

**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, November 14, 2013.

Chairperson Campbell-Hein 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 and absent were as follows:

Present: Lisa Campbell-Hein, Chairperson
 Robert Yuhas, Vice Chairman
 William Gosch, Commissioner
 Shad Etchason, Commissioner
 Shelith Hansbro, Commissioner
 James E. Alpi, Secretary-Treasurer
 James Jankowicz, Legal Counsel

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

Chairperson Campbell-Hein presented the Open Time of the agenda.

Hearing no comment, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of October 10, 2013. Commissioner Etchason made a motion to accept the minutes as presented. Commissioner Hansbro 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 Rent Roll/L&O Summary Report for the month of October 2013. Vice Chairman Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman stated that she is pleased with the report.

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 October 2013. Vice Chairman Yuhas moved to receive and file the report. Commissioner Etchason seconded the motion.

Brenda Kraus stated that the number of leases is now down to 924. We have started leasing again. Staff would like to get the numbers to stay around 960-980.

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

Vice Chairperson Campbell-Hein presented the Wabash Crossing Occupancy report for the month of October. Vice Chairman Yuhas moved to receive and file the report. Commissioner Etchason seconded the motion.

Ms. Rice, Manager of Wabash Crossing, stated that occupancy is 83 - 84% overall. She

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further stated that out of 91 applicants, 53 were denied for various reasons such the inability to get power in their name and debt to other landlords.

Vice Chairman Yuhas pointed out that the rental income is down quite a bit. He inquired about working with Workforce Investment Act (WIA) staff to provide training and employment for individuals living in subsidized housing. Mr. Alpi stated we do work with WIA staff.

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 October 2013. Vice Chairman Yuhas moved to receive and file the report and Commissioner Gosch seconded the motion.

Vice Chairman Yuhas inquired about the check for Great West Trust. Mr. Alpi stated that it's a once a year charge for administering the retirement plan for the Authority. We are currently in the process of changing vendors. It will still be administered by the Brechnitz Group but will have no annual fee. The new plan will be effective January 1, 2014.

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

Chairperson Campbell-Hein presented the Financial Report for the period ending in September. Vice Chairman Yuhas made a motion to receive and file the report. Commissioner Etchason seconded the motion.

Mr. Alpi stated that we are using our reserves fairly quickly. The HCV program is currently being funded at 68%. We continue to look at ways to save money and may need to make organizational changes. 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 the commissioners' consideration and approval:

RESOLUTION NO. 13-34

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO
SCHEMEL-TARRILLION, INC. FOR FURNACE AND WATER HEATER
REPLACEMENT AT SCATTERED SITES, TOWNHOUSES, AND GARDEN
APARTMENTS, CFP IL06-P012-50111

WHEREAS, the Furnace and Water Heater Replacement at Scattered Sites, Townhouses, and Garden Apartments CFP IL06-P012-50111 is now complete, and

WHEREAS, there were deletions during construction that decreased the contract amount for unused material and labor, and

WHEREAS, the contract amount is decreased by \$32, 184.53 for unused material and labor not performed, and

WHEREAS, the original contract amount also contained an allowance to be used for unforeseen conditions, and

WHEREAS, all proceed orders for unforeseen conditions have been executed, and

WHEREAS, there is an unused amount of \$10,168.89 therefore requiring the contract amount to be decreased by this amount plus the credit for work not completed; now, therefore

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BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF DECATUR, ILLINOIS;

- Section 1. That Contract Modification No. 1 to Schemel-Tarrillion, Inc. for Furnace and Water Heater Replacement at Scattered Sites, Townhouses, and Garden Apartments, Project IL06-P012-50111 be authorized and approved.
- Section 2. That the contract amount is reduced by \$42,353.42 and the time for completion is November 30, 2013.
- Section 3. That the Executive Director or Contracting Officer is authorized to execute all necessary documents.

Vice Chairman Yuhas made a motion to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated that this is a change order for the furnace and water heater project. This project is now complete. Commissioner Gosch stated that his power bill has decreased with the new equipment.

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 the commissioners' consideration and approval:

RESOLUTION NO.13-35

**AUTHORIZING AND APPROVING AWARD OF CONTRACT
TO THYSSENKRUPP ELEVATOR FOR HYDRAULIC ELEVATOR
MAINTENANCE SERVICE AT ILL 12-22, 12-23, AND 12-28**

WHEREAS, the Authority did publicly solicit and receive competitive sealed bids for Hydraulic Elevator Maintenance Service at ILL 12-22, 12-23, and 12-28, and

WHEREAS, two bids were received for this work, and

WHEREAS, the low responsive bid was submitted by ThyssenKrupp Elevator, and

WHEREAS, funds are available within the Authority's Operating Budget; now, therefore

BE IT HEREBY RESOLVED BY THE BORAD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

- Section 1. That award of contract to ThyssenKrupp Elevator be authorized and approved.
- Section 2. That the contract amount is SEVENTEEN THOUSAND TWO HUNDRED EIGHTY AND NO/100 (\$17,280.00) and the term of the contract is 24 months.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

Vice Chairman Yuhas made a motion to accept the resolution as presented.

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Commissioner Hansbro seconded the motion.

Mr. Alpi stated that bids two bids were received for the elevator maintenance contract. Kone has the current elevator maintenance contract. ThyssenKrupp is doing the upgrades and were also the successful bidder for the maintenance contract and will be providing this service for the new two years.

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

Old and New Business

Mr. Alpi explained the change of vendors for our retirement plan. The new plan will allow employees to make contributions and there will be a few more funds to choose from.

Mr. Alpi stated that we need to look at ways to generate income and was approached by the county regarding dilapidated properties in the area and the need to do rehabilitation. There may be an opportunity for the not for profit affiliate to generate income and improve neighborhoods. Mr. Alpi reported there was a meeting in Bloomington regarding the National Foreclosure Settlement program. DHA is one of the 54 out of 138 applications receiving a grant and DHA should have a contract by the end of the year. DHA will be working with the city to identify a neighborhood where we can create the most impact. There are 35,000 houses in Decatur. Five thousand are vacant. In a healthy market 3-4% is the normal vacancy rate. This is a community wide problem and it will take cooperation among several agencies to turn this around. Vice Chairman Yuhas inquired about the land around Wabash Crossing as an option. Chairperson Campbell Hein identified an entire block on N. College that is boarded up. Commissioner Hansbro discussed the difficulty of building houses for homeownership opportunities in the center of town.

Commissioner Etchason then made a motion to go into closed session to discuss or consider the appointment employment, compensation, discipline, performance, or dismissal of an employee pursuant to 5 ILCS 120/2 (c) (1). Commissioner Hansbro seconded the motion. Upon a call of the roll all voted "Aye".

The Board of Commissioners then went into closed session at its Regular Meeting of November 14, 2013 at 4:19 p.m.

The Board of Commissioners returned to open session at 5:10 p.m.

Chairperson Campbell-Hein stated that there was no further business to come before the
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board in open session. Vice Chairman Yuhas moved to adjourn. Commissioner Etchason seconded the motion. Upon a call of the roll the Commissioners voted as follows:

Vice Chairman Yuhas – “Aye”
Commissioner Gosch, -“Aye”
Commissioner Etchason – “Aye”
Commissioner Hansbro – “Aye” and
Chairperson Campbell-Hein – “Aye”

The Board adjourned at 5:12.

(ATTEST)

Chairperson Campbell-Hein

Secretary-Treasurer

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