

BOARD OF COMMISSIONERS  
BOARD MEETING  
July 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 July 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 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; Mayor Carrie Tergin and several members of the public.

Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	12-12	3-3
Mueller	12-12	3-3
Kolb	12-12	2-3
White	12-12	2-3
Word	9-9	1-1
Weber	2-2	0-0

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of June 2017.
- B. The Family Self Sufficiency program monthly report was presented.
- C. The Housing Authority has applied for the Federal Home Loan Bank Affordable Housing Program grant to renovate kitchens and upgrade lateral sewer lines in Dulle Tower. It was submitted June 21 and there should be a decision by December.
- D. Connections Camp at the Dorothy Pack Building has 9 children enrolled, staff is encouraging residents to enroll their children in the program.
- E. Audit report on Alpha Homes (Lewella Estes).

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for June 20, 2017 (Exhibit 1-A)
- B. List of Disbursements for the month of June 2017. (Exhibit 1-B)
- C. Occupancy Report for the month of June 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. 4594

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

See attached Resolution

Vice Chair Kolb made the motion to approve the proposed rent and damage write-offs for the month of June for LaSalette, Capitol City, Hamilton, Ken Locke 1 and Public Housing in the amount of \$8,848.12.

Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 07/18/2017)

### UPDATE ON THE URBAN RENEWAL PLAN

Owners of two of the homes on the may be acquired list have painted and completed exterior work which has improved the curb appeal dramatically. Combined with the infrastructure improvements, the appearance at the East Capital Avenue area is improving.

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. It is unlikely that the plans will be complete and submitted to Planning and Zoning for the PUD before August.

## RESOLUTION NO. 4595

### RESOLUTION APPROVING THE 5 YEAR CAPITAL FUND PLAN

Due to HUD changes we now file an electronic 5 year rolling plan with expected uses of the capital funds.

Commissioner White made a motion to approve the resolution approving the 5 year capital fund plan. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

## RESOLUTION NO. 4596

### RESOLUTION APPROVING THE DENTAL PLAN

After reviewing quotes from 4 companies the Board approved the staff recommendation of Delta Dental. The change will provide the Housing Authority an annual savings of \$4,201.00, and decreases the premium for employees that carry family members but provides the same level of benefit.

### CREATION OF A BOARD OF DIRECTORS FOR A NONPROFIT CORPORATION FOR HYDER APARTMENTS

Mr. Pletz has prepared articles of incorporation, bylaws and a resolution to begin the process for the possible buyout of US Banks interest in the Hyder Apartments.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday August 15, 2017.

Vice Chair Kolb made a motion to hold a Special Meeting on August 2, 2017 at 7:30 a.m. to discuss the Urban Renewal Plan. Seconded by Commissioner Mueller, upon roll call vote the motion was approved.

Mayor Tergin expressed her gratitude to the Board for their participation in the Urban Renewal Plan and for keeping it moving forward.

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 Mueller 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.

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

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Larry Vincent, Chairman

ATTEST: \_\_\_\_\_  
Cynthia Quetsch, Secretary