

## HOUSING ASSISTANCE BOARD (HAB) MINUTES

Executive Room: Fort Smith Public Library – Main Branch

Thursday, January 17<sup>th</sup>, 2019 – Noon

- I. Chairman Mike Jacimore opened the rescheduled regular Housing Assistance Board meeting, and requested the roll call. On roll call, the following board members were present: Karen Wuthrich, Sara Edmiston, Jim Rose, Mark Bliss (Elected secretary), and Mike Jacimore. The city staff members present were David Smith and Darsey Geren.
- II. Chairman Jacimore then called for the vote on the minutes from the November 1<sup>st</sup>, 2018, meeting to be read and approved. Board member, Sara Edmiston moved, seconded by Board member, Jim Rose, to approve the minutes. The minutes were counted voted; approved five in favor and zero opposed.
- III. Chairman Jacimore brought up two topics of discussion in relation to the new Robert's Rules of Order due to Ordinance No. 104-18. First topic of discussion, Chairman Jacimore explained that the HAB Board would need to discuss and conduct a vote setting the degree of application as it relates to the Housing Assistance Board meetings. Board member, Mr. Rose moved to keep the future HAB meetings informal, seconded by Board member Mrs. Wuthrich. The decision was counted voted; approved five in favor and zero opposed. Second topic of discussion, Chairman Jacimore explained that the HAB board would need to appoint a secretary in accordance with the Robert's Rules of Order. Chairman Jacimore explained that the secretary would be responsible for approving the minutes for each meeting. Board member, Mrs. Wuthrich moved to nominate Mr. Bliss as secretary, seconded by Board member, Mrs. Edmiston. The decision was counted voted; approved five in favor and zero opposed.
- IV. Chairman Jacimore then turned the meeting over to Mr. David Smith to begin the process of going through the agenda, which consisted of six housing assistance projects. The housing assistance project's included: pictures, descriptions of projects, contactor awarded for low bid, grant and loan amounts, and discussion or questions about the projects.
  - A. **Project # 18-015**

Roof, electric rewire, minor structural, plumbing and flooring repairs of four bids received, the lowest bid was submitted by Connelly Bros. Construction for \$19,900.00. The Staff is asking for the full grant amount and approval for a loan of the remaining \$4,900.00 that will be repaid by the owner.
  - B. **Project # 18-016**

Emergency plumbing replacement of a leaking gas water heater (Ellis Plumbing = \$1,417.00) requiring a safety code change-out (Harrison Electric = \$300.00) to an electric unit (Harrison Electric = \$300.00) totaling \$1,717.00. Bids were opened 1/2/19 for HVAC change-out, front and back door replacement and kitchen window replacement of the four bids received, the lowest bid was presented by Ross Renovations for \$6,995.00 totaling \$8,712.00.

    - Also there will most likely be a future Bathroom rehab project out to bid on the next cycle.

**C. Project # 18-020**

Emergency plumbing replacement leaking and improperly installed gas piping under the house (Ellis Plumbing = \$992.00). Bids were opened 1/2/19 for electric rewire, major bathroom rehab, HVAC and closet. The lowest bid of four was submitted by Ross Renovations for \$24,153.00 bringing the project total as written to \$25,145.00. Staff is asking for the full \$15,000.00 grant amount and approval for a loan of the remaining \$10,000.00.

- The remaining \$145.00 must be paid by the owner, or the scope of the work must be reduced.

**D. Project # 18-025**

Received emergency plumbing repair (8/31/18) of a water leak (Borengasser Plumbing = \$1,175.00) and once again (12/3/18) when staff requested (Ellis Plumbing = \$300.00) service call to investigate a sanitary leak under the bathroom. Bids were opened 1/2/19 for electric rewire, bathroom rehab (including the sanitary leak) and HVAC repairs. The lowest bid of four was submitted by Ross Renovations for \$16,090.00. Staff is asking for the full \$15,000.00 grant amount and approval for a loan of the remaining \$2,565.00.

**E. Project # 18-033**

Received emergency plumbing replacement of a leaking gas service line (Ellis Plumbing = \$1,342.00). Bids were opened 1/2/19 for electric panel upgrade with installation of outdoor receptacles at the front and back porch areas and tank-less water heater. There were four bids received, Jergins Contracting submitted the low bid of \$6,375.00 making the project total \$7,717.00.

**F. Project # 18-036**

Received emergency plumbing replacement of a leaking water heater (Ellis Plumbing = \$942.00). Bids were opened 1/2/19 for electric rewire, 2<sup>nd</sup> story HVAC, basement door repairs and attic ladder. There were four bids received, Ross Renovations was the low bidder with \$17,392.00. Staff is asking for the full \$15,000.00 grant amount and approval for a loan in the amount of \$3,334.00 for both projects that will be repaid by the owner.

**V. Total Rehabilitation Approval**

After Mr. Smith was able to answer all the questions by board members, Mrs. Wuthrich made a motion to approve the grants and loans for each of the projects for the work to be accomplished, Mr. Bliss seconded the motion. The motions were counted voted; approved by a vote of five in favor and zero opposed.

**VI. Housing Assistance Report**

Mr. Smith provided an updated Housing Assistance Report on past projects, and also showed completed project pictorials for Project # 18-011, Project # 18-017, Project # 18-038, and for Project # 18-044.

**VII. Adjournment**

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

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

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