

BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
JANUARY 16, 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 January 16, 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, Vice Chair Larry Kolb; Commissioners Dennis Mueller, Bob Weber and Donna White (via phone). Also in attendance were Cynthia Quetsch, Executive Director; Cindy Reeves, Chief Financial 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	4-4
Mueller	12-12	4-4
Kolb	12-12	3-4
White	12-12	3-4
Weber	7-8	1-1

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of December 2017 will be available at the February 2018 meeting. The books cannot be closed until the tax credit year end entries are completed the end of January.
- B. The Family Self Sufficiency program monthly report was presented.
- C. The non-Christmas party will be held at Bones Lounge on Friday January 19, 2018 from 6-9 p.m.
- D. The personal financial report for the Ethics Commission is due May 1, 2018.
- E. UPC-Gibbs will be leasing the Dorothy Pack building February 1, 2018 to May 28, 2018

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for December 19, 2017 (Exhibit 1-A)
- B. List of Disbursements for the month of December 2017. (Exhibit 1-B)
- C. Occupancy Report for the month of December 2017. (Exhibit 1-C)

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

#### RESOLUTION NO. 4618

#### 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 December for Hamilton Tower and Public Housing in the amount of \$8,572.00. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 01/16/2018)

#### UPDATE ON THE URBAN RENEWAL PLAN

Court appointed Commissioners Ken Otke, Dave Nunn and Bill Gratz inspected the properties at 101, 103 and 105 Jackson on January 10, 2018. A report will be provided to determine the value of the properties.

#### UPDATE ON THE NO SMOKING POLICY IMPLEMENTATION

The no smoking policy went into effect on January 1, 2018. 3 shelters are in place. A tenant meeting will be held in April to evaluate the locations of the designated spots before they are made permanent.

#### UPDATE ON DULLE TOWER RENOVATION GRANT

The initial timeline calls for completion of the plans and specifications by February 1, 2018.

#### NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday February 20, 2018. The public hearing for the 5 year Capital Plan hearing is scheduled for that day.

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.

Vice Chair Kolb 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