

Changing lives one key at a time

**MINUTES OF REGULAR MEETING  
 SPRINGFIELD HOUSING AUTHORITY  
 BOARD OF COMMISSIONERS**

**MONDAY, April 28, 2025 - 5:00 P.M.**

The SHA Board of Commissioners held a Regular Meeting on Monday, April 28, 2025, at the SHA Administrative Office, 200 North Eleventh Street, Springfield, Illinois. This meeting was held in person and via Zoom (telecommunication) and was called to order at 5:00P.M.

**Commissioners Present:**

Chairman Tim Schweizer  
 Commissioner Dan Long  
 Commissioner Joshua Johnson

**Staff Present:**

<b>A</b>	Dr. Jackie Newman	Executive Director
<b>P</b>	Melissa Huffstedtler	Deputy Director
<b>P</b>	Wendy Mendenhall	Director of Human Resources
<b>P</b>	Michelle Sergent	Director of Finance
<b>P</b>	Troy Boyer	Director of Mod/Dev
<b>P</b>	Sarah Wallman	Director of Self-Sufficiency Programs
<b>P</b>	Stacy Huebsch	Finance Manager
<b>A</b>	Kylie Jackson	Director of HCV
<b>P</b>	Tamera Aper	Asset Manager
<b>P</b>	Monica Johnson	Asset Manager
<b>P</b>	Latina Faulker	HCV Manager
<b>A</b>	Adrienne Kipp	ROSS Coordinator
<b>P</b>	Alan Brinkoetter	Construction Manager
<b>P</b>	Samantha Bobor	Giffin Winning Cohen & Bodewes (Attorney) (virtual)

### **CHAIRMAN'S REMARKS**

Chairman Tim Schweizer turned the meeting over to Deputy Director Melissa Huffstedtler.

### **EXECUTIVE DIRECTOR'S REMARKS**

Executive Director, Dr. Jackie L. Newman provided a written report and that written report was provided for each of the present commissioners. Deputy Director Huffstedtler expounded on the North Central Regional Council Conference for NAHRO and announced that Dr. Jackie L. Newman was elected as Senior Vice President of an 8-state region. She also addressed that Johnson Park's siding, windows, and door project has begun. Deputy Director Huffstedtler states that residents are pleased; Madison Park Place's project is expected to be completed by November/December 2025.

Deputy Director Huffstedtler also made mention that a United Way Day took place with volunteers who planted a community garden at Johnson Park; correspondence will be sent out to families to inform them of when they can shop for fresh produce. Take-Your-Child-to-Work at Springfield Housing Authority was also a success with 15 young participants.

### **APPROVAL OF PAST MEETING MINUTES**

March 24, 2025

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2025-12 – APPROVING A CONTRACT WITH R&C PAINT-DRYWALL, INC. FOR THE PURPOSE OF IFB 2025-01 VACANT UNIT PAINTING CONTRACT NOT TO EXCEED TWO HUNDRED FIFTY THOUSAND DOLLARS & ZERO CENTS (\$250,000.00)**

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Contract Administrator, Ligia Anderson, expounded on 3 bids being received and R&C Paint-Drywall, Inc. came in as the most responsive bid with a 8% residential and high-rise cost savings for current contract pricing. Attorney Samantha Bobor also commented saying that she did not see any irregularities in the proposal.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2025-13** – APPROVING A CONTRACT MODIFICATION WITH JOHNCO CONSTRUCTON FOR IFB 2024-14 JOHNSON PARK SIDING, WINDOWS, & DOORS UPGRADE REQUESTING ADDITIONAL \$45,600.00 TO COVER THE COST OF BRINGING HEADERS TO CODEE PRIOR TO EXTERIOR DOOR INSTALLATION

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Contract Administrator, Ligia Anderson, explained that this contract is a contract modification from the \$1,032,018.00 contract. An additional \$45,600.00 is the modification (maximum). Chairman Schweizer inquired if this modification was discovered prior to the work beginning to which Contract Administrator Anderson replied that the addition was discovered after the work had begun.

**RESOLUTION #2025-14** – APPROVING A CONTRACT WITH AMERICAN PEST CONTROL FOR PEST CONTROL SERVICES

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** Director of Finance, Michelle Sergent, stated that all of the scattered sites including the high rises, receive their quarterly spraying for pests (rodents, spiders, roaches, and bedbugs). However, there has been an issue of bedbugs at Hildebrandt. Commissioner Long asked if there were 3 bids to which Director Sergent replied yes; American Pest Control was the most responsive bidder.

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**VOTES IN FAVOR: ALL**

**VOTES AGAINST: NONE**

**RESIDENT COUNCIL REPORTS - NONE**

**PUBLIC COMMENTS** – Director Michelle Sergent stated that the Villas at Vinegar Hill and Lincolnwood Estate reports were completed (reports were given to each of the Commissioners); in June, the public housing audit will take place. Director Sergent also stated that Springfield Housing Authority did finally receive their dump truck to which the maintenance team is grateful for.

**BOARD COMMENTS** – NONE

**ADJOURNMENT**

There being no further business to come before the SHA Board of Commissioners, Commissioner Johnson motioned to adjourn. This was seconded by Commissioner Long.

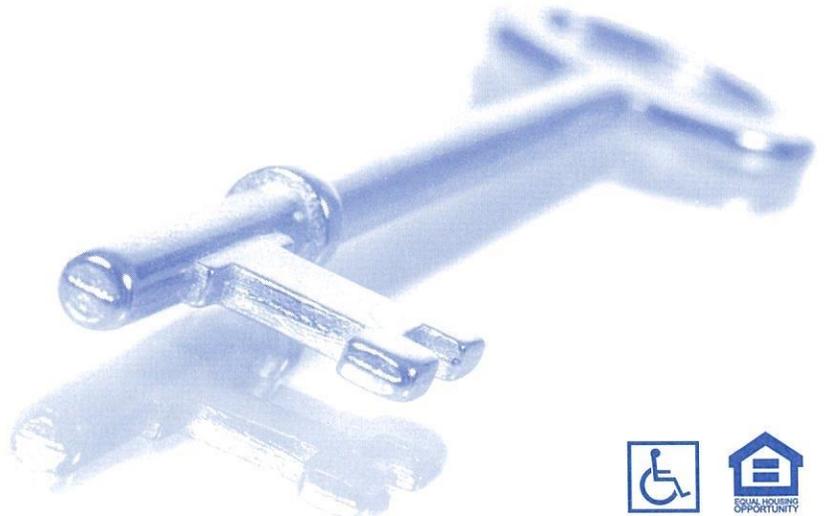
**VOTES IN FAVOR: ALL**

**VOTES AGAINST: NONE**

The meeting adjourned at 5:23

Respectfully Submitted By:

Angela West, Executive Office Administrator



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Approved by:

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SHA Board Chairman

May 27,2025

Date

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SHA Board Secretary

May 27, 2025

