

**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 for the at the Don F. Davis Center, 1808 East Locust Street, Decatur, Illinois at 3:30 p.m. on Thursday, August 13, 2020.

Vice Chair Hansbro called the meeting to order and upon a call of the roll, those present and absent were as follows:

Present:	Shelith Hansbro, Vice Chair
	Joshua Robertson, Commissioner
	Kristin Carr, Commissioner
	Terri Goodman, Secretary-Treasurer
	James A. Jankowicz, Legal Counsel
Absent:	Lisa Campbell-Hein, Chairperson
	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:

Vice Chair Hansbro presented the Open Time of the agenda. There were no comments.

Vice Chair Hansbro presented the minutes from the meeting held June 11, 2020.

Commissioner Robertson moved to accept the minutes as presented. Commissioner Carr seconded the motion. Upon a roll call vote, all voted “Aye” except Commissioner Robertson who abstained. The motion carried.

Vice Chair Hansbro presented the minutes from the meeting of July 9, 2020.

Commissioner Robertson moved to accept the minutes as presented. Commissioner Carr seconded the motion. Upon a roll call vote, all voted “Aye” except Vice Chair Hansbro who abstained. The motion carried.

Vice Chair Hansbro presented the Rent Roll/L&O Summary Report for the month of July 2020. Commissioner Robertson moved to receive and file the reports. Commissioner Carr seconded the motion.

Shara LeBeau, Finance Director, reported occupancy was 99%. Staff is working really hard to keep the units occupied. Especially since there is only one property manager.

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

Vice Chair Hansbro presented the Housing Choice Voucher Program Occupancy report for the month July 2020. Commissioner Sykes moved to receive and file the reports. Commissioner Carr seconded the motion.

Shara LeBeau, Finance Director, stated Section 8 is at 101% utilization for the regular Section 8 but still in shortfall.

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

August 13, 2020

Vice Chair Hansbro presented the Wabash Crossing Occupancy Report for the month of July. Commissioner Robertson moved to receive and file the reports. Commissioner Carr seconded the motion.

Terri Goodman stated there is still no improvement.

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

Vice Chair Hansbro presented the General Fund Check Register Report for the month July 2020. Commissioner Robertson moved to receive and file the reports and Commissioner Carr seconded the motion.

Commissioner Robertson inquired about the cost of the flooring for 1633 N 27th St. Diane Hackert explained the condition of the floor and how much work was involved.

Vice Chair Hansbro inquired about the invoice for Barbeck. Terri Goodman reported that this is for the cameras we are installing as part of the Covid-19 funding.

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

Vice Chair Hansbro presented the HCV Landlord Check Register Report for the month of July 2020. Commissioner Robertson moved to receive and file the reports and Commissioner Carr seconded the motion.

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

Vice Chair Hansbro presented the Capital Fund Check Register Report for the month of July 2020. Commissioner Robertson moved to receive and file the reports and Commissioner Carr seconded the motion.

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

Vice Chair Hansbro presented the Financial Reports for the period through the end of June 2020. Commissioner Robertson moved to receive and file the report. Commissioner Carr seconded the motion. Terri Goodman stated the Section 8 report was missing and there are no amounts for June for AMP 22. With these items corrected Commissioner Robertson made a motion to receive and file the reports as corrected. Commissioner Carr seconded the motion.

Shara LeBeau reported there are 5 months in reserves in the main AMPS. We continue to document expenses from the funds we have received for the Covid-19 as shown on the reports.

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

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

RESOLUTION NO. 20-13

August 13, 2020

AUTHORIZING AND APPROVING ISSUANCE OF A PURCHASE ORDER
TO BOB RIDINGS, INC. FOR TWO 2020 DODGE RAM 1500 CLASSIC
TRUCKS

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 two light duty trucks, and

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

WHEREAS, Bob Ridings, Inc is the successful CMS vendor for the light duty trucks, 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 two light duty trucks from Bob Ridings, Inc., 931 Springfield Rd, Taylorville, IL., 62568, 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 FORTY-NINE THOUSAND, NINE HUNDRED THIRTY-ONE AND NO/100 (\$49,931.00) and shall be obligated against existing operating funds.

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

Commissioner Robertson made a motion to accept the resolution as presented.
Commissioner Carr seconded the motion.

Terri Goodman reported this is the next phase of replacements for the maintenance staff.

This purchase was made under the State of Illinois Joint Purchasing contract using Central Management Services.

Hearing no further comments, Vice Chair Hansbro called for a roll call vote. All voted "Aye". The motion carried.

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

RESOLUTION NO. 20-14

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR TWO
HEAVY DUTY TRUCKS

WHEREAS, the Authority has identified the need to replace selected maintenance vehicles, and

WHEREAS, sealed bidding procedures will be utilized, and

August 13, 2020

WHEREAS, the Authority has prepared bid documents for the replacement of said vehicles, and
WHEREAS, specifications will be made available to all area vendors, and
WHEREAS, funds are available in the 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 Invitation of bids for two heavy duty trucks is authorized and approved.

Section 2. That Invitations to Bid be placed in local newspapers and various trade
publications and posted on the Authority's website.

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

Commissioner Robertson made a motion to accept the Resolution as presented.
Commissioner Carr seconded the motion.

Diane Hackert, Facilities Director stated this is being bid out by the Authority instead of
going through the State Contract because there wasn't a contract awarded through the state
because of Covid-19. This resolution authorizes the Authority to advertise the Invitation to
Bid.

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

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

RESOLUTION NO. 20-15

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 3 TO
THE INDEFINITE QUANTITY AGREEMENT WITH ALLIANCE
ARCHITECTURE, CFP IL06-P012-50114-50118

WHEREAS, the Authority has previously engaged the services of Alliance Architecture under an
Indefinite Quantity Agreement, and

WHEREAS, additional services are required for conducting a study of water intrusion problems
occurring at the Davis Center, and

WHEREAS, costs for this work will be calculated on an hourly basis with a not to exceed cap, and

WHEREAS, Exterior Improvements at the Davis Center are included in the Capital Fund Program,
and

WHEREAS, funds are available within the Capital Fund Program IL01-P012-50118 and IL01-
P012-50119, Account 1430, now; therefore

August 13, 2020

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. 3 to Alliance Architecture be authorized and approved.

Section 2. That the fees for services to complete a study of the water intrusion issues will be calculated on a hourly rate basis not to exceed \$6,800.00. Services will include making recommendations for correction along with determining the costs for budgeting purposes and preparing a pre-bid cost estimate.

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

Commissioner Robertson made a motion to accept the Resolution as presented.

Commissioner Carr seconded the motion.

Diane Hackert, Facilities Director, stated that this resolution will authorize Alliance Architecture to complete a study of the water instruction issues we are experiencing at the Davis Center. The roof here is original to the building so it has reached the end of its useful life.

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

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

RESOLUTION NO. 20-16

AUTHORIZING AND APPROVING ISSUANCE OF A REQUEST FOR PROPOSALS FOR A FIRE ALARM SYSTEM MONITORING, TESTING AND MAINTENANCE SERVICE CONTRACT FOR AMP ILL 12-22, 12-23, 12-28

WHEREAS, the Authority is required to periodically solicit and receive bids for service contracts, and

WHEREAS, the Authority wishes to seek proposals for all components of the fire alarm systems services under one contract, and

WHEREAS, the Authority may enter agreements for service contracts for up to five years, and

WHEREAS, the Authority will solicit bids by advertising in local newspapers and trade publications, and

WHEREAS, funds are available within the Authority’s Operating Budget; now, therefore

BE IT HEREBY RESOLVED BY THE BORAD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That a Request for Proposals for a Fire Alarm System Monitoring, Testing, and Maintenance service contract be authorized and approved.

August 13, 2020

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 made a motion to accept the Resolution as presented.
Commissioner Carr seconded the motion.

Diane Hackert explained the need to request proposals for the Fire Alarm Systems contract. This contract is a service contract that is nearing the expiration date so we are required to request proposals. After the proposals are received, they will be evaluated and we will bring the results and recommendations to a future meeting.

Old and New Business

Terri Goodman presented a proposal from Alliance Architecture. This proposal was submitted to us after the board packets were sent out so we wanted to share it with the board for discussion. This proposal is for design services associated with making the front reception area a safer place for staff to conduct business with the public after we re-open the office. Funds to be used for this are special Covid-19 funds from HUD. This is an eligible expense for the funds.

Terri stated she doesn't know when we will be opening the office due to the number of Covid-19 cases still climbing. We just don't want to take any chances.

Terri also reported that the cameras they installed as part of the Covid-19 funding are working quite nicely and we think they will help cut down on vandalism and drug activity.

Hearing no further comment, Vice Chair Hansbro 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).

Commissioner Robertson made a motion to enter closed session for the reason stated and Commissioner Carr seconded the motion.

Hearing no comment, Vice Chair Hansbro 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 4:20 p.m.

Commissioner Robertson made a motion to open the minutes of July 10, 2003, September

August 13, 2020

25, 2003, September 9, 2004, and February 13, 2020 at 4:00 p.m. All other closed minutes shall remain closed. Commissioner Carr seconded the motion.

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

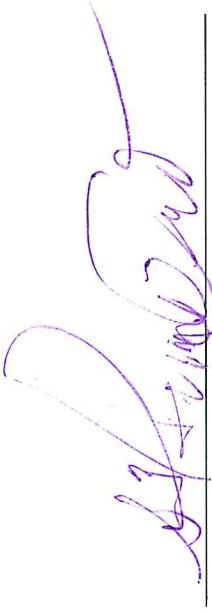
Vice Chair Hansbro stated there was no further business to come before the Board. Commissioner Robertson moved to adjourn, and Commissioner Carr seconded the motion.

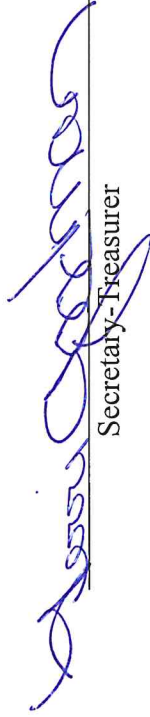
Upon a call of the roll, the Commissioners voted as follows:

Vice Chair Hansbro, "Aye",
Commissioner Carr, "Aye", and
Commissioner Robertson, Aye".

The motion carried unanimously. The meeting adjourned at 4:21 p.m.

(ATTEST)



Vice Chair Hansbro

Secretary-Treasurer