

**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, March 10, 2016.

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.

Commissioner Gosch stated that there have been several disruptions at the Lexington. There are long term tenants moving out due to the disruptions. Commissioner Gosch further stated there needs to be security at this property. Mr. Alpi stated we have become aware of problems at this facility and as the weather gets warmer we are seeing more loitering etc. There are security cameras at the building so we can monitor who is causing problems. We also have a secure entry system at the front door so people can only allow access to people authorized to be in the building. We are aware of allegations of illegal activity and we are in the process of terminating the leases of some of the individuals who are causing problems. Mr. Alpi further stated we have initiated an arrangement with the Decatur Police Department to have patrols in the common areas with K-9 units. We are taking action to get the problems under control. We encourage residents to call the police if they witness illegal activity.

At this time, a visitor, Mr. Steven Spear, expressed appreciation for what we as staff do at the Housing Authority and believes safety is a big issue in Decatur. He suggested we have a police officer come to our meetings to hear about issues we are facing. Mr. Spear further stated he has had discussions with other community members that have pointed out the mini-blinds in the units at Wabash Crossing as well as other issues of disrepair on the property. Tina Rice, property manager at Wabash Crossing, responded to Mr. Spears' concerns.

Hearing no further comments, Chairperson Campbell-Hein presented the Minutes from the Annual Meeting of February 11, 2016. 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" except Chairperson Campbell-Hein who abstained. The

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motion carried.

Chairperson Campbell-Hein presented the Minutes from the Closed Session of February 11, 2016. 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" except Chairperson Campbell-Hein who abstained. The motion carried.

Chairperson Campbell-Hein called for a motion to open the Closed Session Minutes of February 11, 2016. Commissioner Sykes moved to open the Closed Session Minutes of February 11, 2016. 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 Rent Roll/L&O Summary Report for the month of February 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported occupancy has increased to 95%. Staff continues to work on the 4 and 5 bedroom houses to make them ready to lease. She further stated she is pleased with the progress.

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

Brenda Kraus reported occupancy has remained the same despite the loss of staff. We have now hired a new leasing specialist so hope to see the numbers increase. Mr. Alpi stated we are utilizing 110% of funding so this will maximize the funding for the upcoming year.

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

Tina Rice, Manager at Wabash Crossing, gave an overview of the occupancy. Ms. Rice stated they have hired a leasing specialist so hope to get the occupancy up. Mr. Alpi stated Tina needs more support from the home office to develop a plan to increase occupancy. We continue to get calls from HUD checking on our vacancies.

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 February 2016. 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  
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“Aye”. The motion carried.

Chairperson Campbell-Hein presented the Financial Reports for the period through the end of January. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman, Finance Director, reported there was a loss overall of \$54,000.00 for the month due to payment of insurance which is not paid monthly. There are currently 7 months in reserves.

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. 16-13**

**AUTHORIZING AND APPROVING SUBMISSION NO. 1 OF  
THE DECATUR HOUSING AUTHORITY’S OPERATING  
BUDGET FOR THE CALENDAR YEAR 2016**

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 2016 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 gave a summary of each AMP and stated overall we should expect a decrease of approximately \$27,900.00. Funding is expected to be at 88%. Mr. Alpi gave a brief description of how HUD calculates the subsidy.

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. 16-14**

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO BOWSHER GROUP, INC. dba, BOWSHER ROOFING FOR ROOF REPLACEMENT AT THE GARDEN APARTMENTS, AMP ILL 12-23 AND 12-28, PROJECT CFP IL06-P012-50114

WHEREAS, the Authority did solicit and receive bids for roof replacement at the Garden Apartments, ILL 12-23 and ILL 12-28, and

WHEREAS, the low bid was submitted by Bows her Group, Inc. dba, Bows her Roofing, and

WHEREAS, staff has completed a cost analysis of the bid, and

WHEREAS, the bid of Bows her Group, Inc. dba, Bows her Roofing is within the budgeted amount, and

WHEREAS, funds are available within the Authority's Capital Fund Program IL06-P012-50114; 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 award of contract to Bows her Group, Inc. dba, Bows her Roofing for Roof Replacement at the Garden Apartments, ILL 12-23 and ILL 12-28, Project CFP IL06-P012-50114 is authorized and approved.

Section 2. That the contract amount is TWO HUNDRED FIVE THOUSAND, EIGHT HUNDRED TEN AND NO/100 DOLLARS (\$205,810.00), and the time for completion is 150 days from issuance of the Notice to Proceed.

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 this resolution awards a contract for the replacement of shingle roofs at the Garden Apartments. He further stated we have not worked with the successful bidder before but have checked the list of parties excluded from doing work on federal contracts. We have also received feedback from a contractor we have worked with several times and they have had a positive experience working with them.

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. 16-15**

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR FURNACE REPLACEMENT AT THE TOWNHOUSES, AMP ILL 12-22, PROJECT CFP IL06-P012-50114

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace the furnaces at the Townhouses, AMP ILL 12-22, and

WHEREAS, plans and specifications for Furnace Replacement at the Townhouses have been prepared by Blank, Wesselink, Cook & 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-P012-50114; 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 Furnace Replacement at the Townhouses, ILL 12-22, CFP IL06-P012-50114 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 authorizes staff to publish an invitation to bid in the local newspaper.

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. 16-16**

AUTHORIZING AND APPROVING AWARD OF AN INDEFINITE QUANTITY ARCHITECTURAL AND ENGINEERING SERVICE CONTRACT TO ARCHITECTURAL EXPRESSIONS LLP FOR PROJECTS CFP IL06-P012-50114 through CFP IL06-P012-50118 AND DEVELOPMENT PROGRAMS

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 exact quantities and scope of services required is subject to change based upon staff time restraints and results of competitive bidding for construction contracts, and

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WHEREAS, indefinite quantity contracts provide the Authority maximum flexibility to expedite the work and customize services from Architects and Engineers, and

WHEREAS, the Authority has the ability to issue task orders to selected architects during the period of the open Capital Fund Programs, and

WHEREAS, the Authority is not obligated to issue task orders to selected architects unless it appears to be in the Authority's best interest, and

WHEREAS, the Authority did publicly solicit and receive formal written proposals for architectural services, and

WHEREAS, written proposals were evaluated by the Authority's selection committee against performance based selection criteria, and

WHEREAS, the firm, Architectural Expressions LLP was judged to best meet the Authority's evaluation criteria for: Task 1: Assessment and preliminary planning for Interior Improvements at the Hartford and Lexington, and Task 2: Preparation of bid documents through construction completion, and

WHEREAS, reasonable fees have been negotiated, and

WHEREAS, funds are or will be available within CFP IL06-P012-50114 through 50118; 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 an Indefinite Quantity Contract for architectural and engineering services related to projects CFP IL06-P012-50114 and through 50118 to Architectural Expressions LLP is hereby authorized and approved.

Section 2. That fee for services associated with Task 1 for Assessment and preliminary planning for Interior Improvements at the Hartford and Lexington be based on an hourly rate not to exceed \$7,500.00.

Section 3. That fee for services associated with Task 2 for Preparation of bid documents through construction completion be based on an hourly rate not to exceed \$12,490.00.

Section 6. That all costs shall be charged to CFP IL06-P012-50114 through 50118 as appropriate.

Section 7. 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 last month we authorized Indefinite Quantity Contracts with a pool of architectural and engineering firms. This contract is with Architectural Expressions for Interior Improvements at the Lexington and Hartford.

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. 16-17**

**AUTHORIZING AND APPROVING GRANTING AN OPTION TO PURCHASE LAND TO THE NORTHEAST COMMUNITY FUND**

WHEREAS, the Northeast Community Fund desires to construct a new facility to deliver its services, and

WHEREAS, the City of Decatur is transferring land in the Near North redevelopment area to the Northeast Community Fund contingent upon them constructing a facility within the next 24 months, and

WHEREAS, the Authority currently owns Lot 8 of Block 2 of the Durfee & Warren & Co. 2<sup>nd</sup> Addition (459 E. King Street) which is surrounded by the property to be developed by the Northeast Community Fund, and

WHEREAS, the Northeast Community Fund redevelopment requires inclusion of the DHA property, and

WHEREAS, HUD has previously granted DHA conditional disposition approval for redevelopment of this parcel for a different use, and

WHEREAS, the Authority does not have redevelopment plans for this single parcel; 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 24 month option to purchase Lot 8, Block 2 of the Durfee Warren & Co. 2<sup>nd</sup> Addition (459 E. King Street), Property Tax ID No. 12-11-354-009 be granted to the Northeast Community Fund.
- Section 2. That the option be for purchase of said property for one dollar (\$1.00), contingent upon receipt of any required HUD disposition authorizations.
- 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 authorizes the granting of an option to purchase land to the Northeast Community Fund. The City of Decatur has approved the sale of three acres within the Wabash Crossing development which was part of Phase III of the development. DHA has a single lot in the middle of this parcel that DHA does not have a use for. The Northeast Community Fund has 24 months to develop their "campus". If they do not accomplish this, the land will revert back to DHA. If the project is completed, DHA will transfer title at that time.

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

#### Old and New Business

Mr. Alpi shared a HUD announcement that they are going to be re-federalizing funds in the COCC. We will continue to transfer funds to the NFP Pilot.

Mr. Alpi stated we continue to work with staff to develop a union contract. He further stated, maintenance staff also has a union contract that will expire 3/31/2016. This union agreement has health insurance included. It is possible we will have to have a special meeting if an agreement is reached. We are investigating what options there are in the market for a group our size. If we change to a new carrier it will be presented to the board.

Mr. Alpi stated we received a call from legal at HUD and they have approved the contract to allow Verizon to install a cell tower on the Hartford. We are also getting close to approval for the Energy Performance Contract.

Mr. Alpi made a request to change the June meeting due to a conflict and asked if the meeting could be held on June 16, 2016 at the regular time.

Chairperson Campbell-Hein called for a motion to move the June meeting to June 16, 2016 at 3:30 p.m. Commissioner Sykes moved to change the June meeting from June 9, 2016 at 3:30 p.m. to June 16, 2016 at 3:30 p.m. Commissioner Gosch seconded the motion. Commissioner Sykes asked if there could be an email sent out as a reminder.

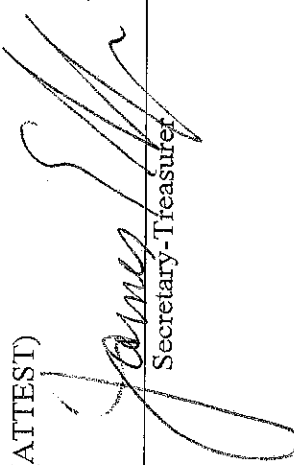
Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

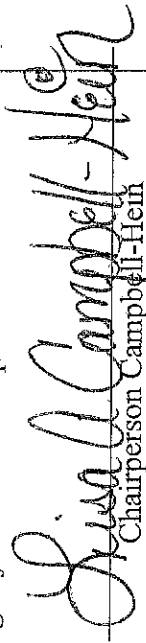
Chairperson Campbell-Hein stated there was no further business to come before the Board. Commissioner Sykes moved to adjourn and Commissioner Gosch seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

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

The motion carried unanimously. The meeting adjourned at 4:46 p.m.

(ATTEST)

  
Secretary-Treasurer

  
Chairperson Campbell-Hein

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