

Changing lives one key at a time

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

**REGULAR MEETING
MONDAY, DECEMBER 14, 2020 – 5:00 P.M.**

NOTE: Pursuant to Executive Order 2020-07 signed by Governor Pritzker and guidance provided by Legal Counsel, the Springfield Housing Authority may conduct all portions of this meeting by use of telephonic or electronic means without a physical quorum present in the Boardroom. Public access to this meeting is available as follows:

Meeting ID: 856 6095 4381

Password: 970407

Dial in: 1 312 626 6799 US (Chicago)

Link to meeting: <https://us02web.zoom.us/j/85660954381?pwd=TWZVYTBPQExSQmduQIBLaXlLc3Y0dz09>

The public is welcome to attend electronically via Zoom

The Springfield Housing Authority Board of Commissioners will hold a Regular Meeting on Monday, December 14, 2020 – 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

Statement of the Chairman: This meeting is being conducted electronically pursuant to Executive Order 2020-07 signed by Governor Pritzker and guidance provided by



Legal Counsel. More importantly, based on what we know now about the coronavirus pandemic and prudent precautions as a result thereof, this meeting is being conducted in a way to provide the maximum amount of protection to our Board, staff and the community. We apologize for any inconvenience to anyone, but we ask for your understanding and compliance temporarily. Thank you.

III. EXECUTIVE DIRECTOR'S REMARKS

IV. APPROVAL OF PAST MEETING MINUTES

- October 26, 2020

V. RESOLUTIONS AND BOARD ACTION

RESOLUTION #3402 – AUTHORIZING THE SALE OF 101 NORTH 14TH STREET, SPRINGFIELD, ILLINOIS, A GENESIS PLACE HOMEOWNERSHIP UNIT, TO NYREE BREWER IN THE AMOUNT OF \$90,000.00

RESOLUTION #3403 – ADOPTING THE UTILITY ALLOWANCE SCHEDULES FOR PUBLIC HOUSING FOR RESIDENT PURCHASED UTILITIES

RESOLUTION #3404 – APPROVING THE 2021 ANNUAL MAINTENANCE TENANT CHARGE SCHEDULE FOR THE PERIOD OF JANUARY 1, 2021 THROUGH DECEMBER 31, 2021

RESOLUTION #3405 – APPROVING A CONTRACT FOR THE PURPOSE OF ROOF REPLACEMENT AT THE TWO WEST LOCATIONS OF THE ROOF OF THE ADMINISTRATIVE OFFICE LOCATED AT 200 NORTH ELEVENTH STREET, NOT TO EXCEED THE CONTRACT AMOUNT OF \$86,990.00

RESOLUTION #3406 – AUTHORIZING AND APPROVING A COLLECTION LOSS WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING IN THE AMOUNT OF \$26,673.15

RESOLUTION #3407 – APPROVING AN AGREEMENT WITH CHICAGO REGIONAL COUNCIL OF CARPENTERS ON BEHALF OF CARPENTERS LOCAL #270 OF THE UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA

RESOLUTION #3408 – APPROVING A BONUS WITH PAINTERS DISTRICT COUNCIL 58, INTERNATIONAL UNION OF PAINTERS AND ALLIED TRADES

RESOLUTION #3409 – APPROVING THE HCV 5-YEAR MAINSTREAM PROGRAM BUDGET FOR THE SPRINGFIELD HOUSING AUTHORITY IN THE AMOUNT OF \$968,000.00 FOR THE FISCAL YEAR JANUARY 1, 2021 THROUGH DECEMBER 31, 2021

RESOLUTION #3410 – APPROVING THE HOUSING CHOICE VOUCHER PROGRAM BUDGET FOR THE SPRINGFIELD HOUSING AUTHORITY IN THE AMOUNT OF \$15,292,000.00 FOR THE FISCAL YEAR JANUARY 1, 2021 THROUGH DECEMBER 31, 2021

RESOLUTION #3411 – APPROVING THE CONVENTIONAL HOUSING AMP, COCC, AND SHA BUSINESS ACTIVITIES PROGRAM OPERATING BUDGETS OF THE SPRINGFIELD HOUSING AUTHORITY FOR THE PERIOD OF JANUARY 1, 2021 THROUGH DECEMBER 31, 2021

RESOLUTION #3412 – APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR GENESIS PLACE FOR 2021

RESOLUTION #3413 – APPROVING PROPERTY GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR THE VILLAS AT VINEGAR HILL FOR 2021

RESOLUTION #3414 – APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT

RESOLUTION #3415 – APPROVING THE PURCHASE OF VEHICLE INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR 2021

RESOLUTION #3416 – APPROVING WORKER'S COMPENSATION INSURANCE THROUGH THE ILLINOIS PUBLIC RISK FUND (IPRF) FOR 2021

RESOLUTION #3417 – APPROVING A LOAN RENEWAL IN THE AMOUNT OF \$529,582.90 WITH ILLINOIS NATIONAL BANK FOR THE ADMINISTRATIVE OFFICE EXPANSION AT 200 NORTH 11TH STREET

VI. RESIDENT COUNCIL REPORTS

VII. PUBLIC COMMENTS

VIII. BOARD COMMENTS

IX. CLOSED SESSION – PERSONNEL ISSUES for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body pursuant to 5 ILCS 120/2(c)(1); and,

LITIGATION, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent pursuant to 5 ILCS 120/2(c)(11).

- X. OPEN SESSION
- XI. APPROVE AND RATIFY PRODUCTION OF DOCUMENTS TO HUD
- XII. ADJOURNMENT

**SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS – REGULAR MEETING
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X. OPEN SESSION

XI. APPROVE AND RATIFY PRODUCTION OF DOCUMENTS TO HUD

XII. ADJOURNMENT

**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, OCTOBER 26, 2020 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, October 26, 2020 at the SHA Administrative Office, 200 North Eleventh Street, Springfield, Illinois. Due to the COVID-19 pandemic, this meeting was also held via Zoom (telecommunication) and was called to order at 5:02 p.m.

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

Commissioners Absent: Commissioner William Gass

Staff Present:

Jackie Newman	Executive Director
Melissa Huffstedtler	Deputy Director
Michelle Sergent	Director of Finance
Wendy Mendenhall	Director of Human Resources
Joe Antonacci	Director of Mod/Development
Jessica Watson	Contract Administrator
Adrienne Grover	Director of Housing Choice Voucher
Darryl Jones	Asset Manager
Robin Dowis	Asset Manager
David Herman	Giffin (Attorney)
Becky Stehman	Asset Manager
Tamiko Bilbro	HCV Manager
Dave Leonatti	Henson Robinson Company
Brenda Bruner	Executive Assistant

CHAIRMAN'S REMARKS

Chairman read the following comment:

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Chairman turned the meeting over to Director Newman.

EXECUTIVE DIRECTOR'S REMARKS

Director Newman stated her written report, that was sent via email to the Board, stands as submitted. She did highlight a couple items from that report:

- She thanked the Board for accommodating the change in this evening's meeting, from hybrid to remotely (Zoom). There was some deep cleaning that we needed to get done at the administrative office and Truman Road.
- The affordable housing redevelopment of Brandon Drive has been mentioned to the Board previously, over the last few years.
 - A preliminary project application has been submitted to IHDA for the 9% tax credit, to redevelop Brandon.
 - Should hear results on this through Bear Development around the end of November.
 - If approved, a full application will be due on January 20, 2021.
- As we do annually (she and Board) discuss goals and objectives, this development will be the last project that we will complete.
 - We're looking at type of replacement housing that is similar to Madison Park Place and Genesis.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – September 28, 2020

MOTION TO APPROVE: Commissioner Turner

SECOND: Commissioner Long

DISCUSSION: None.

VOTES IN FAVOR: Schweizer, Long, and Turner

VOTES AGAINST: None

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3396: ADOPTING THE UTILITY ALLOWANCE SCHEDULES FOR HOUSING CHOICE VOUCHERS FOR RESIDENT PURCHASED UTILITIES

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Adrienne reported that yearly the utility allowances are compared to the previously adopted allowance schedule that HCV uses for rent calculations. HUD requires that

we make changes of the increase is 10% or greater, which it did. With Board approval HCV will make these changes. Commissioner Long stated that is the most information he can remember receiving and Chairman stated it was a great summary. Commissioner Long then asked about the Fair Market Rents that was included in the packet. Adrienne stated that these are updated annually by HUD, and was for the Board's general information.

VOTES IN FAVOR: Schweizer, Long, and Turner

VOTES AGAINST: None

RESOLUTION NO. 3397: APPROVAL OF THE SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) OF THE CLOSE-OUT FOR THE 2017 CAPITAL FUND PROGRAM GRANT (IL06P004501-17) IN THE AMOUNT OF \$1,290,868.00

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Melissa reported that this item relates to the summary of how CapFunds were spent. Two years is allotted to obligate these funds, and they have now been totally expended by completing kitchen/bathroom flooring in AMP 1, updates to the elevators in Bonansinga Hi-Rise, and vehicle purchases—just to name a few. Once the Board approves this evening, this will be submitted to HUD for their review and approval and will also go in the 2020 audit. Commissioner Long stated that it was nice to see how the funds were spent. Melissa said thanks go to Jessica for the summary that was shared with the Board.

VOTES IN FAVOR: Schweizer, Long, and Turner

VOTES AGAINST: None

RESOLUTION NO. 3398: APPROVING A CONTRACT WITH HENSON ROBINSON COMPANY FOR THE PURPOSE OF AMP 3 HVAC, DOMESTIC WATER PUMPS, AND BOILER UPGRADES NOT TO EXCEED THE CONTRACT AMOUNT OF \$311,000.00

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Jessica stated that replacements to the HVAC system are needed in the hi-rises. These funds are 2018 and 2019 CapFunds that are available. This item was posted in September on SHA's eProcurement system were seventeen (17) vendors downloaded it and two (2) offers (Henson Robinson and EL Pruitt) were received. Henson Robinson was the lowest bidder. Dave Leonatti, from Henson, is on the call if the Board has any specific questions they need to ask. We have ninety (90) days to proceed. Hildebrandt Hi-Rise will have the boiler replaced and a water booster pump added. Commissioner Turner asked how much piping will be used for this. Joe responded that 95% of the current piping will be re-used. Chairman asked how old are the boilers, to which Joe stated that they are at least twenty (20) years old.

Commissioner Long asked what happened with EL Pruitt's bid (it was over-priced). Joe stated he wasn't sure, but maybe they had an alternate bid ready and just submitted the wrong thing. Commissioner asked staff to explain how the Section 3 program works. Joe stated that if a vendor doesn't have enough employees to complete a project, they would then have to look at Section 3 participants. Melissa added that Section 3 just went through a major approval overhaul (more rule updates are coming). With Section 3, an employer has to have 51% or more residents or low-income workers on their payroll.

VOTES IN FAVOR: Schweizer, Long, and Turner

VOTES AGAINST: None

RESOLUTION NO. 3399: APPROVING A CONTRACT WITH TRIPLE A ASBESTOS SERVICES, INC. FOR THE PURPOSE OF ASBESTOS ABATEMENT NOT TO EXCEED BLANKET CONTRACT AMOUNT OF \$130,000.00

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Jessica stated that this item was placed on SHA's eProcurement in August 2019. Out of the eighteen (18) vendors that downloaded it, two (2) offers were received. Chairman asked if this vendor has been used before; Jessica responded that they have, several times, and they do good work, follow guidelines, and are licensed. There was an error in the title of the resolution. Changes to the title of this resolution will be made prior to signatures being obtained. It will read, "Asbestos Abatement" and remove "Vacant Unit Painting".

VOTES IN FAVOR: Schweizer, Long, and Turner

VOTES AGAINST: None

RESOLUTION NO. 3400: APPROVING THE LEASE AGREEMENT BETWEEN THE BEAUTICIAN AT THE VILLAS AT VINEGAR HILL AND THE SPRINGFIELD HOUSING AUTHORITY

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: This item came before the Board a few months prior, and the barber, at that time, backed out, Robin stated. Which is why it's coming again before the Board this evening. Robin stated that Audrey Austin, is a business owner, who will be overseeing two (2) beauticians, one (1) barber, and one (1) nail technician at the Villas of Vinegar Hill. Commissioner Long asked if we will be charging rent to Ms. Austin. Robin stated that rent is set at \$500.00 a month, from Audrey, with a potential increase after a year.

VOTES IN FAVOR: Schweizer, Long, and Turner

VOTES AGAINST: None

RESOLUTION NO. 3401: APPROVING THE CABLING OF BONANSINGA AND HILDEBRANDT TO AMERICALL TO PROVIDE FREE WIFI TO RESIDENTS IN AN AMOUNT NOT TO EXCEED \$75,000.00

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle stated that this work will be done through CARES Act funds, which we have also been able to provide free WIFI services at Brandon and Johnson Park along with lending tablets to the residents. Because the structures of Bonansinga and Hildebrandt Hi-Rises are so solid (concrete causes dead zones), it was too cost prohibitive to be able to offer the WIFI services at these locations. Bonansinga started renting in 1968 and Hildebrandt in 1973. Walter Meek, from NOVANIS, is overseeing this project, and is available tonight to answer any questions that the Board may have relative to the cabling that we want to install within these hi-rises. This update, which includes adding a fiber-optic connector through the building, will not only give the residents WIFI and mobile connection, but we would be bridging the digital divide with our low-income families. This will also be a great amenity to add to advertisement, as we rent out these units.

Commissioner Long asked why this was an emergency. Michelle responded that based on the deadline to use funds by December 31, 2020, we are trying to obligate everything. But the emergency is based on the health and safety of our residents. Because of this dead-zone in these buildings, this will give our residents better access to things like their meals, medicines and health care providers. Commissioner Long asked how long have they not had communication like this. Michelle responded that it has been a while. Commissioner Long then asked, so how this is an emergency. Michelle stated that with so many businesses closing down, some that are essential to seniors, that it was felt this would be a prime time to get this done. She added that there will be no charge to the residents for this service, but SHA will incur the cost (\$135-250 monthly) for the lines that provide the megabytes for the buildings. Chairman asked if this cost covers both buildings. Michelle says the cost is based on usage. There are a lot more residents in these buildings than the other locations, and the number may be higher of those that are home during the day. Chairman stated that this a great service to offer and expressed his appreciation to Michelle for getting this done.

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

RESIDENT COUNCIL REPORTS

None.

PUBLIC COMMENTS

None.

BOARD COMMENTS

None.

MOTION TO GO INTO CLOSE SESSION

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: None.

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

MOTION TO GO BACK TO OPEN SESSION

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: None.

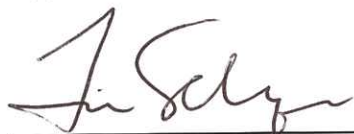
VOTES IN FAVOR: Schweizer, Long, and Turner
VOTES AGAINST: None

ADJOURNMENT

Motion to adjourn was made by Commissioner Turner; vote was unanimous in favor of the motion.

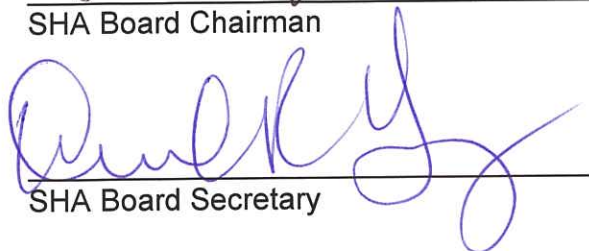
Minutes Respectfully Submitted By:
Brenda S. Bruner, Executive Assistant

Approved by:



SHA Board Chairman

December 14, 2020
Date



SHA Board Secretary

December 14, 2020
Date