

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
DECEMBER 18, 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 Wednesday December 18, 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; Michelle Wessler, Chief Housing Officer; Cindy Reeves, Chief Financial Officer; Jack Pletz, Legal Counsel; and Diana Walters, Administrative Assistant; member of the press.

Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	12-12	8-9
Mueller	12-12	9-9
Kolb	12-12	8-9
White	9-12	7-9
Weber	9-12	5-6
Cain	12-12	3-4

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of November 2019.
- B. The Family Self Sufficiency program monthly report was presented.
- C. The winter holiday party for staff and Board members is scheduled for January 10, 2020 at Reinhart Circle.
- D. We were not awarded the grant for the Hamilton Tower renovation because of money we have in reserve. We will determine which renovations, elevators or sewer lines and kitchens needs to be completed first and work with the funds in reserve. We will apply for the grant next year for the remaining renovation.

Ms. Quetsch requested approval to close the office at noon on December 24, 2019. Vice Chair Kolb made a motion to approve closing at noon on December 24, 2019. Seconded by Commissioner Weber. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for November 26, 2019 (Exhibit 1-A)
- B. List of Disbursements for the month of November 2019. (Exhibit 1-B)
- C. Occupancy Report for the month of November 2019. (Exhibit 1-C)

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

RESOLUTION NO. 4703

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 November for Capital City, Linden Elderly and Public Housing in the amount of \$3,700.00. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 12/18/2019)

Mayor Tergin joined the meeting.

RESOLUTION NO. 4704

RESOLUTION APPROVING AMENDMENT TO THE BYLAWS OF THE HOUSING AUTHORITY OF THE CITY OF JEFFERSON, MO

Commissioner Weber made a motion to approve the amendments to the bylaws. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 12/18/2019)

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

The contract on the Parsons house at 105 Jackson has been signed and we are preparing for the closing January 24, 2020.

Ivy Terrace is now only available to view by appointment. There was 1 visitor on December 5th. There was an open house for 501, 507, and 513 East Capitol Avenue and 101 Jackson Street on December 5th with 11 people attending. A basement apartment was discovered in 513 which is fully accessible from the outside.

Signs have been posted in front of the houses to solicit interest from developers.

The proposals on all properties are due January 7, 2020.

It has been difficult to find anyone to patch the roofs but we are still looking for a contractor. Mayor Tergin offered some ideas for advertising the houses and will promote them as well.

UPDATE ON CAPITAL CITY APARTMENTS

The framework and roof are complete on 526 East Elm. Installation of new windows is expected soon. The siding will be done after the windows are installed. The delay is due to discussions with the insurance company.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday January 21, 2020.

Mayor Tergin thanked the Board for their continued work on the Capitol Avenue Urban Renewal Plan.

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

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

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