

**Great Falls Housing Authority  
Board of Commissioner's Meeting  
October 20, 2016**

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**CALL TO ORDER**

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, October 20, 2016. The meeting was called to order at 12:12 p.m. by Chairperson Gilbert.

**PRESENT:** Cal Gilbert, Chairperson, Jim Weber, Commissioner, Joe Boyle, Commissioner, Marquita Ogawa, Commissioner, Kristy Vandeberg, Commissioner

**ALSO PRESENT:** Kevin Hager, Executive Director, Greg Sukut, Deputy Director, Chris Tinker, Accounting Supervisor, Cindy Hoscheid, Administrative Assistant.

**ABSENT:** Tim McKittrick, Commissioner, Mike McCleary, Vice Chairperson

**PETITIONS**

**EXECUTIVE DIRECTOR REPORT**

**ADMINISTRATIVE REPORT**

**HOLLAND COURT RENOVATION**

The access doors are the last items to be installed by Staff and all other work has been completed. See attached completion letter from Woith Engineering. The final payment invoice from United Materials is under New Business. Staff has also included a spread sheet of all the costs for this project. Staff would like to thank United Materials and Rob Skawinski in his customer response. They were and still are very busy this year with numerous projects but Rob took the extra time to fit people and equipment in to our needs for Holland Court for another job well done.

**MT 2-1 REMODEL BLDG 6B & 6C**

Marv Hessler is now a temporary part time employee with the City of Great Falls Housing Authority effective 9-27-2016. He was here last week and met with Staff on this project and will be reviewing any necessary changes and modifying as needed. Staff has been contacting vendors and hope to be receiving proposals back to start this work.

**OLD BUSINESS**

Verbal Update on Austin Hall Fire Alarm System – Fire Marshall, Dirk Johnson and Deputy Fire Marshall, Ron Martin were present to update the Board on the situation with the Fire Alarm System at Austin Hall. Discussion was held and a motion was made by Commissioner Weber to direct Staff to have Central Technologies prepare plans and submit to the Community Development Department and then they will send the plans on to a 3<sup>rd</sup> party, Womer and Associates, for review. Commissioner Ogawa seconded the motion with unanimous voice approval

## **NEW BUSINESS**

The September Board minutes were received and reviewed. Commissioner Boyle made a motion to approve the minutes as written. Commissioner Weber seconded the motion with unanimous voice approval. Commissioner Ogawa abstained.

Community Police Officer Contract – was received and reviewed. The contract received from the City of Great Falls did not have the correct salary listed and the Board wants to wait for the correct salary numbers and then it will be sent via email for approval and be placed under Old Business next month.

United Materials – Holland Court Invoice #10 – Final Payment was received and reviewed. Commissioner Boyle made a motion to approve final payment to United Materials in the amount of \$90,927.12. Commissioner Weber seconded the motion with unanimous voice.

GFHA to Holland Court – Loan Proposal – was received and reviewed. Discussion was held and Commissioner Weber made a motion to approve the proposal of a 15 year interest free loan in the amount of \$120,000 with payments beginning 4/1/17. Commissioner Ogawa seconded the motion with unanimous voice approval.

Housing Authority Activity Sponsorship – was received and reviewed. Staff is proposing to raise the amount and make it the same whether school or non-school activity. Commissioner Boyle made a motion to approve raising the amount to \$45 for school or non-school activities. Commissioner Weber seconded the motion with unanimous voice approval.

Resolution 925 – Approving Vacated Tenant Accounts Written Off for Period Ending October 14, 2016 was received and reviewed. Commissioner Ogawa made a motion to approve Resolution 925. Commissioner Vandenberg seconded the motion with unanimous voice approval.

Resolution 926 – Approving Vacated Sandhills and Holland Tenant Account Written Off for Period Ending October 14, 2016 was received and reviewed. Commissioner Vandenberg made a motion to approve Resolution 926. Commissioner Boyle seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of September, 2016. Commissioner Weber made a motion to ratify cash disbursements, (see beginning and ending check numbers). Commissioner Boyle seconded the motion with unanimous voice approval.

## **BOARD MEMBER REPORTS AND ANNOUNCEMENTS**

Commissioner Ogawa shared information on the Ethics on-line training class that she participated in.

**COMMUNICATIONS**

Review of HUD's On-site Visit

**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 Gilbert at 2:10 p.m. The next Board meeting will be held on Thursday, November 17, 2016 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

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Kevin Hager, Secretary

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Cal Gilbert, Chairperson