

**Great Falls Housing Authority  
Board of Commissioner's Meeting  
December 20, 2018  
12:00 PM**

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**CALL TO ORDER**

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, December 20, 2018. The meeting was called to order at 12:07 p.m. by Chairperson Weber.

**PRESENT:** Jim Weber, Chairperson, Tim McKittrick, Commissioner, Ashley Gates, Commissioner, David Fink, Commissioner, Ryan Hart, Commissioner, Terri Sullivan, Commissioner.

**ALSO PRESENT:** Kevin Hager, Executive Director, Greg Sukut, Deputy Director, Cindy Hoscheid, Administrative Assistant, Chris Tinker, Accounting Supervisor, John Wierzelewski, Maintenance Supervisor, Linda Guinan, Leasing Manager, Greg Doyon, City Manager, arrived at 12:14 and left at 1:11pm. Linda Guinan left the meeting at 1:25 pm. Greg Sukut left the meeting at 12:30 and returned to meeting at 1:16 pm. Kevin Hager left the meeting at 12:45 and returned to the meeting at 1:15 pm.

**ABSENT:** Joe Boyle, Vice Chairperson.

**PETITIONS**

**EXECUTIVE DIRECTOR REPORT**

**ADMINISTRATIVE REPORT**

**BLDG 7B REMODEL**

All exterior items have been completed except the miscellaneous handrail, gutter and downspouts. Interior sheetrock has been hung and taping should be done the week of Christmas. The paint, flooring and interior finishes to follow. Staff expects completion the end of January.

**BLDG 7B REMODEL**

Final payment for siding from Laabs Construction in the amount of \$5,800 for Board approval. See under New Business.

**STORAGE SHEDS**

The last two storage buildings have been completed with new metal siding. The siding is the same as we used on the building remodels.

**MT 2-1 PHASE 4 INFRASTRUCTURE**

All of the major work has been completed by United Materials. The parking lot and connecting sidewalks are completed and again usable. Remaining items for next spring are landscaping, sodding, sprinkler system and the replacement of parking asphalt. Also attached is a letter from Woith Engineering for a change order to complete remaining items.

## **OLD BUSINESS**

## **NEW BUSINESS**

The December Board minutes were received and reviewed. Commissioner Sullivan made a motion to approve the minutes as written. Commissioner Gates seconded the motion with unanimous voice approval.

Resolution 949 – Appreciation for Linda Guinan was received and reviewed. Commissioner McKittrick made a motion to approve Resolution 949 as written. Commissioner Gates seconded the motion with unanimous voice approval.

Resolution 950 - Appreciation for Kevin Hager was received and reviewed. Commissioner Fink made a motion to approve Resolution 950 as written. Commissioner Sullivan seconded the motion with unanimous voice approval.

Resolution 951 – Approving Great Falls Housing Authority Five Year and Annual Plan For Fiscal Year Beginning April 1, 2019 was received and reviewed. Commissioner Ryan made a motion to approve Resolution 951 as written. Commissioner Gates seconded the motion with unanimous voice approval.

Resolution 952 – Approving the Appointment of Acting Secretary was received and reviewed. Commissioner McKittrick made a motion to approve Greg Sukut as Acting Secretary until the permanent Executive Director is appointed. Commissioner Gates seconded the motion with unanimous voice approval.

Resolution 953 – Approving the Appointment of Acting Contract Officer was received and reviewed. Commissioner McKittrick made a motion to approve Greg Sukut as Acting Contract Officer until the permanent Executive Director is appointed. Commissioner Fink seconded the motion with unanimous voice approval.

Daycare Contract Renewal was received and reviewed. Commissioner Hart made a motion to approve the renewal of the Daycare Contract as written. Commissioner Sullivan seconded the motion with unanimous voice approval.

Office and Dronen Hall Cleaning bids were received and reviewed. Commissioner Sullivan made a motion to approve the winning bid to Superior Cleaning in the amount of \$687.00 per month with the option to renew annually for 4 additional years thru December 31, 2023. Commissioner Gates seconded the motion with unanimous voice approval.

Austin Hall Cleaning bids were received and reviewed. Commissioner Sullivan made a motion to approve the winning bid to Superior Cleaning in the amount of \$368.00 per month with the option to renew annually for 4 additional years thru December 31, 2023. Commissioner Fink seconded the motion with unanimous voice approval.

Laabs Construction – Bldg 7B – Siding – Final Payment was received and reviewed. Commissioner Gates made a motion to approve the final payment to Laabs Construction in the amount of \$5,800. Commissioner Sullivan seconded the motion with unanimous voice approval.

United Materials – Extension Letter – Change Order was received and reviewed. Commissioner McKittrick made a motion to approve the Change Order for extension of the timeline after winter shutdown for an additional 90 days. Commissioner Gates seconded the motion with unanimous voice approval.

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

## **BOARD MEMBER REPORTS AND ANNOUNCEMENTS**

### **COMMUNICATIONS**

Conflicts Disclosure Statement  
Kevin's Retirement  
Linda's Retirement

### **PUBLIC COMMENT**

There being no further business to come before the Board, Commissioner Sullivan made a motion to adjourn. Commissioner Gates seconded the motion. The meeting was adjourned by Chairperson Weber at 1:43 p.m. The next Board meeting will be held on Thursday, January 17, 2019 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

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Kevin Hager, Secretary

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Jim Weber, Chairperson