

## HOUSING ASSISTANCE BOARD (HAB) MINUTES

Campbell Meeting Room: Fort Smith Public Library – Main Branch

Thursday, June 6th, 2019 – Noon

- I. Mr. Mike Jacimore 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, Jim Harris, Mike Jacimore, and Teresa Jones. The city staff members present were Davis Smith and Afton Kimberling.
- II. Mr. Jacimore called for a re-vote for the Chair & Secretary positions of the Housing Assistance Board. Mr. Jim Harris nominated Mr. Jacimore as Chair and Mrs. Edmiston seconded the nomination. The vote for Mr. Jacimore as the Housing Assistance Board Chair ruled in favor six to zero. Mr. Jacimore then opened up the nomination for the Housing Assistance Board Secretary. Ms. Wulthrich nominated Mr. Jim Rose as Secretary and the vote for the position ruled in favor six to zero.
- III. Mr. Jacimore called for the vote on the minutes from the March 21<sup>st</sup>, 2019, meeting to be read and approved. Mr. Rose motioned, seconded by Ms. Teresa Jones, to approve the minutes. The minutes were approved six in favor and zero opposed.
- IV. Mr. Jacimore 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 projects included: pictures, descriptions of projects, contractor awarded for low bid, grant and loan amounts, and discussion or questions about the projects.
  - A. **Project # 18-018:** Previously received assistance for drainage and trench installations for \$6,000.00. The Board was informed at that time there would likely be an additional siding project out to bid once it was determined that the drainage project was successful. Four bids were opened 6/5/19 for the installation of waterproofing wrap, vinyl siding and a security storm door the lowest bid was received from Compass Realty & Construction for \$3,070.00 making a grand total of \$9,370.00.
  - B. **Project # 18-029:** Four bids were opened 6/5/19 for floor & floor coverings, HVAC and plumbing repair. The lowest bid was submitted by Jergins Contracting for \$12,300.00.
  - C. **Project # 18-030:** It was found through the course of the bidding process that she is operating an unlicensed business from the property. She says the space is simply storage, however there is evidence otherwise. If untrue, it brings into question the income disclosed on her application as being factual. At this time CD has suspended her project.
  - D. **Project 19-006:** Previously received emergency water heater replacement & toilet repairs (Flow Masters = \$1,225.87). Bids were opened 6/5/19, for replacing the roof and HVAC change-out. Of the four bids received, Jergins Contracting submitted the low bid of \$13,200.00 minus insurance proceeds of \$1,052.91 for the roof, making a sub-total of

12,147.09 plus the \$1,225.87 for the plumbing repairs making the total cost for the project thus far \$13,372.96.

- E. **Project # 19-010:** Bids were opened 3/6/19 for replacing the roof and a household ramp also rodent pest control, of the five bids received, Connelly Brothers Construction submitted the low bid of \$8,900.00
- F. **Project # 19-012:** For construction of drainage swale and tree removal. Bids were opened 3/6/19 of the four bids received, Compass Realty & Construction was the low bidder with \$2,220.00.

V. **Discussion/Grant Approval**

After Mr. Smith was able to answer all the questions by the board members, Ms. Jones made a motion to approve the grants and loans for each of the projects for the work to be accomplished, Mr. Harris seconded the motion. The vote ruled six in favor and zero opposed.

VI. **Housing Assistance Report**

Mr. Smith provided an updated Housing Assistance Report on past projects, showing completed and in progress project pictorials for Project #18-025, Project #18-20, and Project #18-016.

VII. **Adjournment**

There being no further items to discuss, Mrs. Edmiston made a motion to adjourn. Ms. Wuthrich seconded the motion and the vote approved six in favor and zero opposed.

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

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

