

BOARD OF COMMISSIONERS
BOARD MEETING
MARCH 21, 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 March 21, 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, and Commissioners Larry Kolb, Dennis Mueller, Donna White and Minnie Word. Also in attendance were Cynthia Quetsch, Executive Director; Jim Jenkins, Deputy Director; Jack Pletz, Legal Counsel; Diana Walters, Administrative Assistant; Mayor Carrie Tergin; Eric Barron, Senior Planner; Jayme Abbott, Neighborhood Services Coordinator and numerous members of the public.

Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	12-12	2-2
Rector	11-12	2-2
Mueller	11-12	2-2
Kolb	11-12	1-2
White	11-12	1-2
Word	5-5	0-0

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of February 2017.
- B. The Family Self Sufficiency program monthly report was presented.
- C. Update on the Hawthorne Bank grant possibility. We will apply for grant money to renovate kitchens at Dulle Tower. The renovations will be done only if funds are granted.
- D. Reminder that filing is due at the Ethics Commission by May 1, 2017.
- E. Update HUD budget cuts.
- F. Staff trained and certified as Mental Health First Responders March 14, 2017.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for February 21, 2017 (Exhibit 1-A)
- B. List of Disbursements for the month of February 2017. (Exhibit 1-B)
- C. Occupancy Report for the month of February 2017. (Exhibit 1-C)

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. 4577

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

See attached Resolution

Commissioner White made the motion to approve the proposed rent and damage write-offs for the month of February for Ken Locke I, Hamilton Tower and Public Housing in the amount of \$3,598.00.

Commissioner Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 03/21/2017)

PROPOSED NO SMOKING POLICY

A no smoking policy which makes all Housing Authority buildings non-smoking and permits smoking outside the building only in designated smoking areas was discussed. The policy bans E-cigarettes as well as traditional smoking items.

Commissioner Kolb made a motion to add “inhaling smoke from illegal substances” to the policy and to approve the policy. Seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 3/21/2017)

PROPOSED POLICY ON OVERTIME DURING INCLEMENT WEATHER

During inclement weather it may be difficult or dangerous for on call maintenance staff to get to the property. Ms. Quetsch proposed to give the on-call worker the option to stay on property (with approval of the ED) or require the worker to stay on property and earn overtime pay for the time required to be on the property, in addition to the pay they receive for being on pager duty.

Commissioner White made a motion to approve the overtime policy. Seconded by Commissioner Kolb. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #4, 3/21/2017)

PROPOSED POLICY ON REPORTING ILLEGAL ACTIVITY OBSERVED ON HOUSING AUTHORITY PROPERTY

Ms. Quetsch presented a proposal to have staff report illegal activity when it is observed or smelled on property. This policy clarifies that line staff do not confront the resident but report it to a supervisor who will determine whether to contact the police. Staff should call 911 for any dangerous activity and not intervene in the activity.

Commissioner Mueller made a motion to approve the policy on reporting perceived illegal activity. Seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #5, 3/21/2017)

PROPOSED AMENDMENTS TO THE NO TRESPASS POLICY

Ms. Quetsch proposed a revision to the no trespass policy to clarify what actions justify placement on the list and how notice is provided to the person placed on the no trespass list.

Commissioner Kolb made a motion to approve the amendments to the no trespass policy. Seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #6, 3/21/2017)

UPDATE ON THE URBAN RENEWAL PLAN

Letters were sent to the property owners on February 27, 2017, regarding the need for their properties to be inspected to determine what needs to be done to remove the blight and allow them to retain the property. Inspections were done by Paul Sullivan from the Housing Authority and Dave Helmig, City inspector. Owner occupied properties had external inspections. All others need internal inspections and external inspections. All owner occupied properties have been inspected. Four other properties have been inspected both internally and externally. Seven property owners have not responded to the letter, but some of the properties have had external investigations.

The urban renewal plan requires home owners who want to retain their property to enter into an agreement with the Housing Authority.

Staff recommend for owner occupied properties the following items be required, if needed on the property:

- a. All external violations noted on the inspection report be corrected.
- b. All structural damage repaired.
- c. Yards be cleared of debris and trash.

Owners will be given six months to comply.

Commissioner Mueller made the motion to approve the requirements for the owner occupied properties. Seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Staff recommend for non-owner occupied properties that the following items be required, if needed on the property:

- a. All external inspection violations corrected.
- b. All internal health and safety inspection violations corrected.
- c. Structure must be restored to habitable within 8 months.
- d. All structural damage repaired.
- e. No boarded up windows or doors.
- f. Yard be cleared of debris and trash.

The agreement should include a copy of the overlay district requirements and note which items identified, if any, must comply with the overlay district requirement.

Owners will be given eight months to comply.

Commissioner Kolb made the motion to approve the requirements for the non-owner occupied properties. Seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Commissioner Word left the meeting as these items were for the Land Clearance and Redevelopment Agency and she is not a member of that Board.

There was a discussion about the commercial buildings: the Shyrock-Hirst warehouse at 520 East State Street, 100 Lafayette Street and 429 East Capitol Avenue.

The Shyrock-Hirst building is currently for sale and is being advertised nationwide. The owner states he will do whatever needs to be done externally. The building is unoccupied.

The owner of 100 Lafayette has plans for a restaurant. Currently the first floor windows are boarded up. The building is unoccupied. An internal inspection was done showing work in progress but possibly not recently. The City inspector indicated some violations.

TRUMAN DEVELOPMENT PLAN

The City Council approved the blight study and Urban renewal plan for the Truman Hotel Project. The Housing Authority and the developer signed a redevelopment contract on February 24, 2017. Vivek Puri reported the preliminary work has started on the construction. No further action is required at this time.

TAX ABATEMENT REQUEST PROCEDURES

Ms. Quetsch proposed two policies for processing tax abatement requests.

Commissioner Kolb made a motion to approve the amended Tax Abatement Policy for areas already determined blighted (99.700). Seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Commissioner White made a motion to approve the policy for new urban renewal/redevelopment under section 99.430, changing the fees to \$500.00 when the applicant is seeking a declaration of blight and \$500.00 when the applicant is seeking approval of an urban renewal/redevelopment plan.

Seconded by Commissioner Kolb. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday April 18, 2017.

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 Mueller seconded the motion, upon roll call vote the motion was approved.

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

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: _____
Cynthia Quetsch, Secretary