BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

DECEMBER 14, 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, December 14, 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 Mary Simmons, Brian Wekamp and Rick Prather. Also, in attendance were Michelle Wessler, Executive Director; Chera McCoy, Deputy Director; Cindy Reeves, Chief Financial Officer; Todd Miller, Legal Counsel; Diana Walters, Amy VanOverschelde, Administrative Assistants; Carrie Tergin, Mayor; Mike Lester, City Councilman; Ron Medin, Mark Kiekhaefer, from Transformational Housing of Jefferson City and a member of the press.

Chairman Mueller called the meeting to order.

REGULAR SPECIAL

Mueller 12-12 11-12

Kolb 11-12 10-12

Simmons 12-12 2-2

WeKamp 8-8

Prather 1-1

Former Councilman Frederick (Rick) Prather was welcomed to the Board and took the Oath of Office.

INFORMATIONAL ITEMS:

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

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

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

D. The Family Self Sufficiency Report was presented. (Exhibit D)?

E. **The Eviction Moratorium –**SAFHR flyers were sent along with an eviction help event notice. The event is sponsored by Catholic Charities, CMCA, MRRL Library and Salvation Army. The event is to assist residents of any landlord in getting assistance with unpaid rent. We have received 32 SAFHR applications and 50 repayment agreements.

F. East Capitol Avenue Urban Renewal Plan

**Phase 1**

101 Jackson Street –A proposal was received from Transformational Housing of Jefferson City. Mark Kiekhaefer spoke on their behalf and will provide additional documents to support the proposal. Discussion in closed session.

**Phase 3**

413, 417, 419, and 519 East Capitol Avenue

Judge Green has assigned a commission to value damages. Prior appraisals and photos were provided to commission this month.

G. **Update on Housing Authority operations to deal with Covid-19 –**

Reports of Covid are coming in steadily from residents and five staff members. We are watching cautiously and may alter our plans to reopen fully. Continuing to check temps and ask health questions. Continuing to encourage vaccinations/boosters to residents and employees for employee and resident safety.

H. **Update on 1103 Buena Vista demolition –** Demolition work was completed on 1103 Buena Vista.

I.  **1417 Elizabeth Insurance Claim –** The fire that was started from the use of a Bic lighter caused damage in the building to Unit B, D & hallway. The tenant caused a delay in the clean-up process so work is just beginning on the building.

J. **Tax Credit** **Board of Commissioners Positions –** The Tax credit Boards (mini boards) will need a couple of replacements over the next 6 months. There are no term limits and minimum commitment. These Boards do not meet monthly.

K.  **Admin Plan –** The waiting period for public comment expired on December 6, 2021 with no comments. The policy has been updated per the Board Resolution in October.

L. **Annual Non- Christmas Party –** Staff voted for gift cards this year to allow time for Covid cases to decrease. It was also suggested that an outdoor event be held during warmer months to better allow for social distancing.

CONSENT AGENDA:

A. Approval of Meeting Minutes for the annual meeting in November, 2021 (Exhibit 1)

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. 4806

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

Commissioner WeKamp made the motion to approve the proposed rent and damage write-offs for the month of November 2021, for Hamilton and Public Housing in the amount of $5,580.00. Commissioner Prather seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #2, 12/14/2021)

RESOLUTION NO. 4807

RESOLUTION AWARDING THE CONTRACT TO IFS FOR THE REPLACEMENT OF THE CHILLER AT DULLE TOWER

Staff recommends IFS to replace the chiller at Dulle Tower. The Daikin chiller had the shortest lead time and should be installed prior to May 1, 2022, at $117,186.00. Vice Chairman Kolb made a motion to approve IFS to install the Daikin chiller at Dulle Towers. Commissioner Simmons seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

RESOLUTION NO. 4808

RESOLUTION COMMENDING BOB WEBER FOR HIS SERVICE AS COMMISSIONER OF THE HOUSING AUTHORITY AND THE LAND CLEARANCE FOR REDEVELOPMENT AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI FROM MULTIPLE NON-CONSECUTIVE TERMS RANGING FROM MARCH 2007 THROUGH NOVEMBER 2021

RESOLUTION NO. 4809

RESOLUTION COMMENDING DONNA WHITE FOR HER SERVICE AS COMMISSIONER OF THE HOUSING AUTHORITY AND THE LAND CLEARANCE FOR REDEVELOPMENT AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI FROM FEBRUARY 25, 2014 THROUGH NOVEMBER 16, 2021

RESOLUTION NO. 4810

RESOLUTION COMMENDING SANDY BOILLOT FOR HER SERVICE TO THE HOUSING AUTHORITY AND THE LAND CLEARANCE FOR REDEVELOPMENT AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI FROM DECEMBER 28, 1973 THROUGH DECEMBER 30, 2021

RESOLUTION NO. 4811

RESOLUTION COMMENDING KENNY BRANDT FOR HIS SERVICE AS MAINTENANCE SUPERVISOR OF THE HOUSING AUTHORITY AND THE LAND CLEARANCE FOR REDEVELOPMENT AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI FROM JULY 2, 2007 THROUGH NOVEMBER 30, 2021

RESOLUTION NO. 4812

RESOLUTION AWARDING THE ELEVATOR CONTRACT TO SCHINDLER ELEVATOR SERVICE

Staff recommends Schindler Elevator Service for elevator services in all properties, but Dulle Tower and Hamilton Tower. Vice Chairman Kolb made the motion to approve Schindler Elevator Service. Commissioner WeKamp seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

Mayor Tergin expressed her appreciation for the Board members and employee Resolutions, the tour of Capitol Avenue, and for the work on Capitol Avenue. She also said the new Board Member should be appointed at the city meeting on December 20, 2021. Councilman Lester expressed appreciation for the work with Transformational Housing and the success with the SAFHR program. He stated that there may be additional assistance available through Catholic Charities in January 2022.

NEXT MEETING: The regular meeting will be at 7:30 a.m. Tuesday, January 18, 2022. Vice Chairman Kolb will not be available for this meeting.

Commissioner Prather 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, Prather, Mueller

NAYS: None

ABSENT None

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

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Dennis Mueller, Chairman

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

Michelle Wessler, Secretary