BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

AUGUST 16, 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, August 16, 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, Carlos Graham 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, Amy VanOverschelde, Administrative Assistants; Carrie Tergin, Mayor; Mike Lester, City Councilman; Holly Stitt, Eric West, Beau West and Matt Folsom.

**ROLL CALL:** 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 9-9

Graham 8-8

1. **CONSENT AGENDA:**

Approval of Meeting Minutes for the regular meeting in July 2022 (Exhibit 2). 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.

1. **RESOLUTIONS AND COMMUNICATIONS:**
2. **RESOLUTION NO. 4832**

**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 July for Hamilton Tower, Ken Locke, and Public Housing for $16,640.25. Commissioner Simmons seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3, 08/16/2022)

1. **ANNUAL CERTIFICATION OF MHAPCI MEMBER COMPLIANCE WITH THE REQUIREMENTS FOR MHAPCI LIABILITY COVERAGE FOR EMPLOYMENT PRACTICES**

In 2020, MHAPCI implemented a new policy requiring the review of several documents annually.  All Commissioners are to certify that they have reviewed:

* Section O: Liability Coverage D&O and Employment Practices
* Fiduciary Duties & Ethics PHA Officials
* Code of Ethics Policy for D&O

This new MHAPCI policy also mandates one hour of training by all management staff in at least one of the following categories:

•         Discrimination

•         Anti-harassment

•         Disciplinary action and procedures

•         ADA

•         Family and Medical Leave Act

All Commissioners are encouraged to participate in one hour of training, but it is not required. The management staff has completed the required training.

(Review of Documents – Questions)

**C. RESOLUTION NO. 4833**

**\*RESOLUTION TO CONTRACT HAMILTON TOWER WINDOW AND CONCRETE WATER PREVENTION UNDER EMERGENCY PROCUREMENT (Exhibit 3C)**

Water is penetrating windows and concrete panels, in areas of deteriorating caulk. This maintenance item was included in the proposal of repairs and replacements needed for Hamilton Tower renovations. The need has increased due to the amount of water penetrating. The water is preventing the installation of new insulation and drywall in stacks 4 & 5. Members unanimously consented through an email vote to allow emergency procurement of a contract over $50,000.00, without the 30-day publication, and to sign a contract with Staat Inc. Tuckpointing and waterproofing, in the amount of $239,000.00.

**D.** **Discussion on Eastland Hills Development**

Eric West of Developer FLW, LCC, spoke on the development and construction of Eastland Hills Apartments.  Developer asked if we would partner with them in development of this 48-unit affordable housing development located on the east side of Jefferson City, MO.  FLW, LLC is seeking funding for the development through the Missouri Housing Development Commission's (MHDC) Low-Income Housing Tax Credit (LIHTC) program.  They are seeking additional funding through the Missouri Department of Economic Development with the Federally funded CDBG-DR funds.  These funds were awarded to Cole County, MO in the aftermath of a tornado that hit the City on May 23, 2019.  If awarded funds, Eastland Hills will bring 48 newly constructed affordable housing units to Jefferson City.  Being in the LIHTC program will ensure this development will be an asset to the area for years to come. At this time the Housing Authority has declined the request to partner with Eastland Hills Development, but will provide a letter of support to the developer of both properties applying for the LIHTC and CDBG-DR funding.

1. **REPORT OF THE SECRETARY - INFORMATIONAL ITEMS:**

A. **Monthly Financial Statements -** July 2022. (Exhibit 4A)

B. Revised Format for **List of Disbursements** -July 2022 (Exhibit 4B)

C. **Occupancy Report** as of August 1, 2022. (Exhibit 4C)

D. **Family Self Sufficiency Report** - **July 2022**

There are 29 participants and 30 graduates. FSS Action Plan revisions are due to HUD for approval in November 2022. The FSS Grant was released and is due at the beginning of October. (Exhibit 4D)

E. **Land Clearance and Redevelopment Authority – Updates**

**East Capitol Avenue Urban Renewal Plan**

**Phase 1 – 101 Jackson Street and 2 lots on East State Street**

There is no onsite progress. Radon tests have been submitted. Window photos were provided to the State Historical Society, they would like to refurbish the existing wood windows. Once radon tests are received, they will go out for abatement of lead, asbestos, and radon if needed.

**Phase 2**

**Stitt Barony** - Holly Stitt updated the progress of 501, 507, 511, and 513 East Capitol Avenue. They are currently treating termites in 501. There is a new roof on 507, landscaping at 511. 513 East Capitol Avenue is currently occupied and they plan to turn it into an Air B&B.

**The Parsons House** - The Historic City of Jefferson is reacquiring the home. The building is structurally sound and watertight. There are parties interested in purchasing the property.

**Ivy Terrace** - Progress is becoming visible on the exterior and they continue to work on the interior.

**Phase 3 -** LCRA signed a transfer of ownership of five properties at 413-415, 417 (lot), 419, 517, and 519(lot) East Capitol Avenue to the City of Jefferson. The transfer is complete.

**Lot at Bolivar and McCarty-Capital Opportunity Fund LLC-** The coffee shop is open and the equipment should be on site. Judge Schaeperkoetter is excited about the tour today. Submission of Tax-Abatement application will be submitted when everything is complete.

**Truman Hotel -** Received notification that an application for tax abatement is being worked on for Phase 2.

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. Cole County numbers are being closely monitored.

We continue to receive SAFHR applications and have 52 pending payments and 57 paid applications. SAFHR funds expire in September 2025 or when funding is exhausted, which is anticipated to be the first quarter of 2023.

G. **Lewella Estes AHP grant award**

Plans are to replace HVAC units and stoves. Bathrooms will also be renovated for handicap accessibility.

H. **Community Programs**

Staff attended the Family Self-Sufficiency (FSS) quarterly meeting. The Capital City Task Force put out a survey on finding housing. Surveys have been distributed to voucher holders having problems finding housing. The QR code is also posted in our lobbies. The Foster Youth Initiative (FYI) MOU renewal was signed. We will be meeting with the FYI team to receive the first applicant.

I. **Hamilton Tower Renovations**

Residents of the 15 stack, were given notice they will be moving to the 10 stack in the next 3-5 weeks, depending on the arrival of kitchen and wall materials.

J. **Online Rental Payments Update**

The PHA website should have the link for online payments by the end of September, we are waiting on website completion.

K. **ACOP Update**

The waiting period for public comment expired on July 31st. The policy has been updated per Resolution No. 4828 adopted on June 21, 2022.

L. **American Rescue Plan (ARP) COVID Funds**

No word on awards.

M. **Admin Plan update**

The waiting period for public comment expires August 26, 2022.

1. **Reports of Committees –** No reports

Mayor Tergin thanked the Board for their partnership with the city to improve the community and neighborhoods. She mentioned the possibility of much-needed additional housing through the proposal from Eric West and also housing at Simonson. Councilman Lester also thanked the Board and Holly Stitt for their work on East Capitol Avenue.

NEXT MEETING: The regular meeting will be at 7:30 a.m. Tuesday, September 20, 2022.

Commissioner Wekamp 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, Wekamp, Mueller

NAYS: None

ABSENT: None

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

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Dennis Mueller, Chairman

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

Michelle Wessler, Secretary