

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO  
MINUTES OF THE REGULAR MEETING  
May 12, 2015**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held May 12, 2015 at 1:30 p.m. in the Administrative Office Main Conference Room, 325 Broadway, Fargo, North Dakota.

**COMMISSIONERS PRESENT**

Karen Moore                      Bryce Alme-Johnson  
Thomas Jefferson              Michael Leier  
Tonna Horsley

**ABSENT**

Ken Krajsa

**FHRA STAFF PRESENT**

Lynn Fundingsland, Executive Director  
Jill Elliott, Deputy Director  
Steve Eickhoff, Capital Improve. Coordinator  
Scott Noeske, Interim Finance Manager  
Marguerite Ronsberg, Accountant  
Tamara Spry, Investigator

**ABSENT**

**BSI STAFF PRESENT**

Dan Madler, Chief Executive Officer  
Heather Struxness, Administrative Assistant

**PUBLIC GUESTS**

Jenn Lambert, Kilbourne Group

**ADDENDUM TO AGENDA**

New Business – Review Budget with a 1% salary increase at the June 2015 Board Meeting

**CONSENT AGENDA**

RESOLUTION #14-2015

M/S/P

Leier/Johnson

BE IT RESOLVED, the Consent Agenda is approved.

**REPORTS**

**Financials**

Mr. Noeske presented the financial reports for the month of April 2015. The Low Rent cash increased by \$130,000 since March 2015. The HAP revenues are up by \$166,000 more than was budgeted. Discussion ensued on the numbers as presented and the related programs.

**Capital Projects**

Mr. Eickhoff reported on the capital projects in progress. The New Horizons entry doors have been repaired and the RFP for the demolition of 917 27<sup>th</sup> St. NW has been completed. Discussion ensued on the pipe issues and repairs at the High Rise. It was reported that half of the High Rise parking lot has been removed and the building is currently occupying thirty-one parking spots from the Park East building and additional parking is in process. Mr. Eickhoff stated that LOCCS is only certified until May 15, 2015 and they will be unable to draw any funds until it is recertified.

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**Deputy Director's Report**

Staff introduced themselves and informed the Board what position they hold with the FHRA. Ms. Elliott reported that the Section 8 Program for 2014 received a High Performer status of 93% from their SEMAP certification score and the Affordable Team just completed a two-day training with Yardi.

The management team is currently meeting with Ms. Jane Pettinger, HR consultant, to discuss reorganizational ideas due to the significant staff turnover. Interviews have been held for the Recovery Specialist and Office Specialist and the deadline for applications for the HR position is May 22<sup>nd</sup>.

The calendar contest has received twenty-six entries and there are fifteen community judges. State judging will be held at the ND Roundtable Meeting on May 26, 2015.

**OLD BUSINESS**

**Personnel Issues**

This topic was discussed in previous reports.

**NAHRO Leadership Positions**

Ms. Elliott has declined the offer for the position of the Mountain Plains NAHRO President or Vice President and will now be representing the MP NAHRO Community Development and Revitalization Committee. Commissioner Jefferson has assumed the position of Vice President of Commissioners for MP NAHRO.

**Cooper Garden**

Materials have been ordered and will be installed for the raised beds on May 28<sup>th</sup> and the plants will be delivered on May 30<sup>th</sup> and planted by volunteers from the community.

**Legislative Update**

It was reported that the Legislature reauthorized the HIF program, provided \$30 million in tax credits and \$5 million in cash from earnings of the Bank of North Dakota (BND) with another \$5 million if the bank reaches \$130 million in profit for 2015. If this benchmark is achieved by BND, the second \$5 million will be available for award in 2016 and will be restricted to use in communities of under 12,500 people as stipulated in the Legislature.

**NEW BUSINESS**

**Ratify Subcommittee Decision Regarding ED Contract**

It was asked that the Board authorize a resolution to ratify the terms negotiated from previous meetings held on March 30<sup>th</sup> & April 27, 2015 regarding the Executive Director's contract.

RESOLUTION #15-2015

M/S/P

Leier/Johnson

BE IT RESOLVED, to ratify the terms negotiated regarding the Executive Director's contract.

**Mountain Plains NAHRO**

The Mountain Plains NAHRO Annual Conference will be held June 9-11, 2015 in Bozeman, MT. It was asked that Commissioners notify Mr. Fundingsland by May 15<sup>th</sup> if they are interested in attending.

**Housing America Campaign**

This topic was discussed in previous reports.

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**Development Proposal**

A local developer has approached the FHRA regarding the possible trade between the main campus and the Lashkowitz High Rise in exchange for a tract of land on 32<sup>nd</sup> Ave. S. and West of I-29 that would be home to the future FHRA campus and build approximately 250 units to rehouse the High Rise tenants. Mr. Fundingsland and Mr. Madler will be meeting with the developer and investors to discuss their options.

**Churches United RFP**

Churches United is partnering with BSI to submit a funding application in June for a proposed supportive housing project in Moorhead. The FHRA has received an RFP for property management services for this future development and will respond by the deadline. If awarded, it is expected to break ground in the spring of 2016.

**Budget Review with a 1% Salary Increase**

The Board asked that Mr. Fundingsland present a revised budget at the June Board meeting that would reflect a 1% salary increase for staff.

**Adjourn**

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held June 16, 2015.

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Karen Moore  
Chairperson

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Lynn Fundingsland  
Secretary