

**MINUTES OF REGULAR MEETING  
SPRINGFIELD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
TUESDAY, MAY 31, 2022 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Rescheduled Regular Meeting on Tuesday, May 31, 2022 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 5:03 p.m.

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

Commissioners Absent:

Staff Present:

|                       |  |
|-----------------------|--|
| Jackie Newman         | Executive Director                       |
| Melissa Huffstedtler  | Deputy Director                          |
| Renee Bell            | Director of FSS                          |
| Stacy Huebsch         | Manager of Finance                       |
| Wendy Mendenhall      | Director of HR                           |
| Adrienne Grover       | Director of S8                           |
| Jonathan Schienschang | Construction Manager                     |
| Becky Stehman         | Asset Manager                            |
| Kylie Jackson         | Asset Manager                            |
| Karen Cliburn         | Budget Manager                           |
| Tamiko Bilbro         | HCV Manager                              |
| Samantha Bobor        | Attorney                                 |
| Latina Faulkner       | Executive Assistant                      |
| Adam Templer          | Vice President of Bear Real Estate Group |
| Sarah Beck            | Project Manager for Related              |

**CHAIRMAN'S REMARKS**

Chairman called the meeting to order at 5:03.

**EXECUTIVE DIRECTOR'S REMARKS**

Due to an emergency, Director Newman joined later.

**APPROVAL OF PAST MEETING MINUTES**

April 25, 2022

MOTION TO APPROVE: Dan Long  
SECOND: Luckist Turner

**DISCUSSION:** Chairman asked to revise minutes due to a typo on the painting contract. A dollar sign should be added.

Don asked if the executive order was over. Sam replied yes, however, continue to offer zoom meetings because it is a convenient way for families and community to join.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

### **RESOLUTIONS AND BOARD ACTION**

**RESOLUTION #3474** – APPROVING THE LEASE AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY AND THE SPRINGFIELD URBAN LEAGUE (SUL) FOR THE PROPERTY LOCATED AT #9 BRANDON DRIVE

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Becky Stehman gave overview of this resolution. The Springfield Urban League (SUL) wishes to renew the lease for the property at #9 Brandon Drive for the purpose of operating offices and community building services. The term of this lease shall be for a period of one (1) year. This lease shall commence on July 1, 2022 and terminate on June 30, 2023. The monthly rent for the term of the lease is \$100.00 per month. SUL provide services to the children at Brandon court and the surrounding community. SUL has a grant that fund the program which is the reason they lease is a year-by-year lease.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3475-** APPROVING THE PURCHASE OF A 2022 FORD F550 DUMP TRUCK FOR USE BY THE SPRINGFIELD HOUSING AUTHORITY AT A COST NOT TO EXCEED \$70,000.00 (SEVENTY THOUSAND DOLLARS)

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Stacy Huebsch gave overview of this resolution. the Springfield Housing Authority (SHA) presently has the need to replace one dump truck due to the age of the current vehicle. The State of Illinois Contract is no longer accepting orders to procure the vehicle under the piggyback provision in the SHA procurement policy. Landmark Ford East is able to procure the same chassis under retail conditions and to have an aftermarket dump bed and lift gate installed. The vehicle being replaced is a 2008 Ford F550 chassis with an aftermarket dump bed and lift gate that has continuing maintenance needs and has a mileage of 91,650 miles. Commissioner Turner asked what will happen to the old truck. Melissa Huffstedtler replied we will look into what to do next, maybe use it as a spare. No final decision made. Dan long asked about the attached quote. Stacy will look into the attachment and email it to the board.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3476-** APPROVING CONTRACT MODIFICATION #2 FOR IFB 2021-10 WITH INNOVATIVE CONSTRUCTION MANAGEMENT SERVICES, INC. TO EXTEND THE CONTRACT TO MAY 31, 2022

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Melissa Huffstedtler gave overview of this resolution. The Springfield Housing Authority has targeted funds from the 2020 Capital Fund Program for the purpose of siding and window replacement at the Amp 2 Gaines Mill Buildings in the contract Amount of \$190,654.00. The original contract end date was December 20, 2021. Extending the contract end date to May 31, 2022 will allow for the final window that was on backorder to be delivered to contractor and installed by contractor.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3477 –** APPROVING AN EARLY START DEVELOPMENT AGREEMENT WITH BEAR DEVELOPMENT, LLC FOR THE REHABILITATION OF MADISON PARK PLACE THROUGH THE RENTAL ASSISTANCE DEMONSTRATION PROGRAM (RAD) AND THE LOW-INCOME HOUSING TAX CREDIT PROGRAM

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Melissa Huffstedtler gave overview of this resolution. The Springfield Housing Authority has targeted within its 2020, 2021 and 2022 PHA Plans to apply for Rental Assistance Demonstration conversion of the units located within Madison Park Place. The SHA also wishes to retain an ownership interest of the non-public housing units included at Madison Park Place and preserve them as affordable housing through recapitalization. A total of nine firms responded to the RFQ. Bear Development, LLC has been identified as the most qualified development partner for the identified project. There are a total of 150 units. Chairman Schweizer asked Melissa to introduce the Bear development team. Melissa Huffstedtler replied Adam Templer is Vice president of Bear Development and Sarah Beck is the project manager. With this project, Bear development will apply for the 4% tax credits Friday June 10, 2022, which is the first round of funding. Bear development will assume 100% of the cost until closing. Also, the housing authority assumes no risk. The housing authority will be the manager. Adam Templer added there is a compliance period of 15 years. After the 15-year period the property will go back to the housing authority. Chairman Schweizer asked how will this arrangement affect the families currently in the units. Melissa stated we hope to retain all staff. Also, as families move out, we will rehab those units first and move families into the rehabbed units. Dan Long asked how much is the total cost? Adam Templer responded, \$65k a unit, mostly cosmetic changes, when it's all factored up, it will be around \$40 million.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3478 – APPROVING A CONTRACT WITH ROOFING ASSOCIATES LLC FOR THE PURPOSE OF THE VILLAS VENTILATION PROJECT IN THE AMOUNT OF SEVENTY-FIVE THOUSAND FIVE HUNDRED AND TEN DOLLARS AND ZERO CENTS (\$75,510.00)**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** There was a discrepancy when the Villas was built regarding lack of ~~instillation~~ <sup>ventilation</sup>. While litigations wrap up SHA will like to move forward with installing ~~instillation~~ <sup>ventilation</sup>. The Springfield Housing Authority Modernization and Development Department solicited and received competitive bids for the completion of this work with the assistance of an A&E firm. the Modernization and Development Department has identified Roofing Associates LLC as the lowest, responsive and responsible bidder with the amount of seventy-five thousand five hundred and ten dollars and zero cents (\$75,510.00). This contract is awarded to Roofing Associates LLC.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESIDENT COUNCIL REPORTS**

none

**BOARD COMMENTS**

none

**PUBLIC COMMENTS**

none

**ADJOURNMENT**

Motion to adjourn made by Luckist Turner. Parties Disbursed

Minutes Respectfully Submitted By:  
Latina Faulkner, Executive Assistant

Approved by:

  
\_\_\_\_\_  
SHA Board Chairman

June 27, 2022  
Date

  
\_\_\_\_\_  
SHA Board Secretary

June 27, 2022  
Date