

Fergus Falls Housing & Redevelopment Authority

Email: ffhra@fergusfallshra.com Website: www.fergusfallshra.com

**HRA OFFICE and
TIMBER PLACE TOWNHOMES**
1151 Friberg Avenue,
Fergus Falls, MN 56537
PHONE: (218) 739-3249
FAX: (218) 736-4706



RIVERVIEW HEIGHTS
205 North Sheridan Avenue
Fergus Falls, MN 56537
PHONE: (218) 739-9498
FAX: (218) 736-4706

Fergus Falls HRA Board Meeting Registration

Date: _____

Name: _____

Address: _____

Issue you wish to address with the Fergus Falls HRA board:

Action you would like to see taken by the Fergus Falls HRA board:

If you would like to be contacted regarding this issue, please provide the following:

Phone number: _____

Email address: _____

This form must be filled out and returned 5 days prior to the next regularly scheduled HRA Board meeting to the:

Fergus Falls HRA Office at 1151 Friberg Avenue, Fergus Falls, MN 56537

FERGUS FALLS HRA MEETING INSTRUCTIONS AND INFORMATION FOR ATTENDEES

If you're here to address the HRA Board about an issue not on the agenda.....please register using the registration form that is on the back of this sheet and return the completed form to the HRA Office prior to the meeting being called to order. When the Chairperson announces; *is there any other business to come before the HRA Board at this time*, you may be called upon, at which time you are to give your name and address for the record, and make your comments. Typically, requests made at this time will be referred to staff for action.

If you're here for a Public Hearing.....because you received a hearing notice and wish to speak regarding that subject, please check the agenda and listen for that item of business. When the Chairperson declares the hearing open, you are to give your name and address for the record, and then give your testimony.

If you're here for a Regular Agenda item.....please check the agenda and listen for that item of business. Please raise your hand to get the Chairperson's attention. When called upon, you are to give your name and address for the record, and make your comments.

Please be respectful....whenever addressing the Board or anyone else in attendance, and please limit your remarks to the subject matter without repeating information. There may be more than one person waiting to address the Board. Time is limited and the Board wants to provide everyone equal opportunity to speak. If correspondence is presented at the meeting, copies will be distributed later. If you wish to have correspondence read at the meeting, you will be expected to read it, not the Chairperson, Board Member, or staff person.

The Chairperson is the presiding officer of the meeting and he/she is authorized to use his/her discretion as to who to call on or how many to call on. Under all circumstances the Chairperson and Board expect meeting attendees, the public, HRA staff, and themselves, to act appropriately. Outbursts and profanity will not be tolerated. Roberts Rules of Order will be observed, which means that *all those requesting to speak must be recognized by the Chairperson.* Civility and professionalism will be expected at all times.

If you have any questions, please call 218-739-3249