

**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, December 8, 2022.

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

Present:	Lisa Campbell, Chairperson
	Josh Robertson, Commissioner
	Kristin Carr, Commissioner
	James A. Jankowicz, Legal Counsel

Absent:	Shelith Hansbro, Vice-Chairperson
	Jenny Sykes, Commissioner
	Terri Goodman, Secretary-Treasurer

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 presented the Open Time portion of the Agenda.

Abeer Motan, introduced herself and wished everyone a Happy Holidays. She further stated that every housing unit in Decatur need to have some sort of monitoring. This will help keep the housing safer and cleaner.

Chairperson Campbell thanked Ms. Motan for coming and expressing her opinion.

Hearing no further comment, Chairperson Campbell presented the minutes of the regular meeting held on November 10, 2022. Commissioner Robertson moved to accept the minutes. Commissioner Carr seconded the motion.

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

Chairperson Campbell presented the Rent Roll/L&O Summary Report for the month of November, 2022. Commissioner Robertson moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported we have several units ready to lease but are still having trouble finding eligible applicants.

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

Chairperson Campbell presented the Housing Choice Voucher Program Occupancy report for the month of November 2022. Commissioner Robertson moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported the Section 8 Department is pulling 50 names every other week. They have hired a new leasing clerk but are having her focus on processing applications.

Hearing no further comment, Chairperson Campbell called for a roll call vote. All voted

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“Aye”. The motion carried unanimously.

Chairperson Campbell presented the Wabash Crossing Occupancy Report for the month of November 2022. Commissioner Robertson moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported on behalf of Terri Goodman who is ill today. Terri stated she had a call with the City Manager and he wants to set up a time to meet. Terri will be setting something up next week.

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

Chairperson Campbell presented the General Fund Check Register Report for the month of November 2022. Commissioner Robertson moved to receive and file the report and Commissioner Carr seconded the motion.

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

Chairperson Campbell presented the HCV Landlord Check Register Report for the month of November 2022. Commissioner Robertson moved and Commissioner Carr seconded the motion to receive and file the report.

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

Chairperson Campbell presented the Capital Fund Check Register Report for the month of November 2022. Commissioner Robertson moved to receive and file the report and Commissioner Carr seconded the Motion.

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

Chairperson Campbell presented the Financial Reports for the period through the end of October, 2022. Commissioner Robertson moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported that Section 8 is consistent and they are getting spending up. The COCC has 55 months reserves and the AMPS have high bills due to the security.

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

Chairperson Campbell presented the following Resolution for Commissioners’ consideration and approval:

RESOLUTION NO. 22-24

AUTHORIZING AND APPROVING AWARD OF AN INDEFINITE QUANTITY
ARCHITECTURAL AND ENGINEERING SERVICE CONTRACT TO ALLIANCE
ARCHITECTURE FOR PROJECTS CFP IL01-PO12-50122 through CFP IL01-PO12-
50126

WHEREAS, the Authority and its Resident Advisory Board have identified the need for architectural and engineering design services in conjunction with modernization work of CFP Projects IL01-PO12-50122 through 50126, and

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WHEREAS, the exact quantities and scope of services required will be identified based on technical needs, staff and project time restraints, and consultants capacity and availability, and

WHEREAS, Indefinite Quantity Contracts provide the Authority maximum flexibility to expedite the work and customize services from Architects and Engineers, and

WHEREAS, the Authority has the ability to issue task orders to selected architects during the period of the contract, and

WHEREAS, the Authority is not obligated to issue task orders to selected architects unless it appears to be in the Authority's best interest, and

WHEREAS, the Authority did publicly solicit and receive formal written proposals for architectural services, and

WHEREAS, written proposals were evaluated by the Authority's selection committee against performance based selection criteria, and

WHEREAS, reasonable fees will be negotiated for tasks as they are identified, and

WHEREAS, funds are available within Capital Fund Programs CFP IL01-P012-50122 through 50126 or other sources to be identified; 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 an Indefinite Quantity Contract for architectural and engineering services for future projects included in CFP IL01-P012-50122 through 50126 be awarded to Alliance Architecture based on the scope of upcoming projects.

Section 2. That the initial value of the contract is zero dollars.

Section 3. That fees for services for projects identified will be negotiated and presented to the board for approval prior to authorization of the work.

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

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

Diane Hackert reported that we are adding an additional architect to our pool. This will increase our resources to get project completed that are included in the Capital Fund Program. Alliance architecture is working on a proposal to design a project at the Hartford that includes window replacement on the addition and some other EIFS and painting work on the exterior of the Hartford.

Hearing no further comment, Chairperson Campbell called for a roll call vote. All voted "Aye". The motion carried unanimously.

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

RESOLUTION NO. 22-25

AUTHORIZING AND APPROVING CONTRACT ADDENDUM NO. 2 TO THE
INDEFINITE QUANTITY AGREEMENT WITH MELOTTE, MORSE,
LEONATTI, PARKER, LTD., CFP IL01-P012-50122-50126

WHEREAS, the Authority and its Resident Advisory Board have identified the need to do improvements to the interiors of the apartments at the Concord, and

WHEREAS, the Authority has previously engaged the services of Melotte, Morse, Leonatti, Parker, Ltd. under an Indefinite Quantity Agreement, and

WHEREAS, Melotte, Morse, Leonatti, Parker, Ltd. has completed the services for a Feasibility and Design Study for this project under a previous amendment, and

WHEREAS, services included in this amendment shall include preparation of bid documents through the bidding process, and

WHEREAS, fees will be calculated on a, hourly rate not to exceed basis, and

WHEREAS, funds are available within the Capital Fund Program IL01-P012-50121-50122, Account No. 1430, 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 Addendum No. 2 to the Indefinite Quantity Agreement with Melotte, Morse, Leonatti, Parker, Ltd. be authorized and approved.

Section 2. That the contract shall be calculated on an hourly rate basis not to exceed NINETY-FIVE THOUSAND AND NO/100 (\$95,000.00).

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

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

Diane Hackert, Facilities Director, reported that this resolution takes us into the design phase of work that was identified during the Feasibility Study. There is substantial work that needs completed so it will need to be done in phases.

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

Chairperson Campbell asked if there was any old and new business. Jim Jankowicz handed out the evaluation form for the ED. He requested this be completed and returned to him by January 5th. Jim further reported that we have a issue with a tenant claiming lead poisoning caused by a bathtub in one of our properties. AHRMA stepped in and has been defending the case. They are now claiming it to be a declaratory suit and they have no coverage for this type of litigation. Mr. Jankowicz stated he has filed a response but does not expect success. He has reached out to another lawyer to see if there is interest in this case. He will keep the Housing Authority informed of progress.

Mr. Jankowicz presented the Chairperson with a Quit Claim Deed for a property that was owned by our affiliate, DIA. This is a vacant lot and a neighbor has expressed interest. This

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Quit Claim deed assigns the property back to the City.

Shara LeBeau invited the board to come to the Christmas luncheon on December 22, 2022 at 11:30. Shara stated she will send out an email stating location closer to time.

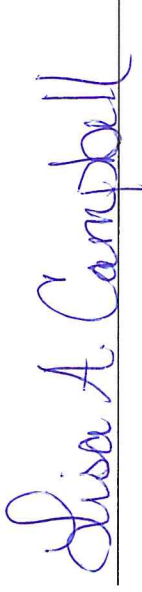
Chairperson Campbell stated there was no further business to come before the Board. Commissioner Robertson moved and Commissioner Carr seconded the motion to adjourn.

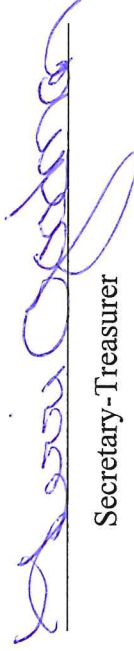
Upon a call of the roll, the Commissioners voted as follows:

Chairperson Campbell, :Aye”,
Commissioner Carr, “Aye”, and
Commissioner Robertson, “Aye”.

The motion carried unanimously. The meeting adjourned at 4:07.

(ATTEST)


Chairperson Campbell


Secretary-Treasurer