

**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, January 10, 2013.

Chairperson Campbell-Hein 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 and absent were as follows:

Present: Lisa Campbell Hein- Chairperson
Robert Yuhas, Vice Chairman
William Gosch, Commissioner
Shad Etchason, Commissioner
Shelith Hansbro, Commissioner
Thomas E. Smith, Secretary-Treasurer
James Jankowicz, Legal Counsel

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

Chairperson Campbell-Hein presented the Open Time of the agenda. At this time Tom Smith made the announcement that new bank signature cards are being signed during the Board meeting by Board members and authorized staff and made a part of the minutes of this meeting.

At this time Jim Jankowicz declared the Public Hearing for the PHA Plan open at 3:35. Mr. Alpi explained the purpose of the Public Hearing and identified the major improvements included in the PHA Plan. Mr. Alpi further stated that there was a Resident Advisory Board Meeting held on October 30th here at the Davis Center. The purpose of the Resident Advisory Board is to assist staff at the Housing Authority in the preparation of the plan. Recommendations made by the Resident Advisory Board are included in the plan. Hearing no comments from the public, the hearing adjourned at 3:45.

Chairperson Campbell-Hein presented the Minutes from the Special Meeting of December 13, 2012. Vice Chairman Yuhas made a motion to accept the minutes as presented. Commissioner Gosch seconded the motion.

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

Chairperson Campbell-Hein presented the minutes from the Closed Session of December 13, 2012. Vice Chairman Yuhas made a motion to accept the minutes as presented. Commissioner Gosch seconded the motion.

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

Vice Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of December 2012. Vice Chairman Yuhas moved to receive and file the report. Commissioner Etchason seconded the motion.

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Terri Goodman stated that the occupancy numbers are coming up. We should see a continuing increase in occupancy.

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 December 2012. Vice Chairman Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus stated that typically after we open the list the numbers go down during the processing of the new waiting list. Chairperson Campbell-Hein asked if the numbers bounce back quickly or do we need help with processing? Ms. Kraus stated the numbers will come up within the next couple months.

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 December 2012. Vice Chair Yuhas moved to receive and file the report. Commissioner Etchason seconded the motion.

Tom Smith stated that the occupancy numbers are going down at Wabash Crossing. The staff has not had a meeting with the Eastlake staff in the last couple months. Mr. Alpi stated that we will know more about the occupancy next month. Ms. Goodman stated that she would like to get a better idea of what all their occupancy levels are including Market Rate and Tax Credit units. Mr. Alpi stated that Eastlake has an obligation to keep the Tax Credit units leased also, but not necessarily to report to DHA.

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 December 2012. Commissioner Etchason moved to receive and file the report and Vice Chairman Yuhas seconded the motion.

Vice Chairman Yuhas asked about the audit report. He stated that we had not had a discussion with the auditor regarding the audit report and findings. Ms. Goodman stated that she will have the auditor call in during the next board meeting to give an update.

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 the commissioners' consideration and approval:

RESOLUTION NO. 13-01

AUTHORIZING AND APPROVING THE SUBMISSION OF A
FIVE YEAR PHA PLAN AND ANNUAL PLAN TO THE DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT

WHEREAS, the Authority is required to submit to HUD, an Agency Plan on an annual basis and,

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WHEREAS, Decatur Housing Authority's Resident Advisory Board (RAB) has participated in development of the Agency Plan, and

WHEREAS, the Decatur Housing Authority has prepared an Agency Plan in accordance with HUD directives, and

WHEREAS, the Board of Commissioners has conducted a Public Hearing requesting input into Decatur Housing Authority's Annual Plans; 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 Housing Authority shall consider all comments from residents and the general public prior to submission to the Department of Housing and Urban Development.
- Section 2. That this document shall be conveyed to the City of Decatur for confirmation on consistency with the Consolidated Plan.
- Section 3. That the Executive Director or his designee shall be authorized to execute all necessary documents for submission to the Department of Housing and Urban Development.

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

Chairperson Campbell-Hein inquired about our Resident Advisory Board (RAB). Ms. Goodman stated that we currently have two Resident Councils. Ms. Hackert stated that the RAB members are not required to be on a resident council. We typically invite the council members to the RAB meetings and we can also delegate other residents who have expressed interest as RAB members and invite them to the planning meetings.

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

Chairperson Campbell-Hein presented Resolution No. 13-02 for commissioners' consideration and approval.

Jim Jankowicz stated that we need a motion to move Resolution No. 13-02 to the end of the agenda. Commissioner Etchason moved and Commissioner Hansbro seconded the motion to move Resolution No. 13-02 to the end of the agenda. 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. 13-03

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 7 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

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WHEREAS, Melotte, Morse, Leonatti, Parker, Ltd. previously prepared plans and specifications to upgrade all elevators, and

WHEREAS, one bid was submitted by Kone, Inc.,

WHEREAS, the bid of KONE, Inc. was substantially higher than the budgeted amount for elevator upgrades, and

WHEREAS, the bid of Kone, Inc. was rejected; therefore, re-designing the scope of work was necessary, and

WHEREAS, MMLP, Ltd. has agreed to provide the additional services at a reduced rate, and

WHEREAS, the cost for providing the additional services and expenses has been calculated on a lump sum basis, and

WHEREAS, funds are available within the Capital Fund Program IL06-P012-50111, 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. 7 to Melotte, Morse, Leonatti, Parker, Ltd. be authorized and approved.
- Section 2. That the contract amount be increased by SIX THOUSAND, THREE HUNDRED AND NO/100 DOLLARS (\$6,300.00), plus authorized reimbursable expenses not to exceed \$1,450.00, 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.

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

Jim Alpi stated several months ago we received bids for elevator upgrades and the bid was 50% higher than the pre-bid estimate. Thus, the bid was rejected. Since the Housing Authority did not have a definite project cost stated in the request for proposal, MMLP has offered to pay half of the re-design fees. The Housing Authority deemed this to be fair. The construction phase fees will remain the same.

Vice Chairman Yuhas asked if MMLP will be consulting with other elevator consultants. Mr. Alpi stated yes.

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. 13-04

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 6 TO THE INDEFINITE QUANTITY AGREEMENT WITH BLANK, WESSELINK, COOK & ASSOCIATES, INC., CFP IL06P01250109-50113

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WHEREAS, the Decatur Housing Authority staff and the Resident Advisory Board have identified the need to replace furnaces and water heaters in the scattered sites and purchase generator equipment for two highrises and the Don F. Davis Center, and

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

WHEREAS, architectural and engineering services are required in connection with analysis of furnace and water heater replacement at scattered sites and generator equipment for the highrises, and

WHEREAS, this additional service will be broken down into phases, and

WHEREAS, Phase I will include preliminary design/investigation, analysis and concept design development, and

WHEREAS, this work will be performed on a hourly not to exceed basis, and

WHEREAS, funds are available within the Capital Fund Programs IL06-P012-50111, 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 Blank, Wesselink, Cook, & Associates, Inc. be authorized and approved.

Section 2. That the contract amount for Phase I be increased by the not to exceed amount of ELEVEN THOUSAND, SEVEN HUNDRED FIFTY AND NO/100 DOLLARS (\$11,750.00) for professional services related to preliminary concept design for furnace and water heater replacement at scattered sites and generator equipment for two highrises and the Don F. Davis Center.

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 chairman Yuhas seconded the motion.

As stated in the Public Hearing portion of the meeting, Mr. Alpi further explained the need for new furnaces and water heaters. BWC has mechanical engineering capabilities. This resolution authorizes them to conduct a preliminary analysis and design for the replacement of furnaces and water heaters in the scattered site houses.

Commissioner Gosch asked if the equipment will be more energy efficient. Mr. Alpi stated that as we do this we will be looking at more energy efficient furnaces and water heaters.

Chairperson Campbell-Hein asked if this proposal is too expensive. Mr. Alpi stated that the cost has been reviewed by staff and may be a little less as the work is being done on an hourly not to exceed basis.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye" except Vice Chairman Yuhas who abstained. The motion carried.

Old and New Business

Hearing no comment Commissioner Hansbro made a motion to go into closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a

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specific employee or legal counsel for the public body pursuant to 5 ILCS 120/2 (c) (1). Commissioner Etchason seconded the motion. Chairperson Campbell-Hein called for a roll call vote. All voted “Aye”. The motion carried.

The Board of Commissioners then went into closed session during its Regular Meeting of January 10, 2013 at 4:03 p.m.

The board returned to open session at 4:44 p.m.

Chairperson Campbell-Hein presented the following resolution for commissioners’ consideration and approval:

RESOLUTION 13-02

**AUTHORIZING AND APPROVING AN EMPLOYMENT CONTRACT WITH
JAMES E. ALPI AS EXECUTIVE DIRECTOR**

WHEREAS, the Authority has undertaken a comprehensive interview process to fill the vacant position of Executive Director, and

WHEREAS, James E. Alpi has been deemed by the Board of Commissioners as the applicant best qualified to meet the needs of the Authority, and

WHEREAS, the Authority wishes to employ James E. Alpi as Executive Director and James E. Alpi wishes to accept the employment as Executive Director of Decatur Housing Authority, and

WHEREAS, the parties wish to enter into an employment contract in order to confirm in writing the understandings and intentions of both parties; now, therefore

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

Section 1: The Employment Contract dated January 10, 2013 by and between Decatur Housing Authority and James E. Alpi is hereby authorized and approved.

Section 2: The Chairperson or Vice-Chairperson of the Board of Commissioners is authorized to execute the Employment Contract.

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

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

Vice Chairman Yuhas thanked Tom Smith for returning and serving as Interim Executive Director. He appreciated all of Tom’s efforts. All board members voiced their agreement. Tom Smith noted his belief that DHA has a good board and staff.

Chairperson Campbell-Hein stated that there was no further business to come before the board. Vice Chairman Yuhas moved to adjourn. Commissioner Gosch seconded the motion.

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

Chairperson Campbell-Hein, – “Aye”
Vice Chairman Yuhas, -“Aye”
Commissioner Gosch, - “Aye”
Commissioner Etchason, - “Aye” and

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Commissioner Hansbro – Aye”

The Board adjourned at 4:45 p.m.

Chairperson Campbell-Hein

(ATTEST)

Secretary-Treasurer

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