BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

JANUARY 24, 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, January 24, 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 Mike Lester, City Councilman, and Holly Stitt.

**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 December 2022 (Exhibit 2). Commissioner Graham 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. 4851**

**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 December for Capital City, Hamilton Towers, and Public Housing, for $26,489.50. There was not a second on the motion so the resolution will be added to the February meeting as a correction to Resolution NO. 4851. (Exhibit #3A, 01/24/2023)

**RESOLUTION NO. 4852**

**RESOLUTION APPROVING EXTENSION OF THE 500 EAST CAPITAL REDEVELOPMENT CONTRACT**

We have been receiving monthly updates and you can see work is in progress for Ivy Terrace on their website, however, a formal Redevelopment Contract Extension is required. Work has been delayed for various reasons. The request for an extension until January 15, 2024, to complete the project was submitted. Vice-Chairman Kolb made the motion to approve the extension request. Seconded by Commissioner Wekamp. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3B 01/24/2023)

**RESOLUTION NO. 4853**

**RESOLUTION APPROVING EXTENSION OF THE 501 EAST CAPITAL REDEVELOPMENT CONTRACT**

We have been receiving monthly updates, however, a formal Redevelopment Contract Extension is required. The extension request until August 31, 2023, to complete the project was submitted. Commissioner Simmons made the motion to approve the extension, request Seconded by Commissioner Wekamp. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

(Exhibit #3C 01/24/2023)

**RESOLUTION NO. 4854**

**RESOLUTION APPROVING EXTENSION OF THE 507 EAST CAPITAL REDEVELOPMENT CONTRACT**

We have been receiving monthly updates, however, a formal Redevelopment Contract Extension is required. The exterior blight should be completed by June 2023. Extension request until August 31, 2024, to complete the project was submitted. Vice-Chairman Kolb made the motion to approve the extension request. Seconded by Commissioner Wekamp. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

(Exhibit #3C 01/24/2023)

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

A. **Monthly Financial Statements -** December financials are delayed due to FYE, they will be provided at the February meeting.

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

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

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

There are 24 participants and 30 graduates. The CY Grant was awarded but won’t be issued until after 1/11/2023 AOR change of deadline. The CY Grant closing documents have been submitted.

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.

**Other Properties Under Redevelopment**

**Truman Hotel –** The owners are working on plans for Phase 2. Owner stated that someone is checking on the property weekly. Complaints about the condition of the area continue to come in.

 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 received 60 pending SAFHR applications and have 89 payments. The SAFHR program ends on January 31, 2023.

 G. **Community Programs**

Met with Foster Youth, United Way, Unmet Needs Committee, Senior Network, Continuum of Care, meeting this past month. We inquired about Home Helpers, this program is not a free program, but is an option to offer residents when they are not complying with housekeeping standards. We have received suggestions for the “Name Public Housing” contest. The deadline for submitting suggestions is January 31, 2023.

 H. **Hamilton Tower Renovations**

**4&5 Stack-** Renovations are going well. We anticipate residents will be transferred to new units in mid-February. The first completed elevator went online on January 5th. The large car was taken offline on January 9th.

 I. **Nspire Inspections and REAC inspections**

The Nspire inspections of 9-1(Public Housing) will be February 15-17, 2023, REAC inspection at Hyder will be March 29, 2023.

J. **Public Housing Annual Plan**

The public meeting was held on January 5, 2023. There were no public comments. The plan was submitted to HUD and approved on January 17, 2023.

K. **Housing Authority’s Capital Fund 5-Year Plan**

The public meeting was on January 5, 2023. There were no public comments. The plan was submitted to HUD on January 5, 2023, but hasn’t been approved yet.

L. **HCV Set-Aside Funding**

Each year we apply for funding HUD sets aside for agencies that have to spend additional funds for Vouchers that port to agencies that have higher payment (rent) standards. We again were awarded this funding in the amount of $40,948 for CY2022. Landlords are needed for the Voucher program, if you know of any landlords that might be interested or would like additional information on how the program works. The PHA sets the resident’s portion of rent at no more than 30% of the resident’s income, if the resident’s income drops the rent the PHA pays goes up. A Payment Standard waiver was approved which allows a raise in standards to 120% of the Fair Market Rents. This allowed for an increase in the allowable rents for new and existing landlords.

M. **FHLB-AHP Grant for Linden Court**

We were not awarded the Grant, but will re-apply this year. We are in the process of applying for a safety grant from HUD for the 9-5 balconies and 9-1 decks.

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**Reports of Committees** No committee reports

Councilman Lester stated that there have been several police reports of break-ins at the Truman Hotel. He reported that the city is working with developers on the East Capitol Avenue properties. There hasn’t been any interest in some of the properties and demolition has begun on Jackson Street and East Capitol Avenue.

**NEXT MEETING:** The regular meeting will be at 7:30 a.m. Tuesday, February 21, 2023.

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 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 Simmons seconded the motion. Upon roll call vote, the motion was approved.

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

 NAYS: None

ABSENT: None

**Unfinished Business** Financial disclosures from Board Members are due in May.

**Adjourn**

Commissioner Graham 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