

December 10, 2020

Mr. Dennis Mueller, Commissioner

Mr. Larry Kolb, Commissioner

Mrs. Donna White, Commissioner

Mr. Bob Weber, Commissioner

Ms. Dian Cain. Commissioner

Ms. Mary Simmons, Commissioner

Mr. Todd Miller, Legal Counsel

KLIK Radio Station KRCG Television Station KWOS Radio Station KJMO Radio Station KMIZ Television Station KOMU Television Station Jefferson City News Tribune

Dear Ladies and Gentlemen:

You are hereby notified of the Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri. This meeting is to be held Tuesday December 15, 2020 at 7:30 a.m. via zoom.

Join Zoom Meeting

https://us02web.zoom.us/j/6311355730?pwd=bSsvVG8zaXZCQktBcHO3d29nOXZhUT09

Meeting ID: 631 135 5730 Passcode: 940700

Dial in if not using a computer 1 312 626 6799

There will also be an Executive Session to deal with matters of real estate, personnel and litigation pursuant to Section 610.021(1), (2), (3) and (8) RSMo, and other matters pursuant to the applicable provisions of Chapter 610, of the Missouri Revised Statutes, commonly referred to as the "Sunshine Law".

> Cynthia Quetsch **Executive Director**

I, Cynthia Quetsch, the duly appointed, qualified and acting Secretary of the Housing Authority of the City of Jefferson, Missouri DO HEREBY CERTIFY that I caused the above and foregoing NOTICE dated December 10, 2020, to be delivered to each and every Commissioner of the Housing Authority of the City of Jefferson, Missouri, serving them with Notice of the Regular Meeting in the manner provided in the bylaws and have complied with applicable provisions of the Missouri Revised Statutes, Title XXXIX, Chapter 610, commonly referred to as the "Sunshine Law".

> Cynthia Quetsch **Executive Director**





Jefferson City Housing Authority Agenda for Open Session Meeting

December 15, 2020 7:30 a.m. Virtual meeting

The link for the meeting for Board members, staff and the public: Join Zoom Meeting

https://us02web.zoom.us/j/6311355730?pwd=bSsvVG8zaXZCQktBeHQ3d29nOXZhUT09

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To participate by phone Dial1 312 626 6799 and use the ID and password above

- 1. Call meeting to Order
- 2. Informational Items
- 3. Consent Agenda
 - a. Approval of Minutes November 17, 2020
 - b. List of Disbursements November, 2020
 - c. Occupancy Report November 2020
- 4. Resolution: Write-off (collection loss) of tenant accounts receivable November 2020
- 5. Update on East Capitol Avenue Urban Renewal Plan
- 6. Update on Capital City Apartments
- 7. Update on the Dulle Tower renovations
- 8. Update on Housing Authority operations during COVID
- 9. Approval of Easement for Catholic Charities
- 10. Next meeting date
- 11. Move to closed/executive session under RSMo 610.021 (1) & (2) & (3) & (8)
- 12. Return to open session
- 13. Adjourn Meeting

ANNUAL MEETING

EXECUTIVE DIRECTOR'S REPORT BOARD OF COMMISSIONERS MEETING AGENDA PROLOGUE

December 15, 2020 Meeting

The Meeting of the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, will be held electronically at 7:30 a.m., December 15, 2020 using a Zoom platform. The link for the meeting for Board members, staff and the public:

Join Zoom Meeting

https://us02web.zoom.us/j/6311355730?pwd=bSsvVG8zaXZCQktBcHQ3d29nOXZhUT09

Meeting ID: 631 135 5730 Passcode: 940700

Dial in if not using a computer 1 312 626 6799

ROLL CALL

INFORMATIONAL ITEMS:

A. Monthly Financial Statements for November 2020 (Exhibit A)
B. November 2020 Family Self-Sufficiency (FSS) Report. (Exhibit B)

C. MHAPCI requirements for Directors and Officers Insurance

- D. We are participating in an infrared study by the MHAPCI insurance company to evaluate the electrical systems in Hamilton Tower.
- E. In lieu of the group Holiday Party we are having a virtual party where each employee receives a letter of appreciation and a gift card to be used for a meal.

F. TV advertisements for Dulle and Herron will be shared on the screen.

*1. CONSENT AGENDA

A. Approval of the Regular Meeting Minutes of November, 2020. (Exhibit 1-A)
B. List of Disbursements* for the month of November 2020 (Exhibit 1-B)

*Note: All checks regarding tenants or former tenants are shown in Executive Session
C. Occupancy Report for the month of November 2020 (Exhibit 1-C)

*2. Resolution Approving the Write-off (Collection Loss) of Tenant Accounts Receivable.

This is the monthly report of removing debt from former tenants from our books for the month of November 2020. (Exhibit 2)

Update on East Capitol Avenue Urban Renewal Plan 3.

101 Jackson

We had a group interested in developing some low-income housing tour the building. The building is deteriorating and now has a leaky roof. Waiting to see if interested.

608 East State Street

Dustin Long was sent the contract to be signed by the new owner prior to transfer. We have not seen the signed document yet.

Phase 3

Drone pictures have been taken of properties in the 400 block of East Capitol Avenue and will be sent to the appraiser. Once we get the appraisals, we will select our recommendation for acquisition and request concurrence from the City to ensure financial backing.

Update on Capital City Apartments 4.

They are still not done. Punch list still has open items.

Update on Dulle Tower Renovations 5.

Sandy, the property manager, is working hard to fill the units. We have had some success this month and we are now at 72% capacity. We did a TV advertisement but have not been able to gauge the success of that. The ad is posted in the website and it has had numerous views so it maybe helping that way.

The closing documents to complete the AHP requirements are due January 10, 2021. We have started the reporting process.

Update on the Housing Authority operations as adjusted to deal with COVID 19 6.

As we get reports of positives, we have common areas cleaned and provide hand sanitizer. We have had very few reports, which hopefully is an accurate reflection of the presence in the properties.

We are working through the new software at a slower rate than anticipated but we are making progress. This will ensure full operations if we get a mandatory stay at home order as all paperwork can be done from home.

Approval of easement for Catholic Charities access *7.

In October the Board agreed to allow Catholic Charities to run a new water line to the Catholic Charities building across the LaSalette Apartments property. The Board also approved that the Housing Authority/Linden Elderly would pay up to \$10,000.00 of the cost for the new line but the cost of the meter cost will be Catholic Charites expense. The Board needs to approve the (Exhibit 7) final format of the easements.

Regular Meeting: The third Tuesday in January is the 19th.

EXECUTIVE SESSION:

Litigation/confidential or privileged communications	610.021(1)
Real estate	610.021(2)
Personnel	610.021(3)
Welfare cases of identifiable individuals	610.021(8)

Adjourn Meeting



Housing Authority Funds BALANCE SHEET As of November 30, 2020 and 2019

ASSETS

		2020		<u>2019</u>
ASSETS				•
Cash and cash equivalents	\$	2,577,968.56	\$	2,407,564.22
Investments		4,854,355.97	4	4,062,925.16
•				
Total cash and cash equivalents	-	7,432,324.53		6,470,489.38
Accounts receivable		1		* 1
Interest receivable		166,992.08		440,000,04
Tenants		186,711.30		149,982.91 165,074.60
Other		1,400,841.28		1,267,846.19
Allowance for doubtful accounts		(413,745.26)		(397,332.46)
Due from other programs		295,961.82		154,030.73
•				
Total account receivable		1,636,761.22		1,339,601.97
Inventories		84,645.57		87,413.40
Land, Structures and Equipment		11,433,451.60		11,500,475.85
Accumulated depreciation		(4,774,852.40)		(4,659,193.68)
Prepaid Insurance		26,389.70		211,940.20
TOTAL ASSETS	\$	15,838,720.22	\$	14,950,727.12
LIABILITIES AND ST	OCK	(HOI DEDO	: EC	NITV
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CURRENT LIABILITIES		•		
Vendors and contractors	\$	321,237.97	\$	201,143.14
Deposits held in trust		104,091.16		119,381.86
Accrued Compensated Balances		105,429.38		99,504.85
Total Current Liabilities		530,758.51		420,029.85
Prepaid - Participant		8,458.00		9,359.20
Total Liabilities		539,216.51		429,389.05
EOUTY				120,000.00
EQUITY Betsined comings				
Retained earnings Net Income or (Loss)		14,415,662.99		13,532,955.26
Net income of (Loss)		883,840.72		988,382.81
Total Equity		15,299,503.71		14,521,338.07
TOTAL LIABILITIES & EQUITY	\$	15,838,720.22	\$	14,950,727.12

Housing Authority Funds INCOME STATEMENT For the Period Ending November 30, 2020 and 2019

	Current YTD	Prior YTD	Total Budget 2021	Budget Variance	Percent of Budget
-				———·	•
Revenues	\$ 432,763.00	\$ 432,171.82	\$ 629,805.00	\$ 197,042.00	31.29
Rental Income	•	1,495,610.91	2,215,435.00	766,489.00	34.60
Housing Assistance	1,448,946.00		2,271,945.00	816,302.52	35.93
Subsidy	1,455,642.48	1,275,477.83	* *	88,190.36	37.28
Management fees	148,386.64	145,691.92	236,577.00	83,405.43	97.37
Interest Income	2,255.57	54,909,20	85,661.00	•	97.37 (75.02)
Other Income	418,248.17	519,960.03	238,965.00	(179,283.17)	(15.02)
Total Revenues	3,906,241.86	3,923,821.71	5,678,388.00	1,772,146.14	31.21
Administration Expense			000 044 00	225 204 20	37.48
Salaries	376,947.00	388,010.81	602,941.00	225,994.00 38,853.68	52.01
Legal	35,846.32	57,106.98	74,700.00	7,952.04	86.91
Training	1,197.96	3,098.53	9,150,00 350,00	250.92	71.69
Travel_	99.08	154.20	22.400.00	580.00	2.59
Audit Expense	21,820.00	21,545.00 191,746.30	281,093.00	95,173.14	33.86
Fringe Benefits	185,919.86	98,432.97	197,607.00	69,806.18	35.33
Sundry	127,800.82	90,432.97	197,007.00		
Total Administration	749,631.04	760,094,79	1,188,241.00	438,609,96	36.91
Mangement Fee	61,753.12	68,229,36	101,293.00	39,539.88	39.04
Tenant Services					
Salaries	5,165.88	4,938.60	7,734.00	2,568.12	33.21
	2,750.34	2,711.96	3,759.00	1,008.66	26.83
Fringe Benefits Contracts	42,000.00	40,471.62	57,810.00	15,810.00	27.35
Total Tenant Services	49,916.22	48,122.18	69,303.00	19,386.78	27.97
	218,355.00	222,031.69	439,650.00	221,295.00	50.33
Utilities					
Maintenance Expense	449 904 69	154,278.02	242,875.00	94,053.32	38.72
Salaries	148,821.68 80,290.16	84,687.43	127,850.00	47,559.84	37.20
Fringe Benefits	90,588.06	111,813.84	165,400.00	74,811.94	45.23
Maintenance Materials Maintenance Contracts	473,900.90	481,462.58	650,800.00	176,899.10	27,18
Total Maintenance	793,600.80	832,241.87	1,186,925.00	393,324,20	33.14
O					
General Expense	2,868.59	2,291.58	3,400.00	531.41	15.63
General Expense	144,407.60	125,819.38	205,806.00	61,398.40	29.83
Insurance	185,749.00	172,639.00	177,640.00	(8,109.00)	(4.56)
PILOT/Transfer out	30.24	(471.46)	0,00	(30.24)	0.00
Last FY Fringes					13.90
Total General	333,055.43	300,278.50	386,846.00	53,790.57	
Non-Routine Expense	70,930.95	(23,365.44)	2,388,669.00	2,317,738.05	97.03
Housing Assistance payments	745,158.58	727,805.95	1,090,000.00	344,841.42	31.64
Total Expenses	3,022,401.14	2,935,438.90	6,850,927.00	3,828,525.86	55.88
Net Income (Loss)	\$ 883,840.72	\$ 988,382.81	\$ (1,172,539.00)	\$ (2,056,379.72)	175.38

Managed Properties - Tax Credit BALANCE SHEET As of November 30, 2020 and 2019

ASSETS

		<u>2020</u>		<u>2019</u>
ASSETS				
Cash and cash equivalents	\$	(74,631.78)	\$	46 DOE 70
Reserves	Ψ	1,470,623.76	Ψ	46,285.70 1,505,328.62
Mortgage escrow		56,447.47		22,035.04
Total cash and cash equivalents		1,452,439.45		1,573,649.36
Accounts receivable				
Due from other programs		25,244.00		28,044.00
Other		21,117.00		21,500.50
		21,111.00		£1,000.00
Total account receivable		46,361.00		49,544.50
Fixed Assets				
Land, Structures and Equipment		22 402 171 47		22 242 204 50
Accumulated Depreciation		22,492,171.47 (9,920,027.77)		22,312,301.52 (9,372,757.77)
Total fixed assets		12,572,143.70		
		12,372,143.70		12,939,543.75
Ground Lease		693,114.00		699,227.00
Development Costs		210,417.70		222,677.70
Prepaid Insurance		36,275.69		70,418.92
Total other assets		939.807.39		992,323,62
TOTAL ASSETS	\$	15,010,751.54	\$	15,555,061.23
LIABILITIES AND ST	oc	KHOLDERS	S' E(YTIUC
· · · · · · · · · · · · · · · · · · ·				
CURRENT LIABILITIES				
Vendors and contractors	\$	864,107.83	\$	851,749,53
Accrued interest payable		355,815.24		317,374.16
Deposits held in trust		77,026.59		78,398.99
Prepaid rents		7,223.00		7,257.50
Accrued Compensated Balances		43,677.89		38,696.34
Total Current Liabilities		1,347,850.55		1,293,476.52
Long Term Debt		6,963,167.04		7,160,382.21
Total Liabilities		8,311,017.59		8,453,858.73
EQUITY				
Retained earnings		6 440 407 64		0.000.000.00
Net Income or (Loss)		6,412,187.61 287 546 34		6,885,296.06
Net income of (LOSS)	~	287,546.34		215,906.44
Total Equity		6,699,733.95		7,101,202,50
TOTAL LIABILITIES & EQUITY	\$	15,010,751.54	\$	15,555,061.23

Managed Properties - Tax Credit INCOME STATEMENT For the Period Ending November 30, 2020 and 2019

	Current YTD	Prior YTD	Total Budget 2020	Budget Variance	Percent of Budget
Revenues			•		
Rental Income	\$ 818,523.00	\$ 825,431.00	\$ 952,422.00	\$ 133,899.00	14.06
Housing Assistance	995,790.00	998,295.00	1,161,908.00	166,118.00	14.30
Interest Income	10,402.62	15,979.12	11,940.00	1,537.38	12,88
Other Income	64,949.53	42,277.11	40,200.00	(24,749.53)	(61.57)
Total Revenues	1,889,665.15	1,881,982.23	2,166,470.00	276,804.85	12.78
Administration Expense	•				
Salaries	151,730.25	153, 425 .54	170,840.00	19,109.75	11.19
Legal	5,670.72	4,840.96	7,275.00	1,604.28	22.05
Training	405.57	2,499.22	6,700.00	6,294.43	93.95
Audit Expense	22,300.00	30,000.00	28,300.00	6,000.00	21.20
Fringe Benefits	74,838.60	78,986.28	101,275.00	26,436,40	26.10
Sundry	116,399.24	100,433,81	82,671.00	(33,728.24)	(40.80)
Total Administration	371,344.38	370,185.81	397,061.00	25,716.62	6.48
Management Fee	112,010.00	99,174.00	127,312.00	15,302.00	12.02
Tenant Services	48,691.00	52,443.98	56,990.00	8,299.00	14.56
Utilities	202,129.92	205,997.07	283,250.00	81,120.08	28.64
Climos					
Maintenance Expense					
Salaries	114,606.87	120,445.02	130,463.00	15,856.13	12.15
Fringe Benefits	56,268.00	62,032.26	68,230.00	11,962.00	17.53
Maintenance Materials	100,398.80	122,742.63	151,575.00	51,176.20	33.76
Maintenance Contracts	271,296.23	276,138.56	320,475.00	49,178.77	15.35
Total Maintenance	542,569.90	581,358.47	670,743.00	128,173.10	19.11
General Expense					
General Expense	(17,480.26)	(27,950.22)	7.00	17,487.26	249,818.00
Property Insurance	82,971.09	76,319.08	84,430.00	1,458.91	1.73
Last FY Fringes	(247.84)	(278.59)	0.00	247.84	0.00
Interest Expense	<u>218,326.81</u>	227,984.67	233,712.00	15,385.19	6.58
Total General	283,569.80	276,074.94	318,149.00	34,579.20	10.87
Nonroutine Expenses	41,803,81	80,841,52	325.00	(41,478.81)	(12,762.71)
Total Expenses	1,602,118.81	1,666,075.79	1,853,830.00	<u>251,711.19</u>	13.58
•		•		ф 05.000.00	8.03
Net Income (Loss)	\$ 287,546,34	<u>\$ 215,906,44</u>	\$ 312,640.00	\$ 25,093,66	<u>0.03.</u>

Managed Properties - HAP Subsidized BALANCE SHEET As of November 30, 2020 and 2019

ASSETS

		<u>2020</u>		<u>2019</u>
ASSETS				
Cash and cash equivalents	\$	43,375,26	\$	36,873.95
Total cash and cash equivalents		43,375,26		36,873.95
Accounts receivable Due from other programs		(276.00)		(446.00)
Total account receivable		(276.00)		(446.00)
Land, Structures and Equipment		1,169,885.88		1,172,888.88
Accumulated Depreciation		(791,821.22)		(749,995.01)
Total Fixed Assets	-	378,064.66		422,893.87
Prepaid Insurance	•	533,76		655.38
TOTAL ASSETS	\$	421,697.68	\$	459,977.20
LIABILITIES AND ST	оск	HOLDERS	S' EC	YTIU
CURRENT LIABILITIES				
Vendors and contractors	\$	3,020.27	\$	27,669.08
Prepaid Rents		5,233.00		3,708.00
Deposits held in trust Accrued Compensated Balances		4,132.07 1,506.13		3,904.55 0.00
7 toraca componiated Balances		1,000.10	-	0.00
Total Current Liabilities		13,891.47		35,281.63
Total Liabilities		13,891.47		35,281.63
EQUITY				
Retained earnings		385,300.03		404,677.89
Net Income or (Loss)		22,506.18		20,017.68
Total Equity		407,806.21		424,695.57
TOTAL LIABILITIES & EQUITY	\$	421,697.68	\$	459,977.20
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Managed Properties - HAP Subsidized INCOME STATEMENT For the Period Ending November 30, 2020 and 2019

		Current YTD		Prior YTD	To	otal Budget 2021		Budget Variance	Percent of Budget
Revenues		·							
Rental Income	\$	49,517.00	\$	49,157.00	\$	74,352.00	\$	24,835.00	33.40
Housing Assistance		17,483.00		17,167.00		25,296.00		7,813.00	30.89
Interest Income		10.25		16.84		18.00		7.75	43.06
Other Income		0.00		(25.00)		0.00		0.00	0.00
Total Revenues		67,010.25		66,315.84		99,666.00		32,655.75	32.77
Administration Expense			-			1 .			
Salaries	•	3,610.58		3,990.13		4,521.00		910.42	20.14
Training		0.00		0.00		500.00		500.00	100.00
Audit Expense	100	3,920.00		4,090.00		4,200.00		280.00	6.67
Fringe Benefits		1,937.46		2,185.29		3,008.00		1,070.54	35.59
Sundry		1,434.05		2,284.28		2,699.00		1,264.95	46.87
Total Administration		10,902.09		12,549.70		14,928.00		4,025.91	26.97
Management Fee		5,483,52		5,570.56		7,972.00		2,488.48	31.22
Utilities		13,560,24		13,850.29		28,750.00		15,189.76	52.83
Maintenance Expense						• :			
Salaries		3,679,69		4,434.77	-	9,057.00	!	5,377.31	59.37
Fringe Benefits		14.00		27.27		717.00		703.00	98.05
Maintenance Materials		3,344.63		2,212.36		10,450.00		7,105.37	67.99
Maintenance Contracts		3,186.68		2,930,73		10,600.00		7,413.32	69.94
Total Maintenance		10,225.00		9,605.13		30,824.00		20,599.00	66.83
General Expense								•	
General Expense		0.00		0.00		4.00		4.00	100.00
Property Insurance	;	4,333,22		4,722.48		7,200.00		2,866.78	39.82
Total General		4,333.22		4,722.48		7,204.00		2,870.78	39.85
								-	
Total Expenses		44,504.07		46,298,16		89,678.00		45,173.93	50,37
Net Income (Loss)	\$	22,506.18	\$	20,017.68	\$	9,988.00	\$	(12,518.18)	(125.33)

Exhibit B

November 2020 Monthly Report Family Self-Sufficiency Program November 1-30, 2020 CURRENT FSS Participants: 30

Graduates: Total to date: 22

First, I want to take a moment to thank all of you for your support over the years we've worked together in the Family Self-Sufficiency Program! Your encouragement, advice, and promotion of FSS in Jefferson City is the reason we've been successful. 2021 marks our 10th year of collaborating with the Housing Authority of the City of Jefferson and though it doesn't seem like we've been working together that long, it is certainly a milestone for all of us in this community.

Helping our participants become self-sufficient is no small feat and it takes all of us working together, sharing ideas, expertise, and wisdom to make it all work. It's very gratifying to look back over the many graduates and see some of them in their first home, start a business, or reach so many of their long-term goals.

It is so exciting to see the participants when they first join the program and watch them grow and learn over the five years. Many join the program with many things to overcome, but they quickly learn the first thing they've received is a circle of support! Most have never had that and are surprised other people care.

It also makes me feel good about the program (and should make you feel that way as well) when you look back after a couple of years and see how far a participant has come. You see they've begun to trust others a little more, they are staying within their budget, they begin to plan for the future and can see there are great possibilities and opportunities in the world for them.

I am proud to have served as the Coordinator and hope to continue serving. As we round our way out of 2020, keep in mind that in 2021 we will celebrate our 10-year anniversary in many ways. Each month in 2021, we'll set aside time for something special for our FSS Program. We're open to ideas and input from YOU on what you'd like to see happen to celebrate this program and our participants. Feel free to send any ideas you have to me at: fssjeffcity@yahoo.com or call me at: 573.353.4720. I'd love to get your input and have each of you involved in some way!

Money Smart has continued and will continue into the new year so that everyone is given the chance to complete the class. If participants cannot attend class due to work, etc. there is an online version, and they are welcome to take it at their own pace as long as it is completed prior to graduation.

Social Distancing is being utilized as well as mandatory face coverings. Instead of setting up tables/chairs, we are utilizing chairs only for classes to maintain an acceptable distance between participants. We also utilize hand sanitizer and an air purifier with a hepa filter. Julie and I also sanitize the chairs and anything else used during class time to maintain the office and classroom area "as safe as possible".

We are providing our participants with free counseling for their mental, emotional, physical, and financial health as well as their spiritual well-being. We have counselors, pastors and other professionals who have stepped up and are providing their services pro-bono for us at this time. We are offering nutritional help, transportation, and other necessary things our participants need. We are also providing other things our participants needed...friendship, encouragement, support, and someone to keep them accountable.

A BIG THANK YOU to all who donated your time, money, or other support for our first Thanksgiving Baskets for our participants. It takes all of us working together to do what we do, and you certainly came through on the Thanksgiving Baskets! Our families were so excited to receive the food and pick up their turkey at Sav-A-Lot.

I received texts and/or phone calls from each one of them as they prepared their Thanksgiving meal or following. Each time those thank-you's came through, I gave thanks for that participant and their family and shed a few tears of happiness that YOU made this happen!

As always, we thank you for your support and encouragement! Everyone stay safe and keep in touch with your neighbors and loved ones. Thank you for all you do. Happy and blessed Christmas and Holy Season to you and your family!

Respectfully submitted,

Vicki K Bullock

Vicki K Bullock FSS Coordinator

BOARD OF COMMISSIONERS ANNUAL BOARD MEETING NOVEMBER 17, 2020

The Annual 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, November 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; Mary Simmons and Karlie Reinkemeyer.

Chairman Vincent called the meeting to order.

	REGULAR	SPECIAL
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

ELECTION OF OFFICERS

Election of officers are held at the annual meeting. Chairman Vincent's term on the Board has expired. Vice Chair Kolb made a motion to nominate Commissioner Mueller as the Chairman. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. Commissioner Mueller made the motion to retain Vice Chair Kolb as Vice Chairman. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Chairman Vincent agreed to conduct the meeting.

RESOLUTION NO. 4755

RESOLUTION COMMENDING LARRY VINCENT FOR HIS SERVICE AS COMMISSIONER OF THE HOUSING AUTHORITY AND THE LAND CLEARANCE FOR REDEVELOPMENT AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI FROM JULY 6, 2009 THROUGH NOVEMBER, 2020

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets, and Income Statements for October 2020 were presented.
- B. The October 2020 Family Self Sufficiency program monthly report was presented.
- C. MHAPCI requirements for Directors and Officers Insurance require annual ethics training. We will have short presentations on ethics quarterly.
- D. Cole County provided a check for Herron from the CARES Act Fund to reimburse for additional cleaning costs.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for October 20, 2020 (Exhibit 1-A)
- B. List of Disbursements for the month of October 2020. (Exhibit 1-B)
- C. Occupancy Report for the month of October 2020. (Exhibit 1-C)

Commissioner Mueller 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. 4756

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

Commissioner Weber made the motion to approve the proposed rent and damage write-offs for the month of October for Lasalette, Linden, Capital City, Hamilton, Hyder, Ken Locke and Public Housing in the amount of \$11,780.75. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 11/17/2020)

RESOLUTION NO. 4757

RESOLUTION APPROVING ANNUAL OPERATING BUDGET OF THE HOUSING AUTHORITY FOR FYE DECEMBER 31, 2021 (LIHTC PROPERTIES) AND FYE MARCH 31, 2022 (PUBLIC HOUSING)

The Housing Authority is in sound financial shape. The proposed budget anticipates remodeling work at Hamilton which may require a loan as Hamilton's reserves are not sufficient to both upgrade the elevator and replace the sewer lines and cabinets. Cash reserves don't show on the budget but are sufficient to permit the Authority to continue ongoing operations.

Commissioner Weber made a motion to approve the 2021-2022 operating budget. Seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4758

RESOLUTION APPROVING THE HOUSING AUTHORITY'S CAPITAL FUND 5 YEAR PLAN

Commissioner Mueller made a motion to approve the 5-year Capital Fund Program. Seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

UPDATE ON BOLIVAR AND MCCARTY LOT DEVELOPMENT

Oakbrook Properties anticipates a delay in starting construction so it will not begin within the 6 months of closing. The delay is due to the rezoning process.

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

105 Jackson Street

The sale from Historic City of Jefferson (HCJ) to LN Construction & Exteriors closed on November 2, 2020.

608 East State Street

The contract was sent to Dustin Long to be signed by the new owner prior to transfer. The document hasn't been returned. The City notified us that demolition had begun without the required permits.

UPDATE ON CAPITAL CITY APARTMENTS

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

UPDATE ON DULLE TOWER RENOVATIONS

Filling the vacant units at Dulle Tower has been a challenge due to Covid19. The TV advertisement will hopefully attract more applicants.

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

Due to the May 2019 tornado and Covid-19 pandemic there is currently a lack of decent, safe and affordable rental housing meeting the housing quality standards for HUD assistance. Staff is requesting that effective November 20, 2020 the requirement that an applicant must live in our jurisdiction for 12 months before allowing portability is temporarily waived. This temporary waiver will be in effect for 3 months and re-evaluated to determine if it is necessary to extend the waiver for an additional 3 months.

Vice Chair Kolb made a motion to approve extending the voucher jurisdiction out of Jefferson City for 3 months effective November 20, 2020. Seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

There has been an increase in COVID cases in public housing. The senior facilities have not had a positive case for several weeks.

We have been training on the new housing software which will enable staff to continue full operations even when the office is closed. The training caused some stress for staff as the first session did not include hands on training. The old software contract expires December 31, 2020 so we need to get staff up to speed on the new program.

Due to Covid The Housing Authority will be providing Thanksgiving carry out meals from the Senior Center for residents that responded to the invitation, instead of having the Thanksgiving potluck. We have not planned a staff and commissioners holiday party for this year. If things are under control with Covid we may try to schedule a party in January.

RESOLUTION NO. 4759

RESOLUTION AWARDING THE CONTRACT FOR ROOF REPLACEMENT FOR HERRON, HYDER, LASALETTE AND KEN LOCKE APARTMENTS TO CONSTRUCTION MANAGEMENT

After a request for sealed bids for roof replacement due to the hail storm 8 bids were received but not all had all the required information. AHRMA (the insurance company) approved 2 companies. Construction Management was the best value. Vice Chair Kolb made a motion to approve Construction Management for the roof replacements. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #10 11/17/20)

Chairman Vincent welcomed Mary Simmons to the Board of Commissioners.

NEXT MEETING: The regular meeting will be at 7:30 a.m. Tuesday December 15, 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.

			·	•	
Ćommission	ner White seco	nded the motion. Upo	on roll call vote th	e motion was approved.	
		Mueller, Cain, Wh None None irman Vincent for his s titude for the opportu	service on the Bo	ard of Commissioners. Chair	man
Commission	ner Cain made		n the meeting. Se	conded by Commissioner W	hite. Upon
				Larry Vincent, Chairman	
ATTEST:					
Cyn	thia Quetsch, S	Secretary			

RESOLUTION COMMENDING LARRY VINCENT FOR HIS SERVICE AS COMMISSIONER OF THE HOUSING AUTHORITY AND THE LAND CLEARANCE FOR REDEVELOPMENT AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI FROM JULY 6, 2009 THROUGH NOVEMBER, 2020

WHEREAS, Larry Vincent served as a Commissioner of the Housing Authority of the City of Jefferson, Missouri from his appointment on July 6, 2009, to November 2020; and

WHEREAS, Larry Vincent was elected Chairman of the Board of Commissioners of the Housing Authority on August 3, 2010, serving until November 17, 2020; and

WHEREAS, Larry Vincent was elected Vice-Chairman of the Board of Commissioners of the Housing Authority on May 18, 2010, serving until August 3, 2010; and

WHEREAS, during his service Larry has actively supported and participated in all Housing Authority programs, lead with a calm and fair demeanor, standing fast in support of the programs and consistently in support of the staff; and

WHEREAS, it is the desire of the Housing Authority Board of Commissioners to express its deep respect and appreciation to Larry Vincent; and

WHEREAS, members of the staff of the Housing Authority have come to know and admire him, and join in on this resolution of tribute.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority and the Land Clearance Authority of the City of Jefferson, Missouri, that by the passage of this resolution the Board Members and Staff of the Housing Authority express profound respect for Larry Vincent and deep appreciation for his efforts on behalf of the City of Jefferson and the Housing Authority.

Larry Kolb, Commissioner	Bob Weber, Commissioner
Donna White, Commissioner	Dennis Mueller, Commissioner
	Cain, Commissioner
Todd Miller, Legal Counsel	Cynthia Quetsch, Executive Director

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

WHEREAS, the Housing Authority has been unable after diligent effort to collect, or refund, rents and/or damage claims owed by certain tenants of Lasalette, Linden, Capital City, Hamilton Tower, Hyder, Ken Locke and Public Housing in the amount of \$11,780.75 for the month of October 2020, and

WHEREAS, such rental amounts must be cleared from the books by Resolution; and

WHEREAS, the Board of Commissioners adopted fiscal policy considers monthly write-offs in these cases to be in the best interest of the Authority.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, that the write-offs in the amount of \$11,780.75 for Lasalette, Linden, Capital City, Hamilton Tower, Ken Locke, Hyder and Public Housing were authorized and approved by the Board of Commissioners.

This Resolution shall take effect immediately.

ADOPTED this 17th day of November 2020.

	•
	Larry Vincent, Chairman
ATTEST:	
Cynthia Quetsch, Secretary	

RESOLUTION APPROVING ANNUAL OPERATING BUDGET OF THE HOUSING AUTHORITY FOR FYE DECEMBER 31, 2021 (LIHTC PROPERTIES) AND FYE MARCH 31, 2022 (PUBLIC HOUSING)

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri has reviewed and approved the Annual Operating Budget for the Housing Authority's FYE 03/31/2022 and the Low-Income Tax Credit Housing Budget for FYE 12/31/2021, and

WHEREAS, the proposed expenditures are necessary in the efficient and economical operations of the Housing Authority for the purpose of serving low-income families; and

WHEREAS, the proposal indicates a source of funding and reserves adequate to cover all proposed expenditures: and

WHEREAS, all proposed rental charges and expenditures will be consistent with provisions of the law and the Annual Contributions Contract.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, that the Annual Operating Budget for FYE 03/31/2022 for the Housing Authority and the Low-Income Tax Credit Housing Budget for FYE 12/31/2021 as presented is hereby approved.

ADOPTED this 17th day of November 2020

•	
	Larry Vincent, Chairman
ATTEST:	
Cynthia Quetsch, Secretary	

RESOLUTION APPROVING THE HOUSING AUTHORITY'S CAPITAL FUND 5-YEAR PLAN

WHEREAS, the Board of Commissioners for the Housing Authority of the City of Jefferson, Missouri has reviewed the Capital Fund 5-year Action Plan (2021-2026) to begin with the Housing Authority's Fiscal Year Ending 03/31/2021; and

WHEREAS, the proposed expenditures are necessary for the efficient and economical operations of the Housing Authority to maintain the property and serve low-income families; and

WHEREAS, the Plan indicates a source of funding adequate to cover proposed expenditures; and

WHEREAS, all expenditures will be consistent with provisions of the law and the Annual Contributions Contract.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, that the Capital Fund 5-year Action Plan beginning FYE 03/31/2021 for the Housing Authority as presented is hereby approved.

ADOPTED this 17th day of November 2020

	Larry Vincent, Chairman
ATTEST:	
Cynthia Quetsch, Secretary	

RESOLUTION AWARDING THE CONTRACT FOR ROOF REPLACEMENT FOR HERRON, HYDER, LASALETTE, AND KEN LOCKE APARTMENTS TO CONSTRUCTION MANAGEMENT

WHEREAS, the roofs in the tax credit properties are in need of replacement.; and

WHEREAS, the Housing Authority of the City of Jefferson, Missouri received eight (8) bids for re-roofing the tax credit buildings; and

WHEREAS, the Jefferson City Housing Authority evaluated the bids, and in consultation with the insurance company determined that 2 bids met the necessary requirements. The Housing Authority will award the contract to a responsible bidder who will be most advantageous to the Housing Authority and has the ability to perform successfully under the terms and conditions of the proposed contract; and

WHEREAS, the submitted proposal by Construction Management in the amount of \$92,763.49 for Herron, \$204,251.96 Hyder and \$204,428.18 for Linden Elderly (LaSalette and Ken Locke Apartments is deemed to be the best value received; and

WHEREAS, the insurance company, AHRMA concurs with the award to Construction Management for all projects; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri that:

The bid from Construction Management in the amount of \$92,763.49 for Herron, \$204,251.96 for Hyder Apartments and \$204,428.18 for LaSalette and Ken Locke Apartments be accepted and approved.

The Executive Director be directed to prepare and execute the necessary documents and contract, subject to Construction Management meeting the necessary contractual requirements.

This Resolution shall take effect immediately.

ADOPTED this 17th day of November 2020.

ADOPTED this 17th day of November 2020.	
	Larry Vincent, Chairman
ATTEST:Cynthia Quetsch, Secretary	

1

Without Residents Names PAGE Open Session

Bank Check Act Number Date Check
Act Number Date Check
Act Number Date Check
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2

Without Residents Names Open Session

Bank Acct	Check Number	Chk Date	Description	Amount of Check	Client
3873 3873 3873 3873 3873 3873	72561 72562	11/20/20 11/20/20 11/20/20 11/20/20	GOODIN & COMPANY CONSTRUC JEFFERSON CITY UTILITIES MERCER H&B ADMIN-IOWA FID GENERAL ELECTRIC COMPANY SCREENING REPORTS, INC. PRO SOLUTIONS, LLC	189.60 26,170.18 2,037.00 313.00 3,044.28	10
3873 3873 3873	72564 72565 72566 72567	11/20/20 11/20/20 11/20/20 11/20/20 11/20/20 11/20/20	CENTURYLINK DOUG BRIOT KEN SANDBOTHE PLUMBING, I GRANITE TELECOMMUNICATION SCOTT ACCOUNTING & COMPUT C&S BUSINESS SERVICES, IN	371.56 500.00 233.00 4,055.29 17,000.00 187.44	
3873 3873 3873 3873 3873 3873	72570 72571 72572 72573 72574 72575	11/20/20 11/25/20 11/25/20 11/25/20	MARCO AGING BEST CENTRAL MO. NEWSPAPERS, I JAMES F. JENKINS NAN MCKAY & ASSOCIATES, I TECH ELECTRONICS	617.00 268.00 21.00 600.00 239.00 7,479.48 2,930.00	
3873 3873 3873 3873 3873	72576 72577 72578 72579 72580	11/25/20 11/25/20 11/25/20 11/25/20 11/25/20	ATKINS BUILDING SERVICES STANDARD-INSURANCE COMPAN HOUSING AGENCY RETIREMENT HART MEDIACOM	627.96 14,905.16 800.25 156.90	
3873 3873 3873 3873 3873	72581 72582 72583 72584 72585	11/25/20 11/25/20 11/25/20 11/25/20 11/25/20	CENTECH AT&T MOBILITY BANKCARD CENTER HOWELL'S CARPET SCREENING REPORTS, INC.	9,536.29 628.13 1,213.04 9,306.75 313.00 54.98	· !
3873 3873 3873 3873 3873 3873	72586 72587 72588 72589 72590	11/25/20 11/25/20 11/25/20 11/25/20	CINTAS CORPORATION ANSWERLIVE LLC KEN SANDBOTHE PLUMBING, I BRAUN AUTO REPAIR AND STO LAW OFFICE OF TODD MILLER SCOTT ACCOUNTING & COMPUT	54.98 599.50 3,126.75 80.00 2,423.75 3,493.00	
3873 3873 3873	72592 72593	11/25/20 11/25/20 11/25/20	C&S BUSINESS SERVICES, IN THE NETWORKS OF MID-MISSO TOTAL	124.96 550.00 307,357.95	
			Total For	r 307,357.95	

PAGE

Open Session

Bank Acct	Check Number	Chk Date	Description		Amount of Check	Client
3873	11613	11/13/20	Brenda Stoll		1,523.20	10
3873	11613		Melanie R Benz		877.36	10
3873	11613		Amy M VanOverschelde		762.44	10
3873	11613		Susanne M Talken		866.87	10
3873	11613	11/13/20	Dorothy J Colter	•	1,284.22	10
3873	11613	11/13/20	Mitchell R Verslues		1,633.58	10
3873	11613	11/13/20	Cindy A Reeves	ì	2,198.04	10
3873	11613	11/13/20	Rhonda S Watts	•	892.33	10
3873	11613		Craig F Ford	•	1,222.58	10
3873	11613	11/13/20	Vickey J Hawkins		827.23	10
3873	11613	11/13/20	Sandra Boillot		1,519.00	10
3873	11613	11/13/20	Kenneth R Brandt	¥	1,719.19	10
3873	11613	11/13/20	David Cundiff	•	1,442.56	10
3873	11613	11/13/20	Diana L Walters		1,163.60	10
3873	11613	11/13/20	Clinton R Pogue		393.23	10
3873	11613	11/13/20	Tamara L Hellmann		688.87	10
3873	11613	11/13/20	Susan C Baker	•	1,000.80	10
3873	11613	11/13/20	Chera C McCoy		1,275.04	10
3873	11613	11/13/20	Cynthia A Quetsch		1,686.83	10
3873	11613	11/13/20	Timothy N Gardner		1,213.96	10
3873	11613	11/13/20	John R Schlueter		1,090.80	10
3873	11613	11/13/20	Calvin W Warren, JR		1,169.72	10
3873	11613	11/13/20	Michelle R Wessler		2,448.79	10
3873	11613	11/13/20	Patricia A Lockwood	•	945.69	10
3873	11613	11/13/20			959.13	
3873	11613	11/13/20	Adam L Distler		942.23	10
3873	11613	11/13/20	Paul E Sullivan		1,479.00	10
3873	11613	11/13/20	Becky A Northeimer		1,472.48	10
3873	11613	11/13/20	Eric W Steinmetz		1,045.24	10
3873	11630	11/30/20	Brenda Stoll		1,523.25 877.33	
3873	11630	11/30/20			677.33 678.56	
3873		11/30/20 11/30/20	Amy M VanOverschelde Susannė M Talken		843.14	10 10
3873 3873	11630	11/30/20			1,284.23	
3873	11630	11/30/20	Mitchell R Verslues		1,313.82	10
3873	11630	11/30/20	Cindy A Reeves	•	2,198.04	10
3873	11630	11/30/20	Rhonda S Watts		908.50	10
3873	11630	11/30/20	Craig F Ford		1,222.57	10
3873	11630	11/30/20	Vickey J Hawkins		827.25	10
3873	11630	11/30/20	Sandra Boillot		1,518.99	10
3873	11630	11/30/20	Kenneth R Brandt		1,720.08	10
3873	11630	11/30/20	David Cundiff		1,442.56	10
3873	11630	11/30/20	Diana L Walters		1,163.64	1.0
3873	11630	11/30/20	Clinton R Pogue	•	448.85	10
3873	11630	11/30/20	Tamara L Hellmann		688.86	10
3873	11630	11/30/20	Susan C Baker		1,000.81	10
3873		11/30/20	Chera C McCoy		1,275.03	10
3873		11/30/20	Cynthia A Quetsch		1,686.84	10
3873		11/30/20	Timothy N Gardner		991.50	10
					•	

Bank Acct	Check Number	Chk Date	Description		Amount of Check	Client
3873 3873 3873 3873 3873 3873 3873 3873	11630 11630 11630 11630 11630 11630 11630 11630	11/30/20 11/30/20 11/30/20 11/30/20 11/30/20 11/30/20 11/30/20 11/30/20 11/30/20	John R Schlueter Calvin W Warren, JR Michelle R Wessler Patricia A Lockwood Emily L Butler Adam L Distler Paul E Sullivan Becky A Northeimer Eric W Steinmetz		1,454.18 1,108.24 2,448.79 945.69 959.14 1,153.65 1,481.79 1,524.72	10 10 10 10 10 10 10
		. •		Total For TOTAL	71,479.28	

* * * END OF REPORT * * *

HOUSING OCCUPANCY REPORT AS OF DECEMBER 1, 2020

MO. 9-1, 9-3, 36, 9-4, 9-5 & Section 8 Existing

Mo. 9-1 (Multi-Family) is 96% OCCUPIED

Mo. 9-3 (Dulle) is 89% OCCUPIED

Mo.36 (Hamilton) is 86% OCCUPIED

Mo. 9-4 (Single Family) is 97% OCCUPIED

Mo. 9-5 (Linden Court Apartments) is 89% OCCUPIED

Combined waiting list for all public housing: Mo. 9-1, 9-3, 36, 9-4 & 9-5: 308

Section 8 Existing: Vouchers: 189 Waiting List: 283

ROBERT L. HYDER

Hyder 1 is 90% OCCUPIED Hyder II is 92% OCCUPIED On Waiting List: 10

Linden Elderly Campus (Formally Westminster, Congregate & LaSalette)

Kenneth Locke I is 95% OCCUPIED Kenneth Locke II is 87% OCCUPIED LaSalette 90% OCCUPIED On Waiting List: 63

Capital City Apartments is **59%** OCCUPIED On Waiting List: **49**

Herron Apartments is **84%** OCCUPIED On Waiting List: **6**

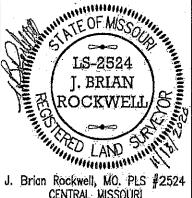
Estes Apartment is 100% OCCUPIED On Waiting List: 2

# 100V	Rent	Damages	November Collection Loss 2020 Utilities Workorders Late Fees Attorney Unreported	ported Total
שיויים ביי		225	200	
Lasalette				
20-12	592.00	45.00		637.00
Subtotal	592.00	45.00		637.00
Linden				
208-08		198.00	Later	198.00
Subtotal		198.00		198.00
Hamilton Tower				
314-19		210.00		210.00
Subtotal		210.00		210.00
Westminster				
116-14		184.00		184.00
Subtotal		184.00		184.00
Public Housing				
36-54	2,031.00	207.00	598.75	2,836.75
40-32		314.00	F00 7F	314,00
798-32	00 822	753.00	r rosc	358.00
331-16		378.00	Later	664.00
	2.556.00	1,771.00	1197.50	5,524.50
				, ,
TOTALS	3148.00	2408.00	1197.50	6,753.50

EXHIBIT A

A tract of land being a part of the Southwest Quarter of the Southeast Quarter of Section 12, Township 44 North, Range 12 West, City of Jefferson, Cole County, Missouri, being more particularly described as follows:

From the southeast corner of the Southwest Quarter of the Southeast Quarter of said Section 12; thence N8701'55"W, along the Section Line, 864.87 feet to the easterly line of a tract of land as described in Book 231, Page 483, Cole County Recorder's Office; thence N04'12'53"E, glong soid easterly line, 346.45 feet to the northeasterly corner thereof; thence N89'30'37"W, along the north line of said tract, 20.99 feet to the southeasterly corner of the tract described in a Lease Agreement of record in Book 262, Page 472, Cole County Recorder's Office; thence N02'45'29"E, along the easterly line of said tract described in Book 262, Page 472, 70.13 feet to a point on the northerly right—of—way line of Linden Drive; thence continuing N02'45'29"E, along the easterly line of said tract described in Book 262, Page 472, 70.13 feet to a point on the northerly right—of—way line of Linden Drive; thence continuing N02'45'29"E, along the easterly line of said tract described in Book 262, Page 472, 229.42 feet to the southwesterly corner of the property described in Book 706, page 29, Cole County Recorder's Office; thence N2'45'29"E, along the boundary of said property described in Book 706, page 29, 142.39 feet to the POINT OF BEGINNING for this description; thence N2'1'08'04"W, 69.99 feet; thence N2'54'20"E, 25.30 feet; thence N29'43'48"E, 47.82 feet; thence N72'02'17"E, 47.81 feet; thence S82'08'42"E, 127.70 feet; thence S75'01'54"E, 33.77 feet; thence N88'16'41"E, 212.97 feet; thence N21'29'00"E, 38.79 feet to a point on the westerly right—of—way line of Edmonds Street; thence along the westerly right—of—way line of Edmonds Street; southeasterly on a curve to the right having a radius of 227.48 feet, an arc distance of 51.00 feet (Ch=S27'57'08"E, 50.89 feet) to the northeasterly corner of said property described in Book 706, page 29; thence along the boundary of said property described in Book 706, page 29 the following courses: S88'16'41"W, 400.30 feet; thence S2'45'29"W, 58.82 feet to the point of beginning.



J. Brian Rockwell, MO. PLS #2524
CENTRAL MISSOURI
PROFESSIONAL SERVICES
MISSOURI STATE CERTIFICATE
OF AUTHORITY #000355



ME

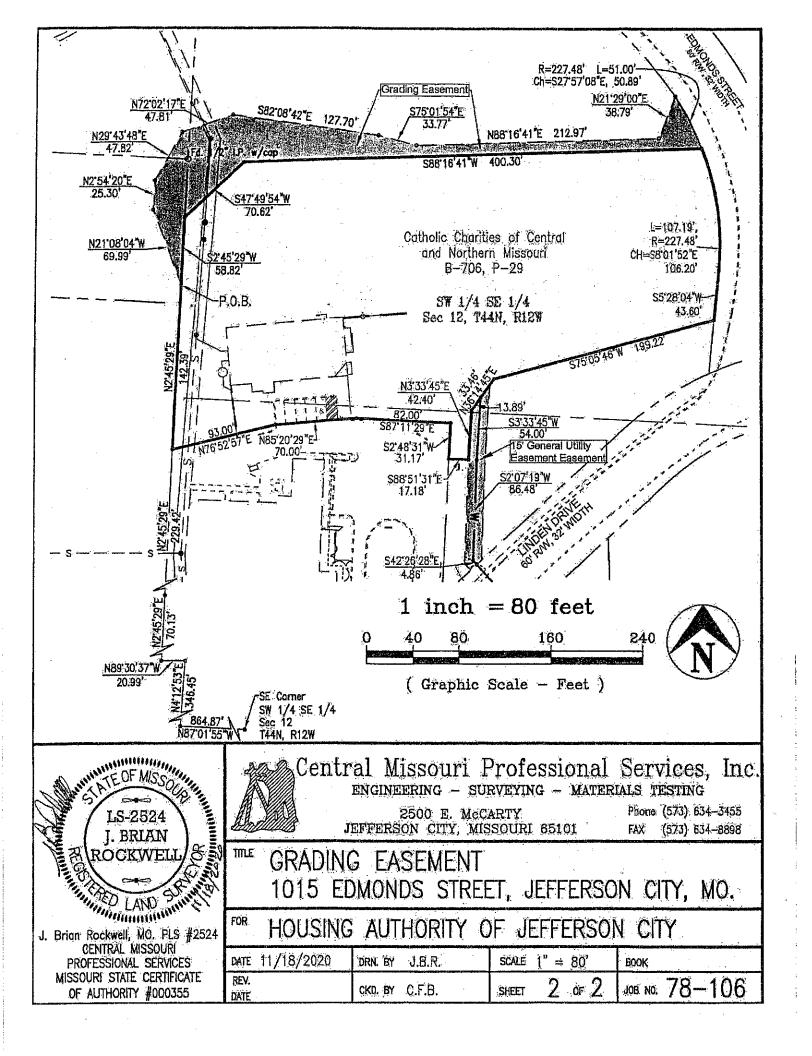
Central Missouri Professional Services, Inc.

2500 E. McCARTY JEFFERSON CITY, MISSOURI 65101 Phone (573) 634-3455 FAX (573) 634-8898

GRADING EASEMENT 1015 EDMONDS STREET, JEFFERSON CITY, MO.

FOR	HOUSING	ALITHORITY	ΛF	JEFFERSON	CITY
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DATE 11/18/2020	DRN. BY J.B.R.	SCALE 1" = 80"	BOOK
REV. Date	CKD BY C.F.B.	SHEET 1 OF 2	JOB NO. 78—106

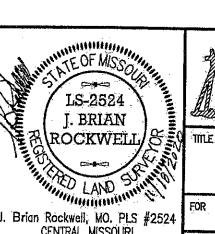


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EXHIBIT A

A 15.00 foot wide easement being a part of the Southwest Quarter of the Southeast Quarter of Section 12, Township 44 North, Range 12 West, City of Jefferson, Cole County, Missouri, being 7.50 feet each side of the following

From the southeast corner of the Southwest Quarter of the Southeast Quarter of said Section 12; thence N87'01'55"W, along the Section Line, 864.87 feet to the easterly line of a tract of land as described in Book 231, Page 483, Cole County Recorder's Office; thence NO4'12'53"E, along said easterly line, 346.45 feet to the northeasterly corner thereof; thence N89.30'37'W, along the north line of said tract, 20.99 feet to the southeasterly corner of the tract described in a Lease Agreement of record in Book 262, Page 472, Cole County Recorder's Office; thence N02.45'29"E, along the easterly line of said tract described in Book 262, Page 472, 70.13 feet to a point on the northerly right-of-way line of Linden Drive; thence continuing NO2'45'29"E, along the easterly line of said tract described in Book 262, Page 472, 229.42 feet to the southwesterly corner of the property described in Book 706, described in Book 202, rage 4/2, 229.42 reet to the southwesterly corner of the property described in Book 706, page 29, Cole County Recorder's Office; thence along the boundary of said property described in Book 706, page 29 the following courses: N76'52'57"E, 93.00 feet; thence N85'20'29"E, 70.00 feet; thence S87'11'29"E, 82.00 feet; thence S2'48'31"W, 31.17 feet; thence S88'51'31"E, 17.18 feet; thence N3'33'45"E, 42.40 feet; thence N36'14'45"E, 13.89 feet to the POINT OF BEGINNING for this Centerline description; thence leaving the boundary of said property described in Book 706, page 29, S3'33'45"W, 54.00 feet; thence S2'07'19"W, 86.48 feet; thence S42'26'28"E, 4.86 feet to a point on the northerly right-of-way line of Linden Drive and the Point of Termination. The sidelines of this easement to be extended and/or shortened to conform with the grantor's property lines.



J. Brian Rockwell, MO. PLS #2524 CENTRAL MISSOURI PROFESSIONAL SERVICES MISSOURI STATE CERTIFICATE OF AUTHORITY #000355



Central Missouri Professional Services, Inc. ENGINEERING - SURVEYING - MATERIALS TESTING

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