

**Great Falls Housing Authority
Board of Commissioner's Meeting
May 17, 2018
12:00 PM**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, May 17, 2018. The meeting was called to order at 12:10 p.m. by Chairperson Weber.

PRESENT: Jim Weber, Chairperson, Joseph Boyle, Vice Chairperson, Tim McKittrick, Commissioner, Mike McCleary, Commissioner, Ryan Hart, Commissioner, Terri Sullivan, Commissioner.

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

ABSENT: Ashley Gates, Commissioner.

PETITIONS

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

BLDG 7A REMODEL

Concrete sidewalks and landscaping are scheduled and should be complete by the first of June and the interiors are scheduled for completion at the same time.

PHASE 4 INFRASTRUCTURE UPGRADE

Bids were received May 2nd and the results are attached with letter of recommendation from Woith Engineering. This will not be awarded yet because the Housing Authority is still waiting for notice from HUD on grant availability.

CDBG CONTRACT FUNDS

The intercom system at Austin Hall is scheduled to be installed the week of May 14th – May 18th. The two water heaters were received this past week and will be scheduled for installation by the end of June 18. Some of the furnaces were delivered and stored at Austin Hall and Staff expects the remaining furnaces to be delivered by the end of May.

SUNRISE COURT LIFT STATION

The City of Great Falls is proposing an upgrade to the sewage lift station at Sunrise Court. Staff has been working with the Engineering Department on concerns and has requested Engineering install a meter base for this station and pay for the power usage.

OLD BUSINESS

Rehab Loan Program presented by Craig Raymond, Maria Porter and Tonya Schumacher. Discussion was held and the Housing Board agreed to continue to be the Loan Committee for the Rehab Program. The Board would like more information on the projects and the information packet brought to them a couple days ahead of time so they can review it and drive by the project if necessary.

Scholarship Recipient Update was reviewed. Discussion was held on information that Theodora Kessel and her mother will be moving to Washington this summer and will no longer be Housing Authority tenants. Theodora will be moving back to Missoula in the fall to attend college. The Board agreed the 2018 Scholarship winner will remain as Theodora Kessel since her award was made during her tenancy with the Housing Authority.

Reagan Breeden Update on New Building was discussed. Reagan closed on her new building and will remain at Sunrise Daycare until further notice.

Phase 4 Infrastructure Bid Results – Commissioners reviewed the results. No action required at this time. When the Capital Grant becomes available from HUD, the Board may approve the Contract via email.

NEW BUSINESS

The April Board minutes were received and reviewed. Commissioner Hart made a motion to approve the minutes as written. Vice Chairperson Boyle seconded the motion with unanimous voice approval. Chairperson Weber and Commissioners Sullivan and McCleary abstained.

Resolution 941 – SEMAP was received and reviewed. Vice Chairperson Boyle made a motion to approve the Resolution as written. Commissioner Sullivan seconded the motion with unanimous voice approval.

Resolution 942 – Shane Daniels Appreciation was received and reviewed. Commissioner McCleary made motion to approve the Resolution as written. Vice Chairperson Boyle seconded the motion with unanimous voice approval.

Board Recommendation on Tenant Commissioners – Vice Chairperson Boyle made a motion to recommend Terri Sullivan and Ashley Gates to the Great Falls City Commission for appointment to the two Tenant Commissioner seats on the Housing Authority Board of Commissioners. Commissioner Hart seconded the motion with unanimous voice approval.

Swimming Passes were received and reviewed. Commissioner McCleary made a motion to approve the purchasing of swim passes in the amount of \$975.00 with the authority to purchase more swimming passes if needed. Commissioner Sullivan seconded the motion with unanimous voice approval. Commissioner Hart abstained.

Award Unit Cleaning Contract – was received and reviewed. Commissioner McCleary made a motion to award the cleaning contract to Superior Cleaning and authorizes the

Executive Director to sign the contract when the Housing Authority receives the Performance Bond for Superior Cleaning Vice Chairperson Boyle seconded the motion with unanimous voice approval.

Austin Hall Door Entry System Final Payment – Tyline Communications invoice #3670T was received and reviewed. Commissioner Sullivan made a motion to approve the final payment to Tyline Communications in the amount of \$2340. Commissioner McKittrick seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of April, 2018. Chairperson Weber made a motion to ratify cash disbursements, (see beginning and ending check numbers). Commissioner McCleary seconded the motion with unanimous voice approval.

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

COMMUNICATIONS

PUBLIC COMMENT

There being no further business to come before the Board, Vice Chairperson Boyle made a motion to adjourn. Commissioner McCleary seconded the motion. The meeting was adjourned by Chairperson Weber at 2:26 p.m. The next Board meeting will be held on Thursday, June 21, 2018 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Kevin Hager, Secretary

Jim Weber, Chairperson