

**Housing Assistance Board
Minutes
September 6, 2018**

Chairman Mike Jacimore opened the meeting and requested the roll call. Those present were Karen Wuthrich, Jim Rose, Jim Harris, Mike Jacimore and Sara Edmiston arrived within a couple of minutes of roll call. The city staff members present were David Smith and Matt Jennings.

MINUTES

Chairman Jacimore asked that the July 5, 2018 minutes be reviewed. With no corrections, comments or additions, a motion was made by Jim Rose to approve the minutes and was seconded by Karen Wuthrich. The minutes were approved 5 in favor and 0 opposed.

HOUSING ASSISTANCE GRANT / LOAN CONTRACTS

Chairman Jacimore then turned the meeting over to David Smith to begin the process of going through the agenda which consisted of ten housing assistance projects, to include pictures, descriptions of projects, contractor low bid, grant, loan amounts and answered questions that Ms. Edmiston, Ms. Wuthrich, Mr. Rose, Mr. Harris and Chairperson Jacimore had for the various projects.

The following projects were discussed by the board members and Mr. Smith:

A. Project # 17-037: for electric, HVAC duct and foundation repairs of four bids received, the lowest bid was submitted by Connelly Bros. Construction for \$6,800.00 bringing the project total to \$11,800.00.

B. Project # 18-003: for plumbing repair, five bids were received the lowest bid was presented by May Avenue Plbg. for \$650.00.

C. Project # 18-005: for electric rewire, bathroom rehab, foundation and plumbing repairs, of the five bids received, Ross Renovations was the low bidder with \$19,017.00. Staff is asking for the full \$15,000.00 grant amount and approval of a loan for the remaining \$4,017.00 that will be repaid by the owner.

D. Project # 18-005: for electric rewire, new HVAC system, bathroom rehab, attic ladder, and plumbing repairs The lowest bid of five was submitted by Connelly Bros. Construction for \$24,600.00 however Mr. Connelly was the lowest bidder on six (6) projects in this bid cycle and CD Policy allows only four (4) projects be awarded to any single contractor. The next contractor was Jergins Contracting who submitted a bid for \$24,800.00 but was willing to take the project for the same \$24,600.00. Staff is asking for the full grant amount and approval of a loan for the remaining \$9,600.00 that will have to be repaid by the owner.

E. Project # 18-007: for a new Roof, electric rewire, bathroom rehab, and water heater five bids were received and the lowest bid of \$19,016.45 was submitted by Ross Renovations. The Staff is asking for the full grant amount and approval for a loan of the remaining \$4,016.45 that will be repaid by the owner.

F. Project # 18-008: for electric rewire, HVAC system upgrade foundation, replacing doors, floor repairs, attic ladder. The lowest bid of three was submitted by Connelly Bros. Construction for \$23,400.00 Staff is asking for the full \$15,000.00 grant amount and approval for a loan of the remaining \$8,400.00 that will be repaid by the owner.

G. Project # 18-010: for electric rewire, HVAC, bathroom rehab, kitchen repair, foundation, and roof repairs, of the five bids received, Connelly Bros. Construction was the low bidder with \$24,600.00. Staff is asking for the full \$15,000.00 grant amount and approval for a loan of the remaining \$9,600.00 that will be repaid by the owner.

H. Project # 18-014: for living room ceiling and electrical repairs, of the four bids received, Connelly Bros. Construction was the lowest bidder at \$5,200.00 bringing the project total to \$14,043.38.

I. Project # 18-026: for foundation repair, electric panel upgrade, and HVAC with five bids were received the lowest bid of \$16,050.00 was submitted by Ross Renovations. The Staff is asking for the full grant amount and approval for a loan of the remaining \$1,050.00 that will be repaid by the owner.

J. Project # 18-035: for dining room ceiling overlay, of the five bids received, Connelly Bros. Construction was the lowest bidder at \$1,900.00 as was mentioned above Mr. Connelly was the lowest bidder on six (6) projects in this bid cycle and CD Policy allows only four (4) projects be awarded to any single contractor. May Avenue Plumbing (next low bid: \$2,315.00) agreed to do the project at the same \$1,900.00 cost

After Mr. Smith answered a few additional questions by board members, Ms. Wuthrich made a motion to approve the grants and loans for each of the projects for the work to be accomplished, Jim Harris seconded the motion. The motion was approved by a vote of 5 in favor and 0 opposed.

HOUSING ASSISTANCE REPORT

Mr. Smith showed pictures of before and after pictures for the properties located at 1202 South 10th Street & 2106 Garner Avenue. Mr. Rose asked about the project located 1216 North 8th Street. Mr. Smith said the project was completed and he failed to put it in the report.

ADJOURNMENT

Chairman Jacimore asked if there was a motion to adjourn. Ms. Edmiston made a motion for adjournment with the motion seconded by Mr. Harris. The motion was approved 5 in favor and 0 opposed.

Approved: _____

Date: _____