

Minutes
Developmental Disabilities Resource Board of Directors
Board Owned Property Committee Meeting
January 29, 2019

The **Board Owned Property Committee** met on January 29, 2019 at 5:30 pm at the DDRB office. Present at the meeting were Alan Naylor and Rick White of the committee. James Gottstein was unable to attend due to a work conflict. Also, present were Robert Sevier, Stephen Elliott, Pat Schoenrade and Sonja Bennett. The meeting was called to order by committee chairman, Alan Naylor.

The Committee reviewed the **3rd Inspection of the Board Owned Property** conducted on November 30, 2018 and completed by Jason Kuhlman. A copy of the Inspection Report is attached to these minutes. Noted by each item is the action taken by the committee.

Ridgeway House

18301 A new client has recently moved into the basement. The bathroom down there is worn out and not suitable for someone with disabilities. It has an extremely small foot print. A light over the shower is also missing its cover. We should look at remodeling it and increasing its size. The remodel cost would be close to \$11-14,000. **Pend for further research and discussion.**

18302 The light in the basement shower should be replaced. Est \$200 - **Approved Jason Kuhlman to complete.**

18303 At the inspection...The idea was brought up to remodel the main hall bath. It has a small shower and a tub that is not safe to use. The room size is large enough to put in a roll in shower. It is also possible to make the door larger. The clients are getting to an age where this will be necessary soon. An approximate remodel price would be \$14-17,000. **Pend for further research and discussion.**

18304 The downspout on the front corner has been run over by a mower. It needs to be replaced. Est\$120. **Life Unlimited to repair and advise when completed.**

Hampton House

18305 The condensation pump on the A-coil broke and was replaced. The old one and its hose was left there and should be removed. Est \$150 **Life Unlimited to repair and advise when completed.**

18306 The bathroom has peeling paint and cracks in the ceiling. It needs to be repaired and painted. Est\$525 **Approved Jason Kuhlman to complete.**

18307 The garage drain needs to be snaked. Est \$150 **Life Unlimited to repair and advise when completed.**

18308 A piece of vinyl siding is damaged on the rear of the house. Est to replace \$200 **Approved Jason Kuhlman to complete.**

18309 The back yard has been eroding. The back of the property falls away down a steep hill. Years ago, there was a retaining wall. It has fallen into disrepair. Over the last few years the guys have brought in several loads of dirt. But without a wall, it washes away. This spring we should get estimates and look at having one built. **Jason Kuhlman to acquire 3 bids for this project.**

Liberty House

18310 The front edge of the roll in shower needs to be re-caulked. Est\$225 Life **Unlimited to repair and advise when completed.**

18311 The ceiling above the roll in shower needs to texture repaired and painted. Est\$400 Approved **Jason Kuhlman to complete.**

18312 Two splash block need to be replaced because they are either missing or too small. One area needs dirt brought in because it has washed away. Est\$300 Life **Unlimited to repair and advise when completed.**

18313 Parking is becoming a big issue at this house. We should look at pouring more parking pads in the spring. There are a few areas that could be used. **Referred to Liberty Easement**

Northland House

No maintenance needed.

Kent Building

18314 The landscape will need work in February. The grasses and roses will need to be pruned. Est\$350. **This expenditure has already been approved in the budget and it is up to Sonja to have Chris Lawn and Landscape of Kuhlman perform the work.**

Trash Service

Sonja provided the committee with a proposal from **Rubicon Global** to for trash/waste removal. The proposal provides a savings of over \$1200 annually utilizing WCA, Inc. as the supplier as opposed to the current supplier, Republic Service. The contract for Republic runs through May, 2019. The Committee approved the change in vendors and will advise the full board of the change and savings.

Liberty House Easement

The DDRB Board has been contacted by Star Development Corporation who is developing residential housing next to the Liberty House. They have requested permission for a storm drainage easement to the property. The information and conversations regarding the request are attached for the file. In order to create the drain at least one tree on the property will need to be removed and the two drive ways disrupted. Star Development assured DDRB (Alan Naylor) that the driveways would remain accessible during construction of the storm drain and be replaced with concrete when complete. In addition, the tree which will need to be removed

will be replaced. The Committee agreed that Alan would contact the City of Liberty to inquire if this is approved by the City. The Committee further agreed that some sort of compensation would be in order for the disruption to the Liberty House residents. It was suggested that perhaps the compensation could be additional concrete parking pads poured at Liberty House. Steve Elliott is to contact Star Development and get back to the Committee. The project is pending until this information is acquired and reviewed by the Committee.

Kent Street Parking

Parking at Kent Street has been an issue for some time. BUT the City recently posted NO Parking Signs on both sides of Kent Street from Hwy 291 to Brown Street. There are currently 44 people working in the building and off-street parking was the only alternative for half of the employees not to mention any visitor parking. Alan Naylor visited with West Rock regarding the vacant lot across the street to find that it is not available for purchase or lease by the corporate office. Alan provided some very preliminary information on the land at the back of the building with an address of 931 Sutton. The Committee agreed to have Alan pursue that option further and report back to the board. In addition, he will contact Randy Hylton with VSI and see if they might have parking spaces available for "rent" to the DDRB.

Clay County Homes Inspection

Per the direction of the DDRB Board and Board Owned Property Committee, the board is interested in reviewing the process for inspecting all the homes of the agencies in which we fund housing in Clay County. Pursuant to that initiative, Alan Naylor was directed to obtain bids for those home inspections. He received bids from Home Run Certified Inspections at \$250 per home inspection and Kuhlman Construction for \$170 per home inspection. Kuhlman's bid being the lower bid as well as our current inspector and maintenance provider, the Committee agreed to recommend his proposal if the project, in general, is approved. The Committee agreed that inspection of each home one time per year was sufficient with an additional spot check of 10-15 homes periodically through the year as supplemental. The Committee agreed the next step would be to discuss this initiative with Life Unlimited and TNC Community and enter into an appropriate agreement. The Committee will pursue and provide a report when completed. The Board will be provided this update.

With no further business, the Board Owned Property Committee meeting was adjourned.

Respectfully submitted: Sonja Bennett
January 31, 2019