

**Great Falls Housing Authority  
Board of Commissioner's Meeting  
April 18, 2019  
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, April 18, 2019. The meeting was called to order at 12:07 p.m. by Chairperson McKittrick.

**PRESENT:** Tim McKittrick, Chairperson, Jim Weber, Commissioner, David Fink, Commissioner, Ryan Hart, Commissioner, Joe Boyle, Vice Chairperson, Ashley Gates, Commissioner

**ALSO PRESENT:** Greg Sukut, Executive Director, Chris Tinker, Accounting Supervisor, John Wierzelewski, Maintenance Supervisor, Cindy Hoscheid, Administrative Assistant

**ABSENT:** Terri Sullivan, Commissioner

**PETITIONS**

**EXECUTIVE DIRECTOR REPORT**

**ADMINISTRATIVE REPORT**

**BLDG 7B REMODEL**

Staff has been requesting proposals for the site work for completion of this building. When the ground is dry and the sod is available the work will be completed. A final inspection from the City will be done and then the tenants can move into the units.

**PHASE 4 SITE WORK**

United Materials was back on site and started both the parking lot rebuild and the site landscaping; however, the weather has now delayed this work but expect full completion by mid-May.

**CLARIFICATION OF FIELD DIRECTIVES FOR PAINTING**

The Board requested information for the increase of costs for the field directive to Thorson Painting. All of the contractor's proposals for Bldg 7B were for wall and ceiling painting only. The items listed per the invoice are not requested per their proposals. Costs are not requested for changing conditions and modifications made during construction on doors, access door trim, shelves and frames.

**OLD BUSINESS**

Scope of Work on Past Contracts - The explanation on the field directives in the Administrative Report was discussed and the Board emphasized that Staff needs to monitor the field directives in the future.

## **NEW BUSINESS**

The March Board minutes were received and reviewed. Commissioner Fink made a motion to approve the minutes as written. Commissioner Weber seconded the motion with unanimous voice approval. Joe Boyle, Vice Chairperson, abstained.

Thorson Painting revised payment was received and reviewed. This was for the exterior door work on Bldg 7B. Commissioner Hart made a motion to approve the revised payment of \$200 to Thorson Painting. Commissioner Gates seconded the motion with unanimous voice approval.

Award Mowing Contract – was received and reviewed. Two contractors picked up the applications but only one bid was received. Commissioner Weber made a motion to approve Doctor Lawn with the mowing contract in the amount of \$3109.80 for a maximum of 16 weeks. Commissioner Gates seconded the motion with unanimous voice approval.

Award Spraying Contract – was received and reviewed. There were four contractors that picked up applications and four put in for the bid. Commissioner Gates made a motion to approve Consultee with the spraying contract in the amount of \$7500 for applying three spray applications. Commissioner Fink seconded the motion with unanimous voice approval.

Award Bush & Hedge Trimming & Pruning Contract – was received and reviewed. There were three contractors that picked up applications and only one bid was received. Commissioner Fink made a motion to approve Doctor Lawn with the Bush & Hedge Trimming & Pruning contract in the amount of \$6995 for one time a year. Commissioner Gates seconded the motion with unanimous voice approval.

Resolution 958 - Approving the appointment of Secretary to the Board of Commissioners was received and reviewed. Vice Chairperson Boyle made a motion to approve Resolution 958 as written. Commissioner Weber seconded the motion with unanimous voice approval.

Resolution 959 – Approving the Appointment of Contract Officer to the GFHA was received and reviewed. Vice Chairperson Boyle made a motion to approve Resolution 959 as written. Commissioner Fink seconded the motion with unanimous voice approval.

Management Agreement was received and reviewed. Discussion was held and it was decided to table this until the next Board meeting.

Swimming Passes – discussion was held. Staff is asking to purchase swimming pool passes for the 2019 summer season. The purchasing of the swimming passes for the Great Falls High School pool will be put on hold for right now. Last summer the pool was closed for maintenance and Staff will check to see if they are allowing swimming for this year yet. Commissioner Weber made a motion to approve the purchasing of 300 swimming passes to the Electric City Water Park in the amount of \$900. The Board emphasized that if Staff ran out of these passes, we were allowed to purchase

more, within reason. Commissioner Fink seconded the motion with unanimous voice approval.

PHAS Score was received and reviewed. No action required.

The Board reviewed cash disbursements for the month of March, 2019. Commissioner Gates 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**

Play N' Learn Daycare information was received and reviewed. Reagan Breeden will continue to run the daycare at the Sunrise Court location.

### **PUBLIC COMMENT**

There being no further business to come before the Board, Commissioner Weber made a motion to adjourn. Vice Chairperson Boyle seconded the motion. The meeting was adjourned by Chairperson McKittrick at 1:57 p.m. The next Board meeting will be held on Thursday, May 16, 2019 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

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Greg Sukut, Secretary

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Tim McKittrick, Chairperson