



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

May 12, 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 May 12, 2020, at 1:30 PM via conference call.

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

FARGO HOUSING STAFF PRESENT

Jill Elliott
Jill Liebelt
Tom Keller
Matthew Pike
Matthew Sheppard
Kirsten Stave

FARGO HOUSING BOARD MEMBERS PRESENT

Karen Moore
Thomas Jefferson
Tony Grindberg, City of Fargo Housing Liaison (1:45pm)
Michael Leier
Tonna Horsley

MINUTES

RESOLUTION #2020-05-01

Jefferson/Horsley
RESOLVED; the Fargo Housing April 2020 minutes are approved.

CONSENT AGENDA

RESOLUTION #2020-05-02

Leier/Jefferson
RESOLVED; the Fargo Housing May 2020 Consent Agenda is approved.

REPORTS

Chief Deputy Director

Jill Elliott, Chief Deputy Director, presented her report as submitted. Ms. Elliott noted the month of April was spent preparing for and addressing the COVID-19 pandemic. Fargo Housing is planning to reopen the front lobby at the main office on May 18th and will initiate the necessary safety protocols to protect guests and staff. Protocols include masks distributed to staff, masks available to guests, and consistent sanitization. Ms. Elliott reported on COVID-19 waivers made available by HUD, and will provide an additional update at the next board meeting.

Fargo Housing has received Tenant Protection Vouchers (TPVs) for 155 units and will receive additional TPVS for 92 units in 2021. Ms. Elliott reported on the various aide provided to tenants via relocation

services. Fargo Housing is working closely with local landlords, distributing a “Lashkowitz Toolkit” to prepare agencies and partners for the relocation of residents, and contracting moving agencies. Fargo Housing received \$141,766 in CARES funding. The Housing Choice Voucher waitlist was closed, effective May 22nd. All other lists remain open.

Director of Facilities and Operations

Matt Sheppard, Director of Facilities and Operations, presented his report as submitted. Mr. Sheppard continues to facilitate safety protocols during the COVID-19 pandemic. Mr. Sheppard presented staffing updates in relation to the approved budget and organizational structure. An extensive renovation process of several public housing scattered sites homes and Pioneer Manor is underway, and a bid for contractors has been distributed.

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. The 2018 Fargo Housing audit is complete and will be presented by Brian Opsahl of Brady Martz at the next board meeting. Mr. Keller and Ms. Liebelt are preparing the RFP to conduct the 2019 Fargo Housing and New Horizons Manor audit. Mr. Keller presented staffing updates in relation to the approved budget and organizational structure. There are currently five open positions, all of which with respective funding sources. Mr. Keller reported the New Horizons Manor permanent financing is complete. The 2018 and 2019 write-offs are complete and presented. Mr. Keller and Ms. Liebelt presented the submitted financial reports.

OLD BUSINESS

Strategic Planning goals

G. Matthew Pike, Executive Director and CEO, presented the Fargo Housing 2020-2025 strategic planning goals. Mr. Pike noted the formation of a strategic planning committee, comprised of senior directors and several commissioners. An update will be provided monthly.

Development updates

New Horizons Manor

With the completion of permanent financing and a successful closing, the New Horizons Manor project is finalized. Mr. Pike and Karen Moore, Board Chair, noted gratitude and congratulations to the team through the process.

Elliott Place

The development of the senior housing complex, Elliott Place, continues with an established site plan and an approved conditional use permit by the City Planning Commission.

Lashkowitz High Rise

Ms. Elliott provided a resident update in her report. A press release noting the relocation of residents and disposition of the building was distributed to local media and Fargo Housing partners. An RFP for

development services will be drafted in partnership with Rod Solomon, Fargo Housing’s contracted development advisor for the Lashkowitz High Rise disposition process.

The Graver MOU

Mr. Pike continues discussion regarding the sale of The Graver building. Commissioner Leier, Commissioner Jefferson, Commissioner Horsley, and Board Chair Moore provided input. Blue Line Development will conduct a study of the project’s feasibility.

Public Housing lease addendum

Mr. Pike and Ms. Elliott will provide an update at the next board meeting.

PHAS Score

The PHAS recovery plan was submitted to the Denver HUD field office on March 27th. Ms. Elliott will communicate further updates.

2020 budget and reorganization

Mr. Pike provided an update to the approved budget and organizational structure. Mr. Pike noted the work of the Budget and Finance Committee. Mr. will provide an update at the next board meeting.

NEW BUSINESS

2018 Audit

Mr. Keller noted the 2018 Audit will be presented at the next meeting.

Website update and presentation

Kirsten Stave presented the redeveloped Fargo Housing website.

The next meeting is scheduled for June 9, 2020, at 1:30pm.

Karen Moore
Chairperson

G. Matthew Pike
Secretary