

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; Terry Braun, Secretary; Greg Lemke, Vice-Chairman; Linda Bowie, Resident Commissioner; Heidi Durand, City Council Liaison; Becky Cusey, Commissioner

Members Absent: None

Others Present: Sally Roe, Executive Director;
Toni Vondal, Rental Assistance Coordinator;

II. REQUEST APPROVAL OF MAY 22, 2012 REGULAR MEETING MINUTES.

Lemke moved, seconded by Bowie to approve the Minutes of May 22, 2012. All votes were in favor. Motion carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS

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

IV. AGENDA AMENDMENTS

None

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Request to Close Section 8 Rental Assistance Waiting List

Roe stated our HUD representatives from Minneapolis suggested the Section 8 waiting list be closed since it is very long. Kravik said keeping it open only creates more administrative work since we have a large list of families to assist already.

Roe stated that we would need to put an ad in the paper so that it is made public and we would like to close it for one year and then in July 2013 we will revisit the issue and see if we want to reopen it or leave it closed.

Braun moved, seconded by Bowie to approve closing the Section 8 Waiting List. All votes were in favor. Motion Carried.

B. Energy performance Contracting

Roe stated that she and Steve Miller (Maintenance Supervisor) visited with Mr. Thomas Timmins, who works with CTI Energy Services, LLC. Timmins suggested doing an energy performance contract. Roe understood that they could help us to get funding to do energy savings work. Roe stated that the largest items we have left on our five year plan is the boiler at River View Heights.

Roe stated that Mr. Timmins was going to call Ms. Lee with Clay County HRA and already had a meeting scheduled with Jill Elliot at Fargo HRA to see if he could do some kind of energy performance contract where he could gather several agencies together and then we would split the cost.

Roe stated that there is a Chicago conference about energy contracting being held, but instead of sending her may be wiser to work with someone that does this type of work for a living.

Cusey asked Roe what a feasibility study would cost. Roe stated that if we had CTI do a feasibility study there would be no cost, but that we would have to do an RFP if we want to begin an Energy Contract. Timmins stated they can do a feasibility study at no cost, but once they got into managing the actual work there would be a cost.

Roe stated that Mr. Timmins was going to be meeting with other agencies in the area and that as of today she has not heard from him but that she could send him an email after today's meeting.

C. Update on HUD Site Visit

Roe stated that on June 7th, Deb Kravik and Anthony Landecker came to our office. It was a casual meeting and we talked about closing the Section 8 waiting list. They also looked at the Public Housing waiting lists. They were impressed with our housing, and indicated that we take good care of the property.

VII. OTHER BUSINESS:

Roe stated she had three items to mention.

1. Smoke free Policy:

The Board was given a packet of information that our PHA had received from HUD. They are in favor of making our housing smoke free. Roe asked the Board to review the packet, and at next month's meeting the Board will be asked to approve the smoke free policy and PHA staff will contact our residents at Sharp View and the High Rise to notify them of the policy.

2. Our maintenance man, Don Dease, is planning on retiring in October and we have begun the search for a replacement person. We hope to find someone by August so that they can shadow Don's job. Roe hopes to find someone through Express Personnel. There will be a jump in wage expense during this time.

3. Roe reminded the Board that July's meeting will be at Ushers on the 31st.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:22 PM.

Donna McMaster – Chairman

Terry Braun – Secretary