

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO  
MINUTES OF THE REGULAR MEETING  
July 11th, 2017**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held July 11<sup>th</sup>, 2017 at 1:30 PM in the Main Conference Room, 325 Broadway, and Fargo, North Dakota.

**FHRA STAFF PRESENT**

Lynn Fundingsland     Jill Elliott  
Amy Rissmann         Steve Eickhoff  
Scott Noeske         Tamara Spry

**FHRA BOARD MEMBERS PRESENT**

Karen Moore             Tonna Horsley  
Ken Krajsa (via phone)  
Thomas Jefferson

**OTHER VISITORS**

Elizabeth Clark, Denver HUD Community Planning

**CONSENT AGENDA**

Motion to approve the consent agenda. Request to call an Executive Session after the regular meeting.

RESOLUTION #2017-07-01

Horsley/Jefferson     BE IT RESOLVED, the FHRA July Consent Agenda is approved with amendment.

**ADDENDUMS to the meeting agenda**

Request to have the Executive Session at the beginning of the meeting.

The meeting was called to Executive Session.

A visit from a HUD Community Planning Representative was amended to the agenda.

**Executive Session**

**BSI Proposal**

Mr. Fundingsland presented the details of BSI's proposal regarding property transfers.

The executive session was closed and the regular meeting re-opened.

Motion to allow Mr. Fundingsland to work with Bell State Bank on mortgages for the property transaction for Church Townhomes, 220 Broadway and Herald Square properties.

RESOLUTION #2017-07-02

Krajsa/Jefferson     BE IT RESOLVED, the motion to allow Mr. Fundingsland to enter into pending agreements with Bell State Bank is approved.

The Executive Session ended and the public meeting resumed.

## **REPORTS**

### **Financials**

Mr. Noeske presented the financial reports. He reviewed the income statement actual to budget and discussed the differences. Mr. Noeske also reviewed the balance sheet actual to last month and discussed the changes in cash position for May 2017.

The expenses for RAD are on schedule. These expenses include various pre-development costs for the project. For the operating statement, expenses are down. For General Fund, we are a little over on projected income. For Business Activities, we are very close to budget and for Vouchers, we are a little over projected income.

### **Capital Projects**

Capital remodels are underway for Scattered Sites. Work on RAD continues. For New Horizons, the final bid documents and Scope of Work for unit renovation is being completed by EACP architects. Group One out for bid now. The ACC amendment for 2017 Capital Fund is to be submitted this month.

### **Deputy Director**

Ms. Elliott summarized the monitoring review being done by the Community Planning representative from HUD. The COC policy will be reviewed next month. Kavitha did LEP training. Staff training for harassment and supervision is being done.

## **OLD BUSINESS**

### **Progress/issues with New Horizons RAD**

The parties involved in underwriting the New Horizons RAD project are requiring a large amount of detailed information which offer requires some research to accommodate. The outdoor work is being bid as well as the boilers and generators. Mr. Fundingsland is drafting a relocation plan. Once completed from HUD, it will be communicated to tenants. FHRA plans to hire a third party to meet one-on-one with tenants and help them through the relocation process.

### **Update on 2014 class action suit**

FHRA received funds resulting from a 2014 class action suit against HUD.

### **Update on LIHTC property transfers**

Motion to allow Mr. Fundingsland to work with Bell State Bank on mortgages for Church Townhomes, 220 Broadway and Herald Square properties.

RESOLUTION #2017-07-03

Krajsa/Jefferson

BE IT RESOLVED, the motion to allow Mr. Fundingsland to work with Bell State Bank on mortgages for property transfer is approved.

**PHAS appeal**

There was discussion about possibly including Scattered Sites into RAD. President Moore asked if anything else can be done to improve the score.

**COC policy review**

Ms. Elliott will review current draft of COC policy with the HUD Community Planning Representative Elizabeth Clark and the Resident Advisory Board. The COC policy will be reviewed at the August meeting.

**ED contract/work hours**

Motion to move ED back to working full-time hours.

RESOLUTION #2017-07-04

Jefferson/Krajsa

BE IT RESOLVED, the motion to allow the Executive Director to return to working a full-time work week is approved.

**NEW BUSINESS**

**Commercial property vacancy**

We have a commercial vacancy at the SRO. Mr. Fundingsland is researching comparable rents for the area to establish a market rate rent lend for the space. It was decided to attempt to self-advertise the space for two months before turning it over to a realtor.

**Employee Harassment Policy**

Motion to adopt the Employee Harassment Policy and replace existing FHRA Harassment Policy #200-002.

RESOLUTION #2017-07-05

Jefferson/Horsley

BE IT RESOLVED, the motion to adopt the Employee Harassment Policy and replace the existing FHRA Harassment Policy #200-002 is approved.

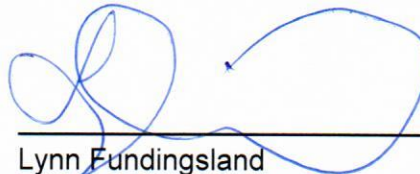
**HUD Community Planning Representative**

Elizabeth Clark, a representative from HUD Community Planning, is currently doing an audit at FHRA. Her goal is to provide technical assistance with regards to findings. This audit occurs about every five years. She visited with the board about the scope of her audit.

There being no further business, the meeting adjourned. The next meeting is scheduled for August 8th, at 1:30 PM.



Karen Moore  
Chairperson



Lynn Fundingsland  
Secretary