BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

JULY 27, 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 Wednesday, July 27, 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.

1. 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 8-8

Graham 7-7

The Board congratulated Chairman Dennis Mueller on his retirement after 47 years of service in the banking industry.

1. CONSENT AGENDA:

Approval of Meeting Minutes for the regular meeting in June 2022 (Exhibit 2). Commissioner Graham made the motion to approve the Consent Agenda. Commissioner Wekamp seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

1. RESOLUTIONS AND COMMUNICATIONS

RESOLUTION NO. 4830

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

Vice-Chairman Kolb made the motion to approve the proposed rent and damage write-offs for June for Capital City Apartments, Hamilton Tower, and Public Housing for $16,640.25. Commissioner Simmons seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3, 07/27/2022)

RESOLUTION NO. 4831

\*Resolution Approving Changes to the HCV Administrative Plan (Admin Plan)

Commissioner Graham made the motion to approve changes to the Admin Plan adding FYI Vouchers for the HCV program. If there are no comments after the 30-day wait period, five (5) and up to twenty-five (25) FYI vouchers will be approved for the Section 8 HCV program. Commissioner Wekamp seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

1. REPORT OF THE SECRETARY - INFORMATIONAL ITEMS:

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

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

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

D. **Family Self Sufficiency Report** - - June 2022 There are 30 participants and 29 graduates. Dennis Mueller attended the graduation on July 13, 2022. FSS Action Plan revisions are due to HUD for approval in September 2022. (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**

The lead and asbestos reports both show the need for remediation. Radon testing has been scheduled. There are a lot more stipulations to being awarded funds with the American Rescue Plan than they are used to, but they are working through it.

**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. Closing should occur within 30 days. Parties interested in these properties will need to contact the City of Jefferson.

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

The occupancy permit has been issued for the 1st floor of the building and the coffee shop is open. The 2nd floor needs some finish work and equipment moved from the previous location. Mr. Schaeperkoetter offered several dates for the Board to tour the building. Submission of Tax-Abatement application should occur in August.

 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. New staff was trained by a member from our software company the week of July 11-15 with Q&A time with long-time employees.

We continue to receive SAFHR applications and have 40 pending payments and 56 paid applications.

 G. **Lewella Estes AHP grant award**

The plan remains on target. 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. Local firemen delivered lunches from the firetruck for the summer lunch program. This month’s discussion at the Senior Network group included a discussion on making seniors’ homes more accessible through Handyman Solutions. The Clarke Dining Room discussed curbside pick-up for meals. Home Helpers offered to help organize a senior’s home. The Foster Youth Initiative (FYI) MOU is in the renewal process to provide vouchers for youth aging out of the Foster Care program. The MOU was signed.

 I. **Hamilton Tower Renovations**

10 stack - The electrical panels have arrived and cabinet installation is progressing. Planning for relocation of tenants of the 15 stack has begun. Insurance drywall work is resolved and approval was received on stacks 4 & 5.

 J. **Online Rental Payments Update**

The PHA website should have the link for online payments by the end of August or early September. We are looking into automatic deposits of landlord rental payments and accounts payable. This will take longer as we need to gather account information and email addresses from all landlords and vendors.

 K. **ACOP Update**

 The waiting period for public comment expires on July 31st.

 L. **South West NAHRO Scholarship Winner (Exhibit 4L)**

 Two individuals applied for the NAHRO Scholarship this spring. Jynessa Hawkins (permission granted to release her name) was the winner of a $500.00 scholarship. Her application letter was read to the Board.

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

 We applied for funds through Cole County to help with the replacement costs of the back decks in Public Housing Amp 9-1. We have been doing a few decks each year since 2019. While planning for 4-6 decks this year contractor informed us that the material and labor costs (Davis Bacon) have increased by 38%. We applied for $750,000.00.

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

Mayor Tergin thanked the Board for their partnership with the city to improve the community and neighborhoods. Commissioner Simmons complimented the staff for adding online payments which may help reduce exposure to COVID through contact and other community involvement.

NEXT MEETING: The regular meeting will be at 7:30 a.m. Tuesday, August 16, 2022.

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

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

 NAYS: None

ABSENT: None

Commissioner Simmons 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