

Vermilion Housing Authority



Board of Commissioners

October 24, 2024

Board Packet



TO: All Interested Parties

FROM: Jaclyn Vinson, Executive Director

DATE: October 21, 2024

SUBJECT: Board of Commissioners Monthly Meeting

The regular meeting of the Board of Commissioners of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority is scheduled for Thursday, October 24, 2024, at 5:00 p.m. at Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois.

TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director

DATE: October 21, 2024

SUBJECT: Board of Commissioners Monthly Meeting

The next regular monthly meeting of the Board of Commissioners of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority is scheduled for Thursday, October 24, 2024, at 5:00 p.m. at Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois.

Copies of information and business items are enclosed. Please contact me at (217) 444-3101 if you have any questions.

**BOARD OF COMMISSIONERS
REGULAR MEETING
FAIR OAKS ADMINISTRATION BUILDING BOARD ROOM
THURSDAY, OCTOBER 24, 2024
AGENDA**

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda [voice vote]
4. Public and Resident Comments:
Comments will be accepted on items listed on the agenda for action at the Board of Commissioners meeting with a 3 minute limit or with an authorized form signed and turned in prior to the meeting-ED
5. Approval of September 19, 2024 - VHA Board Minutes
6. Police Reports (Pages 25-26)
7. Department Reports:
 - (a) Public Housing (Pages 27-29)
 - (b) HCV (Pages 30-31)
 - (c) Finance (Pages 32-47)
 - (d) Personnel (Page 48)
8. New Business [all the below items – roll call vote]
 - * (a) Disposition of Heavy Duty Trailer – 1976 Schuster (Pages 49-51)
 - * (b) Memorandum Of Understanding with Danville Police Department (Pages 52-56)
 - * (c) Bylaws (Pages 57-65)
 - * (d) 2025 Meeting and Holiday Schedule (Pages 66-68)
 - * (e) 2025 Section 8/Housing Choice Voucher Administrative Policy (Pages 69-74)
 - * (f) 2025 Public Housing Admissions and Continued Occupancy Plan (Pages

75-79)

- * (g) Architecture and Engineering Agreement for Parkview Court Demolition (Pages 80-87)
- * (h) Executive Director's Contract (Pages 88-93)
- * (i) Staff Compensation Adjustment (Pages 94-96)
- * (j) Churchill Towers Fence Replacement (Pages 97-99)

9. Other Business

(a) Project Updates

10. Closed Session for Personnel Matters

Pursuant to the IL Open Meetings Act:

5 ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority

11. Chairman/Commissioner Comments

12. Adjournment

***NEED BOARD APPROVAL AND/OR RESOLUTION**

-The next regularly scheduled meeting of the Board of Commissioners is November 21, 2024, at the Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, IL. We will begin at 4:30 p.m.

MINUTES OF
SEPTEMBER 19, 2024
REGULAR BOARD MEETING

The Board of Commissioners of the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority met in regular session on September 19, 2024 at 5:03 p.m. at Centennial Manor Community Room, 426 East Honeywell, Hoopeston, Illinois. Upon roll call requested by Chairman O'Shaughnessy, those present and absent were:

PRESENT: Vic McFadden, Chairman - Pat O'Shaughnessy, Tim Tutton, Courtney Watson, and Deanna Witzel
ABSENT: Vice Chairperson - Carla Boyd
ALSO PRESENT: Executive Director, Jaclyn Vinson; Deputy Director, Amber McCoy; Housing Operations Director, Brittany Savalick;

Chairman O'Shaughnessy called for any additions or deletions to item number 3 on the agenda. None were presented. Chairman O'Shaughnessy then called for a motion to approve the agenda as presented. Commissioner McFadden moved that the agenda be approved as presented. Commissioner Witzel seconded the motion. Upon unanimous ayes, approval was granted.

Chairman O'Shaughnessy opened the floor to public and resident comments, item number 4 on the agenda. None were presented.

Chairman O'Shaughnessy asked for any additions or deletions to the minutes from the July 18, 2024 Regular Board Meeting item number 5 on the agenda. None were presented. Chairman O'Shaughnessy stated that if there were no additions or corrections, he needs a motion to approve the minutes. Commissioner Witzel made a motion that the minutes from the July 18, 2024 Regular Board Meeting Minutes be approved. Commissioner McFadden seconded the motion. Upon unanimous ayes, approval was granted.

Chairman O'Shaughnessy asked for item number 6 on the agenda – Police Reports. Mrs. Vinson stated she does have copies of the police reports. A question and answer session followed.

Chairman O'Shaughnessy asked for item number 7 on the agenda – Director's reports.

- (a) **Public Housing** – Brittany Savalick went over the August report. She stated they were at 100% occupancy at all AMPs. She also went over the Ross Grant Report. A question and answer session followed.
- (b) **HCV/Section 8** – Brittany Savalick went over the August report. 4 new admissions and 2 terminations. Voucher count for August was 534. A question and answer session followed.
- (c) **Finance** – Amber McCoy went over the Finance, TAR's and Expenditures report for Finance. A question and answer session followed.
- (d) **Personnel** – Amber McCoy went over the July and August report. A question and answer session followed.

Chairman O'Shaughnessy asked if there were any other questions regarding the reports. None were presented.

Chairman O'Shaughnessy asked for item number 8 on the agenda – Purchase one 2023 Ford F350, Fair Oaks – 1002-1020 Campbell Building Roof Replacement, Fair Oaks – 1001-1019 Belton Building Roof Replacement, Fair Oaks – 1021-1035 Belton Building Roof Replacement, Kennedy Court – Maintenance Shop roof Replacement, A/C Preventative Maintenance Work – County Building's and Administration Building, Parkview Court – Temporary Fence Rental, Parkview Court – Intergovernmental Agreement with the City of Hoopeston for Utility Disconnections, and Fair Oaks – Fairchild Parking Lot Improvement Project.

- (a) **Purchase one 2023 Ford F350** – Mrs. Vinson stated that she would let Mrs. McCoy go over the proposal but this is to replace our snow plow. Mrs. McCoy went over the proposal. Chairman O'Shaughnessy asked if there were any questions. None were presented. Commissioner Tutton made a motion for the approval of purchasing one 2023 Ford F350. Commissioner Witzel seconded it.

RESOLUTION NO. 2024-29

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the “Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the purchase of a one (1) 2023 Ford F350 from Morrow Brothers Ford, Inc., at a cost not to exceed \$65,779.00; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.

Section 2. Approval of the purchase of one (1) 2023 Ford F350 from Morrow Brothers Ford, Inc., at a cost not to exceed \$65,779.00.

Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.

Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O’Shaughnessy called for a roll call vote to approve the purchase of one 2023 Ford F350 which produced the following:

AYES: V. McFadden, P. O’Shaughnessy, T. Tutton, C. Watson, and D. Witzel
NAYES: None
ABSENT: C. Boyd

Chairman O’Shaughnessy there upon declared said motion carried.

(b) Fair Oaks – 1002-1020 Campbell Building Roof Replacement – Mrs. McCoy went over the proposal. Chairman O’Shaughnessy asked if there were any questions. None were presented. Commissioner Witzel made a motion for the approval of Fair Oaks – 1002-1020 Campbell Building Roof Replacement. Commissioner McFadden seconded it.

RESOLUTION NO. 2024-30

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the

“Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the contract with Freeman Exteriors for Fair Oaks Roof Replacement at 1002-1020 Campbell Lane, Danville, not to exceed \$28,624.97; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the contract with Freeman Exteriors for Fair Oaks Roof Replacement at 1002-1020 Campbell Lane, Danville, not to exceed \$28,624.97.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O’Shaughnessy called for a roll call vote to approved the Fair Oaks – 1002-1020 Campbell Building Roof Replacement which produced the following:

AYES: V. McFadden, P. O’Shaughnessy, T. Tutton, C. Watson, and D. Witzel
NAYES: None
ABSENT: C. Boyd

Chairman O’Shaughnessy there upon declared said motion carried.

(c) Fair Oaks – 1001-1019 Belton Building Roof Replacement – Mrs. McCoy went over the proposal. Chairman O’Shaughnessy asked if this was the same size building as the previous voting item. Mrs. McCoy stated that it is comparable and Mrs. Vinson stated it was similar. Chairman O’Shaughnessy asked if there were any more questions. None were presented. Commissioner Witzel made a motion for the approval of Fair Oaks – 1001-1019 Belton Building Roof Replacement. Commissioner McFadden seconded it.

RESOLUTION NO. 2024-31

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the “Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the contract with Freeman Exteriors for Fair Oaks Roof Replacement at 1001-1019 Belton, Danville, not to exceed \$27,690.05; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.

Section 2. Approval of the contract with Freeman Exteriors for Fair Oaks Roof Replacement at 1001-1019 Belton, Danville, not to exceed \$27,690.05.

Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.

Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O'Shaughnessy called for a roll call vote to approved the Fair Oaks – 1001-1019 Belton Building Roof Replacement which produced the following:

AYES: V. McFadden, P. O'Shaughnessy, T. Tutton, C. Watson, and D. Witzel
NAYES: None
ABSENT: C. Boyd

Chairman O'Shaughnessy there upon declared said motion carried.

(d) Fair Oaks – 1021-1035 Belton Building Roof Replacement – Mrs. McCoy went over the proposal. Commissioner Witzel asked why there is such a huge difference

between contractors. Mrs. McCoy stated that we looked and verified that all three proposals were the same, quoting “apples to apples”. Mrs. Vinson stated all contractors must quote prevailing wage. Mrs. Vinson also stated that Freeman’s numbers were consistent with building size and the other roofing quotes. Chairman O’Shaughnessy asked if there were any more questions. None were presented. Commissioner Witzel made a motion for the approval of Fair Oaks – 1021-1035 Belton Building Roof Replacement. Commissioner Watson seconded it.

RESOLUTION NO. 2024-32

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the “Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the contract with Freeman Exteriors for Fair Oaks Roof Replacement at 1021-1035 Belton, Danville, not to exceed \$39,700.23; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.

Section 2. Approval of the contract with Freeman Exteriors for Fair Oaks Roof Replacement at 1021-1035 Belton, Danville, not to exceed \$39,700.23.

Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.

Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O'Shaughnessy called for a roll call vote to approved the Fair Oaks – 1021-1035 Belton Building Roof Replacement which produced the following:

AYES: V. McFadden, P. O'Shaughnessy, T. Tutton, C. Watson, and D. Witzel
NAYES: None
ABSENT: C. Boyd

Chairman O'Shaughnessy there upon declared said motion carried.

(e) Kennedy Court – Maintenance Shop Roof Replacement – Mrs. McCoy went over the proposal. Chairman O'Shaughnessy asked if there were any questions. None were presented. Commissioner Tutton made a motion for the approval of Kennedy Court – Maintenance Shop Roof Replacement. Commissioner Watson seconded it.

RESOLUTION NO. 2024-33

RESOLUTION OF THE BOARD OF COMMISSIONERS OF

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the “Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the contract with Freeman Exteriors for Kennedy Court Maintenance Shop Roof Replacement in Georgetown, not to exceed \$11,394.83; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.

Section 2. Approval of the contract with Freeman Exteriors for Kennedy Court Maintenance Shop Roof Replacement in Georgetown, not to exceed \$11,394.83.

Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.

Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O’Shaughnessy called for a roll call vote to approved the Kennedy Court – Maintenance Shop Roof Replacement which produced the following:

AYES: V. McFadden, P. O’Shaughnessy, T. Tutton, C. Watson, and D. Witzel
NAYES: None
ABSENT: C. Boyd

Chairman O’Shaughnessy there upon declared said motion carried.

(f) A/C Preventative Maintenance Work – County Building’s and Administration Building – Mrs. Vinson went over the proposal. Mrs. Vinson stated that she had a breakout of the specific charges if anyone would like to see them. Chairman O’Shaughnessy asked if the additional charges and services were incurred during the maintenance work or after. Mrs. Vinson stated that it was done during. Chairman O’Shaughnessy asked if there were any more questions. None were presented. Commissioner Witzel made a motion for the approval of A/C Preventative Maintenance Work – County Building’s and Administration Building. Commissioner McFadden seconded it.

RESOLUTION NO. 2024-34

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body

organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the contract with Hannon Heating and Air LLC for A/C Preventative Maintenance Work on the Couty Building's and Administration Building, not to exceed \$10,245.00; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.

Section 2. Approval of the contract with Hannon Heating and Air LLC for A/C Preventative Maintenance Work on the Couty Building's and Administration Building, not to exceed \$10,245.00.

Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.

Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O’Shaughnessy called for a roll call vote to approved the A/C Preventative Maintenance Work – County Building’s and Administration Building which produced the following:

AYES: V. McFadden, P. O’Shaughnessy, T. Tutton, C. Watson, and D. Witzel
NAYES: None
ABSENT: C. Boyd

Chairman O’Shaughnessy there upon declared said motion carried.

(g) Parkview Court – Temporary Fence Rental – Mrs. Vinson went over the proposal. Chairman O’Shaughnessy asked where they are from. Mrs. Vinson stated Chicago. Chairman O’Shaughnessy asked if it blows over, will they come and fix. Mrs. Vinson stated yes. Chairman O’Shaughnessy asked if there were any more questions. None were presented. Commissioner Tutton made a motion for the approval of Parkview Court – Temporary Fence Rental. Commissioner Watson seconded it.

RESOLUTION NO. 2024-35

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the “Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the contract with National Construction Rentals for temporary fencing around Parkview Court in Hoopeston, Illinois, not to exceed \$19,202.40; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.

Section 2. Approval of the contract with National Construction Rentals for temporary fencing around Parkview Court in Hoopeston, Illinois, not to exceed \$19,202.40.

Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.

Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O’Shaughnessy called for a roll call vote to approve the Parkview Court – Temporary Fence Rental which produced the following:

AYES: V. McFadden, P. O’Shaughnessy, T. Tutton, C. Watson, and D. Witzel
NAYES: None
ABSENT: C. Boyd

Chairman O’Shaughnessy there upon declared said motion carried.

(h) Parkview Court – Intergovernmental Agreement with the City of Hoopeston for Utility Disconnections – Mrs. Vinson went over the proposal. Chairman O’Shaughnessy asked if they are paid upon completed. Mrs. Vinson said yes they are paid upon completion. Chairman O’Shaughnessy asked if there were any more questions. None were presented. Commissioner Witzel made a motion for the approval of Parkview Court – Intergovernmental Agreement with the City of Hoopeston for Utility Disconnections. Commissioner McFadden seconded it.

RESOLUTION NO. 2024-36

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the “Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the inter-governmental agreement with the City of Hoopeston for utility disconnections at Parkview Court in Hoopeston, Illinois, not to exceed \$25,000.00; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.

Section 2. Approval of the inter-governmental agreement with the City of Hoopeston for utility disconnections at Parkview Court in Hoopeston, Illinois, not to exceed \$25,000.00.

Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.

Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O'Shaughnessy called for a roll call vote to approved the Parkview Court – Intergovernmental Agreement with the City of Hoopeston for Utility Disconnections which produced the following:

AYES: V. McFadden, P. O'Shaughnessy, T. Tutton, C. Watson, and D. Witzel

NAYES: None

ABSENT: C. Boyd

Chairman O'Shaughnessy there upon declared said motion carried.

(i) Fair Oaks – Fairchild Parking Lot Improvement Project – Mrs. Vinson went over the proposal. Chairman O'Shaughnessy asked if there were any questions. None were presented. Commissioner McFadden made a motion for the approval of Fair Oaks – Fairchild Parking Lot Improvement Project. Commissioner Witzel seconded it.

RESOLUTION NO. 2024-37

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the “Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the contract with Owens Excavating for Fair Oaks Fairchild Parking Lot Improvement Project, Danville, not to exceed \$99,654.00; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.

Section 2. Approval of the contract with Owens Excavating for Fair Oaks Fairchild Parking Lot Improvement Project, Danville, not to exceed \$99,654.00.

Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.

Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O’Shaughnessy called for a roll call vote to approved the Fair Oaks – Fairchild Parking Lot Improvement Project which produced the following:

AYES: V. McFadden, P. O’Shaughnessy, T. Tutton, C. Watson, and D. Witzel
NAYES: None
ABSENT: C. Boyd

Chairman O’Shaughnessy there upon declared said motion carried.

Chairman O’Shaughnessy asked for item 9 on the agenda – Other Business – Project Updates.

- (a) **Project Updates** – Mrs. Vinson went over the project updates. A question and answer session followed.
- (b) **New Holland Project Based Voucher Award** – Mrs. Savalick went over the details of the New Holland project based voucher award. A question and answer session followed.
- (c) **FY 2024 Audit** – Mrs. McCoy went over the FY 2024 audit. A question and answer session followed.

Chairman O’Shaughnessy asked for item 10 on the agenda – Closed Session for Personnel Matters.

5 ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority.

Commissioner Witzel moved to go into closed session to discuss the above matters. Commissioner Watson seconded the motion. Chairman O’Shaughnessy called for the board to signify with an aye to move to closed session. Upon unanimous ayes, approval was granted and moved into closed session at 6:02pm.

Commissioner McFadden made a motion to leave closed session. Commissioner Witzel seconded the motion. Chairman O’Shaughnessy called for the board to signify with an aye to reconvened into open session. Upon unanimous ayes, approval was granted. Closed session ended at 6:10pm.

Chairman O’Shaughnessy asked for item 11 on the agenda - Chairman/Commissioner Comments.

Chairman O’Shaughnessy stated that with the agenda items satisfied he would entertain a motion to adjourn the meeting. Commissioner McFadden made the motion to adjourn. Commissioner Witzel seconded the motion. Upon unanimous ayes, the meeting was adjourned at 6:12pm.

_____ Date: _____

Chairman
The Housing Authority of the City of
Danville, Illinois d/b/a Vermilion Housing Authority,
Board of Commissioners

_____ Date: _____

Secretary/Treasurer
The Housing Authority of the City of
Danville, Illinois d/b/a Vermilion Housing Authority,
Board of Commissioners

VHA - Police Reports - September 2024

Date	Location	Description
9/2/2024	MerChe	Domestic battery at 723 Oak, Unit 315.
9/5/2024	MerChe	Violation of order of protection at 723 Oak, Unit 307.
9/7/2024	MerChe	Domestic battery at 723 Oak, Unit 608.
9/8/2024	Fair Oaks	Theft of motor vehicle at 1017 Belton.
9/8/2024	Fair Oaks	Theft of motor vehicle at 1626 Clyman.
9/9/2024	MerChe	Battery at 723 Oak, Unit 208.
9/9/2024	Fair Oaks	Robbery at 1017 Belton.
9/10/2024	Fair Oaks	Burglary at 1630 Clyman.
9/10/2024	Fair Oaks	Theft under \$500 at 925 Redden.
9/14/2024	MerChe	Theft under \$500 at 723 Oak, Unit 115.
9/15/2024	Fair Oaks	Fraud at 928 Hubbard.
9/15/2024	Beeler	Criminal trespass to residence at 311 Washington.
9/16/2024	Fair Oaks	Domestic battery at 935 Redden.
9/16/2024	Beeler	Criminal trespass to state property at 305 Washington.
9/18/2024	MerChe	Aggravated domestic battery at 723 Oak, Unit 301.
9/18/2024	Beeler	Theft for over \$500 at 323 Washington.
9/20/2024	MerChe	Violation of order of protection at 723 Oak, Unit 307.
9/21/2024	Fair Oaks	Disorderly conduct at 1015 Belton.
9/23/2024	Fair Oaks	Battery at 905 Redden.
9/23/2024	Fair Oaks	Aggravated discharge of a firearm and criminal damage to government property at 1019 Belton.
9/26/2024	Fair Oaks	Burglary, theft over \$500, and criminal damage to property at 942 Hubbard.
9/26/2024	Churchill	Burglary and criminal damage to government property at 101 E. Seminary.
9/27/2024	Fair Oaks	Aggravated battery at 1600 Fairchild.
*Year to Date Comparisons on Next Page		

	FY 2025	FY 2024	YTD Police:	FY 2025	FY 2024	2025	2024
Total Police Calls				75	108		
March:		8				FO-3/MC-2/BT-3	
February:		5				FO-4/BT-1	
January:		10				FO-7/MC-2/BT-1	
December:		10				FO-3/MC-4/BT-2/CH-1	
November:		9				FO-4/MC-3/BT-1/CH-1	
October:		13				FO-12/MC-1	
September:	23	10				FO-4/MC-3/BT-3	
August:	14	8				FO-3/MC-3/BT-1/MCT-1	
July:	6	6				FO-4/MC-1/CH-1	
June:	14	10				FO-4/BT-3/MC-2/MCT-1	
May:	14	11				FO-6/BT-2/MC-2/CH-1	
April:	4	8				FO-4/CM-2/BT-2	
Total Calls for the Month:	23		YTD Calls:	75	108		

FO - Fair Oaks
BT - Beeler Terrace
MC - Mer Cha
CH - Churchill
MCT - Madison Court
CM - Centennial Manor
PVC - Parkview Court
KC - Kennedy Court
*Includes County Properties as well

Monthly Occupancy September 2024

AMP	End of Month Occupancy	TOTAL UNITS PER	OCCUPIED UNIT %
AMP 101-Fair Oaks	156	159	98%
AMP 102-Beeler, Churchill, Madison Ct.	107	107	100%
AMP 103- Mer Che	93	93	100%
AMP 104- County Sites	136	136	100%
GRAND TOTAL THIS MONTH	492	495	99%
GRAND TOTAL LAST MONTH	492	495	99%

SEPTEMBER 2024 Board Report
Resident Opportunity & Self Sufficiency (ROSS)

Meetings:

- Igrow
- ROSS Networking
- Violence Prevention Task Force
- STEP Up
- Mer Che Residents
- American Job Center
- DACC – Innovative Bridge and Transition Grant

Trainings:

- Sexual Harassment
- Child Abuse and Neglect 101 Basics of Mandated Reporting
- Coaching Mindsets in Tough Money Conversations
- Understanding ROSS Reporting Requirements
- Mental Health Conference

Referrals:

- Referrals made to Community Organizations/Services
 - Fair Hope
 - The American Jobs Center
 - DACC
 - East Central Illinois Community Action Agency

Program:

- Appointments:
 - 4 Fair Oaks/Service Requests - 11 scheduled/3 unscheduled walk-in days

- 1 Mer Che/Service Request - 1 scheduled
- 1 Churchill/Service Request – 1 scheduled

- 12 DMT bus passes
 - DACC
 - AJC
 - Scheduled appointments
 - Fair Hope

Other:

- Aetna Health Resource Fair and Pop-Up Market and Resource Fair
- OSF Care-A-Van physicals and immunizations at Fair Oaks and Beeler
- Aetna Benefits Day

Housing Choice Voucher September 2024 Board Report

UTILIZATION

- New Admissions: 3 and counting
- Terminations: 6
 - 2- Program Compliance
 - 2- Over Income – 180 Days
 - 2- Skipped

		2023	2024									
Mon.		FUP	Reg.	DEMO II	PVC DEMO	RC DEMO	VASH	VASH 16	CP	Port-Out	PMII	Total
1	426	7	385	9		3	43	57	8	1	7	520
2	440	7	395	8		3	42	57	8	1	7	528
3	451	6	408	8		3	42	56	8	1	7	539
4	461	5	405	8	9	3	43	57	9	1	7	547
5	467	6	406	8	12	3	42	56	9	0	7	549
6	468	7	401	7	13	3	42	54	8	0	7	542
7	468	7	401	8	13	3	41	53	8	0	7	541
8	464	7	395	8	14	3	41	52	7	0	7	534
9	464	7	396	8	14	3	40	55	7	0	7	537
10	463											0
11	473											0
12	499											0
Grand Total	5544	59	3592	72	75	27	376	497	72	4	63	4837

*Totals reflect retroactive terminations and lease ups as of 1st of month, delayed port-outs, and pending move-ins *

Legend:

FUP- Family Unification

Reg.- Regular

VASH- Veteran Administration Supportive Housing

VASH16- Cannon Place (Project-Based)

CP- Crosspoint Referral

Port-Out- Payable Port-Outs

PMII- Prairie Meadows Phase II (Project-Based)

FUNDING

Month	UMA	UML	Leasing %
JAN	916	520	57%
FEB	916	528	58%
MAR	916	540	59%
APR	916	543	59%
MAY	916	547	60%
JUNE	965	541	56%
JULY	965	540	56%
AUG	965	534	55%
SEP			
OCT			
NOV			
DEC			
YTD	7,475	4,293	57%

Month	ABA	HAP	BA Utilization	PUC
JAN	\$253,944	\$285,355	112%	\$548.76
FEB	\$253,944	\$286,383	113%	\$542.39
MAR	\$252,136	\$300,420	119%	\$556.33
APR	\$275,412	\$311,709	113%	\$574.05
MAY	\$256,031	\$314,892	123%	\$575.67
JUNE	\$307,519	\$314,717	102%	\$581.73
JULY	\$307,519	\$317,736	103%	\$588.40
AUG	\$307,519	\$314,437	102%	\$588.83
SEP				
OCT				
NOV				
DEC				
YTD	\$2,214,024	\$2,445,645	110%	\$569.68

UMA- Unit Months Available

UML- Unit Months Leased

ABA- Annual Budget Authority

HAP- Housing Assistance Payment

PUC- Per Unit Cost (Average)



To: Amber McCoy, Deputy Director

From: Tamra Hartman, Finance Manager

Date: October 9, 2024

Re: Finance Report

Public Housing Operating Fund

	September 2024	FY 25 YTD
COCC	(\$18,655.38)	\$93,979.26
AMP 101	\$22,124.87	\$124,064.79
AMP 102	\$14,373.25	\$54,190.09
AMP 103	\$15,459.92	\$36,896.93
AMP 104	\$23,955.12	\$102,391.12
Total	\$57,257.78	\$411,522.19

Housing Choice Voucher - Section 8

Section 8 is currently showing a loss of **\$4,043.00** for the month and an overall loss of **\$3,118.48** for the year.

Public Housing Capital Fund

Capital Fund 2022, VHA, funds were drawn down in the amount of **\$22,302.29**.

Capital Fund 2023, VHA, funds were drawn down in the amount of **\$117,991.64**.

Notable AP Expenditures

Freeman Exteriors	\$65,488.84	60% deposit for 3 roofs at Fair Oaks and the Kennedy Court shop roof.
	\$12,401.10	Final payment of 1621 – 1631 Clyman roof.
National Construction Rentals	\$19,202.40	Temporary fencing at Parkview Court.
Hannon Heating & Air	\$10,245.00	Serviced air conditioning units in the County and at the Administration Building.

ROSS Grant Funding

ROSS fund expenditures for the month of September are \$5,519.12.

Tenant Receivables Outstanding

Tenant accounts receivable for the month have increased in total to \$25,198.65.

Vermilion Housing Authority
Balance Sheet - Detail
Reporting for periods as of 9/30/2024

<u>Assets</u>	Total Public Housing	100 COCC	101 Fair Oaks	102 Beeler CH Madison	103 Merche	104 County	800 HCV
111112 IF Gen Account	5,677,283.55	5,677,283.55	0.00	0.00	0.00	0.00	0.00
111113 IF HCV Account	0.00	0.00	0.00	0.00	0.00	0.00	472,319.25
111700 Petty Cash	500.00	500.00	0.00	0.00	0.00	0.00	0.00
112000 Interfund	25,823.93	(5,169,397.86)	3,392,091.01	459,900.77	316,063.94	1,027,166.07	(1,148.88)
112200 AR Tenants	25,198.65	0.00	9,994.39	1,522.00	6,775.43	6,906.83	164,208.21
112265 Allow Doubtful A	(2,721.24)	0.00	(30.00)	(1,259.00)	(1,432.24)	0.00	(164,208.21)
112500 Acct Rec HUD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
121100 Prepaid WC	23,542.34	23,542.34	0.00	0.00	0.00	0.00	0.00
121101 Prepaid Ins	50,134.42	1,761.15	17,695.71	8,003.99	6,155.81	16,517.76	1,118.33
121102 Prepaid Soft	7,993.61	0.00	3,462.06	1,360.70	952.16	2,218.69	888.17
121103 Prepaid HCV	0.00	0.00	0.00	0.00	0.00	0.00	1,458.31
140001 Vehicles	515,381.18	0.00	313,023.68	56,319.00	18,492.00	127,546.50	23,073.00
140002 Equipment	1,198,682.62	111,829.56	506,475.61	248,313.53	40,815.42	291,248.50	0.00
140003 Development	17,061,887.86	325,444.90	2,161,339.92	2,543,107.00	1,361,767.00	10,670,229.04	0.00
140004 Structures	25,986,853.66	854,399.97	11,054,974.86	9,040,148.35	3,937,187.91	1,100,142.57	0.00
140005 Accum Deprec	(41,637,399.41)	(1,275,492.44)	(13,860,310.47)	(12,089,098.16)	(5,177,012.72)	(9,235,485.62)	(20,765.70)
140006 Land	914,591.00	36,160.55	397,766.05	151,874.31	137,410.09	191,380.00	0.00
140100 EPC	4,844,122.24	0.00	1,937,648.90	1,937,648.90	968,824.44	0.00	0.00
Total Assets	\$ 14,691,874.41	\$ 586,031.72	\$ 5,934,131.72	\$ 2,357,841.39	\$ 1,615,999.24	\$ 4,197,870.34	\$ 476,942.48
Liability							
211100 Acct Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211400 Sec Dep	60,749.00	0.00	24,850.00	9,749.00	4,800.00	21,350.00	0.00
211704 Health Ins	(35,763.64)	(35,763.64)	0.00	0.00	0.00	0.00	0.00
211705 Dental Ins	(2,173.09)	(2,173.09)	0.00	0.00	0.00	0.00	0.00
211714 Retirement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211716 Unemployment	(4,446.00)	(4,446.00)	0.00	0.00	0.00	0.00	0.00
211717 Garnishments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211718 Payable to HUD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211719 Mercer Life	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211720 Mercer Vol Life	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211725 Vision	(295.50)	(295.50)	0.00	0.00	0.00	0.00	0.00
211726 Life Ins	(298.68)	(298.68)	0.00	0.00	0.00	0.00	0.00
211727 Globe Life	800.64	800.64	0.00	0.00	0.00	0.00	0.00
211906 Res Training	7,193.20	0.00	1,356.57	1,231.47	4,585.06	20.10	0.00
211913 Scrap	2,850.10	2,850.10	0.00	0.00	0.00	0.00	0.00
212000 Accrued PR	24,634.30	7,175.03	6,499.64	2,811.63	3,320.77	4,827.23	3,017.88
212001 Accrued Tax	1,884.52	548.89	497.22	215.09	254.04	369.28	230.87
213301 EPC M V	14,970.24	0.00	6,736.55	4,491.08	3,742.61	0.00	0.00
213302 EPC Replace	2,723.43	0.00	1,068.46	66.08	1,588.89	0.00	0.00
213402 Accrued Vac	0.00	0.00	0.00	0.00	0.00	0.00	0.00
213700 PILOT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
224000 Prepaid Rents	12,045.00	0.00	4,332.87	3,060.04	607.33	4,044.76	0.00
999900 Unposted Susper	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230000 Loan EPC	1,256,419.73	0.00	565,388.87	376,925.93	314,104.93	0.00	0.00
Total Liability	\$ 1,341,293.25	\$ (31,602.25)	\$ 610,730.18	\$ 398,550.32	\$ 333,003.63	\$ 30,611.37	\$ 3,248.75
Equity							
280200 Net Fix Assets	7,642,356.14	45,953.52	1,796,859.61	1,212,032.74	1,149,816.40	3,437,693.87	18,458.40
280600 Unrestricted	6,764,702.41	477,701.19	4,373,270.77	1,088,013.51	198,542.96	627,173.98	254,557.71
281000 Unreserved	(1,467,999.58)	0.00	(970,793.63)	(394,945.27)	(102,260.68)	0.00	0.00
282602 Restrict HAP	0.00	0.00	0.00	0.00	0.00	0.00	48,108.10
Total	\$ 12,939,058.97	\$ 523,654.71	\$ 5,199,336.75	\$ 1,905,100.98	\$ 1,246,098.68	\$ 4,064,867.85	\$ 321,124.21
Current Year HAP +/-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 155,688.00
Current Year Oper +/-	\$ 411,522.19	\$ 93,979.26	\$ 124,064.79	\$ 54,190.09	\$ 36,896.93	\$ 102,391.12	\$ (3,118.48)
Current Year Net Assets	\$ 411,522.19	\$ 93,979.26	\$ 124,064.79	\$ 54,190.09	\$ 36,896.93	\$ 102,391.12	\$ 152,569.52
Total Equity	\$ 13,350,581.16	\$ 617,633.97	\$ 5,323,401.54	\$ 1,959,291.07	\$ 1,282,995.61	\$ 4,167,258.97	\$ 473,693.73
Liabilities & Net Assets	\$ 14,691,874.41	\$ 586,031.72	\$ 5,934,131.72	\$ 2,357,841.39	\$ 1,615,999.24	\$ 4,197,870.34	\$ 476,942.48

Vermilion Housing Authority
Operating Statement - Public Housing - Public Housing Combined
September 2024

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 885,792.00	\$ 76,157.00	\$ 441,096.30	50%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 270,904.00	\$ 24,098.01	\$ 141,370.38	52%
Other Income	\$ 407,068.30	\$ 33,091.21	\$ 368,926.80	91%
Subsidy	\$ 3,147,475.00	\$ 329,715.25	\$ 1,821,200.00	58%
Total Revenue	\$ 4,711,239.30	\$ 463,061.47	\$ 2,772,593.48	59%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 730,616.00	\$ 53,994.57	\$ 371,174.28	51%
Legal	\$ 28,537.00	\$ 3,375.00	\$ 10,340.50	36%
PBA Mngt. Exp.	\$ (113,353.50)	\$ (10,471.50)	\$ (63,550.50)	0%
Mileage/Travel/Training	\$ 15,290.00	\$ 1,654.20	\$ 20,166.58	132%
Other Administrative Exp	\$ 105,992.00	\$ 10,338.07	\$ 52,518.04	50%
<i>Total Administrative Expense</i>	<i>\$ 767,081.50</i>	<i>\$ 58,890.34</i>	<i>\$ 390,648.90</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 12,232.00	\$ 1,066.01	\$ 6,090.09	50%
<i>Total Tenant Services Expenses</i>	<i>\$ 12,232.00</i>	<i>\$ 1,066.01</i>	<i>\$ 6,090.09</i>	
<i>Total Utility Expenses</i>	<i>\$ 639,105.00</i>	<i>\$ 57,645.53</i>	<i>\$ 332,553.12</i>	<i>52%</i>
<i>Maintenance</i>				
Salaries	\$ 780,032.00	\$ 57,351.98	\$ 369,694.79	47%
Materials	\$ 323,573.00	\$ 37,264.86	\$ 185,841.88	57%
Contracts	\$ 569,361.00	\$ 74,534.13	\$ 348,537.64	61%
<i>Total Maintenance Expenses</i>	<i>\$ 1,672,966.00</i>	<i>\$ 169,150.97</i>	<i>\$ 904,074.31</i>	
<i>General Expenses</i>				
Insurance	\$ 200,537.00	\$ 16,395.50	\$ 100,821.00	50%
Employee Benefits	\$ 736,993.00	\$ 56,185.66	\$ 340,122.77	46%
Depreciation Expense	\$ 368,263.00	\$ 29,251.79	\$ 169,313.58	46%
PILOT	\$ 28,480.00	\$ -	\$ -	0%
Casualty Losses	\$ 15,000.00	\$ -	\$ -	0%
Collection Losses	\$ 129,566.00	\$ 11,828.13	\$ 50,438.81	39%
Energy Perf Cont Expense	\$ 136,307.00	\$ 5,389.76	\$ 67,008.71	49%
<i>Total General Expenses</i>	<i>\$ 1,615,146.00</i>	<i>\$ 119,050.84</i>	<i>\$ 727,704.87</i>	
Total Expenses	\$ 4,706,530.50	\$ 405,803.69	\$ 2,361,071.29	50%
Surplus - (Deficit)	\$ 4,708.80	\$ 57,257.78	\$ 411,522.19	

Percent of Budget Month 6 of 12

50%

Vermilion Housing Authority
Operating Statement - Public Housing - COCC Fund 100
September 2024

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ -	\$ -	\$ -	0%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ -	\$ -	\$ -	0%
Other Income	\$ 147,730.30	\$ -	\$ 177,530.30	120%
Subsidy	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 147,730.30	\$ -	\$ 177,530.30	120%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 380,602.00	\$ 28,701.06	\$ 186,913.30	49%
Legal	\$ 19,386.00	\$ -	\$ 328.00	2%
PBA Mngt. Exp.	\$ (519,863.50)	\$ (37,984.00)	\$ (260,943.00)	50%
Mileage/Travel/Training	\$ 14,405.00	\$ 1,616.95	\$ 19,132.52	133%
Other Administrative Exp	\$ 16,854.00	\$ 3,134.46	\$ 10,404.75	62%
<i>Total Administrative Expense</i>	<i>\$ (88,616.50)</i>	<i>\$ (4,531.53)</i>	<i>\$ (44,164.43)</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ -	\$ -	\$ -	0%
<i>Total Tenant Services Expenses</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	
<i>Total Utility Expenses</i>	<i>\$ 19,940.00</i>	<i>\$ 2,291.13</i>	<i>\$ 12,891.69</i>	<i>65%</i>
<i>Maintenance</i>				
Salaries	\$ -	\$ -	\$ -	0%
Materials	\$ 20.00	\$ 848.92	\$ 1,422.01	7110%
Contracts	\$ 33,425.00	\$ 5,112.76	\$ 23,455.48	70%
<i>Total Maintenance Expenses</i>	<i>\$ 33,445.00</i>	<i>\$ 5,961.68</i>	<i>\$ 24,877.49</i>	
<i>General Expenses</i>				
Insurance	\$ 657.00	\$ 586.92	\$ 3,521.52	536%
Employee Benefits	\$ 168,508.00	\$ 14,134.20	\$ 85,146.89	51%
Depreciation Expense	\$ 12,556.00	\$ 212.98	\$ 1,277.88	0%
PILOT	\$ -	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ -	\$ -	\$ -	0%
Energy Perf Cont Expense	\$ -	\$ -	\$ -	0%
<i>Total General Expenses</i>	<i>\$ 181,721.00</i>	<i>\$ 14,934.10</i>	<i>\$ 89,946.29</i>	
Total Expenses	\$ 146,489.50	\$ 18,655.38	\$ 83,551.04	57%
Surplus - (Deficit)	\$ 1,240.80	\$ (18,655.38)	\$ 93,979.26	7574%

Percent of Budget Month 6 of 12

50%

Vermilion Housing Authority
Operating Statement - Public Housing - Fair Oaks AMP 101
September 2024

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 103,944.00	\$ 6,376.00	\$ 42,779.16	41%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 89,398.00	\$ 7,952.34	\$ 46,652.23	52%
Other Income	\$ 35,784.00	\$ 10,078.00	\$ 29,559.25	83%
Subsidy	\$ 1,505,924.00	\$ 156,023.75	\$ 864,842.00	57%
Total Revenue	\$ 1,735,050.00	\$ 180,430.09	\$ 983,832.64	57%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 104,688.00	\$ 7,779.39	\$ 54,946.93	52%
Legal	\$ 5,329.00	\$ -	\$ 1,716.25	32%
PBA Mngt. Exp.	\$ 141,670.00	\$ 12,090.00	\$ 71,455.00	50%
Mileage/Travel/Training	\$ 15.00	\$ -	\$ 169.53	0%
Other Administrative Exp	\$ 21,398.00	\$ 3,216.21	\$ 12,255.30	57%
<i>Total Administrative Expense</i>	<i>\$ 273,100.00</i>	<i>\$ 23,085.60</i>	<i>\$ 140,543.01</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 3,628.00	\$ 321.04	\$ 1,834.09	51%
<i>Total Tenant Services Expenses</i>	<i>\$ 3,628.00</i>	<i>\$ 321.04</i>	<i>\$ 1,834.09</i>	
<i>Total Utility Expenses</i>	<i>\$ 186,269.00</i>	<i>\$ 19,228.02</i>	<i>\$ 100,464.19</i>	<i>54%</i>
<i>Maintenance</i>				
Salaries	\$ 355,416.00	\$ 26,125.86	\$ 165,403.88	47%
Materials	\$ 175,667.00	\$ 21,932.00	\$ 97,397.95	55%
Contracts	\$ 149,771.00	\$ 21,821.53	\$ 99,975.91	67%
<i>Total Maintenance Expenses</i>	<i>\$ 680,854.00</i>	<i>\$ 69,879.39</i>	<i>\$ 362,777.74</i>	
<i>General Expenses</i>				
Insurance	\$ 65,767.00	\$ 5,582.08	\$ 35,651.14	54%
Employee Benefits	\$ 205,670.00	\$ 15,562.04	\$ 92,702.17	45%
Depreciation Expense	\$ 154,468.00	\$ 12,000.61	\$ 70,375.34	46%
PILOT	\$ -	\$ -	\$ -	0%
Casualty Losses	\$ 10,000.00	\$ -	\$ -	0%
Collection Losses	\$ 93,572.00	\$ 10,221.05	\$ 25,266.26	27%
Energy Perf Cont Expense	\$ 61,338.00	\$ 2,425.39	\$ 30,153.91	49%
<i>Total General Expenses</i>	<i>\$ 590,815.00</i>	<i>\$ 45,791.17</i>	<i>\$ 254,148.82</i>	
Total Expenses	\$ 1,734,666.00	\$ 158,305.22	\$ 859,767.85	50%
Surplus - (Deficit)	\$ 384.00	\$ 22,124.87	\$ 124,064.79	

Percent of Budget Month 6 of 12

50%

Vermilion Housing Authority
Operating Statement - Public Housing - Beeler/Madison/Churchill AMP 102
September 2024

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 246,432.00	\$ 22,272.00	\$ 131,873.57	54%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 59,599.00	\$ 5,301.56	\$ 31,101.48	52%
Other Income	\$ 81,461.00	\$ 8,338.33	\$ 61,501.56	75%
Subsidy	\$ 524,043.00	\$ 54,294.25	\$ 300,739.00	57%
Total Revenue	\$ 911,535.00	\$ 90,206.14	\$ 525,215.61	58%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 79,006.00	\$ 6,454.24	\$ 36,492.24	46%
Legal	\$ 732.00	\$ 1,666.06	\$ 2,958.56	0%
PBA Mngt. Exp.	\$ 76,920.00	\$ 8,215.00	\$ 49,445.00	64%
Mileage/Travel/Training	\$ 65.00	\$ 37.25	\$ 171.17	0%
Other Administrative Exp	\$ 22,388.00	\$ 1,231.45	\$ 9,147.19	41%
<i>Total Administrative Expense</i>	<i>\$ 179,111.00</i>	<i>\$ 17,604.00</i>	<i>\$ 98,214.16</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,488.00	\$ 220.20	\$ 1,258.00	51%
<i>Total Tenant Services Expenses</i>	<i>\$ 2,488.00</i>	<i>\$ 220.20</i>	<i>\$ 1,258.00</i>	
<i>Total Utility Expenses</i>	<i>\$ 148,373.00</i>	<i>\$ 10,840.85</i>	<i>\$ 66,824.48</i>	<i>45%</i>
<i>Maintenance</i>				
Salaries	\$ 119,606.00	\$ 9,799.26	\$ 63,563.91	53%
Materials	\$ 37,853.00	\$ 4,615.86	\$ 30,991.69	82%
Contracts	\$ 102,029.00	\$ 10,508.03	\$ 61,464.80	60%
<i>Total Maintenance Expenses</i>	<i>\$ 259,488.00</i>	<i>\$ 24,923.15</i>	<i>\$ 156,020.40</i>	
<i>General Expenses</i>				
Insurance	\$ 37,457.00	\$ 2,667.97	\$ 16,007.82	43%
Employee Benefits	\$ 113,715.00	\$ 8,456.58	\$ 49,151.71	43%
Depreciation Expense	\$ 104,392.00	\$ 9,012.21	\$ 50,318.58	48%
PILOT	\$ 7,691.00	\$ -	\$ -	0%
Casualty Losses	\$ 5,000.00	\$ -	\$ -	0%
Collection Losses	\$ 12,698.00	\$ 491.00	\$ 13,127.75	103%
Energy Perf Cont Expense	\$ 40,892.00	\$ 1,616.93	\$ 20,102.62	49%
<i>Total General Expenses</i>	<i>\$ 321,845.00</i>	<i>\$ 22,244.69</i>	<i>\$ 148,708.48</i>	
Total Expenses	\$ 911,305.00	\$ 75,832.89	\$ 471,025.52	52%
Surplus - (Deficit)	\$ 230.00	\$ 14,373.25	\$ 54,190.09	

Percent of Budget Month 6 of 12

50%

Vermilion Housing Authority
Operating Statement - Public Housing - Merche AMP 103
September 2024

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 208,968.00	\$ 19,607.00	\$ 104,952.57	50%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 48,763.00	\$ 4,337.64	\$ 25,446.68	52%
Other Income	\$ 60,275.00	\$ 6,419.00	\$ 43,621.78	72%
Subsidy	\$ 406,696.00	\$ 42,136.25	\$ 234,230.00	58%
Total Revenue	\$ 724,702.00	\$ 72,499.89	\$ 408,251.03	56%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 77,600.00	\$ 3,373.99	\$ 36,626.75	47%
Legal	\$ 2,717.00	\$ 517.50	\$ 2,375.00	87%
PBA Mngt. Exp.	\$ 65,160.00	\$ 7,207.50	\$ 43,012.50	66%
Mileage/Travel/Training	\$ 76.00	\$ -	\$ 146.62	0%
Other Administrative Exp	\$ 18,530.00	\$ 1,580.15	\$ 9,882.59	53%
Total Administrative Expense	\$ 164,083.00	\$ 12,679.14	\$ 92,043.46	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,139.00	\$ 189.33	\$ 1,081.64	51%
Total Tenant Services Expenses	\$ 2,139.00	\$ 189.33	\$ 1,081.64	
Total Utility Expenses	\$ 107,471.00	\$ 9,763.96	\$ 56,002.41	52%
<i>Maintenance</i>				
Salaries	\$ 115,100.00	\$ 7,247.82	\$ 50,251.65	44%
Materials	\$ 22,789.00	\$ 1,014.85	\$ 14,542.82	64%
Contracts	\$ 90,530.00	\$ 12,516.41	\$ 62,211.72	69%
Total Maintenance Expenses	\$ 228,419.00	\$ 20,779.08	\$ 127,006.19	
<i>General Expenses</i>				
Insurance	\$ 31,511.00	\$ 2,052.41	\$ 12,314.46	39%
Employee Benefits	\$ 93,086.00	\$ 5,828.76	\$ 36,620.46	39%
Depreciation Expense	\$ 48,441.00	\$ 4,036.77	\$ 24,220.62	50%
PILOT	\$ 6,265.00	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 8,555.00	\$ 363.08	\$ 5,312.68	62%
Energy Perf Cont Expense	\$ 34,077.00	\$ 1,347.44	\$ 16,752.18	49%
Total General Expenses	\$ 221,935.00	\$ 13,628.46	\$ 95,220.40	
Total Expenses	\$ 724,047.00	\$ 57,039.97	\$ 371,354.10	51%
Surplus - (Deficit)	\$ 655.00	\$ 15,459.92	\$ 36,896.93	

Percent of Budget Month 6 of 12

50%

Vermilion Housing Authority
Operating Statement - Public Housing - County Properties AMP 104
September 2024

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 326,448.00	\$ 27,902.00	\$ 161,491.00	49%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 73,144.00	\$ 6,506.47	\$ 38,169.99	52%
Other Income	\$ 81,818.00	\$ 8,255.88	\$ 56,713.91	69%
Subsidy	\$ 710,812.00	\$ 77,261.00	\$ 421,389.00	59%
Total Revenue	\$ 1,192,222.00	\$ 119,925.35	\$ 677,763.90	57%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 88,720.00	\$ 7,685.89	\$ 56,195.06	63%
Legal	\$ 373.00	\$ 1,191.44	\$ 2,962.69	794%
PBA Mngt. Exp.	\$ 122,760.00	\$ -	\$ 33,480.00	27%
Mileage/Travel/Training	\$ 729.00	\$ -	\$ 546.74	0%
Other Administrative Exp	\$ 26,822.00	\$ 1,175.80	\$ 10,828.21	40%
<i>Total Administrative Expense</i>	<i>\$ 239,404.00</i>	<i>\$ 10,053.13</i>	<i>\$ 104,012.70</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 3,977.00	\$ 335.44	\$ 1,916.36	48%
<i>Total Tenant Services Expenses</i>	<i>\$ 3,977.00</i>	<i>\$ 335.44</i>	<i>\$ 1,916.36</i>	
<i>Total Utility Expenses</i>	<i>\$ 177,052.00</i>	<i>\$ 15,521.57</i>	<i>\$ 96,370.35</i>	<i>54%</i>
<i>Maintenance</i>				
Salaries	\$ 189,910.00	\$ 14,179.04	\$ 90,475.35	48%
Materials	\$ 87,244.00	\$ 8,853.23	\$ 41,487.41	48%
Contracts	\$ 193,606.00	\$ 24,575.40	\$ 101,429.73	52%
<i>Total Maintenance Expenses</i>	<i>\$ 470,760.00</i>	<i>\$ 47,607.67</i>	<i>\$ 233,392.49</i>	
<i>General Expenses</i>				
Insurance	\$ 65,145.00	\$ 5,506.12	\$ 33,326.06	51%
Employee Benefits	\$ 156,014.00	\$ 12,204.08	\$ 76,501.54	49%
Depreciation Expense	\$ 48,406.00	\$ 3,989.22	\$ 23,121.16	48%
PILOT	\$ 14,524.00	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 14,741.00	\$ 753.00	\$ 6,732.12	46%
Energy Perf Cont Expense	\$ -	\$ -	\$ -	0%
<i>Total General Expenses</i>	<i>\$ 298,830.00</i>	<i>\$ 22,452.42</i>	<i>\$ 139,680.88</i>	
Total Expenses	\$ 1,190,023.00	\$ 95,970.23	\$ 575,372.78	48%
Surplus - (Deficit)	\$ 2,199.00	\$ 23,955.12	\$ 102,391.12	

Percent of Budget Month 6 of 12

50%

Vermilion Housing Authority
Operating Statement - HCV - Section 8
September 2024

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Fraud Recovery	\$ 10,000.00	\$ 911.50	\$ 4,297.57	43%
Interest Income	\$ 500.00	\$ 1,925.71	\$ 9,207.28	1841%
Administrative Fees	\$ 496,996.00	\$ 30,707.98	\$ 214,524.94	43%
Total Revenue	\$ 507,496.00	\$ 33,545.19	\$ 228,029.79	45%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 247,206.00	\$ 15,591.31	\$ 98,524.88	40%
Legal	\$ 500.00	\$ -	\$ -	0%
Mileage/Travel/Training	\$ 5,000.00	\$ 1,639.96	\$ 8,174.98	0%
Other Administrative Exp	\$ 50,446.00	\$ 4,136.71	\$ 25,878.32	51%
Program Management Fee	\$ 113,354.00	\$ 10,471.50	\$ 63,550.50	56%
<i>Total Administrative Expense</i>	<i>\$ 416,506.00</i>	<i>\$ 31,839.48</i>	<i>\$ 196,128.68</i>	
<i>General Expenses</i>				
Insurance	\$ 4,473.00	\$ 372.75	\$ 2,236.50	50%
Employee Benefits	\$ 81,662.00	\$ 4,991.41	\$ 30,475.79	37%
Depreciation Expense	\$ 4,615.00	\$ 384.55	\$ 2,307.30	50%
<i>Total General Expenses</i>	<i>\$ 90,750.00</i>	<i>\$ 5,748.71</i>	<i>\$ 35,019.59</i>	
Total Expenses	\$ 507,256.00	\$ 37,588.19	\$ 231,148.27	46%
Surplus - (Deficit)	\$ 240.00	\$ (4,043.00)	\$ (3,118.48)	

Percent of Budget Month 6 of 12

50%

CAPITAL FUND 2022 - Vermilion Housing Authority

Obligation Date: 5/11/2024
 Close Out Date: 5/11/2026

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	9/30/2024 Obligation
Operations 1406	\$ 540,045.00	\$ -	\$ 540,045.00	\$ -	0.0%	\$ 540,045.00
Mgmt. Improvements 1408						
Marketing and Advertising	\$ -	\$ -	\$ -	\$ -		
Surveillance System	\$ 117,267.18	\$ -	\$ 117,267.18	\$ -		\$ 117,267.18
Staff Training	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -		\$ 1,800.00
IT Improvements	\$ 49,087.44	\$ -	\$ 49,087.44	\$ -		\$ 49,087.44
Background Check Information	\$ 2,845.38	\$ -	\$ 2,845.38	\$ -		\$ 2,845.38
	\$ 171,000.00	\$ -	\$ 171,000.00	\$ -	0.0%	\$ 171,000.00
Administration 1410						
Administration Costs	\$ 204,029.30	\$ -	\$ 204,029.30	\$ -	0.0%	\$ 204,029.30
Contract Administration 1480						
A/E Services	\$ 76,144.58	\$ 8,752.85	\$ 37,706.57	\$ 38,438.01		\$ 76,144.58
	\$ 76,144.58	\$ 8,752.85	\$ 37,706.57	\$ 38,438.01	50.5%	\$ 76,144.58
Dwelling Unit - Interior/Exterior 1480						
Roof Replacement - Centennial Manor	\$ 173,432.81	\$ 7,879.69	\$ 7,879.69	\$ 165,553.12		\$ 173,432.81
Unit Modernization - Fair Oaks	\$ 551,759.53	\$ -	\$ 551,759.53	\$ -		\$ 551,759.53
Painting - Churchill	\$ 16,879.00	\$ -	\$ 16,879.00	\$ -		\$ 16,879.00
Painting - Mer Che	\$ 28,506.80	\$ -	\$ 28,506.80	\$ -		\$ 28,506.80
Painting Community Room - Centennial Manor	\$ 11,482.60	\$ -	\$ 11,482.60	\$ -		\$ 11,482.60
Door Replacement - Screen and Exterior Security Doors	\$ 1,580.00	\$ -	\$ 1,580.00	\$ -		\$ 1,580.00
	\$ 783,640.74	\$ 7,879.69	\$ 618,087.62	\$ 165,553.12	21.1%	\$ 783,640.74
Non-Dwelling/Dwelling Unit - Site Work 1480						
Bus Stop Pavilion - Fair Oaks	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00		\$ 14,571.00
Sewer and Water Line Repairs	\$ 860.00	\$ -	\$ 860.00	\$ -		\$ 860.00
Roadway Paving/Curb Upgrades - Beeler	\$ 49,488.65	\$ -	\$ 36,600.00	\$ 12,888.65		\$ 49,488.65
Landscape Upgrades	\$ 6,350.00	\$ 5,150.00	\$ 6,350.00	\$ -		\$ 6,350.00
	\$ 81,698.65	\$ 5,150.00	\$ 43,810.00	\$ 37,888.65	46.4%	\$ 71,269.65
Dwelling Unit - Demolition 1480						
Demolition - Parkview	\$ 311,352.73	\$ 519.75	\$ 10,777.76	\$ 300,574.97		\$ 224,777.76
	\$ 311,352.73	\$ 519.75	\$ 10,777.76	\$ 300,574.97	96.5%	\$ 224,777.76
Total	\$ 2,167,911.00	\$ 22,302.29	\$ 1,625,456.25	\$ 542,454.75	25.0%	\$ 2,070,907.03

Percent Obligated 95.5%

CAPITAL FUND 2023 - Vermilion Housing Authority

Obligation Date: 2/16/2025
 Close Out Date: 2/16/2027

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	9/30/2024 Obligation
Operations 1406	\$ 557,557.00	\$ 19,222.21	\$ 134,555.47	\$ 423,001.53	75.9%	\$ 134,555.47
Mgmt. Improvements 1408						
Marketing and Advertising	\$ -	\$ -	\$ -	\$ -		\$ -
Serveillance System	\$ 97,627.07	\$ -	\$ 97,627.07	\$ -		\$ 97,627.07
Staff Training	\$ 17,569.92	\$ 1,279.92	\$ 17,569.92	\$ -		\$ 17,569.92
IT Improvements	\$ 12,022.86	\$ -	\$ 12,022.86	\$ -		\$ 12,022.86
Background Check Information	\$ 7,780.15	\$ -	\$ 5,430.06	\$ 2,350.09		\$ 5,430.06
	\$ 135,000.00	\$ 1,279.92	\$ 132,649.91	\$ 2,350.09	1.7%	\$ 132,649.91
Administration 1410						
Administration Costs	\$ 223,030.80	\$ -	\$ 29,800.00	\$ 193,230.80	86.6%	\$ 29,800.00
Contract Administration 1480						
A/E Services	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00		\$ -
	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	100.0%	\$ -
Dwelling Unit - Interior/Exterior 1480						
Flooring Upgrade - Centennial Manor	\$ 28,000.00	\$ -	\$ 2,387.48	\$ 25,612.52		\$ 2,387.48
Unit Modernization - Fair Oaks	\$ 605,527.92	\$ -	\$ 7,905.00	\$ 597,622.92		\$ 7,905.00
Roof Replacement - Fair Oaks	\$ 125,986.74	\$ 70,010.55	\$ 87,580.64	\$ 38,406.10		\$ 125,986.74
Appliance Replacement	\$ 20,270.22	\$ -	\$ 20,192.22	\$ 78.00		\$ 20,192.22
Appliance Replacement - Centennial Manor	\$ 20,316.22	\$ 5,724.56	\$ 10,409.78	\$ 9,906.44		\$ 20,316.22
	\$ 800,101.10	\$ 75,735.11	\$ 128,475.12	\$ 671,625.98	\$ -	\$ 176,787.66
Non-Dwelling/Dwelling Unit - Site Work 1480						
Update Lobby Restrooms - Centennial Manor	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00		\$ -
Fresh Air Rooftop Unit - MerChe	\$ 18,000.00	\$ -	\$ -	\$ 18,000.00		\$ -
Handrail Replacement - Churchill	\$ 14,870.00	\$ -	\$ 14,870.00	\$ -		\$ 14,870.00
Bus Stop Pavilion - Fair Oaks	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00		\$ -
Sewer and Water Line Repairs	\$ 15,600.61	\$ 2,552.00	\$ 15,600.61	\$ -		\$ 15,600.61
Roadway Patching & Preservation	\$ 99,654.00	\$ -	\$ -	\$ 99,654.00		\$ 99,654.00
Landscape Upgrades - MerChe	\$ 14,399.39	\$ -	\$ -	\$ 14,399.39		\$ -
	\$ 232,524.00	\$ 2,552.00	\$ 30,470.61	\$ 202,053.39	86.9%	\$ 130,124.61
Dwelling Unit - Demolition 1480						
Demolition - Parkview Court	\$ 262,095.10	\$ 19,202.40	\$ 19,202.40	\$ 242,892.70		\$ 44,202.40
	\$ 262,095.10	\$ 19,202.40	\$ 19,202.40	\$ 242,892.70	92.7%	\$ 44,202.40
Total	\$ 2,230,308.00	\$ 117,991.64	\$ 475,153.51	\$ 1,755,154.49	78.7%	\$ 648,120.05

Percent Obligated 29.1%

ROSS Grant - Vermilion Housing Authority
ROSS241891
September 2024

Start Date: 6/1/2024
Close Out Date: 5/31/2027

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available
Project Coordinator 1168					
Project Coordinator	\$ 175,159.00	\$ 4,855.96	\$ 21,487.96	\$ 153,671.04	87.7%
Training Costs 1268					
Training Costs	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	
	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	100.0%
Administrative Costs 1868					
Administrative Costs	\$ 18,266.00	\$ 663.16	\$ 3,187.09	\$ 15,078.91	
	\$ 18,266.00	\$ 663.16	\$ 3,187.09	\$ 15,078.91	82.6%
Total	\$ 200,925.00	\$ 5,519.12	\$ 24,675.05	\$ 176,249.95	87.7%

Vermilion Housing Authority
First Financial Bank - Authority Account
September 2024

Balance Sheet

Assets

111105 Cash	321,167.75
Total Assets	321,167.75

Liabilities

2111 Accounts Payable	0.00
Total Liabilities	0.00

Equity

2820 Operating Reserves - Retained Earnings	320,926.32
Current Year Operating - Gain/(Loss)	241.43
Total Liabilities & Equity	321,167.75

Income Statement

	Current Month	Year to Date
Operating Revenue		
Interest Income	39.59	241.43
Other Income	0.00	0.00
Total Revenue	39.59	241.43
Operating Expenses		
Other Administrative Expenses	0.00	0.00
Total Expenses	0.00	0.00
 Surplus - (Deficit)	 39.59	 241.43

Vermilion Housing Authority
Tenant Receivables Outstanding
PHAS Financial Indicator
September 2024

Definition: This subindicator measures the tenant accounts receivable of a project against the tenant charges for the project's fiscal year.

IF the ratio is less than 1.5 - the agencies score is 5.

IF the ratio is equal to or greater than 1.5 and less than 2.5 - the agencies score is 2.

IF the ratio is equal to or greater than 2.5 - the agencies score is 0.

**Ratio is based on a pro-rated calculation of annualized rental income.

March-24	\$	20,046.33	2.18%
April-24	\$	19,981.35	2.15%
May-24	\$	23,617.45	2.54%
June-24	\$	25,054.81	2.73%
July-24	\$	11,205.59	1.22%
August-24	\$	20,427.00	2.22%
September-24	\$	25,198.65	2.75%
October-24			0.00%
November-24			0.00%
December-24			0.00%
January-25			0.00%
February-25			0.00%
March-25			0.00%

Vermilion Housing Authority

AP Expenditures

September 2024

Ameren Illinois	\$20,317.89
Anderson Electric	\$1,736.00
Aqua Illinois Inc	\$12,683.67
B & D Sales And Service	\$119.23
Blaine Window Hardware	\$200.57
Botts Locksmith	\$935.75
Brickyard Landfill - 4725	\$698.81
Canady Laboratories, Inc.	\$316.80
Caveman's Tree Service	\$5,150.00
City of Danville	\$7,456.41
City of Hoopeston	\$2,222.95
Clark's Garage Incorporated	\$1,095.02
Comcast Cable	\$588.55
Connor Company	\$98.85
Constellation NewEnergy, Inc.	\$638.55
Courtesy Ford Inc.	\$1,949.72
CTS Computer Center	\$7,003.39
Danville Area Community College	\$663.16
Danville Sanitary District	\$10,239.75
Drennan's Clean-A-Line, Inc.	\$75.00
ESS Clean, Inc.	\$1,004.00
Farnsworth Group Inc.	\$8,752.85
Fastenal	\$1,907.19
First Nonprofit Unemployment Program	\$4,446.00
Frank J. Strahl & Sons Inc	\$1,052.32
Frank's House Of Color Inc.	\$4,137.70
Freeman Exteriors	\$77,890.24
General Electric Co	\$1,415.47
Georgetown Waterworks	\$3,163.66
Gibson Teldata, Inc.	\$862.33
Grainger, Inc	\$151.29
Grunau Company Inc	\$132.00
Hannon Heating & Air, LLC	\$10,245.00
Hd Supply Facilities Maintenance	\$12,851.48
Health Alliance	\$67,685.08
Housing-Renewal & Local Agency Retiremen	\$15,082.02
Huber & Mudd LLC	\$3,875.00
Illini FS	\$1,945.31
Illinois Labor Law Poster Service	\$99.50
Illinois Landfill	\$379.67
Illinois Office of the State Fire Marshal, Elevator Safety Division	\$250.00
Jackie S Jackson	\$200.00
Jennifer L. Adams	\$100.00
Johnson Controls Security Solutions	\$3,379.63
Kelly Printing Company Inc.	\$363.93
Kone Inc.	\$2,523.86
Lahne Lawncare	\$850.00
Latoz Hardware Inc.	\$52.81
Linden Coffey	\$50.00
Lowe's	\$17,926.28
Menards - Menards Of Danville	\$85.99
Metropolitan Life Insurance Company	\$1,805.84
Municipal Water Utility	\$312.53
Nan Mckay & Associates Inc.	\$239.00
Napa Auto Parts	\$34.99
National Construction Rentals, Inc.	\$19,202.40
Nelson's Lawn Care	\$4,840.00

Nicole Brumfield	\$37.25
NUSO, LLC	\$351.06
Olympic Hardware	\$9.57
Online Information Services Inc.	\$1,105.80
Owens Excavating & Trucking LLC	\$4,342.00
Patton, Terrance	\$6,080.00
PDQ Supply Inc.	\$298.64
Peerless Network	\$1,006.53
Petty Cash, Tamra Hartman Custodial	\$947.50
Quadient Finance USA, Inc	\$4,000.00
Quadient Leasing USA, Inc.	\$300.15
Quill	\$2,838.61
Republic Services #726	\$9,787.32
Rogers Supply Company Inc.	\$67.66
Securitas Technology Corporation	\$236.25
Sherwin-Williams	\$862.05
Sparklight Business	\$646.37
Terminix Services	\$15,205.00
The Lincoln National Life Insurance Co.	\$289.35
Two Men And A Truck	\$519.75
Verizon Wireless	\$204.72
Vermilion Chevrolet	\$111.77
Vermilion County Health Department	\$364.80
Village of Rossville	\$625.31
Vision Service Plan	\$207.09
Wagner Communications Inc.	\$744.44
Watson Tire & Automotive Inc.	\$25.00
Watts Copy System	\$520.29
Total for all Vendors	395,219.72

Memorandum

TO: Board of Commissioners
FROM: Amber McCoy, Deputy Director
DATE: October 1, 2024
RE: Personnel Monthly Report for the Month of September 2024

1. The following personnel action was taken in September 2024:

Jannell Moseley – Maintenance Laborer – Terminated

2. Staff/Commissioners attended the following training through the Executive Office in September 2024:

Supervision and Management

Jaclyn Vinson, Amber McCoy, Brittany Savalick, Tamra Hartman, Kim Spangler, Jim Booher, Melissa Welker, Samantha Bruens, Nicole Brumfield, and Karen Newsome

IAHA 2024 Annual Meeting
Bloomington, IL

Jaclyn Vinson
Executive Director

Mental Health Conference
Danville, IL

Tamera Forthenberry
Resident Services Coordinator

FMLA Compliance
Danville, IL

Tamra Hartman
Finance Manager

MEMORANDUM

TO: Board of Commissioners

FROM: Amber McCoy, Deputy Director

DATE: October 10, 2024

RE: Disposition of Heavy Duty Trailer – 1976 Schuster

We currently have a 1976 Schuster, heavy duty dump trailer that was purchased for \$7,626.00 on May 4, 2011.

This trailer in need of repairs of approximately \$6,500.00. The trailer is unsafe to use on the road in its current condition.

We request the Board's approval to dispose of this trailer, as in line with the VHA Disposition Policy. We shall negotiate a sale by public advertisement for formal, sealed bids. If no bids are received, due to the poor condition of the trailer, I recommend the trailer be recycled for the price of metal cost.

RESOLUTION NO. 2024-38

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the “Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the disposition of the heavy duty trailer, 1976 Schuster; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the disposition of the heavy duty trailer, 1976 Schuster.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 24th day of October, 2024.

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____

Its: Chairman

Attest:

By: _____

Its: Secretary/Treasurer

COOPERATION AGREEMENT BETWEEN
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
D/B/A VERMILION HOUSING AUTHORITY
AND
THE CITY OF DANVILLE, ILLINOIS POLICE DIVISION

This agreement effect the ____ day of _____, 20___, by and between the Housing Authority of the City of Danville, Illinois, d/b/a Vermilion Housing Authority, a Municipal Corporation, hereinafter referred to as The Authority, and the Danville Police Division, an agency of the City of Danville, Illinois, a Municipal Corporation, provides as follows:

SECTION 1- PURPOSE

It is necessary in certain conditions for The Authority as a property owner to request the use of Danville City police officers to investigate and control certain activities conducted by residents, non-residents, or other persons on the common grounds of The Authority's private property located within the Corporate limits of the City of Danville in order to preserve and protect the health, safety, and welfare of The Authority's residents and the public.

SECTION 2- POWER AND AUTHORITY

- a. The Authority does hereby authorize and grant to the City of Danville Police Division as a Agent for the City of Danville, the authority to investigate, arrest, remove, and temporarily bar non-residents for a period up to forty-five (45) days for just cause, who are located on, or enter and remain upon common areas for any property of The Authority. The Authority maintains a No Trespass Policy which determines the time frames during which bar orders will be in effect.
- b. The Danville Police Division specifically has the power to approach people located on the common property of The Authority and to request identification and, if determined to be an individual in violation of The Authority's rules and regulations, recommend to The Authority that the person (or persons) be placed on The Authority's no trespass list, and if that person (or persons) is determined to already be barred from said property, to arrest said person (or persons) for trespassing. The Danville Police Division shall have the authority to cause non-residents to be arrested if they refuse to leave the property. Further, the Danville Police Division shall also have the power to remove non-residents' vehicles from said property at the vehicle owners' expense.
- c. The Authority hereby agrees to cooperate with the Danville Police Division in any criminal, city, and civil prosecutions that may arise from the Police Division's exercise of the authority granted by this agreement.
- d. The Authority and the Danville Police Division as its agent do hereby authorize the Police Division's officers to investigate, arrest, remove, temporarily bar, recommend individuals be placed on The Authority's no trespass list, restrict unauthorized vehicles from entering the common areas of The Authority properties, and to remove unauthorized vehicles at the owners' expense. The police officers are hereby authorized to approach persons located on the properties to determine if they are residents or have been invited onto the properties. Police officers may order any person (or persons) to leave the premises if it is determined that such

person (or persons) fail or refuse to leave when so ordered, the police officers are authorized to arrest persons who return without permission of The Authority or who are barred from the properties by The Authority.

- e. The DPD will bill the VHA by invoice at an adjusted time rate of \$60.00 per hour for the patrol hours on VHA properties above and beyond normal baseline services. The DPD agree to bill VHA on a monthly basis and the VHA agrees to reimburse the DPD on a monthly basis. The invoice submitted by the DPD will include the name of the officers working each detail, date of the detail, number of hours worked, agreed upon rate per hour, and the total due for the billed periods. The rate per hour may be increased by mutual written agreement, should reasonable changes occur within the DPD which would increase the costs for the assigned officers.

SECTION 3- EFFECTIVE DATE OF AGREEMENT

- a. This agreement shall be in full effect and legally binding from the date signed and approved by both The Authority and the Police Division.
- b. All parties shall receive and retain an original of this agreement.

SECTION 4- TERMINATION OF AGREEMENT

This agreement shall remain in effect unless revoked in writing by either party with a minimum of forty-eight (48) hours written notice to the other party. Notices of revocation will be hand delivered to the main office of The Authority at: 1607 Clyman Lane, Danville, Illinois or to the Danville Police Division, Public Safety Building, 2 East South Street, Danville, Illinois.

SECTION 5- OWNER'S RESPONSIBILITY

The Authority has the sole right to bar a person (or persons) from The Authority's properties except where in this agreement The Authority has authorized the Danville Police Division to act on its behalf. The Authority will keep an up-to-date list of persons barred from The Authority's properties and will provide the Danville Police Division with the updated list of all persons which have been barred from the property on at least a quarterly basis. The Authority will keep its residents informed of the rules and regulations and will require residents to inform guests of The Authority's rules and regulations. If the rules and regulations are broken by guests, the guests may be barred and/or arrested for criminal trespass or violation of State, Federal, and/or City of Danville laws and ordinances. If the rules and regulations are broken by a guest, it is grounds for termination of the tenancy of the resident who is responsible for the guest or who invited the guest onto the properties.

THE HOUSING AUTHORITY OF THE
CITY OF DANVILLE, IL
d/b/a VERMILION HOUSING AUTHORITY

BY: _____

TITLE: _____

WITNESS:

Subscribed and sworn to before me this ____ day of _____, 20 ____.

Notary Public

DANVILLE POLICE DIVISION, AGENT
OF THE CITY OF DANVILLE, ILLINOIS

BY: _____

TITLE: _____

WITNESS:

Subscribed and sworn to before me this ____ day of _____, 20 ____.

Notary Public

RESOLUTION NO. 2024-39

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the “Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the cooperation agreement with the Danville Police Department; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the cooperation agreement with the Danville Police Department.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 24th day of October, 2024.

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer

BY-LAWS OF
THE HOUSING AUTHORITY
OF THE CITY OF DANVILLE, ILLINOIS,
d/b/a VERMILION HOUSING AUTHORITY

(As Amended by the Board of Commissioners October 24, 2024)

ARTICLE I

THE AUTHORITY

SECTION 1. NAME OF THE AUTHORITY. The name of the Authority shall be the “Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority”.

SECTION 2. SEAL OF THE AUTHORITY. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

SECTION 3. OFFICE OF THE AUTHORITY. The office of the Authority shall be at 1607 Clyman Lane in the City of Danville, Illinois, but the Authority may hold its meetings at such other place as it may designate by resolution. (As amended August 9, 1943, Resolution No. 43-340; November 15, 1990, Resolution No. 90-96; May 21, 1992, Resolution No. 92-35.)

ARTICLE II

SECTION 1. OFFICERS. The officers of the Authority shall be a Chairman, a Vice-Chairman, and a Secretary-Treasurer.

SECTION 2. CHAIRMAN. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority. At each meeting the Chairman shall submit such recommendations and information, as he/she may consider proper concerning the business affairs and policies of the Authority. The Chairman shall designate the spokesperson with media and that person shall be the Executive Director or himself/herself. (As amended November 15, 1990, Resolution No. 90-96; January 16, 2020, Resolution No. 2020-1).

BY-LAWS

SECTION 3. VICE CHAIRMAN. The Vice Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall select a new Chairman.

SECTION 4. SECRETARY-TREASURER. The Executive Director, acting as Secretary-Treasurer for the Board of Commissioners, shall have general supervision over the administration of its business and affairs subject to the direction of the Authority. (As amended February 6, 1940, Resolution No. 40-12).

He/she shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

He/she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority at such bank or banks as the Authority may select. He/she shall sign all orders and checks for the payment of money and shall pay out and disperse such monies under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Chairman or his/her designee. He/she shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or more often when requested), an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for faithful performance of his/her duties as the Authority may designate. The compensation of the Secretary-Treasurer shall be determined by the Authority, provided

BY-LAWS

that a temporary appointee selected from among the Commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses). (As amended August 20, 2009, Resolution No. 09-18).

SECTION 5. ADDITIONAL DUTIES. The officers of the Authority shall perform such other duties and functions as may, from time to time, be required by the Authority of the By-Laws or rules and regulations of the Authority.

SECTION 6. ELECTION OR APPOINTMENT. The Chairman and Vice Chairman shall be elected at the Annual Meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

The Secretary-Treasurer shall be appointed by the Authority. Any person appointed to fill the office of Secretary-Treasurer, or any vacancy therein, shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office except as a temporary appointee.

Commissioner appointments will be made by the City of Danville City Council and the Vermilion County Board. The City of Danville Council will hold five (5) seats to appoint, while the Vermilion County Board will hold two (2) seats to appoint. A resident commissioner can be appointed, if a candidate is presented, and will be made by either the County Board or the City of Danville, depending on the location in which that resident resides. (As amended January 16, 2020, Resolution No. 2020-1).

SECTION 7. VACANCIES. Should the office of Chairman or Vice Chairman become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary-Treasurer becomes vacant, the Authority shall appoint a successor, as aforesaid.

BY-LAWS

SECTION 8. ADDITIONAL PERSONNEL. The Authority may, from time to time, employ such personnel, as it deems necessary to exercise its powers, duties and functions as prescribed by the Housing Authorities Act of Illinois and other laws of the State of Illinois applicable thereto. The selection and compensation of such personnel (including the Secretary-Treasurer) shall be determined by the Authority subject to the laws of the State of Illinois.

SECTION 9. TRAINING. All newly appointed Commissioners must attend an orientation with the Executive Director to discuss the positions responsibilities, By-laws and policies of the Housing Authority prior to being seated on the Board of Commissioners. All newly appointed Commissioners, upon being seated, must participate in monthly Commissioner-oriented training topics as presented as part of the monthly Board meetings (As amended August 20, 2009, Resolution No. 09-18; December 19, 2013, Resolution No. 13-23; January 16, 2020, Resolution No. 2020-1).

ARTICLE III

MEETINGS

SECTION 1. ANNUAL MEETING. The Annual Meeting for the Authority shall be at 4:30 o'clock p.m., immediately prior to the regular meeting of the Authority in the month of October at the regular meeting place of the Authority. In the event such date shall fall on a Sunday or a legal holiday, the Annual Meeting shall be held on the next succeeding secular day. (As amended October 3, 1951, Resolution 51-484; November 15, 1990, Resolution No. 90-96; March 23, 1995, Resolution No. 95-24; November 18, 1999 Resolution No. 99-91; August 17, 2023, Resolution No. 2023-25, October 24, 2024 Resolution No. 2024-42).

SECTION 2. REGULAR MEETINGS. Regular meetings shall be held, with notice, alternately, in the Administration Building, 1607 Clyman Lane, in the Community Rooms at Mer Che Manor,

BY-LAWS

723 N. Oak Street, Danville, IL, and Churchill Towers, 101 E. Seminary Street, Danville, IL, and one time a year at Centennial Manor, 426 E. Honeywell Avenue, Hoopeston, IL and at Richie Manor, 205 East West Street, Georgetown, IL, on the third Thursday of every month at 4:30 o'clock p.m. or on such day as the Commissioners shall by resolution determine. (As amended October 3, 1951, Resolution No. 51-483; January 7, 1954, Resolution No. 54-611; December 2, 1954, Resolution No. 54-654; December 15, 1987, Resolution No. 87-64; November 15, 1990, Resolution No. 90-96; June 18, 1992, Resolution No. 92-44; March 23, 1995, Resolution No. 95-24; January 16, 2020, Resolution No. 2020-1; August 17, 2023, Resolution No. 2023-25, March 21, 2024, Resolution No. 2024-18, October 24, 2024 Resolution No. 2024-42).

SECTION 3. SPECIAL MEETINGS. The Chairman of the Authority may, when he/she deems it expedient, and shall, upon the written request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Authority or may be mailed to the business or home address of each member of the Authority, plus any media requesting such notice, to arrive forty-eight (48) hours prior to the date of such meeting. At such special meeting no business shall be considered other than designated in the call. (As amended February 16, 1995, Resolution No. 95-10).

SECTION 4. QUORUM. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Four Commissioners shall constitute a quorum for the purpose of conducting its business and excising its power and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present. (As amended October 21, 1993, Resolution No. 93-68).

BY-LAWS

SECTION 5. ORDER OF BUSINESS. At the regular meeting of the Authority the following example may be the written order of business, or by a majority aye vote may be amended as needed:

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Public and Resident Comments
5. Approval of the Minutes
6. Police Reports
7. Department Reports:
 - (a) Public Housing
 - (b) HCV
 - (c) Finance
 - (d) Personnel
8. New Business
9. Other Business
10. Closed Session, if needed
11. Chairman/Commissioner's Comments
12. Adjournment

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority. (As amended November 15, 1990, Resolution No. 90-96; March 18, 1993, Resolution No. 93-20; February 16, 1995, Resolution No. 95-10; August 20, 2009, Resolution No. 09-18; January 16, 2020, Resolution No. 2020-1).

SECTION 6. MANNER OF VOTING. The voting on all questions coming before the Authority relating to finance, personnel, and policy shall be made by roll call and the ayes and nays shall

BY-LAWS

be entered upon the minutes of such meetings. All other questions or actions coming before the Authority can be taken by voice vote with a majority rule. (As amended June 16, 1988, Resolution No. 88-52).

SECTION 7. ATTENDANCE. The Commissioners of the Authority are expected to attend all monthly meetings, special board meetings and the annual meeting. Should a board member be absent from two (2) or more consecutive board meetings of any nature, or be absent from three (3) of all regular, special or annual board meetings within a twelve (12) month period, the Chairman of the Board, or anyone he/she may designate, shall, in writing, inform the Mayor of the City of Danville or the Vermilion County Board Chairman, whichever is responsible for the appointment, that the board member is in violation of the attendance requirement as set forth in the By-Laws of the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority and is in neglect of his/her duties, and shall recommend removal of the board member by the presiding officer, pursuant to Illinois law. (As amended October 21, 1999, Resolution No. 99-81; August 20, 2009, Resolution No. 09-18; January 16, 2020, Resolution No. 2020-1; August 17, 2023, Resolution No. 2023-25).

SECTION 8. AMENDMENTS. Any proposed amendment to this agreement must be submitted in writing to the Board of Commissioners for discussion at a regular Board Meeting. Action on the proposed amendment may not take place prior to the following regularly scheduled Board Meeting. The amendment will be ratified by a three-fifths vote of the members of the Board. The amendment itself provides otherwise. (As amended November 15, 1990, Resolution No. 90-96; October 21, 1999, Resolution No. 99-81).

RESOLUTION NO. 2024-40

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the “Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the updated Bylaws; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the updated Bylaws.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 24th day of October, 2024.

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer

2025 HOLIDAY SCHEDULE

<u>HOLIDAYS</u>	<u>DATE</u>
New Year's Day	Wednesday, January 1, 2025
Martin Luther King, Jr. Birthday	Monday, January 20, 2025
President's Day	Monday, February 17, 2025
Good Friday	Friday, April 18, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth	Thursday, June 19, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Columbus Day	Monday, October 13, 2025
Veteran's Day	Tuesday, November 11, 2025
Thanksgiving Day	Thursday, November 27, 2025
Day after Thanksgiving Day	Friday, November 28, 2025
Christmas Day	Thursday, December 25, 2025
Discretionary Holiday (1)	Wednesday, December 24, 2025
Discretionary Holiday (2)	Wednesday, December 31, 2025

2025 BOARD OF COMMISSIONERS MEETING SCHEDULE (3rd THURSDAY OF THE MONTH)

<u>2025 DATE</u>	<u>TIME</u>	<u>LOCATION</u>
January 16	4:30 p.m.	Administration Building, 1607 Clyman Lane, Danville
February 20	4:30 p.m.	Churchill Towers, 101 E. Seminary, Danville
March 20	4:30 p.m.	Mer Che Manor, 723 N. Oak Street, Danville
April 17	4:30 p.m.	Centennial Manor, 426 E. Honeywell, Hoopeston
May 15	4:30 p.m.	Richie Manor, 205 East West Street, Georgetown
June 26	4:30 p.m.	Administration Building, 1607 Clyman Lane, Danville
July 17	4:30 p.m.	Churchill Towers, 101 E. Seminary, Danville
August 21	4:30 p.m.	Mer Che Manor, 723 N. Oak Street, Danville
September 18	4:30 p.m.	Administration Building, 1607 Clyman Lane, Danville
October 16	4:30 p.m.	Churchill Towers, 101 E. Seminary, Danville
November 20	4:30 p.m.	Mer Che Manor, 723 N. Oak Street, Danville
December 18	4:30 p.m.	Administration Building, 1607 Clyman Lane, Danville

RESOLUTION NO. 2024-41

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the “Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the 2025 Holiday and Board of Commissioners Meeting Schedule; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the 2025 Holiday and Board of Commissioners Meeting Schedule.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 24th day of October, 2024.

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____

Its: Chairman

Attest:

By: _____

Its: Secretary/Treasurer

Changes to Admin Plan

Chapter 1- Overview

No significant changes made. Our DBA was added for consistency purposes.

Chapter 2- Fair Housing and Equal Opportunity

2-I.B. Nondiscrimination

Added- The PHA will not discriminate based on the additional Illinois protected classes including ancestry, order of protection status, conviction record, and military status or unfavorable discharge from military service.

2-III.B. Oral Interpretation

Model plan added- When exercising the option to conduct remote briefings, informal reviews, or hearings, however, the PHA will coordinate with a remote interpretation service which, when available, uses video conferencing technology rather than voice-only interpretation.

Chapter 3- Eligibility

3-II.R. EIV System Searches

Entire section added regarding running EIV reports prior to eligibility determination.

Chapter 4- Application

4-I.D. Placement on the Waiting List

Eligible for Placement on the Waiting List

Removed “The PHA will send written notification of the preliminary eligibility determination within 10 business days of receiving a complete application”. This is not VHA’s practice.

Chapter 5- Briefings

5-I.B. Briefings

HUD requires that applicants attend a briefing but allows the PHA discretion regarding some aspects of the process, such as whether briefings will be conducted individually or in groups, whether briefings will be conducted in-person or remotely, who must attend the briefing, and how to help families that have difficulty understanding the program’s requirements. This section addresses these areas of PHA discretion. This section broadens the discretion PHA’s have on when they can conduct certain types of briefings.

No significant changes in this section.

5-II.D. Voucher Issuance and Rescissions

Although we issue vouchers on the basis that the VHA will have enough money to subsidize families that locate an approvable unit within the term of their voucher, it is possible for the PHA to discover after vouchers have been issued that there is not enough funding to provide subsidy to all of the applicant families that are currently searching for a unit. If this occurs, the PHA may need to rescind vouchers.

This language and section is new to our admin plan. We wanted to eliminate gray areas where possible.

5-II. E. Voucher Term and Extensions

Changing term from 120 days to 60.

More restrictive on extensions.

Chapter 6- Income

Calculating Annual Income

The methodology used for calculating income differs depending on whether income is being calculated at initial occupancy, interim reexamination, or at annual reexamination. This chapter contains significant changes reflecting HOTMA.

Chapter 7- Verification

Addition of Form HUD-9886 section requiring policy on when family members will be required to sign consent forms when family members turn 18.

Addition of PHA policy surrounding penalties for failing to consent. Failure to provide consent will result in termination.

Addition of section regarding using other programs income determinations.

Preference point value changes

Chapter 8- Housing Quality Standards and Rent Reasonableness Determinations

8-II.A. Overview

Notice and Scheduling

Changed 9:00 am inspection start time to 8:00am

No other significant changes.

Chapter 9- Leasing

No significant changes to this chapter.

Chapter 10- Moving with Continued Assistance and Portability

No significant changes to this chapter.

Chapter 11- Reexaminations

Addition of 11-I.E. CALCULATING ANNUAL INCOME AT ANNUAL REEXAMINATION

Changes to when Interim Reexaminations are conducted.

- Interim Increases
 - “PHAs must not process interim reexaminations for income increases that result in less than a 10 percent increase in annual adjusted income.”

Chapter 12- Terminations

Insufficient Funding [24 CFR 982.454]

- “Families who have been assisted in the HCV program the longest will be the first to be terminated, excluding families that include elderly or disabled family members.”

Chapter 13- Owners

13-II.G. FORECLOSURE [Notice PIH 2010-49]

Chapter 14- Program Integrity

No significant changes in this chapter.

Chapter 15- Special Housing Types

New Chapter

Chapter 16- Program Administration

- Addition of policy surrounding “Conducting Remote Informal Reviews” for applicable situations.

Chapter 17- Project Based Vouchers

No significant changes

Chapter 18- Special Purpose Vouchers

Entire chapter is new to the admin plan with regulations relating to Special Purposes Vouchers. We administer 2 types; HUD-VASH and FUP (family unification program).

Appendix A: HOTMA Changes

The PHA has updated its Administrative Plan to be fully compliant with the Housing Opportunity Through Modernization Act (HOTMA). However, on September 18, 2024, HUD delayed compliance dates for HOTMA Sections 102 and 104 (Income & Assets). At such time that HUD is ready to implement Sections 102 and 104 of the Housing Opportunity Through Modernization Act, the Administrative Plan sections applicable to Sections 102 and 104 will be implemented.

The PHA will inform all program participants of the date at which the HOTMA policies will become effective. Program participants will be informed of the date the PHA will transition to HOTMA policies before the PHA starts to conduct reexaminations using those HOTMA policies.

RESOLUTION NO. 2024-42

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the “Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, to approve the 2025 Section8/Housing Choice Voucher Administrative Plan; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the 2025 Section8/Housing Choice Voucher Administrative Plan.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 24th day of October, 2024.

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer

Changes to ACOP

Chapter 1- Overview

No significant changes

Chapter 2- Fair Housing and Equal Opportunity

No significant changes

Chapter 3- Eligibility

No significant changes

Chapter 4- Applications, Waiting List, and Tenant Selection

Changes to preference point values

Chapter 5- Occupancy Standards and Unit Offers

No Significant Changes to this chapter

Chapter 6- Income

No significant changes other than HOTMA

Chapter 7- Verifications

No significant changes other than HOTMA

Chapter 8- Leasing

Removed Minimum heating standards from this chapter.

Chapter 9- Reexaminations

No significant changes

Chapter 10- Pets

No significant changes

Chapter 11- Community Service

No significant changes

Chapter 12- Transfers

No significant changes

Chapter 13- Lease Terminations

No significant changes

Chapter 14- Grievances

No significant changes

Chapter 15- Program Integrity

No significant changes

Chapter 16- Program Administration

No significant changes

Appendix A: HOTMA Changes

The PHA has updated its Admissions and Continued Occupancy Plan (ACOP) to be fully compliant with the Housing Opportunity Through Modernization Act (HOTMA). However, on September 18, 2024, HUD delayed compliance dates for HOTMA Sections 102 and 104 (Income & Assets). At such time that HUD is ready to implement Sections 102 and 104 of the Housing Opportunity Through Modernization Act, the ACOP sections applicable to Sections 102 and 104 will be implemented.

The PHA will inform all program participants of the date at which the HOTMA policies will become effective. Program participants will be informed of the date the PHA will transition to HOTMA policies before the PHA starts to conduct reexaminations using those HOTMA policies.

RESOLUTION NO. 2024-43

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the “Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, to approve the 2025 Public Housing Admissions and Continued Occupancy Plan; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the 2025 Public Housing Admissions and Continued Occupancy Plan.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 24th day of October, 2024.

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer

TASK ORDER

Parkview Court Demolition

Vermilion Housing Authority

October 20, 2024

TASK ORDER #10

This Task Order (this "**TO**") is entered into as of the 20 day of October 2024, between Vermilion Housing Authority ("**Client**") and Farnsworth Group, Inc. ("**Farnsworth Group**") for the project described below. This TO is entered into pursuant to, and shall be subject to, the terms and conditions of that certain Master Services Agreement (including its attached General Conditions and Schedule of Charges as amended from time to time) dated November 5, 2021 (the "**Agreement**") between Client and Farnsworth Group. Capitalized terms used and not defined in this TO will have the meanings as described to them in the Agreement.

PROJECT OVERVIEW /

Our understanding of the project is based on the email correspondence between Jaclyn Vinson and Scott Burge on October 18, 2024.

Vermilion Housing Authority (VHA) would like to demolish the Parkview Court development in Hoopston, IL. The development consists of 25 single-story, multi-family buildings located at 34 Parkview Court. The buildings consist of wood framed walls and roof structure on concrete slab floors. The foundation system is unknown, but anticipated to be poured concrete or masonry walls bearing on a concrete footing. The entire foundation system and superstructure shall be removed from the site for each building.

All utilities are currently being disconnected at the site by the utility providers. Ameren is disconnecting the gas and electric services. The City of Hoopston is disconnecting the water, sanitary, and storm sewer connections. Thus, site utility work has been excluded from this task order.

All of the pavement throughout the development shall be removed. This includes sidewalks, curbs, and roads. Roadway demolition will stop just west of the existing privately owned residence on the northwest corner of South 6th Street and Parkview Court. A new curb shall be installed where the demolition stops. After demolition, the site will be filled with topsoil, graded to drain, and seeded.

All the HUD demolition approval process is complete and no additional work is required for approval.

All known asbestos is currently being abated and will not be part of this scope of work.

SCOPE OF PROFESSIONAL SERVICES /

SCOPE OF WORK

Farnsworth Group's scope of work includes a full-service approach within the parameters set by the scope identified within this proposal. We have included architecture and civil engineering design services, as well as necessary interface with the Owner, review agencies, and other owner retained consultants and vendors. The scope of work includes the services generally described as follows:

- A. Architecture
 - 1. Project Management
 - A. Coordinate the project team and act as a single point of contact.
 - B. Prepare the submittal and submit to VHA and prospective bidders.
 - 2. Construction Documents
 - A. One site visit to take photos of the existing development.
 - B. Prepare site plan using Google Earth to depict the extents demolition.
 - C. Prepare building photos assembled into a deliverable that depicts existing conditions and typical requirements for the contractor’s scope of work.
 - D. Write specifications.
 - 3. Bidding Assistance
 - A. Submit deliverables to the City of Hoopston for permit review.
 - B. Respond to questions from prospective bidders.
 - C. Issue clarifications via addenda as required.
 - D. Conduct one in-person pre-bid meeting.
 - E. Conduct one in-person bid opening.
 - F. Evaluate bids and prepare recommendation for VHA Board.
 - G. Write contract between VHA and selected contractor.
 - 4. Construction Administration
 - A. Conduct one pre-construction meeting.
 - B. Respond to questions from selected contractor.
 - C. Provide up to 2 site visits during construction to review contractor progress.
 - D. One site visit to prepare a punch list.
 - E. Up to one site visit to verify completion of punch list.
- B. Civil Engineering
 - 1. Construction Documents
 - A. Prepare site documents and submit to the governing bodies. We anticipate the following agencies will require review of the plans.
 - i. IEPA – Erosion Control Permit (NOI).
 - ii. IDNR – Endangered Species.
 - iii. IHPA – Historic Preservation.
 - B. Write specifications only as required for permit review.
 - 2. Bidding Assistance
 - A. Respond to questions from prospective bidders and issue clarifications via addenda.

DELIVERABLES

The scope of work includes the following:

- A. Architecture
 - 1. Drawings: Title sheet, demolition site plan, proposed site plan, and site details.
 - 2. Specifications: Front end specifications (division 00 & 01) and technical specifications.
- B. Civil Engineering
 - 1. Construction Documents: Permit application forms.

MAIN POINT OF CONTACT /

The main point of contact with Farnsworth Group for this project will be:

Scott Burge, AIA
2211 West Bradley Avenue
Champaign, IL 61821
(217) 352-7408
sburge@f-w.com

PROFESSIONAL FEES /

Farnsworth Group proposes to provide the described services for a fixed fee of \$15,900 (fifteen thousand, nine hundred dollars), plus normal reimbursable expenses. Additional details regarding payment terms and related policies are included in the attached General Conditions.

PROJECT TIMELINE /

We understand the October Board meeting will occur the week of October 21 where they will review this agreement. Upon your notice to proceed, we are prepared to begin work within one week.

A contract with a general contractor shall be in place before the December 19, 2024 board meeting. We anticipate having the bidding documents completed within 2 weeks after commencement. The bidding process will take approximately 3 weeks to complete.

ASSUMPTIONS AND CLARIFICATIONS /

The following assumptions and clarifications support the fees for this proposal.

A. General

1. We have not included coordination with utility providers. We have also not included design and documentation of existing utility modifications in this task order.
2. We have assumed soil and subsurface testing is not required or requested. We have not included these services.
3. We have assumed all HUD approvals are in place and have not included services in support of HUD approval or HUD documentation preparation.
4. The number of meetings, site visits or travel included in this proposal are mentioned in the scope of services section. Additional meetings, site visits or travel may be requested on an hourly basis.
5. This work is expected to commence in October 2024. Significant delays in start date may require reassessing necessary services, schedule, and fees.
6. Schedule relies on timely receipt of information to support design efforts.
7. Revisions caused by Owner, Tenants, Authority Having Jurisdiction (AHJ), other governmental review agencies or any other entity that causes work already performed to be revised is excluded.

B. Civil Engineering

1. Performing utility pot-hole services is not included.
2. Structural retaining wall design is not required and has not been included.
3. Preparing easements or exhibits is not included.
4. Subdivision plat or re-plat drawings or documents is not included.
5. Offsite site design is not included.
6. Storm water management plan and erosion control plan is not included.

ADDITIONAL SERVICES /

The following services are not included in the fees for this proposal, but may be relevant to the project and can be provided at your request for an additional fee:

- Multiple revisions and changes of scope both during and after each phase of service.
- Preparation of plans or specifications not specifically defined by this agreement.
- Value Engineering exercises.
- Geotechnical Engineering for subsurface exploration.
- As-built documentation.
- Environmental Engineering for the discovery and abatement design of hazardous materials.
- Environmental Engineering for Phase 1 & Phase 2 services.
- Meetings and/or hearings with Planning and Zoning or City Council.
- Attendance at additional meetings or site visits requested by the VHA.
- Assistance with material testing.
- Site surveying including topographic survey, boundary survey, or construction staking.
- Transportation Engineering including traffic studies.
- Landscape Architecture.

OWNER RESPONSIBILITIES /

The following services or items are required to be provided by you in order to allow Farnsworth to complete the scope of services outlined above.

- Provide any available hard copy, PDF, or AutoCAD drawings of existing surveys, site plan, base drawings, mapping, and exhibits.
- All required notifications that originate with the owner (signs, public announcements, etc).
- Provide access to the project site.
- Timely feedback throughout the duration of the project.
- Payment of application fees, recording costs, and other fees that could be associated with the scope of the project.
- Communication and coordination with HUD.

AGREEMENT /

Please indicate your acceptance and agreement of this TO, which is subject to and incorporates by reference all terms of the Master Services Agreement between Client and Farnsworth Group, by signing and returning a copy of this TO for our records. In the event any terms of this TO conflict with a term in the Master Services Agreement, you agree and acknowledge that the terms of this TO shall control.

No other provisions or conditions, oral or written, shall apply unless explicitly included, approved and accepted by both parties in writing. Any implied or stated terms and conditions which may be included in or attached to a subconsultant/subcontractor's proposal are expressly rejected and are null and void.

We appreciate the opportunity and look forward to working with you on this project.

FARNSWORTH GROUP, INC.

VERMILION HOUSING AUTHORITY

Signature
Scott Burge
Typed Name
Senior Architectural Manager
Title
October 20, 2024
Date

Signature
Jaclyn Vinson
Typed Name
Executive Director
Title

Date

RESOLUTION NO. 2024-44

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the “Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the contract with Farnsworth Group for Architecture and Engineering Agreement for Parkview Court in Hoopeston, Illinois, not to exceed \$15,900.00; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the contract with Farnsworth Group for Architecture and Engineering Agreement for Parkview Court in Hoopeston, Illinois, not to exceed \$15,900.00.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 24th day of October, 2024.

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____

Its: Chairman

Attest:

By: _____

Its: Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS

EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

This Employment Agreement is made and entered into as of the 1st Day of January, 2025 by and between the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority (hereinafter referred to as ("VHA")) and Jaclyn Vinson, as Executive Director of VHA (hereinafter referred to as ("Employee")).

VHA and Employee, for the consideration herein specified, agree as follows:

1. **Term:**VHA, in consideration of the promises herein contained of Employee, hereby employs, and Employee hereby accepts, employment as the Executive Director of VHA, for a term commencing January 1, 2025 and terminating midnight central standard time, December 31, 2027.
2. **Duties:**
 - (a) Employee agrees that she shall be the Executive Director of VHA, a full-time position, and shall be responsible to the Board of Commissioners of VHA (hereinafter referred to as the "Board").
 - (b) Employee is to be responsible for the overall management of VHA, including, but not limited to, all those duties incident to the Office of the Executive Director as set forth in the job description of VHA for this position and those obligations imposed by local, state and federal laws, rules and regulations governed by the Department of Housing and Urban Development and any state housing authorities.
 - (c) Employee further agrees to perform such other duties as from time to time may be assigned to her by the Board. Any disagreement or misunderstanding regarding additional duties or responsibilities of Employee shall be resolved by the Board Chairman, or by discussion and majority vote of the Board.
3. **Salary:**
 - (a) The Employee's annual base salary commencing January 1, 2025 through December 31, 2025 shall be \$136,200.00. The Employee's annual base salary commencing January 1, 2026 through December 31, 2026 shall be \$143,000.00. The Employee's annual base salary commencing January 1, 2027 through December 31, 2027 shall be \$150,150.00.
 - (b) Employee shall not accept any outside employment, except honoraria without the prior permission of the Board.
4. **Other Expenses:** The Board agrees to provide Employee reimbursement of all reasonable expenses incurred in the interest of VHA upon presentation of such documentation as the Board may require. The Board shall also pay the cost of Employees' dues in professional and service organizations.
5. **Vacation and Sick Leave:** The Board agrees to authorize Employee to take paid time off in accordance with the provisions of the VHA Personnel Policy.

6. **Holidays:** Employee shall be entitled paid Holiday Leave according to the holiday schedule approved and distributed each year to employees of VHA and as described in the VHA Employee Personnel Policy.
7. **Insurance:** VHA shall provide for Employee and her immediate family the maximum coverage allowed under its group insurance plan, including disability, hospitalization, vision, dental and major medical coverage. VHA shall also provide the basic coverage, term life insurance for Employee, in the amount of 100% of the premium due.
8. **Termination:**
 - (a) This Agreement may be terminated by VHA prior to the end of the employment term in accordance with the following terms:
 - (b) If VHA terminates this Agreement prior to December 31, 2027 for a reason specified herein as being "for cause", said termination shall be effective as of the date specified in the termination notice. VHA may terminate "for cause" upon the Employee's commission of a felony; Employee's failure to perform her assigned duties after a prior written notice to cure any specified written deficiencies in her performance or Employee's action or inaction which constitutes a substantial and material breach of this Agreement. The notice of termination by VHA for any "for cause" termination shall state the basis for such termination, and a hearing before the Board may be requested by Employee.
 - (c) If Employee becomes unable or fails to perform her duties for a period of Twenty (20) working days, VHA may terminate this Agreement and upon termination by VHA for such reason, VHA shall pay to Employee an amount equal to Six (6) month's salary, plus amounts due to continue her medical and life insurance coverage for a period of Twelve (12) months after such termination.
 - (d) Except as provided above, if VHA terminates this Agreement prior to the end of the contract date for a reason that is not "for cause" as set forth supra, VHA shall pay to Employee, in addition to all amounts accrued and due to Employee as of the date of such termination, an amount equal to six (6) month's salary. Said amount shall constitute a severance allowance, and no additional amounts shall be due Employee by reason of such termination.
9. **Personal Automobile:** Employee, when requested to travel by vehicle to fulfill and perform her duties as Executive Director of VHA, will be provided a VHA owned vehicle for use of the Employee, however, if VHA does not have a vehicle for use of the Employee, then the Employee shall use her personal vehicle for those same purposes and shall be entitled to reimbursement by VHA at the current IRS mileage rate.
10. **Dues and Subscriptions:** VHA agrees to budget and pay for the professional dues and subscriptions of the Employee as may be necessary and as approved by VHA for her continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for her continued professional participation, growth, community involvement and advancement and for the benefit of VHA.
11. **Professional Development:** VHA hereby agrees to budget for and pay the travel and subsistence expenses of the Employee for professional and official travel, meetings and occasions adequate to continue the professional development of the Employee and to adequately pursue necessary and, as approved by VHA, official and other functions of VHA,

including but not limited to, the annual conference of NAHRO, Illinois NAHRO, PHADA and such other national, regional, state and local governmental groups and committees thereof which the Employee serves as a member of.

12. **Indemnification:** For acts performed in good faith, and in the furtherance of VHA's business and without negligence, or improper willful intent, and in the belief that the Employee is acting in the interest of VHA, VHA hereby agrees to provide insurance as is provided to other administrative personnel and to indemnify the Employee on the same terms and conditions as are other administrative personnel.

13. **Retirement:** VHA shall contribute on behalf of Employee an amount equal to 12.75% of Employee's annual salary to the Retirement Plan of VHA employee's

14. **General:**

This Agreement and obligation hereunder, may be modified at any time by the mutual agreement of VHA and Employee and upon such terms and conditions as may be mutually agreeable in writing and signed by VHA and Employee.

The VHA Personnel Policy as the same applies to Employee is modified by this Employment Agreement. IT IS EXPRESSLY AGREED THAT SAID PERSONNEL POLICY IS NOT A CONTRACT OF EMPLOYMENT.

This Agreement shall constitute the entire Agreement between the parties and may not be modified by any oral agreements made prior to, during, or after the execution of this agreement.

If any provisions, or any portions of this Agreement as contained herein are held unconstitutional, invalid or unenforceable for any reason, then the remainder of the Agreement, or any portion thereof, shall be deemed severable and shall be in effect and remain in full force.

In Witness Whereof, the parties have caused this Agreement to be executed in their respective names and in the case of VHA, by its Chairman, on the day and year first written above.

Jaclyn Vinson, Executive Director

Chairman of the Board of Commissioners
Housing Authority of the City of Danville
d/b/a Vermilion Housing Authority

ADDENDUM TO THE EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

This addendum serves to detail the changes, made effective by Board Resolution on April 21, 2022. The Personnel Policy of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority changes from time to time. As such, the Executive Director's contract shall mimic the benefit provided by the Personnel Policy if the Policy benefits are greater than the benefits outlined in the Executive Director's Employment Agreement.

RESOLUTION NO. 2024-45

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the “Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the Executive Director’s contract with conditions set forth therein for the period of January 1, 2025 to December 31, 2027; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the Executive Director’s contract with conditions set forth therein for the period of January 1, 2025 to December 31, 2027.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 24th day of October, 2024.

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer

BOARD COMMUNICATION

DATE: October 3, 2024
TO: Board of Commissioners
FROM: Executive Director, Jaclyn Vinson
SUBJECT: Staff Compensation Adjustment



This recommendation is to make a one-time compensation adjustment for the VHA staff. As with past years, this framework is based on employment from 10/01/2023 through 09/30/2024. The framework we are recommending is as follows:

<ul style="list-style-type: none">• If employee worked all 4 quarters, full-time, they will receive their full adjustment of 5% of their base salary.
<ul style="list-style-type: none">• If employee was employed for some quarters, but not all, they will be entitled to compensation according to the business days which they were employed in that quarter.
<ul style="list-style-type: none">• Part time employees will be compensated at a prorated rate based on hours worked.

The estimated amount of the adjustment would be with taxes would total approximately \$82,814.20. This would be paid out of the traditional salary accounts.

We are recommending approval of this compensation adjustment as we believe that our staff is truly deserving of this bonus. The current VHA staff truly embodies the mission of the Housing Authority and works to ensure our organization remains an active and vital community partner.

RESOLUTION NO. 2024-46

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the “Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve a one-time compensation adjustment to staff based on their longevity and hours worked by the agency along with the costs of FICA taxes and workman’s compensation insurance estimating \$82,814.20; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of a one-time compensation adjustment to staff based on their longevity and hours worked by the agency along with the costs of FICA taxes and workman’s compensation insurance estimating \$82,814.20.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.

Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 24th day of October, 2024.

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer


MEMORANDUM

TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director

DATE: October 18, 2024

RE: Churchill Towers Fence Replacement Project



We asked for quotes from three (3) companies to remove the existing fencing around the Churchill Towers parking lot. Two companies did not supply quotes, leaving us with one quote for your consideration. Given the size of this project and the labor hours required, we feel the quoted value is reasonable.

We received one (1) quote for the work, as depicted below:

Company	Cost
W. Powell Fence Company	\$16,500.00

At this time we are recommending approval to accept the quote from W. Powell Fence Company, at a cost not to exceed \$16,500.00.

RESOLUTION NO. 2024-47

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the “Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the contract with W. Powell Fence Company for the Fence Replacement Project at Churchill Towers in Danville, Illinois, not to exceed \$16,500.00; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the contract with W. Powell Fence Company for the Fence Replacement Project at Churchill Towers in Danville, Illinois, not to exceed \$16,500.00.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 24th day of October, 2024.

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer