BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

MARCH 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, March 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; Cindy Reeves, Chief Financial Officer; Todd Miller, Legal Counsel; Diana Walters and Amy VanOverschelde, Administrative Assistants; and Carrie Tergin, Mayor, Mike Lester, 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 February 2023. (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. 4860**

**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 February for LaSalette, Hamilton Tower, Hyder 1, and Public Housing, for $13,545.50. Seconded by Commissioner Wekamp. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3A, 03/21/2023)

**RESOLUTION NO. 4861**

**RESOLUTION APPROVING EMERGENCY PROCUREMENT FOR LINDEN ELDERLY CAMPUS BOILER REPLACEMENT**

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 that the lengthy procurement process for items over $50,000 could turn an urgent issue into an emergency. Vice-Chairman Kolb made the motion to approve the emergency procurement. Seconded by Commissioner Wekamp. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (03/21/2023)

**RESOLUTION NO. 4862**

**RESOLUTION APPROVING THE AMENDED PUBLIC HOUSING BUDGET FYE 3/31/2023**

HUD required the Public Housing budget to be amended to more accurately reflect expenditures expected through the end of March and be approved by the Board. Vice-Chairman Kolb made the motion to approve the amended Public Housing budget. Seconded by Commissioner Wekamp.  Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3C, 03/21/2023)

**Dulle Tower Safety and Security Grant and Hamilton Tower Secured Entry System**

There was a discussion on the proposals for the Dulle Tower camera and controlled access FY2022 Safety and Security Grant and the Hamilton Tower Secured Entry System. Staff is obtaining more information on the best solution for the needs of the properties. It may be possible to upgrade the current entry system and purchase a much more efficient camera system. A decision was deferred to the April meeting.

**RESOLUTION NO. 4863**

**RESOLUTION AWARDING THE CONTRACT FOR RENOVATIONS OF 804 B&D EAST ELM STREET TO RIO CONTRACTING**

A broken supply line flooded both units while residents were not home. The staff has reviewed and scored the proposals and recommend RIO Contracting. RIO Contracting was also approved by the insurance company. Vice-Chairman Kolb made the motion to approve RIO Contracting for the renovation. Seconded by Commissioner Wekamp. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

(Exhibit #3F, 03/21/2023)

**RESOLUTION NO. 4864**

**RESOLUTION APPROVING MODIFICATION TO THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP) FOR PUBLIC HOUSING**

Updates are provided annually or as HUD initiates changes. 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. If no comments, Board approval is effective on the 31st day. Vice-Chairman Kolb made the motion to approve the changes to the ACOP. Seconded by Commissioner Wekamp. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

(Exhibit #3G, 03/21/2023)

**RESOLUTION NO. 4865**

**RESOLUTION APPROVING A REVISION TO THE PERSONNEL POLICY FOR CONUS RATES AND THE ALCOHOL, DRUG, AND CONTROLLED SUBSTANCE POLICY**

The wording was changed to look up CONUS instead of changing the book for the new rates whenever CONUS is updated. The alcohol, drug, and controlled substance policy was also updated. Commissioner Prather made the motion to approve changes to the wording. Seconded by Commissioner Wekamp. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

(Exhibit #3H, 03/21/2023)

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

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

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

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

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

There are 23 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

The window issue has not been resolved.

**Phase 2**

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

**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 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 several reports of residents with Covid in the last month. We have received 67 pending SAFHR applications and have 95 payments. SAFHR announced it has exhausted all funds as of February 20, 2023. Tenants were notified that they need to make payment arrangements immediately.

G. **Community Programs**

Staff met with Foster Youth, United Way, Unmet Needs Committee, Senior Network, and Continuum of Care, meeting this past month. The next Unmet Needs meeting is scheduled for Wednesday, April 5, 2023, at 8:30 a.m. at the United Way office. On Tuesday, March 14, we invited 20 Helias students to our office for the Sophomore Retreat. After a short slideshow about JCHA the students assisted with projects at the main office and the maintenance shop. The students were very helpful and finished several projects for both departments.

H. **Hamilton Tower Renovations**

**6, 7 & 1 Stack-** Renovations are going well. The remaining residents from 6, 7 & 1 stacks were moved on February 22nd and 23rd and 1 on the 28th. Work is progressing on the 15 stack, we anticipate units to be ready in late April or early May. The large car in the Hamilton elevator work is progressing. There will continue to be temporary shutdowns for approximately 4 hours 2-3 times a week to make the connections that allow the cars to work together. Residents will be given notice of scheduled shutdowns. Work has not begun on the Dulle Tower elevator yet.

I. **NSPIRE Inspections and REAC inspections**

The NSPIRE inspections of 9-1(Public Housing) were done on February 15, 2023. During the inspection, we learned 550 additional smoke detectors need to be installed in bedrooms as a new requirement for NSPIRE. These inspections will not be scored since we volunteered for the new program. REAC inspection at Hyder will be on March 23, 2023.

J. **Grant Applications**

There was a discussion on several grants JCHA has applied for. If awarded, the funding from the grants will allow the PHA to get ahead of some of the maintenance and safety issues rather than waiting and only fixing when it is an emergency and grant awards allow for making the units more energy efficient. Funding from the Worker’s Compensation Insurance Grant will allow the PHA to purchase lift gates for 4 of the maintenance trucks and 6 toilet dollies to assist in lifting toilets.

**Reports of Committees** No committee reports

**NEXT MEETING:** The regular meeting will be at 7:30 a.m. Tuesday, April 18, 2023.

Mayor Tergin spoke of the election on April 4, 2023, for sales tax on recreational marijuana. It does not affect medical marijuana. She also announced that Clint Smith is the new Director of Planning and Protective Services. The spring cleanup for bulky items is April 17th for West of Highway 54 and April 24th for East of Highway 54. The city approved the proposed redevelopment of land at Missouri State Penitentiary (MSP) for Missouri Primary Care Association and Missouri Behavioral Health’s Center for Excellence. She also expressed her gratitude for the work on East Capital Avenue. She stated this will be her last official meeting with us as Mayor as her term will expire prior to the next meeting. Councilman Lester announced Housing the Community of Jefferson City. The organization grew out of the Homeless Task Force and will assist with a center to identify and provide resources for those in need of housing and resources.

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, 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.

Vice-Chairman Kolb seconded the motion. Upon roll call vote, the motion was approved.

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

NAYS: None

ABSENT: None

**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 Prather 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