

**REGULAR MEETING OF THE HOUSING AUTHORITY  
OF THE COUNTY OF JACKSON, ILLINOIS  
February 5, 2020**

A special meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, February 5, 2020 at 5:30 p.m. to conduct regular monthly business. The meeting was held at the Housing Authority offices located at 300 North Seventh Street, Murphysboro, Illinois.

**Call to Order/Roll Call**

Vice Chairwoman Mary Campbell called the meeting to order at 5:31 p.m. with the following members present: Vice Chairwoman Campbell, Commissioner Wileta Brown-Martin and Commissioner Theresa Doerr. Absent was Chairwoman Brenda Hinton. Also present were Executive Director Young, Assistant Director Brigitta MacRizzo and Attorney John Clemons.

**Introduction of Visitors**

Present was Accounting Payable Manager Sheila Rae, Property Manager Oueida Mills, and Property Rehabilitation Director (PRD) Michelle Weinhold.

**Approval of Minutes**

Minutes of the November 20, 2019 meeting were presented to the Board for approval. A motion was made by Commissioner Brown-Martin to approve the minutes, which motion was seconded by Commissioner Doerr. Upon roll call the ayes were three, nays none. Vice Chairwoman Campbell declared the motion carried and the minutes of November 20, 2019 were approved as published.

**Approval of Payment of Bills**

Bills for November and December 2019 were presented to the Board for approval of payment. A motion was made by Commissioner Brown-Martin to approve payment of bills, which motion was seconded by Commissioner Doerr. Upon roll call the ayes were three, nays none. Vice Chairwoman Campbell declared the motion carried and the payment of bills for November and December 2019 were approved as shown on the attached list.

**Old Business**

At this time there was no Old Business.

**New Business**

First on the Agenda was a Resolution Approving the Write-Off of Bad Debts for Three Month Period Ending December 18, 2019. Executive Director Young stated that these monies are always collectible. There was a discussion regarding a few of the higher amounts on the list. After discussion the following Resolution was introduced.

**RESOLUTION 19-12-29**

**RESOLUTION APPROVING THE WRITE-OFF OF BAD DEBTS FOR  
THREE MONTH PERIOD ENDING DECEMBER 18, 2019**

**WHEREAS**, JCHA's is responsible for the management and operation of all projects under the Federal Consolidate Program; and

**WHEREAS**, in the course of such operation, certain tenants of these developments discontinue occupancy leaving outstanding balances for rents and other charges with the Authority; and

**WHEREAS**, efforts were made to collect all outstanding balances while tenants remain in possession; and

**WHEREAS**, JCHA is currently carrying \$22,665.79 balance for vacated tenants through December 18, 2019; and

**WHEREAS**, the obligations of these former tenants will remain in the Low-Income Housing System for possible future collections; and

**NOW, THEREFORE, BE IT RESOLVED** BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY that the write-off for financial reporting purposes of all former tenant's accounts receivable balances accrued through December 18, 2019 for LIPH program in the amount of \$22,665.79 is approved and the Executive Director is authorized to recapture from any former tenant seeking readmission to Public Housing, all written-off obligation incurred as a former tenant prior to tenant acceptance into any development or program operated by the Jackson County Housing Authority.

A motion was made by Commissioner Brown-Martin to adopt the foregoing Resolution, which motion was seconded by Commissioner Doerr. Upon roll call the ayes and nays were as follows:

Ayes: Vice Chairwoman Campbell, Commissioner Brown-Martin and Commissioner Doerr.

Nays: None.

Vice Chairwoman Campbell declared the motion carried and Resolution 19-12-29 was adopted.

Next was a Resolution to Approve Low Bid for Painting Services for all Common Areas and Stairwells at IL53-07/Murphysboro, IL53-08/Carbondale, IL53-11/Murphysboro, IL53-12/Carbondale and IL53-15/Murphysboro under Capital Fund Program IL01P05350119. Executive Director Young stated these are all the high-rises in Murphysboro and Carbondale. On January 21, 2020 at 2:00 p.m. at the Housing Authority offices the following bids were opened.

<u>Bidder</u>	<u>Amount</u>
McCarville Painting Murphysboro, IL 62966	\$95,928.00
RP Coatings Troy, IL	\$295,860.00

Commissioner Brown-Martin asked if PRD Weinhold had checked out the low bidder. PRD Weinhold responded that yes, the contractor has done a lot of painting for us as a subcontractor for Ron Gobin. There followed discussion regarding the contractor's crew and the time-line for completion. After discussion the following Resolution was introduced.

#### **RESOLUTION 20-01-01**

**RESOLUTION TO APPROVE LOW BID FOR PAINTING SERVICES FOR ALL COMMON AREAS AND STAIRWELLS AT IL53-07/MURPHYSBORO, IL53-08/CARBONDALE, IL53-11/MURPHYSBORO, IL53-12/CARBONDALE AND IL53-15/MURPHYSBORO UNDER CAPITAL FUND PROGRAM IL01P05350119**

**WHEREAS**, the Housing Authority of the Jackson County (JCHA) identified a need for interior painting at IL53-07/Murphysboro, IL53-08/Carbondale, IL53-11/Murphysboro, IL53-12/Carbondale and IL53-15/Murphysboro under Capital Fund Program IL01P05350119; and

**WHEREAS**, JCHA developed a scope of work for the high-rises; and

**WHEREAS**, bids were due January 21, 2020; and

**WHEREAS**, JCHA received and reviewed responses from 2 firms; and

**WHEREAS**, McCarville Painting, submitted the lowest responsive and responsible bid in the amount of \$95,928.00; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF JACKSON, ILLINOIS THAT:**

- 1) The award of the contract to McCarville Painting in an amount not to exceed \$95,928.00 is hereby authorized pending JCHA's receipt and approval of any pending items requested from the contractor; and
- 2) The Executive Director be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds; and
- 3) The resolution shall take effect immediately.

A motion was made by Commissioner Brown-Martin to adopt the foregoing Resolution, which motion was seconded by Commissioner Doerr. Upon roll call the ayes and nays were as follows:

Ayes: Vice Chairwoman Campbell, Commissioner Brown-Martin and Commissioner Doerr.

Nays: None.

Vice Chairwoman Campbell declared the motion carried and Resolution 20-01-01 was adopted.

Next was a Resolution to Approve Low Bid for Parking Improvements at IL53-07/Murphysboro under Capital Fund Program IL01P05350119. A bid opening was held on January 15, 2020 at 2:00 p.m. at the Housing Authority offices at which time the following bids were opened.

<b><u>Bidder</u></b>	<b><u>Amount</u></b>
Samron Midwest Contracting, Inc. Murphysboro, IL	\$77,902.00
Marion Concrete Construction, Inc. Marion, IL	\$88,356.00
Evrard Company Incorporated Marion, IL	\$88,602.00

Wissinger Construction, Inc.  
Cairo, IL

\$94,759.00

PRD Weinhold stated this was for the 13<sup>th</sup> Street high-rise here in Murphysboro. Commissioner Brown-Martin asked what was wrong with the parking and PRD Weinhold explained that there were not enough spaces for the number of units that building had. PRD Weinhold stated that this would extend the lot that is on the south side of the building to 13<sup>th</sup> Street adding an additional 18 spots. Accounting Payable Manager Rae explained that back in the day when these high-rises were built, they were only for Senior Citizens and many of them did not drive. The following Resolution was introduced.

**RESOLUTION 20-01-02**

**RESOLUTION TO APPROVE LOW BID FOR PARKING IMPROVEMENTS AT IL53-07/MURPHYSBORO UNDER CAPITAL FUND PROGRAM IL01P05350119**

**WHEREAS**, the Housing Authority of the Jackson County (JCHA) identified a need for parking improvements at IL53-07/Murphysboro under Capital Fund Program IL01P05350119; and

**WHEREAS**, JCHA developed a scope of work for the parking lot at the high-rise; and

**WHEREAS**, bids were due January 15, 2020; and

**WHEREAS**, JCHA received and reviewed responses from 4 firms; and

**WHEREAS**, Samron Midwest Contracting, Inc, of Murphysboro, Illinois, submitted the lowest responsive and responsible bid in the amount of \$77,902.00; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF JACKSON, ILLINOIS THAT:**

- 4) The award of the contract to Samron Midwest Contracting, Inc. in an amount not to exceed \$77,902.00 is hereby authorized pending JCHA's receipt and approval of any pending items requested from the contractor; and
- 5) The Executive Director be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds; and
- 6) The resolution shall take effect immediately.

A motion was made by Commissioner Brown-Martin to adopt the foregoing Resolution, which motion was seconded by Commissioner Doerr. Upon roll call the ayes and nays were as follows:

Ayes: Vice Chairwoman Campbell, Commissioner Brown-Martin and Commissioner Doerr.

Nays: None.

Vice Chairwoman Campbell declared the motion carried and Resolution 20-01-02 was adopted.

Next was a Resolution to Approve the Low Bid for Studio Unit Conversions at IL53-11/Murphysboro under Capital Fund Program IL01P05350119. Commissioner Brown-Martin asked how many units the Authority was looking to convert this time. PRD Weinhold stated three – six units down to three. Commissioner Brown-

Martin asked how this reduced vacancy and increased occupancy. PRD Weinhold stated that this takes two studio apartments that are side by side and puts a doorway in the connecting wall thus creating a bedroom with a bathroom in one area and then living quarters with a bathroom in the other area. Executive Director Young stated that what the Authority finds is that often men are less likely to complain about a studio apartment but that women want a bedroom. After discussion the following Resolution was introduced.

**RESOLUTION 20-02-03**

**RESOLUTION TO APPROVE THE LOW BID FOR STUDIO UNIT CONVERSIONS AT  
IL53-11/MURPHYSBORO UNDER CAPITAL FUND PROGRAM IL01P05350119**

**WHEREAS**, the Jackson County Housing Authority (JCHA) is continuing its ongoing efforts to reduce vacancies and maximize occupancy rates utilizing in-house staff and outside contractors; and

**WHEREAS**, JCHA developed a scope of work for converting studio apartments into 1-bedroom suites at IL53-11 in Murphysboro; and

**WHEREAS**, bids were submitted on June 13, 2019; and

**WHEREAS**, JCHA received and reviewed responses from 3 firms; and

**WHEREAS**, JCHA contacted all 3 firms and received responses that their bids remained the same for this project; and

**WHEREAS**, J. Dixon Construction & Contracting, submitted the lowest responsive and responsible bid in the amount of \$33,203.14 per conversion; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF JACKSON, ILLINOIS THAT:**

- 1) The award of the contract to J. Dixon Construction & Contracting in an amount not to exceed \$33,203.14 per conversion is hereby authorized pending JCHA's receipt and approval of any pending items requested from the contractor; and
- 2) The Executive Director be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds; and
- 3) The Executive Director be and hereby is authorized, empowered and directed to take any and all such ancillary action necessary and appropriate to fulfill the intent of the foregoing; and
- 4) The resolution shall take effect immediately.

A motion was made by Commissioner Doerr to adopt the foregoing Resolution, which motion was seconded by Commissioner Brown-Martin. Upon roll call the ayes and nays were as follows:

Ayes: Vice Chairwoman Campbell, Commissioner Brown-Martin and Commissioner Doerr.

Nays: None.

Vice Chairwoman Campbell declared the motion carried and Resolution 20-02-03 was adopted.

Next was a Review of Executive Session Minutes. Attorney Clemons stated this was a review of the previous six months, but a couple meetings were not held so this is for the period of July – December 2019. Attorney Clemons stated that July was regarding personnel and raises, which he recommends opening at this point. Attorney Clemons stated that October was regarding personnel policy and benefits, which he recommends opening. Attorney Clemons informed the Board that through June 2019 all Executive Sessions have been opened. A motion was made by Commissioner Brown-Martin that the Executive Session minutes of July 2019 and December 2019 be opened as in accordance with the Illinois Open Meetings Act, which motion was seconded by Commissioner Doerr. Upon roll call the ayes were three, nays none. Vice Chairwoman Campbell declared the motion carried.

Executive Director Young stated that Assistant Director MacRizzo was going to explain the next item – RAD. Assistant Director MacRizzo informed the Board that RAD is Rental Assistance Demonstration and it is a platform that HUD has come out with to help HA's get money to renovate their dilapidated buildings, to get money to help with old housing stock that hasn't been funded for renovations, to go out on the market to get investors to take down units and rebuild them. Assistant Director MacRizzo stated that she did not think this HA is in that desperate of a state and that the Authority could do a RAD conversion keeping our stock just the way it is, but just updating it. Assistant Director MacRizzo stated that changing the platform will allow the Authority to have more stability in our funding. Assistant Director MacRizzo informed the Board that moving over to this platform takes the Public Housing units and brings them over to the Section 8 side – gives them a project-based voucher. Executive Director Young stated that what Assistant Director MacRizzo is suggesting will be done gradually over a 3-4-year period. Commissioner Doerr ask how this transition will affect staffing. Assistant Director MacRizzo stated that she is not looking to impact the staff with this transition. There followed discussion as to timelines and the benefits of converting to RAD.

## **Reports**

### **Capital Fund Program**

PRD Weinhold reviewed and summarized the ongoing Capital Fund Projects for the Board.

### **Attorney**

Attorney Clemons stated that the Board should have two written reports for each of the month's meetings weren't held. Attorney Clemons informed the Board that the Judge who normally had the eviction cases resigned and the cases were given to another Judge, one with a heavy case load. Attorney Clemons stated that the Judge moved eviction cases from being held on Wednesday to Monday and then had to cancel all the cases for the month of February except for one day as he had conflicts with his already heavy case load. Attorney Clemons informed the Board that the Sheriff's Department had raised their rates for serving notices, so the Authority was going to utilize a guy that he works with – a former police officer whose rate will now be lower than the Sheriff's. Attorney Clemons stated that a previous resident has gone to Land of Lincoln complaining that the Authority would not allow them into housing because they owed the Authority money from their previous tenancy. Attorney Clemons stated that Land of Lincoln is looking at the Authority's policy on the matter.

### **Executive Director**

Executive Director Young informed the Board that the Union Maintenance Contract expired on June 30<sup>th</sup> and that the Authority would be contacting the Union to begin negotiations.

Executive Director Young mentioned that the cameras on Chestnut Street was still in the works, that the electricians were looking to run the wiring. Executive Director Young stated that two of the poles the Authority had to purchase had been installed and that once the other pole and all the wiring was complete then the cameras could be put up.

Executive Director Young stated he was looking at hiring a part-time person to help maintenance by picking up trash and things like that. Executive Director Young stated that Director of Asset Management for Operations Dan Mileur had been talking with the Boot Camp in DuQuoin – the Authority used to have them on two separate occasions – and that they might be bringing that program back.

Executive Director Young informed the Board that he had ordered a new Ford F150 truck for the maintenance department that would be here in a couple months.

Executive Director Young stated that the Authority has two employees still out on medical leave, one Maintenance person and one Property Manager. Executive Director Young stated they have been off for a while but that he is keeping an eye on the situation.

Executive Director Young informed the Board that he had called the County Board about the other vacant Board position and he was informed that there were no applications for the position at this time.

Executive Director Young stated that the audit was finished and that Assistant Director MacRizzo hoped to give information at the next meeting. Executive Director Young stated that he thought it went well.

Executive Director Young informed the Board that the March Board meeting was critical to have in order to approve the Authority's Annual Plan.

Executive Director Young stated he had received a call regarding some land in Grand Tower that apparently the Authority owns – 2 to 3 acres – that someone is interested in purchasing. Executive Director Young stated he would have to do some investigating and that the process to sell must go through HUD.

Executive Director Young stated there were 668 units occupied out of 778, which put the Authority at approximately 86% occupied. Executive Director Young stated the units in Murphysboro and Grand Tower still had to be demolished – and that as the Authority continues to combine units and demolish units that lowers its unit count thus raising its percentage occupied.

### **Executive Session**

At this time there was no need for Executive Session.

### **Adjournment**

After a motion was made by Commissioner Brown-Martin, seconded by Commission Doerr and unanimously carried, Vice Chairwoman Campbell declared the meeting adjourned at 7:12 p.m.

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Chairperson

ATTEST:

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Secretary