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 14, 2022.

Chairperson Campbell called the meeting to order and upon a call of the roll, those present and absent were as follows:

Present: Lisa Campbell, Chairperson
Jenny Sykes, Commissioner
Joshua Robertson, Commissioner
Kristin Carr, Commissioner
Terri Goodman, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Shelith Hansbro, Vice Chairman

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 of the agenda.

A visitor, Ms. Abeer Motan, attended the meeting today to talk about how DHA can join with other agencies to work together along with the City of Decatur to improve the city. Ms. Abeer further stated that she doesn't smoke, drink, or do drugs, and feels she is in the wrong community. She would like to request a waiver to move to a 2 bedroom house. Jody Palone, Section 8 Coordinator, stated she will call her to discuss the protocol for this request.

Hearing no further comment, Chairperson Campbell presented the Minutes from the Regular Meeting of June 9, 2022. Commissioner Robertson moved to accept the minutes as presented. Commissioner Carr seconded the motion.

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

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

Shara LeBeau reported that the property manager is pulling names as fast as she can to get them processed. Chairperson Campbell inquired if we are still having to evict. Shara stated yes but mostly for lease violations

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

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

Jody Palone reported we still have money in reserves. There were 63 new vouchers issued but we also had 16 vouchers expire. Applicants are having trouble finding one bedroom units to rent. The current payment standard is $705 for a one bedroom unit. There are several landlords selling their property and some live out of town and are relying on others to maintain their property. Chairperson Campbell stated she may know of a property with one-bedroom units but it also needs rehabilitated. Jim Jankowicz stated the staff at DHA is incredible and as an example, employees sat outside in the 90+ degrees heat to hand out applications for Section 8. The staff thanked Jim for his praise.

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

Chairperson Campbell presented the Wabash Crossing Occupancy Report for the month of June 2022. Commissioner Sykes moved to receive and file the report. Commissioner Carrr seconded the motion.

Terri Goodman stated nothing has changed. Occupancy is still low. She talked with the property manager and she is also fed up.

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

Chairperson Campbell presented the General Fund Check Register Report for the month of June 2022. Commissioner Sykes moved to receive and file the report and Commissioner Carr seconded the motion. Commissioner Robertson inquired about the EPC Loan. Shara LeBeau explained that it is the loan we received to complete the work of installing high efficiency energy saving boilers and air handlers, and condensing units. It also included lighting and water upgrades.

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

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

Hearing no comment, 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 June 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 May 2022. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported overall there are four to five months in reserves. There has been nothing unusual.

Hearing no further 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. 22-14

AUTHORIZING AND APPROVING AWARD OF INDEFINITE QUANTITY ARCHITECTURAL AND ENGINEERING SERVICE CONTRACTS FOR PROJECTS CFP IL01-PO12-50121 through CFP IL01-P012-50125 PROGRAMS

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 Project IL01-P012-50121 through 50125, and

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, a pool of three firms with varying specialties will be selected for various tasks that may be included in upcoming Capital Fund Programs, and

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

WHEREAS, funds are or will be available within Capital Fund Programs CFP IL01-P012-50121 through 50125 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 indefinite quantity contracts for architectural and engineering services for future projects including CFP IL01-P012-50121 through 50125 may be assigned to firms in the selected pool of consultants based on the scope of upcoming projects and specialty and capacity of the firms in the pool.

Section 2. That Indefinite Quantity Contracts to Melotte, Morse, Leonatti, Parker Ltd., Blank, Wesselink, Cook & Associates, and Bailey Edward Architecture be authorized and approved.

Section 3. That the initial value of each of the contracts is zero dollars.

Section 4. That fees for services for projects identified will be negotiated and presented to the board for approval prior to authorization of the work.

Section 5. That the Executive Director or designee is authorized to execute all necessary documents.

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

This resolution authorizes an Indefinite Quantity Agreement with the pool of architects that scored the highest on the evaluations during the RFQ process. The initial agreements have no dollar amount. They will be amended as projects are identified in the Capital Fund Program.

Hearing no further 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. 22-15

AUTHORIZING AND APPROVING CONTRACT ADDENDUM NO. 1 TO THE INDEFINITE QUANTITY AGREEMENT WITH MELOTTE, MORSE, LEONATTI, PARKER, LTD., CFP IL01-P012-50121-50125

WHEREAS, the Authority and its Resident Advisory Board have identified the need to 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

WHERAS, Melotte, Morse, Leonatti, Parker, Ltd. has been selected to provide services for a Feasibility and Design Study for this project, and

WHEREAS, services shall include testing for asbestos prior to design in accordance with state and federal regulations and to help determine the scope of the project, and

WHEREAS, fees will be calculated on a, hourly rate not to exceed basis for the asbestos testing and calculated for lump sum basis for the design study, and

WHEREAS, funds are available within the Capital Fund Program IL01-P012-50121, 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. 1 to the Indefinite Quantity Agreement with Melotte, Morse, Leonatti, Parker, Ltd. be authorized and approved.

Section 2. That the contract amount for Task 1 is not to exceed FIVE THOUSAND, NINE HUNDRED SIXTY-FIVE AND NO/100 DOLLARS ($5,965.00) for the asbestos inspection and testing.

Section 3. That the contract amount for Task 2 is a lump sum of TEN THOUSAND, NINE HUNDRED SIXTY-FIVE AND NO/100 DOLLARS ($10,965.00).

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.

Ms. Hackert stated this resolution amends the Indefinite Quantity Agreement with MMLP to start on the design for the apartment renovations at the Concord.

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

"Aye". The motion carried.

Old and New Business

Terri Goodman, Executive Director reported we have 10 houses that need to be renovated. It's the worst she has ever seen it. Staff is working really hard but are getting to their breaking point. We are having a hard time finding good applicants for any of the positions. We offered a position for the service coordinator and the applicant declined. We also had several no-call no-shows for interviews.

The security company started on July 1st and the tenants are very pleased and very grateful. The board was glad to hear that.

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

The motion carried unanimously. The meeting adjourned at 4:03 p.m.

Lisa A. Campbell
Chairperson Campbell

(ATTEST)

Terri Goodman
Secretary-Treasurer