

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
FEBRUARY 13, 2018

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 February 13, 2018, 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, Bob Weber and Donna White. Also in attendance were Cynthia Quetsch, Executive Director; Cindy Reeves, Chief Financial Officer; Michelle Wessler, Chief Housing Officer; Jack Pletz, Legal Counsel, Diana Walters, Administrative Assistant and Mayor Carrie Tergin.

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 |
| Weber | 8-9 | 1-1 |

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of December 2017 and January 2018.
- B. The Family Self Sufficiency program monthly report was presented. There will be a graduation ceremony Thursday February 13, 2018 at 11:00 am.
- C. There will be a ceremonial check presentation for the Dulle Tower grant February 21, 2018 at 1 pm at the Hawthorne Bank Community Room, 3600 Amazonas Dr.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for January 16, 2018 (Exhibit 1-A)
- B. List of Disbursements for the month of January 2018. (Exhibit 1-B)
- C. Occupancy Report for the month of January 2018. (Exhibit 1-C)

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

RESOLUTION NO. 4619

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

Commissioner White made the motion to approve the proposed rent and damage write-offs for the month of January for Capitol City, Hamilton Tower and Public Housing in the amount of \$5,828.00. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 2/13/2018)

UPDATE ON THE URBAN RENEWAL PLAN

Court appointed Commissioners Ken Otke, Dave Nunn and Bill Gratz valued the properties at 101 and 103 Jackson at \$55,000.00 and 105 Jackson at \$39,000.00. Discussion on the next steps in closed session.

APPROVAL OF AN AMENDMENT TO THE PERSONNEL POLICY

Staff recommends an amendment to the personnel policy to clarify when and how overtime is earned and compensation. Vice Chairman Kolb made a motion to approve the amendment of the personnel policy. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

APPROVAL OF AN AMENDMENT TO THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)

Staff recommend an amendment to the preference policy to facilitate the relocation of tenants who live in Dulle Tower during the renovation. Commissioner White made a motion to approve the amendment to the ACOP. Seconded by Commissioner Weber. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

UPDATE ON THE NO SMOKING POLICY IMPLEMENTATION

Staff is recommending that language be added to every contract notifying contractors of the no smoking policy and imposing a \$25.00 penalty for every violation by a contractor, subcontractor or their agents. Commissioner Weber made a motion to approve the update. Seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

UPDATE ON DULLE TOWER RENOVATION GRANT

We are working on the bid specifications for the project.

RHF GRANT PROGRAM NEW CONSTRUCTION REQUIREMENT

HUD provides funds to build replacement housing when public housing is demolished or disposed of. We currently have 5 years of funding totaling \$143,439.00 to be used to build a new house. The grant requires 33% matching funds. A plan was developed in 2013 and the matching funds were to come from donation of land on Edmonds Street to build a house and have Nichols students do the construction. We no longer own the land on Edmonds Street to donate and the use of Nichols students was forbidden on the last house we built under this program. We are exploring options to come up with matching funds but do not anticipate a waiver of the fund requirement. We are also checking to see if new construction is required or if renovating an existing structures is possible.

REQUEST FOR LETTER OF SUPPORT FOR CEDAR RIDGE APARTMENT RENOVATIONS

Bo West requested a letter of support to MHDC for the application to renovate 72 units at Cedar Ridge Apartments and the construction of 16 new 3 bedroom units. The property accepts Section 8 vouchers and are in a very nice area. Vice Chair Kolb made the motion to approve sending the letter. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Mayor Tergin expressed her gratitude for the Boards' work on the Urban Renewal project.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday March 20, 2018.

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, 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, Vice Chair Kolb declared the motion approved.

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary