BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

JUNE 21, 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, June 21, 2022, 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, 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, City Councilman; and Ryan Moehlman from the City of Jefferson.

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 11-12

Prather 7-7

Graham 6-6

INFORMATIONAL ITEMS:

A. The monthly financial statements for May.

B. List of Disbursements for May 2022 (Exhibit B)

C. Occupancy Report as of June 1, 2022. (Exhibit C)

D. The Family Self Sufficiency Report was presented. There are 30 participants and 29 graduates. (Exhibit D)

E. **East Capitol Avenue Urban Renewal Plan**

**Phase 1**

The roof has been replaced at 101 Jackson Street. Cleanup has been done in preparation for the renovation but the remaining work is on hold until DNR inspections are complete.

**Phase 3**

LCRA was awarded possession of five properties at 413-415, 417 (lot), 419, 517, and 519(lot) East Capitol Avenue. JCHA sent letters to parties interested in the redevelopment of the downtown buildings, informing them that JCHA Board will make decisions at the June Board meeting on the next steps JCHA will take, we anticipate an engineer will need to evaluate to determine if the building is safe and the possibility of tours/rehabilitation. JCHA will issue a press release upon release of inspections and assessments for the properties. There were no interested parties or objections received. Legal Counsel recommends the conveyance of the properties to the city. Vice-Chairman Kolb made the motion to convey 413-415, 417, 419, 517, and 519 East Capitol Avenue to the City of Jefferson. Commissioner Prather seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

**Lot at Bolivar and McCarty-Capital Opportunity Fund LLC**

The owner should receive the certificate of occupancy for the first- floor next week. They hope to open as soon as June 27, 2022. Project completion is planned by mid-July. The Tax-Abatement application should be ready for the July or August meeting.

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

The office continues to be open to the public. Health questions and temps are being taken before entry into the office areas. There were 4 reports of Covid from residents, staff, and staff family members.

The Housing Authority invested a lot of time and money setting staff up to work from home during Covid so business operations could continue. Due to the rising price of gas, and staff having the ability to work from home, they will be permitted to work from home two days a week. Maintenance staff will have the opportunity to take their work vehicle home. The cost to JCHA is far less than the cost to the employees. The office will remain open during regular business hours.

We continue to receive SAFHR applications and have 44 pending payments and 44 paid applications.

G. **Lewella Estes AHP grant award**

Lewella Estes was awarded the AHP (Affordable Housing Program) Grant. The funds from the grant will be used to replace windows, HVAC units, and remodel the bathrooms to be handicap accessible. Bid documents will go out in August.

H. **Community Programs**

The Housing Authority is working with several local agencies to provide community services such as a community gathering in public housing. A Memorandum of Understanding (MOU) was signed with The Redeem Project to provide financial training to any resident of housing using the Money Smart program. This meets the requirement for financial training in our agreement with the FHLB (Federal Home Loan Bank) AHP Grant awarded for Dulle Tower. Catholic Charities is working on nutrition training for our seniors. Compass Health/New Horizons will provide 24-hour staff for Dulle & Hamilton Towers to ensure residents are receiving services for medications and counseling as needed. The Foster Youth Initiative (FYI) MOU is in the renewal process to provide a voucher for youth aging out of the Foster Care program.

1. **Linden Court APH Grant Application**

The Housing Authority has submitted a grant application to the Federal Home Loan Bank of Des Moines Affordable Housing Program. The initial review was accepted. Scores, reviews, and awards are scheduled for December. If the grant is awarded the funds will be used to renovate the bathrooms in half the 2- bedroom units with roll-in showers. We will also use the funds to replace HVAC units, flooring, and decks in all units.

J. **Hamilton Tower Renovations**

10 stack - The electrical panels have now been postponed to August. The plumbing and most of the drywall are complete. Cabinet installation is progressing. The relocation of tenants of the 15 stack is on hold. Insurance drywall work is awaiting approval on stacks 4 & 5.

K. **Online Rental Payments**

Staff is in the development phase for online rental payments, and opening a pass-through account for these transactions.

L. **Motion to Initiate Procedures to Facilitate the Removal of Limited Partner “USA Institutional Tax Credit Fund” and replace with newly created non-profit Linden Apartments Investment Corporation**.

This non-profit corporation is being created to replace the 99.99% share Limited partner “USA Institutional Tax Credit Fund”. The five-member Board for this new corporation will be the Executive Director of the PHA as President, Vice Chair - Dennis Mueller, Treasurer - Larry Kolb, Secretary - Mary Simmons, Director - Frederick Prather, and Assistant Secretary - Cindy Reeves. This motion is to initiate the necessary steps to set up this non-profit corporation, which will allow for the corporation to make a bona fide offer of $10 to transfer ownership of the properties LaSalette, Kenneth Locke 1 & 2 Apartments. Once this Corporation is created and the Board of Directors voted in, this Board will make most decisions by Unanimous Consent Resolution. Vice-Chairman Kolb made the motion to approve the new non-profit Linden Apartments Investment Corporation, ownership transfer to be effective January 1, 2023. Commissioner Simmons seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

CONSENT AGENDA:

A. Approval of Meeting Minutes for the regular meeting in May 2022 (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. 4827

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

Commissioner Graham made the motion to approve the proposed rent and damage write-offs for May for Hamilton Tower, Linden Way, and Public Housing for $4,400.43. Vice-Chairman Kolb seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #2, 06/21/2022)

RESOLUTION NO. 4828

RESOLUTION APPROVING UPDATES TO THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP)

Vice-Chairman Kolb made the motion to approve the updates to the ACOP. Commissioner Graham seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3, 06/21/2022)

RESOLUTION NO. 4829

RESOLUTION APPROVING THE CHOICE NEIGHBORHOODS GRANT

This resolution would allow the PHA to collaborate with the city on a Planning Grant. The Planning Grant would allow for the PHA and the City to contract for needed studies to qualify and apply for the Choice Neighborhoods Grant. This grant, if awarded, will allow the PHA/City to do renovations in our Family Public Housing and surrounding area.

Commissioner Prather made the motion to allow the PHA and the city to apply for the Choice Neighborhoods Grant. Commissioner Simmons seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

Mayor Tergin thanked the Board for their partnership with the city to improve the community and neighborhoods. Councilman Lester thanked the Board for serving as the redevelopment corporation and working with the city on the Capitol Avenue urban renewal plan.

NEXT MEETING: The regular meeting will be at 7:30 a.m. Tuesday, July 19, 2022.

Vice-Chairman Kolb made the motion to adjourn into Executive Session to consider 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 Graham seconded the motion. Upon roll call vote the motion was approved.

AYES: Kolb, Weber, Simmons, Prather, Mueller

NAYS: None

ABSENT: Wekamp

Commissioner Prather made the motion to adjourn the meeting. Vice-Chairman Kolb seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

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Dennis Mueller, Chairman

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

Michelle Wessler, Secretary