BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

JULY 20, 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, July 20, 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 and Brian Wekamp. Also, in attendance were Michelle Wessler, Executive Director; Chera McCoy, Deputy Director; Cindy Reeves, Chief Financial Officer; Todd Miller, Legal Counsel; Vickey Hawkins, HR/Administrative Assistant; Diana Walters and Amy VanOverschelde Administrative Assistants; Carrie Tergin, Mayor; Mike Lester, City Councilman and a member of the press.

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 11-12 6-7

Simmons 8-8 2-2

Wekamp 3-3

INFORMATIONAL ITEMS:

A. The monthly financial statements for April, May and June 2021. (Exhibit A)

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

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

D. The Family Self Sufficiency Report was presented. Graduations are scheduled with 4 more coming up. Dates to be announced.

E. **The eviction moratorium** ends July 31st unless HUD or the CDC extends it again. A few of the JCHA residents have received assistance through the SAFHR program. 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.

F. **101 Jackson Street -** Two new parties have viewed the property. Notices have been sent to all three interested parties stating that proposals received by August 10th will be considered at the August meeting. There was discussion about tarping the hole in the roof. Vice Chairman Kolb will reach out to a roofer to see about getting the hole covered to prevent further damage.

G. **417 East Capitol Avenue -** The roof of the building has collapsed and the area around the property has been cordoned off with caution tape for safety reasons.

H. **Alpha Homes-Lewella Estes Apartments -** The Audit for FYE March 31, 2021 showed no findings. The report is available on request.

I. **Update on Housing Authority Operation as adjusted to deal with COVID 19 -** Plans to open the building July 1, 2021 were postponed due to the rise in cases locally. We will continue to mail utility checks and see applicants and residents by appointment. Health questions will be asked and temperature checks will be done before they are permitted in the building. There are bins for applications and rent envelopes located outside at the lower level along with a drop box for completed documents and rent. The website has been revised and now allows residents to report work orders directly to maintenance.

J. **Update on Hail Damage -** The roofs damaged in the hail storm are nearing completion.

K. **Update on ACOP -** The waiting period for the public comment period is up on July 27th. There have not been any comments from the public.

L. **Update on 1103 Buena Vista demolition -** If weather permits the demolition should take place within a month.

M. **Update on elevator renovations at Dulle and Hamilton Towers -** The contracts have been sent to the contractors for signatures. The contractor stated that it will take about 4-6 months for parts to arrive and renovation to be complete. One of the elevators at Dulle broke down and repairs were authorized to get the elevator running.

N. **Update on Untied Way Grant -** A check from the United Way Grant for $23,000.00 was presented to Hyder Elderly Apartments to purchase an activity bus. Dennis Mueller, Tamara Hellmann and Cindy Reeves attended the presentation.

O. **Jason Jenkins -** Former Deputy Director James Jenkins’s son Jason passed away earlier this month.

CONSENT AGENDA:

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

Commissioner Weber made the motion to approve the Consent Agenda. Commissioner

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

the motion approved.

RESOLUTION NO. 4785

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

Vice Chairman Kolb made the motion to approve the proposed rent and damage write-offs for the month of June 2021, for Hamilton Tower, Linden and Public Housing in the amount of $3,981.75. Commissioner Wekamp seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #2-A, 07/20/2021)

RESOLUTION NO. 4786

A RESOLUTION APPROVING MODIFICATION TO THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP) FOR PUBLIC HOUSING

Adoption of this Resolution allows applicants owing money to the Housing Authority to be placed on the waiting list if working with Common Ground for payment of debt owed. The applicant must pass all other screening protocols to be placed on the waiting lists. Commissioner Weber made a motion to approve the Resolution. Commissioner Wekamp seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

RESOLUTION NO. 4787

RESOLUTION APPROVING TMI AFTERMARKET SOLUTIONS GROUP FOR THROUGH THE WALL P-TAC UNITS FOR KEN LOCKE I AND LASALETTE

**Replacement HVAC units for Linden Campus Elderly Campus Apartments -** The HVAC units at Ken Locke I and LaSalette need to be replaced. Received a proposal from a sole source provider for $97,850.00. The plan is to use reserve fund for the replacement of the units. Commissioner Simmons made a motion to approve pending additional information. Commissioner Weber seconded the motion. Chairman Mueller said to notify Commissioners via email if we are unable to get comparable units at a lower price. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

RESOLUTION NO. 4788

A RESOLUTION TO PURCHASE ACCESS PERKS

Access Perks is a discount program designed to save employees money by offering discounts at restaurants, movies, hotels, theme parks, automotive, electronics, and more. Access Perks monitors how many of the discounts are used per month and gives a detailed report.

Pricing: $100/month for the entire company (up to 100 users). Month-to-month with no startup costs or cancellation fees. Promo: If you sign up for 6 months you get 1 month free, or sign up for 12 months and get 2 months free.

We would like to propose that we offer each employee +1 (spouse, child friend, or whomever they would like) an account with Access Perks.

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| --- | --- |
| Employees (including part-time) | 31 |
| additional user (+1) | 31 |
|  | 62 users |

The discounts can also be used for business purchases, we will have a JCHA User account to track savings for business purposes.

Commissioner Weber made a motion to approve the 6-month trial. Commissioner Wekamp seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

RESOLUTION NO. 4789

RESOLUTION APPROVING A REVISION TO THE PERSONNEL POLICY EFFECTIVE JUNE 1, 2021 ALLOWING EMPLOYEES TO USE SHARED LEAVE FROM HIRE DATE

The current policy doesn’t permit employees to use shared leave in the first six months of employment. Staff recommends changing the policy allowing employees use of the shared leave to new employees effective June 1, 2021. Commissioner Simmons made the motion to approve the change to the personnel plan on shared leave time. Commissioner Wekamp seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

Mayor Tergin thanked the Board for their service on the Capitol Avenue urban renewal plan and talked about events happening in the city. Ms. Wessler thanked Mayor Tergin for assistance on the demolition of 1103 Buena Vista. Councilman Lester said City Council voted for additional $300,000.00 for demolition and 1103 Buena Vista was included as one of the projects.

NEXT MEETING: The regular meeting will be at 7:30 a.m. Tuesday, August 17, 2021.

Commissioner Simmons 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 Wekamp seconded the motion. Upon roll call vote the motion was approved.

AYES: Kolb, Weber, Simmons, Wekamp, Mueller

NAYS: None

ABSENT White

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

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Dennis Mueller, Chairman

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

Michelle Wessler, Secretary