

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
AUGUST 18, 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, August 18, 2020, via in-person and through Zoom meeting.

ROLL CALL: On roll call, the following were in attendance: Chairman Larry Vincent, Vice-Chairman Larry Kolb; Commissioners Dennis Mueller, Donna White, and Dian Cain. Also in attendance were Cynthia Quetsch, Executive Director; Cindy Reeves, Chief Financial Officer; Todd Miller, Legal Counsel; Amy VanOvershelde and Vickey Hawkins, Administrative Assistants; Michael Lester, City Councilman; Lynn Graves, Auditor, and a member of the press.

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	11-12	8-10
Weber	11-12	6-7
Cain	12-12	4-4

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets, and Income Statements for July 2020 was presented.
- B. The July 2020 Family Self Sufficiency program monthly report was presented.
- C. The Bicentennial Bridge Project groundbreaking was August 10, 2020.
- D. A sealed bid sold the mini-van with a salvage title for \$1201.00.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for July 21, 2020 (Exhibit 1-A)
- B. List of Disbursements for the month of July 2020. (Exhibit 1-B)
- C. Occupancy Report for the month of July 2020. (Exhibit 1-C)

Commissioner White 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. 4744

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

Vice Chairman Kolb made the motion to approve the proposed rent and damage write-offs for the month of July for Hamilton Tower, Hyder 1, Ken Locke and Public Housing in the amount of \$11,791.17. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 08/19/2020)

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

The renovations are moving forward on the 500 block of East Capitol Avenue.

There was 1 showing of 101 Jackson Street.

Staff is requesting approval to remove the property in storage from the East Capitol Avenue buildings and sell or donate it to charity. Commissioner White made the motion to approve the sale of property from the Capitol Avenue properties. If not sold in 2 weeks the property may be donated to Habitat for Humanity. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved

Lynn Graves from Graves and Associates CPA's presented the audit report noting no findings.

RESOLUTION NO. 4745

RESOLUTION ACCEPTING THE ANNUAL AUDIT BY GRAVES AND ASSOCIATES, CPA'S L.L.C. OF THE JEFFERSON CITY HOUSING AUTHORITY PUBLIC HOUSING PROPERTY

Vice-Chairman Kolb made the motion to accept the audit report. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

UPDATE ON CAPITAL CITY APARTMENTS

There is a delay in the completion of Capital City Apartments due to window replacement/repairs that have been found upon inspection. The window company has been cooperating with inspections and making corrections to the window that were unacceptable.

After the tornado in May 2019 HUD officials came to the property and advised the Housing Authority to request a rent increase. Novogradac was hired to do a Rent Comparability Study. JCHA files a request to increase the rent. MHDC denied the request and an appeal has been filed.

UPDATE ON DULLE TOWER RENOVATIONS

Filling the vacant units at Dulle Tower has been a challenge due to Covid19.

UPDATE ON HAIL STORM DAMAGE

Bids for the Tax Credit properties were received. The insurance company wants to review the bids before submission to the Board for approval. Public Housing bids are due September 1, 2020.

UPDATE ON HOUSING AUTHORITY OPERATIONS AS ADJUSTED TO DEAL WITH COVID 19

The administration office remains locked with only a few staff working in the building at one time. We have 50% in the office working every other day with maintenance doing all work orders. The money provided by the Federal Government for COVID has allowed the purchase of upgrades to laptops and investing in a new software program.

ROOF REPLACEMENT ON TAX CREDIT PROPERTIES

Staff will make recommendations at the September meeting after reviewing sealed bids and getting some input from the insurance company.

RESOLUTION NO. 4747

RESOLUTION APPROVING DEMOLITION/ DISPOSITION OF 1103 BUENA VISTA FOLLOWING TENANT INPUT

Vice Chairman Kolb made the motion to approve the Resolution to demolish 1103 Buena Vista. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

UPDATE ON URBAN RENEWAL PROPERTIES

Councilman Lester stated that additional funding was approved by the Jefferson City Council for payment to reimburse the Housing Authority for the purchase of properties on East Capitol Avenue.

Holy Stitt gave an update on progress on the property she purchased on East Capito Avenuel. She stated that after inspection 511 East Capitol Avenue needs to be demolished due to the poor condition of the building.

Vice Chairman Kolb requested updates on where 517 and 519 East Capitol Avenue are on the demolition list.

Mayor Tergin was unable to attend the meeting this morning due to another commitment.

NEXT MEETING: The regular meeting will be at 7:30 a.m. Tuesday September 15, 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.

Vice Chair Kolb seconded the motion. Upon roll call vote the motion was approved.

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

Commissioner Cain made the motion to adjourn the meeting. Seconded by Vice Chair Kolb. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary