

I. CALL TO ORDER AND ROLL CALL

Chairman McMaster called the Regular Public Housing meeting to order at 11:33 AM.

Members Present: Donna McMaster, Chairperson;
Greg Lemke, Vice-Chairman; Linda Bowie, Commissioner

Members Absent: Terry Braun, Secretary, Heidi Durand, City Council
Liaison, Becky Cusey, Commissioner

Others Present: Sally Roe, Executive Director;
Toni Vondal, Rental Assistance Coordinator; Sharpview
Residents: Mary Ann Lippert, Myrtle Cherry, Lucille
Hennemann, Gladys Bentz, Beverly Kirckhorn, Lon
Brown, Ronald Capistran, Rose LaRock, Kay Baker
Clay County Public Health; Keely Ihry, Arielle Hoff

II. REQUEST APPROVAL OF APRIL 24, 2012 REGULAR MEETING
MINUTES.

Lemke moved, seconded by Bowie to approve the Minutes of April 24, 2012. All votes were in favor. Motion carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS

Bowie moved, seconded by Lemke to approve the payment of bills as presented. All votes were in favor. Motion Carried.

IV. AGENDA AMENDMENTS

Smoke Free Policy

V. CITIZENS TO BE HEARD

Keely Ihry with Clay County Public Health stated that at the end of April she was able to do a presentation at Sharp View on some of the benefits on going smoke free. We had a good discussion and most of the people that came to the meeting were in support of going smoke free. We also provided cessation materials. We discussed doing a year out before going smoke free that way it would give everyone ample time to adjust.

Roe stated that she would like to have the smoke free policy in place by June of 2013.

Lou Hennemann stated that she would like to see a flag put up on the pole each day. Roe stated that Don can put the flag up each morning, but it needs to come down each night and we would need someone to volunteer to take it down each night.

Myrtle Cherry brought up regarding having a tornado meeting and what the Sharp View residents should do in case of severe weather. Roe stated that she has an email out to the Fire Chief about whether we should have that meeting with them or if we should get someone from Clay County Emergency Management to talk to us about bad weather.

Rose LaRock brought up regarding talking about the emergency cord. Roe stated that would be a good thing to be brought up at the meeting.

Lon Brown asked if a person was to travel should they let Don or someone know? Roe stated that it would be great if a quick note was provided as to how long a resident would be gone so that we have documentation and we worry about people if we don't see them.

Another suggestion was having a big sign put up by the office mail slot saying "Rent Drop Off".

VI. BUSINESS

A. Request to Hire Mechanical Engineer for HVAC Project at High Rise

Roe stated at the High Rise we are going to upgrade our heating and ventilation on first floor and take out the equipment that doesn't work very well. We would like to put in more air conditioning in more areas like the lobby and offices and take out the wall air conditioners that don't work very well. Roe put out proposals to hire a mechanical engineer, and got back two quotes. The company that gave the lower quote was ONE Building Systems Consultants. Roe recommended accepting their proposal.

Bowie moved, seconded by Lemke to approve hiring the ONE firm as mechanical engineering company for the HVAC project at high rise. All votes were in favor. Motion Carried.

B. Request to Approve Bid for Furnace Replacement

Roe stated that we have three scattered site home that currently have electric Forced air furnaces that are not very energy efficient, and we have funding in the budget to do 3 gas fire furnaces with central air conditioning. Roe recommended awarding the bid to Laney's. This equipment change will lower utility costs for these families.

Lemke moved, seconded by Bowie to approve the bid from Laney's for furnace replacement. All votes were in favor. Motion Carried.

C. Request Date Permission to send Staff to HQS Training

Roe stated that the Housing Choice Voucher Program has to have the units inspected annually. Steve Miller and Roe have been doing the inspections. Miller has been certified as an HQS Inspector, and now Roe is requesting to take the training and become certified.

Bowie moved, seconded by Lemke to approve sending Roe to HQS Training. All votes were in favor. Motion Carried.

D. Request Date Change for July Board Meeting to 7/31/2012

Roe stated that since approval was given to go to HQS Training, which occurs July 23rd through July 25th, Roe requested to move the July Board meeting to July 31, 2012 so that she will be able to attend.

After a brief discussion the Board Members agreed July 31, 2012 will be a workable date.

VII. OTHER BUSINESS:

Lemke stated that he thinks it's a good idea that we have been holding the Board meetings at the High Rise and Sharp View to give residents a chance to participate.

Roe stated that we are looking for a developer so that we can get begin working on using our Replacement Factor Grant money and develop new housing in Moorhead for low income residents.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:08 PM.

Donna McMaster – Chairman

Terry Braun – Secretary