

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held September 15, 2016, at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

Present: (Physically present unless noted otherwise.)  
Sylvia Valadez, Vice Chairman  
Dawn Abernathy, Commissioner  
Judy Martini, Commissioner  
Curtis Robinson, Commissioner

Absent: Rev. H. Lee Jordan, Jr., Chairman  
Patrick Bruno, Commissioner  
Scott Helton, Commissioner

Others Present: David A. Northern, Sr., Executive Director/CEO  
Tiffany A. Gonzalez, Deputy Director  
Valerie Rogers, Administrative Secretary  
Brian Grach, Authority Attorney  
Cindi Herrera, Consultant  
Adam Dolce, Lake County Deputy Sheriff

#### ROLL CALL

Noting that a quorum of Commissioners was present, Vice Chairman Valadez called the meeting to order at 12:44 p.m. Roll call was taken and the following Commissioners were present: Abernathy, Martini, Robinson, Valadez. Absent: Bruno, Helton, Jordan.

Posting of the agenda complied with the requirements of the Open Meetings Act (5 ILCS 120/2.02(a)). The notice of the date and the agenda were posted prior to 12:30 p.m. on Tuesday, September 13, 2016 at; the Central Office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Lake County Housing Authority website, [www.lakecountyha.org](http://www.lakecountyha.org).

#### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

#### PUBLIC COMMENT

Vice Chairman Valadez opened the floor for public comment. One person requested audience.

Joan Hammel explained her son's bus stop was changed due to a registered sex offender in the neighborhood. She later discovered the offender was living in an LCHA property. She wondered how this was allowed. She stated she had already discussed the issue with Mr. Northern who stated the offender was no longer residing there and advised her he would work to prevent a reoccurrence in the future. Ms. Hammel exited the meeting at 12:50 p.m.

#### MINUTES – 8/18/16 REGULAR MEETING

MINUTES – 8/18/16 EXECUTIVE SESSION – Personnel Issues, Pending & Probable Litigation,  
Security Procedures, Real Estate Transactions

After discussion, Ms. Abernathy moved, seconded by Ms. Martini, to approve the Minutes of the

August 18, 2016 Regular Meeting and Executive Session-Personnel Issues, Pending & Probable Litigation, Real Estate Transactions. The Board voted unanimously in favor of the motion. Motion Carries.

## FINANCE REPORT

The Board of Commissioners of Lake County Housing Authority requests that all bills are paid in a manner appropriate to avoid late fees. In addition, to facilitate a smooth, responsible financial operation the Board acknowledges disbursements may be made prior to the regular scheduled monthly Board meeting.

Commissioner Valadez conducted a review of the bills and provided a recommendation to the Board. She noted from her review of the bills, they were well organized and supported. The financial report was provided by Director of Finance Khadija Darr. (See Exhibits 01, 02)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to approve the List of Bills as presented. The Board voted as follows: Ayes: Abernathy, Martini, Robinson, Valadez. Absent and Not Voting: Bruno, Helton, Jordan. Motion Carries.

## REPORTS

Without formal action the consensus of the Board was to proceed with the following as reported.

Mr. Northern submitted the following reports:

### Public Housing Program

By Deputy Director, Tiffany A. Gonzalez. (See Exhibit 03)

### FUP, FSS, Housing Counseling, Resident Services

By Director of Housing Choice Voucher Intake, Yolanda Lynn. (See Exhibit 04)

### Housing Choice Voucher Program

By Director of Voucher Management, Corinne Jordan. (See Exhibit 05)

### LCHA Rentals, Maintenance, Procurement, Capital Improvements

By Director of Capital Improvements, Keon Jackson. (See Exhibit 06)

### Paybacks & Complaints

By Income/Security Investigator, Renee Prior. (See Exhibit 07)

### FOIA, OMA, Staff Travel

By Executive Secretary, FOIA & OMA Officer, Valerie Rogers. (See Exhibit 08)

### Other Matters

1. Mr. Northern thanked Commissioner Helton for supplying his Certificate of Completion from the Office of the Attorney General for the Open Meetings Act training. (See Exhibit 09)
2. Mr. Northern stated our senior building; Beach Haven Towers in Round Lake Beach has registered to be a voting site for the November election.

3. Mr. Northern explained HUD's Quality Assurance Division conducted a remote Rent Reasonableness review. They requested rent reasonableness forms, HAP contracts, leases, 50058's, utility allowance schedule, and Request for Tenancy Approvals for 32 files. They also requested copies of our policies and procedures on how LCHA conducts the test of rent reasonableness.

There were no issues found with our procedures and we were given a satisfactory rating. The auditor gave a recommendation that we use three rent comparables versus the two that we use, although it is not mandatory. He also recommended that our software include the zip code in the address field. HAB has been contacted to do that. (See Exhibit 10)

4. Mr. Northern reminded the Board that on 8/30/16 the Board was notified by way of an e-vite invitation, of The 2016 Law Enforcement Summit. It will be held at the central office in Grayslake on 9/26/16 from 10:00 a.m. until 12:00 noon. It is another effort to promote cooperation and understanding of the programs and people we support. We hope you will be able to attend. (See Exhibit 11)
5. Mr. Northern said he has been invited by Lake County Community Development Administrator Jodi Gingiss to speak at a kick off meeting for the Homeless Task Force in Waukegan to be held in the City Council Chambers on September 19<sup>th</sup>. The focus will be on the need for more housing and services for the 40-50 long-term homeless individuals cycling through emergency services.
6. Mr. Northern reported Jodi Gingiss also invited him to participate in a regional fair housing strategy with Robin Snyderman from BRICK Partners, LLC. LCHA was happy to be able to host this initiative on September 20<sup>th</sup> at 11:00 a.m. in our central office.

To provide a brief summary: In an effort to advance private sector needs for a stable workforce, public-sector goals around fair housing, and shared priorities for economic prosperity, numerous Lake County and regional stakeholders have identified the need to explore a new strategy for coordination among public sector leaders, employers, and housing professionals. Together, such a network could (a) agree upon Criteria for priority housing, (b) define potential ways to support proposals that meet those Criteria, and (c) broaden participation through strategic outreach, and (d) identify appropriate resources and tools to assist priority development proposals that meet the Criteria and advance local goals.

7. Mr. Northern explained he attended the "South Sheridan Revitalization Plan" Open House on 8/25/16 at the Shiloh Baptist Church in Waukegan. (See Exhibit 12)
8. Mr. Northern encouraged the Board to bring their family and join us for the Lake County Housing Authority Night at Chicago Bulls. It is scheduled for Saturday, 10/29/16. Pending a minimum of 25 participants, tickets will be \$33.00. (See Exhibit 13)
9. Mr. Northern reported on the morning of August 25<sup>th</sup> 2016, LCHA was notified the elevator at Hawley Manor, on the 42 side of the building was not leveling. LCHA immediately contacted the service repair company, Koenig at 8:45 a.m. and placed an out-of-order sign on the elevator. A Koenig serviceman was onsite at 1:30 p.m. He worked on the elevator until 3:30 p.m., to no avail. LCHA then gave notice to residents advising them of the outage and to contact the office if assistance was needed.

The Koenig serviceman returned the following day, Friday, August 26, 2016, at 2:30 p.m. attempting additional repairs, to no avail. A Koenig supervisor stayed late to complete the request

for the permit and part. On Monday, August 29, 2016, a Koenig representative mailed the request for permit and ordered the needed part for repair. The Village of Grayslake received the permit application on September 6, 2016. Koenig received the part on September 7, 2016.

The Village notified LCHA around 2:00 p.m. on Friday, September 9, 2016, the permit has been approved. LCHA is currently waiting to hear from Koenig. LCHA worked with the Village of Grayslake office to get the permit approved. After the repair is completed, the Village of Grayslake must inspect the elevator prior to use. It is estimated this will be resolved by Monday, September 12, 2016, no later than Tuesday, September 13, 2016.

10. Mr. Northern reported in response to an inquiry from the last Board meeting, we are not able to place restrictions/preferences on a lottery-style pull for the waiting list. For example, we are not able to lottery-style pull with a preference for veterans as it would be a fair housing violation.
11. Mr. Northern stated he is a Trustee of PHADA and the Chairman of PHADA's Stephen J. Bollinger Memorial Scholarship committee. PHADA implemented the scholarship program to encourage academic excellence and community responsibility among high schools students. Mr. Northern distributed applications. (See Exhibit 19)
12. Mr. Northern stated in an effort to meet the needs of the community and promote community and participant engagement we will develop a plan to transition to evening Board meetings.

## NEW BUSINESS

### Acceptance and Approval of Salary Compensation Study

Mr. Northern explained annually we complete evaluations on all staff which aids in the development of our recommendations to the Board for staff increases.

If the salary compensation study is approved, the salary ranges indicating an increase will take place at the next annual staff evaluation, pending the performance of the specific employee. The only salary increases to become effective sooner are those in violation of the labor laws related to hourly and/or exempt staff. Mr. Northern stated we will consider changing the position status of hourly or exempt if it can be done without affecting productivity.

The Board connected with Mellany D. Sellers of The Nelrod Company by way of a group video call (Skype). Mellany D. Sellers, PHR/SHRM-CP is the Manager of the AccuWage Division of The Nelrod Company. LCHA contracted with The Nelrod Company for a compensation study. Ms. Sellers explained the parameters of the study and the resulting recommendations from their findings. The full report, "Lake County Housing Authority Salary Comparability, September 23, 2016" is on file with the Deputy Director.

Excerpts from the study, marked as follows, were discussed at length:

- Chart 1 Analysis of Nearest Database Comparables (See Exhibit 14),
- Chart 2 Averaged Schedule of Hourly and Annual Pay Rate (See Exhibit 15), and

After discussion, Ms. Martini moved, seconded by Ms. Abernathy to table Item M. Acceptance and Approval of Salary Compensation Study. The Board voted unanimously in favor of the motion. Motion Carries.

Executive Session – Personnel Matters, Pending & Probable Litigation, Real Estate Transactions

At 1:21 p.m. Ms. Martini moved, seconded by Ms. Abernathy, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Abernathy, Martini, Robinson, Valadez. Nays: None. Absent and Not Voting: Bruno, Helton, Jordan. Motion Carries.

The Board returned to open session at 2:15 p.m. and roll call was taken. Present: Abernathy, Martini, Robinson, Valadez. Absent: Bruno, Helton, Jordan.

Discussion Items

Commissioner Abernathy reported on the not-for-profit *Youthage Culinary Specialist* program that has opened in Mundelein. The program is designed to teach and educate children of preschool age through high school about the world of food service and food preparation. It strives to prepare young adults to obtain entry-level positions in the food service/hospitality field. (See Exhibit 16)

Commissioner Martini reported Midwest Veterans Closet is holding their fundraiser on September 24, 2016. She explained raffle tickets are being sold. It will be held at the Gold Pyramid House in Wadsworth. Mr. Northern stated LCHA will have a booth there and will be present. (See Exhibits 17, 18)

OLD BUSINESS

Marion Jones Update

Financial closing on the project is scheduled for the month of October. Plans are still being finalized and will be available for bidding by the end of September.

LCHA announced intent to enter into two (2) 99-Year Ground Leases for 2 separate parcels of land on the Marion Jones site. The legal notice was published in the newspaper, and the public has been notified they may view and/or obtain a copy of the proposed lease from the LCHA office.

Consultant Cindi Herrera reiterated the financing is in place with a realistic closing around October 10<sup>th</sup>. She speculated a ribbon cutting ceremony could be scheduled any time after October 15<sup>th</sup>.

She explained 2 issues remain and we are in the process of resolving both.

- The first is the Disposition Application which allows us to sign the ground leases for the land. LCHA has to go through a disposition process with HUD including a Disposition Application. It was completed and submitted but HUD questioned the Environmental Review portion.

There are two ways to do an environmental clearance with HUD:

- A Responsible Entity conducts the review as per 24 CFR 58. Lake County government had been our Responsible Entity, or
- HUD performs the review under 24 CFR 50.

The Lake County government did the Environmental Review in 2012 when the demolition was done but HUD now maintains the publication required as part of the review was inadequate and needs to be redone. As of 2013, the Lake County government will no longer act as our Responsible Entity for an Environmental Review. HUD has performed our reviews since 2013. A

decision was subsequently reached by all players that HUD will do the environmental clearance which should take about 2 weeks. Consultant Cindi Herrera stated this will be shorter than redoing the publications which the county will not sign off on anyway.

- The city has approved the senior building but has not yet approved the family component. North Chicago is currently requiring the construction of preliminary streets in the project prior to any buildings. LCHA maintains they are unnecessary at that time. We are in negotiations and anticipate a resolution soon.

The chart below provides an update of the overall estimated project schedule.

Financial Closing .....	October 2016
Construction Start .....	October 2016
Construction Complete .....	December 2017
Re-Occupancy Start .....	January 2018
Full Occupancy .....	June 2018
Stabilization .....	December 2018

#### NEW BUSINESS

##### Approval of the Following Marion Jones Redevelopment Documents:

Consultant Cindi Herrera and Attorney Grach explained where the documents are identical except for the insertion of the project name, specifically Brookstone at Cole Park or Regency at Cole Park, the Board is reviewing only one of the documents. The Board acknowledged they understood should they approve the one document; they are approving the identical document with only the project name change.

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION 2016-110**

**APPROVAL OF CLOSING DOCUMENTS FOR THE  
FINANCING OF REGENCY AND BROOKSTONE AT COLE PARK**

**WHEREAS**, in 2012, LCHA determined that the Marion Jones Public Housing Community was no longer viable to provide high quality affordable housing for the residents of Lake County and LCHA subsequently received approval from the U.S. Department of Housing and Urban Development (HUD) to demolish the existing housing and infrastructure and redevelop the site into a new modern mixed income community;

**WHEREAS**, LCHA has worked closely over the past four years with the Residents of Marion Jones, the City of North Chicago and other Community Stakeholders to plan a new community on the Marion Jones site that will serve families and seniors, resulting in two development components: Regency at Cole Park, a 50 unit mid-rise building to serve seniors age 62 and older; and, Brookstone at Cole Park, a 170 unit townhome community that will serve families with children and disabled individuals;

**WHEREAS**, the construction of the new community will be financed using Tax Exempt Bonds to be replaced with a First Mortgage; and, Low Income Housing Tax Credits under a 542(c) Risk Share Program, a joint mixed finance program between the Illinois Housing Development Authority (IHDA) and HUD's Federal Housing Administration Mortgage Insurance Program; and, secondary debt provided by LCHA from bond refinancing proceeds;

**WHEREAS**, the lenders and investor participating in the financing of the new development require a multitude of legal documents that comprise the financial closing of the bond, tax credit and mortgage transaction;

**NOW THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Lake County Housing Authority hereby approves the following documents necessary to close the financing of Regency and Brookstone at Cole Park in substantially the same form presented with such changes as shall be approved by the Executive Director or the Chairman, after consultation with counsel;

1. Ground lease—99 Years—TBG Brookstone, LLC (Tenant);
2. Ground lease—99 Years—TBG Regency, LLC (Tenant);
3. Promissory Note—TBG Brookstone, LLC (Maker), Housing Authority (Payee);
4. Promissory Note—TBG Regency, LLC (Maker), Housing Authority (Payee);
5. Junior Leasehold Mortgage; Assignment of Rents and Leases, Security Agreement, Financing Statement, and Fixture Filing—TBG Brookstone, LLC (Mortgagor), Housing Authority (Mortgagee);
6. Junior Leasehold Mortgage; Assignment of Rents and Leases, Security Agreement, Financing Statement, and Fixture Filing—TBG Regency, LLC (Mortgagor), Housing Authority (Mortgagee);
7. Subordination Agreement Between Illinois Housing Development Authority (Senior Lender) and Housing Authority (Subordinated Lender) Re: TBG Brookstone, LLC loan;
8. Subordination Agreement Between Illinois Housing Development Authority (Senior Lender) and Housing Authority (Subordinated Lender) Re: TBG Regency, LLC loan;
9. Low Income Housing Tax Credit Extended Use Agreement for Regency at Cole Park;
10. Low Income Housing Tax Credit Extended Use Agreement for Brookstone at Cole Park;

11. Storm Water Detention Pond Easement, Access and Temporary Construction Easement and Maintenance Agreement;
12. Agreements to Enter into a Housing Assistance Payments Contract (AHAP's) for 48 units at Regency at Cole Park and 131 units at Brookstone at Cole Park;
13. Regulatory Agreement and Declaration of Restrictive Covenants for Regency at Cole Park;
14. Regulatory Agreement and Declaration of Restrictive Covenants for Brookstone at Cole Park; and
15. Reciprocal Easement Agreement with TBG Brookstone, LLC and TBG Regency, LLC (for mutual uses).

**BE IT FURTHER RESOLVED**, that the proper officers, agents and employees of the Lake County Housing Authority are hereby authorized, empowered and directed to do all such acts and things and to execute and deliver all such documents as contemplated to be done and performed or executed and delivered by the Lake County Housing Authority under this Resolution.

(See Exhibits 20, 21, 22, 23, 24, 25, 26, 27, 28, 29)

After discussion Ms. Martini moved, seconded by Ms. Abernathy to adopt Resolution 2016-110.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

---

Rev. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

Semi-Annual Report on Police Calls to Public Housing Units

Income/Security Investigator, Renee Prior compiles data on a semi-annual basis of the police calls to the areas where there is an LCHA public housing property.

After discussion, Mr. Robinson introduced the following Resolution:

(See next page for Resolution.)



**RESOLUTION NO. 2016-111**

**ACKNOWLEDGEMENT OF RECEIPT OF**

**SEMI-ANNUAL REPORT ON POLICE CALLS TO PUBLIC HOUSING UNITS**

After discussion Mr. Robinson moved, seconded by Ms. Martini to acknowledge receipt of the semi-annual report on police calls to public housing units.

(See Exhibit 30)

After discussion Mr. Robinson moved, seconded by Ms. Martini to adopt Resolution 2016-111.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

---

Rev. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

**Authorization for FY 2016 Collection Losses – Housing Choice Voucher**

Writing off bad debts is a periodic event. All have been terminated, skipped, evicted, etc. and sent to the collection agency. We seek your approval of the listed collection losses. Resolutions attached.

After discussion, Ms. Martini introduced the following Resolution:

**RESOLUTION NO. 2016 – 112**

**AUTHORIZATION FOR FY 2016 COLLECTION LOSSES – HCV PROGRAM**

WHEREAS, the policy of the Housing Authority of the County of Lake, Illinois is to write-off accounts of tenants that have been terminated from the program or the former tenant's location is unknown;

THEREFORE, BE IT RESOLVED that the following tenant accounts are to be transferred to the allowance for doubtful accounts and sent to the Authority's collection company.

<b>PROGRAM</b>	<b>AMT Owed</b>
S8	\$10,261
S8	\$2,584
S8	\$4,116
S8	\$12,618
S8	\$763
S8	\$890
S8	\$11,324
S8	\$5,025
S8	\$1,457
S8	\$14,688
S8	\$8,361
S8	\$8,839
S8	\$4,475
S8	\$5,923
S8	\$9,221
S8	\$9,696
S8	\$4,968
S8	\$5,704
S8	\$11,294
S8	\$850
S8	\$3,499
S8	\$3,276
S8	\$675
S8	\$1,353
S8	\$13,220
S8	\$17,718
S8	\$4,311
S8	\$10,169
S8	\$1,370
S8	\$1,344
	<b>\$189,992</b>

After discussion Ms. Martini moved, seconded by Mr. Robinson to adopt Resolution 2016-112.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

---

Rev. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
 Secretary/Treasurer, Executive Director/CEO

Authorization for FY 2016 Collection Losses – Public Housing

Writing off bad debts is a periodic event. All have been terminated, skipped, evicted, etc. and sent to the collection agency. We seek your approval of the listed collection losses. Resolutions attached.

After discussion, Ms. Martini introduced the following Resolution:

**RESOLUTION NO. 2016 –113**  
**AUTHORIZATION FOR FY 2016**  
**COLLECTION LOSSES – PUBLIC HOUSING**

WHEREAS, the policy of the Housing Authority of the County of Lake, Illinois is to write-off accounts of tenants that have been terminated from the program or the former tenant's location is unknown;

THEREFORE, BE IT RESOLVED that the following tenant accounts are to be transferred to the allowance for doubtful accounts and sent to the Authority's collection company.

<u>Account #</u>	<u>Amount</u>	<u>Amp</u>
#0094-11	5,960.00	1
#0425-5	76.64	2
#0479-7	83.99	2
#0133-11	1,244.90	2
#0499-3	33.92	2
#0181-21	430.99	2
#0425-6	4,876.85	2
#0357-6	9,869.49	2
#0170-16	153.00	2
#0142-16	537.87	2
#0127-6	456.86	2
#0408-5	66.86	2
#0222-8	109.00	3
#0214-8	540.00	3
#0253-7	486.96	3
#0280-6	4,208.46	3
#0367-10	1,695.79	3
#0197-7	367.88	3
#0205-16	2,137.97	3

#0306-9	121.14	4
#0304-9	785.60	4
#0389-6	4,541.45	4
#0541-10	236.03	4
#0551-7	1,893.75	4
#0388-2	3,950.08	4
#0561-5	469.96	4
#0535-4	174.00	4
#0593-7	47.94	4
#0574-5	1,373.85	5
#0547-4	67.08	5
#0545-8	5,200.37	5
#0286-9	2,966.80	5
#0580-4	156.16	5
#0596-5	133.54	5
#0018-1	950.00	Rentals
	<b>56,405.18</b>	

After discussion Ms. Martini moved, seconded by Mr. Robinson to adopt Resolution 2016-113.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

---

Rev. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
 Secretary/Treasurer, Executive Director/CEO

Approval of FY 2016 Agency Operating Budget Revision

Mr. Northern explained the Revised FY 2016 is an update of the original FY 2016 budget using 10 months of actual performance and 2 months of forecasted performance. The budgeting process is conducted using a “bottom-up” approach, whereas subsidiary budgets are aggregated to form an entity budget and entity budgets are aggregated to create the organizational budget.

After discussion, Ms. Martini introduced the following Resolution:

**RESOLUTION NO. 2016-108**

**APPROVAL OF FY 2016 AGENCY OPERATING BUDGET REVISION**

After discussion Ms. Martini moved, seconded by Ms. Abernathy to approve the FY 2016 Agency Operating Budget Revision as presented.

(See Exhibit 31)

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

---

Rev. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

Approval of FY 2017 Agency Operating Budget

The FY 2017 budget is the organization’s forecast of performance for fiscal year<sup>1</sup> 2017 given current operating models and upcoming changes to those operating models known at this time. The budgeting process is conducted using a “bottom-up” approach, whereas subsidiary budgets are aggregated to form an entity budget and entity budgets are aggregated to create the organizational budget. The aggregation has migrated to a format that more clearly demonstrates the “Business Activities” of the organization.

Tiffany A. Gonzalez provided a PowerPoint presentation on behalf of absent Director of Finance Khadija Darr. (See Exhibit 32)

After discussion, Ms. Martini introduced the following Resolution:

---

<sup>1</sup> LCHA Fiscal Year is 10/1/16 to 9/30/17

**RESOLUTION NO. 2016-109**

**APPROVAL OF FY 2017 AGENCY OPERATING BUDGET**

After discussion Ms. Martini moved, seconded by Ms. Abernathy to approve the FY 2017 Agency Operating Budget as presented.

(See Exhibit 33)

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

---

Rev. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

**Authorization to Dispose of Equipment**

Mr. Northern explained periodically LCHA assembles outdated technology, surplus items and unused equipment to be disposed of through and auction service. We have contacted Obenauf Auction Service about their upcoming Lake County municipal auction on October 22, 2016; they would handle most of the details and would forward a check to LCHA after the auction wraps up, deducting a 5% commission. We only would need to bring the equipment to the Lake County Fairgrounds on the 21<sup>st</sup> of October.

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-114**

**AUTHORIZATION TO DISPOSE OF EQUIPMENT**

After discussion Ms. Martini moved, seconded by Ms. Abernathy to authorize the disposal of the equipment as follows:

**2016- Disposition list of equipment going to the Lake County Municipal Auction.**

It was determined that the vehicles and equipment listed below is either has no further use for LCHA or is in such condition that it does not warrant repair. These items are sitting at the main office. We have contacted Obenauf Auction Service about their upcoming Lake County municipal auction on October 22, 2016; they would handle most of the details and would forward a check to LCHA after the auction wraps up, deducting a 5% commission. We only would need to bring the equipment to the Lake County Fairgrounds on the 21 of October.

<http://www.obenaufauctions.com/INFO.htm>

2016 Ford Transit Van- with body damage  
2005 Ford F-350 w/plow- Transmission and body damage  
Asst old cell phones  
Asst tools from CO Storage- TBD  
Asst non-usable toner cartridges  
Asst Damaged Computer Equipment  
Asst Security Equipment  
Tripp Lite Battery Backup System  
Microtek ScanMaker 5950  
Eyecom 1000 Microfiche Reader  
Asst Surplus Office Supplies

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

---

Rev. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

Service and Space Agreement – FSS Program at Millview Manor

Assigning accurate cost centers is critical to responsible financial reporting. These lease agreements assign the cost of office space to the program utilizing the space and in effect “pays” the cost center in whose territory the office exists. The Inter-Department Leases will be available for the meeting.

After discussion, Ms. Martini introduced the following Resolution:

**RESOLUTION NO. 2016-115**

**SERVICE AND SPACE AGREEMENT – FSS PROGRAM AT MILLVIEW MANOR**

After discussion Ms. Martini moved, seconded by Ms. Abernathy to approve the Service and Space Agreement for the Family Self Sufficiency (FSS) Program at Millview Manor as presented.

(See Exhibit 34)

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

---

Rev. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

Service and Space Agreement – HCV Program at Shiloh Towers

Assigning accurate cost centers is critical to responsible financial reporting. These lease agreements assign the cost of office space to the program utilizing the space and in effect “pays” the cost center in whose territory the office exists. The Inter-Department Leases will be available for the meeting.

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)



**RESOLUTION NO. 2016-116**

**SERVICE AND SPACE AGREEMENT – HCV PROGRAM AT SHILOH TOWERS**

After discussion Ms. Martini moved, seconded by Ms. Abernathy to approve the Service and Space Agreement for the Housing Choice Voucher (HCV) Program at Shiloh Towers as presented.

(See Exhibit 35)

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

---

Rev. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

**Bids**

**Operating Fund – Rescind**

1. Resolution 2016-103  
Bathroom Replacement – 3322 Hyacinth, Island Lake – AMP 5  
Awarded on 8/18/16 to Bee Liner Lean Services  
Rescinded at the request of the contractor.

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION 2016-117**

**RESCINDING BID AWARD**

**(OPERATION FUND)**

**FORMAL BID AWARD FOR PURCHASE OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**BATHROOM REPLACEMENT – 3322 HYACINTH, ISLAND LAKE – AMP 5**

**BY RESOLUTION 2016-103 AWARDED 8/18/16**

WHEREAS, at the Authority's Regular Board Meeting on August 18, 2016 a bid for Bathroom Replacement at 3322 Hyacinth, Island Lake was awarded by Resolution 2016-103 to Bee Liner Lean Services for a property in AMP 5 in the amount of \$3,800.00; and

WHEREAS, to date no contract has been executed and no work has begun; and

WHEREAS, Bee Liner Lean Services has been sent a letter of withdrawal from consideration after award; and

WHEREAS, a letter of official notice of breach of project award will be mailed to Bee Liner Lean Service;

NOW, THEREFORE, BE IT RESOLVED, that the bid award made at the August 18, 2016 Regular Board Meeting by Resolution 2016-103 be and is hereby rescinded.

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-117.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

---

Rev. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

LCHA Rentals

1. Unit Turnaround - 130 Beachview, Round Lake Beach

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-118**

**(LCHA RENTALS)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**UNIT TURNAROUND – 130 BEACHVIEW, ROUND LAKE BEACH**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
J & J Property Investments	Unit Turnaround	130 Beachview, Round Lake Beach	Not To Exceed \$12,600.00

(See Exhibit 36)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-118.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

2. Unit Turnaround - 3008 Gideon, Zion

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-119**

**(LCHA RENTALS)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**UNIT TURNAROUND – 3008 GIDEON, ZION**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Bee Liner Lean	Unit Turnaround	3008 Gideon, Zion	Not To Exceed \$19,450.00

(See Exhibit 37)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-119.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

Operating Fund

1. Camera Purchase - Nikon D7200 Digital SLR Camera Kit – Agency Wide

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-120**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**CAMERA PURCHASE – PUBLIC RELATIONS – AGENCY WIDE**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
33 Street Camera	Nikon D7200 Digital SLR Kit with Flash & Adj Lens	Public Relations/ AgencyWide	\$1,319.99

(See Exhibit 38)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-120.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO



2. Employee Benefit Services – Agency Wide

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-121**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**EMPLOYEE HEALTH INSURANCE BENEFITS BROKER – AGENCY WIDE**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
HUB International	Employee Health Insurance Benefits Broker	Agency Wide	Scoring/90 Points 83.3

(See Exhibit 39)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-121.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

3. Video Production Services – Agency Wide

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-122**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**VIDEO PRODUCTION SERVICES**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Superstar Productions	Video Production Services	Agency Wide	Not To Exceed \$3,800.00

(See Exhibit 40)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-122.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

4. Website Redesign – Agency Wide – Sole Source Bid

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-123**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**WEBSITE REDESIGN – AGENCY WIDE**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Wandzilak Web Design	Website Redesign	Agency Wide	\$3,500.00

(See Exhibit 41)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-123.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

Minutes of the Regular Board Meeting

September 15, 2016

Page 31 of 57

5. Exterior Building Entry Signs..... Hawley, Shiloh & Warren – AMP 2  
Beach Haven, Kuester, Millview & Orchard – AMP 3 and AMP 4

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-124**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**EXTERIOR BUILDING ENTRY SIGNS – AMPS 2, 3 & 4**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Fast Signs Gurnee	Exterior Building Entry Signs	AMPs 2, 3 and 4	\$46,902.86

(See Exhibit 42)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-124.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO



6. Unit Turnaround – 22 Hawley, Unit 305, Grayslake - AMP 2

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-125**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**UNIT TURNAROUND – 22 HAWLEY, UNIT 305, GRAYSLAKE – AMP 2**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Dean Investments	Unit Turnaround	22 Hawley, Unit 305, Grayslake/AMP 2	Not To Exceed \$24,750.00

(See Exhibit 43)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-125.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

7. Unit Turnaround - 26275 Violet, Mundelein - AMP 4

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-126**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**UNIT TURNAROUND – 26275 VIOLET, MUNDELEIN – AMP 4**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
J & J Property Investments	Unit Turnaround	26275 Violet, Mundelein/AMP 4	Not To Exceed \$20,190.00

(See Exhibit 44)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-126.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

8. Unit Turnaround - 26279 Violet, Mundelein - AMP 4

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-127**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**UNIT TURNAROUND – 26279 VIOLET, MUNDELEIN – AMP 4**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
J & J Property Investments	Unit Turnaround	26279 Violet, Mundelein/AMP 4	Not To Exceed \$13,920.00

(See Exhibit 45)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-127.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

9. Unit Turnaround - 33092 Park, Grayslake - AMP 4

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-128**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**UNIT TURNAROUND – 33092 PARK, GRAYSLAKE – AMP 4**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Dean Investments	Unit Turnaround	33092 Park, Grayslake/AMP 4	Not To Exceed \$15,200.00

(See Exhibit 46)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-128.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO



10. Sewer Line Repairs & Replacement - 525 Larkdale, Wauconda - AMP 5

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-129**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**SEWER LINE REPAIR & REPLACE – 525 LARKDALE, WAUCONDA – AMP 5**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Ben Franklin	Sewer Line Repair & Replace	525 Larkdale, Wauconda/AMP 5	\$6,300.00

(See Exhibit 47)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-129.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

11. Unit Turnaround - 282 Lakewood, Antioch - AMP 5

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-130**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**UNIT TURNAROUND – 282 LAKEWOOD, ANTIOCH – AMP 5**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
J & J Property Investments	Unit Turnaround	282 Lakewood, Antioch/AMP 5	Not To Exceed \$21,620.00

(See Exhibit 48)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-130.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

12. Unit Turnaround - 639 Prospect, Barrington - AMP 5

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-131**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**UNIT TURNAROUND – 639 PROSPECT, BARRINGTON – AMP 5**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Dean Investments	Unit Turnaround	639 Prospect, Barrington/AMP 5	Not To Exceed \$11,160.00

(See Exhibit 49)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-131.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

13. Unit Turnaround - 24087 Beach Grove Rd., Antioch - AMP 5

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-132**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**UNIT TURNAROUND – 24087 BEACH GROVE ROAD, ANTIOCH – AMP 5**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
J & J Property Investments	Unit Turnaround	24087 Beach Grove Rd., Antioch/AMP 5	Not To Exceed \$18,980.00

(See Exhibit 50)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-132.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO



14. Unit Turnaround - 25562 Wacker, Lake Villa - AMP 5

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-133**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**UNIT TURNAROUND – 25562 WACKER, LAKE VILLA – AMP 5**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
J & J Property Investments	Unit Turnaround	25562 Wacker, Lake Villa/AMP 5	Not To Exceed \$19,310.00

(See Exhibit 51)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-133.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

15. Interior Unit Repairs - 28223 Garland, Wauconda - AMP 5

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-134**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**UNIT TURNAROUND – 28223 GARLAND, WAUCONDA – AMP 5**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Servpro	Interior Unit Repairs	28223 Garland, Wauconda/AMP 5	Not To Exceed \$10,990.17

(See Exhibit 52

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-134.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

16. Unit Turnaround - 25274 Lincoln, Lake Villa - AMP 5

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-135**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**UNIT TURNAROUND – 25274 LINCOLN, LAKE VILLA – AMP 5**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
J & J Property Investments	Unit Turnaround	25274 Lincoln, Lake Villa/AMP 5	Not To Exceed \$11,020.00

(See Exhibit 53)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-135.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

17. Bathroom Replacement – 3322 Hyacinth, Island Lake – AMP 5

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-136**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**BATHROOM REPLACEMENT – 3322 HYACINTH, ISLAND LAKE – AMP 5**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
J & J Property Investments	Bathroom Replacement	3322 Hyacinth, Island Lake/AMP 5	Not To Exceed \$6,330.00

(See Exhibit 54)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-136.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Robinson, Valadez

Nays: .....None

Absent: .....Bruno, Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 15, 2016.

\_\_\_\_\_  
Rev. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO



ADJOURNMENT

There being no further business to come before the Board, Ms. Abernathy moved, seconded by Ms. Martini to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 3:14 p.m.

---

Rev. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
Secretary/Treasurer  
Executive Director/Chief Executive Officer