

**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, August 11, 2011.

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

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

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

The Chairman presented the Open Time of the agenda. Hearing no response, the meeting continued as follows:

Chairman Smith presented the Minutes from the Regular Meeting of July 14, 2011. Commissioner Yuhas moved to accept the Minutes as presented. Commissioner Etchason seconded the motion.

Hearing no comment, the Chairman called for a roll call vote. The Motion carried.

Chairman Smith presented the Closed Minutes from the Regular Meeting of July 14, 2011. Commissioner Etchason moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, the Chairman called for a roll call vote. The Motion carried.

Chairman Smith presented the Rent Roll/L&O Summary Report for the month of July 2011. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Hearing no comment, the Chairman 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 July 2011. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Marsh commented that while it was not reflected in the present report, there were approximately forty (40) leases signed in July. Therefore, our numbers have actually increased.

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

Chairman Smith presented the Wabash Crossing Occupancy report for the month of July 2011. Commissioner Yuhas moved to receive and file the report. Commissioner Etchason seconded the motion.

August 11, 2011

Mr. Marsh noted that the report shows slight increases in occupancy. It is his opinion that the development is making some significant efforts and he continues to monitor their progress.

Chairman Smith asked how the relationship was between their staff and ours. Staff replied that Wabash has a new manager in the office and it appears to be going well.

At 3:34 p.m. Vice Chair Campbell entered the meeting.

Chairman Smith presented the General Fund Check Register Report for the month of July 2011. Commissioner Etchason moved to receive and file the report and Vice Chair Campbell seconded the motion.

Commissioner Etchason noticed a lot of roof repair expenses and asked if this was on going. Staff replied that the repairs are being completed at the Townhouses and various scattered sites on an as-needed basis.

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

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

**RESOLUTION NO. 11-35**

**Operating Budget for AMPs & WC**

The Resolution was filed on line and a hard copy is found in the Board packet files.

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

Terri Goodman explained HUD required filing on line by July 31, 2011. However, this budget was created without knowing what percentage HUD is actually going to fund us. The process will not be completed by the HUD Field Office until September. Once we know our actual numbers, a detailed budget will be brought back to the Board.

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

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

**RESOLUTION 11-36**

**AUTHORIZING AND APPROVING A REVISION OF THE HOUSING CHOICE VOUCHER PROGRAM ADMIN PLAN OF THE DECATUR HOUSING AUTHORITY**

WHEREAS, the Authority continually seeks to review the Housing Choice Voucher Program Admin Plan to assure compliance with federal regulatory changes and for responsiveness to local need, and

WHEREAS, the Authority's review of the Admin Plan (Chapter 12 *Recertifications*) revealed the need for revision 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 Admin Plan be hereby revised as shown in the attachments.

August 11, 2011

Section 2. That the staff of Decatur Housing Authority make the revised policies available for review at DHA's office at 1808 E Locust Street.

Section 3. That the staff of Decatur Housing Authority is authorized to implement the changes effective August 12, 2011.

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

Staff is following Nan McKay recommendations and with the decreases in HUD funding, everyone is looking for ways to be more efficient in our procedures.

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

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

**RESOLUTION NO. 11-37**

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO BODINE ELECTRIC, INC. FOR REPLACEMENT OF FIRE ALARMS AT THE HARTFORD AND LEXINGTON, PROJECT IL06-P012-50110

WHEREAS, the Authority and its resident advisory board have identified the need to replace the fire alarm systems at the Hartford and Lexington, and

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

WHEREAS, the Authority publicly solicited and received competitive bids to replace Fire Alarm Systems at the Hartford and Lexington, and

WHEREAS, only one bid was received, and

WHEREAS, the single bid was submitted by Bodine Electric, Inc. which was within 10% of the architects pre-bid estimate, 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 award of contract to Bodine Electric, Inc. for Fire Alarm Replacement at Hartford ILL 12-23, and Lexington ILL 12-28, Project CFP IL06-P012-50110 is authorized and approved.

Section 2. That the contract amount is TWO HUNDRED SIXTY TWO, THOUSAND, SIX HUNDRED THIRTY AND NO/100 DOLLARS (\$262,630.00), for the Base Bid plus Alternate Bid 2.

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

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

Jim Alpi reviewed the Resolution. He explained that only one bid was received due to the Section 3 requirements. While this is not a problem with large projects like Wabash

August 11, 2011

Crossing, it was a problem on this small project with only one trade.

Chairman Smith thought this was quite expensive. Mr. Alpi replied that it falls within 10% of what we expected for the size of work to be completed. The last replacement was completed in 1996 and it is difficult to obtain replacement parts. Mr. Alpi anticipates a negotiation of a change order with the contract for the alarm system at the Concord. Because matching existing equipment at the Concord would have created a proprietary bid situation, the Concord was not placed in this bid package.

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

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

**RESOLUTION NO. 11-38**

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO WASTE MANAGEMENT OF ILLINOIS 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 Waste Management of Illinois, 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 Waste Management of Illinois for all work of the Base Bid plus Alternate Bid 1 for Solid Refuse Removal and Recycling Services for Decatur Housing Authority be authorized and approved.

Section 2. That the contract amount is FIFTY-NINE THOUSAND, SIX HUNDRED FIFTY-TWO AND NO/100 DOLLARS (\$59,652.00) for the Base Bid plus Alternate Bid 1, and the service continue uninterrupted for 24 months.

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

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

Jim Alpi explained that this was our first time to competitively bid for our scattered sites. Mr. Alpi reviewed the process with the City as shown in the July Board minutes. This new contract is about \$30,000 cheaper than what we were paying under the last two-year contract.

Commissioner Gosch asked if the garbage bins will be changed, will the pick-up dates be different, and when will this be effective.

This is yet to be determined and once the information is obtained, residents will be notified accordingly. Mr. Alpi further stated that pick-up service will be once a week and totes will have to be taken to the curb. A recycle program will be started at the highrises and Garden Apartments where there are dumpsters.

August 11, 2011

Old/New Business:

Madonna Downey, a Hartford resident, had entered the meeting and asked to address the Board regarding problems in that building. Regular protocol was put aside and she was given the floor.

It has been Ms. Downey's observation that the development has gone "done hill" the last couple of years due to the lack of a Property Manager in the building. People are violating the rules by drinking and smoking on the balconies, lots of partying, causing general disturbances because they do not think there is a manager. Ms. Downey used to enjoy living at the Hartford the past six years; however, the newer residents do not seem to have been screened well for a development that is for the elderly and disabled. Complaints and concerns have been previously voiced.

In reply to Ms. Downey's concerns, Mr. Marsh laid out his tentative plans in the light of recent staff changes and budget cuts. Some of her concerns will be addressed by having the managers in the buildings more often and with set schedules. His tentative plans also include restructuring the organization and streamlining processes. Mr. Marsh has contacted Phillip Robinson of the Mercer Group for assistance in this process.

In networking with other Housing Authorities, Mr. Marsh reports they are facing the same issues and are reducing staff as there is no relief in HUD's budget cuts. We are not looking at reducing staff at this time. Chicago HUD has not been able to offer any direction except to use our reserves, but only for eligible expenses.

Commissioner Etchason made the motion to go into Closed Session to conduct the six-month review of Closed Session Minutes. Vice Chair Campbell seconded the motion.

The Board of Commissioners then went into Closed Session during its Regular Meeting of August 11, 2011 Board meeting at 4:05 p.m.

At 4:15 p.m., the Board returned to open session.

Commissioner Yuhas moved and Commissioner Etchason seconded the motion to open the Closed Minutes of April 14, 2011; April 7, 2011; February 10, 2011; December 7, 2010; October 14, 2010.

Hearing no further comment, the Chairman called for a roll call vote. Upon a call of the roll, Commissioners voted as follows:

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

Motion carried unanimously.

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

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

Motion carried unanimously. The meeting adjourned at 4:16 p.m.

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Chairman Smith

(ATTEST)

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Secretary-Treasurer