BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

OCTOBER 19, 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, October 19, 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, Jim Wisch, Catholic Charities; Holly Stitt 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 12-12 6-7

Simmons 11-11 2-2

Wekamp 6-6

INFORMATIONAL ITEMS:

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

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

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

D. The Family Self Sufficiency Report was presented. There are currently 32 participants. The FSS program has had 25 graduations, which requires a 5-year program commitment. The FSS program is providing Thanksgiving Day baskets for participants. Donations of money and / or time is appreciated.

E. **The Eviction Moratorium –** The moratorium ended August 26, 2021. A notice from HUD on October 8th states that a 30-day notice accompanied by a SAFHR flyer needs to be sent to residents. The flyers continue to be sent with warning letters. We have received 19 SAFHR applications. Payments were received on some that have been pending for some time.

F. **Phase 1**

101 Jackson Street –There was an inquiry about the property but nothing further.

115 Jackson parking lot –The two businesses that inquired about leasing the lot for parking stated they are not ready at this time. The lot will not be repaired at this time.

**Phase 2**

608 East State Street- No new information.

**Phase 3**

413, 417, 419, and 519 East Capitol Avenue

417 East Capitol Avenue demolition contract was awarded by the city.

**Phase 4**

Information is being gathered for future planning.

G. **Update on United Way Grant -** Staff located a bus, deposit was put down and staff will test drive and pick up the bus in next few weeks.

H**. Update on Housing Authority operations to deal with Covid-19 –** Reports of Covid resident/staff has significantly declined. We plan to open the office on January 3, 2022, but still check temps and ask health questions. Staff is being encouragedto vaccinate for their safety as well as the safety of other employees and residents.

I. **Update on 1103 Buena Vista demolition –** A date has not been set, but we hope to have demolition in November. The city has extended the permit.

J. **Update on elevator contracts –** Following the contract corrections the elevator contract was awarded to Otis Elevator Company. Inspection procedures for ordering parts, is in process.

K. **Hamilton Tower Insurance Claim –** Work is progressing, there might be a delay due to parts on order, for electrical supplies and shower surrounds. The city and fire department put a hold on moisture remediation work in the stairwell, a secondary exit plan was required and submitted. The remediator also submitted a schedule of work, for each floor. REAC inspections are scheduled for 11/1/2021.

L. Two Board positions will be available in November. A few applications are under consideration.

CONSENT AGENDA:

A. Approval of Meeting Minutes for the regular meeting in September, 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. 4798

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 September 2021, for Hamilton, Linden Campus Elderly and Public Housing in the amount of $3,882.50. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #2-A, 10/19/2021)

RESOLUTION NO. 4799

RESOLUTION APPROVING CHANGES TO THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN

Updates are provided annually or as HUD initiates a change. Nan McKay’s update program provides updates that are required or optional. Staff reviews and recommends changes for approval. Once approved the changes are posted for 30 days for tenant comment. If there are no comments, Board approval is effective on the 31st day.

Commissioner Weber made the motion to approve the changes to the Housing Choice Voucher Administrative Plan. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

RESOLUTION NO. 4800

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

HUD requires a five year plan each year forecasting how the capital funds will be used. Staff presented the 5- year plan. Commissioner Simmons made the motion to approve the 5-year plan. Commissioner Wekamp seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

Councilman Lester encouraged everyone to vote on November 2nd, and discussed the Catholic Charities Health Clinic. Mayor Tergin thanked the Board for their work on Urban Renewal. Amy announced a CASA event on November 11, 2021. Holly Stitt updated the status of 417 and 513 East Capital Avenue. Vice Chairman Kolb suggested a tour of the Catholic Charities facility with Jim Wisch.

NEXT MEETING: The regular meeting will be at 7:30 a.m. Tuesday, November 16, 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 Simmons seconded the motion. Upon roll call vote the motion was approved.

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

NAYS: None

ABSENT None

Commissioner Weber 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