

BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
JULY 16, 2019

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 July 16, 2019, in the Conference Room at the Housing Authority at 1040 Myrtle Avenue, Jefferson City, Missouri.

ROLL CALL: On roll call the following were in attendance: Chairman Larry Vincent; Commissioners Larry Kolb, Dennis Mueller, Bob Weber, Donna White and Dian Cain. Also in attendance were Cynthia Quetsch, Executive Director; Cindy Reeves, Chief Financial Officer; Michelle Wessler, Chief Housing Officer; Jack Pletz, Legal Counsel; and Diana Walters, Administrative Assistant.

Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	12-12	7-8
Mueller	12-12	8-8
Kolb	11-12	7-8
White	11-12	7-8
Weber	10-12	4-5
Cain	12-12	2-3

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of June 2019.
- B. The Family Self Sufficiency program monthly report was presented.
- C. The Audit Report on Alpha Homes (Lewella Estes) was available for review at the meeting.
- D. The Housing Authority has recovered \$19,006.02 of tenant debts through tax interception so far this year.
- E. Request for proposal to develop the lot at Boliver and McCarty are due August 9 and will be reviewed at the August 20th meeting.
- F. Bob Weber was nominated to review the bids for the tax work for the tax credit properties.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for June 18, 2019. (Exhibit 1-A)
- B. List of Disbursements for the month of June 2019. (Exhibit 1-B)
- C. Occupancy Report for the month of June 2019. (Exhibit 1-C)

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

RESOLUTION NO. 4679

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

Commissioner White made the motion to approve the proposed rent and damage write-offs for the month of June for LaSalette, Hamilton and Public Housing in the amount of \$4,579.00. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 7/16/2019)

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

The closing on the redevelopment contract for 103 Jackson was held on June 25, 2019. The progress of the renovations will be on the website "Outstandish Preservation" @<https://outstandishpreservation.weebly.com/>.

The difference between the cost to ready the property for sale and purchase price is \$53,045.91 can now be submitted to the City for reimbursement.

Vice Chair Kolb made a motion to submit a request for reimbursement of \$53,045.91 for Housing Authorities purchase price of 103 Jackson Street. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

No proposals received for 105 Jackson Street. Proposals will be accepted until August 13 for review at the August 20th Board meeting.

The purchase offer for 101 Jackson was withdrawn.

507 East Capitol was acquired on June 19<sup>th</sup>. It appears to be structurally sound.

511 East Capitol was acquired on July 9<sup>th</sup>. The interior is in bad shape, it was too dangerous to go to the 2<sup>nd</sup> and 3<sup>rd</sup> floors due to mold, water damage and falling ceilings.

513 East Capitol was acquired on July 9<sup>th</sup>. The building is in good condition but the rooms are small. It is set up as a duplex but could easily be converted back to single family. The basement needs to be cleaned out.

501 East Capitol was acquired on July 10<sup>th</sup>. It was built as a duplex but being used as 3 apartments. The upstairs is in clean condition. The first floor is full of trash and the basement has standing water.

UPDATE ON DULLE TOWER RENOVATION PROJECT

Currently 4 stacks are vacant and being worked on, 1 more stack will be vacated next week. The cabinets are in for 1&2 stack and the rest are expected by the end of the month. So far 7 stacks are complete.

UPDATE ON CAPITAL CITY APARTMENTS

The roofs have been replaced on 7 buildings. Building 526 had the most damage and the roof will not be replaced until the units are rebuilt. The roof of 522 is attached to 526 so it does not have a new roof yet. The insulation was replaced in 7 buildings. Evaluation of the windows has taken a long time. A vendor recommended replacing all windows. The insurance company wanted verification from an engineer. The windows were evaluated by an engineer on July 9<sup>th</sup> and we are waiting on his report.

Resident update- 9 units were initially uninhabitable: 5 because the building was severely damaged and 4 due to window damage. We moved 4 of the families to public housing with the option to return to CCA when the units are restored, 1 moved to a private apartment complex, 1 relocated within the complex to a vacant unit and 3 were awarded disaster Section 8 vouchers for CMCA and relocated.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday August 20, 2019.

Commissioner Mueller 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 White seconded the motion. Upon roll call vote the motion was approved.

AYES:	Kolb, Mueller, Cain, Weber, White, 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, Chairman Vincent declared the motion approved.

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Larry Vincent, Chairman

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