

Revised

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

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, April 24, 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 5:02 p.m.

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

Staff Present via Zoom: Dr. Jackie Newman Executive Director

Staff Present:

Melissa Huffstedtler	Deputy Director
Michelle Sergent	Dir. Of Finance
Stacy Huebsch	Finance Manager
Wendy Mendenhall	Director of HR
Karen Cliburn	Budget Manager
Samantha Bobor	Giffin Winning Cohen & Bodewes (Attorney)
Latina Faulkner	Executive Assistant

**CHAIRMAN'S REMARKS**

Chairman called the meeting to order at 5:02, thanked everyone for their attendance, thanked Director for attending remotely then turned the floor over to Director.

**EXECUTIVE DIRECTOR'S REMARKS**

Director and Melissa have been spending most of the month working through paperwork with Poplar Place and Madison Park Place. Melisa will go into details later with a resolution to the board. There are some revised agreements and partnerships that need to bring the board up to speed. A written report will be provided next time. Director thanked everyone for letting her attend remotely.

Chairman asked if Director can provide details about the training she is attending in Chicago. Director replied she is attending the Federal Home Loan Bank Advisory Board Meeting which she serves as co-chair. She has met with development companies that are interested in affordable housing. Chairman thanked Director.

**APPROVAL OF PAST MEETING MINUTES**

March 27, 2023

MOTION TO APPROVE: Dan Long

SECOND: Luckist Turner

**DISCUSSION:** none.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

### **RESOLUTIONS AND BOARD ACTION**

**RESOLUTION #3542** – AUTHORIZING THE SALE OF 1300 E MASON STREET, SPRINGFIELD, ILLINOIS MADISON PARK PLACE HOMEOWNERSHIP UNIT TO CARLEEN ROSS IN THE AMOUNT OF NINETY THOUSAND DOLLARS AND ZERO CENTS (\$90,000.00)

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

**DISCUSSION:** Melissa stated that this was one of the last few homes left in Madison Park Place. Carleen Ross is a current tenant in the lease-to-purchase program. She is ready to purchase the home.

Commissioner Dan asked if the price has always been 90k. Melissa replied yes, it's been hard to appraise for more even with inflation. We try to stick with comparables in the area. A range at which we would sell the homes was also submitted and approved by HUD.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

**RESOLUTION #3543** – APPROVING A CONTRACT WITH KLC TURF PRO FOR SEASONAL MOWING OF SHA CENTRAL OFFICE COST CENTER (COCC) PROPERTIES FOR CONTRACT YEARS 2023, 2024, AND 2025 WITH TWO (2) OPTIONAL ONE (1) YEAR EXTENSIONS FOR YEARS 2026 AND 2027

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

**DISCUSSION:** Michelle stated a request for bid for the properties we have. After discussion with the lawyers, there will be 4 separate contracts. One contract is for the central cost center and the Capital City Coalition. The second contract is for Public Housing properties. The third contract is Lincolnwood Estates which we manage and do not own. Lastly, Union Baptist which we manage and do not own. The contracts that are 50k are submitted to the board. There is a really detailed RFP of the services that will be provided. There were two who bid. SHA has been using KLC for some years. They were significantly lower than the other bids. They are really good with picking up garbage first then mowing. It's one of those ongoing services that's needed.

Commission Long asked how were the increases per year determined. Michelle responded that is completed with the RFP. They can put a percentage or an amount. Commissioner Long asked

Is there any Section 3 involved? Michelle replied not at this time. Melissa added it's applicable to Section 3 however there is no participation yet. Commissioner Long asked which properties are included in Central Cost Center. Michelle answered 200 N 11<sup>th</sup> Street, Truman Rd., the Capital City Coalition, 1111 s 19<sup>th</sup>, and the daycare.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3544** – APPROVING A CONTRACT WITH KLC TURF PRO FOR SEASONAL MOWING OF SHA PUBLIC HOUSING PROPERTIES FOR CONTRACT YEARS 2023, 2024, AND 2025 WITH TWO (2) OPTIONAL ONE (1) YEAR EXTENSIONS FOR YEARS 2026 AND 2027

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Michelle stated this is the same as discussed above for the Public Housing properties. AMP 1 Brandon, duplexes, triplexes, AMP 2 Johnson Park and duplexes, AMP 4 6 plex, AMP 7 Genesis Place.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3545** – APPROVING A CONTRACT WITH NOVANIS IT SERVICES NOT TO EXCEED \$30,000.00 (THIRTY THOUSAND DOLLARS) PER CONTRACT YEAR

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** This RFB went out for IT services. Novanis does a great job. Hardware and software are up to date. The board approved the wiring project that will start this Wednesday. They service our IT, security camera, and the new iPhones.

Chairman stated Melissa mentioned there's been an issue possibly related to the underground work across the street that has caused internet problems. Michelle replied they must have hit the Comcast line because immediately the service went down. It was back up within an hour. One of the things we are working on is to look into a generator. We received a letter from Ameren stating there will be interruptions in service starting June 12<sup>th</sup>.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3538A – APPROVAL OF REVISED MADISON PARK PLACE LIMITED PARTNERSHIP GENERAL PARTNERSHIP AND LIMITED PARTNERSHIP ASSIGNMENT AND ASSUMPTION AGREEMENTS**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Melissa stated that the small transfer of ownership of MPP is to go to the CCC. The documents that were submitted to the HUD field office and approved were sent to headquarters. HUD headquarters did not approve and cannot dissolve all the documents that establish MPP. The CCC created an MPPCCLLC for the sole purpose of being the limited partner and will be the managing partner for this LLC temporarily.

Chairman asked if HUD and the legal counsel were okay with the amendments and changes. Melissa replied yes. This amendment was sent to HUD and the lawyers for review and approval.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3539A – APPROVAL OF THE REVISED FIRST AMENDMENT TO THE MADISON PARK PLACE MIXED FINANCE CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT (MFACC)**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Melissa stated this was the same partnership issue as the previous resolution discussed. CCC is the general partner, and the limited partner will be the MPP. This will delineate who the new owners will be in this ACC amendment. This amendment is attached to the mixed-finance ACC executed in 1999 when the MMP completed the financial closing. This has gone through HUD and it is approvable.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESIDENT COUNCIL REPORTS**

**PUBLIC COMMENTS**

Michelle stated the external auditors will be on-site next week.

Melissa stated regarding MPP, we have met with the families and have submitted the request for 4% tax credits, state donation tax credit, and a concept call with HUD for the RAD conversion. The next step is

to have another meeting with the families next week. There is a relocation specialist that will be assisting families.

Chairman asked for a realistic time when it will start. Melissa replied September maybe October.

Director stated Melissa went to Washington DC for MTW collaborative. She gained a lot of insight there. Melissa stated this was the first time the group has been in person since 2019. It was really nice to see the different types of activities. An email was sent to the team with notes.

Poplar Place has closed as of Friday. The final closing date will be April 28<sup>th</sup>.

**BOARD COMMENTS**

**ADJOURNMENT**

Motion to adjourn made by Luckist Turner. Parties Disbursed

Minutes Respectfully Submitted By:  
Latina Faulkner, Executive Assistant

Approved by:

  
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SHA Board Chairman

May 22, 2023  
Date

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

May 22, 2023  
Date