

BOARD OF COMMISSIONERS
ANNUAL BOARD MEETING
November 15, 2016

The annual 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 November 15, 2016, 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, Dennis Mueller, Donna White and Minnie Word. Also in attendance were Cynthia Quetsch, Executive Director; Jack Pletz, Legal Counsel; Diana Walters and five members from the general public.

Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	12-12	2-2
Rector	10-12	2-2
Mueller	12-12	2-2
Kolb	12-12	2-2
White	12-12	2-2
Word	2-2	

ELECTION OF OFFICERS

Vice Chair Rector made the motion to retain Commissioner Vincent as Chairman and she would remain as Vice Chair. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of October 2016 were presented.
- B. The Family Self Sufficiency program monthly report was presented.
- C. Ms. Quetsch announced that the Housing Authority had received a notice of achieving high performance in the public housing area.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes as amended, October 2016. (Exhibit 1-A)
 - B. List of Disbursements for the month of October 2016. (Exhibit 1-B)
 - C. Occupancy Report for the month of October 2016. (Exhibit 1-C)
- Commissioner Mueller made the motion to approve the consent agenda as amended. Seconded by Vice Chair Rector. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4565

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

See attached Resolution

Vice Chair Rector made the motion to approve the proposed rent and damage write-offs for the month of September for Hamilton Tower and Public Housing in the amount of \$10,275.99. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 11/15/2016)

RESOLUTION NO. 4566

RESOLUTION APPROVING THE BUDGET FOR FYE 12/31/2017 (LOW INCOME HOUSING TAX CREDIT PROPERTIES) 3/31/2018 (PUBLIC/ASSISTED HOUSING)

Following a discussion of the proposed budget.

Commissioner Mueller made the motion to approve the General Operating Budget for FYE 12/31/2017 and 3/31/2018 as presented. Seconded by Vice Chair Rector. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 11/15/2016)

RESOLUTION NO. 4567

RESOLUTION APPROVING THE CONTRACT FOR FIRE ALARM PANEL AND WIRE REPLACEMENT AT HAMILTON TOWERS

Ms. Quetsch stated that the staff received and reviewed 3 bids for the fire alarm project at Hamilton Towers. The staff recommends the award to Kaiser Electric.

Commissioner White made the motion to approve the award to Kaiser Electric. Vice Chair Rector seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #4, 11/15/2016)

RESOLUTION NO. 4568

RESOLUTION APPROVING A SPECIAL MEETING TO REVIEW THE URBAN RENEWAL PLAN FOR THE EAST CAPITAL AVENUE URBAN RENEWAL AREA

The Planning and Zoning Commission is meeting November 17, 2016, at 12:15 to review the urban renewal plan. Mr. Pletz and Ms. Quetsch will attend the meeting.

Commissioner White made a motion to hold a special meeting on Tuesday November 22, 2016 at 3:30 p.m. to discuss the recommendations of the Planning and Zoning Commission. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

NEXT MEETING: There will be a Special Meeting at the Housing Authority office on Tuesday, November 22, 2016, at 3:30 p.m. to discuss the Urban Renewal Plan. The regular meeting will be at 7:30 a.m. Tuesday, December 20, 2016.

Vice Chair Rector 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 Mueller seconded the motion. Upon roll call vote the motion was approved.

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

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

Commissioner White made the motion to adjourn the meeting, seconded by Vice Chair Rector. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

ATTEST: _____
Cynthia Quetsch, Secretary

Larry Vincent, Chairman