

BOARD OF COMMISSIONERS
ANNUAL BOARD MEETING
NOVEMBER 28, 2017

The Annual 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 November 28, 2017, 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. Also in attendance were Cynthia Quetsch, Executive Director; Michelle Wessler, Chief Housing Officer; Cindy Reeves, Chief Financial Officer; Jack Pletz, Legal Counsel; Diana Walters, Administrative Assistant and several members of the public.

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	5-6	1-1

The Board observed a moment of silence in honor of Commissioner Minnie Word who passed away November 13, 2017.

ELECTION OF OFFICERS:

Commissioner Mueller made a motion for Larry Vincent to remain as Chairman of the Board. Seconded by Bob Weber. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. Commissioner Weber made a motion for Larry Kolb to remain as Vice Chairman of the Board. Seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Bob Weber and Donna White have been reappointed as Commissioners for another 4 years.

APPEARANCE:

Ms. Linda Buetther requested an extension on her agreement to improve her property due to Mr. Buetther's health and the changing weather, since a lot of the work is on the exterior. Vice

Chair Kolb made a motion to extend the completion date to June 1, 2018. Seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of October 2017.
- B. The Family Self Sufficiency program monthly report was presented.
- C. Kandy Kambell is volunteering to provide smoking cessation classes for interested tenants. She is certified by the American Lung Association to assist others with smoking cessation. Introductory meetings were held November 1st and 8th but were poorly attended. If there is sufficient interest she will conduct free classes after the first of the year.
- D. The cost for property and liability insurance have increased. MHAPCI has changed to an experience based rating with caps. Our adjustment factor is 1.021 which resulted in an increase of \$5000.00 or 3%. Insurance on the tax credit properties rose 2% on Hyder, Herron, and Linden Elderly and 8% on Capital City Apartments.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for October 17, 2017 (Exhibit 1-A)
- B. List of Disbursements for the month of October 2017. (Exhibit 1-B)
- C. Occupancy Report for the month of October 2017. (Exhibit 1-C)

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

RESOLUTION NO. 4610

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 October for Linden Elderly, Capital City, Hyder and Public Housing in the amount of \$7,234.76. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 11/28/2017)

UPDATE ON THE URBAN RENEWAL PLAN

A petition in eminent domain was filed August 4, 2017 against Barbara Buescher (101 and 105 Jackson) and Steve and Cheryl Bratten (103 Jackson). The hearing scheduled for November 7,

2017 was not held because Ms. Buescher was not served. The hearing has been rescheduled for December 4, 2017 at 1:30 p.m.

Tom Scheppers, owner of 100 Lafayette signed a rehabilitation agreement on October 18, 2017 for the work to be completed by March 20, 2018.

Dave Helmick, City Inspector has inspected the following properties to see if the work agreed upon has been completed.

531 East Capital Avenue - all work is completed.

523 East Capital Avenue – didn't sign an agreement but all work is completed.

606 East State Street – Not all of the work has been done. Ms. Buetther attended the meeting and requested an extension, which was granted.

600 and 610 East State Street – the work is not due to be completed until December 15th deadline.

600 State Street – Wayne Phillips requested an extension on the agreement until June 25, 2018. Commissioner Mueller made a motion to extend the completion date to June 1, 2018 to be consistent with the Buetther's extension. Seconded by Vice Chair Kolb. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4611

RESOLUTION AWARDING THE HEALTH INSURANCE PLAN

The staff recommended to keep the current health insurance plan, HBP Premier for 2018. The plan offers the lowest deductible and lowest maximum out of pocket expense. Vice Chair Kolb made the motion to award the Health Insurance Plan to HBP, Premier. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4612

RESOLUTION APPROVING MAINTENANCE SERVICE FOR ELEVATORS

At the October meeting the Board awarded the elevator maintenance service contract to Allrise Elevator Company. Due to incorrect information on the bid from Allrise Elevator Company the contract was not signed. Staff recommended the contract be awarded to Schindler Elevator Corporation, the current vendor. The current contract expired November 1, 2017 so the former contract was extended for one month at the new price.

Commissioner Weber made the motion to award the contract to Schindler Elevator Corporation. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4613

RESOLUTION APPROVING THE BUDGET FOR FY ENDING 12/31/2018 AND 3/31/2019

The staff proposed a change in the annual salary increase from a flat 2% increase for each employee to a flat amount of \$800.00. The increase will give the lower paid employees a higher increase while the higher paid staff will receive a slightly lower amount. Another change to the budget is that salary allocation to properties has been adjusted to reflect actual expenses. Prior budget allocation was based on where the funds were available.

Vice Chair Kolb made a motion to approve the budget for FY ending 12/31/2018 and 03/31/2019. Seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

UPDATE ON THE NO SMOKING POLICY IMPLEMENTATION

As of January 1, 2018 all properties go smoke free inside and at least 25 feet from the buildings. Designated smoking areas have been determined for Hyder, Herron, Ken Locke and Linden Court. There will be 1 smoking shelter at each location. Following a discussion, the consensus was that the shelter be in the back lawn at the Towers. The public housing neighborhoods and Capital City Apartments will not have a designated area. The residents will be told they must be 25 feet from any building and cannot smoke in the play areas.

Residents were sent notices of the change in the lease requirements forbidding smoking inside the building. They were required to sign and return the notice before December 1, 2017. Residents that do not return the notice will receive a termination notice that will be withdrawn if they sign the documents. Hyder had six tenants state they will be moving due to the requirement.

CORRECTION TO THE OPEN MINUTES OF DECEMBER 20, 2016

The same resolution number was used on two resolutions. Commissioner White made the motion to change the collection loss resolution number from the December 20, 2016 meeting to 4569A and the other resolution to remain 4569 and added to the minutes book for November 22, 2016 Special Meeting where it was approved. Seconded by Commissioner Weber. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday December 19, 2017.

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, White, Weber, Vincent
NAYS:	None
ABSENT	None

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

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

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary