

BOARD OF COMMISSIONS
BOARD MEETING
JUNE 16, 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, June 16, 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, and Myrtle Mayfield. Also in attendance were Allen Pollock, Executive Director; Jack Pletz, Legal Counsel; Sonya Ross, Administrative Assistant, and one person from the general public.

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

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the months of April 2015 and May 2015 were presented.
- B. Mr. Pollock received an appreciation letter from a tenant complimenting Ken Brandt, Assistant Maintenance Supervisor for providing outstanding service.
- C. Mr. Pollock received a letter from Congressman Luetkemeyer thanking the Jefferson City Housing Authority for hosting the meeting with Secretary Castro.
- D. For the fifth year the Jefferson City Housing Authority submitted and qualified for the Capital Fund Emergency Safety and Security grant award. The application submitted by the Housing Authority was not selected in the lottery.
- E. Mr. Pollock provided a copy of the audits for the four Low-Income Housing Tax Credit properties conducted by RubinBrown, Certified Public Accountants. No findings were made.

CONSENT AGENDA:

- A. Approval of the Regular Meeting Minutes, April 21, 2015.
- B. Approval of the Executive Session Meeting Minutes, April 21, 2015.
- C. List of Disbursements for the months of April 2015 and May 2015. (Exhibit #1, 6/16/2015.)
- D. Occupancy Report for the months of April 2015 and May 2015. (Exhibit #2, 6/16/2015.)

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. 4499

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 months of April 2015 and May 2015 for Capitol City, Hamilton Towers, Westminster and Public Housing in the amount of \$45,187.09. Commissioner Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 6/16/2015.

MANAGEMENT CONSULTANT:

Mr. Pollock reported the advertisement for the Executive Director position would appear in the national press toward the middle of the month. Advertisements will also be run in newspapers in Jefferson City, St. Louis and Kansas City. All applications will be submitted to Mr. Gary Lee, Management Resource Group, Inc.

It was the consensus of the Board for Mr. Lee to review all applications and identify the top ten. Mr. Lee will then identify those he considers to be in the top five for the Board of Commissioners' consideration.

MEETING WITH CONGRESSMAN LUETKEMEYER AND SECRETARY JULIAN CASTRO OF HUD:

Mr. Pollock updated the Board of Commissioners regarding the recent meeting with Housing Secretary Julian Castro and U.S. Representative Blain Luetkemeyer held on May 27, 2015 in Jefferson City, MO at Herron Apartments.

RESOLUTION NO. 4500

RESOLUTION APPROVING PURCHASE OF A NEW DUMP TRUCK

See attached Resolution

Mr. Pollock stated that a request for proposal was publicly advertised and the local dealerships were notified that the Housing Authority would receive sealed bids for a 2015 one ton dump truck for the maintenance department. The following three bids were received.

Putnam Chevrolet	Chevrolet Silverado C 3500	\$31,114.00
Carroll-Rehman Moters	Chevrolet Silverado C 3500	\$31,652.00
Joe Machens Ford	F 350	\$32,686.00

Commissioner Kolb made the motion to approve the low bid from Putnam Chevrolet in the amount of \$31,114.00, seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #4, 6/16/2015)

UPDATE FOR FEDERAL INCOME TAX EXEMPTION FOR CAPITAL CITY APARTMENTS INVESTMENT CORPORATION:

Mr. Pollock reported that he submitted the notice of the change in the Articles of Incorporation to Internal Revenue Service which they said was necessary for exemption from federal income tax for Capital City Apartments Investment Corporation.

RESOLUTION NO. 4501

RESOLUTION APPROVING INSTALLATION OF A POLE FOR A GATE ON HOUSING AUTHORITY PROPERTY FOR THE JEFFERSON CITY DAY CARE CENTER

Mr. Pollock presented a request from the Jefferson City Day Care Center to install a gate across their parking lot that would require installation of an additional pole on Housing Authority property.

Commissioner Kolb made the motion to approve an easement or other necessary authorization to the Jefferson City Day Care Center following additional review by Mr. Pollock and Mr. Pletz. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

NEXT MEETING DATE: 7:30 A.M., July 21, 2015

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

AYES: Mayfield, Mueller, Kolb, Vincent

NAYS: None

ABSENT: White, 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 Kolb. Upon unanimous favorable vote, the motion was approved.

Larry Vincent, Chairman

ATTEST: _____
Allen Pollock, Secretary

