

**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 E. Locust St., Decatur, Illinois at 3:30 p.m. on Thursday, July 10, 2014.

Chairperson Campbell-Hein called the meeting to order and at this time opening ceremonies were conducted by reciting the Pledge of Allegiance. Upon a call of the roll, those present (all attended in person) and absent were as follows:

Present: Lisa Campbell-Hein, Chairperson  
William Gosch, Commissioner  
Shad Etchason, Commissioner  
James E. Alpi, Secretary-Treasurer  
James A. Jankowicz, Legal Counsel

Absent: Robert Yuhas, Vice Chairman  
Shelith Hansbro, Commissioner

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 June 12, 2014. Commissioner Etchason 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". The motion carried.

Chairperson Campbell-Hein presented the Minutes of the Closed Session of June 12, 2014. Commissioner Etchason 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". The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of June 2014. Commissioner Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported occupancy is 96%.

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 June 2014. Commissioner Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported the HCV program occupancy declined slightly. Staff has been busy signing new leases and planning to open the waiting list this month.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All

July 10, 2014

voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Wabash Crossing Occupancy Report for the month of June 2014. Commissioner Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported that the occupancy has increased slightly. DHA has still not received a response to the request for corrective action to increase occupancy. Commissioner Etchason asked when the new letter will be sent. Mr. Alpi stated that out attorney is working on it and it will be sent in the next week.

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 June 2014. Commissioner Etchason moved to receive and file the report and Commissioner Gosch 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 for the period through the end of May. Commissioner Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported that overall we are where we want to be and gave a brief report on each AMP's status.

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. 14-20**

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO  
KING LAR CO.FOR ROOF REPLACEMENT AT SCATTERED SITES, AMP  
ILL 12-22, 12-23, 12-24 & 12-28, PROJECT CFP IL06-P012-50113/50114

WHEREAS, the Authority did solicit and receive bids for Re-Roofing at Scattered Sites, ILL 12-22, ILL 12-23, ILL 12-24, and ILL 12-28, and

WHEREAS, the low bid was submitted by King Lar Co., and

WHEREAS, staff has completed a cost analysis of the bid, and

WHEREAS, the bid of King Lar Co. is within the budgeted amount, and

WHEREAS, funds are available within the Authority's Capital Fund Program IL06-P012-50113 and 50114; now, therefore

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

July 10, 2014

Section 1. That award of contract to King Lar Co., Inc. for Roof Replacement at Scattered Sites, ILL 12-22, ILL 12-22, IL 12-24, and ILL 12-28, Project CFP IL06-P012-50113/50114 is authorized and approved.

Section 2. That the contract amount is ONE HUNDRED TWELVE THOUSAND, FIVE HUNDRED THIRTY-TWO AND 92/100 DOLLARS (\$112,532.92), and the time for completion is 150 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 Gosch seconded the motion.

Mr. Alpi stated that this resolution authorizes contract award for replacement of 27 roofs on 24 buildings. The low bid was submitted by King Lar Co. Staff recommends approval of a contact as this is a reputable company. Commissioner Gosch added that he was glad to see a local company get this contract.

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 14-21**

**AUTHORIZING AND APPROVING AN AGREEMENT TO PROVIDE LEGAL SERVICES TO DECATUR HOUSING AUTHORITY**

WHEREAS, it is the Authority's practice to periodically solicit proposals for legal services, and WHEREAS, the Decatur Housing Authority did publicly solicit proposals for legal services through an open ended contract for a period of up to five years, and

WHEREAS, the Decatur Housing Authority received two proposals for legal services, and

WHEREAS, evaluation of the proposals against published evaluation criteria by a three member panel resulted in one firm receiving higher scores, and

WHEREAS, the highest scoring firm's proposal was judged most beneficial to the Authority by the evaluation teams; 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 proposal of Record & Jankowicz Attorneys at Law be accepted.

Section 2. That the Executive Director prepare a final contract for legal services for a period not to exceed five years including extensions.

Section 3. That compensation for the first years of the contract be \$150 per hour as stated in the proposal. This shall include an allowance for annual adjustment, using the Consumer Price Index, if the contract is extended beyond the first year.

Section 4. That the Executive Director is authorized to execute all necessary documents.

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

Mr. Alpi reported that we received two proposals for legal services. The proposal of Record and Jankowicz was selected as the most qualified.

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 14-22**

AUTHORIZING A DISTRIBUTION AGREEMENT PURSUANT TO COURT  
ORDERED CY PRES BETWEEN THE STATE OF ILLINOIS AND THE  
DECATUR HOUSING AUTHORITY

WHEREAS, the Attorney General of the State of Illinois participated in the Cy PRES/Court Ordered Distribution Agreement, and was awarded funds in the National Foreclosure Settlement (NFS), and

WHEREAS, the Decatur Housing Authority successfully applied for a grant of a portion of those funds, and

WHEREAS, the Decatur Housing Authority proposes to construct four ACC rental houses, and eight for sale homes using NFS funds, HUD Replacement Housing Factor funds, and other funds as they may become available, and

WHEREAS, the NFS grant from the Attorney General's Office of the State of Illinois is in the amount of \$2,000,000.00, and

WHEREAS, the Distribution Agreement outlines the terms and conditions of the grant, and

WHEREAS, to receive the \$2 million grant the Decatur Housing Authority must execute the Distribution 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 \$2 million grant from the Attorney General of the State of Illinois to construct new housing for low to moderate income families to help mitigate the effects of foreclosures be accepted.

Section 2. That the Distribution Agreement between the State of Illinois and Decatur Housing Authority for distribution of NFS funds be approved.

Section 3. That the Executive Director or designee be authorized to execute all necessary documents to receive said funding.

July 10, 2014

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

Mr. Alpi stated in essence, for us to receive the \$2 million from the Attorney General we are to sign an agreement. There are still a couple items being discussed at this time but should have a document finalized soon.

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

#### Old and New Business

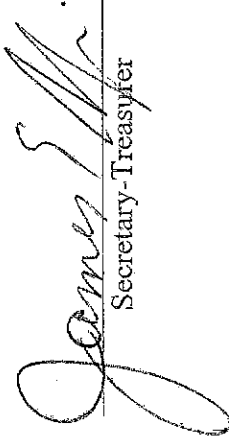
Chairperson Campbell-Hein apologized for not being prepared for discussion about the replacement for Vice Chairman Yuhas. Calls have been placed to two possible candidates and she will forward an email with responses when she receives them.

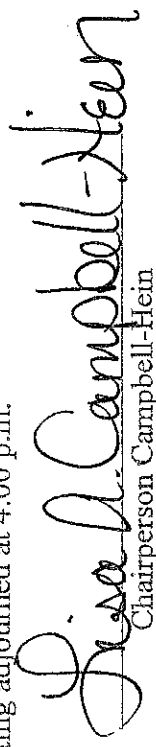
Chairperson Campbell-Hein stated there was no further business to come before the Board. Commissioner Etchason moved to adjourn and Commissioner Gosch seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

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

The motion carried unanimously. The meeting adjourned at 4:00 p.m.

(ATTEST)

  
Secretary-Treasurer

  
Chairperson Campbell-Hein