

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

Regular 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 Wednesday, August 10, 2017.

Chairperson Campbell-Hein called the meeting to order and upon a call of the roll, those present (all attended in person) and absent were as follows:

Present: Lisa Campbell-Hein, Chairperson  
William Gosch, Commissioner  
Jenny Sykes, Commissioner  
James E. Alpi, Secretary-Treasurer  
James A. Jankowicz, Legal Counsel

Absent: Shad Etchason, Vice Chairman  
Shelith Hansbro, Commissioner

There being a quorum present and the meeting duly convened, opening ceremonies were conducted with the reciting of the pledge of allegiance and business was transacted as follows:

Hearing no comment, Chairperson Campbell-Hein presented the Minutes from the Special Meeting of July 19, 2017. Commissioner Sykes moved to accept the Minutes of the Special Meeting of July 19, 2017 as presented. Commissioner Gosch seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of July 2017. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported occupancy at the scattered sites is still at a record high of 99%. Staff is very pleased.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Housing Choice Voucher Program Occupancy report for the month of July 2017. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported they gained one unit. There are 108 new applicants. Mr. Alpi stated we used 99% of the funds, but our goal is to exceed 100%.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Wabash Crossing Occupancy Report for the month of July 2017. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported that occupancy remains at an unacceptable low with an overall loss of

3. DHA staff continues to look for improvement. HUD Area Office staff is assisting in having dialogue with DHA. Further discussions on this will occur later.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the General Fund Check Register Report for the month of July 2017. Commissioner Sykes moved to receive and file the report and Commissioner Gosch seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Financial Reports for the period through the end of June. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported our reserves remain at five months, with a net income for all AMPs of \$63,000. Commissioner Sykes inquired about increased staff costs and Mr. Alpi responded there were three pay periods, plus timing of utility and garbage billings.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION NO. 17-21**

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO  
ADVANCED DISPOSAL SOLID WASTE MIDWEST SERVICES LLC FOR  
SOLID REFUSE REMOVAL AND RECYCLING SERVICES FOR DECATUR  
HOUSING AUTHORITY

WHEREAS, the Authority did publicly solicit and receive competitive bids for Solid Refuse Removal and Recycling Services for all Decatur Housing Authority properties, and

WHEREAS, the term of the contract will be 24 months, and

WHEREAS, the low bid was submitted by Advanced Disposal Solid Waste Midwest Services, LLC, and

WHEREAS, funds are available within the Authority's Operating Budget, 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 Advanced Disposal Solid Waste Midwest Services LLC for all work of the Base Proposal for Solid Refuse Removal and Recycling Services for Decatur Housing Authority be authorized and approved.

Section 2. That the contract amount is SEVENTY-FOUR THOUSAND, FOUR HUNDRED AND NO/100 DOLLARS (\$74,400.00) for the Base Proposal, and the service continue uninterrupted for 24 months.

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Section 3. That the Executive Director or Contracting Officer be authorized to execute all necessary documents.

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

Mr. Alpi stated that our current contract expires at the end of August. Staff solicited bids for a two year contract. Waste Management and Advanced Disposal submitted bids, with Advanced as the low bidder at \$74,400.00. It includes all 478 units and the Don F. Davis Center, but not roll-off containers. It reflects about a 2% yearly increase and staff recommends acceptance.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION NO. 17-22**

**AUTHORIZING AND APPROVING AWARD OF CONTRACT TO SKY'S THE LIMIT TREE SERVICE, INC. FOR TREE REMOVAL SERVICES**

WHEREAS, the Authority did solicit and receive bids for Tree Removal Services at AMP ILL 12-22, ILL 12-23, ILL 12-24 and ILL 12-28, and

WHEREAS, four bids were received, and

WHEREAS, the low bid was submitted by Clean Sweep Tree Service LLC, and

WHEREAS, Clean Sweep LLC withdrew their bid, and

WHEREAS, the second lowest bid was submitted by Sky's the Limit Tree Service Inc., and

WHEREAS, the bid of Sky's the Limit, Inc. is within the budgeted amount, and

WHEREAS, the DHA has submitted a Waiver Request to HUD to use leftover Replacement Housing Factor funds to complete this work, and

WHEREAS, funds will be available within the Replacement Housing Factor Program, IL06-R012-50214; 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 Sky's the Limit Tree Service, Inc. for Tree Removal Service at, ILL 12-22, ILL 12-23, ILL 12-24 and ILL 12-28, Project IL06-R012-50214 is authorized and approved.

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Section 2. That the contract amount is SIXTY THOUSAND, NINE HUNDRED AND NO/100 DOLLARS (\$60,900.00), for the Base Proposal and the time for completion is 180 days from issuance of the Notice to Proceed.

Section 3. That the Executive Director or Contracting Officer is authorized to execute all necessary documents contingent upon receipt of Replacement Housing Factor Funds.

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

Mr. Alpi stated that DHA has a lot of ash trees on its properties. They were good trees until the trees were hit by green ash borers. There are approximately 90 trees ranging in trunk size from 6" to 3' in diameter that need to be cut down. DHA solicited bids and requested HUD release Replacement Housing Factor Funds for the work. We have previously used all but between \$100,000 and \$107,000 of Replacement Housing Factor Funds and the remaining funds are insufficient to build. Resolution No. 17-22 is contingent upon HUD releasing the funds.

Although Clean Sweep Tree Service was initially the low bidder, DHA thought it was too low. A bid bond was not required for this project. DHA determined it was appropriate to let Clean Sweep withdraw their bid when they said they could not complete the job. Staff recommends approval of Resolution No. 17-22.

Hearing no further comments, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION NO. 17-23**

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 2 TO THE INDEFINITE QUANTITY AGREEMENT WITH BLANK, WESSELINK, COOK & ASSOCIATES, INC., CFP IL06-P012-50114-50118

WHEREAS, the Lexington boilers are in excess of 25 years old, and

WHEREAS, boiler #2 is in need of repair, and

WHEREAS, funds for replacement of boilers with high efficiency boilers may be available from Ameren, and

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

WHEREAS, additional services are required for completing a study and preliminary design for boiler replacement with high efficiency boilers at the Lexington, ILL 12-28, and

WHEREAS, costs for this work will be calculated on a time and material not to exceed basis, and

WHEREAS, funds are available within the Capital Fund Program IL06-P012-50116, 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. 2 to Blank, Wesselink, Cook, & Associates, Inc. be authorized and approved.

Section 2. That the contract amount to complete an analysis and prepare a preliminary design for the installation of high efficiency boilers at the Lexington highrise be calculated on an hourly rate not to exceed \$15,750.00.

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

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

Mr. Alpi stated the Lexington has two cast iron boilers, both approximately 25 years old and both have developed leaks. Each boiler has been repaired once. Boiler #2 has three more sections with a leak. We have submitted an insurance claim and the adjuster is looking at it. If the adjuster confirms that there is a manufacturing defect, we will have coverage. DHA hopes for replacement, and this could result in a \$50-\$60 per month improvement in utility bills. We will not know the cost unit the bids are in. This resolution authorizes Blank, Wesselink, Cook & Associates to do the design work for replacement of the existing boilers with high efficiency boilers. At the present time, our boilers are 75-80% efficient and we hope to achieve 96% efficiency. Average boiler life is 25-30 years and replacement is not unexpected.

Hearing no further comments, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION NO. 17-24**

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR INTERIOR FURNISHINGS AT HARTFORD, ILL 12-23, LEXINGTON, ILL 12-28, AND CONCORD, ILL 12-22

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WHEREAS, the Authority and its Resident Advisory Board, have identified the need to replace the lobby furniture at the Hartford, ILL 12-23 and the Lexington, ILL 12-28 and the dining room furniture at the Concord, ILL 12-22, and

WHEREAS, these work items are included within Capital Fund Program IL06-P012-50116, and

WHEREAS, the anticipated cost is in excess of the Authority's threshold for competitive bidding, and

WHEREAS, specifications have been prepared by Architectural Expressions, and

WHEREAS, funds are available within CFP IL06-P012-50116; 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 Invitation of Bids for Interior Furnishings at the Hartford, Lexington, and Concord is authorized and approved.

Section 2. That the ads be placed in newspapers of local circulation and other appropriate trade publications.

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

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

Mr. Alpi stated the improvement work at the Hartford and Lexington continues. Part of this project is replacement of lobby furniture and dining room furniture at the Concord. This resolution authorizes advertising for bids with the hope to get new furniture by the end of the year.

Hearing no further comments, Chairperson Campbell- Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION NO. 17-25**

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 3 TO THE INDEFINITE QUANTITY AGREEMENT WITH MELOTTE, MORSE, LEONATTI, PARKER, LTD, CFP IL06-P012-50114-50118

WHEREAS, the Authority is currently under contract with Building Systems of Illinois, Inc. for renovations at the Hartford and Lexington, and

WHEREAS, part of this contract included flooring replacement, and

WHEREAS, there has been asbestos containing material discovered during demolition, and

WHEREAS, the Authority has previously engaged the services of Melotte, Morse, Leonatti, Parker, Ltd. under an Indefinite Quantity Agreement, and

WHEREAS, additional services are required for development of bid documents and construction oversight for Asbestos Abatement at the Hartford and Lexington, and

WHEREAS, costs for this work will be calculated on a time and material not to exceed basis, and

WHEREAS, funds are available within the Capital Fund Program IL06-P012-50116, 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. 3 to Melotte, Morse, Leonatti, Parker, Ltd. be authorized and approved.

Section 2. That the contract amount to complete design documents and monitor construction for asbestos removal at the Hartford and Lexington be calculated on an hourly rate not to exceed \$5,000.00.

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

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

Mr. Alpi stated this resolution authorizes an amendment to the design contract with Melotte, Morse, Leonatti, Parker, Ltd. DHA was replacing tile in the dining room at the Hartford and the laundry rooms at the Lexington. As tile was removed it was discovered that there was black mastic under the tile which is sometimes an asbestos containing material. Testing was conducted and it came back as positive so it needs to be abated by a professional abatement company. MMLP will prepare the documents with a change to its contract not to Exceed \$5,000 for additional time and testing costs. Although the cost for this is within the threshold for approval by the ED, Mr. Alpi preferred the board have a resolution to approve it.

Hearing no further comments, Chairperson Campbell- Hein called for a roll call vote. All voted "Aye". The motion carried.

Old and New Business

Mr. Alpi reported that at the last meeting he had asked the Board to consider rescheduling the Board meeting due to his travel with the Sister City Program. After looking at schedules it was decided to leave the September Board meeting at its regular time and date, being

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September 14, 2017 at 3:30 p.m. Terri Goodman and Diane Hackert will assist the Chairperson in conducting the meeting in Mr. Alpi's absence.

Mr. Alpi stated that he had previously discussed changing the Board meeting and perhaps moving the meeting to the second Wednesday of each month at 4:30. Commissioner Etchason was okay with that. Commissioner Gosch indicated that he had concerns since his housekeeper was at his home from 1:15 to 4:15. There was discussion whether or not 11:00 on the second Wednesday would work. Mr. Alpi indicated he would continue canvassing the Board to determine the best time for the meeting.

Mr. Alpi pointed out the front page story in the Herald and Review regarding Decatur Housing Authority and the houses for sale on Macon Street.

Mr. Alpi advised the Board that there would be a no-smoking policy to be reviewed at the next Board meeting. A while back, HUD had implemented new regulations requiring adopting such policy. The policy would require that all properties be smoke-free by July, 2018. Some Housing Authorities had already adopted the policy. Those that had adopted it found that there was initially a firestorm of objection, but then the objections died down.

HUD stated two main reasons for the policy. The first was for health reasons and the danger of second-hand smoke. The second reason was that it made cleanup and repainting easier.

DHA had initially sent out some emails to see what sort of policies had been adopted. After consideration of policies and the regulations, it was decided that the policy would include all scattered sites, all high-rises, all DHA properties, both interior and exterior. HUD required that there be no smoking within 25' of any corner of a building or opening. Those Housing Authorities that had adopted a no-smoking policy that included a distance from the corner of a building or opening found it hard to enforce unless it had fences. Shelters were not working, being expensive to maintain and hard to locate.

Accordingly, staff recommended that all properties be smoke-free. This will have the most impact in multi-family units. The policy will not include Housing Choice Voucher units.



Chairperson Campbell-Hein called for a motion to go into closed session to conduct the six month review of closed session minutes pursuant to 5 ILCS 120/2 (c) (21) and to discuss the purchase or lease of real property for the use of the public body including discussing whether a particular parcel should be acquired pursuant to 5 ILCS 120/2 (c) (5).

Commissioner Sykes moved and Commissioner Gosch seconded the motion.

Upon a roll call vote, all voted "Aye". The board moved into closed session at 4:14 p.m.

The board returned to open session at 4:49.

Commissioner Sykes moved and Commissioner Gosch seconded the motion to open the Closed Session minutes of June 11, 2015, keeping the remainder of DHA's closed session minutes closed. Upon a roll call vote, Chairperson Campbell-Hein, Commissioner Sykes, and Commissioner Gosch all voted "Yes". The motion carried unanimously.

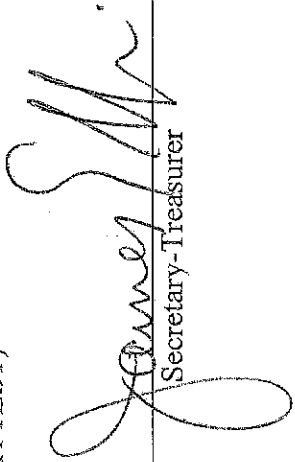
Chairperson Campbell-Hein stated there was no further business to come before the Board. Commissioner Sykes moved to adjourn and Commissioner Gosch seconded the motion.

Upon a call of the roll, the Commissioners voted as follows:

Commissioner Sykes, "Aye"  
Commissioner Gosch, "Aye", and  
Chairperson Campbell-Hein, "Aye".

The motion carried unanimously. The meeting adjourned at 4:50 p.m.

(ATTEST)

  
Secretary-Treasurer

  
Chairperson Campbell-Hein