

**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, July 9, 2015.

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
James A. Jankowicz, Legal Counsel

Absent: Shad Etchason, Vice Chairman
Shelith Hansbro, Commissioner

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. The visitors introduced themselves as Helene Flick and Richard Carlson and Ellie Simlock. Mr. Alpi asked if there were any comments from the visitors. There was inquiry regarding the property on Mound Rd. Mr. Alpi stated the asking price for the property is \$325,000.

Hearing no further comments, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of June 11, 2015. 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. All voted "Aye" except Chairperson Campbell-Hein, who abstained. The motion carried.

Chairperson Campbell-Hein presented the Closed Minutes from June 11, 2015. Commissioner Sykes moved to accept the Closed Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no further 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 Rent Roll/L&O Summary Report for the month of June 2015. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported we are down four from last month due to evictions for no power to unit and applicants not ready to sign leases.

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 June 2015. Commissioner Sykes moved to receive and file the report.

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Commissioner Gosch seconded the motion.

Brenda Kraus reported that we have lost 2. Staff is pushing hard to get the number of leases up.

Mr. Alpi reported the occupancy numbers and stated we are trying to increase it to full utilization to position ourselves for the next year of funding.

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 June 2015. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Tine Rice, Wabash Crossing manager, reported overall they had 16 move-outs. They have the same problem DHA has with applicants not being ready to sign a lease or they can't be found when it is time to sign the lease.

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 June 2015. 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 June. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported we had a good month. Mr. Alpi stated we are ahead right now due to the staff position that has not been filled. Chairperson Campbell-Hein asked what positions. Mr. Alpi reported that we have not filled the property manager position yet.

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. 15-18

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR
SOLID REFUSE REMOVAL AND RECYCLING SERVICES FOR
DECATUR HOUSING AUTHORITY

WHEREAS, the Authority does provide and pay for garbage service at all public housing units,
and

WHEREAS, the City of Decatur ordinances allow property owners to select waste haulers for
commercial properties, and

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WHEREAS, all Decatur Housing Authority properties are designated as commercial by city ordinance, and

WHEREAS, the Authority desires to have competitive pricing for solid refuse removal and recycling services at all its properties, and

WHEREAS, funds are available within 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 the Invitation of Bids for Solid Refuse Removal and Recycling Services for Decatur Housing Authority is authorized and approved.
- Section 2. That the ads be placed in newspapers of local circulation and other appropriate trade publications.
- 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 reported that this resolution authorizes invitation of bids for the garbage service contract. There will be a recommendation at the next meeting for the contract award.

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. 15-19

AUTHORIZING AND APPROVING REQUESTS FOR PROPOSALS FOR A FIRE ALARM SYSTEM MONITORING, TESTING AND MAINTENANCE SERVICE CONTRACT FOR AMP ILL 12-22, 12-23, 12-28

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

WHEREAS, the Authority is restructuring the service of the fire alarm systems, and

WHEREAS, the Authority wishes to seek proposals for all components of the fire alarm systems services under one contract, and

WHEREAS, the Authority may enter agreements for service contracts for up to five years, and

WHEREAS, the Authority will solicit bids by advertising in local newspapers and trade publications, 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 a Request for Proposals for a Fire Alarm System Monitoring, Testing, and Maintenance service contract be 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 commented that this will be the first time we have combined all services for the Fire Alarm Systems in one RFP. It was written in a way that will allow vendors to submit a separate cost for each aspect to encourage more participation from vendors.

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. 15-20

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 11 TO THE INDEFINITE QUANTITY AGREEMENT WITH BLANK, WESSELINK, COOK & ASSOCIATES, INC., CFP IL06P01250109-50114

WHEREAS, the Decatur Housing Authority staff and the Resident Advisory Board have identified the need to replace the window Air Conditioners at the Hartford, and

WHEREAS, this work is being completed as part of the Capital Fund Program, and

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

WHEREAS, architectural services are required for design and specifications, and

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

WHEREAS, funds are available within the Capital Fund Program IL06-P012-50114, 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. 11 to Blank, Wesselink, Cook, & Associates, Inc. be authorized and approved.

Section 2. That the contract amount for the design services and specifications will be calculated on an hourly basis not to exceed \$3,600.00.

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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 commented that we award indefinite quantity contracts to architects and engineers to allow the Capital Fund Program to stay on track. This amendment will allow BWC to prepare a specification for air conditioner replacement at the Hartford.

Hearing 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. 15-21

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR WINDOW AIR CONDITIONER REPLACEMENT AT THE HARTFORD, AMP ILL 12-23, PROJECT CFP IL06-P012-50113/50114

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace the window air conditioners at the Hartford, and

WHEREAS, plans and specifications for this work will be prepared by Blank, Wesselink, Cook, and Associates, Inc., 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-P012-50113/50114; 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 Window Air Conditioner Replacement at the Hartford, CFP IL06-P012-50113/50114 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 allows us to advertise the invitation to bid.

Hearing 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. 15-22

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

WHEREAS, the Authority has identified the need to install new carpet in vacant units as they become available, 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 stated that we also do an indefinite quantity contract for carpet supply and installation in vacant units on turnover. We will make a recommendation for contract award at the next meeting.

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

Hearing no further comment, 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:

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

The motion carried unanimously. The meeting adjourned at 3:54 p.m.

Donald Campbell-Hein
Chairperson Campbell-Hein

(ATTEST)

James S. Miller
Secretary-Treasurer