

**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, December 14, 2017.

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

Absent: Shelith Hansbro, Commissioner
Jenny Sykes, Commissioner

There being a quorum present and 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 agenda.

Hearing no comment, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of October 12, 2017. Vice Chairman Etchason moved to accept the Minutes of the Regular Meeting of October 12, 2017 as presented. Commissioner Gosch seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye" except Vice Chairman Etchason who abstained. The motion carried.

Chairperson Campbell-Hein presented the Minutes of the Regular Meeting held November 9, 2017. Vice Chairman Etchason moved to accept the Minutes of November 9, 2017 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 Rent Roll/L&O Summary Report for the month of November 2017. Vice Chairman Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported public housing continues to look good. The waiting list is closed and it is 99% occupied. Staff is working very hard.

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 November 2017. Vice Chairman Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported they have increased by 11 this month. She continued by stating

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the utilization needs to be increased as well. Mr. Alpi stated staff is doing an excellent job.

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

Commissioner Hansbro arrived at 3:41.

Chairperson Campbell-Hein presented the Wabash Crossing Occupancy Report for the month of November 2017. Vice Chairman Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Jim Alpi occupancy has stayed the same in Phase III and Phase I and II lost a unit in each Phase.

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 November 2017. Vice Chairman 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 October. Commissioner Hansbro moved to receive and file the report. Vice Chairman Etchason seconded the motion.

Mr. Alpi reported there are 7 months in reserves and we are staying within budget.

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

At this time Chairperson Campbell-Hein requested a motion to receive and file the audit report for the period ending March 31, 2017. Commissioner Hansbro moved and Vice Chairman Etchason 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 following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 17-39

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO
KING LAR COMPANY FOR BOILER REPLACEMENT AT THE
LEXINGTON, CFP IL06-P012-50116

WHEREAS, the Authority did solicit and receive bids for Boiler Replacement at the Lexington, ILL 12-28, and

WHEREAS, five bids were received, and

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WHEREAS, the low bid was submitted by King Lar Company, and

WHEREAS, the low bid is within an allowable range of the pre-bid estimate prepared by Blank, Wesselink, Cook & Associates, Inc., and

WHEREAS, the Authority will receive rebate funds from Ameren to offset costs for this work after the work is complete, and

WHEREAS, funds are available within Capital Fund Program IL06-P012-50116 and Operations; 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 King Lar Company for Boiler Replacement at the Lexington, ILL 12-28, Project IL06-P012-50116 is authorized and approved.

Section 2. That the contract amount is, TWO HUNDRED, TWENTY-SIX AND NO/100 DOLLARS (\$226,000.00) for the Base Proposal, and the time for completion is 120 days from issuance of the Notice to Proceed.

Section 3. That the Executive Director or Contracting Officer is authorized to execute all necessary documents contingent upon receipt of Replacement Housing Factor Funds.

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

Mr. Alpi stated this resolution authorizes the contract with King Lar Company for boiler replacement at the Lexington. We received 5 bids and King Lar Company was the low bidder. We will be receiving rebate funds in the amount of \$64,700 to offset costs. Vice Chairman Etchason inquired if the work will be starting right away. Mr. Alpi responded by saying the lead time for the boilers is 6-8 weeks.

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. 17-40

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 3 TO THE INDEFINITE QUANTITY AGREEMENT WITH BLANK, WESSELINK, COOK & ASSOCIATES, INC., CFP IL06-P012-50114-50118

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 construction phase service through contract completion for boiler replacement with high efficiency boilers at the Lexington, ILL 12-28, and

WHEREAS, costs for this work will be calculated on a time and material not to exceed basis, and

WHEREAS, funds are available within the Capital Fund Program IL06-P012-50116, 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. 3 to Blank, Wesselink, Cook, & Associates, Inc. be authorized and approved.

Section 2. That the contract amount to do construction phase services through contract completion of the replacement of high efficiency boilers at the Lexington highrise be calculated on an hourly rate not to exceed \$9,500.00.

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

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

Mr. Alpi stated this amends the contract with BWC to include contract administration.

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. 17-41

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 2 TO THE INDEFINITE QUANTITY ARCHITECTURAL AND ENGINEERING SERVICE CONTRACT WITH ARCHITECTURAL EXPRESSIONS LLP FOR PROJECTS CFP IL06-P012-50114 through CFP IL06-P012-50118

WHEREAS, the Authority and its Resident Advisory Board have identified the need for architectural and engineering design services in conjunction with modernization work of CFP IL06-P012-50114 through 50118, and

WHEREAS, the Authority previously engaged the services of Architectural Expressions, LLP under an Indefinite Quantity Agreement, and

WHEREAS, the original scope of services authorized under the Indefinite Quantity Agreement with Architectural Expressions, LLP included interior improvements at the Hartford and Lexington, and

WHEREAS, the Authority has expanded on the scope of services to include complete bidding and construction phase services for interior improvements at the Concord, and

WHEREAS, reasonable fees have been negotiated, and

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WHEREAS, funds are available within CFP IL06-P012-50116 and 50117; 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. 2 to the Indefinite Quantity Contract for architectural and engineering services with Architectural Expressions, LLP is hereby authorized and approved.
- Section 2. That services associated with Contract Amendment No. 2 for bidding and construction phases for Interior Improvements at the Concord be provided for a fixed fee of \$7,280.00.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

Commissioner Hansbro moved to accept the resolution as presented. Vice Chairman Etchason seconded the motion.

Mr. Alpi stated this resolution authorizes AEX to go forward with the bidding phase and contract administration for rehab at the Concord.

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. 17-42

**AUTHORIZING AND APPROVING INVITATION OF BIDS FOR
MISCELLANEOUS IMPROVEMENTS AT THE CONCORD, PROJECT CFP
IL06-P012-50116**

- WHEREAS, the Authority and its Resident Advisory Board have identified the need to make improvements to interior and exterior finishes at the Concord, and
- WHEREAS, plans and specifications have been prepared by Architectural Expressions, LLP, 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-P012-50116; 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 Miscellaneous Improvements at the Concord, CFP IL06-P012-50116 is authorized and approved.
- Section 2. That advertisements be placed in local newspapers and trade publications.

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

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

Mr. Alpi stated we will advertise for bids and will be presenting the bids at the next meeting.

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. 17-43

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO BUILDING SYSTEMS OF ILLINOIS, INC. FOR MISCELLANEOUS IMPROVEMENTS AT THE HARTFORD AND LEXINGTON, CFP IL06-P012-50115/50116

WHEREAS, all work of the Miscellaneous Improvements at the Hartford and Lexington are 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 \$3,779.00 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 Building Systems of Illinois, Inc. for Miscellaneous Improvements at the Hartford and Lexington, AMP ILL 12-23 and AMP ILL 12-28, Project CFP IL06-P012-50115/50116 is authorized and approved.

Section 2. That the contract amount is decreased by a \$3,779.00 and the time for completion is extended 90 days.

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

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

Mr. Alpi stated the work at the Hartford and Lexington is now substantially complete.

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This resolution authorizes the reduction in the contract amount for unused allowance funds in the amount of \$3,779.00.

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. 17-44

AUTHORIZING AND APPROVING ISSUANCE OF A REQUEST FOR PROPOSAL (RFP) FOR DEVELOPERS OF FAMILY HOUSING USING PROJECT BASED VOUCHERS

WHEREAS, HUD regulations allow the Authority to designate up to 20% of its vouchers as Project Based Vouchers (PBVs), and

WHEREAS, PBVs enhance the viability of Low Income Housing Tax Credit (LIHTC) projects, and

WHEREAS, developers seek PBV commitments for LIHTC applications to the Illinois Housing Development Authority (IHDA), and

WHEREAS, the Authority has identified the need for quality affordable family housing in Macon County, and

WHEREAS, the Authority can encourage the development of affordable housing by issuing PBVs to developers selected using a RFP process; 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 an RFP be issued for development of family housing using project based vouchers.
- Section 2. That advertisements be placed in local newspapers and/or trade publications.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

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

Mr. Alpi stated this resolution authorizes us to issue a RFP for developers who wish to use Project Based Vouchers in new developments. They receive points in their applications for tax credits from the Illinois Housing Development Authority if they have Section 8 vouchers. The Housing Authority is allowed to go up to 20% of vouchers to be project based. We have been contacted by two developers so we expect proposals from each one.

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This is not a commitment at this time. We will bring a selection back to the board if needed.

Old and New Business

Mr. Alpi stated the annual staff awards luncheon will be held on December 22, 2017 at 11:30 a.m. at Doherty's and the board is invited to attend as long as no DHA business is discussed. The board thanked Mr. Alpi for the invitation.

Chairperson Campbell-Hein called for a motion to go into closed session to discuss probable or imminent litigation against, affecting, or on behalf of the public body pursuant to 5 ILCS 120/2 (c) (11). Vice Chairman Etchason moved and Commissioner Hansbro seconded the motion to go into closed session to discuss probable or imminent litigation against, affecting, or on behalf of the public body pursuant to 5 ILCS 120/2 (c) (11).

Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried. The board entered closed session at 4:00 p.m.

The board returned to open session at 4:45 p.m.

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

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

The motion carried unanimously. The meeting adjourned at 4:47 p.m.

(ATTEST)

Chairperson Campbell-Hein

Secretary-Treasurer

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