



**FARGO HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO**  
**MINUTES OF THE REGULAR MEETING**  
**January 9th, 2018**

The annual meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held January 9<sup>th</sup>, 2018 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  
Tawnya Taylor        Kris Visness

**FHRA BOARD MEMBERS PRESENT**

Karen Moore            Michael Leier  
Thomas Jefferson      Tonna Horsley

**CONSENT AGENDA**

**Addendum to Agenda**

**RESOLUTION #2018-01-01**

Jefferson/Horsley

BE IT RESOLVED, the FHRA January Consent Agenda is approved.

**REPORTS**

**Financials**

Mr. Noeske reviewed the November operating statement Actual vs budget. Voucher income and expenses are over budget because we are spending down our HUD held HAP reserves.

Mr. Noeske reviewed the November balance changes and reported on the cash balance changes that occurred in November.

**Capital Projects**

Additional capital remodels are underway for Scattered Sites properties. For the RAD project at New Horizons, the general contractor work has started.

**Deputy Director**

Ms. Elliott explained that more supportive services are needed for the High-Rise property. Meetings between FHRA and the City of Fargo are in the process of being set up to discuss these needs. Since there is not a waiting list for the High-Rise, FHRA did a rental "blitz" with area shelter and agencies, resulting in 23 applicants. The process has started to secure a bed bug thermal treatment mobile unit. Interviewing and selection process for three open staff positions is in the final stages. Those positions are: Property Manager, Family Self-Sufficiency Coordinator, and Resident Opportunity and Self-Sufficiency Coordinator.

**OLD BUSINESS**

**Progress with New Horizons RAD**

FHRA is scheduled to close with HUD on 1/11/18 and with tax credit partners and the lenders at a later date, yet to be determined.



### **Progress with Executive Director search**

The board Recruitment Sub-Committee met last week to identify candidates for phone interviews. HR Manager Amy Rissmann is assisting the sub-committee with obtaining additional information from the applicants and coordinating phone interviews.

### **Land Trust discussion with City**

Lynn is working with a City of Fargo community development committee to explore the possibility of establishing a land trust program. This program could create more opportunities for low-income individuals to purchase homes.

### **Status of respite program**

Sanford has not approved entering a lease for the medical respite program. FHRA plans to keep a unit open at New Horizons to utilize if there is a need. Ms. Elliott is working on establishing potential partnerships with other agencies to utilize this program for individuals in need.

## **NEW BUSINESS**

### **Bed bug strategy**

At a recent conference Mr. Fundingsland learned about various bed bug control methods. The most efficient method is to heat a unit to a temperature which will kill the bed bugs. FHRA is considering heating equipment which will exterminate bed bugs.

### **Write-offs for 2017**

Ms. Elliott explained the 2017 rent/expense write-offs report and process. The write offs for our tenant for 2017 has increased dramatically, particularly at the High Rise. We feel much of this is due to lack of supportive services to our formerly homeless clients. We have had a philosophy of carrying the clients along several months while trying to get them hooked up with services and setting up repayment agreements. This had not proved successful. Going into the year 2017, the new property manager had inherited the backlog of non-payment and has been instituting evictions, thus giving us a large write off amount for the year. This new approach has also left many vacant units.

### RESOLUTION #2018-01-02

Leier/Jefferson

BE IT RESOLVED, the motion to write off 2017 uncollected debts is approved.

### **Bright Sky progress**

FHRA is starting the process of filling units for Bright Sky property.

### **Employee Conflict of Interest policy**

### RESOLUTION #2018-01-03

Jefferson/Horsley

BE IT RESOLVED, the motion to approve the employee Conflict of Interest Policy is approved.

### **Spring Conferences**

Ms. Elliott wants to make the board aware of upcoming regional NAHRO conferences during spring 2018. When details are confirmed, communication will be sent out.

There being no further business, the regular meeting was adjourned. The next meeting is scheduled for February 13<sup>th</sup>, 2018, at 1:30 PM.



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Karen Moore  
Chairperson



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Lynn Fundingsland  
Secretary