

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
DECEMBER 18, 2018

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 18, 2018, 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 Larry Kolb, Bob Weber, Dennis Mueller, Donna White and Dian Cain. Also in attendance were Cynthia Quetsch, Executive Director; Cindy Reeves, Chief Financial Officer; Jack Pletz, Legal Counsel; Diana Walters, Administrative Assistant; Ron Fitzwater, City Councilman; Carrie Tergin, Mayor, 1 member of the press and 1 member of the public.

Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	12-12	6-6
Mueller	12-12	6-6
Kolb	12-12	5-6
White	12-12	5-6
Weber	12-12	3-4
Cain	10-10	2-2

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of November 2018.
- B. The Family Self Sufficiency program monthly report was presented.
- C. We anticipate a rescore of standard performer on the annual appraisal of public housing after review of the revised data that was submitted.
- D. Personnel Financial Disclosure Forms are due May 1, 2019.
- E. There will be a holiday party for the staff and Board members at Reinhardt Circle on January 25, 2019. Doors open at 6:00 pm, dinner at 6:30.
- F. The renovation work for fire damage at Ken Locke unit 102 was awarded to Briot Construction with the low bid of \$18,500.00.
- G. We have applied for emergency grants from HUD for repairs to units and the Administration building parking lot.
- H. The police chief sent a very nice thank you letter for our assistance during the search for Darnell Gray. Staff and tenants were all very helpful.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for November 13, 2018 and Special meeting on November 27, 2018 (Exhibit 1-A)
- B. List of Disbursements for the month of November 2018. (Exhibit 1-B)
- C. Occupancy Report for the month of November 2018. (Exhibit 1-C)

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

RESOLUTION NO. 4654

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

Commissioner Weber made the motion to approve the proposed rent and damage write-offs for the month of November for Public Housing in the amount of \$2,962.00. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 12/18/2018)

RESOLUTION NO. 4655

RESOLUTION APPROVING HOUSING BENEFIT PLAN AS THE HEALTH INSURANCE PROVIDER AND CHANGING THE % OF SUPPORT FOR CHILDRENS HEALTH INSURANCE

Last month the staff was authorized to select the best option for health insurance. Housing Benefit Plan was the best option in terms of price for JCHA and the employees. The individual deductible is increasing from \$450.00 to \$1000.00. The cost to carry children rose 45% while the cost for employees rose 11% and the cost to carry spouse decreased 19%. Staff recommends a one-time increase of the portion that the Housing Authority pays be increased from 50% to 62% to cover the increase for children's coverage. The increase affects 5 employee families and will cost The Housing Authority \$5,217.36.

Vice Chair Kolb made the motion to approve the increase for insurance coverage for families with children. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 12/18/2018)

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

The court awarded distribution of funds to the Land Clearance Redevelopment Agency for 103 Jackson Street. The tax lien was released.
Possession was granted on 101 and 105 Jackson Street.
The Phase 2 lawsuit hearing was continued until February 11, 2019 before Judge Joyce.
The redevelopment contract on 608 East State Street was signed by Dustin Long. The closing is scheduled for January 10, 2019.

UPDATE ON DULLE TOWER RENOVATION PROJECT

The lateral sewer line installation is done in the first 2 stacks. We are in the process of cleaning the units for occupancy. Tenants should be able to move into the first set of renovated units by January 21, 2019. Work on the 3 additional stacks will begin that day.

RESOLUTION NO. 4656

RESOLUTION AWARDDING RIO CONTRACTING FOR RENOVATIONS OF 603 LINN STREET

There was water damage to several units in the 4 plex at 603 Linn Street when a pressure valve on the water heater had a leak. No one was home in 2 of the units to report the incident so it was active for several days. Insurance is covering the damage caused by the leak. The rest of the repair work not related to the water heater will be paid by the Housing Authority. The insurance company had to approve the bidder for the portion of the work they are covering. We received 4 bids and recommend awarding the contract to RIO Contracting for the bid amount of \$70,040.00 for the entire building. The insurance company will pay \$40,365.00.

Commissioner Weber made a motion to approve RIO Contracting subject to insurance approval. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4657

RESOLUTION TO APPROVE CHANGES TO THE MAINTENANCE CHARGE SHEET

Tenants are charged for damage to the property and after hour's nonemergency calls. They are also charged if their actions cause loss of points during REAC inspections. The revised chart adds the REAC fail charges and clarifies the charges for other items. Staff recommends approval of the new chart.

Commissioner Mueller made the motion to approve the revised maintenance charge sheet. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday January 15, 2019.

Mayor Tergin expressed her gratitude for the work on the Urban Renewal project and Adrian's Island.

Commissioner White 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 Weber seconded the motion, upon roll call vote the motion was approved.

AYES:	Kolb, White, Weber, Mueller, Cain, Vincent
NAYS:	None
ABSENT	None

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

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

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary