

Changing lives one key at a time

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

**REGULAR MEETING
MONDAY, SEPTEMBER 25, 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, September 25, 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
 - August 28, 2017
- V. RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3226– ADOPTING THE UTILITY ALLOWANCE SCHEDULE FOR SECTION 8 HOUSING FOR RESIDENT PURCHASED UTILITIES

RESOLUTION NO. 3227 – APPROVING THE SPRINGFIELD HOUSING AUTHORITY PHA PLANS; A FIVE-YEAR PLAN FOR FISCAL YEARS 2018-2022 AND ANNUAL PLAN FOR FISCAL YEAR 2018 TO BE SUBMITTED TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

RESOLUTION NO. 3228 – APPROVAL OF THE SUBMISSION OF THE CLOSE-OUT FOR THE 2014 CAPITAL FUND PROGRAM GRANT (IL06P004501-14) IN THE



AMOUNT OF \$1,160,743.00, THE 2014 REPLACEMENT HOUSING FACTOR GRANT (IL06R004501-14) IN THE AMOUNT OF \$14,467.00, THE 2014 REPLACEMENT HOUSING FACTOR GRANT (IL06R004502-14) IN THE AMOUNT OF \$93,007.00, AND THE 2015 REPLACEMENT HOUSING FACTOR GRANT (IL06R004501-15) IN THE AMOUNT OF \$14,612.00 TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

RESOLUTION NO. 3229 – APPROVING A CONTRACT WITH AMCO FENCE COMPANY FOR THE PURPOSE OF FENCE INSTALLATION AT 1910 TRUMAN ROAD IN THE AMOUNT OF THIRTY-FOUR THOUSAND SIX HUNDRED DOLLARS AND NO CENTS (\$34,600.00)

VI. RESIDENT COUNCIL REPORTS

VII. COMMENTS

VIII. ADJOURNMENT

Changing lives one key at a time

**SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS – REGULAR MEETING
SEPTEMBER 25, 2017 – 5:00 P.M.
200 NORTH ELEVENTH STREET
SPRINGFIELD, ILLINOIS**

AGENDA

- I. CALL TO ORDER/ROLL CALL
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- V. RESOLUTIONS AND BOARD ACTION

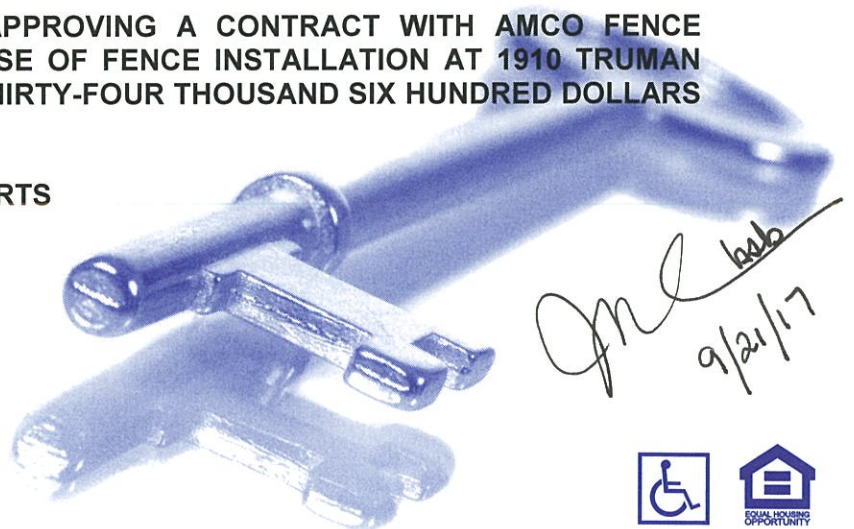
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- VI. RESIDENT COUNCIL REPORTS
- VII. COMMENTS
- VIII. ADJOURNMENT



**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, AUGUST 28, 2017 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, August 28, 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
Wendy Mendenhall	Director of Human Resources
Joe Antonacci	Director of Mod/Development
Robin Dowis	Asset Manager
Adrienne Grover	Asset Manager
Lawrence Harris	Asset Manager
Alexis Boswell	Section 8 Manager
Randy Segatto	Attorney
Brady Bushman	Budget Manager
Candi Clouse-Guccione	Section 8 Admin Assistant
Brenda Bruner	Executive Assistant

CHAIRMAN REMARKS

Chairman welcomed Director Newman back, since she wasn't at the last meeting and added that Melissa did a wonderful job in her absence. He also mentioned that there would be a small celebration after the meeting—in recognition of Attorney Donald LoBue's years of service to the Springfield Housing Authority.

EXECUTIVE DIRECTOR'S REMARKS

Director stated that we would first like to acknowledge Don LoBue and thank him for his years of service to the Authority. We will have a few refreshments after the meeting, but would like to present him with a plaque now, on behalf of the Board and staff. To Don she states, 'We certainly appreciate your service to the Housing Authority. I thought that we had agreed that we would retire together, but you beat me. Congratulations and thank you so much for everything you

have done for us'. Don stated that he had said to Jackie, some time ago, that if she would stay with the Housing Authority she would one day be the Director. He added that we are one of the best clients that he's worked for. One of the proudest things that he has done here was to not see the Housing Authority in a lot of litigation. People could potentially sue us, but it wouldn't be because we hadn't done things right. Chairman suggested picture should be taken of Attorney LoBue with Director Newman, which Lawrence did.

Director then added that her report stands as submitted but wanted to highlight a couple items from that report. The first item is the office improvement in the lower level of the administrative office. Within this improvement there will be some issues of asbestos addressed and the cost to move some of the items that were left in the area once staff moved to the new wing. This space will be updated for employees to have a place to go for their breaks and lunch hour—common space. She stated that on the back page of her report there is an outline of all cost for this item.

Secondly, based on conversation she has had with HUD, the other item was to furnish a listing of HUD electronic submission programs that the Authority uses to the Board. She stated that a list will be compiled and shared with the them on these programs next month. This listing will include the programs, a brief description of the same, and which staff person(s) facilitate the program(s).

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – August 28, 2017

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Anderson

DISCUSSION: None.

VOTES IN FAVOR: Schweizer, Long, and Anderson

VOTES AGAINST: None

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3219: AUTHORIZING SALE OF RESIDENCE LOCATED AT 100 NORTH 13TH STREET, SPRINGFIELD, ILLINOIS IN THE AMOUNT OF \$90,000.00 TO ANGELA R. DOUGLAS

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Anderson

DISCUSSION: Melissa stated that the property being sold is in Genesis Place. It is 1,400 square feet, constructed in 2011, three-bedroom unit. With Board approval, the plan is to close on this property by the end of September 2017.

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

RESOLUTION NO. 3220: APPROVAL OF THE SECTION 8 PROJECT BASED VOUCHER PROGRAM HAP CONTRACT EXTENSION WITH TIMBERLAKE ESTATES

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Debra stated that the SHA currently has over 2,000 Section 8 units. The extension that is being presented for Timberlake this evening is for twenty-five (25) units. Melissa added that the new HUD Final Rule for PBV now allows PHAs to extend for ten years, up from five. The extensions cannot be extended past 40 years.

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

RESOLUTION NO. 3221: APPROVING AN AGREEMENT WITH AFSCME, LOCAL UNION 3982, AFFILIATED WITH DISTRICT COUNCIL 31

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Wendy stated that AFSCME has agreed to our last negotiated terms, 2% increase, retroactive back to January 1, 2017. Chairman asked if there were any changes from six weeks ago to today on what the Housing Authority offered, Wendy responded no. Commissioner Long asked how long had we been in negotiations with them. Several staff responded it was November of last year. Commissioner Long then asked if their contract had expired January 1st of this year...and the answer from staff was yes. He went on to ask what was the union's initial request for an increase. Staff responded that it was 12%. Chairman then added that there was a typo in the resolution with a date of 2107, that should be 2017. Changes need to be made before the Board could formally sign off on this. He also thanked the negotiating team for all their effort on this.

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

RESOLUTION NO. 3222: APPROVING A CONTRACT WITH MICHAEL LANTZ & SON BUILDERS FOR THE PURPOSE OF REPLACING KITCHEN CABINETS IN THE AMOUNT OF \$68,320.00

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Joe stated that this was posted on eProcurement and two bids were received. Michael Lantz was selected. Melissa stated that cabinets would be replaced in eighteen (18) units in the Gaines Mill and 7 Pines area. Joe added that the cost would be approximately \$3,200.00 per unit.

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

RESOLUTION NO. 3223: APPROVING A CONTRACT WITH AIR KING, INC. FOR THE PURPOSE OF REPLACING HVAC SYSTEMS IN AMP 1 SCATTERED SITES IN THE AMOUNT OF \$40,992.00

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Joe stated that this was posted in eProcurement and two bids were received; Air King, Inc. was selected. This is for HVAC systems within 10 units in AMP 1.

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

RESOLUTION NO. 3224: APPROVAL OF SECTION 8 PROJECT BASED VOUCHER PROGRAM CONTRACT WITH FIFTH STREET RENAISSANCE

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Debra stated that one proposal was received, which was from Fifth Street Renaissance. We have worked with them for the last (15) years. Director asked Debra if this item is for the same units, location, and the same targeted population. Debra responded that it was, and the contract is for another 15-year HAP contract.

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

RESOLUTION NO. 3225: APPROVING A CONTRACT WITH KONE, INC. FOR THE PURPOSE OF ELEVATOR RE-HAB AT BONANSINGA HI-RISE IN AMP 3 FOR THE AMOUNT OF ONE HUNDRED NINETY-FIVE THOUSAND THREE HUNDRED FIFTY DOLLARS AND ZERO CENTS (\$195,350.00)

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Melissa stated that this is the company that recently did updates on the elevators in Hildebrandt a few years ago. Pricing was compared with U.S. Communities Pricing. Kone's proposal is for replacing and repairing things such as motors, pulleys, wheels, and interior repairs at Bonansinga Hi-Rise. The funds for this item will come from 2016 & 2017 CapFunds. Chairman asked if this was for both elevators in the unit, to which Melissa responded that it was. She also added that to her knowledge there have not been updates at all (unless someone else can remember something).

Commissioner Long said that he had no questions about the project but asked about a statement in the attorney's letter that they reviewed 'bid proposals'. For clarification, he asked if they received bids. Attorney Segatto stated that they submitted a bid proposal, which is attached. Melissa stated that it's a description of their work. Commissioner Long asked again, to be clear, if this is a bid or not a bid. Attorney Segatto stated that the company calls it a bid proposal, and it is a contract once we sign it. Commissioner Long stated that he understood about it being a contract. His question is whether or not we went out for bids for this item and were their bid specifications. Melissa responded that they (Kone) provided the pricing and what they would do to both of the elevator cars. Commissioner Long asked what was this based on. Did we give them specifications? Melissa responded that we didn't. Commissioner Long then asked if there were specifications, or did they did their own. Melissa responded that, yes Kone did their own. Michelle added that we already have a service contract with them. Commissioner Long said that he understood that, but he's just trying to figure how did they bid on this. He has no problem with the company. But there were no bid specifications, so how did they come up with the price? Melissa stated that we utilized the Hildebrandt specifications as a model for Bonansinga. Commissioner Long asked if there were specifications then; and if the elevators or the same in both sites. Melissa responded that they were not. More discussion ensued regarding this. Commissioner Long then asked how do we know that we got a good price, without specs and other companies bidding. Melissa stated that when we went out for bids for Hildebrandt, Kone was the only company that submitted. Commissioner Long was asked if he other questions, which he said that he didn't.

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

RESIDENT COUNCIL REPORTS

None.

COMMENTS


Michelle introduced Brady Bushman as the new Budget Manager. Director added that Stacy was promoted, and he is now in her old position.

ADJOURNMENT

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

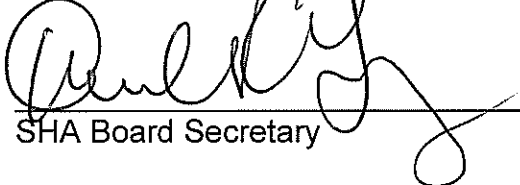
Minutes Submitted By:
Brenda S. Bruner, Executive Assistant

Approved by:



SHA Board Chairman

September 25, 2017
Date



SHA Board Secretary

September 25, 2017
Date