

**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, June 14, 2018.

Vice Chairman Etchason called the meeting to order and upon a call of the roll, those present (all attended in person) and absent were as follows:

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

Absent: Lisa Campbell-Hein, Chairperson
 Shelith Hansbro, 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:

Vice Chairman Etchason presented the Open Time of the agenda. Claire Hettinger was present. No comments were received.

Vice Chairman Etchason presented the Minutes from the Regular Meeting of May 10, 2018. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, Vice Chairman Etchason called for a roll call vote to accept the minutes as presented. All voted "Aye" except Vice Chairman Etchason, who abstained. The motion carried.

Vice Chairman Etchason presented the Minutes from the Closed Session of May 10, 2018. Commissioner Sykes moved to accept the minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comments, Vice Chairman Etchason called for a roll call vote to accept the minutes as presented. All voted "Aye" except Vice Chairman Etchason who abstained. The motion carried.

Vice chairman Etchason presented the Minutes from the Special Meeting of May 17, 2018. Commissioner Sykes moved to accept the minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, Vice Chairman Etchason call for a roll call vote to accept the Minutes as presented. All voted "Aye". The motion carried.

Vice Chairman Etchason presented the Rent Roll/L&O Summary Report for the month of May 2018. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi stated Public Housing staff is doing really well. We are 100% occupied.

Hearing no further comment, Vice Chairman Etchason called for a roll call vote. All

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voted “Aye”. The motion carried.

Vice Chairman Etchason presented the Housing Choice Voucher Program Occupancy report for the month of May 2018. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported they opened up the Section 8 waiting list Monday and received 440 applications. Of those, 358 were local. Mr. Alpi added we are at 103% utilization and our target for the year is to serve 1150 families. We have hired a new leasing specialist and will be ramping up the leasing. There was an adjustment from HUD so we received approximately \$5,000.00 in additional HAP funding. Vice Chairman Etchason asked what date the list was opened. Brenda Kraus stated June 11, 2018.

Hearing no further comment, Vice Chairman Etchason called for a roll call vote. All voted “Aye”. The motion carried.

Vice Chairman Etchason presented the Wabash Crossing Occupancy Report for the month of May 2018. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported overall they went down 2 and holding steady at 65% occupied overall.

Hearing no further comment, Vice Chairman Etchason called for a roll call vote. All voted “Aye”. The motion carried.

Vice Chairman Etchason presented the General Fund Check Register Report for the month of May 2018. Commissioner Sykes moved to receive and file the report and Commissioner Gosch seconded the motion. Vice Chairman Etchason requested it to be noted in the minutes that he inquired about the page numbering on the Check Register. Ms. Hackert stated there was a computer glitch that caused this and all the pages are there.

Hearing no further comment, Vice Chairman Etchason called for a roll call vote. All voted “Aye”. The motion carried.

Vice Chairman Etchason presented the Financial Reports for the period through the end of April 2018. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi gave an overview of the reports and reported there is 5-6 months in reserves overall.

Hearing no further comment, Vice Chairman Etchason called for a roll call vote. All voted “Aye”. The motion carried.

Vice Chairman Etchason presented the following resolution for Commissioners’ consideration and approval:

RESOLUTION NO. 18-23

AUTHORIZING AND APPROVING THE SUBMISSION OF THE ACTUAL
MODERNIZATION COST CERTIFICATE FORM HUD-53001 FOR CAPITAL
FUND PROGRAM IL06-P012-50115

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WHEREAS, all contract work in connection with Capital Fund Program IL06-P012-50115 was completed as of February 6, 2018, and

WHEREAS all modernization costs and liabilities incurred by the Decatur Housing Authority have been fully paid in accordance with the PHA Plan, and

WHEREAS, there are no undischarged mechanics, laborers', contractors', or material-mens' liens against such modernization work on file in any public office and the time in which such liens could be filed has expired; 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 all work included in Capital Fund Program IL06-P012-50115 in the amount of \$835,864.00 has been completed.
- Section 2. That the books of account be adjusted to fully reflect the completion of this grant activity and that this work should be audited as part of the IPA Audit for the fiscal year ending 3/31/2019.
- Section 3. That the Executive Director or his designee be authorized to submit the Actual Modernization Cost Certificate Form HUD-53001, for IL06-P012-50115, in the amount of \$835,864.00 as required and in accordance with the Department of Housing & Urban Development Regulations.

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

Mr. Alpi stated this resolution is for the CFP 50115 program. Submission of this form will allow close out of this grant.

Hear no further comments, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Etchason presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 18-24

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 4 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 Furnace and AC Replacement at 524-528 W. Macon Street, ILL 12-23, and

WHEREAS, Furnace and AC Replacement at the Macon Street Apartments is included in the Capital Fund Program, IL01-P012-50117, and

WHEREAS, costs for this work will be proposed for a lump sum fee, and

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WHEREAS, funds are available within the Capital Fund Program IL01-P012-50117, 1480, 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. 4 to Blank, Wesselink, Cook, & Associates, Inc. be authorized and approved.
- Section 2. That engineering services of Contract Amendment No. 4 shall include design and construction plans and documents to allow bidding, bidding phase services, and construction phase services through contract completion for Furnace and AC Replacement at 524-528 West Macon Street, ILL 12-23.
- Section 3. That the contract amount for this service be for a lump sum fee of FIFTEEN THOUSAND, ONE HUNDRED FIFTY AND NO/100 DOLLARS (\$15,150.00).
- Section 4. That the Executive Director or designee is authorized to execute all necessary documents.

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

Mr. Alpi explained this amendment is for one of our open ended contracts for professional services. BWC will prepare the bid documents for bidding Furnace and AC Replacement at the Macon Street Apartments. We will be looking at doing something more energy efficient at that property.

Hear no further comments, Vice Chairman Etchason called for a roll call vote. All voted “Aye”. The motion carried.

Old and New Business

At the last meeting Mr. Alpi had asked if it would be possible to accommodate a change in the date for the July meeting. He would like the board to consider meeting on Tuesday, July 10th or Wednesday, July 11th . Commissioner Sykes stated she is available either day. Commissioner Gosch stated he needs to look at his calendar. Vice Chairman Etchason stated he is out of town both days. Mr. Alpi stated he will poll to board prior to picking the date.

Hearing no further comments, Vice Chairman Etchason called for a motion to go into closed session. Commissioner Sykes made 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) and Commissioner Gosch seconded the motion.

Vice Chairman Etchason called for a roll call vote. All voted “Aye”. The motion

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carried. The board entered closed session at 3:52 p.m.

The board returned to open session at 4:03 p.m.

Vice Chairman Etchason stated there was no further business to come before the Board.

Commissioner Sykes moved to adjourn and Commissioner Gosch seconded the motion.

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

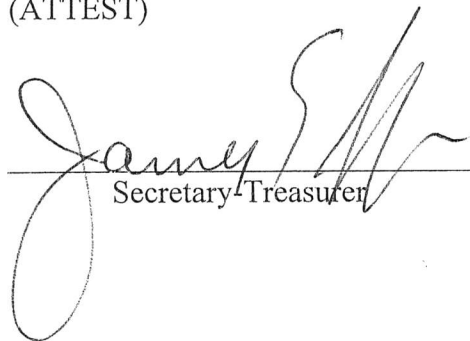
Vice Chairman Etchason, "Aye"
Commissioner Sykes, "Aye", and
Commissioner Gosch, "Aye".

The motion carried unanimously. The meeting adjourned at 4:04 p.m.



Vice Chairman Etchason

(ATTEST)



Secretary-Treasurer

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