



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

Tuesday, June 9, 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  
Hide Michel  
Ted Wahl  
Kayla Evenson  
Ashley McDonald

**BOARD OF COMMISSIONERS:**

Michael Leier  
Cody Schuler  
Tonna Horsley  
Bryce Johnson

**OTHER PRESENT:**

John Strand, Fargo  
Commissioner  
Noah Harvey,  
Architect

\*All motions are unanimous unless otherwise noted.

**Consent Agenda**

**Resolution #2022-6-1:**

Resolved; The Fargo Housing June consent agenda approved including training/travel requests.

Schuler/Johnson

**Minutes**

**Resolution #2022-6-2:**

Resolved; the Fargo Housing Meeting Minutes from May 10, 2022, are approved.

Horsley/Johnson

**STAFF REPORTS**

**Executive Director**

Jill highlighted portions of her report:

- Succession planning with Betsy Martens went wonderfully and some final decisions will need to be made to prepare for retirement.
- Bryce Johnson has put in her notice to no longer be on the Board of Commissioners- after her many excellent years of service.
- Community Options began their Service Contract on June 1 at Cooper House, with many pre-meetings beforehand to make the transition easier for both staff and tenants. We have sub-contracted with them also to provide an Employment Specialist to fill our second FSS position.
- No service providers responded to the RFP which closed on 5/31 for Elliott Place. Tami's Angels did sign an MOU earlier to serve our seniors like she does at New Horizons.
- Working to partner with the YWCA to provide maintenance service to them.
- Required HUD Continuum of Care Audit for Cooper House is this month. They occur every five years and are very detailed and lengthy.

## **Development**

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

- Construction Updated
  - Roofing near complete,
  - Windows installed
  - Mechanical, electrical, and plumbing trades are underway
  - Siding and exterior work to start in several weeks.
- Completion date to September 20, 2022
  - Additional weather delays have pushed the completion date back by 14 days.
  - Hoping for earlier date for a Temporary Certificate of Occupancy
  - Starting application process on July 1.

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

- Modification of Section 18 Disposition Application
  - Phase II environmental study complete
  - NEPA Environmental Document complete
    - Under review with City of Fargo
    - Anticipated June Approval
  - May need to schedule a special commission meeting to approve resolution requesting HUD to modify Section 18 Disposition to include Demolition, Capital, and Operating Funds.
- Project Schedule and Funding
  - Lashkowitz failed to receive \$650k in Brownfields funding for 10/2022 funding cycle.
    - Working with partners and EPA to submit I 2023 funding cycle
    - New funding cap of \$3.5 million
    - Will coordinate submission with Congressional delegation letter of support
  - New funding and schedule strategy
    - Dived project into 3 segments

- Removing combustibles, Asbestos abatement, Demolition
    - Planning to work on in late summer
  - Will re-apply with NDHFA for HFT and HIF funding
    - If successful EPA funding will no longer be needed.
  - \$4,006,000 available FHRA Capital and Operating funds in 2022
    - 2022 Capital Funding is \$1.349 million, roughly \$250k than anticipated
  - \$1.46M Funding Gap
- 14-4 Demo/Disposition application for repositioning of 14 duplexes (18<sup>th</sup> St & 25<sup>th</sup> Ave S).
  - Dominion Group completed an obsolescence study
    - Total cost of Rehabilitation \$1.45M
    - City of Fargo assessed value of buildings \$788k
    - Total HUD Total Development Cost for new construction \$7.8M
    - Project will be eligible for 25% TPV or 7 total TPV's

## **Operations and Facilities**

### **Public Housing**

- June 8, 2022, Physical Needs Analysis was started
  - Investigating of physical condition of our housing stock
  - Will produce a report chronicling our improvement needs over the short and long term.
- Facilities Manager Jason Berg has accepted our offer and will be starting on June 27.
  - Plan to have him start with inspection of units to familiarize him with all our properties.
  - Jason has many years of experience in maintenance and procurement
- Capital Fund program
  - Completed 2 properties
  - Currently have 6 properties in Modernization status with HUD
  - Flipped 4

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

- Burrell Building
  - Working with NDHFA to streamline process to excessive vacancy in 2-bedroom units
- Herald Square had REAC inspection
  - No outstanding issues
- Church Townhomes
  - Status quo
- New Horizons
  - No outstanding issues
- 220 Broadway
  - All units filled, no outstanding issues

- SRO building
  - Started working with City of Fargo to redevelop using HUD's Faircloth to RAD,
    - Need to apply for a RAD Portfolio Award
- Jerimiah Program (20 Units)
  - Started May 1, 2022, providing Property Management, Maintenance, and cleaning.
  - This property will be combined with services being provided at Elliott Place for a total workload of 104 units. (100 units is metric for staffing).
- YWCA
  - Will provide maintenance for the YWCA shelter and 20 units starting June 13, 2022.

### **Finance**

Jill discussed the AR and having trouble with ND Rent Help and the issues that have been continuing to come up. Pioneer, New Horizons and Colonial are going to Midco for cable because half of the AR at New Horizons is past due cable. The cable will go from \$30 to \$40 a month but it will be a bulk cable package, so it is still cheaper than if each tenant took it out themselves. There is nothing of that is out of the ordinary with budgets and reports.

Higher utilities are having an effect on the budgets.

Commissioner Schuler wanted to note that there may be an advocacy work coming to help with ND Rent Help and what action may need to be taken.

### **OLD Business**

#### **HUD PHARS Update**

FHRA met all the criteria steps to be removed from "Trouble Status", but HUD states and they cannot re-score us earlier. The estimate is FHRA score will be over 70%, anything over 60% is out of "Troubled Housing" status. Monthly phone calls have switched to quarterly.

#### **Graver Update**

Discussion was had about purchase agreement between BSI and FHRA for the parcel of Graver that FHRA owns.

### **RESOLUTION #2022-6-03**

RESOLVED by the FHRA Board of Commissioners has reviewed, approved the agreement with noted revisions included and authorize Chris Brungardt to negotiate and execute the agreement.

Schuler/Johnson

**Basement Issue at 1037 28<sup>th</sup> St. N.**

The assessed costs (\$110k) to rehabilitate the unit back to livable conditions. Innovative Basement Solutions estimated it would be \$36,300 to brace and fill the cracks in the foundation. Would like a consensus to put the property into De Minimis demolition and disposition of the property.

**New Business**

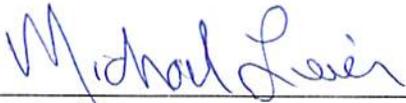
**Strategic/Succession Planning**

An overview of the meeting with Betsy Martins and what her perspective was on the organization and how to move forward with the retirement of Jill at the end of the year. There are two different structures that the organization could proceed with and how that would be reflected in the budget.

Commissioners decided to allow more time to contemplate what organization structure would be best for FHRA. Deciding to revisit the issue in the August Board meeting.

**Adjourned**

Next meeting will be August 16, 2022, at 1:30pm.



Michael Leier  
Chair



Chris Brungardt  
Secretary