

**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 8, 2018.

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

Absent: Shad Etchason, Vice Chairman  
Jenny Sykes, 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 he is turning 81 years old this week. The board and staff expressed their congratulations.

Chairperson Campbell-Hein presented the Minutes from the Annual Meeting of February 8, 2018. Commissioner Hansbro 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 Commissioner Hansbro who abstained. The motion carried.

Chairperson Campbell-Hein presented the Minutes from the Closed Session of February 8, 2018. Commissioner Hansbro moved to accept the minutes as presented. Commissioner Gosch seconded the motion.

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

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of February 2018. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported occupancy is 98%. There are only 10 units vacant and there are 8 units off line for the fire restoration at the Concord. Staff is doing a good job.

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 2018. Commissioner Hansbro moved to receive and file the

March 8, 2018

report. Commissioner Gosch seconded the motion.

Brenda Kraus reported the Section 8 Department is fully staffed with a promotion within and the individual is doing well with the training. Mr. Alpi added that leasing is up by 12 units this month and 12 units the previous month so they are over utilizing the funds which is our intent. This over utilization will maximize future 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 February 2018. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported the occupancy at Wabash Crossing dropped by two units but are still down around 50% occupied in Phase I. Overall occupancy is at 66% which drags down our overall occupancy so we expect HUD to start monitoring this more closely again.

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 2018. Commissioner Hansbro 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 January 2018. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman, Finance Director, reported staff is preparing for the end of the fiscal year. There are currently 11 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. 18-12**

**AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO SCHEMEL-TARRILLION, INC. FOR MISCELLANEOUS IMPROVEMENTS AT THE CONCORD, CFP IL06-P012-50116/50117**

WHEREAS, the Authority has entered a contract with Schemel-Tarrillion, Inc. for Miscellaneous Improvements at the Concord, and

WHEREAS, there was a fire on the first floor of the Concord after the contract was executed with Schemel-Tarrillion. Inc, and

WHEREAS, the need for additional replacement and the opportunity to make upgrades have

March 8, 2018

been revealed as a result of the fire demolition, and

WHEREAS, the upgrades and replacements identified are not part of the scope of work for the fire insurance claim or the original scope of work in the contract with Schemel-Tarrillion, Inc. for Miscellaneous Improvements at the Concord, and

WHEREAS, Schemel-Tarrillion, Inc. has submitted proposals for the work items identified, and

WHEREAS, the costs for the extra work and upgrades have been evaluated and found to be reasonable, and

WHEREAS, funds are available in CFP IL06-P012-50117-1460-22; 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. 1 to Schemel-Tarrillion, Inc. for Miscellaneous Improvements at the Concord, CFP IL06-P012-50116 is authorized and approved.
- Section 2. That the contract amount is increased by NINETY-SEVEN THOUSAND, FIVE HUNDRED SIXTEEN AND 72/100 DOLLARS (\$97,516.72) inclusive of a \$10,000.00 allowance and the time for completion be extended by 60 calendar days.
- Section 3. That the Executive Director or Contracting Officer is authorized to execute all necessary documents.

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

Mr. Alpi reported this is a Contract Modification to the existing contract for Miscellaneous Improvements at the Concord with Schemel-Tarrillion, Inc. who are also doing the fire restoration at the Concord. We have identified work items above and beyond the claim for the fire damage. Mr. Alpi gave a list of each work items to be added and an explanation of each.

Commissioner Hansbro asked if there is a threshold for Contract Modifications that would require us to go out for bids. Mr. Alpi stated it is usually more cost effective to use the contractor already on site if it is in the same scope.

Hear 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. 18-13**

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR PARKING

March 8, 2018

LOT IMPROVEMENTS, CFP IL06-P012-50117

WHEREAS, the parking lots and driveways at all AMPs are in need of repair and seal coating, and

WHEREAS, this work is included in the Capital Fund Program, and

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

WHEREAS, funds are available in the Capital Fund Program, IL06-P012-50117; 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 Parking Lot Improvements 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 Hansbro moved to accept the resolution as presented. Commissioner

Gosch seconded the motion.

Mr. Alpi stated we are soliciting bids for parking lot improvements and will bring a recommendation before the board at the next meeting.

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

Old and New Business

Mr. Alpi stated the administration has put forth a budget and it appears the funding will continue at the 2017 level. It is not final, but they are suggesting a reduction of 50% in HAP payments funding for the admin side be 70%. On the public housing side they are asking for \$0 for Capital Fund. We currently receive approximately \$850,000 and we take 25 % of that for operations so this means a decrease in operations of approximately 44%. Chairperson Campbell-Hein stated it is good that we have reserves. Mr. Alpi stated that will help us for one year. There are also proposals that require all recipients of assistance to have a job and a rent increase for all tenants.

Chairperson Campbell- Hein called for a motion to go into closed session to discuss probable or imminent litigation against, affecting, or on behalf of the public body pursuant to 5 ILCS 120/2 (c) (11) and to conduct the six month review of closed session minutes pursuant to 5

March 8, 2018

ILCS 120/2 (c) (21). Commissioner Sykes moved and Commissioner Gosch seconded the motion to go into closed session to discuss probable or imminent litigation against, affecting, or on behalf of the public body pursuant to 5 ILCS 120/2 (c) (11) and to conduct the review of closed session minutes pursuant to 5 ILCS 120/2 (c) (21).

Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried. The board entered closed session at 4:08 p.m.

The board returned to open session at 4:21 p.m.

Commissioner Hansbro moved and Commissioner Gosch seconded the motion to open the Closed Session minutes of August 13, 2015 at 4:34, December 8, 2016 at 4:39, and August 10, 2017 at 4:14, keeping the remainder of DHA's closed session minutes closed.

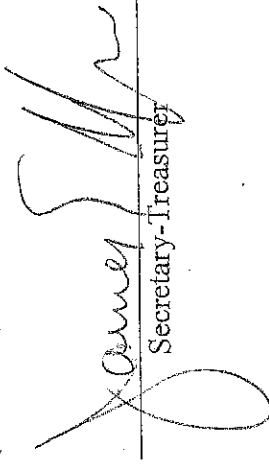
Upon a roll call vote, Chairperson Campbell-Hein, Commissioner Hansbro, and Commissioner Gosch all voted "Yes". The motion carried unanimously.

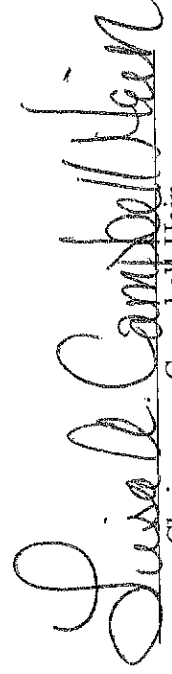
Chairperson Campbell-Hein stated there was no further business to come before the Board. Commissioner Hansbro moved to adjourn and Commissioner Gosch seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

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

The motion carried unanimously. The meeting adjourned at 4:24 p.m.

(ATTEST)

  
Secretary-Treasurer

  
Chairperson Campbell-Hein