BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

AUGUST 17, 2021

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, August 17, 2021, via Zoom meeting and in person.

ROLL CALL: On roll call, the following were in attendance: Chairman Dennis Mueller, Vice-Chairman Larry Kolb; Commissioners Bob Weber, Mary Simmons, Donna White and Brian Wekamp. Also, in attendance were Michelle Wessler, Executive Director; Chera McCoy, Deputy Director; Cindy Reeves, Chief Financial Officer; Todd Miller, Legal Counsel; Diana Walters and Amy VanOverschelde Administrative Assistants; Carrie Tergin, Mayor; Mike Lester, City Councilman; and Lindsey Graves of Graves and Associates.

Chairman Mueller called the meeting to order.

REGULAR SPECIAL

Mueller 12-12 11-12

Kolb 12-12 10-12

White 10-12 8-10

Weber 12-12 6-7

Simmons 9-9 2-2

Wekamp 4-4

AUDIT REPORT FOR YEAR END 3/31/2021

Lindsay Graves from Graves and Associates presented the Audit Report which was an unmodified good report with no findings. Commissioner Simmons made a motion to accept the Audit report. Commissioner Wekamp seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

INFORMATIONAL ITEMS:

A. The monthly financial statements for July 2021. (Exhibit A)

B. List of Disbursements for July 2021 (Exhibit B)

C. Occupancy Report for the month of July 2021. (Exhibit C)

D. The Family Self Sufficiency Report was presented. The Grant request is due September 7, 2021.

E. **The Eviction Moratorium –** The moratorium ended July 31st for 3 days then was extended until October 2, 2021. Nine residents requested SAFHR program as of July 31st. Notices have been sent to Residents multiple times, stressing that unpaid rent will result in termination when the moratorium ends. Residents have been encouraged to meet with their managers to make repayment agreements or contact MHDC to apply for the SAFHR program. We currently have a total of 97 units with rent balances. Fifty-six (56) have repayment agreements and forty-one (41) have unpaid accounts with no response.

F. **Update on hail damage-** The Multi-family/Tax Credit properties are waiting on siding and gutter repairs.

G. **101 Jackson Street -** There was a discussion on how to proceed with the property. There have not been any proposals submitted and the building continues to deteriorate. We will inquire about having the City Engineer evaluate the building.

H. **Update on Dulle Tower renovation grant –** The closing audit by FHLB was successfully completed last week.

I. **Update on Housing Authority operations to deal with Covid-19 -** Numbers continue to increase throughout the agency employees and residents. We will continue to see clients by appointment only, ask health questions and take temperatures, before they can enter the office areas. Maintenance and inspectors will continue to ask health questions before entering units

J. **Update on ACOP -** The waiting period for the public comment period was up on July 27th. There were no comments from the public. The policy has been updated per the Resolution in June.

K. **Update on 1103 Buena Vista demolition –** The demolition has been postponed due to Allied Waste having a staffing shortage from COVID. They need a dedicated driver to haul the debris.

L. **Update on Common Ground Policy Change on applicants owing money –** The public comment period ends August 22, 2021. There have not been any comments as of today.

M. **Update to resolution to purchase replacement HVAC units for Linden Elderly Campus Apartments –** Additional information was provided to the Board. TMI Aftermarket Solutions is the sole source provider of replacement units. Commissioner White made a motion to approve the purchase of replacement HVAC units from TMI Aftermarket Solutions a sole source provider. Commissioner Wekamp seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

N. **Volunteer needed to review the Audit and Tax RFP’S after September 7, 2021 –**

Commissioner White agreed to review the Audit and Tax RFP’S.

CONSENT AGENDA:

A. Approval of Meeting Minutes for the regular meeting in July, 2021 (Exhibit 1-A)

Vice Chair Kolb made the motion to approve the Consent Agenda. Commissioner

Wekamp seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared

the motion approved.

RESOLUTION NO. 4790

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 July 2021, for Ken Locke I and Public Housing in the amount of $5,492.50. Commissioner Simmons seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #2-A, 08/17/2021)

RESOLUTION NO. 4791

RESOLUTION APPROVING A REVISION TO THE PERSONNEL POLICY ADDING PRESIDENTS DAY AND JUNETEENTH AS PAID HOLIDAYS

Following discussion in closed session, Vice Chairman Kolb made the motion to add Juneteenth and President’s Day as paid holidays for Housing Authority staff. Commissioner Simmons seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

RESOLUTION NO. 4792

RESOLUTION APPROVING EMERGENCY REPLACEMENT OF THE DULLE TOWER COOLING TOWER

The cooling tower at Dulle Tower compressor’s blew, draining oil and freon on August 8th around 4:00 a.m. Maintenance staff and a contractor worked to get one phase running around noon and the second phase later in the day. Staff is requesting approval of emergency replacement of the cooling tower. Staff also requests waiving the 30-day waiting time for bids as it is imperative that the unit be replaced as soon as possible. Commissioner Simmons made a motion to approve emergency replacement and waiving the 30-day wait time for bids. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

Mayor Tergin thanked the Board for work on the Capitol Avenue Urban Renewal Plan and announced an open house at the CVB on August 19, 2021 at 3:00 p.m. Councilman Lester announced that construction for Adrian’s Island Park and the improved 911 system were approved.

NEXT MEETING: The regular meeting will be at 7:30 a.m. Tuesday, September 21, 2021.

Commissioner White 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: Kolb, Weber, Simmons, Wekamp, Mueller

NAYS: None

ABSENT White

RESOLUTION NO 4793

RESOLUTION APPROVING NEW CONTRACT FOR ELEVATOR RENOVATION AND SERVICE AT DULLE TOWER

Following discussion in closed session. Commissioner White made the motion to approve the contract as submitted by staff for the elevator renovations at Hamilton Tower, with a ‘not to exceed $650,545’ stipulation. Seconded by Commissioner Simmons. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

RESOLUTION NO. 4794

RESOLUTION APPROVING NEW CONTRACT FOR ELEVATOR RENOVATION AND SERVICE AT HAMILTON TOWER

Following discussion in closed session. Commissioner Simmons made the motion to approve the contract as submitted by staff for the elevator renovations at Hamilton Tower, with a ‘not to exceed $663,631’ stipulation. Seconded by Commissioner Wekamp. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

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

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Dennis Mueller, Chairman

ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michelle Wessler, Secretary