

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
MAY 21, 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 May 21, 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, 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; Diana Walters, Administrative Assistant; Carrie Tergin, Mayor and members of the public and the press.

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	11-12	3-4
Cain	12-12	2-2

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of March (end of fiscal year) and April 2019.
- B. The Family Self Sufficiency program monthly report was presented.
- C. Auditor's communication on tax credit limited partnerships was presented.
- D. The disposition policy requires notice to the board for disposition of property. The City has cited us for having tires in the yard. We have to pay to take them to the recycling center. John Thompson offered to take them free of charge to use on his farm to stop erosion. The tires were given to him.
- E. We are submitting 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. The grant request is due the end of May.
- F. We have submitted 2 applications for grants to acquire a new bus for the senior facilities. One with United Way for \$12,000.00 and one with the Allen P. and Josephine B. Green Foundation for \$15,000.00. We will need additional funds even if we are awarded both grants. The more money we can raise the better bus we can acquire. We hope that service organizations will consider this in their charitable funding.
- G. On May 22, 2019 at 2:30 we will dedicate the new gazebo donated by Hugh Lenart in honor of his late wife Janice.

- H. Information from MHAPCI on Directors and Officers Liability Insurance coverage was distributed.
- I. We will host the Family Appreciation Day at the Dorothy Pack Building on June 15, 2019. This a HUD recommended event to celebrate the importance of family. The event was a huge success last year and expected to be this year as well.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for April 16, 2019 and the Special Meeting Minutes on April 23, 2019. (Exhibit 1-A)
- B. List of Disbursements for the month of April 2019. (Exhibit 1-B)
- C. Occupancy Report for the month of April 2019. (Exhibit 1-C)

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

RESOLUTION NO. 4675

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 April for LaSalette, Hamilton and Public Housing in the amount of \$2,449.00. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 5/21/2019)

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

The redevelopment contract for 103 Jackson was scheduled to close on May 20, 2019 but was delayed.

No proposals received for 105 Jackson Street. Proposals will be accepted until June 11 for review at the June 18 Board meeting.

Negotiations for 101 Jackson are underway.

Request for proposals were sent out for the vacant lot at 514 East State Street.

The Commissioners appraised the 7 properties for the phase 2 law suit. We paid \$211,000.00 to the County Clerk, \$203,500.00 for property and \$7,500.00 for Commissioners fees. JCHA has ownership but not possession. Writ for possession will be heard by Judge Joyce on May 23, 2019.

UPDATE ON DULLE TOWER RENOVATION PROJECT

The contractor working on the Dulle project has lost several of his employees and is doing the work himself, which has delayed progress. The subcontractors for the plumbing and electric are very prompt in completing their part. The contract calls for completion by July 1 but change orders have extended that for 80 calendar days. We are currently half way through the project. We have added a piece to the project to replace the chiller pipes on the 9th floor. Until that is

done there will not be any AC in Dulle. It is expected to be done by the end of May. Stack 11 and 12 are scheduled to move June 5, 2019.

RESOLUTION NO 4676

RESOLUTION TO APPROVE THE JANITORIAL CONTRACT FOR DULLE TOWER

Sealed bids were received for janitorial services in Dulle Tower. The new contracts go into effect on July 1, 2019. The low bids for Dulle was Christian Cleaning Services.

Vice Chair Kolb made a motion to approve the janitorial contract. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

The Historic City of Jefferson would like to advertise the Parsons house on several sites, which the Board approved.

Mayor Tergin thanked the Board for the work on the Capital Avenue urban renewal and said that Porch Fest was a big success.

Bids are out for the turnaround crew. They are required to have asbestos training that can be provided by us at a reduced cost.

Vice Chair Kolb inquired about the parking lot on the upper level of the main office. Ms. Wessler explained the process we have gone through to find a way to repair the voids. A final determination has not been made yet.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday June 18, 2019. Commissioners White and Weber will be absent.

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, White, Mueller, Cain, Vincent
NAYS: None

ABSENT Weber

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

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

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary