

**Great Falls Housing Authority  
Board of Commissioner's Meeting  
January 16<sup>th</sup>, 2014**

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**CALL TO ORDER**

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, January 16, 2014. The meeting was called to order at 12:10 p.m. by Chairperson Jon McCarty.

**PRESENT:** Jon McCarty, Chairperson, Joe Boyle, Vice Chairperson; Michael McCleary, Commissioner, Dan Price, Commissioner; Jim Weber, Commissioner, Cal Gilbert, Commissioner, Marquita Ogawa, Commissioner

**ABSENT:**

**ALSO PRESENT:** Kevin Hager, Executive Director; Greg Sukut, Program Supervisor; Cindy Hoscheid, Administrative Assistant.

**PETITIONS**

**EXECUTIVE DIRECTOR REPORT**

**ADMINISTRATIVE REPORT**

**WAITING LIST**

One Bedroom – 49 applications  
Two Bedrooms – 31 applications  
Three Bedrooms – 10 applications  
Four Bedrooms – 7 applications  
Section Eight – 224 applications  
**Total Applications – 321 applications**

**AUSTIN HALL STORAGE AREA**

Request for proposals have been mailed out to environmental contractors. Staff expects the proposals back late next week. An award and notice to proceed will be given to the low bidder. Staff expects a mid-February completion.

**PARKDALE REMODEL PHASE 2**

Staff has also requested proposals for the 4-Plex demolition in two requests. One for the interior area of the units and the other for the crawl space demo of mechanical and plumbing. An award and notice to proceed will be given to the low bidder. Staff expects a late February completion.

**PARKDALE PHASE 2 INFRASTRUCTURE UPGRADES**

Drawings and specs are complete with bid dates established. Bid opening is for Tuesday, February 4<sup>th</sup> at 3:00 p.m. See attached drawing.

**SUNRISE COURT STABILIZATION**

Staff is waiting for price proposals to come back so the job can begin.

### **OLD BUSINESS**

Basketball Court Update – Staff has questioned HUD on whether or not we can use Capital Funds to build a basketball court on city park land. HUD's response is that our COCC funds are de-federalized and we can use these funds.

### **NEW BUSINESS**

The December Board minutes were received and reviewed. Vice Chairperson, Joe Boyle made a motion to approve the December 2013 minutes as written. Commissioner Weber seconded the motion with unanimous voice approval.

The Annual 2013 Board minutes were received and reviewed. Commissioner Weber mad a motion to approve the Annual 2013 minutes as written. Commissioner Price seconded the motion with unanimous voice approval.

Austin Hall – Donation of Dishes – Staff discovered brand new dishes in the cabinets at Austin Hall that have never been used. Staff is recommending donating these items to a non-profit organization such as the Great Falls Rescue Mission. Commissioner Weber made a motion to donate the dishes to the Great Falls Rescue Mission. Commissioner Price seconded the motion with unanimous voice approval.

Review Plans for Amp 1 Infrastructure – Staff explained the process for the new parking lot. No action is required at this time.

Discussion was held and it was decided the Board would vote by email, with two days to respond, on the approval of the contract. Vice Chairperson, Joe Boyle made a motion to authorize Staff to send out an email to vote by email with a response in two days to award the contract. Commissioner Gilbert seconded the motion.

Commissioner Weber made a motion to amend the motion to approve the voting by email and bringing the item back under Old Business for the February meeting. Commissioner McCleary seconded the amended motion.

Estimate & Proposal – Gittins – Foundation Stabilization – Sunrise Bldg C – Carry In documents were given to Board members and reviewed. Commissioner Weber made a motion to acknowledge Gittins Foundation Specialists Inc. as sole source contractor and to approve the estimate and proposal from Gittins Foundation Specialists Inc. in the amount of \$17,650.00. Commissioner Ogawa seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of December 2013. Commissioner Ogawa 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**

2014 Housing Conference in Miles City – Any Board members who are wanting to attend, please let Staff know so all arrangements can be made.

Letter to Police Department regarding Officer Daniels – A letter was written to recommend placing a copy of the Resolution in to Officer Daniels' personnel file.

**PUBLIC COMMENT**

There being no further business to come before the Board, Commissioner Weber made a motion to adjourn. Commissioner Ogawa seconded the motion. The meeting was adjourned by Chairperson McCarty at 1:33 p.m. The next Board meeting will be held on Thursday, February 20th, 2014 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

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Kevin Hager, Secretary

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Jon McCarty, Chairperson