

**MINUTES OF MEETING OF DECATUR HOUSING AUTHORITY
OF THE CITY OF DECATUR, ILLINOIS**

2013 Annual Meeting

The Board of Commissioners of Decatur Housing Authority met in Regular session at the Don F. Davis Center, 1808 East Locust Street, Decatur, Illinois at 3:30 p.m. on Thursday, February 14, 2013.

Vice Chairman Yuhas called the meeting to order and upon a call of the roll, those present (all attended in person) and absent were as follows:

Present: Robert Yuhas, Vice Chairman
Shad Etchason, Commissioner
William Gosch, Commissioner
Sheleth Hansbro, Commissioner
James E. Alpi, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Lisa Campbell-Hein, Chairperson

There being a quorum present and the meeting duly convened, business was transacted as follows:

Vice Chairman Yuhas presented the Open Time of the agenda. At this time Mr. Alpi placed a call to Monica Hauser from Hawkins, Bapptie & Co. to hear the auditor review of the annual independent audit report. Ms. Hauser stated that the Financial Statement received a clean report and that is the best you can get. The board discussed with her, the findings related to Wabash Crossing.

Commissioner Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Hearing no further comment, Vice Chairman Yuhas called for a roll call vote. All voted "Aye". The motion carried.

The next item on the agenda was the election of officers. Commissioner Etchason moved to elect the current slate of officers. Commissioner Hansbro seconded the motion. Upon a call of the roll, all voted "Aye". Motion carried.

Legal counsel noted that as Executive Director, James E. Alpi is automatically appointed the secretary-treasurer pursuant to the bylaws.

Vice Chairman Yuhas presented the Minutes from the Regular Meeting of January 10, 2013. Commissioner Hansbro moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, Vice Chairman Yuhas called for a roll call vote. All voted "Aye". The Motion carried.

Vice Chairman Yuhas presented the Closed Session Minutes of January 10, 2013. Commissioner Gosch moved to accept the closed session minutes as presented. Commissioner Hansbro seconded the motion. All voted "Aye". Motion carried.

Vice Chairman Yuhas presented the Rent Roll/L&O Summary Report for the month of January 2013. Commissioner Etchason moved to receive and file the report. Commissioner February 09, 2012

Gosch seconded the motion.

Mr. Alpi reported that the staff has been doing a good job with the scattered sites and are getting all vacant units ready to lease. Terri Goodman stated that AMP 12-24 is 100% occupied. Mr. Alpi stated that we had a celebration yesterday for this accomplishment. We continue to work with staff at Wabash Crossing so they are aware that we have a goal to be 100% occupied in all AMPS which includes our ACC and HCV units at Wabash Crossing. Tina from Wabash Crossing is working on a plan to get the occupancy up.

Vice Chairman Yuhas presented the Housing Choice Voucher Program Occupancy report for the month of January 2013. Commissioner Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus stated that the HCV occupancy is up some. Mr. Alpi stated we have discovered a new tool to help us track the HCV units.

Hearing no further comment, Vice Chairman Yuhas called for a roll call vote. All voted "Aye". Motion carried.

Vice Chairman Yuhas presented the Wabash Crossing Occupancy Report for the month of January 2013. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported that they have gained one on the Project Based units. As stated before, we continue to have conversations with the Wabash Crossing staff and hope to see improvement.

Hearing no further comment, Vice Chairman Yuhas called for a roll call vote. All voted "Aye". The Motion carried.

Vice Chairman Yuhas presented the General Fund Check Register Report for the month of January 2013. Commissioner Etchason moved to receive and file the report and Commissioner Gosch seconded the motion.

Hearing no comment, Vice Chairman Yuhas called for a roll call vote. All voted "Aye" except Vice Chairman Yuhas who abstained. The Motion carried.

Vice Chairman Yuhas presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 13-05

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR FURNACE
AND WATER HEATER REPLACEMENT AT SCATTERED SITES,
TOWNHOUSES, AND GARDEN APARTMENTS, PROJECT CFP IL06-P012-
50111

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace the furnaces, air conditioners, and water heaters at scattered sites, Townhouses, and Garden Apartments, and

WHEREAS, plans and specifications are being prepared by Blank, Wesselink, Cook & Associates, and

WHEREAS, the Authority will solicit bids by advertising in local newspapers and trade publications, and

WHEREAS, funds are available within the Authority's Capital Fund Program IL06-P012-50111; now, therefore

February 09, 2012

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

- Section 1. That invitation for bids for Furnace and Water Heater Replacement at Scattered Sites, Townhouses, and Garden Apartments, CFP IL06-P012-50111 be authorized and approved.
- Section 2. That advertisements be placed in local newspapers and trade publications.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

Commissioner Gosch moved to accept the resolution as presented. Commissioner Hansbro seconded the motion.

Commissioner Gosch inquired if the tenants that receive a new furnace also get a new thermostat. Mr. Alpi stated yes. Mr. Alpi stated DHA will be participating in a Department of Commerce and Economic Opportunity (DCEO) Rebate program. The DCEO is offering double rebates if work can be completed by May 15, 2013. We will be replacing 205 high water heaters and 56 furnace-A/C combinations with high efficiency equipment. These replacements were included in future years of funding so we are moving them up in the list of priorities to take advantage of the double rebates offered at this time. Commissioner Gosch asked if the tenants will be responsible for replacing the filters in the new high efficiency equipment. Mr. Alpi stated that maintenance will continue to maintain the equipment and we anticipate cost savings with this new equipment.

Hearing no further comment Vice Chairman Yuhas called for a roll call vote. All voted "Aye". Motion carried.

Vice Chairman Yuhas presented the following resolution for Commissioners' consideration and approval.

RESOLUTION NO. 13-06

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 7 TO THE INDEFINITE QUANTITY AGREEMENT WITH BLANK, WESSELINK, COOK & ASSOCIATES, INC., CFP IL06P01250109-50113

WHEREAS, the Decatur Housing Authority staff and the Resident Advisory Board have identified the need to replace furnaces and water heaters in the scattered sites, Townhouses and Garden Apartments, and

WHEREAS, the Authority has previously engaged the services of Blank, Wesselink, Cook, & Associates, Inc. under an Indefinite Quantity Agreement, and

WHEREAS, architectural analysis of furnace and water heater replacement at scattered sites, Townhouses, and Garden Apartments has been completed, and

WHEREAS, additional services are required for Phase II which includes the preparation of bid documents, bid evaluation, and contract award through construction completion for 205 water heaters and 55 furnaces with 55 condensing units, and

WHEREAS, this work will be performed on a hourly not to exceed basis, and

WHEREAS, funds are available within the Capital Fund Program IL06-P012-50112, 1430, now; therefore

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

- Section 1. That Contract Amendment No. 7 to Blank, Wesselink, Cook, & Associates, Inc. be authorized and approved.
- Section 2. That the contract amount for Phase II be calculated on an hourly rate not to exceed THIRTY TWO THOUSAND, FIVE HUNDRED SIXTY AND NO/100 DOLLARS (\$32,560.00) plus reimbursable expenses for professional services related to design and construction plans and bid documents through construction completion for furnace and water heater replacement at scattered sites.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

Vice Chairman Yuhas moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated that this resolution authorizes Blank, Wesselink, Cook, & Associates to continue the work on the Furnace and Water Heater Replacement project through construction completion. Vice Chairman Yuhas asked if we will need to have a special meeting to expedite this project. Mr. Alpi stated that we have structured the sequence so we should not have to have a special meeting. If that need arises we will poll the board to see when that could happen if necessary. Legal counsel inquired if the rebate program is done as a package or can you get the rebates for units installed or is it an "all or nothing". Mr. Alpi stated that we have had a conversation with the DCEO about that and they have stated that we will receive the double rebates for all equipment installed by May 15, 2013. Commissioner Etchason asked if we have included any overtime and shift time. Mr. Alpi stated that we will be having conversations with contractors at pre-bid meetings about this. We will discuss the schedule and possible ways to package this project to expedite it.

Hearing no further comment, Vice Chairman Yuhas called a roll call vote. All voted "Aye" except Vice Chairman Yuhas who abstained. Motion carried.

February 09, 2012

Vice Chairman Yuhas presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 13-07

AUTHORIZING AND APPROVING AN EQUIPMENT SUPPLY CONTRACT WITH DESIGN AIR FOR FURNACE EQUIPMENT AND CAPITAL GROUP FOR WATER HEATER EQUIPMENT AT SCATTERED SITES, TOWNHOUSES, AND GARDEN APARTMENTS, PROJECT IL06-P012-50111/50112

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace the furnaces and water heaters at Scattered Sites, Townhouses, and Garden Apartments, and

WHEREAS, the Authority has solicited quotes using sealed competitive bidding procedures in accordance with the DHA's Procurement Policy and HUD regulations, and

WHEREAS, the Authority received three bids for water heaters and four bids for furnaces, and

WHEREAS, Capital Group submitted the low bid to supply water heaters in the amount of \$193,930.00, and

WHEREAS, Design Air Heating and Air Conditioning submitted the low bid to supply furnaces and air conditioners in the amount of \$77,800.00, and

WHEREAS, the supply contracts will be assigned to an installation contractor to be selected, and

WHEREAS, funds are available within Capital Fund Program, IL06-P012-50111/50112; now, therefore

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That an Equipment Supply Contract in the amount of ONE HUNDRED NINETY THREE THOUSAND, NINE HUNDRED THIRTY AND NO/100 DOLLARS (\$193,930.00) be awarded to Capital Group for the purchase of 205 Tankless Water Heaters.

Section 2. That an Equipment Supply Contract in the amount of SEVENTY-SEVEN THOUSAND, EIGHT HUNDRED AND NO/100 DOLLARS (\$77,800.00) be awarded to Design Air Heating and Air Conditioning for the purchase of 56 high efficiency furnaces.

Section 2. That the Executive Director or Contracting Officer is authorized to execute all necessary documents.

Commissioner Gosch moved to accept the resolution a presented. Commissioner Hansbro seconded the motion.

Mr. Alpi stated that we received good bids for the equipment for the furnace and water heater replacement project. We set it up so they could bid either the water heaters or the furnace-A/C combinations, or they could bid both. We were happy with the results of the bids.

Hearing no further comment, Vice Chairman Yuhas called for a roll call vote. All voted "Aye". The Motion carried.

Vice Chairman Yuhas presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 13-08

AUTHORIZING AND APPROVING AWARD OF AN INDEFINITE QUANTITY CONTRACT TO GOOD'S FLOOR STORE, INC. FOR CARPET SUPPLY AND INSTALLATION, PROJECT CFP IL06-P012-50111

WHEREAS, the Authority did informally solicit and receive bids for supply and installation of carpet and pad in vacant units during the coming year on a unit cost basis, and

WHEREAS, two bids were received for this work, and

WHEREAS, the low bid was submitted by Goods Floor Store, Inc. for Condition 1, and

WHEREAS, the low bid was submitted by Flooring America for Conditions 2, 3, and 4, and

WHEREAS, Flooring America was contacted to award a contract for Conditions 2, 3, and 4, and

WHEREAS, Flooring America withdrew their bid, and

WHEREAS, Goods Floor Store, Inc. will be awarded the contract for all four conditions, and

WHEREAS, funds are available within the Authority's Capital Fund Program Account 1406; now, therefore

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That award of contract to Goods Floor Store, Inc. be authorized and approved.

Section 2. That the contract is for the purchase and installation of carpet and pad in vacant units per the specifications at a cost of \$17.82 per square yard for Condition 1, \$19.53 per square yard for Condition 2, and \$21.33 per square yard for Condition 3, and \$21.33 per square yard for Condition 4, and the term of the contract is 12 months.

Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

Commissioner Gosch moved to accept the resolution as presented. Commissioner Hansbro seconded the motion.

Mr. Alpi stated that staff sent out an informal solicitation for work of carpet replacement in vacant units on turnover. We received two bids. Carpet Weavers was invited to bid but declined stating they could not compete.

Hearing no further comment, Vice Chairman Yuhas called for a roll call vote. All voted "Aye". Motion carried.

Vice Chairman Yuhas presented the following resolution for Commissioner's consideration and approval:

February 09, 2012

RESOLUTION NO. 13-09

AUTHORIZING AND APPROVING AWARD OF AN INDEFINITE QUANTITY CONTRACT TO SCHEMEL-TARRILLION, INC FOR ASBESTOS ABATEMENT IN VACANT UNITS, PROJECT CFP IL06-P012-50111/50112

WHEREAS, the Authority did informally solicit and receive bids for removal of asbestos in vacant units during the coming year on a unit cost basis, and

WHEREAS, four bids were received for this work, and

WHEREAS, the low bid was submitted by Schemel-Tarrillion Inc, and

WHEREAS, funds are available within the Authority's Capital Fund Program; now, therefore

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That award of contract to Schemel-Tarrillion, Inc. for Asbestos Abatement in Vacant Units be authorized and approved.

Section 2. That the contract be awarded on a per square foot unit cost and the contract time is 12 months.

Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

Commissioner Hansbro moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated that we have a building with carpet glued down over tile. The tile and/or mastic is ACM. We did an informal solicitation with Schemel-Tarrillion being the low bid for intact removal. Commissioner Etchason requested an explanation of the bid evaluation process and stated that Abateco is real close with their bid. Mr. Alpi stated that we have used both contractors and they are both good. Commissioner Etchason asked if we could do two contracts. Mr. Alpi explained that the condition most prevalent is intact removal. If we are required to do gross removal methods Abateco was low bidder. It is possible we will be bringing another resolution to you awarding a second contract to Abateco in the future. Legal counsel asked if we would be delaying any work if we wait till next board meeting to do another resolution. Mr. Alpi stated no.

Hearing no further comment, Vice Chairman Yuhás called for a roll call vote. All voted "Aye" except Commissioner Etchason who voted "No". The Motion carried.

Vice Chairman Yuhás presented the following resolution for Commissioners'

February 09, 2012

consideration and approval:

RESOLUTION NO. 13-10

AUTHORIZING AND APPROVING A REVISION TO THE AUTHORITY'S SECTION 3 PLAN

WHEREAS, certain provisions of the Authority's Section 3 Implementation Plan are more stringent than HUD guidelines and requirements, and

WHEREAS, modifications to the Section 3 Implementation Plan will mirror HUD guidelines and requirements; now; therefore

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That revisions to the Section 3 Plan dated February 14, 2013 be authorized and approved.

Section 2. That the Executive Director or designee is authorized to execute all necessary documents and distribute and implement revisions.

Commissioner Gosch moved to accept the resolution as presented. Commissioner Etchason seconded the motion.

Mr. Alpi stated that we have reviewed our Section 3 Plan and tried to re-craft the plan to what we hope is a more manageable format. We hope this new format will encourage more competition in bids. This new plan still required contractors to hire Section 3 employees and subcontractors. We will be doing outreach to the community to build our lists of certified individuals and businesses. Vice Chairman Yuhas asked if he could see the old Section 3 Plan. Mr. Alpi stated yes.

Hearing no further comment, Vice Chairman Yuhas called for a roll call vote. All voted "Aye". The Motion carried.

Vice Chairman Yuhas presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 13-11

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR ELEVATOR UPGRADES AT THE HIGHRISES AND MACON STREET APARTMENTS, PROJECT IL06-P012-50111/50112

WHEREAS, the Authority and its Resident Advisory Board have identified the need to upgrade elevators at the Concord, the Hartford, the Lexington, and Macon Street Apartments, and

WHEREAS, plans and specifications are being prepared by Melotte, Morse, Leonatti, Parker Ltd., and

WHEREAS, the Authority will solicit sealed competitive bids by advertising in local newspapers and trade publications, and

February 09, 2012

WHEREAS, funds are available within the Authority's Capital Fund Program CFP IL06-P012-50111 and 50112; now, therefore

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That invitation of bids for Elevator Upgrades at the Concord, ILL 12-22, Hartford and Macon Street, ILL 12-23, and Lexington ILL 12-28, Project CFP IL06-P012-50111/50112 be authorized and approved.

Section 2. That advertisements be placed in local newspapers and trade publications.

Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

Commissioner Etchason moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated we are going out for bid for the elevator work. This simply authorizes invitation to bid be placed in newspapers and posted to the website.

Hearing no further comment, Vice Chairman Yuhas called for a roll call vote. All voted "Aye". The Motion carried.

Vice Chairman Yuhas presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 13-12

AUTHORIZING AND APPROVING ADJUSTMENT OF UTILITY ALLOWANCES FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the Authority is required to review annually and adjust utility allowances in the event that a utility rate increases/decreases resulting in a 10% or more monthly utility cost, and

WHEREAS, the Authority has completed a utility allowance analysis and determined an adjustment is appropriate; now, therefore,

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the attached utility allowance schedule for Section 8 Housing Choice Voucher units be accepted and approved.

Section 2. That the above utility allowance schedule be implemented effective May 1, 2013.

Section 3. That the Executive Director or his designee advise the Department of Housing and Urban Development of the utility allowance revision and implement this change as required in 24 CFR 982.519 (2).

Commissioner Etchason moved to accept the resolution as presented. Commissioner

Hansbro seconded the motion.

February 09, 2012

Mr. Alpi stated that we did our annual review of the utility allowances and the rates went down. This change will go into effect in May.

Hearing no further comment, Vice Chairman Yuhas called for a roll call vote. All voted "Aye". The motion carried.

Old/New Business:

Mr. Alpi stated that Diane Hackert has prepared budget revisions for the Capital Fund Program 50111 and 50112. These revisions include positioning the funds for the furnace and water heater replacement project and the elevator project. HUD approval was not required before the revisions are made. HUD staff has made the revisions and loaded the funds in LOCCS.

Mr. Alpi stated that staff has prepared an application for the Resident Opportunity and Self Sufficiency Grant. This grant is for the creation of opportunity for our tenants to receive training, education, and assistance to become self sufficient. Commissioner Etchason asked if the grant just covers the staff costs for the program. Mr. Alpi stated that the grant covers the cost for the coordinator and for services for the residents.

Mr. Alpi stated that Lisa Madigan has won a lawsuit against banks and has announced the availability of funds that can be used for various purposes like acquisition/rehab, development, etc. We will be talking with City staff about possible options. The narrative is due tomorrow so we will be sending in a brief narrative and will inform the board.

Commissioner Etchason asked if the commissioners are required to redo their OMA certificate. Legal Counsel will investigate and let commissioners know.

Commissioner Etchason then made the motion to go into Closed Session to conduct the six-month review of Closed Session Minutes pursuant to 5 ILCS 120/2 (c) (21). Commissioner Hansbro seconded the motion. Vice Chairman Yuhas called a roll call vote. All voted "Aye". Motion carried

The Board of Commissioners then went into Closed Session during its February 14, 2013 Annual Board meeting at 4:56 p.m.

At 5:05 p.m., the Board returned to open session.


Commissioner Etchason moved and Commissioner Gosch seconded the motion to open the remaining closed minutes from August 12, 2010 and the closed minutes from March 8, 2012 at 3:57, and keep all other minutes as discussed in the Closed Session of this date closed.

Hearing no comment, Vice Chairman Yuhas called for a roll call vote. All voted "Aye". Motion carried.

Vice Chairman Yuhas stated there was no further business to come before the Board. Commissioner Gosch moved to adjourn and Commissioner Hansbro seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

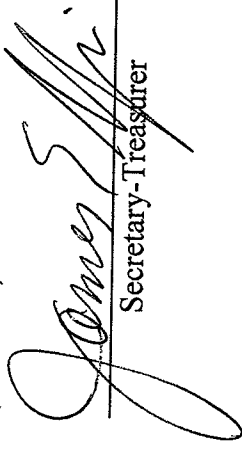
Vice Chairman Yuhas - "Aye",
Commissioner Gosch - "Aye",
Commissioner Etchason - "Aye", and
Commissioner Hansbro - "Aye".

Motion carried unanimously. The meeting adjourned at 5:07 p.m.



Vice Chairman Yuhas

(ATTEST)



Secretary-Treasurer