BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

JUNE 20, 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, June 20, 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, Rick Prather, Carlos Graham, and Brian Wekamp. Also, in attendance were Michelle Wessler, CEO; Cindy Reeves, Chief Financial Officer; Todd Miller, Legal Counsel; Diana Walters and Vickey Hawkins Administrative Assistants.

**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 11-12

**CONSENT AGENDA:**

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

**RESOLUTIONS AND COMMUNICATIONS:**

**RESOLUTION NO. 4875**

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

Commissioner Wekamp made the motion to approve the proposed rent and damage write-offs for May 2023, including Capital City, Hamilton Tower and Public Housing, for $15,489.50. Seconded by Commissioner Graham. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3A, 06/20/2023)

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

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

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

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

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

There are 24 participants and 32 graduates.

E. **Land Clearance and Redevelopment Authority**

East Capitol Avenue Urban Renewal Plan - Updates

**Phase 1** – 101 Jackson Street - A representative from the city contacted the CEO and stated they are working to get the window issue resolved so the project can move forward.

**Phase 2 Stitt Barony** – 501 East Capitol work is progressing. There is an issue finding matching brick for the porch. Work is being done on electrical, plumbing, HVAC installation, painting and windows. Work is progressing on 507.

**Parson House** – The chimney facing the south is tuck pointed and capped, started cleaning back lot, restacked old bricks on new pallets to move, the survey is almost complete for a road to the back of house that will allow the start of demo of the old portion that is falling off.  (Note from Holly:  Parsons had no property around the house so there was no way to get any equipment in since it was landlocked all around it.  Ryan owns the property to the south against the alley, he surveyed off a portion of that property to give to Parsons to build a drive from the alley to the back of it for equipment and an eventual driveway)

**Ivy Terrace** – 500 East Capitol work is progressing. Progress can be viewed at <https://www.facebook.com/ivyterracejcmo/>

**Other Properties Under Redevelopment**

**Hotel –** No new information.

F. This past month we met with: Caring Connections Resource Group, RACS, Police Mental Health Committee, Foster Youth Housing Group, Community Resource Meeting, Senior Network Committee, Unmet Needs Committee.

G. **Hamilton Tower Renovations**

Stacks 1, 2, 3, 6, & 7 – Are vacant and demolition has started on stacks 2 & 3. The last stage of plumbing work will start this week in Stack 1, as we had to arrange to shut down laundries for the week. Stacks 6 & 7 are projected for M/I at the end of July. We will do punch lists on a few units at a time since we do not want to move all 16 units at one time.

Dulle Tower’s big car work started on April 24th and is scheduled to come online July 6th, ahead of the 3-4 month schedule. The Dulle small car doors are working much better after a month of constant outages. We moved all the mobility-impaired residents that wished to move to other properties**. We are allowing smoking on the balconies to try and limit the use of the small car in hopes it will last until the big car is completed**.

Replacement of the Controlled Access Entry System was completed on Thursday, June 8th, for Dulle and Hamilton Towers. The system upgrade of the original system will occur this week.

H. **Grant Opportunities/Requested**

Submitted HUD Emergency Grant for 9-1 & 9-5 emergency egress and balcony replacements May 17th, request was forwarded to Washington on May 18th, with the comment “request is very thorough forward to Washington”, awards are in August 2023. The FHLB-AHP Grant was submitted on May 31st, accepted on June 1st, this grant awards at the end of December 2023. No news on the Ameren Grants, the indication is we are not going to give them a high enough percentage of utility savings to qualify. An application was also submitted for the Safety & Security Grant for $250,000 to upgrade the fire and pull cord alarms and system components.

I. **Admissions and Continued Occupancy Plan** **Update**

The waiting period for public comment expired on May 19th, with no comments. The policy has been updated per Board Resolution No. 4868 on April 18th.

J. **Administrative Plan Update (Admin Plan)** – The waiting period for public comment expired on June 16th, with no comments. The policy has been updated per Board Resolution No. 4874 on May 16th.

**Reports of Committees** No committee reports

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

Commissioner Simmons commended the JCHA staff for the work on applying for Grants and all the hard work staff does in providing services.

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.

Commissioner Graham seconded the motion. Upon roll call vote, the motion was approved.

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

NAYS: None

ABSENT: None

**Unfinished Business**

**New Business**.

**Adjourn**

Commissioner Prather made the motion to adjourn the meeting. Commissioner Simmons 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