



**PUBLIC HOUSING AGENCY
MEETING AGENDA
DECEMBER 16, 2025 AT 11:30 AM
HJEMKOMST CENTER- OAK ROOM- 202 1ST AVE N.**

1. Call to Order/Roll Call
2. Agenda Amendments
3. Citizens To Be Heard
4. Approval of Minutes
 - A. Approval of November 25, 2025 Meeting Minutes
5. Request Approval for Payment of Bills
 - A. Request Board Approval of Payment of Bills- Resolution 12-16-25-27
6. Business
 - A. Request Board Approval of 2025 Audit- Resolution 12-16-25-28
7. Other Business
 - A. Executive Director Updates
 - Capital Improvement Projects
 - Bank Accounts
 - Security at River View Heights
 - Other
8. Attorney's Report
9. Adjourn

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Moorhead Public Housing Agency
Regular Meeting
Hjemkomst Center, Willow Room
November 25, 2025

I. CALL TO ORDER AND ROLL CALL

Chairperson, Greg Lemke called the meeting to order at 11:32 AM.

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

Members Absent: Michael Carbone, Vice Chair

Others Present: Dawn Bacon, MPHA Executive Director; Dara Lee, Clay County HRA Executive Director; Jill Cossette, Administrative Manager

II. AGENDA AMENDMENTS

No agenda amendments were made.

III. CITIZENS TO BE HEARD

None.

IV. REQUEST FOR APPROVAL OF SEPTEMBER 23 ,2025, MINUTES

Dillard moved, seconded by Dahlquist, to approve September 23, 2025, minutes. All votes were in favor. Motion Carried.

V. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 11-25-25-25

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

VI. BUSINESS

Request Board Approval of 2026 Board MeetingCalendar-Resolution11-25-25-26

Meetings will be held the 4th Tuesday of each month with the exception of June and August.

Flores moved, seconded by Dillard to accept motion for 2026 dates and primarily meet at Fieldcrest Townhomes with some meetings at River View Heights and Sharp View.

VII. OTHER BUSINESS

A. 2026 Flat Rents

- 80% of FMD is in policy, so no approval is required

B. Capital Improvement Project Updates

- On October 20, 2025, work started for the Sharp View plumbing project. Eight tenants were relocated. The next group to relocate within the building is January.
- The door project still in progress at River View Heights.
- The 04 units with water damage from the fire at River View Heights are nearly complete. Then, the PHA can work with tenants to move back to their units or move new people in where vacant. The flooring in the common areas has been completed. Remaining work is in occupied units that had limited damages. This will take one month to complete.
- River View Heights kicking off windows and generator project with the MN Housing POHP loan. We are working with the architect on design and specifications and will put the project out to bid prior to loan closing.

C. Security at River View Heights

- There were 38 random security patrols with only 2 incidents. Security is taking pictures and sending reports to staff. Staff do random spot checks to verify security is checking entry doors and looking in the hallways, stairways.
- Recently there have been seven evictions between River View Heights and Sharp View.

D. MPHA Annual Independent Audit

- There were no findings.
- Brady Martz will be at the next Board meeting to present the report.

VIII. ATTORNEY'S REPORT

None.

IX. MEETING ADJOURNED

Greg Lemke – Chair

Becky Flores – Secretary

CHECK REQUEST TOTALS

PREPARED: December 9, 2025 PAID IN: Nov & Dec 25

Dept #	Name	Total Amount	Check Numbers
1	PHA	\$279,974.58	16789-16803
2	Moorhead Affordable Housing LLC	\$16,092.47	20633-20641
3	Capital Funding	\$11,377.00	30463
6	ROSS	\$149.69	60185
7	Maple Court LLC	\$1,528.79	70896-70901
8	General Fund	\$36,000	80135
TOTAL		\$345,122.53	

BANK TRANSFERS made between funds:

DATE	FROM	TO	AMT	REASON
12/1/25	Dept 7- Maple Ct Cking	Dept 7- Maple Ct Replacement Reserve	495.82	Transfer Per Loan
12/3/25	Dept 2- Aff Hsing Cking	Dept 8- Gen Fund Cking	21,473.41	Oct Interfund Due
12/3/25	Dept 6- ROSS Cking	Dept 8- Gen Fund Cking	9,703.19	Oct Interfund Due
12/3/25	Dept 7- Maple Ct Cking	Dept 8- Gen Fund Cking	7,680.15	Oct Interfund Due
12/5/25	Dept 1- Public Hsg Cking	Dept 8- Gen Fund Cking	48,840.02	Oct Interfund Due
			88,192.59	

D. Bacon

Executive Director Approval

MEMORANDUM

DATE: December 11, 2025
MEMO TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
REGARDING: 2025 FYE Audit: RESOLUTION 12-16-25-28

Brady Martz and Associates has completed the annual audit of Moorhead Public Housing Agency for the last fiscal year (July 1, 2024 to June 30, 2025). Auditors were on site in October and recently finalized their report.

Brady Martz and Associates will be present at our December 16, 2025 board meeting to review the report with board members.

Following the review, the board will be asked to approve the audit report.