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

Special 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, July 18, 2019.

Chairperson Campbell-Hein called the meeting to order and upon a call of the roll, those present and absent were as follows:

Present:	Lisa Campbell-Hein, Chairperson Shelith, Hansbro, Vice Chair Jenny Sykes, Commissioner Joshua Robertson, Commissioner James E. Alpi, Secretary-Treasurer James A. Jankowicz, Legal Counsel
Absent:	William Gosch, 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 June 13, 2019. Vice Chair Hansbro moved to accept the Minutes as presented. Commissioner Robertson 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 Commissioner Sykes, who abstained. The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of June 2019. Vice Chair Hansbro moved to receive and file the report. Commissioner Sykes seconded the motion.

Terri Goodman reported occupancy is 98%. The staff is working really hard to keep up with move outs.

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 2019. Commissioner Sykes moved to receive and file the report. Vice Chair Hansbro seconded the motion.

Mr. Alpi reported utilization is at 99.2%. The target remains at 100% so it is just slightly low.

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 June 2019. Vice Chair Hansbro moved to receive and file the report. Commissioner Robertson seconded the motion.

Mr. Alpi reported the trend continues with overall occupancy at 53%. 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 2019. Commissioner Sykes moved to receive and file the report and Commissioner Robertson 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 HCV landlord Check Register Report for the month of June 2019. Commissioner Sykes moved to receive and file the report and Vice Chair 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 Capital Fund Check Register Report for the month of June 2019. Commissioner Sykes moved to receive and file the report and Commissioner Robertson 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 2019. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Terri Goodman, Finance Director, stated this report is second month of the new fiscal year. We are showing 6 months in reserves. We are in line with the budget.

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. 19-16

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO CHRISTY-FOLTZ, INC. FOR WINDOW REPLACEMENT AND A/C INSTALLATION, LEXINGTON HIGHRISE, CFP IL01-P012-50117-50119

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace the windows and AC units at the Lexington Highrise, and

WHEREAS, Alliance Architecture prepared bid documents for this work, and

WHEREAS, the Authority did solicit and receive bids for Window Replacement and A/C Installation at the Lexington, ILL 12-28, and

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

WHEREAS, funds are available within the Authority's Capital Fund Program IL01-P012-50117/50118 and 50119, a grant from Pilot, NFP; 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 Christy-Foltz, Inc. for Window Replacement and A/C Installation at the Lexington, ILL 12-28, Project CFP IL01-P012-50117-50119 is authorized and approved.

Section 2. That the contract amount is TWO MILLION, EIGHT HUNDRED SEVENTY-ONE THOUSAND, NINE HUNDRED FORTY-FOUR AND NO/100 DOLLARS, ($2,871,944.00), for the Base Proposal and time for completion is 300 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 Sykes moved to accept the resolution as presented. Commissioner Robertson seconded the motion.

Mr. Alpi gave a brief overview of the project and expressed his excitement as this is a project we have been planning for over the last several years. The windows at the Lexington are becoming a hazard and the old AC units require a great deal of maintenance. This work item has been included in the Capital Fund Program Five Year Action Plan for a very long time. We have received a recommendation from the architect to proceed with negotiations. Vice Chair Hansbro commented that she believes if the old windows are becoming a hazard, we should be proactive and do the project.

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

Old and New Business

Mr. Alpi stated that commissioner Sykes' first term as a board member is ending in August and the board members have expressed their desire to have her continue. Commissioner Sykes stated she would accept the recommendation from the mayor.

Jim Jankowicz reported the ED search is moving forward.

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

Vice Chair Hansbro, "Aye",

Chairperson Campbell-Hein, “Aye”,
Commissioner Sykes, “Aye” and
Commissioner Robertson, “Aye”.

The motion carried unanimously. The meeting adjourned at 4:27 p.m.

Lisa A. Campbell Hein
Chairperson Campbell-Hein

(ATTEST)

Secretary-Treasurer