

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

Annual Meeting

The Board of Commissioners of Decatur Housing Authority met for their annual session at the Don F. Davis Center, 1808 East Locust Street, Decatur, Illinois at 3:30 p.m. on Thursday, February 9, 2017.

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

Present:       Shelith Hansbro, Commissioner  
                  Jenny Sykes, Commissioner  
                  William Gosch, Commissioner  
                  James E. Alpi, Secretary-Treasurer  
                  James A. Jankowicz, Legal Counsel

Absent:        Lisa Campbell-Hein, Chairperson  
                  Shad Etchason, Vice Chairman

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:

Commissioner Hansbro presented the Open Time of the agenda.

Hearing no comment, Commissioner Hansbro stated it was time to call the auditor for the annual audit report.

At this time, the auditor summarized the report for the financial statements and grant compliance. The DHA received a clean opinion for financial statements and M D & A. The assets exceeded the liabilities. There were three findings as follows: 1) Utility Allowance for Public Housing have not been updated; 2) the SEMAP documentation was not accurate; and 3) the HOPE VI grant has not been closed out. Staff reported status of corrections to findings. Commissioner Sykes noticed a discrepancy between the capital assets on page 7 versus page 9. The auditor stated it is a typographical error and will be corrected.

Hearing no further comment, Commissioner Hansbro called for a motion to receive and file the report as corrected. Commissioner Gosch made to motion receive and file the report as corrected. Commissioner Sykes seconded the motion. All voted "Aye". The motion carried.

Commissioner Hansbro stated it is the annual meeting so we will be having the election of officers at this time. Commissioner Sykes made a motion to nominate the current slate of officers. Commissioner Gosch seconded the motion.

Hearing no comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Hearing no comment, Commissioner Hansbro presented the Minutes from the Regular Meeting of January 12, 2017. Commissioner Gosch moved to accept the Minutes as presented. Commissioner Sykes seconded the motion.

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

Commissioner Hansbro presented the Rent Roll/L&O Summary Report for the month of February 9, 2017

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

Terri Goodman reported occupancy fell a little to 96%. Staff continues to lease units as soon as they become available.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the Housing Choice Voucher Program Occupancy report for the month of January 2017. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported staff continues to maintain the same level of utilization to serve as many families as possible. Mr. Alpi reported that we had to taper off just a bit.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the Wabash Crossing Occupancy Report for the month of January 2017. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported that Phase I gained 3 tenants which brings occupancy up to 58% for Phase I. He further stated there was a call with HUD and staff at the regional office is planning a conference call with East Lake on February 23<sup>rd</sup> to see if we can resolve this issue. Jim Jankowicz stated Eastlake has stated they have capital needs of at least \$250,000. There are replacement reserve funds available. This is being studied so we can verify the amounts of the needs and the reserves.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the General Fund Check Register Report for the month of January 2017. Commissioner Sykes moved to receive and file the report and Commissioner Gosch seconded the motion.

Hearing no comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the Financial Reports for the period through the end of December 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman, Finance Director, reported we are nine months into the fiscal year and we have six months in reserves. The expenses are up due to the extra payroll in December. Mr. Alpi stated he has distributed an additional spreadsheet for the financials. We met with Busy Bank to discuss our banking procedures. We clarified that even though the accounts are marked for only one signature, it is impossible to have only one person involved. Changing it to two signatures is very cumbersome to the bank and DHA staff. The board requested the bank balance be added to the spreadsheet. Jim Jankowicz concurred. The staff will add the monthly balance.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted “Aye”. The motion carried.

Commissioner Hansbro presented the following resolution for Commissioners’ consideration and approval:

**RESOLUTION NO. 17-04**

AUTHORIZING AND APPROVING SUBMISSION NO. 1 OF  
THE DECATUR HOUSING AUTHORITY’S OPERATING  
BUDGET FOR THE CALENDAR YEAR 2017

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 2017 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 moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Terri Goodman reported that the top sheet of the attachment is a summary of all AMPs. We have estimated funding at 88%. We also estimated the utilities due to the EPC. Mr. Alpi reported there is no way to know what the funding will be and gave an explanation of the EPC and how it works with the utilities and energy savings.

Hearing no further comments, Commissioner Hansbro called for a roll call vote. All voted “Aye”. The motion carried.

Commissioner Hansbro presented the following resolution for Commissioners’ consideration and approval:

**RESOLUTION NO. 17-05**

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 2 TO  
BOWSHER ROOFING FOR ROOF REPLACEMENT AT THE GARDEN  
APARTMENTS, CFP IL06-P012-50114

WHEREAS, The contract with Bowsheer Roofing to replace the roofs at the Garden Apartments, AMP ILL 12-23 and ILL 12-28 is now complete, and

WHEREAS, the contract amount contained an allowance to be used for unforeseen conditions such as bad sheathing, fascia wood, Fascia metal and gutters, and

WHEREAS, all unforeseen conditions have been identified, and

WHEREAS, there are funds left in the allowance in the amount of \$2,004.00, and

WHEREAS, the contractor did not complete all work within the time for completion as stated in the contract, and as extended via Contract Modification No. 1, and

WHEREAS, the contract included liquidated damages in the amount of \$100 per day, and

WHEREAS, the time for completion as extended via Contract Modification No. 1 was 9/17/16 and substantial completion was established as 10/31/16, and

WHEREAS, liquidated damages in the amount of \$4,400.00 shall be assessed; 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 Modification No. 2 to Bowsler Roofing for Roof Replacement at the Garden Apartments, AMP ILL 12-23 and ILL 12-28, Project CFP IL06-P012-50114 is authorized and approved.

Section 2. That the contract amount is decreased by a \$6,404.00 and the time for completion remain the same.

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 we re-roofed the Garden Apartments and the contract amount included an allowance and there were liquidated damages for not getting done on time. This resolution aligns all contract amounts for closeout of this project.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The Motion Carried.

Commissioner Hansbro presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION NO. 17-06**

AUTHORIZING AND APPROVING AWARD OF AN INDEFINITE QUANTITY CONTRACT TO GOOD'S FLOOR STORE FOR CARPET SUPPLY AND INSTALLATION 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, four bids were received for this work, and  
WHEREAS, the low bid was submitted by Good's Floor Store, 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 Good's Floor Store 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 \$17.90 per square yard for Condition 1., \$19.61 per square yard for Condition 2., \$21.41 per square yard for Condition 3., and \$21.41 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 we do these indefinite quantity contracts for carpet replacement in vacant units on turnover. It has been four years since we solicited bids for this. Five bids were received and Good's Floor Store submitted the low bid. We have been satisfied with their work.

Hearing no further comments, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION NO. 17-07**

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR  
HARTFORD AND LEXINGTON MISCELLANEOUS IMPROVEMENTS,  
PROJECT CFP IL06-P012-50115/50116

WHEREAS, the Authority and its Resident Advisory Board have identified the need to make improvements to interior and exterior finishes at the Hartford and Lexington, and

WHEREAS, plans and specifications have been prepared by Architectural Expressions, LLP, 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-P012-50115/50116; now, therefore

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

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Section 1. That invitation of bids for Hartford and Lexington Miscellaneous Improvements, CFP IL06-P012-50115/50116 is 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 Sykes moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated this resolution simply authorizes us to advertise the invitation of bids in the newspaper.

Hearing no further comments, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION NO. 17-08**

**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 of budget authority to support additional project based voucher activity, and

WHEREAS, the Authority did publicly advertise a Request for Proposals 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 has identified a suitable site to develop 50 units of elderly housing, and

WHEREAS, Four Corners Development, LLC proposes to designate 13 of the 50 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, FHLB, DCEO, and other funding sources, and

WHEREAS, Four Corners Development, LLC proposes to apply for LIHTC funding in 2017 and if unsuccessful again 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 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 at the 50 unit elderly development 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 Four Corners Development, LLC as a Project Based Voucher consultant.
- Section 4. That the Executive Director or designee is authorized to execute all

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

Mr. Alpi gave a review of the process for receiving proposals for Project Based Vouchers. We received one proposal. Four Corners Development will be submitting a proposal to IHDA for a site in Mt. Zion. Commissioner Sykes asked how it would be managed. Mr. Alpi stated they have identified a firm in their proposal and there may be an opportunity for DHA staff to administer the vouchers for a fee.

Hearing no further comments, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION NO. 17-09**

AUTHORIZING AND APPROVING CONTRACT MODIFICATION  
NO. 3 TO SCHIELER & RASSI, QUALITY BUILDERS, INC. FOR  
CONSTRUCTION OF EIGHT ZERO ENERGY HOMES FOR THE  
NATIONAL FORECLOSURE SETTLEMENT HOMEOWNERSHIP  
PROGRAM

WHEREAS, the contract with Schieler & Rassi Quality Builders, Inc. for Construction of 8 Zero Energy Ready Single Family Homes is now substantially complete except lawn seeding, and

WHEREAS, the contract time for completion shall be extended to allow seeding to occur in the spring,

WHEREAS, a small amount of retainage will be withheld to cover the cost of seeding in the spring, and

WHEREAS, the contract with Schieler & Rassi Quality Builders, Inc. for Construction of 8 Zero Energy Ready Single Family Homes does contain an allowance for unforeseen conditions, and

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WHEREAS, all unforeseen conditions have been identified, and

WHEREAS, there are funds left in the allowance that were not used; 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 Modification No. 3 to Schieler & Rassi Quality Builders, Inc. for construction of 8 Zero Energy Ready Single Family Homes be authorized and approved.

Section 2. That the contract amount be decreased by \$25,762.19 and the time for completion be extended to May 30, 2017.

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 explained this is the contract for the new houses on West Macon Street. All work is complete except grass seeding. We will retain funds to do this when the weather permits. There were unused funds that will be used for other projects. We are ready to sell them.

Hearing no further comments, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro called for a motion to go into closed session at 4:55 to conduct the six-month review of Closed Session Minutes pursuant to 5 ILCS 120/2 (c) (21).

Commissioner Sykes moved to go into closed session. Commissioner Gosch seconded the motion. Upon a call of the roll, all voted "Aye". The motion carried.

The board returned to open session at 5:00. Commissioner Sykes moved and Commissioner Gosch seconded the motion to keep all closed minutes closed per the summary sheet prepared by Jim Jankowicz. Upon a call of the roll, all voted "Aye". The motion carried.

Old and New Business

Mr. Alpi stated that next month our regular meeting is March 9<sup>th</sup> and we have a conflict due to court dates for litigation. We need to change this date. We will send out a poll to see what dates board members are available.

Commissioner Hansbro stated there was no further business to come before the Board.

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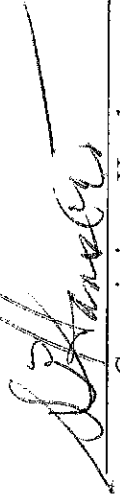


Commissioner Sykes moved to adjourn and Commissioner Gosch seconded the motion.

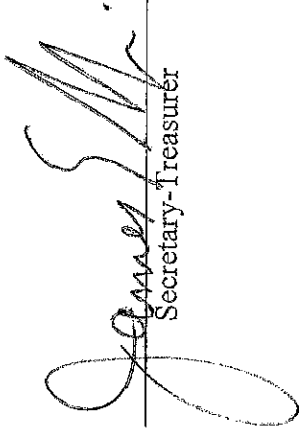
Upon a call of the roll, the Commissioners voted as follows:

Commissioner Sykes, "Aye",  
Commissioner Gosch, "Aye", and  
Commissioner Hansbro, "Aye".

The motion carried unanimously. The meeting adjourned at 5:05 p.m.

  
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Commissioner Hansbro

(ATTEST)

  
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Secretary-Treasurer