

**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, April 12, 2018.

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 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.

The owner of ASE Blacktop, Hope Allen was present to introduce herself. The board welcomed her.

Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of March 8, 2018. 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 to accept the minutes as presented. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Minutes from the Closed Session of March 8, 2018 Part I. Commissioner Hansbro moved to accept the minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comments, Chairperson Campbell-Hein called for a roll call vote to accept the minutes as presented. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Minutes from the Closed Session of March 8, 2018 Part II. Commissioner Hansbro moved to accept the minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, Chairperson Campbell-Hein call for a roll call vote to accept the Minutes as presented. All voted "Aye". The motion carried.

At this time Jim Jankowicz suggested receiving a motion to open the Closed Session Minutes of March 8, 2018 Part II.

Chairperson Campbell-Hein called for a motion to open the Closed Session Minutes of March 8, 2018 Part II. Commissioner Hansbro moved and Commissioner Gosch seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote to open the April 12, 2018

Closed Session Minutes of March 8, 2018 Part II. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of March 2018. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported occupancy is 98%. Staff is doing a good job.

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 March 2018. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Jim Alpi reported the funding projections for the coming year will allow a higher number of vouchers to be utilized so we will be ramping that up.

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 March 2018. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported there is virtually no change in occupancy. Chairperson Campbell-Hein inquired about the different color shingles on the roofs. Mr. Alpi stated he has spoken to the property manager about that and they blamed the contractor.

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 March 2018. Commissioner Hansbro 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 February 2018. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman, Finance Director, reported there is currently 7 months in reserves for the AMPs combined and the COCC has 15 months in reserves.

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:

April 12, 2018

RESOLUTION NO. 18-14

AUTHORIZING AND APPROVING A COLLECTION LOSS  
WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS  
OF MARCH 31, 2018

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 September 30, 2017, and

WHEREAS, the attached listing of accounts reflect write-off action for the period of April 1, 2017 through March 31, 2018; 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 March 31, 2018 of Sixty-Three Thousand, One Hundred Ninety-Seven and 06/100 Dollars (\$63,197.06) less Two Thousand One Hundred Fourteen and 90/100 Dollars (\$2,314.90) of payments or a net write off of Sixty Thousand, Eight Hundred Eighty-Two and 16/100 Dollars (\$60,882.16).

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, 2018.

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

Terri Goodman reported the amount to write off due to a tenant not reporting income. We receive a percentage through collections if they are successful. We have enrolled in a state recovery program and if people have a tax refund coming we can recover some funds through this program.

Hear 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:

April 12, 2018

**RESOLUTION NO. 18-15**

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO ERNEST T. ALLEN, INC. D/B/A ASE BLACKTOP FOR PARKING LOT IMPROVEMENTS, CFP IL01-P012-50117

WHEREAS, the Authority did solicit and receive bids for Parking Lot Improvements at all DHA properties, ILL 12-22, 12-23, 12-14, and 12-28, and

WHEREAS, there were 3 bids received, and

WHEREAS, the low bid was submitted by Ernest T. Allen, Inc. d/b/a ASE Blacktop, and

WHEREAS, the bid of Ernest T. Allen, Inc. d/b/a ASE Blacktop is within the budgeted amount, and

WHEREAS, funds are available within the Authority's Capital Fund Program IL01-P012-50117; 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 award of contract to Ernest T. Allen, Inc. d/b/a ASE Blacktop for Parking Lot Improvements, Project CFP IL06-P012-50117 is authorized and approved.

Section 2. That the contract amount is FORTY-ONE THOUSAND, FIVE HUNDRED FORTY-FOUR, AND NO/100 DOLLARS (\$41,544.00), for the Base Proposal and time for completion is 90 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. Commissioner

Gosch seconded the motion.

Mr. Alpi reported we received three bids for Parking Lot Improvements at all properties.

Staff recommends award of contract to ASE Blacktop.

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. 18-16**

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 2 TO SCHEMEL-TARRILLION, INC. FOR MISCELLANEOUS IMPROVEMENTS AT THE CONCORD, CFP IL01-P012-50116/50117

WHEREAS, the Authority has entered a contract with Schemel-Tarrillion, Inc. for Miscellaneous Improvements at the Concord, and

WHEREAS, there was a fire on the first floor of the Concord after the contract was executed with Schemel-Tarrillion. Inc, and

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WHEREAS, the need for additional replacement and the opportunity to make upgrades have been revealed as a result of the fire demolition, and

WHEREAS, the upgrades and replacements identified are not part of the scope of work for the fire insurance claim or the original scope of work in the contract with Schemel-Tarrillion, Inc. for Miscellaneous Improvements at the Concord, and

WHEREAS, Schemel-Tarrillion, Inc. has submitted proposals for the work items identified, and

WHEREAS, the costs for the extra work and upgrades have been evaluated and found to be reasonable, and

WHEREAS, funds are available in CFP IL01-P012-50117-1480-22; 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. 2 to Schemel-Tarrillion, Inc. for Miscellaneous Improvements at the Concord, CFP IL06-P012-50116 and IL01-P012-50117 is authorized and approved.

Section 2. That the contract amount is increased by TWENTY-TWO THOUSAND, FIFTY-THREE AND 12/100 DOLLARS (\$22,053.12) allowance 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 this is the second modification to the contract for Misc. Improvements at the Concord. This modification includes ADA modifications, electrical issues, and we are adding some additional exterior painting to the 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. 18-17**

AUTHORIZING AND APPROVING CONTRACT MODIFICATION  
NO. 1 TO SKY'S THE LIMIT TREE SERVICE, INC. FOR TREE  
REMOVAL SERVICES

WHEREAS, the Authority has an open contract with Sky's the Limit Tree Service for Tree Removal Services at AMP ILL 12-22, ILL 12-23, ILL 12-24 and ILL 12-28, and

WHEREAS, since contract inception, there have been additional trees identified that have passed and there are additional stumps to be removed, and

WHEREAS, Sky's the Limit Tree Service Inc. has submitted a proposal to do the additional work, and

WHEREAS, the proposal of Sky's the Limit Tree Service, Inc. is within the budgeted amount for this work, and

WHEREAS, funds will be available within the Replacement Housing Factor Program, IL06-R012-50214; 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 Sky's the Limit Tree Service, Inc. for Tree Removal Service at, ILL 12-22, ILL 12-23, ILL 12-24 and ILL 12-28, Project IL06-R012-50214 is authorized and approved.
- Section 2. That the amount of the Contract Modification is SEVEN THOUSAND, ONE HUNDRED FIFTY AND NO/100 DOLLARS (\$7,150.00), and the time for completion is increased by 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 reported more trees have died since the beginning of the contract. The contractor doing the removal has submitted a proposal to remove the additional trees as a reasonable cost to the Authority.

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 stated Congress has passed the budget. Public Housing was funded at a higher level than expected up to 94% and the Capital Fund Program funding will be increased by 40%. The Housing Choice Voucher funding will increase 5%. The proposals for the next year of funding are looking grim for the Capital Fund Program with 0% being proposed and a cut to Public Housing by 50%. The Housing Choice Voucher funding will remain the same. There is talk that HUD will be trying to recapture reserves again. It will be in the form a reduction in subsidy instead of a recapture.

Hearing no further comments, 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). Commissioner Hansbro moved and

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Commissioner Gosch 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) and to discuss collective bargaining matters between the public body and its employees or their representatives, or deliberations concerning salary schedule for one or more classes of employees pursuant to 5 ILCS 120/2 (c) (2).

Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried. The board entered closed session at 4:06 p.m.

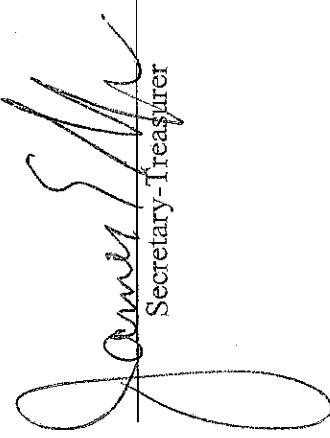
The board returned to open session at 4:36 p.m.

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:

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

The motion carried unanimously. The meeting adjourned at 4:37 p.m.

(ATTEST)

  
Secretary-Treasurer

  
Chairperson Campbell-Hein

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