

DRAFT

SHAWNEE URBAN RENEWAL AUTHORITY PROCEEDINGS

AUGUST 1, 2023 AT 9:00 AM

The Shawnee Urban Renewal Authority of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on, August 1, 2023 at 9:00 am, pursuant to notice duly posted as prescribed by law at 3:03 pm on July 14, 2023. Vice Chairman Tanquary presided and called the meeting to order. Upon roll call, the following members were in attendance.

Vacant
Chairman

Tosha Tanquary
Vice Charman

Jamelle Payne
Member

Absent
Member

Absent
Member

William Burke
Member

ABSENT: Carol Valentine, Glenda Pierce

CALL TO ORDER

DECLARATION OF QUORUM

1. Appoint Chairman

Commissioner William Burke volunteered to act as Chairman. A motion to approve appointing Mr. Burke as Chairman was made by Commissioner Payne, seconded by Commissioner Tanquary. Motion carried with no abstentions.

VOTING YES: Payne, Tanquary, Burke

VOTING NO: None

2. Consideration of approval of the Minutes from the November 1, 2022 regular rescheduled meeting.

Commissioner Payne asked if there had been any conflicts with the meeting minutes since he was absent from that meeting. There were none. A motion to approve the minutes from the November 1, 2022 meeting was made by Commissioner Tanquary, seconded by Commissioner Payne. Motion carried with

no abstentions.

VOTING YES: Tanquary, Payne, Burke

VOTING NO: None

3. Consideration to approve Claims 10/19/2022 - 07/13/2023: \$196,186.48

Jill Nichols, Program Manager, provided expenditure report for Fund 190 from the date of the last meeting until the date of agenda posting, totaling \$196,186.48 for program expenses with the exception of payroll. Explanations provided for the types of expenses, amounts of certain claims, and vendors used. A motion to approve the claims from 10/19/22 – 07/13/23 as presented was made by Commissioner Payne, seconded by Commissioner Tanquary. Motion carried with no abstentions.

VOTING YES: Burke, Payne, Tanquary

VOTING NO: None

4. Consideration to Approve Mowing Bid Award, Contract to B&J Lawn Care

Request for Bid for mowing SURA lots mailed out to all 7 pre-approved mowing/lawn care contractors on the bid list and a sole bid was received from B&J Lawn Care. A motion to approve the award and contract to B&J Lawn Care was made by Commissioner Tanquary and seconded by Commissioner Burke. Motion carried with no abstentions.

VOTING YES: Tanquary, Burke, Payne

VOTING NO: None

5. Update on Projects

Jill Nichols, Program Manager, gave the following project updates:

1. **Home Repair: Bathroom repairs –E. 9th Street**

Bids received: 1

Bid awarded to: LG Contracting for \$15,210.00

Work on this project has commenced and is due to be completed mid-November. A change order is expected due to the condition of the flooring that was not detected at the time of the initial inspection. ***Update* Project was completed and closed out at \$18,200.00**

2. **Home Repair: Floor leveling, kitchen, electric –S. Pennsylvania**

Bids received: 2

Bid awarded to: LG Contracting for \$13,533.00

Work on this project was started on Oct. 18, 2022 and is due to be completed mid-November. ***Update* Project was completed and closed out at \$13,533.00**

3. Home Repair: Foundation Repair –E. Chandler

Bids received: 1

Bid awarded to: RamJack Foundation Repair for \$18,200.00

RamJack is the sole source of foundation repair available in our area at the time of requested quote. This project is set to be awarded by the time the November 1st meeting takes place at \$18,200.00. According to RamJack representatives, work should begin mid-December, 2022. ***Update* Change order on project due to RamJack not being able to achieve required pressure at 30ft, additional pipes installed at some points up to 45ft. Project was completed and closed out at \$20,900.00, and is pending final inspection. There will be a small interior project to replace the ceiling at this location using the remaining funds, if possible. Interior inspection and write up is pending.**

4. Home Repair: Bathroom repairs, ceiling repairs –S. Chapman

Bids received: 1

Bid awarded to: LG Contracting at \$10,995.00

Initial Inspection completed by staff, not yet sent out for bid at the time of this report (10/18/2022) but is likely to go out for bid before the meeting date of November 1. ***Update* Staff received 1 bid on this project and work on project commenced December 2022. Completed and closed out at \$12,815.00 pending completion of minor final task list and final inspection.**

5. Demo: Garage, Inground Pool –N. Chapman

Bids received: 1

Bid awarded to: M&M Wrecking at \$13,820.00

Work on this project began and was completed in January 2023. Demolition of hazardous conditions of detached garage. It was determined that the in-ground pool did not qualify for the program. Project was closed out at \$14,120.00.

6. Home Repair: Weatherization/Environmental Safety – N. Chapman

Bids received: 1

Bid awarded to: LG Contracting for \$22,874.00

This project went out for bid in February 2023 and work commenced April 2023. Repair of exterior soffit/fascia, replacement of 30 year old heat and air unit, and installation of new windows for weatherization. Work is in progress. ***Update* Project was completed in June as bid at \$22,874.00.**

7. **Home Repair: Roof replacement, floor leveling, plumbing – S. Park**
Bids received: 2

Bid awarded to: LG Contracting for \$17,794

This project went out for bid in January 2023 and work commenced March 2023. Roof replacement, floor leveling and flooring replacement in kitchen, repair of water lines underneath home and new water heater. Work is in progress.

***Update* Project was completed in June with one change order for an emergency water line replacement under the house. Completed and closed out at \$18,894.00**

8. **Home Repair: Roof replacement, water damage repair, weatherization – E. Federal**

Bids received: 1

Bid awarded to: LG Contracting for \$21,625.00

This project went out for bid in February 2023 and work commenced April 2023. Roof replacement, repair of water damaged sheetrock inside home from roof leak, and installation of new windows for weatherization. Work is in progress.

***Update* Project was completed in June with one change order to replace some rotted decking. Completed and closed out at \$22,435.00**

9. **Demo: Demo Hazardous and dilapidated home – S. Pottenger**
Bids received: 1

Bid awarded to: M&M Wrecking for \$11,200.00

This home was determined to be a blight and health hazard by City of Shawnee Code Enforcement. The homeowner was referred to our program and qualified.

The project went out for bid in November 2022 and one bid was received. Work was commenced and completed in December 2022, and the project was closed out at \$11,200.00

10. **Home Repair: Roof replacement, bathroom flooring, ADA compliance – N. Tucker**

Bids received: 1

Bid awarded to: LG Contracting for \$17,888.00

This project went out for bid in December 2022, work commenced in January 2023 and was completed in February, 2023. Roof replacement, leveling and repair of bathroom flooring, and installation of safety handrails surrounding bathtub. Project was completed and closed out at \$18,313.00

11. Emergency Disaster Relief: \$5,000.55

Bids received: N/A

Bid awarded to: N/A

Due to the recent tornado, HUD approved the CDBG program's request to purchase 37 heavy duty 30x50 tarps for low- to moderate- income residents whose homes were damaged and in need of repair. These tarps were distributed en masse at the community-wide disaster relief distribution site at OBU's Green Campus.

12. Home Repair: Emergency roof replacement and electrical repair – W. Dewey

Bids received: 2

Bid awarded to: D&K Renovations for \$9,450.00

This project was an emergency repair from tornado damages. The homeowner went without power for over a week after the storm damaged some electrical components in the home and left large, open holes in the roof. Awarded in June and roof/electrical are completed but we anticipate a change order for repairs to the porch, as it has been deemed unsafe by Code Enforcement. Work remains in progress.

13. Demo: Demo hazardous and dilapidated home – N. Aydelotte

Bids received: 4

Bid awarded to: Arbor Transport for \$6,000.00

This project went out for bid in May 2023 and was awarded in June. Start date pending due to weather-related delays and permit issuance.

Currently we have 2 projects pending bids, and 8 applications for home repair or demo awaiting review.

6. Program Manager's Report

Jill Nichols, Program Manager, gave the following program updates:

1. The City has completed the Annual Action Plan and it was approved by HUD, which allows us to access our funding for 2023-2024 fiscal year.
2. There were 3 resignations (Flood, Barksdale, Hurley) and 3 new members (Burke, Pierce, Valentine) since the last meeting.
3. A contract renewal for the Transitional Housing program with COCAA is on the agenda for the next regular City Commission meeting. Community

Renewal has opted not to renew their contract and returned the keys to both residences to the CDBG office. CDBG is in talks with the City's homeless assistance office to develop a possible agreement for them to manage the two locations dropped by Community Renewal. CDBG has requested and is awaiting a proposal from the Homeless Coordinator for that.

4. Rian Harkins, Community Development Director, was approached by a non-profit organization to deed some SURA lots to them with the intent to build transitional housing. CDBG requested Mr. Harkins have the non-profit submit a proposal for the SURA board to review ahead of agreeing to any commitment.
5. Before the start of today's meeting, Jill Nichols was advised by Vice Chairman Tanquary of her intent to resign from the board. This information will be passed on to the City Clerk's office for assistance with filling the vacant seat.

7. Adjournment

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

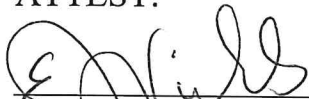
VOTING YES: Tanquary, Payne, Burke

VOTING NO: None



WILLIAM BURKE
CHAIRMAN

ATTEST:


JILL NICHOLS
SECRETARY