

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

Regular Meeting Agenda
Housing & Redevelopment Authority of Clay County, Minnesota
9:30 a.m. Regular Meeting
Thursday, September 17, 2026
HRA Main Office
116 Center Ave E
Dilworth, MN

- | | | | |
|----|---|--------------|-------|
| 1. | Roll Call | (9:30 a.m.) | _____ |
| 2. | Agenda | (9:30 a.m.) | _____ |
| 3. | Minutes from August Regular Meeting | (9:35 a.m.) | _____ |
| 4. | Citizens to be Heard | (9:40 a.m.) | _____ |
| 5. | Treasurer's Report | (9:40 a.m.) | _____ |
| 6. | Updates to Houge & Agassiz Apartments
Leasing & Occupancy Policies | (9:50 a.m.) | _____ |
| 7. | Project Overviews and Updates | (10:00 a.m.) | _____ |
| 8. | Other | (10:10 a.m.) | _____ |
| | a. 2027 HRA Tax Levy update | | |
| | b. IT systems update | | |
| | c. Office space update | | |
| | d. Other | | |
| 9. | Adjourn Meeting | (10:30 a.m.) | _____ |



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

HOUSING & REDEVELOPMENT AUTHORITY OF CLAY COUNTY
Regular Meeting of August 20, 2026

BOARD MEMBERS PRESENT:

Tia Braseth, Anthony Dillard, Cecil Johnson, Bethany Peterson

BOARD MEMBERS ABSENT:

Greg Lemke, 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 Peterson seconded the motion, and it carried unanimously.

MINUTES FROM THE JULY 16, REGULAR MEETING:

Commissioner Johnson made a motion to approve August 20, 2026, regular minutes. Commissioner Peterson seconded the motion, and it carried unanimously.

CITIZENS TO BE HEARD:

No citizens were present.

TREASURER'S REPORT

Director Lee reviewed June budget reviews. Projects are almost all performing as anticipated.

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

2027 HRA TAX LEVY

The Clay County HRA Board discussed the current HRA financials. The board levied \$300 thousand for the 2027 Tax Levy.

A motion was made by Commissioner Braseth to approve Resolution 08-20-26-1. Commissioner Peterson seconded the motion, and it carried unanimously.

PROJECT OVERVIEWS & UPDATES

Director Lee provided updates on the projects.

OTHER

- A. **Joint Clay County Commission meeting:** The joint commission meeting was held on August 18, 2026. Director Lee provided updates about HRA services and the need for a HRA levy for 2027 to sustain ongoing operations.
- B. **IT systems update:** Staff discussed ongoing IT systems issues.
- C. **Office Space Update:** Staff discussed the lack of current adequate office space and restraints.
- D. **Upcoming Meeting:** HRA will request consent to the levy at the Barnesville City Council meeting. This is scheduled for September 8, 2026, at 6:00 p.m.

10:30 A.M. MEETING ADJOURNED

Anthony Dillard, Secretary

Date

TREASURERS' REPORT

The July budget reviews are attached for your review. Overall, the projects are performing as anticipated. The Housing Choice Voucher deficit is due to the salary costs. Now that we have the additional FSS Coordinator grant and the Bring It Home Rental Assistance program, the staff time overage should be mitigated.

Owner Occupied Rehab, Homework Starts with Home, Homeless to Housed, East Prairie Horizons Townhomes all would be in the negative but for the HRA Tax Levy funding. The HRA budget position tends to be the worst during July and August.

GENERAL ACCOUNT JULY 2026 BUDGET REVIEW

		Actual through JUL 2026	2026 Budget	58% of year complete
Revenues				
5110.00	OFFICE RENTAL INCOME	22155	38000	58%
5112.00	ERF INCOME	9450	16200	58%
5114.00	MAIN. TRAVEL - REIMBURSE	7057	14700	48%
5120.40	ADMIN FEES	807938	1188627	68%
5410.00	INTEREST INCOME	1427	500	285%
5900.00	OTHER INCOME	19665	1200	1639%
	LEVY INCOME	67643	100000	68%
	Total Revenues	935334	1359227	69%
Expenses				
6111s	DONATIONS	0	0	
6210.00	ADVERTISING	143	4500	3%
6310.00	SALARIES	379096	672834	56%
6311.10	TRAVEL	5390	25000	22%
6311.11	TRAINING	5631	10000	56%
6311.20	OFFICE SUPPLIES	5198	10000	52%
6311.30	POSTAGE	3624	2800	129%
6311.40	MEMBERSHIPS	3011	6300	48%
6311.50	COMMUNICATIONS	3080	8000	38%
6340.00	LEGAL	11920	8000	149%
6350.00	ACCOUNTING/AUDIT	29116	30000	97%
6390.00	MISC. ADMIN.	36428	50000	73%
6420.00	MISC. UTILITIES	33	60	55%
6450.00	VEHICLE EXPENSES	6006	30000	20%
6450.10	ELECTRICITY	3688	5000	74%
6451.00	WATER	161	400	40%
6452.00	FUEL	832	3000	28%
6453.00	SEWER	257	700	37%
6490.00	OFFICE UTILITIES	245	2000	12%
6490.10	GROUND CONTRACT	3692	3500	105%
6515.10	MAINT SUPPLIES	235	1000	24%
6515.20	GROUND SUPPLIES		800	0%
6520.10	CONTRACT MAIN	1114	3500	32%
6525.00	TRASH REMOVAL	761	1500	51%
6710.00	SPECIAL ASSESSMENTS	3014	3014	100%
6790.00	INSURANCE	9541	8665	110%
7500'S	EXTRAORDINARY/NONRECUR	0	60000	0%
	MAINTENANCE SALARIES	184140	367500	50%
6820.00	MORTGAGE PYMTS	16232	27830	58%
	Total Expenses	712585	1345903	53%
Net Income		222749	13324	

CLAY COUNTY AFFORDABLE HOUSING JULY 2026 BUDGET REVIEW

		Actual through JUL 2026	2026 Budget	58% of year complete
Revenues				
3110.00	DWELLING RENTAL	318888	613000	52%
3610.00	INT GENERAL FUND INVSTMNT	164	300	55%
3690.00	OTHER INC(NONRENT/MISC)	21648	10000	216%
3690.3	LAUNDRY INCOME	1104	1000	110%
	Total Revenues	341804	624300	55%
Expenses				
4110.00	ADMINISTRATIVE SALARIES	33370	55000	61%
4110.10	MANAGEMENT FEES	32580	62430	52%
4130.00	LEGAL EXPENSES	0	1500	0%
4171.00	ACCOUNTING/AUDIT	648	1200	54%
4190.10	SUNDRY-MISC	4338	3000	145%
4190.50	SUNDRY-COMMUNICATIONS	1790	600	298%
4190.60	TENANT SERVICES	0	240	0%
4190.70	ADVERTISING	216	1000	22%
4310.00	WATER	8651	16000	54%
4320.00	ELECTRICITY	34729	65000	53%
4340.00	NATURAL GAS/FUEL	8811	13000	68%
4390.00	OTHER UTILITIES EXPENSE	1823	2800	65%
4390.30	SEWER	10635	19000	56%
4410.00	LABOR	40039	60000	67%
4420.00	MATERIALS AND OTHER	15533	20000	78%
	GROUNDS SUPPLIES	0	100	0%
4430.00	CONTRACT COSTS	49536	30000	165%
4430.40	GROUNDS CONTRACT	7421	14000	53%
4430.02	TRAVEL MAINTENANCE	3069	3500	88%
4431.00	TRASH REMOVAL	4530	14000	32%
4510.00	INSURANCE	29495	28000	105%
4520.00	REAL ESTATE TAXES	0	5000	0%
4520.20	SPECIAL ASSESSMENTS	1792	1814	99%
4570.00	BAD DEBT	0	15000	0%
4610.00	EXTRAORDIN/NONRECURRENT	23349	70000	33%
	Total Expenses	312356	502184	62%
	Net Income	29448	122116	

GATEWAY GARDENS JULY 2026 BUDGET REVIEW

		Actual through JUL 2026	2026 Budget	58% of year complete
Revenues				
3110.00	RENTAL INCOME	149997	273600	55%
3690	TENANT OTHER INCOME	7683	4000	192%
3690.3,4	OTHER INCOME	0	8000	0%
3610.00	INTEREST INCOME	72	150	48%
	Total Revenues	157752	285750	55%
	SAHA Funding	0	0	
	PROCEEDS FROM INSURER	14876	0	
	Total for Cash Uses	172629	285750	60%
Expenses				
4110.00	ADMINISTRATIVE SALARIES	29537	50000	59%
4110.10	MANAGEMENT FEE	11589	20000	58%
4130.00	LEGAL	1494	4000	37%
4190.10	MISC. ADMIN.	246	2000	12%
4190.50	COMMUNICATIONS	1149	2800	41%
4190.60	TENANT SERVICES	0	240	0%
4310.00	WATER	4709	6400	74%
4320.00	ELECTRICITY	12722	25000	51%
4340.00	NATURAL GAS	5081	7500	68%
4390.00	MISC UTILITIES	3060	4300	71%
4390.10	SEWER	6491	13500	48%
4410.00	MAINTENANCE SALARIES	40561	55000	74%
4420.00	MAINT SUPPLIES	11033	15000	74%
4420.10	GROUPS SUPPLIES	34	100	34%
4430.00	CONTRACT MAIN	26657	20000	133%
4430.03	ELEVATOR	2202	3000	73%
4430.40	GROUPS CONTRACT	4964	5000	99%
4431.00	RUBBISH REMOVAL	7132	7000	102%
4430.02	TRAVEL MAINTENANCE	1299	2500	52%
4520.20	SPECIAL ASSESSMENTS	696	696	100%
4570.00	COLLECTION LOSSES	0	3000	0%
4510.00	INSURANCE	11863	16000	74%
7540.01	PROPERTY BETTERMENTS	11216	10000	112%
	Total Expenses	193739	273036	71%
	Net Income	-21110	12714	

EAST PRAIRIE HORIZON TOWNHOMES JULY 2026 BUDGET REVIEW

		Actual through JUL 2026	2026 Budget	58% of year complete
Revenues				
3110.00	DWELLING RENTAL	62156	131670	47%
3610.00	INTEREST	31	100	31%
3690.00	OTHER INCOME(NONRENTAL)	0	1500	0%
3690.30	LAUNDRY	1901	3200	59%
Carryover	PROCEEDS FROM INSURER	0	0	
	Total Revenues	64088	136470	47%
	LEVY INCOME	5514	20000	28%
	Total for Cash Uses	69602	156470	44%
Expenses				
4110.00	ADMINISTRATIVE SALARIES	14898	35000	43%
4110.10	MANAGEMENT FEE	6408	15647	41%
4130.0	LEGAL EXPENSE	0	1500	0%
4190.20	OFFICE SUPPLIES	267	200	134%
4190.50	COMMUNICATIONS	51	100	51%
4410.00	MAINTENANCE LABOR	9327	19000	49%
4310.00	WATER	3077	4800	64%
4320.00	ELECTRICITY	7580	15000	51%
4340.00	FUEL	3504	6000	58%
4390.00	MISC. UTILITIES	938	1800	52%
4390.10	SEWER	3265	5000	65%
4420.00	MATERIALS AND OTHER	369	6500	6%
4430.00	CONTRACT COSTS	5574	13000	43%
4430.40	GROUPS CONTRACTS	5317	3200	166%
4430.02	MAINTENANCE TRAVEL	398	1200	33%
4431.00	TRASH COLLECTION	1268	3000	42%
4510.00	INSURANCE	6888	10000	69%
4520.20	SPECIAL ASSESSMENTS	472	482	98%
4570.00	COLLECTION LOSSES	0	3000	0%
4610.00	PROPERTY BETTERMENTS	0	6000	0%
	Total Expenses	69601	150429	46%
	Net Income	0	6041	

HOUGE ESTATES JULY 2026 BUDGET REVIEW

		Actual through JUL 2026	2026 Budget	58% of year complete
Revenues				
5120.00	RENTAL INCOME APARTMENTS	118797	190000	63%
5121.00	RENT SUPPLEMENT	215391	401564	54%
5490.00	INTEREST INCOME	153	300	51%
5910.00	LAUNDRY INCOME	2358	3500	67%
5920.00	TENANT OTHER CHARGES	1578	2500	63%
5990.00	OTHER INCOME	235	0	
5990.10	PROCEEDS FROM INSURER	35424	0	
	Total Revenues	373936	597864	63%
	TRANSFER FROM RESERVES	0	180000	
	TOTAL FOR CASH USES	373936	777864	9%
Expenses				
6310.00	OFFICE SALARIES	39798	87000	46%
6320.00	MANAGEMENT FEE	30257	53800	56%
6311.50	COMMUNICATIONS	1585	3000	53%
6340.00	LEGAL	0	3000	0%
6350.00	ACCOUNTING/AUDIT	13900	11000	126%
6370.00	BAD DEBTS	711	3000	24%
6390.00	MISC. ADMIN. EXPENSES	6295	5500	114%
6390.60	TENANT SERVICES - HESC	0	17275	0%
6420.00	MISC UTILITY EXPENSE	2880	5500	52%
6450.00	ELECTRICITY	9282	18000	52%
6451.00	WATER	5098	11500	44%
6452.00	NATURAL GAS	10480	15000	70%
6453.00	SEWER	8867	20000	44%
6510.00	PAYROLL-MAINTENANCE	44852	69000	65%
6515.10	MAINTENANCE SUPPLIES	4790	17000	28%
6515.20	GROUNDS SUPPLIES	0	100	0%
6515.30	EXTRAORDIN/NONRECURRENT	16624	20000	83%
6520.10	CONTRACT-MAINTENANCE	17268	40000	43%
6520.20	GROUNDS CONTRACT	6511	8000	81%
6520.40	ELEVATOR MAINTENANCE	4680	190000	2%
6525.00	RUBBISH REMOVAL	8833	17000	52%
6570.00	TRAVEL MAINTENANCE	1588	3000	53%
6710.00	TAXES-REAL ESTATE	0	12000	0%
6720.00	INSURANCE PROPERTY	11344	17000	67%
6721.00	OTHER INSURANCE	2259	4410	51%
6820.00	MORG PAYMENTS	53839	98766	55%
	Total Expenses	301738	749851	40%
	Net Income	72198	28013	

HE SERVICE COORDINATOR JULY 2026 BUDGET REVIEW

		Actual through JUL 2026	2026 Budget	58% of year complete
Revenues				
3610.00	INTEREST	1	0	0%
3611.00	HUD CONTRIBUTIONS	73628	113000	65%
3690.3	OTHER INC/DONATION	0	17275	0%
	Total Revenues	73629	130275	57%
Expenses				
4110.00	ADMINISTRATIVE SALARIES	69775	125249	56%
4140.00	TRAINING	0	300	0%
4190.10	MISC	1603	600	267%
4190.20	OFFICE SUPPLIES	221	600	37%
4190.30	POSTAGE	0	60	0%
4190.4	MEMBERSHIPS	0	835	0%
4190.5	COMMUNICATIONS	753	1500	50%
4510.00	INSURANCE	1275	1130	113%
	Total Expenses	73628	130274	57%
	Net Income	1	1	

AGASSIZ APARTMENTS JULY 2026 BUDGET REVIEW

		Actual through JUL 2026	2026 Budget	58% of year complete
Revenues				
5120.00	RENTAL INCOME	63310	120000	53%
5490.00	INTEREST INCOME	451	400	113%
5920.00	TENANT OTHER CHARGES	200	100	200%
	Total Revenue	63961	120500	53%
Expenses				
6310.00	OFFICE SALARIES	14919	25000	60%
6320.00	MANAGEMENT FEE	5016	11250	45%
6340.00	LEGAL EXPENSES	0	50	0%
6370.00	BAD DEBTS	0	500	0%
6390.10	MISC ADMIN	1317	900	146%
6390.60	TENANT SERVICES	0	60	0%
6450.00	ELECTRICITY	7209	8000	90%
6451.00	WATER	1748	3000	58%
6453.00	SEWER	1748	3000	58%
6510.00	MAINTENANCE PAYROLL	7193	17000	42%
6515.10	MAINTENANCE SUPPLIES	4189	3000	140%
6515.20	GROUPS SUPPLIES	0	350	0%
6515.30	EXTRAORDIN/NONRECURRENT	0	5000	0%
6520.10	CONTRACT-MAINTENANCE	5448	6000	91%
6520.20	GROUPS CONTRACT	1110	7000	16%
6525.00	RUBBISH REMOVAL	920	3000	31%
6570.00	TRAVEL MAINTENANCE	1321	2000	66%
6710.00	TAXES-REAL ESTATE	0	1500	0%
6720.00	INSURANCE PROPERTY	6016	8000	75%
6720.20	SPECIAL ASSESSMENTS	348	348	100%
6820.00	MORTGAGE PAYMENTS	4292	7358	58%
	Total Expenses	62794	112316	56%
	Net Income	1167	8184	

FIELDCREST TOWNHOMES JULY 2026 BUDGET REVIEW

		Actual through JUL 2026	2026 Budget	58% of year complete
Revenues				
5120.00	RENTAL INCOME	69780	100000	70%
5121.00	RENT SUPPLEMENT	225262	400500	56%
5490.00	INTEREST INCOME	26	100	26%
5910.00	LAUNDRY & OTHER INC	0	0	
5920.00	TENANT OTHER CHARGES	9179	8000	115%
	LEVY & SAHA	4525	10000	
	Total Revenue	308772	518600	60%
Expenses				
6310.00	OFFICE SALARIES	36957	81000	46%
6311.20	OFFICE EXPENSE	513	1000	51%
6311.30	POSTAGE	757	600	126%
6311.5	COMMUNICATIONS	3011	3500	86%
6320.00	MANAGEMENT FEE	25308	45000	56%
6340.00	LEGAL EXPENSES	0	1500	0%
6370.00	BAD DEBTS	2465	6000	41%
6390.6	TENANT SERVICES	100	8500	1%
6390.10	MISC ADMIN	4652	6000	78%
6420.00	MISC UTILITIES	521	1000	52%
6450.00	ELECTRICITY	2377	6000	40%
6451.00	WATER	4627	7500	62%
6453.00	SEWER	3188	5800	55%
6510.00	MAINTENANCE PAYROLL	38953	50000	78%
6515.10	MAINTENANCE SUPPLIES	9865	10000	99%
6515.20	GROUNDS SUPPLIES	0	6000	0%
6515.30	EXTRAORDIN/NONRECURRENT	10004	18000	56%
6520.10	CONTRACT-MAINTENANCE	41990	20000	210%
6520.20	GROUNDS CONTRACT	11286	13000	87%
6520.30	CARPET CLEANING	0	0	-
6525.00	RUBBISH REMOVAL	834	4000	21%
6570.00	TRAVEL MAINTENANCE	1728	2500	69%
6710.00	TAXES-REAL ESTATE	1575	4500	35%
6720.00	INS-PROP & OTHER	19722	63000	31%
6820.00	MORTGAGE PAYMENTS	83914	146731	57%
	Total Expenses	304492	511131	60%
	Net Income	4280	7469	

GROWTH (DHS) JULY 2026 BUDGET REVIEW

		Actual through JUL 2026	2026 Budget	58% of year complete
Revenues				
3600	GRANT INCOME	3282	10000	33%
3610	INTEREST	0	0	
	Total Revenues	3282	10000	33%
	LEVY	0	10000	0%
	Total for Cash Uses	3282	20000	16%
Expenses				
4110.00	ADMINISTRATIVE SALARIES	3282	20000	16%
	Total Expenses	3282	20000	16%
	Net Income	0	0	

HOMEWORK STARTS W/HOME JULY 2026 BUDGET REVIEW

		Actual through JUL 2026	2026 Budget	58% of year complete
Revenues				
3610.00	INTEREST	8	0	
3612.00	MHFA CONTRIBUTIONS	229955	388492	59%
3612.20	ADMINISTRATIVE FEE EARNED	18924	36484	52%
	Total Revenues	248887	424976	59%
	Levy Income	3066	20000	15%
	Total for Cash Uses	251953	444976	57%
Expenses				
4110.00	ADMINISTRATIVE SALARIES	10798	35000	31%
4110.10	MANAGEMENT FEE	11200	19200	58%
4190.1	SUNDRY-MISC			
4715	HAP-LANDLORD/UTILITY PYMTS	229955	388492	59%
	Total Expenses	251953	442692	57%
	Net Income	0	2284	

HOUSING CHOICE VOUCHER JULY 2026 BUDGET REVIEW

	Actual through JUL 2026	2026 Budget	58% of year complete
Revenues			
3600.00 ADMINISTRATIVE FEE EARNED-ALL	416944	670560	62%
3600.10 ADMIN. FEE -PORTS	427	1200	36%
3610.00 INTEREST GENERAL FUND INV	191	350	55%
3611.00 HUD CONTRIBUTIONS	3738956	5867000	64%
3612.00 FSS Coordinator Grant	112168	130000	86%
3690.00 OTHER INCOME	1444	3000	48%
Total Revenues	4270130	6672110	64%
Transfer from HAP(- =INCREASE)	164920	16070	
Transfer from Reserves-Admin	0	0	
Total for Cash Uses	4435050	6688180	66%
Expenses			
4110.00 ADMINISTRATIVE SALARIES	470047	668460	70%
4140.00 TRAINING	1371	8300	17%
4150.00 TRAVEL	11943	8200	146%
4171.00 ACCOUNTING/AUDIT	14470	17500	83%
4180.00 OFFICE RENT	22155	38000	58%
4190.10 SUNDRY-MISC	18624	24920	75%
4190.20 SUNDRY-OFFICE SUPPLIES	5573	8300	67%
4190.30 SUNDRY-POSTAGE	10970	8500	129%
4190.40 SUNDRY-MEMBERSHIPS	601	3200	19%
4190.50 SUNDRY-COMMUNICATIONS	1317	2800	47%
4190.60 TENANT SERVICES	0	240	0%
4190.70 ADVERTISING	392	500	78%
4220.00 VEHICLE MAINTENANCE	978	4000	24%
4511.00 INSURANCE	19767	18000	110%
4590.P ADMIN FEES PD FOR PORTS	11191	9600	117%
4715.10 HAP-LANDLORD PYMTS	3812414	5715000	67%
4718.00 FSS HAP	91462	152000	60%
7540 PROPERTY BETTERMENTS	0	0	
Total Expenses	4493277	6687520	67%
Net Income	-58227	660	

HRA CARES JULY 2026 BUDGET REVIEW

		Actual through JUL 2026	2026 Budget	58% of year complete
Revenues				
3610.00	INTEREST	12	25	46%
3611.00	HUD CONTRIBUTIONS	249077	469663	53%
3691	MILEAGE INCOME	690	4000	17%
	Total Revenues	249778	473688	53%
Expenses				
4110.00	ADMINISTRATIVE SALARIES	99420	142000	70%
4150.00	TRAVEL	1358	6000	23%
4171.00	ACCOUNTING/AUDIT	1005	2000	50%
4180.00	OFFICE RENT	1648	10800	15%
4190.1	SUNDRY- MISC	2301	4000	58%
4190.20	SUNDRY-OFFICE SUPPLIES	2754	7963	35%
4190.30	SUNDRY-POSTAGE	2270	1800	126%
4190.50	SUNDRY-COMMUNICATIONS	770	4500	17%
4190.60	TENANT SERVICES	5066	30000	17%
4190.61	TENANT SERVICES-PROVIDER CONT	122940	246000	50%
4430.8	MAINTENANCE SALARIES	1786	2600	69%
4220	VEHICLE EXPENSES	745	5500	14%
4511.00	INSURANCE	7014	6500	108%
	Total Expenses	249077	469663	53%
	Net Income	701	4025	

HOUSING SUPPORTS 01 JULY 2026 BUDGET REVIEW

		Actual through JUL 2026	2026 Budget	58% of year complete
Revenues				
3610.00	INTEREST & OTHER INCOME	86	200	43%
3690.10	GRH RATE 1 INCOME	1832542	3129840	59%
	Total Revenues	1832628	3130040	59%
Expenses				
4110	SALARIES	50777	117513	43%
4150.00	TRAVEL	3756	6000	63%
4190.1	MISC ADMIN	3219	6000	54%
4191.20	TENANT SERVICES	160151	366000	44%
4191.80	ADMIN FEE	91241	156492	58%
4570	COLLECTION LOSSES	0	8000	
4190	OFFICE EXPENSES	2162	6000	36%
4715.00	LANDLORD HAP/UTILITY PMTS	1478757	2400000	62%
	Total Expenses	1790063	3066005	58%
	Net Income	42565	64035	

HOUSING SUPPORTS 02 JULY 2026 BUDGET REVIEW

		Actual through JUL 2026	2026 Budget	58% of year complete
Revenues				
3610.00	INTEREST INCOME	52	100	52%
3690.1	ADMIN FEES (RATE 1)	91241	156492	58%
3690.2	GRH RATE 2 FOR PROVIDERS	361376	713400	51%
3690.3	GRH RATE 2 FOR HRA	329223	491780	67%
3690.6	LEVY & SAHA	0	75000	0%
Total Revenues		781892	1436772	54%
Expenses				
4110.00	ADMINISTRATIVE SALARIES	266111	390000	68%
4140.00	TRAINING AND TRAVEL	653	9000	7%
4171.00	ACCOUNTING/AUDIT	1624	3000	54%
4180.00	OFFICE RENT	375	14000	3%
4190.10	SUNDRY-MISC	5970	4000	149%
4190.20	SUNDRY-OFC SUPPLIES	4777	12000	40%
4190.30	SUNDRY-POSTAGE	1324	1000	132%
4190.40	SUNDRY-MEMBERSHIPS	38	200	19%
4190.50	SUNDRY-COMMUNICATIONS	2130	6000	35%
4191.10	SECURITY	65938	150000	44%
4190.61	CASE MGMT	361376	834000	43%
4510.00	INSURANCE	7652	7000	109%
Total Expenses		717968	1430200	50%
Net Income		63924	6572	

HOMELESS TO HOUSED JULY 2026 BUDGET REVIEW

		Actual through JUL 2026	2026 Budget	58% of year complete
Revenues				
3600.00	ADMINISTRATIVE FEE EARNED	34504	57456	60%
3610.00	INTEREST	8	0	
3611.00	MHFA CONTRIBUTIONS	423686	785044	54%
3690.00	MHFA HOUSING NAVIGATION	4906	5000	98%
	Total Revenues	463104	847500	55%
	Levy Income	19281	20000	96%
	Total for Cash Uses	482385	867500	56%
Expenses				
4110.10	ADMINISTRATIVE SALARIES	44699	58000	77%
4190.6	MANAGEMENT FEE	14000	24000	58%
4715s	HAP-LANDLORD & UTILITY PYMTS	423686	785044	54%
	Total Expenses	482385	867044	56%
	Net Income	0	456	

BCOW Rental Assistance JULY 2026 BUDGET REVIEW

		Actual through JUL 2026	2026 Budget	58% of year complete
Revenues				
3600.00	ADMINISTRATIVE FEE EARNED	29410	81585	36%
3610.00	INTEREST	0	0	
3611.00	HAP INCOME	193326	275625	70%
	Donation from General Fund			
	Total Revenues	222736	357210	62%
Expenses				
4110.00	MGMT FEE	10500	18000	58%
4110.10	ADMINISTRATIVE SALARIES	25107	63000	40%
	HAP-LANDLORD & UTILITY PYMTS	193326	275725	70%
	Total Expenses	228933	356725	64%
	Net Income	-6197	485	

OWNER OCCUPIED REHAB
JULY 2026 BUDGET REVIEW

		Actual through JUL 2026	2026 Budget	58% of year complete
Revenues				
3610.00	INTEREST INCOME	38	90	42%
3693.00	ADMIN FEES	45179	119000	38%
3695.00	DEED-REHAB	5236	190000	3%
3691.00	REHAB-MN RLP	74351	50000	149%
3693.22	DEED-COMMERCIAL REHAB	46343	0	
	Total Revenues	171147	359090	48%
	Levy/SAHA Income	39841	121500	33%
	Total for Cash Users	210988	480590	44%
Expenses				
4110.00	ADMINISTRATIVE SALARIES	67722	155000	44%
4110.1	MANAGEMENT FEE	10500	18000	58%
4190.1	MISC ADMIN	2152	0	
4190.70	ADVERTISING	0	500	0%
7500s	REHAB LOANS	130614	306500	43%
	Total Expenses	210989	480000	44%
	Net Income	0	590	

Item #6.

HOUGE ESTATES AND AGASSIZ APARTMENTS LEASING & OCCUPANCY POLICY CHANGES

HRA staff are proposing revisions to the Leasing and Occupancy Policies for Houge Estates and Agassiz Apartments. Both properties maintain waiting lists of eligible applicants. Policies establish preferences that allow certain eligible applicants to be prioritized for available units ahead of applicants who would otherwise be selected based on the date and time of application.

Staff are proposing to add a preference to current policy (see red text below for proposed addition).

Policy

In selecting applicants from the waiting list, consideration will be given to applicants in the following order:

1. Eligible applicants whose incomes are at or below the extremely low-income limit until the required 40% income targeting requirement is met (Houge Estates Only)
2. Current tenants who have requested a reasonable for a unit transfer that has been verified by a qualified medical professional.
3. Eligible applicants, regardless of date and time of placement on the waiting list who have a verifiable need for an accessible unit **when an accessible unit is available.**
4. **Eligible applicants** ~~If a tenant currently residing in another Clay Co. HRA-owned or managed unit~~ **who live in an HRA-owned or managed unit requests a** needs to transfer under the VAWA provisions.
5. Current tenants who have requested a reasonable accommodation (see "hardship situations" Listed under "D.1.b" below) for a unit transfer that has been verified by a qualified medical Professional.
6. **Eligible applicants with income between 50% and 80% of AMI currently residing in an HRA-owned or managed unit requests to transfer due to a proposed disposition or demolition action**
7. **Eligible applicants currently residing in an HRA-owned or managed unit who request to transfer due to a proposed disposition or demolition action.**
8. A current household with two eligible adult household members, and one of the adult household members chooses to apply for a separate unit.
9. All other eligible applicants based on time and date of application with the earliest being served first.

Action needed: *Approval of changes to Leasing and Occupancy Policy for Houge Estates and Agassiz Apartments.*

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 September 1, there are three vacant units, and one upcoming opening. One unit has been re-rented. Applications are being processed for the openings.

The waiting list was open October 20-December 15, 2025. There are still 37 households on the waiting list. A service coordinator is present at the property full-time, and a property manager is on-site at least once a week.

Agassiz Apartments

Agassiz Apartments is a 12-unit apartment building for low-income households located in Ulen. There are eleven 1-bedroom units and one 2-bedroom unit.

As of September 1, there is one vacancy due to a tenant passing away. There are 40 apparently eligible households on the one-bedroom waiting list which was open from May 26-June 23, 2026.

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 and Boyer Apartments, 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 September 1, there are three vacant units (a 4-bedroom unit in Ulen, a three-bedroom in Hawley, and a two-bedroom in Moorhead due to an eviction) and two upcoming openings in Dilworth.

There is no specific subsidy tied to these units. Residents of these units receive a preference for a Housing Choice Voucher or Bring It Home assistance 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 September 1, there are six vacant units. An applicant household has been selected for one unit. There are two upcoming vacancies due to non-payment of rent. Applications are being processed. There are 28 households on the waiting list, which has been closed since January 2025. We will be re-opening the waiting list.

Property management personnel and administrative staff are officed at this location. CAPLP provides on-site supportive services and is now planning to hold events in the community room. HRA staff have helped as well.

Gateway Gardens

Gateway Gardens is a 24-unit permanent supportive housing apartment building. 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, Boyer Apartments, East Prairie Horizons Townhomes, and Fieldcrest Townhomes. The HRA provides on-site supportive services to the tenants.

As of September 1, there are three vacancies. Tenants have been identified for all openings. Tenants must be long-term homeless to be eligible to live at the development.

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 September 1, there are two vacancies and one upcoming vacancy. Tenants must be long-term homeless to be eligible to live at the development.

River View Heights (Moorhead Public Housing Agency)

River View Heights is a 14-story apartment building with 104 units. The MPHA Board has authorized that consultants be hired to assist with the assessment and evaluation process for the building. The HRA will be one of the three consultants working on this project. The additional consultants are working with the MPHA on practical options for

the building and future affordable housing opportunities. There have been about 9 insurance claims totaling over \$3.5 million in the past few years. Options appear to be narrowing at this time. Staff are beginning resident consultations next week.

As of September 1, there were 14 vacant units. We are keeping units open to determine what relocation needs are present. There are currently 152 applicants on the public housing waiting list which is shared with Sharp View. The waiting list opened on July 6 and closed on September 1 for elderly households needing 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 September 1, Sharp View has 13 vacancies which have been approved by HUD to remain vacant due to the on-going rehabilitation. One person was transferred to an open unit as a result of the flooding at the high rise. 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 underway. Seventeen units are completed as well as the community room and public restrooms. Three tenants are currently internally displaced due to the rehab work.

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 September 1, there are three vacant units. Applicants have been approved for all three units.

Maple Court Town Homes (MPHA and City of Moorhead)

Maple Court Townhomes consists of 34 units of two, three, and four-bedroom townhomes. Moorhead Public Housing Agency owns one 17-unit parcel, and the City of Moorhead owns one 17-unit parcel. MPHA/Clay HRA manages all the units.

As of September 1, there are two vacancies. Applicants are being contacted for these openings.

There are 56 households on the waiting list.

Housing Choice Vouchers

The Housing Choice Voucher Program consists of 526 “regular” units, 30 VASH units, 2 Foster Youth to Independence units, 5 Housing Stability units, 12 Emergency Housing Voucher units and 187 Mainstream units. Twelve of these units were awarded to the agency on October 1, 2025, to replace the subsidy at Agassiz Apartments.

As of September 1, 2026, there were a total of 731 out of 762 units leased in the Housing Choice Voucher program. HUD has indicated they believe we are in “short fall” and will not allow us to lease any additional vouchers. Staff also believe the program is at capacity. Currently, the following are leased or looking for units.

- 26 of the 30 VASH units are leased, and 2 have been issued, and one referral is in process. (These are an exception from the leasing freeze.)
- 2 of 2 FYI vouchers are leased.
- 5 of 5 Housing Stability units are leased.
- 12 of 12 EHV vouchers are leased.
- 163 of 187 Mainstream vouchers are leased, and 6 households are in-between units.
- 524 of the 526 regular units are leased, and 12 vouchers were issued before the freeze went into place. Seven households are in-between units.
- Four households are moving to Clay County with assistance from another housing authority.

We re-opened the waiting list on July 1 the “lease in place” preference for Clay County households with members age 18 and under. We have 153 households on the waiting list. The waiting list will remain open until 300 applications are received.

The current applicants are being considered for the new Bring It Home program.

We have 79 individuals enrolled in our Family Self-Sufficiency program and have had 89 FSS participants in the past 12 months.

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 2025-2026 with a significant increase in funding. We are authorized to serve 35 households per month.

As of September 1, we are serving 37 participants. There are 32 remaining households on the waiting list which was closed in October 2025. Since the program is serving more people due to people not exiting the program, the HRA is requesting additional funding from BCOW. Due to the Housing Choice Voucher freeze, we will not be able to move them to that program.

Bring It Home Rental Assistance

As of February 1, 2026, the Clay County HRA was authorized to begin operations of the Bring It Home Rental Assistance Program. The Clay County HRA was awarded a total of \$1,751,289 for a two-year term and is authorized to serve up to 87 households. The priority is for families with children, who live in Clay County, who pay more than 30% of their income towards rent, who are extremely low-income; and who agree to stay in their current rental unit.

The program operates almost like the federal Housing Choice Voucher program with a few exceptions. The HRA is funded for one-year for start-up costs to get the program up and running. The program is using the Housing Choice Voucher waiting list.

The HRA has received approximately 153 applications from households with children who are currently renting a home in Clay County who need help with their rent. Fifty-one applicants were contacted from the list. Five vouchers have been issued. We are working with 38 additional households. We can issue up to 87 vouchers. A couple of households should be on the program on October 1.

The waiting list remains open until we receive 300 applications. The HRA only has reached out to landlords and posted information in some of the apartment buildings. The demand is so high that it is unlikely we will need to do any marketing.

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. The renewal amount is \$1,695,000 and includes rental assistance and housing navigation.

As of September 1, we are serving 57 households, and 13 households are searching for units. There are 14 singles and 43 families being served. The grant targets families and youth-headed households. Leased households are from Clay (43), Douglas (12), and Pope (2) Counties. 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 four rounds of competitive funding.

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 September 1, we are serving 33 households, and six households are searching for a unit. Households are from Becker (4), Clay (13), Douglas (2), Otter Tail (10), Traverse (1), Wadena (2), and Wilkin (1) Counties. There are one Clay County household and one Otter Tail County household that are moving into a units on October 1. 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-two 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 added households as needed at Bright Sky and Silver Linings.

As of September 1, a total of 222 households were being served by the HRA Housing Supports program. Twenty-one of the households live at Gateway Gardens, and 156 in other units throughout the county for a total of 177 of the 175 available. In addition, the HRA is serving 21 households at Bright Sky and 22 at Silver Linings.

Services are provided by the following: 78 by the HRA (21 at Gateway Gardens, 21 at Bright Sky Apartments, 22 at Silver Linings, and 14 in scattered sites); 13 by CAPLP; 8 by the Presentation Partners in Housing; 3 by LMHC; 2 by Metro Behavioral Health; 16 by the Lotus Center; 86 by Greater Minnesota Community Services; and 16 by CCRI. Nine households are working with the HRA, Presentation Partners in Housing, and the Lotus Center are searching for units. There are 25 households on the waiting list which is now closed.

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 agreement is for 1/1/26 to 12/31/26. We have executed the grant agreement for January -December 2027. Litigation is on-going surrounding our application for 2028 funding.

We are currently serving 64 households. We only provide supportive services to these households, and their rental assistance is provided through a different funding source.

Of the 64 households, 57 are in Clay, 2 are in Otter Tail, and 1 are in Douglas Counties, MN; and there are 4 in Fargo, ND. There are 35 singles and 29 families being served. Four of the households live at Bright Sky; 8 at Prairie Horizons Townhomes; and 6 at East Prairie Horizons Townhomes.

The HRA provides services to 23 households; CCRI provides services to 19 households; Greater Minnesota Community Services provides services to 12 households; Presentation Partners in Housing provides services to 8 households; CAPLP provides services to 1 household; and the West Central Minnesota Community Action Agencies provides services to 1 household. We have recently entered into an MOU with Mahube-Otwa to make sure services are available in Becker, Otter Tail, and Wadena Counties.

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.

Owner-Occupied Rehab Program

The HRA 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 and administer a \$1.198 million grant from DEED to rehabilitate 21 homes and 13 businesses. Barnesville's application was successful. The funds have been approved for use. We have received applications from 26 homeowners and 18 commercial owners.

Staff have contacted all homeowner applicants. Ten were not eligible and/or withdrew their applications. Of the remaining 16 applicants: 5 projects are under construction; bidding is underway on 5 homes; and 6 applications are being processed for an eligibility determination.

Eighteen commercial applications are under consideration. The first 10 commercial property owners have been contacted. One is under construction and 4 are bidding. Three need inspections and scopes of work completed. Two have not been interested in moving ahead at this time.

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.

We were able to fund 24 homeowner projects which are now complete. All DEED owner-occupied home rehabilitation funds were used.

Eight commercial properties have been rehabilitated. There is \$71,855 in funding remaining, but no other businesses have expressed interest. We will close out the grant and return the money since the term is done.

RLP (Minnesota Housing Rehabilitation Loan Program)

The Minnesota Housing Rehabilitation Loan Program is funded by the state. Two home rehabilitations were completed this summer; 3 projects are out for bid; and 4 are in the eligibility stage. One veteran is living in a unit that cannot even be rehabbed and was referred to the Veteran's Services officer.