

**Great Falls Housing Authority  
Board of Commissioner's Meeting  
December 17, 2015**

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**CALL TO ORDER**

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, December 17, 2015. The meeting was called to order at 12:08 p.m. by Vice Chairperson Gilbert.

**PRESENT:** Jon McCarty, Commissioner, Dan Price, Commissioner, Mike McCleary, Commissioner, Marquita Ogawa, Commissioner, Cal Gilbert, Vice Chairperson, Jim Weber, Commissioner

**ABSENT:** Joseph Boyle, Chairperson

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

**PETITIONS**

**EXECUTIVE DIRECTOR REPORT**

**ADMINISTRATIVE REPORT**

**MT 2-1 SITE IMPROVEMENTS**

The project is now complete. The street is now opened to traffic and the parking lot is available for use. Please find the final pay request and change order #1 included for the Boards approval. The property looks great, thanks to United Materials.

**MT 2-1 ELECTRICAL**

The electrical work is complete. Please find United Electric's final pay request for the Boards approval.

**MT 2-1 PILOT**

Please find attachments of Resolution No. 7264 and the Cooperation Agreement with the City of Great Falls. Also included is a copy of the PILOT and a spreadsheet of previous PILOTS. These are being provided to the Board for review and discussion. Staff feels that the PILOT should be reviewed and reassessed considering our costs and ownership of the MT 2-1 site.

**HOLLAND COURT RENOVATION (CDBG)**

Staff has contacted the engineering firms to interview for design services to reconstruct the curbs, sidewalks, and parking lots.

**OLD BUSINESS**

## **NEW BUSINESS**

The November Board minutes were received and reviewed. Commissioner McCleary made a motion to approve the minutes as written. Commissioner Weber seconded the motion with unanimous voice approval.

Street and Light Tax Assessments were received and reviewed. Discussion was held and it is the concurrence of the Board that Staff move forward and ask the City to re-evaluate and reassess the street and light tax assessments for Amp 1 since the upgrades have been made by the Housing Authority.

United Materials – Change Order #1 – Quantity Reconciliation was received and reviewed. Commissioner McCleary made a motion to approve the change order to United Materials in the amount of \$15,096.65. Commissioner Ogawa seconded the motion with unanimous voice approval.

United Materials Final Payment was received and reviewed. Commissioner McCleary made a motion to approve final payment in the amount of \$114,663.22 to United Materials. Commissioner Weber seconded the motion with unanimous voice approval.

United Electric Final Payment was received and reviewed. Commissioner Weber made a motion to approve final payment in the amount of \$29,393.00 to United Electric. Commissioner Ogawa seconded the motion with unanimous voice approval.

Woith Engineering Final Payment (carry in) was received and reviewed. Commissioner McCleary made a motion to approve the final payment in the amount of \$48,000 to Woith Engineering. Commissioner Ogawa seconded the motion with unanimous voice approval.

Daycare Agreement was received and reviewed. This is a three year contract beginning January 1st, 2016 and expiring December 31<sup>st</sup>, 2018 with the right to renew the agreement annually for a maximum of two (2) additional years unless agreement is terminated by giving a thirty (30) day notice to the other party. Commissioner McCleary made a motion to approve the agreement with the Daycare. Commissioner Weber seconded the motion with unanimous voice approval.

Resolution 917 - 5 Year and Annual Plan for Fiscal Year Beginning April 1, 2016 was received and reviewed. Commissioner Weber made a motion to approve Resolution 917 as written. Commissioner Ogawa seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of November, 2015. Commissioner McCleary made a motion to ratify cash disbursements, (see beginning and ending check numbers). Commissioner Price seconded the motion with unanimous voice approval.

## **BOARD MEMBER REPORTS AND ANNOUNCEMENTS**

**COMMUNICATIONS**

Board/Commissioner Training

Appreciation Letter to United Materials – Jon Olsen

Appreciation Letter to United Materials – Randy Pike

Appreciation Letter to United Materials – Matt Willis

Appreciation Letter to United Materials – United Materials

**PUBLIC COMMENT**

There being no further business to come before the Board, Commissioner McCleary made a motion to adjourn. Commissioner Weber seconded the motion. The meeting was adjourned by Vice Chairperson Gilbert at 1:18 p.m. The next Board meeting will be held on Thursday, January 21<sup>st</sup>, 2016 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

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Kevin Hager, Secretary

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Cal Gilbert, Vice Chairperson