

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
4/28/2026
4:00 PM

Opening	Roll Call	Chairperson Hawkinson
<input type="checkbox"/> LaToya Carson	Review/Approve Previous Meeting Minutes	Chairperson Hawkinson
<input type="checkbox"/> Jared Hawkinson		
<input type="checkbox"/> Anthony Law		
<input type="checkbox"/> Joseph Riley		
<input type="checkbox"/> Sara Robison		
<input type="checkbox"/> Dena Simkins		
<input type="checkbox"/> Jantz Spalding		
<u>Excused:</u>		
 <u>Others Present:</u>		
Public Comment	Open	Chairperson Hawkinson
Old Business	None	Chairperson Hawkinson
New Business	Review/Approve Pay Request #1 to Otto Baum – Moon Towers Masonry Restoration Project	Derek Antoine
	Review/Approve Pay Request #2 to CAD Construction Inc. – Moon Towers Flooring Replacement Project	Derek Antoine
	Review/Approve Pay Request #1 to IITI Group – Moon Towers Flooring Replacement Project	Derek Antoine

board agenda

Reports

Executive Director's Report – NO REPORT

Derek Antoine

KCHA Legal Counsel Report – 04/2026

Jack Ball

Other Business

Executive Director Performance Appraisal

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
March 31, 2026**

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: Jared Hawkinson
 Anthony Law
 Joseph Riley
 Sara Robison
 Dena Simkins
 Jantz Spalding

EXCUSED: LaToya Carson

ABSENT:

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

Chairperson Hawkinson called the meeting to order at 4:06 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 Riley made a motion to approve the previous meeting minutes as presented; Commissioner Simkins seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye
Commissioner Law - abstain
Commissioner Riley - aye
Commissioner Simkins - aye
Commissioner Spalding - abstain

Motion Carried, 3-0-2.

Commissioner Robison arrived at 4:12 p.m.

Chairperson Hawkinson then requested the Board review and ratify the February 2026 financial reports. After brief discussion, Commissioner Simkins made a motion to ratify the financial reports for February 2026 as presented; Commissioner Riley seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye
Commissioner Law - aye
Commissioner Riley - aye
Commissioner Robison - aye
Commissioner Simkins - aye
Commissioner Spalding - aye

Motion Carried, 6-0.

February 2026 claims against the HA Administration in the sum of \$576,037.92; Central Office Cost Center in the sum of \$139,360.81; Moon Towers in the sum of \$91,835.09; Family in the sum of \$91,561.58; Bluebell in the sum of \$32,254.17; Housing Choice Voucher Program in the sum of

\$96,724.72; Brentwood (A.H.P.) in the sum of \$34,572.21; Prairieland (A.H.P.) in the sum of \$17,355.34; Capital Fund '23 in the sum of \$0.00; Capital Fund '24 in the sum of \$5,000.00; and Capital Fund '25 in the sum of \$67,374.00 were presented for approval. Commissioner Robison made a motion to ratify the claims and bills for February; Commissioner Simkins seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye
Commissioner Law - aye
Commissioner Riley - aye
Commissioner Robison - aye
Commissioner Simkins - aye
Commissioner Spalding - aye

Motion Carried, 6-0.

PUBLIC COMMENT

None.

OLD BUSINESS

Chairperson Hawkinson welcomed Anthony Law and Jantz Spalding as new commissioners to the board.

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Pay Request #1 from CAD Construction Inc. Moon Towers Flooring Replacement Project. Mr. Antoine and Ms. Lefler provided a project update. After brief discussion, Commissioner Robison made a motion to approve Pay Request #1 from CAD Construction Inc. for the Moon Towers Flooring Replacement Project in the amount of \$68,085.00; Commissioner Simkins seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye
Commissioner Law - aye
Commissioner Riley - aye
Commissioner Robison - aye
Commissioner Simkins - aye
Commissioner Spalding - aye

Motion Carried, 6-0.

Mr. Antoine asked the Board to review and approve Bond Payment to UMB Bank for AHP Properties. Mr. Antoine provided an update on this bond payment and outlined all pertinent information in the board memo. After brief discussion, Commissioner Simkins made a motion to approve the Bond Payment to UMB Bank for AHP Properties from COCC reserves in the amount of \$372,198.38 and authorizes staff to establish and document a five-year replacement plan from the program to COCC; Commissioner Riley seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye
Commissioner Law - aye
Commissioner Riley - aye
Commissioner Robison - aye
Commissioner Simkins - aye
Commissioner Spalding - aye

Motion Carried, 6-0.

REPORTS

Mr. Antoine provided an overview of the information presented in the report. Chairperson Hawkinson discussed the commissioner training that is required—sexual harassment and ethics—for all commissioners.

The Legal Counsel Report was handed out at the meeting.

OTHER BUSINESS

None.

ADJOURNMENT

Commissioner Riley made a motion to adjourn the meeting at 4:52 p.m.; Commissioner Simkins seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye

Commissioner Law - aye

Commissioner Riley - aye

Commissioner Robison - aye

Commissioner Simkins - aye

Commissioner Spalding - aye

Motion Carried, 6-0.

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: 04/24/2026

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/28/2026

SUBJECT: Application for Payment #1 – Otto Baum Company, Inc.

Executive Summary

At the 01/27/2026 Board meeting, a contract was approved with Otto Baum Company, Inc. to complete the Moon Towers Masonry Restoration Project. The project will include the following:

- Restoration of damaged masonry at all elevations at Moon Towers. Restoration includes removal and replacement of brick, steel lintels, and limestone sills' tuckpointing of mortar; and repair of exposed concrete beams and columns.

Otto Baum started their work on 03/09/2026. Work is in progress on the B building on the north and south elevations. Detailed notes are provided in the Construction Observation Reports attached to this memo.

Alliance Architecture and Frost Engineering was present for a site visit on 04/16/2026. Alliance Architecture has reviewed and signed approval for Pay Request #1.

Fiscal Impact

This project will be funded through the 2024 and 2025 Capital Fund grants once approved by the Board. Such expenses are eligible and allowable under federal guidelines located at 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #1 to Otto Baum Company, Inc. in the amount of \$87,904.33 for the period to 04/15/2026.

APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 2621008-01

To Owner: Knox County Housing Authority
216 West Simmons Street

Project: 26-21-008 Moon Towers Masonry
Restoration

Application No.: 1

Distribution to :

Owner

Architect

Contractor

Galesburg, IL 61401

Period To: 4/15/2026

From Contractor: Otto Baum Company, Inc.
866 N. Main Street
Morton, IL 61550

Via Architect:

Project Nos:

Contract For:

Contract Date:

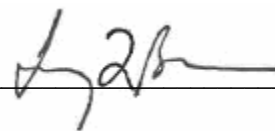
CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. Original Contract Sum	\$617,800.00
2. Net Change By Change Order	\$0.00
3. Contract Sum To Date	\$617,800.00
4. Total Completed and Stored To Date	\$97,671.50
5. Retainage:	
a. 10.00% of Completed Work	\$9,767.17
b. 0.00% of Stored Material	\$0.00
Total Retainage	\$9,767.17
6. Total Earned Less Retainage	\$87,904.33
7. Less Previous Certificates For Payments	\$0.00
8. Current Payment Due	\$87,904.33
9. Balance To Finish, Plus Retainage	\$529,895.67

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown

CONTRACTOR: Otto Baum Company, Inc.

By:  Date: 04/10/2026



State of: Illinois
Subscribed and sworn to before me this 10th
Notary Public:

County of: TAZEWELL
day of April 2026

My Commission expires: 02/06/2030



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's 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

AMOUNT CERTIFIED \$87,904.33

(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.)

ARCHITECT:

By: _____ Date: 4/17/2026

Alliance Architecture
929 Lincolnway East, Suite 200
South Bend, Indiana 46601

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.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
Net Changes By Change Order	\$0.00	

CONSTRUCTION OBSERVATION REPORT

Owner (DA,CL) x
Architect (AM,MB,AH) x
Contractor (CC,PY) x

ALLIANCE
ARCHITECTURE

PROJECT: MOON TOWERS MASONRY RESTORATION
Knox County Housing Authority
Galesburg, IL

REPORT NO. 1

CONTRACTOR: Otto Baum Company, Inc.
855 North Main Street
Morton, IL 61550

Date: 3/27/26

Time: 9:00 a.m. (CT)

Weather: Partly Cloudy

Temp. Range: 35°F

Present At Site: Parrish Young and Corey Link (Otto Baum), and Masonry Restoration Crew.

Present Via Video: Derek Antoine, Cheryl Lefler, and Caleb Diefendorf (KCHA); and Alice Hiniker (Alliance Architecture).

WORK IN PROGRESS

Masonry restoration at the 11-story north wall and at the 11-story east end wall.

OBSERVATIONS

11-Story North Wall

1. The new brick will arrive early morning on Tuesday (14 pallets).
2. There is existing flashing four brick courses above the lintel. It is old, brittle PVC membrane.
3. There are weep holes, but it looks as though there are no wicks.
4. The void between brick and block is 3.5".
5. Shelf angles appear to be okay. There is rust, but no scaling.
6. The restoration scope includes resealing at horizontal, not vertical, joints. There are some gaps in the vertical sealant at the concrete columns.

DISCUSSION

11-Story East End Wall (Contractor Update)

1. About 5-7 individual bricks were removed and replaced.
2. The concrete work involved two little patches at the top and crack injection.

Upcoming Inspections

1. Virtual inspection on Wednesday, 4/1, at 10 a.m. CT.
2. First in-person site visit on 4/15 or 4/16.

ACTION REQUESTED/ITEMS VERIFIED

1. Architect to confirm with the Engineer next steps and upcoming inspection availability.

REPORTED BY:



Alice Hiniker



1. Opening above lintel showing second layer of brick below window.



2. Opening above lintel showing existing PVC flashing.



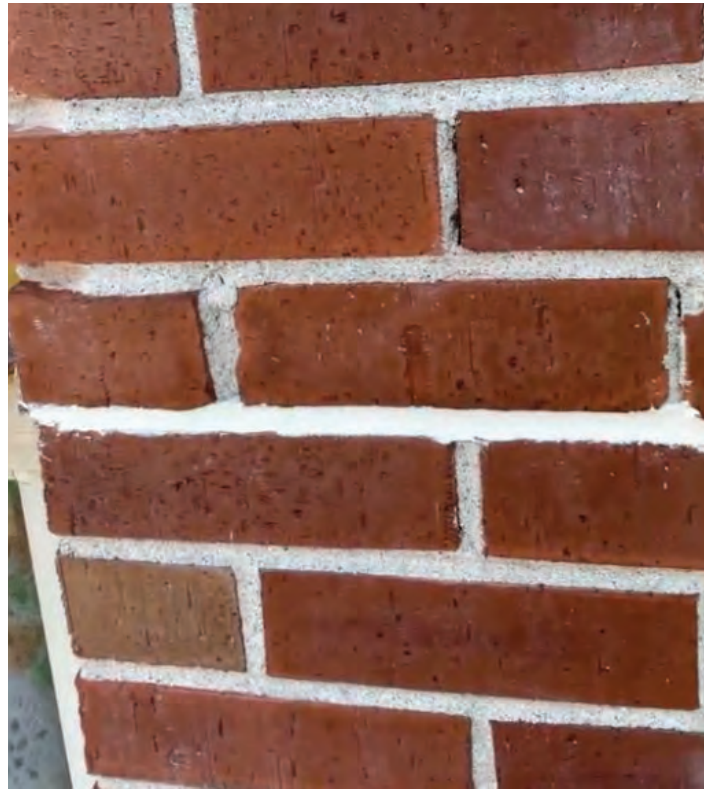
3. Opening below window showing additional brick layers.



4. Opening above lintel.



5. Opening at lintel.



6. Replaced sealant at brick panel shelf angle.



7. Weep hole without visible wick (typical).



8. Brick panel shelf angle.



9. Brick panel shelf angle.



10. Brick panel shelf angle.



11. Brick panel shelf angle.



12. Removed brick sections.

CONSTRUCTION OBSERVATION REPORT

Owner (DA,CL) x
Architect (AM,MB,AH) x
Contractor (CC,PY) x

ALLIANCE
ARCHITECTURE

PROJECT: MOON TOWERS MASONRY RESTORATION
Knox County Housing Authority
Galesburg, IL

REPORT NO. 2

CONTRACTOR: Otto Baum Company, Inc.
855 North Main Street
Morton, IL 61550

Date: 4/3/26

Time: 10:00 a.m. (CT)

Weather: Overcast

Temp. Range: 50°F

Present At Site: Parrish Young and Corey Link (Otto Baum); and Masonry Restoration Crew.

Present Via Video: Derek Antoine and Cheryl Lefler (KCHA); Carl Cole (Otto Baum); David Pirichio (Frost Engineering); and Alice Hiniker (Alliance Architecture).

WORK IN PROGRESS

Masonry restoration at the 11-story north wall.

OBSERVATIONS

11-Story North Wall

1. The lintel rust uncovered so far is not significant and is within the maximum limit of 1/16" thick (see photos). See Action Rested/Items Verified this report.
2. The lintels at the upper floors have very minimal rust (see photos).
3. Additional brick cracks were discovered after the recent rain (see photos). See Action Rested/Items Verified this report.
4. Additional cracks were discovered in the concrete columns. Some are stable spider web cracks that do not require repair, however, some are loose and require patching. The patch color is significantly darker than the adjacent concrete coating (see photos). See Action Rested/Items Verified this report.
5. The window bump-outs are sitting on an extra layer of brick that partially rests on top of the CMU. This extra layer behind the face brick does not extend beyond the bump-out, and some bricks are loosely placed as filler in the CMU gaps. The existing face brick anchors directly into the CMU, below the extra layer. The extra layer is not structural and does not require repair (see photos). See Action Rested/Items Verified this report.
6. There was windowsill sealant pulling away from the adjacent surfaces (see photos and Action Rested/Items Verified).
7. The weep holes above the lintels have steel wool inside. Some of the steel wool is beginning to bleed rust stains. The other weep holes between courses of brick are not blocked, but they do have some debris inside (see photos). See Action Rested/Items Verified this report.
8. The hole in the concrete column shown in the Construction Drawings was previously sealed; however, it is bleeding rust (see photos). See Action Rested/Items Verified this report.
9. The corner between the brick at the window bump-out and the adjacent brick wall is not structural. Sealant instead of mortar at this joint may help reduce cracking in the future by allowing for some movement between the two sections of brick (see photos). See Action Rested/Items Verified this report.

DISCUSSION

Upcoming Inspections

1. The next inspection will be in person and held on 4/16 at 10:00 a.m. (CT).
2. Contractor will send the pay app to Architect by no later than 4/10 or 4/13 for review before the inspection.
3. Architect to send pay app to Owner by no later than 4/23 for board review.

ACTION REQUESTED/ITEMS VERIFIED

1. Contractor to notify Architect and Engineer immediately if a lintel is discovered with more than 1/16" thick rust. Photograph and mark the lintel on the Construction Drawings for potential replacement.
2. Contractor to photograph and mark on the Construction Drawings additional brick or concrete cracks requiring repair. Per the Construction Drawings, notify Architect and Engineer if the crack repair exceeds 15% of the wall area.
3. Contractor to cover new concrete patches with a coating that matches the existing coating color. Submit a substitution request to the Architect for the coating product and color selection. The previously used coating was either Motite by Modac Products Company or Series 156 Enviro-Crete by Tnemec.
4. Contractor may fill gaps around the extra layer of brick with mortar.
5. Contractor to replace sealant wherever it is loose or has pulled away from the adjacent surfaces. Photograph and mark in the Construction Drawings.
6. Contractor to drill out the rusting hole in concrete columns, patch the hole, and cover the rust stain with coating.
7. Contractor to fill the corner joint between the window bump-out and the wall with backer rod and sealant instead of mortar. Send Owner, Architect, and Engineer pictures of the sealant color options shown against the corner.
8. Architect to issue a Proposal Request for resealing loose vertical sealant and addressing weep holes.

REPORTED BY: 
Alice Hiniker



1. Lintel with acceptable thin layer of rust.



2. Lintels are not significantly rusty at the upper level.



3. Additional brick cracks not in Drawings.



4. Column spider web cracks are stable.



5. Column larger cracks require patching.



6. New brick at window bump-out with extra brick filling in CMU gaps.



7. Extra layer of brick does not extend beyond the bump-out.



8. Window bump-out brick anchored below the extra brick layers.



9. Loose sealant.



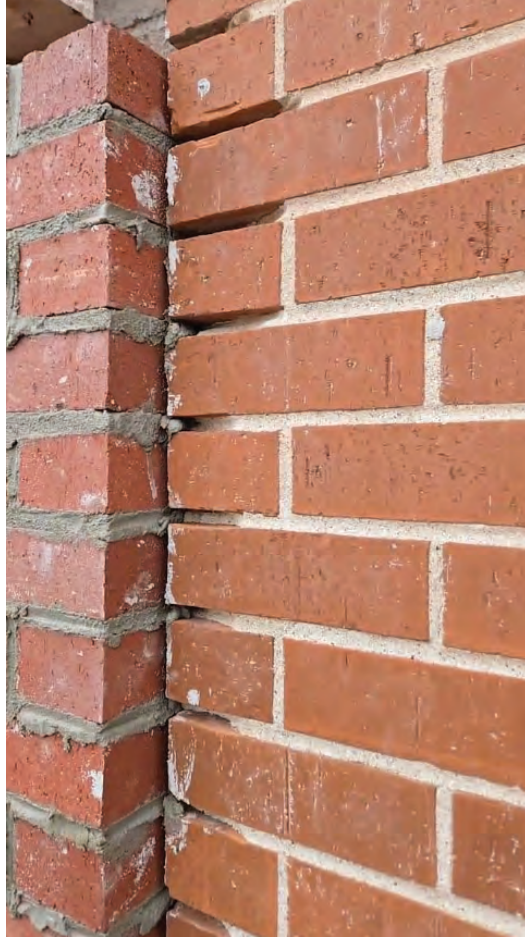
10. Weep holes with steel wool above lintels.



11. Weep holes open but contain debris.



12. Rusting hole in concrete column.



13. Window bump-out brick corner.

CONSTRUCTION OBSERVATION REPORT

Owner (DA,CL) x
Architect (AM,MB,AH) x
Contractor (CC,PY) x
Consultant (JDP) x



PROJECT: MOON TOWERS MASONRY RESTORATION
Knox County Housing Authority
Galesburg, Illinois

REPORT NO. 3

CONTRACTOR: Otto Baum Company, Inc.
855 North Main Street
Morton, IL 61550

Date: 4/16/2026 Time: 1:00 p.m. (CT) Weather: Sunny Temp. Range: 70°F

Present At Site: Carl Cole, Parrish Young, Corey Link, Scott Schuyler, and Dylan Link (Otto Baum); Cheryl Lefler and Caleb Diefendorf (KCHA); JD Pozo (Frost Engineering); and Alice Hiniker (Alliance Architecture).

WORK IN PROGRESS

Masonry restoration at the 11-story north elevation and 11-story south elevation.

OBSERVATIONS

11-Story South and North Elevations

1. Work was in progress at the south elevation between Columns 11-11 and 11-17, Floors 10 thru 11, and at the north elevation between Columns 11-14 and 11-6.
2. Brick restoration was complete at the south elevation between Columns 11-11 and 11-17, Floors 2 thru 9; at the north elevation between Columns 11-6 and 11-1. Significantly more brick than shown in the Construction Drawings had to be replaced at the window bump-outs; however, this will be sourced from the east end wall surplus (see Progress Meeting this report).
3. New brick ties appeared to be too short at the nearly full width brick replacement at the 11th floor window bump-out to the right of Column 11-13 on the south elevation. Additionally, they were not the DW-10HS brick ties approved in the 4/7/2026 submittal (see Action Requested/Items Verified this report).
4. Although the Construction Drawings may only show a few bricks removed at a window bump-out, bricks above and below in the bump-out with hairline cracks fell apart during the repair and had to be replaced as well.
5. Delaminating steel was observed at the 10th floor window lintel to the left of Column 11-13 on the south elevation. This lintel will likely be replaced, as shown in the Construction Drawings.
6. Some vertical sealant was cracking along the columns (see Action Requested/Items Verified this report).
7. Repair is required at newly discovered areas where the coating is delaminating from the concrete columns.

Brick Piers and Planters

All of the veneer brick and flashing have been removed from almost all of the piers and both of the planters, along with some CMU blocks.

PROGRESS MEETING

A progress meeting was held on site with Cheryl Lefler and Caleb Diefendorf (KCHA); Carl Cole, Parrish Young, Corey Link, Scott Schuyler, and Dylan Link (Otto Baum); JD Pozo (Frost Engineering); and Alice Hiniker (Alliance Architecture) present. The following items were discussed:

1. The east end wall brick restoration is complete and only required about 6 to 7 bricks. Contractor says they had assumed 10% brick replacement, per the Construction Drawings, so they appear to have plenty of brick remaining for the additional brick replacement required at the window bump-outs.
2. Owner asked the Contractor to add brick and sealant restoration for the garage attached to the east end wall, which will be tracked along with the other changes in work scope quantity and locations.
3. Several of the windows and screens had residue splashed on them from the brick repair, but the Contractor confirmed this will be cleaned off when the repairs are complete.
4. No lintels have been replaced yet. The Contractor will continue to send Architect and Engineer photographs of the lintels marked in the Construction Drawings once they are exposed and cleaned.
5. The Owner's electrician confirmed that the pier lights still work and only one solar eye had to be replaced.
6. The Contractor is replacing the pier and planter thru-wall flashing.

ACTION REQUESTED/ITEMS VERIFIED

1. Contractor to continue marking the Construction Drawings with all locations and quantities of actual work completed. Submit a proposed Change Order request after the completion of each wall, which will be used for a compiled Change Order at the completion of the project. Contractor shall also submit the marked-up drawings for use as the as-built drawings at project closeout.
2. Contractor to replace sealant wherever it is loose, cracking, or has pulled away from the adjacent surfaces. Photograph and mark on the Construction Drawings. The Owner selected Dow Limestone sealant for replacements along the columns.
3. Contractor to use the DW-10HS brick tie approved in the 4/7/2026 submittal.
4. Contractor to notify Architect and Engineer immediately if a lintel is discovered with more than 1/16" thick rust. Photograph and mark the lintel on the Construction Drawings for potential replacement. Send Architect and Engineer photograph(s) and location of each lintel as it is fully exposed and cleaned.
5. Contractor to fill the corner joint between the window bump-out and the wall with backer rod and Dow sealant instead of mortar. The Owner selected Dow Adobe Tan.
6. Contractor to sound concrete around cracks. Remove and patch any loose concrete identified; otherwise, fill cracks only.
7. Contractor to confirm length of brick ties used in the completed repairs to date of inspection.

REPORTED BY:



Alice Hiniker

(with input from JD Pozo of Frost Engineering)



1. 11-story south wall elevation.



2. 11-story south wall brick replacement at window bump-outs (typical).



3. 11-story south wall nearly full width brick replacement right of Column 11-13 at 11th floor window bump-out.



4. 11-story south wall exposed lintel right of Column 11-13 at 9th floor window.



5. 11-story south wall delaminating lintel left of Column 11-13 at 10th floor window.



6. 11-story south wall brick water splash on window (typical).



7. 11-story north wall elevation.



8. 11-story north wall brick repair completed between Columns 11-6 and 11-1.



9. 11-story north wall larger crack at bump-out extends into finer cracks requiring expanded repair (typical).



10. 11-story north wall area of additional concrete repair (typical).



11. 11-story north wall significantly cracked concrete uncovered left of Column 11-8 above 5th floor window.



12. Progress of brick piers and planters.



13. All brick removed from most piers and both planters.



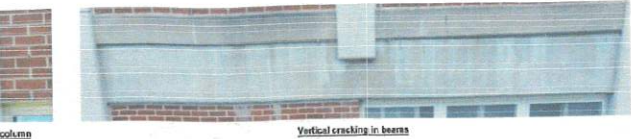
14. All brick and some CMU block removed from the planters.



15. All brick removed from most of the piers.



16. Some CMU block removed at piers.



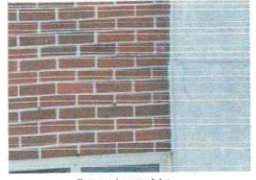
Vertical cracking in beams



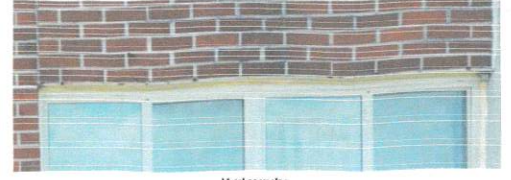
Other concrete deficiencies (e.g., deterioration at edges of beams or columns, spalling, rust spots due to holes or cracks)



Vertical cracking in masonry above or below windows



Damaged mortar joints



Lintel corrosion

3 Masonry Cracking Photos Scale: N.T.S.

4 Lintel Photo Scale: N.T.S.

- 1 - Scale Check - 95 LF
- 17 - 11 - Story North Wall - KN #1 Concrete Cracking Areas - 194 SF
- 18 - 11 - Story North Wall - KN #2 - Masonry Cracking - 135 SF
- 19 - 11 - Story North Wall - KN #3 Lintel Painting Repairs - 11 LF
- 23 - Swing Stage Moves - 131 LF
- 28 - North 11 - Story Wall Horizontal Joints - 754 LF



1 11 Story - North Elevation Scale: 1/8" = 1'-0"

11 Story North Elevation Repair Schedule

ALLIANCE
ARCHITECTURE
929 Lincolnway East, Suite 201 | South Bend, Indiana 46601

Proost
ENGINEERING & CONSULTING
2011 Lincolnway East, Suite 200
South Bend, Indiana 46601
PHONE: 337.334.8000
WWW.PROOST.COM | 1.800.995.6700

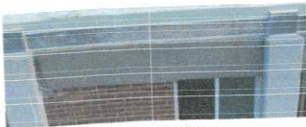


Moon Towers Masonry Restoration
Knox County Housing Authority
255 W Tompkins St
Galesburg, IL 61401

DATE
2/18/2025



Cracking in column



Vertical cracking in beams



Cracking at beam-column interface



Other concrete deficiencies (e.g., deterioration at edges of beams or columns, spalling, rust spots due to holes or cracks)



Vertical cracking in masonry above or below windows



Damaged mortar joints

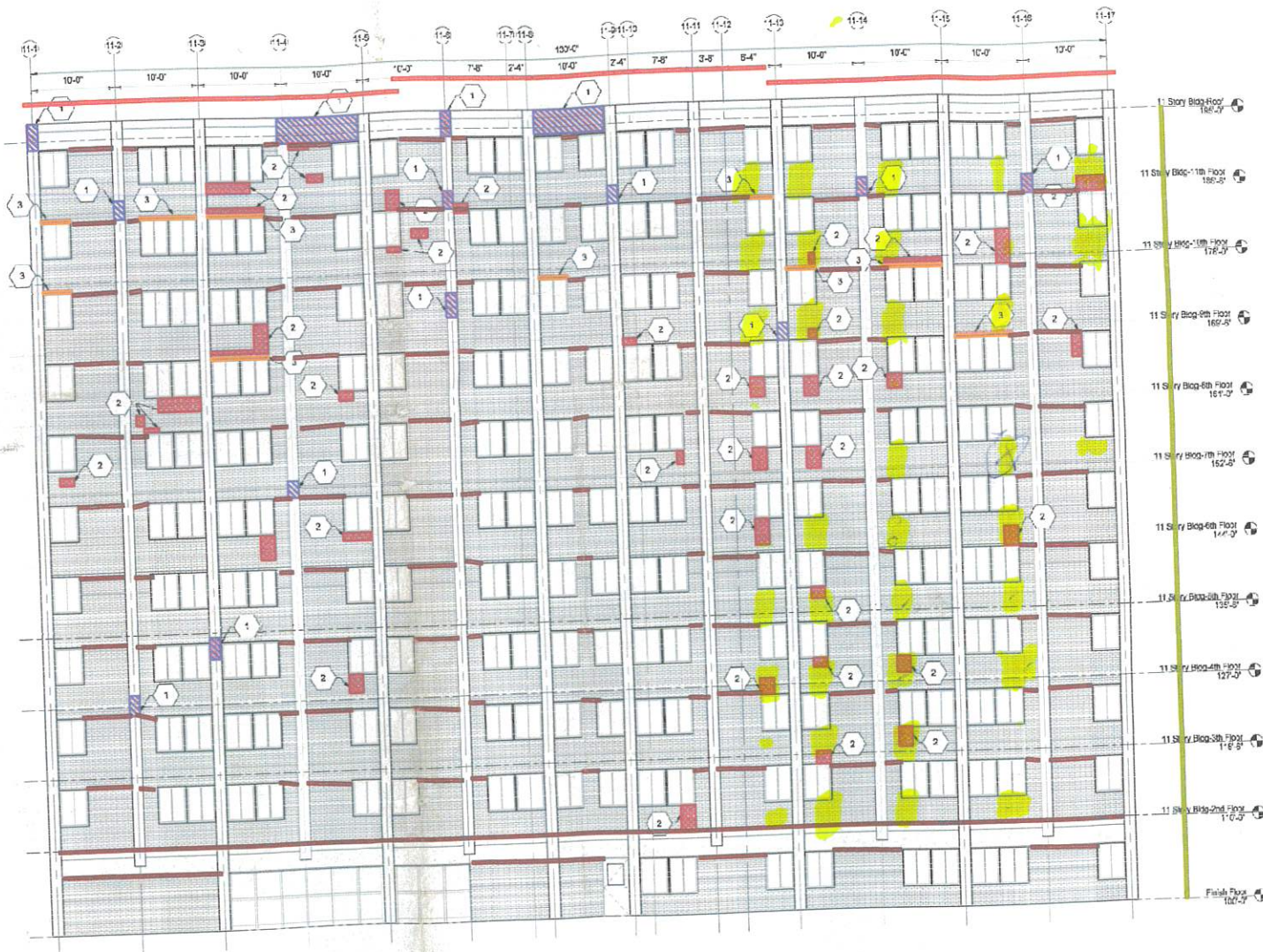


Lintel corrosion

2 Concrete Cracking Photos
Scale: N.T.S.

3 Masonry Cracking Photos
Scale: N.T.S.

4 Lintel Photo
Scale: N.T.S.



1 11 Story - South Elevation
Scale: 1/8" = 1'-0"

11 Story South Elevation Repair Schedule

ALLIANCE
ARCHITECTURE

923 Lincolnway East, Suite 200 | South Bend, Indiana 46701

Frost
ENGINEERING & CONSULTING



Moon Towers Masonry Restoration
Knox County Housing Authority

255 W Tompkins St
Galesburg, IL 61401

DATE
2/18/2025

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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: 04/23/2026

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/28/2026

SUBJECT: Application for Payment #2 – CAD Construction Inc.

Executive Summary

At the 03/03/2026 Board meeting, the Moon Towers Flooring Replacement Project was approved. Specifically, this project shall include all work in the identified areas related to the following:

- Remove and dispose of floor tile and mastic under carpet; and
- Installation of new carpet, LVT and rubber cove base.

IITI Group is doing the abatement work for this project. CAD Construction Inc. is doing carpet and LVT installation for this project.

CAD Construction Inc. started work on 04/14/2026. To date, they have completed installation work on six floors in B building. It was anticipated that it would take them two days to complete each floor, however, they are progressing quickly and only taking one day to complete each floor. KCHA staff are working ahead of the installers to prep, prime and paint walls.

This application for payment is for work completed to date. KCHA staff has reviewed the pay request and signed approval for Pay Request #2.

Fiscal Impact

This application for payment will be paid from the 2025 Capital Fund grant as approved at the 03/03/2026 Regular Meeting of the Board. Such expenses are eligible and allowable under federal guidelines located at 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #2 from CAD Construction Inc. in the amount of \$21,600.00 for the period to 04/22/2026.

APPLICATION AND CERTIFICATE FOR PAYMENT
 TO: Knox County Housing Authority

AIA DOCUMENT G702 APPLICATION NO 2
PROJECT: Knox County Housing Authority PERIOD TO: 4/22/2026
 Moon Towers Hallways & Common Areas
 946 E. Main Street, Galesburg, IL 60401

FROM: CAD Construction
 150 S Baer Rd
 Tremont, IL 61568

ARCHITECT: Project No.:

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		CHANGE ORDERS APPROVED BY OWNERS	
APPROVED THIS MONTH	ADDITIONS	DEDUCTION	
NUMBER	DATE		
TOTALS			

APPLICATION IS MADE FOR PAYMENT AS SHOWN BELOW IN CONNECTION WITH THE CONTRACT.
 CONTINUATION SHEET, AIA DOCUMENT G703 IS ATTACHED.

- 1. ORIGINAL CONTRACT SUM \$ 175,785.00
- 2. NET CHANGE BY CHANGE ORDERS \$ -
- 3. CONTRACT SUM TO DATE \$ 175,785.00
- 4. TOTAL COMPLETED & STORED TO DATE \$ 89,685.00
- 5. RETAINAGE
 - a. 0% OF COMPLETED WORK \$ -
 - b. % OF STORED MATERIALS
 TOTAL RETAINAGE \$ -
- 6. TOTAL EARNED LESS RETAINAGE \$ 89,685.00
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (LINE 6 FROM PRIOR CERTIFICATE)
- 8. CURRENT PAYMENT DUE \$ 68,085.00
- 9. BALANCE TO FINISH, PLUS RETAINAGE \$ 21,600.00 (LINE 3 LESS LINE 6) \$ 86,100.00

THE UNDERSIGNED CONTRACTOR CERTIFIES THAT TO THE BEST OF THE CONTRACTOR'S KNOWLEDGE, INFORMATION AND BELIEF THE WORK COVERED BY THE APPLICATION FOR PAYMENT HAS BEEN COMPLETED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS, THAT ALL AMOUNTS HAVE BEEN PAID BY THE CONTRACTOR FOR WORK FOR WHICH PREVIOUS CERTIFICATES FOR PAYMENT WERE ISSUED AND PAYMENTS RECEIVED FROM THE OWNER AND THAT CURRENT PAYMENT SHOWN HEREIN IS NOT DUE.

STATE OF : ILLINOIS COUNTY OF : TAZEWELL

SUBSCRIBED AND SWORN TO BEFORE ME THIS 22nd DAY OF April, 2026

NOTARY PUBLIC: *Brandy Kidd*

MY COMMISSION EXPIRES: 4/12/2027



CONTRACTOR: CAD CONSTRUCTION, INC.

BY: *Kerry Keller-Martin* DATE: 4/22/2026

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's 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 \$ 21,600.00

ARCHITECT: *[Signature]*

BY: *[Signature]* DATE: 4/23/26

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 the 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: 04/23/2026

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/28/2026

SUBJECT: Application for Payment #1 – IITI Group

Executive Summary

At the 03/03/2026 Board meeting, the Moon Towers Flooring Replacement Project was approved. Specifically, this project shall include all work in the identified areas related to the following:

- Remove and dispose of floor tile and mastic under carpet; and
- Installation of new carpet, LVT and rubber cove base.

IITI Group is doing the abatement work for this project. CAD Construction Inc. is doing carpet and LVT installation for this project.

IITI Group started work on 03/30/2026. To date, they have completed abatement work on nine floors in B building and will complete the final upper floor in the building on 04/27/2026. They are completing one floor every two days.

IITI Group is a licensed, trained, and compliant contractor that follows strict health and safety protocols to ensure that asbestos-containing materials are not released into the air. They properly enclose and contain their work areas and ensure that all materials are safely removed from the building and disposed of properly.

This application for payment is for work completed to date. KCHA staff has reviewed the pay request and signed approval for Pay Request #1.

Fiscal Impact

This application for payment will be paid from the 2025 Capital Fund grant as approved at the 03/03/2026 Regular Meeting of the Board. Such expenses are eligible and allowable under federal guidelines located at 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

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 IITI Group in the amount of \$100,000.00 for the period to 04/30/2026.

PAYMENT APPLICATION

INVOICE # 26020491

TO: KNOX COUNTY HOUSING AUTHORITY
216 W SIMMONS ST
GALESBURG IL 61401

PROJECT NAME AND LOCATION: Knox County Housing Flooring
Moon Towers Hall
216 W. Simmons Street
Galesburg IL 61401

APPLICATION # 1
PERIOD THRU: 04/30/2026
Owner Project #:
DATE OF CONTRACT: 2/23/2026
PROJECT # 2602049

Distribution to:
OWNER
ARCHITECT
CONTRACTOR

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
Continuation Page is attached

1. CONTRACT AMOUNT	430,650.00		
2. SUM OF ALL CHANGE ORDERS	0.00		
3. CURRENT CONTRACT AMOUNT (Line 1 + 2)	430,650.00		
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	100,000.00		
5. RETAINAGE:			
A. 0% Of Completed Work (Columns D+ E on Continuation Page)	0.00		
B. 0% of Material Stored (Column F on Continuation Page)	0.00		
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	0.00		
6. TOTAL COMPLETED AND STORED LESS RETAINAGE: (Line 4 minus Line 5 Total)	100,000.00		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT:	0.00		
8. CURRENT PAYMENT DUE:	100,000.00		
9. BALANCE TO FINISH: Line 3 - Line 6	330,650.00		
SUMMARY OF CHANGE ORDERS		ADDITIONS	DEDUCTIONS
Total changes approved in previous months	0.00	0.00	0.00
Total approved this month	0.00	0.00	0.00
TOTALS		0.00	0.00
NET CHANGES		0.00	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

ITTI Group Abatement/Infection Control

By: *[Signature]* Date: 4-24-26

State of: Iowa
County of: Scott
Subscribed and sworn to before me this 24th day of April
Notary Public: *[Signature]*
My Commission Expires: 8-16-27



ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT:100,000.00

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that changed to match the certified amount.)

By: *[Signature]* Date: 4/24/26
ARCHITECT: KNOX COUNTY HOUSING AUTHORITY
Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.



JACK P. BALL, P.C.

Jack P. Ball, Esq.
Attorney at Law

A Professional Corporation

190 S. Kellogg St.
P.O. Box 308
Galesburg, Illinois 61402-0308
Phone (309) 345-2255
Fax (309) 345-2258

April 27, 2026

Knox County Housing Authority
Board of Commissioners

Attorneys Report:

1. Review file, prepare summons, complaint, exhibits, affidavit, file and appear in the following FED cases¹:

Mia Ray (438 Iowa Ave.)	1 st Appr. - CD
Tosha Graham (449 Iowa Ave)	1 st Appr. - CD
Aslan Butler (1566 McKnight St.)	1 st Appr. - JD Vacated & CD
Kisten Devlin (1577 McKnight St.)	1 st Appr. - CD
Marnesha Flowers (437 Iowa Ct.)	1 st Appr. - CT 05/14/26 CBRAP
Janice Jackson (1531 McKnight St.)	1 st Appr. - JD
Jason Merrett (170 S. West St. #620)	1 st Appr. - STO
Ashley Bornsen (1527 McKnight St.)	1 st Appr. - 05/14/26
Daris Cliff (1515 McKnight St.)	1 st Appr. - 05/14/26
Tia Coleman (1509 McKnight St.)	1 st Appr. - 05/14/26
Da’Kiyah Flowers (1521 McKnight St.)	1 st Appr. - 05/14/26
Tasha Smith (1586 McKnight St.)	1 st Appr. - 05/14/26
Nanieyia Towns (1073 W. Berrien St.)	1 st Appr. - 05/14/26

¹ Acronyms: FED - forcible entry and detainer, AO - agreed order, OPM – order for posting and mailing - CD - case dismissed, JD for judgment, STO - stipulated order upon default JD issued, CT for continued, STI for summons to issue and ASTI for alias summons to issue, CMC case management conference, VMO for voluntary move out, VJCD for vacated judgment case dismissed, CBRAP - application for court based assistance, and BW (Atty Bart Wolek) for Prairie State Legal Services.

2. Review monthly board packet and attend monthly meeting.

Jack P. Ball, Esq.