

BOARD OF COMMISSIONERS
BOARD MEETING
May 16, 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 May 16, 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; Michelle Wessler, Chief Housing Officer; Jack Pletz, Legal Counsel; Diana Walters, Administrative Assistant; Mayor Carrie Tergin and several members of the public. Mr. Ron Fitzwater was on conference call for the meeting.

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	7-7	0-0

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of March and April 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 elevators at Dulle Tower. Ms. Quetsch also discussed a tree grant to plant trees on Dulle Street and Buena Vista Street.
- D. REAC inspections for Public Housing will be June 15-16, 2017.
- E. Discussion on negotiations with the Boys and Girls club regarding use of the Dorothy Pack Building for the summer program.
- F. National NAHRO conference Commissioners Training July 16-18 2017 Indianapolis, IN.
- G. Vice Chair Rector has resigned from the Board. She is grateful for the opportunity to serve on the Board. The Board expressed their gratitude for her service.

CONSENT AGENDA:

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

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

RESOLUTION NO. 4581

RESOLUTION COMMENDING JIM JENKINS FOR HIS SERVICE AS AN EMPLOYEE OF THE HOUSING AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI FROM JULY 2, 1987 THROUGH APRIL 30, 2017

The Resolution for Mr. Jenkins retirement was signed by all Board members.

RESOLUTION NO. 4582

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

See attached Resolution

Commissioner White made the motion to approve the proposed rent and damage write-offs for the month of April for Hamilton and Public Housing in the amount of \$2,900.00.

Commissioner Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 05/16/2017)

RESOLUTION NO. 4583

RESOLUTION ESTABLISHING A PROCEDURE FOR CERTAIN OFFICIALS TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST

Vice Chair Rector made a motion to approve the resolution on conflicts of interest for the Ethics Commission. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 5/16/2017)

UPDATE ON TRUMAN HOTEL

RESOLUTION NO. 4584

RESOLUTION APPROVING LIMITED RECORDING OF THE TRUMAN HOTEL URBAN RENEWAL PLAN

The resolution puts the public on notice of the existence of the Truman Hotel Urban Renewal Plan. The entire plan will not be submitted to the recorder of deeds.

Vice Chair Rector made a motion to adopt the resolution. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

UPDATE ON THE URBAN RENEWAL PLAN

Mr. & Mrs. Buettner and Ms. Isenberg have returned a signed agreement. There has been no response from Ms. Buescher or the Goldammers. These are owner occupied properties.

Mr. Phillips signed the agreement and Mr. Cain signed the amended agreement extending the date to December. Ms. Buescher has not responded. These are non-owner occupied properties.

Ms. Stith, owner of Avenue HQ spoke on behalf of Mr. Sheppers regarding 100 LaFayette St. They are seeking an extension of time to complete the project as it must be rezoned to a PUD before a restaurant can be built there. The PUD paperwork will be filed next week.

Commissioner Kolb made a motion to extend the deadline for signing the agreement to rehabilitate the property at 100 Lafayette to the August meeting. Vice Chair Rector seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

There are no changes in the two non-owner occupied properties that have had external but not internal inspections. Letters have not been sent since the rehabilitation agreement would not be complete.

OTHER

There was discussion on property insurance for Public Housing. MHAPCI plans to change the way Housing Authorities will be charged. The new charge will be based on claims made.

Election of a new Vice Chair has been deferred to the next meeting. The term will be until the next annual meeting in November.

Mayor Carrie Tergin expressed her gratitude for the Housing Authority's participation in the urban renewal plan and for how quickly it has progressed.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday June 20, 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.

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