



**FARGO HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO
MINUTES OF THE REGULAR MEETING**

November 10, 2020

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held on November 10, 2020, at 1:30 PM via conference call.

Note: All action items passed unanimously, unless otherwise noted.

FARGO HOUSING STAFF PRESENT

Jill Elliott Matthew Pike
Jill Liebelt Chris Brungardt
Tom Keller Kirsten Stave

FARGO HOUSING BOARD MEMBERS PRESENT

Karen Moore Michael Leier
Thomas Jefferson Bryce Johnson
John Strand, City of Fargo Housing Liaison

PUBLIC MEMBERS PRESENT

Chris Brungardt, BlueLine Development
Kim Seiber, BlueLine Development

ADDITIONS TO THE AGENDA

Chairperson Moore advised to begin the meeting with New Business item 7. A. Elliott Place resolution, presented by BlueLine Development

Elliott Place resolution

Christian Pritchett and Ms. Kim Seiber presented updates on the Elliott Place development. Mr. Pritchett noted a change in ownership and management structure as recommended by the Elliott Place lending partner, PNC Bank. Construction on the building is postponed beginning spring 2021. BlueLine Development plans to provide a recommendation for a closing resolution as well as documentation for a revised partnership agreement at the next meeting.

MINUTES

RESOLUTION #2020-11-01

Johnson/Jefferson

RESOLVED; the Fargo Housing October 2020 minutes are approved with the correction proposed by Commissioner Leier.

CONSENT AGENDA

RESOLUTION #2020-11-02

RESOLVED; the Fargo Housing Board, on November 10, 2020
Consent Agenda is approved.

REPORTS

Chief Deputy Director

Chairperson Karen Moore acknowledged Jill Elliott's report as submitted.

Director of Facilities and Operations

Chris Brungardt, Director of Facilities and Operations, presented his report as submitted. Mr. Brungardt noted his recent work improving COVID-19 protocol at Fargo Housing's buildings and for Fargo Housing staff. Mr. Brungardt discussed skill development within his department to better inform Fargo Housing's capacity to provide maintenance services. He is meeting with property managers and maintenance staff for each property to better understand improvement areas and processing bids for several unit remodels.

Directors of Finance

Tom Keller, Director of Finance – Programs and Grants, and Jill Liebelt, Director of Finance – Affordable Housing and Development, presented the financial reports as submitted and provided context for questions raised. Mr. Keller noted that accounts receivable is higher, due to an increase in tenant rent non-payment. Upon request, Mr. Pike offered context for this increase and the use of client repayment agreements moving forward. Ms. Liebelt noted that there are no significant changes in the General Fund account and is trending in a positive direction. There are no significant changes in all other properties.

OLD BUSINESS

Strategic Planning goals

Mr. Pike noted the formation of a strategic planning committee, as well as an employee advisory committee, comprised of senior directors, other staff, and commissioners. Meetings for both committees are scheduled within the upcoming month. An update will be provided at the next meeting.

Development updates

Elliott Place

(Discussed previously)

Lashkowitz High Rise

Mr. Pike discussed the Lashkowitz High Rise Co-development request for proposal process. A review committee will engage with candidates during an interview process that will take place the week of November 30th.

COVID-19 update

Mr. Pike noted Mr. Brungardt's work in maintaining and improving COVID-19 protocols for residents and staff members.

The Graver

Mr. Pike provided an update on Beyond Shelter Inc.'s loan forgiveness request for The Graver building.

NEW BUSINESS**SRO Update**

Mr. Pike discussed the partnership and ongoing meetings with City of Fargo officials regarding management of the SRO building. Fargo City Commissioner John Strand noted the city's support of Fargo Housing and provided guidance on opportunities for future collaboration.

Day after Thanksgiving

Mr. Pike requested the Board examine and discuss providing a paid day off to Fargo Housing staff the day after Thanksgiving. Upon discussion, the Board of Commissioners requested to continue discussion for later consideration.

Karen Moore
Chairperson

G. Matthew Pike
Secretary