BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

DECEMBER 20, 2022

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, December 20, 2022, 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; Diana Walters and Amy VanOverschelde, Administrative Assistants; and Mike Lester, City Councilman.

Commissioner Simmons made a motion to approve the renewal of Chairman Mueller’s appointment as Chairman for another 4-year term. Vice-Chairman Kolb seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

Vice-Chairman Kolb made the motion that current officers remain in the position of Commissioner. Seconded by Commissioner Wekamp. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

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

 REGULAR SPECIAL

Mueller 12-12 11-12

Kolb 11-12 10-12

Simmons 12-12 2- 2

Wekamp 11-12

Prather 11-12

Graham 12-12

**CONSENT AGENDA:**

Approval of Meeting Minutes for the Annual Meeting in November 2022 (Exhibit 2). Commissioner Graham made the motion to approve the Consent Agenda. Vice-Chairman Kolb seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

**RESOLUTIONS AND COMMUNICATIONS:**

**RESOLUTION NO. 4847**

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

Vice-Chairman Kolb made the motion to approve the proposed rent and damage write-offs for November for Public Housing, and Ken Locke II for $1,257.00. Commissioner Wekamp seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3A, 12/20/2022)

**RESOLUTION NO. 4848**

**RESOLUTION APPROVING PROMISSORY NOTE TO LINDEN ELDERLY HOUSING DEVELOPMENT GROUP, LP**

This will clear the existing developer fee debt as an accounts receivable item and make it a loan. Commissioner Simmons made the motion to approve the loan to Linden Elderly Housing Development Group LP. Seconded by Vice-Chairman Kolb. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

(Exhibit #3B 12/20/2022)

**RESOLUTION NO. 4849**

**RESOLUTION APPROVING A REQUEST FOR A CERTIFICATE OF QUALIFICATION FOR A TEN-YEAR TAX ABATEMENT PURSUANT TO SECTION 99.700**

Cosimo Properties, LLC, requested a tax abatement for the property recently redeveloped as a wedding/event space at 324 East Capitol Avenue in September of 2022. The application includes all required components. The property is part of the R-45 Urban Renewal Plan Area in Jefferson City, Missouri, and was declared blighted. The property was completed before the Tax Abatement request was received. The discussion was moved to the executive session.

Following a discussion in Executive Session Vice-Chairman Kolb made the motion to approve the request from Cosimo Properties, LLC for the ten-year tax abatement on 324 East Capitol Avenue. Seconded by Commissioner Graham. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

(Exhibit #3C 12/20/2022)

**RESOLUTION NO. 4850**

**RESOLUTION APPROVING A REVISION TO THE PERSONNEL POLICY**

Updates to the personnel policy include changes to the maintenance on-call overtime, pager pay, titles, drug policy, and criminal check/criminal history policy to follow the housing application policy, this will be effective 1/01/2023. Vice-Chairman Kolb made the motion to approve the personnel policy updates. Commissioner Simmons seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3D 12/20/2022)

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

A. **Monthly Financial Statements -** November 2022. (Exhibit 4A)

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

C. **Occupancy Report** as of December 1, 2022. (Exhibit 4C)

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

There are 24 participants and 30 graduates. There should be 28 participants by the end of the year.

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. A Memorandum of Agreement to take exception to the Department of Interior’s requirement to refurbish the windows is being prepared. The single-pane non-tempered windows are inefficient and unsafe for families. There are several exceptions they will appeal. They cannot complete Grant paperwork until all issues are resolved. They are hopeful work can start by May 2023.

**Phase 2 - Stitt Barony -** Progress continues at 501, 507, 511, and 513 East Capitol Avenue. Work has begun on the plumbing, HVAC, and sheetrock.

**The Parsons House, 105 Jackson Street** – The sale documents have been approved by Legal Counsel. The prospective owners are working on the yard and other items HCJ approved before the sale. Sale documents were written to put the property back in HCJ’s ownership if the developer fails to meet contract requirements.

**Ivy Terrace** – They are hard at work on sheetrock and plaster repairs, stripping trim, and working on floors.

There have been delays in getting work done on the properties purchased just before Covid. All parties have been advised they need to submit extensions to their proposals.

**Other Properties Under Redevelopment**

 **Truman Hotel –** No new information.

**324 Capitol Avenue (Old Livery Stable)** Discussion moved to closed session.

 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. Cole County numbers are being closely monitored. We continue to receive SAFHR applications and have 57 pending payments and 76 paid applications.

 G. **Community Programs**

Santa visited JCHA on Sunday, December 18th from 1-4. There was a good response with about 40 children. Each child received a framed picture with Santa, a book, a cookie, and a drink. The families that attended had a great time, we hope that word will spread and we will have more families attend future events.

 H. **Hamilton Tower Renovations**

**4&5 Stack-** Renovations are going well. We anticipate residents will be transferred to new units in February.

 I. **Online Rental Payments Update**

The payment website is working well. A payment option for former residents was added to the website.

 J. **Nspire Inspections and REAC inspections**

JCHA volunteered to be one of the first Housing Authorities to be inspected under the new Nspire Inspection Guidelines. Nspire will replace the REAC Inspection. The first inspection was at Dulle Tower on December 12th at 8 am, followed by Linden Court at 12:30. There will be a REAC inspection on December 28th at Linden Elderly. There were a few things that were noted, but their website is still under construction which has delayed our response.

**K. Public Housing Annual Plan**

The meeting is scheduled for January 5, 2023. A special Board meeting will be held if there are any comments.

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

The meeting is scheduled for January 5, 2023. A special Board meeting will be held if there are any comments.

**Reports of Committees** No committee reports

Councilman Lester stated that Redevelopment Plans for 113 Adams Street, 401, and 429 East Capitol will be submitted. The buildings at 109 Adams Street, 409, 410-416 East Capitol Avenue, 114 Jackson Street, and 415 Commercial Way are slated for demolition to begin the second week of January. A Bill was passed for the City to acquire the remaining Buescher properties at 611 Jefferson Street, 320 Miller Street, and 1226 Adams Street, which have been determined abandoned and dangerous.

**NEXT MEETING:** The regular meeting will be at 7:30 a.m. Tuesday, January 24, 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.

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

**Old Business** No old business

**Adjourn**

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