

BOARD OF COMMISSIONERS
BOARD MEETING
JANUARY 17, 2017

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, January 17, 2017, 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; and Commissioners Dennis Mueller, Larry Kolb, Donna White and Minnie Word. Also in attendance were Cynthia Quetsch, Executive Director; Jack Pletz, Legal Counsel; Diana Walters; and Vivek Puri and George Hartsfield of Puri Group of Enterprises Inc.; and one member of the 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	10-12	1-2
White	12-12	1-2
Word	3-3	0-0

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of December 2016 will be available at the February 2017 meeting. The books cannot be closed until the tax credit year end entries are completed at the end of January.
- B. The Family Self Sufficiency program monthly report was presented.
- C. The Non-Christmas party will be held January 20, 2017 at Bones from 6-9 p.m.
- D. Michelle Wessler was nominated as the "Quickest FSS Year End Report Submitter" by HUD St. Louis staff.
- E. The Board should be receiving documents from the Ethics Committee that are due May 1, 2017.
- F. Ms. Quetsch closed the office on January 13, 2017 at 11:00 due to the ice storm. Ms. Quetsch asked the Board to approve giving the Housing Authority's employees the time after the 11:00 closing without their having to use vacation. The Board approved the request.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for December 20, 2016 and Special Meeting on January 10, 2017. (Exhibit 1-A)
- B. List of Disbursements for the month of December 2016. (Exhibit 1-B)
- C. Occupancy Report for the month of December 2016. (Exhibit 1-C)

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

RESOLUTION NO. 4572

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 December for Hamilton Tower and Public Housing in the amount of \$3,034.00.

Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit 2, 01/17/2017)

HUD NO SMOKING REGULATION

Ms. Quetsch discussed the final regulation that HUD issued on December 5, 2016 regarding no smoking in public housing units or administrative buildings and within 25 feet of those buildings. There are three tenant input meetings scheduled for the week of February 6, 2017. Public Housing is required to be smoke free. HUD does not require all properties to be smoke free but we plan to recommend that all properties be smoke free. The purpose of the meeting is to obtain tenant input on whether to advance the effective date, determine where smoking will be permitted (in designated spots or anywhere more than 25 feet from the building), whether to provide smoking shelters and whether to include e-cigarettes in the ban. HUD does not require that a shelter be provided for smokers. There was discussion on how the ban will be enforced.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday February 21, 2017.

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) RSMo;
- 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: Mueller, White, Rector, Kolb, Word, Vincent
NAYS: None
ABSENT: None

Following adjournment of the Executive Session, the Board reconvened in Open Session. Commissioner Word left during the Executive Session.

RESOLUTION NO. 4573

RESOLUTION APPROVING A REQUEST FROM PGE HOSPITALITY, INC. FOR A DECLARATION OF BLIGHT AND APPROVAL OF AN URBAN RENEWAL PLAN PURSUANT TO SECTION 99.4302 RSMo

There was discussion on the proposal and contract for the Truman Development Plan.

Commissioner Kolb made a motion that:

1. The entire proposed plan area be declared blighted.
2. The urban renewal plan request be approved and sent to the City Council with a recommendation for approval.
3. Section 3.01A of the development contract be modified to state the project would commence within 90 days of City approval and the project be completed within 18 months of commencement (day of demolition).

Vice Chair Rector seconded the motion. Upon unanimous favorable vote, the motion was approved.

Commissioner White left the meeting.

UPDATE ON THE URBAN RENEWAL PLAN

The City Council adopted the urban renewal plan on December 19, 2016, and approved the funding agreement January 3, 2017. An open forum was held on January 10, 2017, for public input on prioritizing the properties to be acquired. More than 60 people attended and cast "votes" for the properties they thought should be acquired first. Five people spoke at the forum. Ms. Quetsch discussed the results of the straw vote.

The Land Clearance Authority will schedule a meeting with the City to discuss when and which properties will be acquired and the procedure to acquire the property. The proposed dates for the meeting are January 26 or January 30, 2017 at 4:00 p.m.

Only one proposal to appraise the properties on the acquisition map was received and there was one letter declining to bid.

RESOLUTION NO. 4574

RESOLUTION APPROVING AN AGREEMENT WITH MOORE & SHRYOCK FOR APPRAISALS ON THE EAST CAPITOL URBAN RENEWAL PLAN PROPERTIES

See attached resolution

Commissioner Mueller made the motion to approve an agreement with Moore & Shryock after clarification on the appraisal prices. Vice Chair Rector seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

TAX ABATEMENT REQUEST PROCEDURES

Currently the LCRA does not charge a fee for tax abatement requests but other municipalities do. Ms. Quetsch recommends a policy be developed for the standards and procedures for tax abatement requests and that tax abatement requests not be accepted until the policy is written.

Commissioner Mueller made the motion to not process any tax abatement requests until a policy is written. Vice Chair Rector seconded the motion. Upon unanimous favorable vote, the motion was approved.

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

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

Commissioner Word is not member of the Land Clearance Authority and left the meeting when the only items remaining on the closed agenda were LCA matters.

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary