



FARGO HOUSING AND REDEVELOPMENT  
AUTHORITY BOARD OF COMMISSIONERS  
REGULAR MEETING

Tuesday, February 8, 2022 | 1:30 PM

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

MINUTES

**CALL TO ORDER:**

**FHRA STAFF:**

Jill Elliott  
Chris Brungardt  
Jill Liebelt  
Tom Keller  
Tawnya Taylor  
Shelley Brooks  
Mike Brady  
Tara Kennedy

**BOARD OF COMMISSIONERS:**

Bryce Johnson  
Cody Schuler  
Thomas Jefferson

**OTHER PRESENT:**

Corina Bell  
John Strand, Fargo  
Commissioner

\*All motions are unanimous unless otherwise noted.

**MINUTES**

**Resolution #2022-2-1:**

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

Jefferson/Schuler

**AGENDA**

Change in agenda to have the Significant Amendment moved to after staff reports.

Jefferson/Schuler

**Resolution #2022-2-2:**

Resolved; The Fargo Housing January consent agenda approved.

Jefferson/Schuler

**STAFF REPORTS**

**Executive Director**

Jill highlighted portions of her report:

- Acknowledge that this will be her last Board meeting as Executive Director and CEO and will transition to part time as the Executive Director.
- Will be internally opening a position for a Property Manager for Jeremiah Project and Elliott Place.

Commissioners wanted to express their most sincere thanks for her leadership to Fargo Housing.

### **Development**

#### **Elliott Place (84 Unit Senior Housing)**

- 2<sup>nd</sup> Floor framing underway
- Underground parking being wired, along with major electrical runs
- Numerous approvals for shop drawings and Request for Information (RFI)
- Project on schedule and on budget
- Completion date scheduled for Mid-August 2022
- Show drawing have been approved for balconies and portico.

#### **Lashkowitz Riverfront (110 Unit Residential)**

- Modification of Section 18 Disposition Application to include Demolition nearly complete
  - Phase II and other environment assessments (Braun Intertec)
    - Environmental Phase II
      - Soil and groundwater sampling (scheduled for February 22)
      - Laboratory analysis and Reporting
    - Response Action plan
      - Remediation plan for any contaminants that may be found in the Phase II
      - Reporting to ND Department of Environmental Quality
    - Geotechnical evaluation for the new building (sampling/drilling scheduled for March)
    - Pre-Demolition Hazardous Building Materials Inspection (scheduled for February 16)
    - Specifications and drawings for Building Abatement and Demolition.
  - Working of funding for abatement of asbestos and demolition
    - Completed new 5-year Capital Plan that includes
      - \$2.25 million from Capital Fund
      - \$2.5 million from HUD Operation Funds Reserve

Started the Demo/Disposition application with HUD for repositioning of 14 duplexes on 3 acres in 14-4 (18<sup>th</sup> St & 25<sup>th</sup> Ave S).

- Environmental Phase 1, complete and under review,
- NEPA review documentation under contract with Braun Intertec
- Received letter from Mayor Mahony in support of the project.
- Working with HUD technical assistance and HUD Denver Regional Office on process.

- Contracted with YHR Architects to develop preliminary site plan.
- Receiving quote for demolition and clearing of site.

## **Operations and Facilities**

### **Public Housing**

- Reach Inspection
  - Pioneer was completed on February 7, 2022
    - Scored 86%, improvement of 8% previously
  - AMP 14-4 (South of I-94) scheduled for February 14, 2022
  - Amp 14-3 scheduled for February 16, 2022
- Completed quarterly unit inspection for all units
- Capital Fund Program
  - Completed 2 properties
  - Currently have 10 properties in Modernization status with HUD
    - 2 new properties under MOD
    - Opening 3 bids for MOD week of 2/14/22

### **Non-Public Housing Properties**

- Burrell Building
  - Excessive Vacancy in 2-bedroom units
    - Sent letter to NDHFA request allowance to rent 2-bedroom as 1-bedroom
    - Still awaiting response from HUD and NDHFA
- Herald Square had REAC inspection
  - All units filled, no outstanding issues
- Church Townhomes
  - Status quo
- New Horizons
  - No outstanding issues
- 220 Broadway
  - All units filled, no outstanding issues
- SRO building
  - Awaiting action on request to Fargo Planning.
- University Drive Manor
  - Working with Serkland Law to collect balance.
  - February 21 deadline to reply to our interrogatories.

### **Finance**

- Tom discussed the Operating Fund Subsidy calculation that is due on February 19<sup>th</sup>. Broke down each AMP since 2019 to show how the subsidy has increase because of having higher levels of occupancy and modernization.
- FHRA did not see a significant reduction in what the Operating Subsidy will be, around \$10,000 decrease.
- Retirement switch from John Hancock to Empower occurs this Friday.

- Jill L. discussed that all the affordable properties came in on budget.
- Yardi café is up and running for applications.
  - The kiosk should arrive in a few months
  - Applications are being processed much quicker.
  - Working on having the tenant portal up and running.

#### **NEW BUSINESS**

##### **CAPITAL FUND PLAN**

- Chris did a brief overview of what is all contained within the 5-year plan which includes projected garages for houses.

##### **RESOLUTION #2022-2-03**

WHEREAS the FHRA is committed to invest in the long-term sustainability of all its properties. Further, the FHRA dedicated to providing safe and healthy homes, and

WHEREAS the FHRA realizes the need to advance plan capital improvement greater than current year 2022, therefore it is

RESOLVED by the FHRA Board of Commissioners to adopt 2020 to 2024 Capital Fund Program – Five-year Action Plan as a significant amendment replacing the existing 2018 to 2022 Plan.

Schuler/Jefferson

#### **OLD BUSINESS**

##### **Disposition of FHRA/BSI codeveloped properties**

- Received an outline of terms that BSI is willing to proceed with selling the properties to FHRA yesterday.
  - Would do 20-year compliance before the right to acquire would occur, Bluestem would be available in 2026, Sunrise North in 2029, Cooper Housing in 2030, and Crossroads in 2032.
  - An Executive session will be needed to further discuss the details.

##### **HUD PHARS Update**

Last thing that FHRA is waiting for is the REAC scores which will completed next week.

##### **ND Human Services Grant for Supportive Services**

The new amount will be \$817,000 minus \$141,000 for the state to pay Dacotah foundation to finish in May of 2022. The RFP are due on March 3<sup>rd</sup> and will be reviewed the next week.

#### **NEW BUSINESS**

##### **Executive Director/CEO Position Split**

Supplied a job description on the responsibilities and duties of the Executive Director position.

Supplied a job description on the responsibilities and duties of the CEO Position.

- This will be until the end of 2022 for Jill to transition into retirement.
- Further discussion was had on when to review how the split is going and when to start hiring if needed and requesting a timeline for these important dates.


**ADJOURNED**

Next meeting will be March 22<sup>nd</sup> at 10:30am.

  
Bryce Johnson (Apr 4, 2022 22:40 CDT)

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Bryce Johnson  
Vice Chair

  
Jill Elliott  
Secretary