



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

Tuesday, November 15, 2022 | 10:00 AM

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

Meeting Minutes

CALL TO ORDER:

FHRA STAFF:

Jill Elliott
Chris Brungardt
Jill Liebelt
Tom Keller
Tawnya Taylor
Angie Hedstrom
Mike Brady

BOARD OF COMMISSIONERS:

Michael Leier
Cody Schuler
Thomas Jefferson
Tonna Horsley

OTHERS PRESENT:

Salma Ahmed,
Judy Jameson
Noah Harvey,
Architect

*All motions are unanimous unless otherwise noted.

Minutes

Resolution #2022-11-01:

Resolved; the Fargo Housing Meeting Minutes from October 11, 2022, are approved.

Schuler/Horsley

Recognition of Tonna Horsley's Service on FHRA Board of Commissioners

Executive Director, Jill Elliott, gave her sincere gratitude for the wonderful service and dedication that Commissioner Horsley provided to the Board over the last four terms. Commissioner Leier also gave his thanks and gratitude for all Ms. Horsley has accomplished during her time.

Consent Agenda

Chief Operating Officer, Chris Brungardt, added an additional item to the consent agenda for disposition of excess vehicle.

Resolution #2022-11-02:

Resolved; The Fargo Housing October 2022 consent agenda approved; including the disposition of excess vehicle and revised version of Inclement weather policy.

Schuler/Horsley

STAFF REPORTS

Executive Director

Executive Director, Jill Elliott, presented her report as submitted. Following are the highlighted portions of her report:

- Made introduction of two interested residents, Salma Ahmed and Judy Jameson, for the open resident commissioner position. The two residents introduced themselves and gave a brief background of their accomplishments.
- Focusing on supportive services for Elliott Place, two home health care agencies will be signing MOU's.
- ACOP changes for Public Housing were released in October.
- Laeticia Mizera, Executive Director at Jeremiah Project, spoke at our All Staff meeting about being a leader where you are and making the most of helping people.

Development

Chief Operating Officer, Chris Brungardt, presented his reports regarding FHRA's various properties under development. Following are the highlights of his report.

Elliott Place (84 Unit Senior Housing), construction is nearing completion. Finish carpentry, flooring, and underground stormwater detention are near complete. A November 21, 2022 certificate of occupancy is expected. Item which may delay the certificate are the elevator and exterior flat work.

Finance manager, Jill Liebelt gave an update about Elliott place and its prospective opening date. Currently having weekly discussion with Blueline to get everything ready to go and get leases signed and keys ready for tenants. Blueline will be coming out the week of November 28th, the goal is to have 3 to 4 voucher briefing meetings a day. Total of 50 applications have been completed fully.

Lashkowitz Riverfront (110 Unit Residential), a Request for Proposals (RFP) was published to secure Demolition Contractor. Proposals are due November 18, 2022. Applications to NDHFA for

4%, 9% LIHTC, and HTF funding were submitted in October. Working on submission for EPA Brownfields application due November 22. Further, the project received a letter from Senator Hoeven in support of our EPA application.

Demo/Disposition application for repositioning of 14 duplexes (18th St & 25th Ave S). Final Draft NEPA document completed and submitted to the City of Fargo for review. Our environmental engineer Braun completed hazmat building inspections. Found asbestos in original mastic used to glue down sheet vinyl which will need to be abated prior to demolition. Staff will submit application for demolition to SAC following approval our NEPA and authorizing FHRA board resolution. Estimated timelines include publishing RFQ for co-developer in the first quarter 2023 and spring 2024 demolition.

Operations and Facilities

Mr. Brungardt presented the operations and facilities report for both Public Housing and affordable properties as submitted. Quarterly inspections are still taking place. Mr. Brungardt continued to discuss current properties being modernized or vacant properties being prepared for re-occupancy. In total 6 units are in modernization status with HUD and 6 units were “flipped” and awaiting approval of 1 unit to be listed as a casualty/loss. Herald Square is having REAC inspection on November 15th, last year results were passing but subpar, a structural engineer reviewed the finding from last year and determined no issues. A basement commercial space located at 220 Broadway is open because the current occupants gave notice. Mr. Brungardt continued to discuss FHRA’s affordable housing operations were unremarkable. Twist is reopening as Marge Diner, a breakfast and brunch restaurant, that will also do special events in the evening. FHRA was approached by the realtor of the 400 building to see if there would be interest in buying the building. Unfortunately, with the short notice FHRA was not able to go through the feasibility study. Commissioner Leier asked Mr. Brungardt about an update on the Graver; the Graver is still on schedule to be closed at the end of the year and we are on schedule to get our \$1.1 million loan paid back and the purchase agreement to sell the Graver lot is still on schedule.

Finance

Finance managers, Jill Liebelt and Tom Keller, presented their finance reports as presented. No significant changes to occupancy along with the Accounts Receivable. No significant changes from budgets to actual. Ms. Liebelt reiterated that the General Fund is being reimbursed for Elliott Place.

NEW BUSINESS

2023 – 2027 Capital Fund Plan

Mr. Brungardt presented the new five-year plan. He explained the new plan will be “rolling” 5-Year meaning that it will be updated annually. The budget includes aid in demolition of the Lashkowitz High-Rise, recommendations of the Physical Needs Assessment, modernization of the units, exterior improvements, building systems improvements, and garages for the 4-bedroom housing in AMP 14-3.

Resolution #2022-11-03

WHEREAS the Board of Commissioners is committed to providing planning and strategic thought to maintenance of the physical condition of the Public Housing, therefore it is,

RESOLVED by the FHRA Board of Commissioners to approve the 2023 – 2027 Capital Fund Plan as presented

Horsley/Schuler

Commissioner Training Opportunity

Mr. Brungardt explained that there is NAHRO training for commissioners on budget control, strategic thought, and planning. This was offered to the commissioners interested in attending. It would be on December 6-8, and it is about two hours a day for three days.

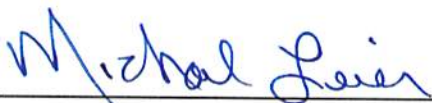
OLD BUSINESS

Vacant Board Position

The City of Fargo Advertised the open board position and received 7 prospective candidates as of the closing date of October 28, 2022. There was a brief discussion about the qualifications of the candidates. The Board has given the recommendation that Mr. Brungardt give the names of Chris Larson and Salma Ahmed to the Mayor to fill the open Commissioner seats.

Adjourned

Next meeting will be January 10, 2023, at 1:30pm.



Michael Leier
Chair



Chris Brungardt
Secretary