

Changing lives one key at a time

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

**REGULAR MEETING
MONDAY, JULY 24, 2023 – 5:00 P.M.
200 North Eleventh Street
Springfield, Illinois 62703**

Meeting ID: 864 9310 0084

Password: 534872

Dial in: 1/312-626-6799 US (Chicago)

Link to meeting:

<https://us02web.zoom.us/j/86493100084?pwd=cUxGcjRMRkdBRUFTRDFKk28zeGNJQT09>

The public is welcome to attend electronically via Zoom

The Springfield Housing Authority Board of Commissioners will hold a Regular Meeting on Monday, July 24, 2023 – 5:00 p.m. Please see the agenda below.

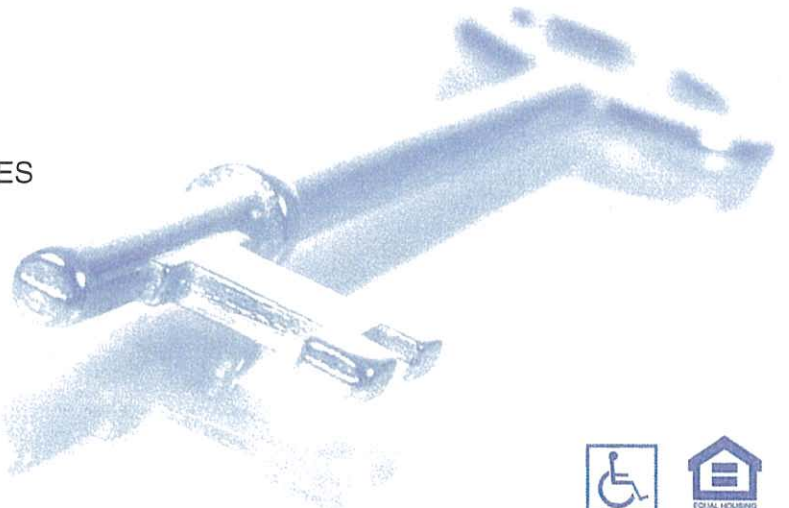
Please contact the Executive Director's Office at 217/753-5757, ext. 206 if there are any questions.

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
 - June 26, 2023 – Regular Meeting



Changing lives one key at a time

V. RESOLUTIONS AND BOARD ACTION

RESOLUTION #3554 – APPROVING MANAGEMENT AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY AND MADISON PARK PLACE, LP

RESOLUTION #3555 – APPROVING A LEASE WITH AMERICOM IMAGING SYSTEMS, A ZEROX AUTHORIZED DEALER, TO UPDGRADE THEN (10) COPIERS, FOR A TERM OF 48 MONTHS IN THE AMOUNT NOT TO EXCEED TWO HUNDRED THIRTY THOUSAND DOLLARS AND ZERO CENTS (\$230,000.00) FOR THE TERMS STATED

RESOLUTION #3556 - APPROVING A CONTRACT WITH TRIPLE A ASBESTOS FOR A BLANKET CONTRACT FOR ASBESTOS ABATEMENT NOT TO EXCEED ONE HUNDRED THOUSAND DOLLARS AND ZERO CENTS (\$100,000.00)

RESOLUTION #3557 - APPROVING A CONTRACT FOR LEGAL SERVICES WITH THE LAW FIRM OF GIFFIN, WINNING, COHEN, AND BODEWES P.C. FOR GENERAL COUNSEL SERVICES

- VI. RESIDENT COUNCIL REPORTS
- VII. PUBLIC COMMENTS
- VIII. BOARD COMMENTS
- IX. CLOSED SESSION-PERSONNEL
- X. OPEN SESSION
- XI. ADJOURNMENT



Changing lives one key at a time

**SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS- REGULAR MEETING
MONDAY, JULY 24, 2023 – 5:00 P.M.**

AGENDA

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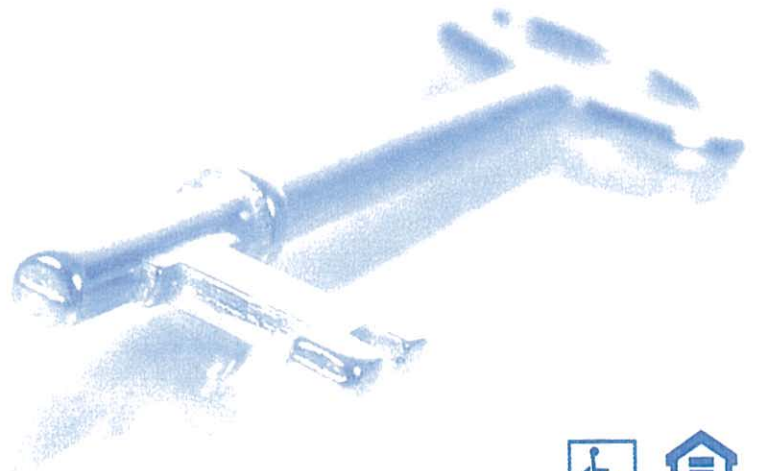
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- VI. RESIDENT COUNCIL
- VII. PUBLIC COMMENTS
- VIII. BOARD COMMENTS
- IX. CLOSED SESSION-PERSONNEL
- X. OPEN SESSION
- XI. ADJOURNMENT



**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, JUNE 26, 2023 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, June 26, 2023, at the SHA Administrative Office, 200 North Eleventh Street, Springfield, Illinois. This meeting was also held in person as well as via Zoom (telecommunication) and was called to order at 5:00 p.m.

Commissioners Present: Chairman Timothy Schweizer
 Commissioner Dan Long
 Commissioner Luckist Turner

Staff Present:

Dr. Jackie L Newman	Executive Director
Melissa Huffstedtler	Deputy Director
Michelle Sergent	Dir. Of Finance
Stacy Huebsch	Finance Manager
Wendy Mendenhall	Director of HR
Dr. Rebecca Tuxhorn	Director of HCV
Karen Cliburn	Budget Manager
Sarah Wallman	Director of FSS
Kylie Jackson	Asset Manager
Robin Dowis	Asset Manager
Troy Boyer	Director of Mod/Dev
George Jennings	Section 3 Compliance Manager
Samantha Bobor	Giffin Winning Cohen & Bodewes (Attorney)
Latina Faulkner	HCV Manager
Henry Grant	IHC Intern
Evonite Smith	Executive Assistant

CHAIRMAN'S REMARKS

Chairman called the meeting to order at 5:00, thanked everyone for their attendance then turned the floor over to Director.

EXECUTIVE DIRECTOR'S REMARKS

Director started by mentioning current updates in working with Developers regarding Poplar Place. Director Newman indicated that an on-site visit was done to tour current work, rehab and demolition at the property. We will continue to keep the board up to date of the progress. Additionally, a couple of months ago the board approved project-based voucher assistance for Nehemiah Housing. They are having a ground breaking ceremony coming up for those units on Thursday, June 29, 2023 @ 11 am. We are still working through Madison Park Place logistics of tenant selection plans and management agreements. We have had several leadership transitioning meetings. We have made employment offers for the Asset Manager for Madison Park. We anticipate the starting of an Asset Manager by July 1st.

APPROVAL OF PAST MEETING MINUTES

May 22, 2023 – Regular Meeting

June 12, 2023 – Special Meeting

MOTION TO APPROVE: Dan Long

SECOND: Luckist Turner

DISCUSSION: none.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESOLUTIONS AND BOARD ACTION

RESOLUTION #3551 – AUTHORIZING AND APPROVING A COLLECTION LOSS WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING IN THE AMOUNT OF \$117,119.42

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Stacy Huebsch, Finance Manager stated that it's that time of year again for our annual write-off. A copy of the write offs has been provided. She pointed out that we are at 6.18 % overall for write-offs for this year. Detail was given on how write offs were categorized. Information was also given on how the IL Debt Recovery Program Funds and Payments from Vacant Tenants Funds were collected. She mentioned that funds recovered through Illinois Debt Recovery is lower than usual, because IL is not taking payment from those individuals who have a child tax credit. Hopefully moving forward that will change and increase. Last but not least she mentioned the SHA write-offs for 2023 42.42% of the \$117,119.42 being written off this time is from Rent Charged; 42.29% of the \$117,119.42 being written off this time is from Maintenance & Move-Out Charges.

Commissioner Long asked if there were any improvements since COVID. Stacy stated last year was definitely higher, Stacy highlighted that we are progressing back to before COVID percentages.

Melissa added that AMP 1 is the highest because they house the lowest income families which causes more wear and tear on the properties.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESOLUTION #3552 – APPROVING A CONTRACT FOR SECURITY SERVICES WITH SECURITAS

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Michelle Sergent, Director of Finance reminded the board of past contracts with Securitas Services who currently provides security to SHA properties. Security guards are stationed at Bonansinga, Hildebrandt, and The Villas and they also provide drive through services within Brandon and Johnson Park. They also work with the Springfield Police Dept. We want to make sure that we have full coverage security. We have had Securitas over the last three years, contract started in 2020. Two bids were received but not all complied to all the HUD forms. Robin and Kylie who are Asset Managers were both on the evaluation panel. Robin is the contact person for this contract and makes sure reports are provided with the information that we are needing to secure our residents. Times have been changed and we've had to adjust to make sure that there is coverage. With minimum wage increasing and the ability to maintain good officers the contract did increase a little. A little bit of cushion was put in to make sure if additional services were needed, we are able to provide it. Springfield City Police is still utilized especially since kids are out for the summer.

Commissioner Turner asked if it is a 24-hour service.

Michelle replied, during weekends and holiday - yes. Things have been improving since security with Securitas have been provided, not a lot of residents have been complaining nor calling. They have been responding positively.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTION #3553 – AUTHORIZING THE SPRINGFIELD HOUSING AUTHORITY TO EXECUTE A CONTRACT WITH THE ILLINOIS HOUSING DEVELOPMENT AUTHORITY TO SERVE AS A LOCAL ADMINISTERING AGENCY FOR THE RENTAL HOUSING SUPPORT PROGRAM

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Melissa Huffstedtler, Deputy Director this is a State Funded Section Eight program that the SHA has been awarded renewal funding to operate for a period of three years. This is a continuing process with the Illinois Housing Development.

Chairman mentioned that this is a helpful program.

Melissa agreed and that it's designed to assist families with rent subsidies that they will benefit from.

Commissioner Long asked how do you find people that qualify?

Melissa stated from the Continuum of Care and indicated there is a separate waiting list. She indicated there are landlords that participate and make their units available for the tenants and we select persons off the list who qualify for the unit and keep filling the units that way. Rents are based on income and a sliding scale basis.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESIDENT COUNCIL REPORTS

None

PUBLIC COMMENTS

None

BOARD COMMENTS

Wendy Mendenhall, Director of Human Resources introduced our Summer Interim, Grant Henry. Grant is attending Moody Bible Institute pursuing a degree in Missional Leadership and Nonprofit Management. Grant ended up in Springfield through the Illinois Housing Council's internship program. He applied to do an internship there, interviewed successfully with SHA and became a part of this affordable housing movement. He's been at SHA for the about of three weeks. He's working with the development team at the moment. He planning to join FSS and HCV.

Melissa added the Illinois Housing Council created this internship program to help assist individuals who wanted to have a future in this field of work. Grant has been working with the public and is interested in the social service component of this line of work. Melissa adds that he is a good student here at the Springfield Housing Authority and he just jumps right in to communicate with the public and tenants. She also stated that it's rare to find young people who are interested in the affairs of affordable housing development and we are blessed to have him.

ADJOURNMENT

Motion to adjourn was made by Commissioner Luckist Turner, seconded by Commissioner Long. The vote was unanimous in favor of the motion.


Minutes Respectfully Submitted By:
Evonite Smith, Executive Assistant

Approved by:



SHA Board Chairman

June 26, 2023
Date



SHA Board Secretary

June 26, 2023
Date

**RESOLUTION NO. 3554
APPROVING MANAGEMENT AGREEMENT BETWEEN THE
SPRINGFIELD HOUSING AUTHORITY AND
MADISON PARK PLACE, LP**

WHEREAS, Madison Park Place, LP wishes to enter into a Management Agreement with the Springfield Housing Authority for property management functions of Madison Park Place consisting of one hundred fifty multi-family units, inclusive of, but not limited to financial management, property management and maintenance and administrative services; and,

WHEREAS, Madison Park Place, LP will pay the Springfield Housing Authority a management fee for providing services as outlined in the attached documentation; and,

WHEREAS, the Springfield Housing Authority has the capacity to provide the administration and financial services as outlined in the Management Agreement; and,

WHEREAS, the term of the Agreement shall be for one year with automatic renewals and,


WHEREAS, it is in the best interest of the Springfield Housing Authority to enter into the aforementioned agreement with Madison Park Place, LP.

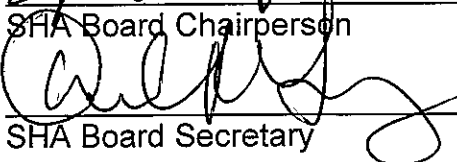
NOW, THEREFORE, BE IT RESOLVED BY THE SPRINGFIELD HOUSING AUTHORITY BOARD OF COMMISSION AS FOLLOWS:

Section 1: The attached Management Agreement between the Springfield Housing Authority and Madison Park Place, LP is hereby approved and accepted.

Section 2: The Executive Director is authorized and directed to sign and execute the attached Management Agreement and make minor modifications as may be necessary or appropriate so long as such modifications are substantially in compliance with the terms and conditions of the attached agreement.

Section 3: This Resolution shall take effect immediately upon its passage.



SHA Board Chairperson


SHA Board Secretary

July 24, 2023
Date

July 24, 2023
Date

**MANAGEMENT AGREEMENT
MADISON PARK PLACE LIMITED PARTNERSHIP**

IN CONSIDERATION of the covenants herein contained, MADISON PARK PLACE LIMITED PARTNERSHIP, an Illinois limited partnership (hereinafter called "Owner"), and SPRINGFIELD HOUSING AUTHORITY, an Illinois municipal corporation (hereinafter called "Agent"), agree as follows:

1. TERM

1.1 The Owner hereby employs the Agent exclusively to rent and manage the property (hereinafter called the "Premises") commonly known as MADISON PARK PLACE, SPRINGFIELD, ILLINOIS – A 150 UNIT MULTI-FAMILY COMPLEX upon the terms and conditions hereinafter set forth, for an initial term of twelve months, effective August 1, 2023:

1.2 After the initial term, the Agent may extend the Agreement for successive twelve-month periods upon written notice to Owner at least 60 days prior to the initial ending date or each renewal period.

1.3 After the initial term, the Agreement will be reviewed annually and is subject to such revisions as may be mutually agreed upon by Owner and Agent.

1.4 Notwithstanding any terms to the contrary, this Agreement may be terminated by either party at any time by written notice, the effective date being thirty (30) days after receipt of written notification, or by unanimous written consent of both Owner and Agent, at a date mutually agreed upon by them.

2. THE AGENT AGREES:

2.1 To accept the management of the Premises upon the terms herein provided and agrees to furnish the services of its organization for the rental operation and management of the Premises. A detailed narrative of the services Agent shall provide

are set forth in Exhibit A – Management Plan attached hereto and made a part of this Agreement. Such service shall include, but not be limited to, the following:

A) To advertise the Premises or any part thereof; to rent the same; to cause references of prospective tenants to be investigated; and to sign leases for terms in accordance with federal, state and local laws. The Agent may collect from tenants all or any of the following: a late rent administrative charge and need not account for such charges to the Owner; terminate tenancies and sign and serve such notices as are deemed needful by the Agent; institute and prosecute actions to oust tenants and to recover rent; and, when expedient, settle, compromise and release such actions or suits, or reinstate such tenancies. Owner shall reimburse Agent for all expenses of litigation including attorneys' fees, filing fees, and court costs which Agent does not recover from tenants. Agent may select the attorney of its choice to handle such litigation.

B) To hire, discharge, and pay all site specific employees; to make or cause to be made all ordinary repairs and replacements necessary to preserve the Premises in its present condition and for the operating efficiency thereof and all alterations required to comply with lease requirements; to negotiate contracts for nonrecurring items not exceeding \$50,000.00; to enter into agreements for all necessary repairs, maintenance, minor alterations, and utility services; and to purchase supplies and pay all bills. Agent shall secure the approval of the Owner for any alterations of expenditures in excess of \$50,000.00 for any one item, except monthly or recurring operating charges and emergency repairs in excess of the maximum, if, in the opinion of the Agent, such repairs are necessary to protect the Premises from damage or to maintain services to the tenants as called for by their tenancy.

C) To collect rents and or assessments and other items due to become due and give receipts thereof and to deposit all funds collected hereunder in the Agent's custodial account.

D) To handle tenants' security deposits and to comply, on the Owner's behalf, with applicable state or local laws concerning the Agent's responsibility for security deposits and interest thereon, if any.

E) To execute and file all returns and other instruments and do and perform all acts required of the Owner as an employer with respect to the Premises under the Federal Insurance Contributions Acts, the Federal Unemployment Tax Act, and Subtitle C of the Internal Revenue Code of 1954 with respect to wages paid by the Agent on behalf of the Owner and under any similar federal and state law now or hereafter in force; and in connection therewith the Owner agrees upon request to promptly execute and deliver to the Agent all necessary powers of attorney, notices of appointment, and the like.

F) The Agent shall not be required to advance any monies for the care or management of the Premises, and the Owner agrees to advance all monies necessary therefor. If the Agent shall elect to advance any money in connection with the property, the Owner agrees to reimburse the Agent forthwith and hereby authorizes the Agent to deduct such advances from any monies due the Owner. The Agent shall, upon instruction from the Owner, impound reserves each month for the payment of real estate taxes, insurance, or any other special expenditure.

2.2 To render a monthly statement of receipts, disbursements, and charges to the following person(s) at the address(s) shown:

Madison Park Place LP,
200 N 11th Street
Springfield, IL 62703

2.3 To regularly, and as often as permitted by the Illinois Housing Development Authority (IHDA), the U.S. Department of Housing and Urban Development (HUD) and any other regulatory entities, submit applications for increases in rents and allowances for utilities for the units and residents occupying the units comprising the Premises, for payment by such agencies or other entities under the control or supervision of HUD.

3. INDEMNIFICATION:

3.1 The Owner agrees to carry at its own expense bodily injury liability and property damage liability insurance naming Agent as an insured in connection with the use, or condition of the Premises, with limits of liability not less than \$1,000,000 for injury to or death of one person in any one accident or occurrence, and umbrella liability coverage with limits of not less than \$5,000,000 over and above the underlying primary coverage limits, and against liability for property damage of at least \$100,000 (such coverage to include elevator liability if elevators are part of the equipment of the Premises). The Owner shall furnish to the Agent certificates evidencing the existence of such insurance. Unless the Owner shall provide such insurance and furnish such certificate within 30 days from the date of this Agreement, the Agent may, but shall not be obligated to, place said insurance and charge the cost thereof to the accounts of the Owner. All such insurance policies shall provide that the Agent shall receive thirty (30) days' written notice prior to cancellation of the policy or policies.

3.2 The Owner agrees to give adequate advance written notice to the Agent if the Owner desires that the Agent make payment, out of the proceeds from the Premises, of mortgage indebtedness, general taxes, special assessments, or fire, steam boiler, or any other insurance premiums. In no event shall the Agent be required to advance its own money in payment of any such indebtedness, taxes, assessments, or premiums.

3.3 Agent agrees to use reasonable care to avoid violating any law pertaining to fair employment, fair credit reporting, environmental protection, rent control, taxes or fair housing, including but not limited to, any law prohibiting or making illegal, discrimination on the basis or race, sex, creed, color, religion, national origin or mental or physical handicap or any other state or federally protected class. Except where Agent has failed to utilize such reasonable care, the Owner agrees to pay all expenses incurred by the Agent, including, but not limited to, reasonable attorneys' fees and Agent's costs and time in connection with any claim, proceeding, or suit involving an alleged violation by the Agent or the Owner, or both, of any law pertaining to fair employment, fair credit reporting,

environmental protection, rent control, taxes, or fair housing, including, but not limited to, any law prohibiting, or making illegal, discrimination on the basis of race, sex, creed, color, religion, national origin, or mental or physical handicap, provided, however, the Owner shall not be responsible to the Agent for any such expenses in the event the Agent is adjudicated to have personally, and not in a representative capacity, violated any such law.

3.4 Owner agrees to indemnify, defend and hold Agent harmless from liability arising out of or in connection with the management of the Premises, unless such liability is a result of the gross negligence or willful misconduct of Agent. Agent shall be entitled to recover from Owner its costs of litigation and reasonable attorney's fees if Agent incurs such costs and fees due to the Owner's negligence or willful misconduct.

3.5 To the extent allowable under law, Agent shall indemnify, defend and hold Owner harmless from and against any and all claims, causes of action, liabilities, losses or damages that may be asserted against Owner as a result of Agent's failure to act in accordance with the terms of this Agreement, unless such liability is a result of the gross negligence or willful misconduct of Owner. Owner shall be entitled to recover from Agent its costs of litigation and reasonable attorney's fees if Owner incurs such costs and fees due to Agent's failure to act in accordance with the terms of this Agreement. Agent shall be entitled to recover from Owner its costs of litigation and reasonable attorney's fees if Agent incurs such costs and fees due to Owner's failure to act in accordance with the terms of this Agreement.

3.6 It is expressly understood and agreed that the provisions contained in **Paragraphs 3.4 and 3.5** shall survive the termination of this Agreement to the extent the cause arose prior to such termination.

4. THE OWNER AGREES TO PAY THE AGENT EACH MONTH:

4.1 Six (6) percent of the rent collected by Agent for its fee for the services performed by it under this Agreement to be paid on or before the 15th day of each month following the month in which the services were rendered. Additionally, Owner

shall set aside a sufficient operating budget and capital reserve to maintain the Premises. Therefore, Agent shall have no obligation to incur any cost or expense in which Agent shall require reimbursement from Owner in exercising the express powers granted Agent under this Agreement.

5. IT IS MUTUALLY AGREED THAT:

5.1 The Owner expressly withholds from the Agent any power or authority to make any structural changes in any building or to make any other major alterations or additions in or to any such building or equipment therein, or to incur any expense chargeable to the Owner other than expenses related to exercising the express powers set forth above without the prior written direction of the following person:

Madison Park Place LP
200 North 11th Street
Springfield, IL 62703

The limitation shall not apply to such emergency repairs as may be required because of danger to life or property or which are immediately necessary for the preservation and safety of the Premises or the safety of the tenants and occupants thereof or are required to avoid the suspension of any necessary service to the Premises.

5.2 The Agent does not assume and is given no responsibility for compliance of any building on the Premises or any equipment therein with the requirements of any statute, ordinance, law, or regulation of any governmental body or of any public authority or official thereof having jurisdiction, except to notify the Owner promptly or forward to the Owner promptly any complaints, warnings, notices, or summonses received by its relating to such matters. The Owner represents that to its knowledge the Premises and such equipment complies with all such requirements and authorizes the Agent to disclose the ownership of the Premises to any such officials. The Owner agrees to indemnify and hold harmless the Agent, its representatives, servants, and employees, of and from all loss, cost, expense, and liability whatsoever which may

be imposed on them or any of them by reason of any present or future violation or alleged violation of such laws, ordinances, statutes, or regulations.

5.3 In the event it is alleged or charged that any building on the Premises or any equipment therein or any act or failure to act by the Owner with respect to the Premises or the sale, rental, or other disposition thereof fails to comply with, or is in violation of, any of the requirements of any constitutional provisions, statute, ordinance, law or regulation of any governmental body or any order or ruling of any public authority or official thereof having or claiming to have jurisdiction thereof, and the Agent, in its sole and absolute discretion, considers that the action or position of the Owner or registered managing agent with respect thereto may result in damage or liability to the Agent, the Agent shall have the right to cancel this Agreement at any time by written notice to the Owner of its election so to do, which cancellation shall be effective upon the service of such notice. Such notice may be served personally or by registered mail, on or to the person named to receive the Agent's monthly statement at the address designated for such person as provided in this Agreement.

6. The Owner shall pay or reimburse the Agent for any sums of money due it under this Agreement for services or actions taken by it on account of the Premises prior to termination, notwithstanding any termination of this Agreement. All provisions of this Agreement that require the Owner to have insurance shall survive any termination of this Agreement and, if Agent is or becomes involved in any proceeding or litigation by reason of having been the Agent hereunder, such provisions shall apply as if this Agreement were still in effect. The parties understand and agree that the Agent may withhold funds for thirty (30) days after the end of the month in which this Agreement is terminated to pay bills previously incurred but not get invoiced and to close accounts.

IN WITNESS WHEREOF, the Principal Parties (by their duly authorized officers) have executed this Agreement on the date first above written.

RESOLUTION NO. 3555
APPROVING A LEASE WITH AMERICOM IMAGING SYSTEMS, A XEROX AUTHORIZED DEALER, TO UPGRADE TEN (10) COPIERS, FOR A TERM OF 48 MONTHS IN THE AMOUNT NOT TO EXCEED TWO HUNDRED THIRTY THOUSAND DOLLARS AND ZERO CENTS (\$230,000.00) FOR THE TERMS STATED

WHEREAS, in accordance with the Springfield Housing Authority's Procurement Policy under Section III: Procurement Methods; H: Cooperative Purchasing and in compliance with HUD's Procurement Handbook for Public Housing Agencies (7460.8, Rev-2) Chapter 14: Cooperative Business Relationships, the Springfield Housing Authority chooses to utilize an intergovernmental agreement and;

WHEREAS, the Springfield Housing Authority currently utilizes Xerox through Americom Imaging Systems as its authorized dealer for copier services under the expired CMS Master Contract (PSD4017714) and;

WHEREAS, the Springfield Housing Authority would like to utilize Xerox through Americom Imaging Systems as its authorized dealer for copier service leveraging a Cooperative Purchase agreement via Sourcewell contract 030321-XOX and;

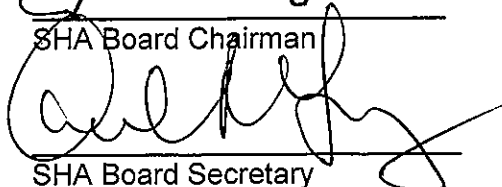
WHEREAS, the Springfield Housing Authority would like to upgrade ten (10) copiers at a monthly cost of \$4,667.69 for a term not to exceed forty-eight (48) months.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SPRINGFIELD HOUSING AUTHORITY AS FOLLOWS:

- Section 1:** The Springfield Housing Authority Board of Commissioners approves the attached lease with Americom Imaging Systems, a Xerox Authorized Dealer, for ten (10) copiers in the amount not to exceed two hundred thirty thousand dollars and zero cents (\$230,000.00) for the period of the lease term of forty-eight (48) months.
- Section 2:** The Executive Director or her designee is hereby authorized and directed to sign the Agreement and such other documents as may be necessary or appropriate.
- Section 3:** This Resolution shall take effect August 1st, 2023 upon its passage.
- Section 4:** The board waives any minor irregularities that may have occurred in the bid process.


SHA Board Chairman

July 24, 2023
Date


SHA Board Secretary

July 24, 2023
Date

RESOLUTION NO. 3556
APPROVING A CONTRACT WITH TRIPLE A ASBESTOS FOR A BLANKET
CONTRACT FOR ASBESTOS ABATEMENT NOT TO EXCEED ONE
HUNDRED THOUSAND DOLLARS AND ZERO CENTS (\$100,000.00)

WHEREAS, the Springfield Housing Authority has targeted funds within its CFP 2022; and,

WHEREAS, the Springfield Housing Authority Modernization and Development Department, solicited and received sealed bids for the completion of this work; and

WHEREAS, the Modernization and Development Department has identified Triple A Asbestos as the lowest, responsive and responsible bidder with the amount to Remove 1 layer of asbestos tile Hi-Rise \$4.50 sq. ft, Appendix A) Remove 1 layer of asbestos tile Residential \$4.50 sq.ft., Appendix B) Remove additional layers \$1.00 sq.ft., Appendix C) Remove wall/ceiling sections \$20.00 sq.ft.The blanket contract end date is 365 days from the start date as stated in the Notice to Proceed letter or as the contract balance is exhausted, whichever occurs first.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF
COMMISSIONERS OF THE SPRINGFIELD HOUSING AUTHORITY AS
FOLLOWS:

Section 1: The SHA Board of Commissioners hereby approves the award of the contract to Triple A Asbestos for a blanket contract for Asbestos Abatement not to exceed one hundred thousand dollars and zero cents (\$100,000.00).

Section 2: The Executive Director is authorized to approve and execute the Contract for the purposes stated in the resolution.

Section 3: This resolution shall take effect immediately upon its passage.

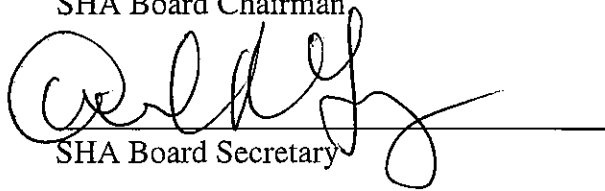
Section 4: Springfield Housing Authority waives any and all non-identified, minor bid irregularities. The minor bid irregularities that have been identified will be corrected prior to contract execution.



SHA Board Chairman

July 24,2023

Date



SHA Board Secretary

July 24,2023

Date

RESOLUTION NO. 3557
APPROVING A CONTRACT FOR LEGAL SERVICES WITH THE LAW FIRM OF
GIFFIN, WINNING, COHEN, AND BODEWES P.C.
FOR GENERAL COUNSEL SERVICES

WHEREAS, the Springfield Housing Authority (SHA), in accordance with 2 CRF200 and the SHA Procurement Policy, is required to solicit proposals for legal services of common interest and concern; and,

WHEREAS, the Request for Proposal (RFP) allows for award to be made on factors other than cost; and,

WHEREAS, the SHA after evaluating costs and other factors, determined that the law firm of Giffin, Winning, Cohen, and Bodewes P.C. has met the evaluation criteria for General Counsel and is being recommended for contract award for an initial term of three (3) years starting August 1, 2023, and ending July 31, 2026; and,

WHEREAS, it is in the best interests of the SHA that law firm of Giffin, Winning, Cohen, and Bodewes be approved a monthly retainer of six thousand five hundred dollars and zero cents (\$6,500.00), a rate of two hundred twenty-five dollars and zero cents (\$225.00) per hour for attorneys, and a rate of one hundred dollars and zero cents (\$100.00) per hour for paralegals. This contract is not to exceed ninety-eight thousand dollars and zero cents (\$98,000.00) per contract year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SPRINGFIELD HOUSING AUTHORITY AS FOLLOWS:


Section 1: The SHA Board of Commissioners hereby approves the contract award to the law firm of Giffin, Winning, Cohen, and Bodewes P.C. for a period of three (3) years.

Section 2: The Executive Director is authorized to approve and execute the contract for the purposes stated in the resolution.

Section 3: The SHA Board of Commissioners finds the six thousand five hundred dollars and zero cents (\$6,500.00) for the monthly retainer, a rate of two hundred twenty-five dollars and zero cents (\$225.00) per hour for attorneys, and a rate of one hundred dollars and zero cents (\$100.00) per hour for paralegal services is reasonable.

Section 4: This resolution shall take effect immediately upon its passage.

Section 5: The Springfield Housing Authority waives any minor bid irregularities.



SHA Board Chairman



SHA Board Secretary

July 24, 2023

Date

July 24, 2023

Date