

BOARD OF COMMISSIONERS  
BOARD MEETING  
SEPTEMBER 19, 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 September 19, 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 and Bob Weber. 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	4-4
Mueller	12-12	4-4
Kolb	12-12	3-4
White	12-12	3-4
Word	10-11	1-1
Weber	4-4	1-1

PRESENTATION

Lynn Graves of Graves and Associates, CPAs, LLC gave a presentation of the annual JCHA audit for the fiscal year ending March 31, 2017 for Public Housing and other Programs.

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of August 2017.
- B. The Family Self Sufficiency program monthly report was presented.
- C. As of July we have collected \$16,801.83 from the Department of Revenue Collections Recovery.
- D. The Housing Authority has been awarded up to \$10,000.00 from the tree grant. The project must be completed by May and will provide trees for Dulle Street and to border the stadium on Elizabeth and Buena Vista Streets.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for August 15, 2017 (Exhibit 1-A)
- B. List of Disbursements for the month of August 2017. (Exhibit 1-B)
- C. Occupancy Report for the month of August 2017. (Exhibit 1-C)

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

RESOLUTION NO. 4602

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 August for Ken Locke I, Hamilton and Public Housing in the amount of \$3,944.00.

Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 09/19/2017)

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). The hearing scheduled for September 5, 2017 at 9:00 a.m. was not held because Ms. Buescher was not served. The hearing has been rescheduled for October 10, 2017 at 1:30 p.m.

Tom Scheppers, owner of 100 Lafayette presented a draft to change some of the terms on his rehabilitation agreement. The Board will review the draft and notify him if they agree to the changes.

Commissioner White joined the meeting.

RESOLUTION NO. 4603

RESOLUTION APPROVING THE CONSTRUCTION CONTRACT TO RENOVATE 1021 BUENA VISTA

The staff received sealed bids from 5 companies to renovate a burn unit at 1021 Buena Vista St. The lowest bid was considerably lower than all other bids and the projected cost. The lowest bidder was asked to produce documentation showing the company was responsible. The qualification form that is included in the bid packet was not returned in the sealed bid. The lowest bidder did not provide the requested information. A letter was sent to the next lowest bidder G&T Construction, LLC. Seeking documentation showing responsibility. That was returned and satisfactory. Staff recommends awarding the bid to G&T Construction, LLC. The bid is for \$201,290.00.

Vice Chair Kolb made the motion to approve G&T Construction, LLC to renovate 1021 Buena Vista at a cost of \$201, 290.00. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4604

RESOLUTION APPROVING DISPOSITION OF PROPERTY

The Housing Authority needs to dispose of the prior bus, a concrete saw and small pieces of office equipment. The disposition policy permits disposal of property with a value exceeding \$1,000.00. The value of the bus is unknown, the concrete saw was purchased for \$899.00.

Commissioner Weber made a motion to approve the sale of the items. Commissioner White seconded the motion. Chairman Vincent recommended the government website to post the items. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday October 17, 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.

Vice Chair Kolb seconded the motion, upon roll call vote the motion was approved.

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

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.

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Larry Vincent, Chairman

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