

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
JUNE 18, 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 June 18, 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 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; Diana Walters, Administrative Assistant; Ron Fitzwater City Councilman and members of the public and the press.

Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	12-12	7-8
Mueller	12-12	8-8
Kolb	12-12	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 May 2019.
- B. The Family Self Sufficiency program monthly report was presented.
- C. We submitted a grant request to the Federal Home Loan Bank for \$1,000,000.00 to redevelop Hamilton Tower similar to what has been done at Dulle Tower. A decision will be made in December.
- D. We were not awarded the grants to acquire a new bus for the senior facilities. We hope that service organizations will consider this in their charitable funding.
- E. The Family Appreciation Day scheduled on June 15, 2019 at the Dorothy Pack building was cancelled due to the tornado. Service agencies and volunteers were helping with disaster recovery and greatly reduced the chances of donations and volunteers for the event. This a HUD recommended event to celebrate the importance of family. We will look into an alternate date.
- F. Sealed bids were received for turnaround services (cleaning and preparing units for new tenants) in all buildings. A review of the bids revealed that the scope of work did not include repairs to the units. The bid was withdrawn and will be reissued with a revised scope of work.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for May 21, 2019. (Exhibit 1-A)
- B. List of Disbursements for the month of May 2019. (Exhibit 1-B)
- C. Occupancy Report for the month of May 2019. (Exhibit 1-C)

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

RESOLUTION NO. 4677

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 May for Ken Locke I, Capital City, Hamilton and Public Housing in the amount of \$6,837.00. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 6/18/2019)

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

The redevelopment contract for 103 Jackson was delayed. We anticipate a closing date the week of June 24, 2019.

No proposals received for 105 Jackson Street. Proposals will be accepted until July 9 for review at the July 16 Board meeting.

Negotiations for 101 Jackson are underway.

Possession of Ivy Terrace occurred June 13, 2019. Other Phase 2 properties will be acquired on June 19 (507), July 9 (511 & 513) and July 10 (501).

UPDATE ON DULLE TOWER RENOVATION PROJECT

The work at Dulle Tower is moving very slow. Work has started on another stack. The AC was turned on June 4, it was delayed due to the replacement of the chiller pipes. The electricity was also off for about 24 hours due to the tornado. The deadline for the project to be complete is October 23, 2019 with the extensions.

UPDATE ON CAPITAL CITY APARTMENTS

The tornado on May 22 did substantial damage to all of the Capital City Apartment buildings. One of the buildings required total evacuation. Four of the five residents in that building have been rehoused in Public Housing with the promise they can return when the building is rebuilt. It will likely take a year to rebuild. All of the buildings need new roofs and siding. Windows need to be replaced also.

Our insurance company AHRMA hired Serv Pro to serve as the general contractor for general cleanup and restoration. Several of the maintenance staff and housing staff worked overtime to help with cleanup and finding a place for tenants to live.

It will take 4 months or more before the roofs, siding and windows are replaced.

The AHRMA claims adjuster was on site June 12 and approved replacing all the roofs so work will start immediately on that.

We currently still have 4 families in hotels and 6 families were placed in other properties. Many families are back in their units but some minor repairs need to be made.

REQUEST FOR EXTENSION OF TIME FOR RENOVATIONS OF 608 EAST STATE STREET

Dustin Long has requested a 4 month extension to complete the renovations on 608 East State Street. The tornado damage has delayed progress. There was damage to the masonry on the back and the driveway.

Vice Chair Kolb made the motion to approve the amended redevelopment contract to extend the completion time by 4 months. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Doug and Brenda Record expressed an interest in one of the properties on East Capital Avenue that may be acquired at a later date.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday July 16, 2019.

Commissioner Cain 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, Cain, Vincent
NAYS:	None
ABSENT	Weber, White

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

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

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary