

**MINUTES
PLANNING AND ZONING BOARD
TUESDAY, FEBRUARY 8, 2010
4:00 PM**

The meeting was called to order at approximately 4:00 PM with the following members and staff present:

Board Members

Michael Pooser, Vice Chairman
Melva Sawyer

Shirley Brown
RoseAnne Collins

Arcadia City Staff

City Recorder Dana Williams

Assistant City Administrator Judi Jankosky

1. CDBG GRANT CITIZENS ADVISORY TASK FORCE

The Board initially convened as the Citizens Advisory Task Force related to the CDBG Grant. Mr. Antonio Jenkins, of Guardian CRM, Inc., provided background as to the round #1 bid awards under the housing rehabilitation program. He noted specifically, that all bids were opened in public and according to the Notice to Bidders specifications for six single family units. It was determined five of the six units would need to be demolished and replaced in order to provide safe, quality housing, with the remaining unit slated only for rehab.

Mr. Jenkins also discussed the criteria for the bid award saying that an in house estimate is determined based on market research and the housing assistance plan; then recommended within a +/- 15% window. He also stated that Guardian makes their recommendations solely on the basis of compliance guidelines, although the CATF could amend those recommendations based on the best interest of both the city and the program.

Mrs. Sawyer asked about a \$99,750 bid listed on the recommendation sheet. Mr. Jenkins explained that had been a typo and corrected with the revised recommendations placed on the dais. She questioned the extent of the repairs associated with the rehabs; to which Mr. Jenkins responded that all code issues would be addressed according to Section 8 housing quality standards to include safety issues, heating & cooling, tattered carpet which could be a trip hazard and the like. Mrs. Sawyer then asked about housing relocation for those persons having complete rebuilds. Mr. Jenkins answered a modest amount of temporary relocation assistance would be provided to assist with belongings storage; but that it was essentially considered the owners contribution to find a place to stay during the construction phase. When asked about the estimated time frame for completion, Mr. Jenkins explained that barring any external factors such as rain, a rehab was scheduled for completion within 45 days and demolition/new construction slated for 90 days.

On motion of Shirley Brown with a second by RoseAnne Collins, the Citizens Advisory Task Force voted unanimously, 4-0, to approve the bid award of the CDBG Contracts as presented and listed below.

| <u>Applicant</u> | <u>Bidder</u> | <u>Amount</u> |
|----------------------|--------------------------|---------------|
| Charmain Price | Jesse's Services | \$62,475.00 |
| Katherine Turner | White Sands Construction | \$63,600.00 |
| Ralph Bowen | Stewart Construction | \$69,750.00 |
| Michael Watson | Priority Construction | \$68,395.00 |
| Barbara Wooders | White Sands Construction | \$65,500.00 |
| Alicia & Allan Stone | Priority Construction | \$26,465.00 |

With no further business before this task force, the members adjourned at 4:05 to reconvene as the Planning and Zoning Board.

2. MINUTES OF THE PLANNING & ZONING BOARD MEETING OF NOVEMBER 9, 2010

On motion of Melva Sawyer and with a second by Shirley Brown, the minutes of the November 9, 2010 meeting were unanimously, 4-0 approved.

3. OTHER BUSINESS

Mrs. Brown stated she was sorry to see the City Recorder leave Arcadia, adding the Recorder was a "skilled individual" and that she wished "things were different". Mrs. Sawyer added she, too, was very disappointed and that the Recorder had have been very helpful and professional to the board.

Mrs. Brown then made a motion to have the City Recorder reconsider her resignation. Mrs. Collins pointed out that any action was beyond the scope of the Board; still Mrs. Brown asked that her motion be made a part of the official record. With that, Mrs. Collins provided a second to the motion, which passed unanimously, 4-0.

The City Recorder thanked each of the members for their kind words and support.

Mrs. Sawyer also mentioned she was disheartened to learn of the passing of George K. Smith. Mr. Pooser echoed those sentiments, adding Mr. Smith was a very good friend and had recruited him for membership to this Board.

With no further business to come before the Planning & Zoning Board, the members adjourned at 4:15 to reconvene as the Board of Adjustment.

4. MINUTES OF THE BOARD OF ADJUSTMENT MEETING OF NOVEMBER 9, 2010

Although the term of temporary service as the Board of Adjustment expired December 31st, 2010, the members who served and attended the meeting on November 9th, were the only ones qualified to take action or exception to the minutes of that meeting.

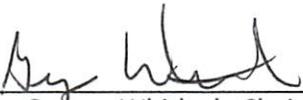
On motion of RoseAnne Collins and seconded by Shirley Brown, the minutes of the November 9, 2010 Board of Adjustment meeting were unanimously, 4-0, approved.

ADJOURN

Having no further business at this time, the meeting was adjourned at 4:17 PM.

APPROVED THIS 8th DAY OF MARCH 2011.

By:



George Whitlock, Chairman

ATTEST:



Dana L.S. Williams, CMC, City Recorder