

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
OF THE MOLINE HOUSING AUTHORITY**

August 21, 2009

The regular meeting of the Board of Commissioners of the Moline Housing Authority was held at 8:38 AM in the Spring Brook Administration Building Board Room located at 4141 11th Avenue A, Moline, IL 61265.

Board members present were Chairperson Susan Llewellyn, Rick Ryckeghem, Dan Adams, Kathy York, and Sonia Berg. Staff members present were Interim Executive Director Susan Anderson, Operations Manager/Controller Doug Schott, AMP Manager Mike Sullivan, and Recording Secretary Maria Nino. Board Counsel, John Callas, was in attendance. Also in attendance were Mohamed Sow, Lee Westlund, and Leo Dauwer.

1. **Approval of the Minutes of the Regular Meeting of June 2009:** Minutes of the regular meeting of June 2009 were reviewed. Commissioner York made a correction to the June 2009 minutes stating that it should say “Des Moines Register” and not the “Post.” Motion was made, and seconded, to approve the minutes of the regular meeting of June 2009, with the above correction, as presented at the meeting. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.
2. **Approval of Accounts Payable for 6/2009 and 7/2009:** Accounts payable were reviewed by the Commissioners. Inquires were made by the Commissioners regarding certain bills and charges. Mr. Schott and staff responded to the Commissioners’ inquiries. Motion was made, and seconded, to approve the summary of accounts payable for the months of June and July 2009. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.
3. **Financial Reports and Accounts Receivable for 6/2009 and 7/2009:** The Board reviewed the Financial Report and Accounts Receivable as presented for June and July 2009. A motion was made to approve the Accounts Receivable as presented. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.
 - a. **Approval of Write-Offs for Accounts Receivable (Resolution #599):** Mr. Doug Schott stated that he had included a sheet with the Write-Offs from the past four months. Motion was made, and seconded to approve the Write-Offs for Accounts Receivable as presented – Resolution #599. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.
4. **Executive Directors Report:**
 - a. **Approval of the Obligation of Project Based Vouchers (Resolution #600):** Mrs. Susan Anderson stated that Board approval was needed to assure the continued obligation of project-based vouchers for the Moline Enterprise Live-Work Lofts, LLC. She stated that we would obligate fourteen housing choice vouchers, which would stay with the building, instead of staying with the people, as is the norm. She then stated that if we approve this it commits us to this obligation contingent among HUD approval. Mrs. Anderson said that doing this gives the landlords incentive to fill those units. Motion was made, and seconded to approve the Obligation of Project Based Vouchers – Resolution #600. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.
5. **COP Report:** C.O.P. Officers were unavailable.

6. **Technical Services Report:** Verbal report provided by Mr. Mike Sullivan.
- a. **Approval of Replacement of Spring Valley Front Street Entrance (Resolution #601):** Mr. Sullivan requested the Board to approve a contract with Centennial Contractors for the low bid of \$14,010.00 to replace the concrete entrance to Spring Valley (41st Street and 11th Avenue). He then stated that the sidewalk crossing will also be brought into Section 504 (ADA) Compliance with anti-slip pads. Motion was made, and seconded, to approve the contract with Centennial Contractors (Resolution #601) for the amount of \$14,010.00. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.
 - b. **Approval of Architecture Fees for Hillside Heights Building Restoration (Resolution #602):** Mr. Sullivan requested the Board to approve the architecture fees with Kelly & Associates Architecture for the outside and inside restoration of the Hillside Heights building for the amount of \$5,750.00. Mr. Sullivan stated that the work includes caulking of the building joints, addition of awning over the outside doors, glaze of bricks, and repair of mortar joints. Motion was made, and seconded, to approve the contract with Kelly & Associates Architecture (Resolution #602) for the amount of \$5,750.00. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.
 - c. **Approval of Architecture Fees for Spring Brook Chimney Liners (Resolution #603):** Mr. Sullivan requested the Board to approve architecture fees with Kelly & Associates Architecture for Spring Brook Chimney Liners for the amount of \$7,750.00. Motion was made, and seconded, to approve the contract with Kelly & Associates Architecture (Resolution #603) for the amount of \$7,750.00. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.
 - d. **Approval of Architecture Fees for Spring Brook Laundry Room (Resolution #604):** Mr. Sullivan requested the Board to approve the architecture fees with Kelly & Associates Architecture for a new first floor laundry room addition to the Spring Brook Community Center, which will meet Section 504 (ADA) Compliance, for a fee of \$16,500.00. Motion was made, and seconded, to approve the contract with Kelly & Associates Architecture (Resolution #604) for the amount of \$16,500.00. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.
 - e. **Updates on Hillside Heights Renovations:** Mr. Sullivan stated that the renovation is going good and that the contractors have done an excellent job. He also said that there have been no complaints from the tenants about noise or the job that has been performed. He added that the tenants have been very cooperative.

7. **Section 8 Report:** Written report distributed to Board Members.

There are currently 209 vouchers leased, including 7 port-ins 2 port-outs. Also, currently there are 25 vouchers not being used due to low funds in the Section 8 Department.

8. **Public Housing Report:** Written report distributed to Board Members.

The current available ready apartments include five at Spring Brook, three at Spring Valley, and two at Hillside Heights. There are also two apartment on hold for pest control at Spring Brook, one apartment on hold at Spring Valley for maintenance issues, and six apartments on hold at Hillside due to the Hillside Heights Renovation Project. There were no evictions for the months of June and July.

9. **RAB Report:** Verbal report given by Mr. Lee Westlund:

Mr. Westlund stated that the RAB meetings have been postponed until September. Commissioner York added that the residents appreciate where the mud jacking has been done and that it helped to cut down on the mosquito population due to less water pooling on the sidewalks. Mr. Sullivan also added that he wanted to thank Mrs. Susan Anderson on behalf of the staff for her services at the Housing Authority as well as for her good advice and being a good leader.

10. **Executive Session 5ILCS 120/2 (1):** Motion was made, and seconded, to go into executive session at 9:18 A.M. and a roll call was taken. Voting Yes were Rick Ryckeghem, Dan Adams, Kathy York and Sonia Berg. Motion carried unanimously.

The Board then commenced Executive Session.

Motion was made, and seconded, to close executive session at 2:00 P.M. and a roll call was taken. Voting Yes were Rick Ryckeghem, Dan Adams, Kathy York and Sonia Berg. The Chairman declared the motion carried unanimously.

The Public portion of the Meeting was resumed at 2:00 P.M.

11. **Discussion of Any Other Business Which May Come Before the Board:**

It was agreed by the Board members to offer the position of Executive Director to one of the three candidates that had been interviewed during the executive session.

There being no further business, a motion was made, and seconded, to adjourn the meeting. All voting members present voting "aye", none against; the Chairman declared the meeting adjourned at 2:10 PM

Susan Llewellyn, Chairman