

**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 12, 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 presented the Minutes from the Regular Meeting of November 10, 2016 tabled at the last meeting. Commissioner Gosch moved to accept the Minutes as presented. Commissioner Hansbro seconded the motion.

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

Commissioner Hansbro presented the Minutes from the Regular Meeting of December 8, 2016. Commissioner Sykes moved to accept the minutes as presented. Commissioner Gosch seconded the motion.

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

Commissioner Hansbro presented the Minutes of the Closed Session held on December 8, 2016 at 4:39. Commissioner Sykes moved to accept the minutes as presented. Commissioner Gosch seconded the motion.

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

Commissioner Hansbro presented the Minutes of the Closed Session held on December 8, 2016 at 4:47. Commissioner Sykes moved to accept the minutes as presented. Commissioner Gosch seconded the motion.

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

Commissioner Hansbro presented the Rent Roll/L&O Summary Report for the month of
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December 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported occupancy is 98%. Mr. Alpi stated that in 2016 public housing staff rented 133 units out of 478 total units. This is a 27% turnover rate. This is the highest turnover rate in the last 5 years and he is very proud of the staff for keeping the occupancy up during this high turnover.

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 December 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported staff is working really hard to maintain occupancy within our allocation amount. Mr. Alpi gave compliments regarding this achievement. This avoids any decline in the number of people served.

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 December 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported that Tina Rice, Manager at Wabash Crossing, sent us a note stating she will be unable to attend meetings for the next several months due to conflicts. He further stated there has been no change to occupancy and it is still at 60% occupied overall. HUD remains very interested in this problem.

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 December 2016. Commissioner Sykes moved to receive and file the report and Commissioner Gosch seconded the motion.

Commissioner Sykes asked what the BB Heaters are. Mr. Alpi stated they are huge heaters that we use to eradicate the bed bug problem. Staff has treated all known cases at the Hartford with great success. Jim Jankowicz asked if we use chemicals of any kind or are they restricted. Mr. Alpi stated we do use chemicals and he has a supervisor license for the chemicals we use.

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

Terri Goodman, Finance Director, reported it was a good month. All AMPs have a reported income. No losses.

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

At 3:51 a Public Hearing was opened to the public to receive comments about the PHA Plan and Annual Statement and Five Year Action Plan for the Capital Fund Program. Mr. Alpi stated this plan is an outline and review of our operations and planning for the Capital Funds. There were not any significant changes to the Five Year Action Plan but there was a year added. The DHA uses the rolling Five Year Plan process. There were no comments received from the public regarding the PHA Plan and the Public Hearing concluded at 3:52.

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

RESOLUTION NO. 17-01

AUTHORIZING AND APPROVING THE SUBMISSION OF THE
DECATUR HOUSING AUTHORITY’S ANNUAL PHA 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,

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.

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

Mr. Alpi reported that every year we update the PHA Plan to identify goals and

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objectives and report on the progress in meeting our goals. We hold a public hearing to receive comments from the public if anyone expresses an interest.

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. 17-02

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR AN INDEFINITE QUANTITY CONTRACT FOR CARPET SUPPLY AND INSTALLATION IN VACANT UNITS

WHEREAS, the Authority is required to periodically seek bids for service contracts, and

WHEREAS, the current contract for supply and installation of carpet in vacant units is nearing the end of the contract period, and

WHEREAS, the Authority will solicit and receive informal bids for this work, and

WHEREAS, funds are available in the 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 Invitation of Bids for an Indefinite Quantity Contract for Carpet Supply and Installation in Vacant Units is authorized and approved.
- Section 2. That Invitations to Bid be placed in local newspapers and various 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 reported periodically we are required to solicit bids for services we require on a regular basis. This resolution authorizes us to place the Invitation to Bid in the newspaper.

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. 17-03

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AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 1 TO THE
INDEFINITE QUANTITY ARCHITECTURAL AND ENGINEERING SERVICE
CONTRACT WITH ARCHITECTURAL EXPRESSIONS LLP FOR
PROJECTS CFP IL06-P012-50114 through CFP IL06-P012-50118

WHEREAS, the Authority and its Resident Advisory Board have identified the need for architectural and engineering design services in conjunction with modernization work of CFP IL06-P012-50114 through 50118, and

WHEREAS, the Authority previously engaged the services of Architectural Expressions, LLP under an Indefinite Quantity Agreement, and

WHEREAS, the original scope of services authorized under the Indefinite Quantity Agreement with Architectural Expressions, LLP included interior improvements at the Hartford and Lexington, and

WHEREAS, the Authority has expanded on the original scope of services to include interior improvements at the Concord, and evaluations of existing common area furnishings and provide documents that can be used for obtaining multiple bids and evaluation of the bids with recommendations, and

WHEREAS, reasonable fees have been negotiated, and

WHEREAS, funds are available within CFP IL06-P012-50116; 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. 1 to the Indefinite Quantity Contract for architectural and engineering services with Architectural Expressions, LLP is hereby authorized and approved.
- Section 2. That services associated with Task 1 for development of construction documents for Interior Improvements at the Concord be provided for a fixed fee of \$10,190.
- Section 3. That fee for services associated with Task 2 for evaluation of existing common area furniture, preparation of bid documents and bid evaluation for a fixed fee of \$6,600.
- Section 4. 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 with architectural and engineering firms so we can issue task orders as work items become known as the Capital Fund Programs are approved.

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

Old and New Business

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Mr. Alpi is pleased to report that both the public housing and the Housing Choice Voucher Programs hit their bullseye with leasing. Also Diane Hackert hit a bullseye with the completion of the physical improvements included in the Energy Performance Contract. We have also been approved to receive additional rebates from the energy conservation measures included in the Energy Performance Contract.

Mr. Alpi also reported that all work of building the new homes on West Macon Street is complete except lawn seeding which will be completed in the spring. The next step is establishing a price so we can start marketing them. Jim Jankowicz asked if we are going to be using a realtor. Mr. Alpi stated we will be handling this ourselves through our own marketing so we will require legal assistance.

Mr. Alpi expressed his pleasure with seeing Jim Jankowicz up and around. Commissioner Hansbro and the other board members and staff concurred. Jim Jankowicz inquired about the passing of Larry Chapman. Mr. Alpi stated we are sending our deepest condolences to the family. Theresa Churchill wrote a really nice article in the Herald & Review.

Commissioner Hansbro 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
Commissioner Hansbro, "Aye".

The motion carried unanimously. The meeting adjourned at 4:11 p.m.

(ATTEST)

Commissioner Hansbro

Secretary-Treasurer

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