

BOARD OF COMMISSIONERS
BOARD MEETING
June 20, 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 June 20, 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, Commissioners Larry Kolb, Dennis Mueller, Minnie Word, Bob Weber, and Donna White on conference call. Also in attendance were Cynthia Quetsch, Executive Director; Michelle Wessler, Chief Housing 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	8-8	1-1
Weber	1-1	0-0

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of May 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.
- D. Connections Camp at the Dorothy Pack Building has low enrollment, staff is encouraging residents to enroll their children in the program.
- E. Welcome Commissioner Weber as new Board Member.
- F. Welcome Councilman Fitzwater the liaison from the City.
- G. MHDC reviewed the tax credit properties, there have been no findings against the Housing Authority since October 2011.
- H. The preliminary score for the REAC inspection of Public Housing was 66, we will work to have that increased to 80. The score was based primarily on non-housing properties. The Housing units scored well.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for May 16 and Special Meeting Minutes for May 31, 2017 (Exhibit 1-A)
- B. List of Disbursements for the month of May 2017. (Exhibit 1-B)
- C. Occupancy Report for the month of May 2017. (Exhibit 1-C)

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

RESOLUTION NO. 4591

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 May for Hyder, Capitol City and Public Housing in the amount of \$4,941.50.

Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 06/20/2017)

RESOLUTION NO. 4592

RESOLUTION AUTHORIZING THE USE OF HOUSING VOUCHER ADMINISTRATIVE FEE RESERVE FUNDS TO SUPPORT THE FSS PROGRAM

Commissioner Kolb made a motion to approve the resolution to authorize the use \$20,125.00 of the Housing Voucher Administrative fee reserve funds to support the FSS program. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

UPDATE ON THE URBAN RENEWAL PLAN

At the May meeting Mr. Sheppers and Ms. Stith were granted an extension to sign the rehabilitation agreement for 100 Lafayette, as it must be rezoned to a PUD before a restaurant can be built there. The PUD application has not been filed as of June 13, 2017.

RESOLUTION NO. 4593

RESOLUTION COMMENDING PENNEY RECTOR FOR HER SERVICE AS BOARD MEMBER OF THE HOUSING AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI FROM APRIL 19, 2010 THROUGH MAY 30, 2017

The Resolution for Mrs. Rector's service was signed by all Board members.

OTHER:

Election of a new Vice Chair. The term will be until the next annual meeting in November 2017.

Commissioner Mueller nominated Commissioner Kolb as Vice Chair. Seconded by Commissioner Weber. Chairman Vincent moves that Commissioner Kolb be elected by acclamation. The motion was approved.

Mayor Carrie Tergin expressed her gratitude to Mr. Weber for serving on the Board and Mr. Fitzwater for serving as the city council liaison. She also thanked the Housing Authority for participation in the urban renewal plan.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday July 18, 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.

Vice Chair Kolb 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.

Chairman Vincent directed Mr. Pletz to begin the process for Articles of Incorporation of a Non-Profit Corporation.

Bob Weber was appointed as Commissioner for the Jefferson City Housing Authority Board and documents were signed.

SPECIAL MEETING:

There will be a Special Meeting on August 2, 2017 at 7:30 a.m.

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

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary