

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
APRIL 21, 2020

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 21, 2020, via Zoom meeting.

ROLL CALL: On roll call the following were in attendance: Chairman Larry Vincent, Vice Chairman Larry Kolb; Commissioners Dennis Mueller, Bob Weber, Donna White and Dian Cain. Also in attendance were Cynthia Quetsch, Executive Director; Michelle Wessler, Chief Housing Officer; Cindy Reeves, Chief Financial Officer; Todd Miller, Legal Counsel; Diana Walters, Administrative Assistant; Carrie Tergin, Mayor; Ron Fitzwater, City Councilman and Amy VanOverschelde.

Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	11-12	9-10
Mueller	12-12	9-10
Kolb	11-12	8-10
White	10-12	8-10
Weber	10-12	6-7
Cain	12-12	4-4

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of February 2020 were presented. The March financials for the year end for public housing will be available at the May meeting.
- B. The Family Self Sufficiency program monthly report was presented.
- C. The Family Appreciation Day is still planned for May 30, 2020 from 11-2. We will provide hot dogs, games and access to social service resources.
- D. George Hartsfield submitted a letter regarding the demolition of the Ramada Inn. Puri Group is seeking a CID from the City to complete the demolition.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for March 17, 2020 (Exhibit 1-A)
- B. List of Disbursements for the month of March 2020. (Exhibit 1-B)
- C. Occupancy Report for the month of March 2020. (Exhibit 1-C)

Vice Chair Kolb 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. 4723

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 March for Ken Locke, Hamilton Tower and Public Housing in the amount of \$64,645.25. Vice Chairman Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 04/21/2020)

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

The closing for 501, 507, 511 and 513 East Capitol Avenue has been delayed.

We have not been able to find a contractor to patch or tarp the roof of Ivy Terrace.

No bids were received for 101 Jackson Street. There was a request to tour the property but no proposals received.

Disposition of personal property from the East Capitol Avenue homes has been delayed until later due to the Covid-19 virus and maintenance having to take care of other needs.

We are waiting on the report from the structural engineer to make a decision on 608 East State Street.

The City reimbursed \$58,589.17 to the Housing Authority for 105 Jackson Street.

UPDATE ON CAPITAL CITY APARTMENTS

Windows and siding are being installed. There was a flood due to a frozen pipe that damaged the office building which is also being repaired. The contractors were required to return to Illinois due to the Covid-19 virus. The general contractor plans to be there beginning April 27, 2020 working on siding and windows.

UPDATE ON DULLE TOWER

Construction is complete at Dulle Tower. Staff is working to get units occupied. Mr. Miller will discuss options for final payment with Mr. Patterson of MegAllie.

UPDATE ON HAIL STORM

Jefferson City was hit by a hail storm on March 27, 2020 that did damage to some of the properties. Claims were filed with MAHPCI for the Administration building, Dorothy Pack building, maintenance shop, Elizabeth Street, Dulle and Buena Vista Streets. Claims were filed with AHRMA for Herron, Hyder, Ken Locke, Lasalette and Vogel for the bus. Ken Locke and Linden Court will get full roof replacement, others will get partial roof repair and gutters.

RESOLUTION NO 4724

RESOLUTION APPROVING SERVPRO THE CONTRACT TO COMPLETE REPAIRS ON 522 EAST ELM STREET

The insurance company is requesting that SERVPRO, who did the emergency remediation from the flood due to a frozen pipe, complete the project. The estimate to complete the project is \$88,000.00. Vice Chair Kolb made a motion to approve the contract with SERVPRO to complete the repairs at 522 East Elm Street.

Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO 4725

RESOLUTION AWARDDING THE CONTRACT TO ARSI FOR ASBESTOS FLOOR TILE REMOVAL IN PUBLIC HOUSING

The Housing Authority received an emergency grant to repair deteriorating floors. Many of the floors have asbestos tile. We received two sealed bids. ARSI was the lowest bidder.

Commissioner Mueller made a motion to approve ARSI to remove asbestos floor tiles in public housing. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO 4726

RESOLUTION AWARDDING THE CONTRACT TO ADS COMPANY FOR SECURITY CAMERAS IN PUBLIC HOUSING NEIGHBORHOODS

The Housing Authority received a safety and security grant to place security cameras in public housing neighborhoods. We received two responses to the request for sealed bids. ADS provided a better value with 96 cameras providing better coverage at a cost of \$246,661.43 and \$8500.00 annual maintenance.

Commissioner Weber made the motion to approve ADS Company to provide the camera system and maintenance. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

CAPITAL CITY APARTMENTS FINANCIAL STATUS

There was discussion on the financial status of Capital City Apartments. Ms. Reeves and Ms. Wessler are working with HUD on a new rental contract for rent increase that would go into effect July 2020.

PROPOSED PERSONNEL POLICY CHANGES TO ADDRESS COVID-19

The administration office gradually changed from appointment only with a few staff working in house to locked doors and minimal staff in the office at a time. Staff are able to work from home with laptops or desktop computers. Extra cleaning was contracted for the Towers and senior buildings. A lock box was installed at the main office for rent, applications and returned

keys. Maintenance only responds to emergency work orders to avoid unnecessary contact with tenants.

Mayor Tergin and City Councilman Fitzwater thanked the Board for their continued work on the Capitol Avenue Urban Renewal Plan. Councilman Fitzwater also noted the demolition of the building in town.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday May 19, 2020.

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

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

Vice Chair Kolb 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