

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
JUNE 16, 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 June 16, 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, Amy VanOverschelde, members of the community and 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	12-12	6-7
Cain	12-12	4-4

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of May 2020.
- B. The Family Self Sufficiency program monthly report was presented.
- C. Catholic Charities is providing senior boxes of food for the residents of Ken Locke and LaSalette that have enrolled. Hyder residents have the opportunity to enroll today.
- D. Free milk was distributed at Hamilton Tower on June 11th. Milk will be available at the Boys and Girls club on June 17th.
- E. The Sports Locker Magazine is donating and planting a tree at Capital City Apartments Friday June 19th at 8:30 a.m.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for May 19, 2020 (Exhibit 1-A)
- B. List of Disbursements for the month of May 2020. (Exhibit 1-B)
- C. Occupancy Report for the month of May 2020. (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. 4735

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 May for LaSalette, Linden Elderly, Hyder I, Capital City Apartments and Public Housing in the amount of \$10,669.30. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 06/16/2020)

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

The closing for 501, 507, 511 and 513 East Capitol Avenue was held June 2, 2020.

No bids were received for 101 Jackson Street.

The transfer of 105 Jackson Street to Adam Trowbridge has not taken place yet, there was a delay due to the Covid-19 virus.

UPDATE ON CAPITAL CITY APARTMENTS

The repairs at the office at 522 East Elm are underway. Cabinets will arrive in 4 weeks. The interior repairs at 526 and 531 East Elm are complete except for furnace installation. The exterior repairs should be done in 2 weeks.

UPDATE ON DULLE TOWER

Final payment was issued after lien waivers were received from all subcontractors on May 27, 2020. Occupancy is at 54%, Covid-19 has delayed getting the units occupied.

UPDATE ON HAIL STORM

Claims have been filed with MAHPCI on buildings and Vogel for the bus that were damaged in hail storm on March 27, 2020. All public housing residential and maintenance buildings, and the office get total roof replacements. Request for bids are being prepared. Herron, Hyder, LaSalette and Ken Locke will get new roofs. The insurance company is preparing the scope of work.

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

The Administration office staff are working on 2 teams in the office on either odd or even days. The days not in the office they are working from home or on the property but not in the office building. Maintenance has resumed doing all work orders, not just those related to health and safety. Any staff entering a unit must wear a mask and any other protective gear deemed necessary to safely complete the work. Tenants are asked to wear a mask or leave while staff are there. Appointments with residents and applicants are by appointment only with sneeze guards.

HUD has provided additional funds to enable us to run the housing authority during a pandemic or shut down orders. The funds are being used to upgrade our software to make working from home possible for all staff so that services to residents are not impacted, purchase cleaning supplies, masks, hand sanitizers and other PPE. In order to catch up on work orders we plan to hire temporary help.

RESOLUTION NO 4736

RESOLUTION WAIVING SELECTED HUD POLICIES AS PERMITTED UNDER THE CARES ACT

HUD is permitting certain policies or requirements to be waived. It is at the agency's discretion to utilize them or not. We have implemented 2 of them. HCV-3 Term of Voucher-Extension of Term allows a family an extension of time to find a house suitable for the voucher program. PH-5 Community service and Self-Sufficiency Requirement is suspended so tenants don't have to perform community service during the pandemic up to March 31, 2021. Commissioner White made a motion to approve waiving the policies. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO 4737

RESOLUTION INCREASING THE FIXED ASSET CAPITALIZATION LEVEL TO \$2,500.00

We currently track and depreciate all items with a purchase price of \$1,000.00 or more, which has been the threshold for many years. Staff is recommending an increase to \$2,500.00 which is a level supported by the IRS. Items still have to be inventoried and tracked but accounting won't have to calculate and record depreciation. Commissioner Mueller made the motion to approve increasing the fixed capitalization level from \$1,000.00 to \$2,500.00. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4738

RESOLUTION AWARDING THE CONTRACT FOR RAISING THE FLOORS IN PUBLIC HOUSING TO PIER MAGIC

HUD awarded the Housing Authority an emergency grant for \$478,589.86 to raise sinking floors in public housing units. We received 2 proposals in response to a request for sealed bids. Pier Magic provided the best bid. Commissioner Weber made a motion to approve awarding the contract to Pier Magic. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4739

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

The Ethics Commission gives political subdivisions the option of passing a resolution to develop methods for officials to disclose potential conflicts of interest. Adoption of the resolution permits officials to file the short Financial Disclosure Statement form with the Missouri Ethics Commission. Commissioner White made a motion to approve the resolution. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4740

RESOLUTION AWARDING THE CONTRACT FOR ALARM MONITORING TO TECH ELECTRONICS

A request for bids went out for monitoring the nurse call and fire alarm system. We received 2 bids and Tech Electronics was determined to be the best value. Commissioner Weber made a motion to approve Tech Electronics. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Mayor Tergin thanked the Board for their continued work on the Capitol Avenue Urban Renewal Plan. She also said that Michael Lester will be joining City Council, Chesterfield was chosen for the Missouri State Penitentiary project and Phillips/Hardy was chosen for the bicentennial bridge to Adrian's Island.

NEXT MEETING:

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

Commissioner Weber 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, 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 White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary