

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
5/2/2023
4:00 PM

Opening

- LaToya Carson
- Jared Hawkinson
- Lomac Payton
- Joey Range
- Joseph Riley
- Sara Robison
- Dena May Turner

Excused:

Others Present:

Roll Call

Review/Approve Previous Meeting Minutes

Chairperson Hawkinson

Chairperson Hawkinson

Public Comment

Old Business

None

New Business

Review/Approve Pay Request #1 to Hein Construction – 504 Modification Phase 4

Derek Antoine

Review/Approve Pay Request #5 to Hein Construction – Prairieland Balcony Repairs Project

Derek Antoine

board agenda

Reports

Executive Director's Report – NO REPORT

Derek Antoine

KCHA Legal Counsel Report – 04-2023

Jack Ball

Other Business

Interim PHAS Score

Derek Antoine

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
March 28, 2023**

The regular meeting of the Board of Commissioners of the Knox County Housing Authority was held at the Moon Towers Board Room. Roll call was taken, and the following Commissioners were present:

PRESENT: LaToya Carson
 Jared Hawkinson
 Lomac Payton
 Joey Range

EXCUSED: Joseph Riley
 Sara Robison
 Dena May Turner

ABSENT:

Also, present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; Jack Ball, Legal Counsel.

Chairperson Hawkinson called the meeting to order at 4:02 p.m. and declared that a quorum was present.

Chairperson Hawkinson then asked if there were any additions or corrections to the previous meeting's minutes. Commissioner Carson made a motion to approve the February 2023 minutes as presented; Commissioner Payton seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Range - aye

Motion Carried, 4-0.

Chairperson Hawkinson then requested the Board review and ratify the February 2023 financial reports. After brief discussion, Commissioner Carson made a motion to ratify the financial reports for February 2023 as presented; Commissioner Payton seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Range - aye

Motion Carried, 4-0.

February 2023 claims against the HA Administration in the sum of \$567,840.21; Central Office Cost Center in the sum of \$142,685.05; Moon Towers in the sum of \$67,470.45; Family in the sum of \$81,398.72; Bluebell in the sum of \$36,618.93; Housing Choice Voucher Program in the sum of \$97,760.32; Brentwood (A.H.P.) in the sum of \$31,218.01; Prairieland (A.H.P.) in the sum of \$29,204.20; Capital Fund '20 in the sum of \$69,489.53; Capital Fund '21 in the sum of \$0.00; and Capital Fund '22 in the sum of \$11,995.00 were presented for approval. Commissioner Carson made a motion to ratify the claims and bills for February 2023;

Commissioner Range seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Range - aye

Motion Carried, 4-0.

PUBLIC COMMENT

None.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Pay Request #18 from Hein Construction for 504 Modification Phase 3. Mr. Antoine reviewed the current work as outlined in the board memo. Mr. Antoine reported that this pay request lowers the retainage to 5% per the State of Illinois law that requires such upon 50% project completion. Alliance Architects has reviewed and signed approval for pay request #18. After brief discussion, Commissioner Carson made a motion to approve Pay Request #18 from Hein Construction for 504 Modification Phase 3 in the amount of \$121,527.70; Commissioner Range seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Range - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and approve Resolution 2023-02 KCHA FYE 03/31/2024 Operating Budget. Mr. Antoine referred to the budget spreadsheets reporting the budget projected \$6,462,216.00 in income and \$6,495,102.00 in expenses resulting in a deficit of \$32,886.00. This will be covered by reserves. After brief discussion, Commissioner Carson made a motion to approve Resolution 2023-02 KCHA FYE 03/31/2024 Operating Budget; Commissioner Range seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Range - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and approve Resolution 2023-03 Supply/Service Vendor Listing for FYE 03/31/2024. Mr. Antoine reviewed the resolution and listing. After brief discussion, Commissioner Carson made a motion to approve Resolution 2023-03 Supply/Service Vendor Listing FYE 03/31/2024; Commissioner Range seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Range - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and adopt Resolution 2023-04 Uncollectible Debt Charge-Offs for Period Ending 03/31/2023. After brief discussion, Commissioner Carson made a motion to adopt Resolution 2023-04 Capital Uncollectible Debt Charge-Offs for the Period Ending 03/31/2023 in the amount of \$14,975.30; Commissioner Range seconded.

Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Range - aye

Motion Carried, 4-0.

REPORTS

The Executive Director Report was emailed prior to the meeting. Mr. Antoine mentioned the upcoming PHADA Legislative Conference in Washington, DC in September 2023. Chairperson Hawkinson also mentioned that commissioners must complete ethics and sexual harassment prevention training.

The Legal Counsel Report emailed prior to the meeting. Mr. Ball made mention of cases listed and provided an explanation of a stipulated order.

OTHER BUSINESS

Chairperson Hawkinson announced the resignation of Commissioner Payton from the board effective 05/01/2023.

ADJOURNMENT

Commissioner Payton made a motion to adjourn the meeting at 4:45 p.m.; Commissioner Carson seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Range - aye

Motion Carried, 4-0.

Respectfully submitted,

Secretary

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

O: (309) 342-8129
F: (309) 342-7206

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 04/26/2023

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 05/02/2023

SUBJECT: Application for Payment #1 – Hein Construction

Executive Summary

At the 01/31/2023 Board meeting, a contract was approved with Hein Construction to complete 504 Renovations at the Family Sites. This is being done to ensure that the agency is fully compliant with Section 504 of the Rehabilitation Act. The work in Phase 4 will include the following:

- Installation of three fully accessible playgrounds at the Family Sites;
- Installation of new roofs at Moon Towers and the Central Office Cost Center;
- Site work to address drainage issues; and
- Construction of a new pavilion at Blue Bell Tower.

This pay request includes General Conditions costs such as project management, bonds and insurance. The general contractor has been providing submittals for approval. It is anticipated that work will begin in the next few weeks.

Alliance Architecture has reviewed and signed approval for Pay Request #1.

Fiscal Impact

This application for payment will be paid from 2020, 2021 and 2022 Capital Fund grants as approved at the 01/31/2023 Regular Meeting of the Board.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #1 from Hein Construction in the amount of \$35,940.96 for the period to 04/14/2023.

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA® DOCUMENT G732™ - 2009

TO OWNER: **Knox Co. Housing Authority** PROJECT: **KCHA-504 Modifications-P11 4** APPLICATION NO: 1
 255 W Tompkins St
 Galesburg, IL 61401 PERIOD TO: **4/14/2023**

FROM: **Hein Construction Co., Inc.** CONTRACTOR: **Hein Construction Co., Inc**
 56 N. Cedar St.
 Galesburg, IL 61401 CONTRACT DATE: **02/15/23**

CONTRACT FOR: **General Contractor** VIA ARCHITECT: **Alliance Architects** PROJECT NO: **23- 2377**

Distribution to:
 OWNER
 CONSTRUCTION MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM \$ 1,735,000.00
2. NET CHANGES IN THE WORK \$
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 1,735,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 39,934.40

5. RETAINAGE:
 - a. 10 % of Completed Work (Column D + E on G703) \$ 3,993.44
 - b. 10 % of Stored Material (Column F on G703) \$
 - Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 3,993.44

6. TOTAL EARNED LESS RETAINAGE (Line 4 minus Line 5 Total) \$ 3,993.44
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 35,940.96
8. CURRENT PAYMENT DUE \$ 0.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6) \$ 1,699,059.04

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		\$
Total approved this month including		\$
TOTALS	\$0.00	\$0.00
NET CHANGES IN THE WORK		

CONTRACTOR: **HEIN CONSTRUCTION CO., INC.**

By:  Date: **4/17/23**

State of: **Illinois** County of: **Knox**
 Subscribed and sworn to before me this **17** day of **April** 20**23**
 Notary Public: 
 My Commission expires: **02/23/2024**

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

By: **CONSTRUCTION MANAGER:** Date:

By: **ARCHITECT:** (NOTE: If multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.) Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

O: (309) 342-8129
F: (309) 342-7206

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 04/26/2023

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 05/02/2023

SUBJECT: Application for Payment #5 – Hein Construction

Executive Summary

At the 05/31/2022 Board meeting, a contract was approved with Hein Construction to complete Balcony Repairs at Brentwood Manor. Seven balconies will be replaced as they have started to experience failure in recent months.

Since the project started at the end of September, all seven balconies have been removed, rebuilt, concrete poured, and railings installed. With the warmer weather, the painting of all balconies has been completed. Lawn repair has also been done. At this time, the project has been deemed to be substantially complete.

Alliance Architecture was present for a site visit on 04/18/2023. Please see attached Construction Observation Report.

Alliance Architecture has reviewed and signed approval for Pay Request #5.

Fiscal Impact

This project will be funded through Brentwood Manor's reserves and Central Office Cost Center reserves.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #5 for Brentwood Manor Balcony Repairs from Hein Construction in the amount of \$24,570.08 for the period to 04/28/2023.

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA® DOCUMENT G732™ - 2009

TO OWNER: Knox Co. Housing Authority
255 W Tompkins St
Galesburg, IL 61401

FROM Sub-Contractor
Hein Construction Co., Inc.
56 N. Cedar St.
Galesburg, IL 61401
General Contractor

CONTRACT FOR: VIA ARCHITECT: Alliance Architects

PROJECT: **KCHA-Brentwood Balconies**
Galesburg, IL 61401
Hein Construction Co., Inc
56 N. Cedar St.
Galesburg, IL 61401

APPLICATION NO: 5
PERIOD TO: 4/28/2023

Distribution to:
 OWNER
 CONSTRUCTION MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

CONTRACT DATE:
PROJECT NO: 22-2252

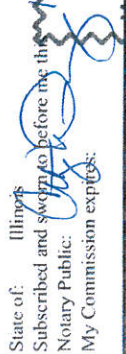
CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM \$ 256,445.00
2. NET CHANGES IN THE WORK \$
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 256,445.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 246,445.00
5. RETAINAGE:
 - a. 10 % of Completed Work \$ 24,644.50
(Column D + E on G703)
 - b. % of Stored Material \$
(Column F on G703)
Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 24,644.50
6. TOTAL EARNED LESS RETAINAGE (Line 4 minus Line 5 Total) \$ 221,800.50
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 197,230.42
8. CURRENT PAYMENT DUE \$ 24,570.08
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6) \$ 34,644.50

CONTRACTOR: HEIN CONSTRUCTION CO., INC.

By:  Date: 4/17/23

State of: Illinois County of: Knox
Subscribed and sworn to before me this 17th day of April 2023
Notary Public:  Official Seal
My Commission expires: Christy McQueary Notary Public State of Illinois 02/23/2024

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this Application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		\$
Total approved this month including		\$
TOTALS	\$0.00	\$0.00
NET CHANGES IN THE WORK		

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:

By: _____ Date: _____
ARCHITECT: (NOTE: If multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONSTRUCTION OBSERVATION REPORT

Owner (DA,CL) x
Architect x
Contractor (DM) x



PROJECT: BRENTWOOD BALCONY REPAIRS
Knox County Housing Authority
Galesburg, Illinois

REPORT NO. 5

CONTRACTOR: Hein Construction Co., Inc.
9130 N. Industrial Road
Peoria, IL 61615

Date: 4/18/23

Time: 9:00 a.m.

Weather: Sunny

Temp. Range: 60°

Present At Site: No One.

WORK IN PROGRESS

None.

OBSERVATIONS

Balcony replacement work at all locations has been completed.

Law restoration was initiated at several locations. See Progress Meeting this report.

At several locations, railing anchors into brick veneer are thru-bolted in lieu of the standard screw attachment. See Progress Meeting this report.

At the underside of each replaced balcony, the Contractor has installed painted plywood panels to cover the metal decking and match the adjacent ceiling finish. This work was not specified in the Contract Documents. See Progress Meeting this report.

PROGRESS MEETING

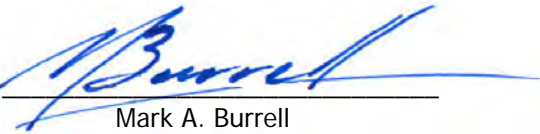
A Progress Meeting was held on site with Cheryl Lefler (KCHA), Dave Marshall (Hein Construction), and Mark Burrell (Alliance Architecture) present. The following items were discussed.

1. Contractor noted that he was not happy with the result of the initial lawn restoration work. Ruts are still visible in several areas and low spots remain at the location of extended brick piers. Grading and restoration will be repeated to address the deficiencies. See Action Requested/Items Verified this report.
2. Where top rail attaches to masonry veneer, Contractor has elected to replace the standard screw attachment with a thru-bolt attachment. This results in a stiffer railing without negatively affecting the appearance. See Action Requested/Items Verified this report.
3. The original detail of the underside of the new balconies called for paint to be applied to the underside of the metal decking. Contractor indicated he was dissatisfied with the appearance of the painted deck and, instead, installed an exterior grade plywood soffit, painted to match the adjacent soffit finish. All parties agreed the Contractor's solution is an improvement to what was previously specified and adds value to the project. Owner indicated that, provided Allowance funds remain at the conclusion of the project, Contractor may request compensation for the additional work.

ACTION REQUESTED/ITEMS VERIFIED

1. Complete grading and lawn restoration to smooth ruts and provide positive drainage away from buildings and sidewalks.
2. Complete thru-bolt attachment at all top rail to masonry locations. Ensure bolt color matches railing.
3. The project is Substantially Complete. Contractor shall begin assembling all close-out documents (refer to Project Manual, pages 00800-7 and 00800-8) and submit with final payment application.

REPORTED BY:



Mark A. Burrell



1. New painted plywood soffit (typical) at all replaced balconies.



2. Thru-bolt fastener at railing/wall attachment (typical).



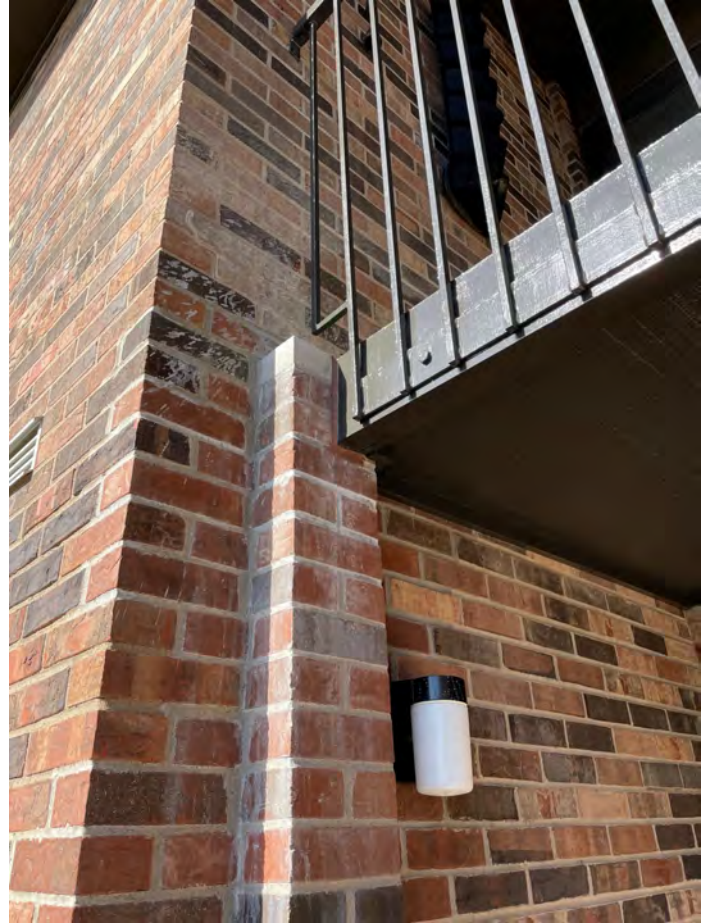
3. Initial lawn restoration efforts insufficient.



4. Ruts still visible.



5. Additional masonry cleaning required above new pier at Building A1.



6. Additional cleaning required above and around new pier at Building A8.



U.S. Department of Housing and Urban Development

OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Public Housing Assessment System (PHAS) Score Report for Interim

Report Date: 04/26/2023

PHA Code:	IL085
PHA Name:	Knox County Housing Authority
Fiscal Year End:	03/31/2022

PHAS Indicators	Score	Maximum Score
Physical	39	40
Financial	25	25
Management	25	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	99	100
Designation Status:	High Performer	

Published 04/26/2023

Initial published 08/18/2022

Financial Score Details	Score	Maximum Score
Audited/Single Audit		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit)	25.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	96.74	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinrule.cfm>