

City of Monroe Housing Authority Minutes

Date: March 3, 2010

Chairperson, Janet Thompson called the monthly meeting of the board of commissioners for the Monroe Housing Authority to order at 4:10 p.m. on March, 3rd, 2010

Present:

Janet Thompson
John Mulhall
Jan Lefevre
Scott Jacobson
John Waelti
Cindy Johnson
Paul Mudgett
Patricia Pate Ormond

Special Guest:

Mayor Ron Marsh

Absent:

N/A

Tenants present: Wanda Blum (Tenant Representative)

Approval of minutes from last board meeting:

Jan Lefevre, made a motion to accept the minutes as read.

John Waelti, seconded the motion, passing unanimously.

Financial Updates:

Discussion on the letter that was received by Janet Thompson and Mayor Marsh from the U.S. Department of Housing and Urban Development, regarding the Capital Fund Recovery Grant. The Mayor commented that he commends Cindy on obligating 100% of the funds in a timely manner for the building improvements. Jan Lefevre stated that the board should also commend Cindy on the work as well as Paul.

Cindy reported insurance premiums will be paid in March on the liability policies for employee dishonesty and the board directors and commissioners, which is required by law on all housing authorities.

Cindy and Paul reported on the upcoming concrete work and the acceptance of the bid for this spring's projects, which has funds obligated from the CFRG stimulus grant.

Approval of last month's financial report:

Jan Lefevre made a motion to accept the Financial Statement as read.

John Mulhall seconded the motion, passing unanimously.

Tenant Concerns:

Tenants may bring up concerns which may be discussed at a future meeting.

Per Wanda Blum, Tenant Representative nothing to report at this time.

Business Open Meeting:

- ❖ *Discussion with the board about the sprinkler system fire protection through the water dept.*

Cindy Johnson reported about The Monroe Water Dept. changing the water meter.

➤ **Maintenance Updates:**

Paul Mudgett, discussed with the board that he has obtained bids for re-keying all of Churchill Woods' main doors and apartments. He discussed the re-keying project came in under budget from Monroe Lock Shop.

Paul Mudgett, Maintenance Director and Cindy Johnson, Executive Director met with Keith the architect, who is working on the elevator project, today. Additional drawings were given for review, and Keith discussed his plans to proceed. Paul showed the Elevator plans and discussed the upcoming schedule, including the bid due dates and concrete work.

Jan Lefevre made a motion to accept the resolution #10-225 concrete project. Scott Jacobson seconded the motion, passing unanimously.

➤ **Office Updates:**

Cindy Johnson, Executive Director notified the Board she has completed the 5 year PHA plan. It must be posted 45 days prior to the Board's approval. It will be discussed and voted on during the April 7th, 2010 board meeting.

➤ **Apartment status:**

As of this date, we are at full capacity.

BUSINESS PRESENTED BY COMMISSIONERS: May bring up items to be discussed at future meeting.

Next board meeting will take place on April 7th, 2010 @ 4:00 p.m. Will be held in the Community Room at Churchill Woods Apartments.

Motion to Adjourn was made by Jan Lefevre @ 4:45 p.m.

Seconded by Scott Jacobson, passing unanimously.

Adjourn:

Requests from persons with disabilities who need assistance to participate in this meeting, including need for interpreter, materials in alternate formats, or other accommodations, should be made to the Housing Authority's Office at 608-325-2949 with as much advance notice as possible so the proper arrangements can be made.

Patricia Pate Ormond
Assistant Executive Director