

**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, September 8, 2016.

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 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 meeting.

Hearing no comments, Chairperson Campbell-Hein presented the minutes of the Regular Meeting held August 11, 2016.

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. All voted "Aye" except Chairperson Campbell-Hein who abstained. The motion carried.

Chairperson Campbell-Hein presented the minutes of the Closed Session held August 11, 2016.

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. All voted "Aye" except Chairperson Campbell-Hein who abstained. The motion carried.

Commissioner Gosch moved to open the closed session minutes of August 11, 2016. Commissioner Hansbro 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 Rent Roll/L&O Summary Report for the month of August 2016. Commissioner Gosch moved to receive and file the report. Commissioner Hansbro seconded the motion.

Terri Goodman reported that we had 10 move out and 10 move in so there is no change

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this month. Occupancy remains at 96%.

Hearing no further comments, 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 August 2016. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported that HCV leasing is down by 10. Several of those were switched over from the Shelter Plus Care program due to funding cuts. The goal is to maintain the current level of spending.

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 Report for the month of August 2016. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi stated the occupancy is down as you can see from the report. This is a major concern to HUD field office staff and headquarters. We are still trying to schedule a meeting face to face with staff at East Lake with HUD mediating. Commissioner Hansbro stated she is concerned about the occupancy steadily going down. Mr. Alpi concurred.

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

Chairperson Campbell-Hein presented the General Fund Check Register for the month of August 2016. Commissioner Gosch moved to receive and file the report. Commissioner Hansbro 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 through the month of July 2016. Commissioner Hansbro moved to receive and file the reports. Commissioner Gosch seconded the motion.

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

Chairperson Campbell-Hein presented the following resolutions for Commissioners’ consideration and approval:

RESOLUTION NO. 16-36

**AUTHORIZING THE EXECUTION OF A SUBRECIPIENT AGREEMENT
BETWEEN THE DECATUR HOUSING AUTHORITY AND DOVE, INC.**

WHEREAS, Decatur Housing Authority is the grantee for a permanent supportive housing program under the Continuum of Care (CoC) called Decatur CoC Rental Project, and,

WHEREAS, the Decatur CoC Rental Project grant is funded through the Department of Housing and Urban Development Office of Community Planning and Development, and

WHEREAS, Dove, Inc. is the subrecipient and provides services to Decatur CoC Rental clients as match support as required in the grant, and

WHEREAS, Decatur Housing Authority and Dove, Inc. agree upon the terms and conditions included in the attached Subrecipient 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 Board of Commissioners authorizes adoption of the attached Subrecipient Agreement.
- Section 2. The Executive Director or his designee is authorized to execute this Subrecipient Agreement on behalf of the Decatur Housing Authority, obtain the concurring signature of appropriate Dove, Inc. representative.

RESOLUTION NO. 16-37

**AUTHORIZING THE EXECUTION OF A SUBRECIPIENT AGREEMENT
BETWEEN THE DECATUR HOUSING AUTHORITY AND HERITAGE
BEHAVIORAL HEALTH CENTER**

WHEREAS, Decatur Housing Authority is the grantee for a permanent supportive housing program under the Continuum of Care (CoC) called Decatur CoC Rental Project, and,

WHEREAS, the Decatur CoC Rental Project grant is funded through the Department of Housing and Urban Development Office of Community Planning and Development, and

WHEREAS, Heritage Behavioral Health Center is the subrecipient and provides services to Decatur CoC Rental clients as match support as required in the grant, and

WHEREAS, Decatur Housing Authority and Heritage Behavioral Health Center agree upon the terms and conditions included in the attached Subrecipient 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 Board of Commissioners authorizes adoption of the attached Subrecipient Agreement.
- Section 2. The Executive Director or his designee is authorized to execute this Subrecipient Agreement on behalf of the Decatur Housing Authority, obtain the concurring signature of appropriate Heritage Behavioral Health Center representative.

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

Mr. Alpi reported that we have circulated the agreements with Dove and Heritage so we can continue the CoC Program. This is the program we were audited on and executing these agreements is required. Brenda Kraus distributed the policy and procedures to the commissioners for insertion in their handbooks.

Hearing no 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. 16-38

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 2 TO THE INDEFINITE QUANTITY AGREEMENT WITH MELOTTE, MORSE, LEONATTI, PARKER, LTD., CFP IL06-P012-50114-50118

WHEREAS, the Authority has previously engaged the services of Melotte, Morse, Leonatti, Parker, Ltd. (MMLP) under an Indefinite Quantity Agreement, and

WHEREAS, additional services are required for Lead Based Paint Inspection services, and

WHEREAS, MMLP previously submitted a proposal to conduct the inspection at the Concord Highrise under Resolution No. 16-30, and

WHEREAS, Resolution No. 16-30 was tabled by the Board of Commissioners pending further investigation, and

WHEREAS, the Department of Housing & Urban Development requires Lead Based Paint Inspection Reports to be on file for all properties that were built before 1978 that do not have the elderly/disabled only designation, and

WHEREAS, the Concord Highrise was built in 1971 and initially was designated as a Congregate Care elderly/disabled facility, and

WHEREAS, the Hartford Highrise was built in 1973 and was originally designated as an elderly/disabled facility, and

WHEREAS, the Concord and Hartford Highrises no longer have the official designation as elderly/disabled facilities; therefore, it is necessary to do the inspection for Lead Based Paint in accordance with HUD guidelines at both properties, and

WHEREAS, Melotte, Morse, Leonatti, Parker, Ltd. has submitted a proposal to do the inspection at both the Concord and the Hartford Highrises, and

WHEREAS, fees will be calculated on a lump sum basis, and

WHEREAS, funds are available within the Capital Fund Program IL06-P012-50115, Account No. 1430, 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. 16-30 is hereby withdrawn.

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- Section 2. That Contract Amendment No. 2 to Melotte, Morse, Leonatti, Parker, Ltd. for Lead Based Paint inspections at the Concord and Hartford be authorized and approved.
- Section 3. That the contract amount is TEN THOUSAND, SEVEN HUNDRED THIRTY AND NO/100 DOLLARS (\$10,730.00).
- Section 4. That the Executive Director or designee is authorized to execute all necessary documents.

Commissioner Gosch made a motion to accept the Resolution as presented. Commissioner Hansbro seconded the motion.

Mr. Alpi stated this resolution authorizes the DHA to amend an Indefinite Quantity Agreement with one of our consultants and authorizes Lead Based Paint Inspections in 2 of our highrises. We are required to have the reports available for REAC inspectors during the annual inspection.

Hearing 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. 16-39

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 1 TO THE INDEFINITE QUANTITY AGREEMENT WITH BLANK, WESSELINK, COOK & ASSOCIATES, INC., CFP IL06-P012-50114-50118

WHEREAS, the Decatur Housing Authority staff and the Resident Advisory Board have identified the need to replace furnaces and air conditioners at the Garden Apartments, and

WHEREAS, the Authority has previously engaged the services of Blank, Wesselink, Cook, & Associates, Inc. under an Indefinite Quantity Agreement, and

WHEREAS, additional services are required for Furnace and A/C Replacement at the Garden Apartments, ILL 12-23, and ILL 12-28, and

WHEREAS, this work will be performed for an hourly rate not to exceed amount, and

WHEREAS, funds are available within the Capital Fund Program IL06-P012-50115, 1430, 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 Amendment No. 1 to Blank, Wesselink, Cook, & Associates, Inc. be authorized and approved.

Section 2. That the contract amount for the design development, bidding, and construction services required for Furnace and A/C Replacement at the Garden Apartments be for an hourly rate not to exceed \$11,500.00 plus reimbursable expenses for professional services related to design and construction plans and documents.

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

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

Mr. Alpi reported that this resolution authorizes an amendment to an open contract with BWC to have bid documents prepared for furnace replacement at the Garden Apartments.

Hearing 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. 16-40

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR FURNACE AND A/C REPLACEMENT AT THE GARDEN APARTMENTS, PROJECT CFP IL06-P012-50115

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace the furnaces and air conditioners at the Garden Apartments at Poole and Cantrell St., AMP ILL 12-23 and ILL 12-28, and

WHEREAS, plans and specifications for Furnace and A/C Replacement at the Garden Apartments will be prepared by Blank, Wesslink, Cook & Associates, Inc, and

WHEREAS, the Authority will solicit bids by advertising in local newspapers and trade publications, and

WHEREAS, funds are available within the Authority's Capital Fund Program IL06-P012-50114/50115; 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 Furnace and A/C Replacement at the Garden Apartments, ILL 12-23 and ILL 12-28, CFP IL06-P012-50115 is authorized and approved.

Section 2. That advertisements be placed in local newspapers and trade publications.

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

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

Mr. Alpi stated this resolution simply authorizes the DHA to advertise in the local trades publications and local newspaper.

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. 16-41

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO TICA, INC. FOR FURNACE REPLACEMENT AT THE TOWNHOUSES, CFP IL06-P012-50114

WHEREAS, Furnace Replacement at the Townhouses is now complete, and

WHEREAS, the original contract amount 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 \$6,025.00 left in the allowance, and

WHEREAS, the contract amount is to be decreased by said amount; 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 TICA, Inc. for Furnace Replacement at the Townhouses, AMP ILL 12-22, Project CFP IL06-P012-50114 is authorized and approved.

Section 2. That the contract amount is decreased by a \$6,025.38 and the time for completion remain unchanged.

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

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

Mr. Alpi reported that the furnace replacement at the Townhouses is now complete and there were funds left over from the allowance. These funds can be re-programmed for a future project.

Hearing 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. 16-42

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO BOWSHER ROOFING FOR ROOF REPLACEMENT AT THE GARDEN APARTMENTS, CFP IL06-P012-50114

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WHEREAS, the DHA has entered a contract with Bowsler Roofing to replace the roofs at the Garden Apartments, AMP ILL 12-23 and ILL 12-28, and

WHEREAS, the contract amount contained an allowance to be used for unforeseen conditions such as bad sheathing, fascia wood, gutters etc., and

WHEREAS, the amount of bad sheathing and fascia wood that requires replacement is more than anticipated, and

WHEREAS, there is work remaining to be done so there are still unknown conditions to be determined as work progresses, and

WHEREAS, there is a need to increase the amount of the allowance by \$5,000.00 for unforeseen conditions, and

WHEREAS, funds are available within CFP IL06-P012-50115; 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 Bowsler Roofing for Roof Replacement at the Garden Apartments, AMP ILL 12-23 and ILL 12-28, Project CFP IL06-P012-50114 is authorized and approved.

Section 2. That the contract amount is increased by a \$5,000.00 and the time for completion was extended by 10 days.

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

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

Mr. Alpi reported that during the roof replacement project there has been a large amount of bad sheathing discovered during the tear-off. This resolution authorizes an increase to the allowance for unforeseen conditions as the exact amount of bad sheathing needed is unknown until the shingles are removed. If all funds are not used to complete the project we will return to the board with resolution to deduct the unused portion from the contract amount.

Hearing 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. 16-43

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO OTTO BAUM COMPANY, INC. FOR EXTERIOR WATERPROOFING AT 524-528 WEST MACON STREET, PROJECT CFP IL06-P012-50115

WHEREAS, the Authority solicited and received sealed competitive bids for Exterior Waterproofing at 524-528 West Macon Street, AMP ILL 12-23, and

WHEREAS, the lowest bid was submitted by Otto Baum Company, Inc., and

WHEREAS, the bid of Otto Baum Company, Inc. did not include form HUD 5369-A, and

WHEREAS, this omission is a waivable irregularity and HUD 5369-A has been submitted by Otto Baum Company, Inc., and

WHEREAS, the bid of Otto Baum Company, Inc. was deemed reasonable and within an allowable percentage of the pre-bid estimate, and

WHEREAS, funds are available within the Authority's Capital Fund Program IL06-P012-50115; 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 Otto Baum Company, Inc. for Exterior Waterproofing at 524-528 West Macon Street, ILL 12-23, CFP IL06-P012-50115 is authorized and approved.

Section 2. That the contract amount is TWENTY-NINE THOUSAND, NINE HUNDRED THIRTY AND NO/100 DOLLARS (\$29,930.00) and the time for completion is 45 calendar days from issuance of the Notice to Proceed.

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

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

Mr. Alpi reported that we solicited and received bids for water proofing at 524-528 West Macon Street. This waterproofing is required periodically to prevent water from penetrating the brick and entering the structure. Otto Baum Company was the low bidder but they inadvertently omitted one of the required forms in the bid documents. This omission is a waivable irregularity and was submitted the same day bids were received; therefore, staff recommends approval of award.

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

Old and New Business

Hearing no comment, 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.

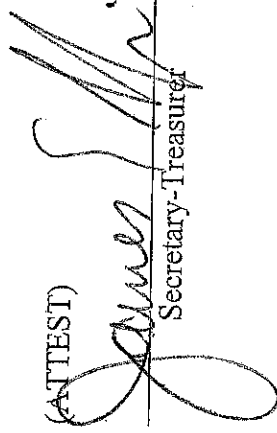
Upon a call of the roll, the Commissioners voted as follows:

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

The motion carried unanimously. The meeting adjourned at 4:15 p.m.

(ATTEST)



Secretary-Treasurer

Chairperson Campbell-Hein