

SHAWNEE URBAN RENEWAL AUTHORITY

MINUTES OF August 2, 2022

The Board of Commissioners of the *Shawnee Urban Renewal Authority* met for a regular meeting Tuesday, August 2, 2022 at 9:00 a.m. in the CDBG Conference Room, 227 N. Broadway, Suite C, Shawnee, Oklahoma.

AGENDA ITEM NO. 1

Audra Barksdale called the meeting to order at 9:06 a.m.

AGENDA ITEM NO. 2

ROLL CALL:

Roll call was taken showing the following members present:

Chairman	Audra Barksdale
Vice Chairman	Tosha Tanquary
Commissioner	Candi Hurley
Commissioner	Jamelle Payne

Absent: Abby Flood

Also present:

Jill Nichols, CDBG Project Manager, SURA

A quorum was declared.

AGENDA ITEM NO. 3

APPROVAL OF MINUTES:

A motion to approve the minutes of May 3, 2022 was made by *Commissioner Payne*, seconded by *Commissioner Tanquary*. Motion carried with no abstentions.

VOTING YES: Barksdale, Hurley, Payne, Tanquary

VOTING NO: None

AGENDA ITEM NO. 4

CONSIDERATION TO AWARD VACANT LOT MOWING CONTRACT TO B&J LAWN:

A motion to award the vacant lot mowing contract to B&J Lawn Care, the sole bidder, was made by *Commissioner Payne*, seconded by *Commissioner Hurley*. Motion carried with no abstentions.

VOTING YES: Barksdale, Hurley, Payne, Tanquary

VOTING NO: None

AGENDA ITEM NO. 5

EXPENDITURE REPORT CLAIMS REVIEW – 05/03/22 – 07/25/22:

Jill Nichols, Program Manager provided expenditure report for Fund 190 from the date of the last meeting until the date of agenda posting, totaling \$33,398.81 for program

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expenses with the exception of payroll. Explanations provided for the types of expenses, amounts of certain claims, and vendors used. **Chairman Barksdale** mentioned that this had been an item for consideration for approval in the past, rather than a report item for review. Expenses will be a consideration item on the next agenda.

AGENDA ITEM NO. 6

UPDATE ON PROJECTS:

Jill Nichols, Program Manager gave the following update:

1. Home Repair: Final Task List

Quotes: 0

Bid awarded to: No current bids

Project left incomplete when former staff vacated office. Bids will be awarded task by task on this project due to contractors declining to bid on the remainder of the project as a whole. ***Update* 1 task of 5 completed**

3. Home Repair: Final Task List

Quote: 1 (bathroom repair), 1 (sewer line), 3 (tree removal)

Bid awarded to: LG Contracting for \$9,985.00, Cowboys Plumbing for \$4,000.00, Trees R Us (B&J Lawn) for \$3,000.00

Project left incomplete when former staff vacated office. Final task list included bathroom repair, sewer line replacement, and tree removal. The contractors who were the only bids on the bathroom repair and sewer line work on the project was allowed to complete due to the extensive amount of time that the homeowner was inconvenienced by incomplete work. The tree removal has been awarded to the lowest bidder of three and that is currently in process. **Total project completed and closed at \$28,355.00**

4. Home Repair: Emergency Sewer Line

Bids received: 1

Bid awarded to: Gregory W. Smith Plumbing for \$6,445.00

Project is near completion. **Total project completed and closed at \$8,705.00**

5. Home Repair: Bathroom Repair

Bids received: 1

Bid awarded to: LG Construction for \$11,538.00

This project was left incomplete when former staff vacated office. The initial task of emergency hot water tank replacement was completed but the remainder of the project was not sent out for bid until recently. We expect to award the only contractor to send in a bid. ***Update* project construction to start this week.**

6. Home Repair: Roof, Bathroom, HVAC

Bids received: 1

Bid awarded to: LG Contracting for \$36,478.00 \$19,483.00

The scope of the work on this project was reduced to include only the roof and bathroom remodel due to the initial total project being over the maximum amount allowable. Project is under construction.

7. Home Repair: Roof

Bids received: 1

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Bid awarded to: LG Contracting for \$8,955.00

This project was left incomplete when former staff vacated office. We expect to award the only contractor to send in a bid. **Total project completed and closed at \$14,125.00**

8. **Home Repair: Emergency Gas/Sewer Line Replacement**
Bids received: 1
Bid awarded to: Cowboy's Plumbing for \$8,255.00 – Closed \$13,455.00
9. **Home Repair: Bathroom repairs**
Bids received: 1
Bid awarded to: LG Contracting for \$15,210.00 – Not Yet Awarded
LG Contracting was sole bidder but has 2 projects currently with CDBG. Expect to award this project to them upon completion of one of the others.
10. **Home Repair: Windows, kitchen, floor**
Bids received: N/A – CURRENTLY OUT FOR BID
11. **Home Repair: Floor leveling, kitchen, electric**
Bids received: N/A – CURRENTLY OUT FOR BID

There are currently 4 completed applications for Home Rehab pending review.

Addresses removed from the project details due to privacy concerns, as reminded by **Chairman Barksdale** and will be omitted from future updates.

Notes on projects 10 & 11 – bids were received prior to the meeting date, and upon approval of the board, all will be declined. Two bidders on each project, one bidder has already exceeded maximum number of projects awarded currently and the other bidder was 2 hours past the deadline for submitting bids. Both projects will be sent back out for bid to all bidders. Notes on project 9 – Commissioners were curious about the high amount of the bid. Project Manager produced the bid that was submitted for review of itemized amounts.

AGENDA ITEM NO. 7
OLD/NEW BUSINESS:
None

AGENDA ITEM NO. 8
PROGRAM MANAGER'S REPORT:

Jill Nichols reported the following items:

1. Funding information has been received for the 2022 FY in the amount of \$332,891.00. Reminded board members that the Public Hearing for 2022 Action Plan is August 10th and explained why that was necessary, and what the Action Plan is in relation to the 5 year Consolidated Plan.
2. City staff is nearing a point to be able to address vacant properties for First Time Home Buyer Program, and SURA did receive another property via deed in lieu of foreclosure that will also be rehabbed and used for the FTHB program.
3. Construction projects are still moving slowly due to only one contractor responding to bid requests recently, but there has been new bidders added to the

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qualified contractors list and one is actively bidding. SURA staff are hopeful that this will increase the rate of project completion.

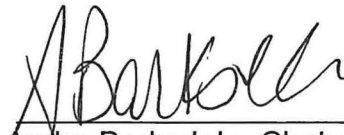
4. Welcomed newly appointed Commissioner, Jamelle Payne, who was sworn in a few weeks ago.

AGENDA ITEM NO. 8

ADJOURNMENT

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

VOTING YES: Barksdale, Payne, Hurley, Tanquary
VOTING NO: None


Vice-Chair, Tosha Tanquary
Audra Barksdale, Chairman