

KNOXVILLE'S HOUSING DEVELOPMENT CORPORATION

Date: August 23, 2019

To: Board of Directors

From: Tracee B. Pross, Secretary

Subject: **AGENDA**
Special Meeting of the Board of Directors
Thursday, August 29, 2019, 5:00 p.m.
KCDC Main Office, 901 N. Broadway
Knoxville, Tennessee 37917

1. Call to order.
2. Approval is requested of the minutes for the special meeting held on July 25, 2019. [\(attached\)](#)

REDEVELOPMENT/LEGAL ISSUES (Brad Peters)

3. Approval is requested to authorize Change Order #1 to Shuler Crew Construction, Inc. [\(attached\)](#)
4. Adjourn.

KNOXVILLE'S HOUSING DEVELOPMENT CORPORATION

SPECIAL MEETING MINUTES

The Board of Directors of Knoxville's Housing Development Corporation met on **July 25, 2019** at 901 N. Broadway, Knoxville, Tennessee.

The meeting was called to order at 5:24 p.m. Those Directors present and absent were:

Present: Chair John Winemiller
Vice Chair Bob Whetsel
Treasurer Robyn McAdoo
Commissioner Bruce Anderson
Commissioner Kim Henry
Commissioner Sylvia Cook

Absent: Commissioner Gloria Garner

Approval of minutes for the annual board meeting held on May 30, 2019. **Director Henry made the motion to approve the minutes amended as discussed. Director Cook seconded the motion and all Directors present voted "Aye."**

FINANCE AND ACCOUNTING (Jim Barker for Tracee Pross)

Resolution approving the charge to collection loss of Passport Homes Section 8 delinquent rental accounts as of June 30, 2019. **Director Anderson made a motion to approve. Director McAdoo seconded the motion and all Directors present voted "Aye."** Resolution 2019-03 is attached.

With no further business to come before the Board, the meeting adjourned at 5:26 p.m.

John T. Winemiller, Chair

Approved:

ATTEST:

Tracee B. Pross, Secretary

Approved:



BOARD ACTION FORM

MEETING DATE	August 29, 2019
AGENDA ITEM DESCRIPTION	Approval is requested to authorize Change Order #1 on Contract C19009 to Shuler Crew Construction Inc.
SUBMITTED BY	Name & Title: Brad Peters, VP of Redevelopment/Legal Services Department: Redevelopment
MEETING TYPE	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Special
AGENDA CLASSIFICATION	<input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Regular
BUDGET / FINANCIAL IMPACT	Budgeted: \$0 Expenditure: \$105,937.50 Source of Funds: reduction in developer fee
APPROVAL/REVIEWS	<input checked="" type="checkbox"/> Department Head /Vice President <input checked="" type="checkbox"/> Budget/Finance <input type="checkbox"/> Legal Counsel Name of Reviewer: _____ <input checked="" type="checkbox"/> Executive Director/CEO <input type="checkbox"/> Other - Name & Title: _____
STAFF RECOMMENDED ACTIONS	Approve: <input checked="" type="checkbox"/> Deny: <input type="checkbox"/> Defer: <input type="checkbox"/>
<u>BACKGROUND</u>	
<p>1. What's the objective of the requested action? The objective of this action is approve a change order for Shuler Crew Construction to compensate the company for the additional work and expense associated with a change to the grading plan from the project engineers.</p> <p>2. Why is the action needed now? This work must occur now so that project can stay on schedule and so that all parties to the agreement remain in compliance with the projects terms.</p> <p>3. Who are the parties involved and what are their roles (if appropriate)? Shuler Crew Construction performs the services and KHDC as the owner/developer.</p> <p>4. What are the long term and short term exposures to KCDC? The risks associated with the work are mainly limited to normal construction-related risks.</p>	
HISTORICAL / TRANSACTIONAL INFORMATION (who, when, where)	The Board originally approved this contract March 28, 2019.
ATTACHMENTS	Change Order form

Shuler Crew Construction, Inc
 525 Highway 321 N
 Lenoir City, TN 37771

Estimate

DATE	ESTIMATE #
8/20/2019	108

BILL TO
Cottages @ Clifton Rd.

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Services	10 block of 5 courses - 50 x \$7.50 = 375.00			0.00
Services	1 yard concrete - \$350.00			0.00
Services	Paint block - \$100.00			0.00
Services	Handrail - \$200.00			0.00
Services	Gravel - \$400.00			0.00
Services	Compact for sidewalk - \$500.00			0.00
Services	Rebar - \$100.00			0.00
	TOTAL PORCH 1 - \$2,025.00			0.00
Services	15 block of 5 courses - 75 x \$7.50 = \$562.50			0.00
Services	1 yard concrete - \$350.00			0.00
Services	Paint block - \$100.00			0.00
Services	2 handrails - \$400.00			0.00
Services	Gravel - \$500.00			0.00
Services	Compact sidewalk - \$500.00			0.00
Services	Rebar - \$100.00			0.00
	TOTAL PORCH 2 - \$2,512.50			0.00
Services				0.00
Services	Grand Total \$3937.50 x 25 = \$98,437.50	25	3,937.50	98,437.50
	*Credit for no handrails of \$600 per duplex (28) for a total of \$16,800.00			
Services	*Credit for piers \$600.00 per duplex			
Services	Single Family - \$2500.00 x 3 = \$7500.00	3	2,500.00	7,500.00
		1		0.00

Thank you for your consideration!

Total	105,937.50
Balance Due	105,937.50