BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

OCTOBER 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, October 18, 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, 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; and Darrel Bryan.

**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 10-11

Graham 10-10

**CONSENT AGENDA:**

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

**RESOLUTIONS AND COMMUNICATIONS:**

**RESOLUTION NO. 4837**

**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 September for Public Housing, Hamilton Towers, LaSalette, Ken Locke II, and Capital City Apartments for $34,618.75. Commissioner Simmons seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3A, 10/18/2022)

Paul Sullivan, Technical Services Inspector joined the meeting.

**DARREL BRYAN – PURCHASE REQUEST FOR PUBLIC HOUSING LOT AT THE CORNER OF BUENA VISTA AND KATHRYN STREET AND TRADE OF AREA BY CHURCH**

Mr. Bryan requested to address the Board regarding the Board’s decision not to sell the lot at the corner of Buena Vista and Kathryn Street and trade property behind the church for the property on the sides of the Church. He would like to purchase the lot for parking and have church events for children in the area behind the church. There was a discussion on lawn maintenance, tenants causing trash problems, cars with expired plates, and fireworks. He also reported curb damage that he feels was caused by a contractor for the Housing Authority. Vice-Chairman Kolb asked if he had inquired about the city’s requirements for a parking lot. Mr. Bryan stated he has not spoken with city officials regarding his intended use of the property. HUD must grant permission to sell the property, which potentially could be used to build additional housing units in the future. (Exhibit #3B 10/18/2022) PHA Counsel to prepare a letter for a formal request including additional information.

Paul Sullivan left the meeting.

**RESOLUTION NO. 4838**

**RESOLUTION APPROVING AMENDMENTS TO THE HOUSING AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI BYLAWS**

A Resolution approving changes to Executive Director and Deputy Director titles and other miscellaneous items to conform with practices. Vice-Chairman Kolb made a motion to approve the changes. Commissioner Wekamp seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

(Exhibit #3C 10/18/2022)

**RESOLUTION NO. 4839**

**RESOLUTION APPROVING CHANGES TO THE ADMINISTRATIVE PLAN (ADMIN PLAN)**

A Resolution approving changes to the Admin Plan prompted by the Nan-McKay annual update of HUD policies and training attended. Updates are provided annually or as HUD initiates a change. Nan McKay’s update provides the PHA with required and optional program changes, staff reviews suggestions, and recommends the changes for approval. Changes to staff titles and other miscellaneous items to conform with HUD guidelines and PHA practices. Once approved the changes are posted for thirty days. Any resident comments are brought before the Board at the next meeting. If no comments, Board approval is effective on the 31st day. Commissioner Wekamp made the motion to approve the changes. Commissioner Graham seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3D 10/18/2022)

**RESOLUTION NO. 4840**

**A RESOLUTION APPROVING CHANGES TO THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP)**

A Resolution approving changes to the ACOP prompted by the Nan-McKay annual update of HUD policies and training attended. Updates are provided annually or as HUD initiates a change. Nan McKay’s update provides the PHA with required and optional program changes, staff reviews suggestions, and recommends the changes for approval. Changes to staff titles and other miscellaneous items to conform with HUD guidelines and PHA practices. Once approved the changes are posted for thirty days Any resident comments are brought before the Board at the next meeting. If no comments, Board approval is effective on the 31st day. Vice-Chairman Kolb made a motion to approve the changes to the ACOP. Commissioner Wekamp seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3E 10/18/2022)

**RESOLUTION NO. 4841**

**A RESOLUTION APPROVING A REQUEST FROM CAPITAL OPPORTUNITY FUND, LLC FOR A CERTIFICATE OF QUALIFICATION FOR A TEN-YEAR TAX ABATEMENT PURSUANT TO SECTION 99.700**

Capital Opportunity Fund, LLC, d/b/a Three Story Coffee requested a tax abatement for the property developed at 309-311 Bolivar Street. The owner received the Occupancy Permit for the entire building in September. The application includes all required components. The property is part of Urban Renewal R45 and was declared blighted. The blight had been removed by the LCRA pursuant to Capital Opportunity purchasing the property. There is some question if the property qualifies for an abatement. Staff and legal counsel reviewed the program rules. Following a discussion in closed session Vice-Chairman Kolb made the motion to approve the 10-year abatement. Commissioner Simmons seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3F 10/18/2022)

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

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

B. **List of Disbursements** **-** September 2022 (Exhibit 4B)

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

D. Family Self-Sufficiency Report - September 2022 (Exhibit 4D)

There are 17 participants and 30 graduates. The FSS Action Plan was approved by HUD. The FSS Grant was accepted.

E. **Land Clearance and Redevelopment Authority**

East Capitol Avenue Urban Renewal Plan - Updates

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

The window issue has not been resolved, cannot complete Grant paperwork until all issues are resolved.

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**Phase 2 -** The final version of the second set of structural assessments for the properties the LCRA acquired and transferred ownership to the City are complete. Repair cost estimates for the Capital Avenue properties can be found at the bottom of the City’s home page at:

<https://www.jeffersoncitymo.gov/newsdetail_T14_R55.php>

**Stitt Barony -** Progress continues at 501, 507, 511, and 513 East Capitol Avenue.

**The Parsons House, 105 Jackson Street** - The Historic City of Jefferson reacquired the home. They have a party interested in purchasing the property. Commissioner Simmons made the motion to move forward if the redevelopment contract meets the contractual requirements for redevelopment. Commissioner Wekamp seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

**Ivy Terrace** – The historic homes tours was a success. They are hard at work on sheetrock and plaster repairs, stripping trim, and working on floors.

**Other Properties Under Redevelopment**

**\*Lot at Bolivar and McCarty-Capital Opportunity Fund LLC-** The city denied the additional parking spaces. The Tax-Abatement application has been submitted. No motion for approval was made. The discussion was moved to the closed session.

**Truman Hotel –** No new information.

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. We have had reports of staff and Residents having covid. Cole County numbers are being closely monitored.

We continue to receive SAFHR applications and have 55 pending payments and 66 paid applications.

G. **Community Programs**

The Housing Authority held a skate party at the skating rink. Home State Health donated pizzas and parents as teachers donated a teaching/learning set and talked with parents while Children skated. We had an information table at the Homelessness Fair and talked with many of the participants. There was a senior health fair on October 13th. We are sending out a new entry form to name the Public Housing Properties. The deadline is January 6, 2023. We hope to have some great options to choose from. The PHA’s first Trunk or Treat will be held on October 31st from 4-6. Mr. Bryan would like to have a separate Trunk or Treat on October 29th. Santa will also be visiting the Housing Authority this year with a date TBD.

H. **Hamilton Tower Renovations**

10-stack - Expect to complete the moves by November 2, 2022. Three sides of the building have been caulked and water tested.

I. **Online Rental Payments Update**

The payment website was completed and reviewed. The link went live on the website today, October 18, 2022. There is a small convenience for online payments, but tenants can still pay in person or by mail at no charge.

J. **Safety and Security Grant**

The PHA applied for and won the safety and security grant of $156,840.00. The funds were awarded to Dulle Tower for the replacement of the door access and camera system allowing for additional cameras.

K. **Literacy Program**

We received $2,000.00 from Home State Health for books to promote the literacy program.

**Reports of Committees** No committee reports

Mayor Tergin thanked the Board for their participation in the Capitol Avenue Urban Renewal Program. She also mentioned it is fire prevention month, the Great American Shakeout on October 20, 2022, at 10:20 a.m. for earthquake preparation and the Buckle Up Phone Down promotion.

**NEXT MEETING:** The regular meeting will be at 7:30 a.m. Wednesday, November 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 Simmons seconded the motion. Upon roll call vote the motion was approved.

AYES: Kolb, Weber, Simmons, Wekamp, Mueller

NAYS: None

ABSENT: Prather

**Old Business** No old business

**Adjourn**

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

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Dennis Mueller, Chairman

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

Michelle Wessler, Secretary