BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

SEPTEMBER 20, 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, September 20, 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; Mike Lester, City Councilman.

**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 10-10

Graham 9- 9

**CONSENT AGENDA:**

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

**RESOLUTIONS AND COMMUNICATIONS:**

**RESOLUTION NO. 4834**

**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 August for Public Housing for $6,441.00. Commissioner Simmons seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3A, 09/20/2022)

**RESOLUTION NO. 4835**

**RESOLUTION ACCEPTING THE ANNUAL AUDIT BY GRAVES AND ASSOCIATES, CPA’S L.L.C. OF THE JEFFERSON CITY HOUSING AUTHORITY PUBLIC HOUSING PROPERTY FOR FYE 3/31/2021**

Lindsay Graves presented the Housing Authority Report for FYE 3/31/2021. It is an unmodified report meaning there were no changes required of the Housing Authority. Commissioner Prather made a motion to approve the corrections. Commissioner Wekamp seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3B 9/20/2022)

**RESOLUTION NO. 4836**

**RESOLUTION CORRECTING THE WRITE-OFF (COLLECTION LOSS) OF TENANT ACCOUNTS RECEIVABLE FOR JUNE AND JULY 2022**

Corrections were made to the June and July write-offs due to an error on the spreadsheet causing incorrect totals. The correct total for June is $15,173.25 for Capital City, Hamilton, and Public Housing. The correct total for July is $22,060.35 for Hamilton, Ken Locke, and Public Housing. Commissioner Prather made a motion to approve the corrections. Commissioner Wekamp seconded the motion.  Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit 3C 9/20/2022)

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

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

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

C. **Occupancy Report** as of September 2, 2022. (Exhibit 4C)

D. Family Self-Sufficiency Report - August 2022

There are 25 participants and 30 graduates. The FSS Action Plan was submitted to HUD in September. The FSS Grant is due October 7th. The FSS Board meeting is scheduled for October 11, 2022 (Exhibit 4D)

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

Mr. John Blosser sent a detailed update. Radon testing and windows are delaying progress.

**Phase 2 -** The Historic City of Jefferson 2022 Homes Tour was on Sunday, September 18th. Ivy Terrace and 501 East Capitol Avenue were open for the tour. Tickets for the event were $15.00 in advance and $20.00 on the day of the tour. There was a good turnout for the event.

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

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

**Ivy Terrace** – Work focused on preparing the house for the tours.

Other Properties Under Redevelopment

**Lot at Bolivar and McCarty-Capital Opportunity Fund LLC-** Judge Schaeperkoetter gave the Board members a tour in August. He hopes to have everything complete and the certificate of occupancy for the entire building by September 30th. Submission of Tax-Abatement application will be submitted when everything is complete.

**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 51 pending payments and 61 paid applications.

G. **Community Programs**

Elderly housing vacancies and events coming up regarding housing were discussed with the Unmet Needs committee. JCHA newsletters went to all properties announcing a contest to name Public Housing. Entries will be accepted through October 31, 2022. We hope to have some good choices for the November Board meeting. JCHA will have a table with information about our senior housing properties at the Project Homeless Connect on September 30th and the Senior Expo on October 13th. There will be an end-of-summer skate party for Public Housing on September 24th from 11:00-1:00. We will also have a trunk or treat event on October 31st. JCHA was awarded another tree grant for the Dulle and Hamilton property.

H. **Hamilton Tower Renovations**

The kitchen wall materials should be in this week for the 10-stack. Power washing was completed on September 2nd. The residents were very appreciative of having the windows cleaned and sealed.

I. **Online Rental Payments Update**

The payment website was completed last week. We will review the site for any changes and hopefully, the link will be on the JCHA website soon.

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

We were not awarded funds for the 9-1 decks.

K. **Admin Plan update**

The waiting period for public comment expired on August 26, 2022. No comments were received so the policy was updated per Resolution No. 4831 approved by the Board at the July meeting.

**Reports of Committees** No committee reports

City Councilman Mike Lester commented on the City Council’s support for three (3) new housing projects with disaster recovery funds. The new developments will help replace housing lost in the 2019 tornado. He also reported that the back lot for Three Story Coffee was not approved for parking. Also, the structural assessments on several damaged properties stated that the cost to bring them to safe conditions will be $170,000.00-$450,000.00. The information will be posted on the city’s website. If there are no interested parties in the properties located at 109 and 113 Adams Street, 401, 407, 409 and 410 East Capitol Avenue, and 415 Commercial Way, the buildings will be demolished by the city.

**NEXT MEETING:** The regular meeting will be at 7:30 a.m. Tuesday, October 18, 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 Simmons seconded the motion. Upon roll call vote the motion was approved.

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

NAYS: None

ABSENT: None

**Old Business** No old business

**New Business**

HUD recommends a change in staff titles - Staff has determined that all policies and documents like the Admin, ACOP, Personnel Policy, Code of Ethics, Procurement Policy, JCHA Board By-Laws, Procedures, Leases, House Rules, and forms used in the course of business related to housing, maintenance, and accounting will need title changes. If the Board decides to do this, we will need approval by at least four members in an open session meeting, as stated below. Changing Board of Commissioner By-laws: This action requires a change in the *By-Laws:*

***ARTICLE IV – AMENDMENTS  
Section 1. Amendments to By-laws.*** *The by-laws of the Authority shall be amended only with the approval of at least four of the members of the Authority at a regular or a special meeting.*

Vice-Chairman Kolb made the motion to approve the change in staff titles allowing for a slash adding the new title, so policies and forms can be changed over time. Commissioner Prather seconded the motion Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

**Adjourn**

Commissioner Graham made the motion to adjourn the meeting. Vice-Chairman Kolb 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