



CRAIG HOUSING AUTHORITY AGENDA

November 25, 2025

Craig City Hall, Council Chambers

6:00 p.m. Craig Housing Authority Meeting

Our mission is to provide safe, quality housing solutions that foster a vibrant community. Our commitment is to ensure equitable access to housing, empowering individuals and families to thrive and achieve their fullest potential. Together, we build homes, create opportunities, and strengthen our community for a better tomorrow.

Please note that action (including final action) may be taken on any or all of the following items:

Pledge of Allegiance

Roll Call

Call to Order

1. Agenda

- A. Approval of the agenda for November 25, 2025
- B. Approval of the minutes from the meeting on July 22, 2025

2. Discussions

None

3. Action Items

- A. Finance Director, Mindy Elliott to present for discussion and approval the Craig Housing Authority 2026 Budget.

4. Adjourn

Attachments:

- 1. Minutes from July 22, 2025
- 2. Craig Housing Authority 2026 Budget

CRAIG HOUSING AUTHORITY

JULY 22, 2025

MINUTES

Chairperson Nichols brought to order at 8:39 p.m. the meeting of the Craig Housing Authority. In addition to Chairperson Nichols, those present were Commissioners Michelle Gottschall, Derek Duran, Jesse James Jackson, Andrea Camp, and Luke Tucker. Others present were CHA Secretary Peter Brixius, Finance Director Mindy Elliott, City Clerk Katie Carmody, and City Attorney Heather Cannon.

Commissioner Jackson moved with a second by Commissioner Camp to approve the July 22, 2025, agenda as presented. Ayes: 6. Nays: 0. Motion carried.

Commissioner Jackson moved with a second by Commissioner Duran to approve the minutes from the July 8, 2025, meeting. Ayes: 6. Nays: 0. Motion carried.

Finance Director Mindy Elliott presented for discussion and approval Resolution No. 2 (2025) ~ A resolution authorizing a loan from the City of Craig to pay off the line of credit with the Bank of Colorado and to pay off the loan with Yampa Valley Community Foundation. Commissioner Camp moved with a second by Commissioner Jackson to approve Resolution No. 2 (2025) ~ A resolution authorizing a loan from the City of Craig to pay off the line of credit with the Bank of Colorado and to pay off the loan with Yampa Valley Community Foundation. Ayes: 6. Nays: 0. Motion carried.

Being no further business, Commissioner Gottschall moved with a second by Commissioner Duran to adjourn the meeting at 8:43 p.m. Ayes: 6. Nays: 0. Motion carried.

CRAIG HOUSING AUTHORITY RESOLUTION No. 3 (2025)

A RESOLUTION ADOPTING THE 2026 BUDGET AND SETTING APPROPRIATIONS FOR THE REVENUES AND EXPENDITURES FOR THE CRAIG HOUSING AUTHORITY IN CRAIG, COLORADO FOR AND DURING THE PERIOD BEGINNING THE FIRST DAY OF JANUARY, 2026 AND ENDING THE THIRTY-FIRST DAY OF DECEMBER, 2026

WHEREAS, the Board of Commissioners for the Craig Housing Authority of the City of Craig, Colorado has received and reviewed the CHA annual budget for the fiscal year commencing January 1, 2026 and ending December 31, 2026; and

WHEREAS, the budget as submitted has been received by the Board and published for public inspection as required by State law; and

WHEREAS, the Board conducted a public hearing on the submitted budget on November 11th, 2025;

AND WHEREAS, the budget as submitted sets for the following estimated fiscal data for the year 2026;

Beginning Fund Balance and Revenues	\$4,437,451
Expenditure Requirements	\$3,924,110

NOW, THEREFORE, be it resolved by the Board of Commissioners for the Craig Housing Authority of the City of Craig, Colorado that the Budget, a copy of which is incorporated herein by reference, be and hereby is adopted for the Craig Housing Authority of the City of Craig, Colorado for the year 2025 and \$3,924,110 is declared to be the amount of revenue necessary to be raised from all sources and to pay current expenses for the period commencing January 1, 2026 through December 31, 2026.

RESOLVED AND PASSED THIS 25TH DAY OF NOVEMBER, 2025.

X _____
Chris Nichols, Chairperson

X _____
Peter Brixius, Secretary

Votes in favor: _____

Votes opposed: _____

Abstained: _____

**CITY OF CRAIG
2026 BUDGET
HOUSING AUTHORITY FUND BUDGET SUMMARY**

DESCRIPTION	2023	2024	REVISED	2025	2026	Inc/Dec 2025/2026
	Actual 12/31/2023	Actual 12/31/2024	2025 Budget 12/31/2025	Projected	Budget	
BEGINNING FUND BALANCE:						
Unreserved-Undesignated	0	(1,553,188)	52,831	678,629	879,451	
Add back \$2M loan to City		2,000,000			0	
TOTAL Beginning Fund Balance	0	446,812	52,831	678,629	879,451	
REVENUES:						
95-33-10000 Grants - HUD	0	0	0	0	0	0
95-33-13504 Grants DOLA - ARPA/SLFRF	833,472	0	0	0	0	0
95-33-13506 Grants DOLA - IHOI	0	0	0	0	0	0
95-33-13507 Grants - TAHG	0	2,687,500	62,500	0	62,500	0
95-33-13508 Grants - EI Pomar	0	95,000	0	0	0	0
95-34-33000 Sale of Properties	0	650,000	4,186,000	980,000	3,490,000	(696,000)
95-36-00000 Miscellaneous Revenue	0	30,000	0	0	0	0
95-36-16000 Interest Checking	10,243	13,534	4,000	5,500	5,500	1,500
95-36-20000 Rents & Royalties	0	0	0	0	0	0
95-37-00000 Contrib from Other Gov	0	0	0	0	0	0
95-37-10000 Contrib Private	0	0	0	0	0	0
95-39-10000 Sale of Assets	0	0	0	0	0	0
95-39-20000 Bond Proceeds	0	0	0	0	0	0
Direct Loan (IDF/BOC)	0	500,000	500,000	0	0	(500,000)
YVCF Loan	1,514,072	985,928	0	0	0	0
Loan from City of Craig	0	0	0	2,404,158	0	0
95-39-99000 Transfer in from Other Funds	0	403,045	0	0	0	0
TOTAL Revenues	2,357,787	5,365,006	4,752,500	3,389,658	3,558,000	(1,194,500)
EXPENDITURES:						
General						
95-93-21400 Supplies Office	147	100	500	0	500	0
95-93-22900 Supplies Operating	0	0	0	0	0	0
95-93-31100 Svc Postage	0	0	150	0	150	0
95-93-33100 Svc Legal Notice	0	0	0	0	0	0
95-93-33300 Svc Publ, Subsc, Dues	0	301	500	500	500	0
95-93-33700 Svc Advertising	0	169	2,500	0	2,500	0
95-93-34100 SVC Util-Electric	0	0	0	18,000	18,000	18,000
95-93-35400 Svc Auditing	0	0	17,000	8,000	8,000	0
95-93-35700 Svc IT (Info Tech)	0	0	0	0	0	0
95-93-35800 Svc Other Prof Svc	176,063	128,460	25,000	46,576	19,000	(6,000)
95-93-37900 Svc Mtg Expense	0	753	1,500	0	1,500	0
95-93-38100 Svc Training/Education	0	266	1,500	0	0	(1,500)
95-93-51100 Fxd Chg Bldg Ins	0	0	13,000	0	15,500	2,500
95-93-51300 Fxd hg Liability Ins	0	0	0	0	3,400	0
95-93-61000 Lease Principal	0	598,640	3,861,000	2,401,360	0	(3,861,000)
City of Craig (\$4.4M)	0	0	0	0	3,401,360	0
95-93-62000 Lease Interest	3,972	7,956	55,712	105,000	0	(55,712)
Financing Fees	0	0	0	0	0	0
Svc Property Sales Fees	0	0	0	0	0	0
CAPITAL:						
8th St						
95-93-96000 Projects	19,672	0	0	0	0	0
95-93-96001 Projects - 8th Street Development	3,711,121	4,396,544	1,291,203	627,400	453,700	(837,503)
Meadows Apartments						
95-94-35800 Svc Other Prof Svc	0	0	10,000	0	0	(10,000)
TOTAL Expenditures	3,910,974	5,133,190	5,279,565	3,206,836	3,924,110	(4,751,215)
REVENUES VS EXPENDITURES	(1,553,188)	231,816	(527,065)	182,822	(366,110)	
ENDING FUND BALANCE:						
Unreserved-Undesignated	(1,553,188)	678,629	(474,234)	861,451	513,341	
TOTAL Ending Fund Balance	(1,553,188)	678,629	(474,234)	861,451	513,341	