

SHAWNEE URBAN RENEWAL AUTHORITY

MINUTES OF MAY 3, 2022

The Board of Commissioners of the *Shawnee Urban Renewal Authority* met for a regular meeting Tuesday, May 3, 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 9:04 a.m.

AGENDA ITEM NO. 2

ROLL CALL:

Roll call was taken showing the following members present:

Chairman	Audra Barksdale
Commissioner	Abby Flood
Commissioner	Candi Hurley
Commissioner	Tosha Tanquary

Absent: None

Also present:

Jill Nichols, Project Manager, SURA

Kevin Moore, Rehab Inspections, SURA

Rian Harkins, Community Development Director

A quorum was declared.

AGENDA ITEM NO. 3

CONSIDERATION TO APPOINT VICE-CHAIR:

Chairman Barksdale explained the process of chairing a meeting to new members and asked for a volunteer to become Vice-Chair. Commissioner Tanquary volunteered and was nominated by Chairman Barksdale. A motion to approve appointing Commissioner Tanquary as Vice-Chair was made by **Commissioner Flood**, seconded by **Commissioner Hurley**. Motion carried with no abstentions.

VOTING YES: Barksdale, Flood, Hurley, Tanquary

VOTING NO: None

AGENDA ITEM NO. 4

APPROVAL OF MINUTES:

A motion to approve the minutes of November 3, 2020 was made by **Commissioner Tanquary**, seconded by **Commissioner Hurley**. Motion carried with no abstentions.

VOTING YES: Barksdale, Flood, Hurley, Tanquary

VOTING NO: None

AGENDA ITEM NO. 5

APPROVAL OF 2022 Calendar of Meetings:

A motion to approve the 2022 Calendar of Meetings was made by **Commissioner Flood**, seconded by **Commissioner Hurley**. Motion carried with no abstentions.

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

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.

2. **Home Repair:** **Final Task List**
 Cost Estimate: \$1,900.00
 Bids received: 1
 Bid awarded to: **Beauford Construction for \$1,900.00-Closed at \$19,041.00**
 Project left incomplete when former staff vacated office. Final task list included two doors installed and framed out. The contractor who completed the initial work on the project was allowed to complete due to the extensive amount of time that the homeowner was inconvenienced by incomplete work.

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 were 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.

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4. **Home Repair: Emergency Sewer Line**
Bids received: 1
Bid awarded to: Gregory W. Smith Plumbing for \$6,445.00
Project is near completion.

5. **Home Repair: Bathroom Repair**
Bids received: 1
Bid awarded to: LG Construction for \$11,538.00 – Not Yet Awarded
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.

6. **Home Repair: Roof, Bathroom, HVAC**
Bids received: 1
Bid awarded to: LG Contracting for \$36,478.00 – Not Yet Awarded
Sole bidder on project was LG Contracting and quote is being revised to exclude some items due to it being over the \$30,000 limit.

7. **Home Repair: Roof**
Bids received: 1
Bid awarded to: LG Contracting for \$8,955.00 – Not Yet Awarded
This project was left incomplete when former staff vacated office. We expect to award the only contractor to send in a bid.

There are currently 7 completed applications for Home Rehab pending review.

AGENDA ITEM NO. 7

PROGRAM MANAGER'S REPORT:

Jill Nichols reported the following items:

1. Resignation of Crista Blue from the SURA board, and that SURA is taking applications for new board members to consider for appointment by the Mayor
2. Mortgages will no longer need to come before the Board for signatures by Board members for filings and releases. They will be signed in office by the Program Manager and attested by the City Clerk. Pott County Clerk confirmed that only one signature was needed. This will expedite the process and prevent delays to the Homeowners.
3. Construction projects are moving slowly due to only one contractor responding to bid requests currently. SURA staff are working on expanding the list of qualified contractors to add to the approved bidder list.

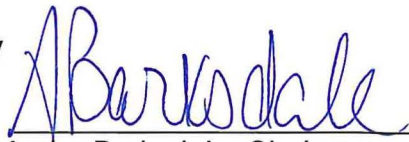
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4. Staff is working on expending funds for CV grants that were awarded some time ago, and will work with HUD on ways to spend the funding that align with the program requirements.
5. In compliance with HUD after long vacancy of full-time office staff
6. Policy and Procedure manual distribution to new members
7. Requested ideas or input regarding vacant SURA properties and ways to use them to the advantage of the program.

AGENDA ITEM NO. 8 ADJOURNMENT

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

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


Vice-Chair, Tosha Tanquary
Audra Barksdale, Chairman