

**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, 2016.

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

Present:       Shad Etchason, Vice Chairman  
              Jenny Sykes, Commissioner  
              William Gosch, Commissioner  
              James E. Alpi, Secretary-Treasurer  
              James A. Jankowicz, Legal Counsel

Absent:        Lisa Campbell-Hein, Chairperson  
              Shelith Hansbro, Commissioner

There being a quorum present the meeting duly convened, opening ceremonies were conducted with the reciting of the pledge of allegiance and business was transacted as follows:

Vice Chairman Etchason presented the open time of the meeting.  
Hearing no comments, Vice Chairman Etchason presented the minutes of the Regular Meeting held September 8, 2016.

Commissioner Sykes made a motion to table the approval of the minutes due to only one board member being present that attended the meeting. Commissioner Gosch seconded the motion to table the minutes.

Hearing no comment, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Etchason presented the Rent Roll/L&O Summary Report for the month of September 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported occupancy is down 1% from last month. We signed 11 leases this month. Mr. Alpi stated we will start getting applicants as a result of the Olmstead Act.

Hearing no further comments, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Etchason presented the Housing Choice Voucher Program Occupancy report for the month of September 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported that HCV leasing is down by 2 but staff is maintaining 100%

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utilization. Staff will be working hard to keep it at this level.

Hearing no further comment, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Etchason presented the Wabash Crossing Report for the month of September 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Tina Rice, Manager at Wabash Crossing, stated there have been a few tenants that were put in a nursing home and some who have had their power shut off. Staff continues to push for higher occupancy.

Hearing no further comments, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Etchason presented the General Fund Check Register for the month of September 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Hearing no comment, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Etchason presented the Financial Reports through the month of August 2016. Commissioner Sykes moved to receive and file the reports. Commissioner Gosch seconded the motion.

Terri Goodman stated we are staying on budget. Commissioner Sykes asked why the salaries and benefits are so much higher. Ms. Goodman stated we have been doing a considerable amount of mowing.

Hearing no further comments, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Etchason presented the following resolutions for Commissioners' consideration and approval:

**RESOLUTION NO. 16-44**

AUTHORIZING AND APPROVING A COLLECTION LOSS  
WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS  
OF SEPTEMBER 30, 2016

WHEREAS, the Authority provides for a write-off of uncollectible tenant accounts in each annual operating budget, and the consideration of this write-off is brought before the Board of Commissioners at least one time a year, and

WHEREAS, these residents have vacated DHA units and been reported to Midwest Credit and Collection and CCB Credit Service for collection of past due accounts, and neither the Authority, Midwest Credit and Collection or the CCB Credit Service has been able to collect these amounts due, and

WHEREAS, there has been no payment on these accounts for a period of six months or longer, and

WHEREAS, previously the Authority's Board of Commissioners took write-off action for uncollectible accounts through March 31, 2016, and

WHEREAS, the attached listing of accounts reflect write-off action for the period of April 1, 2016 through September 30, 2016; 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 collection loss write-off will have zero net budget amount.

Section 2. That the attached write-off reflects an aggregate total for the period ending September 30, 2016 of Nineteen Thousand, Forty Nine and 69/100 Dollars (\$19,049.69) less Nine Hundred and 42/100 Dollars (\$900.42) of payments or a net write off of Eighteen Thousand, One Hundred Forty-Nine and 27/100 Dollars (\$18,149.27).

Section 3. That the Executive Director or his designee is authorized and instructed to incorporate this fiscal information into the Authority's Books of Account for the period ending March 31, 2016.

Commissioner Sykes made a motion to accept the Resolutions as presented. Commissioner Gosch seconded the motion.

Terri Goodman stated this is for the period ending September 30, 2016. The attachments show how many there are and for what reason. Commissioner Sykes inquired if they still have to pay it off after it's written off. Ms. Goodman answered yes.

Hearing no comments, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

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

**RESOLUTION NO. 16-45**

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO TICA, INC. FOR FURNACE REPLACEMENT AT THE GARDEN APARTMENTS, AMP ILL 12-23 AND ILL 12-28, PROJECT CFP IL06-P012-50115

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

WHEREAS, the low bid was submitted by TICA, Inc., and

WHEREAS, Blank, Wesselink, Cook & Associates has prepared a pre-bid estimate for this work, and

WHEREAS, the bid of TICA Inc. is within the estimated amount, and

WHEREAS, funds are available within the Authority's Capital Fund Program IL06-P012-50115 and Operations/DCEO; 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 TICA, Inc. for Furnace Replacement at the Garden Apartments, ILL 12-23 and 12-28, Project CFP IL06-P012-50115 is authorized and approved.
- Section 2. That the contract amount is ONE HUNDRED EIGHTY-FOUR THOUSAND, FIVE HUNDRED SEVENTY-THREE AND NO/100 (\$184,573.00), and the time for completion is 140 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 made a motion to accept the Resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated that we submitted an application to the DCEO to receive rebates for energy saving improvements. We received word that we are eligible to receive \$174,000. Commissioner Sykes asked how many furnaces we are doing. Mr. Alpi stated 52. Fifty apartments and two community rooms.

Hearing no further comments, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

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

**RESOLUTION NO. 16-46**

AUTHORIZING AND APPROVING CONTRACT MODIFICATION  
NO. 1 TO OTTO BAUM COMPANY, INC. FOR EXTERIOR  
WATERPROOFING AT 524-528 WEST MACON STREET  
APARTMENTS, CFP IL06-P012-50115

WHEREAS, the contract with Otto Baum Company, Inc. contains an allowance for unforeseen conditions, and

WHEREAS, during construction it was discovered that the roof coping has some gaps between the coping and roof edge, and there are some bad mortar joints and bricks on the chimneys that could allow water to enter the facility, and

WHEREAS, allowance funds are insufficient to pay costs of the extra tuck pointing on the chimneys and sealing of the roof coping, and

WHEREAS, additional funds are available within Capital Fund Program IL06-P012-50115; now, therefore

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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 Otto Baum Company, Inc. for Exterior Waterproofing at 524-528 West Macon Street is authorized and approved.

Section 2. That the contract amount be increased by adding \$5,000.00 to the allowance for unforeseen conditions and the time for completion remain the same.

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

Commissioner Sykes made a motion to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated last month the board approved a contract to do the exterior water proofing at the Macon Street Apartments. Since that time further inspection has identified some roof coping and chimney repair that should be done as part of this contract. We are negotiating the cost for this work to get the lowest price.

Hearing no further comments, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Old and New Business

Mr. Alpi reported that there are a few "good news items" he would like to share with the board, 1) the loan that Pilot made for the National Foreclosure Settlement homes has been repaid, 2) DHA will be receiving a check from our insurance company in the amount of \$30,000 for low losses being reported, and 3) DHA rented the old barber shop at the Lexington. Renting this building will cover the cost of owning it.

In other new business, Mr. Alpi informed the board that staff is investigating the cost of demolishing the house on the Mound Rd property. We are required to pay taxes on it with a house so it would save money to demolish it. Vice Chairman Etchason asked if have considered a control burn. Mr. Alpi answered yes we are going to talk with the Fire Chief and Sheriff to see if they would want to do training.

Mr. Alpi reported that we are also looking into dissolving DIA. We will be coming to the board to ask that Pilot absorb and remaining funds. Jim Jankowicz will investigate what needs done to accomplish this.

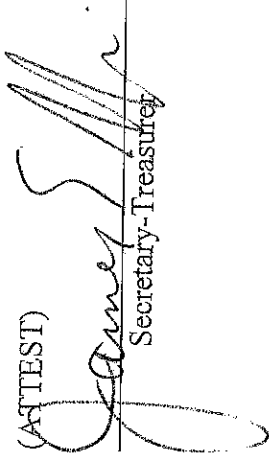
Hearing no comments, Vice Chairman Etchason stated there was no further business to come before the Board. Commissioner Sykes moved to adjourn and Commissioner Gosch seconded the motion.

Upon a call of the roll, the Commissioners voted as follows:

Vice Chairman Etchason, "Aye",  
Commissioner Sykes, "Aye", and  
Commissioner Gosch, "Aye".

The motion carried unanimously. The meeting adjourned at 4:10 p.m.

(ATTEST)

  
Secretary-Treasurer

  
Vice Chairman Etchason

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