

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
SEPTEMBER 17, 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 Thursday, September 17, 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 and members of the HCJ; and Sonny Sanders from the City of Jefferson.

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 August 2020 was presented.
- B. The August 2020 Family Self Sufficiency program monthly report was presented.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for August 18, 2020 (Exhibit 1-A)
- B. List of Disbursements for the month of August 2020. (Exhibit 1-B)
- C. Occupancy Report for the month of August 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. 4748

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 August for Capital City, Herron and Public Housing in the amount of \$17,648.38. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 09/17/2020)

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

There was discussion with Mr. Sonny Sanders from the City of Jefferson on continuing to Phase 3 of the East Capitol Avenue Urban Renewal Plan. Mr. Sanders stated that the City is interested in moving forward with Phase 3 and discussed which properties could be acquired and the condition of the buildings.

105 Jackson Street

HCJ purchased the property in January 2020. They had a developer interested in taking over the redevelopment but has since backed out. Christopher Stepnoski is interested in acquiring the property.

RESOLUTION NO. 4749

RESOLUTION APPROVING THE TRANSFER AND EXTENDING THE TIMELINE FOR COMPLETION SUBJECT TO FINANCIAL STATEMENTS FROM MR. STEPNOISKI AND WARRANTY DEED FROM HCJ FOR 105 JACKSON STREET

The Board discussed approving the transfer. Commissioner Weber made the motion to approve the transfer and extend the timeline subject to receipt of financial statements from Mr. Stepnoski showing the resources necessary to complete the project and the Warranty Deed from HCJ. 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 defects found on inspection. The window company has been cooperating with inspections and making corrections. Replacement windows have been delivered.

The release date of a handicap unit in 526 has been delayed due to the door being too difficult to open. A claim was filed with the insurance company for loss of business income due to lost rents and HAP payments.

UPDATE ON DULLE TOWER RENOVATIONS

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

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

We have started to see positive tests in the senior buildings. The common areas have been closed and visitors restricted. Residents have repeatedly been reminded to practice social distancing, wear masks and wash their hands and disinfect frequently touched areas. We have required that they notify the property manager if they test positive. Tenants testing positive are sent a letter to remind them to stay in their units to avoid spreading the virus.

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.

ROOF REPLACEMENT ON TAX CREDIT PROPERTIES

There is concern about accuracy with the scope of work that the insurance company provided, which resulted in widely disparate bids. We are waiting on the insurance company's recommendation on whether to accept a proposal or go out for rebid.

ROOF REPLACEMENT ON PUBLIC HOUSING

The insurance company is reviewing bids and will make a recommendation.

AMENDMENT TO THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN

In the last revision we inadvertently deleted the requirement that formal hearings be heard by contract attorneys and we need to put that back in. We are also allowing tenants that are quarantined due to Covid to have an interim adjustment to their income (with a rent reduction) if the loss of income last less than 30 days. Currently the loss has to be 30 days for a rent adjustment.

Commissioner Weber made the motion to approve the amendment to the Admissions and Continued Occupancy Plan. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

APPROVAL OF NEW LEASE FOR LAUNDRY FACILITIES

Commissioner Mueller made the motion to approve the contract with Laundry Solutions Company for laundry services. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

APPROVAL OF SACS AS NEW SOFTWARE PROVIDER

Commissioner White made the motion to approve SACS as the new software provider. Vice Chair Kolb 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 and Ms. Quetsch for her presentation at the City Council Meeting.

NEXT MEETING: The regular meeting will be at 7:30 a.m. Tuesday October 20, 2020.

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

Larry Vincent, Chairman

ATTEST: _____

Cynthia Quetsch, Secretary