

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
OCTOBER 20, 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, October 20, 2020, via in-person and Zoom meeting.

ROLL CALL: On roll call, the following were in attendance: Chairman Larry Vincent, Vice-Chairman Larry Kolb; Commissioners Dennis Mueller, Donna White, Bob Weber and Dian Cain. Also in attendance were Cynthia Quetsch, Executive Director; Cindy Reeves, Chief Financial Officer; Michelle Wessler, Chief Housing Officer; Todd Miller, Legal Counsel; Diana Walters, and Amy VanOvershelde Administrative Assistants; Michael Lester, City Councilman; Carrie Tergin, Mayor, Holly Stitt, Dan Lester, Jim Wisch, Dustin Long 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	12-12	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 September 2020 was presented.
- B. The September 2020 Family Self Sufficiency program monthly report was presented.
- C. There has been a change in payment standards for the voucher program.

CONSENT AGENDA:

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

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

RESOLUTION NO. 4750

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 September for Hamilton, Hyder and Public Housing in the amount of \$15,840.51. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 10/20/2020)

REQUEST FOR WATER LINE EASEMENT FROM CATHOLIC CHARITIES

There was discussion with Jim Wisch and Dan Lester regarding the need for a new water line to the Catholic Charities building. The current line runs under the LaSalette Apartments. The new line would be more accessible for repairs. Mr. Wisch also asked the Housing Authority to share 50% the cost with Catholic Charities. The cost of the new line is \$21,000.00. Vice Chair Kolb made a motion to approve the easement. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. Vice Chair Kolb also made the motion to approve up to \$10,000.00 of the cost for the new line and the metered cost will be Catholic Charities expense. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

105 Jackson Street

There was discussion regarding the transfer of the property to Chris Stepnoski. Todd Miller will discuss the Warranty Deed with the attorney for The Historic City of Jefferson (HCJ) and make necessary changes.

103 Jackson Street

There was discussion regarding the location of tree that was blocking internet services to 103 Jackson Street. The owner has resolved the issue and no further action is needed at this time.

608 East State Street

Dustin Long has acquired an interested party to demolish the building at 608 East State Street. Discussion on the transfer of property was moved to closed session for legal advice on options to proceed.

UPDATE ON CAPITAL CITY APARTMENTS

There continues to be delays in occupying units at Capital City Apartments due to Covid affecting the construction crew.

The rent increase was approved in the appeal process by MHDC which will increase cash flow at the property.

UPDATE ON DULLE TOWER RENOVATIONS

Filling the vacant units at Dulle Tower has been a challenge due to Covid19. There are currently 30 vacant units. We will increase advertisement for the property with an ad to run on TV.

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. Maintenance work each day doing all work orders. Maintenance has started performing preventive maintenance inspections which we adjusted to minimize contact in units. Social distancing, masks and hand washing are required when in units or meeting with tenants. Appointments with tenants and applicants are by appointment only. We applied for COVID assistance from Cole County but were not awarded in Phase 2. We will apply again in Phase 3.

RESOLUTION NO. 4751

RESOLUTION AWARDING THE CONTRACT FOR DECK REPLACEMENT IN PUBLIC HOUSING TO PETER WANSING-SPI ENTERPRISES

After a request for sealed bids to replace decks two bids were received. Commissioner Mueller made the motion to award the contract to Peter Wansing-SPI Enterprises for deck replacement in public housing. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #8 10/20/2020)

RESOLUTION NO. 4752

RESOLUTION AWARDING THE CONTRACT FOR ROOF REPLACEMENT IN PUBLIC HOUSING TO GUARANTEE ROOFING

After a request for sealed bids for roof replacement due to the hail storm 6 bids were received. MHAPCI (the insurance company) approved Guarantee Roofing for the roof replacement. Commissioner Weber made a motion to approve Guarantee Roofing for roof replacement. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #9 10/20/2020)

RESOLUTION NO. 4753

RESOLUTION AWARDING THE CONTRACT FOR HEALTH INSURANCE TO HOUSING BENEFITS PLAN VALUE PPO

After reviewing health insurance staff determined that Housing Benefits Plan Value PPO is the best option based on cost and no change to the benefits. Commissioner White made the motion to approve Housing Benefits Plan PPO Value for employee health benefits. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4754

RESOLUTION AWARDING THE CONTRACT FOR DENTAL INSURANCE TO HOUSING BENEFITS PLAN

After reviewing the proposal from Housing Benefits Plan and Delta Dental staff determined that Housing Benefits Plan is the best option as the benefits remain the same as last year. Commissioner White made the motion to approve Housing Benefits Plans for employee dental benefits. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Mayor Tergin thanked the Board for their work on the Capitol Avenue Urban Renewal. Mike Lester also thanked the Board for the work done on Urban Renewal.

NEXT MEETING: The regular meeting will be at 7:30 a.m. Tuesday November 17, 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, White, Kolb, Weber, Vincent
NAYS:	None
ABSENT	None

Commissioner Cain 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