

HOUSING & REDEVELOPMENT AUTHORITY OF CLAY COUNTY
Regular Meeting of February 18, 2026

BOARD MEMBERS PRESENT:

Anthony Dillard, Cecil Johnson, Greg Lemke, Bethany Peterson.

BOARD MEMBERS ABSENT:

Tia Braseth, Paul Krabbenhoft-Clay County Commission Liaison.

STAFF PRESENT:

Dara Lee, Dawn Bacon, Jill Cossette

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

AGENDA:

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

MINUTES FROM THE FEBRUARY 18, 2026, REGULAR MEETING:

Commissioner Lemke made a motion to approve February 18, 2026, regular minutes. Commissioner Johnson seconded the motion, and it carried unanimously.

CITIZENS TO BE HEARD:

No citizens were present.

TREASURER'S REPORT

Budget Reviews were unavailable. Director Lee stated everything appears to be consistent.

The HRA will receive \$81,550 for Houge Estate elevator repair and Gateway Garden front desk operations. SAHA funds. Funds are not available until July 2026. We may have enough funds for doors and both elevator cars.

Director Lee communicated that the Fieldcrest Townhomes and Elderly Housing Corporation Audit went well.

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

PROJECT OVERVIEWS & UPDATES

Director Lee provided updates on the projects.

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

Commissioner Dillard called the Annual meeting to order at 10:00 a.m.

REVIEW OF BY-LAWS

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

ELECTION OF BOARD OFFICERS FOR 2026

The HRA by-laws require that no person serves in the role of Chairperson, Vice Chairperson or Secretary for more than two consecutive years. The current officers have all completed a 2-year term. Commissioner Johnson's term has ended, and he is only serving until a new person has been appointed to his position. The HRA board has typically rotated the officer positions, except for that of Treasurer.

Based upon HRA custom, below is the proposed slate of officers:

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

Commissioner Johnson made a motion to approve the slate of officers. The motion was seconded by Commissioner Peterson seconded the motion and it carried unanimously.

UPCOMING MEETING DATES & TIMES

All meetings are scheduled to be held at 116 Center Ave E, Dilworth, MN 56529, and/or by Zoom. The Zoom link is:

https://us02web.zoom.us/join/85735872626?signature=74Gb4NtVPGjMkGOMBgfFhEz_4Q_jlLBdR-dmfC8xoTI

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

February 19, 2026
March 19, 2026
April 16, 2026
April 21, 2026
(joint meeting with Clay County Commission at the Clay County Courthouse, Moorhead, MN, 1:00 p.m.)
May 21, 2026
No meeting in June
July 16, 2026
August 20, 2026
September 17, 2026
October 22, 2026 (propose one week delay due to training conflict)
November 19, 2026
December 17, 2026

January 21, 2027 (both Annual and Regular meetings)

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 remains on the 3rd Tuesday in February at 10:00 a.m. in the by-laws. The HRA board is re-scheduling this meeting in 2027 to the third Tuesday. The HRA board has agreed to meet two times per year with the Clay County Commission. The meetings will be held April 21 and in August 2026.

Any changes to these meeting dates will be posted at www.claycohra.com in accordance with Minnesota law.

Commissioner Lemke made a motion to approve the meeting dates listed above. The motion was seconded by Commissioner Peterson 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 with 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.

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

DELEGATION OF AUTHORITY TO DEPUTY & EXECUTIVE

DIRECTOR

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.

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

ANNUAL REVIEW OF CONDUCTING BUSINESS IN ACCORDANCE WITH CORE VALUES AND ETHICAL STANDARDS & CONFLICT DISCLOSURE

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.

OTHER


NA

10:10 A.M. MEETING ADJOURNED:

Commissioner Lemke moved to adjourn the Annual meeting at 10:38 a.m. The motion to adjourn was seconded by Commissioner Peterson and carried unanimously



Anthony Dillard, Secretary



Date