

**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, May 10, 2012.

Chairman Smith 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 (all attended in person) and absent were as follows:

Present: Rev. Leroy Smith Jr., Chairman
 Lisa Campbell Hein, Vice Chair
 Robert Yuhas, Commissioner
 Shad Etchason, Commissioner
 William Gosch, Commissioner
 Julian Marsh, Secretary-Treasurer
 James A. Jankowicz, Legal Counsel

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

Chairman Smith presented the Open Time of the agenda. At this time a visitor from Sherwin Williams Paint Stores Group introduced himself as Nate Tierney and expressed his desire to serve the Housing Authority in future paint product needs. He informed the board that all Housing Authorities are permitted to purchase paint under the State contract. Chairman Smith thanked him for his interest and for coming to the meeting.

Chairman Smith presented the Minutes from the Regular Meeting of April 12, 2012. Mr. Marsh stated that there is an omission of the Chairman's name from the Present list. Commissioner Etchason moved to accept the Minutes as amended. Commissioner Yuhas seconded the motion.

Hearing no comment, Chairman Smith called for a roll call vote. All voted "Aye". The Motion carried.

Chairman Smith presented the Rent Roll/L&O Summary Report for the month of April 2012. Vice Chair Campbell moved to receive and file the report. Commissioner Yuhas seconded the motion.

Terri Goodman sadly stated that there was a death of a 24 year tenant. Staff is working hard to get units turned over in a timely manner. Hearing no further comment, Chairman Smith called for a roll call vote. All voted "Aye". The Motion carried.

Chairman Smith presented the Housing Choice Voucher Program Occupancy report for the month of April 2012. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus stated that there were 19 leases signed. She stated the various reasons for move outs.

Hearing no further comment, Chairman Smith called for a roll call vote. All voted "Aye". The Motion carried.

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Chairman Smith presented the Wabash Crossing Occupancy report for the month of April 2012. Commissioner Yuhas moved to receive and file the report. Commissioner Etchason seconded the motion.

Mr. Marsh reported the ACC units only have 6 vacancies. They are having a problem with the Tax Credit Units and the Market Rate Units due to the rents being higher.

Hearing no further comment, Chairman Smith called for a roll call vote. All voted "Aye". The Motion carried.

Chairman Smith presented the General Fund Check Register Report for the month of April 2012. Commissioner Etchason moved to receive and file the report and Vice Chair Campbell seconded the motion.

Hearing no further comment, Chairman Smith called for a roll call vote. All voted "Aye" except Commissioner Yuhas who abstained. The Motion carried.

Chairman Smith presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 12-14

AUTHORIZING AND APPROVING THE SUBMISSION OF A SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION FOR THE FISCAL YEAR ENDING MARCH 31, 2012

WHEREAS, the Department of Housing and Urban Development requires under 24 CFR 985, 101 that Housing Authorities certify certain Performance Indicators within the Section Eight Management Assessment Program (SEMAP), and

WHEREAS, this certification process requires the involvement, understanding and authorization by the Board of Commissioners preparatory to submitting said Certification to HUD, and

WHEREAS, staff has prepared and presented to the Board a review of the fifteen (15) HUD indicator categories in the format required by HUD for electronic submission; 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 HUD internet document as attached to this Resolution and representing required information through the fiscal year ending March 31, 2012, be authorized for execution by the Chairperson of the Board of Commissioners and the Authority's Executive Director.

Section 2. That the Executive Director is instructed to submit this Certification and any other relevant documentation to the Department of Housing and Urban Development by no later than May 31, 2012.

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

Brenda Kraus stated that this is a standard submission required by HUD. Chairman Smith asked why we didn't get a mark in FSS on the last page. Brenda stated that it is not required.

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Hearing no further comment Chairman Smith called for a roll call vote. All voted "Aye".
Motion carried.

Chairman Smith presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 12-15

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO DUNN COMPANY FOR SEAL COATING PARKING LOTS AND DRIVEWAYS AT ILL 12-22, ILL 12-23, ILL 12-24, AND ILL 12-28

WHEREAS, the Authority did solicit and receive sealed competitive bids for Seal Coating of Driveways and Parking Areas for all properties, and

WHEREAS, the Low bid was submitted by Dunn Company, and

WHEREAS, the low bid amount is within the pre-bid estimate, 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 award of contract to Dunn Company for Seal Coating at ILL 12-22, ILL 12-23, ILL 12-24, and ILL 12-28 is authorized and approved.

Section 2. That the contract amount for all work of the Base Proposal is THIRTY-SIX THOUSAND, TWO HUNDRED FORTY AND NO/100 DOLLARS (\$36,240) and the time for completion is 90 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 Etchason moved to accept the resolution as presented. Commissioner Yuhas seconded the motion.

Jim Alpi stated that this work includes all the parking lots at all properties. It also includes all parking stall striping. He stated that there were three contractors that expressed interest and two bids were received.

Hearing no further comment Chairman Smith called for a roll call vote. All voted "Aye".
Motion carried.

Old and New Business

Mr. Marsh reported that we will be having the Father's Day event again this year. He then introduced the ROSS coordinator, Colleen Troike. Ms. Troike stated that the event will be held on June 14th from 4-7. Plans are underway and we are working with the Urban League. We will also be working with the Caring Black Men organization, DMH, Town and Country Bank, and the local law enforcement and. The event will take place at Garfield Park.

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The next item to discuss is the regional NAHRO Conference in Peoria. Vice Chairperson Campbell attended the conference. She stated that she learned so much and is so excited about what we are doing here. She passed out a flyer about the Elite Program they have in Peoria. This is a program started out geared toward high school juniors and seniors and it teaches them respect by having them memorize phrases such as: please, thank you, you're welcome, yes ma'am, no ma'am etc. Vice Chair Campbell also handed out a flyer that lists HUD mandated policies. She stated that she would like to see what programs the Decatur Housing Authority has and which ones we may need to add and how many people each program serves. Commissioner Etchason added he would like to know who oversees each program also. Chairman Smith stated that the NAHRO Regional Conferences are a great networking opportunity for Housing Agencies.

Mr. Marsh stated that the Board Retreat will be held on June 14, 2012 from 8:30 to 3:00 at Millikin University and we will have Mr. Leo Dower speaking. This retreat will include the monthly board meeting and you will be given a special meeting notice.

Commissioner Etchason then made the motion to go into Closed Session at 4:05 to discuss litigation which is pending, or which is probable, or imminent, pursuant to 5 ILCS 120/2 (c) (11). Commissioner Yuhas seconded the motion. Hearing no comment all voted "Aye". Motion carried.

At 4:27 the Board returned to open session.

Chairman Smith presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 12-16

AUTHORIZING AND APPROVING AGREEMENT WITH EAST LAKE FOR WABASH CROSSING LOAN AND FEES PAYMENTS

WHEREAS, the Authority and East Lake Management & Development Corp. previously entered into written agreements for the development and construction of improvements in the City of Decatur, Illinois, known as Wabash Crossing, and

WHEREAS, during the course of the development and construction, the Authority made a \$1,000,000 construction loan to an affiliated corporate entity of East Lake, to be repaid, with interest, upon completion of the project, and

WHEREAS, certain development fees are owed to the Authority for the project, and

WHEREAS, escrowed funds are available from project proceeds to pay the Authority, and

WHEREAS, requests have been made by East Lake for additional funds to be paid for operations on ACC units, to be paid with discretionary funds from the Authority's capital funds, and

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WHEREAS, the Authority has deemed it appropriate to utilize \$112,500 from CFP IL06-P012-50110 and \$112,500 from CFP IL06-P012-50111 for those operation expenses, and

WHEREAS, the Authority and East Lake desire to set forth their agreements in a written agreement; 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 Agreement between Decatur Housing Authority and East Lake be, and the same is, hereby approved.

Section 2. That upon adoption of this Resolution, the Chairman and Executive Director, or their designees, are authorized to execute all documents necessary for the implementation of the provisions of the Agreement, subject to formal acceptance by the Department of Housing and Urban Development.

Section 3. That the Executive Director is instructed to transmit one copy of this Resolution and all other appropriate documentation to the Department of Housing and Urban Development for concurrence and approval.

Vice Chair Campbell moved to accept the resolution as presented. Commissioner Etchason seconded the motion.


Attorney Jankowicz reviewed the resolution with the Board. Hearing no further comment, Chairman Smith called for a roll call vote. All voted "Aye". Motion carried.

Chairman Smith stated that there was no further business to come before the board. Vice Chair Campbell moved to adjourn. Commissioner Yuhás seconded the motion. Upon a call of the roll the Commissioners voted as follows:

Chairman Smith, "Aye"
Commissioner Yuhás, "Aye"
Commissioner Gosch, "Aye"
Commissioner Etchason, "Aye" and
Vice Chair Campbell, "Aye".

Motion carried unanimously. The meeting adjourned at 4:29.

(ATTEST)


Secretary-Treasurer


For Chairman Leroy Smith Jr.