City of Shawnee
OKLAHOMA

Community Development
Shawnee Urban Renewal Authority

AGENDA

SHAWNEE URBAN RENEWAL AUTHORITY

August 4, 2020
9:00 a.m.
CDBG OFFICE, CONFERENCE ROOM
227 N. BROADWAY, SUITE C

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes:** May 12, 2020
4. **Approval of Claims:** $169,606.50
5. **Update on Projects**
6. **Old/New Business**
7. **Program Manager's Report**
8. **Adjournment**

SHAWNEE URBAN RENEWAL AUTHORITY
MINUTES OF May 12, 2020

The Board of Commissioners of the ***Shawnee Urban Renewal Authority*** met for a Special Call meeting Tuesday, May 12, 2020 at 9:00 a.m. in the CDBG Conference Room, 227 N. Broadway, Suite C, Shawnee, Oklahoma.

Audra Barksdale called the meeting to order at 9:22 a.m.

AGENDA ITEM NO. 2
ROLL CALL:

Roll call was taken showing the following members present:

Commissioner	Audra Barksdale
Commissioner	Paul Davis
Commissioner	Renee` Wortham

Absent:

None

Also present:
Bryan Logan, Project Manager, SURA
Karen Drain, Secretary, SURA

A quorum was declared.

AGENDA ITEM NO. 3
Elect Chairman:

A motion was made by ***Commissioner Davis,*** seconded by ***Commissioner Wortham,*** to appoint Audra Barksdale as Chairman. Motion carried with no abstentions.

VOTING YES:	Wortham, Davis and Barksdale
VOTING NO:	None

AGENDA ITEM NO. 4
Elect Vice Chairman:

A motion was made by ***Chairman Barksdale,*** seconded by ***Commissioner Wortham,*** to appoint Paul Davis as Vice Chairman. Motion carried with no abstentions.

VOTING YES:	Wortham, Davis and Barksdale
VOTING NO:	None

AGENDA ITEM NO. 5
APPROVAL OF MINUTES:

A motion to approve the minutes of November 5, 2019 was made by ***Vice Chairman Davis,*** seconded by ***Commissioner Wortham.*** Motion carried with no abstentions.

VOTING YES: Wortham, Davis and Barksdale
VOTING NO: None

AGENDA ITEM NO. 6
APPROVAL OF MINUTES:

A motion to approve the minutes of January 22, 2020 Special Call meeting was made by ***Vice Chairman Davis,*** seconded by ***Commissioner Wortham.*** Motion carried with no abstentions.

VOTING YES: Wortham, Davis and Barksdale
VOTING NO: None

AGENDA ITEM NO. 7
APPROVAL OF CLAIMS:

A motion to approve claims totaling $ 139,305.75 was made by ***Commissioner Davis,*** seconded by ***Chairman Barksdale.*** Motion carried with no abstentions.

VOTING YES: Wortham, Davis and Barksdale
VOTING NO: None

AGENDA ITEM NO. 8
UPDATE ON PROJECTS:

Bryan Logan, Program Manager gave the following update:

1. **Home Repair:** **Foundation**
   Quotes: **4**
   Bid awarded to: **Unlimited Design Custom Homes for $38,900.00- in progress**

2. **Demo:** **CDBG**
   Cost Estimate: **$4,750.00**

Bids received: 3
Bid awarded to: Meier & Sons for $7,790.00-Closed at $7,790.00

3. Home Repair: Sewer-Line-Spoon
Quote: 1
Bid awarded to: LG Construction for $4,063.00-Closed at $6,938.00

4. Home Repair: Roof
Cost Estimate: $6,400.00
Bids received: 1
Bid awarded to: LG Construction for $6,339.00-Closed at $8,736.00

5. Home Repair: Roof, HVAC-Montgomery
Cost Estimate: $17,300.00
Bids received: 2
Bid awarded to: LG Construction for $17.673.00-Closed at $17,673.00

6. Home Repair: Found, roof, bath & windows
Cost Estimate: $18,950.00
Bids received: 2
Bid awarded to: Unlimited Design for $21,500-Closed at $22,950.00

7. Home Repair: Roof, bath, siding & windows
Cost Estimate: $22,350.00
Bids received: 1
Bid awarded to: LG Construction for $24,402.00-Closed at $25,340.00

8. Home Repair: Roof, siding, kitchen cabinets, flooring
Cost Estimate: $38,650.00
Bids received: 3
Bid awarded to: D & K Renovations for $37,022-Closed at $37,247.00

9. Home Repair Roof, windows & bathroom
Cost Estimate: $17,200.00
Bids received: 3
Bid awarded to: LG Construction for $13,950.00-Closed at 13,950.00

10. Home Repair: Roof, siding, painting and flooring-CDBG
Cost Estimate: $23,400.00
Bids received: 1
Bid awarded to: LG Construction for $21,728.00-Closed at $21,978.00

11. Home Repair: Chimney & roof patch
Cost Estimate:

Bids received: **1**
Bid awarded to: **LG Construction for $6,510.00-Closed at $6,510.00**

12. Home Repair: **Windows**
Cost Estimate: **$7,650.00**
Bids received: **2**
Bid awarded to: **LG Construction for $7,720.00**

13. Home Repair: **Bathroom and porch**
Cost Estimate: **$10,475.00**
Bids received: **3**
Bid awarded to: **LG Construction for $13,525.00**

AGENDA ITEM NO. 9
OLD/NEW BUSINESS:

There was no old or new business.

AGENDA ITEM NO. 10
PROGRAM MANAGER'S REPORT:

Bryan Logan reported we have a house ready for sale through our first time home buyer program. We will be accepting applications until June 1, a lottery drawing will be held on June 15. He also reported we have finished a rehab on a house that we will lease for transitional housing. We also have an additional house and duplex that we are going to rehab and will be available for transitional housing also. Mr. Logan reported we received $187,000.00 through the CARES ACT. We will use the majority of the funds for rental assistance and utility bills. We will use COCAA to track and distribute funds.

AGENDA ITEM NO. 11
ADJOURNMENT

There being no further business to come before the Board at this time, a motion to adjourn was made by ***Vice Chair Davis,*** seconded by ***Commissioner Wortham.*** Motion carried with no abstentions.

VOTING YES: Wortham, Davis and Barksdale
VOTING NO: None

Audra Barksdale, Chairman

Secretary, Renee' Wortham

PACKET: 51183 AP 2020-07-02
VENDOR SET: 01
FUND : 190 CDBG GRANTS

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-9360	L G CONSTRUCTION					
		I-5992	190-5-1420-5370	HOUSING REHAB HOME REPAIR	000000	6,845.00
		I-5995	190-5-1420-5370	HOUSING REHAB CHANGE ORDER	000000	400.00
				FUND 190 CDBG GRANTS	TOTAL:	7,245.00
					REPORT GRAND TOTAL:	23,295.00

SHAWNEE URBAN RENEWAL AUTHORITY
TOTAL CLAIMS: $ 169,606.50
APPROVAL DATE: May 5, 2020

Audra Barksdale, Chairman

Secretary, Renee' Wortham

PACKET: 51185 AP 2020-07-02
VENDOR SET: 01
FUND : 190 CDBG GRANTS

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-2908	STUART & CLOVER, PLLC					
		I-74721	190-5-1410-5310	LEGAL SERVICE STUART & CLOVER, PLLC	000000	150.00
01-2937	G M S, INC					
		I-651052020	190-5-1410-5339	OTHER CONTRAC 243452	000000	80.00
		I-651052020	190-5-1410-5339	OTHER CONTRAC 243453	000000	100.00
01-3409	JAKE CLANIN, DBA UNLIMI					
		I-146	190-5-1420-5371	NSP REHABILIT CHANGE ORDER #1	000000	5,650.00
		I-147	190-5-1420-5371	NSP REHABILIT HOME REPAIR	000000	19,450.00
01-3938	B&J LAWN CARE					
		I-006-220	190-5-1420-5370	HOUSING REHAB B&J LAWN CARE	000000	355.00
01-4025	TWO OAKS INVESTMENTS, L					
		I-2937	190-5-1410-5155	WORKMANS COMP TWO OAKS INVESTMENTS, LLC DBA	000000	11.42
01-5630	O G & E					
		I-202006303016	190-5-1420-5370	HOUSING REHAB 131040563-2	000000	23.10
		I-202006303017	190-5-1420-5370	HOUSING REHAB 131442122-1	000000	30.13
01-7580	SHAWNEE OFFICE SYSTEMS					
		I-INV3271	190-5-1410-5339	OTHER CONTRAC SHAWNEE OFFICE SYSTEMS	000000	176.00
		I-INV37533	190-5-1410-5339	OTHER CONTRAC SHAWNEE OFFICE SYSTEMS	000000	22.75
01-9404	ACME GLASS CO.					
		I-19759	190-5-1420-5372	HOME REHABILI HOME REPAIR	000000	165.70

FUND 190 CDBG GRANTS TOTAL: 26,214.10

6/26/2020 3:17 PM

REGULAR DEPARTMENT PAYMENT REPORT

PAGE: 1

VENDOR SET: 01 CITY OF SHAWNEE

BANK: AP

FUND : 190 CDBG GRANTS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 6/19/2020 THRU 6/19/2020

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-4448	NEX GEN MECHANICAL	I-000038	190 5-1420-5372	HOME REHABILI:	HOME REPAIR	000048	8,200.00
					VENDOR 01-4448	TOTALS	8,200.00
01-9360	L G CONSTRUCTION	I-5972	190 5-1420-5370	HOUSING REHAB:	CHANGE ORDER #2	000049	343.00
01-9360	L G CONSTRUCTION	I-5973	190 5-1420-5370	HOUSING REHAB:	CHANGE ORDER #1	000049	875.00
01-9360	L G CONSTRUCTION	I-5976	190 5-1420-5370	HOUSING REHAB:	HOME REPAIR	000049	12,598.00
					VENDOR 01-9360	TOTALS	13,816.00

VENDOR SET 190 CDBG GRANTS TOTAL: 22,016.00

PACKET: 51129 AP 2020-06-18
VENDOR SET: 01
FUND : 190 CDBG GRANTS

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME		DESCRIPTION	CHECK#	AMOUNT
01-3371	MOFFITT, STEPHANIE						
		I-INV# 2 FAIRHOUSING	190-5-1410-5339	OTHER CONTRAC	ANALYSIS OF IMPEDIMENTS	000000	1,500.00
01-5630	O G & E						
		I-202006182941	190-5-1420-5370	HOUSING REHAB	131182428-6	000000	19.67
		I-202006182943	190-5-1420-5370	HOUSING REHAB	131660392-5	000000	48.31
		I-202006182944	190-5-1420-5370	HOUSING REHAB	131660393-3	000000	44.58
		I-202006182945	190-5-1420-5370	HOUSING REHAB	131660390-9	000000	42.08
01-7570	SHAWNEE NEWS-STAR						
		I-01447522	190-5-1410-5353	LEGAL ADVERTI	AD FOR FTHB	000000	100.00
01-7930	AT&T						
		I-0728317283-052520	190-5-1410-5325	TELEPHONE	CDBG	000000	6.25

FUND 190 CDBG GRANTS TOTAL: 1,760.89

PACKET: 51050 AP 2020-06-04
VENDOR SET: 01
FUND : 190 CDBG GRANTS

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK#	AMOUNT
01-1347	INSURICA MANAGEMENT NET						
		I-198072	190-5-1410-5355	INSURANCE	NORTH AMERICAN INSURANCE,INC D	000000	9.80
01-2937	G M S, INC						
		I-651042020	190-5-1410-5339	OTHER CONTRAC	241528	000000	80.00
		I-651042020	190-5-1410-5339	OTHER CONTRAC	241529	000000	100.00
		I-651042020	190-5-1410-5339	OTHER CONTRAC	242414	000000	80.00
		I-651042020	190-5-1410-5339	OTHER CONTRAC	242415	000000	100.00
01-3371	MOFFITT, STEPHANIE						
		I-#2 - 2020-2024	190-5-1410-5339	OTHER CONTRAC	CONSOLIDATED PLAN	000000	19,717.69
01-3894	WEX, INC.						
		I-65746062	190-5-1420-5370	HOUSING REHAB	WEX, INC.	000000	32.65
01-3938	B&J LAWN CARE						
		I-0051620	190-5-1420-5370	HOUSING REHAB	B&J LAWN CARE	000000	300.00
		I-0051720	190-5-1420-5370	HOUSING REHAB	B&J LAWN CARE	000000	110.00
		I-0052420	190-5-1420-5370	HOUSING REHAB	B&J LAWN CARE	000000	365.00
01-4025	TWO OAKS INVESTMENTS, L						
		I-2898	190-5-1410-5155	WORKMANS COMP	TWO OAKS INVESTMENTS, LLC DBA	000000	12.32
01-5630	O G & E						
		I-202006022830	190-5-1420-5370	HOUSING REHAB	131442122-1	000000	16.57
		I-202006022831	190-5-1420-5370	HOUSING REHAB	131040563-2	000000	23.16
01-6480	POTT COUNTY CLERK						
		I-211179	190-5-1420-5370	HOUSING REHAB	MORTGAGES	000000	72.00
		I-211179	190-5-1420-5370	HOUSING REHAB	RELEASES	000000	126.00
01-7580	SHAWNEE OFFICE SYSTEMS						
		I-INV3200	190-5-1410-5339	OTHER CONTRAC	SHAWNEE OFFICE SYSTEMS	000000	176.00
		I-INV37193	190-5-1410-5339	OTHER CONTRAC	SHAWNEE OFFICE SYSTEMS	000000	21.96
01-7910	AT&T						
		I-202006032840	190-5-1410-5325	TELEPHONE	CDBG	000000	41.76
		I-202006032841	190-5-1410-5325	TELEPHONE	CDBG	000000	41.85
01-7930	AT&T						
		I-0728317283-042520	190-5-1410-5325	TELEPHONE	CDBG	000000	6.25

FUND 190 CDBG GRANTS TOTAL: 21,433.01

VENDOR SET: 01 CITY OF SHAWNEE BANK: AP
FUND : 190 CDBG GRANTS
INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999
PAY DATE RANGE: 5/21/2020 THRU 5/22/2020
BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-3828	JERRY LEE LOADER DBA 2	I-0202	190 5-1410-5303	REPAIR & MAIN:	LOCKSMITH	139158	80.00
					VENDOR 01-3828	TOTALS	80.00
01-3938	B&J LAWN CARE	I-004261	190 5-1420-5370	HOUSING REHAB:	CLEAN UP	139122	250.00
01-3938	B&J LAWN CARE	I-0042920	190 5-1420-5370	HOUSING REHAB:	B&J LAWN CARE	139122	225.00
01-3938	B&J LAWN CARE	I-005920	190 5-1420-5370	HOUSING REHAB:	B&J LAWN CARE	139122	290.00
					VENDOR 01-3938	TOTALS	765.00
01-4025	TWO OAKS INVESTMENTS,	I-2813	190 5-1410-5155	WORKMANS COMP:	TWO OAKS INVESTMENTS	139129	13.09
					VENDOR 01-4025	TOTALS	13.09
01-5630	O G & E	I-202005192743	190 5-1420-5370	HOUSING REHAB:	131182428-6	139170	27.69
					VENDOR 01-5630	TOTALS	27.69
01-9360	L G CONSTRUCTION	I-5951	190 5-1420-5370	HOUSING REHAB:	CHANGE ORDER #1	000028	250.00
01-9360	L G CONSTRUCTION	I-5953	190 5-1420-5370	HOUSING REHAB:	HOME REPAIR	000028	21,728.00
					VENDOR 01-9360	TOTALS	21,978.00

VENDOR SET 190 CDBG GRANTS TOTAL: 22,863.78

PACKET: 50909 AP 2020-05-07
VENDOR SET: 01
FUND : 190 CDBG GRANTS

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME		DESCRIPTION	CHECK#	AMOUNT
01-1347	INSURICA MANAGEMENT NET						
		I-198071	190-5-1410-5355	INSURANCE	NORTH AMERICAN INSURANCE,INC D	000000	9.80
01-3894	WEX, INC.						
		I-65220758	190-5-1420-5370	HOUSING REHAB	WEX, INC.	000000	0.00
01-5630	O G & E						
		I-202005062677	190-5-1420-5370	HOUSING REHAB	131442122-1	000000	15.45
		I-202005062678	190-5-1420-5370	HOUSING REHAB	131040563-2	000000	23.56
01-7580	SHAWNEE OFFICE SYSTEMS						
		I-INV36887	190-5-1410-5339	OTHER CONTRAC	SHAWNEE OFFICE SYSTEMS	000000	13.09
				FUND 190	CDBG GRANTS	TOTAL:	61.90

PACKET: 50910 EFT Payments
VENDOR SET: 01
FUND : 190 CDBG GRANTS

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-4348	D & K RENOVATION					
		I-000002	190-5-1420-5372	HOME REHABILI HOME REPAIR	000000	7,404.40
		I-000003	190-5-1420-5372	HOME REHABILI CHANGE ORDER #1	000000	225.00
01-9360	L G CONSTRUCTION					
		I-5945	190-5-1420-5370	HOUSING REHAB HOME REPAIR	000000	13,950.00
				FUND 190 CDBG GRANTS	TOTAL:	21,579.40

PACKET: 50846 AP 2020-04-23
VENDOR SET: 01
FUND : 190 CDBG GRANTS

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME		DESCRIPTION	CHECK#	AMOUNT
01-1347	INSURICA MANAGEMENT NET						
		I-198070	190-5-1410-5355	INSURANCE	NORTH AMERICAN INSURANCE,INC D	138877	9.88
01-3938	B&J LAWN CARE						
		I-001120	190-5-1420-5370	HOUSING REHAB	B&J LAWN CARE	138831	225.00
		I-003220	190-5-1420-5370	HOUSING REHAB	B&J LAWN CARE	138831	225.00
01-4025	TWO OAKS INVESTMENTS, L						
		I-2855	190-5-1410-5155	WORKMANS COMP	TWO OAKS INVESTMENTS, LLC DBA	138839	13.14
01-4348	D & K RENOVATION						
		I-1	190-5-1420-5372	HOME REHABILI	HOME REPAIR	138850	29,617.60
01-5630	O G & E						
		I-202004222612	190-5-1420-5370	HOUSING REHAB	131182428-6	138892	14.86
01-5650	O N G						
		I-202004222611	190-5-1420-5370	HOUSING REHAB	210408310 2057162 82	138893	14.59
01-6340	PETTY CASH FUND						
		I-202004222619	190-5-1420-5370	HOUSING REHAB	MARCH 2020	138903	15.00
		I-202004222622	190-5-1420-5370	HOUSING REHAB	DECEMBER 2019	138903	5.00
		I-202004222624	190-5-1420-5370	HOUSING REHAB	OCTOBER 2019	138903	10.00
		I-202004222624	190-5-1420-5370	HOUSING REHAB	OCTOBER 2019	138903	15.00
01-7570	SHAWNEE NEWS-STAR						
		I-00167552	190-5-1410-5353	LEGAL ADVERTI	NOTICE OF HEARING	138915	61.35
01-7580	SHAWNEE OFFICE SYSTEMS						
		I-INV3162	190-5-1410-5339	OTHER CONTRAC	SHAWNEE OFFICE SYSTEMS	138916	176.00

FUND 190 CDBG GRANTS TOTAL: 30,402.42

Projects
August 4, 2020 Board Meeting

1. **Home Repair:** **Foundation**
   Quotes: 4
   Bid awarded to: **Unlimited Design Custom Homes for $38,900.00- Closed $52,300.00**

2. **Home Repair:** **Windows**
   Cost Estimate: $7,650.00
   Bids received: 2
   Bid awarded to: **LG Construction for $7,720.00-Closed $7,720.00**

3. **Home Repair:** **Bathroom and porch**
   Cost Estimate: $10,475.00
   Bids received: 3
   Bid awarded to: **LG Construction for $13,525.00-Closed $13,816.00**

4. **Home Repair:** **Hot water Tank**
   Cost Estimate: **NA**
   Bids received: **1**
   Bid awarded to: **Complete Plumbing $1,184.00-Closed $1,184.00**

5. **Home Repair:** **Roof, windows and siding**
   Cost Estimate: $23,475.00
   Bids received: 2
   Bid awarded to: **LG Construction for $21,052.00**

6. **Home Repair:** **Porch & subfloor**
   Cost Estimate: NA
   Bids received: 1
   Bid awarded to: **LG Construction for $2,995.00**

7. **Home Repair:** **Foundation**
   Cost Estimate: NA
   Bids received: 1
   Bid awarded to: **RamJack for $12,680.00**

8. **Home Repair:** **Bathroom, kitchen and paint**
   Cost Estimate: $10,450.00
   Bids received: 1
   Bid awarded to: **LG Construction for $11,667.00**

CITY OF SHAWNEE
Office of Community Development
Community **D**evelopment **B**lock **G**rant
Assistance Programs

Qualifications: Own and occupy the home continuously for one (1) year.
Homeowner(s) must meet certain income guidelines.
No more than $50,000.00 in savings or CD's.
At least one (1) code violation or be considered unsafe or unhealthy.

HOME REPAIR - Grant
Maximum allowable grant of up to $30,000.
100% 5 year earned grant

DEMOLITION – Grant
100% 5 year earned grant

FIRST TIME HOME BUYER – Grant/Loan
50% Loan with zero interest, payable in 20 years
50% 10 year earned grant

ADJUSTED INCOME LIMITS

	1	2	3	4	5	6	7	8
• HOME REPAIR	34,450	39,400	44,300	49,200	53,150	57,100	61,050	64,950