

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