

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
February 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 February 18, 2020, 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: 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; Todd Miller, Legal Counsel; and Diana Walters, Administrative Assistant; Carrie Tergin, Mayor; Ron Fitzwater, City Councilman.

Vice Chairman Kolb called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	11-12	9-10
Mueller	12-12	9-10
Kolb	12-12	8-10
White	10-12	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 the month of January 2020.
- B. The Family Self Sufficiency program monthly report was presented.
- C. We received a thank you from Mr. Pletz for the retirement recognition and gift card.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for January 21, 2020 and Special Meeting Minutes for January 31, 2020 (Exhibit 1-A)
- B. List of Disbursements for the month of January 2020. (Exhibit 1-B)
- C. Occupancy Report for the month of January 2020. (Exhibit 1-C)

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

RESOLUTION NO. 4715

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

Commissioner White made the motion to approve the proposed rent and damage write-offs for the month of January for Capital City, LaSalette, Ken Locke I and Public Housing in the amount of \$7,167.40. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Vice Chairman Kolb declared the motion approved. (Exhibit #2, 02/18/2020)

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

The contract with the Historical City of Jefferson on the Parsons house at 105 Jackson has been signed and the closing was January 23, 2020.

Proposals received for Ivy Terrace will be reviewed in closed session.

We are seeking redevelopment proposals for 101 Jackson St.

Dustin Long reported in September that he had setbacks in redeveloping 608 East State Street due to the tornado and lack of insurance. No work has been done at the property.

UPDATE ON CAPITAL CITY APARTMENTS

The framework and roof are complete on 526 East Elm and work has begun on the interior. The insurance company has approved replacement of all windows. Installation of new windows should begin February 24th. The siding will be done after the windows are installed.

UPDATE ON DULLE TOWER

The cabinets are installed and work is being finalized. Letters have been sent to fill the units as soon as they are available. It is crucial that we are at full capacity by March 31, 2020.

Sandy, the property manager had emergency surgery and has been off work but other staff are filling in.

RESOLUTION NO. 4716

RESOLUTION AWARDING THE CONTRACT FOR SNOW REMOVAL TO DAN'S GROUND MAINTENANCE

We received 5 bids for snow removal. One company was rejected due to poor quality work in prior performance for the Housing Authority.

Commissioner Weber made a motion to award the snow removal contract to Dan's Ground Maintenance. Commissioner White seconded the motion. Upon unanimous favorable vote, Vice Chairman Kolb declared the motion approved.

RESOLUTION NO 4717

RESOLUTION AWARDING THE CONTRACT FOR GROUNDS MAINTENANCE TO DAN'S GROUND MAINTENANCE

We received 6 bids for grounds maintenance. Commissioner Weber made the motion to award the grounds maintenance contract to Dan's Ground Maintenance. Commissioner White seconded the motion. Upon unanimous favorable vote, Vice Chairman Kolb declared the motion approved.

MONTHLY SAFETY UPDATE

The February requirement from MHAPCI was to educate staff on filing claims with the insurance company. Ms. Quetsch and Vickey Hawkins, the HR/Administrative Assistant were trained using the information from the insurance company.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday March 17, 2020.

Mayor Tergin and City Councilman Fitzwater thanked the Board for their continued work on the Capitol Avenue Urban Renewal Plan. They welcomed Todd Miller on board as Legal Counsel. Mayor Tergin spoke about the statewide tornado drill that will take place on March 3rd. She is encouraging everyone to fully participate in the drill.

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

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

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

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary