

**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 Thursday, April 12, 2012.

Chairman Smith called the meeting to order and at this time opening ceremonies were conducted by citing the Pledge of Allegiance. Upon a call of the roll, those present (all attended in person) and absent were as follows:

Present: Rev. Leroy Smith Jr., Chairman
 Lisa Campbell Hein, Vice Chair
 Robert Yuhas, Commissioner
 William Gosch, Commissioner
 Julian Marsh, Secretary-Treasurer
 James A. Jankowicz, Legal Counsel

Absent: Shad Etchason, Commissioner

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

Chairman Smith presented the Open Time of the agenda. At this time the visitors from Sherwin Williams Paint Stores Group introduced themselves as Nate Tierney, Greg Simpson, and Dave Frahm. They came to the meeting to introduce themselves and expressed their desire to serve the Housing Authority in future paint product needs. Chairman Smith thanked them for their interest and for coming to the meeting.

Chairman Smith presented the Minutes from the Regular Meeting of March 8, 2012. Vice Chair Campbell moved to accept the Minutes as amended. Commissioner Yuhas seconded the motion.

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

Chairman Smith presented the Minutes of the Closed Session held March 8, 2012. Commissioner Yuhas moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

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

Chairman Smith presented the Minutes of the second Closed Session held March 8, 2012. Commissioner Yuhas moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

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

At 3:38 Commissioner Etchason arrived at the meeting.

Chairman Smith presented the Rent Roll/L&O Summary Report for the month of March 2012. Commissioner Yuhas moved to receive and file the report. Vice Chair Campbell seconded

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the motion.

Terri Goodman stated that we are 98% occupied. Staff has been working really hard. All vacant units have been assigned and will be leased in the next couple weeks. There has been a lot of team work. Unfortunately we have received 36 notices to turn off power. Vice Chair Campbell inquired if this if the first round. Ms. Goodman stated yes. Tenants were given until March 31, 2012 to put 10% down on the amount owed. Commissioner Gosch inquired about the house across the street from him. Ms. Goodman stated it has been assigned.

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

Chairman Smith presented the Housing Choice Voucher Program Occupancy report for the month of March 2012. Commissioner Etchason moved to receive and file the report. Commissioner Yuhas seconded the motion.

Brenda Kraus stated that there has been slow but sure progress. It is not as easy in the HCV program as there is not as much control over the units. There have been 14 new leases and they are on track for a record month.

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

Chairman Smith presented the Wabash Crossing Occupancy report for the month of March 2012. Vice Chair Campbell moved to receive and file the report. Commissioner Etchason seconded the motion.

Mr. Marsh reported as you can see from the report, the leasing of the ACC units is going very well. Only three vacancies last month and three vacancies this month. I have had several conversations with staff at Wabash Crossing. They are having a problem with the Tax Credit Units and the Market Rate Units. There are approximately 90 vacancies in those units. They are considering offering lower rents. Unfortunately there was an incident over the weekend that resulted in two fatalities. We are working with them to come up with a plan to increase the security on site. Vice Chair Campbell asked if they have any kind of tenant organization. Mr. Marsh stated that there are various organizations to work with. We want to work with the City Manager and Chief of Police. Chairman Smith inquired about installing surveillance cameras like the Blue Light Special program. He would like to see this at Wabash Crossing. Commissioner Gosch asked how the cameras are working at the Lexington. Ms. Goodman stated that they have been very effective at all three highrises.

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

Chairman Smith presented the General Fund Check Register Report for the month of March 2012. Vice Chair Campbell moved to receive and file the report and Commissioner Etchason seconded the motion.

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

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

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RESOLUTION NO. 12-06

AUTHORIZING AND APPROVING THE EXECUTION OF AN AMENDMENT TO THE AGREEMENT BETWEEN THE DECATUR HOUSING AUTHORITY AND TEAMSTERS UNION LOCAL NO. 279 FOR THE PERIOD OF APRIL 1, 2012 THROUGH MARCH 31, 2015.

WHEREAS, the Decatur Housing Authority desires to consider an Amendment to the Agreement between the Authority and Teamsters Union Local No. 279, an affiliate of the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, covering the Authority's regular Maintenance Personnel, and

WHEREAS, the Executive Director has entered into negotiations regarding said Agreement with appropriate representatives from Teamsters Union Local No. 279, and

WHEREAS, these negotiations in accordance with the existing conditions of the Agreement were to consider wages and other benefit provisions, and

WHEREAS, the attached copy of the Agreement is a factual representation of the Agreement that has been reached by both parties as a result of the aforementioned negotiation sessions, and

WHEREAS, the members of the bargaining unit have approved the Agreement as presented; 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 Agreement between Teamsters Union Local No. 279 and the Authority for the three year period beginning April 1, 2012 and ending March 31, 2015 be, and the same is, hereby approved.
- Section 2. That upon adoption of this Resolution, the Chairman and Executive Director are authorized to execute all documents necessary for the formalization of this matter subject to formal acceptance by the Department of Housing and Urban Development.
- Section 3. That the Executive Director is instructed to transmit one Certified copy of this Resolution and all other appropriate documentation to the Department of Housing and Urban Development for concurrence and approval.
- Section 4. That upon receiving formal concurrence and approval from the Department of Housing and Urban Development, the Executive Director or designee is instructed to implement the provisions of the Agreement.

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

Mr. Marsh stated that staff met with the union representatives to negotiate this contract. Changes include the annual pay increase and the offering of an additional week of vacation after 25 years of continuous service. Vice Chair Campbell stated that is actually hard to see what actual changes are. Ms. Goodman stated that the key changes mentioned were all that really changed. Insurance is the same but the rate structure agreed upon has changed. We used to pay for families whether it was 1 or 21 family members. We don't do that anymore this change will save the Housing Authority \$38,000 a year.

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

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

RESOLUTION NO. 12-07

AUTHORIZING AND APPROVING A COLLECTION LOSS
WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS
OF MARCH 31, 2012

WHEREAS, the Authority provides for a write-off of uncollectible tenant accounts in each annual operating budget, and the consideration of this write-off is brought before the Board of Commissioners at least one time a year, and

WHEREAS, these residents have vacated DHA units and been reported to Midwest Credit and Collection and CCB Credit Service for collection of past due accounts, and neither the Authority, Midwest Credit and Collection or the CCB Credit Service has been able to collect these amounts due, and

WHEREAS, there has been no payment on these accounts for a period of six months or longer, and

WHEREAS, previously the Authority's Board of Commissioners took write-off action for uncollectible accounts through March 31, 2011, and

WHEREAS, the attached listing of accounts reflect write-off action for the period of April 1, 2011 through March 31, 2012; 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 collection loss write-off will have zero net budget amount.
- Section 2. That the attached write-off reflects an aggregate total for the period ending March 31, 2012 of Forty-Four Thousand, Six Hundred Six and 96/100 (\$44,606.96) less Three Thousand, Thirty-Two and 88/100 (\$3,032.88) of payments or a net write off of Forty One Thousand, Five Hundred Seventy-Four and 08/100 (\$41,574.08)
- Section 3. That the Executive Director or his designee is authorized and instructed to incorporate this fiscal information into the Authority's Books of Account for the period ending March 31, 2012.

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

Terri Goodman stated that we only collected \$3,032.88 of payments owed so this left \$41,574.08 we have to write-off. Ms. Goodman stated that with the new management this will decrease as they are monitoring the tenants better and checking up on the tenants more often. Chairman Smith asked if this is regarding vacant units. Ms Goodman said no. This is people that are not taking care of their unit. Chairman Smith asked if this follows the tenant when they move out. Ms. Kraus stated yes this is on a national data base and they are not allowed into public housing anywhere until the debt is repaid.

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Hearing no further comment Chairman Smith called for a roll call vote. All voted "Aye".

Motion carried.

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

RESOLUTION NO. 12-08

AUTHORIZATION AND APPROVING THE SUBMISSION OF A GRANT APPLICATION FOR A HOUSING CHOICE VOUCHER (HCV) FAMILY SELF-SUFFICIENCY COORDINATOR

WHEREAS, the Department of Housing and Urban Development has invited Public Housing Authorities to apply for Housing Choice Voucher Family Self-Sufficiency (FSS) funding, and

WHEREAS, the purposes of this program include assisting participating families to achieve economic independence and self-sufficiency, and

WHEREAS, the grant proposed represents an opportunity which, without the benefit of this funding would clearly not be financially feasible, and

WHEREAS, the FSS program has made the expected progress in recruiting and developing self-sufficiency plans for its clients, 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 authorization is hereby given for staff to deliver and submit to the Department of Housing and Urban Development a grant renewal proposal under the Housing Choice Voucher Family Self-Sufficiency Program.

Section 2. That the Executive Director or his designee is authorized and instructed to execute such documents as may be necessary and in keeping with the philosophy of the grant initiative to submit the grant renewal proposal to HUD on or before April 24, 2012.

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

Brenda Kraus stated that we are eligible to apply for this grant this year and hope we are successful. Chairman Smith asked who the coordinator is for this. Ms. Kraus stated that Jody Pallone, the Section 8 Coordinator, is acting in that role at this time. Chairman Smith asked if the tenants are able to have an escrow account. Ms. Kraus said yes. Mr. Marsh added that this is a great program and explained how the program works.

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

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

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RESOLUTION NO. 12-09

AUTHORIZING AND APPROVING THE INVITATION OF BIDS FOR SEAL COATING ASPHALT DRIVEWAYS AND PARKING AREAS

WHEREAS, the Authority has identified the need to seal coat and stripe parking lots, and

WHEREAS, seal coating of asphalt paving is a scheduled maintenance activity designed to prolong serviceable life of bituminous concrete paving, and

WHEREAS, funds are available within the Operating Budget, and

WHEREAS, anticipated costs are in excess of the Authority's limit for formal competitive bidding procedures; 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 technical specifications and bid documents be prepared for Seal Coating of Bituminous Concrete Paving at various projects.
- Section 2. That advertisements inviting formal competitive bids be published in newspapers of local circulation.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

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

Mr. Alpi stated that this is for seal coating all parking lots. Chairman Smith commented on how nice the front landscaping here at the office looks.

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

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

RESOLUTION NO. 12-10

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR PAVEMENT AND PORCH REPLACEMENT, ILL12-22, ILL 12-23, ILL 12-24 and ILL 12-28 PROJECT CFP IL06-P012-50110

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace cracked and uneven pavement at all properties, and

WHEREAS, plans and specifications are being prepared in house, 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-P012-50110;

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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 for bids for Pavement and Porch Replacement, ILL 12-22, ILL 12-23, ILL 12-24, and ILL 12-28 CFP IL06-P012-50110 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 Yuhas moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated that we are in the process of surveying all properties and marking areas that need replaced. We are preparing a spec and hope to have bids by the next board meeting.

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

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

RESOLUTION NO. 12-11

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR
PLUMBING IMPROVEMENTS AT MACON STREET APARTMENTS ILL
12-23, PROJECT CFP IL06-P012-50110

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace the plumbing at Macon Street Apartments, and

WHEREAS, plans and specifications are being prepared by Blank, Wesselink, Cook & Associates, Inc., 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 Programs IL06-P012-50110; 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 for bids for Plumbing Improvements at Macon Street Apartments, ILL 12-23, CFP IL06-P012-50110 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

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Yuhas seconded the motion.

Mr. Alpi reported that we amended the contract with Blank, Wesselink, Cook & Associates, Inc. to investigate the water supply lines at 524-528 W. Macon Street. The building has old galvanized pipes original to building construction in the early 1950's. BWC is preparing bid documents and we will receive bids and prepare a recommendation for approval at the June board meeting.

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

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

RESOLUTION NO. 12-12

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 6 TO THE INDEFINITE QUANTITY AGREEMENT WITH MELOTTE, MORSE, LEONATTI, PARKER, LTD., CFP IL06-P012-50109-50113

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

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

WHEREAS, services required will include surveying sites, basic design of system upgrades, bid document preparation, pre bid and pre-construction meetings, change order evaluation, contract administration, and construction observation through construction completion, and

WHEREAS, the cost for providing the additional services and expenses has been calculated on a lump sum basis plus reimbursable expenses and is judged reasonable, and

WHEREAS, funds are available within the Capital Fund Program IL06-P012-50110, Account No. 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. 6 to Melotte, Morse, Leonatti, Parker, Ltd. be authorized and approved.

Section 2. That the contract amount be increased by THIRTY THOUSAND, EIGHT HUNDRED FIFTY AND 00/100 DOLLARS (\$30,850.00), (plus authorized reimbursable expenses not to exceed \$15,510.00), for professional services related to Elevator Upgrades at the Concord, the Hartford, the Lexington and Macon Street Apartments.

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

Commissioner Etchason moved to accept the resolution as presented. Vice Chair Campbell seconded the motion.

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Mr. Alpi stated that this is an amendment to the contract with Melotte, Morse, Leonatti, Parker, Ltd. so we can get a third party specialist to survey our elevators and prepare a spec to make improvements to the elevators. Two firms were approached. The first firm was too expensive so another firm was called and their costs were reasonable. Commissioner Campbell asked if this proposal was just for the investigation of the needed upgrades. Mr. Alpi said no this proposal is for the complete scope of work through construction completion and final inspection.

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

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

RESOLUTION NO. 12-13

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR
ELEVATOR UPGRADES AT THE HIGHRISES AND MACON STREET
APARTMENTS, PROJECT IL06-P012-50110

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

WHEREAS, funds are available within the Authority's Capital Fund Program CFP IL06-P012-50110; 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-P012-50110 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.

Vice Chair Campbell moved to accept the resolution as presented. Commissioner Yuhas seconded the motion.

Mr. Alpi stated that when they get us the report and we move forward with the preparation of bid documents we will bring this to the June board meeting with a recommendation for approval to obligate CFP 50110 funds within the deadline date.

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Hearing no further comments, Chairman Smith called for a roll call vote. All voted "Aye". Motion carried.

Old and New Business

Mr. Marsh reported that there are a several items to discuss. The first item is regarding the Legislative Conference held last month. There was a lot of information presented at the conference. The proposed budget for Public Housing for 2013 is 90%. We will take this into consideration as we plan our budget. The proposed budget for the Housing Choice Voucher program is at 70%. Some agencies are giving up programs because they cannot keep enough staff to administer the programs with that kind of reduction.

There were also presentations on the Rental Assistance Demonstration (RAD) program. This is a program that allows Housing Authorities to convert their Public Housing units to Project Based Vouchers. HUD is encouraging Housing Authorities to do this. Chairman Smith asked what is in it for us to do this. Mr. Marsh stated that it would not benefit an agency of our size to do this as the rents are so low in Decatur. This is something I will be keeping you informed about. Commissioner Gosch asked how it would affect him as a renter. Would the rent include the water, garbage and cable. Mr. Marsh said not necessarily. There will be a conference in Peoria and this topic will be discussed. We have several staff members going. Chairman Smith would like Vice Chair Campbell to attend also. Chairman Smith will call the conference organizers and see if Vice Chair Campbell can attend in his place.

The retreat for the board and executive staff will be at Millikin University and we will get you the information by the next meeting.

Chairman Smith stated that there was no further business to come before the board. Vice Chair Campbell moved to adjourn. Commissioner Yuhas seconded the motion. Upon a call of the roll the Commissioners voted as follows:

Chairman Smith, "Aye"
Commissioner Yuhas, "Aye"
Commissioner Gosch, "Aye"
Commissioner Etchason, "Aye" and
Vice Chair Campbell, "Aye".

Motion carried unanimously. The meeting adjourned at 4:52.

(ATTEST)

Chairman Leroy Smith Jr.

April 12, 2012

Secretary-Treasurer

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