

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

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 8, 2018.

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  
Jenny Sykes, Commissioner  
William Gosch, Commissioner  
James E. Alpi, Secretary-Treasurer

Absent: Shad Etchason, Vice Chairman  
Shelith Hansbro, Commissioner  
James A. Jankowicz, Legal Counsel

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:

Chairperson Campbell-Hein presented the Open Time of the agenda.

Tom Brantley was introduced to the board. Mr. Brantley is present to thank the board for their consideration of approving the voucher allocation for the new development. He reported that the development is being well received by the community and he is extremely optimistic they will receive an award from IHDA for Tax Credits. They are ready to move forward with their application. Chairperson Campbell-Hein thanked Mr. Brantley for coming.

Chairperson Campbell-Hein called for a motion to nominate the slate for election of officers.

Commissioner Sykes made a motion to nominate the current slate of officers. 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 called for a motion to elect the slate of officers.

Commissioner Sykes made a motion to elect the slate of officers. 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 Minutes from the Regular Meeting of January 11, 2018. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote to accept the minutes as presented. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Minutes from the Closed Session of January

February 8, 2018

11, 2018. Commissioner Sykes moved to accept the minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comments, Chairperson Campbell-Hein called for a roll call vote to accept the minutes as presented. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of January 2018. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported occupancy is 98%. There are only 4 houses and 4 apartments and they are ready to lease. Staff is doing a great job.

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 January 2018. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported staff continues to work hard and utilization is holding steady. Chairperson Campbell-Hein inquired about the new staff person. Brenda stated the new staff person has quit and they are promoting within and will be hiring a replacement for the front desk.

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 January 2018. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported there has been no significant change.

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 January 2018. 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 December 2017. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman, Finance Director, reported they are in the 9<sup>th</sup> month of the fiscal year and have shown a gain of \$160,000 and have 4-5 months in reserves. They are keeping within budget.

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'

February 8, 2018

consideration and approval:

**RESOLUTION NO. 18-07**

**AUTHORIZING AND APPROVING SUBMISSION NO. 1 OF  
THE DECATUR HOUSING AUTHORITY'S OPERATING  
BUDGET FOR THE CALENDAR YEAR 2018**

WHEREAS, we have received the budget form information from the Department of Housing and Urban Development, and

WHEREAS, HUD requires that it be adopted verbatim in their format; 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 form HUD-52722 and 52723 for the 2018 calendar year operating budget be authorized and approved as presented.

Section 2. That all proposed charges and expenditures shall be administered in a manner consistent with the provisions of the law and the Annual Contributions Contract, C-1030.

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

Terri Goodman reported the Housing Authority has been given the go ahead to submit the budgets. She is anticipating funding to be at about 88% which would represent an approximate reduction of \$216,000. Mr. Alpi stated Congress is working on a two year detail today so it is unknown exactly what that means at this time. They are talking about an increase to the HAP but a decrease of the administrative fees for the Housing Choice Voucher program which they are projecting at 70%.

Hear 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. 18-08**

**AUTHORIZING AND APPROVING AWARD OF AN INDEFINITE QUANTITY  
CONTRACT TO GOODS FLORE STORE FOR CARPET  
REPLACEMENT IN VACANT UNITS**

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, three bids were received for this work, and

WHEREAS, the low bid was submitted by Good's Floor Store, and

February 8, 2018

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 Good's Floor Store for Carpet Replacement in Vacant Units is authorized and approved.
- Section 2. That the contract be for the purchase and installation of carpet and pad in vacant units at a cost of \$18.00 per square yard for Condition 1., \$20.00 per square yard for Condition 2., \$22.00 per square yard for Condition 3., and \$22.00 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 Sykes moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated staff solicited and received bids for carpet replacement in vacant units and there were 3 bids received. Goods Floor Store submitted the lowest bid for Condition 1 which is the most prevalent. Staff recommends approval based on the evaluations.

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 resolutions for Commissioners' consideration and approval:

**RESOLUTION NO. 18-09**

**AUTHORIZING AND APPROVING SELECTION OF A DEVELOPER FOR ELDERLY HOUSING USING PROJECT BASED VOUCHERS**

WHEREAS, HUD has verified that the Authority has the capacity within its 20% limit to support additional project based voucher activity, and

WHEREAS, the Authority did publicly advertise a Request for Proposals in 2017 for the development of elderly housing using Project Based Vouchers, and

WHEREAS, the Authority did receive a proposal from Four Corners Development, LLC conforming to the requirements of the RFP, and

WHEREAS, Four Corners Development, LLC was selected to receive 13 project based vouchers in 2017, and

WHEREAS, Four Corners Development, LLC's selection was approved for 2017 and 2018, and

WHEREAS, Four Corners Development did not receive LIHTC funding in 2017, and

WHEREAS, Four Corners Development, LLC proposes to apply for LIHTC funding in 2018, and

WHEREAS, Four Corners has refined its LIHTC proposal, and

February 8, 2018

WHEREAS, based on the competitive selection of Four Corners, LLC, the Authority can pledge Project Based Vouchers contingent upon the developer complying with all HUD regulations; 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 proposal of Four Corners Development, LLC to develop 50 units of elderly housing including 13 Project Based Voucher units be accepted.
- Section 2. That the Authority pledge to provide up to 13 Project Based Vouchers for 15 years for one bedroom units. Five units will have a veteran preference and 8 will have a state referral network (SRN) preference, as proposed by Four Corners, LLC in their proposal dated January 18, 2017. Approval is valid through December 31, 2018.
- Section 3. That Decatur Pilot NFP be engaged on a fee for service basis by Woodland Trails, LP.
- Section 4. That the Executive Director or designee is authorized to execute all necessary documents and correspondence to support funding applications for this development.

**RESOLUTION NO. 18-10**

AUTHORIZING AND APPROVING SELECTION OF A DEVELOPER FOR FAMILY HOUSING USING PROJECT BASED VOUCHERS

WHEREAS, HUD has verified that the Authority has the capacity within its 20% limit to support additional project based voucher activity, and

WHEREAS, the Authority did publicly advertise a Request for Proposals for the development of family housing using Project Based Vouchers, and

WHEREAS, the Authority did receive two proposals conforming to the requirements of the RFP, and

WHEREAS, Four Corners Development, LLC has identified a suitable site to develop 48 units of family housing, and

WHEREAS, Four Corners Development, LLC proposes to designate 13 of the 48 units for inclusion in a 15 year Project Based Voucher HAP agreement, and

WHEREAS, Four Corners Development, LLC proposes to finance development with LIHTC, HOME, and other funding sources, and

WHEREAS, Four Corners Development, LLC proposes to apply for LIHTC funding in 2018, and

WHEREAS, LIHTC applications receive additional evaluation points if Project Based Voucher assistance is pledged, and

WHEREAS, based on the competitive selection of Four Corners, LLC, the Authority can pledge Project Based Vouchers contingent upon the developer complying with all HUD regulations; 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 proposal of Four Corners Development, LLC to develop 48 units of
- February 8, 2018

family housing including 13 Project Based Voucher units be accepted.

Section 2. That the Authority pledge to provide up to 13 Project Based Vouchers for 15 years at the 48 unit development. Five units will have a veteran preference and 8 will have a state referral network (SRN) preference, as proposed by Four Corners, LLC in their proposal dated January 18, 2018. Approval is valid through December 31, 2018.

Section 3. That the Executive Director or designee is authorized to execute all necessary documents and correspondence to support funding applications for this development.

#### **RESOLUTION NO. 18-11**

#### **AUTHORIZING AND APPROVING SELECTION OF A DEVELOPER FOR FAMILY HOUSING USING PROJECT BASED VOUCHERS**

WHEREAS, HUD has verified that the Authority has the capacity within its 20% limit to support additional project based voucher activity, and

WHEREAS, the Authority did publicly advertise a Request for Proposals for the development of family housing using Project Based Vouchers, and

WHEREAS, the Authority did receive two proposals conforming to the requirements of the RFP, and

WHEREAS, RCH Development, Inc. has identified a suitable site to develop 48 units of family housing, and

WHEREAS, RCH Development, Inc. proposes to designate 12 of the 48 units for inclusion in a 15 year Project Based Voucher HAP agreement, and

WHEREAS, RCH Development, Inc. proposes to finance development with LIHTC, and other funding sources, and

WHEREAS, RCH Development, Inc. proposes to apply for LIHTC funding in 2018, and

WHEREAS, LIHTC applications receive additional evaluation points if Project Based Voucher assistance is pledged, and

WHEREAS, based on the competitive selection of RCH Development, Inc., the Authority can pledge Project Based Vouchers contingent upon the developer complying with all HUD regulations; 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 proposal of RCH Development, Inc. to develop 48 units of family housing including 12 Project Based Voucher units be accepted.

Section 2. That the Authority pledge to provide up to 12 Project Based Vouchers for 15 years at the 48 unit family development as proposed by RCH Development, Inc., in their proposal dated January 18, 2018. Approval is valid through December 31, 2018.

Section 3. That the Executive Director or designee is authorized to execute all necessary documents and correspondence to support funding applications for this development.

February 8, 2018

Commissioner Sykes made a motion to accept Resolution 18-09, 18-10, and 18-11 as presented. Commissioner Gosch seconded the motion.

Mr. Alpi reported that there was a RFP issued for developers who wish to an allocation of Project Based Vouchers for new developments. We received 2 proposals for family development for 48 units with 13 Project Based Vouchers from Four Corners, and a 48 unit with 12 Project Based Vouchers. Both proposals scored identical and are located in different communities. Both will seek tax credits from the Illinois Housing Development Authority (IHDA). Both developers have prior experience. Staff would like to allocate to both if they are both so lucky to receive the tax credits. Mr. Alpi further reported the third proposal received was a carry-over from last year. They wish to apply to IHDA again because they were not selected to receive an award and are applying again. They made a couple slight adjustments which include preference to veterans. If all three proposals receive funding we have enough vouchers for all.

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

#### Old and New Business

Mr. Alpi stated we have received the Statement of Economic Interest for the board and they will need to be sent in or the Housing Authority will be fined. We are happy to do that for the board.

Mr. Alpi also reported that Jim Jankowicz will be sending out the evaluation forms for the director.

Mr. Alpi stated the work at the Concord is progressing and has resulted in gutting the resident hall on the first floor. We have discovered some plumbing issues that will be taken care of as part of the construction project. We are working on a change order to do this and will bring something to the board next month.

Chairperson Campbell-Hein called for a motion to go into closed session to discuss probable or imminent litigation against, affecting, or on behalf of the public body pursuant to 5 ILCS 120/2 (c) (11). Commissioner Sykes moved and Commissioner Gosch seconded the motion to go into closed session to discuss probable or imminent litigation against, affecting, or

on behalf of the public body pursuant to 5 ILCS 120/2 (c) (11).

Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried. The board entered closed session at 4:04 p.m.

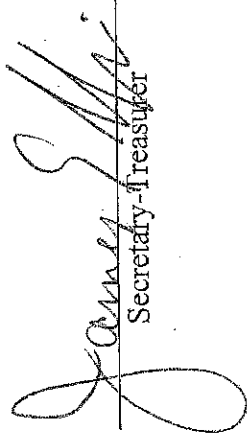
The board returned to open session at 4:30.

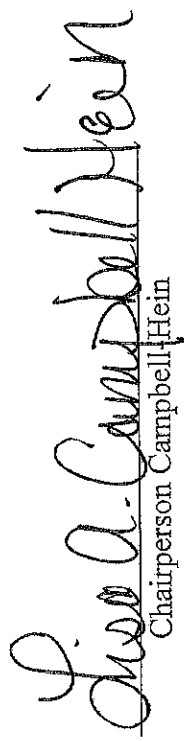
Chairperson Campbell-Hein stated there was no further business to come before the Board. Commissioner Sykes moved to adjourn and Commissioner Gosch seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

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

The motion carried unanimously. The meeting adjourned at 4:31 p.m.

(ATTEST)

  
Secretary-Treasurer

  
Chairperson Campbell-Hein