



**PUBLIC HOUSING AGENCY
MEETING AGENDA
JANUARY 27, 2026 AT 11:30 AM
FIELDCREST TOWNHOMES- COMMUNITY ROOM. 1828 34TH
AVE S MOORHEAD MN 56560**

1. Call to Order/Roll Call
2. Agenda Amendments
3. Citizens To Be Heard
4. Approval of Minutes
 - A. Board Approval of December 16, 2025 Meeting Minutes
5. Request Approval for Payment of Bills
 - A. Request Board Approval of Payment of Bills- Resolution 1-27-26-01
6. Business
 - A. Request Board Approval of Changes to Agency Bylaws- Resolution 1-27-26-02
 - B. Request Board Approval of Selection of Auditor- Resolution 01-27-26-03
7. Other Business
 - A. **Upcoming Public Comment Period**
 - B. Amended 2026 Board Meeting Calendar
 - C. Executive Director Updates
8. Attorney's Report
9. Adjourn

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Moorhead Public Housing Agency
Regular Meeting
Hjemkomst Center, Oak Room
December 16, 2025

I. CALL TO ORDER AND ROLL CALL

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

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; 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 NOVEMBER 25, 2025, MINUTES

Dillard moved, seconded by Dahlquist, to approve November 25, 2025, minutes. All votes were in favor. Motion Carried.

V. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 12-16-25-27

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

VI. REQUEST BOARD APPROVAL OF 2025 AUDIT-RESOLUTION 12-16-25-28

- A. Bryce Karel and August Lasch with Brady Martz and Associates reviewed the independent audit report that was distributed to the board members in advance of the meeting. MPHA was just over the threshold in federal funds for a Single Audit. A single audit involves additional testing. The threshold will increase to one million next year. The auditor described this as a clean audit and had no findings to report.

A motion was made by Dillard and seconded by Carbone to receive and file the Moorhead Public Housing 2025 audit. Motion carried unanimously.

VII. OTHER BUSINESS

- Executive Director Updates
 - Capital Improvement Project Updates
 - i. Sharp View plumbing project: The work began in late October and is still underway in the first phase of six units. Residents in those six units have been relocated. There have been several unexpected issues which is not uncommon in a major rehab project like this. Not all pipes were located where the drawings indicated, and some issues arose with roll in shower installation as well as cabinetry on exterior walls. The most recent issue has to do with connecting tenant unit pipes to the main line pipes. Contractors have had to dig holes to allow for adequate access. This has resulted in an additional \$32, 896 in costs and has extended the timeline of the project. It is unknown if this issue will continue throughout the building but if it does it will exceed the \$99,540 in project contingency funds available by approximately \$56,000. The PHA is in communication with MN Housing about obtaining additional funds if needed for this project.
 - ii. River View Heights- no updates beyond what was provided last month for the generator and window project. There are some budget concerns which may result in the PHA having to prioritize windows over the generator. This project will be funded with Capital Funding Grant, SAHA and POHP funding. The Roof Replacement project is also in the design stages and will be funded with Capital Funding Grant and SAHA funding. Repairs from the major insurance claim is wrapping up and staff are working with residents who were displaced to move back to their units.
 - Bank Accounts- Bank accounts have not yet transferred following the board resolution in late September. This is top of Dawn's list for January. Dawn suggested the Public Housing accounts remain in the name of MPHA, but the other accounts be opened in the Clay County HRA name. This is a common practice in property management. Additional board discussion ensued regarding internal control procedures for check signing and the benefits of streamlining procedures with those of Clay HRA.

A motion was made by Carbone and seconded by Dillard to put nonpublic housing accounts under the name of Clay HRA and to implement streamlined internal controls for check signing. Implementation of this motion will be contingent on reviewing agency bylaws for compliance. Bylaw changes will be made if necessary. Motion carried unanimously. RESOLUTION 12-16-25-29

- Security at River View Heights- Out of 16 random checks, there was only one incident noted by security patrols. Staff continue to do spot check entry doors and looking in the hallways and stairways.
- Future Meetings
 - Calendar was provided with future dates and locations listed. There has been an update to the open meeting law. Board members can attend remotely now without posting board members' address. We no longer need to publish a certain number of times and only one board member needs to be physically present attend to do roll call. It was recommended to amend the yearly meeting calendar to add they may be attended remotely. Also include the information for the meetings then there is no further action needed. Staff will assist on getting technology working.

Dahlquist made a motion to amend the yearly meeting schedule to include the notification that board members may meet remotely. Dillard seconded the motion. All votes were in favor. Motion carried.

- Board
 - Dahlquist is stepping down and agreed to continue serving until her replacement is elected. Dawn will reach out to the Mayor that there is an opening.
 - It's a 5-year term and you can serve up to 3 terms. This is an at large position (not ward based) and members must live in Moorhead. Staff will continue to manage two boards until Moorhead and Clay County HRA completely merge. The first step is aligning fiscal years and that request has been submitted to HUD staff. Applications for the PHA board are available on the city website.

VIII. ATTORNEY'S REPORT

None.

IX. MEETING ADJOURNED

Greg Lemke – Chair

Becky Flores – Secretary

CHECK REQUEST TOTALS

PREPARED: January 22, 2026 PAID IN: Dec 25& Jan 26

Dept #	Name	Total Amount	Check Numbers
1	PHA	\$105,358.55	16804-16866
2	Moorhead Affordable Housing LLC	\$54,356.94	20642-20663
3	Capital Funding	\$550,234.00	30464-30469
6	ROSS	\$299.69	60186-60188
7	Maple Court LLC	\$35,511.26	70902-70929
8	General Fund	\$108,000.00	80136-80138
TOTAL		\$853,760.44	

BANK TRANSFERS made between funds:

DATE	FROM	TO	AMT	REASON
12/30/25	Dept 7- Maple Ct Cking	Dept 8- Gen Fund Cking	7,721.85	Nov Interfund Due
12/30/25	Dept 6- ROSS Cking	Dept 8- Gen Fund Cking	5,233.62	Nov Interfund Due
12/31/25	Dept 7- Maple Ct Chking	Dept 7- Maple Ct Repl Reserve	495.82	Transfer Per Loan
1/2/26	Dept 1- Public Housing	Dept 8- Gen Fund Cking	52,194.00	Nov Interfund Due
			65,645.29	

D. Bacon

Executive Director Approval

MEMORANDUM

DATE: December 27, 2025
TO: MPHA Board Members
FROM: Dawn Bacon, Executive Director
RE: Bylaw Amendment: Resolution 01-27-26-02

The By-Laws may be amended by a vote of the majority of the Board of Commissioners contingent upon the proposed amendment being submitted in writing to the Board thirty (30) days prior to the meeting in which the amendment is to be considered.

Below is the proposed amendment that will be considered at the January 27, 2026, board meeting.

Commissioner _____ introduced the following resolution and moved for its adoption:

RESOLUTION TO AMEND THE BY-LAWS OF MOORHEAD PUBLIC HOUSING

WHEREAS, the By-Laws of Moorhead Public Housing Agency were enacted October 29, 1986 (the “By-Laws”) and last amended on November 23, 2021; and

WHEREAS, the Moorhead Public Housing Agency (the “Agency”) wishes to amend its By-Laws to provide for stronger operational efficiencies and practices

NOW THEREFORE, be it resolved as follows:

Article VII. Section 3 and Article X. Section 3 of the By-laws shall be amended as follows:

“Disbursement of Funds. Disbursement of any funds shall regularly be made upon the signatures of the Chair and the Executive Director. Except, in the event of the absence of the Chair or Executive Director or both, disbursement of funds may be made upon the signatures of any two of the following: Chair, Vice Chair, Secretary, and/or Executive Director.” of the Moorhead Public Housing Agency (MPHA) Executive Director or Authorized Representative of the Management Agent (Clay County HRA) while contracted to manage the MPHA programs. Authorized representatives from the Management Agent include the Clay County HRA Executive Director or Deputy Director. All disbursements of thirty-thousand (\$30,000) or more shall require the signature of two authorized parties, at least one of whom is a current MPHA Commissioner. MPHA funds may also be disbursed by bank accounts held in the name of either Moorhead Public Housing Agency or the Management Agent.”

~~Section 3 Status of Executive Director. The Executive Director shall be appointed as an employee of the~~

~~Agency or as an employee of the City of Moorhead, as determined by the City Manager.~~

- 1) In the amended sections set forth above, the language that is stricken in will be deleted from the By-laws, and language that is underlined will be new language to be added to the By-laws.
- 2) The above-changes shall be reflected in the Bylaws in the records of the Agency.

Dated: _____.

APPROVED:

Chair

ATTEST:

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____.

On roll call vote the following commissioners voted aye: _____.

The following commissioners voted nay: _____.

The following commissioners were absent and not voting: _____.

The majority (or Two thirds of those present if approved) having voted _____, the motion _____ and the resolution was duly _____.

MEMORANDUM

DATE: January 20, 2026

MEMO TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: Audit Proposal Selection: RESOLUTION 01-27-26-03

On November 25, 2025, MPHA and Clay County HRA issued a joint solicitation of bids for auditing services for the next five years. The Request for Proposals was sent to three firms. Two additional auditing firms were consulted but indicated that they were not interested in receiving an RFP. Proposals were due by December 22, 2025.

Proposals were received from Brady Martz and Thomas and Company. The Thomas & Company proposal did not include the MPHA audit, only the HRA Audit. In addition, the quote from Thomas & Company for the HRA-only audit was significantly higher than the amount quoted by Brady Martz.

BradyMartz is the current auditor for both Clay County HRA and MPHA and has provided those services since 2013 for MPHA and 2006 for the HRA. They are experienced and well respected with local offices and the ability to come on-site. They audit a number of HRAs throughout Minnesota and North Dakota. All agencies who have worked with them have provided positive feedback. The Clay County HRA and Moorhead PHA have had an excellent working relationship with the firm.

Due to the significant cost differential, the location of the office, and the fact that they bid all four audits, staff recommend that the Board select Brady Martz to continue to provide auditing services. Staff will recommend to the other three entities that they also select this proposal.

The proposals will be available at the board meeting for additional review, if requested

Moorhead Public Housing 2026 Board Meetings

Resolution 11-25-25-26. Amended Resolution 12-16-25-29

Meetings are subject to cancellation or change based on board business. Meetings are posted on the City of Moorhead website.

Members may participate in person or remotely by interactive technology

Join Zoom Meeting

<https://us02web.zoom.us/j/88927305070?pwd=SgJdUL9dZGL78oDYwPFWRcRhWAUYRU.1>

Meeting ID: 889 2730 5070

Passcode: 140871

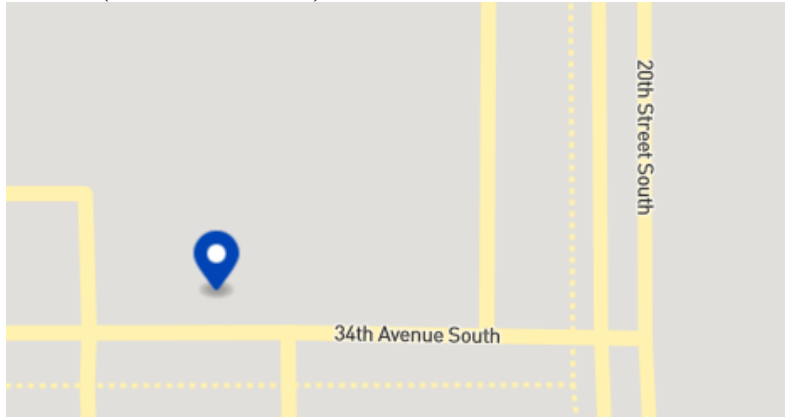
One tap mobile

+16469313860,,88927305070#,,,,*140871# US +16694449171,,88927305070#,,,,*140871# US

Date	Time	Location
January 27	11:30	Fieldcrest Community Room 1828 34 th Ave S Moorhead
February 24	11:30	Fieldcrest Community Room 1828 34 th Ave S Moorhead
March 24 Note- Public Hearing for Annual Plans	11:30	River View Heights- Community Room 800 2 nd Ave N Moorhead
April 28	11:30	Fieldcrest Community Room 1828 34 th Ave S Moorhead
May 26 Note- Maple Court LLC annual mtg	11:30	Fieldcrest Community Room 1828 34 th Ave S Moorhead
June- No meeting scheduled	11:30	
July 28	11:30	Fieldcrest Community Room 1828 34 th Ave S Moorhead
August – No meeting scheduled	11:30	
September 22	11:30	River View Heights- Community Room 800 2 nd Ave N Moorhead
October 27	11:30	Fieldcrest Community Room 1828 34 th Ave S Moorhead
November 24	11:30	Fieldcrest Community Room 1828 34 th Ave S Moorhead
December 22 Note- Moorhead Affordable Housing LLC annual mtg	11:30	Sharp View Community Room 920 5 th Ave S Moorhead

Fieldcrest Townhomes Location 1828 34th Ave S Moorhead- Community Room/Office

Directions: Going south on 20th Street, take a right (west) on 34th Ave S. Fieldcrest is across the street from Summit Ridge Apartments. You can park on the street (on 34th Ave S)



Walk along the sidewalk near the garages to the office



The door is in the center building on your right side and is labeled

