BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

DECEMBER 19, 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, December 19, 2023, via Zoom meeting and in person.

ROLL CALL: On roll call, the following were in attendance: Chairman Dennis Mueller; Vice-Chairman Carlos Graham; Commissioners Rick Prather, Mary Simmons, and Brian Wekamp. Also, in attendance were Michelle Wessler, CEO; Chera McCoy, COO; Cindy Reeves, CFO; Diana Walters and Vickey Hawkins Administrative Assistants; Jeff Ahlers, City Councilman, Holly Stitt and a member of the public and press.

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

REGULAR SPECIAL

Mueller 11-12 1-1

Simmons 12-12 1-1

Wekamp 12-12 1-1

Prather 12-12 1-1

Graham 9-12 1-1

**CONSENT AGENDA:**

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

Approval of Meeting Minutes for the Special Meeting on December 4, 2023. Commissioner Simmons made the motion to approve the minutes. Commissioner Prather seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit 2B)

**RESOLUTIONS AND COMMUNICATIONS:**

**RESOLUTION NO. 4890**

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

Commissioner Prather made the motion to approve the proposed rent and damage write-offs for November 2023, including Hyder I, and Dulle Tower, for $488.00. Seconded by Commissioner Simmons. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3A, 12/19/2023)

**RESOLUTION NO. 4891**

**RESOLUTION APPROVING MANDATORY CHANGES TO THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP) AND THE ADMINISTRATIVE PLAN FOR PUBLIC HOUSING AND HOUSING CHOICE VOUCHERS FOR HOUSING OPPORTUNITY THROUGH MODERNIZATION ACT 2016 (HOTMA) CHANGES EFFECTIVE 1/1/2024**

Upon a favorable vote, policies will be updated with HUD-mandated HOTMA changes effective 1/1/2024. Although the policies must be updated by 1/1/2024, implementation is not mandated until 1/1/2025. We plan to implement HOTMA requirements in the fall, once HUD provides software implementation guidelines and software updates are complete. HUD is requiring these changes be written into policies with no intent to follow the new policies for up to a year. Commissioner Simmons made the motion to approve the HOTMA mandatory changes to the ACOP and ADMIN Plans. Seconded by Vice-Chairman Graham. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

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

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

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

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

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

There are currently 19 participants and 36 graduates. There will be 8 new participants added in January and 2 are leaving for a total of 25 participants. We are still awaiting award documents for acceptance of the Grant for CY2024.

E**. LAND CLEARANCE AND REDEVELOPMENT AUTHORITY UPDATES –**

**EAST CAPITOL AVENUE URBAN RENEWAL**

**Phase 1**

**101 Jackson –** Progressing with the approval process.

**Phase 2 –**

**Stitt Barony – East Capitol** 501, 507–expires 8/31/2024 – 501 - the owner is making progress. She has requested an extension through June 2024. They discovered termite damage and had a water issue delaying progress. An extension until January 31, 2025 was requested for 507 East Capitol Avenue. Commissioner Graham made the motion to approve the extension requests. Seconded by Commissioner Simmons. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

**Parsons House –** HJC will be providing a survey on the front porch issue to the city in the next few weeks.

**Ivy Terrace –** 500 East Capitol-expires 1/15/2024–progress can be viewed at <https://www.facebook.com/ivyterracejcmo/>. The owner plans to attend the January meeting to discuss the plan for completion.

**Other Properties**

**Truman Hotel** – Legal Counsel attended an informal meeting, there is no progress or new information.

F**. Community Programs**

Meetings: Senior Network, Unmet Needs United Way, Caring Connections-Library, Community Housing, Welcome Home Veteran Housing, Service Providers, Housing Task Force, Unhoused Solutions, and Foster Adoption Association. Pictures with Santa on December 9th were well attended with more families than last year.

G**. Renovations**

*Hamilton Tower*s – We hope to have stacks 2 & 3 finished in the next couple of weeks. Stacks 11 & 12 work is being done to get 111B back online by Christmas. Demolition has started on stack 13 and demolition is complete on stack 14.

*Dulle Towers* – Elevators - Work is progressing, there will be scheduled outages on January 2nd and 3rd to complete the final stages of linking the elevators. There may be other minor interruptions a few minutes at a time through January until all work is complete.

*Safety & Security Grant* 22- Replacement of the Dulle Camera System except for elevators is complete, the coaxial cable is bad, and waiting on replacement by the elevator company.

*Hazards Grant Award* - Request for Proposals for flooring replacement will go out hopefully within the next month, depending on the elevator progress for the removal and replacement of flooring in the common areas of Dulle Tower.

Safety and Security Grant 23-for the replacement of the Fire and Pull cord Systems preparation has stalled as we are requesting proposals from engineers for the scope of work.

***Hyder Apartments Window Replacement*** – Work has been postponed till mid-January when windows are now scheduled to arrive. The contractor has allotted additional crews to work the project and has asked for additional units to be worked on each day. We are working on the possibility of this action, as we must provide a room where the resident has privacy. We set up 4 units for this purpose, they are requesting 4 more. Although this will cut the time in half, there is still the expense furnishing 4 more units for daily use, the loss of revenue for the 4 additional units, and those that have been vacant for 2 months already.

*Family Public Housing - Vista View Properties* – 1417 Elizabeth Street – work is currently on hold waiting on subcontractors.

*Emergency Grant for Vista View and Stepping Stone Village-* 7 Decks have been completed, 1 is waiting on the Handrail, and 2 are in the process of demolition. This work is progressing quickly. His original goal was to be done by the end of the year but we were held up in altering the design.

*Linden Court* – Emergency Grant-balconies’ replacement started two weeks ago; however, the balconies were much worse than we anticipated. Water has been getting under all of the rhino shield for quite some time. Change orders for rotting issues were $9,340 above contingency.

H**. Grant Applications**

*The FHLB-AHP Grant* – Although we did not receive an award notice, we are not out of the running. We will reapply this year just in case additional funding does not come as it did last year when we qualified, but they ran short on funding. We lost points this year that we received last year for our veteran preference. In the August 2023 discussions, I told them to remove the Veteran Preference statement from our application as what AHP requires was not going to be possible. But even so, we were .007 points shy of being awarded the grant. He repeatedly stated he could not say we would receive an award later this year, but he kept mentioning how we were an alternate and they always do a second award sometimes a third, depending on what money comes back to them.

Safety Grant 2024 - We will prepare/request an exterior lighting grant as it becomes available. This will help in reducing electrical expenses and provide better security for our residents.

I. **ACOP & ADMIN Update -** The waiting period for the public comment expired November 17, 2023, with no comments received. The policies have been updated and approved as of October 17, 2023. (Resolution NO. 4887)

J. **Annual Plan & 5-Year Capital Fund Plan -** Public Hearing & comments were held December 7, 2023, with no comments. The plan has been updated and approved as of October 17, 2023. (Resolution NO. 4885)

**Reports of Committees** – No Reports

**Next Regular Meeting:** The 3rd Tuesday is January 16, 2024.

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.

Vice-Chairman Graham seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

AYES: Simmons, Wekamp, Prather, Graham, Mueller

NAYS: None

ABSENT: None

**Unfinished Business**

**No unfinished business.**

**New Business**.

**None**

**Adjourn**

Vice-Chairman Graham 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