

BOARD OF COMMISSIONERS
BOARD MEETING
April 18, 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 April 18, 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 Penney Rector, Commissioners Larry Kolb, Dennis Mueller, Donna White and Minnie Word. Also in attendance were Cynthia Quetsch, Executive Director; Jack Pletz, Legal Counsel; Diana Walters, Administrative Assistant; Mayor Carrie Tergin; James Cain, property owner and numerous members of the public.

Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	12-12	2-2
Rector	12-12	2-2
Mueller	12-12	2-2
Kolb	12-12	1-2
White	12-12	1-2
Word	6-6	0-0

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of March 2017 will be presented in May. The fiscal year end for HUD properties is March 31, 2017.
- B. The Family Self Sufficiency program monthly report was presented.
- C. The audit report in the tax credit properties (Linden Elderly, Hyder, Capital City Elderly (Herron) and Capital City Apartments) were available for review, there were no concerns.
- D. The Housing Authority has applied for the Federal Home Loan Bank Affordable Housing Program grant to renovate kitchens at Dulle Tower.
- E. Reminder to file with the Ethics Commission by May 1, 2017.
- F. REAC inspections will be April 25-28, 2017.
- G. Discussion on use of the Dorothy Pack Building for the summer program.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for March 21, 2017 (Exhibit 1-A)
- B. List of Disbursements for the month of March 2017. (Exhibit 1-B)

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

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

RESOLUTION NO. 4580

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

See attached Resolution

Commissioner Kolb made the motion to approve the proposed rent and damage write-offs for the month of March for Hamilton and Public Housing in the amount of \$4,613.00.

Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 04/18/2017)

UPDATE ON THE URBAN RENEWAL PLAN

Letters were sent to 4 owner occupied properties on March 29, 2017 with the rehabilitation agreement which identifies work that needs to be completed by October 15, 2017. Response was due by April 10, 2017. Gary and Linda Buettner returned a signed agreement. Ms. Quetsch will contact the other 3 homeowners to determine why there has been no response. (Exhibit 4A)

Letters were sent to 3 non owner occupied properties with rehabilitation agreements on April 6 with responses due by April 14, 2017. They were the only property owners that agreed to both internal and external inspections.

Mr. James Cain, owner of 610 E State Street requested an extension on the deadline to have work completed on his property. He is currently working on the property which has structural problems that will have to be done over time. Mr. Cain feels that the external work will be completed by the December deadline.

Vice Chair Rector made a motion to work with Mr. Cain to adjust the timeline and set goals to complete the work. There will be periodic inspections to insure the project is moving forward. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Wayne Phillips returned the signed agreement.

There was no response from the owners of the commercial buildings. Ms. Quetsch will attempt to contact them.

There was discussion that the next step is acquisition of properties, and that will be in closed session.

Mayor Carrie Tergin expressed her gratitude for the Housing Authority's participation in the urban renewal plan.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday May 16, 2017.

Vice Chair Rector 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:	Rector, Kolb, Word, Mueller, White, Vincent
NAYS:	None
ABSENT	None

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

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

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary