



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

October 16, 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 October 16, 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
Tonna Horsley
John Strand, City of Fargo Housing Liaison

MINUTES

RESOLUTION #2020-09-01

Johnson/Leier

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

CONSENT AGENDA

RESOLUTION #2020-09-02

Johnson/Horsley

RESOLVED; the Fargo Housing September 2020 Consent Agenda is approved.

REPORTS

Chief Deputy Director

Jill Elliott, Chief Deputy Director, presented her report as submitted. Ms. Elliott noted that she is primarily working on this year's Annual Plan. Invitations for new membership on the Resident Advisory Board have been distributed. Ms. Elliott will present payment standards, exception payment standards, small area payment standards, 2021 flat rent, utility allowance, as well as CHAS numbers for the board's approval. Upon request, Ms. Elliott presented a breakdown of vouchers administered by Fargo Housing across several voucher specific programs: Mainstream, Family Unification Program (FUP), Veteran Assistance Supportive Housing (VASH), juveniles aging out of foster care, as well as Tenant Protection Vouchers (TPVs). Upon request, Mr. Keller noted that Fargo Housing received CARES Act funding for public housing and the voucher program.

Director of Facilities and Operations

Chris Brungardt, Director of Facilities and Operations, presented his report as submitted. Mr. Brungardt noted his recent work to procure bids from local contractors to remodel vacant units, as well as coordinating efficiencies for his staff. Upon request, Mr. Brungardt noted that the bulk of his activities have been spent addressing maintenance processes and procuring bids for 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 and Ms. Elliott offered context for this increase. 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. Upon request, Ms. Liebelt explained that necessary technology updates were a primary expense in accordance with a rotating maintenance schedule.

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 and several commissioners. Commissioner Jefferson volunteered for the employee advocacy committee, and Commissioner Johnson and Commissioner Horsley volunteered for the strategic planning committee. An update will be provided monthly.

Development updates

Elliott Place

The development of the senior housing complex, Elliott Place, continues with due diligence compliance activities and predevelopment financing components. Mr. Pike noted that construction on the building will be delayed until Spring 2021.

RESOLUTION #2020-10-03

Unanimous roll call vote

RESOLVED; the proposed resolution is approved (resolution dictated on separate page).

Lashkowitz High Rise

Request for Proposals (RFP) for co-development services of Lashkowitz High Rise submissions are due November 16th, 2020.

COVID-19 update

Mr. Pike provided an update of COVID-19 operational protocols. All established protocols remain in place. Mr. Pike, Mr. Brungardt, and Ms. Elliott are enacting a rotating work from home schedule for all staff, effective Monday, October 19.

NEW BUSINESS

Beyond Shelter request re. The Graver loan forgiveness

Mr. Pike presented the request and adjoining material from Dan Madler, CEO of Beyond Shelter Inc. to forgive the Fargo Housing loan to Beyond Shelter Inc. for The Graver residential building.

Commissioners requested to continue the discussion on this agenda item via a special meeting on Monday, October 19, 2020 at 1:30pm.

Motion proposed by Commissioner Horsley and seconded by Commissioner Jefferson. Motion passes.

Karen Moore
Chairperson

G. Matthew Pike
Secretary