



**PUBLIC HOUSING AGENCY
MEETING AGENDA
JULY 22, 2025 AT 11:30 AM
HJEMKOMST CENTER - OAK ROOM - 202 1ST AVE N.**

1. Call to Order/Roll Call
2. Agenda Amendments
3. Public Hearing
4. Citizens To Be Heard
5. Approval of Minutes
 - A. May 27, 2025 Meeting Minutes
6. Request Approval for Payment of Bills
 - A. Approval for Payment of Bills
7. Business
 - A. Request Board Approval of 2025 Capital Funding Grant Award - Resolution 07-22-25-17
 - B. Request Board Approval of MN Housing Borrowing Resolution 07-22-25-18
8. Other Business
 - A. Executive Director Updates
9. Attorney's Report
10. Adjourn

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I. CALL TO ORDER AND ROLL CALL

Chairperson, Greg Lemke called the meeting to order at 11:30 AM.

Members Present: Greg Lemke, Chair; Michael Carbone, Vice Chair; Rebecca Flores, Secretary; Anthony Dillard, At Large, Shelly Dahlquist, At Large; Heather Nesemeier, City of Moorhead Council Member- Board Liaison

Members Absent: None

Others Present: Dawn Bacon, Executive Director

II. AGENDA AMENDMENTS

Two agenda amendments were made. First, a modification to the dollar amount noted in item 6A. draft resolution 05-27-25-14. Second, added Item 6C. Write Off Debts Owed

III. CITIZENS TO BE HEARD

None. Dahlquist shared a concern from a tenant about the upcoming sharp view renovations. Flores shared a question about the AC units recently purchased at River View Heights. Staff will follow up on these questions following the meeting.

IV. REQUEST APPROVAL OF MARCH 25, 2025, MEETING MINTUES.

Dahlquist moved, seconded by Dillard, to approve March 25, 2025. Amendment noted that Greg Lemke should be listed as present at the meeting. All votes were in favor. Motion Carried.

V. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 05-27-25-12

Carbone moved, seconded by Dahlquist to approve the payment of bills as presented. All votes were in favor. Motion Carried.

VI. BUSINESS

Request Board Approval of 2026 FYE Agency Budget- Resolution 05-27-25-13

Board reviewed year to date financial statements all projects and discussed status of reserves. Budget may be amended at any time during the year. Carbone moved, seconded by Dillard to approve proposed budget. All votes were in favor. Motion Carried.

Request Board Approval of MN Housing Finance Agency Borrowing Resolution 05-27-25-14.

Dillard moved, seconded by Carbone, to approve borrowing resolution in the amount of \$1,468,500. Full and finalized resolution will be attached to the meeting minutes. All votes were in favor with all members present. Motion carried unanimously.

Request Board Approval of Write off of debts owed - Resolution 05-27-25-15

Director Bacon presented a list of tenant accounts to be written off for the public housing, Moorhead Affordable and Maple Court programs. Concern and questions expressed by board members about the higher balances. Staff are working to make process improvements for better collection of tenant balances. Dillard moved, seconded by Flores, to approve the proposed write offs which will be attached to the meeting minutes. All votes were in favor. Motion carried.

OTHER BUSINESS

A. Executive Director Updates

- June Board Meeting- Dawn asked the board if they would be agreeable to not holding a June meeting and reconvening at the regularly scheduled meeting on July. Board members agreed.
- 2025 POHP Application for River View Heights- This application was submitted to MN Housing. The proposal is to replace all windows (including main floor windows and doors) as well as the generator. The funding request was 1,450,385 with an additional 161,155 committed from the 2025 Capital Funding Grant (which has not been awarded by HUD yet but expected to be similar to 2024 numbers). The application scored additional points because an application was also submitted to the City of Moorhead for Statewide Affordable Housing Aid. Staff asked for 50K to go to this POHP project as well as 100K to go to roof replacement at the High Rise. SAHA awards have not been made yet and POHP awards are expected to be announced in late August. The work would occur in Spring/Summer of 2026.
- Project Updates and Insurance Claims

- Dawn shared some updates on the repairs that continue to be underway following the kitchen fire that occurred at River View Heights in late March.
 - Dawn shared efforts related to a car accident that occurred at a Moorhead Affordable Housing property. Council Member Nesemeier mentioned a resource that may assist with funding for landscaping or other measures to increase safety at that location. She will be sharing that information with staff to review.
 - Lemke inquired about the public housing HUD inspection and if that is still scheduled. Dawn shared that it was postponed due to a federal contract that was cancelled. Unrelated to that postponement, she has submitted a formal request to HUD that the inspection be delayed due to the repair work that is underway from the kitchen fire. HUD has not responded to this request yet.
 - Flores inquired about the door replacement project at River View Heights. Dawn stated that the project start has been delayed by a few weeks due to material delivery. It should begin in mid-June.
- Security at River View Heights- Security patrols continue at a rate of 2X per night. This is a significant expense but necessary. A review of May data shows that people who are experiencing homelessness have had to be removed from the property about 50% of the time. The board could consider meeting with the FM Homeless Coalition at a future meeting to hear about community wide response strategies that are happening-

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT: 12:32 PM

Greg Lemke – Chair

Becky Flores – Secretary

Maple Court LLC- Annual Meeting

May 27, 2025

Hjemkomst Center- Oak Room

1. Roll Call completed and meeting called to order at 12:33. All board members present.
2. Operations Update- Operations updates are provided ongoing at MPHA board meeting. Dawn shared some highlights from the past year pertaining to budget, occupancy and funding. Replacement of water heaters remains a capital needs item and board members suggested that staff look into state funding and/or rebate programs for high efficiency water heaters.
3. Other- No other items were addressed at the meeting.
4. Adjourn. Meeting adjourned at 12:43PM.

CHECK REQUEST TOTALS

PREPARED: May 16 2025

PAID IN: May, June & July 25

Dept #	Name	Total Amount	Check Numbers
1	PHA	\$440,108.58	16440- 16584
2	Moorhead Affordable Housing LLC	\$36,065.93	20543- 20572
3	Capital Funding	\$34,225.00	30452-30454
6	ROSS	\$ 563.11	60169-60173
7	Maple Court LLC	\$35,687.57	70775-70815
8	General Fund	\$27,468.74	80117-
TOTAL		\$574,118.93	

BANK TRANSFERS made between funds:

DATE	FROM	TO	AMT	REASON
5/30/25	Dept 7- Maple Ct Checking	Replacement Reserve- Maple Ct	\$495.83	Monthly transfer per loan
6/12/25	Dept 1- PH Savings	Dept 1- PH Checking	\$20,000	Transfer for cash flow
6/28/25	Dept 2- Aff Housing Checking	Dept 1- PH Checking	\$8,809.10	May Interfund Due to
6/28/25	Dept 7-Maple Ct Checking	Dept 1- PH Checking	\$9,405.87	May Interfund Due to
6/28/25	Dept 8-Gen Fund Checking	Dept 1 – PH Checking	\$649.01	May Interfund Due to
7/1/25	Dept 7- Maple Ct Checking	Dept 7- Maple Ct Replacement Reserve	\$495.83	Monthly transfer per loan
7/3/25	Dept 2- Aff Housing Checking	Dept 2- Aff Housing Savings	\$40,000	Transfer to savings
7/7/25	Dept 6- Ross Checking	Dept 1- PH Checking	\$7,051.60	June Interfund Due To
			86,907.24	

D. Bacon

Executive Director Approval

**RESOLUTION TO APPROVE
CAPITAL FUND PROGRAM FOR 2023: GRANT # MN46P01750124**

BE IT RESOLVED, by the Public Housing Agency of the City of Moorhead, Minnesota that the Board of Commissioners, to be submitted to HUD for approval, has approved the Capital Fund Annual Statement for 2025.

BE IT ALSO RESOLVED, that Moorhead Public Housing Agency Executive Director is authorized to accept the funds, in the amount of \$410,043 and shall be authorized to use the funds for costs to MNO17.

BE IT ALSO RESOLVED, that the Moorhead Public Housing board approves the following statements:

1. Definition of Significant Amendment/Modification to a CFP 5 Year Action Plan:

This statement identifies and defines basic criteria of what Moorhead Public Housing Agency will use to define what would constitute a major change (significant amendment or modification) to the Capital Fund 5 Year Action Plan related to work activities/capital improvements.

After submitting its Capital Fund 5-Year Action Plan to HUD, a PHA may amend or modify any aspect of the plan. However, a significant amendment or modification requires a public comment process and public hearing prior to formal approval by the Board of Commissioners.

Moorhead Public Housing Agency defines a significant amendment or modification as any addition of a Capital Fund project for non-emergency work items that are not in the current CFP 5 Year Action plan when the dollar amount exceeds 30% of the Capital Fund annual budget.

An emergency work item will be considered a capital improvement that, if not undertaken immediately, would negatively impact the normal daily activities and/or quality of housing for residents. This includes projects arising out of federally declared major disasters or acts of nature beyond the control of the Housing Authority, such as earthquakes, fires and storm damage; civil unrest; or other unforeseen emergency events.

In addition, HUD considers the following as significant amendment/modifications to the CFP 5-Year Action Plan:

- Proposed demolition or disposition
- Homeownership
- Project-Based Voucher Program
- Capital Fund Financing Program
- Development or Acquisition of Public Housing
- Mixed Finance Program

2. This certifies that Moorhead Public Housing Agency did conduct a public hearing held on March 25, 2025 in accordance with 24 CFR Part 905.

3. Compliance with 24 CFR 903.7(g). The capital improvement activities needed are in accordance with the most recent HUD approved Capital Fund 5 Year Action Plan for 2021-2025.

DATED THIS 22 day of July, 2025

Greg Lemke- Board Chair

Dawn Bacon, Executive Director

MEMORANDUM

DATE: July 17, 2025

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

RE: Request board approval of MN Housing Finance Agency Borrowing
RESOLUTION 07-22-25-18

At our meeting on May 27, the MPHA board passed the borrowing resolution 05-27-25-14 for the POHP project at Sharp View. The resolution is only good for 90 days and must be current as of the closing date. The file has been advanced to a closer at MN Housing.

If all PHA board members are in attendance at the July meeting, I will be asking the board to pass the same resolution again. Passing a duplicate resolution at the July meeting would provide a resolution that would be ready to use should the closing process extend beyond August 27, 2025.

Project Summary:

Work to be completed includes repairing/replacing all major plumbing lines to the kitchens and bathrooms. This will require removal of all kitchen cabinets, countertops and sinks to access these plumbing lines. It also requires removal of all the bathroom cabinets, sinks, bathtubs and toilets. As a result, all units will be getting new kitchen cabinets, countertops and sinks. All bathrooms will be getting new flooring, tubs will be removed and replaced with low step-in showers (not tubs), and comfort height/elongated bowl toilets, new sinks and new flooring. Accessible units will still have accessibility features in the bathroom (roll-in showers).

**CERTIFIED COPY OF RESOLUTIONS ADOPTED BY THE
MEMBERS OF**

Moorhead Public Housing Agency

I HEREBY CERTIFY that I am the duly elected Secretary and keeper of the records of Moorhead Public Housing Agency, a public body corporate and politic of the State of Minnesota (the “PHA”), that the following is a true and correct copy of Resolutions duly and unanimously adopted by all of the members of the PHA on July 22, 2025, all of the members being present and constituting a quorum for the transaction of business; further, that such meeting was called in compliance with all applicable laws and the by-law requirements of the PHA; that such Resolutions do not conflict with any by-law of the PHA nor have such Resolutions been in any way altered, amended or repealed and are in full force and effect, unrevoked and unrescinded as of this day, and have been entered upon the regular Minute Book of the PHA, as of the aforementioned date, and that the members of the PHA have, and at the time of adoption of such Resolution, had, full power and lawful authority to adopt such Resolutions and to confer the powers thereby granted to the officer(s) therein named who has (have) full power and lawful authority to exercise the same:

WHEREAS, on this 22 day of July, 2025 there has been presented to this meeting of the members of this PHA a proposal for the PHA to borrow from the Minnesota Housing Finance Agency, a public body corporate and politic of the State of Minnesota, 400 Wabasha Street North, Suite 400, St. Paul, MN 55102-1109 (the “Agency”) a sum not to exceed One Million Four Hundred and Sixty Eight Thousand and Five Hundred Dollars (\$1,468,500.00) to finance the acquisition or construction or rehabilitation of a housing development to be known as Sharp View Apartments which borrowing shall be evidenced by the Loan Repayment Agreement and Mortgage (the “Repayment Agreement”) covering the personal property owned by the PHA and located at 920 5th Avenue South Moorhead in Clay County, Minnesota, and more fully described in **Exhibit A** attached hereto and made a part hereof (the “Property”); further the proposed form of Repayment Agreement, Construction Loan Agreement, General Obligation Bonds Declaration, and Declaration of Covenants, Conditions, and Restrictions (the “Agency Documents”); further the proposed forms of the Agency Documents have been presented to the members of this PHA;

WHEREAS, it is also necessary that the PHA enter into a Construction Contract with MinKo Construction, Inc., a general contractor, in connection with such borrowing;

NOW, THEREFORE, Be it Resolved by the members of the PHA, that the PHA be and it hereby is authorized to borrow the funds referred to hereinabove from the Agency; and

BE IT FURTHER RESOLVED, that Dawn Bacon, Executive Director, Executive Director, of the PHA or Greg Lemke, Board Chair of the PHA be and they hereby are authorized and directed on behalf of the PHA at any time and from time to time hereafter and without further action by or authority or direction from the members of the PHA, to execute and deliver or cause to be executed and delivered those documents referred to hereinabove, and all such other further agreements, assignments, statements, instruments, certificates and documents and to do or cause to be done all such other and further acts and things as such Officers may determine to be necessary or advisable under or in connection with such borrowing, and that the execution by such Officers of any such agreement, assignment, statement, instrument, certificate or document, or the doing of any such act or thing, shall be conclusive evidence of their determination in that respect, including, but not limited to, the execution of any and all agreements with the Agency for the extension of the time of payment for the aforesaid loan or any part thereof; and

BE IT FURTHER RESOLVED, that the Agency be and it hereby is authorized to rely on the continuing force and effect of these Resolutions, until receipt by the Commissioner of the Agency at its principal office of notice in writing from the PHA of any amendments or alterations thereof.

ATTEST:

Secretary

Dated: _____, 20__.

(Seal)