

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
MARCH 20, 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 March 20, 2018, in the Board Room at the Housing Authority Office, 1040 Myrtle Avenue, Jefferson City, Missouri.

Dian Cain was welcomed and sworn in as a new member of the Board.

ROLL CALL: On roll call the following were in attendance: Chairman Larry Vincent; Commissioners Dennis Mueller, Bob Weber, Donna White and Dian Cain. Also in attendance were Cynthia Quetsch, Executive Director; Cindy Reeves, Chief Financial Officer; Jack Pletz, Legal Counsel; Diana Walters, Administrative Assistant; Mayor Carrie Tergin; Councilman Ron Fitzwater and 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	11-12	3-4
White	12-12	3-4
Weber	8-9	1-1
Cain	1-1	

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of February 2018.
- B. The Family Self Sufficiency program monthly report was presented.
- C. Update on the 2018 Affordable Housing Program grant applications and replacement housing.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for February 13, 2018 (Exhibit 1-A)
- B. List of Disbursements for the month of February 2018. (Exhibit 1-B)
- C. Occupancy Report for the month of February 2018. (Exhibit 1-C)

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

RESOLUTION NO. 4620

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

Commissioner Weber made the motion to approve the proposed rent and damage write-offs for the month of February for Linden Elderly, Hamilton Tower and Public Housing in the amount of \$4,281.00. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 03/20/2018)

UPDATE ON THE URBAN RENEWAL PLAN

Mr. Joe Stockman attended the meeting as a representative for Tom Scheppers, owner of 100 Lafayette. The windows and doors have been installed on the building but weather conditions have prevented the rest of the work being done. Mr. Stockman requested a 30 day extension to finish the work.

Commissioner Weber made a motion to grant the 30 day extension for 100 Lafayette. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

The Housing Authority deposited a check with the clerk of the court for the commissioners' value for 101, 103 and 105 Jackson St. The Judge determined there is no heritage value for the 3 properties on February 26, 2018 and ordered the case file to correct the spelling of Mr. Bratten's name on all records. Mr. Tom Snider entered an appearance representing Barbara Buescher. Cole County filed a claim for the funds due to unpaid taxes on all properties. A hearing is scheduled for March 26, 2018 to determine the distribution. The Housing Authority filed 3 writs for possession to obtain the 3 properties since they were not turned over to us. The writs will be addressed at the March 26th hearing.

There was discussion on what conditions will be included in the request for proposals from developers and how the requests will be evaluated. No decisions were made.

UPDATE ON DULLE TOWER RENOVATION GRANT

Bid specifications for the project are being developed by the architect and engineer. The request for proposal is being prepared for bids. The work will require Davis Bacon wages.

RESOLUTION NO. 4621

RESOLUTION APPROVING THE 5 YEAR CAPITAL PLAN FOR PUBLIC HOUSING

Commissioner Weber made a motion to approve the 5 year Capital Plan for Public Housing to improve the properties. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4622

RESOLUTION APPROVING THE RESTORATION CONTRACT FOR 12 JACKSON UNIT 406

Unit 406 at 12 Jackson St sustained a fire. 3 sealed bids for the renovation were received. Staff recommends an award to Briot Construction in the amount of \$28,800.00 as the lowest bidder. MHAPCI, the insurance carrier supports awarding the contract to Briot. Commissioner White made a motion to award the contract to Briot Construction. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RHF GRANT PROGRAM NEW CONSTRUCTION REQUIREMENT

The Housing Authority is working to develop a plan to find matching funds for the RHF grant. The RHF grant may be used for new construction or renovating a building. We are researching to see if land donated by the LCRA to the Housing Authority may be considered matching funds. We have some possible locations on vacant lots we own, or on tax credit properties. We are looking for a flat lot with access to sewer and utilities.

REQUEST TO PERMIT HIDDEN SPACES TOURS OF 101, 103 AND 105 JACKSON STREET

The Historic City of Jefferson has asked for permission to tour 101, 103 and 105 Jackson Street as part of the Hidden Spaces Tour on May 6. Porch Fest, Shelby Fest and the Hidden Spaces tours will all be at the same time. The Housing Authority has ownership but not possession of the buildings. No Housing Authority representative has seen the interior of 2 of the buildings. We don't know if entry would be safe on a public tour. Insurance must be provided by the property owner. A decision has been deferred to the April meeting.

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 April 17, 2018.

Commissioner Weber 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:	Mueller, White, Weber, Cain, Vincent
NAYS:	None
ABSENT	Kolb

Following adjournment of the Executive Session, the Board reconvened in Open Session.

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

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary