

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF THE GRANITE CITY HOUSING AUTHORITY  
HELD AT 2517 NAMEOKI ROAD; GRANITE CITY, IL 62040**

The Regular Meeting of the Board of Commissioners held on Wednesday, March 9, 2022, was called to order by Chairman Janek at 10:00 a.m.

Commissioners present were Tim Bedard, Charlotte Dixon, Carrie Fowler, John Janek, Bob Palus, and Kim Pierson.

There were no opening remarks.

Motion by Commissioner Dixon, seconded by Commissioner Pierson to approve the minutes of the Regular Meeting of February 9, 2022. All aye, motion carried.

Commissioner Bedard asked why BDO had two invoices listed in the payables. Executive Director Mathes explained that one invoice was the regular monthly invoice the other was a combined monthly and the year end submission to HUD. Commissioner Bedard continued by asking what the actual fiscal year was. Executive Director Mathes stated that the fiscal year is January 1 – December 31. The Authority has until February 28<sup>th</sup> to have the unaudited year end submitted. She continued by stating BDO has been doing the monthly fee accounting since October 2021 and transitioning to do all accounting.

Commissioner Bedard asked about the gator repairs. Executive Director Mathes explained that the gators are 11 years old and needed necessary repairs, batteries replaced, door kits, etc. Each gators cost was approximately \$3,500. Commissioner Bedard asked how that compared to the cost of a new one. Executive Director Mathes stated, with state pricing, a new gator would cost \$15K-\$20K.

Commissioner Bedard questioned the two invoices from Hearst Media. Teri Lake explained that Hearst Media represents The Telegraph and Edwardsville Intelligencer. Both newspapers were on both invoices however, two ads ran in January, the third in February. This caused a month end invoice for January and another for February.

Commissioner Palus asked if the group health insurance was a monthly invoice. Executive Director Mathes stated it was and added that it will be going up slightly. Commissioner Bedard asked if all the insurance is grouped into one. Executive Director Mathes explained the current insurance is through the local group health plan through the State of Illinois. Commissioner Bedard asked if the Housing Authority was required to go with the local health plan or could it be bid out. Executive Director Mathes stated that it could be bid out however, in the past it was priced much cheaper than other plans. She continued by stating that within the Local Health Plan employees have the option to choose their own HMO. It is

not just one group of companies, giving each employee the opportunity to participate in a plan that their providers are in.

Motion by Commissioner Palus, seconded by Commissioner Fowler to approve the February 2022 payables as presented. All aye, motion carried.

Executive Director Mathes stated the Authority is waiting to close out the contract on the Green property once the final payrolls are received.

Executive Director Mathes updated the Board on the income for the COCC and all Amps. There was a positive cash flow of \$35,720.01.

Motion by Commissioner Palus, seconded by Commissioner Dixon to approve the February 2022 financials as presented. All aye, motion carried.

Chairman Janek addressed the bids for the Landscape Maintenance. Teri Lake explained that each contractor bid on each site. The spreadsheet distributed to the Board reflected all low bids, highlighted, along with their total for all sites. She continued by stating there were two contracts in 2021, Luis Landscape and Ideal Landscape. Ideal did not bid for 2022 as their route did not allow for it.

Commissioner Dixon asked what was included in their bid. Executive Director Mathes explained that it included lawn care, mowing, edging, mulch, planting, clean-up.

Commissioner Palus verified that Luis was the lowest bidder for all sites added together. Teri Lake explained Luis Landscape was indeed the lowest bidder for all sites, total but not at the individual sites. Commissioner Palus asked if the Authority knew anything about Luis Landscape. Teri Lake stated that they did four of the properties in 2021. She continued by saying that the only question regarding their bid was for the undeveloped site. Clarification is needed. She added that there were several questions along the way that were answered and sent to all the contractors holding specifications.

Chairman Janek questioned the bid range between bidders for the undeveloped area. Teri Lake explained that was why the clarification was needed.

After the discussion regarding the landscape maintenance bids it was decided that Teri would call Luis Landscape and get clarification while the Board was in Closed Session.

Executive Director Mathes updated the Board on the occupancy data and Authority income for February.

Chairman Janek addressed the retirement of David Kratche after 20 years. Executive Director Mathes stated his last day would be March 15<sup>th</sup>. There is no one in house to fill his position so the Authority will advertise outside and use hiring apps such as Indeed. She

continued by stating Mr. Kratche has a retirement plan and is fully vested. He will also get to keep his health insurance, paying 40% of the premium.

The Board went into Closed Session at 10:31 a.m.

The Board returned to Open Session at 10:40 a.m.

Teri Lake stated she left a message for Luis Landscape therefore she was not able to get the needed clarification. A motion was made to table the decision until next month. All aye, motion carried.

Nominations and Election of Officers will be conducted at the Annual Meeting in May.

Commissioner Pierson stated she would like to keep the minutes of the closed sessions and monthly reports in a locked cabinet at the office. After discussion it was decided that a small fireproof safe should be purchased.

Motion by Commissioner Pierson, seconded by Commissioner Bedard to approve the purchase of a small fireproof safe. All aye, motion carried.

A discussion took place regarding the Open Meetings Act and the online training along with the Statement of Economic Interest. It was decided amongst the Board that each member would take the open meeting act online training and submit their certificate at next month's meeting. A separate file for each commissioner will be made.

Commissioner Bedard began a discussion regarding the by-laws of the Board. He stated they needed to be fixed immediately. Attorney Rodiger agreed the by-laws needed updating and would be happy to provide what he has worked on and if approved they may be adopted. It was agreed to proceed with Attorney Rodiger providing what he has.

A discussion was held addressing the need for hiring a court reporter to transcribe the minutes for the open and closed sessions. Commissioner Bedard stated the open meeting minutes are not as detailed as needed in accordance with the Open Meetings Act. Attorney Rodiger explained that the audio is compliant and there is no reason to have the unnecessary costly expense of having the audio transcribed unless requested.

The Board decided to table the discussion and vote next month on whether the minutes need to be transcribed.

Commissioner Bedard discussed the posting of agendas and minutes in the office and on the Authority website. The listing of all scheduled meetings for the year was also discussed. After the discussion, it was decided the company controlling the website would be contacted to see if access may be given to personnel to post agendas and minutes monthly.

Motion by Chairman Janek, seconded by Commissioner Dixon to adjourn the meeting.  
All aye, motion carried.

Meeting adjourned at 10:55 a.m.

  
Chairman

  
Secretary