

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
APRIL 16, 2019

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 April 16, 2019, in the Conference Room at the Housing Authority at 1040 Myrtle Avenue, Jefferson City, Missouri.

ROLL CALL: On roll call the following were in attendance: Chairman Larry Vincent; Commissioners Larry Kolb, Dennis Mueller, Bob Weber and Dian Cain. Also in attendance were Cynthia Quetsch, Executive Director; Cindy Reeves, Chief Financial Officer; Jack Pletz, Legal Counsel; Diana Walters, Administrative Assistant; Carrie Tergin, Mayor; Ron Fitzwater; Councilman, members of the public and the press.

Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	12-12	6-6
Mueller	12-12	6-6
Kolb	12-12	5-6
White	11-12	5-6
Weber	12-12	3-4
Cain	12-12	2-2

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of March 2019.
- B. The Family Self Sufficiency program monthly report was presented.
- C. The Ethics personal financial disclosure needs to be filed by May 1, 2019.
- D. Chairman Vincent presented the Police Officer of the year award to officers Jason Payne and Todd Bickel on behalf of the entire JCPD for their work on the Darnell Gray missing child case.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for March 19, 2019. (Exhibit 1-A)
- B. List of Disbursements for the month of March 2019. (Exhibit 1-B)
- C. Occupancy Report for the month of March 2019. (Exhibit 1-C)

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

RESOLUTION NO. 4668

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

Vice Chair Kolb made the motion to approve the proposed rent and damage write-offs for the month of March for Capital City Apartments and Public Housing in the amount of \$2,165.00. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 4/16/2019)

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

The City has been notified of the redevelopment contract for 103 Jackson Street and has no concerns.

An open ended request for proposals went out on March 28, 2019 for 105 Jackson Street.

Review of the proposals will be at the May meeting.

Proposal for 101 Jackson was reviewed in closed session.

The court appointed Commissioners will appraise the 7 properties on April 17, 2019.

We received the reimbursement check from the City for \$26,296.49 for 608 East State Street.

UPDATE ON DULLE TOWER RENOVATION PROJECT

Work on 4 additional stacks is almost complete. Several feet of cast iron had to be removed. The extra work resulted in a major change order. We are about half way through with the project.

RESOLUTION NO. 4669

A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN OFFICIALS

Every two years the Board renews the conflict of interest policy and sends a copy of the resolution to the Ethics Commission.

Vice Chair Kolb made a motion to approve the resolution on conflicts of interest. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #5, 4/16/2019)

RESOLUTION NO 4670

RESOLUTION TO APPROVE THE JANITORIAL CONTRACTS

Sealed bids were received for janitorial services in the various buildings. The new contracts go into effect on June 1, 2019. The low bids for Ken Locke I&II, Lasalette and Linden Court were Atkins. Low bid for the administration building and Hamilton Tower was Christian Services. For Hyder and Herron the low bid was Como.

Vice Chair Kolb made a motion to approve the janitorial contracts. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #5, 4/16/2019)

SHIKLES BUILDING

Proposals were reviewed in closed session.

Mayor Tergin thanked the Board for the work on the Capital Avenue urban renewal and announced that Porch Fest will be on May 5, 2019.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday May 21, 2019.

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

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

We are applying for a grant from the Affordable Housing Program Federal Home Loan Bank of Des Moines for improvements to Hamilton Tower and will need to contribute \$300,000.00-\$500,000.00 of our funds to complete the project.

Commissioner Cain 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