

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, March 14, 2019.

Commissioner Sykes called the meeting to order and upon a call of the roll, those present and absent were as follows:

Present: Jenny Sykes, Commissioner
Joshua Robertson, Commissioner
William Gosch, Commissioner
James E. Alpi, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

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

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:

Commissioner Sykes presented the Open Time of the agenda.

Hearing no comment, Commissioner Sykes presented the Minutes from the Annual Meeting of February 14, 2019. Commissioner Robertson moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, Commissioner Sykes called for a roll call vote to accept the minutes as presented. All voted “Aye”. The motion carried.

Commissioner Sykes presented the Minutes from the Closed Session of February 14, 2019, Pt. 1, 2 & 3. Commissioner Robertson moved to accept the minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comments, Commissioner Sykes called for a roll call vote to accept the minutes as presented. All voted “Aye”. The motion carried.

Commissioner Sykes presented the Rent Roll/L&O Summary Report for the month of February 2019. Commissioner Robertson moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported occupancy is 99.9% and she is very proud of her staff.

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

Commissioner Sykes presented the Housing Choice Voucher Program Occupancy report for the month of February 2019. Commissioner Robertson moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi we are at 100% utilization and this a good place to be right now due to the possibility of taking over at Wabash Crossing. If we end up having to lease Wabash Crossing, we will want to attract more Section 8 there. Brenda Kraus retired so we will be transitioning administratively, and Jody Pallone will be taking on more responsibility with that program.

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

Commissioner Sykes presented the Wabash Crossing Occupancy Report for the month of February 2019. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported there wasn’t any change at that property. Overall occupancy is a little less than 50%.

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

Commissioner Sykes presented the General Fund Check Register Report for the month of February 2019. Commissioner Robertson moved to receive and file the report and Commissioner Gosch seconded the motion.

Hearing no comment, Commissioner Sykes called for a roll call vote. All voted “Aye”. The motion carried.

Commissioner Sykes presented the HCV landlord Check Register Report for the month of February 2019. Commissioner Robertson moved to receive and file the report and Commissioner Gosch seconded the motion.

Hearing no comment, Commissioner Sykes called for a roll call vote. All voted “Aye”. The motion carried.

Commissioner Sykes presented the Capital Fund Check Register Report for the month of February 2019. Commissioner Robertson moved to receive and file the report and Commissioner Gosch seconded the motion.

Hearing no comment, Commissioner Sykes called for a roll call vote. All voted “Aye”. The motion carried.

Commissioner Sykes presented the Financial Reports for the period through the end of January 2019. Commissioner Robertson moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman, Finance Director, reported we are in the 10th month of the fiscal year and there are 8 months reserves which is a little above where HUD likes you to be. No losses to report. Mr. Alpi reported that the reserves are a little high and we are leaving funds in reserves due to unknown expenses that could arise with Wabash Crossing.

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

Commissioner Sykes presented the following resolution for Commissioners’ consideration and approval:

RESOLUTION NO. 19-06

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AUTHORIZING AND APPROVING INVITATION OF BIDS FOR HVAC
REPLACEMENT AT MACON STREET APARTMENTS, PROJECT CFP IL01-
P012-50117

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace furnaces and AC units at Macon Street Apartments, and

WHEREAS, plans and specifications are being prepared by Blank, Wesselink, Cook & Associates, and

WHEREAS, the Authority will solicit bids by advertising in local newspapers and trade publications, 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 invitation of bids for HVAC Replacement at Macon Street Apartments, CFP IL01-P012-50117 is authorized and approved.

Section 2. That advertisements be placed in local newspapers and trade publications.

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

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

Mr. Alpi explained this resolution simply authorizes the Housing Authority to advertise the invitation to bid for this project in the newspaper and post it on the website.

Hearing no further comment, Commissioner Sykes called for a roll call vote. All voted “Aye”. The Motion Carried.

Commissioner Sykes presented the following resolution for the Commissioners’ consideration and approval:

RESOLUTION NO. 19-07

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 2 TO
THE INDEFINITE QUANTITY AGREEMENT WITH ALLIANCE
ARCHITECTURE, CFP IL06-P012-50114-50118

WHEREAS, the Lexington windows and window air conditioners are in excess of 25 years old, and

WHEREAS, the windows are becoming warped and weathered and inoperable, and

WHEREAS, the window air conditioners are also obsolete and inefficient and are being replaced as they fail, and

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WHEREAS, the Authority has previously engaged the services of Alliance Architecture under an Indefinite Quantity Agreement to do a preliminary evaluation of the windows, and

WHEREAS, additional services are required for completing the construction documents, bidding phase, and construction phase through completion to replace the windows and air conditioning, and

WHEREAS, costs for this work will be calculated on a lump sum basis, and

WHEREAS, funds are available within the Capital Fund Program IL01-P012-50117, 1430, 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. 2 to Alliance Architecture be authorized and approved.

Section 2. That the fee for services for preparation of bid documents, bidding services, and construction administration for Lexington Window and AC Replacement be a fixed fee amount of \$75,500.00.

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

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

Mr. Alpi stated as you recall, we had engaged the services of Alliance Architecture to do a preliminary feasibility study for the replacement of the windows at the Lexington Highrise. Now we are moving forward with the actual design and bidding phase through construction. This project will also include replacing the window air conditioners and installing a split type system and Mr. Alpi explained how this type of system works.

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

Old and New Business

We would like to congratulate Commissioner Gosch for his upcoming birthday next week. He will be 82 years old.

Brenda Kraus has retired so we are searching for a replacement to handle Human Resources with an additional task of IT coordination. She will be greatly missed. Also staff related, we have promoted one of the maintenance staff to a superintendent position. This will allow maintenance to be more centralized like is was in the past.

The White House has put forth a preliminary budget that would cut the Public Housing
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significantly and reduce the Capital Fund to \$0. The Section 8 Admin and HAP Payments would remain the same in this proposed budget. At this time, we need to reach out to our Senators expressing our concerns over the cuts to these very important programs.

We are investigating solar energy and researching the Rental Demonstration Program to see if either of these programs would make sense for us to pursue.

Hearing no further comment, Commissioner Sykes called for a motion to go into closed session to discuss pending or probable litigation against, affecting, or on behalf of the public 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). Commissioner Robertson moved and Commissioner Gosch seconded the motion to go into closed session for the reasons stated.

Commissioner Sykes called for a roll call vote. All voted “Aye”. The motion carried. The board entered closed session at 4:10 p.m.

The board returned to open session at 4:54.

Commissioner Sykes called for a motion to approve Jim Jankowicz to contact Chairperson Campbell-Hein and Vice Chair Hansbro to get consensus to engage Human Capital Initiatives to provide services to find a new Executive Director. Commissioner Robertson moved to approve and Commissioner Gosch seconded the motion.

Hearing no comment, Commissioner Sykes called for a roll call vote. All voted “Aye”. The motion carried.

Commissioner Sykes stated there was no further business to come before the Board. Commissioner Robertson moved to adjourn, and Commissioner Gosch seconded the motion.

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

Commissioner Sykes, “Aye”,
Commissioner Gosch, “Aye”, and
Commissioner Robertson, “Aye”.

The motion carried unanimously. The meeting adjourned at 4:55 p.m.

(ATTEST)


Secretary-Treasurer


Commissioner Sykes

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