MINUTES OF MEETING OF DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS

Special Meeting

The Board of Commissioners of Decatur Housing Authority met for their special session at the Don F. Davis Center, 1808 East Locust Street, Decatur, Illinois at 3:30 p.m. on Friday, March 17, 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 Shelith Hansbro, Commissioner William Gosch, Commissioner James E. Alpi, Secretary-Treasurer James A. Jankowicz, Legal Counsel
Absent:	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.

Chairperson Campbell-Hein thanked staff for providing lunch.

Hearing no comment, Chairperson Campbell-Hein presented the Minutes from the Annual Meeting of February 9, 2017. Vice Chairman 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 to accept the minutes as presented. All voted "Aye" except Vice Chairman Etchason who abstained. The motion carried.

Chairperson Campbell-Hein presented the Minutes of the Closed Session of February 9, 2017. Vice Chairman Etchason moved to accept the minutes as presented. Commissioner Hansbro seconded the motion. All voted "Aye" except Vice Chairman Etchason who abstained. The motion carried.

Upon Jim Jankowicz's recommendation, Chairperson Campbell-Hein called for a motion to open the closed minutes of February 9, 2017. Vice Chairman Etchason moved to open the closed minutes of February 9, 2017. Commissioner Hansbro seconded the motion. Upon a call of the roll, all voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of February 2017. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported occupancy is at 97% overall and the Scattered Sites are at 98%. She expressed gratitude to staff and is very pleased with this.

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 February 2017. Commissioner Gosch moved to receive and file the report. Commissioner Hansbro seconded the motion.

Brenda Kraus reported staff started pulling applicants again. Staff continues to maximize utilization.

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 Occupancy Report for the month of February 2017. Commissioner Hansbro moved to receive and file the report. Vice Chairman Etchason seconded the motion.

Mr. Alpi reported East Lake has made a little progress. They show a gain of 4 overall. They still are not increasing occupancy enough and we have requested to see their waiting list. Terri Goodman stated they do not use a software program that automates the wait list process so it is very difficult to understand it. Mr. Alpi reported he will be talking with Mike Siry at HUD again to see what options we have. Vice Chairman Etchason inquired about HUD mandates for compliance. Mr. Alpi stated the contract is with the Housing Authority and not HUD directly so they do not mandate. Staff will continue to keep the board informed on progress.

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 February 2017. Vice Chairman Etchason moved to receive and file the report and 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 for the period through the end of January 2017. Commissioner Hansbro moved to receive and file the report. Commissioner Vice Chairman Etchason seconded the motion.

Terri Goodman, Finance Director, reported we are at seven months in reserves. This is where HUD wants us to be. Mr. Alpi reported staff may need to move more funds to the Not-for-Profit but need to wait to see what the HUD budget is going to look like. We also need to see what the healthcare costs are going to be.

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. 17-10

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO TICA, INC. FOR FURNACE REPLACEMENT AT THE GARDEN

APARTMENTS, CFP IL06-P012-50115

WHEREAS, Furnace Replacement at the Garden Apartments 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 $2,728.00 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 Garden Apartments, AMP ILL 12-23 and AMP ILL 12-28, Project CFP IL06-P012-50115 is authorized and approved.

Section 2. That the contract amount is decreased by a $2,728.00 and the time for completion remain unchanged.

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 furnace replacement at the Garden Apartments is now complete and the contract amount will be reduced by $2,728.00. These funds will be re-programmed for other projects.

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. 17-11

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO PALS ELECTRIC, INC. FOR GENERATOR INSTALLATION AT THE DAVIS CENTER, CFP IL06-P012-50115

WHEREAS, generator installation at the Davis Center is now complete, and

WHEREAS, staff has determined there is a need to install a fence around the generator to protect it from vandalism, and

WHEREAS, the contractor has submitted a proposal to do this work as part of this contract, and

WHEREAS, Blank, Wesselink, Cook & Associates has completed a cost analysis and recommend approval of the proposal, and

WHEREAS, this resolution authorizes the use of the remaining allowance in the amount of $841.00, and

WHEREAS, the contract amount is to be increased by $4,466.00, and

WHEREAS, funds are available in CFP IL06-P012-50115 Account No. 1470; 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 Pals Electric, Inc. for Generator Installation at the Davis Center, AMP ILL 12-24, Project CFP IL06-P012-50115 is authorized and approved.

Section 2. That the contract amount is increased by a $4,466.00 and the time for completion be extended to May 12, 2017.

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 the original contract for the generator installation did not include a fence. It has been determined that a fence would help protect the equipment from damage and prevent possible injury to neighborhood children.

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. 17-12

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO BUILDING SYSTEMS OF ILLINOIS, INC. FOR MISCELLANEOUS IMPROVEMENTS AT THE HARTFORD AND LEXINGTON, CFP IL06-P012-50115/50116

WHEREAS, the Authority did solicit and receive bids for Miscellaneous Improvements at the Hartford and Lexington, ILL 12-23 and ILL 12-28, and

WHEREAS, there were two bids received, and

WHEREAS, the low bid was submitted by Christy-Foltz, Inc., and

WHEREAS, the second bid was submitted by Building Systems of Illinois, and

WHEREAS, all DHA contract bid documents include section 3 requirements per HUD regulations, and

WHEREAS, Section 3 Business Concerns are given preference if their bid is not the lowest but within the actionable range, and

WHEREAS, Building Systems of Illinois, Inc. met the requirement and received Section 3 Business Certification, and

WHEREAS, the bid of Building Systems of Illinois is within the actionable range for giving preference for being a Section 3 contractor, and

WHEREAS, Architectural Expressions prepared a pre-bid estimate for this work, and

WHEREAS, the bid of Building Systems of Illinois, Inc. is within the budgeted amount, and

WHEREAS, funds are available within the Authority's Capital Fund Program IL06-P012-50115 and 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 award of contract to Building Systems of Illinois, Inc. for Miscellaneous Improvements at the Hartford and Lexington, ILL 12-23 and ILL 12-28, Project CFP IL06-P012-50115 and IL06-P012-50116 is authorized and approved.

Section 2. That the contract amount is THREE HUNDRED EIGHTY-FOUR THOUSAND, SIX HUNDRED SIXTY-SIX AND NO/100 DOLLARS ($384,666.00), for the Base Proposal plus Alternate Bid No. 1 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 Hansbro moved to accept the resolution as presented. Vice Chairman Etchason seconded the motion.

Mr. Alpi stated staff solicited bids for a variety of improvements at the Hartford and Lexington. He gave a brief description of items included. He further stated we received two bids. The bid documents included an alternate bid to upgrade the VCT to luxury vinyl which we would like to accept. The bids were very close so the Section 3 requirements were enforced. The preference goes to the second lowest bidder, Building Systems of Illinois as a Section 3 contractor. Building Systems of Illinois submitted the required documentation to support their Section 3 Business certification; therefore, staff recommends approval. Chairperson Campbell-Hein inquired about Building Systems. Mr. Alpi stated they are a local firm and we have worked with them in the past and have been satisfied with their work. Vice Chairman Etchason inquired about what documentation was required. Mr. Alpi stated they provided tax returns for their staff who met the income requirements.

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

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 17-13

AUTHORIZING AND APPROVING SUBMISSION OF A
REPLACEMENT HOUSING FACTOR FUND WAIVER REQUEST

WHEREAS, the Authority did receive a 2nd Increment of Replacement Housing Factor (RHF) funds in conjunction with the HOPE VI Program, and

WHEREAS, $102,116.71 remain unexpended and expected additional funding will not be available, and

WHEREAS, remaining funds are inadequate to construct a replacement unit, and

WHEREAS, HUD can authorize a waiver to allow RHF funds to be used for Capital Fund program (CFP) eligible purposes, and

WHEREAS, The Authority has identified the need to remove 80 large trees and restore grounds, and

WHEREAS, East Lake Management, property manager of Wabash Crossing ACC units has identified the need to replace carpet in ACC units with vinyl plank flooring to make units leasable, and

WHEREAS, tree removal and flooring replacement are eligible expenses for Capital Fund Program funds; 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 submission of a request for waiver to approve using $102,116.71 of RHF second increment funds for CFP purposes be authorized and approved.

Section 2. That $85,000 be allocated for tree removal at AMPS 22, 23, 24 and 28 and $17,116.71 be allocated for flooring replacement at AMP 15, 16, and 17 contingent upon HUD approval.

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 explained we have a small amount of replacement housing factor funding left over from the HOPE VI project. The amount is not enough to build a replacement unit. In order to use the funds for something other than replacement housing, we are required to submit a request to HUD for approval. If HUD approves the request, we will return to the board for approval of contracts.

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

Old and New Business

Mr. Alpi gave a brief recap of the meeting with the staff at Busey bank regarding our accounts for those board members that were absent. He further pointed out there is an additional spreadsheet in the financial reports that summarizes our account balances.

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 1:30 p.m.

Lisa A. Campbell-Hein

Chairperson Campbell-Hein

(ATTEST)

James E. Alpi

Secretary-Treasurer