

Clay County HRA
116 Center Avenue East
P.O. Box 99
Dilworth, Minnesota 56529



Phone: 218-233-8883
Toll Free: 1-877-460-5280
Fax: 218-233-9491
Email: claycohra@claycohra.com

Meeting Agenda
Clay County Affordable Housing, LLC
9:00 a.m.
Thursday, December 19, 2024
HRA Main Office
116 Center Ave E
Dilworth, MN

- | | | | |
|----|---------------------------------------|-------------|-------|
| 1. | Roll Call & Introductions | (9:00 a.m.) | _____ |
| 2. | Agenda | (9:05 a.m.) | _____ |
| 3. | Approval of Minutes for December 2023 | (9:05 a.m.) | _____ |
| 4. | Overview of 2024 operations | (9:10 a.m.) | _____ |
| 5. | Budget to Actual 2024 | (9:20 a.m.) | _____ |
| 6. | Approval of 2025 Budget | (9:25 a.m.) | _____ |
| 7. | Adjourn | (9:30 a.m.) | _____ |



Clay County Affordable Housing, LLC
December 19, 2023
Fieldcrest Townhomes Offices

CLAY COUNTY AFFORDABLE HOUSING, LLC
Regular Meeting of December 19, 2023

This meeting was called to order by Chair Rollie at 8:30 a.m.

MEMBERS PRESENT:

Dale Rollie and Cecil Johnson

MEMBERS ABSENT:

Les Bakke

STAFF PRESENT:

Dara Lee, Dawn Bacon, and Jill Cossette

AGENDA:

Chair Rollie made a motion to approve the agenda. Commissioner Johnson seconded the motion and it carried unanimously.

APPROVAL OF DECEMBER 19, 2023, MEETING MINUTES:

A motion was made by Chair Rollie to approve the minutes from the December 19, 2023, Board Meeting. The motion was seconded by Commissioner Johnson and carried unanimously.

OVERVIEW OF 2023 OPERATIONS

Director Lee provided the board with year-to-date information about the development.

REVIEW OF 2023 YEAR-TO-DATE BUDGET:

Director Lee reviewed and discussed the 2023 budget.

APPROVAL OF 2024 BUDGET:

Director Lee reviewed the 2024 budget.

A motion was made by Commissioner Johnson to approve the 2024 budget. Chair Rollie seconded the motion and it carried unanimously.

The meeting was adjourned at 8:42 a.m. by Chair Rollie.

Secretary, Cecil Johnson

Date

Clay County Affordable Housing 2024 Operations

The Clay County Affordable Housing units are in Dilworth, Ulen, and Hawley; and include the Boyer Apartments in Moorhead. The CCAH units 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.

CCAH units were run 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 practical. 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 Boyer Apartments are two 4-unit buildings that are next to each other and have a total of seven 2-bedroom units and one 1-bedroom unit. They were built in 1975 and 1976. The HRA purchased Boyer Apartments in 2006. The HRA received over \$100,000 in funding from the local adult mental health initiative (BCOW) to help with the initial purchase and operations. The buildings were rehabilitated in 2008 with HOME funding.

The HRA and CCAH Boards approved the sale of the Boyer Apartments to the CCAH at the time of the Fieldcrest Townhomes loan closing when it was released as collateral.

There are no outstanding debts on these buildings.

On both January 1, 2023, and January 1, 2024, there were 7 vacant units with evictions pending. As of December 1, there was one vacant unit. The unit is now occupied.

There are 9 people on the waiting list. The waiting list only opens when there are vacancies. There always is demand for most of these units, but they were so severely damaged that they took months to get ready to market.

This is as stable as these units have been since prior to the pandemic.

Housing and Redevelopment Authority of Clay County
Regular Board Meeting
December 19, 2024

The mission of the Clay County HRA is to strengthen and revitalize communities by providing development opportunities, quality housing and services.

Item #5

Clay County Affordable Housing 2024 Budget to Actual through October

Attached are the financials through October. Once vacancies stabilized and evictions decreased, the project is once again on good financial footing.

The units will need new windows and siding soon.

CLAY COUNTY AFFORDABLE HOUSING OCTOBER 2024 BUDGET REVIEW

		Actual through OCT 2024	2024 Budget	83% of year complete
Revenues				
3110.00	DWELLING RENTAL	381473	424944	90%
3610.00	INT GENERAL FUND INVSTMNT	332	335	99%
3690.00	OTHER INC(NONRENT/MISC)	12422	6000	207%
3690.3	LAUNDRY INCOME	1029	2300	45%
	Total Revenues	395256	433579	91%
Expenses				
4110.00	ADMINISTRATIVE SALARIES	53776	78000	69%
4110.10	MANAGEMENT FEES	39526	43358	91%
4130.00	LEGAL EXPENSES	1274	3500	36%
4140.00	TRAINING	27	200	13%
4150.00	TRAVEL	189	300	63%
4171.00	ACCOUNTING/AUDIT	871	2000	44%
4190.10	SUNDRY-MISC	1759	2500	70%
4190.20	SUNDRY-OFFICE SUPPLIES	482	200	241%
4190.30	SUNDRY-POSTAGE	272	200	136%
4190.50	SUNDRY-COMMUNICATIONS	286	600	48%
4190.60	TENANT SERVICES	0	240	0%
4190.70	ADVERTISING	524	1000	52%
4310.00	WATER	15718	13000	121%
4320.00	ELECTRICITY	51077	63000	81%
4340.00	NATURAL GAS/FUEL	6650	7000	95%
4390.00	OTHER UTILITIES EXPENSE	2330	2200	106%
4390.30	SEWER	14852	16000	93%
4410.00	LABOR	37559	46000	82%
4420.00	MATERIALS AND OTHER GROUNDS SUPPLIES	14810 0	20000 100	74% 0%
4430.00	CONTRACT COSTS	36893	30000	123%
4430.40	GROUNDS CONTRACT CLEANING CONTRACT	2534 1642	4000 600	63% 274%
4430.02	TRAVEL MAINTENANCE	799	7100	11%
4431.00	TRASH REMOVAL	6662	18000	37%
4510.00	INSURANCE	19808	26000	76%
4511.00	OTHER INSURANCE	4984	3600	138%
4520.00	REAL ESTATE TAXES	1840	5000	37%
4520.20	SPECIAL ASSESSMENTS	0	2050	0%
4570.00	BAD DEBT	0	15000	0%
4610.00	EXTRAORDIN/NONRECURRENT	9473	21000	45%
	Total Expenses	326615	431748	76%
	Net Income	68640	1831	

Housing and Redevelopment Authority of Clay County
Regular Board Meeting
December 19, 2024

The mission of the Clay County HRA is to strengthen and revitalize communities by providing development opportunities, quality housing and services.

Item #6

Clay County Affordable Housing 2025 Budget

Attached for your review and approval is the 2025 budget.

2025 BUDGET
CLAY COUNTY AFFORDABLE HOUSING/BOYER

	2019 ACTUAL CCAH	2020 ACTUAL CCAH	2021 ACTUAL CCAH	2022 ACTUAL CCAH/BY	2023 ACTUAL CCAH/BY	2024 BUDGET CCAH/BY	2025 BUDGET CCAH/BY
Revenue							
DWELLING RENTAL	300272	320880	321598	428660	393420	424944	532825
INT GENERAL FUND INVSTMNT	59	18	8	76	390	335	400
LAUNDRY INCOME				1834	2223	2300	1200
OTHER INCOME(NONRENTAL)	3717	18342	3394	5678	20107	6000	10000
TOTAL REVENUE	304048	339240	325000	436248	416140	433579	544425
Expenses							
MANAGEMENT FEE	31725	33924	32500	43638	39719	43358	54443
ADMINISTRATIVE SALARIES	54411	55461	39079	69978	68684	78000	78000
LEGAL EXPENSE	0	0	0	4274	2643	3500	3500
STAFF TRAINING	285	765	379	388	673	200	200
ADMIN TRAVEL	283	85	22	254	200	300	300
ACCT/AUDIT FEES	3000	3000	3000	1944	2328	2000	1000
SUNDRY-MISC	1805	1139	1307	2922	3121	2500	3000
SUNDRY-OFFICE SUPPLIES	2538	276	207	268	194	200	600
SUNDRY-POSTAGE	271	97	299	276	128	200	200
COMMUNICATIONS	315	498	609	872	353	600	600
TENANT SERVICES	0	0	0	60	165	240	240
ADVERTISING	645	1325	800	421	895	1000	1000
WATER	11165	12539	11140	14328	13685	13000	22000
SEWER	11943	14438	12970	17568	16624	16000	18000
ELECTRICITY	40373	43761	48000	67973	62278	63000	64000
NATURAL GAS/FUEL	9205	8623	4566	6191	5886	7000	10000
OTHER UTILITIES EXPENSE	1323	547	658	1959	2277	2200	2800
LABOR	22418	28198	18591	37653	54005	46000	46000
MATERIALS AND OTHER	8977	12929	8596	12120	28374	20000	20000
GROUNDS SUPPLIES					0	100	100
CONTRACT COSTS	17425	14449	10027	32980	55691	30000	30000
GROUNDS CONTRACT	5369	3930	1181	1063	3506	4200	4200
CLEANING CONTRACT					0	0	
TRAVEL MAINTENANCE	5238	5113	4331	7542	9232	7500	7500
TRASH REMOVAL	5616	6249	6346	8038	15465	18000	18000
INSURANCE	13261	13263	16409	21998	25923	26000	38000
OTHER INSURANCE	1019	1760	3268	3065	3667	3600	5000
REAL ESTATE TAXES	1062	1451	4000	4306	0	5000	5000
SPECIAL ASSESSMENTS	0	0	1008	340	1422	2050	2050
BAD DEBTS	3977	13256	1994	62086	24486	15000	15000
EXTRA ORDINARY MAINT	16557	63256	22383	22426	52953	21000	21000
TOTAL EXPENSES	270206	340332	253670	446931	494577	431748	471733
NET INCOME	33842	-1092	71330	-10683	-78437	1831	72692