

**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 special session at the Don F. Davis Center, 1808 East Locust Street, Decatur, Illinois at 3:30 p.m. on Wednesday, July 11, 2018.

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

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

Absent: Lisa Campbell-Hein, Chairperson
 Shad Etchason, Vice Chairman

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 Hansbro presented the Open Time of the agenda. Claire Hettinger was present. No comments were received.

Commissioner Hansbro presented the Minutes from the Regular Meeting of June 14, 2018. Jim Jankowicz stated there is an error in the minutes on page 4 and recommended the correction. Commissioner Sykes moved to accept the Minutes as corrected. Commissioner Gosch seconded the motion.

Hearing no comment, Commissioner Hansbro called for a roll call vote to accept the minutes as corrected. All voted "Aye" except Commissioner Hansbro, who abstained. The motion carried.

Commissioner Hansbro presented the Minutes from the Closed Session of June 14, 2018. Commissioner Sykes moved to accept the minutes as presented. Commissioner Gosch seconded the motion.

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

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

Terri Goodman reported occupancy is 99%. Staff is doing a great job.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the Housing Choice Voucher Program Occupancy report for the month of June 2018. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

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Mr. Alpi reported overall leasing was increased by 2 and they are over 100% utilization. They have set a goal of 1150 leases. They have hired an additional leasing clerk but they have a leasing clerk leaving. Mr. Alpi reported he is very pleased the staff is doing a good job. Commissioner Hansbro reiterated the board is also very pleased also.

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

Commissioner Hansbro presented the Wabash Crossing Occupancy Report for the month of June 2018. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported that Phase I continues to lose and is down to 46% occupied which is less than half of the ACC units. Mr. Alpi stated he has reached out to the representative for the investors and he suggested talking to East Lake myself. We will give him a little more time to get everyone together.

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

Commissioner Hansbro presented the General Fund Check Register Report for the month of June 2018. Commissioner Sykes moved to receive and file the report and Commissioner Gosch seconded the motion.

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

Commissioner Hansbro presented the Financial Reports for the period through the end of May 2018. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported this report reflects two months into our fiscal year. All AMPs have 6 months reserves and the COCC has 9 months in reserves. We continue to operate within budget. Mr. Alpi added Congress increased the 2018 budget but we are uncertain about the 2019 budget. We will hold on to reserves until we see what the 2019 budget looks like.

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

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

RESOLUTION NO. 18-25

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO ERNEST T ALLEN, INC. d/b/a ASE BLACKTOP FOR PARKING LOT IMPROVEMENTS, CFP IL06-P012-50117

WHEREAS, the Authority has entered a contract with Ernest T Allen, Inc., d/b/a ASE Blacktop , Inc. for Parking Lot Improvements at all DHA properties, and

WHEREAS, the need for additional patching has become apparent during construction, and

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WHEREAS, the bid for this work included a unit cost for additional patching, and

WHEREAS, the bid for this work included an allowance of \$3,500.00 for unforeseen conditions, and

WHEREAS, the amount of additional patching exceeds the allowance amount, and

WHEREAS, funds are available within CFP IL01-P012-50117, Account 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 Modification No. 1 to Ernest T. Allen, Inc. d/b/a ASE Blacktop, CFP IL06-P012-50117 is authorized and approved.

Section 2. That the contract amount is increased by TWELVE THOUSAND, NINE HUNDRED THIRTY TWO AND NO/100 DOLLARS (\$12,932.00) and the time for completion remain the same.

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 Gosch seconded the motion.

Mr. Alpi stated ASE Blacktop is done resealing all the parking lots and there was additional patching and repair that was necessary.

Hear no further comments, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 18-26

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 3 TO SCHEMEL-TARRILLION, INC. FOR MISCELLANEOUS IMPROVEMENTS AT THE CONCORD, CFP IL06-P012-50116/50117

WHEREAS, the contract with Schemel-Tarrillion, Inc. for Miscellaneous Improvements at the Concord is now complete, and

WHEREAS, the contract amount included an allowance for unforeseen conditions, and

WHEREAS, all unforeseen conditions have been identified, and

WHEREAS, there are funds left in the allowance that were not used; 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. 3 to Schemel-Tarrillion, Inc. for Miscellaneous Improvements at the Concord, CFP IL06-P012-50116/50117 is authorized and approved.

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Section 2. That the contract amount is decreased by FIVE THOUSAND, TWO HUNDRED SIX AND 56/100 DOLLARS (\$5,206.56) and the time for completion remain unchanged.

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 Gosch seconded the motion.

Mr. Alpi explained the work at the Concord for the interior improvements and the fire damage is now complete. We had increased the allowance amount in a previous contract modification but we didn't need the entire amount. This resolution authorizes a reduction to the contract amount. Terri Goodman reported all units in the fire wing are back on line and leased up.

Hear no further comments, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro 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:

Commissioner Hansbro, "Aye"
Commissioner Sykes, "Aye", and
Commissioner Gosch, "Aye".

The motion carried unanimously. The meeting adjourned at 3:48 p.m.

(ATTEST)

Commissioner Hansbro

Secretary-Treasurer

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