at Bright Sky Apartments, 19 at Gateway Gardens, and 13 in scattered sites); 15 by CAPLP; 7 by the Presentation Partners in Housing; 3 by LMHC; 5 by Metro Behavioral Health; 10 by the Lotus Center; 51 with Greater Minnesota Community Services; and 12 by CCRI. Ten households are searching for units.

Silver Linings opened on July 1. The Clay County HRA provides services to approximately 20 additional households at this location.

The HRA began providing Housing Supports supportive services at Gateway Gardens this month. Two staff members have been added to assist with Gateway and Silver Linings. They began mid-May.

### **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.

The 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 renewal request was for \$750,000. DHS received applications from 30 entities totaling approximately \$14.8 million in requests. This was approximately \$9.43 million more than the total funds available. The partners are meeting to discuss how to proceed with a modified budget given this reduction in funds.

The grant provides funding for administration of the Housing Supports program for Clay County Social Services. The current funding for the HRA supports 0.82 FTE. With the reduction in funding, the HRA won't be able to hire to fill an existing staff opening. DHS monitored the grant on May 6. The on-line visit went well with no issues noted. The results have been impressive with over 600 new units of housing created along with over 600 participants housed through the program since it began.

### **Minnesota DHS Housing Stabilization Services**

Housing Stabilization Services are a 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.

Last week, DHS issued a memo to providers about additional screening requirements and new program requirements impacting this and other Medicaid services. The HRA program has already been on hold and will remain suspended until we have more information.

### **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. Submitted the application in April. Forty-three letters of interest were submitted by homeowners and 25 from local businesses. We are waiting for an award announcement from DEED, expected sometime this 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, 2025. DEED recently conducted a monitoring of our grant performance for this program. of these Small Cities Development Funds. We have not received a formal report, but the monitoring went well. Only one corrective action was identified which has already been resolved.

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, and two projects are in the bidding process. There is still funding for two 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. One home is under construction; three are bidding; and three are in the eligibility stage

### **Acceptance of Minnesota Housing Grant for Homeless to Housed Renewal**

Minnesota Housing approved a grant award to the HRA in the amount of \$1,685,000 in rental assistance and \$10,000 for Housing Navigation to serve high priority homeless households in West Central Minnesota to effective October 1, 2025, through September 30, 2027.

Minnesota Housing requires that our board approve attached Resolution 7-17-25-01 as a

condition

*A motion was made by Commissioner Johnson to approve Resolution 7-17-25-01. Commissioner Dillard seconded the motion and it carried unanimously.*

**Acceptance of Minnesota Housing Trust Fund Grant for Homework Starts with Home Renewal**

Minnesota Housing approved a Housing Trust Fund grant award to the HRA in the amount of \$619,100 to provide rental assistance and pay related costs for eligible households in West Central Minnesota to effective October 1, 2025, through September 30, 2027.

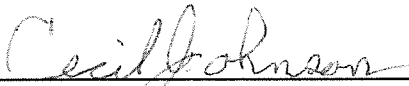
Minnesota Housing requires that our board approve attached Resolution 7-17-25-02 as a condition

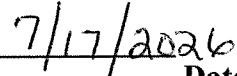
*A motion was made by Commissioner Lemke to approve Resolution 7-17-25-02. Commissioner Dillard seconded the motion and it carried unanimously.*

**UPDATES AND OTHER**

- a. **Commissioner Opening-** We have received one application. Board direction to continue efforts to recruit for the position, with a focus on Glyndon/Dilworth representation.
- b. **Need for 2026 HRA Levy-** We will not be requesting an increase.
- c. **Updates on federal and state budget impacts-**None currently.
- d. **Staffing and Office Location Updates-** Voucher Team will move to the main office August/September. Other teams are in the process of moving or have moved to utilize office space at other HRA locations.
- e. **Other-**NA

***MEETING WAS ADJOURNED AT 10:30 A.M.***

  
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**Cecil Johnson, Commissioner on behalf of  
Bethany Peterson, Secretary**

  
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**Date**