

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO  
MINUTES OF THE REGULAR MEETING  
October 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 October 8, 2013 at 1:30 p.m. in the Administrative Office Conference Room, 325 Broadway, Fargo, North Dakota.

**COMMISSIONERS PRESENT**

Karen Moore                      Michael Leier  
Bryce Alme-Johnson  
Tonna Horsley

**ABSENT**

Ken Krajsa  
Thomas Jefferson

**FHRA STAFF PRESENT**

Lynn Fundingsland, Executive Director  
Jill Elliott, Deputy Director  
Steve Eickhoff, Capital Improve. Coordinator  
Meliha Cavkusic, Project Manager/Safety Coordinator  
Debbie Sanden, Paralegal/HR/Executive Administrative Assistant  
Patti Froseth, Section 8 Manager  
Christie Hagans, Janitorial/Maintenance

**ABSENT**

Michelle Greening, Finance Manager

**BSI STAFF PRESENT**

Dan Madler, COO

**ADDENDUM TO AGENDA**

Ground Breaking Ceremony for BSI

**CONSENT AGENDA**

RESOLUTION # 32-2013

M/S/P

Leier/Horsley

BE IT RESOLVED, the Consent Agenda is approved.

**REPORTS**

**Workforce Safety Update**

Ms. Cavkusic presented the report on the Workforce Safety Audit included in the board packets. WSI stated they would like to see corrective action on the injuries that occurred but did not require actual medical attention. FHRA policy does have corrective action including verbal warnings and written warnings leading up to dismissal. The corrective action should include what happened and what should have been done to avoid injury.

**Financials**

The financial report for the month of September 2013 was tabled until the November 2013 meeting.

**Capital Projects**

Mr. Eickhoff reported on the waste line repair/replacement at New Horizons Manor. Mr. Fundingsland provided an explanation on the project and the plan to move forward. The project will require temporary relocation of tenants to complete the work. It is projected each tenant must move at least one time. The majority of the time operating reserves for the building will be spent on this project.

**OLD BUSINESS**

**ADMIN & ACOP Plan Chapters 8 & 9**

Ms. Elliott presented chapters 8 & 9 of the newly revised and updated ACOP and ADMIN plans. These documents are used to provide guidance for staff on what may or must be done. Once all chapters are completed the final document will need to be reviewed and approved yearly. The RAB Advisory Committee

has reviewed and approved chapters 8 & 9. The FHRA Board acknowledges these plans are a very important part of the programs and staff dedication surrounding this update is appreciated by the Board.

RESOLUTION #33-2013

M/S/P

Leier/Horsley

BE IT RESOLVED, to approve chapters 8 & 9 of the ADMIN plan as presented.

RESOLUTION #34-2013

M/S/P

Alme-Johnson/Horsley

BE IT RESOLVED, to approve chapters 8 & 9 of the ACOP plan as presented.

**NEW BUSINESS**

**5-Year Capital Fund/Annual Plan**

Mr. Eickhoff reviewed the 5-year Capital Plan included in the board packet which runs through 2018. There is one major project that will be completed along with the normal and regular repairs required for business. Adjustments will continue to be made as adjustments in funding occur from HUD. Discussion ensued on future funding cuts from HUD and the future of FHRA.

Ms. Elliott reviewed the Annual Plan documents included in the board packet. Discussion ensued on the 2014 rents, the sale of the Ross Van, and utility allowances.

RESOLUTION #35-2013

M/S

Alme-Johnson/Leier

BE IT RESOLVED, to adopt the 5-Year Capital Fund as presented and the 2014 Annual Plan

The motion was made and seconded than tabled for a vote during the Public Hearing at 2:30 PM. Commissioner Alme-Johnson reported she had to leave just before the Public Hearing but would call in for the vote.

**Demolition/Disposition of 917 27<sup>th</sup> St. NW**

Mr. Eickhoff reviewed the documents prepared for the demolition/disposition of 917 27<sup>th</sup> St. NW of which was included in the board packets. The building will be demolished and the land sold. Any money received from the sold land will offset the costs for demolition and any excess after that will be used for capital improvements in scattered site.

RESOLUTION #36-2013

M/S/P

Alme-Johnson/Leier

BE IT RESOLVED, to approve the demolition/disposition of 917 27<sup>th</sup> St. NW thereby removing it from FHRA housing stock due to the basement collapsing.

**T-Mobile Central, LLC Equipment Installation**

Mr. Eickhoff reported on the intentions of T-Mobile to install new equipment on the roof at New Horizons Manor. Documents outlining the installation were included in the board packet. T-Mobile is the last tenant allowed to install their equipment on the roof as there is no more room available before equipment interference may occur.

RESOLUTION #37-2013

M/S/P

Leier/Alme-Johnson

BE IT RESOLVED, to approve the T-Mobile equipment installation/lease on the roof of New Horizons Manor.

**Cost of Living Adjustment for 2014 (COLA)**

The Cost of Living Adjustment for 2014 was tabled until the November 2013 meeting.

**Phone System Update**

Mr. Eickhoff provided an update on the new phone system. TrueIT is currently working on the change-over and uncovering issues as they progress with the update.

The board meeting adjourned so the Public Hearing could be called to order.

**PUBLIC HEARING**

**Open Public Hearing on adoption of the 5-Year Capital Fund and 2014 Annual Plan**

**CITIZENS PRESENT**

Judy Jamieson

FHRA Board Chairperson Moore called the meeting to order.

**5-Year Capital Fund and 2014 Annual Plan**

Mr. Eickhoff reviewed and explained the 5-Year Capital Plan documents. Ms. Elliott reviewed and explained the Annual Plan documents. All policy and procedure changes done throughout the year are outlined in the plan documents. Copies of the 5-Year Capital Fund and Annual Plan were provided to Commissioners in their Board packet and to the citizens to review.

Discussion ensued focusing on the documents presented for the 5-Year Capital Plan and Annual Plan.

The motion presented RESOLUTION #35-2013 made and seconded was reviewed. Commissioner Alme-Johnson joined the Board Meeting by telephone conference to participate in the voting process. The vote was called by Chairperson Moore and the motion passed.

RESOLUTION #35-2013

M/S/P

Alme-Johnson/Leier

BE IT RESOLVED, to adopt the 5-Year Capital Fund and the 2014 Annual Plan as presented.

Ms. Jamieson commented she would like to see more public citizens attending this meeting. The 5-Year Capital Fund has been allocated nicely and she has a high respect for FHRA. She commends FHRA for being progressive and keeping up with the housing movement.

**North Sky Project**

Ms. Elliott reported FHRA will be project basing a total of ten vouchers for the North Sky Project. Five vouchers for the first phase and five for the second phase.

There being no further business, the Public Hearing was closed and the regular meeting was re-opened at 2:48 P.M. to resume discussion of Old Business.

**OLD BUSINESS (Continued)**

**Flood Information**

Mr. Fundingsland stated a reminder has been set up for the month of January to purchase the flood insurance for FHRA properties. The cost for the insurance will be provided at the November 2013 FHRA Board Meeting.

**NEW BUSINESS (Continued)**

**Ross Van**

Mr. Fundingsland reported we are taking steps towards selling the Ross Van. The van will be put out to bid and the proceeds will be used for capital improvements in Public Housing. The City of Fargo has presented interest in purchasing. There are a total of five entities interested in purchasing the van currently.

**Cooper Gardens (Here Comes the Sun Garden)**

Mr. Fundingsland reviewed a couple of photographs included in the board packet showing the 10 foot long bench and rain barrels installed at the Cooper Gardens. The budget has been spent for Cooper Garden. It was suggested a wrought iron fence and signage would be a nice addition. There were 20 gardeners that used it for the season.

**BSI/FHRA Meeting**

Mr. Fundingsland reported that both boards requested additional information on the properties. Eide Bailly will be reviewing the assets and providing a report including cash flow and value of the asset for review by both boards. Another joint board meeting will be set up in the near future to review the Eide Bailly report with a protocol outlining the discussion so both boards may make decisions on the assets.

**High Performer Status**

Mr. Fundingsland reported FHRA has achieved High Performer Status. Capital Funds does benefit from this status with additional funding. FHRA will focus on doing everything possible to retain this status for the future.

**Government Shutdown**

Mr. Fundingsland reported that the subsidy for Public Housing and Section 8 has been approved by Congress for 2013. Our daily business activities are affected due to HUD being furlowed. Discussion ensued on the submission of grants and documents to HUD. The numbers for households assisted by the Section 8 program is projected to go down for 2014. As individuals are going off of the Section 8 program they will not be replaced. There was discussion on other avenues of funding for affordable housing due to the decrease in Section 8 funding.

**BSI Groundbreaking Ceremony & BSI Activities**

The groundbreaking for North Sky I is at 10:00 Thursday, October 10, 2013. The address is 4815 28<sup>th</sup> Avenue S. The invitation went out yesterday and includes driving directions. Mr. Madler reported on the housing incentive fund applications that were submitted. The projects should be awarded on November 1, 2013.

**Adjourn**

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

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Karen Moore  
Chairperson

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Lynn Fundingsland  
Secretary