

BOARD OF COMMISSIONERS
BOARD MEETING
APRIL 21, 2015

The Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, was held at 7:30 a.m. on Tuesday April 21, 2015, in the Board room at the Housing Authority office, 1040 Myrtle Avenue, Jefferson City, Missouri.

ROLL CALL: On roll call the following were in attendance: Chairman Larry Vincent, Vice Chair Penney Rector, Commissioners Dennis Mueller, Larry Kolb, Myrtle Mayfield and Donna White. Also in attendance were Allen Pollock, Executive Director; Jack Pletz, Legal Counsel; Jim Jenkins, Deputy Director and Sonya Ross, Administrative Assistant.

	<u>Regular</u>	<u>Special</u>
Vincent	10-12	1-1
Rector	10-12	1-1
Mueller	11-12	1-1
Kolb	11-12	1-1
Mayfield	9-12	1-1
White	10-12	1-1

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of March 2015 were presented.
- B. Mr. Pollock reminded the Commissioners that any required disclosure to the Missouri Ethics Commission are due by May 1st, and to provide staff with a copy.
- C. Mr. Pollock provided the annual audit reports covering the four tax credit properties conducted by RubinBrown, LLP, Certified Public Accountants. No findings were made.

CONSENT AGENDA:

- A. Approval of the Regular Meeting Minutes, March 24, 2015.
- B. Approval of the Executive Session Meeting Minutes, March 24, 2015.
- C. List of Disbursements for the month of March 2015. (Exhibit #1, 4/21/2015)
- D. Occupancy Report for the month of March 2015. (Exhibit #2, 4/21/2015)

Commissioner Kolb made the motion to approve the Consent Agenda, seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4491

RESOLUTION APPROVING THE WRITE-OFF (COLLECTION LOSS) OF TENANT ACCOUNTS RECEIVABLE

See attached Resolution

Commissioner Mueller made the motion to approve the proposed rent and damage write-offs for the month of March 2015 for Capitol City, Hamilton Towers and Public Housing in the amount of \$3,898.00. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 4/21/2015)

MANAGEMENT CONSULTANT:

During the March Board meeting the Commissioners reviewed and made suggestions to the proposed advertisement for the Executive Director's position. Mr. Pollock followed up with the consultant and finalized the advertisement. Commissioner Kolb made the motion to approve the proposed advertisement, seconded by Commissioner White. Upon favorable vote, Chairman Vincent declared the motion approved. (Exhibit #4, 4/21/2015)

RESOLUTION NO. 4492

A RESOLUTION OF THE JEFFERSON CITY HOUSING AUTHORITY APPROVING CHANGES TO THE ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

See attached Resolution

Mr. Pollock stated that adoption of this Resolution would allow a revised Section 8 Administrative Plan governing the operations of the Section 8 Housing Choice Voucher Program to conform to the current HUD regulations.

Commissioner Kolb made the motion to approve the proposed revisions to the Administrative Plan that governs the Section 8 Housing Choice Voucher Program in order to conform to the current HUD regulations, seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #5, 4/21/2015)

RESOLUTION NO. 4493

RESOLUTION APPROVING RENOVATIONS/MODIFICATIONS TO THE KITCHEN AREA AT THE COLE COUNTY EAST HEAD START FACILITY

See attached Resolution

Mr. Pollock reported that Central Missouri Counties' Human Development Corporation leases the Richard Forck Child Development Center located at 605 Cherry Street from the Housing Authority.

The Lessee would like to make modifications to the building and expand the kitchen area. The Lease states that should the Lessee desire to make any alterations or modifications to the building that its plan should be submitted to the Housing Authority for approval.

Following review of the proposal, Commissioner Kolb made the motion to approve the modifications, seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #6, 4/21/2015)

RESOLUTION NO. 4494

A RESOLUTION OF THE JEFFERSON CITY HOUSING AUTHORITY APPROVING THE ARCHITECTURAL SERVICES

See attached Resolution

Mr. Pollock stated that from time to time the Housing Authority requires the services of a licensed architect in connection with its on-going site and building improvements. The Request For Proposals was publicly advertised and the following two (2) submitted proposals.

	Evaluation
Chin Rother and Associates, Columbia, MO	72
SOA, Columbia, MO	73

Staff reviewed and evaluated the proposals and recommended SOA, Columbia, MO for the upcoming projects. Commissioner Mueller made the motion to approve SOA, seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #7, 4/21/2015)

RESOLUTION NO. 4495

A RESOLUTION OF THE JEFFERSON CITY HOUSING AUTHORITY APPROVING DECLARATION OF SURPLUS PROPERTY

See attached Resolution

Mr. Pollock stated that the maintenance department has two vehicles that are longer needed and that the Disposition Policy requires Board approval in order to declare them to be surplus property. Staff advertised the vehicles and has obtained sealed bids. Commissioner White made the motion to declare the two vehicles to be surplus property and sell them to the highest bidders, seconded by Commissioner Kolb. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #8, 4/21/2015)

RESOLUTION NO. 4496

A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN OFFICIALS

See attached Resolution

Mr. Pollock presented the proposed Resolution on the policies and procedures for Housing Authority board members and staff relating to reports that must be filed with the Missouri Ethics Commission.

All elected and appointed officials must comply with the Missouri Revised Statutes on conflicts of interest with their own public entity's local code of ethics. With approval of this Resolution the types of disclosures required to be made would be established, and a certified copy of the Conflict of Interest Policy of the Housing Authority would be filed with the Missouri Ethics Commission.

Vice Chair Rector made the motion to approve the Resolution, seconded by Commissioner Kolb. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4497

A RESOLUTION OF THE JEFFERSON CITY HOUSING AUTHORITY APPROVING THE CONTRACT FOR RESTORATION OF 604 B LINN STREET

See attached Resolution

Mr. Pollock reported that staff publicly advertised for bids to provide renovation of the Public Housing unit located at 604 B Linn Street which became necessary because of the fire damage to the unit. The following two bids were received:

Doug Briot	\$59,000.00
Rainbow International of Jefferson City	\$39,517.81

Vice Chair Rector made the motion to approve the low bid of \$39,517.81 contingent on Rainbow International of Jefferson City meeting the requirements. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #9, 4/21/2015)

RESOLUTION NO. 4498

A RESOLUTION APPROVING A REQUEST FROM RICHARD A. HOWERTON AND 220 E. HIGH STREET, LLC FOR A CERTIFICATE OF QUALIFICATION FOR A TEN-YEAR TAX ABATEMENT PURSUANT TO SECTION 99.700

See attached Resolution

Mr. Pollock presented a request from Richard A. Howerton, and 220 E. High Street, LLC for certification of the qualification for tax abatement, pursuant to section 99.700-715 RSMo, for the

redevelopment of 220 E. High Street. The property is in a blighted area under the Urban Renewal Plan and could qualify for tax abatement.

Following review of the preliminary plans, Commissioner Kolb made the motion for the Land Clearance and Redevelopment Authority to approve the request and to issue a certificate of qualification for tax abatement to the applicant following a determination by the Executive Director that the rehabilitation would be done in accordance with Urban Renewal Plan MO. R-45. Vice Chair Rector seconded the motion. Upon roll call vote, the motion was approved. (Exhibit #10, 4/21/2015)

AYES: Mueller, White, Kolb, Rector, Vincent
NAYS: None
ABSENT: None

NEXT MEETING DATE: 7:30 A.M., June 16, 2015

Commissioner White made the motion to adjourn into Executive Session for the purpose of considering the following:

- Legal action involving the Housing Authority and confidential or privileged communication with its attorney, under Section 610.021(1) RSMO;
- Leasing, purchase or sale of real estate by the Housing Authority when public knowledge of the transaction might adversely affect the legal consideration therefore, under Section 610.021(2) RSMO;
- Hiring, firing, disciplining or promotion of particular employees when personal information about the employee is to be discussed or recorded, under Section 610.021(3) RSMO.
- Welfare cases of identifiable individuals, under Section 610.021(8) RSMO.

Commissioner Mueller seconded the motion. Upon roll call vote, the motion was approved.

AYES: Mayfield, Mueller, White, Kolb, Rector, Vincent
NAYS: None
ABSENT: None

Following adjournment of the executive session, the Board reconvened in open session.

Vice Chair Rector made the motion to adjourn the meeting, seconded by Commissioner Kolb. Upon unanimous favorable vote, the motion was approved.

Larry Vincent, Chairman

ATTEST: _____
Allen Pollock, Secretary