

BOARD OF COMMISSIONERS
BOARD MEETING
AUGUST 15, 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 August 15, 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, Minnie Word, 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; 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	10-10	1-1
Weber	3-3	1-1

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of July 2017.
- B. The Family Self Sufficiency program monthly report was presented. Graduation for 3 of the participants of the FSS program will be August 24, 2017.
- C. Southwest NAHRO scholarship checks were presented to Emily Reeves, daughter of Cindy Reeves, CFO, and Baylee Watts, daughter of Rhonda Watts, Section 8 manager. Emily will attend Lincoln University in the nursing program and Baylee will attend Missouri State University studying in political science. Each student received a \$500.00 scholarship.
- D. During the eclipse the JCHA maintenance staff are required to work and must stay at their sites during the lunch hour in case of emergencies. The fire department is staging emergency vehicles on our property at Boliver and McCarty for easy use on either side of the river.
- E. The Boys & Girls Club has agreed to charge actual cost instead of the negotiated price for Connection Camp since attendance was low. They would like to have it again next summer with more aggressive recruiting for higher attendance

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for July 18, 2017 and Special Meeting minutes for August 2, 2017 (Exhibit 1-A)
- B. List of Disbursements for the month of July 2017. (Exhibit 1-B)

C. Occupancy Report for the month of July 2017. (Exhibit 1-C)

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

RESOLUTION NO. 4601

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

See attached Resolution

Commissioner Weber made the motion to approve the proposed rent and damage write-offs for the month of July for LaSalette, Capitol City, Hamilton, Public Housing and Section 8 in the amount of \$10,886.00.

Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 08/15/2017)

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). A hearing is scheduled for September 5, 2017 at 9:00 a.m. The Bratten's have been served but as of August 15, 2017 Ms. Buescher has not been served.

Holly Stith who is working with Tom Scheppers, owner of 100 Lafayette, stated that the property needs to be surveyed to establish the property lines. The surveyor has been hired but there are no other updates.

Vice Chair Kolb made a motion to send a new rehabilitation agreement to Tom Scheppers to be returned prior to the next meeting on September 19, 2017. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

AUDIT TEAM

In the past the bids for auditor services provided that a team of 4 including 1 Commissioner would review bids. Staff proposes to make it a team of 3 including 1 Commissioner.

Vice Chair Kolb made a motion to nominate Bob Weber for the audit team. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

The Audit team is Cynthia Quetsch, Cindy Reeves and Bob Weber.

AIR CONDITIONING UNITS FOR THE HYDER BUILDING

This item was not on the agenda but was considered to be an urgent need as the bid for the air conditioning was time sensitive and the work needs to be done ASAP to preserve the safe living conditions of residents.

Staff reviewed and recommend a single source quote from TMI Aftermarket Solutions for new air conditioning units for the Hyder building. The bid is \$171,375.00. The units are the same size as the current units so they can be installed in the current placement with no additional construction cost.

Commissioner Weber made a motion to approve the bid. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

NEXT MEETING:

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

Commissioner White 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 Weber seconded the motion, upon roll call vote the motion was approved.

AYES:	Kolb, Word, 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 White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary