

BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
DECEMBER 19, 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 December 19, 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 Larry Kolb; Commissioners Dennis Mueller, Bob Weber and Donna White. Also in attendance were Cynthia Quetsch, Executive Director; Michelle Wessler, Chief Housing Officer; Cindy Reeves, Chief Financial Officer; Jack Pletz, Legal Counsel; Diana Walters, Administrative Assistant. Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	12-12	4-4
Mueller	12-12	4-4
Kolb	12-12	3-4
White	12-12	3-4
Weber	6-7	1-1

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of November 2017.
- B. The Family Self Sufficiency program monthly report was presented. The Housing Authority was awarded the HUD Grant for \$68,360.00 to continue the program.
- C. The Housing Authority has been awarded a \$750,000.00 Affordable Housing Program competitive grant from FHLB Des Moines. The funds will be used to upgrade the kitchen and sewer system at Dulle Towers.
- D. The after Christmas party will be held at Bones Lounge on Friday January 19, 2018 from 6-9 p.m.
- E. The January meeting will include a public hearing on the budget and annual plan.
- F. Discussion on Adrian's Island.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for November 28, 2017 (Exhibit 1-A)
- B. List of Disbursements for the month of November 2017. (Exhibit 1-B)
- C. Occupancy Report for the month of November 2017. (Exhibit 1-C)

Commissioner White made the motion to approve the Consent Agenda. Seconded by Vice Chair Kolb. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

#### RESOLUTION NO. 4617

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

Commissioner Mueller made the motion to approve the proposed rent and damage write-offs for the month of November for Hamilton Tower and Public Housing in the amount of \$2,319.00. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 12/19/2017)

#### UPDATE ON THE URBAN RENEWAL PLAN

Judge Greene signed the order for condemnation at the December 4, 2017 hearing. Dave Nunn, Bill Gratz and Ken Otke have been appointed to serve as commissioners to determine the property values.

#### UPDATE ON THE NO SMOKING POLICY IMPLEMENTATION

All of the residents have been given notice about the no smoking requirement and were required to sign a lease amendment acknowledging that smoking is not permitted inside any of the units. Most of the properties have had 100% response with just a few needed from Hamilton Tower and Public Housing. If there is no response from the remaining tenants legal action can be filed in court to remove them from the property.

There has been a delay in shipping, so 2 of the 5 shelters will not be up by January 1, 2018. All designated areas will be marked, some are getting new benches and some have been delivered.

#### NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday January 16, 2018.

Vice Chair 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, Weber, Vincent  
NAYS: None  
ABSENT None

Following adjournment of the Executive Session, the Board reconvened in Open Session.

Commissioner Weber made the motion to adjourn the meeting. Seconded by Vice Chair Kolb. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

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Larry Vincent, Chairman

ATTEST: \_\_\_\_\_  
Cynthia Quetsch, Secretary