

AGENDA
SHAWNEE URBAN RENEWAL AUTHORITY
AUGUST 6, 2024 AT 9:00 AM
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body. Under certain circumstances, items are deferred to a future date or stricken from the agenda entirely.

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of Minutes from the May 7, 2024 regular meeting.
2. Consideration of approval of the Minutes from the June 13, 2024 Special Call Meeting.
3. Update on Projects
4. Program Manager's Report
5. Adjournment

Respectfully submitted,



Bree Wallace, Secretary

The City of Shawnee encourages participation from its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting, and necessary accommodations will be made. (ADA 28 CFR 36)

DRAFT

SHAWNEE URBAN RENEWAL AUTHORITY PROCEEDINGS

MAY 7, 2024 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, Tuesday, May 7, 2024 at 9:00 AM, pursuant to notice duly posted as prescribed by law at May 2, 2024 at 3:30PM . Chairman Burke presided and called the meeting to order. Upon roll call, the following members were in attendance.

William Burke
Chairman

Sydney Davidson
Commissioner

Robert Keil
Commissioner

Absent
Commissioner

Absent
Commissioner

Vacant
Commissioner

ABSENT: Glena Pierce, Carol Valentine

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the November 7, 2023 regular meeting.

A motion to approve minutes from the November 7, 2023, meeting was made by Commissioner Keil, seconded by Commissioner Davidson. Motion carried with no abstentions.

AYE: Keil, Davidson, Burke
NAY: None

2. Consideration to approve Claims 11/04/2023 - 02/01/2024: \$15,832.70

A motion to approve claims 11/04/23-02/01/2024:\$15,832.70 was made by Commissioner Davidson, seconded by Chairman Burke. Motion carried with no abstentions.

AYE: Davidson, Burke, Keil
NAY: None

3. Consideration to donate the following properties to Rose Rock Habitat for Humanity:
 - a. 1227 E. Margaret St.
 - b. 546 N. Kickapoo Ave.

Harkins reported to the board what Habitat for Humanity is about and what their projects consist of. Harkins also noted Habitat for Humanity funding and what they are requesting. Commissioner Davidson asked about the house at 1227 E Margeret and how it was obtained. Harkins told her we have been managing it and where our funding comes from to manage it. Harkins also mentions that we are able to use some of these houses for transitional housing. Chairman Burke asks if community renewal has requested any of these properties. Harkins said no, they have turned the units they had back over and have not renewed their M.O.U with us.

A motion to dentate 1227 E Margaret and 546 N Kickapoo to Habitat for Humanity was made by Commissioner Keil, seconded by Commissioner Davidson. Motion Carried with no abstentions.

AYE: Keil, Davidson, Burke

NAY: None

4. Update on Projects

Harkins gave a short project update and introduced the new CDBG Program manager, SURA Secretary Bree Wallace. Commissioner Keil asked why one of our Emergency Plumbing Repair Projects was put on hold due to unforeseen circumstances relating to the homeowner. Secretary Wallace advised the board that the homeowner was hospitalized and her children were unsure if or when she would be released. Commissioner Davidson asked what we would do if no bids were received on a project. Harkins reminded the board we would call, mail, email, and advertise that we are in need of more contractors. Chairman asked how we do background checks when someone is awarded the bid. Harkins reminded the board we will make sure they are licensed, and we will reach out to prior projects and address issues.

5. Program Manager's Report

Harkins gave the Manager's report. He reported Secretary Wallace was playing catch up due to not being staffed for a couple of months, but she is pushing everything through and getting things caught up. Updating the board on our Con Plan. Harkins went over how we were going to be spending and spreading

our general fund. Commissioner Keil asked if we had made headway. Harkins answered yes. Chairman Burke asked if we could roll funds over. Harkins answered with no, but we will be trying to spend funds. Commissioner Davidson brought up other Commissioners on the board that have not been at other meetings. What are we doing about that? Harkins stated" we would be checking on all of these individuals."

6. Adjournment

With no further business, a motion to adjourn was made by Commissioner Keil and seconded by Commissioner Davidson. Motion carried with no abstentions.

AYE: Keil, Davidson, Burke

NAY: None

William Burke
Chairman

ATTEST:

Bree Wallace
Secretary

DRAFT

SHAWNEE URBAN RENEWAL AUTHORITY PROCEEDINGS

JUNE 13, 2024 AT 9:00 AM

The Shawnee Urban Renewal Authority of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Special Call Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on, Thursday, June 13, 2024 at 9:00 AM, pursuant to notice duly posted as prescribed by law at June 4, 2024 at 1:37PM. Chairman Burke presided and called the meeting to order. Upon roll call, the following members were in attendance.

William Burke
Chairman

Sydney Davidson
Commissioner

Robert Keil
Commissioner

Absent
Commissioner

Vacant
Commissioner

ABSENT: Carol Valentine

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration to donate the following vacant lot to Rose Rock Habitat for Humanity.
 - a. 606 S Kickapoo

Harkins reported to the board that Habitat for Humanity is requesting an additional property, 606 S Kickapoo, to have five (5) lots in total, which is the minimum number needed for an application to the Oklahoma Housing Finance Authority for their new application for housing rehab affordable housing. Application to this lot would give them the five (5) lots required for this application. 0 interest loan program. It's a new program created two years ago. One of the minimum requirements is to have five(5) lots. The staff have no issues with donating the requested lot. It will provide additional needed dwelling units in that ward. Chairman Burke asked what ward it is in. Harkins answered with ward three (3). Harkins gave a geographical reference. Chairman Burke asked if they would be using local companies involved in construction. Harkins answered that he would assume they would use local companies as many that are willing to be involved.

The motion to donate 606 S Kickapoo to Habitat for Humanity was made by

Commissioner Keil and seconded by Commissioner Davidson. Motion carried with no abstentions.

AYE: Keil, Davidson, Burke

NAY: None

2. Adjournment

With no further business, a motion to adjourn was made by Chairman Burke and seconded by Commissioner Keil. Motion carried with no abstentions.

AYE: Burke, Keil, Davidson

NAY: None

William Burke
Chairman

ATTEST:

Bree Wallace
Secretary

Project Updates August 6, 2024 Meeting

1. Home Repair: Reframe Walls, Replace Roof, Siding/Guttering –S. Philadelphia

Bids received: 2

Bid awarded to: A New Creation for \$14,435.00

Bids for this project have been received, but as of the time this report was written, it has not yet been awarded.

***Update May 2024* This project has been awarded and is set to start in the middle of May. *August 2024 Update* Waiting on the contractor to close out this job.**

2. Home Repair: Emergency Plumbing Repair – W. Dewey

Bids received: 0

Bid awarded to:

This is an emergency plumbing project that went out for a bid in January – no bids were received. We will be reaching out to more plumbing contractors in the coming weeks. ***Update May 2024* This project is on hold due to unforeseen circumstances relating to homeowner. *August 2024 update* The project remains on hold.**

3. Demo: Accessory Building and Foundation- S. Bell

Bids Received: 3

Bid awarded to: Midwest Wrecking CO.

The start date of this project has not been set at the time of this report ***August 2024**

Update*This project has been completed with no change orders and was closed out at a total cost of \$2,510.00.

4. Demo: Building and foundation, accessory structures, and other items- N Philadelphia

Bids Received 4

Bid awarded to: Wades Services

The start date on this project is set for May 1, 2024. ***August 2024 update* This project has been completed with no change orders. Closed out at \$7,500.00.**

5. Emergency Plumbing: Change material of all piping, Removal and Replace all plumbing- N. Beard

Bids received: 1

Bid awarded to: LG Contracting

This project was set to start June 17, 2024, and was completed with no change orders. Closed out at \$17,240.00

6. Home Repair: Floor Framing, Wall Framing, Roof framing and decking, Windows

Bids Received: 2

Bid awarded to: LG Contracting for \$28,760.00

The start date of this project is August 12, 2024.

7. Home Repair: Windows and Trim, Siding and Guttering

Bids Received: 0

Bid awarded to:

The project has recently completed its initial inspection and is scheduled to be released for bidding on August 5, 2024.

8. Home Repair: Roofing, Flashing, Interior Walls and Ceilings, Kitchen Cabinets, and more.

Bids Received: 0

Bid awarded to:

The project has recently completed its initial inspection and is scheduled to be released for bidding on August 5, 2024.

Currently we have 2 home rehab projects pending initial inspection, and 4 applications for home rehab awaiting review.