BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

FEBRUARY 21, 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, February 21, 2023, 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, Rick Prather, and Brian Wekamp. Also, in attendance were Michelle Wessler, Executive Director/CEO; Chera McCoy, Deputy Director/COO Cindy Reeves, Chief Financial Officer; Todd Miller, Legal Counsel; Diana Walters and Amy VanOverschelde, Administrative Assistants; and Carrie Tergin, Mayor, Mike Lester, City Councilman, Ron Fitzwater, City Councilman; and a member of the press.

**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 January 2023 (Exhibit 2) Vice-Chairman Kolb made the motion to approve the Consent Agenda. Commissioner Graham seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

**RESOLUTIONS AND COMMUNICATIONS:**

**RESOLUTION NO. 4857**

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

Vice-Chairman Kolb the motion to approve the proposed rent and damage write-offs for December for LaSalette and Public Housing, for $5,300.81. Seconded by Commissioner Graham. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3A, 02/21/2023)

**RESOLUTION NO. 4851**

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

This is to complete approval of the Resolution from January due to a second not being made to the motion. Commissioner Simmons made the motion to approve the proposed rent and damage write-offs for December for Capital City, Hamilton Towers, and Public Housing, for $26,489.50. Seconded by Vice-Chairman Kolb. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3A, 02/21/2023)

**RESOLUTION NO. 4858**

**RESOLUTION APPROVING A LOAN TO LINDEN ELDERLY CAMPUS FROM GENERAL FUND DEVELOPER FEES**

Linden Campus Elderly Building 2 - Kenneth Locke 2 (also known as Congregate) needs a new boiler system. The existing boiler system is on the 3rd floor and has and continues to require constant repairs. Staff is concerned this is going to end up being an emergency situation where the building will be without heat. An additional concern is if the system fails, it could flood three floors including a minimum of 6 units, two storage areas that hold the emergency pull cord system, the camera system, and secured entry system, two laundry rooms, two bathrooms, the management office, and 2 community rooms. A loan from the General Fund Board restricted - Linden Developer Fees cash/investment account would allow for the system to be replaced, before system failure. Commissioner Simmons made the motion to approve the loan from general fund developer fees. Seconded by Commissioner Graham. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

(Exhibit #3B 01/24/2023)

**RESOLUTION NO. 4859**

**RESOLUTION APPROVING THE ADDITION OF THE BUCKLE UP PHONE DOWN (BUPD) POLICY**

The insurance company has offered an incentive to participate in the BUPD campaign. The HA will make it part of our driving policy requiring employees to participate. Commissioner Simmons made the motion to approve the BUPD addition to the insurance policy. Seconded by Commissioner Wekamp. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3D 02/21/2023)

**RESOLUTION NO. 4855**

**RESOLUTION COMMENDING PAUL SULLIVAN FOR HIS SERVICE TO THE HOUSING AUTHORITY AND THE LAND CLEARANCE FOR REDEVELOPMENT AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI FROM AUGUST 2, 1993 THROUGH JANUARY 6, 2023**

Vice-Chairman Kolb made the motion to approve the Resolution. Seconded by Commissioner Wekamp. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3E 02/21/2023)

**RESOLUTION NO. 4856**

**RESOLUTION COMMENDING BRENDA STOLL FOR HER SERVICE TO THE HOUSING AUTHORITY AND THE LAND CLEARANCE FOR REDEVELOPMENT AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI FROM SEPTEMBER 3, 1996 THROUGH FEBRUARY 28, 2023**

Commissioner Graham made the motion to approve the Resolution. Seconded by Commissioner Simmons. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3F 02/21/2023)

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

A. **Monthly Financial Statements -** December 2022 Financials.

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

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

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

There are 22 participants and 30 graduates. The CY Grant was awarded but we are still waiting on acceptance documents.

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 so it appears an extension of the redevelopment contract will be needed. By fall we should have a better idea of the additional time they need to complete the project.

**Phase 2**

**Stitt Barony** - 501, 507 East Capitol work is progressing. 511, 513 East Capitol- blight has been eliminated.

**Parson House** – Work is progressing.

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

**Other Properties Under Redevelopment**

**Hotel –** The owners are working on plans for Phase 2. 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. We have received 73 pending SAFHR applications and have 90 payments. The SAFHR program ends on January 31, 2023, any applications submitted after January 27, 2023, were placed on a waiting list. Tenants will be notified that they need to make payment arrangements.

G. **Community Programs**

Met with Foster Youth, United Way, Unmet Needs Committee, Senior Network, and Continuum of Care, meeting this past month. We have received suggestions for the “Name Public Housing” contest. The deadline for submitting suggestions was January 31, 2023. There will be a discussion on the entries in the closed session.

H. **Hamilton Tower Renovations**

**4,5 & 10 Stack-** Renovations are going well. Moves into the 4&5 stacks are scheduled for February 22, 2023. Work is progressing on the 15 stack, we anticipate units to be ready in March. Letters went to residents on February 2, 2023, notifying them of moves.

I. **Nspire Inspections and REAC inspections**

The Nspire inspections of 9-1(Public Housing) were done on February 15, 2023. These inspections will not be scored. REAC inspection at Hyder will be on March 23, 2023.

J. **Grant Applications**

The HA is in the process of applying for the Capital Fund Hazards Grant. Some of the funds will be used to remove the adhesive that contains asbestos from under the tiles. Also preparing to apply for the Emergency Grant for 9-1 & 9-5 emergency egress and balcony replacements. The FHLB-AHP Grant is providing training for their grant, we will reapply for Linden Court in May.

K. **Bid Openings** – The Safety Grant for Dulle Towers cameras and secured entry system upgrade bid opens March 7, 2023, at 2:03 p.m. The Hamilton Tower Secured Entry system upgrade bid also opens on March 7, 2023, at 2:03 p.m. The 804 B&D E Elm Renovation due to a broken supply line bid opens March 7, 2023, at 10:03 a.m.

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**Reports of Committees** No committee reports

Mayor Tergin thanked the PHA for joining the buckle up phone down (BUPD) campaign. She also mentioned the city council will be discussing the Madison Street parking garage renovation/rebuild, the MSP redevelopment, and the proposed 3% tax for recreational marijuana. Councilman Lester reported that there hasn’t been any interest in some of the properties on East Capitol Avenue, Adams Street, and Jackson Street. Demolition has begun on Jackson Street and East Capitol Avenue. He also reported that the city approved a much-needed communications upgrade for emergency services.

**NEXT MEETING:** The regular meeting will be at 7:30 a.m. Tuesday, March 21, 2023. Commissioner Graham will not be available on March 21, 2023.

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 therefor, 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 Wekamp seconded the motion. Upon roll call vote, the motion was approved.

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

NAYS: None

ABSENT: None

**New Business** Following the discussion in the closed session, the names for the Public Housing properties are Stepping Stone Village, for the east-end apartments; Justice Way Apartments, for west-end apartments; and Hillside Homes, for west-end houses.

**Adjourn**

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