

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
SEPTEMBER 18, 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 September 18, 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; Commissioners Larry Kolb, Dennis Mueller, Bob Weber, Donna White and Dian Cain. Also in attendance were Cynthia Quetsch, Executive Director; Michelle Wessler, Chief Housing Officer; Jack Pletz, Legal Counsel; Diana Walters, Administrative Assistant; Mayor Carrie Tergin; several members of the public and 1 member of 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	12-12	3-3
Cain	7-7	2-2

Mr. Rob Crouse presented options for Capital City Players to obtain the Shikles Building.

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of August 2018.
- B. The Family Self Sufficiency program monthly report was presented.
- C. A letter was received from RubinBrown on the results of the audit, there were no concerns.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for August 21, 2018 (Exhibit 1-A)
- B. List of Disbursements for the month of August 2018. (Exhibit 1-B)
- C. Occupancy Report for the month of August 2018. (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. 4643

RESOLUTION APPROVING THE WRITE-OFF (COLLECTION LOSS) OF TENANT ACCOUNTS RECEIVABLE

Commissioner Weber made the motion to approve the proposed rent and damage write-offs for the month of August for Ken Locke I, Capital City, Hamilton Towers and Public Housing in the amount of \$11,821.00. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 9/18/2018)

RESOLUTION NO. 4644

RESOLUTION AWARDING THE CONTRACT FOR THE RENOVATIONS OF 1009 BUENA VISTA TO AERODRY

There was flooding in the upper unit bathroom that did minor damage upstairs and minor damage downstairs. Staff repaired the non-flood issues of termites and weak floors in the laundry room. Flood work went out for bid with 3 bidders responding. Staff recommends the bid be awarded to Aerodry, the lowest bidder for \$40,574.35.

Vice Chair Kolb made the motion to approve the contract for Aerodry for \$40,574.35. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4645

RESOLUTION APPROVING THE DISPOSITION PLAN ITEMS IN THE DULLE RENOVATION PROJECT

We will have damaged cast iron sinks and 17 inch electric stoves that will not be used in the Dulle renovation that will need to be disposed of. Staff will take the cast iron sinks and stoves to the scrap dealer with the highest rate of return when we have a full truck load.

There will also be air conditioning/heating units from Hyder to dispose of as there is no other use for them at the other properties. The disposition policy states we can take bids from interested parties. There is a bid to purchase the AC/Heating units for \$2.00 each. The bidder is affiliated with a licensed Freon remover and staff recommend they be permitted to take the AC units.

Commissioner White made the motion to approve Gary Doolittle to purchase the AC/heating units from the Hyder building for \$2.00 each. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4646

RESOLUTION TO APPROVE THE COVENANT AND RESTRICTIONS ON DULLE TOWER REQUIRED BY AHP GRANT

The AHP grant requires that we agree to maintain Dulle Tower as low income for 15 years after the date of completion of the renovations.

Commissioner Mueller made the motion to approve the Covenant and Restrictions on Dulle Tower. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

UPDATE ON URBAN RENEWAL PLAN

The IRS withdrew the lien on the Bratton property.

The scheduled September 5, 2018 hearing was not held. The parties agreed and the judge verbally approved giving Ms. Buescher 90 days to rehabilitate the properties. If not completed in 90 days the Housing Authority takes immediate possession of the properties.

The lawsuit was filed for Phase 2 on August 27, 2018 for 500, 501, 507, 511 and 513 East Capitol, 504 East State Street (vacant lot), and 115 Jackson (parking Lot). The hearing is set for October 22, 2018 before Judge Joyce.

On September 6 we purchased 608 East State Street. The main floor is an open space and it some development had been done. The upper floor has a kitchen, bath and other rooms. The house has been on the abandoned property list for several years.

UPDATE ON DULLE TOWER RENOVATION PROJECT

Construction has begun on the first stack. We are currently waiting delivery of cabinets that meet the HUD severe use cabinet standards. We anticipate the project will move rapidly in the future as the contractor is purchasing the cabinets before construction starts. The projected completion date is July 2019.

RESOLUTION NO. 4647

RESOLUTION TO INCREASE THE MICRO PURCHASE AMOUNT FROM \$2,000.00 TO \$3,000.00

The procurement policy on micro purchases is currently set at \$2,000.00. The Federal micro purchase limit is \$3,000.00. Micro purchases only require one bid if the price is considered reasonable. We don't use micro purchasing when we don't know what a reasonable cost is.

Commissioner Cain made the motion to approve the increase from \$2,000.00 to \$3,000.00 on micro purchases. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

UPDATE ON PETITION FROM HYDER AND HERRON RESIDENTS CONCERNING FIELD TRIPS

Starting this month the schedule for the JCHA bus will change. There will be 1½ days of local shopping per week and 2 field trips per month. On the weeks with no field trip we hope to have additional events on campus. We have solicited volunteers from local churches, schools and civic

groups to come and provide activities. September 14th was an open forum with the Director at Herron Apartments. September 27th is a presentation on the East Capitol Urban Development Area at the Clarke Center.

Mayor Tergin expressed her gratitude for the Boards' work on the Urban Renewal project.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday October 16, 2018. Commissioner Mueller will not be present.

Vice Chair Kolb 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, Cain, Vincent
NAYS:	None
ABSENT	None

The Board returned to open session and Ann Koenig from the Department of Conservation presented the check for \$8443.00 to Larry Vincent for the tree grant.

Commissioner White made the motion to return to Executive Session, seconded by Commissioner Mueller. Upon roll call vote, the motion was approved.

AYES:	Kolb, Mueller, White, Weber, Cain, Vincent
NAYS:	None
ABSENT:	None

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

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

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary