

**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, September 10, 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 Chair
Jenny Sykes, Commissioner
Joshua Robertson, Commissioner
Kristin Carr, 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. There were no comments.

Chairperson Campbell-Hein presented the minutes from the meeting of August 13, 2020. Vice Chair Hansbro moved to accept the minutes as presented. Commissioner Sykes seconded the motion. Upon a roll call vote, all voted “Aye” except Chairperson Campbell-Hein who and Commissioner Sykes who abstained. The motion carried.

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

Shara LeBeau, Finance Director, reported occupancy was 99%. Jassmine Hobbs has accepted the challenge of managing all DHA owned properties. She continues to maintain the high occupancy percent. Jim Jankowicz stated she is doing an exceptional job.

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 August 2020. Commissioner Robertson moved to receive and file the reports. Commissioner Sykes seconded the motion.

Jody Palone, HCV Coordinator, stated Section 8 is still in shortfall so the utilization has decreased. Shara LeBeau stated we are waiting to hear if our application for additional Cares Act funding has been approved.

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

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month of August. Commissioner Sykes moved to receive and file the reports. Commissioner Vice Chair Hansbro seconded the motion.

Terri Goodman stated there is still no improvement. Jody Palone asked if we can request Tina to lease the project based units prior to leasing the tenant based units. Terri Goodman stated yes.

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 August 2020. Commissioner Sykes moved to receive and file the reports and Commissioner Robertson seconded the motion.

Hearing no further 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 August 2020. Commissioner Sykes moved to receive and file the reports and Vice Chair Hansbro seconded the motion.

Hearing no further 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 August 2020. Commissioner Robertson moved to receive and file the reports 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 July 2020. Commissioner Sykes moved to receive and file the report. Vice Chair Hansbro seconded the motion.

Commissioner Sykes inquired about the high maintenance material costs. Shara LeBeau stated she will pull the details and provide an explanation. She believes it was due to the work on 1633 N 27th flooring.

Commissioner Sykes asked is the Covid-19 expenses are going to be consistent. Shara responded “no”. These expenses are listed on the Covid Cares Act line item as they occur.

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. 20-17

REJECTING THE BIDS FOR MAINTENANCE VEHICLE REPLACEMENT

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WHEREAS, the Authority did publicly solicit sealed competitive bids for Maintenance Vehicle Replacement, and

WHEREAS, there were two bids received and

WHEREAS, both bids were non-conforming to the specifications; 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 bids for Maintenance Vehicle Replacement dated August 13, 2020 are hereby rejected.

Section 2. That the staff be directed to re-issue the Invitation to Bid to create more competition.

Section 3. That the Executive Director or Contracting Officer 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 resolution rejecting the bids for the ¾ ton pickup trucks is a formality used because the bids were sought through the formal sealed bidding procedures. One of the bids came in via email and the other bid was for the 2021 trucks not the 2020 trucks.

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. 20-18

AUTHORIZING AND APPROVING CONTRACT AWARD TO SEICO, INC. FOR
FIRE ALARM SYSTEM MONITORING AND TESTING, AMP ILL 12-22, 12-23, 12-28

WHEREAS, the Authority solicited proposals for Fire alarm System monitoring, maintenance, and annual testing, and

WHEREAS, there were three proposals received and evaluated, and

WHEREAS, the proposal of SEICO, Inc. has scored the highest by a panel of three staff members for the monitoring and annual testing, and

WHEREAS, there will be no annual maintenance contract awarded, and

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

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

- Section 1. That a contract with SEICO, Inc. for Fire Alarm System Monitoring and Testing at AMP ILL 12-22, ILL 12-23, and ILL 12-28 is authorized and approved.
- Section 2. That the contract amount for the annual test is \$4,400.00 and the cost for the monitoring is \$87.00 per month per building plus an initial one time investment of \$2,385.00 for programming and equipment and the term of the contract is 24 months.
- 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 a Request for Proposal was issued for the Fire Alarm Systems monitoring and annual inspections because the previous contract had reached the 5 year term allowed by HUD. The proposals were evaluated by a panel of three staff persons. The firm who scored the highest was SEICO, Inc.

Hearing no 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. 20-19

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO D
& O CONTRACTING, INC. FOR MISC. IMPROVEMENTS AT 524-
528 WEST MACON ST, CFP IL01-P012-50120

WHEREAS, the Authority and its Resident Advisory Board have identified the need to make improvements and needed upgrades at 524-528 W. Macon St Apartments, and

WHEREAS, Melotte, Morse, Leonatti, Parker, Ltd. prepared bid documents for this work, and

WHEREAS, the Authority did solicit and receive bids for Miscellaneous Improvements at 524-528 W. Macon Street, ILL 12-23, and

WHEREAS, the lowest responsive bid was submitted by D&O Contracting, Inc., and

WHEREAS, funds are available within the Authority’s Capital Fund Program IL01-P012-50120; 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 D & O Contracting, Inc. for Miscellaneous Improvements at 524-528 West Macon Street Apartments, ILL 12-23, Project CFP IL01-P012-50120 is authorized and approved.

Section 2. That the contract amount is FOUR UNDRED NINETEEN THOUSAND, THREE HUNDRED NINETY-SEVEN AND NO/100 DOLLARS (\$ 419,397.00), for the Base Proposal and time for completion is 210 calendar days from issuance of the Notice to Proceed.

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

Vice Chair Hansbro made a motion to accept the Resolution as presented. Commissioner Sykes seconded the motion.

Diane Hackert, Facilities Director stated this building hasn't had any improvements since it was acquired in 2004. The work is included in the current year of Capital Funding.

Commissioner Robertson stated he did some research on this company and there was a previous investigation by the Department of Labor. Ms. Hackert stated this will be monitored closely.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye" except Commissioner Robertson who voted "No". The motion carried.

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 20-20

AUTHORIZING AND APPROVING ISSUANCE OF A PURCHASE ORDER
TO BOB BRADY DODGE, INC. FOR A 2020 DODGE RAM 2500 TRUCK

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

WHEREAS, bids were solicited for replacement of the Authority's maintenance snow plow trucks, and

WHEREAS, three bids were received, and

WHEREAS, Bob Brady Dodge, Inc is the low bidder for the 2020 Dodge Ram 2500, 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 one heavy duty truck from Bob Brady Dodge, Inc., is authorized and approved.

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Section 2. That the total cost for this purchase shall be THIRTY THOUSAND, FIVE HUNDRED EIGHTY-NINE AND NO/100 (\$30,589.00) 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.

Diane Hackert, Facilities Director explained that since the bids were rejected for the heavy-duty trucks, there was still a need for this purchase. The current maintenance vehicles are reaching the end of their useful life. Bids were sought informally in writing from several dealers throughout the state. The low bid was received from Bob Brady Dodge.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted “Aye”. The motion carried.

Old and New Business

Shara LeBeau, Finance Director asked the board if they had any questions regarding the RFP that was issued for developers who were interested in receiving Section 8 vouchers. Commissioner Robertson inquired about the process. Shara LeBeau stated this is for developers who are submitting an application to IHDA for funding. The developers receive points in their application if they have an obligation for vouchers from a Housing Authority.

Hearing no further comment, Chairperson Campbell-Hein called for a motion to enter into closed session to discuss the setting of a price for sale or lease of property owned by the public body pursuant to 5 ILCS 120/2 (c) (6), 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 made a motion to enter closed session for the reasons stated 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. The board entered closed session at 4:00 p.m.

The board returned to open session at 4:56 p.m.

Chairperson Campbell-Hein stated there was no further business to come before the Board.

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

The motion carried unanimously. The meeting adjourned at 4:57 p.m.

(ATTEST)


Secretary-Treasurer
Chairperson Campbell-Hein