BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

April 18, 2023

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. Tuesday, April 18, 2023, via Zoom meeting and in person.

ROLL CALL: On roll call, the following were in attendance: Chairman Dennis Mueller; Commissioners Mary Simmons, Rick Prather, and Brian Wekamp. Also, in attendance were Michelle Wessler, Executive Director/CEO; Cindy Reeves, Chief Financial Officer; Tamara Hellmann, Housing Supervisor; Todd Miller, Legal Counsel; Diana Walters and Amy VanOverschelde, Administrative Assistants; and Mike Lester, City Councilman.

**ROLL CALL:** Chairman Mueller called the meeting to order.

REGULAR SPECIAL

Mueller 12-12 11-12

Kolb 12-12 10-12

Simmons 12-12 2- 2

Wekamp 11-12

Prather 11-12

Graham 12-12

**CONSENT AGENDA:**

Approval of Meeting Minutes for the Regular Meeting in March 2023. (Exhibit 2) Commissioner Prather made the motion to approve the Consent Agenda. Commissioner Simmons seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

**RESOLUTIONS AND COMMUNICATIONS:**

**RESOLUTION NO. 4866**

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

Commissioner Simmons made the motion to approve the proposed rent and damage write-offs for March 2023, including Capital City Apartments, Hamilton Tower, and Public Housing, for $14,698.50. Seconded by Commissioner Prather. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3A, 04/18/2023)

**RESOLUTION NO. 4867**

**RESOLUTION APPROVING CHANGES TO THE PROCUREMENT POLICY**

Changes to the Procurement Policy implementing a 2019 change that will lower costs and time to start implementing a project. Commissioner Simmons made the motion to approve the changes to the procurement policy. Seconded by Commissioner Prather. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit 3B, 04/18/2023)

**RESOLUTION NO. 4868**

**RESOLUTION APPROVING UPDATES TO THE HCV ADMINISTRATIVE PLAN**

Updates are provided annually or as HUD initiates changes (looking at 2 more by September). Nan McKay’s update program provides the PHA with required and optional program changes, staff reviews suggestions, and recommends the changes for approval. Once approved the changes are posted for thirty days, and any resident comments are brought before the Board at the next meeting. Staff recommends changes to simplify the process for Foster Youth Initiative (FYI) participants to obtain a voucher. If no comments, Board approval is effective on the 31st day. Commissioner Simmons made the motion to approve the updates. Seconded by Commissioner Prather. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit 3C, 04/18/2023)

**RESOLUTION NO. 4869**

**RESOLUTION APPROVING THE FY2022 SAFETY AND SECURITY GRANT FUNDING TO CONTRACT CENTRAL SECURITY SYSTEMS FOR THE CAMERA SYSTEM AND TECH ELECTRONICS FOR THE DOOR SYSTEM AT DULLE TOWER**

Staff reviewed and scored the proposals for Dulle Tower Camera and Controlled Access Door Systems upgrades. The RFP requested the replacement of 38 Cameras and the addition of 34 Cameras, new recording devices, wiring, replicators, and a three-year warranty and service plan. We contacted the other contractor and told him that we were impressed with his system but the ongoing costs are prohibitive. He agreed to do the door system for $3000 more as he had labor to do the upgrade combined with the camera system cost. If approved the recommendation to contract the cameras from one contractor and the door system from another, the remaining grant funding will be used to purchase nine more cameras 3 of which will be license plate readers. For a total of 83 cameras and an upgraded door system for Dulle Tower. Commissioner Prather made the motion to approve Central Security Systems and Tech Electronics for the camera and door systems at Dulle Tower. Seconded by Commissioner Simmons. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit 3D, 04/18/2023)

**RESOLUTION NO. 4870**

**RESOLUTION AWARDING THE CONTRACT FOR THE HAMILTON TOWER SECURED ENTRY SYSTEM TO TECH ELECTRONICS**

Proposal to upgrade Hamilton Controlled Access Door System, though review of this RFP we were able to determine that the current system works with Dulle Tower as one complete system; which has four components. The first two components open the door by keycard/fob when the keycard/fob touches the release device (1 system Dulle, 1 System Hamilton) this part of the system works fine but is 18 years old, it is upgradable and the card readers are inexpensive to replace should they fail. The second two components dial the apartment when the apartment number is typed in. This rings the landline phone of the resident inside their unit. As this device is also 18 years old, technology has surpassed it and three of the floor’s dialers have stopped working and we have exhausted our supply of backups. Since the two building’s door systems work as one, the cost has been divided for funding purposes, one system cannot be approved without the other. One proposal calls for replacing the entire system and one proposal calls for a system upgrade. We are recommending the upgrade, so all PHA Controlled Access System works together. Commissioner Simmons made the motion to approve Tech Electronics for the entry system contract. Seconded by Commissioner Prather. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3E, 04/18/2023)

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

A. **Monthly Financial Statements –** February 2023 Financials. (Exhibit 4A)

B. **List of Disbursements** **-** March 2023 (Exhibit 4B)

C. **Occupancy Report** as of April 1, 2023. (Exhibit 4C)

D. **Family Self-Sufficiency Report** - March 2023 (Exhibit 4D)

There are 23 participants and 30 graduates. The CY Grant was awarded and the funds will be available later this week.

E. **Land Clearance and Redevelopment Authority**

East Capitol Avenue Urban Renewal Plan - Updates

**Phase 1** – 101 Jackson Street

They are still waiting for a response on the windows.

**Phase 2**

**Stitt Barony** - 501, 507 East Capitol work is progressing.

**Parson House** – Work is progressing. Noticeable work is being done on the exterior.

**Ivy Terrace** – 500 East Capitol work is progressing. Progress can be viewed at <https://www.facebook.com/ivyterracejcmo/>

**Other Properties Under Redevelopment**

**Hotel –**The owner stated that someone is checking on the property daily to keep individuals out of the building.

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

The office continues to be open to the public. There have been reports of residents and staff with Covid or flu-like symptoms recently.

G. **Community Programs**

Staff met with Foster Youth, United Way, Unmet Needs Committee, Senior Network, and Continuum of Care, meeting this past month. An email was sent from United Way on volunteers available for projects. The resident feedback on the move-in and recertification gift baskets has been very positive. The baskets provide essential starter items for the household such as a roll of paper towels, toilet paper, trash bags, hand soap, dish soap, dish scrubber, and a plunger. A Little Caesars gift card for a large pizza and soda is also included.

H. **Hamilton Tower Renovations**

**6, 7 & 1 Stack -** Renovations are going well. The cabinets are being installed, plumbing work is ready to start and electrical upgrades are in progress. Stack 15 should be done next week and we plan to move residents the 2nd week of May. Letters will go out soon to residents of stacks 2 & 3 informing them of the move to 6 & 7 stacks in early June. The large car in the Hamilton elevator should be operating next week. There will continue to be temporary shutdowns to make the connections that allow the cars to work together and for inspections to be done. Residents will be given notice of scheduled shutdowns. The community room will be open and bottled water provided, during scheduled shutdowns. Work should begin next week on the Dulle Tower elevator.

I. **Grant Opportunities/Requested**

Submitted the Capital Fund Hazards Grant for just over $200,000 to do the removal and replacement of Flooring at Dulle Towers. Moving forward on the HUD Emergency Grant for 9-1 & 9-5 emergency egress and balcony replacements. The FHLB-AHP Grant is opening in May, most prep is complete and awaiting data entry to re-apply for Linden Court. JCHA applied for the Ameren Community Savers grant last month, and for the Work Comp Safety Grant to purchase 4 Tommy-lifts for maintenance trucks and toilet-dollies.

**Reports of Committees** No committee reports

**NEXT MEETING:** The regular meeting will be at 7:30 a.m. Tuesday, May 16, 2023.

Councilman Lester stated that Aaron Mealy will be the new liaison for the Housing Authority. Also, reminded us that the spring bulky item cleanup is this week West of Highway 54 and next week East of Highway 54.

Commissioner Simmons 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, 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, 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, Section 610.021(3);

Welfare cases of identifiable individuals, Section 610.021(8) RSMO.

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

AYES: Simmons, Wekamp, Prather, Mueller

NAYS: None

ABSENT: Kolb, Graham

**Unfinished Business**

Vice-Chairman Kolb updated the status of Holly Stitt’s property which has a contract pending.

Following a discussion in the closed session, Vice-Chairman Kolb made the motion to rename the west-end Public Housing apartments and houses to Vista View Properties. Seconded by Commissioner Wekamp. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

**New Business**.

**Adjourn**

Commissioner Simmons made the motion to adjourn the meeting. Commissioner Prather 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