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 13, 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
Joshua Robertson, Commissioner
William Gosch, Commissioner-Via Telephone
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.

Hearing no comment, Chairperson Campbell-Hein presented the Minutes from the Special Meeting of May 16, 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 Gosch, who abstained. The motion carried.

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

Mr. Alpi reported occupancy is 98%. The staff has been working harder due to a higher turnover.

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

Mr. Alpi reported utilization it at 104%. Staff is administering 1124 vouchers.

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

Mr. Alpi reported the occupancy continues to decline with a loss of 3 more ACC units.

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 May 2019. Vice Chair Hansbro 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 May 2019. Commissioner Robertson 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 May 2019. Commissioner Robertson 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 Financial Reports for the period through the end of April 2019. Commissioner Robertson moved to receive and file the report. Vice Chair Hansbro seconded the motion.

Terri Goodman, Finance Director, stated this report is for the first month of the new fiscal year. We are showing 6 months in reserves. We recently had the independent audit and it was a clean audit. It will be presented at a future meeting.

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. 19-12

AUTHORIZING AND APPROVING SUBMISSION OF THE CAPITAL FUND PROGRAM ANNUAL STATEMENT/BUDGET TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, CFP IL01-P012-50119

WHEREAS, the Authority is required to submit to HUD, an Annual Statement/Budget for the Capital Fund Program each year and,

WHEREAS, the Authority has developed the plan in collaboration with the Resident Advisory Board, and

WHEREAS, this Annual Statement/Budget includes work items in the Capital Fund Program Five Year Action Plan approved by HUD on July 7, 2017, and

WHEREAS, a public hearing was held on January 10, 2019 to receive comments; 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 Annual Statement/Budget for the Capital Fund Program IL01-P012-50119 be submitted to HUD for approval via the EPIC system in accordance with HUD regulations.

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 Robertson seconded the motion.

Mr. Alpi explained this is the new budget for the Capital Fund Program that was part of the Annual Plan public hearing process. We have received the actual allocation amount and revised the budget accordingly. There have been no new work items added and all work included in this budget is included in the HUD approved Five-Year Action Plan in the EPIC System.

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 the Commissioners' consideration and approval:

RESOLUTION NO. 19-13

AUTHORIZING AND APPROVING AMENDMENT NO. 3 TO THE AGREEMENTS BETWEEN THE DECATUR HOUSING AUTHORITY AND TEAMSTERS UNION LOCAL NO. 916 REPRESENTING MAINTENANCE PERSONNEL AND CLERICAL PERSONNEL

WHEREAS, the Authority has separate agreements between DHA and Teamsters Local 916 for the maintenance employees and for the clerical employees, and

WHEREAS, said agreements are valid through March 31, 2020 subject to negotiations of compensation (applicable base adjustment) for the period after March 31, 2018, and

WHEREAS, the Bureau of Labor Statistics has established the Consumer Price Index (CPI) inflation rate for the period April 2018 through April 2019 as approximately 2%, and

WHEREAS, the Authority has identified fund sources to allow approximately 2% increase in compensation, and

WHEREAS, health insurance premiums paid by DHA on behalf of employees has decreased for the period June 2019 – June 2020, and

WHEREAS, decreased health insurance premiums provides adequate funding to provide a one-time health premium bonus equivalent to ½ of one percent of salary to employees for the period

April 1, 2019 through March 31, 2020, and

WHEREAS, the Authority has reached agreement with Teamsters Local 916 to adjust compensation in the amount of 2%; 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 Amendment No. 3 to the Agreements(s) between the Decatur Housing Authority and Teamsters Union Local No. 916 as attached is authorized and approved.

Section 2. That the total increase in employee compensation for health insurance be as stated in Amendment No. 3.

Section 3. That a one time health insurance bonus equivalent to ½ of one percent of salary be paid to employees on a bi-weekly basis for the period April 1, 2019 through March 31, 2020.

Section 4 That increases in compensation and health insurance bonuses be paid retro actively to April 1, 2019.

Section 5. That similar adjustments be made for non-administrative staff excluding the Executive Director.

Section 6. That the Executive Director or designee is authorized to execute all necessary documents.

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

Mr. Alpi stated we have an open contract with the Teamsters Local 916 that includes a yearly re-opener clause for wage and benefit negotiation. We are recommending a 2% increase in wages. We also received notification from our health insurance carrier that we had a decrease in our premiums due to a low claims history so we are going to share that with the employees as a health insurance bonus. The employees agreed to ratify the contract upon board approval. This wage increase will also be given to salaried employees also except the ED.

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 the Commissioners' consideration and approval:

RESOLUTION NO. 19-14

AUTHORIZING AND APPROVING ADDITIONAL
PRINCIPAL PAYMENT ON THE ENERGY
PERFORMANCE CONTRACT (EPC) LOAN

WHEREAS, the Authority did enter a loan agreement with PNC Equipment Finance LLC for lease of energy improvement equipment as part of the Authority's EPC project, and

WHEREAS, cash incentives from the Illinois Department of Commerce and Economic Opportunity (DCEO), for eligible energy improvements, resulted in a portion of the PNC loan proceeds remaining in escrow, and

WHEREAS, additional uses for remaining loan proceeds have not been identified, and

WHEREAS, the Authority desires to apply PNC/loan proceeds remaining in escrow at U.S. Bank in Account No. 261986000 to the PNC loan principle to reduce loan payments over the remaining loan term; 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 Executive Director or designee is authorized to negotiate repayment of a portion of the EPC loan principle for equipment lease 195243 with PNC Leasing Equipment Finance LLC.

Section 2. That the amount of principle repayment shall be coincident to the remaining balance in the EPC escrow Account No. 261986000, less any required fees and costs.

Section 3. That the Executive Director or designee is authorized to execute all necessary documents to complete this transaction.

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

Mr. Alpi stated 2-3 years ago we did an Energy Performance Contract with Ameresco. He further stated we have a loan to pay back the money used for the project. We received incentives from the DCEO and Ameren so that left money in the escrow account. We are recommending using the left-over funds to pay on the principle of the loan.

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 the Commissioners' consideration and approval:

RESOLUTION NO. 19-15

AUTHORIZING AND APPROVING A CONSULTING SERVICES AGREEMENT WITH TAG ASSOCIATES, INC.

WHEREAS, the Authority has engaged TAG Associates, Inc. to perform a preliminary assessment of feasibility for acquisition of an existing property, and

WHEREAS, results of that assessment indicate the acquisition may be feasible under certain negotiated conditions, and

WHEREAS, determining current owner/investor/lender willingness to agree to favorable conditions will require preliminary negotiations, and

WHEREAS, based upon prior work and historical knowledge, it is the Authority's desire to engage Jeff Lines and TAG Associates, Inc. to conduct preliminary negotiations and further analysis of property acquisition feasibility; 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 TAG Associates, Inc. be engaged to perform preliminary negotiations, and further analysis of feasibility of acquiring real properties.

Section 2. That the consulting fees be paid at hourly rates listed in the attached schedule, with the total fee not to exceed FORTY THOUSAND AND NO/100 DOLLARS ($40,000.00) without prior authorization.

Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

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

Mr. Alpi gave a summary the two reports that were forwarded to the board prior to the meeting, that were received from Tag & Associates, Inc., regarding the feasibility of acquiring Wabash Crossing. The essence is 1) what would it take to make that project self-sufficient moving forward, and 2) the analysis of repositioning costs. TAG looked at what the agreements say and if there are any buy-out options. East Lake is a partner so we need to know if they want to let Wabash Crossing go. The only way to move forward is to do some negotiations so we asked TAG Associates to submit a proposal to get us far enough along to make a decision one way or another.

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 we have closed on 3 of the housing on Macon Street and will close on a 4th by the end of the month. We also have a few more people interested. The contract with the Attorney Generals Office expires the end of June so we will be sending in the final draw. There will also be a small profit going back to Pilot as well. These funds can be used toward future revitalization.

Mr. Alpi has made a request to hold the July meeting one week later than normal which will be July 18th at 3:30. The board members present concurred that they would be able to attend. Mr. Alpi hopes the consultant will have something to report regarding the ED search at the next meeting. Jim Jankowicz stated there are 22 applicants. Seven sparked interest and there are 4 worth vetting. Mr. Jankowicz will provide updates as the process continues.

Hearing no further comment, 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”, and
Commissioner Robertson, “Aye”.

The motion carried unanimously. The meeting adjourned at 5:12 p.m.

Lisa A. Campbell-Hein
Chairperson Campbell-Hein

(ATTEST)

Secretary-Treasurer