



**FARGO HOUSING AND REDEVELOPMENT  
AUTHORITY BOARD OF COMMISSIONERS  
REGULAR MEETING**

Tuesday, January 11, 2022 | 1:30 PM

A virtual convening via MS Teams, made available to the public.

**MINUTES**

**CALL TO ORDER:**

**FHRA STAFF:**

Jill Elliott  
Chris Brungardt  
Jill Liebelt  
Tom Keller  
Tawnya Taylor  
Wanda Barr  
Teresa Schroeder  
Brittani Holmstrom

**BOARD OF COMMISSIONERS:**

Michael Leier  
Cody Schuler  
Thomas Jefferson  
Tonna Horsely  
Bryce Johnson

**OTHER PRESENT:**

Corrina Bell

\*All motions are unanimous unless otherwise noted.

**MINUTES**

**Resolution #2022-1-1:**

Resolved; the Fargo Housing Meeting Minutes from December 14, 2021, are approved.  
Schuler/Jefferson

**AGENDA**

Change in agenda to have a resolution to accept or not accept agenda item 6c. ND Human Services Grant for Supportive Services.

**Resolution #2022-1-2:**

Resolved; The Fargo Housing January consent agenda approved.

Johnson/Horsely

**STAFF REPORTS**

## **Executive Director**

Jill highlighted portions of her report:

- Presented her top 10 goals that she would like to see accomplished this year.
- FHRA received notification that the ROSS and FSS grant will be renewed.
- NAHRO Conference in Washington D.C. 3/28-3/30.
- Canceled the Board of Governors meeting, it will be virtual.
- FHRA will be having their Employee Appreciation Party.
- Chris received his Housing Credit Certified Professional (HCCP) certification.
- Reviewed NDHS Supportive Services Grant schedule.

## **Development**

### **Elliott Place (84 Unit Senior Housing)**

- 1st floor wall framing about complete
- steel erecting finishing week of 12/27
- Xcel Energy – Gas installed, waiting for meters
- Cass County – Electric transformer set and install complete
- Numerous approvals for shop drawings and Requests for Information (RFI)
- Project on schedule and on budget.
  - 15.5-day weather delay – 11 days were planned in schedule
- Completion date scheduled for Mid-August 2022
- Some cost savings were realized to allow for a mix full balconies & Juliet railing and Portico

### **Lashkowitz Riverfront (110 Unit Residential)**

- Modification of Section 18 Disposition Application to include Demolition nearly complete
  - Environmental Assessment Document,
    - City of Fargo Planning has reviewed and awaiting solicitation with additional tribal governments
    - anticipating for a Finding of No Significant Impacts (FONSI),
    - When complete will return to FHRA board for Resolution to HUD to modify the application.
  - Working of funding for abatement of asbestos and demolition.
    - FHRA has identified and committed \$2.25 Million from Capital Fund
    - Remaining \$2.5 Million to be anticipated from either
      - Capital Fund Financing
      - HUD Operation Funds Reserve

Started the Demo/Disposition application with HUD for repositioning of 14 duplexes on 3 acres in 14-4 (18<sup>th</sup> St & 25<sup>th</sup> Ave S).

- Environmental Phase 1, complete and under review,
- NEPA review documentation under contract with Braun Intertec
- Received letter from Mayor Mahony in support of the project.

- Working with HUD technical assistance and HUD Denver Regional Office on process.

## **Operations and Facilities**

### **Public Housing**

- Starting January 2022 quarterly unit inspection for all units
  - Plan to complete 1/3 per month
  - Commissioner Johnson raised the question about Carbon Monoxide detectors to make sure that it was a part of the checklist for the inspections. Further discussion occurred about the Carbon Monoxide detectors.
- Capital Fund Program
  - Completed 2 properties
  - Currently have 6 properties in modernization status with HUD
    - 2 properties are currently under bid
    - 3 properties with plans and specifications are being prepared
- Maintenance staff has:
  - Flipped several properties

### **Non-Public Housing Properties**

- Burrell Building
  - Small fire, resident claimed it was arson. Fire Department investigation inconclusive.
  - Electrical power issues – Xcel Energy dropped a phase to building and it was repaired
  - Excessive vacancy in 2-bedroom units
    - Sent a letter to NDHFA requesting allowance to rent 2 bedrooms a 1 bedroom.
- Herald Square had REAC inspection
  - All units filled, no outstanding issues
- Church Townhomes
  - Status quo
- New Horizons
  - No outstanding issues
- 220 Broadway
  - No outstanding issues
- SRO building
  - Request sent, return operations to City of Fargo and reimbursement of roughly \$30,000 in expenses
    - Forwarded Operations and Management Plan
    - Summary of expenses and ledgers forwarded
- University Drive Manor
  - Working with Serkland Law to collect balance.
  - Have started discovery with anticipation of this issue going to court.

## **Finance**

- 2022 New Horizons audit is going to be done remotely, this needs to be completed by March 15<sup>th</sup> (completed 4 months earlier than last year).
- FHRA 12/31/2021 audit is scheduled for April 18th – April 22nd (3 months earlier than last). The audits need to be completed and reported to HUD/REAC by September 20<sup>th</sup>.
- Tom discussed the four different sub-indicators (Management, Financial, Physical, Capital) about how Public Housing is scored.
- Over 35 bank transfers prior to 12/31/2021 in order to “clean up” the money owed between our properties and programs dating back to 2016-2018. This now gives a more up-to-date understand of FHRA’s financial situation the transfers that we done, paid back close to \$4 million dollars that was owed to Public Housing. This cannot be used to help with the costs of the High Rise Demolition/rebuild.
- Jill L. showed how the Gen Fund and COCC finances have changed from 2019 to present.
- Fargo New Horizons closed in April 2022 – this delay caused the developer fees that were due to Fargo Housing came up shorter than expected by \$300,000 and the costs that Fargo Housing put into were never realized. Fargo Housing is gaining back its money through the waterfall each year.
- Elliott Place 4 & 9 was the first project that the current Finance team was able to work on from the start. Fargo Housing has paid out \$1.5 million in costs up until July 2021, which were reimbursed at the time along with the first set of developer fees of \$84,000. This money is set into a savings account for future developments for Fargo Housing and not for everyday expenses.
- The biggest accomplishment for the Finance team is by showing the true income and expenses for each property and we are no longer subsidizing payroll or expenses anymore.

## **OLD BUSINESS**

### **Disposition of FHRA/BSI codeveloped properties**

- Currently nothing has changed with BSI and FHRA is on hold waiting on BSI.

### **HUD PHARS Update**

Two items were left to accomplish besides being rescored from REAC.

- Send in a formal inspection policy.
- HUD requested a signed copy of the succession plan

### **ND Human Services Grant for Supportive Services**

Will need to put out an RFP or RFQ and FHRA will be trained by the Corporation for Supportive Housing and will help in writing the RFP and RFQ. The plan is to have it out in March. Then have these additional services ready for our tenants by May of 2022.

A group of FHRA staff is going to go visit LaGrave in Grand Forks to see their model of Supportive Services.

**RESOLUTION #2022-1-3**

WHEREAS the ND Department of Human Services (DHS) approached FHRA to receive a "Permanent Supportive Housing Grant" (Grant) to benefit the Cooper House from January 1, 2022, through June 30, 2023, and

WHEREAS the DHS fully expects FHRA to issue a Request for Proposals to secure the services of a fully qualified provider to act on the authority of FHRA as a sub-grantee and fulfill the actions listed in the Grant's "Scope of Work", and

WHEREAS the Grant allows for up to 10% direct and indirect costs for FHRA to fulfill its obligations and responsibilities to oversee the grant, and the FHRA will not obligate any of its own funding, therefore it is

RESOLVED by the FHRA Board of Commissioners authorizes the Executive Director to enter into the agreement with DHS for the "Permanent Supportive Housing Grant".

Schuler/Johnson

**NEW BUSINESS**

Financial State of the State

Reviewed the very positive financial report from Jill and Tom.

Rent Café will be coming available within in the next month. This is where applicants and tenants will be able to sign in and submit paperwork to their coordinator and fill out applications.

Utilization of Public Housing Operations Fund for Lashkowitz Abatement

To be able to use \$2.5 million of the Operation Funds for demolition of the High Rise.

**RESOLUTION #2022-1-4**

WHEREAS the FHRA has resolved to modify its application to dispose of the Lashkowitz High-rise to demolition and disposition of the Lashkowitz, and

WHEREAS the need of additional funding sources is required to ensure the successful redevelopment of the Lashkowitz High Rise and modification of the original disposition application to demolition and disposition will allow access to other sources of HUD funding, and

WHEREAS the FHRA Operating Fund reserve balance is \$4.0 Million, therefore it is

RESOLVED by the FHRA Board of Commissioners to authorize an amount not to exceed \$2.5 Million from the Operating Fund reserve for the asbestos abatement of the Lashkowitz High-rise.

Jefferson/Johnson

**ADJOURNED**

Next meeting will be February 15<sup>th</sup> at 1:30pm.



Michael Leier  
Chair



Jill Elliott  
Secretary