BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

AUGUST 15, 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, August 15, 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 Rick Prather and Brian Wekamp. Also, in attendance were Michelle Wessler, CEO; Chera McCoy, COO; Cindy Reeves, CFO; Todd Miller, Legal Counsel; Ron Fitzwater, Mayor; Jeff Ahlers, City Councilman; Diana Walters and Vickey Hawkins Administrative Assistants and a member of the press.

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

REGULAR SPECIAL

Mueller 11-12 11-12

Kolb 11-12 10-12

Simmons 12-12 2- 2

Wekamp 12-12

Prather 11-12

Graham 9-12

**CONSENT AGENDA:**

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

Commissioner Simmons joined the meeting.

**RESOLUTIONS AND COMMUNICATIONS:**

**RESOLUTION NO. 4877**

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

Commissioner Prather made the motion to approve the proposed rent and damage write-offs for July 2023, including LaSalette, Ken Locke1, and Public Housing, for $14,788.30. Seconded by Vice-Chairman Kolb. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3A, 08/15/2023)

**Annual Certification of MHAPCI Member Compliance with the Requirements for MHAPCI Coverage for Employment Practices** (Exhibit 3B)

In 2020, MHAPCI implemented a new policy requiring the review of several documents annually.  All Commissioners are to certify that they have reviewed:

* Section O: Liability Coverage D&O and Employment Practices
* Fiduciary Duties & Ethics PHA Officials
* Code of Ethics Policy for D&O
* This new MHAPCI policy also mandates one hour of training by all management staff in at least one of the following categories:

•         Discrimination

•         Anti-harassment

•         Disciplinary action and procedures

•         ADA

•         Family and Medical Leave Act

All Commissioners are encouraged to participate in one hour of training, but it is not required. The management staff has completed the required training. The training is completed via the MHAPCI website training modules. Vice-Chairman Kolb made the motion to approve the MHAPCI requirements. Seconded by Commissioner Prather. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

(Exhibit #3B, 08/15/2023)

**RESOLUTION NO. 4878**

**RESOLUTION AWARDING THE ROBERT HYDER WINDOW REPLACEMENT CONTRACT TO TAILOR MADE** (Exhibit 3C)

Invitation for Bids (IFB) notice went out on July 9th. The bid opening was on August 10th. Recommendation: Tailor Made is the low-bidder for completing the entire project as one. References and the window selection of Pella Windows are acceptable. The plan is to do three units a day. This will require us to vacate and set up three-day units for residents to stay in while work is being completed.

**RESOLUTION NO. 4879**

**RESOLUTION APPROVING HAP RESERVE FUNDS FOR THE ROBERT HYDER WINDOW REPLACEMENT PROJECT**

We will use the Reserve for Replacement funding for as much of the project as we can. We would like to do the entire project at once to ensure the same windows are used throughout the project and would like to use a portion of the HAP Reserve funding. Vice-Chairman Kolb made the motion to approve Tailor Made for window replacement at Robert Hyder Apartments and the use of HAP Reserve Funds for the project. Seconded by Commissioner Prather. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3C, 08/15/2023)

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

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

B. **List of Disbursements** **–** July 2023 (Exhibit 4B)

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

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

There are currently 19 participants and 35 graduates.

E**. Land Clearance and Redevelopment Authority Updates**

**East Capitol Avenue** **Urban Renewal –**

**Phase 1**

**101 Jackson** – Mr. Blosser stated they are waiting on State Historic Preservation Office to give final approval.  Reached an agreement with staff in May.

**Phase 2 –**

**Stitt Barony – East Capitol** 501 & 507 - Ms. Stitt stated: Been working on windows, soffits, and gutters when weather permits.  Inside is getting HVAC installed and finishing rough-in of electric so they can start on finishing work. 507 Working on roof and soffits.

**Parsons House –** Ms. Stitt stated that a survey shows the front porch sitting on city property Historic Jefferson City is working on that, so Ryan can move forward.  He has been securing items but is afraid to do too much work on the porch until it gets squared away.

**Ivy Terrace –** 500 East Capitol – <https://www.facebook.com/ivyterracejcmo/> Ms. Sacilowski stated they finished the porch and are re-installing the lattice; they have rebuilt 2nd set of steps. The groundhogs have been evicted and they are hoping they do not return and become squatters.

**Other Properties**

**Truman Hotel** – Mentioned at the August 7th City Council meeting.

F**. Community Programs**

Meetings this month, Service Providers, Housing Community, Housing Task Force Salvation Army, Unhoused Solutions, Caring Connections Resource Group, RACS, Foster Youth Housing Group, Community Resource Meeting, Senior Network Committee, Unmet Needs Committee, Show Me Strong Committee, JCSCC Meeting.

G**. Renovations**

*Hamilton Tower*s - Stack 1 working on painting, cabinets, counters, and FRP are mostly completed. Stacks 2 & 3 demolition is almost complete. The electricity and plumbing work has started. Stacks 6 & 7 moved-in units on the 8th & 9th floors, 6 Move-ins are scheduled for the 17th & 4 are scheduled for the 23rd. Once these units are moved in we will start moving in people off the waiting lists as units are ready.

*Dulle Towers* – Elevator big car work started on April 24th State inspection occurred on August 9th, there were problems the night before and the morning of the inspection and the inspector was wanting more than a normal inspection, waiting on final details. Replacement of the Dulle Camera System started on July 10th, waiting on delivery of the DVR, all wires have been run and cameras installed.

*804 B & D East Elm* – Completed August 10th!

*1417 D Elizabeth* – We found an HVAC contractor willing to replace ductwork. Work should be completed in about 3 weeks. Renovations should move quickly once ductwork and venting are installed. The renovation contractor has prepped items offsite for quick & easy installation.

H**. Grant Applications**

HUD Emergency Grant for 9-1 & 9-5 – HUD reviewer sent a message she forwarded the application with her recommendation for approval, we are expecting to hear something any day. The FHLB-AHP Grant – requested additional info on July 18th, this was over a month ahead of last year's request. Ameren Grants - No news, requested an update.

1. **Reports of Committees** – No Reports

**Next Regular Meeting:** The 3rd Tuesday is September 19, 2023.

Commissioner Simmons asked if we are aware of a $30.00 credit for internet service for low-income individuals and seniors. Mayor Fitzwater thanked Michelle for the invitation to the Board Meeting. City Councilman Ahler thanked Michelle for her assistance.

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: Kolb, Simmons, Wekamp, Prather, Mueller

NAYS: None

ABSENT: Graham

**Unfinished Business**

**No unfinished business.**

**New Business**.

**No 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