



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

Tuesday, June 15, 2021 | 1:30 PM

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

**MINUTES**

**CALL TO ORDER:**

**FHRA STAFF:**

Jill Elliott  
Chris Brungardt  
Jill Liebelt  
Tom Keller  
Tawnya Taylor

**BOARD OF COMMISSIONERS:**

Bryce Johnson (Vice Chair)  
Cody Schuler  
Thomas Jefferson

**OTHER PRESENT:**

Noah Harvey,  
Architect  
Christian Pritchett,  
Blueline Developer

\*All motions are unanimous unless otherwise noted.

**AGENDA**

Commissioner Johnson changed the order of the agenda to have guest speaker, Christian Pritchett, present resolutions before the rest of the meeting.

Schuler/Jefferson

**NEW BUSINESS**

**GUEST PRESENTATION**

Christian Pritchett of Blueline Development presented a series of four resolutions for Elliott Place. These resolutions were for a Condominium Declaration and three enabling resolutions for partnership agreements. The Condominium Declaration allowed for the property which is owned solely by FHRA to be land leased and divided into a two-unit condominium each corresponding to Elliott Place Four and Elliot Place Nine which are separate partnerships for the purpose of financing and tax credit reporting. The three enabling resolutions allow appointed staff members to enter into partnership agreements for the development, financing, construction, and management of Elliott Place. These partnership resolutions are for Fargo

Elliott Place Four Development, LLC and Fargo Elliott Place Nine Development, LLC, Fargo Elliott Place Nine GP, LLC, and Fargo Elliott Place Four GP, LLC.

Motion was made to approve all resolutions and authorize Chairman Leier to sign the resolutions.

Jefferson/Schuler

#### **MINUTES**

Resolved; the Fargo Housing Meeting Minutes from May 18, 2021, are approved.

Schuler/Jefferson

#### **AGENDA**

Resolved; The Fargo Housing consent agenda approved.

Schuler/Jefferson

#### **STAFF REPORTS**

##### **Executive Director**

Jill reviewed her report and highlighted some of the events that have occurred at Fargo Housing over the last month:

- Researching ways to transfer previous Public Housing Budget Authority to other properties that FHRA owns under the Faircloth amendment.
- Hoeven and Cramer are looking at possible earmarks for High Rise demolition or other funding sources for assistance.
- There are four sessions of diversity training occurring for all staff through NDSU, in a team exercise, accountability was ranked one of our highest values in our company culture.

##### **Deputy Director/Director of Facilities and Operations**

Chris reviewed his operations and facilities report.

- Public Housing:
  - Capital Fund Program: 9 (+3) properties have executed contracts, 2 4-bedroom properties are completed and rent ready, anticipating 3 properties ready in July. With FHRA doing general contracting there are 3 homes and 2 apartment units being worked on. 1 home and 2 apartment units to be completed in June. Working on Plans and Specifications for 3 properties.
  - Lashkowitz – down to 64 currently residing in the units.
- Non-Public Housing Properties:
  - Burrell fire escape permit has been pulled from the City of Fargo. True North Steel completed fabrication of the fire escape, and currently negotiating with Naseth Construction on Force account overhead and profit margin.

- Procurement
  - Issuing an RFP to assign 32 Project Based Vouchers (PBV) to properties serving households with minors and offering supportive services.

## Finance

### Tom and Jill Reviewed:

- AR is its lowest February 2020, decreasing due to late fee, and to reinstatement of collection letters. \$20,000 drop from last month.
- Occupancy rates are rising.
- Urban Foods have moved out of their space.
- Auditors will be coming back next week.

## OLD BUSINESS

### DEVELOPMENT

- Elliott Place
  - Due Diligence
    - WNC finance committee provisionally approved,
    - PNC finance committee approved,
      - Forwarded funding package to Freddie Mac,
        - Freddie Mac typically takes up to 3 weeks for review,
  - BC Contracting (General Contractor) has signed contracts,
  - Closing tentative July 1 target.
- Lashkowitz Riverfront
  - Architect and Engineering RFQ published closing date of Jun 28, 2021
  - Potential \$5.35 Million Congressional budget request submitted through Senator Hoeven with support from City of Fargo.
    - Met with Senator Hoeven's staff about High Rise needs and timelines as they plan on a meeting with HUD Secretary Fudge.
  - Relocation of Lashkowitz Residents (64 remaining)

### COVID-19 UPDATE

The community rooms are open to start serving meals. The office is open to people and managers are bring people back as needed.

Commissioner Schuler asked about the vaccination rate in the buildings.

### NEW BUSINESS

BSI Split – Jill spoke with Dan Madler from BSI about the Right of First Refusal for the property splits that are coming out of the 15-year tax compliance; Bluestem townhomes, Sunrise North,

Cooper House, and Crossroads. The Right of First Refusal was given for the Graver property, FHRA declined to purchase the property.

Emergency Housing Vouchers – received 47 of these vouchers, one of four housing authorities in North Dakota to receive them. These vouchers come with \$3500 per tenant to pay for barriers such as security deposits, application fees, utility deposits, and supportive services.

Public Housing Fund Transfer – We have requested technical assistance on how to utilize the Faircloth amendment to be able to transfer excess public housing subsidy movies to other properties that the FHRA owns.

Retirement Plan Changes – The last retirement plan was updated in 2004. In May 2021, TSC (our Third-party administrator) stopped working with John Hancock. We were notified and made the change to JV Associates, in order to keep our retirement running smoothly. Empower and Ameriprise will be doing presentations for the plans they offer. It would allow the employees to be more flexible on what they want to put into their retirement plan but leave the employee match at 7%. A plan and resolution would be presented at the next Board meeting.

## ADJOURNED

Next meeting will be August 10<sup>th</sup> at 1:30pm.

*Bryce Johnson*

Bryce Johnson (Aug 23, 2021 11:41 CDT)

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Bryce Johnson  
Board Vice Chair

*Jill Elliott*

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Jill Elliott  
Secretary