

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO
MINUTES OF THE REGULAR MEETING
March 12, 2013**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held March 12, 2013 at 1:30 p.m. in the Administrative Office Conference Room, 325 Broadway, Fargo, North Dakota.

COMMISSIONERS PRESENT

Karen Moore Tonna Horsley
Ken Krajsa
Bryce Alme Johnson

ABSENT

Michael Leier
Thomas Jefferson

FHRA STAFF PRESENT

Lynn Fundingsland, Executive Director
Steve Eickhoff, Capital Improve. Coordinator
Michelle Greening, Finance Manager
Jill Elliott, Deputy Director
Meliha Cavkusic, Project Manager/Safety Coordinator
Debbie Sanden, HR/Executive Administrative Assistant
Andy Halgerson, Building Maintenance
Dianna Gagner, Assistant Project Manager
Bruce Raymond, Building Maintenance

ABSENT

BSI STAFF PRESENT

Dan Madler, Chief Operating Officer

ADDENDUM TO AGENDA

No Changes

CONSENT AGENDA

RESOLUTION #13-2013

M/S/P

Krajsa/Horsley

BE IT RESOLVED, the Consent Agenda is approved.

REPORTS

Workforce Safety Update

Ms. Cavkusic reported there were no injury claims in the months of January or February. Ergonomic chairs, foot rests and monitor raisers arrived and have been distributed to staff. The explanation of injury codes will be added to the workforce safety policy and program. First Aid, defibrillator and CPR training will be scheduled in the month of April. Mr. Eickhoff reported the dumpster mover has been delivered and in use at Pioneer. The mover will be relocated to New Horizons for the summer.

Financial Statements

Ms. Greening reported on January 2013; Balance Sheet low rent \$279,672, large final payments for projects at the High Rise resulted in transfers both in January and February; Prepaid insurance contract \$80,025 and prepaid elevator contract \$20,437; General Fund, Steve sold a generator to Butler the money was placed in savings; prepaid insurance \$3801 and elevator contracts \$2862. Business Activities prepaid insurance \$10,156 and elevator contracts \$1342. Operating Statement low rent budget \$5,023; actual \$43,160; maintenance expense under budget at \$22,372 and rental revenue over project budget by \$9,166. General Fund budget \$936; actual \$47,542 minus interest on loans for Sisters Path, Graver, Bluestem, Sunrise and Cooper leaving \$28,909; maintenance expense is under budget \$7,746. Business Activities budget \$2,205; actual \$16,381 minus year to date debt payments on loans leaving \$11,950; Maintenance Expense is under budget \$6,326. Section 8 budget -\$1,243; actual -\$11,068; HAP Revenue is down \$15,144; Administrative Expense under budget -\$3,404.

Ms. Greening reported on February 2013; Balance Sheet \$326,106; \$300,000 funds transferred for High Rise project completion. General Fund, Business Activities and Section 8 had no activity. Operating Statement

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low rent budget \$10,045; actual \$73,777; maintenance under budget \$30,989.32; rental revenue over budget -\$19,973.95. General Fund budget \$1,871 actual \$50,822 minus interest on loans for Sisters Path, Graver, Bluestem, Sunrise and Cooper leaving \$13,587. Business Activities budget \$4,410; actual \$19,568 minus year to date debt payments on loans leaving \$10,702. Section 8 budget -\$2,485; actual \$15,813; Administrative Expense under budget -\$7,841. Final High Rise project numbers will be presented at the next board meeting.

OLD BUSINESS

Update on ND Legislative Issues

Mr. Fundingsland provided information on two upcoming hearings Wednesday, March 13th on 2338 and 1029. The 1029 is the HIF program and 2338 is the bill that takes nonprofit residential rental units off the tax rolls and institutes a PILOT payment. The bills have passed in the senate. Mr. Fundingsland and Mr. Madler will testify at hearings in the House.

Sequestration Effects

There is a 5% cut across the board. A balanced budget without hitting the reserves is our goal. A suggested budget revision will be provided for the board in the near future. Discussion ensued on budget cuts and possible outcomes.

Buildings Refinance Progress

Mr. Fundingsland has contacted the banks that have our current loans and advised them of our intentions on the refinance. No information has been received back from the banks yet.

IT System

Mr. Eickhoff reported that we have and a contract with TrueIT to handle our computer and phone needs/issues. TrueIT has completed their analysis of our companywide system and has begun the process of updating our system. TrueIT is researching the cost on a new server.

4th Street Gardens

Mr. Fundingsland has found that the city paid the taxes on the property. Kay from NDSU will be managing the gardens and she found a grant to purchase some tools and seeds. There are guidelines for operating a garden. It was suggested to place a sign on the site stating "Garden Space Provided by FHRA".

NEW BUSINESS

Final Inspection at Lashkowitz High Rise for Boiler Project

Mr. Eickhoff reported that the final inspection on the boilers has been completed and we passed the inspection. Some painting and electrical still needs to be completed.

Completion of New Maintenance Building

Mr. Eickhoff stated the new maintenance building is not yet completed. The soffit metal arrived in the wrong length, it needed to be returned and cut down.

Outcome of 2013 LIHTC competition

Mr. Fundingsland reported on the Urban Plains project. The project was not awarded tax credits. BSI will look at alternative funding for the project. However, if the building is not put up this year, the NSP funding which was used to acquire the land will be lost. BSI was awarded credits for Dickinson and Minot projects.

Cooper House Report

Mr. Fundingsland presented the report prepared by Eide Bailly on the Cooper House. Further discussion ensued on the report.

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Lashkowitz Incident

Mr. Fundingsland reported on the suicide at Lashkowitz. Architecturally there is nothing that can be done to alter the building to prevent someone from exiting a window. Staff are reminded to monitor tenant behavior and to make referrals to care providers as appropriate.

Green Market Closing

The Green Market is closing at the end of March 2013. A reverse RFP is out for bids for interested Lessees. Currently, there is a sign in the window advertising the space.

Adjourn

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held April 9, 2013.

Karen Moore
Chairperson

Lynn Fundingsland
Secretary