

Housing Assistance Board

Minutes

August 11, 2016

Board members present were, Jim Harris, Mike Jacimore, Karen Wuthrich, Tara Muck, Pat Ross and Sara Edmiston.

Staff members present were David Smith and Janey Buckner.

The board took a moment to review the minutes from June 2, 2016. Following a discussion by the board, Mike Jacimore asked for a motion to approve the minutes. Karen Wuthrich motioned and Jim Harris seconded, the vote was 6 in favor 0 opposed.

David Smith then informed the board of the following Housing Assistance Projects:

Project # 15-052: for HVAC change out. With three bids received, the lowest bid was submitted by Ross Renovations for \$3,600.00.

B. Project # 15-054: for a total electric rewire, partial roof replacement, heater and minor floor repairs, the only bid received, was from Ross Renovations for \$15,191.00. Adams & Son Roofing & Construction pulled his June bid of \$9,500.00 and therefore making him ineligible to bid the project this cycle.

C. Project # 16-001: for rain gutters the low bid of two received was by Ross Renovations who has low bid on four other projects this cycle, the other bid received was from Adams & Son Roofing & Construction for \$2,125.00.

D. Project # 16-002: for electric rewire, HVAC, floor and plumbing repairs. With two bids received, the lowest bid was submitted by Jergins Contracting for \$20,375.00, staff is asking for the full grant amount with the difference of \$5,375.00 to be paid by the owner through a loan. Ross Renovations has recused himself from this bid citing a potential conflict of interest.

E. Project # 16-009: for a complete roof and porch ceiling repairs. With two bids received, the lowest bid was submitted by Ross Renovations for \$7,216.45. Note; Staff will be working with the owners insurance company in a partnering type of situation so the final actual cost to the Housing Assistance Program should be considerably less, or the project may not go through at all. This project was referred by the Neighborhood Services Dept. who is going through the courts to prosecute the owner in order to make corrections under the Housing Code.

F. Project # 16-010: for foundation repair, bathroom and HVAC repairs with three bids received the lowest bid was pulled out by Ross Renovations who has low bid on four other projects this cycle. Making the low bid from Jergins Contracting for \$20,455.00 staff is asking for the full grant amount with the difference of \$5,455.00 to be paid by the owner through a loan.

G. Project # 16-011: for HVAC change out, bathroom and kitchen repairs plumbing repairs, the lowest bid was pulled out by Ross Renovations who has low bid on four other projects this cycle. Making the low bid from Jergins Contracting for \$8,800.00.

H. Project # 16-020: for floor, electric and plumbing repairs the low bid of two received was by Ross Renovations who has low bid on four other projects this cycle, the other bid received was from Adams & Son Roofing & Construction for \$14,200.00.

I. Project # 16-024: for structural & foundation repair, plumbing repairs and heater installation the lowest bid was pulled out by Ross Renovations who has low bid on four other projects this cycle. Making the low bid from Jergins Contracting for \$18,375.00 staff is asking for the full grant amount with the difference of \$3,375.00 to be paid by the owner through a loan.

J. Project # 16-029: for a new / relocated water service line to the house and minor floor repair, with three bids received, the lowest bid was submitted by Ross Renovations for \$3,048.00.
This project is deemed as a health safety threat issue to the owner and has been taken out of numeric order.

Chairman Mike Jacimore made a motion for approval of quotes for projects A thru I. Tara Muck motioned and Pat Ross seconded, the vote was 6 in favor and 0 opposed.

Chairman Mike Jacimore made a motion for approval of quotes for project J. Karen Wuthrich motioned and Sara Edmiston seconded, the vote was 5 in favor and 1 abstention Pat Ross.

Meeting Adjourned.

Approved: _____

Date: _____