

board agenda

Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room 101
8/27/2013
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Lomac Payton	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> Roger Peterson	Review/Ratify July 2013 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Dale Parsons	COCC:	\$ 39,595.44
<input type="checkbox"/> Paul Stewart	Moon Towers:	\$ 46,178.83
<input type="checkbox"/> Thomas Dunker	Family:	\$ 204,140.01
<input type="checkbox"/> Wayne Allen	Bluebell:	\$ 16,938.59
<input type="checkbox"/> Ben Burgland	HCV:	\$ 10,596.27
<u>Excused:</u>	Brentwood:	\$ 18,024.13
	Prairieland:	\$ 14,346.22
	Capital Fund '10:	\$ 0.00
	Capital Fund '11:	\$ 0.00
<u>Others Present:</u>	Capital Fund '12:	\$ 102,064.01
	Capital Fund '13:	\$ 0.00
	Ross Service Coordinator'11:	\$ 5,167.28
	Review/Ratify July 2013 Financial Reports	Chairperson Payton
Old Business	None	
New Business	Review/Approve Pay Request #5 from CAD Construction Inc. for Scattered Sites Roofing Project	Derek Antoine
	Review/Approve Selection of Contractor to complete Roof Replacement work at Prairieland Townhouse Apartments	Derek Antoine
	Review/Approve Selection of Contractor to complete Window Replacement work at Brentwood Manor	Derek Antoine
	Review/Approve Pay Request #3 from Quality Painters for Apartment Painting Sat Moon Towers and Bluebell Tower	Derek Antoine

board agenda

Reports	Executive Director Report	Derek Antoine
Other Business	Bluebell Exterior Renovations Update	Derek Antoine
	Scattered Sites Roofing Update	Derek Antoine
	Upcoming Solicitations	Derek Antoine
	CAP Fund Allocation	Derek Antoine
	www.knoxcountyhousing.org – 8/1/2013	Derek Antoine
	Miller Valentine Update	Derek Antoine
Executive Session	Executive Director Performance Review	Derek Antoine
Adjournment		

APPLICATION AND CERTIFICATE FOR PAYMENT CONSTRUCTION MANAGER-ADVISER EDITION

PAGE ONE OF 1 PAGES

AIA DOCUMENT G702/CMA (Instructions on reverse side)

TO OWNER: **KIDDO COUNTY HOUSING AUTHORITY**
216 WEST SIMMONS STREET
GALESBURG, ILLINOIS 61401

PROJECT: **MOON TANKS & BLUE BELL TOWER**

APPLICATION NO.: **3**
 PERIOD TO: **7-31-13**
 PROJECT NOS.:
☐ DISTRIBUTION TO:
☐ OWNER
☐ CONSTRUCTION
☐ MANAGER
☐ ARCHITECT
☐ CONTRACTOR

FROM CONTRACTOR: **QUALITY PAINTERS, INC.**
625 - 29th STREET
BETTENDORF, IA 52722

CONTRACT FOR: **QUALITY PAINTERS, INC.**
625 - 29th STREET
BETTENDORF, IA 52722
 VIA CONSTRUCTION MANAGER:
 VIA ARCHITECT:

CONTRACT DATE: **4-9-13**
☐ ARCHITECT
☐ CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM **\$79,200.00**

2. Net Change By Change Orders **<\$8,305.00>**

3. CONTRACT SUM TO DATE (Line 1 + 2) **\$70,895.00**

4. TOTAL COMPLETED & STORED TO DATE **\$70,895.00**
 (Column G on G702)

5. RETAINAGE:
 a. _____ % of Completed Work **\$ _____**
 (Columns D + E on G703)
 b. _____ % of Stored Material **\$ _____**
 (Column F on G703)
 Total Retainage (Line 5a + 5b or
 Total in Column I of G703) **\$ _____**

6. TOTAL EARNED LESS RETAINAGE **\$70,895.00**
 (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT **\$63,805.50**
 (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE **\$7,089.50**

9. BALANCE TO FINISH, INCLUDING RETAINAGE **\$0.00**
 (Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$1250.00	<\$8,555.00>
Total approved this Month		
TOTALS		
NET CHANGES by Change Order	<\$8,305.00>	

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 herein is now due.

CONTRACTOR
 By: **Charles V. Spelling** Date: **8-5-13**

State of: _____
 County of: _____
 Subscribed and sworn to before me this _____ day of _____

Notary Public:
 My Commission expires: _____

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations 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 **\$7,089.50**
 (Attach explanation if amount certified differs from the amount applied for. Initial and figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

CONSTRUCTION MANAGER:

By: _____ Date: _____
 ARCHITECT:

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.

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
July 23, 2013**

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

PRESENT: Lomac Payton
 Roger Peterson
 Paul Stewart
 Thomas Dunker
 Wayne Allen
 Ben Burgland

Also present were Derek Antoine, Executive Director; Lee Lofing, Finance Coordinator; Gerald Lambert, Moon Towers tenant; and Pete Schwiegeraht, Miller Valentine.

Chairperson Payton called the meeting to order at 10:00 a.m. Chairperson Payton then asked if there were any additions or corrections to the previous meetings' minutes. Commissioner Peterson pointed out the omission of Chairperson Payton in the voting under New Business. With this correction, Chairperson Payton declared the minutes approved as received.

May 2013 claims against the HA Administration in the sum of \$336,013.10; Central Office Cost Center in the sum of \$53,267.84; Moon Towers in the sum of \$61,601.02; Family in the sum of \$83,279.14; Bluebell in the sum of \$21,884.74; Housing Choice Voucher Program in the sum of \$13,104.65; Brentwood (A.H.P.) in the sum of \$18,123.26; Prairieland (A.H.P.) in the sum of \$21,736.61; Capital Fund '10 in the sum of \$0.00; Capital Fund '11 in the sum of \$0.00; Capital Fund '12 in the sum of \$56,168.67; Capital Fund '13 in the sum of \$0.00; and Ross Service Coordinator Grant '11 in the sum of \$6,847.17 were presented for approval. Commissioner Stewart made a motion to ratify the claims and bills; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Stewart - aye
Commissioner Dunker - aye
Commissioner Allen - aye
Commissioner Burgland - aye

Motion Carried, 6-0

June 2013 claims against the HA Administration in the sum of \$203,943.66; Central Office Cost Center in the sum of \$35,469.18; Moon Towers in the sum of \$39,815.58; Family in the sum of \$69,838.57; Bluebell in the sum of \$16,295.99; Housing Choice Voucher Program in the sum of \$10,288.39; Brentwood (A.H.P.) in the sum of \$13,277.20; Prairieland (A.H.P.) in the sum of \$13,644.29; Capital Fund '10 in the sum of \$0.00; Capital Fund '11 in the sum of \$0.00; Capital Fund '12 in the sum of \$600.00; Capital Fund '13 in the sum of \$0.00; and Ross Service Coordinator Grant '11 in the sum of \$4,714.46 were presented for approval. Commissioner Burgland made a motion to ratify the claims and bills; Commissioner Peterson seconded. Roll call was taken as follows:

Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Stewart - aye
Commissioner Dunker - aye
Commissioner Allen - aye

Commissioner Burgland - aye
Motion Carried, 6-0

Chairperson Payton then requested the Board review and approve the May 2013 and June 2013 financial reports and committee notes. After brief discussion, Commissioner Allen made a motion to ratify the financial reports for May 2013 and June 2013 as presented; Commissioner Peterson seconded. Roll call was taken as follows:

Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Stewart - aye
Commissioner Dunker - aye
Commissioner Allen - aye
Commissioner Burgland - aye
Motion Carried, 6-0

OLD BUSINESS

There was no Old Business for consideration.

NEW BUSINESS

First, Mr. Antoine requested the Board review and approve Pay Request #4 from CAD Construction, Inc. for the Scattered Sites Roofing Project. After brief discussion, Commissioner Stewart made a motion to approve Pay Request #4 from CAD Construction, Inc. in the amount of \$202,804.78; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Stewart - aye
Commissioner Dunker - aye
Commissioner Allen - aye
Commissioner Burgland - aye
Motion Carried, 6-0.

Next, Mr. Antoine requested the Board to review and approve Pay Request #1 from RL Vollentine for Exterior Renovations at Bluebell Tower. After brief discussion, Commissioner Peterson made a motion to approve Pay Request #1 from RL Vollentine in the amount of \$33,168.37; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Stewart - aye
Commissioner Dunker - aye
Commissioner Allen - aye
Commissioner Burgland - aye
Motion Carried, 6-0.

Next, Mr. Antoine requested the Board to review and approve Resolution 2013-10 for Bad Debt Write-Offs for Period Ending 06/30/2013. After brief discussion, Commissioner Allen made a motion to approve Resolution 2013-10 for Bad Debt Write-Offs for Period Ending 06/30/2013; Commissioner Dunker seconded. Roll call was taken as follows:

Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Stewart - aye
Commissioner Dunker - aye
Commissioner Allen - aye
Commissioner Burgland - aye
Motion Carried, 6-0.

Next, Mr. Antoine requested the Board to review and approve the Proposal from Miller Valentine for Tax Credit Application. After discussion, Commissioner Allen moved for the approval of option #1 to provide housing choice vouchers to the Miller Valentine including providing a letter of support to Miller Valentine and the payment of incentive fees to KCHA (amended motion); Commissioner Peterson seconded. Roll call was taken as follows:

- Commissioner Payton - aye
- Commissioner Peterson - aye
- Commissioner Stewart - no
- Commissioner Dunker - no
- Commissioner Allen - aye
- Commissioner Burgland - no

Motion Carried, 3-3.

After discussion, Commissioner Allen moved for the approval of option #1 to provide housing choice vouchers to the Miller Valentine including providing a letter of support to Miller Valentine without the payment of incentive fees to KCHA (original motion); Commissioner Peterson seconded. Roll call was taken as follows:

- Commissioner Payton - aye
- Commissioner Peterson - aye
- Commissioner Stewart - no
- Commissioner Dunker - aye
- Commissioner Allen - aye
- Commissioner Burgland - no

Motion Carried, 4-2.

REPORTS

Mr. Antoine presented the Executive Director's Report for July 2013. This report is a new format that presents a comprehensive overview of the Knox County Housing Authority including the following information: Training and Development, Media Outreach/Public Relations, Policy/Operations, Public Housing Program with property and occupancy information, Housing Choice Voucher, Affordable Housing Program and the Resident Opportunity and Self-Sufficiency Program.

OTHER BUSINESS

Mr. Antoine provided an update on the exterior brick work at Bluebell Tower. RL Vollentine is sealing and repairing areas of the building with damaged brick. Upon closer inspection, Mark LeBlang of Alliance Architects determined that additional bricks would be needed to complete the project. Initially, 500 bricks were to be replaced. The total estimated brick needed is 1,100 which represented an additional 600 brick above the initial construction estimate. This was an additional \$5,000 cost over the General Allowance.

Next, Mr. Antoine updated the Board on the Scattered Sites Roofing Project including sheathing replacement and downspout/gutter repair and gutter guard replacement. Based on current information, Alliance Architecture projects needing additional monies above the General Allowance.

Next, Mr. Antoine announced that Mike Gifford from Housing Agency Procurement Assistance will be at the Knox County Housing Authority from 08/19/2013 through 08/21/2013 to consult on KCHA procurement operations.

Next, Mr. Antoine announced that the Family Sites were inspected by HUD contracted REAC inspectors on 07/09/2013. We are still waiting on the inspection score.

Next, Mr. Antoine reminded Board members that it is time to conduct the Executive Director Performance Appraisal.

Next, Mr. Antoine asked Chairperson Payton to sign a REAC letter to HUD.

Next, Mr. Antoine informed the Board of discussion with the Finance Committee that a decision has been made to solicit proposals for banking/depository services. Additionally, we will be seeking proposals for investment services.

Next, Mr. Antoine announced that the new KCHA will be ready to launch by 08/01/2013. The address for the new website is www.knoxcountyhousing.org.

ADJOURNMENT

Commissioner Allen then made a motion to adjourn; Commissioner Peterson seconded. Roll call was taken as follows:

Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Stewart - aye
Commissioner Dunker - aye
Commissioner Allen - aye
Commissioner Burgland - aye

Motion Carried, 6-0.

The meeting adjourned at 11:40 A.M.

Respectfully submitted,

Secretary



216 W. Simmons St., Galesburg, IL 61401
Telephone 309-342-8129, Ext. 223 Fax 309-342-7206
Email: dantoine@knoxhousing.org

Lomac Payton, Chairman
Roger Peterson, Commissioner
Dale Parsons, Commissioner
Thomas Dunker, Commissioner
Wayne Allen, Commissioner
Paul Stewart, Commissioner
Ben Burgland, Commissioner
Derek Antoine, Exec. Director, Secretary
Jack P. Ball, Attorney

Friday, August 23, 2013
2:17:28 PM

«AddressBlock»

RE: Resident Advisory Board Meeting
Wednesday, August 28th 2013
11:00 A.M. – 1:00 P.M.
Moon Towers Community Room

As you may know, the Knox County Housing Authority has elected to go Smoke Free in our public housing units. Effective 04/01/2014, public housing residents at the Knox County Housing Authority will no longer be allowed to smoke inside their units.

Understandably, this has caused concern amongst our residents. In the upcoming months, we will formulate a strategy to put this policy into action. As resident input and ideas are important to this process, we will convene a Resident Advisory Board to help us consider strategy, develop policy, and implement change. We value the diversity of our resident population, and are excited at the opportunity this partnership presents. You have received this letter as you have been selected to be a part of this Board. Your input will be important as we implement this healthy new initiative.

I want to be up front and clear – the Resident Advisory Board meetings will be held to develop policy and procedures, and your participation as such is to bring the perspective of all residents into focus. These meetings will not be an open forum to support or oppose the policy, nor will negative comments or discussion be permitted. I want folks to come to this meeting knowing this is our course of action, and that it has the support of the Board of Commissioners.

Let's work together to develop a policy that considers every angle, every option, and every resident. I look forward to seeing you soon!

Respectfully,

A handwritten signature in blue ink, appearing to read "Derek B. Antoine". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Derek B. Antoine
Executive Director
Knox County Housing Authority

AHP Windows

RFP-AHP002

Firm Name	First Glass	Rock Island Glass Co.
Type of roofing system and specification detail	yes	yes
Base Bid--replace 1 stairwell window	\$ 1,680.00	\$ 6,793.00
Alternate Bid--replace 6 stairwell windows	\$1,515.00 each/\$9,090.00 for six	\$ 36,358.00
Price of material and labor	yes	yes
Warranty	yes	yes
Availability to schedule and complete work	yes	yes
Experience--3 current references	yes	yes

AHP Roofing Project

RFP-AHP001

Firm Name	Dowers Roofing	Holthaus Companies, Inc.
Type of roofing system and specification detail	yes	yes
Base Bid--40 mil Durolast (5 buildings)	\$ 61,474.00	\$ 65,805.00
Base Bid--50 mil Durolast (5 buildings)	\$ 63,697.00	\$ 67,480.00
Installation of insulation "crickets" to help drain water	\$3107.00/roof	\$755.00/roof
Replace treated plywood roof decking	\$3.93/sq. ft.	\$3.80/roof
Alternate Bid #1--40 mil Durolast	No bid	\$ 56,705.00
Alternate Bid #1--50 mil Durolast	No bid	\$ 58,415.00
Alternate Bid #2		
Building Type A	\$ 12,658.00	\$ 13,300.00
Building Type B	\$ 14,207.00	\$ 13,815.00
Building Type C	\$ 18,354.00	\$ 18,650.00
Building Type D	\$ 25,125.00	\$ 25,045.00
Alternate Bid #3		
Building Type A	No bid	\$ 11,275.00
Building Type B	No bid	\$ 11,440.00
Building Type C	No bid	\$ 16,280.00
Building Type D	No bid	\$ 22,260.00
Price of material and labor	yes	yes
Warranty	yes	yes
Availability to schedule and complete work	yes	yes
Experience--3 current references	yes	yes

Note: Holthaus Companies, Inc. has included a voluntary alternate to provide a 15+5 labor and material warranty in place of the 15 NDL warranty for the 5 roofs included in the Base Bid and in Alternate #1. Add \$2,025.00 to the Base Bid and Alternate #1 price for the 50 mil Durolast roofing.

FINANCE COMMITTEE NOTES - AUG , 2013

For July 2013

COCC

	<u>Jul</u>	<u>Current YTD</u>
Operating Income	\$30,878.97	\$124,810.43
Operating Expenses	\$37,885.44	\$165,517.12
Net Revenue Income/(loss)	<u><u>(\$7,006.47)</u></u>	<u><u>(\$40,706.69)</u></u>

Out of the ordinary:

Paid HAB Co for consulting on FDS for Year-End
Pd BDO Financial Training for Lee & Derek in Sept

Operating in red for month and YTD - waiting on CFP2013

If shows a loss, loss will be funded by COCC's reserve .

COCC's Reserve \$125,000.00

moved to cash per board (RFP for banking & investments going out in July/Aug)

MOON TOWERS

	<u>Jul</u>	<u>Current YTD</u>
Operating Income	\$57,141.54	\$241,118.83
Operating Expenses	\$46,178.83	\$188,233.11
Net Revenue Income/(loss)	<u><u>\$10,962.71</u></u>	<u><u>\$52,885.72</u></u>

Out of the ordinary:

Besides paying the quarterly Police contract and that rent income looks good since we increased rents there is nothing out of the ordinary for MT this month.

Operating in Black for month & YTD

MT's Income will help cover some of Family's Loss.

Moon Tower's Reserve \$60,000.00

moved to cash per board (RFP for banking & investments going out in July/Aug)

FAMILY

	<u>Jul</u>	<u>Current YTD</u>
Operating Income	\$66,481.53	\$272,502.58
Operating Expenses	\$204,005.47	\$417,525.13
Net Revenue Income/(loss)	<u><u>(\$137,523.94)</u></u>	<u><u>(\$145,022.55)</u></u>

Out of the ordinary:

Paid 1st and 2nd installments for new roofs.
Replaced 7 waterheaters
Paid qtrly Pest Extermination
Bought 2 securiy cameras and pd for labor hours

Operating in red due to above

MT's Income \$52,885.72
BB's Income \$2,635.52

Family's remaining loss (\$89,501.31)

Loss will be funded by Family's reserve

Family Reserve \$323,000.00

moved to cash per board (RFP for banking & investments going out in July/Aug)

BLUEBELL

	<u>Jul</u>	<u>Current YTD</u>
Operating Income	\$20,684.13	\$79,718.49
Operating Expenses	\$16,938.59	\$77,082.97
Net Revenue Income/(loss)	<u><u>\$3,745.54</u></u>	<u><u>\$2,635.52</u></u>

Out of the ordinary:

Nothing out of the ordinary for BB this month
Rent income looks good since the rent increase.

Operating in Black for month & YTD

BB's Income will help cover some of Family's Loss

Bluebell's Reserve \$120,000.00

moved to cash per board (RFP for banking & investments going out in July/Aug)

FINANCE COMMITTEE NOTES - AUG , 2013

For July 2013

BRENTWOOD

	<u>Jul</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$28,167.41	\$204,796.66	Nothing out of the ordinary for BW this month
Operating Expenses	\$22,852.37	\$83,325.94	
Net Revenue Income/(loss)	<u>\$5,315.04</u>	<u>\$121,470.72</u>	
Operating in Black for month and YTD			
	Brentwood's Reserve/Cash	\$342,231.00	

PRAIRIELAND

	<u>Jul</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$25,247.22	\$96,686.01	Received \$1500 from Hy-Vee for tenant garden
Operating Expenses	\$19,067.30	\$81,372.59	Nothing out of the ordinary for PL this month
Net Revenue Income/(loss)	<u>\$6,179.92</u>	<u>\$15,313.42</u>	
Operating in Black for month & YTD			
PrairieLand's Replacement Reserve			\$114,096.04
Residual Receipts			\$74,264.08

HOUSING CHOICE VOUCHERS

<u>Admin.</u>	<u>Jul</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$8,870.04	\$39,731.72	Paid inspections
Operating Expenses	\$11,256.40	\$46,955.29	
Net Revenue Income/(loss)	<u>(\$2,386.36)</u>	<u>(\$7,223.57)</u>	
<u>HAP</u>	<u>Jul</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$70,598.00	\$296,072.00	Paid Landlords for Sec 8 rents
Operating Expenses	\$80,088.00	\$320,145.00	
Net Revenue Income/(loss)	<u>(\$9,490.00)</u>	<u>(\$24,073.00)</u>	

HA would like to increase the # of vouchers issued to get more admin income from HUD to offset the expenses of running the department. But hard to do with the HAP funding HCV gets for HUD.

Restricted Net Assets (NRA)	\$31,079.00	as of 3-31-13
	(\$24,073.00)	Current YTD Profit/(Loss)
NRA	<u>\$7,006.00</u>	YTD

Created by Lee Lofing, Finance Coordinator, KCHA

**MINUTES OF THE MONTHLY MEETING
OF THE FINANCE COMMITTEE
OF THE KNOX COUNTY HOUSING AUTHORITY
August 22, 2013**

ROLL CALL

The regular meeting of the Finance Committee of the Knox County Housing Authority was called at 2:37 by Commissioner Dunker. Attendance for the meeting was as follows:

KCHA Commissioners:

Present: Wayne Allen, Tom Dunker, and Ben Burgland

Housing Authority Members:

Present: Derek Antoine, Executive Director
Lee Lofing, Finance Coordinator

FINANCIAL REPORT

The first item on the agenda was to review May and July 2013 Financial Reports. The committee received the operating statements for COCC, Moon Towers, Family, Bluebell, Brentwood, Prairieland, and Housing Choice Voucher. The committee then had a brief questioning and answering discussion of each of these statements (see the "Notes" attachment). Commissioner Burgland spoke of how he noticed how good the rent incomes looked since the rent increase went into effect. After the discussion and review of the financial reports, they were said to look good and that nothing out of the ordinary stood out.

HCV Program

There was also some discussion of the HCV program in that both HUD and the HA are monitoring the program to see if and when the HA can deny any voucher from porting out. It was mentioned that the HCV program really needs to increase the number of voucher issued to increase the admin funding it receives from HUD to break even (approx. 235 vouchers). The HA cannot achieve this due to the amount HAP funding it receives. The program has been working on increasing the number of vouchers and has increased that number of vouchers by 15 or at this time compared to last year. The more vouchers the HA has the more funding the HA can/will receive.

RFPs

The finance department along with Cheryl Lefler is in the process of creating two RFPs to go out for bidding. The first one is for "Year-end Closing Assistance (Finance)" to help out the finance department and the HA with year-end submissions and any consulting the HA would need during the year. The second RFP will be for the HA's "Banking/Investment Services". The department plans on this RFP going out after the Year-end Closing Assistance RFP is finished.

ADJOURNMENT

The meeting was adjourned at 3:18.

Respectfully submitted,

Lee J Lofing

Finance Coordinator

Date: 8/23/2013
Time: 10:19:43 AM
ll

Knox County Housing Authority
CLAIMS REPORT TOTALS
July, 2013

Page: 1
Rpt File: f:\hms\reports\G

	Current Period	Last Year Same P	Variance	Current Year
TOTALS				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	46,178.83	46,598.46	-419.63	188,233.11
AMP002 - FAMILY	204,140.01	69,637.31	134,502.70	417,659.67
AMP003 - BLUEBELL	16,938.59	15,985.68	952.91	77,082.97
COCC	39,595.44	37,217.93	2,377.51	163,681.62
TOTAL LOW RENT	306,852.87	169,439.38	137,413.49	846,657.37
<u>A.H.P.</u>				
BRENTWOOD	18,024.13	16,858.89	1,165.24	63,237.28
PRAIRIELAND	14,346.22	12,369.36	1,976.86	62,430.40
TOTAL A.H.P.	32,370.35	29,228.25	3,142.10	125,667.68
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	10,596.27	10,737.62	-141.35	44,432.09
TOTAL HCV	10,596.27	10,737.62	-141.35	44,432.09
<u>GRANTS</u>				
CAPITAL FUND GRANT '09	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '10	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '11	0.00	49,195.53	-49,195.53	0.00
CAPITAL FUND GRANT '12	102,064.01	0.00	102,064.01	163,006.64
ROSS SC GRANT '11	5,167.28	4,644.65	522.63	21,514.83
TOTAL GRANTS	107,231.29	53,840.18	53,391.11	184,521.47
TOTAL CLAIMS FOR MONTH	457,050.78	263,245.43	193,805.35	1,201,278.61

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
July, 2013

	Current Period	Last Year Same P	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	20,313.92	19,836.27	477.65	91,799.26
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	8,570.00	8,180.00	390.00	34,832.50
Administrative Expenses	809.67	650.80	158.87	4,155.06
Teneant Services	264.70	44.11	220.59	358.15
Utilities	5,907.18	3,518.49	2,388.69	19,295.56
Maintenance Supplies/Contracts	4,635.77	7,124.45	-2,488.68	14,749.18
Mileage	0.00	0.00	0.00	0.00
General Expenses	5,677.59	7,244.34	-1,566.75	22,956.98
Non-Routine Expense	0.00	0.00	0.00	86.42
TOTAL MOON TOWERS CLAIMS	46,178.83	46,598.46	-419.63	188,233.11
AMP002 - FAMILY				
Salaries	39,904.51	47,225.17	-7,320.66	181,176.68
Employee W/H Payments	134.54	0.00	134.54	134.54
Management Fees	9,592.50	9,105.98	486.52	38,706.92
Administrative Expenses	2,454.15	1,255.44	1,198.71	8,964.43
Teneant Services	400.31	645.11	-244.80	1,414.10
Utilities	1,659.42	1,865.97	-206.55	4,681.16
Maintenance Supplies/Contracts	144,987.18	4,546.50	140,440.68	161,819.03
Mileage	0.00	0.00	0.00	24.88
General Expenses	5,007.40	4,993.14	14.26	20,737.93
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	204,140.01	69,637.31	134,502.70	417,659.67
AMP003 - BLUEBELL				
Salaries	8,235.69	8,035.10	200.59	37,258.59
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	2,752.08	2,483.00	269.08	10,946.30
Administrative Expenses	733.29	331.66	401.63	3,159.55
Teneant Services	0.00	0.00	0.00	0.00
Utilities	2,152.55	1,897.34	255.21	6,060.09
Maintenance Supplies/Contracts	857.36	1,375.87	-518.51	4,229.25
Mileage	42.96	0.00	42.96	117.96
General Expenses	2,164.66	1,862.71	301.95	8,622.97
Non-Routine Expenses	0.00	0.00	0.00	6,688.26
TOTAL BLUEBELL CLAIMS	16,938.59	15,985.68	952.91	77,082.97
COCC				
Salaries	24,847.43	30,202.10	-5,354.67	131,726.66
Employee W/H Payments	1,710.00	-1,363.80	3,073.80	-1,835.50
Management Fees	0.00	0.00	0.00	143.51
Administrative Expenses	10,381.77	6,893.67	3,488.10	23,119.86
Teneant Services	0.00	0.00	0.00	0.00
Utilities	364.13	263.25	100.88	998.03
Maintenance Supplies/Contracts	154.18	473.72	-319.54	839.44
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,137.93	748.99	1,388.94	8,689.62
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	39,595.44	37,217.93	2,377.51	163,681.62
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	93,301.55	105,298.64	-11,997.09	441,961.19
Employee W/H Payments	1,844.54	-1,363.80	3,208.34	-1,700.96
Management Fees	20,914.58	19,768.98	1,145.60	84,629.23
Administrative Expenses	14,378.88	9,131.57	5,247.31	39,398.90
Teneant Services	665.01	689.22	-24.21	1,772.25
Utilities	10,083.28	7,545.05	2,538.23	31,034.84
Maintenance Supplies	150,634.49	13,520.54	137,113.95	181,636.90
Mileage	42.96	0.00	42.96	142.84
General Expenses	14,987.58	14,849.18	138.40	61,007.50
Non-Routine Expenses	0.00	0.00	0.00	6,774.68
TOTAL LOW RENT CLAIMS	306,852.87	169,439.38	137,413.49	846,657.37

Date: 8/23/2013
Time: 10:19:29 AM
ll

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
July, 2013

Page: 1
Rpt File: f:\hms\reports\G

	Current Period	Last Year Same Period	Variance
CFG 2009 - \$810,612			
Fees & Costs	0.00	0.00	0.00
Site Improvements	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00
Dwelling Equipment	0.00	0.00	0.00
TOTAL CFG 2009 CLAIMS	0.00	0.00	0.00
CFG 2010 - \$807,886			
Admin. / Operations	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00
Site Improvement	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00
Dwelling Equipment	0.00	0.00	0.00
Non Dwelling Equipment	0.00	0.00	0.00
TOTAL CFG 2010 CLAIMS	0.00	0.00	0.00
CFG 2011 - \$671,671			
Admin. / Operations	0.00	0.00	0.00
Fees & Costs	0.00	5,250.00	-5,250.00
Site Improvement	0.00	4,278.07	-4,278.07
Dwelling Structure	0.00	13,202.46	-13,202.46
Dwelling Equipment	0.00	26,465.00	-26,465.00
Non-Dwelling Equipment	0.00	0.00	0.00
TOTAL CFG 2011 CLAIMS	0.00	49,195.53	-49,195.53
CFG 2012 - \$668,600			
Admin. / Operations	0.00	0.00	0.00
Site Improvement	7,401.91	0.00	7,401.91
Dwelling Structure	85,257.10	0.00	85,257.10
Dwelling Equipment	3,965.00	0.00	3,965.00
Non-Dwelling Equipment	0.00	0.00	0.00
TOTAL CFG 2012 CLAIMS	96,624.01	0.00	96,624.01
TOTAL CFG GRANT(S) CLAIMS	96,624.01	49,195.53	47,428.48
ROSS SC GRANT - \$240,000			
Salaries	4,714.46	4,079.81	634.65
Administrative	263.82	564.84	-301.02
TOTAL ROSS SC CLAIMS	4,978.28	4,644.65	333.63

Knox County Housing Authority
CLAIMS REPORT - AHP / HCV
July, 2013

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	7,626.19	7,448.51	177.68
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,080.00	2,769.00	311.00
Administrative Expenses	713.29	673.08	40.21
Utilities	4,775.24	4,020.90	754.34
Maintenance Supplies/Contracts	1,829.41	1,947.40	-117.99
TOTAL BRENTWOOD CLAIMS	18,024.13	16,858.89	1,165.24

PRAIRIELAND			
Salaries	7,626.00	7,448.32	177.68
Employee W/H Payments	0.00	0.00	0.00
Management Fees	2,816.00	2,418.00	398.00
Administrative Expenses	555.83	486.96	68.87
Utilities	881.20	512.18	369.02
Maintenance Supplies/Contracts	2,467.19	1,503.90	963.29
TOTAL PRAIRIELAND CLAIMS	14,346.22	12,369.36	1,976.86

AHP - BRENTWOOD & PRAIRIELAND			
Salaries	15,252.19	14,896.83	355.36
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,896.00	5,187.00	709.00
Administrative Expenses	1,269.12	1,160.04	109.08
Utilities	5,656.44	4,533.08	1,123.36
Maintenance Supplies	4,296.60	3,451.30	845.30
TOTAL AHP CLAIMS	32,370.35	29,228.25	3,142.10

HOUSING CHOICE VOUCHER - HCV			
Salaries	5,176.69	5,010.02	166.67
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,134.00	4,144.00	-10.00
Administrative Expenses	1,285.58	1,583.60	-298.02
TOTAL HCV CLAIMS	10,596.27	10,737.62	-141.35

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: August 23, 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: August 27, 2013

SUBJECT: Upcoming Solicitations

The Knox County Housing Authority will be soliciting proposals, bids, and quotes for the following work required:

- Banking/Investment Services
- Fee Accounting/Year-End Closing
- Vacant Unit Painting/Cleaning

These solicitations are either currently open, or will be soon. Solicitation, selection, and award will be completed by 09/30/2013.

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: August 26, 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: August 27, 2013

SUBJECT: Scattered Sites Roofing Update

As of 8/01/2013, we had sheathing replacement data on 70 buildings. At that time, \$94,848.00 of the \$105,560.00 Sheathing Allowance had been exhausted. Here is the data from the 8/01/2013 count:

Building Type	Quantity	Total Full Sheets	Average
A	25	277	11.08
B	30	185	6.17
C	10	28	2.80
D	3	2	0.67
Community Center	2	78	39.00

Building Type	Quantity	Avg. Per Building	Unit Price	Projected Cost
A	39	11.08	\$ 166.40	\$ 71,904.77
B	40	6.17	\$ 166.40	\$ 41,067.52
C	17	2.8	\$ 166.40	\$ 7,920.64
D	3	0.67	\$ 166.40	\$ 334.46
Community Center	3	39	\$ 166.40	\$ 19,468.80
			Total	\$ 140,696.19

On 08/16/2013, Alliance Architects presented data on 80 buildings.

- 742 Plywood Sheets @ \$166.40 per sheet = \$123,466.80
- 4956 l.f. Gutter Guard @ \$6.13 per l.f. = \$30,380.28

A breakdown of the numbers for sheathing:

- 08/01/2013: 570 plywood sheets for 70 buildings = 8.14 per building
- 08/16/2016: 742 plywood sheets for 80 buildings = 9.28 per building
- Ten (10) buildings completed between 08/01/2013 and 08/16/2013 resulted in 172 total plywood sheets = 17.20 per building

As noted, we observed a spike in plywood sheet consumption for those 10 buildings, enough to raise the per building consumption by a full sheet for the total project (8.14 as of 08/01 v. 9.28 as of 08/16).

As of 08/16/2013, the allowances were as follows:

- **General Requirement Allowance:** Reduced by \$17,908.80 per sheathing allowance below. $\$30,000.00 - 17,908.80 = \$12,091.20$ remaining
Sheathing Allowance has been exhausted with a remainder of \$17,908.80 ($\$123,468.80 - \$105,560.00 = \$17,908.80$) allocated to the General Requirement Allowance.
- **Gutter Guard Allowance** has a balance of \$3,919.72 ($\$34,300 - 30,380.28 = \$3,919.72$).

Based on data provided by CAD, and projections discussed with Alliance Architects, additional funds may be required for gutter guard replacement. In the initial independent cost estimate completed by Alliance Architects, it was the recommendation of Mark Leblang that we seek full gutter guard replacement. In an effort to cut costs on the project, it was decided at the February 15, 2013 Special Meeting of the Board that not all of the existing gutters and soffits warranted replacement. At the direction of the Board, the scope of work was written with an allowance of 5,600 linear feet for gutter guard replacement on an as needed basis, which represented an estimate on the part of Alliance Architects. As noted above, as of 8/16/2013 4,956 linear feet had been replaced. As of 08/26/2013, rough estimates from CAD indicate the gutter guard allowance has been exceeded by approximately 1,000 linear feet. With this in mind, here are the approximate balances of each reserve allowance:

- **General Requirement Allowance:** Reduced by \$24,038.80 per sheathing allowance below. $\$30,000.00 - 17,908.80$ (sheathing) - $\$6,130.00$ (gutter guard) = **\$5,962.00** remaining
- **Sheathing Allowance** has been exhausted with a remainder of \$17,908.80 ($\$123,468.80 - \$105,560.00 = \$17,908.80$) allocated to the General Requirement Allowance.
- **Gutter Guard Allowance** has been exhausted with a remainder of approximately \$6,130.00 allocated to the General Requirement Allowance.

Based on current projections, approximately 3,500 linear of additional gutter guard may be necessary at the trending rate. This would translate to approximately \$21,500.00 in additional funds, of which \$5,962.00 could be covered by the remaining General Requirements Allowance (pending replacement of any damaged sheathing).

Based on discussions with Alliance Architects and these projections trends, we have notified CAD Construction to stop replacement of the plywood roof sheathing at areas where existing shingles are adhered to the existing underlayment. Only sheathing which is otherwise damaged, such as water damage, shall be replaced. Additionally, CAD has been advised to cease replacement of any gutter guard until direction may be obtained from the Board.

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: August 23, 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: August 27, 2013

SUBJECT: Pay Request #3 Quality Painters

Executive Summary

Quality Painters, Inc. has submitted Pay Request #3 in the amount of \$7,089.50 for apartment painting work at Moon Towers and Bluebell Tower. Work on this project was completed in July. 38 Units were painted between the two properties to the satisfaction of the Knox County Housing Authority. This represents the final pay request from Quality Painters, Inc.

Fiscal Impact

This application for payment will be fully paid from the Capital Fund, as approved at the March, 28 2013 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 #3 from Quality Painters, Inc. in the amount of \$7,089.50.

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702/CMa (Instructions on reverse side)

CONSTRUCTION MANAGER-ADVISED EDITION

PAGE ONE OF 1 PAGES

TO OWNER: **Knox County Housing Authority**
216 WEST SIMMONS STREET
GALESBURG, ILLINOIS 61401

PROJECT: **MOON TANKS & BLUE BELL TOWER**

APPLICATION NO: **3**
PERIOD TO: **7-31-13**
PROJECT NOS:

FROM CONTRACTOR: **QUALITY PAINTERS, INC.**
625 - 29th STREET
BETTENDORF, IA 52722

CONTRACT DATE: **4-9-13**
MANAGER
ARCHITECT
CONTRACTOR

VIA CONSTRUCTION MANAGER:
VIA ARCHITECT:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM \$ **79,200.00**
2. Net Change By Change Orders \$ **<18,305.00>**
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ **70,895.00**
4. TOTAL COMPLETED & STORED TO DATE (Column G on G702) \$ **70,895.00**

RETAINAGE:

- a. _____ % of Completed Work (Columns D + E on G703) \$ _____
- b. _____ % of Stored Material (Column F on G703) \$ _____

Total Retainage (Line 5a + 5b or Total in Column I of G703) \$ **70,895.00**

6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) \$ **0.00**

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ **63,805.50**

8. CURRENT PAYMENT DUE \$ **7,089.50**

9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 5 less Line 6) \$ **0.00**

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$1250.00	<\$8,555.00>
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		<\$8,305.00>

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 herein is now due.

CONTRACTOR
By: *Christopher D. Joling* Date: **8-5-13**
State of: _____
County of: _____
Subscribed and sworn to before me this _____ day of _____

Notary Public:
My Commission expires: _____

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations 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 \$ _____
(Attach explanation if amount certified differs from the amount applied for. Initial figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

CONSTRUCTION MANAGER:

By: _____ Date: _____
ARCHITECT:

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.

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: August 23, 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: August 27, 2013

SUBJECT: Miller Valentine Update

At the July 23, 2013 Regular Meeting of the Board of Commissioners, it was decided the Knox County Housing Authority would commit up to 24 project based vouchers to the proposed Galesburg Homes Development. Pete Schwiegeraht of Miller Valentine presented the proposal, and requested a letter of commitment from the KCHA to submit with the tax credit application to the State of Illinois.

Per direction from the Board of Commissioners, I have prepared and sent the attached letter to Pete Schwiegeraht with Miller Valentine. When information concerning this agreement becomes available, it will be shared with the Board.



216 W. Simmons St., Galesburg, IL 61401
Telephone 309-342-8129, Ext. 223 Fax 309-342-7206
Email: dantaine@knoxhousing.org

Lomac Payton, Chairman
Roger Peterson, Commissioner
Dale Parsons, Commissioner
Thomas Dunker, Commissioner
Wayne Allen, Commissioner
Paul Stewart, Commissioner
Ben Burgland, Commissioner
Derek Antoine, Exec. Director, Secretary
Jack P. Ball, Attorney

Friday, August 23, 2013
4:51:46 PM

Illinois Housing Development Authority
401 N. Michigan Avenue, Suite 700
Chicago, IL 60611

RE: Commitment of Project Based Rental Assistance
Galesburg Homes – Galesburg, IL

To Whom It May Concern:

The purpose of this letter is to commit up to 24 Project-Based Section 8 Vouchers to the Galesburg Homes Development. It is our understanding that the development will be located on scattered sites in eastern Galesburg (see attached site map & list) and will provide up to 40 units of high quality affordable single family homes.

The Knox County Housing Authority (KCHA) administers 220 Housing Choice Vouchers within the county. KCHA plans to convert up to 24 of these Housing Choice Vouchers into Project-Based Vouchers for use within the Galesburg Homes development. The 24 Project-Based units will be all 4-bedroom single family homes, will target those at 60% of AMI and under, and will be eligible for a 10-year HAP contract. Contracted rents will be set at the Fair Market Rent for the county. These vouchers will ensure that tenants pay no more than 30% of their annual adjusted income towards rent.

This commitment is contingent upon HUD approval. Should any questions arise, please feel free to contact my office at (309) 342-8129, extension 223.

Respectfully,

A handwritten signature in blue ink, appearing to read "Derek B. Antoine".

Derek B. Antoine
Executive Director
Knox County Housing Authority


BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

TO: Board of Commissioners
Knox County Housing Authority

DATE: August 23, 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: August 27, 2013

SUBJECT: New KCHA Website – www.knoxcountyhousing.org

www.knoxcountyhousing.org

The new and improved Knox County Housing Authority website launched on August 1, 2013. The address for the new site is www.knoxcountyhousing.org.

There are a few glitches with a few of the attached files, and we are working with the site publisher to resolve. Once the issues have been fixed, advertising on the new website will begin through Facebook, all KCHA correspondence materials (letters, business cards, email), press releases, and word of mouth.

The new site will be updated regularly, and contain program information, vibrant pictures, links to partner agencies, employee access to KCHA email, board bios, and much more.

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: August 23, 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: August 27, 2013

SUBJECT: Capital Fund Allocation

On Thursday, August 8, 2013 the Department of Housing and Urban Development released its FY 2013 Capital Fund levels. The Capital Fund Program provides housing authorities funding annually to all public housing authorities to build, repair, renovate and/or modernize the public housing in their communities. Housing Authorities like our use the funding to do large-scale improvements to the housing inventory such as roof replacement, or to make energy-efficient upgrades to replace old plumbing and electrical systems. The money is crucial to the modernization and rehabilitation of our public housing stock. Without it, needed repairs – such as the roof replacement currently being completed on our Family Sites – would go unaddressed.

The sequester cuts continue to be felt at our level, as we have lost approximately \$80,000.00 in Capital Grant Funding. Only once in the previous six years have we seen larger funding decrease. Since 2007, our Capital Funds have been cut by just under \$300,000.00.

Capital Grant Funding by year:

2007 - \$831,836.00
2008 - \$882,562.00 (+ \$50,726.00)
2009 - \$810,612.00 (- \$71,950.00)
2010 - \$807,886.00 (- \$2,726.00)
2011 - \$671,671.00 (- \$136,215.00)
2012 - \$668,600.00 (- \$3,071.00)
2013 - \$584,976.00 (- \$83,624.00)

Projects funded out of this year's Capital Fund allocation include the roof replacement at the scattered Family sites and the exterior renovation work at Bluebell Tower.

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: August 23, 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: August 27, 2013

SUBJECT: Pay Request #5 CAD Construction

Executive Summary

Cad Construction has submitted Application for Payment #5 for work completed on the Scattered Family Sites Re-Roofing project. The total amount of the pay request is \$225,487.43. Mark Leblang of Alliance Architects has fully reviewed the pay request, and is satisfied the amount submitted represents completed work on the project.

Fiscal Impact

This application for payment will be fully paid from Low Rent Reserves, as approved at the March, 28 2013 Regular Meeting of the Board. The KCHA is has received notification of the funding for the 2013 Capital Grant, which will cover future payments up to approximately \$330,000.00 of the total cost of this project.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #5 from CAD Construction in the amount of \$225,487.43.

APPLICATION AND CERTIFICATE FOR PAYMENT

Page 1 of 2 Pages

TO: KNOX CO HOUSING AUTHORITY PROJECT: SCATTERED SITE RE-ROOFING
225 WEST TOMPKINS KNOX CO. HOUSING AUTHORITY
GALESBURG, IL 61401

APPLICATION NO.: 5 Distribution to:
OWNER
ARCHITECT
CONTRACTOR
PERIOD TO: 8/5/2013

FROM: CAD CONSTRUCTION INC VIA:
(Contractor) 508 E PEARL A-1 Contractor
TREMONT IN ARCHITECT

ALLIANCE ARCHITECTURE
929 LINCOLNWAY EAST SUITE 200
SOUTH BEND, IN 46601

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM
2. Net change by Change Orders
3. CONTRACT SUM TO DATE (Line 1 +/- 2)
4. TOTAL COMPLETED & STORED TO DATE
(Column G on G703)
5. RETAINAGE:
a. 10 % of Completed Work
(Column D + E on G703)
b. 10 % of Stored Material
(Column F on G703)
Total Retainage (Line 5a + 5b or
Total of Column I of G703)

\$922,674.00
\$0.00
\$922,674.00
\$652,399.62

\$65,239.96

\$0.00

\$65,239.96

\$887,159.66

\$351,872.23

\$225,487.43

\$335,514.34

CONTRACTOR:

By: [Signature] Date: 8/5/13

State Of IL
County Of Tazewell
Notary Public:
My Commission expires:
OFFICIAL SEAL
ALEX BRENNEMAN
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 4-12-2017

[Signature]

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site 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 \$225,487.43

CONSTRUCTION MANAGER

By: _____ Date: _____

ARCHITECT:

By: [Signature] Date: 8/7/13

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

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$0.00	\$0.00
Approved this Month	Date Approved		
Number			
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
TOTALS		\$0.00	\$0.00
Net change by Change Orders		\$0.00	\$0.00

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: August 23, 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: August 27, 2013

SUBJECT: Bluebell Tower Exterior Renovations Update

RL Vollentine Construction has completed exterior renovation work at Bluebell Tower, having sealed and repaired areas of the building with damaged brick. Work started on June 17, 2013 and work completed on July 29, 2013. In total, the job was completed within 43 calendar days. All that remains are a few clean-up details from the punch list, which are in progress.

In speaking with Property Manager Jennifer Stegall, we are very satisfied with the work done by Gates Waterproofing, the subcontractor hired by Vollentine to complete the work. Ms. Stegall indicated Gates was responsive, polite, and cautious not to disturb the day-to-day activities around them. Tenants of Bluebell Tower were also complimentary of Gates and the work done.

We have yet to receive the final pay request for this project. The original proposal was in the amount of \$95,550.00, and an additional \$5,000.00 was approved for the purchase and installation of additional brick outside the initial scope of work. At the July 23, 2013 Regular Meeting of the Board of Commissioners, \$33,168.37 was authorized for payment on this project. Thus, assuming the full \$5,000.00 in additional brick had been necessary, the remaining balance owed for this project will be approximately \$72,331.63.

Included with this memo are photographs of the completed work. Board members are encouraged to travel to Bluebell Tower to view the building in person.



BOARD MEMO


216 W. Simmons St.
Galesburg, IL 61401

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TO: Board of Commissioners
Knox County Housing Authority

DATE: August 26, 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: August 27, 2013

SUBJECT: AHP Window Replacement

Executive Summary

Quotes were solicited during the month of July 2013 for window replacement work at Brentwood Manor Apartments. Per the scope of work, a minimum of six (6) window system will be replaced. Quoters were asked to submit quotes considering the removal of existing window system, installation of new window systems, and pricing options for both one (1) stairwell window system replacement and six (6) stairwell window system replacements. Attached to this memo is the bid tabulation for this project.

Fiscal Impact

The money used to complete this project will come from Brentwood's cash operating account, which has a current balance of \$291,910.00.

Recommendation

Upon review of the bid submissions, and in discussions with Property Manager Mary Pendry, it is the recommendation of the Executive Director to award the contract to First Glass at the base bid amount of \$1,680.00 per window, or \$1,515.00 per window at a six window package. Total cost for five windows replaced would be \$8,400.00, and cost for six windows would total \$9,090.00.

AHP Windows

RFP-AHP002

Firm Name		First Glass	Rock Island Glass Co.
Type of roofing system and specification detail		yes	yes
Base Bid--replace 1 stairwell window		\$ 1,680.00	\$ 6,793.00
Alternate Bid--replace 6 stairwell windows		\$1,515.00 each/\$9,090.00 for six	\$ 36,358.00
Price of material and labor		yes	yes
Warranty		yes	yes
Availability to schedule and complete work		yes	yes
Experience--3 current references		yes	yes

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TO: Board of Commissioners
Knox County Housing Authority

DATE: August 26, 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: August 27, 2013

SUBJECT: AHP Roofing Project

Executive Summary

Quotes were solicited during the month of July 2013 for roof replacement work at Prairieland Townhouse Apartments. Per the scope of work, a minimum of five (5) roofs will be replaced, with potential for up to 15 total roofs being considered. Quoters were asked to submit quotes considering the removal of existing roof, installing new roof over existing material, pricing options for both 40-mil and 50-mil Durolast, and the installation of drainage "crickets". Attached to this memo is the bid tabulation for this project.

Fiscal Impact

The money to complete this work is projected to come from Prairieland's replacement reserves, with the possibility of additional funding from Prairieland's residual receipts reserve. The accessible amount of money available from the replacement reserves is \$90,655.00, while the residual receipts reserve balance sits at \$99,962.00. To use residual receipts, we'll first need HUD approval.

Recommendation

Upon review of the bid submissions, and in discussions with Property Manager Mary Pendry, it is the recommendation of the Executive Director to award the contract to Dowers Roofing at the base bid amount of \$61,474.00, with the option to perform additional roofs on an as needed basis.

AHP Roofing Project

RFP-AHP001

Firm Name		Dowers Roofing		Holthaus Companies, Inc.	
Type of roofing system and specification detail		yes		yes	
Base Bid--40 mil Durolast (5 buildings--3 A & 2 B)		\$ 61,474.00		\$ 65,805.00	
Base Bid--50 mil Durolast (5 buildings--3 A & 2 B))		\$ 63,697.00		\$ 67,480.00	
Installation of insulation "crickets" to help drain water		\$3107.00/roof		\$755.00/roof	
Replace treated plywood roof decking		\$3.93/sq. ft.		\$3.80/roof	
Alternate Bid #1--40 mil Durolast		No bid		\$ 56,705.00	
Alternate Bid #1--50 mil Durolast		No bid		\$ 58,415.00	
Alternate Bid #2			Extended		Extended
Building Type A	5	\$ 12,658.00	\$ 63,290.00	\$ 13,300.00	\$ 66,500.00
Building Type B	3	\$ 14,207.00	\$ 42,621.00	\$ 13,815.00	\$ 41,445.00
Building Type C	1	\$ 18,354.00	\$ 18,354.00	\$ 18,650.00	\$ 18,650.00
Building Type D	1	\$ 25,125.00	\$ 25,125.00	\$ 25,045.00	\$ 25,045.00
Total Buildings	10		\$ 149,390.00	\$	\$ 151,640.00
Alternate Bid #3					
Building Type A		No bid		\$ 11,275.00	
Building Type B		No bid		\$ 11,440.00	
Building Type C		No bid		\$ 16,280.00	
Building Type D		No bid		\$ 22,260.00	
Price of material and labor		yes		yes	
Warranty		yes		yes	
Availability to schedule and complete work		yes		yes	
Experience--3 current references		yes		yes	

Note: Holthaus Companies, Inc. has included a voluntary alternate to provide a 15+5 labor and material warranty in place of the 15 NDL warranty for the 5 roofs included in the Base Bid and in Alternate #1. Add \$20,25.00 to the Base Bid and Alternate #1 price for the 50 mil Durolast roofing.

APPLICATION AND CERTIFICATE FOR PAYMENT

TO: KNOX CO HOUSING AUTHORITY PROJECT: SCATTERED SITE RE-ROOFING
225 WEST TOMPKINS KNOX CO. HOUSING AUTHORITY
GALESBURG, IL 61401

FROM: CAD CONSTRUCTION INC VIA:
(Contractor) 508 E PEARL A-1 Contractor
TREMONT IN ARCHITECT

CONTRACT FOR: ALLIANCE ARCHITECTURE
929 LINCOLNWAY EAST SUITE 200
SOUTH BEND, IN 46601

APPLICATION NO.: 5
PERIOD TO: 8/5/2013
ARCHITECT'S
BCC PROJECT NO.:
IDHA PROJECT NO.:

Distribution to:
OWNER
ARCHITECT
CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM
2. Net change by Change Orders
3. CONTRACT SUM TO DATE (Line 1 +/- 2)
4. TOTAL COMPLETED & STORED TO DATE
(Column G on G703)
5. RETAINAGE:
 - a. 10 % of Completed Work
(Column D + E on G703)
 - b. 10 % of Stored Material
(Column F on G703)

Total Retainage (Line 5a + 5b or
Total of Column I of G703)

6. TOTAL EARNED LESS RETAINAGE
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR
PAYMENT (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE

9. BALANCE TO FINISH, PLUS RETAINAGE
(Line 3 less Line 6)

\$922,674.00
\$0.00
\$922,674.00
\$652,399.62

\$65,239.96
\$0.00

\$65,239.96
\$587,159.66

\$361,672.23
\$225,487.43
\$335,514.34

CONTRACTOR: [Signature] Date: 8/5/13



State Of IL
County Of Tazewell
Notary Public:
My Commission expires:

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site 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 \$225,487.43

CONSTRUCTION MANAGER
By: _____ Date: _____

ARCHITECT:
By: [Signature] Date: 8/7/16

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$0.00	\$0.00
Approved this Month			
Number	Date Approved		
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
TOTALS		\$0.00	\$0.00
Net change by Change Orders		\$0.00	\$0.00

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

Page 2 of 2 Pages

APPLICATION NUMBER:
APPLICATION DATE:
PERIOD TO:
ARCHITECT'S PROJECT NO:

[illegible]



STATE OF ILLINOIS

WAIVER OF LIEN TO DATE

Qty #

COUNTY OF TAZWELL

Escrow #

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by KNOX COUNTY HOUSING AUTHORITY to furnish GENERAL CONSTRUCTION / ROOF REPLACEMENT for the premises known as SCATTERED SITE REROOFING of which KNOX COUNTY HOUSING AUTHORITY is the owner.

THE undersigned, for and in consideration of TWO HUNDRED AND TWENTY FIVE THOUSAND FOUR HUNDRED AND EIGHTY SEVEN 43/100 (\$225,487.43) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material, fixtures, apparatus or machinery, furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE 8/5/13 COMPANY NAME CAD CONSTRUCTION INC
ADDRESS 508 E PEARL AVE TREMONT IL 61568

SIGNATURE AND TITLE [Signature] PRESIDENT

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS

COUNTY OF TAZWELL

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) KERRY MARTIN BEING DULY SWORN, DEPOSES AND SAYS THAT HE OR SHE IS (POSITION) PRESIDENT OF (COMPANY NAME) CAD CONSTRUCTION INC WHO IS THE CONTRACTOR FURNISHING GENERAL WORK/ ROOF REPLACEMENT WORK ON THE BUILDING LOCATED AT SCATTERED SITE REROOFING OWNED BY KNOX COUNTY HOUSING AUTHORITY

That the total amount of the contract including extras* is \$922,674.00 on which he or she has received payment of \$361,672.23 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLD EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
CAD CONSTRUCTION INC	LABOR	322002.00	130,968.41	61595.42	129438.17
RP LUMBER	MATERIAL	279,072.00	146,503.08	63508.26	69060.66
STERLING COMMERCIAL ROOFING	LABOR	156600.00	40,638.74	27931.25	88030.01
ECONOMY ROOFING	LABOR	80000.00	20682.00	47484.00	11,834.00
CAD CONSTRUCTION INC	LABOR	85000.00	22880.00	24968.50	37151.50
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE		922,674.00	361,672.23	225,487.43	335,514.34

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE 8/5/13SIGNATURE: [Signature]

SUBSCRIBED AND SWORN TO BEFORE ME THIS

DAY OF

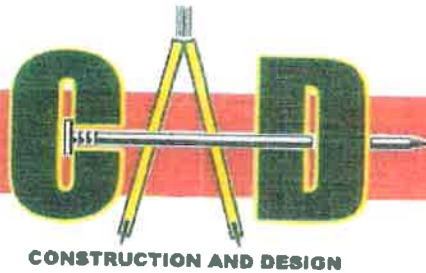
*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

[Signature]
NOTARY PUBLIC

E.1722 R5/96

Provided by Chicago Title Insurance Company

508 E. Pearl A-1
Tremont, IL 61568



(309) 925-2092
Fax (309) 925-2091

To Whom It May Concern,

I hereby certify, to the best of my knowledge and belief, that:

1. The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;
2. Payments to subcontractors and suppliers have been made from previous payments received under the contract , and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with subcontract agreements: and ,
3. This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions for the subcontract.


Kerry Keller Martin, President
CAD Construction Inc.

8/5/2013
Date

R.P. LUMBER

BEST SERVICE™

514 E. Vandalia
Edwardsville, IL 62025

Partial Waiver of Lien To Cover only Certain Payments

State of Illinois

As of

County of Madison

ONLY TO THE EXTENT
OF THE PAYMENT AFORESAID

To all Whom it may concern:

R.P. Lumber Co., Inc., by its authorized agent, having been employed by CAD CONSTRUCTION to furnish lumber and misc. materials (no labor) for the building known as KNOX CTY. HUD - CEDAR CREEK, City of GALESBURG, County of KNOX State of Illinois. R.P. Lumber Co., Inc. by its agent, for and in consideration of the sum of \$43,198.81 and other good and valuable consideration, the receipt of which is hereby acknowledged, does hereby waive and release any and all lien, or claim or right to lien on the above described building and premises under the Statutes of the State of Illinois relating to Mechanic's Liens, on account of materials, furnished by the undersigned to or on account of CAD CONSTRUCTION for said building or premises, but only to the extent of the payment aforesaid.

Dated: July 25, 2013

R.P. Lumber Co., Inc.

