

**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, August 7, 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 Special Meeting of July 18, 2019. Commissioner Sykes 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 July 2019. Commissioner Robertson moved to receive and file the report. Vice Chair Hansbro seconded the motion.

Terri Goodman reported occupancy is 97%. There have been 11 moveouts this month so it has been difficult to keep up but staff is working really hard. Mr. Alpi stated we have had some evictions due to housekeeping issues and there may be more coming up. We give tenants opportunities to get in compliance before eviction. We are simply following policy.

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

Jody Palone, Housing Choice Voucher Coordinator, stated utilization has decreased to 98%. They pulled 50 applicants and have 17 ready for orientation.

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

Mr. Alpi reported occupancy remains consistently low. Chairperson Campbell-Hein asked if they are at risk of city violations due to the up keep of the property. Mr. Alpi stated he is not sure they can impose charges due to the lease agreement on the land. Vice Chair Hansbro explained the process of how this would work and is of the opinion that any citations issued would not garner any results.

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

Terri Goodman, Finance Director, stated this report covers the first quarter of our Fiscal Year. We are showing 6 months in reserves in each AMP and 11 months in the COCC. 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. 19-17

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO
TICA, INC. FOR HVAC REPLACEMENT AT 524-528 W. MACON STREET,
IL01-P012-50117

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WHEREAS, Furnace Replacement at the Macon Street Apartments is now complete, and

WHEREAS, the original contract included installation of condensation pumps at each apartment for a total of (24) pumps, and

WHEREAS, the bid documents included a unit cost for installation of condensation pumps, and

WHEREAS, the pumps were not needed at each location so we will deduct this work in 22 apartments which results in a decrease of \$770.00, 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 \$408.00 left in the allowance, and

WHEREAS, the contract amount is to be decreased by the total amount of \$1,178.00; 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 HVAC Replacement at 524-528 W. Macon Street, AMP ILL 12-23, Project CFP IL01-P012-50117 is authorized and approved.
- Section 2. That the contract amount is decreased by a \$1,178.00 and the time for completion remain unchanged.
- Section 3. That the Executive Director or Contracting Officer is authorized to execute all necessary documents.

Vice Chair Hansbro moved to accept the resolution as presented. Commissioner Sykes seconded the motion.

Mr. Alpi stated this contract is now complete and there were funds left in the allowance. This resolution authorizes a reduction to the contract amount. These funds can be reprogrammed for other capital project.

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. 19-18

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO
ADVANCED DISPOSAL SERVICES SOLID WASTE MIDWEST LLC FOR
SOLID REFUSE REMOVAL AND RECYCLING SERVICES FOR DECATUR
HOUSING AUTHORITY

August 7, 2019

WHEREAS, the Authority did publicly solicit and receive competitive bids for Solid Refuse Removal and Recycling Services for all Decatur Housing Authority properties, and

WHEREAS, the term of the contract will be 24 months, and

WHEREAS, the low bid was submitted by Advanced Disposal Services Solid Waste Midwest, LLC, and

WHEREAS, funds are available within the Authority's Operating Budget, 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 Advanced Disposal Services Solid Waste Midwest LLC for all work of the Base Proposal Plus Alternate Bid No. 1 for Solid Refuse Removal and Recycling Services for Decatur Housing Authority be authorized and approved.
- Section 2. That the contract amount is SEVENTY-NINE THOUSAND, SEVEN HUNDRED SEVENTY-SIX AND NO/100 DOLLARS (\$79,776.00) for the Base Proposal Plus Alternate Bid No. 1 and the service continue uninterrupted for 24 months.
- Section 3. That the Executive Director or Contracting Officer be authorized to execute all necessary documents.

Commissioner Sykes moved to accept the resolution as presented. Vice Chair Hansbro seconded the motion.

Mr. Alpi stated staff solicits bids for service contracts every two years. The current garbage service contract is nearing its expiration. There were two bids received with the low bid being submitted by Advanced Disposal.

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 reported that he has had several conversations with Jeff Lines of TAG & Associates and they have provided an additional analysis that is based on several assumptions including RAD conversion, maximizing Project Based Vouchers, a reduction in property taxes, and getting lenders to do refinancing. All or some of these assumptions could require HUD approval or special waivers as well. TAG & Associates will be seeking proposals for consulting firms to do a needs assessment and a market study. These are the first things that need to happen in order to negotiate.

Hearing no further comment, Chairperson Campbell-Hein called for a motion to go into closed session to conduct the six month review of closed minute sessions pursuant to 5 ILCS 120/2 (c) (21), to discuss pending or probable litigation against, affecting, or on behalf of the public

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body pursuant to 5 ILCS 120/2 (c) (11), and to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body pursuant to 5 ILCS 120/2 (c) (1). Vice Chair Hansbro and Commissioner Sykes seconded the motion to enter closed session for the reasons stated.

Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried. The board entered closed session at 4:16 p.m.

The board returned to open session at 6:40.

Chairperson Campbell-Hein called for a motion to open the closed minutes of 2/14/19 at 4:15 and 2/14/19 at 4:40 and leave all remaining minutes closed. Commissioner Robertson made a motion to open the closed minutes of 2/14/19 at 4:15 and 2/14/19 at 4:40 and leave all remaining minutes closed. Commissioner Sykes seconded the motion.

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

Chairperson Campbell-Hein stated there was no further business to come before the Board.

Commissioner Robertson moved to adjourn, and Vice Chair Hansbro seconded the motion.

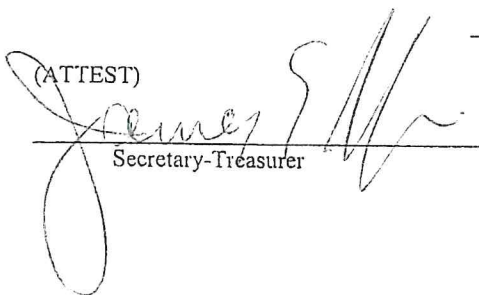
Upon a call of the roll, the Commissioners voted as follows:

Vice Chair Hansbro, "Aye",
Chairperson Campbell-Hein, "Aye",
Commissioner Sykes, "Aye" and
Commissioner Robertson, "Aye".

The motion carried unanimously. The meeting adjourned at 6:44 p.m.

Authenticity ID:
Bria Campbell-Hein
9/20/2019 12:42:50 PM CDT

(ATTEST)


Secretary-Treasurer

Chairperson Campbell-Hein

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