

**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, July 8, 2021.

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  
Jenny Sykes, Commissioner  
Kristin Carr, Commissioner  
Terri Goodman, Secretary-Treasurer  
James A. Jankowicz, Legal Counsel

Absent: Shelith Hansbro, Vice Chair  
Joshua Robertson, Commissioner

There being a quorum present, 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. A visitor introduced herself as Abeer Motan. She stated the reason she attended the meeting is to talk about barriers to receiving housing assistance. There are too many hardships when folks try to get housing. The buildings need more security. Chairperson Campbell-Hein asked Ms. Motan if she is a Public Housing tenant or Section 8 tenant and explained if she is a Section 8 recipient, she would need to address security issues with her landlord. Chairperson Campbell-Hein thanked Ms. Motan for attending the meeting today and conveyed her sympathy for her circumstances and stated that DHA staff will help if there is anything they can do.

Hearing no further comment, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of May 13, 2021. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Carr seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote to accept the minutes as presented. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Closed Minutes of May 13, 2021. Commissioner Sykes made a motion to accept the minutes as presented. Commissioner Carr seconded the motion.

Hearing no comment Chairperson Campbell-Hein called for a roll call vote to accept the minutes. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the months of May and June 2021. Commissioner Sykes moved to receive and file the reports. Commissioner Carr seconded the motion.

Shara LeBeau reported occupancy is 97% overall for May and 96% for June. She further stated it has been a tough month and getting tougher. Terri Goodman stated we had 5 move out

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without notice. We believe tenants are figuring out they are going to have to pay back the rent that is owed from the Covid-19 even though we have been telling them this all along. Commissioner Carr asked what percentage of tenants will receive eviction notices. Shara LeBeau stated we can provide that information. Staff will be holding meetings to help people figure out how to move through the re-payment process. Jim Jankowicz asked if HUD has provided information about re-payment plans. Terri stated, yes we are offering many re-payment options.

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 months of May and June 2021. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported the utilization has dropped a little. They have 19 looking. Landlords are saying they can’t get people to move out and can’t get help with the renovations. Staff has stopped pulling applicants for right now.

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 months of May and June 2021. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Terri Goodman stated she had a conversation with the property manager and promises from upper management are not being honored. Ms. Goodman stated she will be contacting Jeff Lines of TAG next week to see what our next steps should be.

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 Reports for the months of May and June 2021. Commissioner Sykes moved to receive and file the reports and Commissioner Carr seconded the motion. Commissioner Sykes asked what the Daycare is. Shara reported that this used to be the Anna Waters Daycare Center. They have moved into a new facility.

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 Reports for the months of May and June 2021. Commissioner Sykes moved to receive and file the reports and Commissioner Carr 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 Reports for the months of May and June 2021. Commissioner Sykes moved to receive and file the report and Commissioner Carr seconded the motion.

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

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Chairperson Campbell-Hein presented the Financial Reports for the period through the end of April and May 2021. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported this is the report for first two months of our fiscal year. We have 26 months in reserves overall with an average 4 months in the AMPs. Commissioner Sykes inquired about the Hope VI and Pilot Accounts. Shara Le Beau responded they were accidentally switched and will be corrected on future reports.

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. 21-17**

AUTHORIZING AND APPROVING CONTRACT MODIFICATION  
NO. 4 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 building code requirements, and

WHEREAS, Christy-Foltz, Inc. has submitted a proposal for this additional work in the amount of \$10,211.00, and

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

WHEREAS, funds are available within the Capital Fund Program CFP IL01-P012-50121 and 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. 4 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 TEN THOUSAND, TWO HUNDRED ELEVEN AND 00/100 DOLLARS (\$10,211.00).

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 Carr seconded the motion.

Diane Hackert, Facilities Director, stated this resolution authorizes additional funds for

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adding more railing to the roof at the Lexington. This modification is slightly higher than the last one because the contractor will have to rent a lift this time where last time they already had a lift on site.

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. 21-18**

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO CHRISTY-FOLTZ, INC. FOR DON F. DAVIS CENTER EXTERIOR RENOVATIONS, CFP IL01-P012-50120-50121

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace the roof at the main office, and

WHEREAS, this work item is included in the current approved Five Year Action Plan for the Capital Fund Program, and

WHEREAS, Alliance Architecture prepared bid documents for this work, and

WHEREAS, the Authority did solicit and receive bids for Don F. Davis Center Exterior Renovations, ILL 12-24, and

WHEREAS, the low bid was submitted by Christy-Foltz, Inc., and

WHEREAS, funds are available within the Authority’s Capital Fund Program IL01-P012-50120 and 50121; 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 Christy-Foltz, Inc. for Don F. Davis Center Exterior Renovations, ILL 12-24, Project CFP IL01-P012-50120/50121 is authorized and approved.

Section 2. That the contract amount is FOUR HUNDRED SEVENTY-FIVE THOUSAND, NINE HUNDRED NINETY-EIGHT AND NO/100 DOLLARS, (\$475,998.00), for the Base Bid Plus Alternate Bid No. 1 and Alternate Bid No. 4. The time for completion is 180 days from issuance of the Notice to Proceed.

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 Carr seconded the motion.

Diane Hackert, stated this resolution authorizes the DHA to enter a contract with

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Christy-Foltz for much needed exterior improvements here at the office. The flat portion of the roof here is original to the building and has been leaking for quite some time.

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. 21-19**

**AUTHORIZING AND APPROVING INVITATION OF BIDS FOR SOLID REFUSE REMOVAL AND RECYCLING SERVICES FOR DECATUR HOUSING AUTHORITY**

WHEREAS, the Authority does provide and pay for garbage service at all public housing units, and

WHEREAS, the City of Decatur ordinances allow property owners to select waste haulers for commercial properties, and

WHEREAS, all Decatur Housing Authority properties are designated as commercial by city ordinance, and

WHEREAS, the Authority desires to have competitive pricing for solid refuse removal and recycling services at all its properties, and

WHEREAS, funds are available within 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 the Invitation of Bids for Solid Refuse Removal and Recycling Services for Decatur Housing Authority is authorized and approved.
- Section 2. That the ads be placed in newspapers of local circulation and other appropriate trade publications.
- Section 3. That the Executive Director or Contracting Officer is authorized to execute all necessary documents.

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

Diane Hackert stated this resolution authorizes staff to place the Invitation to Bid in the newspaper and other trade publications.

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. 21-20**

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 6 TO THE INDEFINITE QUANTITY AGREEMENT WITH BLANK, WESSELINK, COOK & ASSOCIATES, INC., CFP IL01-P012-50120

WHEREAS, the Authority has previously engaged the services of Blank, Wesselink, Cook, & Associates, Inc. under an Indefinite Quantity Agreement, and

WHEREAS, Blank, Wesselink, Cook & Associates have completed a survey of all the Scattered Site bathrooms in order to do the design of the bathroom renovation project, and

WHEREAS, additional services will include development of demolition plans, asbestos abatement plans, and bid and contract documents for Bathroom Renovations at Scattered Sites, ILL 12-22, 12-23, 12-24, and 12-28, and

WHEREAS, Bathroom Renovations at Scattered Sites is included in the Capital Fund Program, IL01-P012-50120, and

WHEREAS, costs for this work will be provided for lump sum fee, and

WHEREAS, funds are available within the Capital Fund Program IL01-P012-50120, 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 Amendment No. 6 to Blank, Wesselink, Cook, & Associates, Inc. be authorized and approved.

Section 2. That engineering services of Contract Amendment No. 6 shall include preparation of plans and specifications to be used for bidding for Phase I of Bathroom Renovations at Scattered Sites.

Section 3. That the contract amount for this service be calculated on a lump sum basis in the amount of THIRTY-TWO THOUSAND, FIVE HUNDRED NO/100 DOLLARS (\$32,500.00).

Section 4. That the Executive Director or designee is authorized to execute all necessary documents.

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

Diane Hackert stated this resolution authorizes Blank, Wesselink, Cook & Associates to move forward with the design services for remodeling the bathrooms at the scattered sites. This phase of the design will be a little more costly than the future phases because documents are being created from scratch this time and will be edited on the future phases.

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 that staff has started talking about a plan to open the offices back up to the public.

Terri also stated there has been talks with the union reps about the wage re-opener. We hope to have a resolution soon.

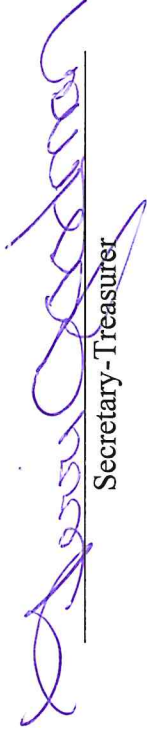
Chairperson Campbell-Hein stated there was no further business to come before the Board. Commissioner Sykes made a motion to adjourn, and Commissioner Carr seconded the motion.

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

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

The motion carried unanimously. The meeting adjourned at 4:08 p.m.

(ATTEST)



Secretary-Treasurer



Chairperson Campbell-Hein