

Changing lives one key at a time

**NOTICE OF REGULAR MEETING OF THE
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**REGULAR MEETING
MONDAY, JUNE 26, 2017 – 5:00 P.M.**

**Administrative Office
200 North Eleventh Street
Springfield, Illinois**

The Springfield Housing Authority Board of Commissioners will hold a Regular Meeting on Monday, June 26, 2017 – 5:00 p.m. at the Administrative Office, 200 North Eleventh Street, Springfield, Illinois. Please see the agenda below.

Please contact the Executive Director's Office at 217/753-5757, ext. 206 if there are any questions.

SPRINGFIELD HOUSING AUTHORITY

Timothy Schweizer, Chairman

AGENDA

- I. **CALL TO ORDER/ROLL CALL**
- II. **CHAIRMAN'S REMARKS**
- III. **EXECUTIVE DIRECTOR'S REMARKS**
- IV. **APPROVAL OF PAST MEETING MINUTES**
 - **May 22, 2017**
- V. **RESOLUTIONS AND BOARD ACTION**

**RESOLUTION NO. 3207 – APPROVING A CONTRACT EXTENSION WITH
CTG OF ILLINOIS, DBA NOVANIS FOR IT SERVICES**

**RESOLUTION NO. 3208 – APPROVING A CONTRACT WITH KONE, INC.
FOR ELEVATOR MAINTENANCE SERVICES FOR A THREE (3) YEAR
PERIOD IN THE AMOUNT OF \$63,780.00**

RESOLUTION NO. 3209 – APPROVING THE LEASE AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY AND THE SPRINGFIELD URBAN LEAGUE (SUL) FOR THE PROPERTY LOCATED AT #9 BRANDON DRIVE

RESOLUTION NO. 3210 – APPROVING A CHANGE MODIFICATION WITH JENNINGS PAINTING, INC. FOR 2017 VACANT UNIT PAINTING CONTRACT IN THE AMOUNT OF TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00)

RESOLUTION NO. 3211 – SPRINGFIELD HOUSING AUTHORITY PREVAILING WAGE ORDINANCE

RESOLUTION NO. 3212 – AUTHORIZING AND APPROVING A COLLECTION LOSS WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING IN THE AMOUNT OF \$80,506.70

RESOLUTION NO. 3213 – APPROVING CHANGE ORDERS #59 THROUGH #61 ON THE CONTRACT WITH CORE CONSTRUCTION FOR THE VILLAS AT VINEGAR HILLS IN THE AMOUNT OF TWENTY-TWO THOUSAND SIX HUNDRED NINETY-ONE DOLLARS AND NINETY-EIGHT CENTS (\$22,691.98)

VI. RESIDENT COUNCIL REPORTS

VII. COMMENTS

VIII. ADJOURNMENT

Changing lives one key at a time

**SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS – REGULAR MEETING
JUNE 26, 2017 – 5:00 P.M.
200 NORTH ELEVENTH STREET
SPRINGFIELD, ILLINOIS**

AGENDA

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6/21/17

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VII. COMMENTS

VIII. ADJOURNMENT

**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, MAY 22, 2017 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, May 22, 2017 at the SHA Administrative Office, 200 North Eleventh Street, Springfield, Illinois. The meeting was called to order at 5:00 p.m.

Commissioners Present: Chairman Tim Schweizer
Commissioner Dan Long
Commissioner Donny Anderson

Commissioners Absent: Commissioner George Alexander

Jackie Newman	Executive Director
Melissa Huffstedtler	Deputy Director
Michelle Sergent	Director of Finance
Debra Hereford	Director of Section 8
Lisa Crites	Director of FSS
Joe Antonacci	Director of Mod/Development
Wendy Mendenhall	Director of Human Resources
Robin Dowis	Asset Manager
Adrienne Grover	Asset Manager
Lawrence Harris	Asset Manager
Stacy Huebsch	Budget Manager
Donald LoBue	Attorney
Alexis Boswell	Section 8 Manager
Unita Boyd	Accounts Tech I
Brenda Bruner	Executive Assistant

GUEST: Linda Douglas-William

EXECUTIVE DIRECTOR'S REMARKS

Director Newman stated that everything is still the Villas. As of May 1, residents have begun to move into their apartments and get settled. Director added that the month of June is the deadline that we need to reach a certain level of occupancy for the Villas.

Chairman asked how many units are needed to be occupied before we reach that goal. Robin responded that 78% is the required level we need to meet the requirement, and we shouldn't have a problem meeting that. We currently have fifty-six (56) current residents; and we have move-ins daily. Thirty-nine of our total occupancy are aged 62+. Nineteen of the units are on hold for the referral program.

Director Newman added that she has had a couple of meetings with the City regarding Poplar Place. More information on these meetings are included in her report, which stands as submitted.

CHAIRMAN COMMENTS

Chairman stated that normally we have guest make any comments or express any concerns at the end of the completed Board meeting. However, since this guest is a past Board member an exception will be made and we will hear her now.

Ms. Linda Douglas-Williams, 1828 East Pine Street, Springfield, IL 62703, stated that while she was on the Board she remembers a resolution being passed that talked about the size of lots that the Authority was able to work with, which were forty foot (40'). Director Newman commented that there's a resolution that is Board-approved that updated the lots up to 80', because of amenities that are now being added to the units. Ms. Douglas-Williams wanted to know if there can be some type of investigation into these lots sizes; and if it's possible that the 40' lots can still be used.

Chairman responded that he didn't know the exact answer to her request. But now that she has asked, he will ask staff to look into it and someone will get back to her regarding her request.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – April 27, 2017.

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Anderson

DISCUSSION: Brenda noted that there were two small errors on these minutes that were revised after sending the packet to the Board. Minutes were approved with those two minor revisions.

VOTES IN FAVOR: Schweizer, Long, and Anderson

VOTES AGAINST: None

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3198: APPROVING A CONTRACT WITH RHINO ROOFING AND CONSTRUCTION FOR THE PURPOSE OF THE ROOF REPLACEMENT AT 1551 EAST MADISON STREET, COMMONLY KNOWN AS MADISON PARK PLACE, DAY CARE CENTER IN THE AMOUNT OF SIXTY-NINE THOUSAND DOLLARS AND NO CENTS (\$69,000.00)

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Anderson

DISCUSSION: Lawrence reported that this particular item was bided twice, but no bids were received either time. Phone calls were made to local vendors to see if there was an interest, and Rhino Roofing was the only response. The day care center will receive a 40-year guaranteed metal room. Joe stated that there's not a reason of why people aren't bidding; but stated that they went through the Yellowpages for Springfield to find a roofer; and that a metal roof was what we were looking for to have installed. Jackie commented that there is a listserve that shows that we're not alone in this statewide and central-wide concern of finding vendors. She says that businesses are looking at the RFPs, but then they don't bid; and Joe add that he believes prevailing wages may be a part of the problem. Melissa added that the problems with the roof were affecting the operation of the day care.

VOTES IN FAVOR: Schweizer, Long, and Anderson

VOTES AGAINST: None

RESOLUTION NO. 3199: APPROVING THE LEASE AGREEMENT BETWEEN SHAMORIE REYNOLDS, BEAUTICIAN, AT BONANSINGA HI-RISE FOR THE SPRINGFIELD HOUSING AUTHORITY

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Anderson

DISCUSSION: Robin stated that is a continuation of the lease that has previously been in effect. The only difference is that Ms. Reynolds rent has been increased by \$50.00 a month.

VOTES IN FAVOR: Schweizer, Long, and Anderson

VOTES AGAINST: None

RESOLUTION NO. 3200: APPROVAL OF REVISION TO THE SPRINGFIELD HOUSING AUTHORITY'S FAMILY SELF-SUFFICIENCY ACTION PLAN

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Anderson

DISCUSSION: Chairman asked why there were so many changes to this plan. Lisa responded that with staff, executive staff and Nelrod review, these changes were needed. Chairman asked for a highlight to these changes. Lisa stated that in the past participants of the program receive large escrow checks with no direction on how to properly put this money to good use. So with these changes in the plan, staff will receive training to be better able to prepare the graduates of the program through the soft skills of financial fitness, budgeting and credit/credit score information. Commissioner Long asked what were "soft skills". Lisa said it is the basic things

that participants (people in general) need to know about being in the workforce like co-worker relationships, interviewing, etc.

VOTES IN FAVOR: Schweizer, Long, and Anderson
VOTES AGAINST: None

RESOLUTION NO. 3201: APPROVING AN INSTALLATION AND SERVICES AGREEMENT WITH COMCAST OF ILLINOIS/INDIANA/OHIO, LLC FOR THE PURPOSE OF PROVIDING A CABLE COMMUNICATIONS SYSTEM WITHIN THE VILLAS AT VINEGAR HILL

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Melissa stated that this is an agreement for services at the Villa. Attorney LoBue and Grant (Gruen) did some of the negotiations for this 7-year agreement. Chairman asked if in this agreement that everything is correct and based on Attorney LoBue's recommendation. Melissa stated that the agreement basically covers early termination, 7-year agreement, and arbitration. Attorney LoBue added that Comcast is asking for three (3) arbitrators, which he believes could be costly. Melissa said that they have been working for the last 30-days on this agreement, for this site only. Comcast doesn't want to move off of those three arbitrators. Chairman asked who is paying the bill. Melissa stated that the bills are paid by the individual tenants; that this agreement is only for connectivity.

VOTES IN FAVOR: Schweizer, Long, and Anderson
VOTES AGAINST: None

RESOLUTION NO. 3202: AMENDING THE SECTION 8 ADMINISTRATIVE PLAN REQUIRED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE SPRINGFIELD HOUSING AUTHORITY

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Alexis stated that this is a general update to the plan; with more changes to come as information is given to us on HOTMA. But this plan and its changes are based on Fair Housing, protective groups, VAWA, HOTMA, FUP, VASH, FEP (project-based—current tenants), and Enhanced Vouchers (30% of income towards rent).

VOTES IN FAVOR: Schweizer, Long, and Anderson
VOTES AGAINST: None

RESOLUTION NO. 3203: APPROVING CHANGE ORDERS #56 THROUGH #58 ON THE CONTRACT WITH CORE CONSTRUCTION FOR THE VILLAS AT VINEGAR HILL IN THE

AMOUNT OF FOUR THOUSAND NINE HUNDRED THIRTEEN DOLLARS AND TWENTY-ONE CENTS (\$4,913.21)

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Joe stated that this item is for three change orders. The revisions are for: the elevator sump pump, \$1,922.32; revision to the outlets located on the kitchen island, \$4,777.89; and to eliminate the generator perimeter fence, credit of \$1,787.00.

VOTES IN FAVOR: Schweizer, Long, and Anderson
VOTES AGAINST: None

RESOLUTION NO. 3204: AMENDING THE ADMISSIONS & CONTINUED OCCUPANCY PLAN

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Adrienne stated that based on fair housing rules and VAWA, there were some changes on the ACOP Plan.

VOTES IN FAVOR: Schweizer, Long, and Anderson
VOTES AGAINST: None

RESOLUTION NO. 3205: APPROVING REVISIONS TO THE SPRINGFIELD HOUSING AUTHORITY'S EMERGENCY ACTION PLAN

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Brenda stated that language was added to the Emergency Action Plan to include residents at the Villa in case of any type of emergency. No other changes were noted.

VOTES IN FAVOR: Schweizer, Long, and Anderson
VOTES AGAINST: None

RESOLUTION NO. 3206: APPROVAL OF THE SUBMISSION OF A SIGNIFICANT AMENDMENT TO THE SHA'S 2017 PHA PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Melissa stated that last October our PHA Plan was submitted to the U.S. Department of Housing and Urban Development; since that time there were changes to policies that required amending the plan. These changes included revisions to the Family Self-Sufficiency Action Plan; Rental Assistance Demonstration Program (Rad); plans to develop additional affordable senior housing through a mixed finance development method; implementation of Affirmatively Furthering Fair Housing activities (required by HUD); revision of SHA's Administrative Plan; and revision of SHA's Admissions & Continued Occupancy Plan (ACOP).

VOTES IN FAVOR: Schweizer, Long, and Anderson
VOTES AGAINST: None

RESIDENT COUNCIL REPORTS

None.

COMMENTS

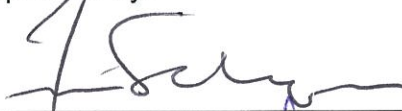
None.

ADJOURNMENT

Motion to adjourn. Vote unanimous in favor of the motion.

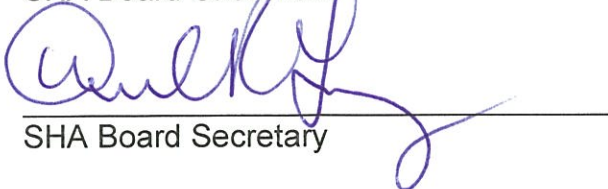
Minutes Submitted By:
Brenda S. Bruner, Executive Assistant

Approved by:



SHA Board Chairman

June 26, 2017
Date



SHA Board Secretary

June 26, 2017
Date