

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
MAY 19, 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 May 19, 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 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	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 March 2020 (year-end) and April 2020 were presented.
- B. The Family Self Sufficiency program monthly report was presented.
- C. The Family Appreciation Day has been postponed due to the Covid19 virus.

CONSENT AGENDA:

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

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

RESOLUTION NO. 4730

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

Commissioner Mueller made the motion to approve the proposed rent and damage write-offs for the month of April for Linden Elderly, Hamilton Tower and Public Housing in the amount of

\$2,818.00. Vice Chairman Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 05/19/2020)

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

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

Ivy Terrace LLC. took possession of the property on May 4, 2020.

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

The structural report on 608 East State Street from Chris Yarnell was presented. There will be discussion in closed session.

UPDATE ON CAPITAL CITY APARTMENTS

The repairs at the office at 522 East Elm are underway. The repairs at 526 and 530 East Elm from the tornado will not be complete by May 22, 2020.

UPDATE ON DULLE TOWER

Construction is complete at Dulle Tower. Payment to MegAllie will be discussed in closed session.

UPDATE ON HAIL STORM

Adjusters are still examining buildings that were damaged in hail storm on March 27, 2020. It appears that there will be some total roof replacement but most will be repaired. The high impact shingles that were installed previously held up well in the storm.

RESOLUTION NO 4731

RESOLUTION APPROVING REVISIONS TO THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP)

The Admissions and Continued Occupancy plan has been updated to reflect changes in HUD requirements or to update procedures. In addition, there is one COVID related change allowing a waiver for the community service requirements. Commissioner Weber made a motion to approve the changes. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO 4732

RESOLUTION AWARDING THE CONTRACT TO GOODIN COMPANY FOR FLOOR REPAIRS IN PUBLIC HOUSING

The Housing Authority received an emergency grant to repair deteriorating floors. Many of the floors have asbestos tile and will be removed. The contract to remove the asbestos was awarded last month. This contract is for the restoration of the sub floor and replace floor tiles. A second request for proposal went out for replacement of the floor tiles. Goodin Company responded with the best proposal.

Commissioner Weber made a motion to approve Goodin Company. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO 4733

RESOLUTION AWARDING THE CONTRACT TO SERVPRO FOR FIRE RESTORATION AT HAMILTON TOWER

In December 2019 there was a fire at Hamilton Tower. No one was injured and the cause of the fire is undetermined. MHAPCI prepared the scope of work and it went out for bid. Servpro was recommended by the insurance company to complete the restoration. Servpro did the initial emergency work. The bid for the remaining restoration is for \$49,020.00. Any work that exceeds \$50,000.00 needs board approval. This combined with the earlier work exceeds \$50,000.00. Commissioner Mueller made the motion to approve SERVPRO to provide the restoration service at Hamilton Tower. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

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 will gradually increase the number of employees in the office at one time with a goal to have 50% in the office starting June 1 if the infection rate stays low. The property managers all have sneeze guards in place to permit in person, but protected, meetings with tenants.

Mayor Tergin thanked the Board for their continued work on the Capitol Avenue Urban Renewal Plan. She also noted that 103 Jackson Street will receive the Landmark Award.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday June 16, 2020.

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 Weber 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.

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