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

Annual Meeting

The Board of Commissioners of Decatur Housing Authority met in regular session for the at the Don F. Davis Center, 1808 East Locust Street, Decatur, Illinois at 3:30 p.m. on Thursday, February 13, 2020.

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 Chairman (Via Telephone)
Jenny Sykes, Commissioner
Joshua Robertson, Commissioner
Terri Goodman, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent:
None

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 conducted the Swearing In Ceremony of Kristin Carr as the new Resident Commissioner.

Chairperson Campbell-Hein and the board welcomed the new commissioner.

Chairperson Campbell-Hein called for a motion to nominate the slate of officers. Commissioner Robertson made a motion to nominate the current slate. 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 called for a motion to elect the slate of officers. Commissioner Sykes made a motion to elect the slate. 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 Minutes from the Regular Meeting of January 9, 2020. 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 Robertson who abstained. The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of January 2020. Commissioner Robertson moved to receive and file the report. Commissioner Sykes seconded the motion.

Terri Goodman reported occupancy is 97% but we continue to have evictions due to lease violations so this will have an adverse effect on the percentage.

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 January 2020. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Jody Pallone stated they have released the hold so the leasing will start to go up. Staff will be keeping a close eye on the funding to make sure we don't over spend.

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 January 2020. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Terri Goodman gave a brief report on the situation at Wabash Crossing. The occupancy is not improving.

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 January 2020. 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 January 2020. 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 Capital Fund Check Register Report for the month of January 2020. 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 Financial Reports for the period through the end of December 2019. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Terri Goodman reported there are 6 months reserves in the 4 AMPS and the COCC has 15 months in reserves.

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. 20-03

AUTHORIZING AND APPROVING AWARD OF AN INDEFINITE QUANTITY CONTRACT TO GOODS FLOOR STORE FOR CARPET REPLACEMENT IN VACANT UNITS

WHEREAS, the Authority did informally solicit and receive bids for supply and installation of carpet and pad in vacant units during the coming year on a unit cost basis, and

WHEREAS, two bids were received for this work, and

WHEREAS, the low bid was submitted by Good’s Floor Store, 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 Good’s Floor Store for Carpet Replacement in Vacant Units is authorized and approved.

Section 2. That the contract be for the purchase and installation of carpet and pad in vacant units at a cost of $19.00 per square yard for Condition 1., $21.00 per square yard for Condition 2., $23.00 per square yard for Condition 3., and $23.00 per square yard for Condition 4., and the term of the contract is 12 months.

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

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

Ms. Hackert reported that bids were received for carpet replacement in vacant units on turnover. Good’s Floor Store was the low bidder for this work. The invitation to bid was mailed out to several vendors locally and in nearby communities. There were only 2 bids received for this work. Good’s has been very responsive in the past and help us stay on track with unit turnovers.

Hearing no further comments, 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. 20-04

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 2 TO CHRISTY-FOLTZ, INC. FOR WINDOW REPLACEMENT AND A/C INSTALLATION, LEXINGTON HIGHRISE, CFP IL01-P012-50117-50119

WHEREAS, the Authority has entered a contract with Christy-Foltz, Inc. to replace the windows and install AC in the units at the Lexington Highrise, and

WHEREAS, additional work is required to be added to the scope of work to conform to local code requirements, and

WHEREAS, Christy-Foltz, Inc. has submitted a proposal for this additional work in the amount of $13,742.00, and

WHEREAS, the architects have determined this cost to be reasonable, and

WHEREAS, the original bid documents included an alternate to replace the blinds with pleated shades that was not accepted, and

WHEREAS, the contractor has submitted a proposal for installation of vinyl blinds in the amount of $52,160.20, and

WHEREAS, the architects have determined the cost to be reasonable, and

WHEREAS, funds are available within the grant from PILOT; 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. 2 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 increased by SIXTY-FIVE THOUSAND, NINE HUNDRED TWO AND 20/100 DOLLARS ($65,902.20) and the time for completion is extended by 30 days to complete this additional work.

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

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

Ms. Hackert explained what the city was requiring to meet the local fire code for construction which consisted of building a separation at two locations inside the pipe chase on the exterior of the building and installation of fire caulk where the condensation lines and electrical conduit penetrate the building into each apartment for the AC installation. She further explained the second item on the modification was for installation of mini-blinds at each window inside the apartments. The project architect has conducted cost analysis of both items and consider the costs to be reasonable.

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. 20-05

AUTHORIZING AND APPROVING ISSUANCE OF A PURCHASE ORDER TO LANDMARK FORD, INC. FOR THREE 2020 FORD T-150 CARGO VANS

WHEREAS, the Authority's Operating Budget includes cyclical replacement of maintenance vehicles, and

WHEREAS, State of Illinois Central Management Services (CMS) Joint Purchasing contract method of procurement will be used to purchase three cargo vans, and

WHEREAS, State of Illinois procurement methods are consistent with 24 CFR 85.36 using sealed bidding procedures, and

WHEREAS, Landmark Ford, Inc is the successful CMS vendor for the cargo vans, and

WHEREAS, Landmark Ford, Inc. will be accepting two existing cargo vans for trade-ins for the amount of $2,200.00, and

WHEREAS, operating funds are available for this purchase, 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 purchase of three cargo vans from Landmark Ford Inc., 2401 Prairie Crossing Drive, Springfield IL., 62711, as part of the State of Illinois Joint Purchasing Program is authorized and approved.

Section 2. That the total cost for this purchase shall be SEVENTY-EIGHT THOUSAND, EIGHT HUNDRED EIGHTY-SEVEN AND NO/100 ($78,887.00) and shall be obligated against existing operating funds.

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

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

Terri Goodman explained the need for replacement maintenance vehicles. She further stated how the Housing Authority is eligible to participate in the State of Illinois joint purchasing program as a government agency.

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

Old and New Business

Terri Goodman reported Shara LeBeau has been offered the Finance Director position and we are pleased she accepted the position. She further stated that we have sold another one of the houses on West Macon Street for a total of 5 sold of the 8 houses.

Chairperson Campbell-Hein called for a motion to enter into closed session to conduct the six-month review of closed session minutes in accordance with 5 ILCS 120/2 (c) (21) and to discuss pending or probable litigation against, affecting, or on behalf of the public body pursuant to 5 ILCS 120/2 (c) (11).

Commissioner Sykes made a motion to enter closed session and Commissioner Robertson seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried. The board entered closed session at 4:00 p.m.

The board returned to open session at 4:39 p.m.

Commissioner Sykes made a motion to open the minutes of July 12, 2012, November 8, 2012, January 10, 2013, August 8, 2013 (4:28), September 12, 2013, June 12, 2014, June 15, 2017, October 11, 2018 (5:00), August 7, 2019 (4:16), August 7, 2019 (4:21), and August 28, 2019 (4:12) and all other closed minutes remain closed. 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 stated there was no further business to come before the Board. Commissioner Sykes moved to adjourn, and Commissioner Robertson seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

Chairperson Campbell-Hein, "Aye",
Commissioner Sykes, "Aye",
Commissioner Carr, "Aye", and
Commissioner Robertson, "Aye".

The motion carried unanimously. The meeting adjourned at 4:42 p.m.

Chairperson Campbell-Hein

(ATTEST)

Secretary-Treasurer

February 13, 2020