

**Great Falls Housing Authority
Board of Commissioner's Meeting
May 18, 2017**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, May 18, 2017. The meeting was called to order at 12:58 p.m. by Chairperson McCleary.

PRESENT: Mike McCleary, Chairperson, Jim Weber, Vice Chairperson, Cal Gilbert, Commissioner, Joseph Boyle, Commissioner, Tim McKittrick, Commissioner, Kristy Vandenberg, Commissioner.

ALSO PRESENT: Kevin Hager, Executive Director, Greg Sukut, Deputy Director, Chris Tinsley, Maintenance Supervisor, Cindy Hoscheid, Administrative Assistant.

ABSENT: None

PETITIONS

EXECUTIVE DIRECTOR REPORT

Police Report – Discussion was held on PYAC. Vice Chairperson Weber made a motion to authorize Staff to purchase up to \$2,500 in equipment for PYAC. Commissioner Gilbert seconded the motion with unanimous voice approval.

ADMINISTRATIVE REPORT

MT 2-1 DUPLEX REMODEL

The remodel work on the two duplexes started on May 1st. The contractor has completed selective demo of both roofs, placed tail extensions for the soffit overhangs and sheeted them with new plywood. Excavation of crawl space access and front porches are complete. The footings have been poured and walls should be set and poured the week of May 15th. The partial removal and reframing of windows on both units has been done. The interior layout and penetrations by other trades are complete and other contractors will start working the week of May 15th. Most of the materials have been ordered and should start arriving mid-June.

MT 2-1 SIDING PROPOSAL

Staff met with Laabs Construction and negotiated an agreeable price for installation of owner provided material. Originally the price was \$70,560.00 per building. The new price is \$18,000 per building. With Board approval of this price from Laabs Construction a contract will be processed for this work. (See attached proposal under New Business)

AUSTIN HALL SECURITY CAMERAS

Proposals have been received for the installation of security cameras on each floor. A central monitoring system will be placed in the office area at Austin Hall and delivered to the Housing main office to the Leasing Manager and the Community Police Officer.

618 & 620 18TH STREET - WATER DAMAGED UNIT

All interior demo of damaged area has been removed. The reframing, sheetrock and painting is complete. The new cabinets and countertops should be completed by mid-June.

OLD BUSINESS

Emailed Approval on Flooring Proposal Change for Contract Flooring

NEW BUSINESS

The April Board minutes were received and reviewed. Commissioner Boyle made a motion to approve the minutes as written. Commissioner Gilbert seconded the motion with unanimous voice approval. Commissioner McKittrick and Commissioner Vandenberg abstained.

MT 2-1 Bldg 6B & 6C Siding Proposal – Laabs Construction was received and reviewed. Discussion was held and Commissioner Boyle made a motion to approve Laabs Construction proposal on installing the siding, soffit and fascia. Vice Chairperson Weber seconded the motion with unanimous voice approval.

Swimming Passes – Proposal was made by Staff to purchase more swimming passes for the 2017 summer season. Commissioner McKittrick made a motion to approve the purchasing of swimming passes up to \$975.00 but if Staff ran out of these we were allowed to purchase more within reason. Commissioner Gilbert seconded the motion with unanimous voice approval.

Resolution 931 – SEMAP was received and reviewed. Commissioner Boyle made a motion to approve Resolution 931. Commissioner McKittrick seconded the motion with unanimous voice approval.

Tenant Board Commissioner Vacancy – Panel Recommendation – An interviewing panel made up of Commissioner Boyle and Commissioner McKittrick interviewed applicants for this opening. Discussion was held and the recommendation is tabled.

The Board reviewed cash disbursements for the month of April, 2017. Vice Chairperson Weber made a motion to ratify cash disbursements, (see beginning and ending check numbers). Commissioner Gilbert seconded the motion with unanimous voice approval.

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

Commissioner Gilbert was presented a plaque for his 2nd term as Board of Commissioner for the Great Falls Housing Authority.

COMMUNICATIONS

2017 NAHRO Summer Conference

PUBLIC COMMENT

There being no further business to come before the Board, Commissioner Boyle made a motion to adjourn. Vice Chairperson Weber seconded the motion. The meeting was adjourned by Chairperson McCleary at 1:53 p.m. The next Board meeting will be held on Thursday, June 15, 2017 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Kevin Hager, Secretary

Mike McCleary, Chairperson