

BOARD OF COMMISSIONERS
BOARD MEETING
OCTOBER 17, 2017

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 October 17, 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 and Donna White. Also in attendance were Cynthia Quetsch, Executive Director; Michelle Wessler, Chief Housing Officer; Cindy Reeves, Chief Financial Officer; Diana Walters, Administrative Assistant; Ron Fitzwater, City Councilman 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
Word	10-12	1-1
Weber	4-5	1-1

APPEARANCE

Capitol City Apartment residents Donna Valentin, Sharlotte Minor and Tameika Strickland presented some concerns they have about Capitol City Apartments.

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of September 2017.
- B. The Family Self Sufficiency program monthly report was presented.
- C. Helias High School students planted trees on Buena Vista Street that were received from Tree Releaf on October 12, 2017.
- D. The Housing Authority received a score of 81 from the Public Housing Assessment System, which is a standard performer score. The goal is to improve the score to 90 next year to get back to the high performer status.
- E. There was a Health Fair and free flu shot clinic at Dulle / Hamilton Towers and Hyder Apartments. Tolson Drug provided the shots and several other vendors were there. The tenants appreciated having the clinic available to them.
- F. CAMPO is evaluating the public bus service in the Jefferson City area. The draft report indicates that Handiwheels permits people who do not meet the ADA definition of disabled to use the service. They are suggesting tightening the eligibility and have people use the regular city bus service. The suggested

change could negatively impact the residents of Hyder and Ken Locke and the marketability of our properties. CAMPO is hosting public input meetings on October 17 and 24th from 3-6 at City Hall.

CONSENT AGENDA:

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

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

RESOLUTION NO. 4606

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 September for Ken Locke I and Public Housing in the amount of \$5,827.00.

Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 10/17/2017)

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 October 10, 2017 at 1:30 p.m. was not held because Ms. Buescher was not served. The hearing has been rescheduled for November 7, 2017 at 1:30 p.m.

Tom Scheppers, owner of 100 Lafayette agreed to the new terms of agreement.

Wayne Phillips, owner of 600 State Street is requesting an extension on his agreement. The exterior work has been completed but his contractor has quit and the interior work is not complete. This property is a rental so the agreement requires both interior and exterior work. His current due date is December 15, 2017.

RESOLUTION NO. 4607

RESOLUTION APPROVING THE CONTRACT FOR AUDIT SERVICES FOR THE JEFFERSON CITY HOUSING AUTHORITY AND ALPHA HOMES

There was only one response to the request for bid for audit services. The audit committee (Cindy Reeves, Cynthia Quetsch and Bob Weber) reviewed the proposal and found it satisfactory. The contract covers Alpha Homes for a first year cost of \$4,200.00 and public housing properties for the Housing Authority for a first year cost of \$21,265.00.

Commissioner Mueller made the motion to award the audit contract to Graves and Associates for 1 year with 3 possible one year extensions. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4608

RESOLUTION APPROVING MAINTENANCE SERVICE FOR ELEVATORS

Staff reviewed three sealed proposals for elevator services and recommend the contract be awarded to Allrise Elevator Company.

Commissioner White made the motion to award the contract to Allrise Elevator Company. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

NEXT MEETING:

The annual meeting will be at 7:30 a.m. Tuesday November 28, 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, Vincent

NAYS: None

ABSENT Word, Weber

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 Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary