



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

Tuesday, December 13, 2022 | 1:30 PM

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
Jennifer Herbst
Tara Kennedy

BOARD OF COMMISSIONERS:

Michael Leier
Cody Schuler
Thomas Jefferson
Salma Ahmed
Chris Larson

OTHERS PRESENT:

John Strand, Fargo
Commissioner
Noah Harvey,
Architect
Joshua Elliott
Jenna Elliott
Liam Elliott

*All motions are unanimous unless otherwise noted.

Commissioner Leier wanted to recognize and welcome the two newest members to the Board of Commissioners, Chris Larson, and Salma Ahmed.

Recognition of Jill Elliott Service and Commitment to Fargo Housing

The Commissioners and staff gave their most sincere thanks and gratitude to Jill Elliott, Executive Director, with all the work that she has accomplished in the last 44 years of service. Each participant shared a story or lesson that they had learned from Ms. Elliott during their time working with her.

Minutes

Resolution #2022-12-01:

Resolved; the Fargo Housing Meeting Minutes from November 15, 2022, are approved. With minor adjustments to Finance section.

Consent Agenda

Resolution #2022-12-02:

Resolved; The Fargo Housing December 2022 consent agenda is approved.

Jefferson/Larson

STAFF REPORTS

Executive Director

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

- Coordinating supportive services at Elliott Place and continued work at Cooper House because of the way it pays off with tenants to make them successful.
- Attended the State NAHRO meeting in Carrington where Dwight Barden, Executive Director of Burleigh HA, Jacob Reuter, Executive Director of Money Follows the Person, and Jill were recognized.
- Reviewed the “Top 10 Goals for 2022” that she presented at the beginning of the year and what progress that was made.
- 2023 Admissions and Continued Occupancy Plan (ACOP) changes for Public Housing; FHRA will make all statutory and administrative updates. There were no national changes that affected tenants or applicants that needed a Resident Advisory Board (RAB) vote. We are asking for a local addition to our preferences (attached in the board packet page 7).

Resolution #2022-12-03:

Resolved; adapt the recommendation from the City of Fargo Inspector for vulnerable households displaced due to uninhabitable conditions that is mentioned on page 7 of the agenda is approved.

Jefferson/Larson

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), anticipated Certificate of Occupancy on December 12, 2022. The remaining two issues is the elevator and the generator, both are waiting to get final approval. Developer fees are within \$9,000 of what was anticipated. There is 50+ signed leases with December 15, 2022 move in dates, pending Housing Quality Standard (HQS) inspections.

Mr. Brungardt and Ms. Liebelt wanted to thank everyone on the Fargo Housing Team who helped to get the Elliott Place open.

Lashkowitz Riverfront (110 Unit Residential), awarded \$3.4 million in Housing Trust Funds from North Dakota Housing Finance, \$1.05 million in 4% Low income Housing Tax Credits, \$724,000 in 9% Low Income Housing Tax Credits. This funding will assist in abating and demolishing the Lashkowitz Highrise. There have been five respondents for the Demolition RFP, 3 proposed implosion, 2 mechanical methods. The cost ranged from \$4 million to \$7.3 million. Completion date from 10/23 to 8/24.

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. Staff will submit application for demolition to SAC following approval of our NEPA and authorizing FHRA board resolution. Estimated timelines include publishing RFQ for co-developer in the first quarter of 2023 following HUD Section 18 approval. Estimating Spring 2024 abatement and demolition.

Operations and Facilities

Mr. Brungardt presented the operations and facilities report for both Public Housing and affordable properties as submitted. Quarterly inspections have been completed. 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 5 units were “flipped” and awaiting approval of 1 unit to be listed as a casualty/loss. Herald Square had REAC inspection on November 15th, it scored a 77 which is an increase from last year. 12.2 points were lost for a window that did not remain open when opened, and one fire door that closed but did not latch. Church Townhomes REAC inspection is scheduled for December 21st. 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. University Drive Manor has a court date of December 19, 2022, to collect \$61,000 in debts. BSI’s Graver is pending sale upon HUD approval and repayment to FHRA of \$1.1 million promissory note. Sale of the Graver parking lot is pending sale of BSI’s Graver (\$300K) both are scheduled for early January.

Finance

Finance managers, Jill Liebelt and Tom Keller, presented their finance reports as presented. For the last two months the Accounts Receivable (AR) has been sitting around \$50,000. Tenants are trying to work with ND Rent Help. Mr. Keller explained that how HUD scores AR during audits and how the percentages will change next year because during 2022 COVID rules were still in effect. Occupancy has been consistent over the last 12 months. He also explained what 14-4 would look like when HUD approves the 14-4 Demo/Dispo and the 28 units are no longer

counted in the scoring. Ms. Liebelt wanted to explain that in Affordable housing the high AR in Church Townhomes and Herald is attributed to one person, that it is not a systemic issue with the whole building. Mr. Keller also highlighted that in the budget, the biggest fluctuations from projected costs was from gas, electric, and basic utilities.

NEW BUSINESS

Selection of Preferred Contractor for Lashkowitz Abatement and Demolition

Mr. Brungardt went through the RFP process in how the contractors were graded and selected to demolish the Lashkowitz Highrise. This included everything from experience, qualifications, approach/work plan, pricing, and their timeframe to get the demolition completed. Two contractors were selected to be interviewed and a committee of 8 did the interview process. The consensus of the committee was to recommend Target Contractors as the preferred respondent.

Resolution #2022-12-04

WHEREAS the Board of Commissioners is committed to safely and efficiently abating hazardous materials and demolishing the Lashkowitz Highrise, therefore it is,

Resolved; by the FHRA Board of Commissioners to select Target Contractors as the preferred respondent and authorize the CEO to negotiate and execute a contract with the concurrence of the Board Chair for the abatement and demolition of the Lashkowitz.

Larson/Jefferson

Resolution to Approve the Demolition and Disposition of Project 14-4 and Submission of Section 18 Application.

Mr. Brungardt did a brief explanation of what process FHRA has undertaken to be able to get all elements of the applications ready for submittal.

Resolution #2022-12-05

WHEREAS, the Fargo Housing & Redevelopment Authority (FHRA) has maintained and operated the 14-4 Project, a public housing development consisting of 14 duplexes located near the intersection of 18th St S & 25th Avenue, and housed its tenants since the building was constructed in 1979, and

WHEREAS, the property has become functionally and operationally obsolete, capital improvement needs of the development have been underfunded for many years and the development is ineffective and inefficient to operate, and

WHEREAS, the needs of the residents of development are of paramount concern and focus for this organization, and the housing needs of Fargo's current and future low-income population also must be considered, and

WHEREAS, the property can support higher density development of much-needed affordable housing as part of its re-use; and

WHEREAS, if HUD approves an application for public housing disposition, the housing authority will then apply for Tenant Protection Vouchers to protect current residents and replace the public housing; therefore, it is hereby

RESOLVED, that the FHRA Board of Commissioners seeks to demolish and dispose of the 14-4 development and authorizes the FHRA Chief Executive Officer and his staff to apply to HUD for such demolition and disposition; and let it be further

RESOLVED, that such application shall provide that no less than 42 units of housing reserved for and affordable to households with incomes at initial occupancy that do not exceed 80% of Area Median Income as defined by HUD shall be developed as a result of such disposition; and let it be further

RESOLVED, that the FHRA also will make diligent efforts to realize maximum net proceeds from the disposition, taking the affordable housing use requirement into account; and let it be further

RESOLVED, that the FHRA Board of Commissioners authorizes the FHRA Chief Executive Officer and staff, upon HUD approval of the demolition and disposition application, to apply to HUD for and accept Tenant Protection Vouchers to meet the future housing needs of the residents of the development and of other Fargo low-income households; and let it be further

RESOLVED, that the FHRA Board of Commissioners authorizes the FHRA Chief Executive Officer and staff to take all reasonable actions to obtain the approval by HUD of these applications.

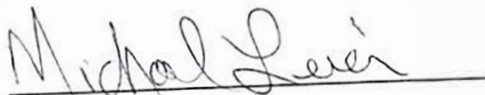
Jefferson/Larson

Communications

Ms. Elliott has a Commissioner Handbook written by NAHRO that each commissioner will receive. There is training that is occurring January 31 – February 2, 2023, from 12-3pm each day if commissioners are able to attend.

Adjourned

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



Michael Leier
Chair



Chris Brungardt
Secretary