BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

JANUARY 18, 2022

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, January 18, 2022, via Zoom meeting and in person.

ROLL CALL: On roll call, the following were in attendance: Chairman Dennis Mueller; Commissioners Mary Simmons, Brian WeKamp, Rick Prather, and Carlos Graham. 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 and Ron Fitzwater, City Councilmen and a member of the press.

Chairman Mueller called the meeting to order.

REGULAR SPECIAL

Mueller 12-12 11-12

Kolb 10-12 10-12

Simmons 12-12 2-2

WeKamp 9-9

Prather 2-2

Graham 1-1

Carlos Graham was welcomed to the Board and took the Oath of Office.

INFORMATIONAL ITEMS:

A. The monthly financial statements are unavailable due to year-end closeout.

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

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

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

E. **Phase 3**

413, 417, 419, and 519 East Capitol Avenue

We are waiting on the damage determination by the three court-appointed commissioners. There hasn’t been any opposition thus far.

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

All staff returned to the office on January 3, 2022 however, due to exposure and positive cases by staff and residents scheduling returned to alternating days on January 6, 2022. Continuing to encourage vaccinations/boosters to residents and employees for employee and resident safety.

G.  **1417 Elizabeth Insurance Claim –** Demolition has begun on fire-damaged areas of the building.

H. **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.

I. **Lewella Estes AHP Grant –** The AHP Grant was approved for window, furnace, and air conditioning replacements for the 16 -unit property.

**J. Update on 5-year Capital Fund Plan –** There were no comments at the public meeting on December 9, 2021. The plan is approved as stated on Resolution No. 4800 in October 2021.

CONSENT AGENDA:

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

Commissioner Simmons made the motion to approve the Consent Agenda. Commissioner Prather seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

RESOLUTION NO. 4813

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

Commissioner Simmons made the motion to approve the proposed rent and damage write-offs for the month of December 2021, for Capital City, Hamilton Towers, Hyder I, Ken Locke I and Public Housing in the amount of $22,532.25. Commissioner Prather seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #2, 1/18/2022)

RESOLUTION NO. 4814

RESOLUTION APPROVING A PROPOSAL AND REDEVELOPMENT AGREEMENT FOR TRANSFORMATIONAL HOUSING TO PURCHASE 101 JACKSON AND TWO LOTS AT 504 AND 514 EAST STATE STREET

Commissioner Prather made a motion to approve the Transformational Housing purchase of 101 Jackson Street and the lots at 504 and 514 East State Street, with the agreement that the roof will be repaired within two months of closing. Commissioner Simmons seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

RESOLUTION NO. 4815

RESOLUTION APPROVING THE PUBLIC HOUSING ANNUAL PLAN

Each Housing Authority is required to hold a public meeting with tenants and compile a five-year plan. Each year the plan is updated, containing all documents and policies that have been revised in compliance with the law. A public meeting for FY 2022 PH Annual Plan was held on December 9, 2021, there were no comments from the public. With the approval of this Resolution, the PHA and the Chairman of the Board are authorized to sign and submit the PHA Annual Plan. Commissioner Simmons made the motion to approve the Annual Plan. Commissioner Prather seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

RESOLUTION NO. 4816

RESOLUTION APPROVING LOAN APPLICATION FOR THE HAMILTON TOWER PLUMBING AND KITCHEN RENOVATIONS

Request for bids went out on January 13, 2022, with a final bid submission date of February 17, 2022. We will not know the full cost for the project until bids have been reviewed. We anticipate additional funding will be needed. Commissioner Prather made a motion to approve beginning the loan process. Commissioner Simmons seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

RESOLUTION NO. 4817

RESOLUTION APPROVING THE SALE OF THE 2006 FORD F-450 PASSENGER BUS

The PHA advertised the sale of the 2006 activities bus for 30 days. One proposal was received. The bus has some mechanical issues and the buyer was advised of the issues and made aware that it is sold “As Is”. Commissioner Simmons made the motion to approve the sale of the bus to Gary Doolittle for $1,000.00. Commissioner Prather seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

Mayor Tergin expressed her appreciation for the Board members' work on Capitol Avenue and Transitional Housing. She welcomed Carlos Graham to the PHA Board. Councilman Lester expressed appreciation for the work with Transformational Housing.

NEXT MEETING: The regular meeting will be at 7:30 a.m. Tuesday, February 15, 2022.

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

AYES: Weber, Simmons, WeKamp, Prather, Mueller

NAYS: None

ABSENT Kolb

Chairman Mueller made the motion of his own accord to adjourn the meeting. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

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Dennis Mueller, Chairman

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

Michelle Wessler, Secretary