

HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO
MINUTES OF THE REGULAR MEETING
January 8, 2013

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held January 8, 2013 at 1:30 p.m. in the Administrative Office Conference Room, 325 Broadway, Fargo, North Dakota.

COMMISSIONERS PRESENT

Karen Moore Tonna Horsley
Thomas Jefferson Ken Krajsa
Bryce Alme Johnson

ABSENT

Michael Leier

FHRA STAFF PRESENT

Lynn Fundingsland, Executive Director
Steve Eickhoff, Capital Improve. Coordinator
Michelle Greening, Finance Manager
Debbie Sanden, HR/Executive Administrative Assistant
Meliha Cavkusic, Project Manager/Safety Coordinator

ABSENT

Jill Elliott, Deputy Director

BSI STAFF PRESENT

Lisa Rotvold, Developer

ADDENDUM TO AGENDA

Request from BSI to consider a resolution under new business.

CONSENT AGENDA

RESOLUTION #01-2013

M/S/P

Krajsa/Johnson

BE IT RESOLVED, the Consent Agenda is approved.

REPORTS

Workforce Safety Update

Ms. Cavkusic provided an overview of the ergonomic grant awarded to FHRA through WSI. There was discussion on the new equipment ordered and what the plans are for the used equipment. She also reported there have been no further injuries since the last two at the end of November 2012.

Financial Statements

Ms. Greening presented the financials for December 2012; balance sheet low rent change \$52,932; general fund change \$164,225.85 due in part to the BSI incentive they paid to FHRA to distribute to employees and payments for interest on two of their loans \$39,000 and \$55,000; business activity, section 8 and grants quiet; operating statement for low rent; \$143,040 budgeted income; actual \$783,744; general fund \$11,556 budgeted actual of \$341,187 less the interest on loans that will not be paid this year; business activities \$39,630 income and actual \$136,609 minus \$51,030 debt principle payments leaving \$85,579; section 8 is -\$45,282 budgeted and actual \$65,283. FHRA purchased the Graver Parking Lot, the note is \$60,300 land value \$90,669; \$30,000 down payment.

OLD BUSINESS

No Old Business.

NEW BUSINESS

Strategic Planning Progress

Mr. Gutzmann compiled the eight goals from the Strategic Planning Session into a report which has been included in the board packet.

FHRA Organizational Chart

Mr. Fundingsland presented two versions of the organizational chart, one with staff names and positions and one with positions. There was discussion on the different positions listed.

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RESOLUTION #02-2013

M/S/P

Jefferson/Krajsa

BE IT RESOLVED, the Organizational Chart is adopted and shall be part of the Policies and Procedures Manual as presented.

Write-offs for 2012

Ms. Greening presented the 2012 write-offs. There was discussion on the write-offs and amounts submitted to collections.

RESOLUTION #03-2013

M/S/P

Krajsa/Jefferson

BE IT RESOLVED, the 2012 Write-Offs are approved as presented.

Consider S-8 Team High Performer Incentive

Mr. Fundingsland informed the Board of the Section 8 High Performer Status and the request to provide the employees a Higher Performer Status Incentive as was adopted as practice 3 years ago. Public Housing did not achieve High Performer Status due to the loss of points on the physical inspection.

RESOLUTION #04-2013

M/S/P

Krajsa/Jefferson

BE IT RESOLVED, the High Performer Status Incentive is approved and shall be awarded to all Section 8 employees. In addition, a prorated incentive will be awarded for those employees who work on a percentage of Section 8 projects.

Graver Parking Lot Loan

Mr. Fundingsland reminded the Board to provide a resolution in the minutes that the board approved the loan for the Graver which was done previously by e-mail.

RESOLUTION #05-2013

MSP

Johnson/Jefferson

BE IT RESOLVED, A loan from Bell State Bank is approved for the Graver parking lot purchase.

Inclement Weather Policy

Mr. Fundingsland presented the revised Inclement Weather Policy to be adopted to the Policies and Procedures Manual.

RESOLUTION #06-2013

MSP

Krajsa/Johnson

BE IT RESOLVED, the Inclement Weather Policy is approved as presented and shall become part of the Policies and Procedures Manual.

Admission and Continued Occupancy Policy & Administrative Policy Reviews

Mr. Fundingsland informed the Board of the review that is required to be completed this year of the Admission & Continued Occupancy Policy and Administrative Policy that is included in the 5 year plan and annual plan. There was discussion on the policy review and participants conducting the review. Commissioner Leier and Horsley may be possible candidates to assist in the process.

North Sky Senior Building – Beyond Shelter, Inc. Presentation

Ms. Rotvold presented information on BSI's new development property, North Sky Senior Building located in the Urban Plains area. There was extensive discussion of the new development, funding options and review of documents.

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RESOLUTION #07-2013

M/S/P

Johnson/Jefferson

BE IT RESOLVED, Fargo Housing Authority will work with Beyond Shelter, Inc. in completing an application for 2013 LIHTC Funds for the proposed North Sky Senior Housing project to be located in Fargo, North Dakota.

BE IT RESOLVED, the Executive Director of the Fargo Housing Authority will assist Beyond Shelter, Inc. in applying for NSP funding, HOME funds, and any additional grant funds that would support the proposed Project and assist Beyond Shelter, Inc., with a request from the City of Fargo and/or Cass County for the following: 1. a Payment in Lieu of Taxes (PILOT), 2. Building permit fees waiver, 3. utility connection fees waiver, 4. land fill/tipping fees waiver, 5. and any other contributions that the City of Fargo or Cass County can provide.

BE IT RESOLVED, that Fargo Housing Authority agrees to make a soft loan up to \$100,000 for the project North Sky to be repaid from available cash flow as outlined in the Agreement of Limited Partnership.

BE IT RESOLVED, that Fargo Housing Authority intends to go through the prescribed process with may potentially project base up to 12 vouchers for the project.

BE IT RESOLVED, that if the Project is able to be financed and constructed, it is the intent Fargo Housing Authority will offer to contract with Beyond Shelter, Inc. for property management services.

Conferences

The Washington NAHRO conference is in March 2013 and the North Dakota Conference in Bismarck is in February 2013. The deadline is January 30, 2013 to sign up for the conference in Bismarck. Anyone who is planning on attending will need to inform Debbie before the deadline. Commissioner Johnson reported that she and Commissioner Krajsa will be there for a state meeting already and will provide support at the conference. Mr. Fundingsland, Ms. Elliott and Commissioner Jefferson are attending the NAHRO conference in Washington in March 2013.

Advertising

Chairperson Moore commended the work in getting Fargo Housing Authority out in the media for the past few months.

Adjourn

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held February 12, 2013.

Karen Moore
Chairperson

Lynn Fundingsland
Secretary