

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO  
MINUTES OF THE REGULAR MEETING  
February 10, 2015**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held February 10, 2015 at 1:30 p.m. in the Administrative Office Main Conference Room, 325 Broadway, Fargo, North Dakota.

**COMMISSIONERS PRESENT**

Karen Moore                      Ken Krajsa  
Thomas Jefferson                Michael Leier  
Bryce Alme-Johnson          Tonna Horsley

**ABSENT**

**FHRA STAFF PRESENT**

Lynn Fundingsland, Executive Director  
Jill Elliott, Deputy Director  
Steve Eickhoff, Capital Improve. Coordinator  
Scott Noeske, Interim Finance Manager  
Debbie Sanden, Paralegal/HR/Payroll/Executive Assistant

**ABSENT**

Meliha Cavkusic, Project Manager

**BSI STAFF PRESENT**

N/A

**PUBLIC GUESTS**

N/A

**ADDENDUM TO AGENDA**

Article in the Fargo Forum last Sunday  
Cooper Garden

**CONSENT AGENDA**

RESOLUTION #09-2015

M/S/P

Krajsa/Leier

BE IT RESOLVED, the Consent Agenda is approved.

**REPORTS**

**Financials**

Mr. Noeske presented the financial reports for the month of January 2015. It was requested to provide the cash balance from last month to the current month rather than the difference. A check was received from the city for a housing study. Discussion ensued on the financials as presented.

**Capital Projects**

Mr Eickhoff reported on the capital projects in progress. The necessary repairs as required at the properties are being completed. The house demolition has been approved by HUD. An RFP for removal will be sent out. After the house is removed the lot will be sold. An announcement for funding levels on capital funds has not been received. Mr. Eickhoff has been attending weekly floodwall meetings.

**Deputy Director's Report**

Ms. Elliott presented an update for the teams and projects in process. Staffing changes continues overall as some staff have been recruited by other companies. There are two units at New Horizons that will be designated as respite units. Money Follows the Person is working to provide \$3,000 per person to transfer from respite when they are ready to set up their own unit. The current vacancy rate at New Horizons and Pioneer is a result of a reduction in leasing due to the pending waste stack project.

MSUM students have been working on the HOME Matters Campaign that includes several social media avenues such as a Facebook page, a blog and Twitter. They have also completed a poster contest with area schools. Discussion ensued on the poster contest and acceptance by area schools.

The CARES Implementation Protocol was discussed where 20% of applicant offers at the High Rise and Graver are utilized to house the most vulnerable first.

RESOLUTION #10-2015

M/S/P

Alme-Johnson/Jefferson

BE IT RESOLVED, to authorize the Deputy Director to move forward with the test pilot project for 6 months by using a combination of a date and time wait list and vulnerability data to house.

The Tax Credit compliance reports were sent in at the end of January 2015 with no issues or problems. North Sky continues to be leased and should be fully leased by April 1, 2015.

A meeting was held with Brian Arett from Valley Senior Service and it was decided to make New Horizons a new Senior Meal Site beginning in May 2015 and they will provide on-site staff.

Discussion ensued on staff leaving FHRA. Commissioner Leier requested that the Executive Director provide a report at the next board meeting with regard to reviewing the 2014 exit interviews of past employees who have left employment to see if there are any trends or major issues. There may be things that need to be addressed and done differently. The FHRA Board wants to keep a pulse on what is happening in the organization.

**OLD BUSINESS**

**Legislative Update**

Mr. Fundingsland provided a legislative update. Discussion ensued on the strategy for moving forward. Commissioner Alme-Johnson requested a list of the individuals included in the legislative group and that the information be included in the board packet.

**Floodwall Progress**

Mr. Fundingsland reported Mr. Eickhoff has been attending the weekly floodwall meetings held by the city. Three maps were provided and reviewed showing several options for the High Rise. Discussion ensued on the maps. Issues remain with parking, the propane tank placement and the turn around.

**NEW BUSINESS**

**Grand Forks Supportive Housing Project**

Mr. Fundingsland reported Dan Madler and Scott Stenerson went up to GF and presented to a large group who want to replicate Cooper House. The Grand Forks Housing Authority has agreed to sponsor it and they sent a group to tour Cooper who attended a meeting last week. They were brought up to speed on our building. The Grand Forks Housing Authority would be the property manager and possible future owner. There is a needs study being done for them to determine the correct size of facility. Northeast Human Service Center is also on board. There is no building yet, they are searching for a site.

**Executive Director Contract**

Mr. Fundingsland's contract expires at the end of December 2015. A shorter work week is a consideration in renewal of the contract. It was suggested to set up a lunch or breakfast meeting for the board to review this option. Mr. Fundingsland will send a letter to the board with a request identifying what he would like to include for consideration. An annual review will be completed as well as salary considerations.

**Fargo Forum Article**

Commissioner Leier reported on an article in the Fargo Forum written by Susan Fuglie focusing on board responsibilities. The essence of the article was the board being informed, involved and being educated with regard to setting the expectations of the Executive Director who is accountable to the board. The boards that don't function well are the boards that try to micromanage. It is good to let the Executive Director and the individuals in the organization do their work.

**Cooper Garden Update**

Mr. Fundingsland provided an update on Cooper Garden. The City paid for the full amount of the fence. The class from NDSU created a raised bed. A second class is designing a planting with regard to pollinator

planting for bees. We could use the same class that built a house on 4<sup>th</sup> street – they will build the planters if we purchase the lumber.

**Adjourn**

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held April 14, 2015.

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Karen Moore  
Chairperson

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Lynn Fundingsland  
Secretary