BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

JANUARY 16, 2024

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 16, 2024, 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; Cindy Reeves, CFO; Diana Walters and Vickey Hawkins Administrative Assistants; Debbie Sacilowski, and a member of the 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 10-12 1-1

Approval of the prospective Board Member is still pending.

**CONSENT AGENDA:**

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

**RESOLUTIONS AND COMMUNICATIONS:**

**RESOLUTION NO. 4892**

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

Commissioner Simmons made the motion to approve the proposed rent and damage write-offs for December 2023, including Ken Locke II, Capital City, Hamilton Towers, and Public Housing for $19,672.25. Seconded by Commissioner Wekamp. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3A, 12/19/2023)

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

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

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

C. **Occupancy Report** as of January 1, 2024. (Exhibit 4C)

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

There are currently 25 participants and 36 graduates. The award documents for acceptance of the Grant for CY2024 should be executed late January.

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

**EAST CAPITOL AVENUE URBAN RENEWAL**

**Phase 1**

**101 Jackson –** Awaiting approval from the Missouri Department of Economic Development.

**Phase 2 –**

**Stitt Barony – East Capitol** 501 & 507, owner is making progress with blight removal.

**Parsons House –** HJC will be meeting with the city in the next few weeks regarding the porch.

**Ivy Terrace –** 500 East Capitol updates on progress can be viewed at <https://www.facebook.com/ivyterracejcmo/>. The owner is in attendance for contract negotiations in Executive session.

**Other Properties**

**Truman Hotel** – No new information.

F**. Community Programs**

Meetings: Senior Network, Unmet Needs United Way, Welcome Home Veteran Housing, Updated application were dropped off for Service Providers, many programs were off for the holidays. Activities: Thanksgiving and Christmas dinner were provided by the PHA for Ken Locke, LaSalette, Hyder and Herron. Immaculate Conception (IC) provides a holiday dinner and gift for the residents of Dulle Hamilton Towers through an anonymous donor. IC volunteers make the dinner a big success.

G**. Renovations**

*Hamilton Tower*s – Stacks 2 & 3 should be finished by the end of January. Unit 111B was back online just after Christmas. Plumbing and electrical are complete on Stacks 11 & 12. Demolition is complete on stacks 13 &14, and plumbing and electrical work have begun.

*Dulle Towers* – Elevators - Work is progressing and should be complete by the end of January.

*Safety & Security Grant* 22- Replacement of the Dulle Camera System except for 1 elevator is complete. The final camera will be connected once the elevator is complete.

*Hazards Grant Award* - Request for Proposals for flooring replacement from local vendors went out.

Safety and Security Grant 23- Requested proposals from engineers for the scope of work for the replacement of the Fire and Pull cord Systems. Only 1 quote was received, one does not do this type of work, one has not responded yet

*Hyder Apartments Window Replacement* – Work is scheduled to begin January 29, 2024, if windows arrive as expected. The contractor has allotted additional crews to work the project and has asked for additional units to be worked on each day. They will do 4 units per day with an additional crew to work on common areas.

*Family Public Housing - Vista View Properties* – 1417 Elizabeth Street – Drywall is installed and painting is scheduled.

*Emergency Grant for Vista View and Stepping Stone Village-*12 of the 22 decks have been completed. His original goal was to be done by the end of the year but we were held up in altering the design and delays due to weather.

*Linden Court* – Replacements were completed the week of Christmas.

*Lewella Estes* – Requesting proposals for ADA-approved toilets. Replacement and expansion of the parking lot is almost complete.

H**. Grant Applications**

*The FHLB-AHP Grant* – Waiting for the beginning of the year award notification. We will reapply if necessary. CEO answered Commissioner Simmons question regarding the award process and the need to reapply.

*Safety and Security Grant* – We will apply for an exterior lighting grant as it becomes available. This will reduce electrical expenses and provide better exterior lighting.

I. **Positions Available –** We are seeking an Activities Bus Driver with a CDL Class C License and a Receptionist for the Housing Department.

**Reports of Committees** – No Reports

**Next Regular Meeting:** The 3rd Tuesday is February 20, 2024.

Vice-Chairman Graham 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 Simmons 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**

Commissioner Simmons 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