

## HOUSING ASSISTANCE BOARD (HAB) MINUTES

### Executive Room: Fort Smith Public Library – Main Branch

Thursday, November 1<sup>st</sup>, 2018 – Noon

Chairman Mike Jacimore opened the meeting, and requested the roll call. On roll call, the following board members were present: Karen Wuthrich, Sara Edmiston, Jim Rose, Mark Bliss, and Mike Jacimore. The city staff members present were David Smith and Darsey Geren.

Chairman Jacimore then called for the vote on the minutes from the September 6<sup>th</sup>, 2018, meeting to be reviewed. Board member, Karen Wuthrich had one correction to bring to attention. Wuthrich explained that item C, second sentence had a spelling error of “for02,” and the “02” needed to be deleted. Board member, Mark Bliss moved, seconded by Board member, Karen Wuthrich, to approve the correction and minutes. The minutes were approved five in favor and zero opposed.

Chairman Jacimore then turned the meeting over to Mr. David Smith to begin the process of going through the agenda, which consisted of 10 housing assistance projects. The housing assistance projects included: pictures, descriptions of projects, contactor awarded for low bid, grant and loan amounts, and discussion or questions about the projects.

#### **A. Project # 18-011**

Electric, HVAC change-out, bathroom rehab, and exterior trim repairs. There were a total of four bids received, and Jergins Contracting was the lowest of bidders at \$11,700.00. There were two items to be noted while discussing this project:

- Not addressed on the work description was floor covering on the kitchen; however, Mr. Smith stated that it would not affect the bid amount.
- Mr. Smith brought up that the house would more likely than not need to be sprayed again for flea's in order to allow the contactors to get inside the house and work without being affected by the infestation.

#### **B. Project # 18-012**

Flooring, plumbing and door repairs. There were a total of five bids received, and Jergins Contracting was the lowest of bidders at \$4,475.00.

#### **C. Project # 18-017**

For drainage repairs and installations. There were a total of three bids received, and Compass Construction was the lowest of bidders at \$6,000.00.

#### **D. Project # 18-035**

Dining room and ceiling overlay.

- Noted: the owner cancelled this project because he had located and hired someone to do the work outside of Community Development.

**E. Project # 18-037**

Electric rewire and HVAC. There were a total of four bids received, and Jergins Contracting was the lowest of bidders at \$16,625.00. An emergency project had been previously completed (9/13/18) for \$3,874.00 in order to re-gas the home. The Staff is asking for full grant amount and approval for a loan of the remaining \$5,499.00 that will be repaid by the owner.

**F. Project # 18-038**

Roof, bathroom rehab, and a tank-less water heater. There were a total of four bids, and Connelly Brothers Construction was the lowest of bidders at \$14,900.00. An emergency project was previously completed (10/2/18) for tarping over a portion of the roof. Staff is asking for the full \$15,000.00 grant amount and approval for a loan of the remaining \$75.00 that will be repaid by the owner.

- During the meeting staff member, Darsey Geren made a note that the power point presentation had the incorrect Project number listed. The project # is 18-038, and the power point had listed 18-039.
- Mr. David Smith also noted that the cost of the emergency tarp was \$175.

**G. Project # 18-040**

Roof, electric rewire, HVAC, furnace, extensive gas and plumbing repair, and foundation repairs. There were a total of four bids, and Jergins Contracting was the lowest of bidders at \$29,839.00. Staff is asking for the full \$15,000.00 grant amount and approval for up to the maximum loan amount of \$10,000.00 that will be repaid by the owner. The remaining balance will have to be paid by the owner, and be “first money” into the project. However, the HVAC (\$7,500) portion of the project could be reduced by Change Order by removing the purchase and installation of the mini split system(s) and installing a vented gas furnace(s) taking the project total below the maximum and still code compliant.

**H. Project # 18-041**

HVAC change out and minor electrical repairs. There were a total of five bids received, and Connelly Brothers. Construction was the lowest of bidders at \$6,000.00.

**I. Project # 18-043**

Bathroom rehab. There were a total of four bids received, and Jergins Contracting was the lowest of bidders at \$4,950.00. However, the project would give Jergins Contracting five jobs, and the policy says that a contractor may only have four projects in a bid cycle. Therefore, Ross renovations were the next lowest bidders at \$5,442.00, but will do the project for the lowest bid amount.

**J. Project # 18-044**

Roof repair and removal of downed tree. There were a total of four bids received, and Compass Construction was the lowest of bidders at \$2,550.00.

After Mr. Smith was able to answer all the questions by board members, Mrs. Edmiston made a motion to approve the grants and loans for each of the projects (aside from Project # 18-035) for the work to be accomplished, Mr. Rose seconded the motion. The motion was approved by a vote of five in favor and zero opposed.

**Housing Assistance Report**

Mr. Smith showed completed project pictorials for Project # 18-005 and Project # 18-006.

**Adjournment**

There being no further items to discuss Chairman Jacimore asked if there was a motion to adjourn. Mrs. Wuthrich made a motion for adjournment with the motion seconded by Mr. Bliss. The motion was approved by five in favor and zero opposed.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_