BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

MAY 18, 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, May 18, 2021, via Zoom meeting.

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; Cynthia Quetsch, former Executive Director; Todd Miller, Legal Counsel; Diana Walters, and Amy VanOverschelde Administrative Assistants; Carrie Tergin, Mayor; Mike Lester, City Councilman and members of the public.

Chairman Mueller called the meeting to order.

REGULAR SPECIAL

Mueller 12-12 11-12

Kolb 12-12 10-12

White 11-12 8-10

Weber 11-12 6-7

Simmons 6-6 2-2

Wekamp 1-1

Brian Wekamp took the Oath of Office as read by Michelle Wessler.

INFORMATIONAL ITEMS:

A. The monthly financial statements for January and February 2021.

B. A tree planting day was held on May 1, 2021. Parks and Rec, Helias and Jefferson City High School students and volunteers assisted. Thank you Parks and Rec, Tractor Supply and East Walmart for donations, and Pea Ridge Forest for assistance in getting trees off the trailers and a tree planting demonstration.

C. The Family Self Sufficiency report was presented. The 10-year anniversary celebration was a huge success. Thank you, Larry Kolb and Donna White, for attending the celebration. Larry and Donna commented on how successful the program is and what a great job Vicki and her staff do for the community.

D. The roofs for public housing and the tax credit properties are almost complete from the hail storm in March of 2020.

CONSENT AGENDA:

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

B. List of Disbursements for the month of April 2021. (Exhibit 1-B)

C. Occupancy Report for the month of April 2021. (Exhibit 1-C)

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

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

the motion approved.

RESOLUTION NO. 4778

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

Commissioner White made the motion to approve the proposed rent and damage write-offs for the month of April 2021 for Capital City, Hyder I, Ken Locke I and Public Housing in the amount of $15,957.50. Commissioner Simmons seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #2, 05/18/2021)

UPDATE ON CAPITAL CITY APARTMENTS

Final payment was received last week for flooding caused by a sprinkler line break in the Capital City Apartments office and 4 units. The settlement included cost of cleanup and renovations.

UPDATE ON DULLE TOWER RENOVATION

Dulle is at 87% occupancy. The Federal Loan Bank AHP Grant has annual reporting requirements that are due in May each year. May reports were submitted.

UPDATE ON THE HOUSING AUTHORITY OPERATION AS ADJUSTED TO DEAL WITH COVID 19

We anticipate opening the office in July, but staff will stay on the rotating schedule until September to ensure that if one team should come down with Covid the office could still operate.

We are making progress in transitioning back to the old software.

DULLE AND HAMILTON ELEVATORS

Following review of the 2 bids for elevator renovations at Dulle and Hamilton Towers, the Board recommends Schindler Elevator Corporation.

RESOLUTION NO. 4779

RESOLUTION APPROVING SCHINDLER ELEVATOR CORPORATION THE CONTRACT FOR ELEVATOR RENOVATION AND SERVICE AT DULLE TOWER

Commissioner Weber made the motion to award Schindler Elevator Corporation the contract for elevator renovation and service at Dulle Tower with a bid of $641,065.00. Seconded by Commissioner White. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

RESOLUTION NO. 4780

RESOLUTION APPROVING SCHINDLER ELEVATOR CORPORATION THE CONTRACT FOR ELEVATOR RENOVATION AND SERVICE AT HAMILTON TOWER

Commissioner White made the motion to award Schindler Elevator Corporation the contract for elevator renovation and service at Hamilton Tower with a bid of $651,211.00. Seconded by Commissioner Simmons. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

CLARK CENTER UPGRADE

The Clark Center requested wall repairs, paint and 2 additional electrical outlets for additional freezers. The electrical work began on May 13, 2021. There was discussion on a rent increase due to the monthly utility cost that we pay, which is currently $1,100.00 per month. Vice Chair Kolb made a motion to request a monthly rent increase from $300.00 per month to $500.00 per month. Seconded by Commissioner Weber. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

Mayor Tergin thanked the Board for their service on the Capitol Avenue urban renewal, updated the Board on the status of Ivy Terrace and welcomed Brian to the Board of Commissioners. Councilman Lester thanked the Board for work on the Capitol Avenue urban renewal. The Commissioners welcomed Brian to the Board.

NEXT MEETING: The regular meeting will be at 7:30 a.m. Tuesday June 15, 2021.

The Board and Michelle thanked Ms. Quetsch for her service to the Housing Authority.

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 Weber seconded the motion. Upon roll call vote the motion was approved.

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

NAYS: None

ABSENT None

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

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Dennis Mueller, Chairman

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

Michelle Wessler, Secretary