

BOARD OF COMMISSIONERS
BOARD MEETING
DECEMBER 15, 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, December 15, 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, Commissioners Dennis Mueller, Larry Kolb, Donna White and Myrtle Mayfield. Also in attendance were Allen Pollock, Executive Director; Jack Pletz, Legal Counsel; Jim Jenkins, Deputy Director; Sonya Ross, Administrative Assistant, and one person from the general public.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	11-12	2-2
Rector	9-12	2-2
Mueller	12-12	2-2
Kolb	11-12	2-2
Mayfield	10-12	2-2
White	9-12	2-2

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of November 2015 were presented.
- B. Mr. Pollock presented the monthly report for the Family Self-Sufficiency program.
- C. The annual Non-Christmas Party is scheduled at Bones Lounge and Restaurant on January 22, 2016.
- D. Mr. Pollock testified in favor of the conditional use permit requested by Helias High School to expand their sporting facilities during the Board of Adjustment meeting.

OPEN SESSION:

- A. Approval of the Special Meeting Minutes, November 6, 2015.
- B. Approval of the Annual Meeting Minutes, November 19, 2015.
- C. Approval of the Special Executive Session Meeting Minutes, November 6, 2015.
- D. Approval of the Executive Session Meeting Minutes, November 19, 2015.
- E. List of Disbursements for the month of November, 2015. (Exhibit #1, 11/15/2015)
- F. Occupancy Report for the month of November, 2015. (Exhibit #2, 11/15/2015)

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

RESOLUTION NO. 4522

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 November 2015 for Westminster and Public Housing in the amount of \$6,250.64. Commissioner Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 12/15/2015)

RESOLUTION NO. 4523

A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI APPROVING THE ASSIGNMENT, ASSUMPTION AND AMENDMENT AGREEMENT REGARDING HERRON APARTMENTS

See attached Resolution

Commissioner White made the motion to approve Resolution No. 4523 authorizing the execution by the Housing Authority as guarantor of the Assignment, Assumption and Amendment Agreement between the Community Investment Group II, LLC, the limited partner of Capital City Elderly, L.P., and Herron Apartments Investment Corporation. Commissioner Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4523A

A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI, REGARDING AN EXPENDITURE FROM THE GUARANTY RESERVE RELATING TO THE HERRON APARTMENTS HOUSING PROJECT

See attached Resolution

Commissioner Mueller made the motion to approve Resolution No. 4523A authorizing payment of \$22,500.00 to US Bank for outstanding and unpaid asset management fees, in addition to reimbursements of its legal expenses that are incurred in conjunction with the Herron Apartment transfer. The Guarantee' Reserve which was funded by part of the developer's fee, will cover those expenses. Commissioner Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

PERSONNEL:

Mr. Pollock presented a request from staff to close the Housing Authority office on December 24th. Commissioner Kolb made the motion to approve closing the office, seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

NEXT MEETING: 7:30 a.m., January 22, 2016

Commissioner Kolb 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)

-Welfare cases of identifiable individuals, under Section 610.021(8) RSMO.

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

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

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

Commissioner Mueller made the motion to adjourn the meeting, seconded by Commissioner White. Upon unanimous favorable vote, the motion was approved.

Larry Vincent, Chairman

ATTEST: _____
Allen Pollock, Secretary