

## HOUSING ASSISTANCE BOARD (HAB) MINUTRES

Davis Meeting Room: Fort Smith Public Library – Main Branch

Thursday, March 21<sup>st</sup>, 2019 – Noon

- I. City Clerk, Ms. Sherri Gard, administered oaths before the start of roll call. Board member Sara Edmiston and Board member Karen Wuthrich were administered oaths.
- II. Mrs. Edmiston opened the Housing Assistance Board meeting, and requested the roll call. On roll call, the following board members were present: Karen Wuthrich, Sara Edmiston, Jim Rose, and Mark Bliss (Elected Secretary). The city staff members present were Davis Smith and Afton Kimberling.
- III. Mrs. Edmiston opened up discussion for the new update on Housing Assistance applications and inspection process. Mr. David Smith explained that the Planning Department and the Community Development Department were both in a place of transition. Former staff member Ms. Darcy Geren, has moved on to a different job opportunity and new staff member Mrs. Afton Kimberling, would be taking on staff duties. Regarding Housing Assistance, Mr. Smith stated that the department would still be giving out applications but they would only be accepting applications that were considered an “emergency” situation. Mr. Smith predicted that this “hold” would last only about a month.
- IV. Mrs. Edmiston then called for the vote on the minutes from the January 17<sup>th</sup>, 2019, meeting to be read and approved. Board member, Jim rose moved, seconded by Board member, Ms. Wuthrich, to approve the minutes. The minutes were counted voted; approved four in favor and zero opposed.
- V. Mrs. Edmiston turned the meeting over to Mr. David Smith to begin the process of going through the agenda, which consisted of five housing assistance projects. The housing assistance projects included: pictures, descriptions of projects, contractor awarded for low bid, grant and loan amounts, and discussion or questions about the projects.
  - A. **Project # 18-016:** previously received emergency plumbing replacement of a leaking gas water heater for \$1,717.00. She has also received the \$6,995.00 work approved by the HAB at the January 21<sup>st</sup> meeting. The Board was informed at that time there would likely be a bathroom rehab project out to bid on the next cycle. Five bids were opened 3/6/19 for the bathroom rehab and a back porch landing. The lowest bid was received from Jergins Contracting for \$4,700.00 making a grand total of \$13,412.00.
  - B. **Project # 18-023:** Bids were opened 3/6/19 for roof replacement, ceiling and plumbing repair. The lowest bid of six was submitted by Jergins Contracting for \$10,990.00.

- C. **Project 18-28:** Six bids were opened 3/6/19 for electric rewire, bathroom rehab and plumbing repairs. The lowest bid was submitted by Jergins Contracting for \$14,200.00
- D. **Project # 18-046:** In December received emergency water heater replacement (Ellis Plumbing = \$982.00). Bids were opened 3/6/19 for removing the large limbs overhanging the house, replacing the roof and electric rewire. Of the six bids received, Compass Realty & Construction submitted the low bid of \$16,930.00 minus insurance proceeds of \$3,840.80 for the roof, making a sub-total of 13,089.20 plus the \$982.00 for the water heater making the total cost for the project thus far \$14,071.20.
- E. **Project # 18-047:** For installation of two (front and back) ramps, electric rewire, water heater, gas furnace and ceiling repair. Bids were opened 3/6/19 of the six bids received. Ross Renovations was the low bidder with \$24,200.00. Staff is asking for the full \$15,000.00 grant amount and approval for a loan in the amount of \$9,200.00 that must be repaid by the owner.

**VI. Discussion/Grant Approval**

After Mr. Smith was able to answer all the questions by the board members, Mr. Jim Rose 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 motion was counted voted; approved by a vote of four in favor and zero opposed.

**VII. Housing Assistance Report**

Mr. Smith provided an updated Housing Assistance Report on past projects, showing completed project pictorials for Project #18-015, Project #18-033, and Project #18-016

**VIII. Adjournment**

There being no further items to discuss, Mr. Jim Rose made a motion to adjourn. Mr. Bliss seconded the motion and the vote was counted voted; approved by four in favor and zero opposed.

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

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

