

HOUSING ASSISTANCE BOARD (HAB) MINUTES

Campbell Meeting Room: Fort Smith Public Library – Main Branch

Thursday, October 3rd, 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, Jim Rose, Jim Harris, Mike Jacimore, and Kathy Conley. The city staff members present were David Smith and Afton Kimberling. Mr. Smith welcomed and introduced Ms. Kathy Conley as a new member to the Housing Assistance Board.
- II. Mr. Jacimore called for the vote on the minutes from the June 6th, 2019, meeting to be read and approved. Ms. Wuthrich motioned, seconded by Mr. Harris, to approve the minutes. The minutes were approved five in favor and zero opposed.
- III. Mr. Jacimore 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 18-025:** Previously received emergency plumbing repair (8/31/18) of a water leak \$1,175.00 and once again (12/3/18) for \$300.00 regarding a sanitary leak under the bathroom. The HAB also approved (1/17/19) the grant & loan for electric rewire, bathroom rehab and HVAC repairs, from Ross Renovations for \$16,090.00 however additional soffit, fascia and trim repair is required to keep birds and other animals out of the attic area. Of four bids received the lowest was from Cameron Construction for \$4,475.00 this amount will be added to the loan for a total of 7,040.00 making the project total \$22,040.00.
 - B. **Project # 18-039:** In February of this year, this project received emergency assistance for a gas leak under the house (Ellis Plumbing = \$300.00) Bids were opened 10/2/19 for electric rewire, bathroom / plumbing repairs, HVAC, foundation repairs and extermination of insects The lowest bid of four was submitted by Jergins Contracting for \$19,568.00 bringing the project total as written to \$19,868.00 Staff is asking for the full \$15,000.00 grant amount and approval for a loan of the balance.
 - C. **Project # 18-042:** Bids were opened 10/2/19 for bathroom repairs, security storm doors and porch step hand handrails. Of the four bids received, Jergins Contracting submitted the low bid of \$3,100.00.
 - D. **Project # 19-001:** Bids were opened 10/2/19 for electric rewire and a ramp. Four bids were received, Jergins Contracting had the low bid of \$10,700.00.
 - E. **Project # 19-010:** The HAB approved at the March meeting this year an emergency project for a roof, ramp, siding repairs and extermination of rodents from Connelly Construction for \$8,900.00. Bids were received for the electric rewire and the floor in the garage / master bedroom conversion of the 4 bids received Jergins Contracting turned in the low bid of

10,500.00 making the project total 19,400.00. Staff is asking for the full \$15,000.00 grant amount and approval for a loan for the balance.

IV. Discussion/Grant Approval

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

V. Housing Assistance Report

Mr. Smith provided an updated Housing Assistance Report on past projects, showing completed and in progress project pictorials for Project #18-017, Project #18-47, and Project #19-012.

VI. Adjournment

Additional emergency projects were discussed by Mr. Smith and reviewed with the Housing Assistance Board. Mr. Smith also stated that the Community Development Department is still awaiting program funding but to still expect a November Housing Assistance Board meeting. There being no further items to discuss, Ms. Wuthrich made a motion to adjourn. Mr. Rose seconded the motion and the vote approved five in favor and zero opposed.

Approved: _____

Date: _____

