

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO  
MINUTES OF THE REGULAR MEETING  
January 10, 2012**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held January 10, 2012 at 1:30 p.m. in the Administrative Office Conference Room, 325 Broadway, Fargo, North Dakota.

**COMMISSIONERS PRESENT**

Karen Moore                      Michael Leier  
Thomas Jefferson                Bryce Johnson  
Ken Krajsa                        Tonna Horsley

**ABSENT**

**FHRA STAFF PRESENT**

Lynn Fundingsland, Executive Director  
Jill Elliott, Deputy Director  
Heather Struxness, Administrative Assistant  
Randy Bach, Capital Improvements Coord.  
Lori Westbrook, Finance Manager  
Meliha Cavkusic, Project Manager/Safety Coord.  
Kari Holmstrom, Homeless Coordinator

**ABSENT**

**BSI STAFF PRESENT**

Dan Madler, Chief Operating Officer

**ADDENDUM TO AGENDA**

Workforce Safety Update  
FHRA Write-Off Policy

**CONSENT AGENDA**

M/S/P                                      Krajsa/Jefferson                                      To approve consent agenda

**REPORTS**

**Financial statements**

Ms. Westbrook reported on the preliminary December Financials. On the Operating Statement; Low Rent had budgeted \$48,076 income and actual income is \$417,219; due to the Maintenance Expense coming in under budget; Tenant Rental Revenue is coming in over budget and we received a rebate check from Xcel for new furnaces purchased. General Fund had budgeted \$54,988 income and actual income is \$154,448; due to Revenue received from a 2<sup>nd</sup> Mortgage on a Home Sale. In Business Activities, income was budgeted at \$28,573 and actual income is \$73,165; due to the Maintenance and Utility Expenses coming in under budget. Section 8 was scheduled to make \$4,379 and actual income is \$112,046; due to HAP Revenue being higher than budgeted and receiving 15 additional VASH Vouchers. On the Balance Sheet; under Low Rent, Capital Expenditures included: Appliances, vehicles, tools, carpet and computers. In General Fund; interest payments were received on mortgage loans. Under Business Activities; NDHFA held December rent payments for the Burrel building. No significant activity was reported under Section 8 or Grants.

**OLD BUSINESS**

**Workforce Safety Update**

Ms. Cavkusic, WSI Safety Coordinator, informed the Board that the insurance premium for the FHRA has increased to nearly \$53,000 due to 4 open claims that consist of on-going employee injuries. She stated that the amount is expected to decrease by 25% in 2013 once staff has participated in several WSI trainings and the policy has been in effect for over one year.

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO**  
**MINUTES OF THE REGULAR MEETING**  
**January 10, 2012**  
**Page 2**

**Crossroads**

Mr. Fundingsland reported that the contractors are going through the final punch list items and it is expected the 2<sup>nd</sup> phase will be turned over to us within the next week. He stated that staff will begin moving residents into Phase 2 around mid February.

**Lashkowitz High Rise**

Mr. Fundingsland stated that there is still no word yet from HUD on whether or not PHAs will be able to use their Operating Fund Reserve for financing of modernization activities.

**2012 Budget**

Ms. Westbrook gave an overview of the 2012 proposed budget. When comparing the 2011 budget (\$112,464) to the 2012 budget (\$189,644) the major differences consisted of the Lashkowitz High Rise units are now on-line and will be receiving tenant revenue; Capital Funds have been reduced and Section 8 Admin Fees have been reduced.

M/S/P

Leier/Jefferson

To approve the 2012 Proposed Budget.

**NEW BUSINESS**

**ND/SD NAHRO Conference**

Ms. Elliott informed that Board that Fargo will be hosting the 2012 ND/SD NAHRO Conference. She stated that it is anticipated to hold the event at the Hilton Garden Inn and will provide members with more information as details emerge.

**Fleet and Appliance Upgrades**

Mr. Bach gave the Board a brief summary of the materials, supplies and equipment purchased in December for Public Housing. Items included: 6 new vehicles for maintenance and 1 for general use by property managers, 10 desktop computers and related items, Tractor with snow blower, 2 complete sets of tools, table saw and miter saw, new flooring and appliances. He stated that the overall installation will take up to 120 days. These funds needed to be obligated by 12-31-11 or they may have been recaptured by HUD. Commissioner Leier asked for staff to make an effort to purchase American made models, if possible.

**Sale of Cooper Timbers**

Mr. Fundingsland stated that the Kilbourne Group has purchased the remaining timbers for \$6,500 from the FHRA that were being stored in the Cooper Warehouse. The building is scheduled for rehab within the next month and will be transformed into a food pantry.

**FHRA Write-Off Policy**

Ms. Westbrook asked the Board to authorize the following changes to the FHRA Write-Off Policy: Debt that has been deemed uncollectable for a past tenant will be written off as of 12-31-XXX instead of 90 days old or greater; and the request for Board Approval will be made in January for the previous fiscal year rather than during the 4<sup>th</sup> quarter.

M/S/P

Jefferson/Johnson

To approve the recommended changes to the FHRA Write-Off Policy.

**Adjourn**

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held February 14, 2012.

---

Karen Moore  
Chairperson

---

Lynn Fundingsland  
Secretary