

**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, October 13, 2011.

Chairman Smith called the meeting to order and upon a call of the roll, those present (all attended in person) and absent were as follows:

Present:       Leroy Smith, Jr., Chair  
                  William Gosch, Commissioner  
                  Robert Yuhas, Commissioner  
                  James A. Jankowicz, Legal Counsel  
                  Julian Marsh, Secretary-Treasurer

Absent:         Lisa Campbell Hein, Vice Chair  
                  Shad Etchason, Commissioner

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

The Chairman presented the Open Time of the agenda. Hearing no response, the meeting continued as follows:

Chairman Smith presented the Minutes from the Regular Meeting of September 8, 2011. Commissioner Yuhas moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, the Chairman called for a roll call vote. The Motion carried.

Chairman Smith presented the Closed Minutes from the Regular Meeting of September 8, 2011. Commissioner Yuhas moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, the Chairman called for a roll call vote. The Motion carried.

Chairman Smith presented the Minutes from the Special Meeting held September 13, 2011. Commissioner Yuhas moved to accept the minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, the Chairman called for a roll call vote. The Motion carried.

Chairman Smith presented the Closed Minutes of the Special Meeting held September 13, 2011. Commissioner Yuhas moved to accept the minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, the Chairman called for a roll call vote. The Motion carried.

Chairman Smith presented the Rent Roll/L&O Summary Report for the month of September 2011. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Commissioner Yuhas asked about the vacancies at the Scattered Sites. Terri Goodman stated that several of the vacancies are due to the copper water lines being stripped out of the units. This has been an ongoing problem since April. Ms. Goodman stated that it is less expensive for the Housing Authority to handle the replacement rather than filing insurance claims.

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Hearing no comment, the Chairman 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 September 2011. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Chairman Smith read an email regarding a request for the Section 8 job description. Mr. Marsh stated that it is standard procedure for other agencies to request this information from their peers when they update their own job descriptions.

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

Chairman Smith presented the Wabash Crossing Occupancy report for the month of September 2011. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman stated that Eastlake Management has started to evict tenants for lease violations such as non-payment of rent. They are doing a better job of screening. We should start seeing these numbers improving. We will begin having monthly meetings starting this month.

Hearing no further comment, the Chairman 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 September 2011. Commissioner Gosch moved to receive and file the report and Chairman Smith seconded the motion.

Hearing no further comment, the Chairman 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. 11-44**

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO  
CRAFTMASTERS, INC. FOR HARTFORD ADDITION ROOF  
REPLACEMENT, PROJECT IL06-P012-50109

WHEREAS, the Authority is currently under contract with Craftmasters, Inc. for Hartford Addition Roof Replacement, and

WHEREAS, the contract amount included an allowance for unforeseen conditions, and

WHEREAS, all unforeseen conditions have been identified, and

WHEREAS, there is an unused amount left in the allowance, and

WHEREAS, this modification reduces the contract amount by \$2,689.00; 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 Craftmasters, Inc. for Hartford Addition Roof Replacement, Project IL06-P012-50109 is authorized and approved.

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- Section 2. That the contract amount is decreased by \$2,689.00 and the time for completion is unchanged.
- Section 3. That the Executive Director or Contracting Officer is authorized to execute all necessary documents.

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

Mr. Alpi explained that the contract amount included an allowance. We didn't use the entire amount so we reduced the contract amount.

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

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

**RESOLUTION NO. 11-45**

AUTHORIZING RESCINDING RESOLUTION NO. 11-42 AND  
AUTHORIZING AND APPROVING A LOAN THROUGH THE OPERATING  
FUND FINANCE PROGRAM (OFFP) FOR THE MEADOWS ON MOUND

WHEREAS, HUD will authorize a loan in an amount less than stated in Resolution No. 11-42, and

WHEREAS, the Decatur Housing Authority intends to participate in the development of 66 units of affordable senior housing at the Meadows on Mound, and

WHEREAS, Decatur Housing Authority has been accumulating funds in excess of the required four month operating reserve in anticipation of this development program, and

WHEREAS, Busey Bank has extended an offer of a \$913,931.00 line of credit to be secured by the Authority's operating reserves, and

WHEREAS, upon HUD approval, and in accordance with the Authority's request for approval of an Operating Fund Finance Program, Decatur Housing Authority may borrow funds from Busey Bank in an amount up to \$913,931.00 against the secured line of credit, and

WHEREAS, the Decatur Housing Authority will repay the loan with its Operating Fund reserve as required by the financing documents, and

WHEREAS, utilization of the Operating Fund Finance Program will result in a reserve balance in excess of the required four months of operating expenses; 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 Resolution No. 11-42 is hereby rescinded.
- Section 2. That Decatur Housing Authority seek HUD approval of an Operating Fund Finance Program (OFFP) to provide funds for development of up to 17 units of affordable housing to receive ACC assistance at the Meadows on Mound development.
- Section 3. That up to \$913,931.00 of the Authority's operating reserves be obligated for the Operating Fund Finance Program (OFFP), contingent upon HUD approval.
- Section 4. That the Authority activate its secured line of credit with Busey Bank, consistent with amounts contained in a HUD approved Operating Fund Financing Program

(OFFP).

- Section 5. That the Authority use up to \$913,931.00 of proceeds from a HUD approved Operating Funding Financing Program (OFFP) as part of its financial contribution to the development expenses of the Meadows on Mound development.
- Section 6. That the Executive Director or designee is authorized to negotiate and enter into all legal documents required as part of this transaction.

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

Mr. Alpi stated that we were required to reduce the amount we could borrow under the Operating Fund Finance Program. HUD has informed us that we must reduce this amount to allow more funds to remain in operating reserves.

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

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

**RESOLUTION NO. 11-46**

**AUTHORIZING AND APPROVING AWARD OF CONTRACT TO  
AMERESCO, INC. FOR AN INVESTMENT GRADE ENERGY AUDIT**

WHEREAS, the Authority did solicit and receive proposals for an Energy Performance Contract (EPC), in accordance with U.S. Department of Housing and Urban Development regulations, and

WHEREAS, six proposals were received, and

WHEREAS, the Authority has evaluated the proposals based on a point system recommended by HUD, and

WHEREAS, Ameresco, Inc. was ranked highest after evaluation results were calculated, and

WHEREAS, further evaluation and negotiation of an EPC will be required when the Investment Grade Energy Audit (IGEA) is complete, and

WHEREAS, the Authority reserves the right to reject the EPC terms offered by Ameresco, and

WHEREAS, the cost of the IGEA will be incorporated into the EPC, and

WHEREAS, the Authority agrees to pay the cost of the IGEA if the Authority chooses to not enter an EPC with Ameresco, Inc. upon completion of the IGEA, and

WHEREAS, HUD approval is required before entering the EPC; 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 contract with Ameresco, Inc. for services to perform an IGEA is authorized and approved.
- Section 2. That the cost for the IGEA shall be paid to Ameresco, Inc. if the Authority chooses to not enter an EPC upon completion of the IGEA.

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- Section 3. That the cost of the IGEA is \$22,300.00 and shall be included as a project cost expense if the Authority chooses to proceed with an Energy Performance Contract with Ameresco, Inc.
- Section 4. That the Executive Director or Contracting Officer is authorized to execute all necessary documents.

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

Mr. Alpi stated that we had requested proposals for an Energy Performance Contract from Energy Performance Contract providers and received six proposals. The proposals were evaluated and three vendors were invited for an interview. Results of evaluation determined AMERESCO to be more conservative and were ranked the highest. Mr. Alpi further discussed the mechanics of an Energy Performance Contract and stated that we will proceed with the Investment Grade Energy Audit. After results of the audit come back we will seek board and HUD approval for award of the Energy Performance Contract. Commissioner Gosch asked if this includes the Scattered Sites. Mr. Alpi stated that it does include the scattered sites.

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

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

**RESOLUTION 11-47**

AUTHORIZING AND APPROVING A REVISION OF THE HOUSING CHOICE VOUCHER PROGRAM ADMIN PLAN OF THE DECATUR HOUSING AUTHORITY

WHEREAS, the Authority continually seeks to review the Housing Choice Voucher Program Admin Plan to assure compliance with federal regulatory changes and for responsiveness to local need, and

WHEREAS, the Authority's review of the Admin Plan (Chapter 11 *Owner Rents, Rent Reasonableness, and Payment Standards*) revealed the need for revision 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 Admin Plan be hereby revised as shown in the attachments.
- Section 2. That the staff of Decatur Housing Authority make the revised policies available for review at DHA's office at 1808 E. Locust Street.
- Section 3. That the staff of Decatur Housing Authority is authorized to implement the changes effective December 1, 2011.

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

Brenda Kraus stated that this policy change will allow the policy to be in line with standard practice.

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

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

**RESOLUTION NO. 11-48**

**AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO BODINE ELECTRIC, INC. FOR FIRE ALARM REPLACEMENT AT HARTFORD AND LEXINGTON, PROJECT CFP IL06-P012-50110**

WHEREAS, the Authority has entered into a contract with Bodine Electric, Inc. for Fire Alarm Replacement at the Hartford and Lexington, and

WHEREAS, the Authority identified a change in the scope to include replacement of existing sprinkler heads at the Concord, the Hartford, and the Lexington, and

WHEREAS, this work will bring the systems up to code, and

WHEREAS, Bodine's contract includes minor modifications to sprinkler system control valves, and

WHEREAS, Prairie Fire Sprinkler Inc. is currently the subcontractor for Bodine Electric, Inc. for Fire Alarm Replacement at the Hartford and Lexington, and

WHEREAS, needed work can most quickly be accomplished and systems made code compliant by modifying Bodine's scope of work, and

WHEREAS, the cost of the work has been determined to be reasonable, and

WHEREAS, funds are available within CFP IL06-P012-50110; 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 Bodine Electric, Inc. for Fire Alarm Replacement at the Hartford and Lexington is authorized and approved.

Section 2. That the contract amount is increased by TWENTY THOUSAND, SIX HUNDRED NINETY TWO AND 56/100 DOLLARS (\$20,692.56) and the time for completion is unchanged.

Section 3. That the Executive Director or Contracting Officer is authorized to execute all necessary documents.

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

Mr. Alpi explained that there is a need to update the fire sprinkler systems to bring them up to code. Including this work with the current contract with Bodine is most cost effective.

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

Old/New Business:

Mr. Marsh stated that he had spoken to HUD in Chicago regarding Section 8 administrative fees. Section 8 fees may be only 60% of this year's while public housing subsidies might only be 80%. Capital funds may be reduced by 50%. Proposed budget cuts will hurt all Housing Authorities across the country. The Housing Authority will continue to look for

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additional funding streams through new development and grants.

Mr. Alpi stated that we went to the Plan Commission for the Meadows on Mound Development. The Housing Authority is requested R5 zoning to match other development in the neighborhood. We have a little opposition but we continue to move forward. There are individuals who have expressed concerns about what is happening in their neighborhood. Concerns ranged from flooding to property values. We are taking it to the City Council meeting on Monday, October 17. Commissioner Yuhas asked if the City staff has any questions. Mr. Alpi stated that we have worked with the City. They are in support of the project. We are preparing an information packet for the City Council. If anyone receives calls please forward them to the Housing Authority.

Chairman Smith stated there was no further business to come before the Board. Commissioner Yuhas moved to adjourn and Commissioner Gosch seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

Chairman Smith - "Aye",  
Commissioner Yuhas - "Aye", and  
Commissioner Gosch - "Aye"

Motion carried unanimously. The meeting adjourned at 4:48 p.m.

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Chairman Smith

(ATTEST)

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Secretary-Treasurer

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